

One-off Settings and Filters

Settings

Click the button

These are the main settings:

Playback	<p>Auto backspace interval</p> <p>Winding & Playback speed</p> <p>Asynch. playback enable to correct as you listen</p>
Notifications	<p>Playback device foot pedals</p> <p>Playback level volume</p>
Input devices	<p>Turn off all but On Failure to Finish</p> <p>Toggle = press button to Start, press again to Stop</p> <p>Press & hold = keep foot on button</p>

Columns and Ordering Lists

When you first log in, the Columns in each tab are not in the most efficient order. You can personalise your own view on each tab which is remembered every time you log back in.

- Drag-and-drop **Column headers** to re-order columns
- Click the **Column header** to sort the list by that column. *Clicking again reverses the sort order*

Please note: you can only sort a list by one column.

Creating Quickfilters

Lists display all the letters in that tab by default and therefore need to be filtered based on what department and/or author you work for.

Quickfilters are a way to set up filters and save them for future use. They can be set up on the TRANSCRIPTION and COMPLETION tabs.

Filter the list

1. Select the required tab to display a list
2. Click the **filter tick-box** on the column you want to filter—you can filter multiple columns
3. Enter and select the value you wish to filter by (highlights in blue) —you can select multiple values in most columns *Click a value again to de-select*
4. Click **OK**

Save the Quickfilter

1. Right-click the tab (TRANSCRIPTION OR COMPLETION)
2. Click **Create quickfilter**—this appears as a sub-tab under the main one
3. Rename the description of the new sub-tab then click the **main** tab to save
4. Click the **Clear filter** button to clear the filter on the main list. You can then set up additional quickfilters

Delete a Quickfilter

Right-click the sub-tab then click **delete quickfilter**

Three Filter Examples

Filter by one Specialty and Site only

1. Click the required tab to display a list
2. Click **Clear Filter** button, top right, if a filter is already in place
3. Click the **Department tick-box**
4. Click the Specialty and Site you wish to filter by (highlights in blue) - *Click a value again to de-select if you have made a mistake*
5. Click **OK** - see *Create Quickfilters*

Filter by Author only

1. Click the required tab to display a list
2. Click **Clear Filter** button, top right, if a filter is already in place
3. Click the **Author tick-box**
4. Click the name of the Author you wish to filter by (highlights in blue) - *Click a value again to de-select if you have made a mistake*
5. Click **OK** - see *Create Quickfilters*

Filter by Supervisor only

1. Click the required tab to display a list
2. Click **Clear Filter** button, top right, if a filter is already in place
3. Click the **Supervisor tick-box**
4. Click the name of the Supervisor you wish to filter by (highlights in blue) - *Click a value again to de-select if you have made a mistake*
5. Click **OK** - see *Create Quickfilters*

Correcting Letters - TRANSCRIPTION tab

Please note: If the author's letter required any of these actions, please contact your Admin Manager:

- Change of Work Type (letter template is wrong)
- Letter needs deleting
- Letter is in the wrong stage and needs re-staging to a tab which is not available from the **Finish** button

Otherwise, after filtering (*see overleaf*) and finding the letter to correct:

1. Double-click the **letter row**
2. Click **Instructions** bar and play to check **patient, ID, CC** requirements and *other admin requests*

To correct CC names, see **Recording Addressees**

If Auto Text is in use and required, see **Inserting Auto Text**

If patient's incorrect, see **Unlink/Link Patient/Appointment**

3. Click **Dictation** bar and play to check Speech Recognition

You **can** use **Backspace** *only* at the end of words to remove words not required - *Don't use the Delete key*

If any incorrectly recognised words still exist, highlight each word then overtype to match what was said

DO NOT overwrite whole sentences or paragraphs

If you wish to add new content at this time, it is possible to do so

Suspending Letters - TRANSCRIPTION

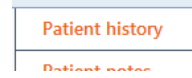
Click **Suspend for Dept.** - returns it to the **Transcription** tab.

Click **Suspend** - *short-term suspension only* into **Suspended by me** tab. **Please note:** No-one else will be able to see/open this letter. To continue, open the letter from the **Suspended by me** tab.

Patient History

Transcribers can view previously letters produced from G2 SpeechReport

1. Click **Patient History** in right-sidebar
2. Click the letter to view

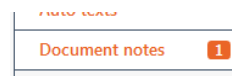


You can highlight text then CTRL-C - copy / CTRL-V - paste

Document Notes

Transcribers can send queries to Authors within Document Notes

1. Click **Document Notes** in right-sidebar
2. Type your query into the blank box before you finish the transcription



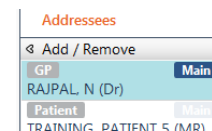
Addressees - Removing and Adding

The GP and Patient PAS addressees are selected by default and the GP is set to MAIN. *Hover over GP Addressee to see if sending electronically or not*

To remove an addressee:

Electronic distribution : No

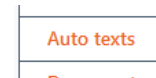
1. Click **Addressees** in right-sidebar
2. Click to remove addressees
3. Click **Main** to set main addressee



If you've removed an addressee by mistake or need another one, click **Add/Remove** to display the full list then tick who you need - *clicking Add/Remove closes the open list*

Auto Text - where used

1. Click your cursor in the required place in the letter
2. Click **Auto Text** in right-sidebar
3. Double-click the required Auto Text to insert it



Unlink/Link Patients or Appointments

To unlink incorrect Patient/Appointment & link correct one:

1. Click the **Unlink Appointment/Patient** option
2. Click **Link** option then click **Link to Patient id:**
3. Type in the correct Patient ID
 - Letter doesn't need linking to an appt - Click **OK**
 - Letter DOES need linking to an appt - Click **Search** then click **Search** again then double-click appropriate appt

Finished transcribing

Author needs to sign off the letter:

- Click **Finish** button or press **F3** on the keyboard

Author does not need to sign off the letter:

- Hover over the **Finish** button then click **Complete**

Care: This letter will be sent without further corrections.

Producing letter(s) - COMPLETION tab

After filtering (*see overleaf*) and finding the letter to send:

1. Double-click the **letter row**
2. Check whether any further changes are required:
 - Formatting, Document Notes' replies from Author and Addressees are set correctly
3. Click **Suspend for Dept.**
4. Reselect this **letter row** from the list by clicking it
5. Right-click the **letter row** & click **Print & finish document**
6. Click **Print and Finish** > **Print** > *wait* then **Close**

"In Area" GP letters go electronically. "Out of Area" GPs and any other addressees are printed, *including one copy of the GP letter for the notes.*

NOTE: if *there is an issue with printing the letter*, please use **G2 Patient Letter Finder** to reprint what you need