

Letter Process	
Stage	Description
Dictation	The author dictates the letter then sends it to the Transcription stage for the transcriber to type up the dictation.
Transcription	<p>The transcriber:</p> <ul style="list-style-type: none"> • Listens to the author's instructions • Types up and checks that the text matches the voice file • Inputs relevant punctuation • Checks and, if needed, amends the layout/formatting <p>Then they normally send the letter to the Sign Off stage.</p>
Sign Off	<p>The author reviews/corrects the letter and either:</p> <ul style="list-style-type: none"> • sends it to the Completion stage - the letter is ready to be produced <p>or</p> <ul style="list-style-type: none"> • returns it to the Transcription stage - the transcriber needs to make further corrections and/or additions
Completion	The transcriber produces all of the copies of the letter that are required.
Finalise	<p>Once produced, the letter's status changes to Finalised.</p> <p>These are available within the Search function for <i>viewing only</i>. They are also available for viewing and printing from:</p> <ul style="list-style-type: none"> • Evolve (SRH, WOR, SOU sites) • Panda/Mediviewer (Brighton and Haywards Heath Sites)