

Worklists

Worklists are shown on the left-hand side of the main G2 SpeechReport screen

CLINICAL

INPATIENT VISITS

DICTATION

TRANSCRIPTION 10

SUSPENDED BY ME

SIGNOFF 5

ASSIGNED

COMPLETION 1

SEARCH

The Worklists that you see will depend on your permissions/role in G2.

If you do not see a Worklist that you should have then please log a ticket via the IT Portal.

Worklist	Meaning	Used by
Clinical	Used for starting a dictation that is linked to an outpatient appointment ID	Authors only
Inpatient Visits	Used for starting a dictation that is linked to an Inpatient admission/visit ID	Authors only
Transcription	Pick up any dictation that is currently in the Transcription stage	Transcribers and Authors who write their own letters
Suspended by me	Used for picking up letters that have been specifically marked as 'Suspend for me'	Any role may see this but DO NOT USE Suspend for me, only use suspend for department when saving progress in a letter
Signoff	Used to pick up any letters in the Sign Off stage	Authors and Transcribers who can Sign Off on behalf of authors

Worklists			
	Assigned	Used to view letters where you have been marked as a Supervisor	Authors – Supervisors
	Completion	Used to pick up any letter in the Completion stage	Transcribers and Authors who may Complete their own letters
	Search	Used for finding letters irrespective of their current stage in the process	All users
<p>Please be aware any documents marked as 'Suspend for Department' will just go to the worklist that reflects their current status i.e. Transcribe stage, Sign Off Stage etc.</p>			