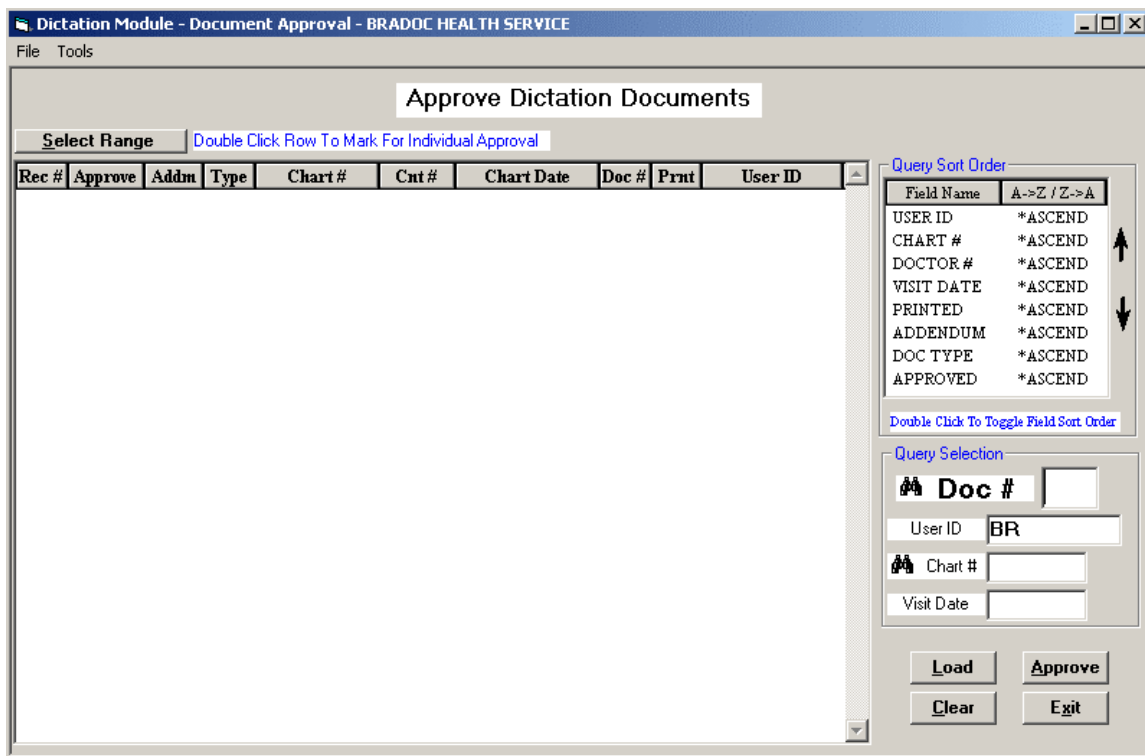


Dictation Module – Approve Dictation



Main Features

Que Sort Order

The fields shown in the list box represent all the ways the records will be displayed. The default sort order for all fields is Ascending. To toggle to Descending order, double click the field and the value will switch from *ASCEND to *DESCEND and vice-versa. To change the sort order, single click a field name and click the up or down arrow to move it in the listing. The order of the field listing will be how the records will be displayed in the main listing.

Query Selection

The user can specify specific records to search.

DOC#: A doctor number can be entered to find all dictation documents entered for a specific doctor.

USER ID: The Bradoc user name sign on will automatically be displayed in the USER ID field. This allows the user of the machine to quickly retrieve records they have entered. This value can be changed. To view records entered by all users, leave this field blank.

CHART #: A chart number can be entered to search for a specific chart number.

VISIT DATE: A visit date can be entered to find all dictation documents entered for a specific visit date.

Load

After the user has made the search query modifications, click the **LOAD** button to create the main listing.

Approve

After the user has selected which dictation documents are to be approved, click the **APPOVE** button to begin approving the dictation documents.

Clear

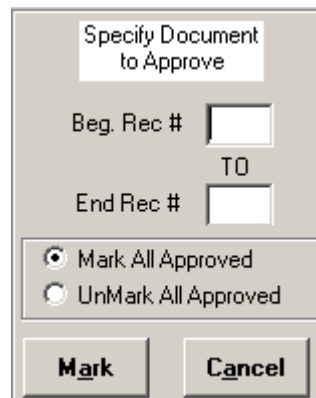
Click the **CLEAR** button clear the main listing for a new search query listing.

Exit

Click the **EXIT** button leave the form.

Select Range

By clicking the **SELECT RANGE** button the following form appears.



The dialog box is titled "Specify Document to Approve". It contains two input fields: "Beg. Rec #" and "End Rec #", with a "TO" label between them. Below the input fields are two radio buttons: "Mark All Approved" (selected) and "UnMark All Approved". At the bottom are two buttons: "Mark" and "Cancel".

All the user has to do is enter the corresponding beginning row number and the ending row number, click either to mark the records to be included in the approval que and click the **MARK** button. All records in the range entered will be marked/unmarked accordingly. If the user chose to mark the records for approval and an asterisk (*) will appear in the **APPROVE** column. The user can also double click a row to mark a single record for approval.