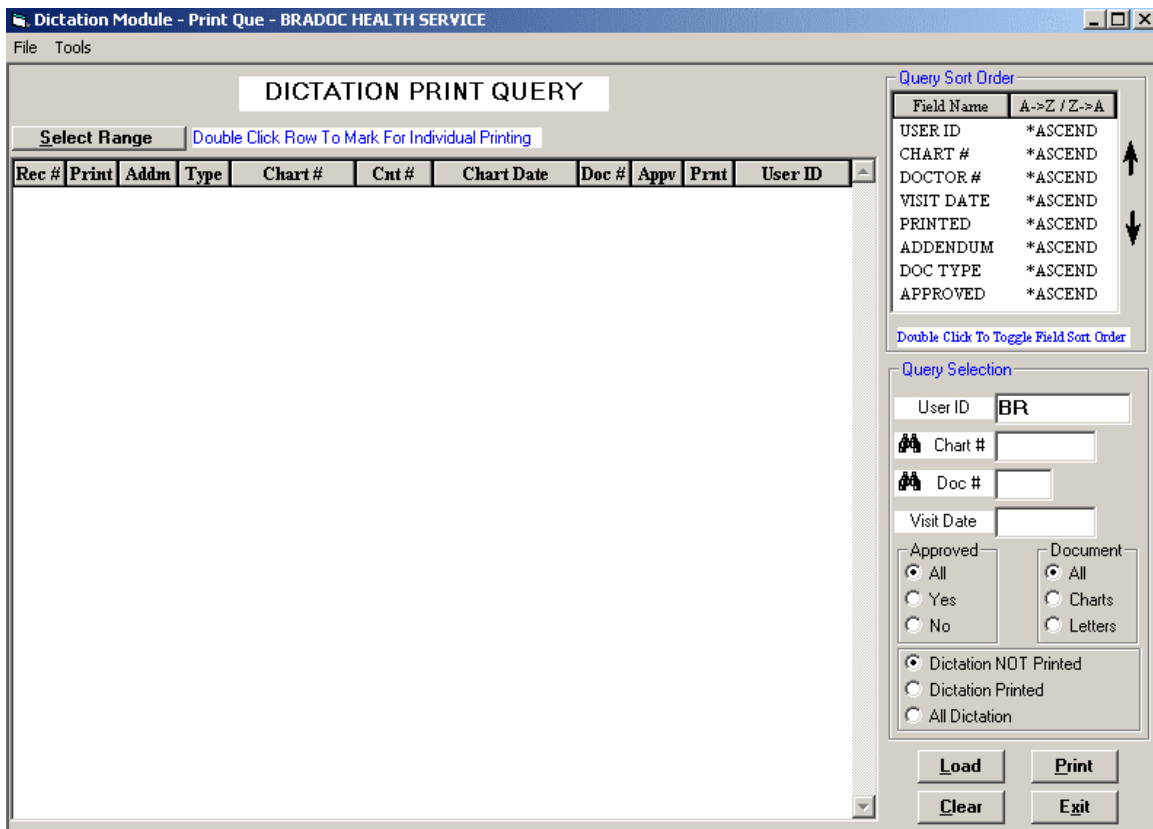


# Dictation Module – Print Que



## 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.

**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.

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

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

## ***Approved***

The user can select one of the three options to change the approved status record query selection.

**ALL:** All records approved will be added to the record search query.

**YES:** Only records approved will be added to the record search query.

**NO:** Records that have not been approved will be added to the records search query.

## ***Document***

The user can select one of the three options to change the dictation document type record query selection.

**ALL:** All documents entered will be added to the record search query.

**CHARTS:** Only chart note dictation documents will be added to the record search query.

**LETTERS:** Only letter dictation documents will be added to the record search query.

## ***Print Selection***

**DICTATION NOT PRINTED:** Only dictation document not printed will be added to the record search query.

**DICTATION PRINTED:** Only dictation document that have already been printed will be added to the record search query.

**ALL DICTATION:** All dictation document not printed and printed will be added to the record search query.

## ***Load***

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

## ***Print***

After the user has selected which dictation documents are to be printed, click the **PRINT** button to begin printing 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.

Specify Dictation To Print

Beg. Rec #

TO

End Rec #

Mark All For Print

UnMark All For Print

**Mark** **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 print 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 printing and an asterisk (\*) will appear in the PRINT column. The user can also double click a row to mark a single record for printing.