

iCHANNEL *Express*

quick start guide

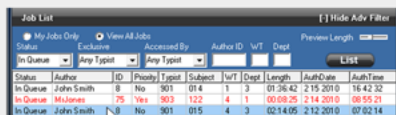


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Start

When you first open Express, you may need to click **List**
This will display all available dictations in your Job List.

The quickest way to request a dictation is from the Job List.
Simply double-click the dictation.

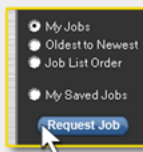


Or you can select a Request method (My Jobs, Oldest to Newest, Job List Order) and click **Request Job**

My Jobs: Requests dictations assigned only to you

Oldest to Newest: Gives you the oldest dictation

Job List Order: Opens dictations in the order you have them listed in your Job List

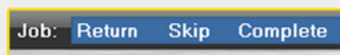


If you open a dictation you do not want, click **Return**
This will put the dictation back In Queue to type at a later time.



Type

After requesting a dictation the Job Command buttons will go from gray to white and become active.



Return puts the dictation back In Queue.

Skip: Returns current dictation and opens the next one (if available).

Complete: Click when you've finished typing a dictation. This will change its status from *In Queue* to *Completed*.



Click this button to adjust volume
(can also be done in Windows)

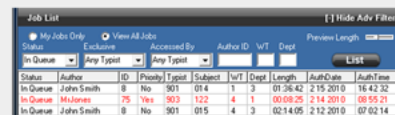
This adjusts playback speed



List

The Job List shows what dictations are available to request and their information. Filters can narrow the results shown.

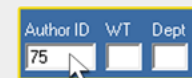
In this image, the Job List is set to display all *In Queue* dictations with no filters enabled.



The Job List shows important data, such as who dictated it (**Author** column), client/case/patient number (**Subject** column), work type (**WT** column), typist assignment (**Typist** column), **length** (hh:mm:ss format), and dictation date/time (**AuthTime** & **AuthDate** columns).

To only show dictations by a particular **Author**:

Enter their ID in the Author ID field and click **List**



Status menu options:

In Queue shows dictations that need to be typed. **Completed** shows dictations already typed. **In Use** shows dictations currently open.

Save

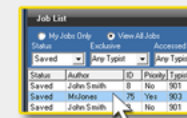
If you **Save** a dictation, Express will remember your position for future playback.



Ex: With a 10 minute dictation you click **Save** at the 5 minute mark. The next time you open that dictation the audio will begin playing at 5 minutes.

To retrieve a **Saved** dictation:

Set the Status filter to *Saved* (this will display all saved files) and then double-click the desired dictation.



Learn
More

For more help you can access the User Guide from the iChannel Express menubar. Go to **Help>User Manual**