

How to Place a Job on Hold (Save Without Advancing Workflow) and Then Retrieve it

Summary

In this guide, you will learn how to place a job on hold (without advancing to the next workflow step) and manage the job assignment.

Overview

InfraWare 360 allows MTs and QA Editors to place a job on hold without advancing to the next workflow step. This allows the MT/QA editor to save their work to the platform and, with authorization from their Administrator, assign the job to a specific MT, MT Pool, QA editor, or QA Pool for further transcription/QA editing.

You will need the following before you begin:

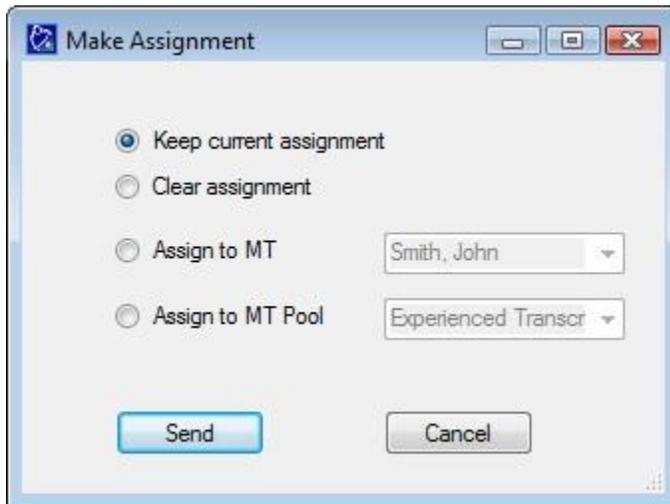
- A transcriptionist login ID and password for the ITC.

Tasks:

- Log in to the ITC using your email address and password provided by your Administrator.
- Double-Click on a job to open it into the ITC Editor.

To Save a Job Without Advancing Workflow:

- Write down the job number for future reference.
- Choose File and then choose Save without Advancing Workflow (Ctrl-Alt-S).



- Choose from the choices listed.
 - Keep Current Assignment: The job stays assigned to the same MT.
 - Clear Assignment: Clears the MT assignment and will go to the next available MT or QA Editor.
 - Assign to MT: If the MT has authorization, the MT can assign the job to another MT or QA Editor.
 - Assign to MT Pool: If the MT has authorization, the MT can assign the job to another MT Pool or QA Pool.

- Click the Send Button.
- The job will leave the MT/QA editor's ITC queue with the assignment based on one of the above choices.

Follow the steps below when retrieving a report that was placed on hold.

- Select Search.
- Enter job number.
- Perform Search.
- Select the job and click Download, or simply double-click on the job.

The screenshot shows the 'Search Jobs' window in the InfraWare Transcription Client. The interface includes a search form with various filters and a results table. Red annotations highlight the following steps:

- Select Search:** A red box around the magnifying glass icon in the 'View' menu, with an arrow pointing to it.
- Enter job number:** A red box around the search input field containing 'N100217', with an arrow pointing to it.
- Perform Search:** A red box around the 'Search' button, with an arrow pointing to it.
- Search Results:** A red box around the first row of the results table, with an arrow pointing to it.

Job #	Author	Status	STAT	Assigned MT	Date Dictated	Duration	Document Type	TAT Rema
N100217	John Smith	Ready for MT		Trainer, Lily	1/17/2015 7:50:45 ...	5 min 13 sec	H & P	-306d