

## 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:

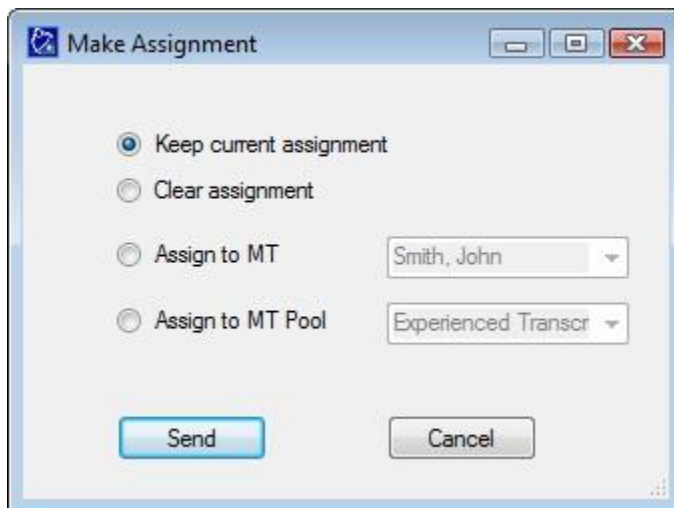
- A transcriptionist login ID and password for the ITC.

### 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 'InfraWare Transcription Client' application. The 'Search Jobs' window is open, displaying various search filters and a table of results. Red annotations guide the user through the search process.

**Search Filters:**

- Facility: All
- Doc Category: All
- Doc Type: All
- Author: All
- Assigned to Me: ☐
- Admit Date: 11/23/2015
- Discharge Date: 11/23/2015
- Visit Date: 11/23/2015
- Search for: N100217
- in: Job #

**Job Status:**

- ☒ Awaiting Transcription
- ☐ Transcribing
- ☐ Completed
- ☐ Awaiting QA
- ☐ In QA
- ☐ In eSign-Off
- [Available for Edit](#)

**My Feedback:**

- ☐ All Feedback
- ☐ New Feedback

**First Draft Training:**

- ☐ Training Tasks
- ☐ Practice Jobs

**Search Results Table:**

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