



1.0 First-Time Procedures

Startup Settings

- URL** URL or IP address
- Desktop Shortcut** After opening this page, right-click and select **Create Shortcut**. Click **OK** to “A shortcut to the current page will be placed on your desktop.”
- Home Page** Set **Home Page** to **Chart Locator** under **Preferences** on Home Page. Logout and login.

2.0 Day-to-Day Procedures

Search for Transcribed Reports

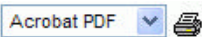
1. Click **Charts > Chart Locator** from the Nav Bar.
2. Click **Option 7: View Reports by Approval Status, Reports - Transcribed**. You may apply one or more of the Approval Status search criteria - eSigned, Rejected, Delivered, Reviewed & Locked, eSigned & Delivered.
You may apply one or more of the main search criteria - Patient, Patient Name, Job Number, Dictation Date, Transcribed Date, Work Type, Physician Name.
Dates must be in the format **MM/DD/YYYY**.
3. Click **Done**.

Search for Dictated Jobs

1. Click **Dictations > View Specific Dictations** from the Nav Bar.
2. Click **Option 7: View Dictations by Approval Status, Dictations - Pending Transcription**. You may also apply the **Dictations - Already Transcribed** Approval Status.
You may apply one or more of the main search criteria - Patient ID, Patient Name, Job Number, Dictation Date, Transcribed Date, Work Type, Physician Name.
Dates must be in the format **MM/DD/YYYY**.
3. Click **Done**.

Print Reports

To print the reports you have found via **Chart Locator**:

1. Click the **check boxes** to the left of one or more reports. Click the **check box** above the **Date (PST)** column heading to select all reports.
2. Click the dropdown list to the left of the **Print** icon and select VUE (default format), or Word to print in one of these formats. 
3. Click the **Print** icon. Select a printer from the **Print** dialog box and click the **Print** button.



Change Passwords

1. Login as the user who needs a password change.
2. Click **My Profile** from the Nav Bar.
3. Click the **Change My Password** link.
4. Type the old/new passwords in the user's **Old Password**, **New Password**, and **Confirm the New Password** fields. Click **Done**.

Set Internet Explorer 6.0 Options

1. Select the menu item **Tools > Internet Options...**
2. Click **Temporary Internet Files > Settings**.
3. Make sure **Every visit to the page** is checked **on**. Click **OK**.
4. Select **Privacy > Advanced**.
5. Make sure **Override automatic cookie handling** and **Always allow session cookies** are checked **on**. Click **OK**.
6. Select **Security > Custom Level**.
7. Scroll down to the **Miscellaneous** section. Make sure **Display Mixed Content** is set to **Enable**. Click **OK**.
8. Under **Select a Web content zone ...**, click the **Trusted Sites** button. Click the **Sites** button.
9. "In the **Add this Web site to the zone:**field, type "Add IP address". Click **Add**.
10. In the **Add this Web site to the zone:**field, type "Enter IP address or URL". Click **Add**. Click **OK**.
11. Click **OK** to close **Internet Options**.

Customize Your Display

1. Click **Dictations > Customize** from the Nav Bar.
2. Set **3. Number of Dictations** to display on one page - 10, 20, 30, 40, or 50.
3. You can also set **1. Show New Dictations** to sort by First or Last, and **2. Mark Urgent Dictations** with a different color.
4. Click **Done**.
5. Click **Charts > Customize** from the Nav Bar.
6. Set **3. Number of Reports** to display on one page - 10, 20, 30, 40, or 50.
You can also set **1. Show New Reports** to sort by First or Last, and **2. Mark Urgent Reports** with a different color.