

Printing Documents

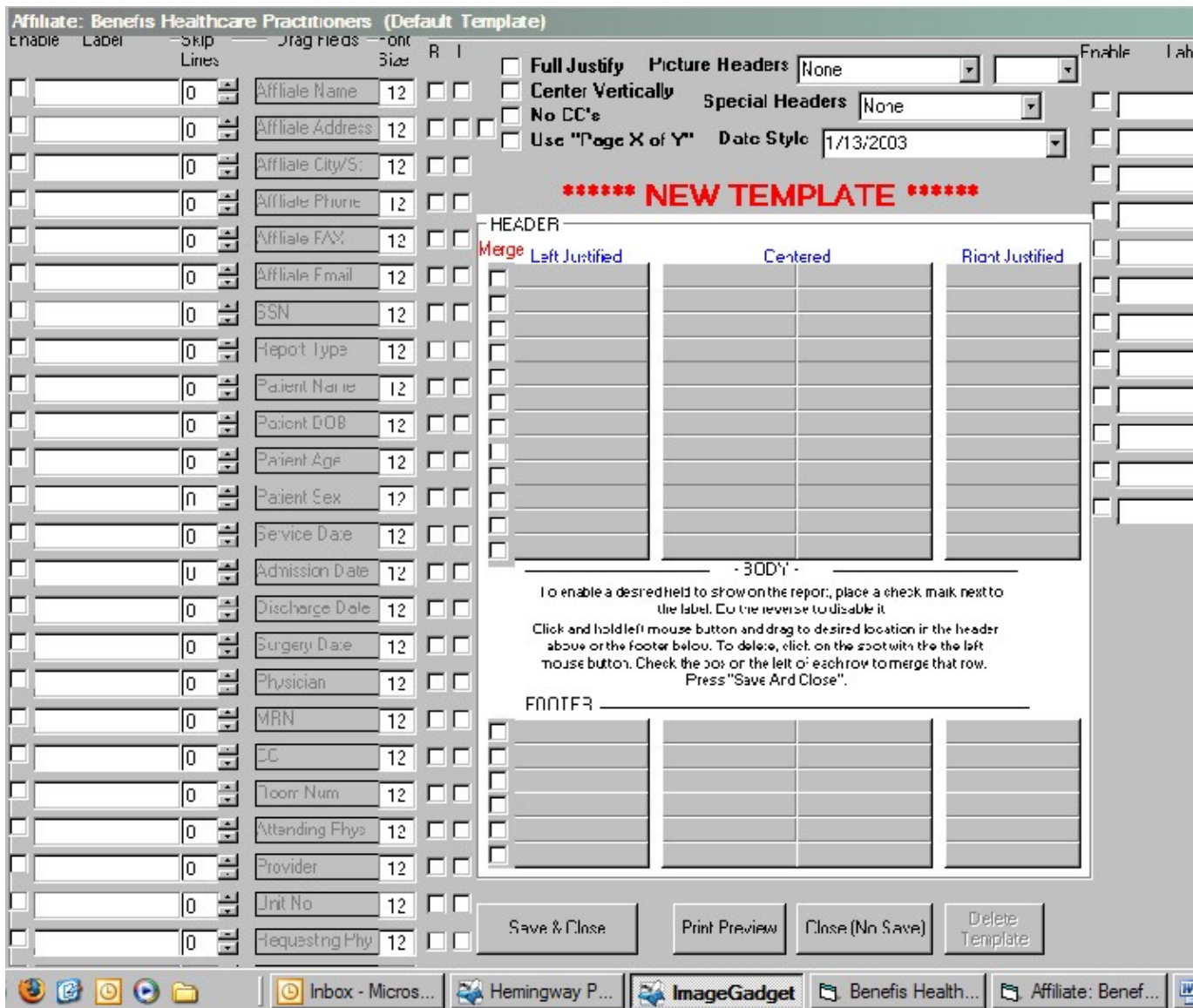
Intrascript can be set to automatically print transcriptions on a predetermined schedule as well as to query or batches based on specific parameters you set. For automatic printing to work correctly the Intrascript Pr installed and running on resident PC.

To print a document directly from the website all you need do is click on the print icon at the top of the text

Installing Printing Software

- 1) Download and install Intrascript software from website onto any computer that will be printing documents.
 - 2) The Intrascript Icon is placed on the desktop.
 - 3) Double click on that icon and enter an administrator's login id and password.
 - 4) Click the *Setup Form* button and enter your website URL, then click on *Save*.
 - 5) Enter your password and login.
 - 6) When logging in for the first time the program will tell you the default template must be created.
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Creating the Default Template



If you are an assistant or doctor please see the next section. Templates are managed by the administrator only.

The default template sets global fonts, page margins and page headers and footers. These settings override any made

- 1) A default template is required for every affiliate and can only be created by an administrator.
- 2) Logon as an administrator and select an affiliate.
- 3) Click on *Change Report Template* at the bottom left of the screen.
- 4) Leave the report type and the physician boxes blank and click *Get Template*
- 5) Set margins, fonts and create repeating headers and footers on this page.
- 6) Click *Save and Close*.

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PHYSICIANS

Choose which physician's files to print: (You can select multiple physicians. Click on the physicians's name again to de-select)

All Physicians (in list)
 Some Physicians

Sklar, M.D., Marshall
 Sklar, M.D., Marshall

OPTIONS

Today - 10/5/2005
 Last days
 Between

September 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8
<input checked="" type="radio"/> Today: 10/5/2005						

and

October 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
<input checked="" type="radio"/> Today: 10/5/2005						

Retrieve every Hour(s) : Minute(s) (Files that have not yet been retrieved)
 Retrieve on the of each hour AND/OR at Separate by space for multiple
 Retrieve by

Include previously processed reports Letterhead (No Header/Footer)
 CC Read Report Type

- 1) Login and select the appropriate affiliate.
- 2) The primary screen for printing will appear.
- 3) Select *All Physicians* or *Some Physicians* (click on each physician)
- 4) To print all documents that have not yet been printed check the *Today* button and then click on *Print Now*. If you must select a date range to get all documents not yet printed.
- 5) Documents can be printed based on last number of days or between selected dates.
- 6) To print a batch of previously processed reports the *Include previously processed reports* box must be checked.
- 7) Individual reports can be printed by selecting *Retrieve by MTID, Job No or Exam No*.

(Warning: DO NOT run Microsoft Word while trying to print).

*****The batch printer must be open and running on the local PC for it to query and print files automatically.**