

### Uploading Files

To upload transcribed documents:

1. On the **Work Queue** page, click **Upload files**.
2. On the **Upload Files** page, click **Add**.
3. On the **Add Files To Transfer** dialog, navigate to the location of your files.
  - a. In the **Look in** list, click the drive or folder that contains the files you want to upload.
  - b. In the folder list, locate and open the folder that contains the files.
  - c. Click the files, and then click **OK**.
4. Select the **Client/Author** for whom the uploaded files are intended, **File Priority** and **Review Status**, enter **Notes** (optional), then click **Start File Upload**.
5. The **Upload Files Confirmation** page displays the status of the upload and the confirmation number. Reference this number when communicating with your transcriptionist.

### Downloading Files

To download files:

1. On the **Work Queue** page, click the name of the file you want to download, or...
- Select the checkbox to each file you want to download, and then click **Download Selected Files**.
2. On the **Download Files** page, the files you have selected to download are displayed with the destination on your computer where they will be copied. To change the destination, click **Select Destination Folder**.
  3. On the **Specify New Destination** dialog, navigate to the location to save your voice files.
    - a. In the **Look in** list, click the drive or folder where you want to download the files.
    - b. In the folder list, locate and open the folder where you want to download the files.
    - c. Click the folder, and then click **OK**.
  4. Click **Start File Download**.
  5. The **Download Files Confirmation** page displays the status of the download.

To download all voice files that have not previously been downloaded, on the **Work Queue** page, select **Download all new voice files**, then follow steps 2-5 above.

### Using the Work Queue

The **Work Queue** lists the voice and transcribed document files associated with your account and their current processing status. By default, the files are listed in descending order, by upload date.

Transcribed documents uploaded as **Review only** are highlighted and must be proofed. Once finalized, you can click **change review status**, and then select **Final**. Files designated as **Review only** are not displayed in the author's work queue.

Use the filters to select the files you want to display in your work queue. By default, all files are displayed.

You can specify one or more of the **FILTER** options in the upper right part of the screen to narrow down the list of files shown in the Work Queue. You must click **APPLY FILTER/SORT** once you've made your selections. If you leave all of the filter options set to empty or "Any," then you will be shown all of the files currently available in the system.

#### Notes

To specify your default filter/sort preferences, click **Set your default filter/sort** and make your choices on the next page.

You can also change the number of files to be displayed on each page by clicking **Change # files/page**.

### Administrative Functions

To modify settings in your account profile, at the top of any page, click the **Admin** link, then select any of the following links.

- Determine which version of java you are running
- Set default download folder
- Set default upload folder
- Change your passcode
- Turn unique file names display on/off
- Change number of files per page on work queue screen
- Change your default filter and sort for work queue screen
- Change your time zone

As the administrator, you can also:

- Setup user accounts
- Create E-mail notifications and broadcast messages
- View monthly activity and billing reports
- Maintain your branded site (premium feature)

### System Setup

Your MetroScript service requires either ActiveX controls or Java applets to upload and download files. By default, users are setup to use the ActiveX controls. If you have a computer configuration conflict that causes the ActiveX controls to not work, you can change to the Java applets.

For specific installation instructions, see the **Getting Started** section in your manual.