

Cheat Sheet for BayScribe Usage:

- ✚ Always use “*Next Available Job*” to get your next job.
- ✚ When doing an ADT match, **press A** to populate all available fields.
- ✚ “*Roster Specialties Help Tab*” contains report samples for reference.
- ✚ “*General Help Tab*” contains Account Specific Info sheet.
- ✚ **DR** and **SA** contain the doctors Rosters. **Do not** use a name that starts with Non-Roster for any of these fields.
- ✚ If there is a drop down box next to **INS** there are standard normals to be used for that account.
- ✚ CC’s are entered by clicking either the **DR** Button (if on the roster list), or **MAN** to add manually.
- ✚ Comments must be worded in a professional manner. Be aware, our clients have the ability to see the comments. **Check box to send to QA if you are leaving a comment.** Putting a comment **does not** automatically flag the report for QA.
- ✚ Use **ALT+Q** to set an audio mark for a blank so that QA can jump directly to the blank. If you are leaving a “sounds like”, it must be placed inside of the audio mark.
- ✚ **ALT+S** will submit a report. It will first bring up the spell checker. If you cancel out of spell check no changes will be saved. You can add words to your personal spell checker. Make sure they are spelled correctly.
- ✚ **CTRL+F2** will manually bring up the spell checker. ****Requests for new words, removal of words, or word edits can be submitted to qa@recordsonetranscription.com.**
- ✚ **CTRL+F3** will bring up the word expander. Use the first tab to add words to your expander. Use the second tab to change the default shortcut keys if you choose to do so.
- ✚ **ALT+R** will restore a document. Be sure you are in the same template as the report which you lost.



- ✚ **ALT+U** will launch the backup assistant. You must be in a typing form to do this. **Please be careful when backing up and make sure you are backing up in the right direction!**
- ✚ **ALT-H** while in a typing form will re-launch the audio player if you close it by accident.