



How to Properly Cancel Out of a Job:

We wanted to make sure that everyone understands how to cancel out of a job the right way. If you have an emergency or cannot type the job for some reason, please make sure you get out by hitting the cancel button found at the bottom of the report. You should never use the X in the right hand corner of the Window as this will leave the job in "limbo" and not available to anyone for transcription, including yourself when you come back online.

If you lose a job due to a computer hiccup you **must** send an email to qa@recordsonetranscription.com with the job information so that it can be reassigned to you.

Please follow the instructions above as failure to do so can cause a job to be out of turnaround time.

Thanks for your attention to this matter.