

# WEBSITE USER GUIDE – TRANSCRIBER

**Transcriber:** You will have access to your own Transcriber Control Panel (TCP), with following MENU

HOME: Shows current status of job - Open/Completed

UPLOAD COMPLETED JOB (see below)

EDIT DETAILS: Change personal details

CHANGE PASSWORD

LINKS & RESOURCES: For Reference Purposes

CONTACT US: Send email to Digitwo

LOGOUT: Exit TCP

## NEW JOB ALERT:

**Digitwo:** Email alert will be sent advising New Job awaiting completion

**Transcriber:** Log on to TCP

Check 'urgency' status & prioritise accordingly

Click on to Uploaded File Link to open New Job – alerts Digitwo & Customer Job in Process

## UPLOAD COMPLETED JOB

**Transcriber** Log On to own Control Panel with Username & Password

Select 'Upload Completed Job'

Click 'Select Job'

Upload File.

Type in No of Lines (to generate invoice)

Select 'Upload Completed Job' to upload document to Digitwo secure server

**Digitwo:** Receive email notification completed job uploaded

**Customer:** Receive email notification completed job uploaded

