



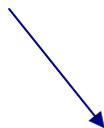
**CBAYTRANSCRIPTION**  
SERVICES, INC.

**Report Pro™ Reference Manual**

**Welcome to CBAY Transcription! This guide will help you with the simple task that you will perform in Report Pro™. As always we encourage you to call us at 215-355-9060 if you need support.**

**This manual will cover the following topics**

- 1. Logging In**
- 2. Retrieving the dictations from the recorder**
- 3. Uploading the dictations to Cbay Scribe.**
- 4. Downloading your reports**
- 5. Opening your reports**
- 6. Editing & saving your reports and demographics**
- 7. Printing your reports**
- 8. How to use the voice recorder**
- 9. Uploading your patient demographics**
- 10. Customer support**

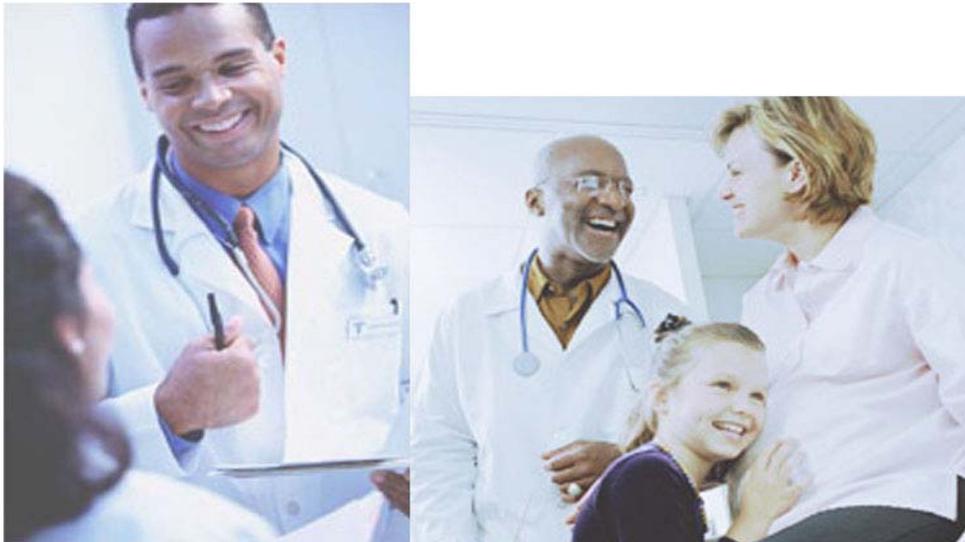


**CBAYTRANSCRIPTION**  
SERVICES, INC.

**Step One:  
Logging In to Report Pro™**

- **If you do not have your user ID and Password please contact Cbay Transcription Services at 215 355 9060**
- 1. Double click on the Report Pro™ icon on your desktop.**
- 2. Type in the information requested and click on Login**
- 3. Once you have logged in Please wait for the welcome screen to appear as it does below.**

***Welcome to Report Pro!***



**Step Two:  
Retrieving the dictations from the recorder**

- 1. Before you continue please check and make sure the recorder is off hold**
- 2. Plug the recorder into the computer via the cable or docking station provided**
- 3. Make sure the recorder says “Remote” or “Remote Storage” on the screen of the recorder**
  - 1. If you are using the DS2/2300/3300/4000 a screen may pop up automatically. Please close this screen**
- 4. If you are not logged into Report Pro™ log in**
- 5. Click on the dictations button**
- 6. The dictation screen appears**

7. Now click on “Retrieve dictations from recorder” button
8. It will ask you for the doctor’s user id Please select the doctor and click on “ok”
9. It will then ask you to confirm the doctor you are downloading for click “ok”. Please wait about a minute while the dictations are being retrieved from the recorder.
10. The dictations will then appear on the screen.

### **Step Three:**

#### **Uploading the dictations to Cbay Scribe**

1. Once the dictations appear on the screen please click on the “Upload dictations to Cbay Scribe” button.
2. You will notice the files start to go over.
3. You will receive a pop up confirmation that the files have been sent over.
4. Do not forget to upload your demographics

### **Step Four**

#### **Uploading Demographics**

1. Uploading to the web site
  - a. Open your daily schedule or create a report using your scheduling software
  - b. Go to file then print
  - c. Change the printer to “Maxx PDF Mailer Standard”
  - d. A dialogue box will appear click on the “ok button”
  - e. Sign into Report Pro and click on the “Accounts” tab or go to [www.cbaytranscription.com](http://www.cbaytranscription.com) and click on member log in
  - f. A new screen will appear click on “Demographics” in the right hand corner
  - g. On the new screen
    - i. Change the Dictator
    - ii. Change the Date of Visit
    - iii. Click on browse
      1. Locate the Patient list the file name is “Patient\_list”
      2. It will now appear next to file and read “C:\Program Files\Report Pro\Patient\_list.pdf
      3. Click on the “upload” button
  - h. A screen will appear and say “uploaded successfully”
2. E-Mail
  - a. You can also email your patient list to [demographics@cbayscribe.com](mailto:demographics@cbayscribe.com)

### **Step Five:**

#### **Downloading your reports**

1. Log into Report Pro <sup>tm</sup>
2. Click on the “Reports” tab

3. Then click on the “Advance Download” button
4. Change the “from” date to the day of dictation and leave the “to” today’s date.
5. Choose all physicians or just the doctor you would like to download then click on “ok”
6. The files will then begin to download.

**Step Six:**

**Opening your reports**

1. Log into Report Pro <sup>tm</sup>
2. Click on the “Reports” tab
3. Then double click on the file you wish to open.
4. The file will open in Microsoft Word

**Step Seven:**

**Editing and Saving your reports and demographics**

1. Once you have opened the report (refer to step five) your report is ready to be edited. Make any changes that you need.
2. When you are finished go to “File” then “Exit” a prompt will come up asking you to save your changes. Choose “yes”
  - To edit the demographics follow these steps
    1. Log into report Pro
    2. Click on the reports tab
    3. Right click on the documents you would like to change
    4. Choose edit demographics
    5. A screen will appear. Make your changes and choose save.

**Step Eight:**

**Printing your reports**

1. Log into Report Pro <sup>tm</sup>
2. click on the “Reports” tab
3. Now click on the document you wish to print
4. Once the file is highlighted click the “Print” icon at the bottom of the screen.
  - To batch print do the following steps
  - Holding the shift key click on each report then follow step 4

**Step Nine:**

**How to use the voice recorder**

1. DS330

- a. To record a file
    - i. Press the “rec” button once on the side of the recorder
    - ii. You will notice a red light come on above the u in Olympus.
  - b. Start your dictation
    - i. If at any time you need to stop to collect your thoughts push the “stop” button on the front of the recorder.
    - ii. To start again push the “rec” button on the side again. You will notice the red light come back on
  - c. When you are finished dictating press the “new” button on the side of the recorder. This will advance the recorder to the next file.
2. DS2
- a. To record a file
    - i. Press “rec” button once on the front of the recorder
    - ii. You will notice a red light come on above the screen
  - b. Start your dictation
    - i. If at any time you need to stop to collect your thoughts push the “rec” button on the front of the recorder.
    - ii. To start again press the “rec” button.
  - c. When you are finished recording press the stop key.
    - i. Please note every time you press record then stop it creates a new file. If you need to add to an old file just state “this is an addendum to patient ...” then continue your dictation
3. For other recorder functions please contact customer support.

#### **Step Ten:**

#### **Customer support**

1. Customer Support number 215-355-9060
2. Customer Support email [support@cbaytranscription.com](mailto:support@cbaytranscription.com)
3. Customer Support web address [www.cbaytranscription.com/help.htm](http://www.cbaytranscription.com/help.htm)
4. Built into Report Pro <sup>tm</sup> you can also find support. When you are in Report Pro <sup>tm</sup> hit the “F1” key on your keyboard and help topics will appear.
5. For software updates please contact us at 215-355-9060

\*Report Pro is a registered trademark of Cbay Systems Inc.

\*Cbay Scribe is a registered trademark of Cbay Systems Inc