



WebPortal Quick Reference Guide

WEBPORTAL ACCESS

<https://wp2.access-medscribe.com>

FIND & EDIT A REPORT

To Find The Report:

1. Click the Report Search button
2. Enter Search Criteria
3. Report status and various dates can be used to further refine your search
4. If search results need to be presented in a specific order click the headers at the top of each column

To Edit The Report:

1. Click the blue underlined job number for that report
2. The Report View screen will display
3. Click the Edit Report button on the right-hand side of the Report View screen. The document will open and changes can be made to the body
4. When editing is complete, click the Save button. NOTE: The report cannot be edited if it has been electronically signed

LISTENING TO A VOICE FILE

1. Click the blue underlined job number for that report
2. The Report View screen will display
3. Click the Listen button on the right-hand side of the Report View screen
4. Windows Media Player (or a similar program) will open and the voice file will begin playing. Use the controls at the bottom of the screen to navigate the voice file

ELECTRONICALLY SIGN A DOCUMENT

1. Click the Electronic Signature button.
 2. Click the BEGIN Electronically Signing button to open the Report Sign window.
 3. Click Edit Report to make changes to the body of the report
 4. Click Edit Data to change any demographic information
 5. Once the report is complete, click Sign
- Note: Report is automatically removed from your queue. The next report will automatically open.