

## How to Manage Addendums

### Summary

In this guide, you will learn how to place a job on hold to await an addendum or to attach an incoming addendum to an existing job while using the InfraWare Transcription Client (ITC).

### Overview

InfraWare 360 allows MTs to mark a job as Awaiting Addendum for those jobs that are incomplete and for which they expect the author is going to finish dictating the report at a later time. When an MT opens a dictation and learns that it *is* an addendum to a prior dictation, the platform also allows the MT to attach an addendum to an existing job. The jobs are merged and sent back to the MT to transcribe the addendum for completion.

You will need the following before you begin:

- A transcriptionist login ID and password for the ITC.

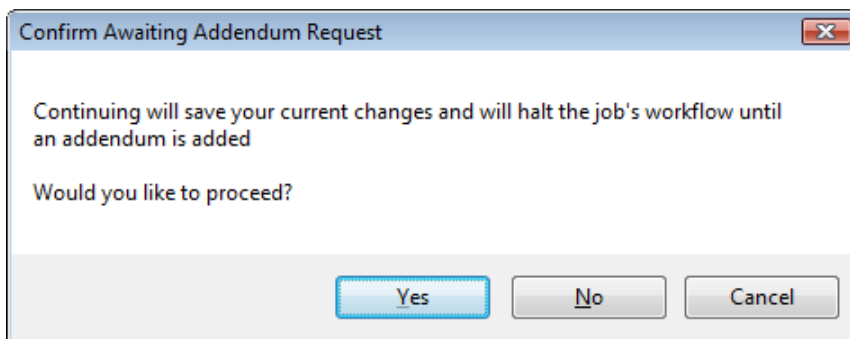
### Tasks:

- Log in to the ITC using your email address and password provided by your Administrator.
- Double-Click on a job to open it into the ITC Editor.

*To mark a job as Awaiting Addendum:*

This is the scenario in which the end of a dictation is reached but another dictation will clearly be needed to complete the report.

- Choose File and then choose Mark as Awaiting Addendum (Ctrl-Shift-Z).

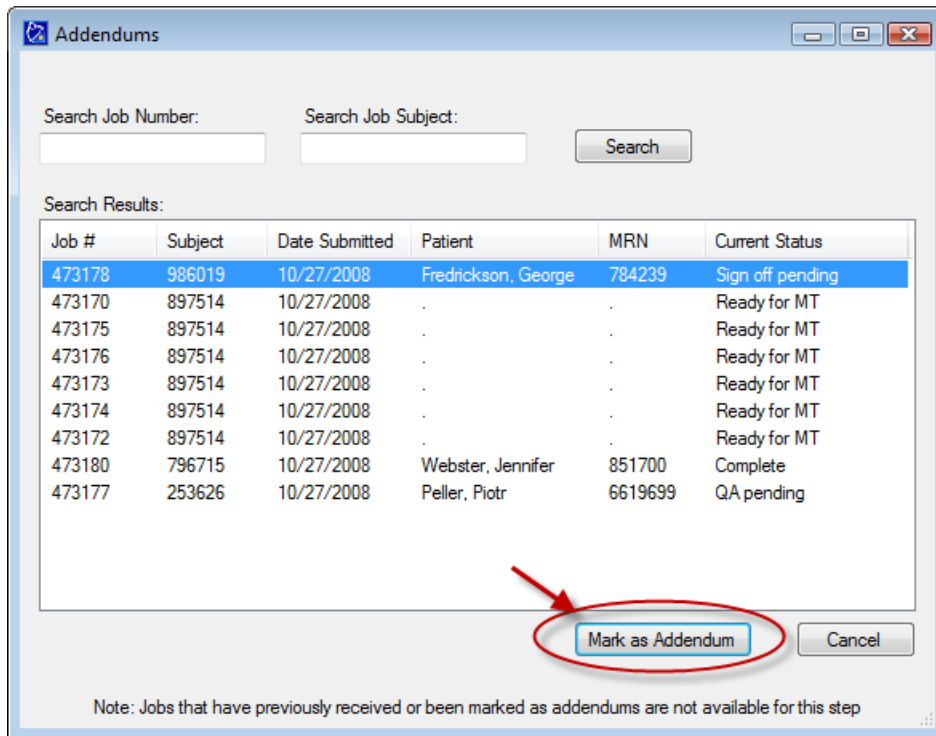


- Click Yes to confirm.
- The job will leave the MTs queue and will be in a holding state on the servers until an addendum is attached by an MT at a later time.

## Attach Addendum

This is the scenario in which an MT opens a dictation and learns it is actually an addendum that needs to be incorporated into a previously submitted job.

- Choose File and then choose Attach as Addendum (Ctrl-Shift-X).



- A window will appear with recent jobs from this author.
  - Choose from the list provided or search by Job Number or by Job Subject.
- Highlight the job and click the Mark as Addendum button.
- Click Yes to confirm. The two jobs will be merged (under the original job number) and will be assigned to the MT who attached the addendum (if the original job is available for work at this time).
- When the original job comes into the queue, the audio will be positioned at the beginning of the addendum where the MT can transcribe it and send the job on to the next workflow step.

Note: If the original job is in production at the time of this addendum addition, then it will not come back to the user who added the addendum. It will wait for the current workflow step to complete, then will queue the job for the next available eligible MT for transcription of the addendum. Please allow minutes for the process of combining jobs and routing back to an MT.