

## Accessing ATERA



Access and Manage Your Reports Anytime, From Anywhere.

### TO ACCESS ATERA

1. In Internet Explorer, go to <http://www.AvazAtera.com>
2. Click on Log In.
3. Add the page to your favorites!
4. Enter your User ID and Password.
5. Click on **Log On**.

### REQUIREMENTS:

- PC with high-speed Internet connection
- Internet Explorer 6.0 or higher
- ATERA User ID and Password
- MS Word 2003 (if editing in Word)

## The Reports Browser Window

Click check box on top to select all reports visible on the screen.

Performs actions on checked reports.

Click on underlined header to sort that column.

The screenshot shows the 'Reports Browser' window with the following elements:

- Buttons: View/Edit (Reports), Listen/Edit (Jobs), Sign, Print, Download, Fax
- Filters: Report Status: <Any Status>, Date Range: All
- Table Headers: Job ID, Report ID, MRN, Patient Name, Dictator, Type, Received, Report Received, Version, Printed, Notes, Status
- Table Data:
 

Job ID	Report ID	MRN	Patient Name	Dictator	Type	Received	Report Received	Version	Printed	Notes	Status
<input checked="" type="checkbox"/>	<a href="#">854</a>	<a href="#">854-1</a>	<a href="#">ABCD</a>	<a href="#">DELETE, THIS R.</a>	Sampler, 0001				N	<a href="#">Add</a>	Available
<input checked="" type="checkbox"/>	<a href="#">72</a>	<a href="#">72-1</a>	<a href="#">98765</a>	<a href="#">Collins, Laju M.</a>	Sampler, 03	9/15/2005	1/26/2006	0	Y	<a href="#">Add</a>	Available
<input type="checkbox"/>	<a href="#">34543</a>	<a href="#">34543-1</a>	<a href="#">556565</a>	<a href="#">Bailey, Martin A.</a>	Sampler, 003	9:56:39 PM	4:31:21 P	0	N	<a href="#">Add</a>	Available
<input type="checkbox"/>	<a href="#">126</a>	<a href="#">126-1</a>	<a href="#">23451</a>	<a href="#">Nation, Cary M.</a>	Sampler, 01	1/25/2006	1/26/2006	0	Y	<a href="#">Add</a>	Available
- Footer: Currently displaying 1-10 of 21 items, Page Size: 10

Job detail, and, if available, listen to dictation.

Allows for the review and editing of patient demographics (if available).

Add / edit notes about a report to share with other staff members. (Does not print on report).

Report Details. Allows for editing of reports and their properties.

### TIP

The always available HELP menu provides easy how-tos, tips and guidance to get the most of of Avaz ATERA.

