



# **ZyDoc *TrackDoc***

## **User Manual**

Kara Troxler  
V6 May 2005



# Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>Chapter 1: Welcome To TrackDoc .....</b>	<b>4</b>
<i>The TrackDoc Homepage.....</i>	<i>5</i>
User Login.....	6
Signing In .....	7
Our Affiliates .....	8
Using the Tabs .....	8
<b>Chapter 2: Entering TrackDoc.....</b>	<b>11</b>
<i>Author Homepage.....</i>	<i>12</i>
Section 1: Unsigned Jobs: Detailed Info and Open .....	13
Detailed Info .....	13
Open.....	14
Referring Physician Volume Report* .....	16
Section 2: Download New Jobs .....	17
Section 3: Access Links from the Author Homepage .....	21
Home (unsigned) .....	21
Signed Jobs .....	21
All Jobs .....	22
Tracking.....	22
Profile .....	23
Help .....	24

# Chapter 1: Welcome To TrackDoc

TrackDoc is a web-based solution where all of your audio dictation files and completed documents are stored. Once a document is uploaded into TrackDoc, it can be reviewed, edited, signed, printed and distributed via fax.

**The e-signature in TrackDoc is fully HIPAA compliant and can not be altered.**

Both audio and transcribed documents are managed through the TrackDoc system. Additionally, TrackDoc allows the user to search through thousands of jobs - in seconds - to identify one patient, one type of job or even one type of document.

The screenshot shows the ZyDoc TrackDoc website homepage. At the top, there is a navigation bar with three buttons: "Homepage", "Trackdoc", and "Employees". Below the navigation bar, there are three main sections:

- User Login:** A sidebar menu with categories: "Transcription Client" (Author, Department, Facility), "Service Provider" (Contractor, Transcriptionist, Editor), and "ZyDoc Partner" (Reseller, CHIN).
- Welcome Message:** A central text block that reads: "Welcome to TrackDoc, ZyDoc's web-based solution for access to audio and transcribed documents, determine job status, and document tracking. Features and benefits include:" followed by a bulleted list of features and benefits.
- Our Affiliates:** A sidebar menu with logos for Toshiba, ScanSoft, IBM, Sony, and Olympus.

At the bottom of the page, there is a call to action: "For an online tour of TrackDoc, please ask your representative for a demonstration." and a note: "A user manual is available. If you are interested in additional services to your existing solutions, please contact your representative for a copy or call the office at 631.273.1963".

In this manual, you will be introduced to the site and you will learn how to:

- Access audio files
- Listen to a dictation
- Access, Edit, Save, E-sign and Fax a completed document
- Search for specific patients
- Acquire supplemental training for TrackDoc

## The TrackDoc Homepage

To use TrackDoc, you must first access the ZyDoc TrackDoc homepage. Just type <http://www.zydoc.net> into your browser and you will be taken to this page:

**ZyDoc TrackDoc**

Homepage Trackdoc Employees

**User Login**

**Transcription Client**  
Author  
Department  
Facility

**Service Provider**  
Contractor  
Transcriptionist  
Editor

**ZyDoc Partner**  
Reseller  
CHIN

**Our Affiliates**

TOSHIBA  
ScanSoft  
IBM  
SONY  
OLYMPUS

Doctor Search v0.3

Welcome to TrackDoc, ZyDoc's web-based solution for access to audio and transcribed documents, determine job status, and document tracking. Features and benefits include:

- Listen to audio files while waiting for transcription to be completed
- Secure access through browser (look for the VeriSign symbol)
- View completed documents
- Track the status of the jobs
  - o Transcribing
  - o Editing
  - o Completed
  - o e-Signed
  - o Faxed
- Online edit and e-signature
- Batch download of latest completed or signed jobs
- Automatic print upon receipt
- Premium automated distribution services
- Search capabilities
  - o Find a specific patient name or medical record number
  - o Review all dictations by doctor, date of service,
  - o Search by document type
  - o Quickly locate what is needed

*Stop searching for the paper!!!  
Login and find the record immediately!!!*

**For an online tour of TrackDoc, please ask your representative for a demonstration.**

A user manual is available.  
If you are interested in additional services to your existing solutions,  
please contact your representative for a copy or call the office at 631.273.1963

From this page, you can access three different areas of the ZyDoc System using the tabs in the upper right hand corner of the screen - the Zydoc homepage, the TrackDoc homepage, and the TrackDoc Employee Login Screen.

Simply press

- **Homepage** to access the ZyDoc.com homepage
- **Trackdoc** to access the TrackDoc homepage or
- **Employees** to access the Employee Login Screen.

We will take a look at each of these screens later in this section, but for now, let's find out what else we can do from the TrackDoc homepage.

## User Login

If you look to the left edge of the TrackDoc homepage, you will see a box titled “User Login” that looks like this:



This box details three user categories:

- Transcription Client
- Service Provider and
- ZyDoc Partner

Each of these user categories is then broken down into particular *types* of users in user sub-categories:

- Transcription Client
  - Author (clinician)
  - Department
    - Facility
- Service Provider
  - Contractor
  - Transcriptionist
  - Editor
- ZyDoc Partner
  - Reseller
  - CHIN

Each listed subcategory also acts as a link to that particular type of user’s login page. Users are broken down into these categories and sub-categories, based on their security clearance.

## Signing In

If you are an Author (clinician) and wish to enter the TrackDoc system, simply click on the word “Author” in the Transcription Client category and you will link into the Author Login page:

**ZyDoc TrackDoc**

Homepage | Trackdoc | Employees

**User Login**

- Transcription Client**
  - Author
  - Department
  - Facility
- Service Provider**
  - Contractor
  - Transcriptionist
  - Editor
- ZyDoc Partner**
  - Reseller
  - CHIN

**Author Login**

Login Name

Password

Login

Forget your password? Contact customer care at (631)273-1963, please.

**Our Affiliates**

- TOSHIBA
- ScanSoft
- IBM
- SONY
- OLYMPUS

[Doctor Search v0.3](#)

From this page, you will enter the TrackDoc system as an Author. If you were another type of user, you would click on that link and you would be taken to that user’s login page, e.g. the Department login page or the Reseller login page.

All of the login pages, except the CHIN login page, look the same and require the same two fields of information – Login Name and Password - be completed before you are allowed into the TrackDoc system.

The two login page requirements, Login Name and Password, are part of the security system that protects the TrackDoc system and all of the information it contains.

## Our Affiliates

On the left side of the page, under the User Login box, is a box entitled “Our Affiliates”:



This section introduces you to some of our prestigious affiliates. If you wish to find out more about any of our listed affiliates, simply click on any of the corporate logos listed in this box and you will be taken to their corporate homepage.

## Using the Tabs

Earlier, you were introduced to the three tabs in the upper right hand corner of the TrackDoc homepage:

- [Homepage](#)
- [Trackdoc](#) and
- [Employees](#)



If you click [Homepage](#) you will be taken to the Zydoc.com homepage, where you can learn more about our company, products and services:

**ZyDoc**<sup>®</sup>  
Automated Medical Information Solutions

Telephone Dictation  
Handheld Dictation  
Fast Turnaround Time  
Web-based Solutions  
Desktop Delivery  
Online Editing  
e-Signature  
Automated Distribution

ZyDoc offers full service medical transcription solutions. We have experienced month-over-month increase in business and attribute this success to our outstanding infrastructure, commitment to improvement of technology development, structured implementation process, and quality assurance procedures for the best customer care possible.

ZyDoc extends an opportunity for new customers to participate in a free trial. We offer open-ended agreements, which ensures your group that ZyDoc will work hard month by month to maintain your business.

We listen to your needs and requirements before offering a solution. We combine our technology and solutions, along with your workflow into a winning solution. This ensures a long-term relationship and ultimately increases your operational efficiency, which is our goal when working with you.

[More Info](#)

ZyDoc Corporation  
1455 Veterans Memorial Hwy  
Hauppauge, NY 11749  
(631)273-1963 (Tel)  
(516)908-3718 (Fax)

If you click [Trackdoc](#) you will be taken to the TrackDoc homepage:

**ZyDoc TrackDoc**

Homepage Trackdoc Employees

Welcome to TrackDoc, ZyDoc's web-based solution for access to audio and transcribed documents, determine job status, and document tracking. Features and benefits include:

- Listen to audio files while waiting for transcription to be completed
- Secure access through browser (look for the VeriSign symbol)
- View completed documents
- Track the status of the jobs
  - Transcribing
  - Editing
  - Completed
  - e-Signed
  - Faxed
- Online edit and e-signature
- Batch download of latest completed or signed jobs
- Automatic print upon receipt
- Premium automated distribution services
- Search capabilities
  - Find a specific patient name or medical record number
  - Review all dictations by doctor, date of service,
  - Search by document type
  - Quickly locate what is needed

*Stop searching for the paper!!!  
Login and find the record immediately!!!*

For an online tour of TrackDoc, please ask your representative for a demonstration.

A user manual is available.  
If you are interested in additional services to your existing solutions,  
please contact your representative for a copy or call the office at 631.273.1963

User Login  
Transcription Client  
Author  
Department  
Facility  
Service Provider  
Contractor  
Transcriptionist  
Editor  
ZyDoc Partner  
Reseller  
CHIN

Our Affiliates  
TOSHIBA  
ScanSoft  
IBM  
SONY  
OLYMPUS

Doctor Search v0.3

**Employees**

And Finally, if you click on you will be taken to the Employee Login screen:

**ZyDoc TrackDoc**

Homepage Trackdoc Employees

**User Login**

- Transcription Client**
  - Author
  - Department
  - Facility
- Service Provider**
  - Contractor
  - Transcriptionist
  - Editor
- ZyDoc Partner**
  - Reseller
  - CHIN

**Employee Login**

**Login Name**

**Password**

Login

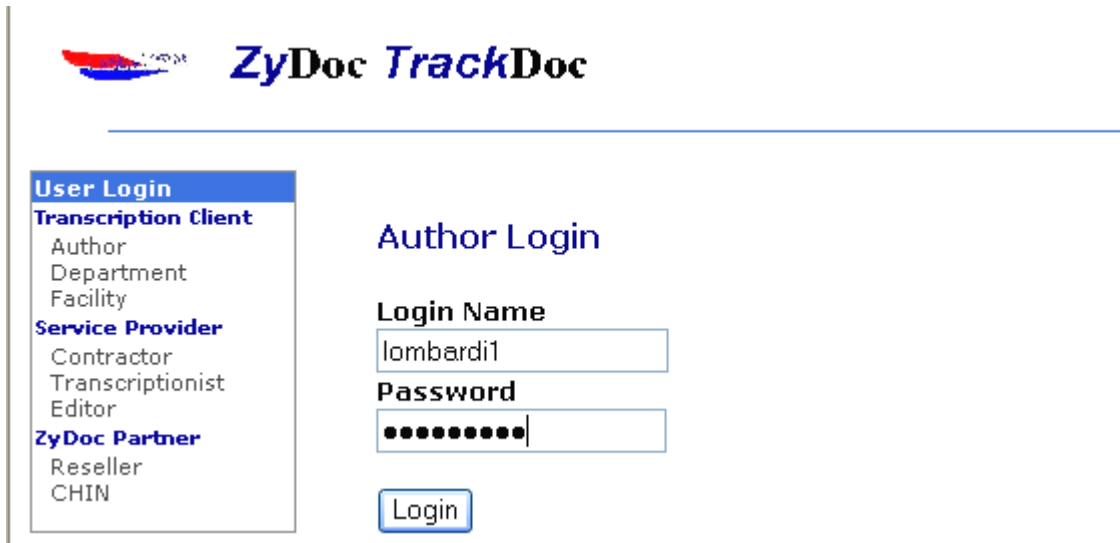
The Employee Login Screen has two required fields, Login Name and Password, which must be completed before you will be allowed to enter the TrackDoc system. After entering the appropriate information, you will be taken into the system and allowed to manipulate any information stored for you.

## Chapter 2: Entering TrackDoc

In this section, you will be taken on a tour of the TrackDoc system as an Author. To Enter the system as an Author, you must

1. access the TrackDoc homepage by typing <http://zydoc.net/> into your browser
2. Click on the word “Author” in the User Login box, under the Transcription Client category
3. Enter your Login Name and Password in the appropriate fields on the Author Login page
4. Click  on the Author Login screen.

Once you have filled in the required fields on the Author Login screen, it should look something like this:



**ZyDoc TrackDoc**

---

**User Login**

**Transcription Client**

- Author
- Department
- Facility

**Service Provider**

- Contractor
- Transcriptionist
- Editor

**ZyDoc Partner**

- Reseller
- CHIN

**Author Login**

**Login Name**


**Password**

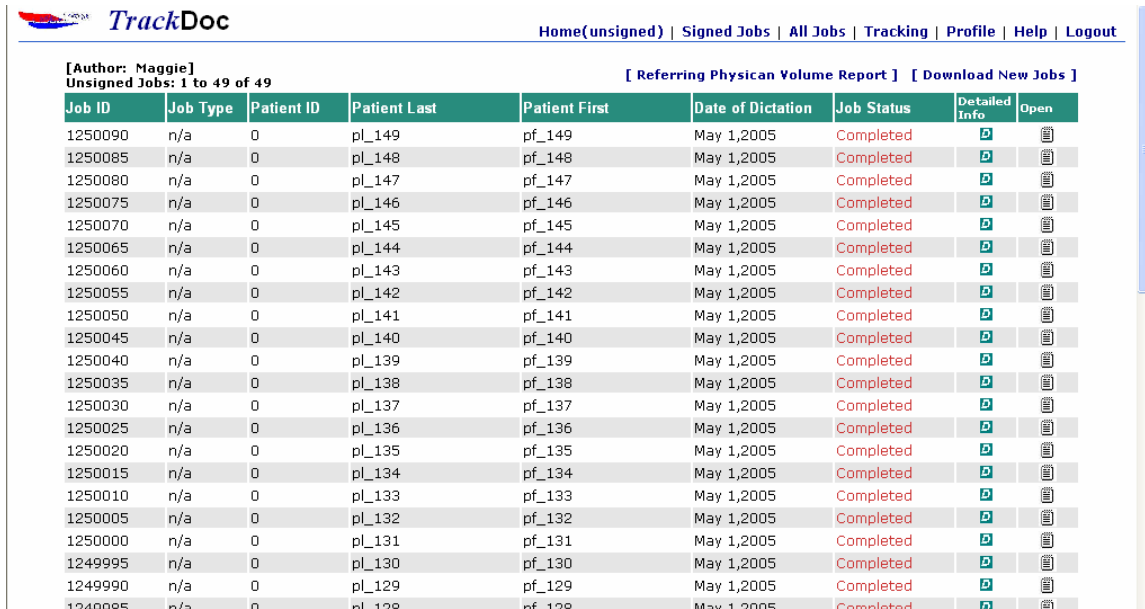
If any of the required information you entered was incorrect, you will get this prompt:

Login Failed, please try again.













































Simply reenter your information with careful attention to spelling and making sure you are entering the correct information. Login Names and passwords are **NOT** case-sensitive.

## Author Homepage

Once you correctly enter all of the required information and click on the  button, you will be taken to the Author homepage screen:



The screenshot shows the TrackDoc Author Homepage. At the top, there is a navigation bar with links: Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout. Below the navigation bar, there is a header section with the following text: [Author: Maggie] Unsigned Jobs: 1 to 49 of 49 [ Referring Physician Volume Report ] [ Download New Jobs ]. The main content is a table with the following columns: Job ID, Job Type, Patient ID, Patient Last, Patient First, Date of Dictation, Job Status, Detailed Info, and Open. The table contains 20 rows of data, all with a Job Status of 'Completed'.

Job ID	Job Type	Patient ID	Patient Last	Patient First	Date of Dictation	Job Status	Detailed Info	Open
1250090	n/a	0	pl_149	pf_149	May 1,2005	Completed		
1250085	n/a	0	pl_148	pf_148	May 1,2005	Completed		
1250080	n/a	0	pl_147	pf_147	May 1,2005	Completed		
1250075	n/a	0	pl_146	pf_146	May 1,2005	Completed		
1250070	n/a	0	pl_145	pf_145	May 1,2005	Completed		
1250065	n/a	0	pl_144	pf_144	May 1,2005	Completed		
1250060	n/a	0	pl_143	pf_143	May 1,2005	Completed		
1250055	n/a	0	pl_142	pf_142	May 1,2005	Completed		
1250050	n/a	0	pl_141	pf_141	May 1,2005	Completed		
1250045	n/a	0	pl_140	pf_140	May 1,2005	Completed		
1250040	n/a	0	pl_139	pf_139	May 1,2005	Completed		
1250035	n/a	0	pl_138	pf_138	May 1,2005	Completed		
1250030	n/a	0	pl_137	pf_137	May 1,2005	Completed		
1250025	n/a	0	pl_136	pf_136	May 1,2005	Completed		
1250020	n/a	0	pl_135	pf_135	May 1,2005	Completed		
1250015	n/a	0	pl_134	pf_134	May 1,2005	Completed		
1250010	n/a	0	pl_133	pf_133	May 1,2005	Completed		
1250005	n/a	0	pl_132	pf_132	May 1,2005	Completed		
1250000	n/a	0	pl_131	pf_131	May 1,2005	Completed		
1249995	n/a	0	pl_130	pf_130	May 1,2005	Completed		
1249990	n/a	0	pl_129	pf_129	May 1,2005	Completed		
1249985	n/a	0	pl_128	pf_128	May 1,2005	Completed		

This page lists all of your unsigned jobs and details them by

- Job ID
- Job Type
- Patient ID
- Patient Last (patient last name)
- Patient First (patient first name)
- Date of Dictation
- Job Status
- Detailed Info and
- Open


Additionally, from this page, you can access links to:


- Home (unsigned)
- Signed Jobs
- All Jobs
- Tracking
- Profile
- Help
- Logout

## Section 1: Unsigned Jobs: Detailed Info and Open

You will notice that under the Detailed Info and Open categories are links to more information about the particular job.


### Detailed Info

For instance, if you click on the  button under the Detailed Info category of the first job listed, you will be taken to the Job Detail page:

 [Home\(unsigned\)](#) | [Signed Jobs](#) | [All Jobs](#) | [Tracking](#) | [Profile](#) | [Help](#) | [Logout](#)

---

#### Job Detail



Job ID	1223968
Job Type	ECA
Expected TAT	0
Privacy Level	High
Job Status	Completed
Audio File	
Audio Length	147
Text File	Smith_Daniel_-_02092005_ECA_0147_25_LombardiM_121384441272817td3333*6.rtf 
Text Length	25
Patient SSN	-
Patient Last	Smith
Patient First	Daniel
Date of Dictation	Wednesday, February 09, 2005
Due In	
To ZyDoc	Thursday, February 24, 2005 7:54:16 AM
Signed At	Tuesday, March 01, 2005 2:42:37 PM
To Author	Tuesday, March 01, 2005 11:27:45 AM
Comments	multiple audio



#### Fax Log:

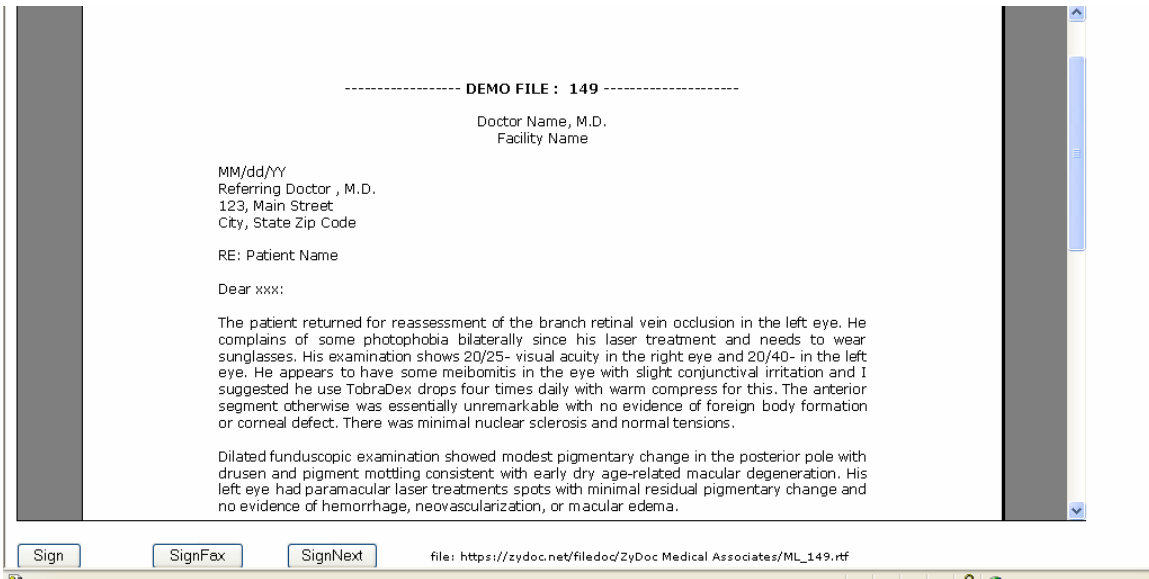
Fax ID	Contact	Fax #	Requested At	Faxed At	Fax Status	Log
--------	---------	-------	--------------	----------	------------	-----


This page details all sorts of information about the particular job you are looking into. On the Job Detail page, you can see a history of any and all work done on the job since it was created and any faxes that have been sent out or received concerning this job.


Within the job detail you are able to access audio files  and/or text files  and any other files associated with the job.

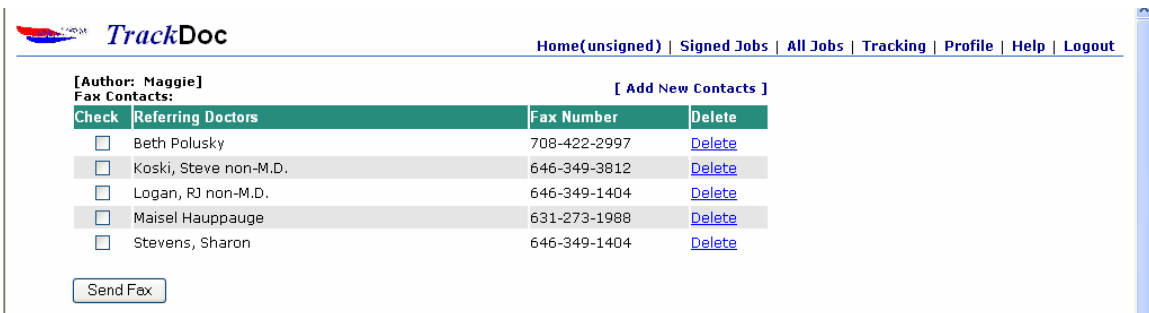
## Open

If you click on the  button, under the “Open” category, you will be shown the detail on any documents that have been issued regarding this job. For example, I clicked on the  button for the first job listed on our sample Author homepage (Job ID # 1250090) and was taken to this page showing a sample letter regarding this job:



If you click on the  button, your signature will be inserted into the current document and you will be taken back to the Author homepage.

If you click on the  button, you will be taken to this page:



From this page, you may choose which Doctors or associates you would like to send the document to by selecting the boxes next to their name. Note that each person’s fax number is listed next to their name to help determine if the most current number is being used.

You can also add or delete Doctors and associates from this list. Clicking on the [Delete](#) link automatically deletes the name. If you click on the [\[ Add New Contacts \]](#) link, you will be taken to this page:

**TrackDoc** Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout

**Create Contacts**

Contact Name  (e.g. Smith, John M.D.)

Fax Number +1 (  ) -  -  (e.g. 123-456-7890)

[AMA Physician Search](#)

Simply add the information into the correct field, click  and the new contact will immediately appear on your list of contacts.

When you are finished selecting names or adding contacts, simply click the  button and the fax will be sent and you will be returned to the homepage.

*\*Note, for your convenience, a quick link to the [AMA Physician Search](#) is available on this page.*

Finally, If you click on the  button, your signature will be inserted on the current document and you will be taken to the next unsigned and uncompleted document associated with this job.

----- DEMO FILE : 144 -----

Doctor Name, M.D.  
Facility Name

MM/dd/YY  
Referring Doctor , M.D.  
123, Main Street  
City, State Zip Code

RE: Patient Name

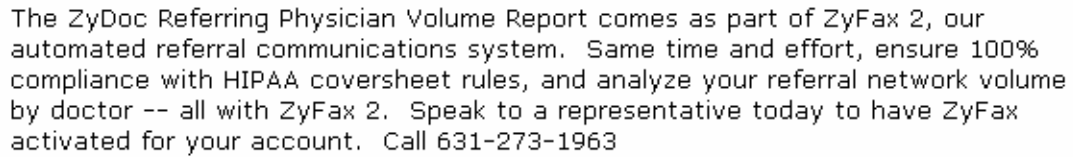
Dear xxx:

The patient returned for reassessment of the branch retinal vein occlusion in the left eye. He complains of some photophobia bilaterally since his laser treatment and needs to wear sunglasses. His examination shows 20/25- visual acuity in the right eye and 20/40- in the left eye. He appears to have some meibomitis in the eye with slight conjunctival irritation and I suggested he use Tobradex drops four times daily with warm compress for this. The anterior segment otherwise was essentially unremarkable with no evidence of foreign body formation or corneal defect. There was minimal nuclear sclerosis and normal tensions.

file: https://zydoc.net/filedoc/ZyDoc Medical Associates/ML\_144.rtf

## Referring Physician Volume Report\*

From the Author homepage, you may click on the [\[ Referring Physican Volume Report \]](#) and you will see this message pop-up:



The ZyDoc Referring Physician Volume Report comes as part of ZyFax 2, our automated referral communications system. Same time and effort, ensure 100% compliance with HIPAA coversheet rules, and analyze your referral network volume by doctor -- all with ZyFax 2. Speak to a representative today to have ZyFax activated for your account. Call 631-273-1963

*\*The Referring Physician Volume Report is a work in Progress. Please check with us for further information, or occasionally press on the link to view future capabilities.*

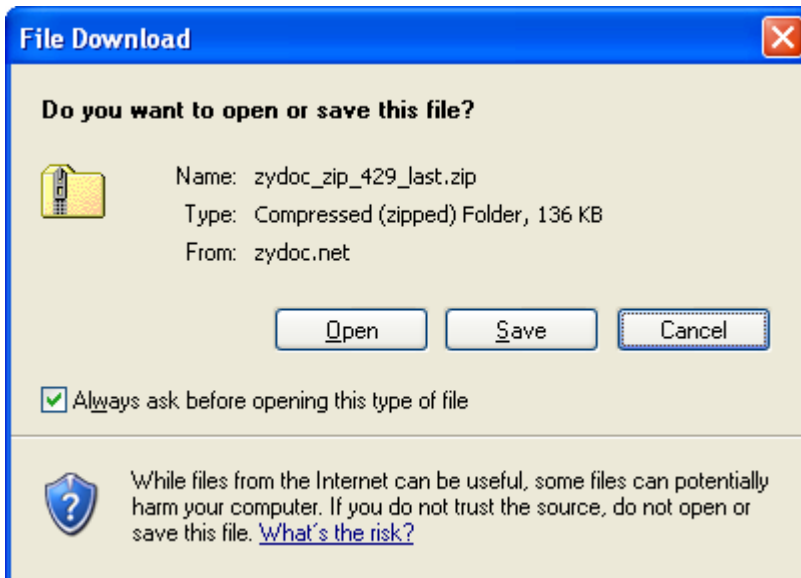


## Section 2: Download New Jobs

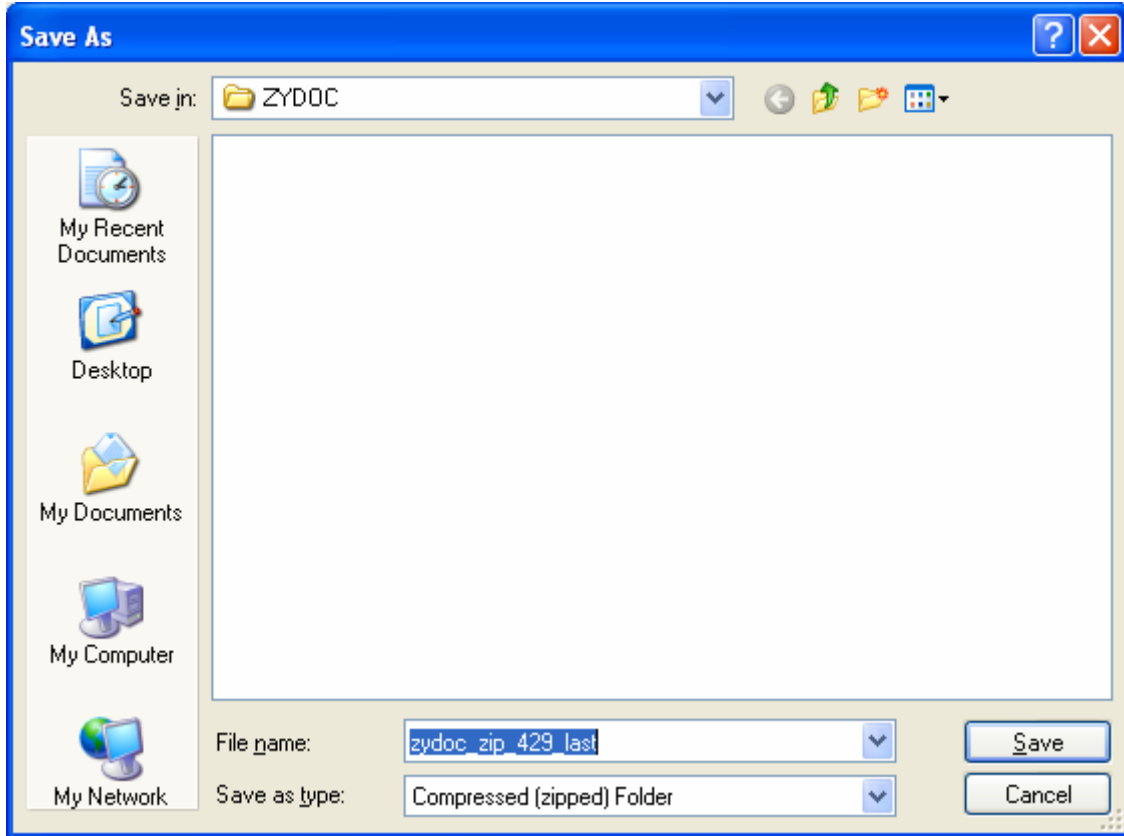
If you prefer to save jobs to your computer or workstation, you may do so by clicking on the [\[ Download New Jobs \]](#) link on your homepage.



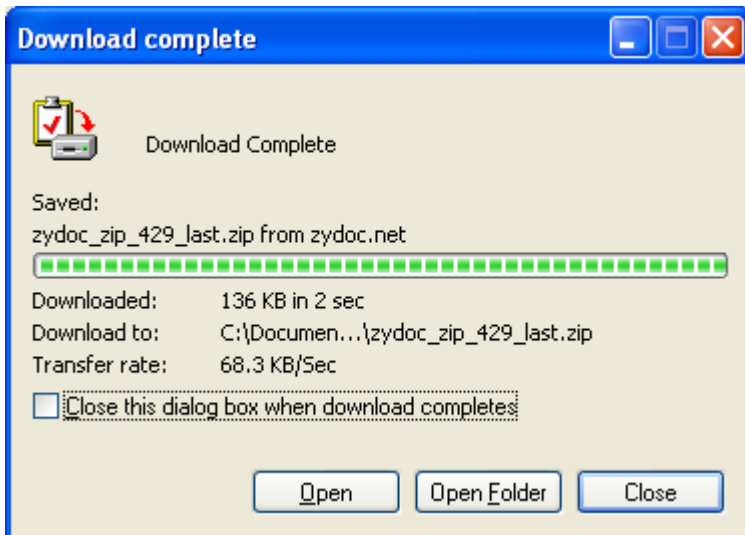
From this page, click on the [last download](#) link and this screen should pop up:



Select the Save option, and this screen will appear:

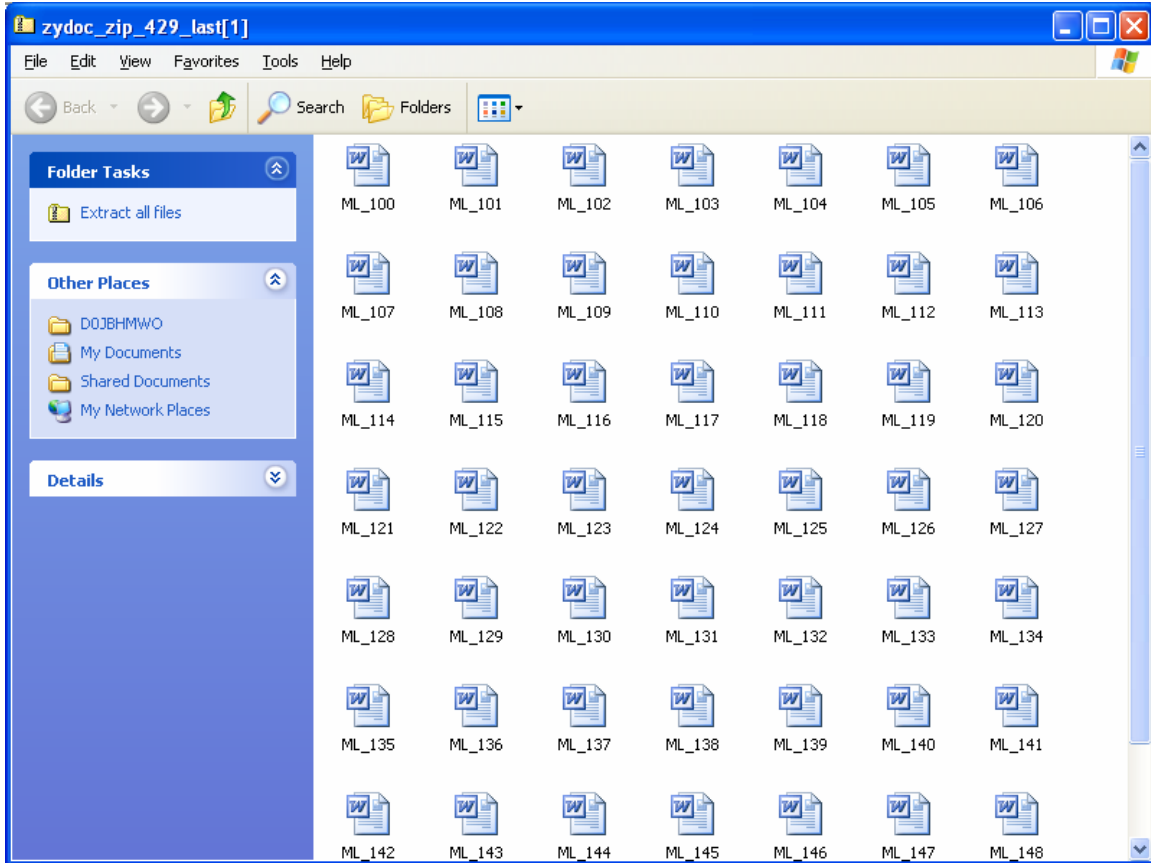


Click save again, the following screen will appear:

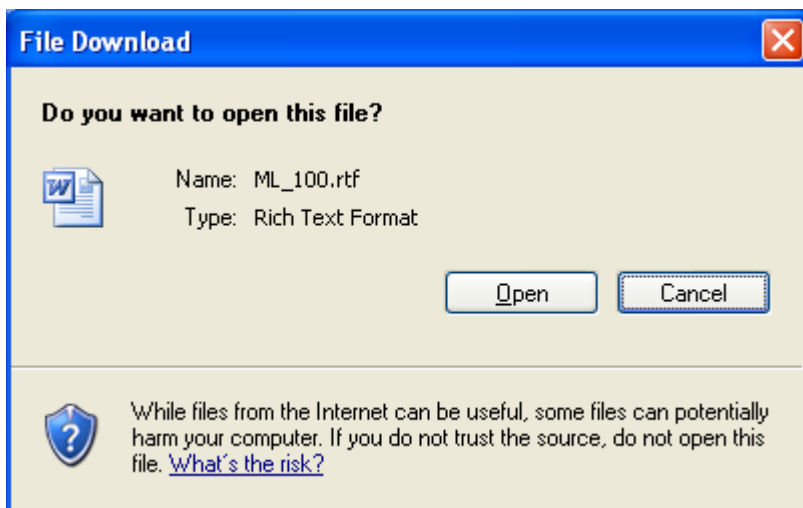


Click open and you will be able to access the documents offline.

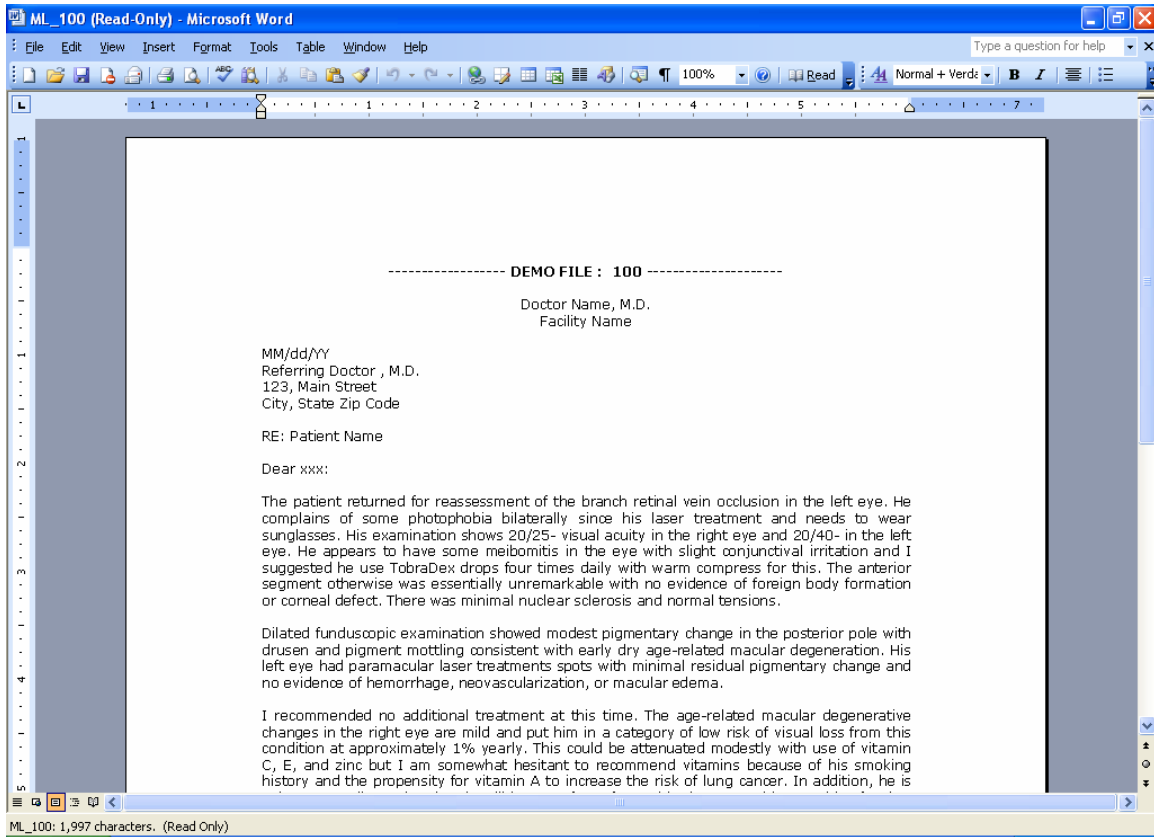
The files will appear looking something like this:



Click on the particular document you wish to open and you will receive this prompt:



Select open, again and the file will open:



**From here you can review, edit and otherwise manipulate the document from your workstation whether you're online or off.**

## Section 3: Access Links from the Author Homepage

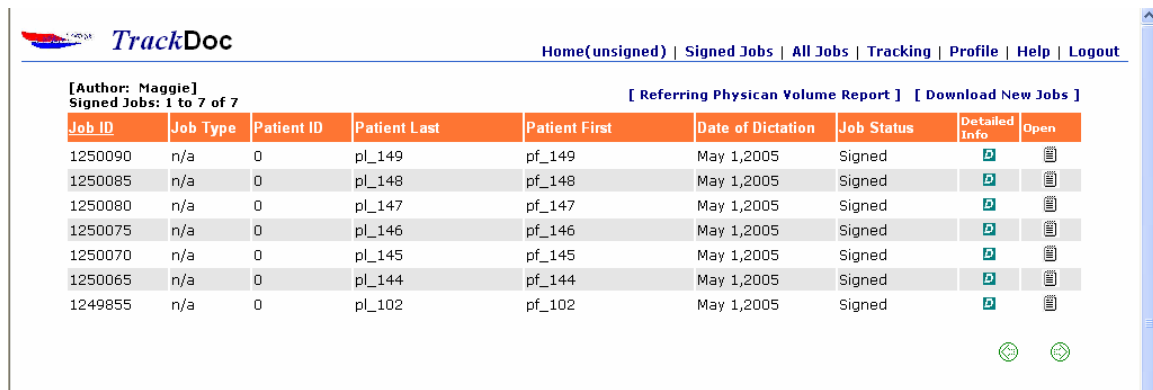
This section will detail the Access Links on the Author homepage that you were briefly introduced to at the beginning of this section. These links can be found in the upper right hand side of the Author homepage.

### Home (unsigned)

By clicking on the Home (unsigned) tab you will be taken to the Author homepage, which we have already explored.

### Signed Jobs

Clicking on the Signed Jobs tab, will take you to this screen:



The screenshot shows the TrackDoc interface. At the top left is the TrackDoc logo. To the right are navigation links: Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout. Below the navigation is a header for the signed jobs section: [Author: Maggie] Signed Jobs: 1 to 7 of 7. To the right of this header are two links: [ Referring Physician Volume Report ] and [ Download New Jobs ]. The main content is a table with the following columns: Job ID, Job Type, Patient ID, Patient Last, Patient First, Date of Dictation, Job Status, Detailed Info, and Open. The table contains 7 rows of data, all with a 'Signed' status. At the bottom right of the table are two green circular icons.

Job ID	Job Type	Patient ID	Patient Last	Patient First	Date of Dictation	Job Status	Detailed Info	Open
1250090	n/a	0	pl_149	pf_149	May 1,2005	Signed		
1250085	n/a	0	pl_148	pf_148	May 1,2005	Signed		
1250080	n/a	0	pl_147	pf_147	May 1,2005	Signed		
1250075	n/a	0	pl_146	pf_146	May 1,2005	Signed		
1250070	n/a	0	pl_145	pf_145	May 1,2005	Signed		
1250065	n/a	0	pl_144	pf_144	May 1,2005	Signed		
1249855	n/a	0	pl_102	pf_102	May 1,2005	Signed		

Here you see the detail of all of the signed jobs you have completed, with the same “detailed info” and “open” options that we examined earlier in the Author homepage.

From this page, you can view any document with its signature and print it. To make changes to any document listed here, go to the job detail page and click the [AMEND](#) link. Once the changes are made, you may re-sign the document and fax it when you are ready.

## All Jobs

This screen gives you a detailed list of all of the jobs you are or have worked on and their current status as well as access to the “Detailed Info” page regarding any particular job.

Job ID	Job Type	Patient ID	Patient Last	Patient First	Date of Dictation	Job Status	Detailed Info
1250090	n/a	0	pl_149	pf_149	May 1,2005	Signed	<a href="#">D</a>
1250085	n/a	0	pl_148	pf_148	May 1,2005	Signed	<a href="#">D</a>
1250080	n/a	0	pl_147	pf_147	May 1,2005	Signed	<a href="#">D</a>
1250075	n/a	0	pl_146	pf_146	May 1,2005	Signed	<a href="#">D</a>
1250070	n/a	0	pl_145	pf_145	May 1,2005	Signed	<a href="#">D</a>
1250065	n/a	0	pl_144	pf_144	May 1,2005	Signed	<a href="#">D</a>
1250060	n/a	0	pl_143	pf_143	May 1,2005	Completed	<a href="#">D</a>
1250055	n/a	0	pl_142	pf_142	May 1,2005	Completed	<a href="#">D</a>
1250050	n/a	0	pl_141	pf_141	May 1,2005	Completed	<a href="#">D</a>
1250045	n/a	0	pl_140	pf_140	May 1,2005	Completed	<a href="#">D</a>
1250040	n/a	0	pl_139	pf_139	May 1,2005	Completed	<a href="#">D</a>
1250035	n/a	0	pl_138	pf_138	May 1,2005	Completed	<a href="#">D</a>
1250030	n/a	0	pl_137	pf_137	May 1,2005	Completed	<a href="#">D</a>
1250025	n/a	0	pl_136	pf_136	May 1,2005	Completed	<a href="#">D</a>
1250020	n/a	0	pl_135	pf_135	May 1,2005	Completed	<a href="#">D</a>
1250015	n/a	0	pl_134	pf_134	May 1,2005	Completed	<a href="#">D</a>
1250010	n/a	0	pl_133	pf_133	May 1,2005	Completed	<a href="#">D</a>
1250005	n/a	0	pl_132	pf_132	May 1,2005	Completed	<a href="#">D</a>
1250000	n/a	0	pl_131	pf_131	May 1,2005	Completed	<a href="#">D</a>
1249995	n/a	0	pl_130	pf_130	May 1,2005	Completed	<a href="#">D</a>
1249990	n/a	0	pl_129	pf_129	May 1,2005	Completed	<a href="#">D</a>
1249985	n/a	0	pl_128	pf_128	May 1,2005	Completed	<a href="#">D</a>
1249980	n/a	0	pl_127	pf_127	May 1,2005	Completed	<a href="#">D</a>
1249975	n/a	0	pl_126	pf_126	May 1,2005	Completed	<a href="#">D</a>
1249970	n/a	0	pl_125	pf_125	May 1,2005	Completed	<a href="#">D</a>

## Tracking

This page allows you search specific document types, patients, jobs and date ranges

**[Author : Maggie] Document Tracking**

Job Type:

Job Status:

Date of Dictation From:     
(mm/dd/yy)

Date of Dictation To:     
(mm/dd/yy)

Patient ID:

Patient SSN:

Patient Last:

Patient First:

Copyright © 2000 ZyDoc.com Corporation. All rights reserved.

Simply enter the data you have concerning a document, patient or job into the appropriate field and press the search button. Any results will be listed on a screen like the following:

The screenshot shows the TrackDoc application header with the logo and navigation links: Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout. Below the header, it displays the user's name [Author: Maggie] and the number of jobs (0 to 0 of 0). A table with the following columns is shown: Job ID, Job Type, Patient ID, Patient Last, Patient First, Date of Dictation, Job Status, Detailed Info, and Open. There are two green circular icons at the bottom right of the table area.

\*\* I could not get a results screen with actual results on it – will update when ready

## Profile

This screen shows you the Author's profile. All the fields marked with a red asterisk \* are required fields. To change or update any information on this page, simply enter the new data into the appropriate field and click the update button.

The screenshot shows the 'My Profile' form in the TrackDoc application. The header includes the TrackDoc logo and navigation links: Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout. The user's name is [Author : Maggie]. The form title is 'My Profile' with a red asterisk indicating required information. The form contains the following fields: Login (lombardi1), Password (masked with dots, note: at least 6 characters), Confirm Password (masked with dots), Last Name (Lombardi), First Name (Maggie), Gender (M/F) (radio button), Address Line 1, Address Line 2, City, State, Zip, Telephone (with area code), Fax, Email, Specialty (Radiology), and Expected TAT (24 hours).

## Help

From this page, you can access a number of documents to help you with various aspects of our system, from this manual to instructions on dictation and using Zipit, to the AMA physician search, this section will lead you to the information to answer any remaining questions you may have.



The screenshot shows the TrackDoc website interface. At the top left is the TrackDoc logo. To the right of the logo is a navigation menu with links: Home(unsigned) | Signed Jobs | All Jobs | Tracking | Profile | Help | Logout. Below the navigation menu, there are four sections of links:

- [ User Manual ]**
  - [TrackDoc User Manual v6](#)
  - [Instructions for Dictating and Using ZipIt](#)
  - [Streamlined Download and bulk easy-print function](#)
- [ Robodemo ]**
  - [TrackDoc Quick Overview](#)
- [ Physician Search ]**
  - [AMA Physician Search](#)
- [ Coming soon ... ]**
  - [Referring Physician Volume Report](#)

At the bottom of the page, there is a copyright notice: Copyright © 2000 ZyDoc.com Corporation. All rights reserved.

If you wish to know more about the system, our technicians are always on hand to provide you with assistance and any supplemental training you may require. Simply contact our office at:

**Zydoc**  
**631-273-1963**  
**8am to 5pm**  
**Monday-Friday**