

## Installing Inquiry

1. Log into [www.rxtrans.com](http://www.rxtrans.com) and type in your user name, password, and client

**Note:** If this is the first time you have logged into Inquiry on this particular computer, you will notice a paragraph at the bottom of the Inquiry screen, which reads "Note: The user, password, and client fields . . ." Click the sentence that reads "Please click here" – this will start the installation. Click the run button and it will install the emdat runtime software (takes a minute).

2. After you have logged in, you will notice 4 folders on the right side of the screen (Workflow Summary): Dictation status, Review, Preliminary and Final.
3. Click "Review" folder (these are file(s) pending -- assuming you have dictated and reports have been transcribed).
4. Next, click on the patient's name you wish to look at.
5. The report will open up in a new window, which allows you to read your document. If you have any changes, click the "edit" button (at the top of the screen), which will then direct you to a Word-like editor. (The top of the screen will have your navigation bar, ie, print, complete, edit, etc.)
6. After you have made the necessary changes to the document, click "save/close" and then "complete" or "complete next" using the buttons at the top.
7. By completing the document, the document will be forwarded to the preliminary folder ready to be signed. The window will also close and direct you back to the "review" folder.
8. You will also noticed buttons on the right side of the screen in the "review" folder. Those buttons will allow you to quickly print and complete large amounts of reports with one button selection.
9. One final note, on the left side of the patients name in the "review" folder you will notice that there are check mark boxes, that allows you to select certain files, which in combination with the buttons on the right, ie print, you can just perform those actions just for those files. The buttons on the right with the red check marks will allow you to perform actions on those certain files.