

Inquiry Printing Agent

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InQuery Printing Agent

InQuery supports custom printing in multiple browsers using a printing agent application. Users can preview and print transcriptions, cover letters, envelopes, and faxes from Chrome, Edge, and Firefox.

Application Requirements

- Operating system: Windows 10
- Browsers: Chrome, Edge, Firefox
- RAM: 1 GB or higher
- Hard Drive Free Space: 1 GB or higher

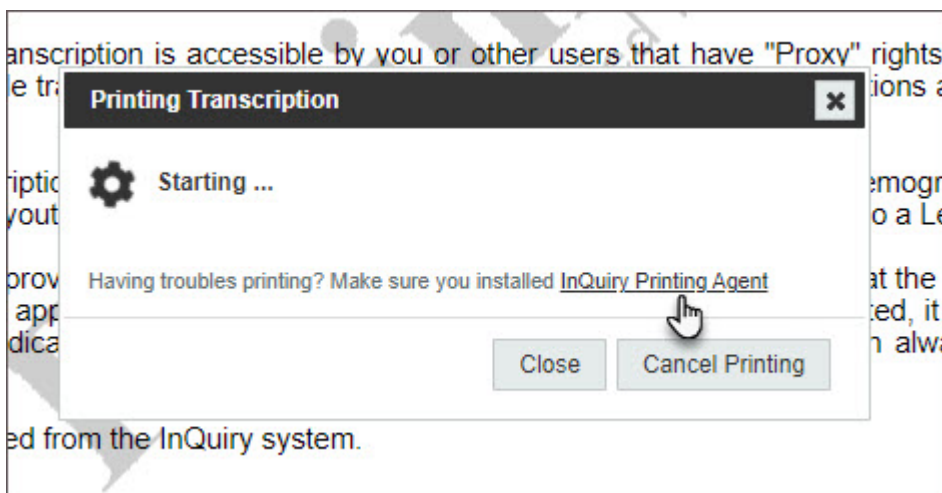
Installing the Printing Agent

Info

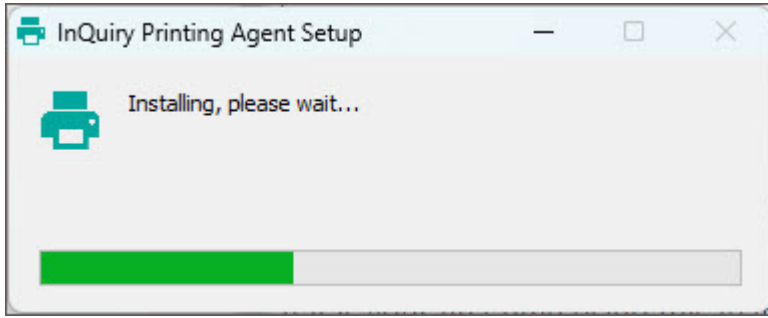
An MSI installer is available in [Software Downloads](#) if one is needed for group policies. For individual installations, please follow the steps below.

If it is your first time using this feature, you must install the agent.

To begin, initiate a preview or print job from the Transcription Viewer or Print All/Print Selected from a workflow folder. The Printing Transcription dialog window will open. Click the InQuery Printing Agent link in the Printing Transcription window to download the installer. (Admin rights are not required.)



Click on the downloaded file to install the Printing Agent.

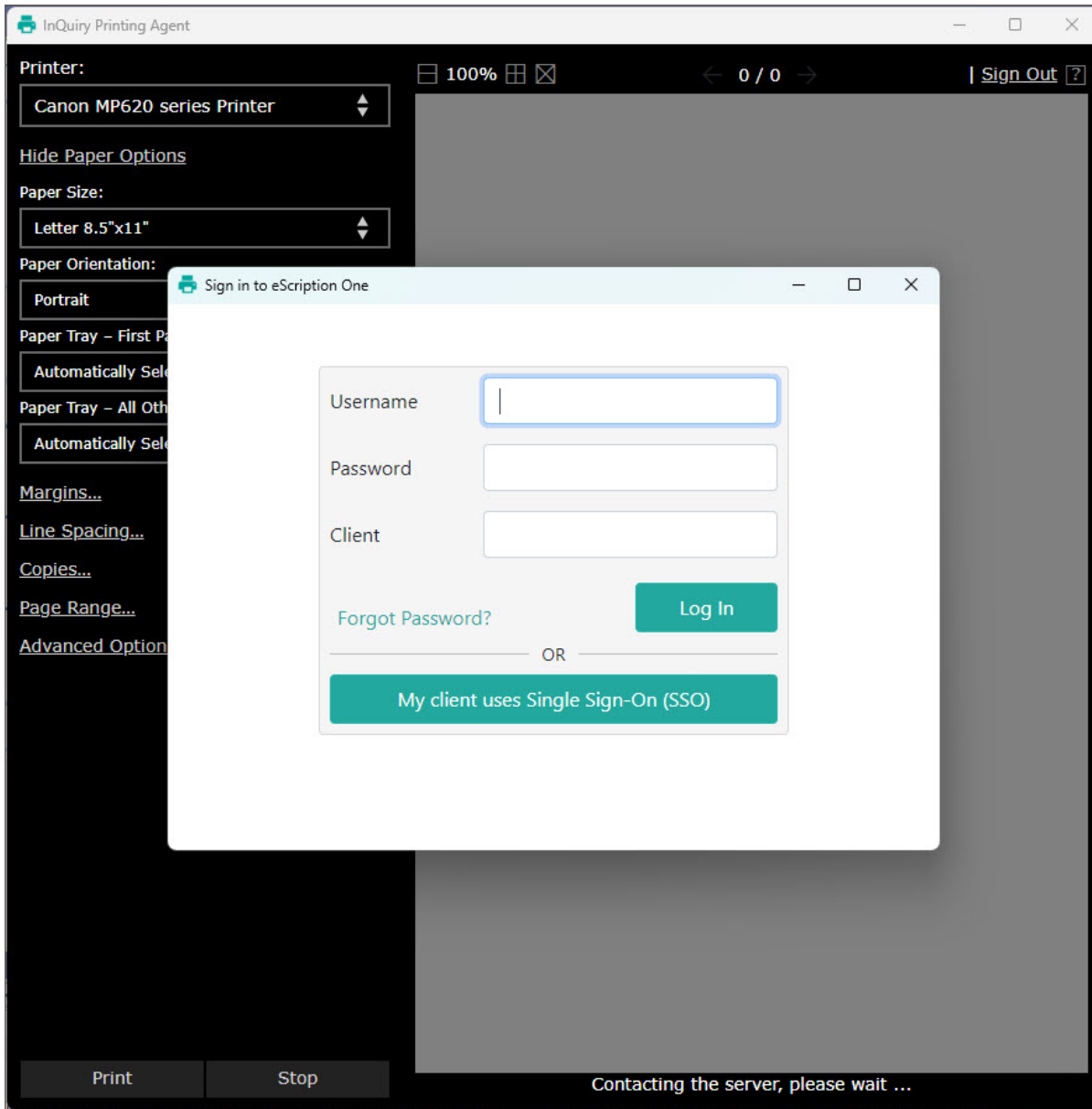


Note

Close the Printing Transcription dialog window in InQuery and initiate the preview or print command again to be prompted to login to the Printing Agent.

Logging in to the Printing Agent

To preview and print from the Printing Agent, you must log in to the app using your InQuery credentials. You only need to log in the first time you print, and you will remain logged in until you log out of InQuery. You will be prompted to enter your login credentials the first time you execute a print or preview command for each InQuery session.



Previewing and Printing Documents

In InQuery, users can preview and/or print typed transcriptions from the Transcription Viewer, as well as print typed transcriptions, envelopes and cover letters from the 'Print All/Print Selected' buttons.

Clicking the view button from the search grid opens the Transcription Viewer.

Total Jobs: 4

Page 1 of 1

Choose Columns Reset Layout Refresh

Drag a column header here to group by that column

<input checked="" type="checkbox"/>	Actions	Patient ID	Patient Name	Clinician	Document Type	Location
<input type="checkbox"/>	 view edit play	5271108	JARROD POSLON	Demonstration User	Consult	East
<input type="checkbox"/>	 view edit play	5271131	AMBER SMITH	Demonstration User	Consult	East
<input type="checkbox"/>	 view edit	5271139	TERRA BURNS	Demonstration User	FUP	Hospital
<input type="checkbox"/>	 view edit play	5271145	AMANDA RAKER	Demonstration User	Cover	East

Total Jobs: 4

Choose Columns Reset Layout Refresh

top legend

In the Transcription Viewer, click the **preview** button to preview the document rendering or the **print** button to print a document with no preview.

print preview fax download previous next info edit play Complete/next Complete cumulative Patient info exit Preliminary Transcription

Consultation

Patient Name:	JARROD POSLON	Date of Service:	July 8, 2022
Patient ID:	5271108	Date of Birth:	May 16, 1932
Clinician:	Demonstration User	UF1:	AR2
User Field 2:	Appointment Reason2		
User Field 4:	W14		

Welcome to the eScription-One InQuery System. This is a sample transcription created to introduce you to the InQuery System. InQuery is a web-based application used to manage the workflow of new transcriptions delivered from your transcriptionists or transcription company.

You are currently viewing an unsigned transcription. This transcription is accessible by you or other users that have "Proxy" rights to your transcriptions. Transcriptions in this folder can be Edited, and the original dictation can be Played. (This sample transcription does not have a dictation associated with it). Dictations are retained and can be played through the system for one year.

Editing a document allows you to alter the text of the transcription, as well as modify "header" information (including patient demographics, document type settings, report location, etc.). Note that altering this header information can change the entire content of the final transcription. For example, having a dictation transfer to another provider's dictation and a change in the report location.

Your web browser may display a message window asking if you want to allow InQuery to open this application (eSOne Printing Agent). The wording and contents of this message window will vary depending on the browser you are using. To prevent this dialog from appearing each time you launch the Printing Agent, make the appropriate selection to always allow eScription One to open links of this type. Click the **Open InQuery Printing Agent** or **Allow** button to allow the Printing Agent application to open.

Open InQuery Printing Agent?

<https://www.escription-one.com> wants to open this application.

Always allow www.escription-one.com to open links of this type in the associated app

Open InQuery Printing Agent Cancel

Note

Granting permission to open the Printing Agent is required to preview and print documents.

After clicking the **preview** button from the Transcription Viewer, the Printing Agent will open and render the document. The print settings appear on the left and can be adjusted accordingly. If you change any of the print settings, the document will be re-rendered. Click the **Stop** button to cancel the document rendering.

Click **Print** at the bottom of the Printing Agent application to print.

The screenshot shows the InQuery Printing Agent window. On the left is a control panel with the following options:

- Printer:** Canon MP620 series Printer
- Hide Paper Options** (link)
- Paper Size:** A4
- Paper Orientation:** Portrait
- Paper Tray – First Page:** Automatically Select
- Paper Tray – All Other Pages:** Automatically Select
- Margins...** (link)
- Line Spacing...** (link)
- Copies...** (link)
- Hide Page Range** (link)
- Page Ranges:** All
- Advanced Options...** (link)

At the bottom of the control panel are **Print** and **Stop** buttons. The main preview area shows a document titled "Consultation" with the following details:

Patient Name:	JARROD POSLON	Date of Service:	July 8, 2022
Patient ID:	5271108	Date of Birth:	May 16, 1932
Clinician:	Demonstration User	UF1:	AR2
User Field 2:	Appointment Reason2		
User Field 4:	W14		

The document text includes a welcome message, a disclaimer about unsigned transcriptions, instructions on editing, and completion steps. At the bottom, it identifies the user as "Demonstration User" and provides dictation and transcription dates. The footer contains contact information for the Kittanning Office.

At the bottom of the preview area is a **Done.** button.

If you are printing without previewing, the document is automatically printed to the default printer and the preview window in the Printing Agent app will be blank.

Printing Faxes

The printing agent also supports printing faxes, transcriptions, cover letters, and envelopes directly from the Services > Manage Faxes screen.

Recipient Name
 Location
 Date Faxed thru
 Error Description
 Patient ID
 Patient Name

Fax Number
 Transcription ID
 Status
 Dictator
 Last Signature
 Results Per Page

search
 clear

Total Jobs: 4 Page 1 of 1 Choose Columns Clear Filters Refresh

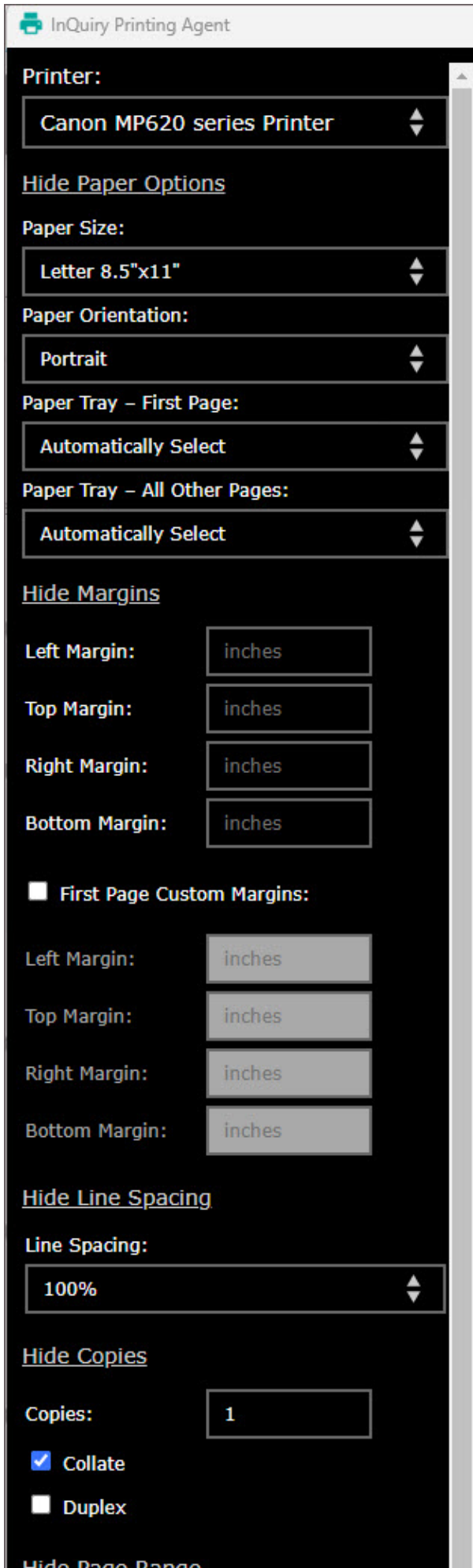
Drag a column header here to group by that column

<input checked="" type="checkbox"/>	Actions	Status	Patient ID	Patient Name	Author	Date Created	Date Faxed	Error Description
<input type="checkbox"/>		Succeeded	5271131	AMBER SMITH	Demonstration User	8/29/2022 3:20 PM	8/29/2022 3:26 PM	
<input type="checkbox"/>		Succeeded	5271108	JARROD POSLON	Demonstration User	8/29/2022 3:20 PM	8/29/2022 3:30 PM	
<input type="checkbox"/>		Succeeded	5271139	TERRA BURNS	Demonstration User	8/29/2022 3:20 PM	8/29/2022 3:45 PM	
<input type="checkbox"/>		Succeeded	5271145	AMANDA RAKER	Demonstration User	8/29/2022 3:20 PM	8/29/2022 3:34 PM	

Total Jobs: 4 Choose Columns Clear Filters Refresh



Print Settings

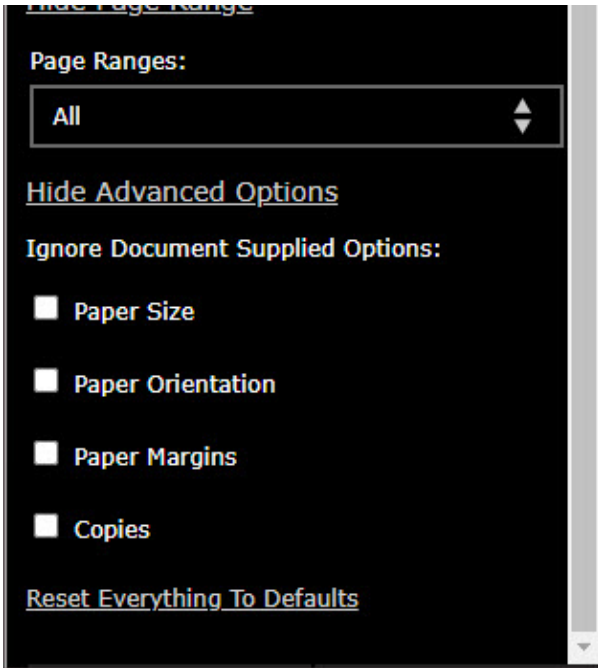


The Print Settings appear on the left side of the Printing Agent app and allow you to customize the printed document. Any modified settings will remain in effect for the current print job, unless the corresponding **Ignore Document Supplied Options** advanced option is enabled.

All system printers will be listed in the Printer selection box. The system default printer will be selected by default, but can be changed by selecting a new printer from the list.

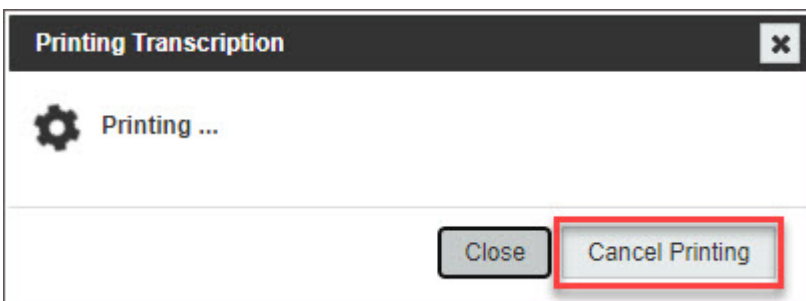
Additional print settings are divided into six categories:

- Paper Options - Choose the paper size, orientation and printer tray.
- Margins - Alter the margins to increase or decrease the white space around the edges of the paper. To set custom margins for the first page only, check the **First Page Custom Margins** check box and enter values in the fields below it for the margins that need to differ from subsequent pages.
- Line Spacing - Increase or decrease the white space between lines of text.
- Copies - Indicate the number of copies to be printed and enable or disable collating (when enabled, multi-page jobs will print the pages in sequence and repeat for the number of copies requested) and duplex printing (when enabled, multi-page documents will print on both sides of the paper).
- Page Range - Print all pages in a job (the default setting), the current page displayed in the preview, or customize which pages to print.
- Advanced Options - Choose to ignore selected default InCommand print settings and use the Printing Agent settings for all subsequent print jobs on this machine. Click **Reset Everything to Defaults** to reset print settings back to system defaults, including Advanced Options.



Cancelling a Print Job

To cancel a print job and close the print dialog in InQuery, click the Cancel Printing button. Any actions scheduled to happen after printing will be cancelled as well, such as show batch log and complete after print.



Closing the Printing Dialog

To close the print dialog in InQuery, click the Close button. You can still log in to the agent app and print to a selected printer, however, no batch log will be available, and no popup will appear for completing the job from the selected workflow folder.

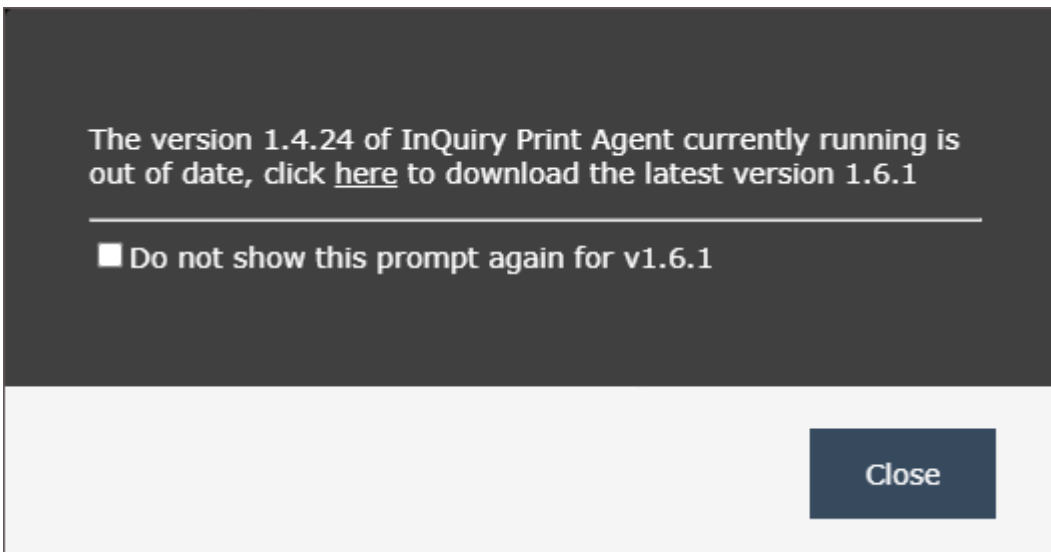


The Printing Agent will continue running in the Taskbar Corner Overflow, even if you close the app window. You can reopen the Printing Agent by clicking the up arrow icon in the task bar notification area to open the taskbar corner overflow menu, then click on the Printing Agent app icon. The Printing Agent app will also reopen if another preview is requested.



Updating the Printing Agent

The Printing Agent receives periodic updates. When a new version is available a message will be displayed in the Printing Agent app after logging in. The message can be dismissed without updating, or you can click the link in the message to download the latest version.



These messages can be suppressed by an account administrator at the user level.

Uninstalling the Printing Agent

To uninstall the Printing Agent, open the Control Panel, navigate to Apps, search for InQuery Printing Agent, expand the options menu, and choose Uninstall.