

Document Exchange Services

Pickup Transcription Reports

The **Pickup Transcription Reports** feature of the website allows CE providers to retrieve transcribed CE reports sent to the CE provider by a transcriptionist.

The user will sign on to the Electronic Records Express Home Page using his/her username and password. Under the “Document Exchange Services” heading, select **“Pickup Transcription Reports”**. This will take the user to their Inbox and allows the user to pickup files sent via the Electronic Records Express Website.

Electronic Records Express Home—Pickup Transcription Reports

The screenshot shows the Electronic Records Express Home page in Internet Explorer. The browser address bar shows the URL: <https://secureval.ssa.gov/apps7/ERE/home.do>. The page header includes "Social Security Online" and "www.socialsecurity.gov". The main content area is titled "Electronic Records Express Home" and "Welcome to Electronic Records Express".

On the left side, there is a user profile for "Doc Doctor" (ruth.trent@ssa.gov) with a "Log Out" button. Below this, a section titled "From here you can also:" contains links for "Modify your account information" and "Change your password". A security notice at the bottom left states: "For your security, please log out and close all Internet windows when you are finished."

The main content area is divided into several service categories:

- Evidence Submission Services**: [Send Response for Individual Case](#), [Send Grouped Files](#)
- Consultative Examination (CE) Services**: [Review / Submit CE Reports](#), [Send CE Report](#), [Send CE No Show Response](#)
- Document Exchange Services**: [Pickup Transcription Reports](#) (highlighted with a green arrow), [Teacher Questionnaire](#), [Pickup Transcription Reports](#)
- Communication Services**: [Communication Utility: Send E-Mail](#)

On the right side, there is a "Bulletin Board" section with the following information:

- Updated 01/08/2008
- [What's New?](#)
- [Email for more information](#) or call toll free: 1-866-691-3061

The Windows taskbar at the bottom shows several open applications, including "Inbox...", "Social...", "Trent r...", "ERE - ...", "RE: ER...", "Docum...", "Electro...", and "Electro...". The system clock shows 11:33 AM.

Steps 1 and 2—Pickup Transcription Report Inbox

Choose “Inbox” to view the items in the Inbox Folder.

Choose the file name to view the document.

Step 1—View Inbox

- To view the inbox, click on “**Inbox**” under the “View Folders:” heading.

Step 2—View and Open File

- To view a file, click on the file name you wish to select under the “File Name” heading or the Open Document icon. Depending on your browser setting, you might be prompted to either open or save the file.
- Open or save, as necessary

Instructions to Move File To Trash

Step 1—Move File to Trash

The screenshot displays the 'Electronic Records Express' web application. The page title is 'Pickup Transcription Reports Inbox Folder'. A message states: 'Files will be retained for 45 days from the date of receipt. All files older than 45 days are automatically deleted regardless of whether they have been downloaded or read.' Below this, a table lists files with columns for 'File Name', 'Date and Time', and an 'Open' button. One file is listed: 'DDS Info.doc' with a date of '01/04/2008 11:36:15 AM'. A checkbox is next to the file name. Below the table, there are options for 'Items per page' (5, 10, 25, 50, 100, All) and a 'Send Checked Item(s) to Trash' button. A callout box points to the checkbox with the text: 'Check the items to move to the Trash folder and click "Send Checked Item(s) to Trash"'. The browser's address bar shows 'https://secureval.ssa.gov/apps7/ERE/PF/start.do'. The taskbar at the bottom shows several open applications, including 'Inbox - ...', 'Social Se...', 'Trent rut...', 'ERE - Me...', 'RE: ERE ...', 'Electronic...', 'Documen...', and 'Electronic...'.

Step 1—Move File to Trash

From the Inbox:

- Check the box(es) next to the File Name of the file(s) you want to add to Trash.
- Select “Send Checked Item(s) to Trash”.

Step 2—View Items in Trash

The screenshot shows the Electronic Records Express interface. The page title is "Electronic Records Express" and the URL is "https://secureval.ssa.gov/apps7/ERE/PF/goTrash.do". The page content includes a "View Folders" section with links for "Inbox (0)" and "Trash (1)". Below this, there is a table of items in the Trash folder. The table has columns for "File Name", "Date and Time", and an "Open" button. The only item listed is "DDS Info.doc" with a date of "01/04/2008 11:36:15 AM". Below the table, there are two buttons: "Delete Checked Item(s)" and "Restore Checked Item(s)". A callout box with a light blue background and a black border points to the "Restore Checked Item(s)" button. The callout box contains the text: "To restore items in Trash click 'Restore Checked Item(s)'".

Step 2—View Items in Trash

- Select "**Trash**" under the "View Folders" heading.
- To delete items in **Trash**, check the box beside the file you want to delete and click "**Delete Checked Item(s)**"
- To restore items in **Trash** click "**Restore Checked Item(s)**"

Note: Documents are deleted after 45 days from the beginning of the process. This includes items in the Inbox and Trash.

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file)

	to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

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