

Formatted Document View not working:

1. If you log into mmodal manager with the following log in details:



Username: YOURUSERNAME2

Password: Your Password (please contact IT if you need this resetting)

Company Code: 502850

2. In the left hand menu, go to search > job search

3. Click Subject and then in subject MRN field enter the MRN

4. Find the correct letter and click on the bold number in the left hand column

Success: Search returned 4802 results

Back to Search Edit Results Refresh Options Save as Save Actions

Reset Excel

Drag column headers here to group by those columns. (Only 1 date column allowed. Not all columns can be grouped)

☒	Internal Job ID	Dictation Job ID	Subject Name	Subject ID	Client Facility	Work Type	Dictator	Date Dictated	Date Due	Length
☐	39211192	39211192			WSH Urology : 503548	Clinic Letter : 1	Karayil, Manoj	09/06/2026 07:16 BST	12/06/2026 10:02 BST	2.07

120Items per page1 - 1 of 1 Items

5. In the job views drop down, click final report PDF, you can then see the letter as normal

Dictation Job ID:	39211192	Internal Job ID:	39211192
Service Center:	WSH Service Center	Client Facility:	WSH Urology
Minutes:	2.07	Work Type:	Clinic Letter : 1
Received Date:	09/06/2026 07:16:01 BST	Dictated Date:	09/06/2026 07:16:01 BST
Due Date:	12/06/2026 10:02:46 BST	Delivered Date:	18/06/2026 13:11:04 BST
			
			
			
			

Stage: Editor - Transcription

Job Actions	Job Audits	Job Views
Move Go	Job Audit Go	Version History Go
		Billed Report (RTF)
		Final Report (RTF)
		Final Report (PDF)
		Editor Account Output
		XML File
		Audio File
		Version History