



**IMPORTANT DATES**

November 17 - Cut off  
November 27 - Thanksgiving  
November 28 - Payroll

**BACK OFFICE IS READY!**

The updates to Back Office we've mentioned in previous newsletters have finally happened. Although the appearance is the same, you will now be able to use Back Office for many of the things you need for each job.

In the near future you will receive a reporter how-to guide to Back Office that will teach you everything from how to print out a job sheet to how to submit your ASCII file to how to view your profile. That's right: pretty soon you will be submitting ASCII files through Back Office instead of sending them to production.

We know there may be a little fear about using this new system, but rest assured the bugs have been fixed, and it is ready to be rolled out! Stay tuned for more updates!



**THE NEW REPORTER'S CORNER!**

Read old newsletters, create invoices, and more!

Stop in at the website and see the changes we are making to the Reporter's Corner. It can now be accessed through a link right on our front page. Here's what you can do:

**Create your own invoices!**

We now have a PDF form that you can fill out in less than a minute. Inside the reporter's corner, simply click the link that says "Submit Invoice". Enter your name, case name, and witness name in the fields provided. Then select the services from each drop down menu. Enter in the quantity and the rate and **the total is calculated automatically! No more math!** Once you hit submit, the form will be sent to [production@victoriarptg.com](mailto:production@victoriarptg.com) and we will be able to see the completed invoice. You can also print out the completed form for your own records.

**Read the current newsletter!**

This newsletter, along with past newsletters, will be available on reporter's corner as well. Our newsletters are full of many tips for turning in transcripts and general information you may need to know or have forgotten.

Curious? Check out [www.victoriarptg.com](http://www.victoriarptg.com) and click Reporter's Corner to see for yourself! Even more changes will be coming soon.

**You Deserve a Ribbon!**



**Nohemi Salazar**

Nohemi is one of our newest reporters and has been doing a fantastic job. Our clients have actually called us after the assignment to tell us how outstanding she was. Nohemi has also been able to turn around a daily and a 2-day job without knowing beforehand they were expedited. Finally, she has been clutch for us by covering a last minute job this month.

Thank you Nohemi!

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"Thanksgiving dinners take eighteen hours to prepare. They are consumed in twelve minutes. Half-times take twelve minutes. This is not coincidence."

- Erma Bombeck