

# Olympus Dictation Delivery Service

## A Guide for Customer Accounts

### Introduction

This document contains set up and configuration guides for ODDS (Olympus Dictation Delivery Service) Customer Accounts. This manual helps to assist customers with setting up their ODDS account, ordering, activating, configuring and renewing Olympus Dictation Delivery licenses, and even steps to integrate your smartphone dictations into Olympus' professional dictation and transcription software.

## Table of Contents

Introduction .....	1
Table of Contents .....	2
<b>Customers Guide to setup a Trial for ODDS .....</b>	<b>4</b>
Account Creation for a Single User.....	4
1. Account Registration for Dictation Delivery Service.....	5
2. User Registration for Dictation App .....	5
3. Password for Dictation Delivery Service.....	6
4. Confirmation.....	6
Account Creation for Group Users.....	7
1. Account Registration for Dictation Delivery Service.....	7
2. Register License Information.....	10
3. Confirmation Screen .....	12
<b>Customers Guide to Activating ODDS License on Olympus Dictation App. ....</b>	<b>13</b>
Activating an ODDS License .....	13
<b>Customers Guide to Ordering Standard Licenses.....</b>	<b>15</b>
Select your Olympus Dealer and Order Licenses .....	15
Cancelling an Unprocessed Order.....	18
<b>Customers Guide to Enabling Dealer Management of ODDS Licenses .....</b>	<b>19</b>
Enabling Dealer Management .....	19
To Enable Dealer Management.....	19
To Disable Dealer Management.....	20
<b>Customers Guide to Configuring ODDS License Settings.....</b>	<b>22</b>
Allocate Standard Licenses to existing users registered for Trial .....	22
Configuring a New ODDS License Settings.....	23
Assigning an E-mail Address .....	24
Setting the Delivery Method of Dictations.....	25
E-mail Delivery Settings .....	25
FTP Delivery Settings.....	28
Prompt Delivery Settings .....	28
File Format and Encryption Settings .....	29
Author ID Setting.....	29
Configuring a Worktype List .....	29
Saving your Configured Settings.....	31
Configuring an Existing ODDS License Settings.....	32

<b>Customers Guide to Renewal of Standard Licenses .....</b>	<b>35</b>
Enabling Renewal before license expires .....	35
Enabling Renewal after license expires .....	37
Cancel Renewal .....	40
<b>Customers Guide to Bulk Configuring Smartphone User Settings .....</b>	<b>42</b>
Configure E-mail Address Book.....	42
Adding an E-mail Contact to the Address Book.....	42
Adding Multiple Contacts to the Address Book.....	43
Configure FTP Profiles .....	46
Adding an FTP Profile .....	46
Adding Multiple FTP Profiles .....	48
Configure Worktype Lists.....	50
Bulk-Create Smartphone License Configurations .....	52
License Status by Visible Text Color .....	55
<b>Customers Guide to Moving a License to a New Device.....</b>	<b>56</b>
Activating an ODDS License on a New Device .....	56
<b>Customers Guide to Reassigning a License from an Existing User to another User. .</b>	<b>59</b>
Edit Existing ODDS License Settings in ODP .....	59
Activating an ODDS License for the New User .....	60
<b>Customers Guide to Configuring ODMS Release 7 Transcription Module to Receive Smartphone Dictations .....</b>	<b>62</b>
Select E-mail/FTP Profile & Choose Receipt Method .....	62
Manually Receive Dictations.....	63
Configure Automatic Receiving of Files .....	64
Configure Routing of Smartphone Dictations to a Specified Folder.....	65
If E-mail is Selected... ..	66
If FTP is Selected.....	67
Configure Document Template for Transcription .....	70
<b>Customers Guide to centrally manage ODMS R7 TM with Web SCP to receive Smartphone Dictations .....</b>	<b>72</b>
Select E-mail/FTP Profile & Choose Receive Method.....	72
Configure Automatic Receiving of Files .....	74
Configure Routing of Smartphone Dictations to a Specified Folder.....	76
Configure Document Template for Transcription .....	79

# Customers Guide to setup a Trial for ODDS

The very first step to use ODDS is to setup a trial. The trial period is up to 60 days. Every Customer Account will be given a trial license for up to 100 users.

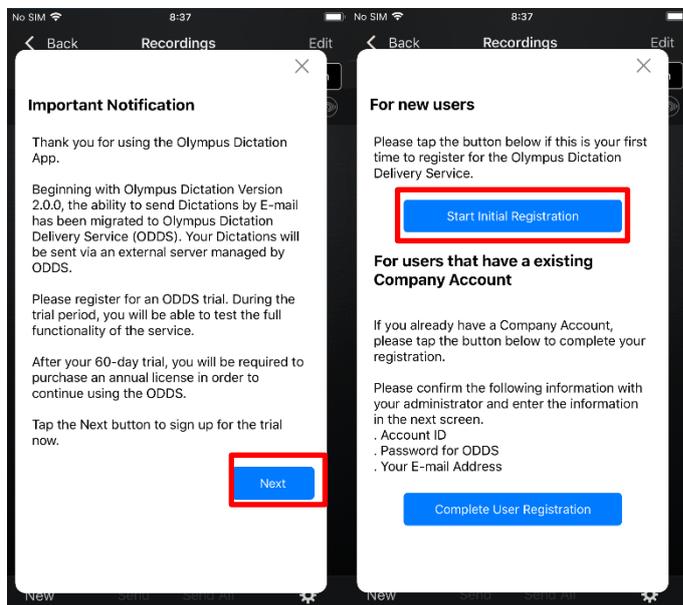
## Account Creation for a Single User

This section explains the steps to setup a Customer Account for a Single User. If you are a Group User, refer to the section “Account Creation for Group Users”.

In order to start using ODDS, new customers are requested to download the Olympus Dictation App from Apple Store or Google Play. Once the App for iOS or Android is installed on your smartphone, you are ready to subscribe for a trial.

For iPhone: Search for ‘*Olympus Dictation*’ in Apple Store.  
For Android: Search for ‘*Olympus Dictation*’ in Google Play.

Start the Olympus Dictation App and follow the steps as shown below. The popup message will be shown upon starting your App.



Select “Start Initial Registration”.

You will be requested to enter your Account Detail in the following screen.

## 1. Account Registration for Dictation Delivery Service

The Account for Dictation Delivery Service may be used by multiple users. In this screen, register your information for the Olympus Dictation Delivery Service.

**Account Registration for Dictation Delivery Service**

1 2 3 4

Enter Your Name  
Please enter your company name or your personal name

Enter Your Account ID  
Please create your Account ID. The ID must be less than 256 letters.

Enter Your Account Password  
Please set a password for your Account. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.

Enter Your E-mail Address  
Please enter an E-mail Address for your Account. This E-mail Address can also be used for the first Author using the Dictation App.

### Name

Please select a name for your Account. This is the name which your account will display within the Olympus Dictation Portal.

### Account ID

Please select an Account ID which will be used to log into the Olympus Dictation Portal. This Account ID will also be used to activate your user's ODDS Smartphone Licenses.

### Account Password

Please select a Password which will be used to log into the Olympus Dictation Portal.

### E-mail Address

Please confirm your e-mail address. This e-mail address will receive all communication and notifications from the Olympus Dictation Portal.

## 2. User Registration for Dictation App

In this screen, enter your information to setup the App on your smartphone. This is separate to the Account Registration of ODDS.

**User Registration for Dictation App**

1 2 3 4

Enter Author E-mail Address  
Please enter the E-mail Address for the Author who will use the Dictation App.

Enter Author ID  
Please set an ID for the Author. Dictation files will be tagged with the Author ID. The ID must be between 1 and 16 letters, numbers or underbars.

Enter Destination for your Dictations  
Please enter the E-mail destination for the Dictation files from Author. If you wish to add multiple destinations, please setup from Olympus Dictation Portal after you complete the initial setup

Next

### Email Address

Dictation files will be sent via ODDS with this e-mail address information when you send the Dictation files from the App.

### Author ID

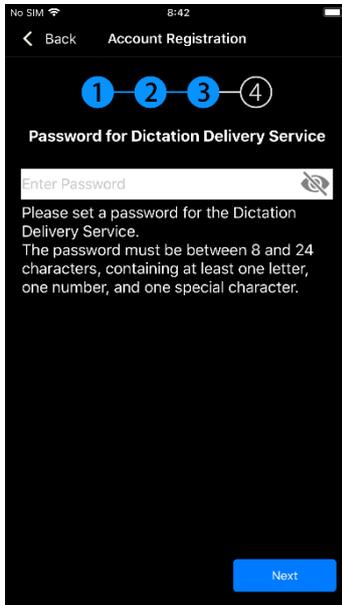
Specify an Author ID. This ID will be used to identify and manage dictation files in the workflow. The first 4 characters of the Author ID are used for file naming.

### Destination for Dictations

Dictation files will be sent to this e-mail address from the App. If you wish to add multiple destinations, set these up from the Olympus Dictation Portal. (Refer to section: [E-mail Delivery Settings](#))

### 3. Password for Dictation Delivery Service

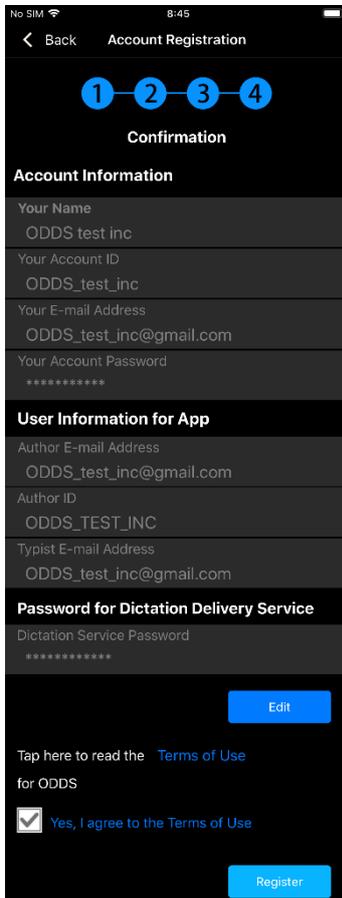
This password is used to activate your App for ODDS.



<b>NOTE:</b>	<b>This Password Must:</b>
	Be a Minimum of 8 characters or Maximum of 24 characters in length
	Contain at least one Number
	Contain at least one Symbol

- **Note: This is a different password than the one set up for the Olympus Dictation Portal.**

### 4. Confirmation



#### Review and Agree to Terms of Use

Click 'Terms of Use' to review the Terms of Use for the Olympus Dictation Delivery Service.

Tick the Box to agree to the Terms of Use.

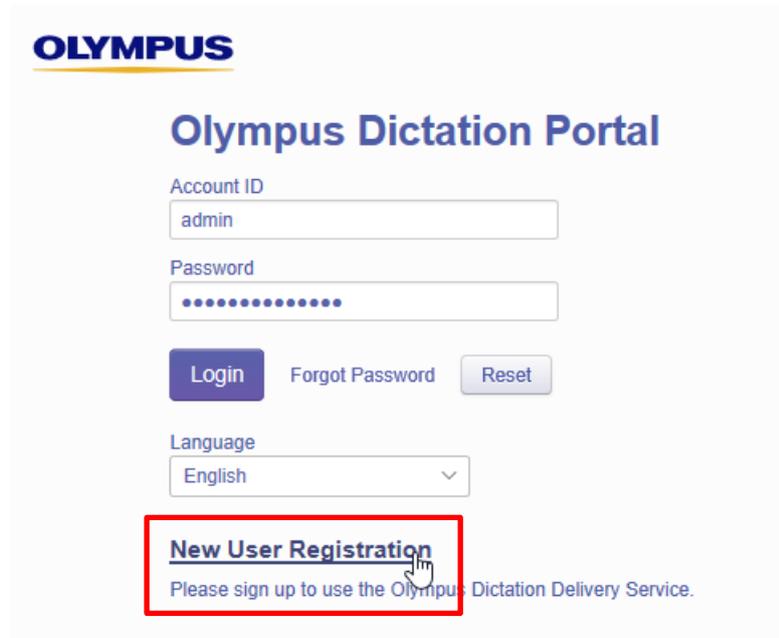
Once you have completed all necessary information, press the [Register] Button to complete your account setup.

You will receive an e-mail notification with the subject 'ODDS: Account Registration Completed [C-106]', sent to the e-mail address you have registered to your account.

## Account Creation for Group Users

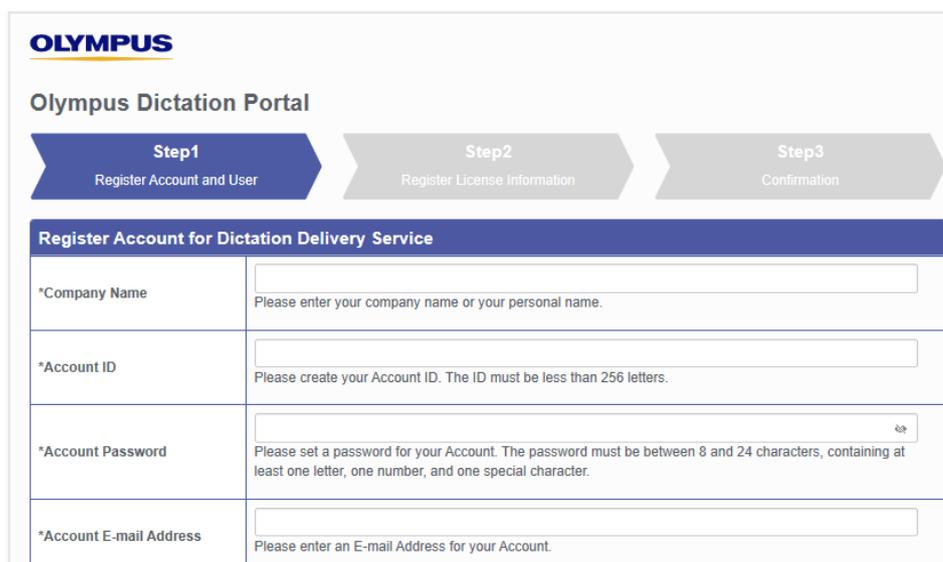
This section explains the steps to setup a Customer Account for Group Users. If you are a Single User, refer to the section “Account Creation for a Single User”.

In order to setup a trial for Group Users, please click on the link to access the Olympus Dictation Portal. <https://www.dictation-portal.com/>



Select “New User Registration”. You will be requested to enter your Account Detail in the following screen.

### 1. Account Registration for Dictation Delivery Service



Register Account for Dictation Delivery Service	
*Company Name	<input type="text"/> Please enter your company name or your personal name.
*Account ID	<input type="text"/> Please create your Account ID. The ID must be less than 256 letters.
*Account Password	<input type="password"/> Please set a password for your Account. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.
*Account E-mail Address	<input type="text"/> Please enter an E-mail Address for your Account.

Requirements for each field are as follows;

**Note:** Mandatory fields are identified by an asterisk (\*) next to the field name.

● **Company Name**

*Company Name	<input type="text"/> Please enter your company name or your personal name.
---------------	---

Please select a name for your Account. This is the name which your account will be displayed as within the Olympus Dictation Portal. This is just a displayed name and is not to be confused with the Account ID.

● **Account ID**

*Account ID	<input type="text"/> Please create your Account ID. The ID must be less than 256 letters.
-------------	--

Please select an Account ID which will be used to log into the Olympus Dictation Portal. This Account ID will also be used to activate your user's Olympus Dictation App.

● **Account Password**

*Account Password	<input type="password"/> <input type="checkbox"/> Please set a password for your Account. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.
-------------------	---

Please select a Password which will be used to log into the Olympus Dictation Portal. By clicking the eye icon, you may confirm the entered information.

<b>NOTE:</b>	<b>This Password Must:</b>
	- Be a Minimum of 8 characters or Maximum of 24 characters in length
	- Contain at least one Number
	- Contain at least one Symbol

● **Account E-mail Address**

*Account E-mail Address	<input type="text"/> Please enter an E-mail Address for your Account.
-------------------------	--

Please confirm your e-mail address. This e-mail address will receive all communication and notifications from the Olympus Dictation Portal.

## ● User Registration for Dictation App

Register User Information for Dictation App	
*Author 1 E-mail Address	<input type="text"/> Please enter the E-mail Address for the Author who will use the Dictation App.
*Author 1 Author ID	<input type="text"/> Please set an ID for the Author. Dictation files will be tagged with the Author ID. The ID must be between 1 and 16 letters, numbers or underbars.
*File destination for Author 1	<input type="text"/> Please enter the E-mail destination for the Dictation files from Author 1. If you wish to add multiple destinations or send files to a FTP Server, please setup from the Olympus Dictation Portal after you complete the initial setup.
<p>Add Author</p> <p>You can add multiple Authors to be managed under the Dictation Delivery Service. Up to 100 Authors can be added during Trial.</p> <p style="text-align: right;">+ -</p>	
<p>Next</p>	

Requirements for each field are as follows;

**Note:** Mandatory fields are identified by an asterisk (\*) next to the field name.

### ● Author 1 E-mail Address

*Author 1 E-mail Address	<input type="text"/> Please enter the E-mail Address for the Author who will use the Dictation App.
--------------------------	--

When “Author 1” sends Dictations from the App, Dictation files will be sent via ODDS with this e-mail address information.

### ● Author ID

*Author 1 Author ID	<input type="text"/> Please set an ID for the Author. Dictation files will be tagged with the Author ID. The ID must be between 1 and 16 letters, numbers or underbars.
---------------------	--

Specify an Author ID for “Author 1”. This ID will be used to identify and manage dictation files in the workflow. The first 4 characters of the Author ID are used for file naming.

### ● Destination for Dictations

*File destination for Author 1	<input type="text"/> Please enter the E-mail destination for the Dictation files from Author 1. If you wish to add multiple destinations or send files to a FTP Server, please setup from the Olympus Dictation Portal after you complete the initial setup.
--------------------------------	---

For “Author 1”, Dictations will be sent to this e-mail address from the App. If you wish to add multiple destinations, you may setup from the Olympus Dictation Portal after the initial registration is completed. (Refer to section: [E-mail Delivery Settings](#) under [New ODDS License Settings](#))

● **Add Author**

**Add Author**

You can add multiple Authors to be managed under the Dictation Delivery Service. Up to 100 Authors can be added during Trial.

+ -

Please click the plus icon to add multiple Authors. You may add up to 100 Authors during the trial. The second Author will be shown as “Author 2”.

**2. Register License Information**

**OLYMPUS**

**Olympus Dictation Portal**

Step1  
Register Account and User

Step2  
Register License Information

Step3  
Confirmation

Register License Information

*Password for Dictation Delivery Service	<input style="width: 95%; height: 25px;" type="password"/> <div style="font-size: 10px; margin-top: 5px;">Please set a password for Dictation Delivery Service. This password will be used by all smartphones under this service in order to send Dictations. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.</div>
Order License	<input type="checkbox"/> <b>Order Licenses for Dictation Delivery Service</b> If you wish to purchase annual ODDS licenses, please put a check mark and fill out the following section.
Number of Licenses	<input style="width: 95%; height: 25px;" type="text"/> <div style="font-size: 10px; margin-top: 5px;">Please enter the number of licenses you wish to purchase.</div>
Select Country	<input style="width: 95%; height: 25px;" type="text"/> <div style="font-size: 10px; margin-top: 5px;">Please select the country where you are based. If you cannot find your country from the pull down, please select the nearest country.</div>
Select Dealer	<input style="width: 95%; height: 25px;" type="text"/> <div style="font-size: 10px; margin-top: 5px;">Please select the dealer you wish to purchase the license from.</div> <div style="text-align: right; font-size: 10px; margin-top: 5px;"><a href="#">Link to Dealer Locator</a></div>

Back
Next

Requirements for each field are as follows;

**Note:** Mandatory fields are identified by an asterisk (\*) next to the field name.

● Password for Dictation Delivery Service

*Password for Dictation Delivery Service	<input type="password"/> Please set a password for Dictation Delivery Service. This password will be used by all smartphones under this service in order to send Dictations. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.
--	--

This password is used to activate your App for ODDS

<b>NOTE:</b>	<b>This Password Must:</b>
	- Be a Minimum of 8 characters or Maximum of 24 characters in length
	- Contain at least one Number
	- Contain at least one Symbol

● Order License

Order License	<input type="checkbox"/> Order Licenses for Dictation Delivery Service If you wish to purchase annual ODDS licenses, please put a check mark and fill out the following section.
---------------	---

If you wish to purchase the license at this time, Tick the Box and fill out the remaining items. The trial period of 60 days will be skipped.

● Number of Licenses

Number of Licenses	<input type="text"/> Please enter the number of licenses you wish to purchase.
--------------------	---

Enter the number of licenses you wish to purchase. Every user will need a license. You may skip this field if you are not purchasing the license at this time.

● Select Country

Select Country	<input type="text"/> Please select the country where you are based. If you cannot find your country from the pull down, please select the nearest country.
----------------	---

Select the country you are based. Dealers located in your area will be shown in the next field. You may skip this field if you are not purchasing the license at this time.

● Select Dealer

Select Dealer	<input type="text"/> Please select the dealer you wish to purchase the license from.
	<a href="#">Link to Dealer Locator</a>

Select a dealer you prefer to purchase from. You can search a dealer from the Dealer Locator. You may skip this field if you are not purchasing the license at this time.

### 3. Confirmation Screen

**OLYMPUS**

**Olympus Dictation Portal**

**Step1**  
Register Account and User

**Step2**  
Register License Information

**Step3**  
Confirmation

Account for Dictation Delivery Service	
Company Name	*****
Account ID	*****
Account Password	*****
Account E-mail Address	*****@*****.*****
User Information for Dictation App	
Author 1 E-mail Address	*****@*****.*****
Author 1 Author ID	*****
File destination for Author 1	*****@*****.*****
License Information	
Password for Dictation Delivery Service	*****
Number of Licenses	
Select Country	
Select Dealer	

Click here to read the [Terms of Use](#) for ODDS.

Yes, I agree to the terms of use.

- **Review and Agree to Terms of Use**

Click here to read the [Terms of Use](#) for ODDS.

Yes, I agree to the terms of use.

Click 'Terms of Use' to review the Terms of Use for the Olympus Dictation Delivery Service. Once you confirm the Terms of Use, then you can Tick the Box to agree to the Terms of Use.

Press the [Register] Button to confirm your registration.

You will receive an e-mail notification with the subject 'ODDS: Account Registration Completed [C-106]', sent to the e-mail address you have registered to your account.

# Customers Guide to Activating ODDS License on Olympus Dictation App.

## Activating an ODDS License

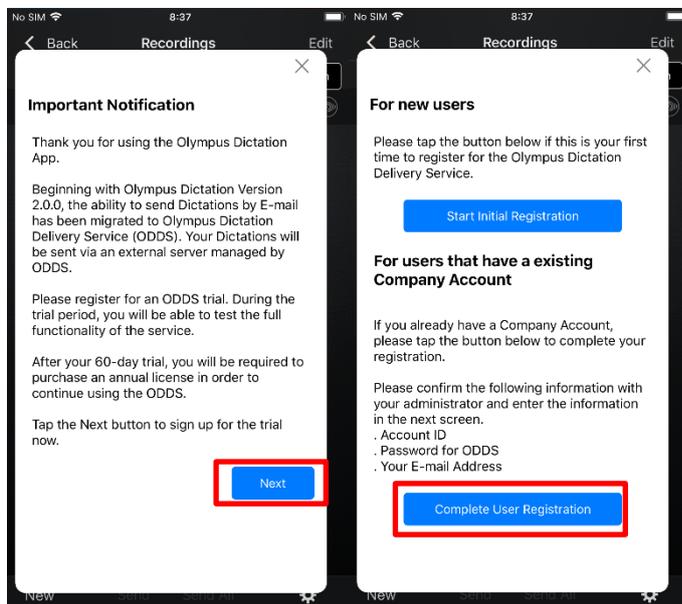
If you are a Single User and if you created your Account from the Olympus Dictation App directly, your App has already been activated. You may skip this section.

If you are a Group User and if you created your Account from the Olympus Dictation Portal, the Olympus Dictation App needs to be activated for each user. Follow the steps described in this section to activate the App.

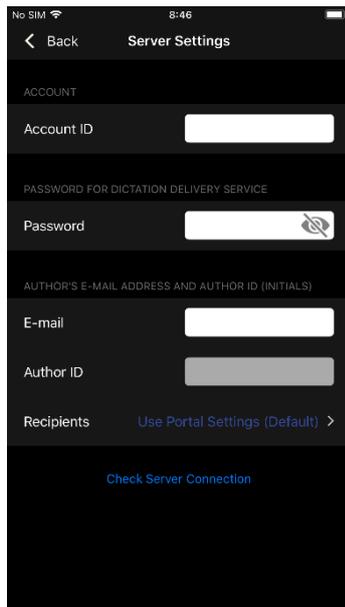
In order to start using ODDS, users are requested to download the Olympus Dictation App from Apple Store or Google Play. Once the App for iOS or Android is installed on the smartphone, you are ready to subscribe for a trial.

For iPhone: Search for 'Olympus Dictation' in Apple Store  
For Android: Search for 'Olympus Dictation' in Google Play

Start the Olympus Dictation App and follow the steps as shown below. The popup message will be shown upon starting your App.



Select "Complete User Registration".  
Users are requested to enter their information to activate the App in the following screen.



- **Account ID**

The Account ID is the ID which is used to log into the Olympus Dictation Portal.

Refer to section: [Account ID](#)

- **Password for Dictation Delivery Service**

The Password for Dictation Delivery Service is different to your login password for Olympus Dictation Portal.

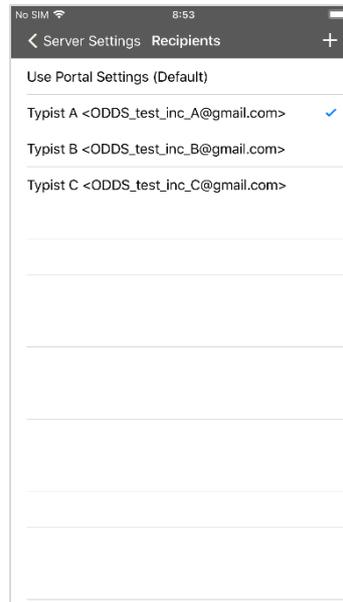
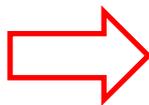
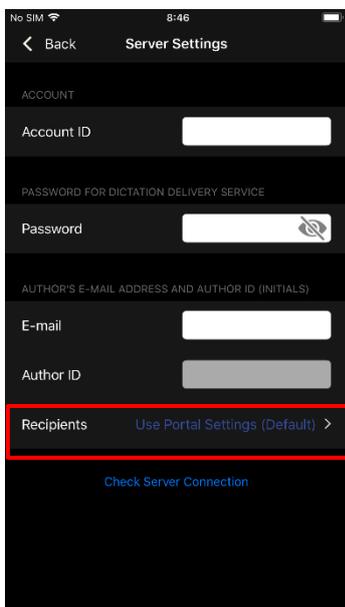
Refer to section: [ODDS Password](#)

- **E-mail for the Author (User)**

Refer to section: [Author's E-mail](#)

**Note:** Sever Options can also be configured from Option Settings.

To manually set recipients, press [Recipients]. The Recipient List will be shown.



Recipients can be added, edited and deleted by the user. To Edit or Delete an existing recipient, select them and press [Edit] / [Delete].

Once completed, press the [Check Server Connection] Button.

The 'Server Connection Successful' dialog will be displayed and the Smartphone is now activated.

# Customers Guide to Ordering Standard Licenses

After the trial period of 60 days, users are required to purchase a Standard License to continue using the Olympus Dictation Delivery Service.

Regardless of if you are a Single User or a Group User, ordering the Standard Licenses will need to be done through the Olympus Dictation Portal. Please click on the link to access the Olympus Dictation Portal. <https://www.dictation-portal.com/>

ODDS Account ID and Password has been registered when you registered for an ODDS Trial. In case you lost your Account ID and Password, click on the “Forgot Password”.

## Select your Olympus Dealer and Order Licenses

From the Dashboard on the right side of the screen, select [Order Standard License(s)].

Select the country you are based. Dealers located in your area will be shown in the next field. Then, select a dealer you prefer to purchase from. You can search a dealer from the Dealer Locator. Once you have selected your preferred dealer, press the [Save] Button.

**Dashboard**

 Order Standard License(s)

Before issuing an order, select your country and select the nearest Dealer. The nearest Dealer can be confirmed from the Dealer Locator link.

Country:

Dealer:

Dealer Locator:  
[Dealer Locator](#)

A Window will be displayed confirming the success of the Dealer Selection. Press the [OK] Button.

**Save** ✕

Success

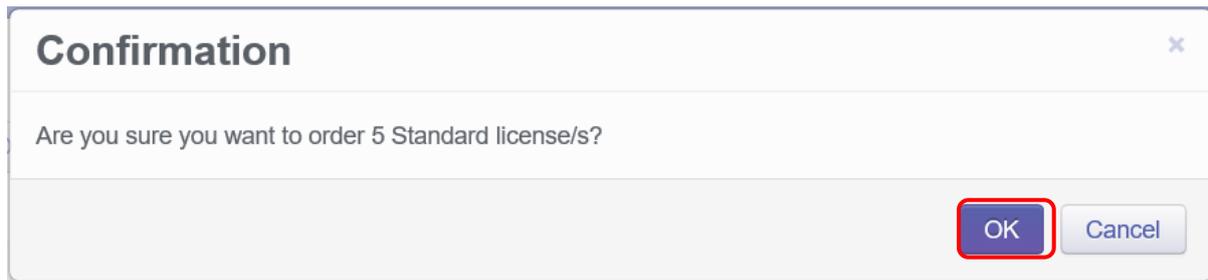
In the blank field next to the Order button, enter in the number of Licenses you require and press the [Order] Button.

**Dashboard**

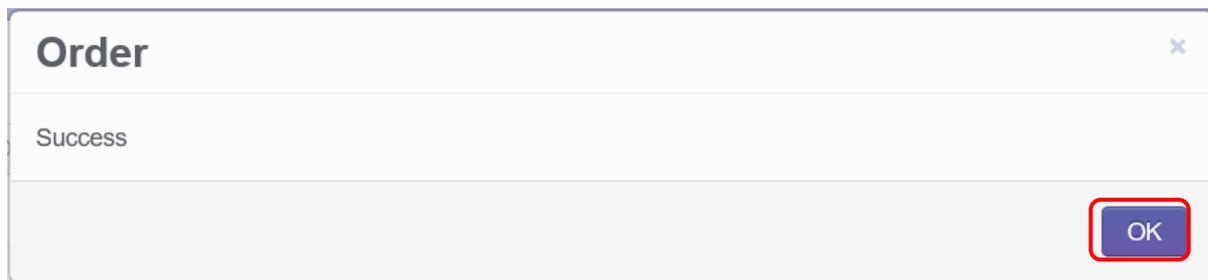
 Order Standard License(s)

Please enter the number of licenses you wish to order, then click the Order button. Once submitted your Olympus dealer will be notified.

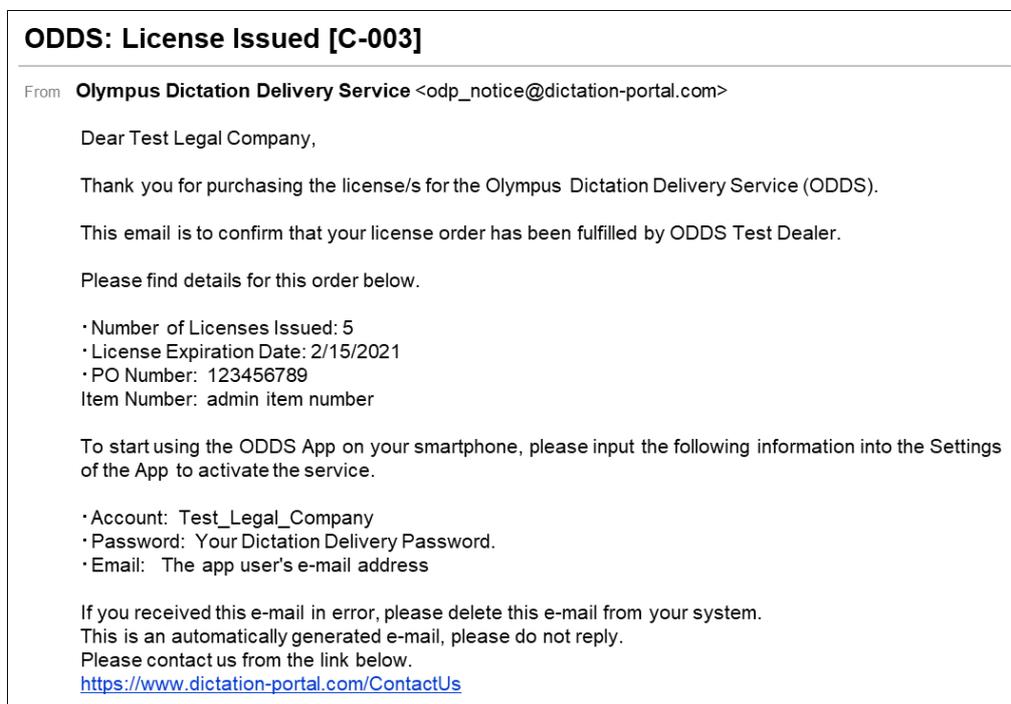
A Confirmation Window will be displayed prompting you to confirm that you wish to order the requested number of Standard Licenses. Press the [OK] Button to confirm your order.



A Window will be displayed confirming the success of your order. Press the [OK] Button. Your Olympus Dealer will then receive an E-mail to confirm that your order has been placed.



Once you have finalized the purchase of your ODDS Standard Licenses with your Olympus Dealer. The Standard Licenses will be issued to your account and you will receive the "Standard License Issue Notification [C-003]" E-mail notification as confirmation.



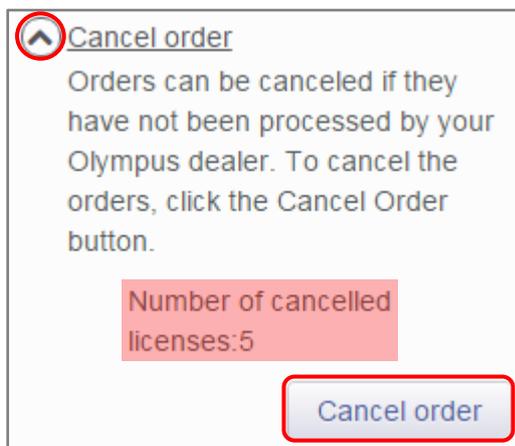
## Cancelling an Unprocessed Order

In the case where your order has not yet been processed by your dealer, or if you have inadvertently ordered an incorrect amount, you are able to use the Cancel Order function on the Dashboard to cancel your order.

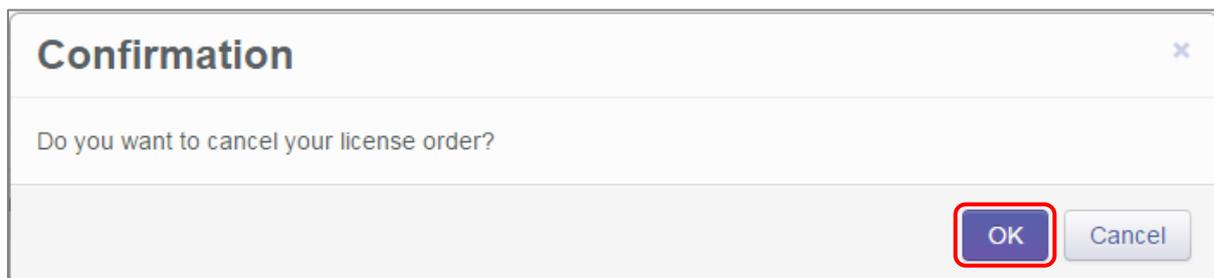
From the Dashboard select [Cancel order].

If you have outstanding orders for licenses, the number of licenses ordered will be listed here. (If no licenses are listed, there are no orders outstanding.)

Press the [Cancel order] button to cancel your order.



The following Confirmation window is shown. Press the [OK] button to confirm your order cancellation.



# Customers Guide to Enabling Dealer Management of ODDS Licenses

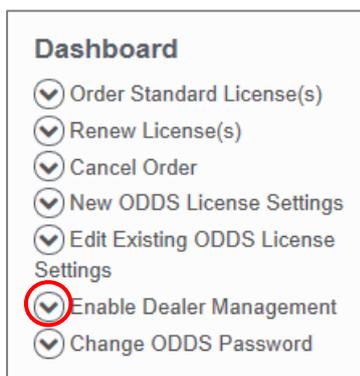
## Enabling Dealer Management

This function allows you to grant or remove authority for your Olympus dealer to manage your smartphone app licenses on your behalf.

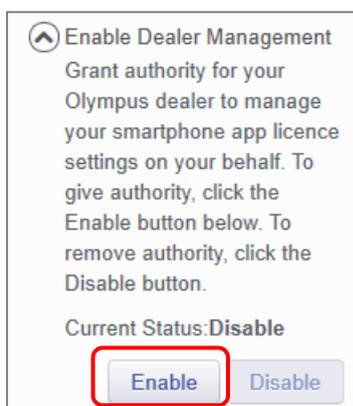
This function is particularly useful for novice users where there is difficulty in navigating the Olympus Dictation Portal (ODP).

### To Enable Dealer Management

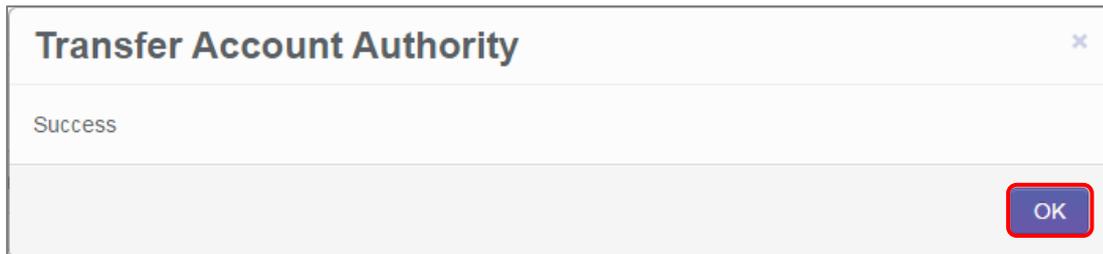
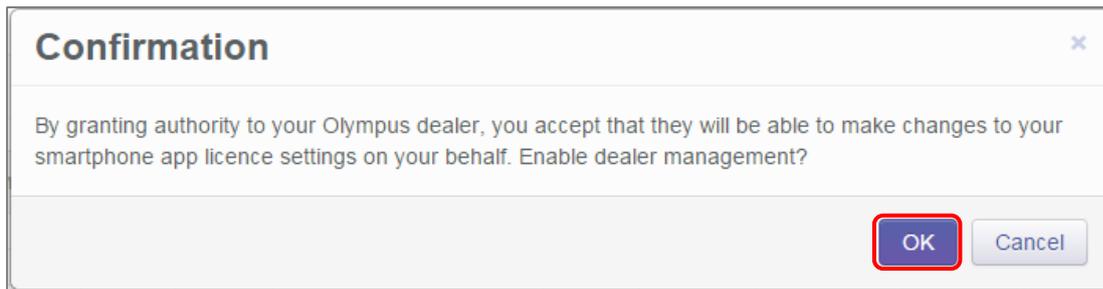
From the Dashboard, select [Enable Dealer Management].



Press the [Enable] button.



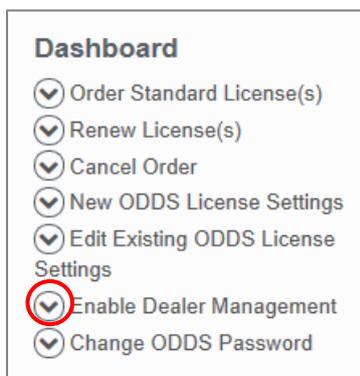
The following confirmation window is shown. Press the [OK] button to confirm dealer management of your licenses.



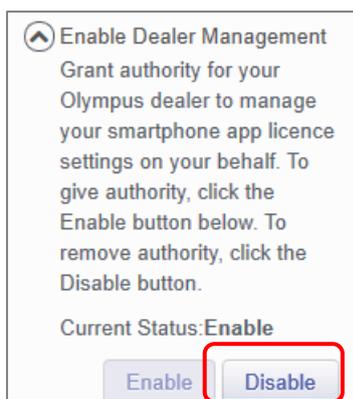
## To Disable Dealer Management

If Dealer Management has been enabled, and you wish to remove authority for your dealer to manage your account, you can disable the dealer management function.

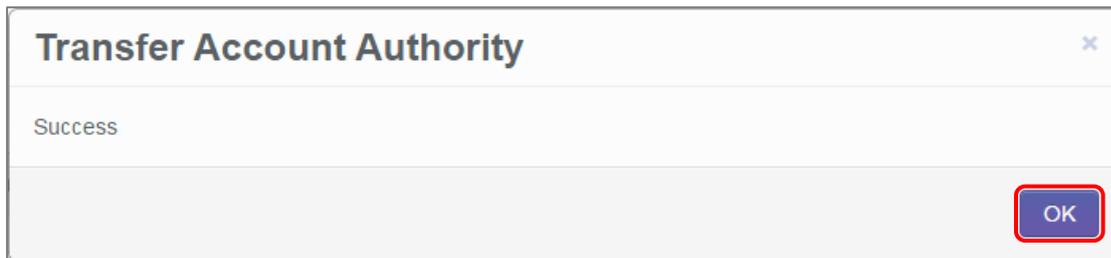
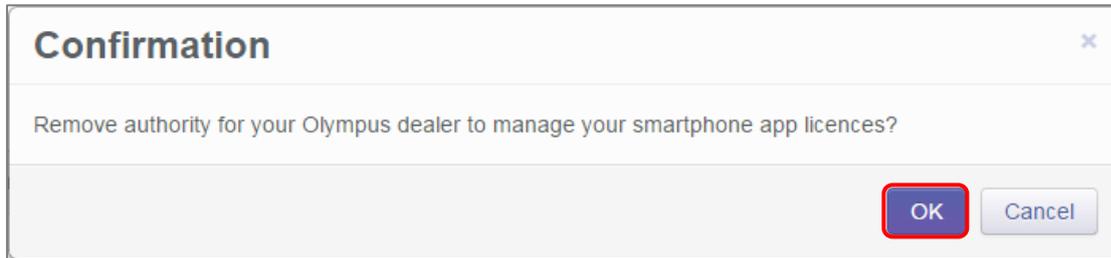
From the Dashboard, select [Enable Dealer Management].



Press the [Disable] button.



The following confirmation window is shown. Press the [OK] button to confirm removal of dealer management of your licenses.



# Customers Guide to Configuring ODDS License Settings

## Allocate Standard Licenses to existing users registered for Trial

If Standard Licenses have been issued by your Dealer, then login to Olympus Dictation Portal, and you will be prompted to allocate those licenses to users that have been registered for a trial.

The following Confirmation window is shown. Press the [YES] button to proceed to the next screen.

### Confirmation ✕

Are you sure you want to allocate Standard License(s) to the selected users?

Tick the box for users that will continue using ODDS with a Standard License.

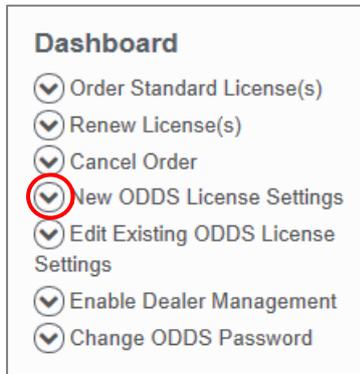
### Choose User Settings ✕

Select users from the list according to the number of Standard License(s) you have purchased.

<input type="checkbox"/>	Model	Version	E-mail	Last Connected	Send Method	Format	Encryption	Author ID	Job Number	Worktype	List
<input checked="" type="checkbox"/>	--	--	john.smith1@olympus.com	--	E-mail	DS2 (QP)	No	JOHN_SMITH1		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	
<input type="checkbox"/>	--	--	--	--	E-mail	DS2 (QP)	No	--		--	

## Configuring a New ODDS License Settings

From the Dashboard, select [New ODDS License Settings]

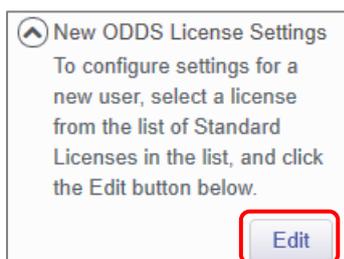


In the User List select a license from the list of Standard Licenses by checking the box next to an unassigned license.

	UUID	ModelVersion	E-mail	Last Connected	License Activate	License Activated	License Expiration	Send Method	Format	Encryption	Author ID	Worktype List
—	<input type="checkbox"/> Standard License	---	---	---	2	0	2/17/2020 2/18/2021	---	---	---	---	---
	<input type="checkbox"/> ---	---	john.smith1@olympus.com	---	---	---	2/17/2020 2/18/2021	E-mail	DS2 (QP)	No	JOHN_SMITH1	---
	<input checked="" type="checkbox"/> ---	---	---	---	---	---	2/17/2020 2/18/2021	E-mail	DS2 (QP)	High (256bit)	---	---

**Note:** An unassigned license will not have an E-mail listed in the above table.

Press the [Edit] Button.



The Edit User Information Window will be displayed. Here you are able to configure the desired settings for the new smartphone app license.

## Assigning an E-mail Address

Each user must be assigned a unique e-mail address for their smartphone license. This e-mail address has two roles: one is to identify the user, and the other is to receive delivery error email notifications.

1. From the Edit Smartphone Window, Enter in the email address of the user manually into the field next to 'E-mail Address', or press the [...] Button to add it to your Address Book.

2. The Address Book Window will be shown. Press the [Add Destination] Button.

3. Enter the Display Name and Email Address of the user and press the [OK] Button to continue.

4. The user's email address details will now be displayed in the Address Book. Highlight the user from the list and press the [OK] Button to continue.

## Setting the Delivery Method of Dictations

This option will allow you to select the desired delivery method of dictation files. You can choose from E-mail, FTP or Prompt. The Prompt option will allow the Smartphone user to select from either E-Mail or FTP when they send a dictation from the Olympus Dictation App.

### E-mail Delivery Settings

From the radio button options next to 'Delivery' select E-mail. Should you have a single recipient you can manually type the recipient's e-mail address into the field next to 'Recipient E-mail Address'.

Alternatively, should you have a multiple recipients press the [E-mail Settings] button to add recipients to the Address Book.

Send Method	<input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt
Destination E-mail Address	<input type="text"/> ...
	<input type="button" value="E-mail Settings"/>

The E-mail Settings Window is shown. Press the [TO] Button to select a recipient.

### E-mail Settings

<input type="button" value="TO"/>	<input type="text"/>
<input type="button" value="CC"/>	<input type="text"/>
<input type="button" value="BCC"/>	<input type="text"/>
Subject:	<input type="text" value="Dictation"/>
Message:	<div style="border: 1px solid gray; padding: 5px; min-height: 50px;">Sent from Olympus Dictation Delivery System.</div>

In the following E-mail Address Window, select a recipient from the Address Book and press the [TO:->] Button. Repeat this process to add [CC:->] or [BCC:->] recipients. Press the [OK] Button to continue.

### E-mail Address

<p>Address Book: <input type="button" value="Import"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">E-mail Address</th> </tr> </thead> <tbody> <tr> <td>Jane Smith</td> <td>jane.smith@olympus.com</td> </tr> </tbody> </table> <p><input type="button" value="Add Destination"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	Name	E-mail Address	Jane Smith	jane.smith@olympus.com	<p>Message Recipients:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 150px;"> <input type="button" value="TO :-&gt;"/> Jane Smith  <input type="button" value="CC :-&gt;"/>  <input type="button" value="BCC :-&gt;"/>  <input type="button" value="Delete"/> </div>
Name	E-mail Address				
Jane Smith	jane.smith@olympus.com				

**Note:** If an intended recipient is not available from the Address Book, press the [New Contact] Button and follow steps 2. to 3. of 'Assigning an E-Mail Address'.

Should you wish to, you can change the default Subject and Message Body. This will be received by all recipients entered. Press the [OK] Button to save your settings.

**E-mail Settings** [x]

TO: Jane Smith,

CC:

BCC:

Subject: Dictation

Message: Sent from Olympus Dictation Delivery Service.

OK Cancel

## FTP Delivery Settings

From the radio button options next to 'Delivery' select [FTP]. The 'FTP Profile' section will be shown below. Press the [Add] button.

Send Method	<input type="radio"/> E-mail <input checked="" type="radio"/> FTP <input type="radio"/> Prompt
FTP Profile	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Edit</span> <span style="border: 2px solid red; padding: 2px;">Add</span> <span>Remove</span> </div>

The FTP Profile Window is shown. Here the details of the users FTP server can be configured and a directory for their dictation can be chosen. Press the [OK] button to confirm the settings.

**FTP Profile** x

---

Profile Name :

**Login Information**

Login ID :

Password :

**Server Information**

Protocol :

Address :

Port :

Passive Mode :

OK
Cancel

## Prompt Delivery Settings

If Prompt is selected in the 'Delivery' option you will need to configure both the Recipient E-mail Address and FTP Profile settings. Please follow the above procedure to configure both these settings.

Send Method	<input type="radio"/> E-mail <input type="radio"/> FTP <input checked="" type="radio"/> Prompt
Destination E-mail Address	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>E-mail Settings</span> <span>...</span> </div>
FTP Profile	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Edit</span> <span>Add</span> <span>Remove</span> </div>

## File Format and Encryption Settings

Dictation files can be sent in either DSS or DSS Pro (.DS2) format. DSS Pro files can be encrypted in Standard (128 Bit) or High (256 Bit) encryption. An encryption password must be set.

Choose a file format from the radio button options. Should an Encryption level be selected, you will need to specify a password for decryption.

Format	<input type="radio"/> DSS <input type="radio"/> DS2 (SP) <input checked="" type="radio"/> DS2 (QP)
Encryption	<input type="radio"/> No <input type="radio"/> Standard (128bit) <input checked="" type="radio"/> High (256bit)
Password	<input type="text"/> Type from 4 to 16 characters.
Confirm Password	<input type="text"/>

Choose a password that is 4 to 16 characters in length. The password must be the same for both the 'Password' and 'Confirm Password' fields.

## Author ID Setting

The Author Setting allows you to set the Author ID for the Smartphone user. This Author ID will be registered in the Job Data of all dictation files for the user.

Author ID	<input type="text"/>
-----------	----------------------

The first 4 characters of the Author ID will be used for the first part of dictation file name. (e.g. *JSMI0010.DS2*)

## Configuring a Worktype List

Worktype IDs, like Author IDs are used to classify dictation files. This allows for easier management of dictation files by transcriptionists. You are able to pre-configure Lists of Worktype IDs within the Olympus Dictation Portal.

Press the [Add] Button to create a new Worktype List.

Worktype List	<input type="text"/>
	<input type="button" value="Edit"/> <input checked="" type="button" value="Add"/> <input type="button" value="Remove"/>
	<input type="text"/>

The Add Worktype List Window is shown. Enter in the name of your List and press the [Add] Button.

The screenshot shows a dialog box titled "Add Worktype List". It has a close button (X) in the top right corner. The dialog is divided into two main sections. The top section is labeled "Worktype List" and contains a text input field with the text "Converyancing". The bottom section is labeled "Worktype" and contains a row of five buttons: "Edit", "Add", "Remove", "Up", and "Down". The "Add" button is highlighted with a red rectangular box. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

In the Add Worktype Window specify the name of the Worktype ID and press the [OK] Button.

The screenshot shows a dialog box titled "Add Worktype". It has a close button (X) in the top right corner. The dialog is divided into two main sections. The top section is labeled "Worktype" and contains a text input field with the text "LETTER". The bottom section contains two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

The specified Worktype ID will now be shown in the Add Worktype List Window. Repeat the same process to add additional Worktype IDs and press the [OK] Button to continue.

Worktype List	Converyancing
Worktype	LETTER MEMO REPORT EMAIL FAX

Once back in the Edit Smartphone Window choose the newly configured Worktype List from the drop down list.

Worktype List

Converyancing

## Saving your Configured Settings

You can review your configured settings from the Edit User Information Window. Press the [Apply] Button to save your configured User settings. Alternatively, if you wish to configure another new ODDS App license, press the [Next] button.

### Edit User Information

Smartphone	john.smith@olympus.com - JOHNSMITH
License Type	Standard License
UUID	[Redacted]
E-mail Address	Specify the Author's E-mail Address. This address is used to activate the user's license. john.smith@olympus.com
Send Method	<input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt
Destination E-mail Address	jane.smith <a href="#">E-mail Settings</a>
Format	<input type="radio"/> DSS <input type="radio"/> DS2 (SP) <input checked="" type="radio"/> DS2 (QP)
Encryption	<input type="radio"/> No <input type="radio"/> Standard (128bit) <input checked="" type="radio"/> High (256bit)
Password	..... Type from 4 to 16 characters.
Confirm Password	.....
Author ID	JOHNSMITH
Converyancing	

Apply Back Next Close

The configured Smartphone Settings are visible in the Smartphone List.

	UUID	ModelVersion	E-mail	Last Connected	License Activate	License Activated	License Expiration	Send Method	Format	Encryption	Author ID	W
-	Standard License	---	---	---	5	0	2/14/2020 2/14/2021	---	---	---	---	---
	<input type="checkbox"/>	---	john.smith@olympus.com	---	---	---	2/14/2020 2/14/2021	E-mail	DS2 (QP)	No	---	---
	<input type="checkbox"/>	---	john.smith@olympus.com	---	---	---	2/14/2020 2/14/2021	E-mail	DS2 (QP)	High (256bit)	JOHNSMITH	Co

## Configuring an Existing ODDS License Settings

From the Dashboard, select [Edit Existing ODDS License Settings]

**Dashboard**

- Order Standard License(s)
- Renew License(s)
- Cancel Order
- New ODDS License Settings
- Edit Existing ODDS License Settings
- Enable Dealer Management
- Change ODDS Password

In the User List select an assigned license from the list of Standard Licenses by checking the box next to the license.

	UUID	ModelVersion	E-mail	Last Connected	License Activate	License Activated	License Expiration	Send Method	Format	Encryption	Author ID	Worktype List
-	<input type="checkbox"/> Standard License	---	---	---	5	0	2/14/2020	2/14/2021	---	---	---	---
	<input type="checkbox"/> ---	---	taro.yamada@olympus.com	---	---	---	2/14/2020	2/14/2021	E-mail	DS2 (QP)	High (256bit)	TAROYAMADA Converyancing
	<input checked="" type="checkbox"/> ---	---	john.smith@olympus.com	---	---	---	2/14/2020	2/14/2021	E-mail	DS2 (QP)	High (256bit)	JOHNSMITH Converyancing

Press the [Edit] Button.

⬆ Edit Existing ODDS License Settings

To edit settings for an existing user, select a license from the list of Standard Licenses in the list, and click the Edit button below.

Edit

The Edit User Information Window will be displayed. Here you are able to configure the desired settings for the existing smartphone app license by following the same configuration steps for configuring new smartphone app settings.

### Edit User Information

Smartphone	john.smith@olympus.com - JOHNSMITH
License Type	Standard License
UUID	---
E-mail Address	Specify the Author's E-mail Address. This address is used to activate the user's license. john.smith@olympus.com
Send Method	<input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt
Destination E-mail Address	jane.smith <span style="float: right;">E-mail Settings</span>
Format	<input type="radio"/> DSS <input type="radio"/> DS2 (SP) <input checked="" type="radio"/> DS2 (QP)
Encryption	<input type="radio"/> No <input type="radio"/> Standard (128bit) <input checked="" type="radio"/> High (256bit)
Password	..... Type from 4 to 16 characters.
Confirm Password	.....
Author ID	JOHNSMITH
	Converyancing

Apply
Back
Next
Close

Should you wish to configure multiple existing smartphone licenses, you can select the license to configure by selecting the assigned smartphone details from the 'Smartphone' drop down box.

Edit User Information	
Smartphone	taro.yamada@olympus.com - TAROYAMADA john.smith@olympus.com - JOHNSMITH
License Type	Standard License

Alternatively pressing the [Back] or [Next] Buttons will cycle through the available existing smartphone licenses.

Author ID	JOHNSMITH
	Converyancing
Apply Back Next Close	

**Note:** Please refer to 'ODDS Customers Guide - 8. Bulk Configuring Smartphone User Settings' for more information on configuring large numbers of users.

# Customers Guide to Renewal of Standard Licenses

## Enabling Renewal before license expires

Olympus Dictation Delivery Service (ODDS) Standard Licenses expire one year (365 days) after being issued to a Customer. Should you wish to renew your Standard Licenses for a further year, you will need to nominate in the Olympus Dictation Portal that you wish to renew your licenses.

At 30 days before your Standard License expires you will receive the “License Renewal Reminder [C-103]” e-mail notification.

### ODDS: License Renewal Reminder [C-103]

From **Olympus Dictation Delivery Service** <odp\_notice@dictation-portal.com>

Dear Test Legal Company,

Thank you for using the Olympus Dictation Delivery Service (ODDS).

Your ODDS license subscription will expire in 30 days.  
Expiration Date: 12/28/2019

To continue to use the ODDS, you must enable the Renewal of your ODDS licenses within 90 days of the expiration date.

Licenses Pending Renewal: 0

To enable renewal of your Dictation Delivery Service license/s for a further 12 months:

1. Log into the Olympus Dictation Portal.  
<https://www.dictation-portal.com/>
2. Select the licenses for renewal by checking the box next to them in the Smartphone List.
3. Use the [Renew License(s)] option on the Dashboard to Flag these licenses for renewal.  
(A Green Check Mark next to the license in the Smartphone List indicates that Renewal has been enabled)

Please contact oimc\_dealer10 for further assistance.

If you received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail, please do not reply.  
Please contact us from the link below.  
<https://www.dictation-portal.com/ContactUs>

If no action is taken to renew your License at this time, you will receive further renewal notification 7 days before the license expiration. Additional notifications will be sent every day until the expiry date.

From the Smartphone List check the box next to the licenses which you would like to renew.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	P
-	Standard	---	---	---	---	2	2	6
<input checked="" type="checkbox"/>	8B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	redicator7@gmail.com	6/27/2013	---	---	6
<input checked="" type="checkbox"/>	E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	edptest@ndc.olympus.com	6/17/2013	---	---	6
<input checked="" type="checkbox"/>	0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_pasha@ol.olympus.co.jp	7/8/2013	---	---	6
<input type="checkbox"/>	6BB7F9BA-4C1C-475B-ABD8-84CF4BC0D8F5	samsung	4.2.2	ehisohrishi+000@gmail.com	7/9/2013	---	---	6

From the Dashboard, expand [Renew License(s)]

**Dashboard**

- Order Standard License(s)
- Renew License(s)
- Cancel Order
- New ODDS License Settings
- Edit Existing ODDS License Settings
- Enable Dealer Management
- Change ODDS Password

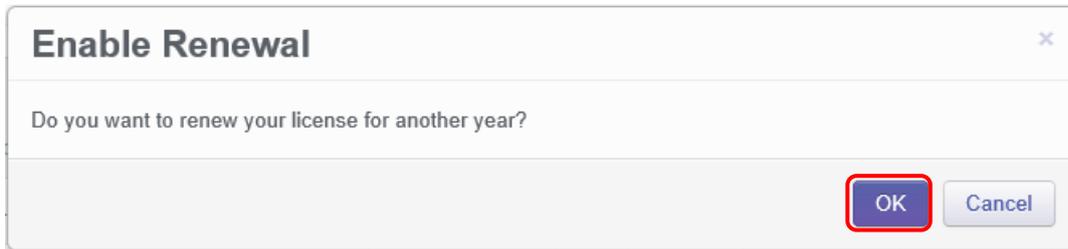
Press the [Flag] button to enable renewal of the selected licenses.

**Renew License(s)**

Licenses for Olympus Dictation Delivery Service needs to be renewed every year. To flag licenses for renewal, please select the user from the list, then click the Flag button.

To remove the flags, please select the licenses, then click the Unflag button. You may cancel the renewal if the dealer had not issued the license yet.

The Enable Renew window is displayed. Press the [OK] Button to confirm the renewal.



A Green check mark icon is now visible next to the licenses which you have chosen to renew.

	UUID	Model	Version	E-mail
-	Standard	---	---	---
<input checked="" type="checkbox"/>	B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	mrdictator7@gm
<input checked="" type="checkbox"/>	E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	odptest@m2cor
<input checked="" type="checkbox"/>	0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_onishi@ot.oly

At 14 days before expiry of your flagged licenses, you dealer will receive an order for the renewal licenses. Once your order has been invoiced and processed by your dealer, you will receive a notification email, and the renewal licenses will take effect after expiry of your current licenses.

## Enabling Renewal after license expires

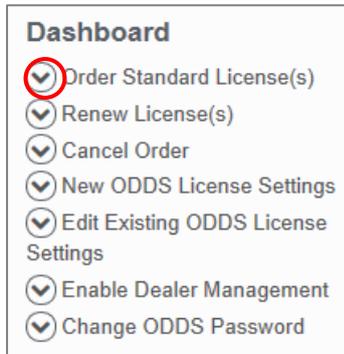
You may renew your license after the expiry date as your user date will be kept in Olympus Dictation Portal for up to 90 days after the expiry date.

When a license expires for a user, that user will be moved to Archive Group as shown below.

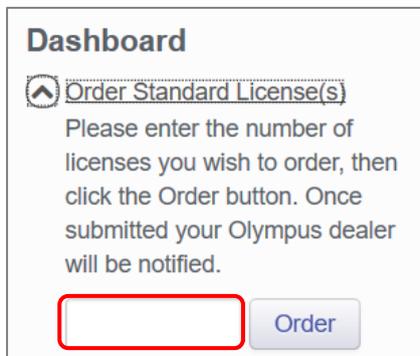
	UUID	Model	Version	E-mail	Last Connected	License	Activate	License Activated	License Expiration
-	Archive								
<input checked="" type="checkbox"/>	---	---	---	@gmail.com	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---		---	---	---		10/20/2019

page 1 / 1 (100 Item) [1]

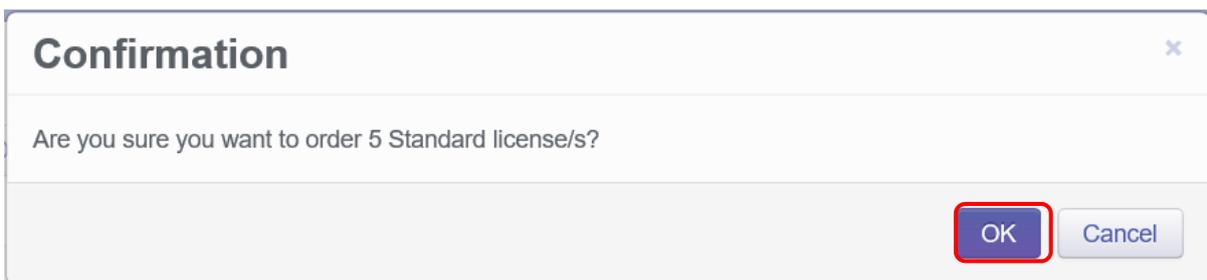
To order a license for the Archived User, expand [Order Standard License(s)] from the Dashboard.



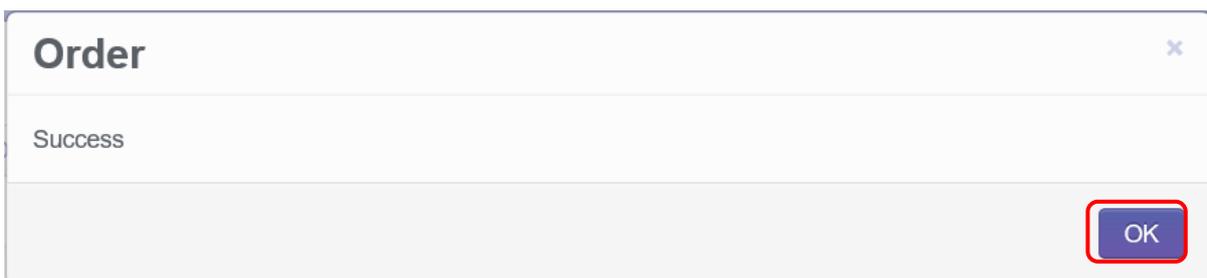
Enter the number of licenses for the Archived User.



A Confirmation Window will be displayed prompting you to confirm that you wish to order the requested number of Standard Licenses. Press the [OK] Button to confirm your order.

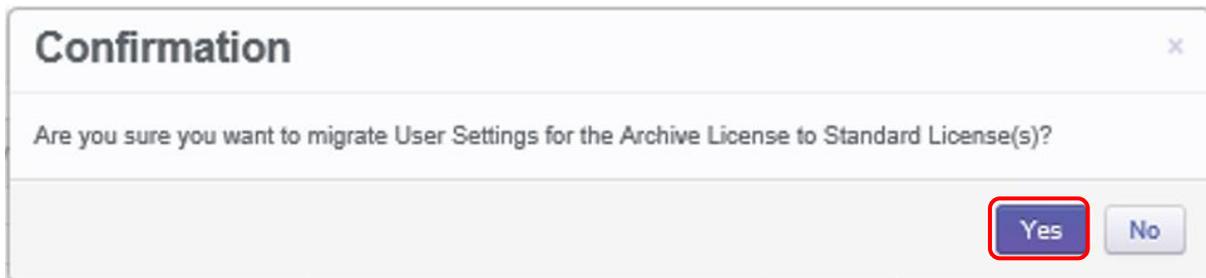


A Window will be displayed confirming the success of your order. Press the [OK] Button. Your Olympus Dealer will then receive an E-mail to confirm that your order has been placed.

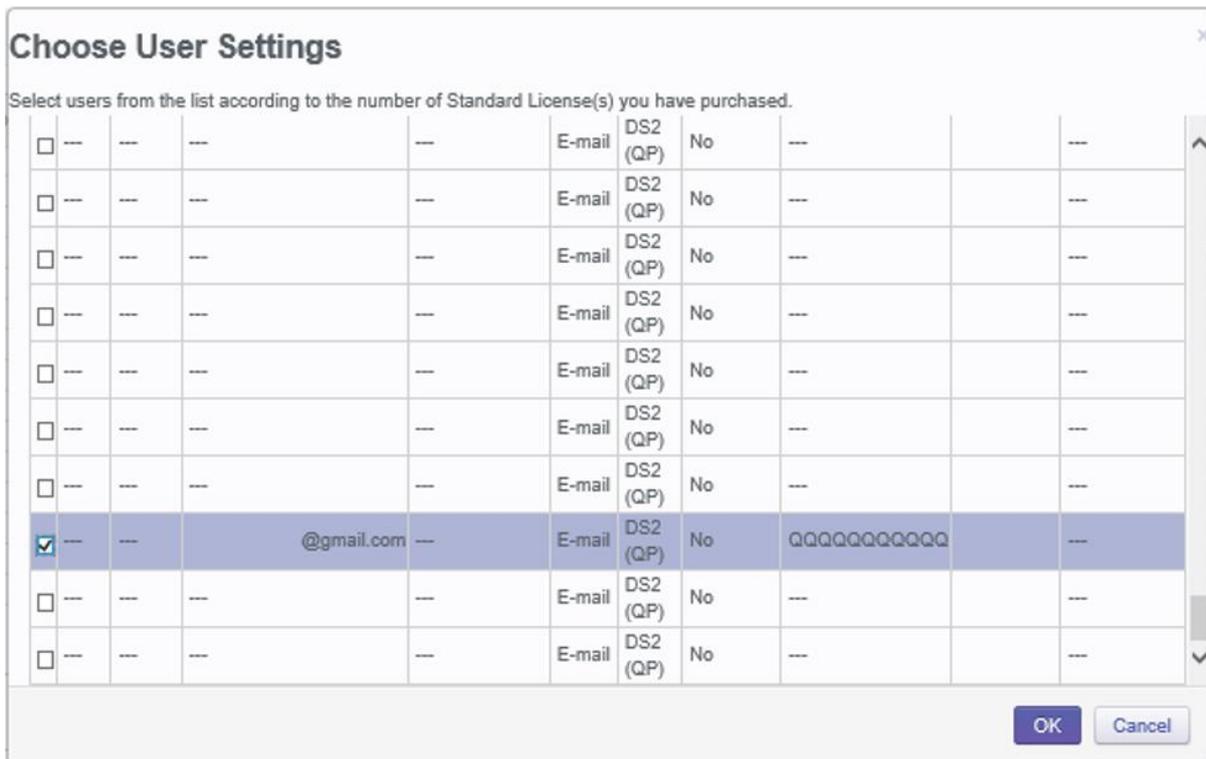


If Standard Licenses have been issued by your Dealer and then you login to Olympus Dictation Portal, you will be prompt to allocate the licenses to the Archived User.

The following Confirmation window is shown. Press the [Yes] button to proceed to the next screen.



Tick the box for the Archived Users that will continue using ODDS with a Standard License.



## Cancel Renewal

Should you wish to cancel the renewal of a license, check the box next to the renewed licenses. You can cancel the renewal of a license as long as your dealer did not process your renewal order yet.

	UUID	Model	Version	E-mail
-	Standard	---	---	---
<input checked="" type="checkbox"/>	8B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	mrdictator7@gr
<input type="checkbox"/>	E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	odptest@m2cor
<input type="checkbox"/>	0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_onishi@ot.oly

From the Dashboard, expand [Renew License(s)]

**Dashboard**

- Order Standard License(s)
- Renew License(s)
- Cancel Order
- New ODDS License Settings
- Edit Existing ODDS License Settings
- Enable Dealer Management
- Change ODDS Password

Press the [Unflag] button to cancel the renewal of the selected licenses.

Renew License(s)

Licenses for Olympus Dictation Delivery Service needs to be renewed every year. To flag licenses for renewal, please select the user from the list, then click the Flag button.

To remove the flags, please select the licenses, then click the Unflag button. You may cancel the renewal if the dealer had not issued the license yet.

The Disable Renewal window is displayed. Press the [OK] Button to confirm the renewal cancellation.



A confirmation window is displayed confirming that the cancellation of the renewal was a success.

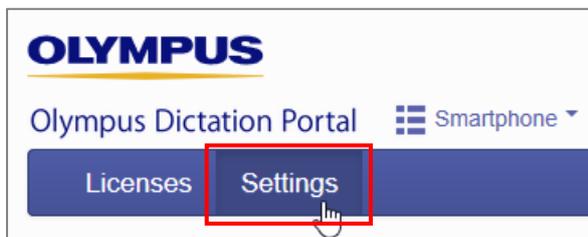


# Customers Guide to Bulk Configuring Smartphone User Settings

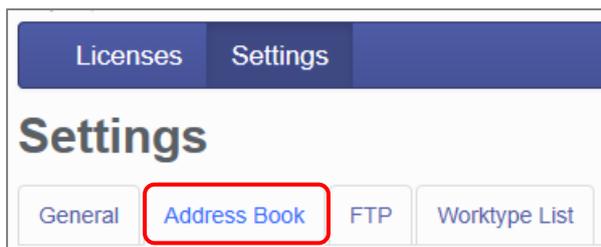
## Configure E-mail Address Book

### Adding an E-mail Contact to the Address Book

After logging into your account, press the [Settings] Button from the main menu.



Select the [Address Book] Tab under Options.



Here you can view and register the E-mail addresses of all your Smartphone Users, and E-mail addresses of recipients for Smartphone dictations.

To add a new E-mail contact press the [Add Destination] Button.



The New Contact window will be displayed. Enter the Display Name and Email Address of the user and press the [OK] Button to continue.

The specified e-mail address details will now be displayed in the Address Book. Repeat the same process to add additional contacts.

Name	E-mail Address
John Smith	john.smith@olympus.com

**Note:** Should you wish to edit or delete an existing contact from the Address Book, highlight the contact and press the [Edit] or [Delete] button.

Once you have added your contacts press the [Save] button.

## Adding Multiple Contacts to the Address Book

In the case where you would like to set up a large number of e-mail contacts, the Olympus Dictation Portal allows you to import a CSV file to create multiple e-mail contacts at once. You can use Microsoft Excel or a text editor to create your CSV file.

The Olympus Dictation Portal provides a Sample CSV file to download, which you can use as a template to create your own CSV file with your e-mail contact information.

The first row or header row of the CSV file correlates to the names of the attributes (or fields) required.

	A	B
1	Name	E-mail Address
2	User1	user1@hoge.com
3	User2	user2@hoge.com
4	User3	user3@hoge.com
5	Typist1	typist1@hoge.com
6	Typist1	typist2@hoge.com
7	User4	user4@hoge.com
8	User5	user5@hoge.com
9	User6	user6@hoge.com
10	User7	user7@hoge.com
11		

### Add Destination

*Name	
*E-mail Address	

To download the Sample CSV file, press 'Download template file'. You will be prompted to open or save the sample file.

Download template file

Address Book: Import

Name	E-mail Address
John Smith	john.smith@olympus.com

Add Destination
Edit
Delete

Once you have created your customized CSV file with the necessary information, press the [Import] Button.

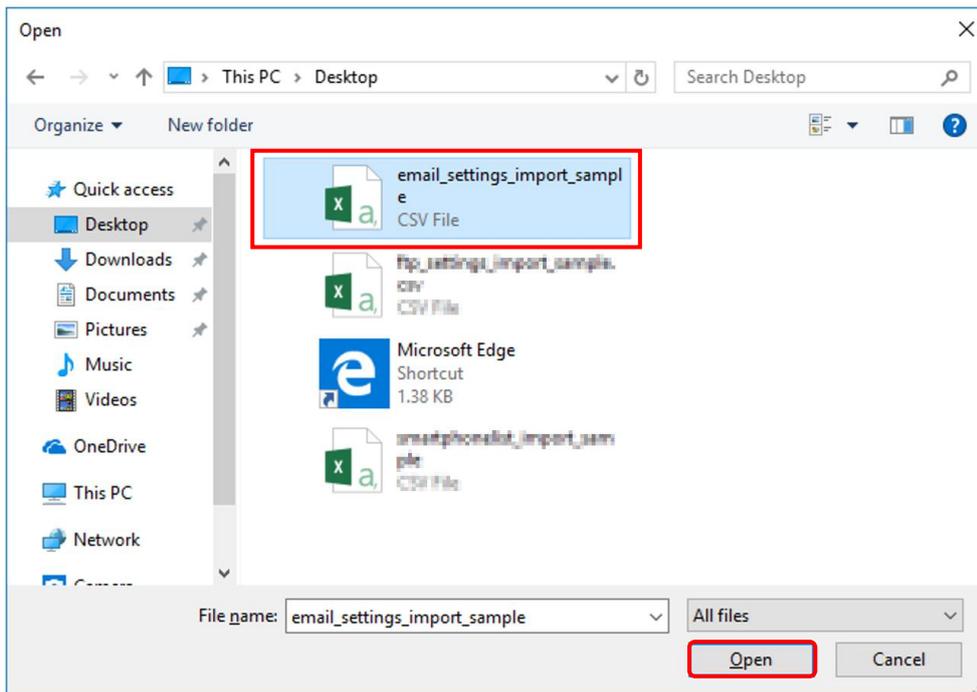
[Download template file](#)

Address Book: Import

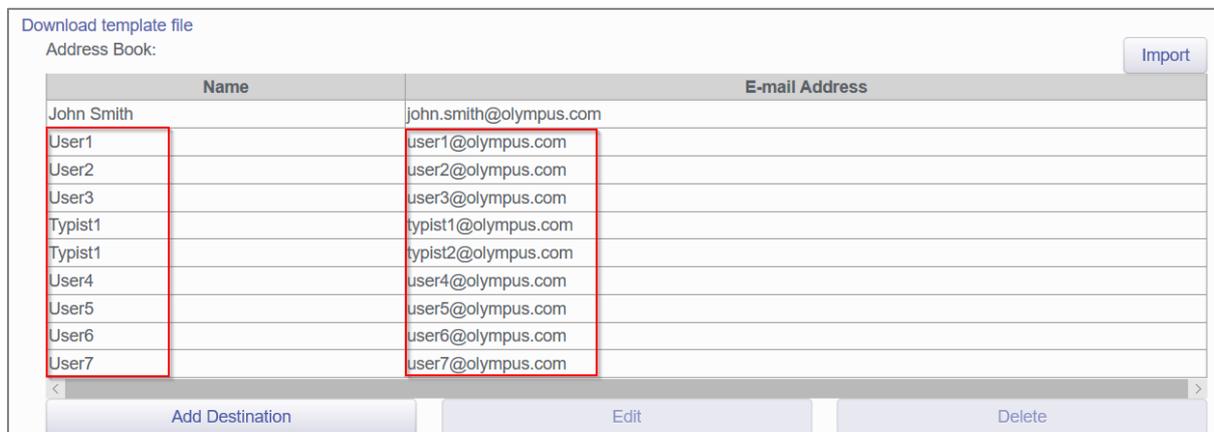
Name	E-mail Address
John Smith	john.smith@olympus.com

Add Destination
Edit
Delete

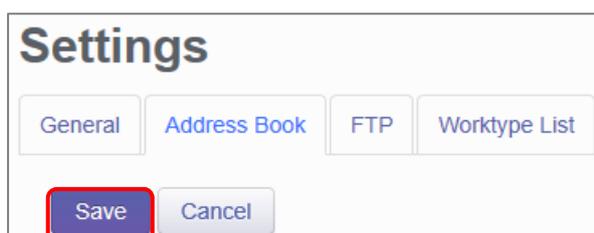
The Choose File to Upload window is displayed. Select your CSV file to upload and press the [Open] Button.



The new E-mail Contacts specified in your CSV file will be imported into the Olympus Dictation Portal and will be displayed in the Address Book.



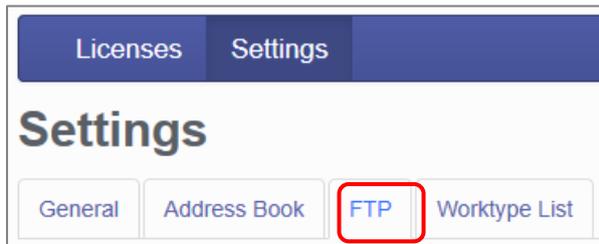
Once you have added your contacts press the [Save] button.



## Configure FTP Profiles

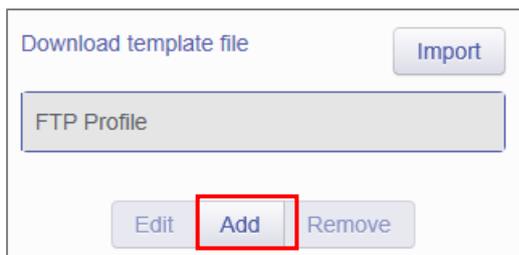
### Adding an FTP Profile

Select the [FTP] Tab under Options.



Here you can configure FTP profiles for each user, should you wish to use FTP as your delivery method for Smartphone dictations.

To create an FTP profile, press the [Add] button.



The FTP Profile window will be displayed. Here the details of the users' FTP server can be configured and a directory for their dictation can be specified.

The screenshot shows the 'FTP Profile' configuration window. It contains the following fields and sections:

- Profile Name :** John FTP
- Login Information**
  - Login ID :** OIAS\_audio
  - Password :** [masked with dots]
- Server Information**
  - Protocol :** FTP (dropdown menu)
  - Address :** ftp.drivehq.com
  - Port :** 21

At the bottom right of the window are 'OK' and 'Cancel' buttons.

You can press the [Test Settings] Button to check that the FTP profile details are valid.

Directory :

Test Settings

OK Cancel

FTP Setting

Succeeded.

Details

OK

Once you have entered all necessary information and tested your settings, press the [OK] button to confirm the settings.

Address :

Port :

OK Cancel

The specified FTP Profile name will now be displayed in the FTP Profile list. Repeat the same process to add additional profiles as required.

Download template file

FTP Profile

John FTP

Edit Add Remove

**Note:** Should you wish to edit or delete an existing profile from the FTP Profile list, highlight the profile and press the [Edit] or [Remove] button.

Once you have added your profiles press the [Save] button.

Settings

General Address Book FTP Worktype List

Save Cancel

## Adding Multiple FTP Profiles

In the case where you would like to set up a large number of FTP profiles, the Olympus Dictation Portal allows you to import a CSV file to create multiple FTP profiles at once. You can use Microsoft Excel or a text editor to create your CSV file.

The Olympus Dictation Portal provides a Sample CSV file to download, which you can use as a template to create your own CSV file with your FTP profile information.

The first row or header row of the CSV file correlates to the names of the attributes (or fields) required.

**FTP Profile**

Profile Name :  
Login Information  
Login ID :  
Password :  
Server Information  
Protocol :  
Address :  
Port :

	A	B	C	D	E	F
1	FTP Profile	Login ID	Password	Protocol	Address	Port
2	FTP Server1	user1	abc@123	FTP	ftp.client.com	21
3	FTP Server2	user2	abc@123	FTPS Implicit	ftp.implicit.com	990
4	FTP Server3	user3	abc@123	FTPS Explicit	ftp.explicit.com	21
5	FTP Server4	user4	abc@123	FTPS Implicit	ftp.implicit.com	22
6	FTP Server5	user5	abc@123	SFTP	sftp.client.com	22

To download the Sample CSV file, press 'Download template file'. You will be prompted to open or save the sample file.

Download template file Import

FTP Profile

John FTP

Edit Add Remove

Once you have created your customized CSV file with the necessary information, press the [Import] Button.

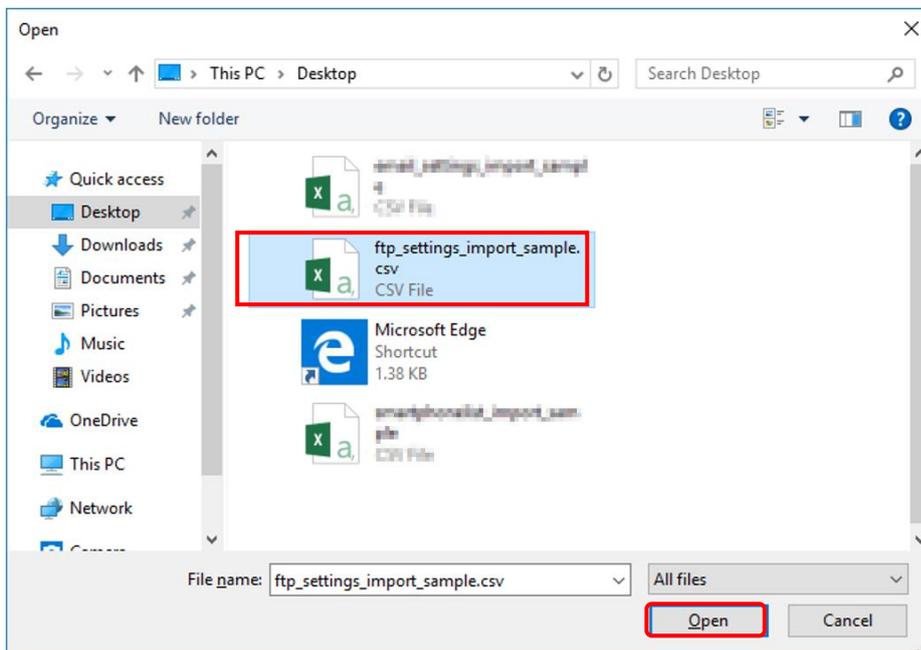
Download template file Import

FTP Profile

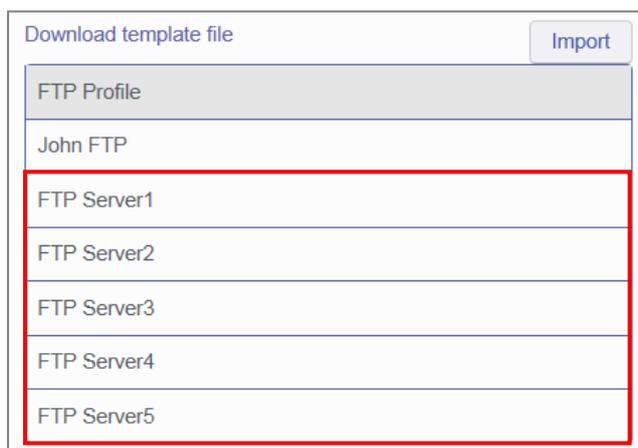
John FTP

Edit Add Remove

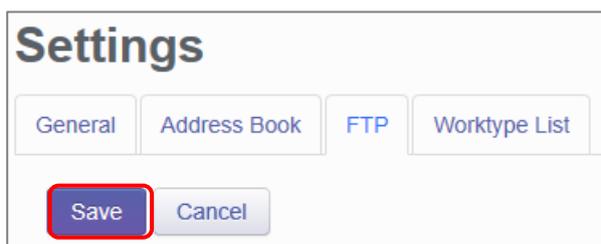
The Choose File to Upload window is displayed. Select your CSV file to upload and press the [Open] Button.



The new FTP Profiles specified in your CSV file will be imported into the Olympus Dictation Portal and will be displayed in the FTP Profile list.

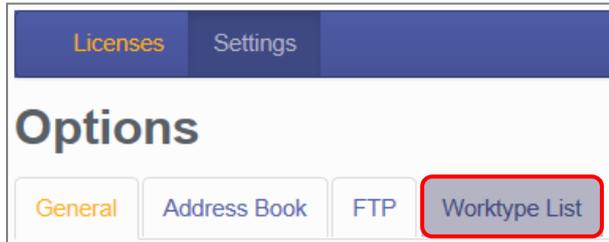


Once you have added your profiles press the [Save] button.



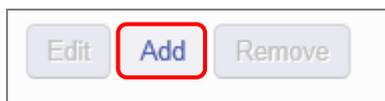
## Configure Worktype Lists

Select the [Worktype List] Tab under Options.



Here you can configure lists of Worktypes for your users. Worktypes can be used to classify Smartphone dictation files. This allows for easier management of dictation files by transcriptionists.

To create a Worktype List, press the [Add] Button below the Worktype List.



The Add Worktype List window is shown. Enter in the name of your List and press the [Add] Button.



In the Add Worktype window, specify the name of the Worktype and press the [OK] Button.



The specified Worktype will now be shown in the Add Worktype List Window. Repeat the same process to add additional Worktypes and press the [OK] Button to continue.

**Add Worktype List** [Close]

Worktype List:

Worktype:

- LETTER
- MEMO
- REPORT
- EMAIL
- FAX

[Edit] [Add] [Remove] [Up] [Down]

[OK] [Cancel]

The specified Worktype List name will now be displayed in the Worktype List section. Repeat the same process to add additional lists as required.

General | Address Book | FTP | **Worktype List**

[Save] [Cancel]

Worktype List:

Worktype:

- LETTER
- MEMO
- REPORT
- EMAIL
- FAX

Once you have added all necessary Worktype Lists press the [Save] Button.

**Settings**

General | Address Book | FTP | **Worktype List**

[Save] [Cancel]

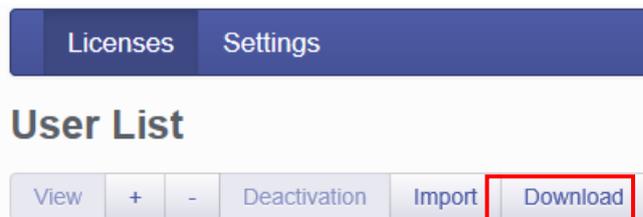
## Bulk-Create Smartphone License Configurations

In the Olympus Dictation Portal you can import multiple Smartphone User License Configurations from a CSV file. This is useful in cases where you need to set up the Smartphone License configurations for many users.

The Olympus Dictation Portal provides a Sample CSV file to download, which you can use as a template to create your own CSV file with your Smartphone License configuration information.

**Note:** Before you create a CSV file for Smartphone license configuration, it is necessary that you first register the settings within Address Book, FTP Profile and Worktype List.

To download the Sample CSV file, from the Smartphone List menu press the [Download] Button. You will be prompted to open and then save the sample file.



The first row or header row of attributes in the CSV file correlates to the required settings to configure a Smartphone License.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	License Type	UUID	E-mail Address	Delivery	TO	CC	BCC	Subject	Message	FTP Profile	Format	Encryption	Password	Author	Worktype Lis
2	Standard		user1@hoge.com	E-mail	typist1@hoge.com			Dictation	Transcribe it		DS2 (QP)	High	1234@abc	AUT6	Worktyp2
3	Standard		user2@hoge.com	FTP						FTP Server1	DS2 (SP)	Standard	1234@abc	AUT5	Worktype1
4	Standard		user3@hoge.com	Prompt	typist2@hoge.com			Dictation	Transcribe it	FTP Server2	DSS		1234@abc	AUT4	Worktype3
5	Standard		user4@hoge.com	E-mail	typist1@hoge.com			Dictation	Transcribe it		DS2 (QP)	High	1234@abc	AUT3	Worktyp2
6	Promotion		user5@hoge.com	FTP						FTP Server1	DS2 (SP)	No	1234@abc	AUT2	Worktype1
7	Promotion		user7@hoge.com	Prompt	typist2@hoge.com			Dictation	Transcribe it	FTP Server2	DS2 (QP)	No	1234@abc	AUT1	Worktype2

The below table details the requirements for each attribute.

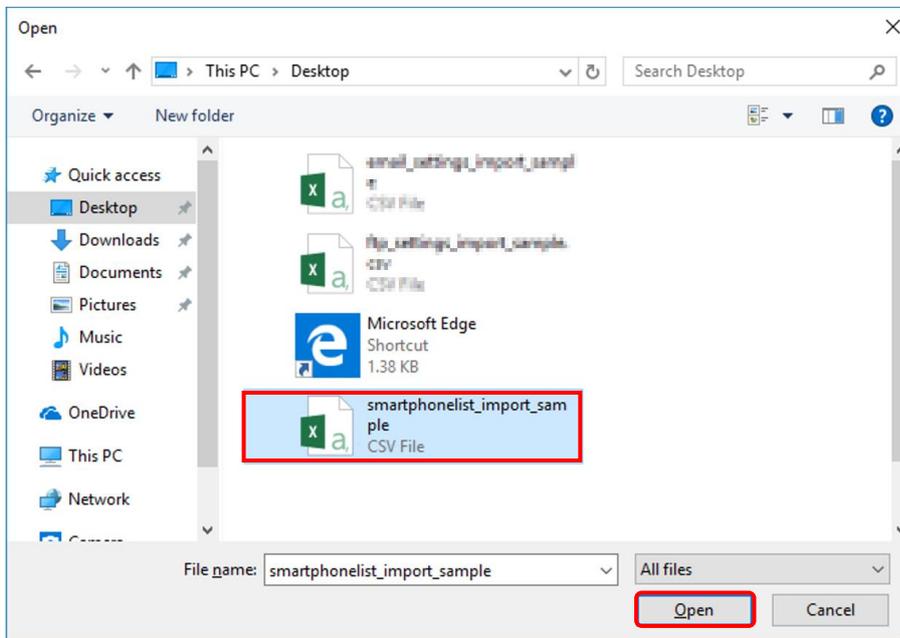
Attribute	Description
<b>License Type</b>	Choose one of the following license types - <b>Standard</b> , <b>Promotion</b> or <b>Trial</b> .
<b>UUID</b>	You can specify the UUID if the Smartphone has already been activated. When the UUID is specified, the configuration is assigned to the Smartphone of the specified UUID.
<b>E-mail Address</b>	Specify the e-mail address to identify the Smartphone owner. This e-mail address needs to be first registered in the Olympus Dictation Portal Address Book.
<b>Delivery</b>	Choose from <b>E-mail</b> , <b>FTP</b> or <b>Prompt</b> . The <b>Prompt</b> option allows users to choose the delivery method (E-mail or FTP) when sending dictation.
<b>TO</b>	Specify the e-mail address of the recipient for dictation files. The e-mail address needs to be first registered in the Olympus Dictation Portal Address Book.
<b>CC</b>	The e-mail address needs to be registered in the Olympus Dictation Portal Address Book.
<b>BCC</b>	The e-mail address needs to be registered in the Olympus Dictation Portal Address Book.
<b>Subject</b>	Enter the subject of the e-mail to deliver the dictation.

<b>Message</b>	Enter the e-mail body message.
<b>FTP Profile</b>	You can specify an FTP profile pre-registered in the Olympus Dictation Portal FTP Settings.
<b>Format</b>	Choose one of the following: <b>DSS (SP)</b> , <b>DS2 (QP)</b> or <b>DS2 (SP)</b>
<b>Encryption</b>	Specify an encryption type: <b>High</b> , <b>Standard</b> or <b>No</b> . If you want to encrypt dictations, choose from the above. However if you select the DSS-SP format, encryption is not supported.
<b>Password</b>	If you specified an Encryption type, you will need to enter an encryption password with 4 to 16 characters.
<b>Author</b>	Specify an Author ID. The first 4 characters of the ID will be used as part of the dictation file name.
<b>Worktype List</b>	You can choose one of the Worktype Lists you pre-registered in the Olympus Dictation Portal Worktype settings.

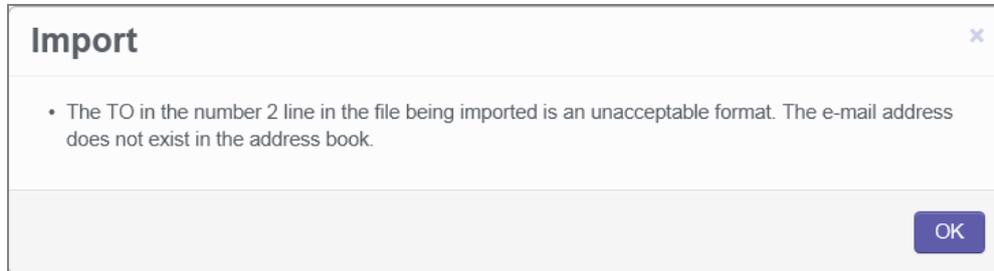
Once you have created your customized CSV file with the necessary information, press the [Import] Button.



The Choose File to Upload window is displayed. Select your CSV file to upload and press the [Open] Button.



If any of the data in the Smartphone License configuration CSV file is incorrect or not pre-registered in the Address Book/FTP/ Worktype Settings, an error will be shown and the license configurations will not be imported.



On successful import of your Smartphone License configurations, a confirmation window will be shown. Press the [OK] Button.



The new Smartphone License configurations specified in your CSV file will be imported into the Olympus Dictation Portal and will be displayed in the Smartphone List.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration	Delivery	Format	Encryption	Author	V
-	<input type="checkbox"/>	Standard	---	---	---	5	0	14/10/2013	14/10/2014	---	---	---	---	---
	<input type="checkbox"/>	---	---	OIASCustomer6@gmail.com	16/01/2014	---	---	14/10/2013	14/10/2014	Prompt	DS2 (SP)	No	JSMITH	0
	<input type="checkbox"/>	---	---	user1@hoge.com	---	---	---	14/10/2013	14/10/2014	E-mail	DS2 (QP)	High (256bit)	AUT6	0
	<input type="checkbox"/>	---	---	user2@hoge.com	---	---	---	14/10/2013	14/10/2014	FTP	DS2 (SP)	Standard (128bit)	AUT5	0
	<input type="checkbox"/>	---	---	user3@hoge.com	---	---	---	14/10/2013	14/10/2014	Prompt	DSS	No	AUT4	0
	<input type="checkbox"/>	---	---	user4@hoge.com	---	---	---	14/10/2013	14/10/2014	E-mail	DS2 (QP)	High (256bit)	AUT3	0

## License Status by Visible Text Color

The User List view will show user licenses in certain font colors depending on the expiry status of the license. Users that will continue to use the ODDS will need to note in the Olympus Dictation Portal that you wish to renew your licenses.

Licenses shown in Red Text means that it will expire in 14 to 30 days.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration
<input type="checkbox"/>	Standard	---	---	---	---	5	1	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	161837AD-00DC-4099-B797-F4A0CCFE027E	iPhone 5	7.0.3	OIASCustomer6@gmail.com	16/01/2014	---	---	01/03/2013	01/03/2014

Licenses shown in Gray Text means that it will expire within 14 days.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration
<input type="checkbox"/>	Standard	---	---	---	---	5	1	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	---	---	---	---	---	---	---	14/10/2013	14/10/2014
<input type="checkbox"/>	161837AD-00DC-4099-B797-F4A0CCFE027E	iPhone 5	7.0.3	OIASCustomer6@gmail.com	31/12/2013	---	---	01/01/2013	01/01/2014

When a license expires for a user, that user will be moved to Archive Group as shown below. You may renew your license after the expiry date as your user date will be kept in Olympus Dictation Portal for up to 90 days after the expiry date.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	License Activated	License Expiration
<input type="checkbox"/>	Archive								
<input type="checkbox"/>	---	---	---	@gmail.com	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019
<input type="checkbox"/>	---	---	---	---	---	---	---		10/20/2019

page 1 / 1 (100 item) [1]

# Customers Guide to Moving a License to a New Device

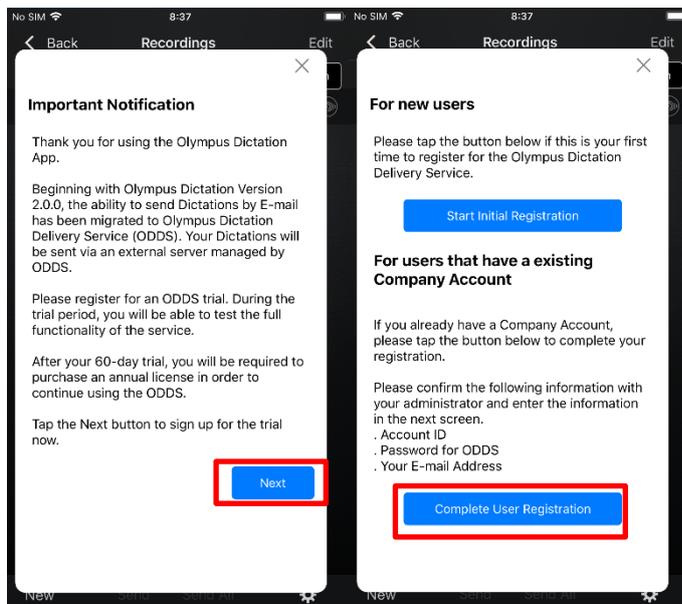
## Activating an ODDS License on a New Device

The Olympus Dictation for iPhone/Android must be installed to the new device.

For iPhone: Search for 'Olympus Dictation' in Apple Store  
For Android: Search for 'Olympus Dictation' in Google Play

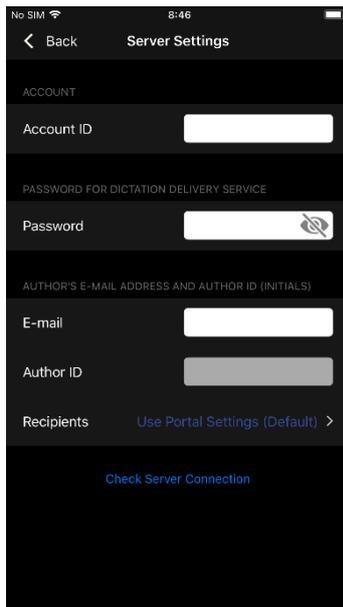
(It is not necessary to remove the App from your previous device, however only one device will be able to utilize the ODDS License at any one time.)

Start the Olympus Dictation App and follow the steps as shown below. The popup message will be shown upon starting your App.



Select "Complete User Registration".

Users are requested to enter their information to activate the App in the following screen.



- **Account ID**

The Account ID is the ID which is used to log into the Olympus Dictation Portal.

Refer to section: Account ID [by App](#), [by ODP](#)

- **Password for Dictation Delivery Service**

The Password for Dictation Delivery Service is different to your login password for Olympus Dictation Portal.

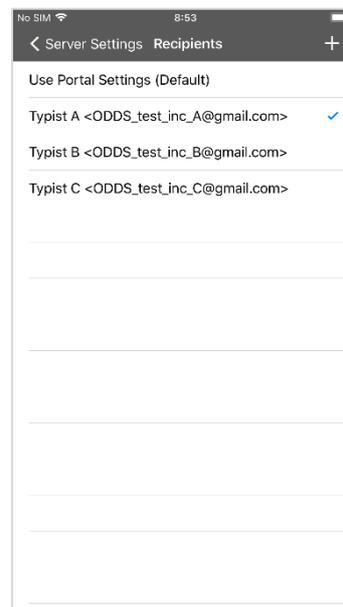
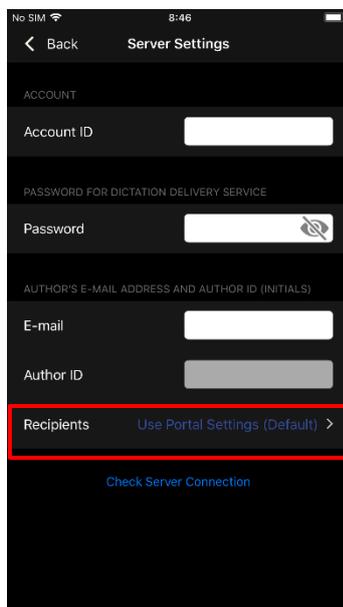
Refer to section: ODDS PW [by App](#), [by ODP](#)

- **E-mail for the Author (User)**

Refer to section: Author's Email Address [by App](#), [by ODP](#)

**Note:** Sever Options can also be configured from Option Settings.

To manually set recipients, press [Recipients]. The Recipient List will be shown.



Recipients can be added, edited and deleted by the user. To Edit or Delete an existing recipient, select them and press [Edit] / [Delete].

Once completed, press the [Check Server Connection] Button.

The 'Server Connection Successful' dialog will be displayed and the Smartphone is now activated.

The following prompt will then be shown to confirm that you are activating this license on a new device.



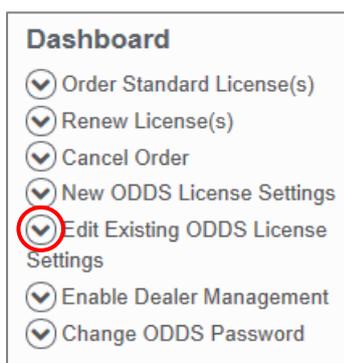
Press the [Yes] button to confirm your activation on this alternative device.

If you need to re-activate your license on your previous device, please repeat the above instructions.

# Customers Guide to Reassigning a License from an Existing User to another User.

## Edit Existing ODDS License Settings in ODP

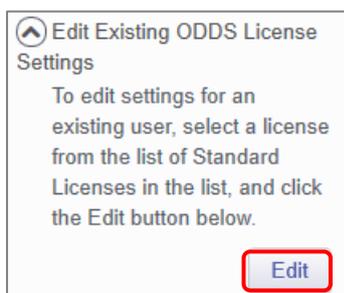
From the Dashboard, select [Edit Existing ODDS License Settings]



In the User List select an assigned license from the list of Standard Licenses by checking the box next to the license.

	UUID	ModelVersion	E-mail	Last Connected	License Activate	License Activated	License Expiration	Send Method	Format	Encryption	Author ID	Worktype List	
-	<input type="checkbox"/> Standard License	---	---	---	5	0	2/14/2020	2/14/2021	---	---	---	---	
	<input type="checkbox"/>	---	taro.yamada@olympus.com	---	---	---	2/14/2020	2/14/2021	E-mail	DS2 (QP)	High (256bit)	TAROYAMADA	Converyancing
	<input checked="" type="checkbox"/>	---	john.smith@olympus.com	---	---	---	2/14/2020	2/14/2021	E-mail	DS2 (QP)	High (256bit)	JOHNSMITH	Converyancing

Press the [Edit] Button.



The Edit User Information Window will be displayed. Overwrite the existing license information with the User Information for the new user by following the same configuration steps for configuring new smartphone app settings.

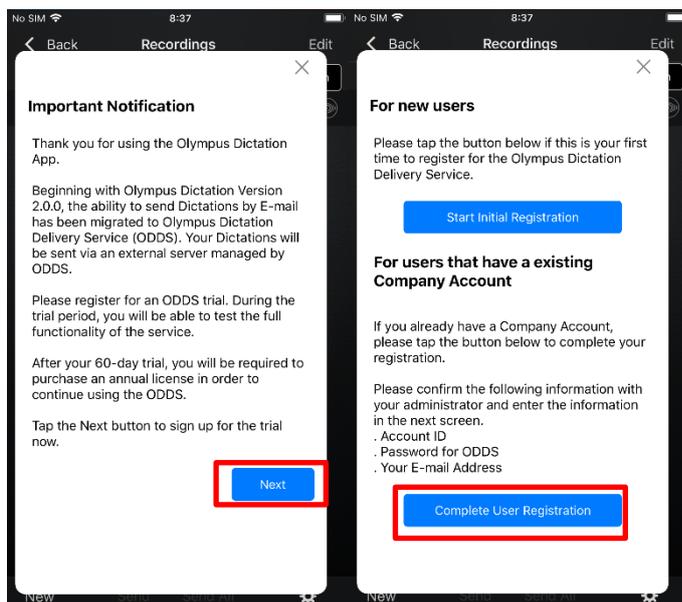
Edit User Information	
Smartphone	john.smith@olympus.com - JOHNSMITH
License Type	Standard License
UUID	
E-mail Address	Specify the Author's E-mail Address. This address is used to activate the user's license. john.smith@olympus.com
Send Method	<input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt
Destination E-mail Address	jane.smith E-mail Settings
Format	<input type="radio"/> DSS <input type="radio"/> DS2 (SP) <input checked="" type="radio"/> DS2 (QP)
Encryption	<input type="radio"/> No <input type="radio"/> Standard (128bit) <input checked="" type="radio"/> High (256bit)
Password	..... Type from 4 to 16 characters.
Confirm Password	.....
Author ID	JOHNSMITH
	Converyancing
<input type="button" value="Apply"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Close"/>	

## Activating an ODDS License for the New User

The Olympus Dictation for iPhone/Android must be installed to the new device.

For iPhone: Search for 'Olympus Dictation' in Apple Store  
For Android: Search for 'Olympus Dictation' in Google Play

Start the Olympus Dictation App and follow the steps as shown below. The popup message will be shown upon starting your App.



Select “Complete User Registration”.

Users are requested to enter their information to activate the App in the following screen.

● **Account ID**

The Account ID is the ID which is used to log into the Olympus Dictation Portal.

Refer to section: Account ID [by App](#), [by ODP](#)

● **Password for Dictation Delivery Service**

The Password for Dictation Delivery Service is different to your login password for Olympus Dictation Portal.

Refer to section: ODDS PW [by App](#), [by ODP](#)

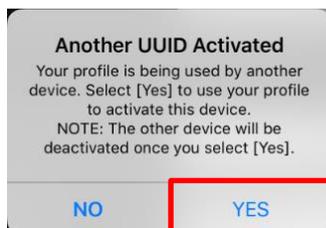
● **E-mail for the Author (User)**

Refer to section: Author’s Email Address [by App](#), [by ODP](#)

Once completed, press the [Check Server Connection] Button.

The ‘Server Connection Successful’ dialog will be displayed and the Smartphone is now activated.

The following prompt will then be shown to confirm that you are activating this license on a new device.

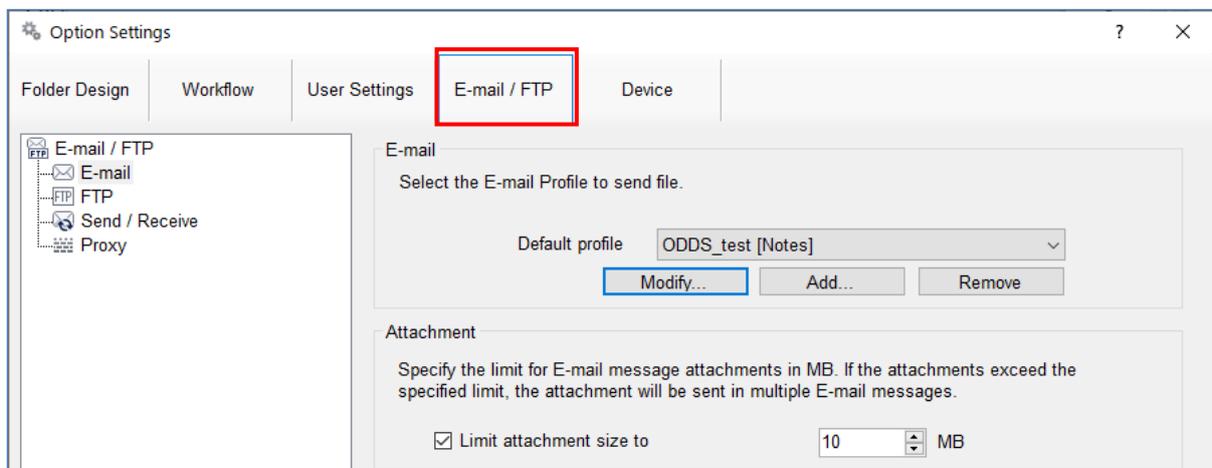


Press the [Yes] button to confirm your activation on the device for the new user.

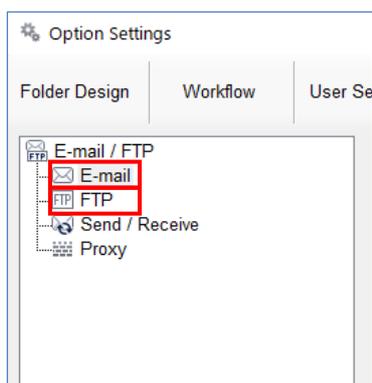
# Customers Guide to Configuring ODMS Release 7 Transcription Module to Receive Smartphone Dictations

## Select E-mail/FTP Profile & Choose Receipt Method

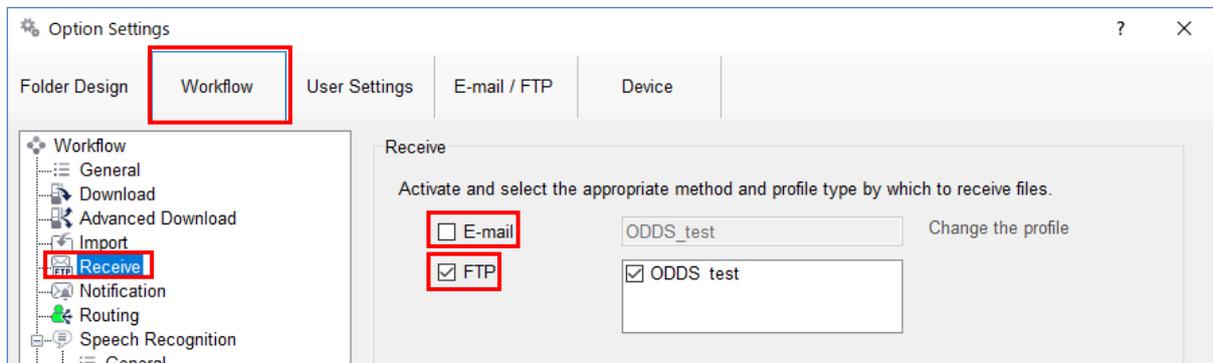
Open ODMS Transcription Module.  
Go to [Tools] > [Options] and select the [Email/FTP] Tab.



Select 'E-mail' or 'FTP' from the left pane and select from an existing E-mail or FTP profile or create a new profile.



Select the [Workflow] Tab and choose 'Receive' from the left pane. Check the box to choose your desired protocol to receive dictations.



Press the [Apply] Button to save your settings.

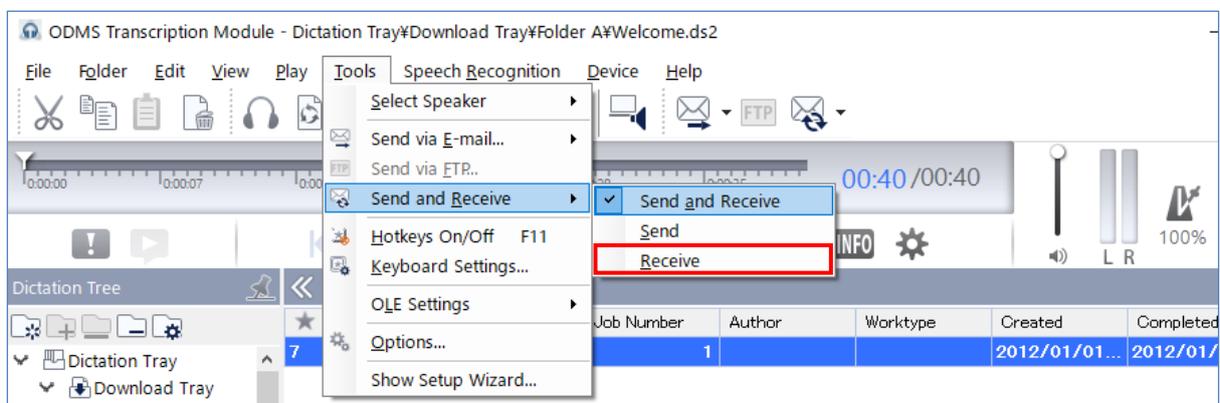
## Manually Receive Dictations

Once you have successfully registered your E-Mail/FTP Profile and configured your receipt method, you are able to manually check for new dictation files by performing a [Send and Receive].

To do this, select the [Send and Receive Icon] on the [Toolbar] of the main window.



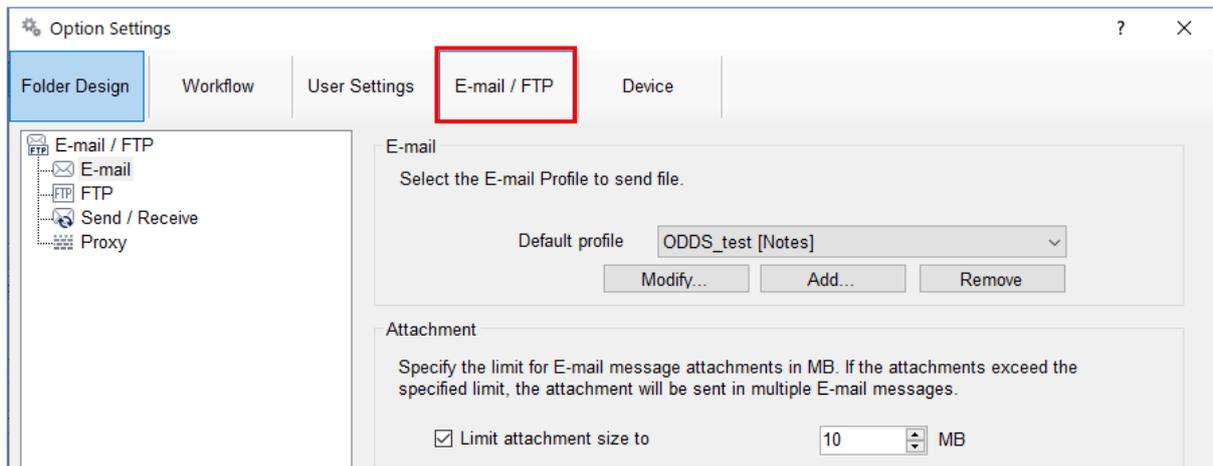
Alternatively, go to [Tools] > [Send and Receive] and select [Receive].



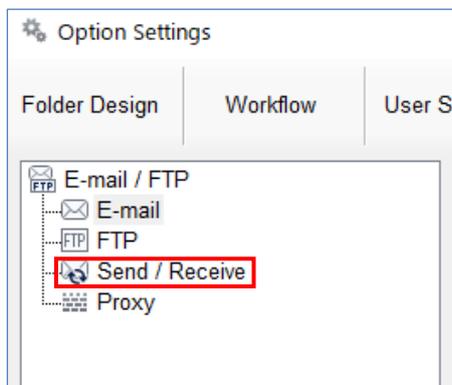
## Configure Automatic Receiving of Files

ODMS Release 7 Transcription Module can be configured to automatically receive dictation files via your specified receipt method.

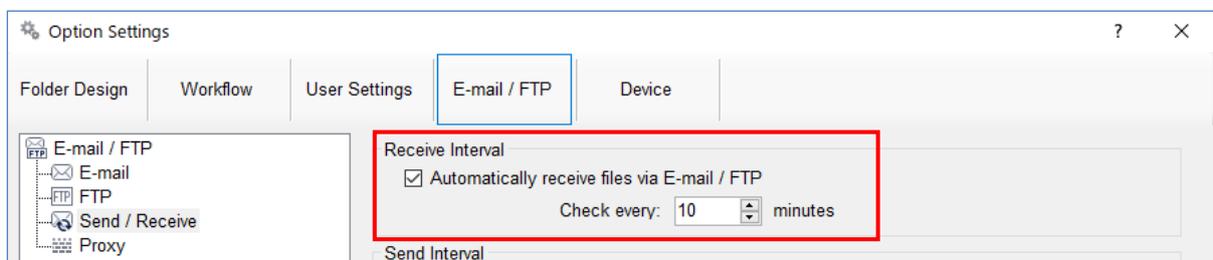
Go to [Tools] > [Options] and select the [Email/FTP] Tab.



Select 'Send / Receive' from the left pane.



In the *Receive Interval* section, place a tick next to 'Automatically receive files via Email / FTP' and select the frequency in which you wish to check for new dictations.

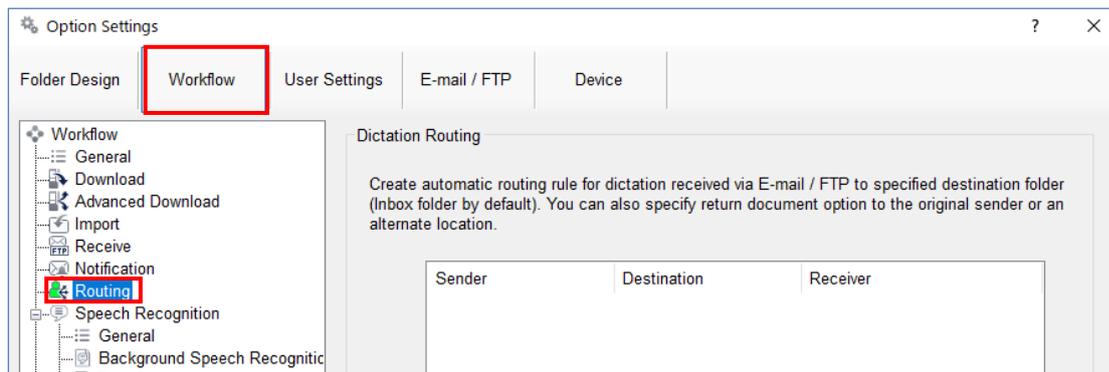


Select [Apply] to save your settings.

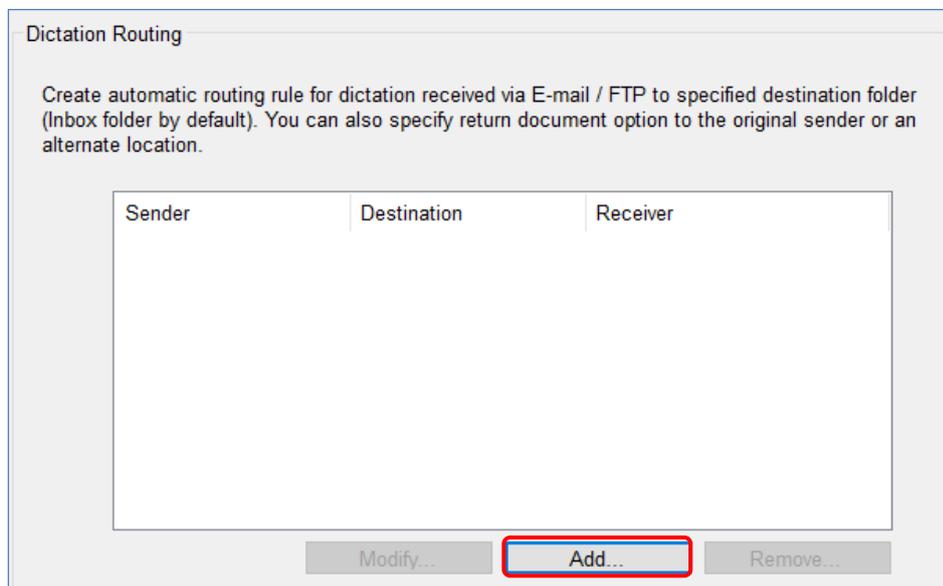
## Configure Routing of Smartphone Dictations to a Specified Folder

ODMS Release 7 Transcription Module software allows you to set a Routing Rule for received dictations so they are directed to a specified destination folder when received. By default, all dictations received via E-mail or FTP will go to the Inbox. Dictations can be routed to a specified folder based on the sender.

Go to [Tools] > [Options] and select the [Workflow] Tab. Choose 'Routing' from the left pane.



In the 'Dictation Routing' section, press the [Add...] Button to create a routing rule.



The Routing Settings window is displayed.  
Select either 'E-mail' or 'FTP' for the Protocol for your received dictations.

Routing Settings

Dictation sender  
Specify the E-mail address or FTP address of dictation sender.

Protocol:  E-mail  FTP

Sender:  Address Book...

Destination for dictation  
Specify the folder to save dictations received.

Destination Folder:  ..

Automatic document creation and sending

Use automatic document creation and sending function

Send the transcribed document to the dictation sender  
 Send the transcribed document to alternate address/location

Protocol:  E-mail  FTP

Receiver:  Preset...

Notes:  
Document for the reply will be created using a matching template.

OK Cancel

### If E-mail is Selected...

Press the [Address Book...] Button to bring up your E-mail Address Book.

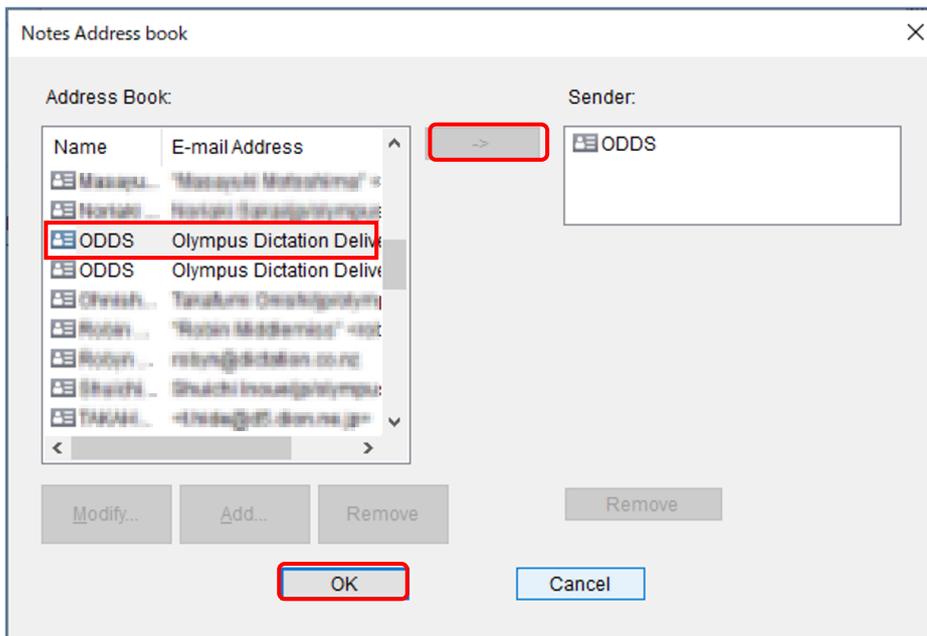
Routing Settings

Dictation sender  
Specify the E-mail address or FTP address of dictation sender.

Protocol:  E-mail  FTP

Sender:  Address Book...

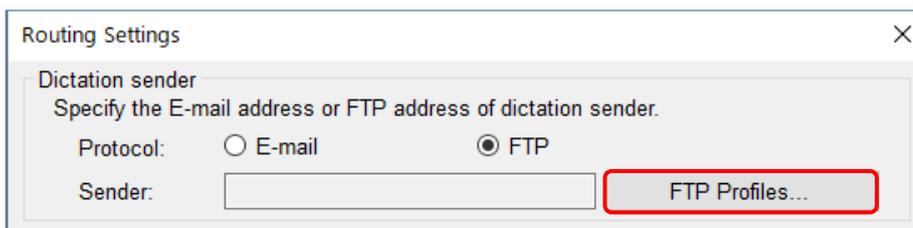
From the 'Address Book:' section, choose the e-mail address for dictation received from the Olympus Dictation Delivery Service ([odp\\_notice@dictation-portal.com](mailto:odp_notice@dictation-portal.com)), and press the [->] Button to add it to the 'Sender:' list.  
Press the [OK] Button to finalize.



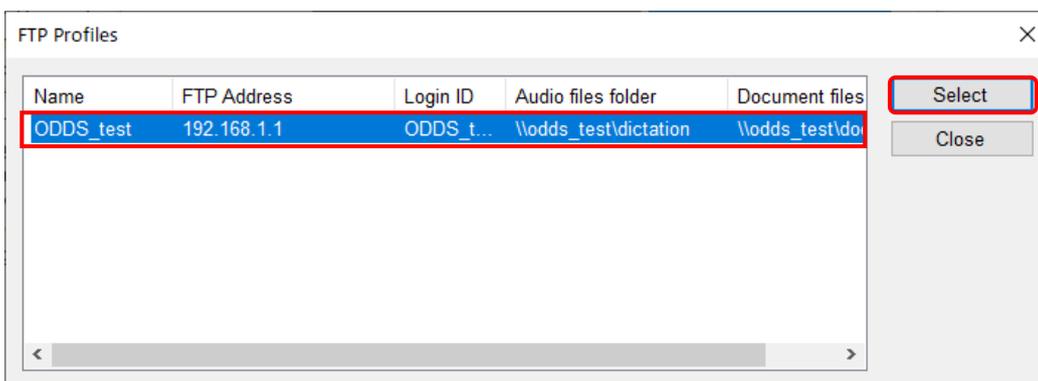
**Note:** Depending on your E-mail Profile type, it may be necessary for you to first register this address in your E-mail's Address Book prior to it being available to select from within the Address Book of ODMS Release 7 Transcription Module.

### If FTP is Selected...

Press the [FTP Profiles...] Button to bring up your available FTP Profiles.



Highlight the appropriate FTP Profile for dictations that are received from the Olympus Dictation Delivery Service and press the [Select] Button.



In the 'Destination for dictation' section, press the [...] Button next to *Destination Folder*.

The Modify Destination Folder window is displayed. Highlight the desired folder for your Smartphone Dictations and press the [OK] Button.

To send the transcribed document back from ODMS Transcription Module to the Author, enable the following option and select '*Send the transcribed document to the dictation sender*'.

Press the [OK] Button in the Routing Settings window to the complete the setup.

Routing Settings

Dictation sender  
Specify the E-mail address or FTP address of dictation sender.

Protocol:  E-mail  FTP

Sender:

Destination for dictation  
Specify the folder to save dictations received.

Destination Folder:

Automatic document creation and sending

Use automatic document creation and sending function

Send the transcribed document to the dictation sender  
 Send the transcribed document to alternate address/location

Protocol:  E-mail  FTP

Receiver:

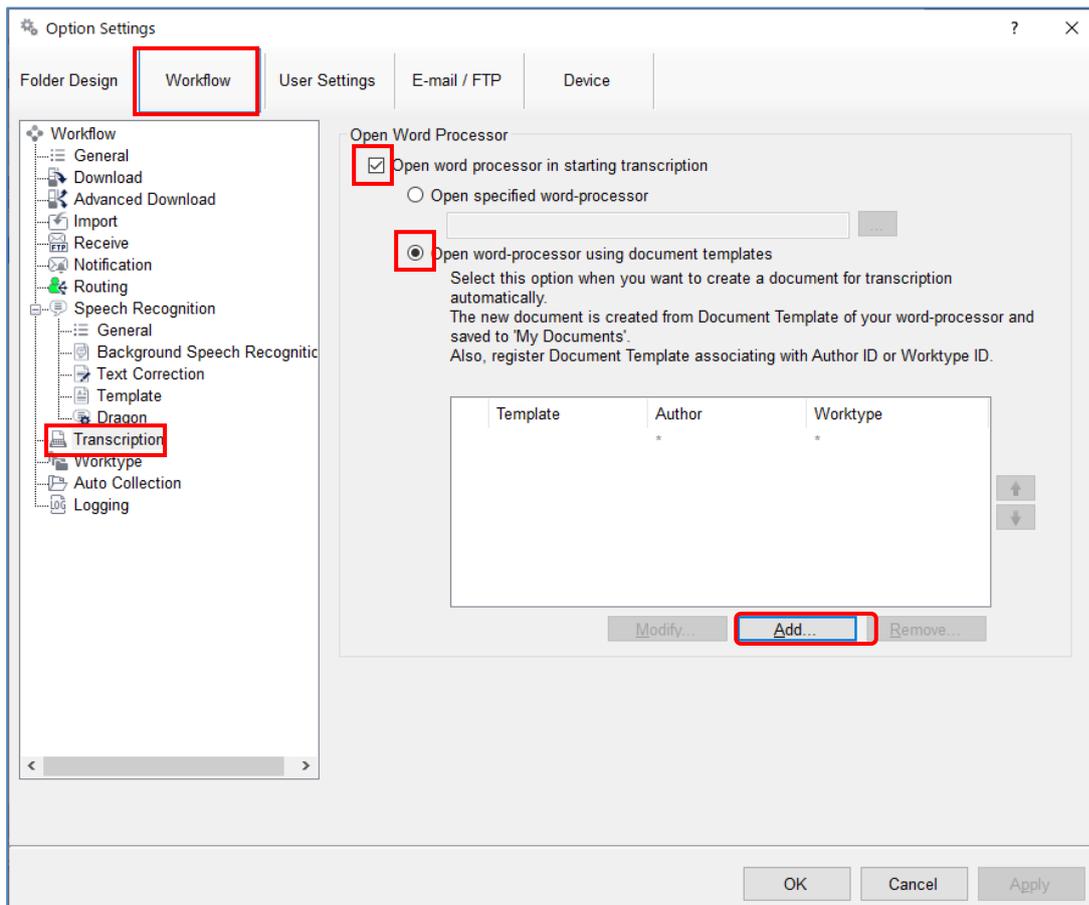
Notes:  
Document for the reply will be created using a matching template.

Finally, select [Apply] to save your settings.

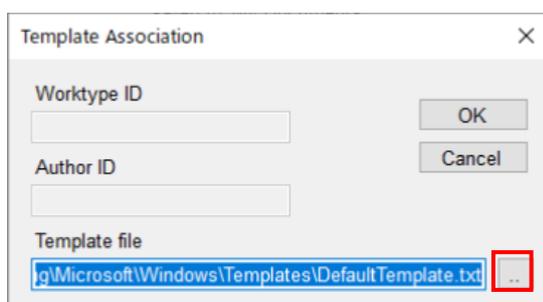
## Configure Document Template for Transcription

In order to create documents efficiently, you can set a template that will automatically start upon transcribing the dictation files. This function is convenient when you have a specific template for your Author based on different objectives.

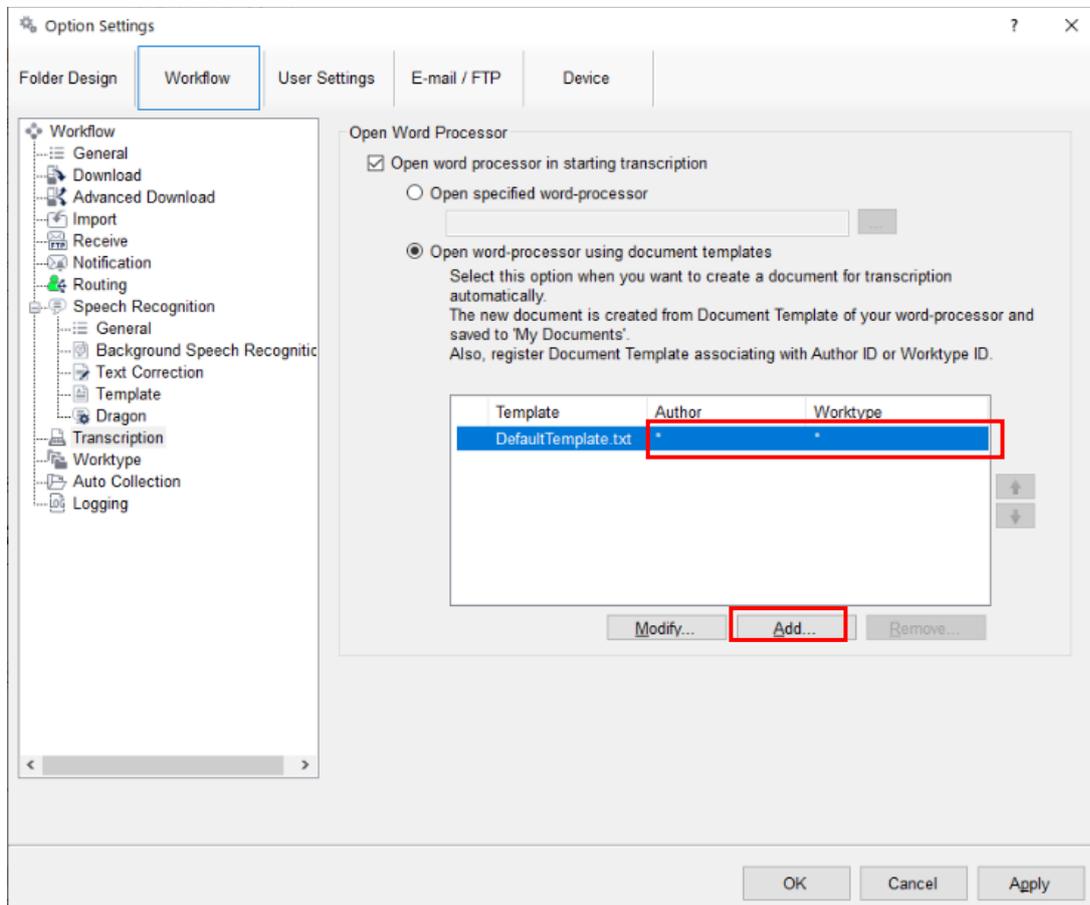
Go to [Tools] > [Options] and select the [Workflow] Tab. Choose 'Transcription' from the left pane. Enable the option as you see in the following screen and press the [Add] button.



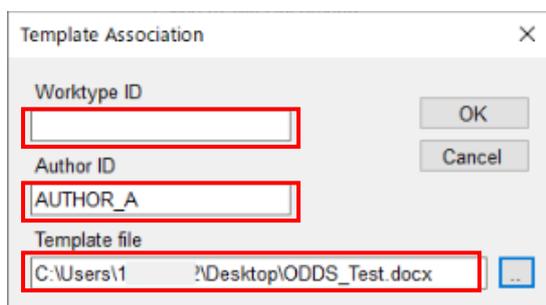
Specify the location of the word document from the following window.



The first template with an asterisk mark for Author and Worktype will be the document template that will be used for all types of Authors and Worktypes. If you would like to have a specific template for a specific Author or a specific Worktype, add another template by pressing the [Add] button.



Specify the location of the word document from the following window. Specify the Author ID and/or Worktype ID for which the template should be used.



Finally, select [Apply] to save your settings.

# Customers Guide to centrally manage ODMS R7 TM with Web SCP to receive Smartphone Dictations

WEB SCP is a software that allows you to centrally manage multiple Olympus Dictation Management System Software. From the WEB SCP, you can centrally configure ODMS TM to receive Dictations from ODDS. This section explains the same process for WEB SCP from the previous section. *'Customers Guide to Configuring ODMS Release 7 Transcription Module to Receive Smartphone Dictations'*

## Select E-mail/FTP Profile & Choose Receive Method

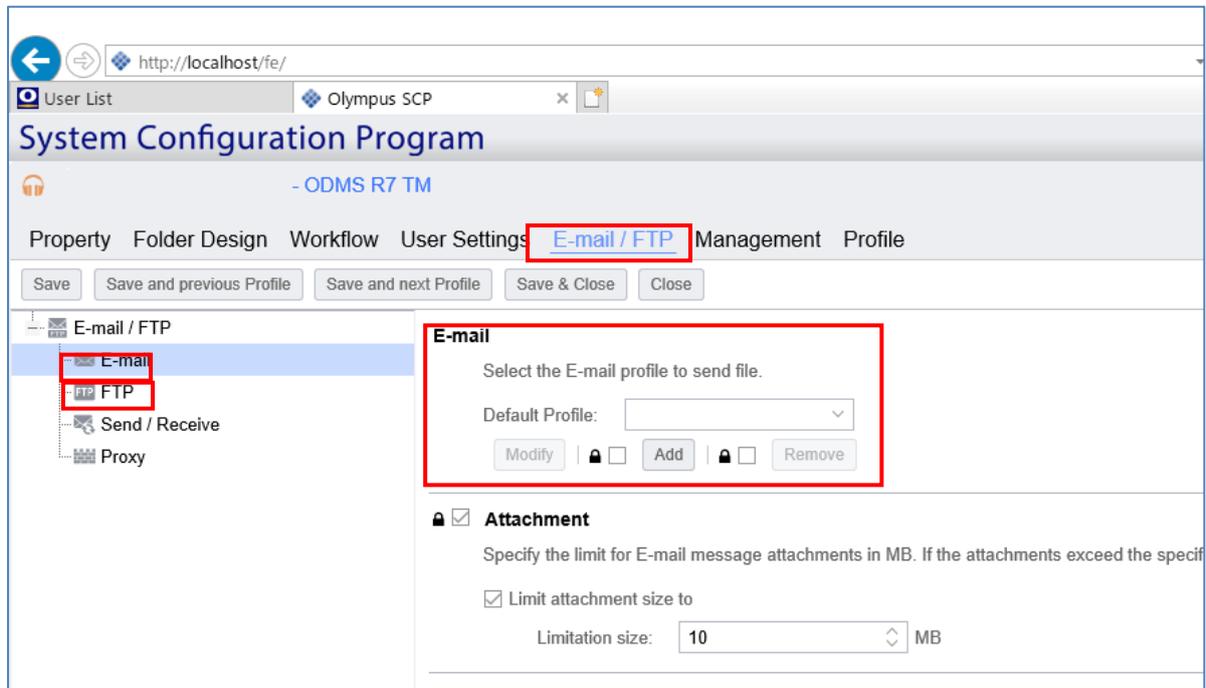
Login to WEB SCP. From the Workflow Tab, go to [User] > [User] > [Profile] and select the ODMS TM R7 and press the [Edit Profile] button.

The screenshot shows the 'System Configuration Program' interface. The left sidebar has a 'User' icon highlighted. The main area shows the 'User' tab with a table of users. The right sidebar has a 'Profiles' tab highlighted, showing a list of profiles including 'DM R7' and 'TM R7'. The 'Edit Profile' button is highlighted.

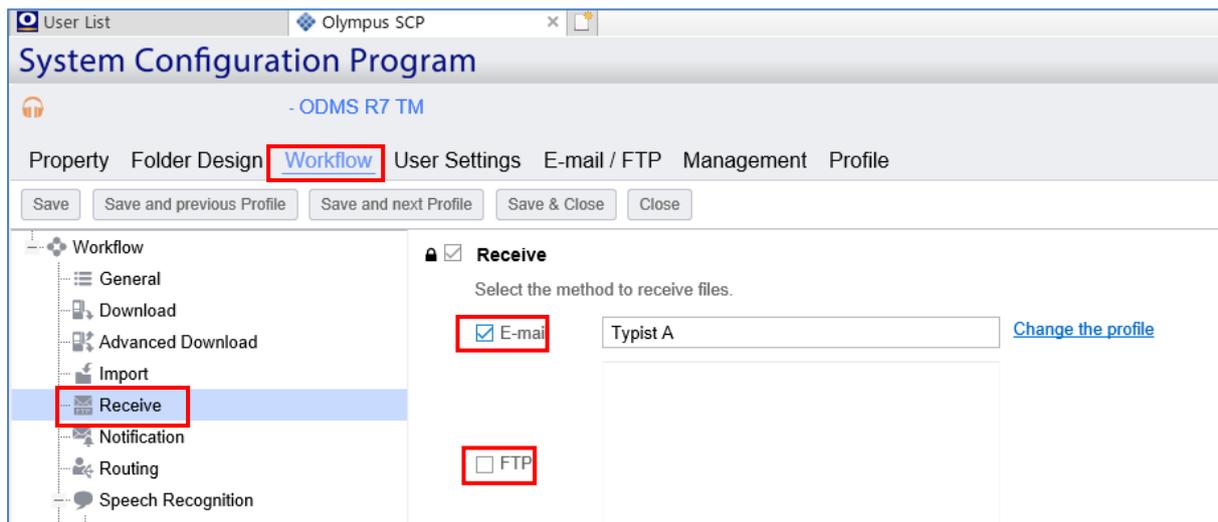
Name	User ID	Role	Version
No Group			
M i	1 ?	Author, Trans...	ODMS R7.3.0

Title ↑
ODMS
DM R7
TM R7

Go to the E-mail/FTP tab and select 'E-mail' or 'FTP' from the left pane. Select from an existing E-mail or FTP profile to create a new profile.



Once you setup a profile for either E-mail or FTP, select the [Workflow] Tab and choose 'Receive' from the left pane. Check the box to choose your desired protocol to receive dictations.

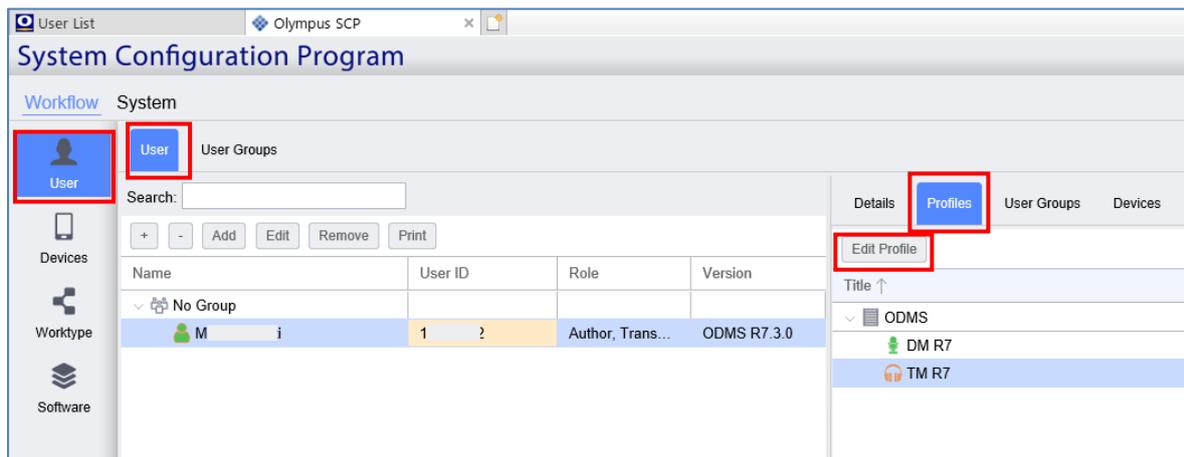


Press the [Apply] Button to save your settings.

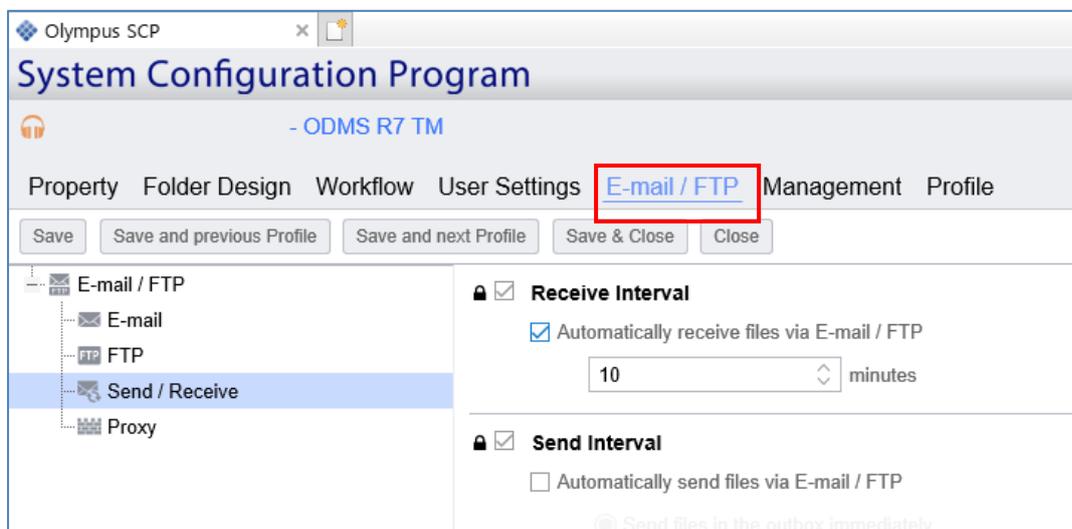
## Configure Automatic Receiving of Files

From WEB SCP, ODMS Release 7 Transcription Module can be configured to automatically receive dictation files via your specified receipt method.

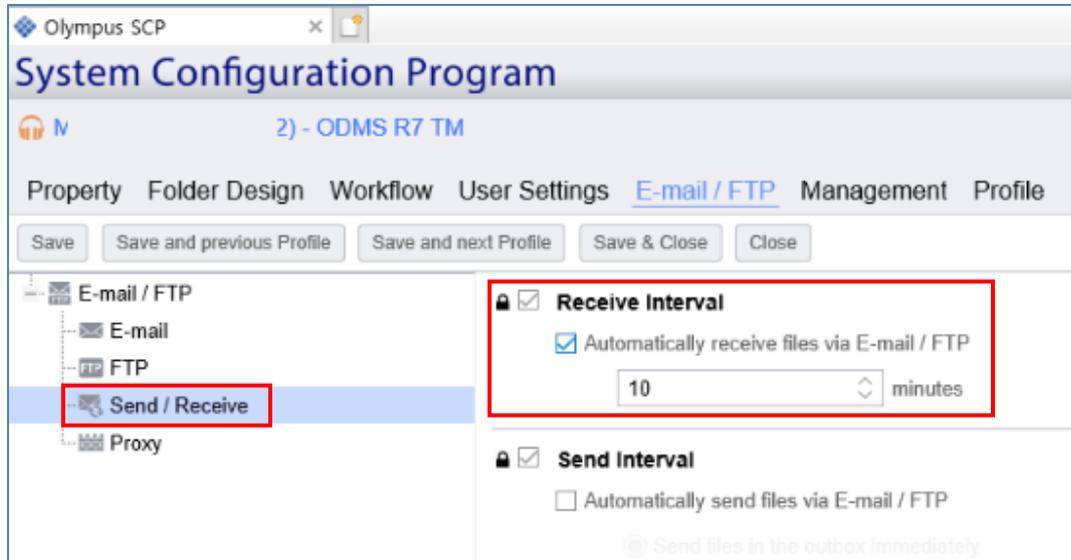
In SCP, go to [User] > [User] > [Profile] and select the ODMS DM R7 and press the [Edit Profile] button.



Select [E-mail/FTP] tab.



Select 'Send / Receive' from the left pane. In the *Receive Interval* section, place a tick next to 'Automatically receive files via Email / FTP' and select the frequency in which you wish to check for new dictations.



Select [Save] to save your settings.

## Configure Routing of Smartphone Dictations to a Specified Folder

Login to WEB SCP. From the Workflow Tab, go to [User] > [User] > [Profile] and select the ODMS DM R7 and press the [Edit Profile] button.

The screenshot shows the 'System Configuration Program' interface. In the left sidebar, the 'User' icon is highlighted. The 'User Groups' section is active, showing a table with columns: Name, User ID, Role, and Version. A user with ID '1' and role 'Author, Trans...' is listed under the 'ODMS R7.3.0' group. On the right, the 'Profiles' button is highlighted, and the 'Edit Profile' button is also highlighted. Below the table, the 'ODMS' folder is expanded, showing 'DM R7' and 'TM R7' sub-items.

Select the [Workflow] Tab and choose 'Routing' from the left pane. In the 'Dictation Routing' section, press the [Add...] Button to create a routing rule.

The screenshot shows the 'System Configuration Program' interface with the 'Workflow' tab selected. The left sidebar shows the 'Routing' option highlighted. The main content area is titled 'Dictation Routing' and contains a table with columns: Sender, Destination, and Receive. Below the table, the 'Add' button is highlighted. The top navigation bar includes 'Property', 'Folder Design', 'Workflow', 'User Settings', 'E-mail / FTP Management', and 'Profile'.

The Routing Settings window is displayed.  
Select either 'E-mail' or 'FTP' for the Protocol for your received dictations and enter the profile.

The screenshot shows the 'System Configuration Program' window for 'ODMS R7 TM'. The 'Workflow' tab is active, and the 'Routing' sub-tab is selected in the left-hand navigation pane. The 'Routing Settings' section is expanded, showing the 'Dictation Sender' configuration. The 'Protocol' is set to 'E-mail' (indicated by a selected radio button). The 'Name' and 'Email Address' fields are empty and highlighted with a red box. The 'Destination for dictation' section is partially visible below.

In the 'Destination for dictation' section, specify the folder.

The screenshot shows the same 'System Configuration Program' window. The 'Name' field is now filled with 'Author A' and the 'Email Address' field is filled with 'olympus\_audio@dictationp'. The 'Destination for dictation' section is highlighted with a red box, showing the 'Destination Folder' dropdown menu set to 'Folder A'.

To send the transcribed document back from ODMS Transcription Module to the Author, enable the following option and select 'Send the transcribed document to the dictation sender'.

Finally, Press the [Apply] Button to complete the setup.

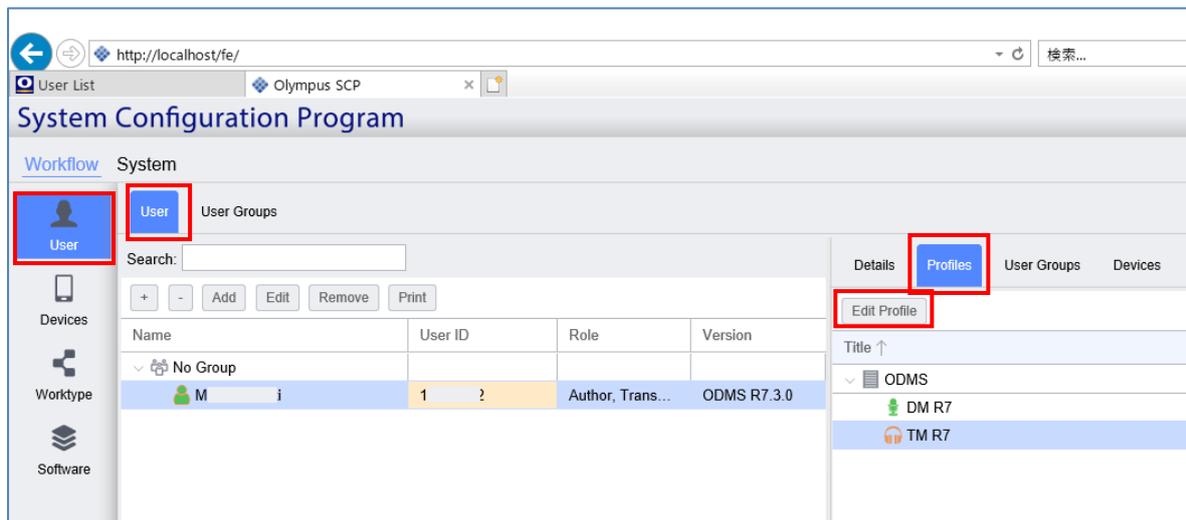
The screenshot shows a software configuration window with the following elements:

- Navigation Tabs:** Property, Folder Design, Workflow, User Settings, E-mail / FTP, Management, Profile
- Buttons:** Save, Save and previous Profile, Save and next Profile, Save & Close, Close
- Left Panel (Workflow Tree):**
  - Workflow
    - General
    - Download
    - Advanced Download
    - Import
    - Receive
    - Notification
    - Routing** (highlighted)
    - Speech Recognition
      - General
      - Background Speech Recognition
      - Text Correction
      - Template
      - Dragon
    - Transcription
    - Worktype
    - Auto Collection
    - Logging

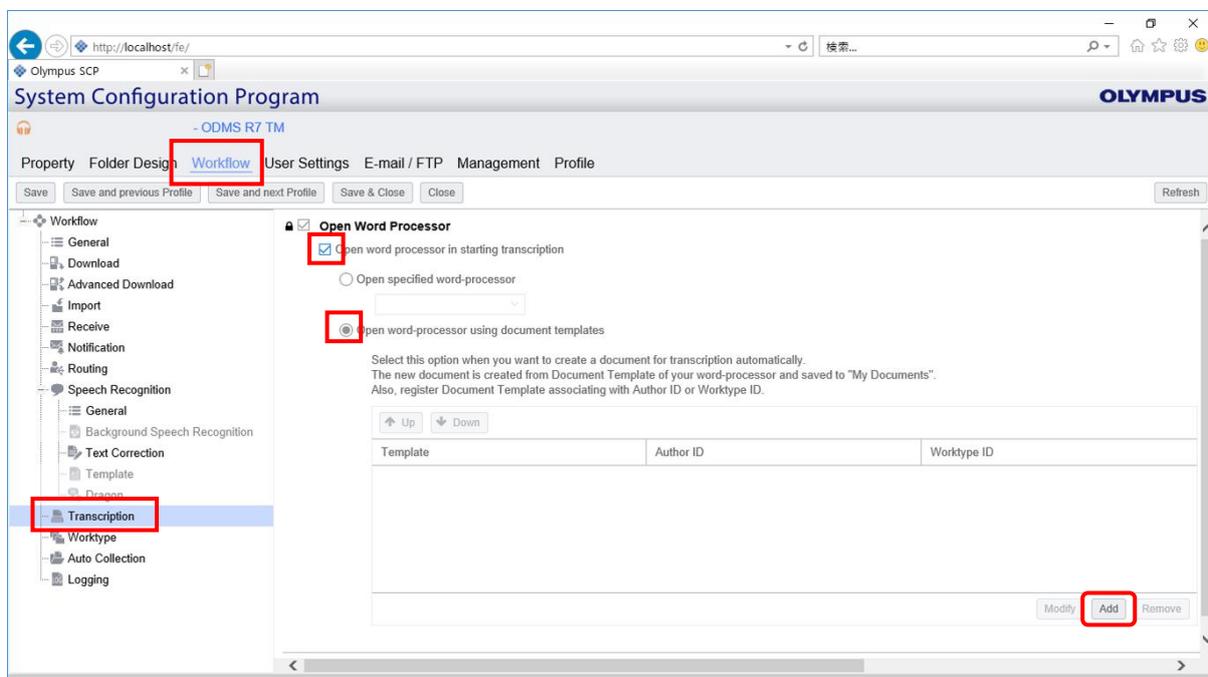
- Main Configuration Area:**
- Name:** Author A (with Address Book button)
- Email Address:** olympus\_audio@dictationp
- Destination for dictation:** Specify the folder to save dictations received. Destination Folder: Folder A (dropdown)
- Automatic document creation and sending:**
  - Use automatic document creation and sending function
  - Send the transcribed document to the dictation sender
  - Send the transcribed document to alternate address/location
  - Protocol:  E-mail,  FTP
  - Receiver: [text input] (with Edit button)
  - Notes: Document for the reply will be created using a matching
- Bottom Buttons:** **Apply** (highlighted with a red box), Cancel

## Configure Document Template for Transcription

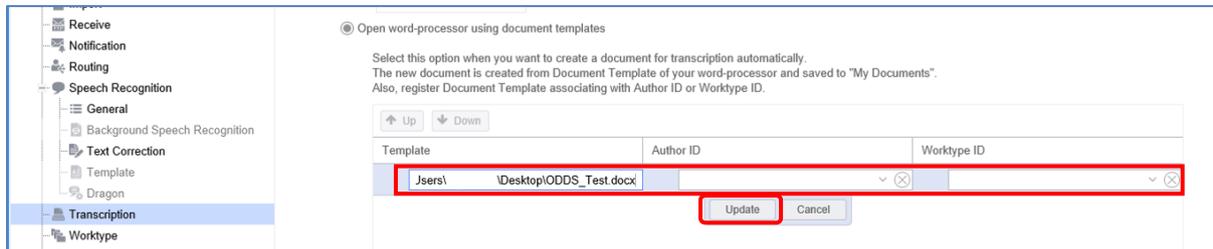
Login to WEB SCP. From the Workflow Tab, go to [User] > [User] > [Profile] and select the ODMS DM R7 and press the [Edit Profile] button.



Select the [Workflow] Tab and choose 'Transcription' from the left pane. Enable the option as you see in the following screen and press the [Add] button.



Specify the location of the word document, Author ID, and Worktype from the following section and press [Update].



If you leave the Author and the Worktype blank, the document template will be used for all types of Authors and Worktypes. If you specify the Author ID and/or Worktype ID, then that Template will be used for the respective AuthorID and Worktype.