

# **ODMS R8** ON PREMISE DICTATION MANAGEMENT



The ODMS R8 ON PREMISE dictation solution streamlines audio file management and transmission from authors to transcriptionists, enhancing the efficiency and accuracy of dictation workflows. Authors can easily download from OM SYSTEM or Olympus DS Series handheld devices, or dictate directly using the RECMIC II USB microphones. This seamless integration fosters collaboration, streamlines transcription, boosts productivity, and ensures meticulous documentation.

One cost, no subscription	Comprehensive playback control	Add priority and comments to audio files
Virtual Environment support	Folder & filter management	Document association
Automatic routing with live status updates	Audio encryption & decryption	Online meeting recording

# **USER FRIENDLY INTERFACE**

An audio workflow management interface designed for excellent usability. Simple to use yet fully featured to boost your productivity and efficiency.

## Review & editing

Authors benefit from comprehensive playback features. Downloaded dictation can be easily reviewed prior to sending to transcriptionists. Your audio files can be edited, or converted to different formats. Moreover, you can add or remove index marks emphasizing key points of you dictation.

## Priority setting

Your dictation can be set to high or normal priority which is both crucial for you and your transcriptionists. High priority ensures urgent handling, while normal priority allows efficient workload management, ensuring timely delivery and workflow consistency.

## Add additional comments

Dictation files include Author ID and Worktype. With ODMS R8 On-Premise, add comments embedded into audio. Vital for legal and medical professionals to provide context, aiding transcriptionists in understanding complex details, ensuring accurate transcriptions, saving time, reducing errors.



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#### Status updates

ODMS R8 facilitates seamless network communication between authors and transcriptionists, ensuring efficient collaboration. Authors can track transcription file status with options such as unfinished, pending, and finished, providing clarity, and streamlining workflow. This feature is invaluable for transcriptionists, particularly in transcriptionist pools, enhancing coordination.

#### Folder & filter management

For authors, dictations can be downloaded into specific folders, which can be mirrored across your network. Your organization can set up folder structures bases on typing pools, author based, or work types.

#### Automatic routing

Experience streamlined workflow efficiency with ODMS R8, effortlessly transferring dictations between authors and transcriptionists to a shared network or via email. Benefit from customizable automatic transfer rules, ensuring swift delivery based on work type and author ID. By eliminating the need for manual email creation and attachment, you save time, reduce errors, and maintain seamless communication throughout the transcription process

## Online meeting recording

ODMS R8 not only downloads or records from audio devices in realtime but also captures audio from online web conferences like Teams, Zoom, or Webex. Using proprietary DSS Pro format, files are up to 5x smaller than WAV, easing file sharing. Real-time encryption with 256-BIT AES ensures recording security.

## Virtual Environment support

ODMS R8 Workgroup mode is compatible with a number of virtual environments including Citrix, TS, VM Ware, and Zen desktop. These virtual environments enable the creation of multiple Windows workstations through a single host server, where users can log in with their individual credentials. This approach offers economic benefits as the company can streamline costs by updating and maintaining a single server host.

#### Supported audio formats

ODMS R8 provides extensive playback support for a variety of file formats including DS2, DSS, WAV, and MP3, ensuring compatibility with diverse recording preferences. Whether encrypted or unencrypted, users can seamlessly access and review their audio files with ease, enhancing flexibility and convenience in dictation management.

## Flexible transcription options

ODMS R8 offers unmatched flexibility. Send dictations for precise transcriptions using traditional methods. Or when used with speech recognition software\*, automatically transcribe dictations, requiring only minor adjustments if needed.

\*sold separately.



## **Document association**

Linking written transcripts with audio recordings is vital for comprehensive documentation. ODMS R8 streamlines this process, allowing seamless association between recordings and relevant documents. This integration enhances organization, accessibility, and efficiency, facilitating easier reference and ensuring comprehensive record-keeping.

## Perpetual licencing

ODMS R8 is one-off cost with no subscription required for the life of the release. Whether you are an author or a transcriber, you only pay for one license for one user. Not only that, but your updates are free for the lifetime of the software release.