

Olympus Dictation Delivery Service Sales Account Guide to Issuing Standard Licenses to Customers

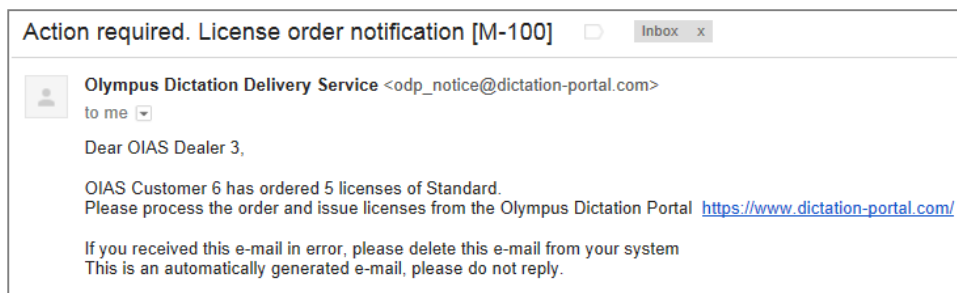
Introduction

This document details the procedure for Dealers and Distributors to follow for issuing ODDS Standard Licenses to their customers.

Receiving your Customer's License Order

In order to issue licenses to your customer, they must first place an order for the licenses through the Olympus Dictation Portal.

When your Customer places an order you will receive the email notification [M-100];



Issuing the Customer's License

Once your customer's purchase order has been received and processed, and the customer invoiced for their licenses, you can log into the Olympus Dictation Portal (<https://www.dictation-portal.com/>) using your account details and issue the customer their requested licenses.

In the Account List view, the customer which has ordered the licenses will be visible in Red text. The number of licenses requested will also be visible next to your Account Name.

The screenshot shows the "Account List" interface. At the top, there are buttons for "View", "Edit", "Add Customer", "Delete", "+", "-", "Issue License", "Enable", and "Disable". Below these buttons, the text "OIAS Dealer 3(10) request (5)" is displayed, with "request (5)" highlighted in a red box. There is a search bar and a "Date Range" field. Below the search bar is a table with the following columns: Account, Type, Created, Standard, Promotion, Status, and History. The table contains three rows: "OIAS Dealer 3" (Dealer, 1/10/2013, 10, ---, Enable), "OIAS Customer 5" (Customer, 1/10/2013, ---, ---, Enable), and "OIAS Customer 6" (Customer, 1/10/2013, ---, ---, Enable). The "OIAS Customer 6" row is highlighted in red.

Select the customer by checking the box next to the Customer Account Name.

	Account	Type	Created	Standard	Promotion	Status	History
-	OIAS Dealer 3	Dealer	1/10/2013	10	---	Enable	>
	OIAS Customer 5	Customer	1/10/2013	---	---	Enable	>
	<input checked="" type="checkbox"/> OIAS Customer 6	Customer	1/10/2013	---	---	Enable	>

Press the [Issue License] button under the Account List Menu.

View	Edit	Add Customer	Delete	+	-	Issue License	Enable	Disable
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The Issue License window will be displayed confirming the number of Standard Licenses to be issued to the customer. In the [PO Number:] field, enter in a desired reference number for the license issue. (For example, this may be the purchase order or invoice number for the customer's ODDS License purchase.) Press the [OK] Button to confirm the issue of licenses.

Issue License

TO OIAS Customer 6

License :	Standard
Number of Licenses :	5
Period :	1 year
PO Number :	PO 1837

OK Cancel

The below confirmation window will be displayed. Press the [OK] Button to complete the issuing of the licenses.

Issue License

License will be issued. Do you want to continue?

OK Cancel

Confirming licenses have been issued.

The license/s have now been issued to your customer. You can visibly confirm the number of licenses assigned to the customer from the Account List view.

Account List																																							
View Edit Add Customer Delete + - Issue License Enable Disable																																							
OIAS Dealer 3(5)																																							
Search																																							
Date Range				Status	All	Keyword																																	
<table border="1"> <thead> <tr> <th></th> <th>Account</th> <th>Type</th> <th>Created</th> <th>Standard</th> <th>Promotion</th> <th>Status</th> <th>History</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>OIAS Dealer 3</td> <td>Dealer</td> <td>1/10/2013</td> <td>5</td> <td>----</td> <td>Enable</td> <td>></td> </tr> <tr> <td></td> <td>OIAS Customer 5</td> <td>Customer</td> <td>1/10/2013</td> <td>----</td> <td>----</td> <td>Enable</td> <td>></td> </tr> <tr> <td></td> <td>OIAS Customer 6</td> <td>Customer</td> <td>1/10/2013</td> <td>5</td> <td>----</td> <td>Enable</td> <td>></td> </tr> </tbody> </table>									Account	Type	Created	Standard	Promotion	Status	History	-	OIAS Dealer 3	Dealer	1/10/2013	5	----	Enable	>		OIAS Customer 5	Customer	1/10/2013	----	----	Enable	>		OIAS Customer 6	Customer	1/10/2013	5	----	Enable	>
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	OIAS Customer 6	Customer	1/10/2013	5	----	Enable	>																																

The customer will also receive an email notification [C-003] confirming the licenses have been issued.

Standard license issue notification [C-003]		Inbox x
<p>Olympus Dictation Delivery Service <odp_notice@dictation-portal.com> to me</p> <p>Dear OIAS Customer 6, OIAS Dealer 3 has issued licenses as below. Type of license issued: Standard The number of license issued: 5 The license expiration date: 13/10/2014</p> <p>To start using your licenses, please take the following steps.</p> <ol style="list-style-type: none"> 1. Login to the Olympus Dictation Portal. 2. Complete the dictation file delivery setting on Smartphone List in the Olympus Dictation Portal. 3. Download the Olympus Dictation for iPhone/Android app to your smartphones. 4. Enter following information in the fields in the Settings tab of the app to activate the app. URL: https://www.dictation-portal.com/ Smartphone login ID: OIAS_Customer_6 Smartphone password: The password you created The e-mail address of the user of each smartphone <p>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</p>		