

Olympus Dictation Delivery Service Customers Guide to Configuring Smartphone License Settings

Introduction

This document details the procedure for Customers to follow when configuring their ODDS Smartphone Licenses.

Configuring a New Smartphone App Settings

From the Dashboard, select [New Smartphone App Licence Settings]

⬆ New Smartphone App Licence Settings

To configure the settings of a new smartphone app licence, select the new licences from the Smartphone List, and click the Edit button below.

[Edit](#)

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

| | UUID | Model | Version | E-mail | Last Connected | License | Activate | Purchased | Expiration | Delivery | Format | Encryption | Author | Worktype List |
|---|-------------------------------------|----------|---------|--------|----------------|---------|----------|------------|------------|----------|----------|--------------|--------|---------------|
| - | <input type="checkbox"/> | Standard | --- | --- | --- | 5 | 0 | 14/10/2013 | 14/10/2014 | --- | --- | --- | --- | --- |
| | <input checked="" type="checkbox"/> | --- | --- | --- | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High(256bit) | --- | --- |
| | <input type="checkbox"/> | --- | --- | --- | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High(256bit) | --- | --- |
| | <input type="checkbox"/> | --- | --- | --- | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High(256bit) | --- | --- |
| | <input type="checkbox"/> | --- | --- | --- | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High(256bit) | --- | --- |
| | <input type="checkbox"/> | --- | --- | --- | --- | --- | --- | 14/10/2013 | 14/10/2014 | 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.

⬆ New Smartphone App Licence Settings

To configure the settings of a new smartphone app licence, select the new licences from the Smartphone List, and click the Edit button below.

[Edit](#)

The Edit Blank Smartphone Window will be displayed. Here you are able to configure the desired settings for the new smartphone app licence.

The 'Edit Blank Smartphone' window contains the following fields and options:

- License Type:** Standard (9 licenses available)
- E-mail Address:** Specify the Author's e-mail address. This address is used to activate the user's license. (Empty text field with a [...] button)
- Delivery:** E-mail (selected), FTP, Prompt
- Recipient E-mail Address:** (Empty text field with a [...] button)
- Format:** DSS, DS2 (SP), DS2 (QP)
- Encryption:** No, Standard(128bit), High(256bit)
- Password:** (Empty text field) Type from 4 to 16 characters.
- Confirm Password:** (Empty text field)
- Author ID:** (Empty text field)
- Worktype List:** (Empty list with Edit, Add, Remove buttons)

Buttons at the bottom: Apply, Back, Next, Close

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.

The 'Edit Blank Smartphone' window is shown with the 'E-mail Address' field highlighted in red. The field contains the text: christina.popoff@olympusimaging.com

2. The Address Book Window will be shown. Press the [New Contact] Button.

The 'Address Book' window shows a table with columns for Name and E-mail Address. Below the table are buttons for New Contact, Edit, and Delete. The 'New Contact' button is highlighted in red. At the bottom are OK and Cancel buttons.

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

New Contact

| | |
|-----------------|-------------------------|
| *Display Name | John Smith |
| *E-mail Address | OIASCustomer6@gmail.com |

OK Cancel

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.

Address Book

Address Book: Import

| Name | E-mail Address |
|------------|-------------------------|
| John Smith | OIASCustomer6@gmail.com |

New Contact Edit Delete

OK Cancel

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'.

| | |
|--------------------------|--|
| Delivery | <input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt |
| Recipient E-mail Address | christina.popoff@olympusimaging.com |

E-mail Settings

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

| | |
|---------------------------------|--|
| Delivery | <input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt |
| Recipient E-mail Address | <input type="text"/> <input type="button" value="..."/> |
| | <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

TO

CC

BCC

Subject:

Message:

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

Address Book:

| Name | E-mail Address |
|------------|-------------------------|
| John Smith | OIASCustomer6@gmail.com |

Message Recipients:

TO :->

CC :->

BCC :->

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

TO: John Smith,

CC:

BCC:

Subject: Olympus Smartphone Dictation

Message: Please Transcribe, Thank you.

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.

Delivery: E-mail FTP Prompt

FTP Profile: [Empty Dropdown]

Edit Add Remove

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

Profile Name: John FTP

Login Information

Login ID: John_FTP

Password:

Server Information

Protocol: FTP

Address: ftp.johnhq.com

Port: 21

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.

| | |
|--------------------------|--|
| Delivery | <input type="radio"/> E-mail <input type="radio"/> FTP <input checked="" type="radio"/> Prompt |
| Recipient E-mail Address | <input type="text"/> ... <input type="button" value="E-mail Settings"/> |
| FTP Profile | <input type="text"/> ▾ <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> |

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"/> |

Nominate 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" value="JSMITH"/> |
|-----------|-------------------------------------|

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

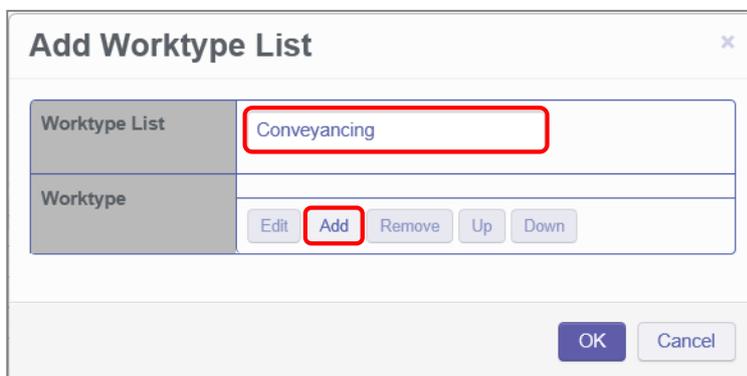
Worktype IDs, like Author IDs are used to classify dictation files. This allows for easier management of dictation files by transcriptionists. You are able to pre-configure Lists of Worktype IDs within the Olympus Dictation Portal.

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



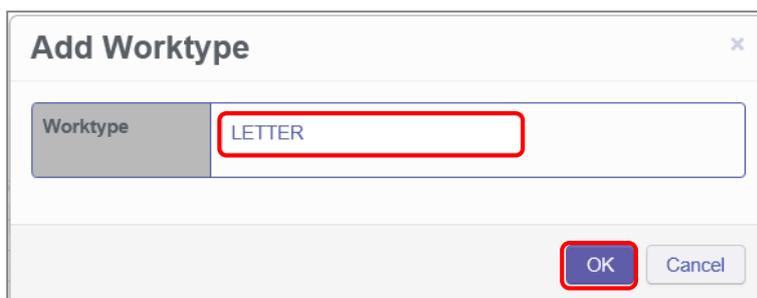
A screenshot of a web interface for configuring a Worktype List. It features a table with a header row labeled 'Worktype List'. Below the header, there is a dropdown menu, and a row of buttons: 'Edit', 'Add', and 'Remove'. The 'Add' button is highlighted with a red rectangle.

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



A screenshot of a dialog box titled 'Add Worktype List'. It contains a table with two rows: 'Worktype List' and 'Worktype'. The 'Worktype List' row has a text input field containing 'Conveyancing', which is highlighted with a red rectangle. The 'Worktype' row has buttons for 'Edit', 'Add', 'Remove', 'Up', and 'Down'. The 'Add' button is highlighted with a red rectangle. At the bottom right, there are 'OK' and 'Cancel' buttons.

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



A screenshot of a dialog box titled 'Add Worktype'. It contains a table with one row labeled 'Worktype'. The 'Worktype' row has a text input field containing 'LETTER', which is highlighted with a red rectangle. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangle.

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.

The screenshot shows a dialog box titled "Add Worktype List" with a close button (x) in the top right corner. It is divided into two main sections. The top section, labeled "Worktype List", contains a text input field with the value "Conveyancing". The bottom section, labeled "Worktype", contains a list of worktypes: LETTER, MEMO, REPORT, EMAIL, and FAX. Below this list are five buttons: Edit, Add, Remove, Up, and Down. At the bottom right of the dialog box, there are two buttons: OK (highlighted with a red box) and Cancel.

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

The screenshot shows a portion of the "Edit Smartphone Window" focusing on the "Worktype List" field. The field is a dropdown menu currently displaying "Conveyancing". Below the dropdown are three buttons: Edit, Add, and Remove. Below these buttons is a list of worktypes: LETTER, MEMO, REPORT, EMAIL, and FAX. The "OK" button from the previous screenshot is not visible in this image.

Saving your Configured Settings

You can review your configured settings from the Edit Blank Smartphone Window. Press the [Apply] Button to save your configured Smartphone settings. Alternatively if you wish to configure another new smartphone app license, press the [Next] button.

The screenshot shows the 'Edit Blank Smartphone' window with the following settings:

- Author ID:** author@jsmith.com.au
- Delivery:** E-mail (selected), FTP, Prompt
- Recipient E-mail Address:** typist@jsmith.com.au
- Format:** DSS, DS2 (SP), DS2 (QP) (selected)
- Encryption:** No, Standard(128bit), High(256bit) (selected)
- Password:** [Redacted] (Type from 4 to 16 characters.)
- Confirm Password:** [Redacted]
- Author ID:** JSMITH
- Worktype List:** Conveyancing (selected), REPORT, EMAIL, FAX

Buttons at the bottom: **Apply** (highlighted), Back, **Next** (highlighted), Close.

The configured Smartphone Settings are visible in the Smartphone List.

| | UUID | Model | Version | E-mail | Last Connected | License | Activate | Purchased | Expiration | Delivery | Format | Encryption | Author ID | Worktype List |
|-------------------------------------|------|-------|---------|---------------------------------|----------------|---------|----------|------------|------------|----------|----------|--------------|-----------|----------------|
| Standard | --- | --- | --- | --- | --- | 10 | 0 | 16/07/2015 | 17/07/2016 | --- | --- | --- | --- | --- |
| | --- | --- | --- | christina.popoff@olympus.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | No | POPOCH | Test Worktypes |
| | --- | --- | --- | Chrissie872@gmail.com | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | No | CHRISSIE | Test Worktypes |
| <input checked="" type="checkbox"/> | --- | --- | --- | author@jsmith.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | High(256bit) | JSMITH | Conveyancing |

Configuring an Existing Smartphone App Settings

From the Dashboard, select [Edit Existing Smartphone App Licence Settings]

⬆ Edit Existing Smartphone App Licence Settings

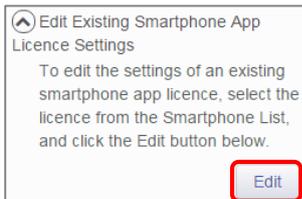
To edit the settings of an existing smartphone app licence, select the licence from the Smartphone List, and click the Edit button below.

Edit

In the Smartphone List select an assigned licence from the list of Standard Licences by checking the box next to the license.

| | UUID | Model | Version | E-mail | Last Connected | License | Activate | Purchased | Expiration | Delivery | Format | Encryption | Author ID | Worktype List |
|-------------------------------------|----------|-------|---------|---------------------------------|----------------|---------|----------|------------|------------|----------|----------|--------------|-----------|----------------|
| <input type="checkbox"/> | Standard | --- | --- | --- | --- | 10 | 0 | 16/07/2015 | 17/07/2016 | --- | --- | --- | --- | --- |
| <input type="checkbox"/> | --- | --- | --- | christina.popoff@olympus.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | No | POPOCH | Test Worktypes |
| <input type="checkbox"/> | --- | --- | --- | Chrissie872@gmail.com | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | No | CHRISSIE | Test Worktypes |
| <input checked="" type="checkbox"/> | --- | --- | --- | author@jsmith.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | High(256bit) | JSMITH | Conveyancing |

Press the [Edit] Button.



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

Edit Smartphone

| | |
|--------------------------|---|
| Smartphone | author@jsmith.com.au - JSMITH |
| License Type | Standard |
| UUID | --- |
| E-mail Address | Specify the Author's e-mail address. This address is used to activate the user's license. author@jsmith.com.au |
| Delivery | <input checked="" type="radio"/> E-mail <input type="radio"/> FTP <input type="radio"/> Prompt |
| Recipient E-mail Address | typist |
| 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 | JSMITH |
| Worktype List | Conveyancing |

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

Edit Smartphone

| | |
|--------------|--|
| Smartphone | author@jsmith.com.au - JSMITH christina.popoff@olympus.com.au - POPOCH Chrissie872@gmail.com - CHRISSIE author@jsmith.com.au - JSMITH |
| License Type | --- |
| UUID | --- |

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

| | |
|---|--------------|
| Author ID | JSMITH |
| Worktype List | Conveyancing |
| <input type="button" value="Apply"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Close"/> | |

Note:

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