

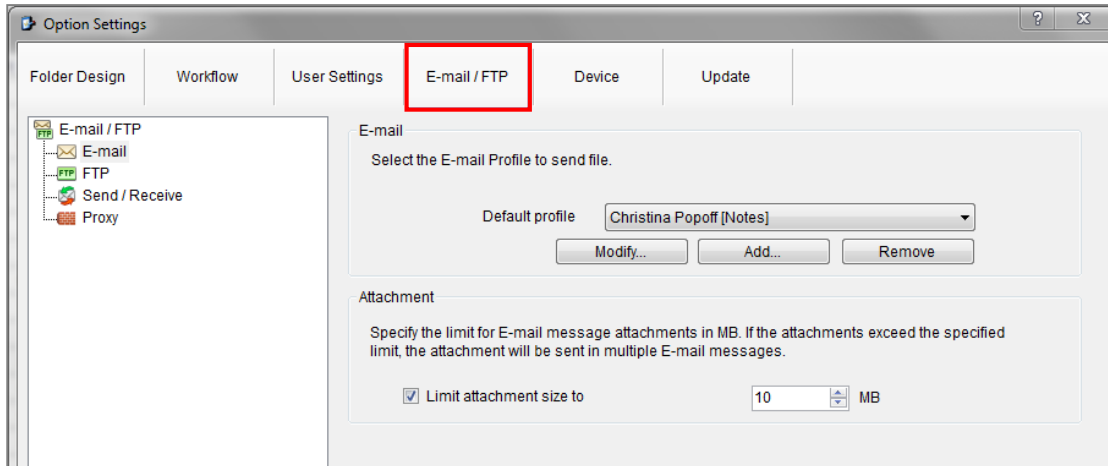
Olympus Dictation Delivery Service Customers Guide to Configuring ODMS Release 6 Transcription Module to Receive Smartphone Dictations

Introduction

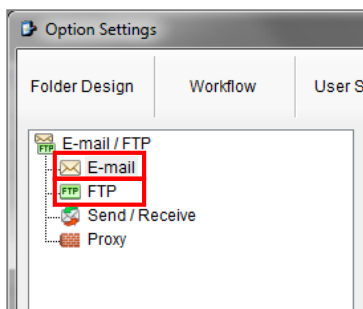
This document details the procedure for Customers to follow when configuring Olympus Dictation Management System (ODMS) Release 6 Transcription Module software to receive dictation files from the Olympus Dictation App via the Olympus Dictation Delivery Service (ODDS).

Select E-mail/FTP Profile & Choose Receive Method

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



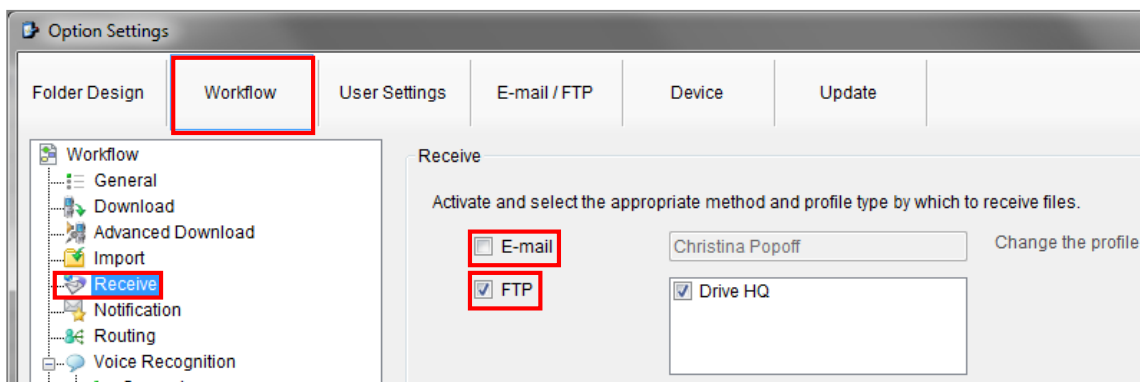
Select 'E-mail' or 'FTP' from the left pane and select from an existing E-mail or FTP profile or create a new profile.



Note:

Please refer to 'ODMS – E-mail Configuration for Transcription Module' or 'ODMS – FTP Configuration for Transcription Module' for more information on creating an E-mail or FTP Profile within ODMS Release 6 Transcription Module.

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

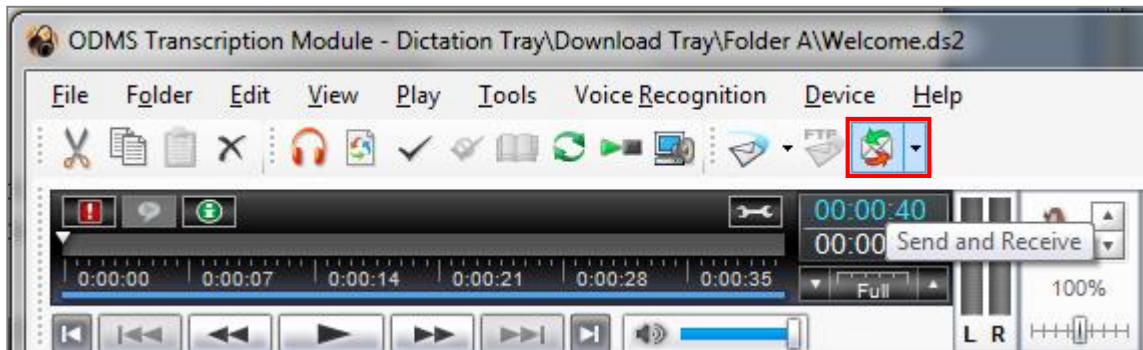


Press the [Apply] Button to save your settings.

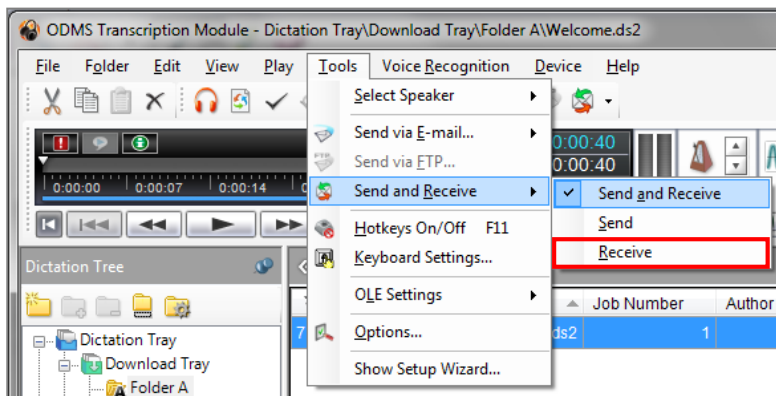
Manually Receive Dictations

Once you have successfully registered your E-Mail/FTP Profile and configured your Receive 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.



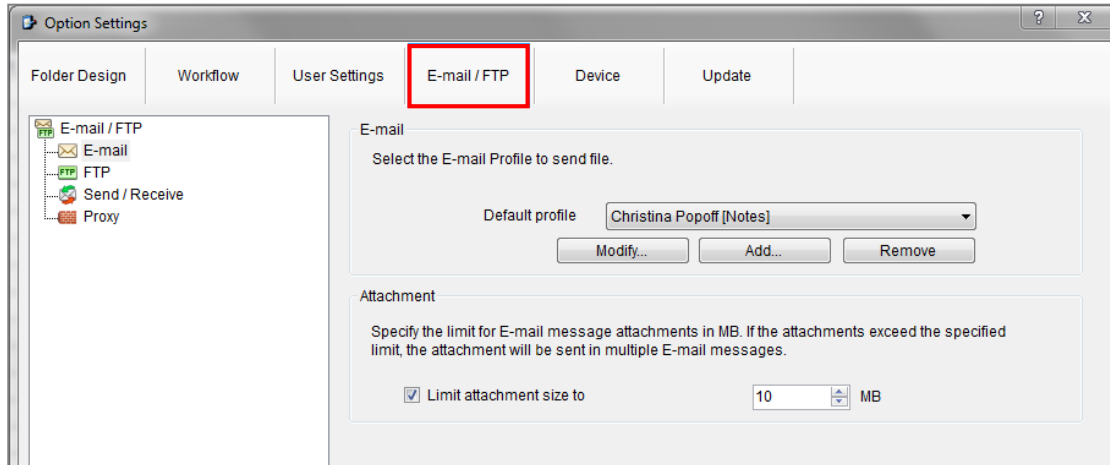
Alternatively, go to [Tools] > [Send and Receive] and select [Receive].



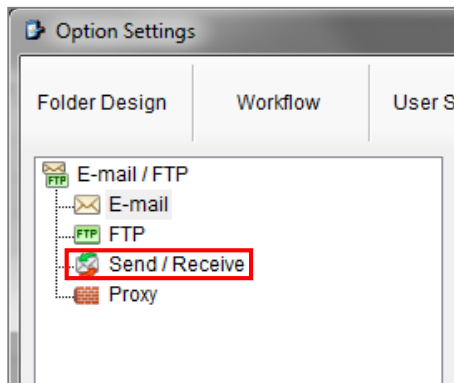
Configure Automatic Receiving of Files

ODMS Release 6 Transcription Module can be configured to automatically receive dictation files via your specified receive method.

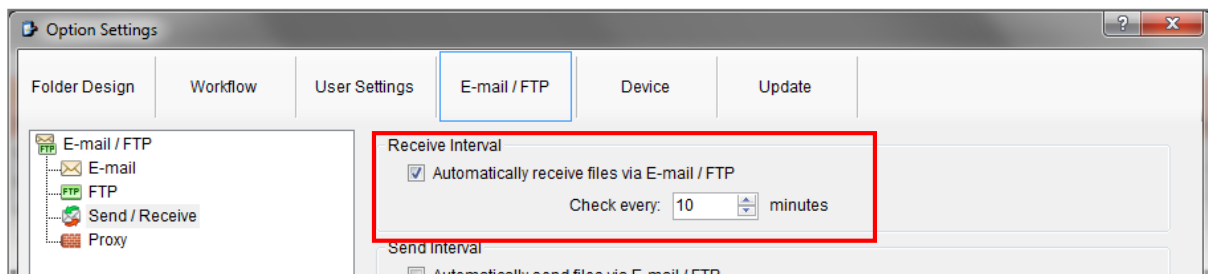
Go to [Tools] > [Options] and select the [Email/FTP] Tab.



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.

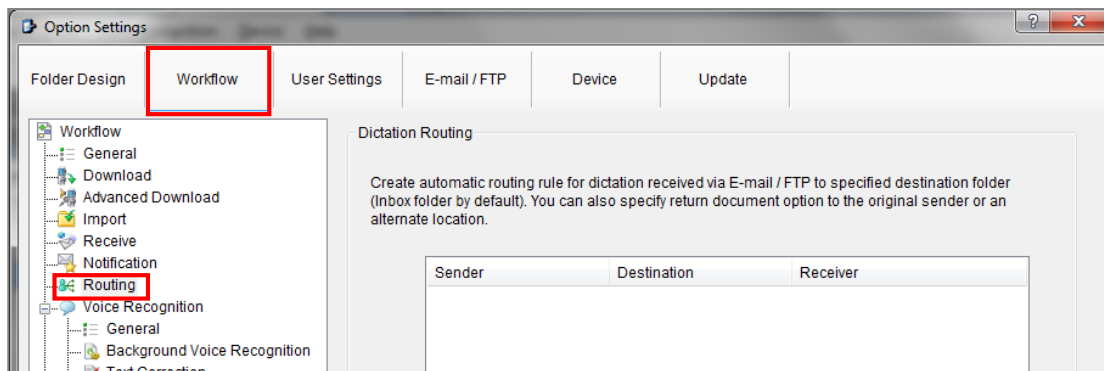


Select [Apply] to save your settings.

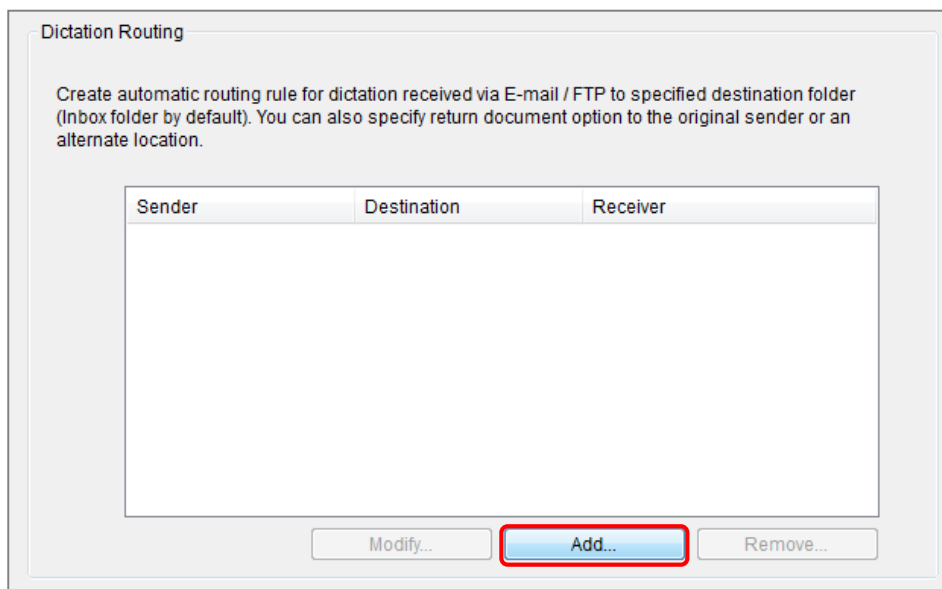
Configure Routing of Smartphone Dictations to a Specified Folder

ODMS Release 6 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.

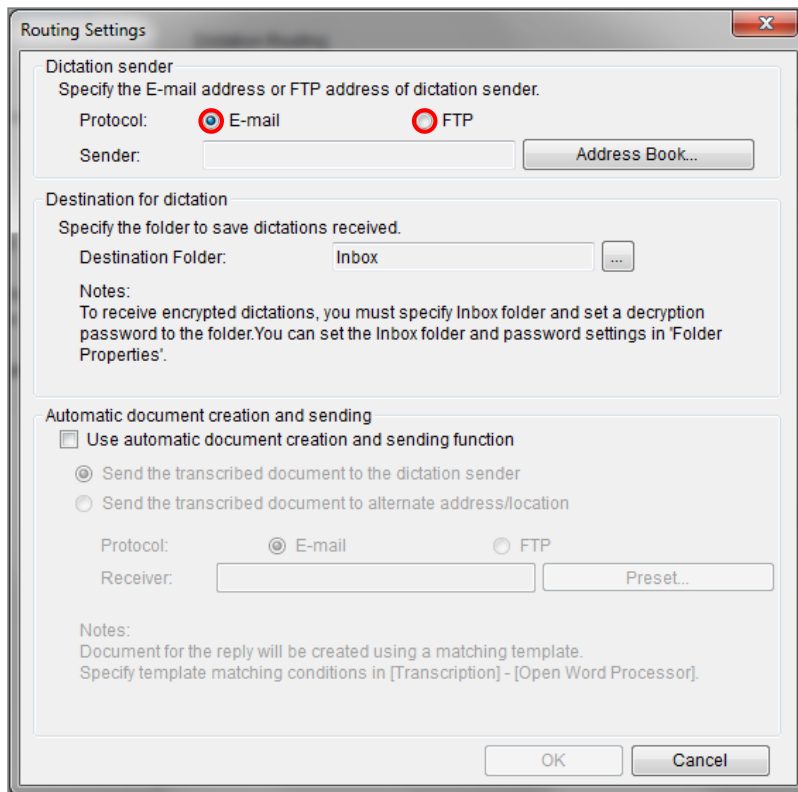
Go to [Tools] > [Options] and select the [Workflow] Tab. Choose 'Routing' from the left pane.



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

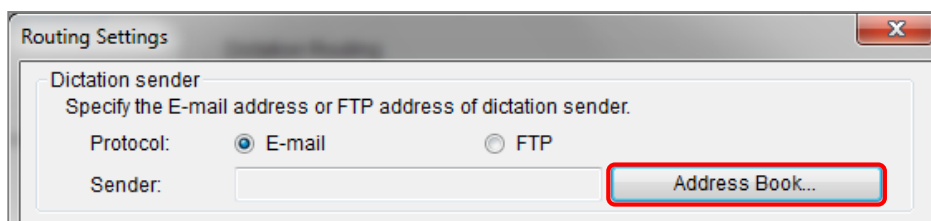


The Routing Settings window is displayed.
Select either 'E-mail' or 'FTP' for the Protocol for your received dictations.

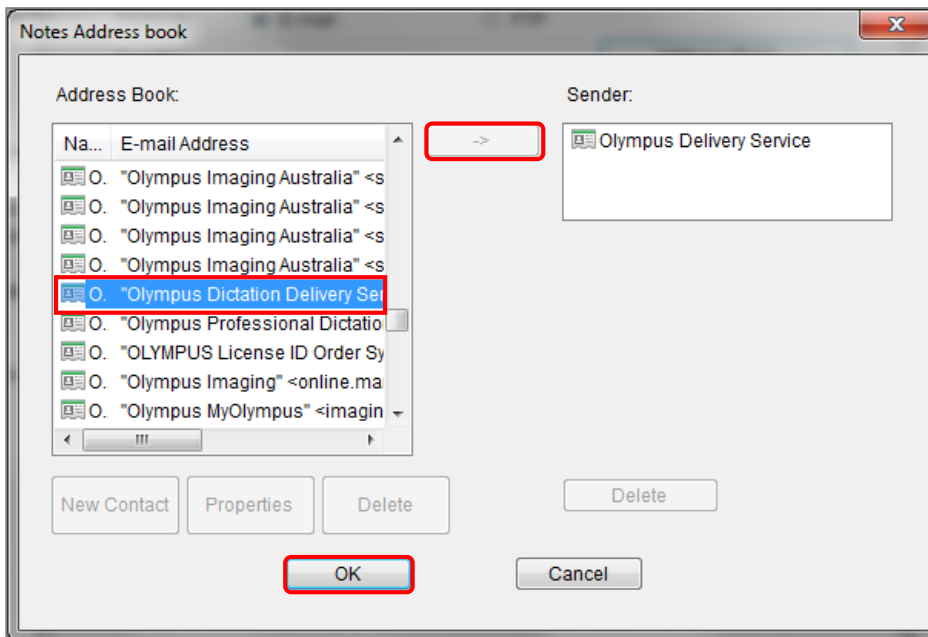


If E-mail is Selected...

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



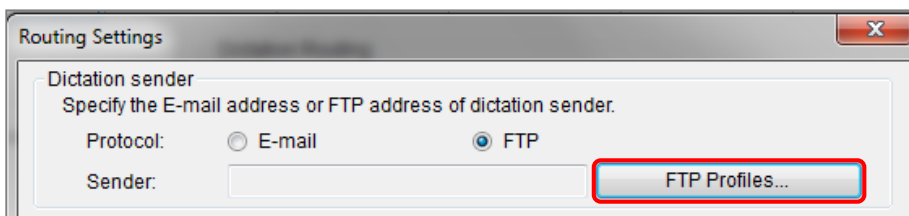
From the 'Address Book:' section, choose the e-mail address for dictation received from the Olympus Dictation Delivery Service (odp_notice@dictation-portal.com), and press the [->] Button to add it to the 'Sender:' list. Press the [OK] Button to finalise.



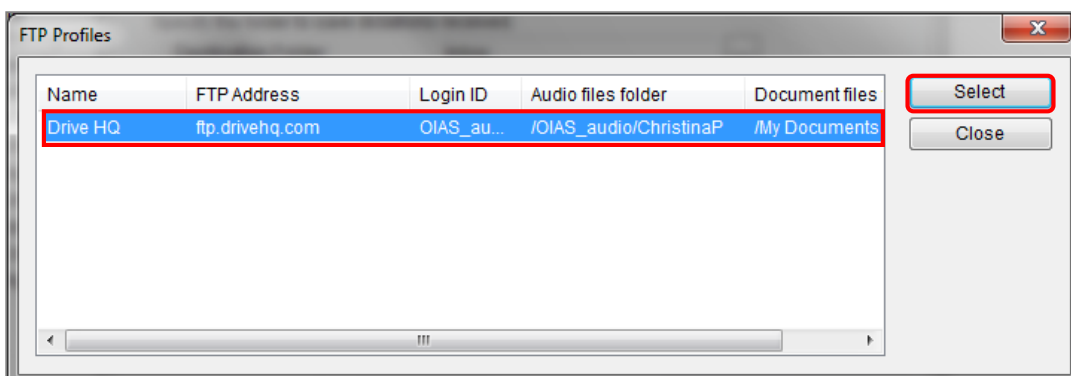
Note: Depending on your E-mail Profile type, it may be necessary for you to first register this address in your E-mail's Address Book prior to it being available to select from within the Address Book of ODMS Release 6 Transcription Module.

If FTP is Selected...

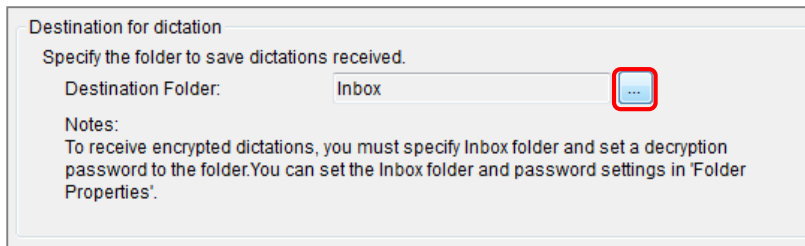
Press the [FTP Profiles...] Button to bring up your available FTP Profiles.



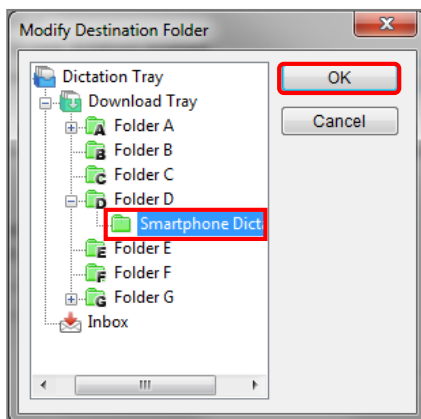
Highlight the appropriate FTP Profile for dictations that are received from the Olympus Dictation Delivery Service and press the [Select] Button.



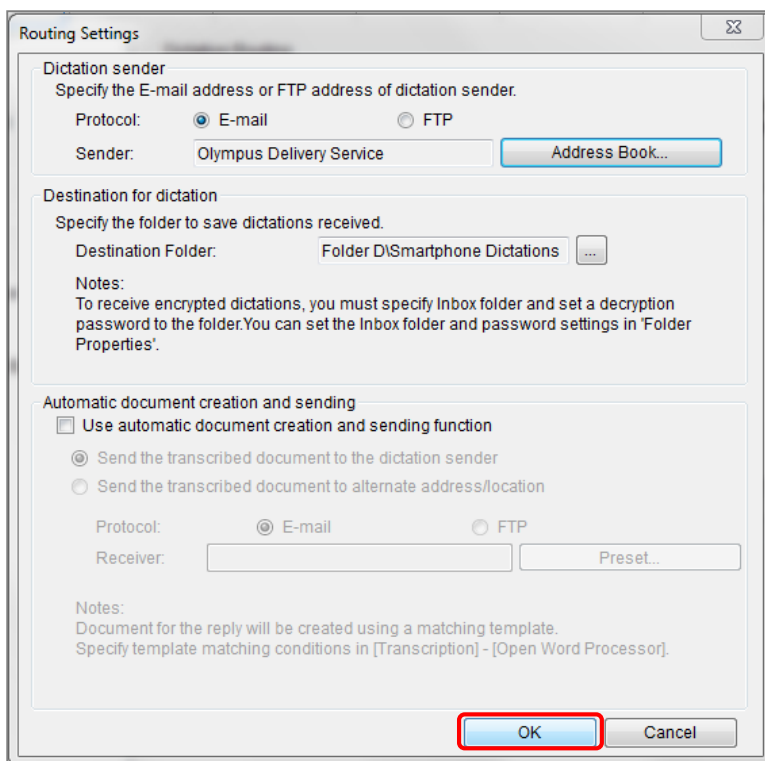
In the 'Destination for dictation' section, press the [...] Button next to *Destination Folder*.



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



Press the [OK] Button in the Routing Settings window.



Finally, select [Apply] to save your settings.