

Olympus Dictation Delivery Service A Guide for Customer Accounts

Introduction

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

Table of Contents

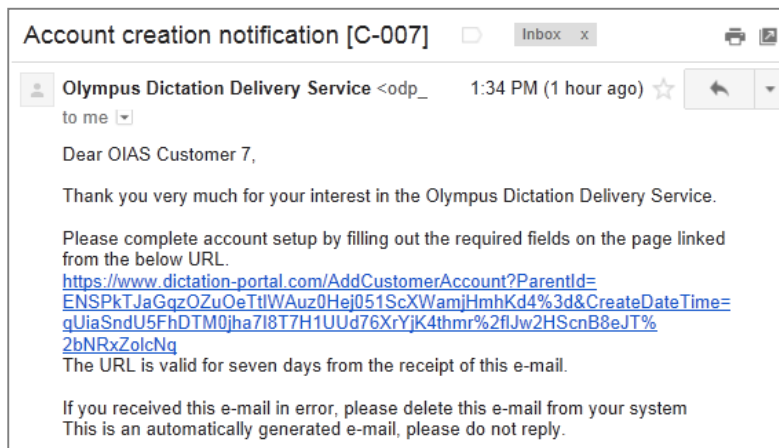
| | |
|--|-----------|
| Introduction | 1 |
| Customers Guide to Account Activation..... | 4 |
| Account Creation | 4 |
| Account Name | 5 |
| Login User Name | 5 |
| New Password | 5 |
| Re-enter Password..... | 5 |
| First Name..... | 6 |
| Last Name..... | 6 |
| Country..... | 6 |
| State/Province | 6 |
| City..... | 7 |
| Zip / Postal Code..... | 7 |
| Address..... | 7 |
| Phone..... | 7 |
| Mobile | 7 |
| Fax..... | 7 |
| E-mail Address..... | 8 |
| Review and Agree to Terms of Use | 8 |
| Initial Login | 9 |
| Customers Guide to Ordering Standard Licenses..... | 13 |
| Order Licenses from your Olympus Dealer | 13 |
| Cancelling an Unprocessed Order | 14 |
| Customers Guide to Activating Smartphone Licenses | 16 |
| App Activation Prerequisites | 16 |
| Activation Instructions..... | 16 |
| Customers Guide to Enabling Dealer Management of Smartphone Licenses..... | 19 |
| Enabling Dealer Management | 19 |
| To Enable Dealer Management..... | 19 |
| To Disable Dealer Management | 20 |
| Customers Guide to Configuring Smartphone License Settings | 22 |
| Configuring a New Smartphone App Settings..... | 22 |
| Assigning an E-mail Address | 23 |
| Setting the Delivery Method of Dictations..... | 24 |
| E-mail Delivery Settings | 24 |
| FTP Delivery Settings..... | 26 |
| Prompt Delivery Settings | 27 |
| File Format and Encryption Settings | 27 |
| Author ID Setting..... | 27 |
| Configuring a Worktype List | 28 |
| Saving your Configured Settings..... | 30 |

| | |
|--|-----------|
| Configuring an Existing Smartphone App Settings | 30 |
| Customers Guide to Renewal of Standard Licenses | 33 |
| Enabling Renewal | 33 |
| Cancel Renewal | 35 |
| Customers Guide to Configuring ODMS Release 6 Transcription Module to Receive Smartphone Dictations | 37 |
| Select E-mail/FTP Profile & Choose Receive Method..... | 37 |
| Manually Receive Dictations..... | 38 |
| Configure Automatic Receiving of Files | 39 |
| Configure Routing of Smartphone Dictations to a Specified Folder..... | 40 |
| If E-mail is Selected... .. | 41 |
| If FTP is Selected..... | 42 |
| Customers Guide to Bulk Configuring Smartphone User Settings | 44 |
| Configure E-mail Address Book..... | 44 |
| Adding an E-mail Contact to the Address Book..... | 44 |
| Adding Multiple Contacts to the Address Book..... | 45 |
| Configure FTP Profiles | 48 |
| Adding an FTP Profile..... | 48 |
| Adding Multiple FTP Profiles | 50 |
| Configure Worktype Lists..... | 52 |
| Bulk-Create Smartphone License Configurations | 54 |
| License Status by Visible Text Colour..... | 57 |
| Customers Guide to Moving a License to a New Device..... | 59 |
| Activating an ODDS License on a New Device | 59 |

Customers Guide to Account Activation

Account Creation

New customers will receive an e-mail with the subject 'Account Creation Notification [C-007]' from odp_notice@dictation-portal.com which provides a link to complete your account setup. Please click on the link.



This will take you to the Olympus Dictation Portal Account Creation page.

OLYMPUS Your Vision, Our Future

Olympus Dictation Portal

Enter Your Information

| | |
|-------------------|--|
| *Account Name | <input type="text"/> |
| *Account Type | Customer <input type="button" value="v"/> |
| *Login User Name | <input type="text"/> |
| *New Password | <input type="text"/> <small>Type from 8 to 25 numbers and letters and also symbols.</small> |
| *Reenter Password | <input type="text"/> |
| *First Name | <input type="text"/> |
| *Last Name | <input type="text"/> |
| *Country | Australia <input type="button" value="v"/> |

Requirements for each field are as follows;

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

Account Name

| | |
|----------------------|----------------------|
| *Account Name | <input type="text"/> |
|----------------------|----------------------|

Please select an Account Name. 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 Login User Name.

Login User Name

| | |
|-------------------------|----------------------|
| *Login User Name | <input type="text"/> |
|-------------------------|----------------------|

Please select a User Name which will be used to log into the Olympus Dictation Portal. This Login User Name will also be used to activate your user's ODDS Smartphone Licenses.

New Password

| | |
|----------------------|---|
| *New Password | <input type="text"/> |
| | Type from 8 to 25 numbers and letters and also symbols. |

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

| | |
|--------------|--|
| NOTE: | This Password Must: |
| | - Be a Minimum of 8 characters in length |
| | - Contain at least one Number |
| | - Contain at least one Symbol Accepted symbols are !#\$%&'()+,-;=@[]^_`{}~ At this time a question mark "?" and period/full stop "." are not accepted as valid symbols |

Re-enter Password

| | |
|--------------------------|----------------------|
| *Reenter Password | <input type="text"/> |
|--------------------------|----------------------|

Please re-enter your chosen password.

First Name

| | |
|-------------|----------------------|
| *First Name | <input type="text"/> |
|-------------|----------------------|

Please enter your First Name. (This name will be the addressee of e-mail notifications from the Olympus Dictation Portal)

Last Name

| | |
|------------|----------------------|
| *Last Name | <input type="text"/> |
|------------|----------------------|

Please enter your Last Name. (This name will be the addressee of e-mail notifications from the Olympus Dictation Portal)

Country

| | |
|----------|--|
| *Country | <ul style="list-style-type: none">New ZealandAustraliaNew ZealandSpainUnited KingdomGermanyUnited StatesCanadaFranceCzechSweden |
|----------|--|

Please choose your country of residence

State/Province

| | |
|------------------|--|
| State / Province | <ul style="list-style-type: none">QueenslandTasmaniaWestern AustraliaNew South WalesVictoriaSouth AustraliAustralian Capital TerritoryNorthern Territory |
|------------------|--|

Please choose from the list of available States and Territories.

City

| | |
|------|----------------------|
| City | <input type="text"/> |
|------|----------------------|

Please specify your Suburb of residence

Zip / Postal Code

| | |
|-------------------|----------------------|
| Zip / Postal Code | <input type="text"/> |
|-------------------|----------------------|

Please specify your residential post code

Address

| | |
|---------|----------------------|
| Address | <input type="text"/> |
|---------|----------------------|

Please specify your residential address

Phone

| | |
|-------|----------------------|
| Phone | <input type="text"/> |
|-------|----------------------|

Please specify your contact landline number

Mobile

| | |
|--------|----------------------|
| Mobile | <input type="text"/> |
|--------|----------------------|

Please specify your contact mobile phone number

Fax

| | |
|-----|----------------------|
| Fax | <input type="text"/> |
|-----|----------------------|

Please specify your fax number

E-mail Address

| | |
|-----------------|----------------------|
| *E-mail Address | <input type="text"/> |
|-----------------|----------------------|

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

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.

Tick the Box to agree to the Terms of Use.

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

| | |
|-------------------|----------------------|
| State / Province | <input type="text"/> |
| City | <input type="text"/> |
| Zip / Postal Code | <input type="text"/> |
| Address | <input type="text"/> |
| Phone | <input type="text"/> |
| Mobile | <input type="text"/> |
| Fax | <input type="text"/> |
| *E-mail Address | <input type="text"/> |

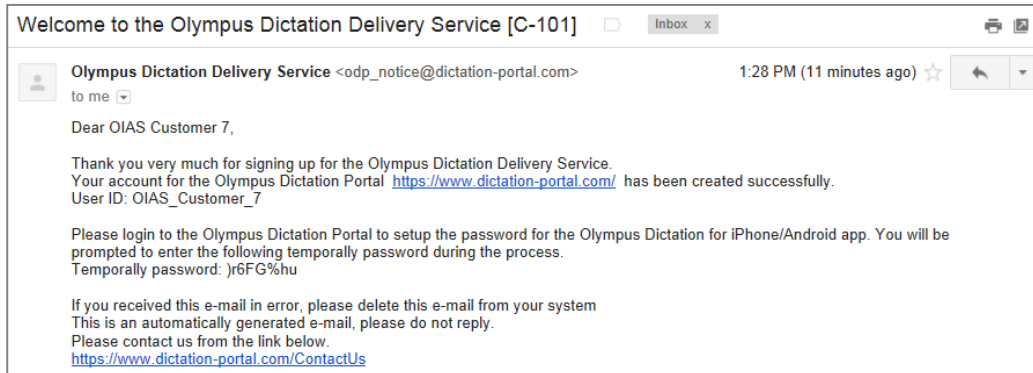
[Click here to read the terms of Use for ODDS.](#)
 Yes, I agree to the terms of use.

Press the [OK] Button to confirm your registration.

Save ×

Account will be registered. Do you want to continue?

You will receive an e-mail notification with the subject 'Welcome to the Olympus Dictation Delivery Service [C-101]', sent to the e-mail address you have registered to your account.



This e-mail contains an important temporary password which is required for your Initial Login.

Initial Login

After confirming your registration you will be prompted to change your Smartphone Password. This password is used to activate your user's ODDS Smartphone Licenses.

The screenshot shows a form titled "Change Smartphone Password" with the Olympus logo and tagline "Your Vision, Our Future". The form contains the following text: "Thank you for your registration. You will receive an automatically generated e-mail with a password for your Olympus Dictation for iPhone / for Android Smartphone App. Please" followed by a bulleted list: "•Open the E-mail." and "•Change the Temporary Smartphone Password." Below this is the heading "Change Smartphone Password" and three input fields: "Current Password", "New Password", and "Reenter Password". A note below the fields says "Type from 8 to 25 numbers and letters and also symbols." At the bottom are "OK" and "Cancel" buttons.

The temporary password is contained in the e-mail 'Welcome to the Olympus Dictation Delivery Service [C-101]' which was previously sent to your registered e-mail address upon account registration.

Enter the temporary password contained in this email into the 'Current Password' field. Input your preferred new password into the 'New Password' and 'Re-enter Password' fields.

This password must comply with the same rules as your Olympus Dictation Portal account login password:

| | |
|--------------|--|
| NOTE: | This Password Must: |
| | Be a Minimum of 8 characters in length |
| | Contain at least one Number (The password must not contain more than ##### numbers in sequential ascending order). |
| | Contain at least one Symbol Accepted symbols are !#\$%&'()+,-;=@[]^_`{}~ At this time a question mark "?" and period/full stop "." are not accepted as valid symbols |

The prompt to change your Smartphone Password is only requested at initial login. Should you need to change your Smartphone Password at a later date, this can be done by selecting [Change Smartphone Password] from the Dashboard.

Dashboard

- Order Standard License(s)
- Renew License(s)
- Cancel order
- New Smartphone App Licence Settings
- Edit Existing Smartphone App Licence Settings
- Enable Dealer Management
- Change Smartphone Password**
To change your smartphone activation password, complete the below fields, then click the Change Password button below.

*Current Password:

*New Password:

8-25 characters, containing at least one letter, one number, and one special character.

*Reenter Password:

If you forget your Smartphone Password, selecting [Reset Smartphone Password] from the menu of the Smartphone List will send you an email containing a temporary Smartphone Password that can then be changed by selecting [Change Smartphone Password] from the Dashboard.

Smartphone List

View + - Deactivation Import Download **Reset Smartphone Password** Account

Smartphone password reset notification [C-005] Inbox x

Olympus Dictation Delivery Service <odp_notice@dictation-portal.com> 5:20 PM (3 minutes ago) ☆

to me ▾

Dear OIAS Customer 7,

Resending the login ID and the temporary password, per your request.

To start using your licenses, please take the following steps.

1. Login to the Olympus Dictation Portal.
2. Setup the smartphone password on Smartphone List in the Olympus Dictation Portal. The following temporary smartphone password is required during the process.
Temporary smartphone password: .0m]G]AO
3. Enter following information in the fields in the Settings tab of the Olympus Dictation for iPhone/Android app to activate the app.
URL: <https://www.dictation-portal.com/>
Smartphone login ID: OIAS_Customer_7
Smartphone password: The password you have created.

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>

Should you wish to change your Olympus Dictation Portal Account details at any time, this can be done by selecting [Account] from the menu of the Smartphone List.

Smartphone List

View + - Deactivation Import Download Reset Smartphone Password **Account**

Edit Account ✕

Change Login Password

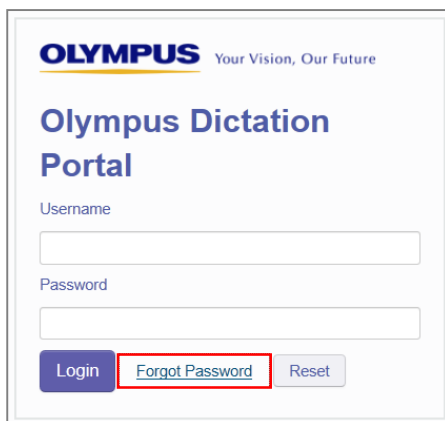
| | |
|---------------------|-----------------|
| *Account Name | OIAS Customer 7 |
| *Account Type | Customer ▾ |
| *Account Management | |
| *Login User Name | OIAS_Customer_7 |
| *First Name | OIAS |
| *Last Name | Customer 7 |
| *Country | Australia ▾ |

OK Cancel

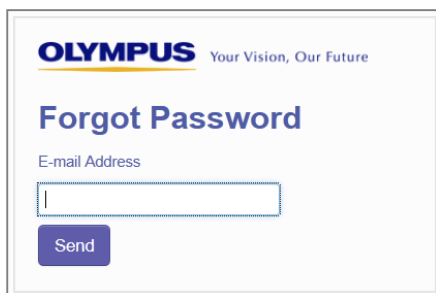
It is possible to change your Olympus Dictation Portal Login Password by selecting [Change Login Password]



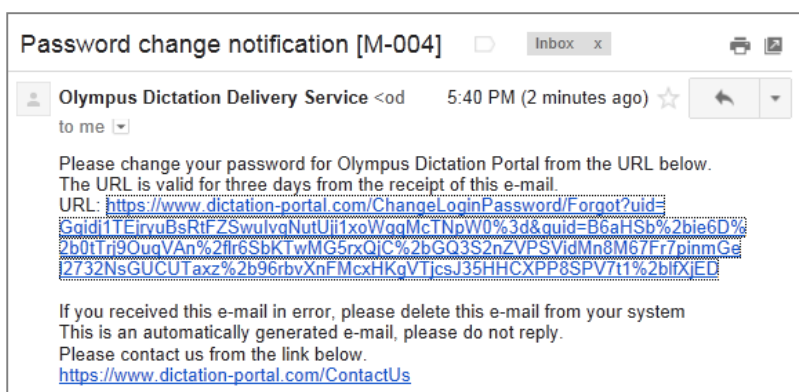
Should you forget your Olympus Dictation Portal Login Password, select [Forgot Password] from the Olympus Dictation Portal Main Login page.



Provide the e-mail address which is registered to your Olympus Dictation Portal account and press the [Send] button.



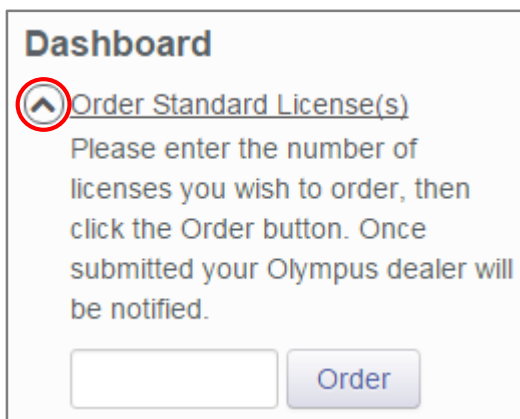
You will receive an e-mail notification containing a URL to change your Olympus Dictation Portal Login Password. This link is valid for 3 days from the receipt of the e-mail.



Customers Guide to Ordering Standard Licenses

Order Licenses from your Olympus Dealer

From the Dashboard, select [Order Standard License(s)].

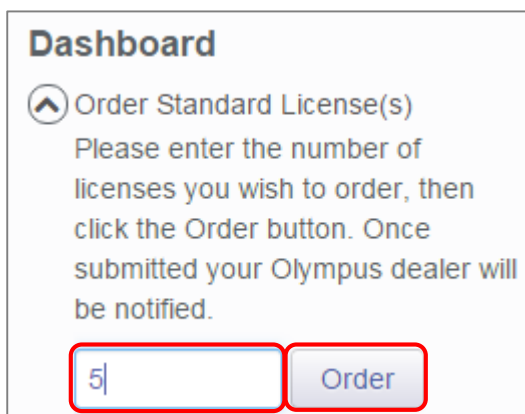


Dashboard

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.

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

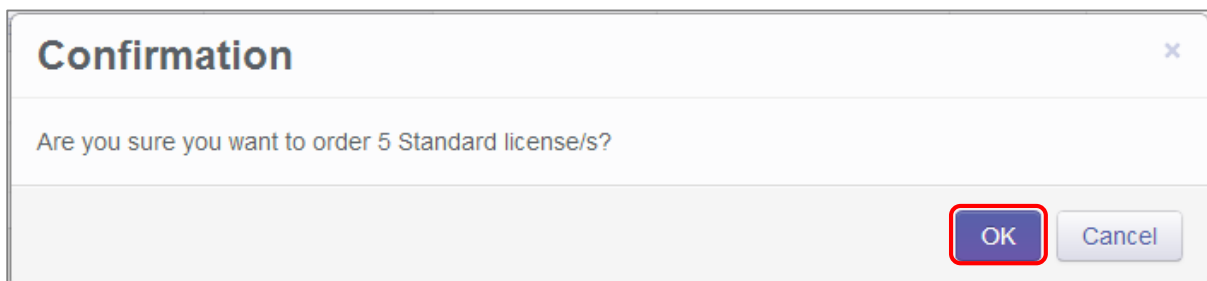


Dashboard

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.



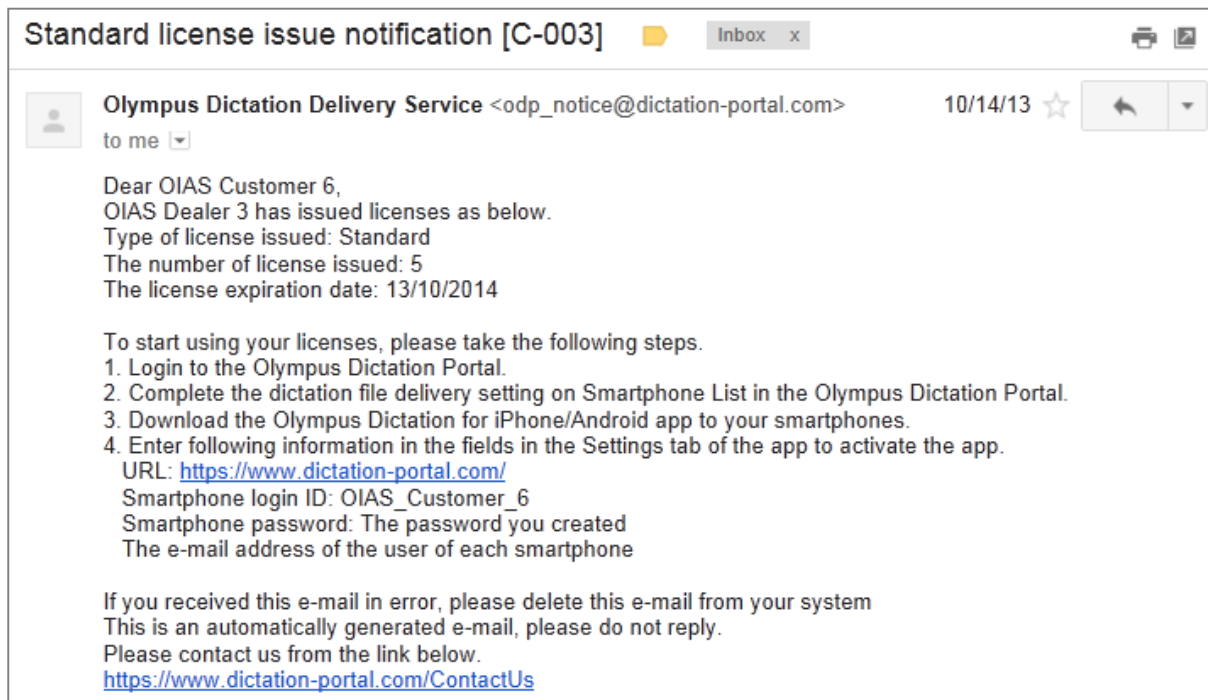
Confirmation ×

Are you sure you want to order 5 Standard license/s?

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 finalised 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.



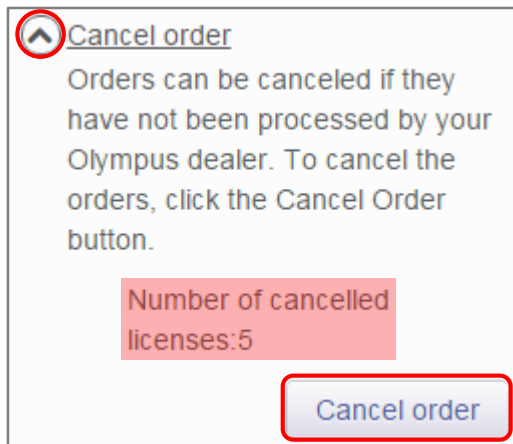
Canceling an Unprocessed Order

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 any your order.

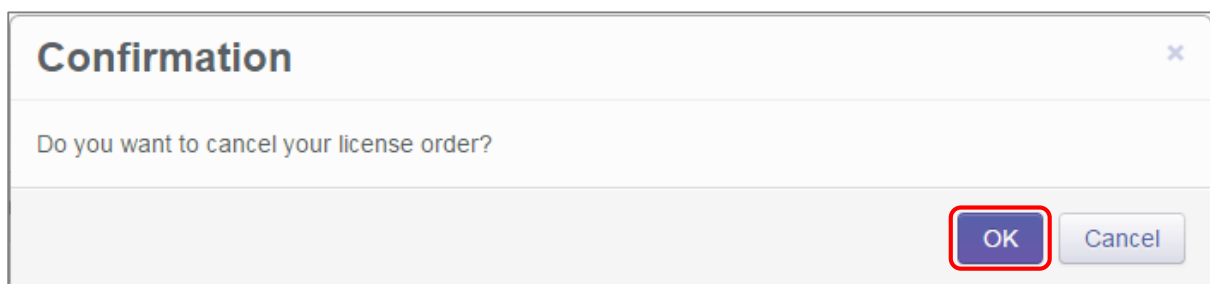
From the Dashboard select [Cancel order].

If you have outstanding orders for licences, the number of licences 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 Activating Smartphone Licenses

App Activation Prerequisites

To activate a Smartphone Licence within the Olympus Dictation App, the following information must be available.

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

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

Activation requires the following information:

User ID: *The Login Username for your Olympus Dictation Portal Account.*

Smartphone Password: *Smartphone password. (Upon account registration, you are prompted to change the Temporary Smartphone Password to your desired password. If you have forgotten your chosen password, press the [Reset Password] button in the Smartphone List menu to have a new temporary password sent to your registered email address.)*

E-mail Address: *The unique user's e-mail address which will be registered to the smartphone license.*

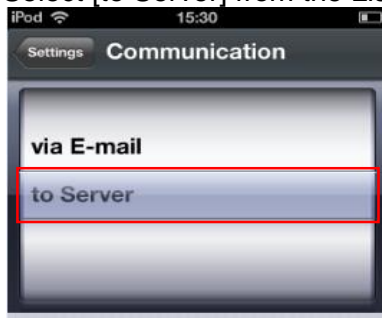
Author ID: *Must be specified. Used to identify and manage dictation files from the user. The first 4 characters of the Author ID are used for file naming.*

Activation Instructions

Go to the App Settings. Under the Communication Settings Select [Send].



Select [to Server] from the List.



Select [Server Options].

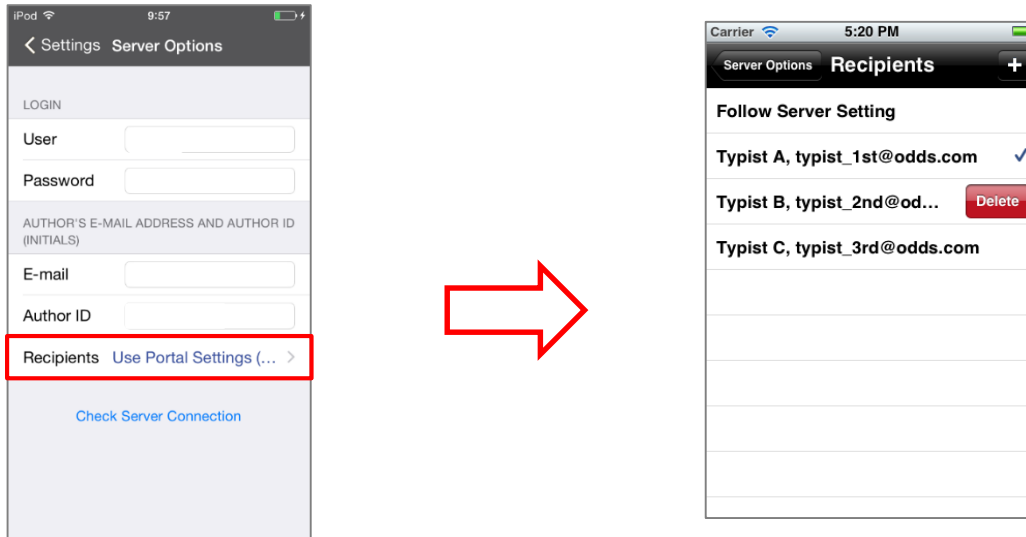


Enter the above items into the below Server Options fields:

| | UID | 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 |
| | | | | author@jsmith.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | High(256bit) | JSMITH | Conveyancing |

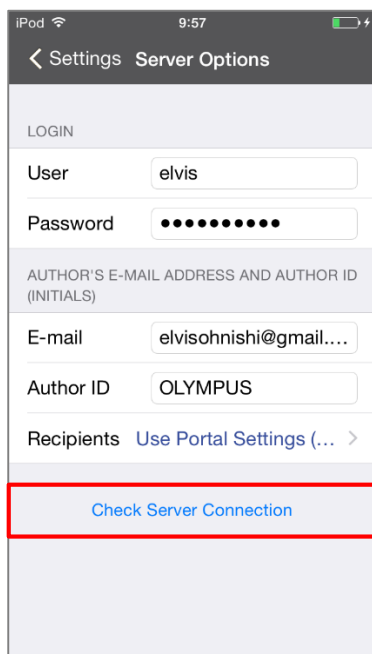
By selecting the [Recipients] option, you are able to manually set the recipient addresses for your dictation files. Alternatively you can leave settings as default, and allow your administrator to manage these options through the Olympus Dictation Portal (ODP).

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 Enabling Dealer Management of Smartphone Licenses

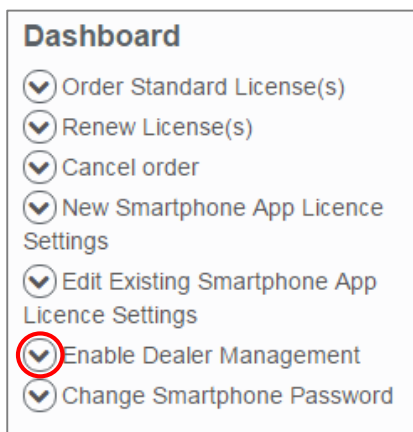
Enabling Dealer Management

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

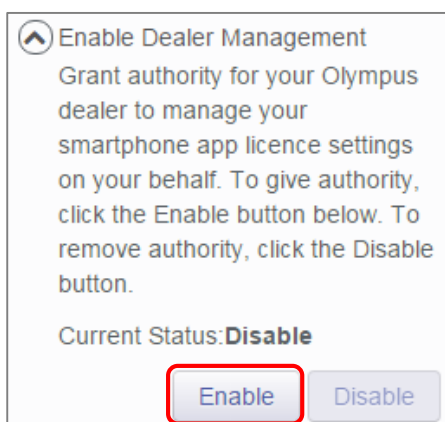
This function is particularly useful for novice users where there is difficulty in navigating the Olympus Dictation Portal (ODP).

To Enable Dealer Management

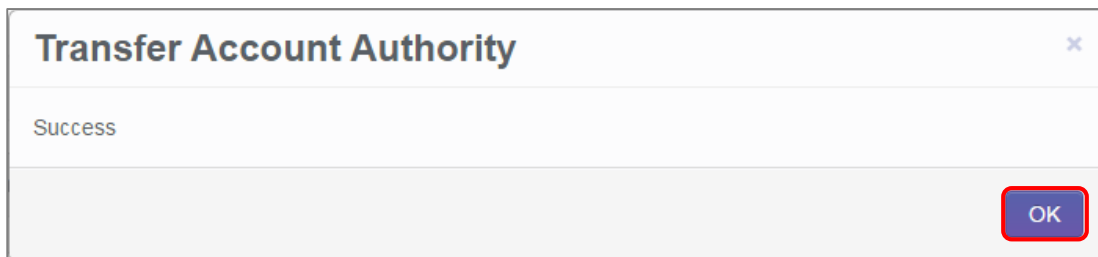
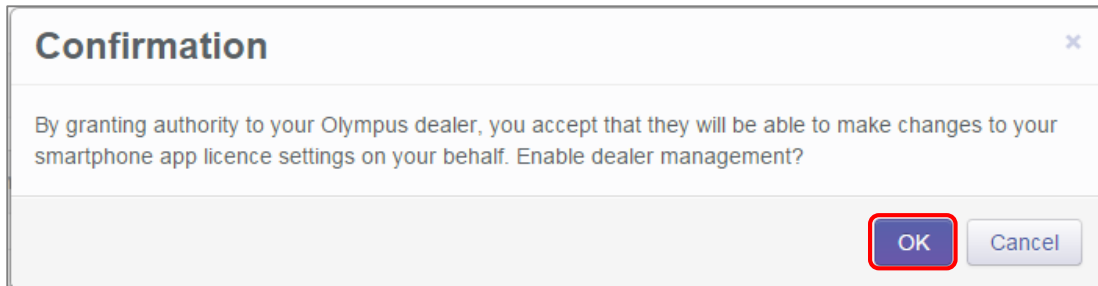
From the Dashboard, select [Enable Dealer Management].



Press the [Enable] button.



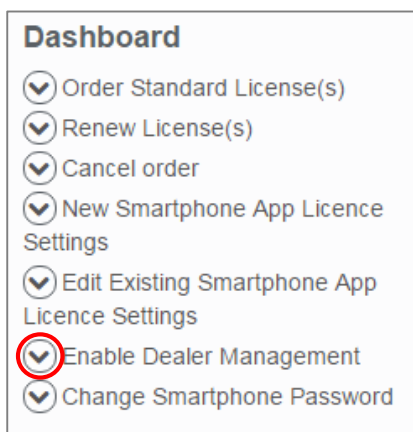
The following confirmation window is shown. Press the [OK] button to confirm dealer management of your licences.



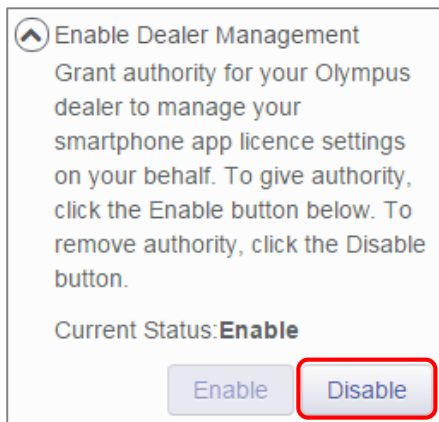
To Disable Dealer Management

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.

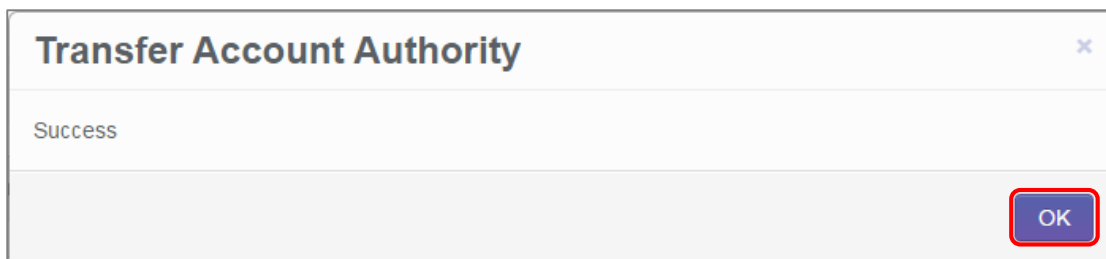
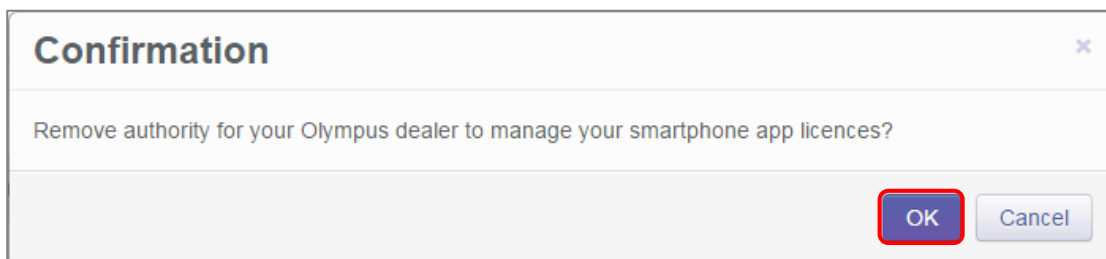
From the Dashboard, select [Enable Dealer Management].



Press the [Disable] button.



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



Customers Guide to Configuring Smartphone License Settings

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. (Includes a text input field and a [...] button)
- Delivery:** E-mail (selected), FTP, Prompt
- Recipient E-mail Address:** (Includes a text input field and a [...] button)
- Format:** DSS, DS2 (SP), DS2 (QP) (DS2 (QP) is selected)
- Encryption:** No, Standard(128bit), High(256bit) (High(256bit) is selected)
- Password:** (Includes a text input field and the instruction 'Type from 4 to 16 characters.')
- Confirm Password:** (Includes a text input field)
- Author ID:** (Includes a text input field)
- Worktype List:** (Includes a dropdown menu, 'Edit', 'Add', and '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.

This screenshot shows the 'Edit Blank Smartphone' window with the 'E-mail Address' field highlighted in red. The field contains the email address 'christina.popoff@olympusimaging.com' and a [...] button to its right.

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

The 'Address Book' window displays an 'Address Book' section with an 'Import' button. Below this is a table with columns for 'Name' and 'E-mail Address'. At the bottom of the window, the 'New Contact' button is highlighted with a red box, along with 'Edit' and 'Delete' buttons. 'OK' and 'Cancel' buttons are located at the very bottom.

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: E-mail FTP 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

| | |
|------------------------------------|---|
| <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

| Address Book: <input type="button" value="Import"/> <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 style="background-color: #e0e0e0;"> <td>John Smith</td> <td>OIASCustomer6@gmail.com</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <input type="button" value="New Contact"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div> | Name | E-mail Address | John Smith | OIASCustomer6@gmail.com | Message Recipients: <div style="border: 1px solid gray; padding: 5px; min-height: 150px; margin-top: 5px;"> John Smith </div> <div style="margin-top: 10px;"> <input type="button" value="TO :->"/> <input type="button" value="CC :->"/> <input type="button" value="BCC :->"/> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Delete"/> </div> |
|--|-------------------------|----------------|------------|-------------------------|--|
| Name | E-mail Address | | | | |
| John Smith | OIASCustomer6@gmail.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

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: [Dropdown Menu]

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.

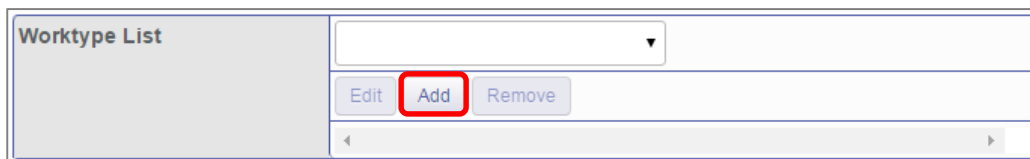
| | |
|-----------|-------------------------------------|
| Author ID | <input type="text" value="JSMITH"/> |
|-----------|-------------------------------------|

The first 4 characters of the Author ID will be used for the first part of dictation file name. (e.g. *JSMI*0010.DS2)

Configuring a Worktype List

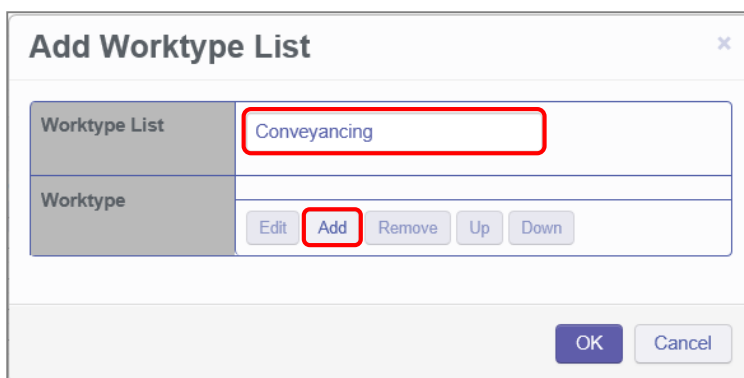
Worktype IDs, like Author IDs are used to classify dictation files. This allows for easier management of dictation files by transcriptionists. You are able to pre-configure Lists of Worktype IDs within the Olympus Dictation Portal.

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




A screenshot of a web interface titled "Worktype List". It features a dropdown menu at the top, followed by three buttons: "Edit", "Add", and "Remove". The "Add" button is highlighted with a red rectangular box.

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 text input field with the word "Conveyancing" entered. Below the input field are 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 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 text input field with the word "LETTER" entered. At the bottom right of the dialog are "OK" and "Cancel" buttons. 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.

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, 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 the list are five buttons: Edit, Add, Remove, Up, and Down. At the bottom right of the dialog, there are two buttons: OK and Cancel. The OK button is highlighted with a red rectangular box.

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

The screenshot shows a section of the "Edit Smartphone Window" titled "Worktype List". It features a dropdown menu with the text "Conveyancing" and a small downward arrow icon. This dropdown menu is highlighted with a red rectangular box. Below the dropdown are three buttons: Edit, Add, and Remove. Underneath these buttons is a list of worktypes: LETTER, MEMO, REPORT, EMAIL, and FAX.

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 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 |

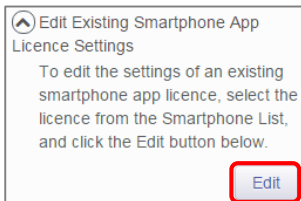
Configuring an Existing Smartphone App Settings

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

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

| | 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.

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.

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.


Customers Guide to Renewal of Standard Licenses

Enabling Renewal

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 30 days before the license expiration.

At 60 days before your Standard License expires you will receive the "License Renewal Notification [C-103]" e-mail notification.

License renewal notification [C-103] Inbox x

 **Olympus Dictation Delivery Service** <odp_notice@dictation-portal.com>
to me ▾

Dear OIAS Customer 6,

Thank you for using the Olympus Dictation Delivery Service.

The checkbox to renew the following licenses will be disabled in 60 days.
Checking this box ensures a smooth renewal process.
Expiration Date: 14/03/01
The license expiration date: 14/01/31
Type of license: Standard
Renew checked: 0 licenses
Renew unchecked: 5 licenses
Please login to the Olympus Dictation Portal <https://www.dictation-portal.com/> to check/uncheck the renewal check box as soon as possible before access to the check box is disabled for completion of the renewal process.

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 notifications at 40 and 31 days before the license expiration.

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 | mrdictator7@gmail.com | 6/27/2013 | --- | --- | 6 |
| <input checked="" type="checkbox"/> | E88DA1A2-9B13-4784-ABE4-D1B1003E41DE | iPhone Simulator | 5.0 | odptest@m2comsys.com | 6/17/2013 | --- | --- | 6 |
| <input checked="" type="checkbox"/> | 0a760273-c887-4180-ae8-767ac29c64f1 | samsung SC-04E | 4.2.2 | t_onishi@ot.olympus.co.jp | 7/8/2013 | --- | --- | 6 |
| <input type="checkbox"/> | 6BB7F9BA-4C1C-475B-4B0-040F4B000000 | samsung SC-04E | 4.2.2 | elvisohnishi+008@gmail.com | 7/9/2013 | --- | --- | 6 |

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

Dashboard

- Order Standard License(s)
- Renew License(s)**
- Cancel order
- New Smartphone App Licence Settings
- Edit Existing Smartphone App Licence Settings
- Enable Dealer Management
- Change Smartphone Password

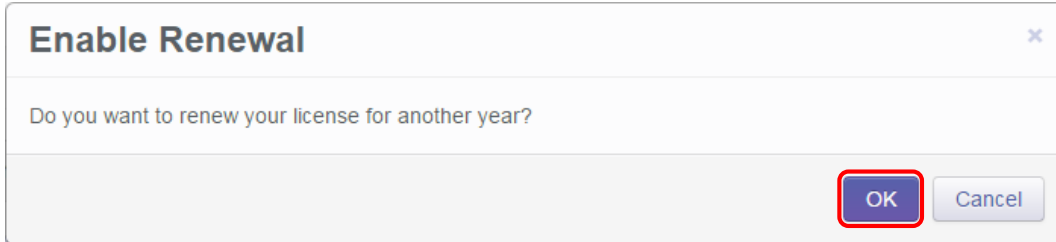
Press the [Flag] button to enable renewal of the selected licenses.

Renew License(s)

Licenses must be flagged for renewal at least 30 days before they expire. To flag licenses for renewal, please select the licenses you would like to renew, then click the Flag button.

To remove the flags, please select the licenses, then click the Unflag button.

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 |
|---|-------------------------------------|--------------------------------------|------------------|---------|-----------------|
| - | <input type="checkbox"/> | Standard | --- | --- | --- |
| | <input checked="" type="checkbox"/> | 8B80295F-6F3F-49C7-BBD5-42A1DB8942F2 | iPhone 4 | 6.1.3 | mrdictator7@gr |
| | <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 |

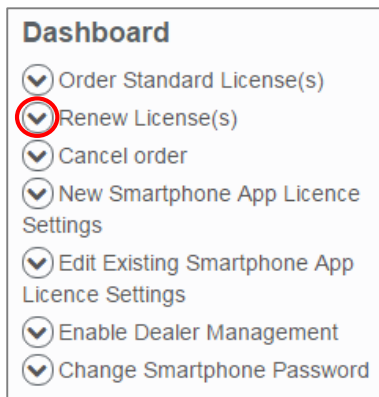
At 30 days before expiry of your flagged licenses, you dealer will receive an order for the renewal licenses. Once your order has been invoiced and processed by your dealer, you will receive a notification email, and the renewal licenses will take effect after expiry of your current licenses.

Cancel Renewal

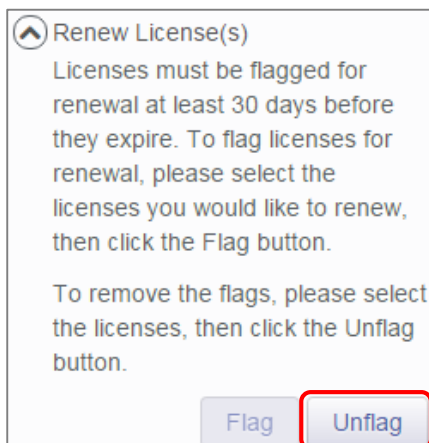
Should you wish to cancel the renewal of a license, check the box next to the renewed license.

| | | UUID | Model | Version | E-mail |
|---|-------------------------------------|--------------------------------------|------------------|---------|-----------------|
| - | <input type="checkbox"/> | 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 |

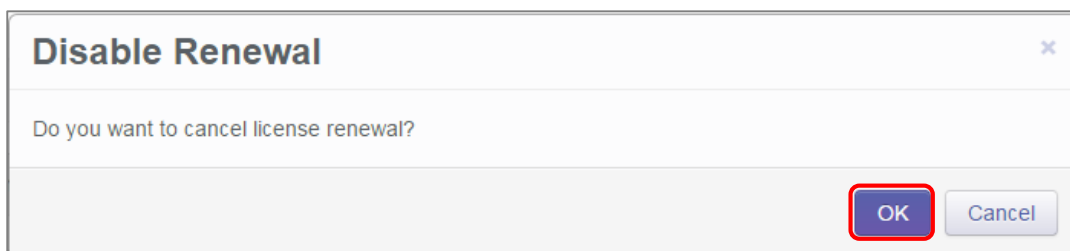
From the Dashboard, expand [Renew License(s)]



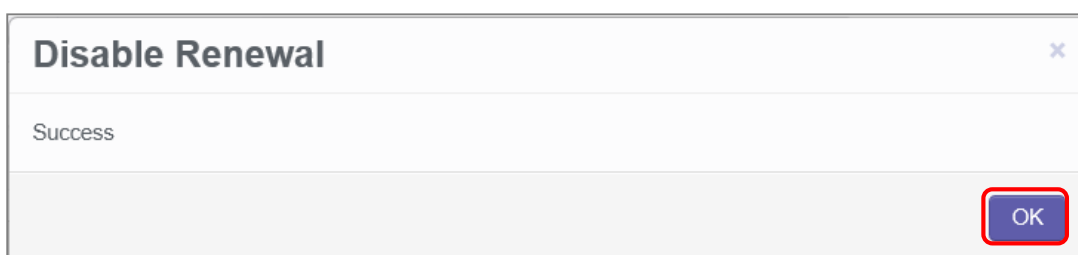
Press the [Unflag] button to cancel the renewal of the selected licenses.



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



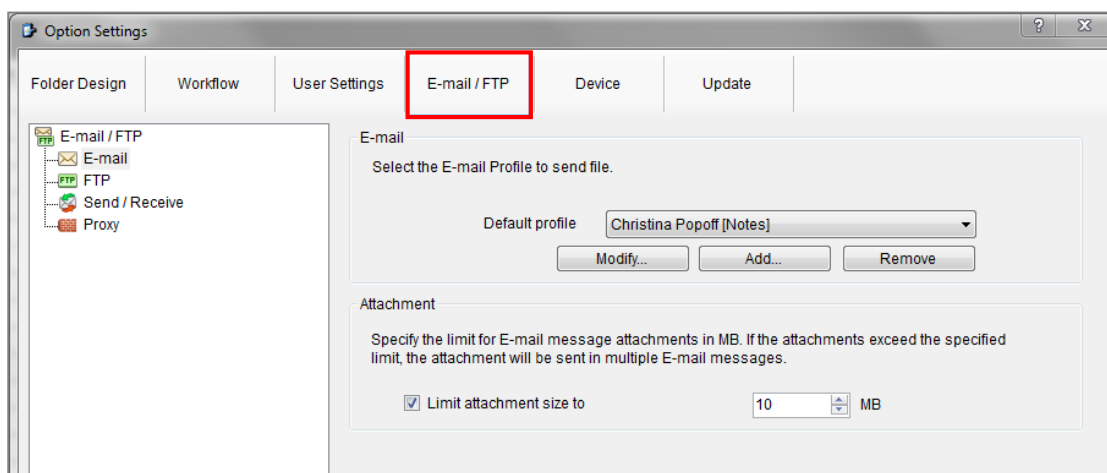
A confirmation window is displayed confirming that the cancellation of the renewal was a success.



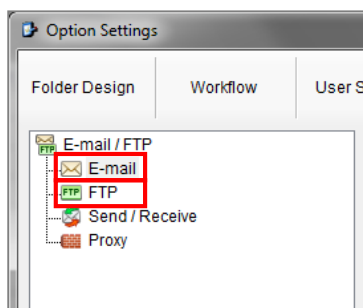
Customers Guide to Configuring ODMS Release 6 Transcription Module to Receive Smartphone Dictations

Select E-mail/FTP Profile & Choose Receive Method

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



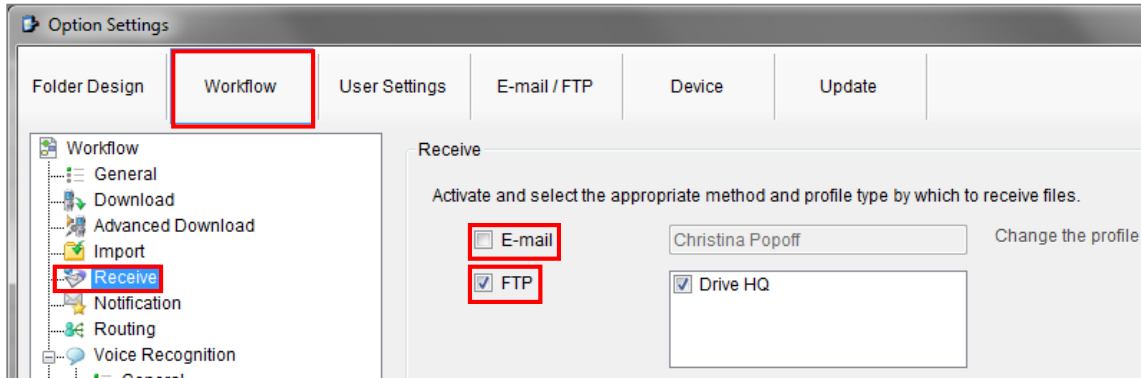
Select 'E-mail' or 'FTP' from the left pane and select from an existing E-mail or FTP profile or create a new profile.



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.

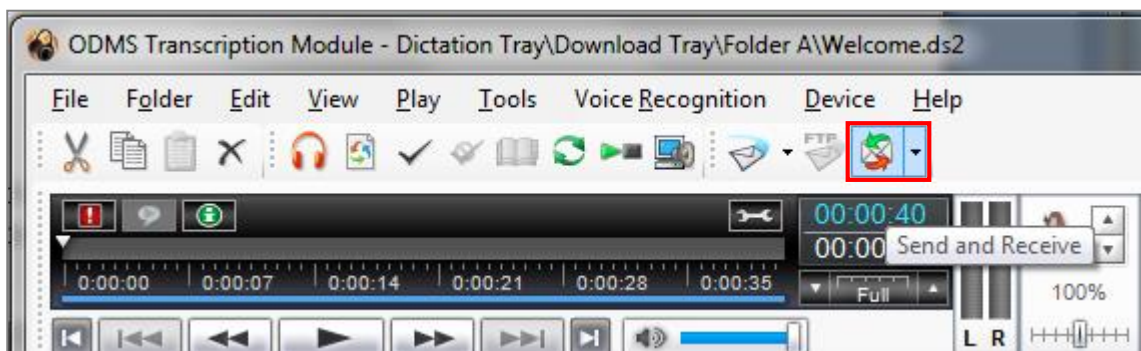


Press the [Apply] Button to save your settings.

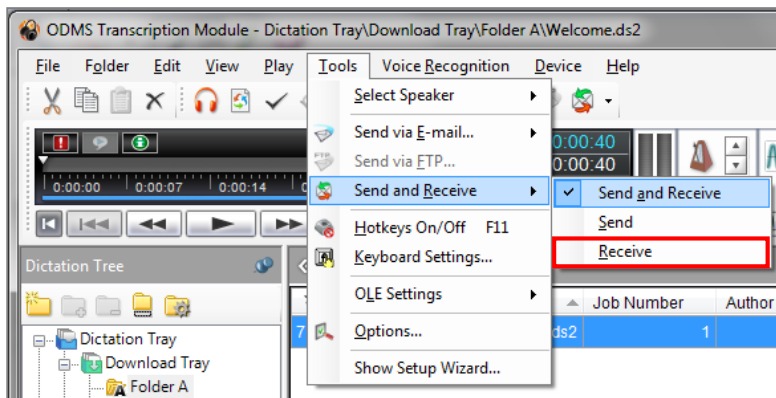
Manually Receive Dictations

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.



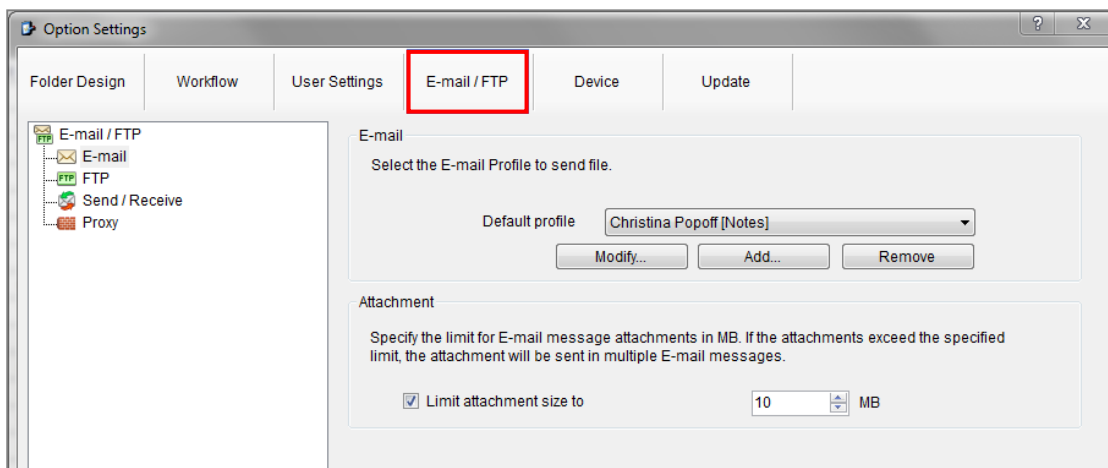
Alternatively, go to [Tools] > [Send and Receive] and select [Receive].



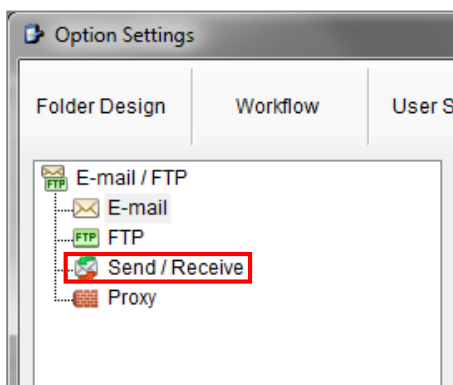
Configure Automatic Receiving of Files

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

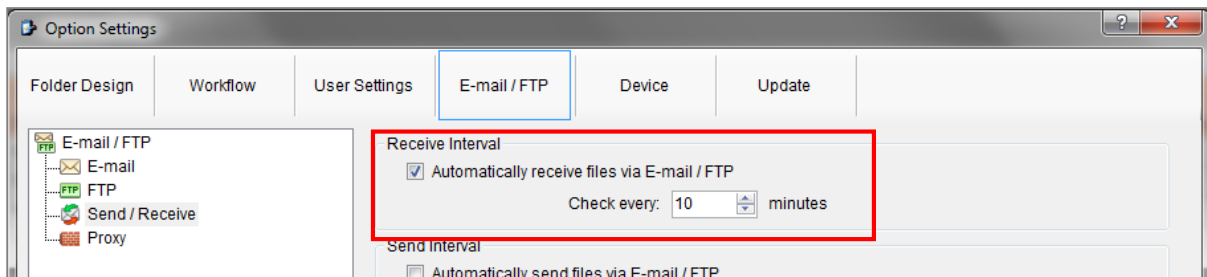
Go to [Tools] > [Options] and select the [Email/FTP] Tab.



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.

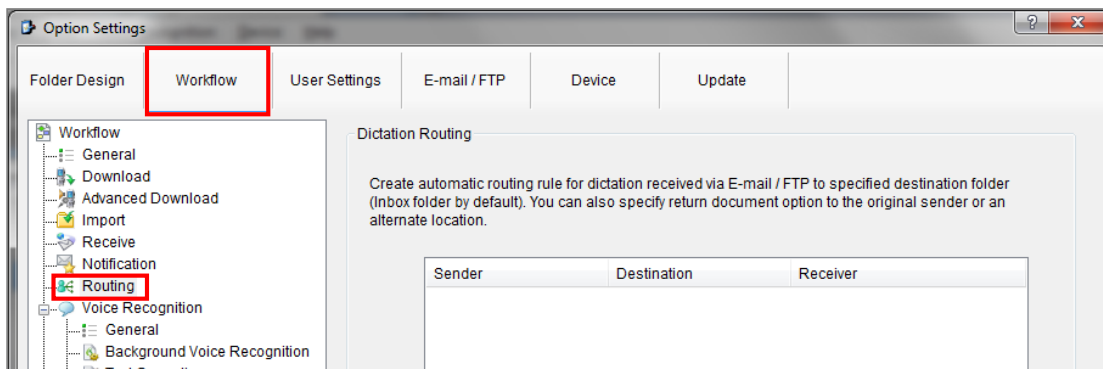


Select [Apply] to save your settings.

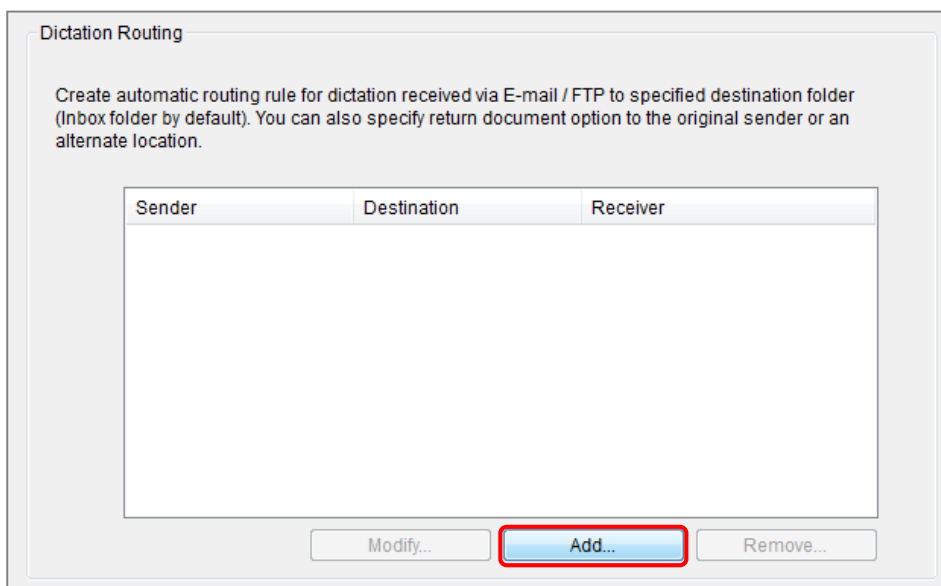
Configure Routing of Smartphone Dictations to a Specified Folder

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.

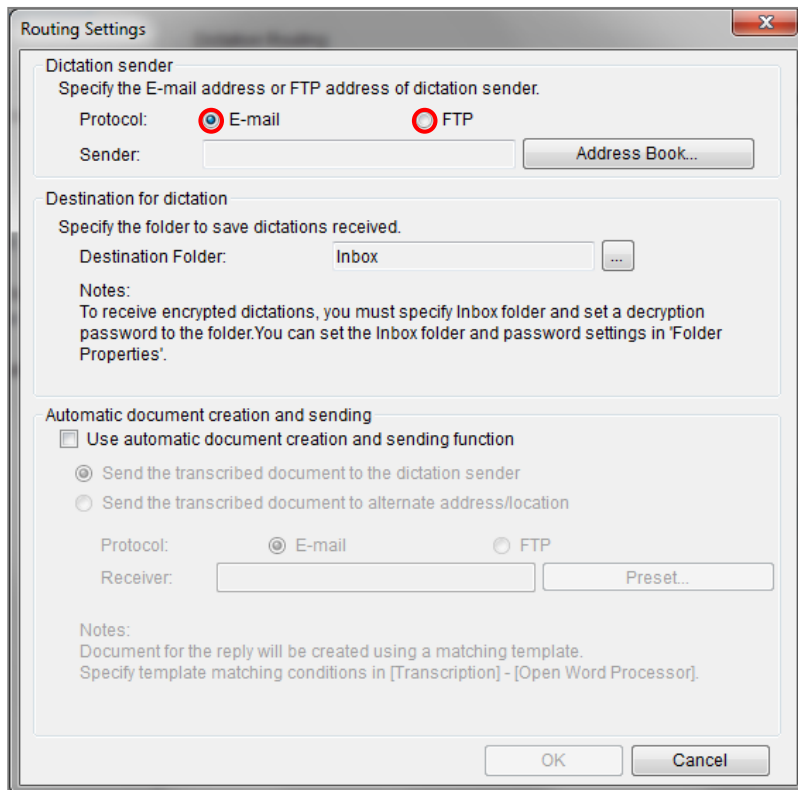
Go to [Tools] > [Options] and select the [Workflow] Tab. Choose 'Routing' from the left pane.



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

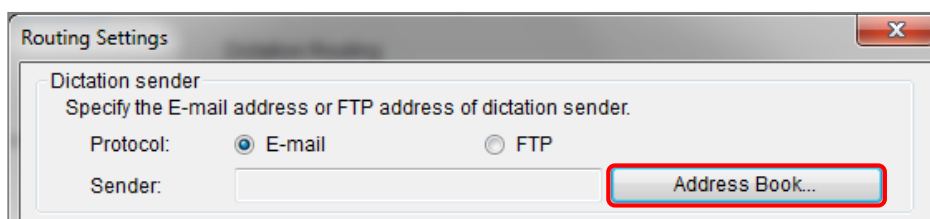


The Routing Settings window is displayed.
Select either 'E-mail' or 'FTP' for the Protocol for your received dictations.

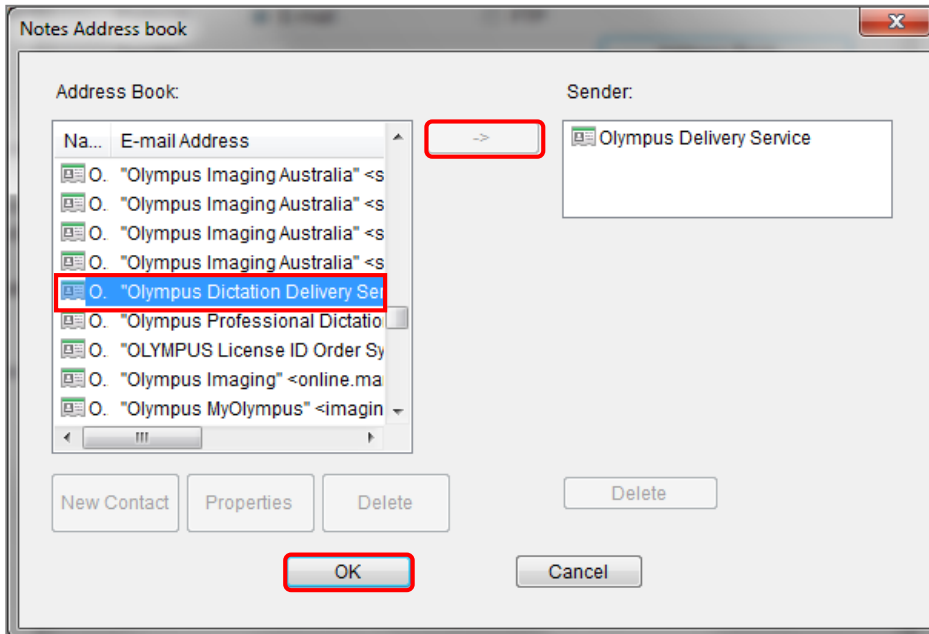


If E-mail is Selected...

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



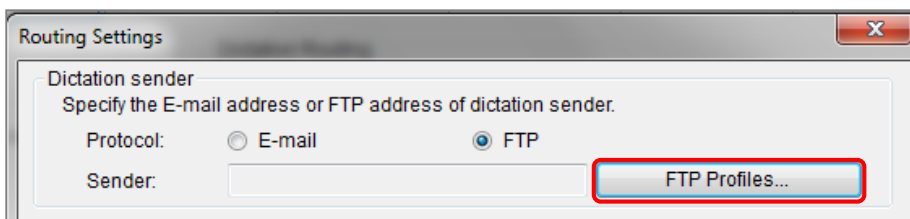
From the 'Address Book:' section, choose the e-mail address for dictation received from the Olympus Dictation Delivery Service (odp_notice@dictation-portal.com), and press the [->] Button to add it to the 'Sender:' list.
Press the [OK] Button to finalise.



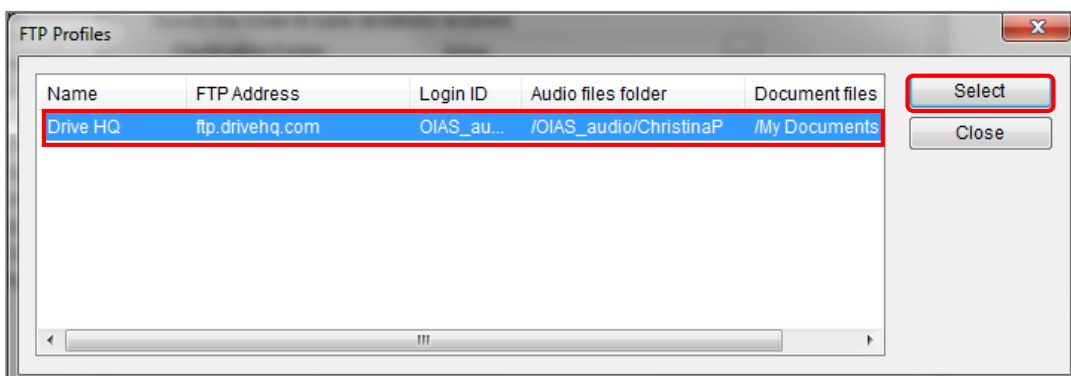
Note: Depending on your E-mail Profile type, it may be necessary for you to first register this address in your E-mail's Address Book prior to it being available to select from within the Address Book of ODMS Release 6 Transcription Module.

If FTP is Selected...

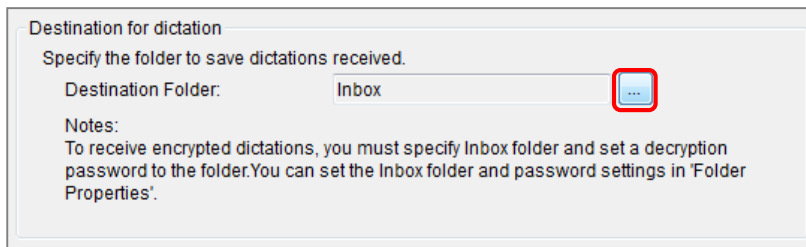
Press the [FTP Profiles...] Button to bring up your available FTP Profiles.



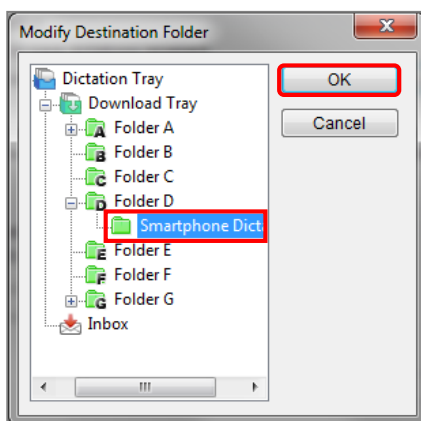
Highlight the appropriate FTP Profile for dictations that are received from the Olympus Dictation Delivery Service and press the [Select] Button.



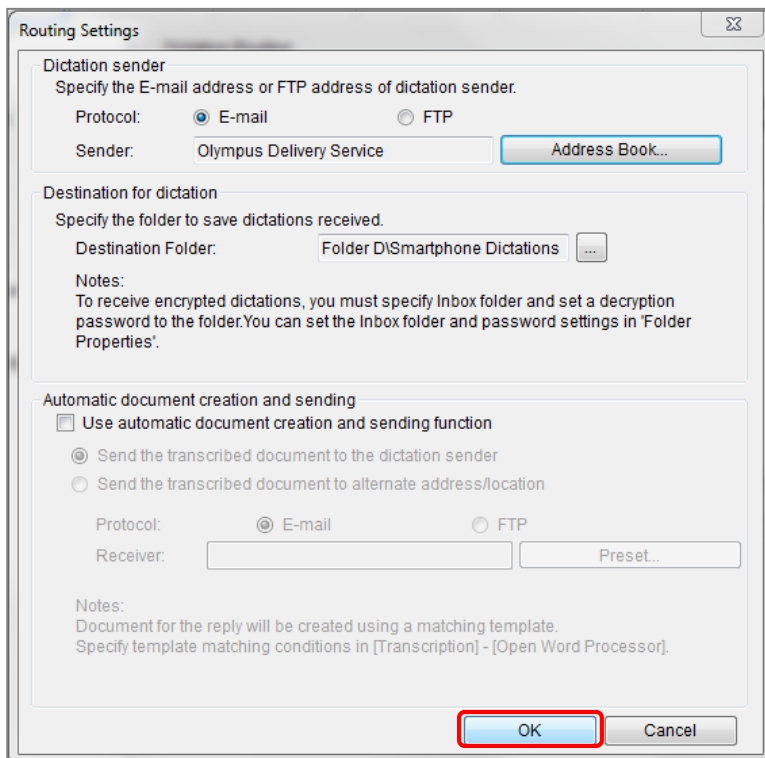
In the 'Destination for dictation' section, press the [...] Button next to *Destination Folder*.



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.



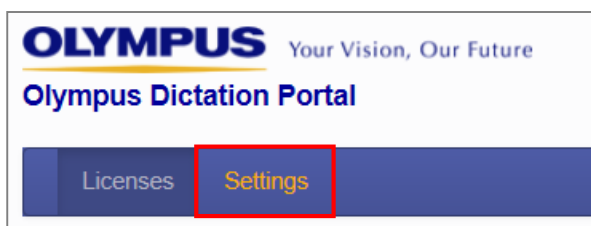
Finally, select [Apply] to save your settings.

Customers Guide to Bulk Configuring Smartphone User Settings

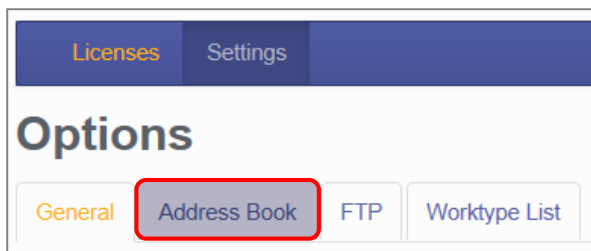
Configure E-mail Address Book

Adding an E-mail Contact to the Address Book

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

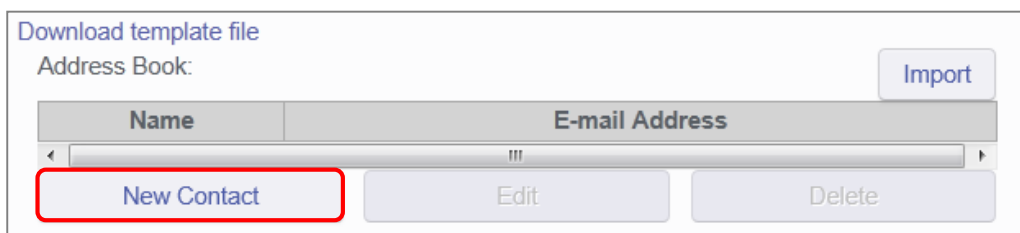


Select the [Address Book] Tab under Options.



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 [New Contact] 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 | OIASCustomer6@gmail.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 | C |
|----|---------|------------------|---|
| 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 | | | |

New Contact

| | |
|-----------------|----------------------|
| *Display Name | <input type="text"/> |
| *E-mail Address | <input type="text"/> |

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 | OIASCustomer6@gmail.com |

|< |>

New Contact
Edit
Delete

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

Download template file

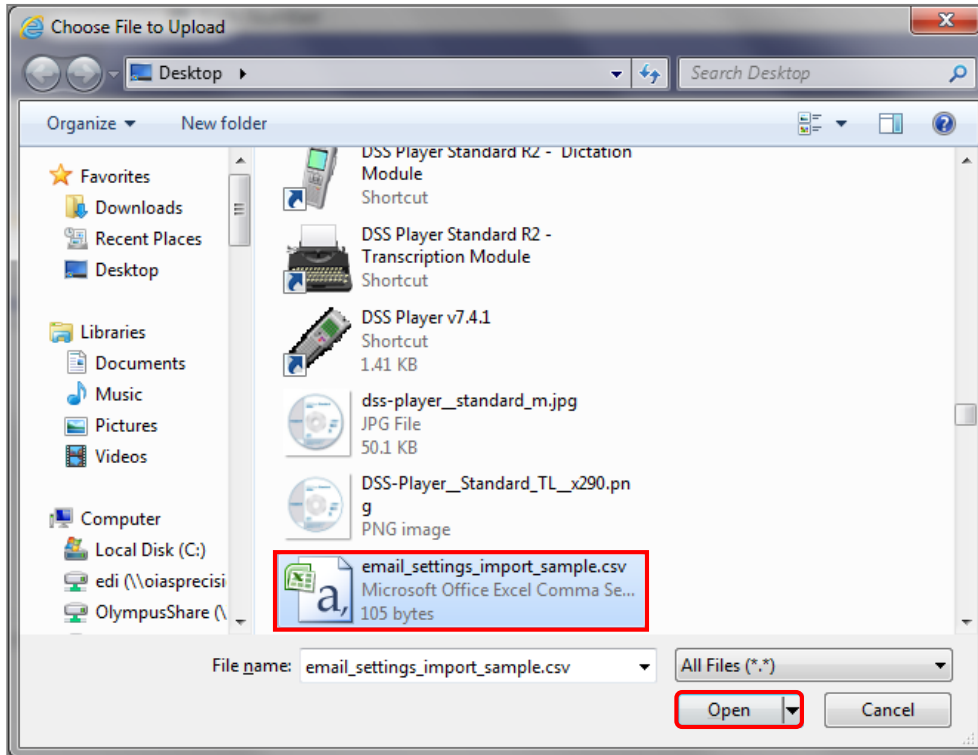
Address Book: Import

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

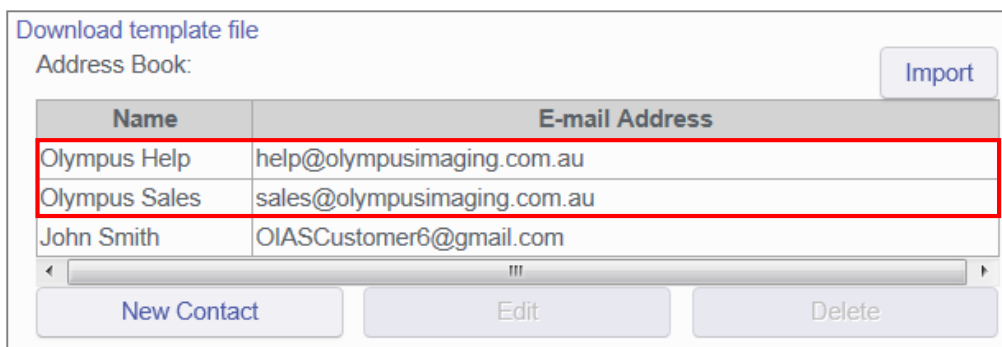
|< |>

New Contact
Edit
Delete

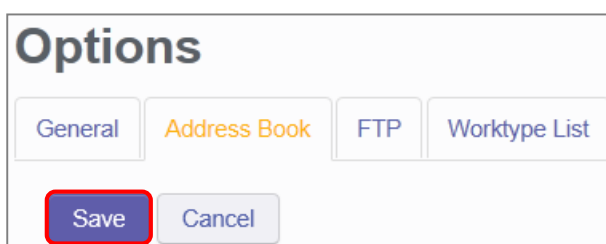
The Choose File to Upload window is displayed. Select your CSV file to upload and press the [Open] Button.



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.



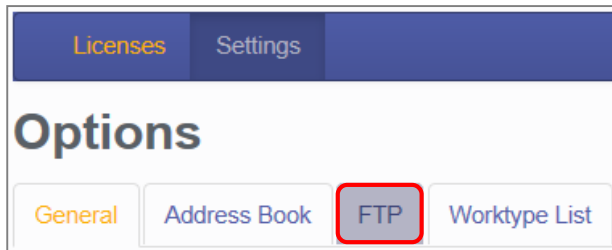
Once you have added your contacts press the [Save] button.



Configure FTP Profiles

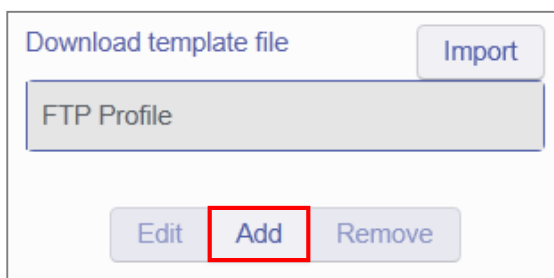
Adding an FTP Profile

Select the [FTP] Tab under Options.

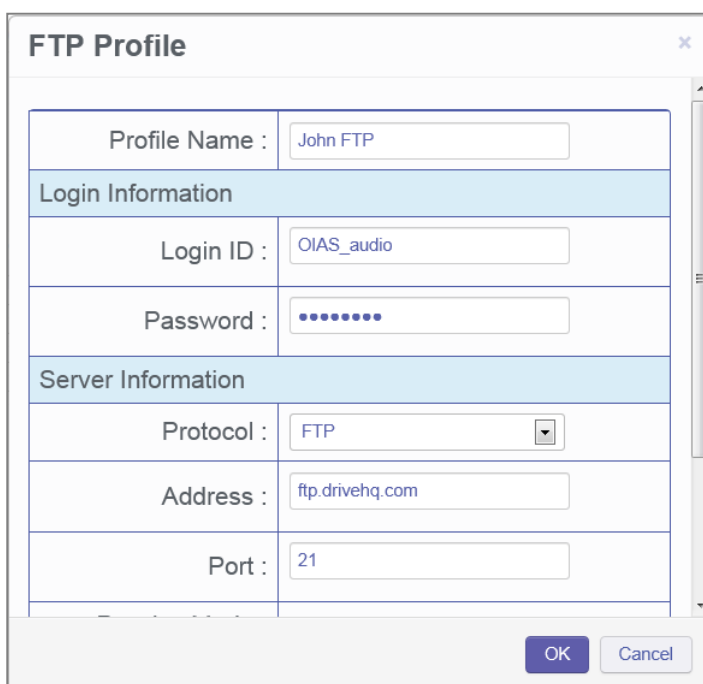


Here you can configure FTP profiles for each user should you wish to use FTP as your delivery method for Smartphone dictations.

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.



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.

Options

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

| | A | B | C | D | E | F | |
|--------------------|---|-------------|----------|----------|---------------|------------------|------|
| Profile Name : | 1 | FTP Profile | Login ID | Password | Protocol | Address | Port |
| Login Information | 2 | FTP Server1 | use1 | abc@123 | FTP | ftp.client.com | 21 |
| Login ID : | 3 | FTP Server2 | use2 | abc@123 | FTPS implicit | ftp.implicit.com | 990 |
| Password : | 4 | FTP Server3 | use3 | abc@123 | FTPS explicit | ftp.explicit.com | 21 |
| Server Information | 5 | FTP Server4 | user4 | abc@123 | FTPS implicit | ftp.implicit.com | 22 |
| Protocol : | 6 | FTP Server5 | user5 | abc@123 | SFTP | sftp.client.com | 22 |
| Address : | | | | | | | |
| Port : | | | | | | | |

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

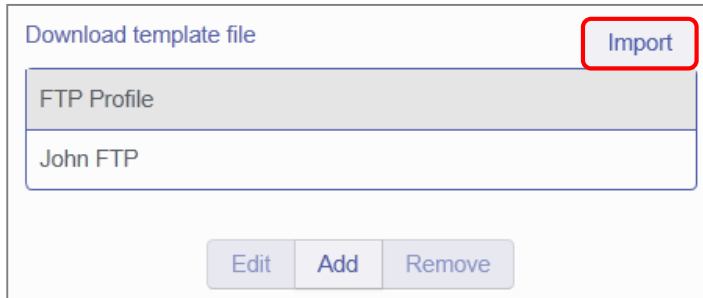
[Download template file](#) Import

FTP Profile

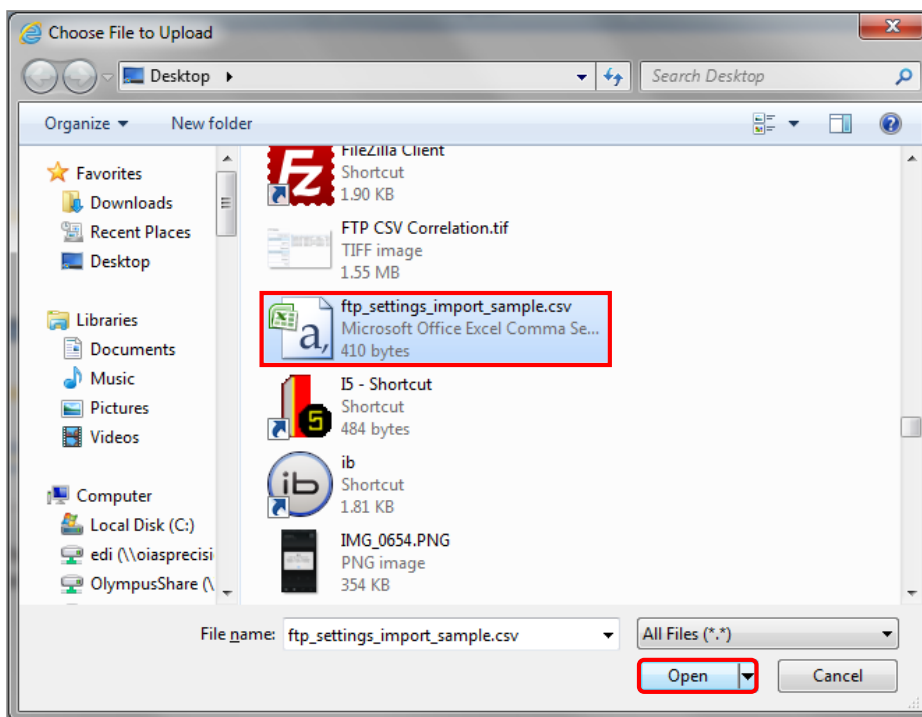
John FTP

Edit Add Remove

Once you have created your customised 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.



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.

| FTP Profile | Import |
|-------------|--------|
| John FTP | |
| FTP Server1 | |
| FTP Server2 | |
| FTP Server3 | |
| FTP Server4 | |
| FTP Server5 | |

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.

Add Worktype List

Worktype List: Conveyancing

Worktype: Edit Add Remove Up Down

OK Cancel

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

Add Worktype

Worktype: LETTER

OK Cancel

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

Worktype List: Conveyancing

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.

The screenshot shows a configuration window with four tabs: General, Address Book, FTP, and Worktype List. The Worktype List tab is active. Below the tabs are 'Save' and 'Cancel' buttons. The main area is divided into two sections: 'Worktype List' and 'Worktype'. The 'Worktype List' section contains a single entry 'Conveyancing' which is highlighted with a red border. The 'Worktype' section is a list box containing the following items: LETTER, MEMO, REPORT, EMAIL, and FAX. This list box is also highlighted with a red border.

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

The screenshot shows the 'Options' configuration window. It has the same four tabs as the previous screenshot: General, Address Book, FTP, and Worktype List. The Worktype List tab is active. Below the tabs are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border.

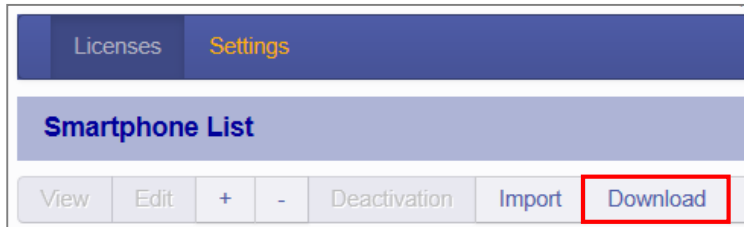
Bulk-Create Smartphone License Configurations

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 or save the sample file.



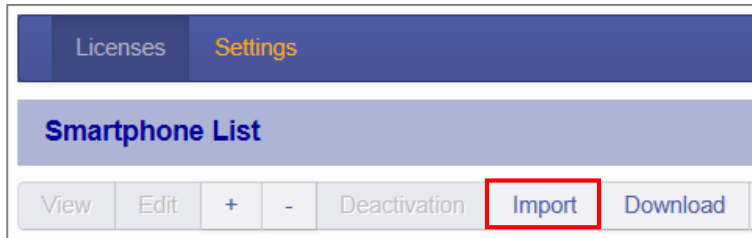
The first row or header row of attributes in the CSV file correlates to the required settings to configure a Smartphone License.

| | 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 List |
| 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 |

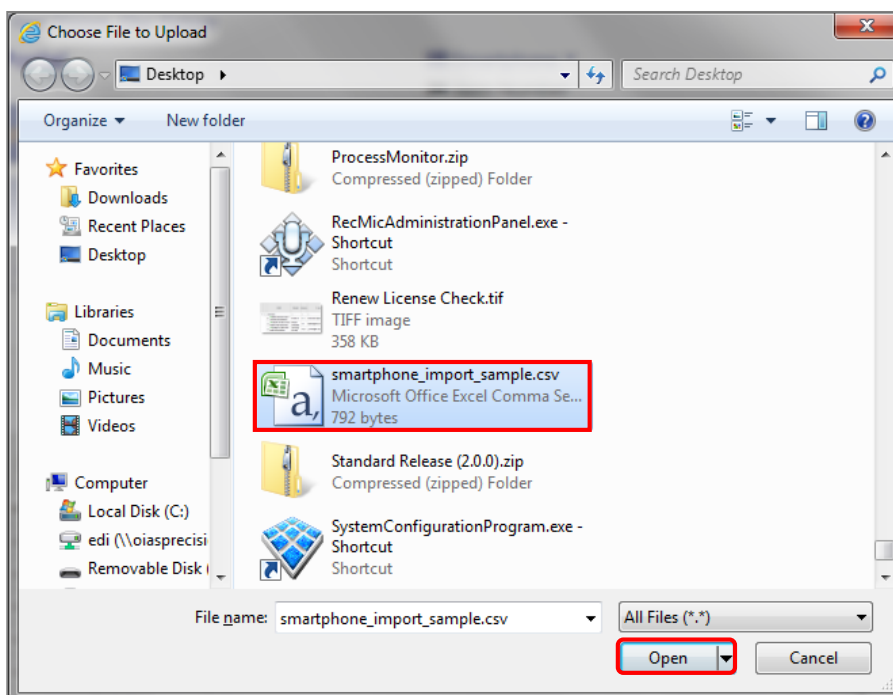
The below table details the requirements for each attribute.

| Attribute | Description |
|-----------------------|--|
| License Type | Choose one of the following license types - Standard , Promotion or Trial . |
| UUID | 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. |
| E-mail Address | 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. |
| Delivery | Choose from E-mail , FTP or Prompt . The Prompt option allows users to choose the delivery method (E-mail or FTP) when sending dictation. |
| TO | 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. |
| CC | The e-mail address needs to be registered in the Olympus Dictation Portal Address Book. |
| BCC | The e-mail address needs to be registered in the Olympus Dictation Portal Address Book. |
| Subject | Enter the subject of the e-mail to deliver the dictation. |
| Message | Enter the e-mail body message. |
| FTP Profile | You can specify an FTP profile pre-registered in the Olympus Dictation Portal FTP Settings. |
| Format | Choose one of the following: DSS (SP) , DS2 (QP) or DS2 (SP) |
| Encryption | Specify an encryption type: High , Standard or No . If you want to encrypt dictations, choose from the above. However if you select the DSS-SP format, encryption is not supported. |
| Password | If you specified an Encryption type, you will need to enter an encryption password with 4 to 16 characters. |
| Author | Specify an Author ID. The first 4 characters of the ID will be used as part of the dictation file name. |
| Worktype List | You can choose one of the Worktype Lists you pre-registered in the Olympus Dictation Portal Worktype settings. |

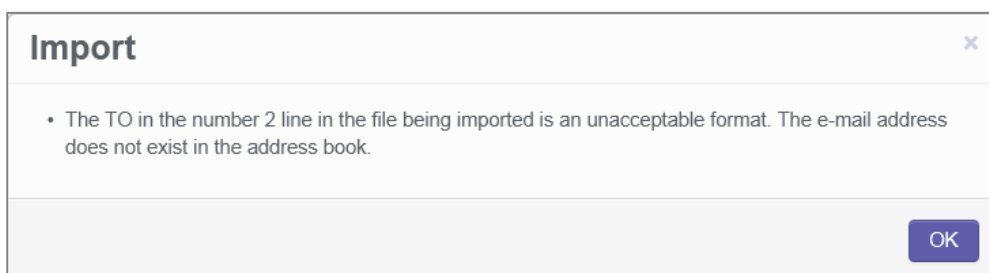
Once you have created your customised CSV file with the necessary information, press the [Import] Button.



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 |
|---|-----------------------------------|-------|---------|-------------------------|----------------|---------|----------|------------|------------|----------|----------|-------------------|--------|
| - | <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 |
| | <input type="checkbox"/> | --- | --- | user1@hoge.com | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High (256bit) | AUT6 |
| | <input type="checkbox"/> | --- | --- | user2@hoge.com | --- | --- | --- | 14/10/2013 | 14/10/2014 | FTP | DS2 (SP) | Standard (128bit) | AUT5 |
| | <input type="checkbox"/> | --- | --- | user3@hoge.com | --- | --- | --- | 14/10/2013 | 14/10/2014 | Prompt | DSS | No | AUT4 |
| | <input type="checkbox"/> | --- | --- | user4@hoge.com | --- | --- | --- | 14/10/2013 | 14/10/2014 | E-mail | DS2 (QP) | High (256bit) | AUT3 |

License Status by Visible Text Colour

The Smartphone List view will show user licenses in certain font colours depending on the expiry status of the license.

Licenses shown in Red Text will expire within 1-2 months. You will need to nominate in the Olympus Dictation Portal that you wish to renew your licenses 30 days before the license expiration.

| | 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"/> | --- | --- | --- | --- | --- | --- | 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 |

Note: Please refer to 'ODDS Customers Guide - 6. Renewing Standard Licenses' for more information on Renewal of Licenses.

Licenses shown in Italic Grey Text have expired due to your Olympus Dealer having insufficient licenses to supply your renewal at the time of your license expiry.

| | | 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"/> | <i>161837AD-00DC-4099-B797-F4A0CCFE027E</i> | <i>iPhone 5</i> | <i>7.0.3</i> | <i>OIASCustomer6@gmail.com</i> | <i>31/12/2013</i> | --- | --- | <i>01/01/2013</i> | <i>01/01/2014</i> |

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 utilise the ODDS License at any one time.)

Activation requires the following information:

User ID: *The Login Username for your Olympus Dictation Portal Account.*

Smartphone Password: *Smartphone password. (Upon account registration, you are prompted to change the Temporary Smartphone Password to your desired password. If you have forgotten your chosen password, press the [Reset Password] button in the Smartphone List menu to have a new temporary password sent to your registered email address.)*

E-mail Address: *The unique user's e-mail address which will be registered to the smartphone license.*

Author ID: *Must be specified. Used to identify and manage dictation files from the user. The first 4 characters of the Author ID are used for file naming.*

Once the app has been installed to the alternative device, open the app and go to the App Settings.

Under the Communication Settings select [Send].



Select [to Server] from the List.



Select [Server Options].

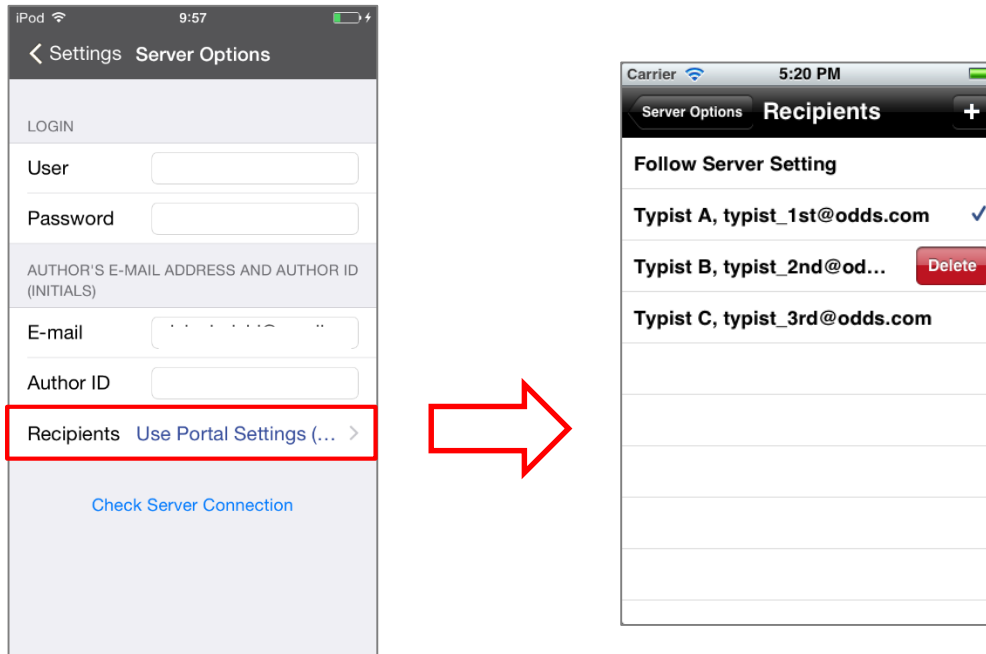


Enter the above items into the below Server Options fields:

| | 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 |
| | | | | author@jsmith.com.au | --- | --- | --- | 16/07/2015 | 17/07/2016 | E-mail | DS2 (QP) | High(256bit) | JSMITH | Conveyancing |

By selecting the [Recipients] option, you are able to manually set the recipient addresses for your dictation files. Alternatively you can leave settings as default, and allow your administrator to manage these options through the Olympus Dictation Portal (ODP).

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

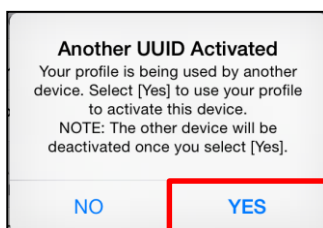


Recipients can be added, edited and deleted by the user. To Edit or Delete an existing recipient, select them and press [Edit] / [Delete].

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 licence 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.