

# Olympus Dictation Delivery Service Customers Guide to Ordering Standard Licenses


## Introduction

This document details the procedure for Customers to order and cancel orders for Olympus Dictation Delivery Service (ODDS) Standard Licenses through the Olympus Dictation Portal.

## 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.

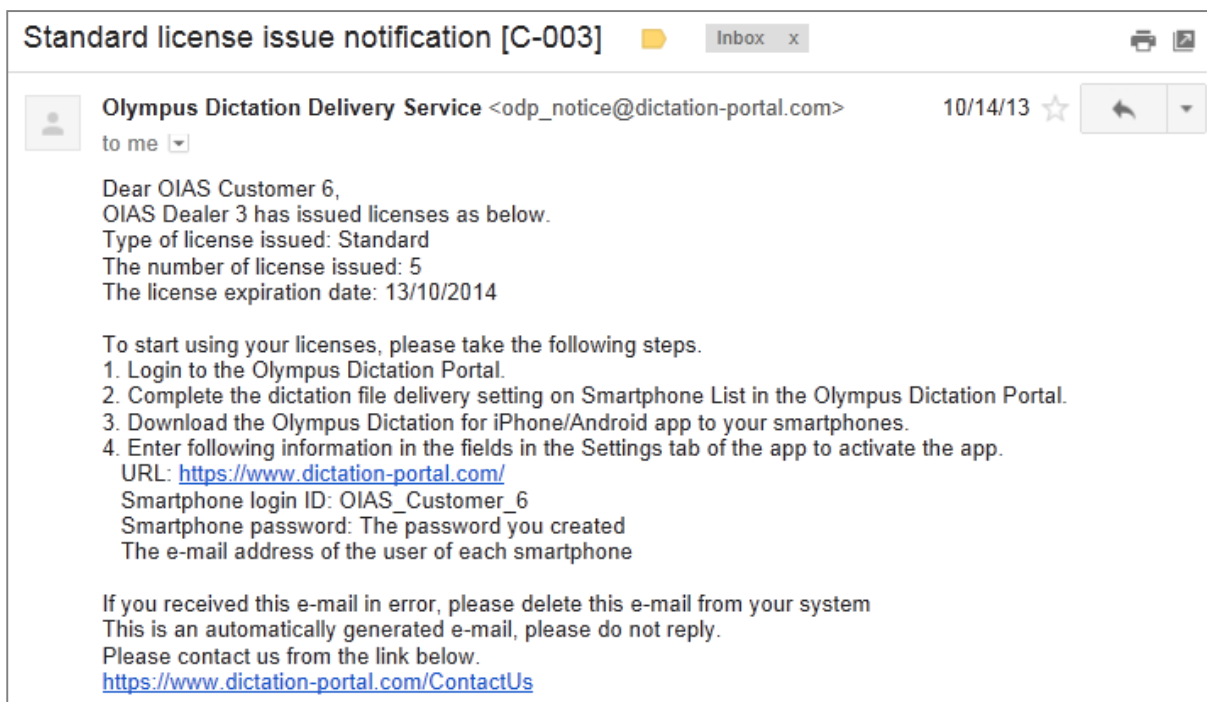
### Confirmation

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.



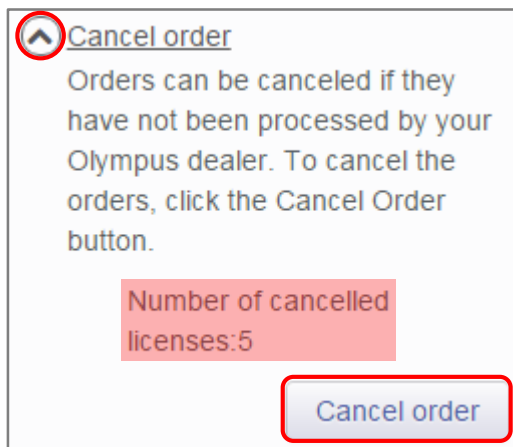
## Cancelling an Unprocessed Order

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.

