





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.	
Order	

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



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?	
	OK Cancel





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.

Order	×
Success	
	ОК

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.

Standard license issue notification [C-003]	ē Ø
Olympus Dictation Delivery Service <odp_notice@dictation-portal.com> 10/14/13</odp_notice@dictation-portal.com>	* *
Dear OIAS Customer 6, OIAS Dealer 3 has issued licenses as below. Type of license issued: Standard The number of license issued: 5 The license expiration date: 13/10/2014	
 To start using your licenses, please take the following steps. 1. Login to the Olympus Dictation Portal. 2. Complete the dictation file delivery setting on Smartphone List in the Olympus Dictation Portal 3. Download the Olympus Dictation for iPhone/Android app to your smartphones. 4. Enter following information in the fields in the Settings tab of the app to activate the app. URL: <u>https://www.dictation-portal.com/</u> Smartphone login ID: OIAS_Customer_6 Smartphone password: The password you created The e-mail address of the user of each smartphone 	L
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. <u>https://www.dictation-portal.com/ContactUs</u>	





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.

