Customers Guide to Renewal of Standard Licenses

Introduction

This document details the procedure for Customers to Enable and Cancel Renewal of their Olympus Dictation Delivery Service (ODDS) Standard Licenses within the Olympus Dictation Portal.

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
☑ 8B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	mrdictator7@gmail.com	6/27/2013	---	---	6
☑ E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	odptest@m2comsys.com	6/17/2013	---	---	6
☑ 0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_onishi@ot.olympus.co.jp	7/8/2013	---	---	6
☐ 6BB7F9BA-4C1C-475B-ADD0 04CE1D6CDDEE	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.

Flag   Unflag

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

Enable Renewal   ×

Do you want to renew your license for another year?

                                                    OK   Cancel

A Green check mark icon is now visible next to the licenses which you have chosen to renew.

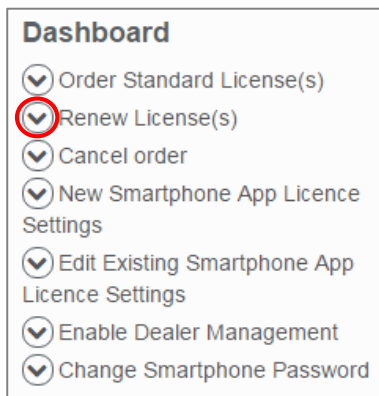| UUID	Model	Version	E-ma
Standard	---	---	---
✓8B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	mrdictator7@gm
✓E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	odptest@m2cor
✓0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_onishi@ot.oly

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.
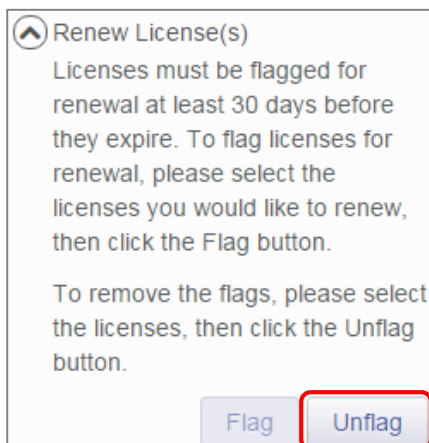
Cancel Renewal

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

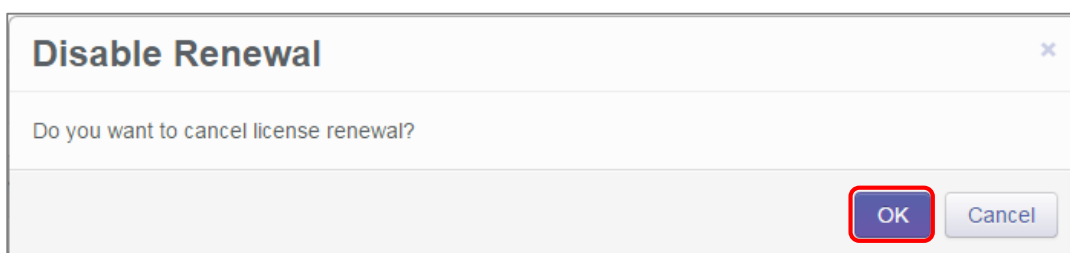| UUID	Model	Version	E-ma
Standard	---	---	---
✓8B80295F-6F3F-49C7-BBD5-42A1DB8942F2	iPhone 4	6.1.3	mrdictator7@gm
✓E88DA1A2-9B13-4784-ABE4-D1B1003E41DE	iPhone Simulator	5.0	odptest@m2cor
✓0a760273-c887-4180-aef8-767ac29c64f1	samsung SC-04E	4.2.2	t_onishi@ot.oly

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.