





# 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.

Option Settings							?	X
Folder Design	Workflow	User Settings	E-mail / FTP	Device	Update			
E-mail / FTP	ceive	E-mail Selec Attachn Spec limit,	t the E-mail Profile Default nent ify the limit for E-ma the attachment will I Limit attachmer	e to send file. t profile Christin Modify ail message attachr I be sent in multiple nt size to	Add Add ments in MB. If the a E-mail messages.	Remove  ttachments exceed the specifie  MB	d	

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.

Option Settings						
Folder Design	Workflow	User Settings	E-mail / FTP	Device	Update	
Workflow	d Download in cognition	Activ	/e ate and select the a E-mail FTP	Christina Po	and profile type by poff	which to receive files. Change the profile

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.

Option Settings						?	x
Folder Design	Workflow	User Settings	E-mail / FTP	Device	Update		
E-mail / FTP E-mail FTP Send / Rec Proxy	ceive	E-mail Sele Attacht Spec Ilmit,	ct the E-mail Profile Defaul ment ify the limit for E-m the attachment wil	t profile Christin Modify ail message attachr I be sent in multiple nt size to	A Popoff [Notes] Add ments in MB. If the a E-mail messages.	Remove ttachments exceed the specified	

Select 'Send / Receive' from the left pane.

Option Settings									
Folder Design	Workflow	User S							
E-mail / FTP 	ceive								

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.

Option Settings	-					? <mark>*</mark> *
Folder Design	Workflow	User Settings	E-mail / FTP	Device	Update	
E-mail / FTP E-mail FTP Send / Re Proxy	ceive	Receive V A Send Ir	e Interval Automatically receiv	ve files via E-mail / F Check every: 10	TP minutes	

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.

Option Settings	-				8	×
Folder Design Workflow U	Jser Settings	E-mail / FTP	Device	Update		
Workflow	Dictati Crea (Inbo alter	on Routing ate automatic routin xx folder by default). nate location.	g rule for dictation re You can also specil	ceived via E-mail / ly return document	FTP to specified destination folder option to the original sender or an	
Notification     Routing     Voice Recognition     S Background Voice Recogniti      Text Correction	n	Sender	Destir	nation	Receiver	

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

aiterria	te location.			
	Sender	Destination	Receiver	





The Routing Settings window is displayed.

Select either 'E-mail' or 'FTP' for the Protocol for your received dictations.

Routing Settings	and the local division of the local division	×					
Dictation sender Specify the E-mail	address or FTP address of dictation	i sender.					
Protocol:	💿 E-mail 🛛 🔵 FTP						
Sender:		Address Book					
Destination for dicta	tion						
Specify the folder t	o save dictations received.						
Destination Fol	der: Inbox						
password to the Properties'. Automatic documen	e folder.You can set the Inbox folder a t creation and sending document creation and sending fun	and password settings in 'Folder					
Send the trail	ascribed document to the dictation s	ender					
<ul> <li>Send the train</li> </ul>	nscribed document to alternate addr	ess/location					
Protocol:	E-mail	© FTP					
Receiver:		Preset					
Receiver:       Preset         Notes:       Document for the reply will be created using a matching template.         Specify template matching conditions in [Transcription] - [Open Word Processor].         OK       Cancel							

#### If E-mail is Selected...

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

Routing Settings	-		×
Dictation sender Specify the E-m	ail address or FTP a	ddress of dictation sende	r.
Protocol:	E-mail	FTP	
Sender:		(	Address Book

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



ddres	s Book:	Sender:
Na	E-mail Address	-> Dlympus Delivery Service
<u>.</u> 0.	"Olympus Imaging Australia" <s< td=""><td></td></s<>	
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<b>0</b> .	"Olympus Imaging" <online.ma< td=""><td></td></online.ma<>	
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New C	ontact Properties Delete	Delete

**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.

Routing Settings			<b>— X —</b>					
Dictation sender Specify the E-mail address or FTP address of dictation sender.								
Protocol:	🗇 E-mail	FTP						
Sender:			FTP Profiles					

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

F	TP Profiles	A Designed to see a				x
	Name	FTP Address	Login ID	Audio files folder	Document files	Select
1	Drive HQ	ftp.drivehq.com	OIAS_au	/OIAS_audio/ChristinaP	/My Documents	Close
	•				•	





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

Destination for dictation		
Specify the folder to save dictations	received.	
Destination Folder:	Inbox	
Notes: To receive encrypted dictations, password to the folder.You can s Properties'.	you must specify Inbox folder and set the Inbox folder and password	set a decryption settings in 'Folder

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

Modify Destination Folder	<b>X</b>
Dictation Tray Download Tray Folder A Folder B Folder C Folder C Folder D Folder E Folder F Folder F Folder G Inbox	OK Cancel
۰ III >	

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

Protocol.	E-mail	© FT	P	
Sender:	Olympus E	Delivery Service		Address Book
Destination for	dictation			
Specify the fo	older to save dicta	ations received.		
Destinatio	n Folder:	Folder D\Smartp	hone Dictation	1S
utomotio do o				
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Use auto	ument creation an matic document ne transcribed do	nd sending creation and sending fi cument to the dictation	unction sender	
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Finally, select [Apply] to save your settings.