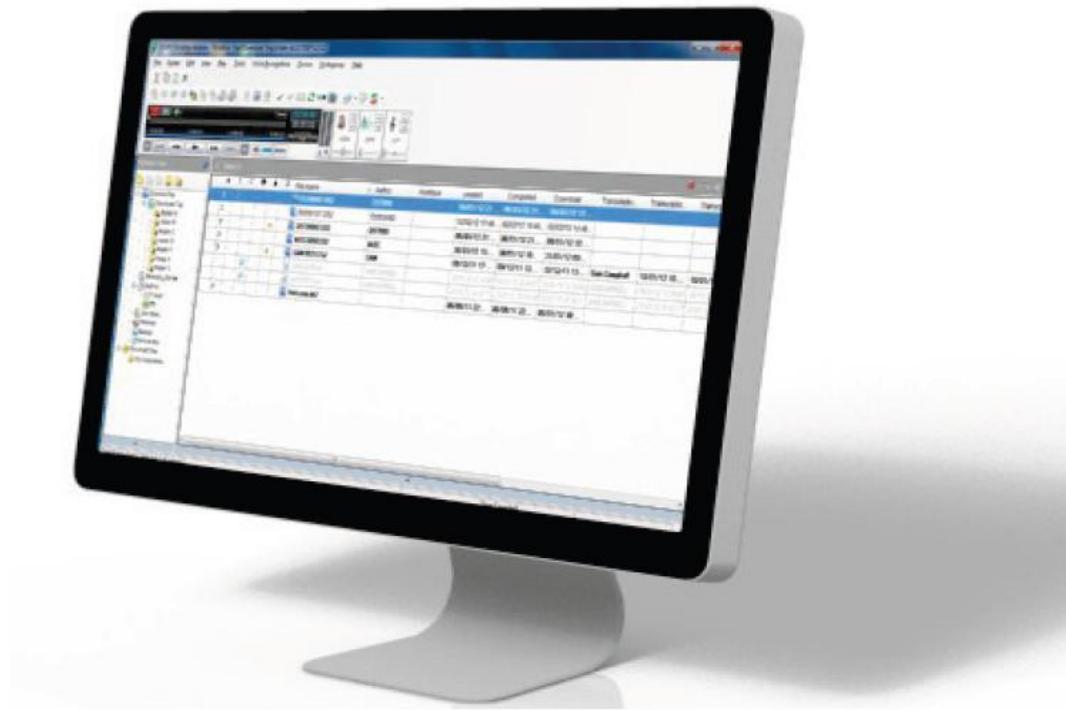


# ODMS – Customising the Layout in ODMS

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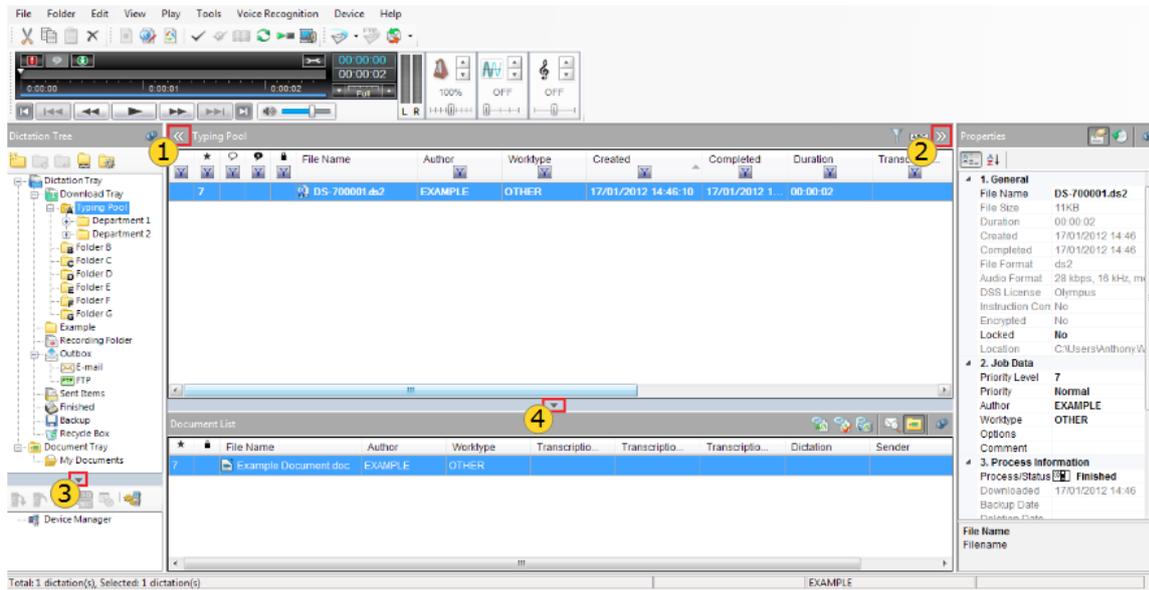
The ODMS layout can be customised in many different aspects such as hiding columns, changing dictation colour and moving toolbars. This guide will demonstrate how the GUI can be configured.

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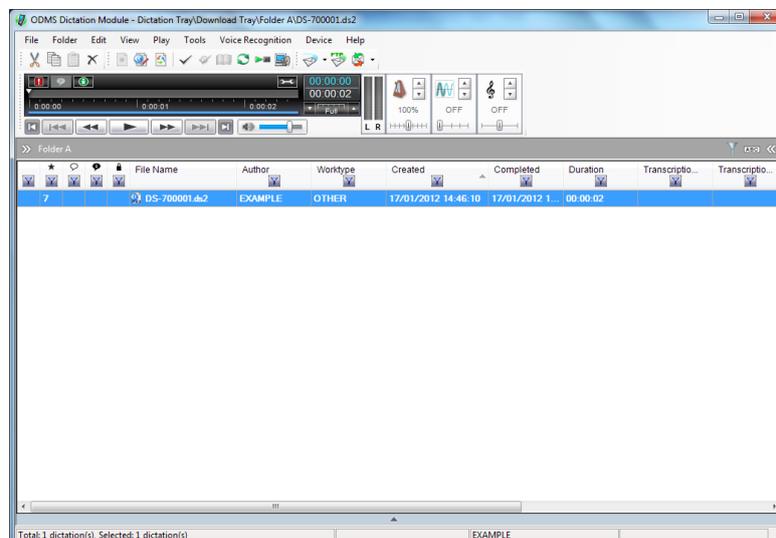
## How to show/hide sections within ODMS

This section details how to show or hide certain sections within the ODMS software. The marked buttons in the image below show which buttons to press to show/hide sections within the ODMS software.



- 1 Show/Hide Dictation Tray
- 2 Show/Hide Properties” / “Job History
- 3 Show/Hide “Device Manager”
- 4 Show/Hide “Document List”

Below is an image of the software with all sections hidden.

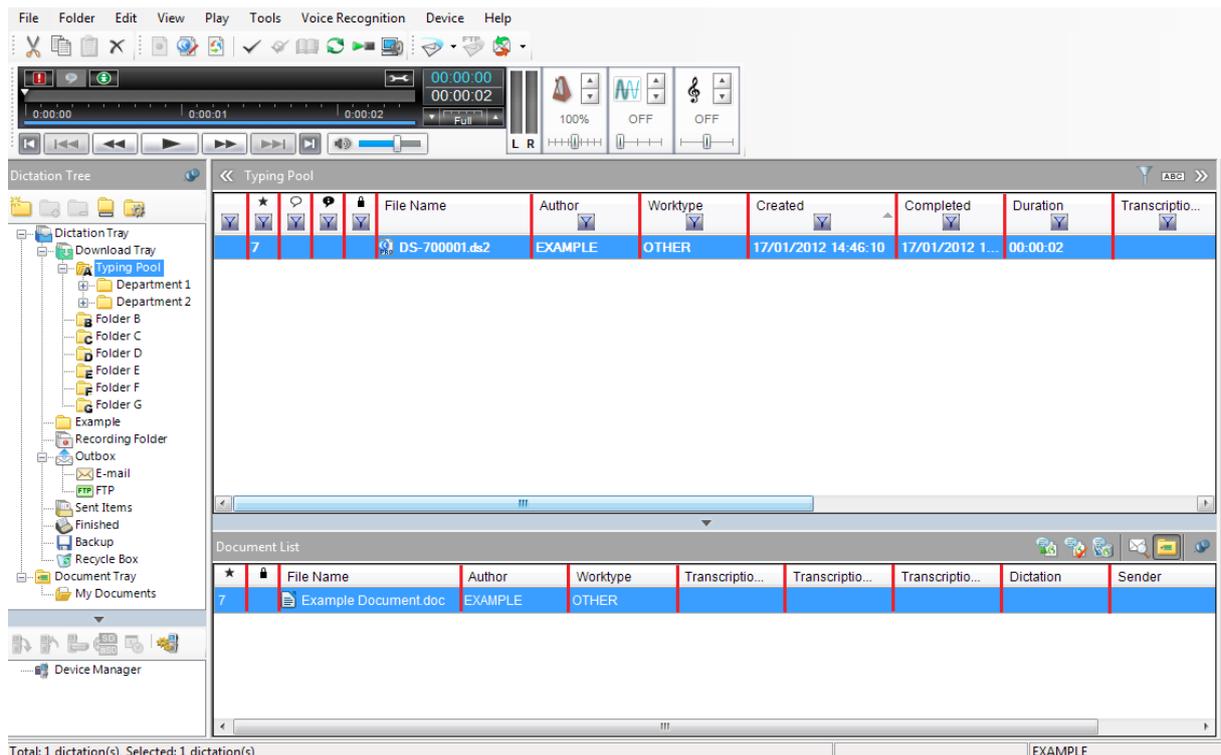


# Changing Column Width/Height

## To change the Column Width...

- Hover the mouse cursor over one of the area's pointed out by the red lines on the image below (in-between each column) until the appears below.

Cursor: 

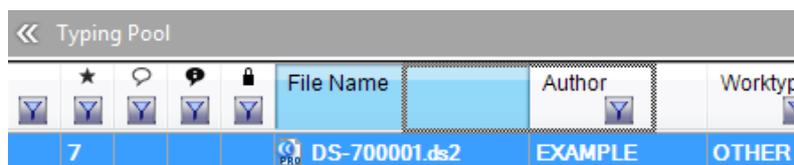


- Left-click and hold.
- Drag the mouse left or right to increase/decrease the width of a column, then let go of the mouse to set the width.

## Moving Columns

This section will detail how to move a column's.

To move a column, left-click and hold.



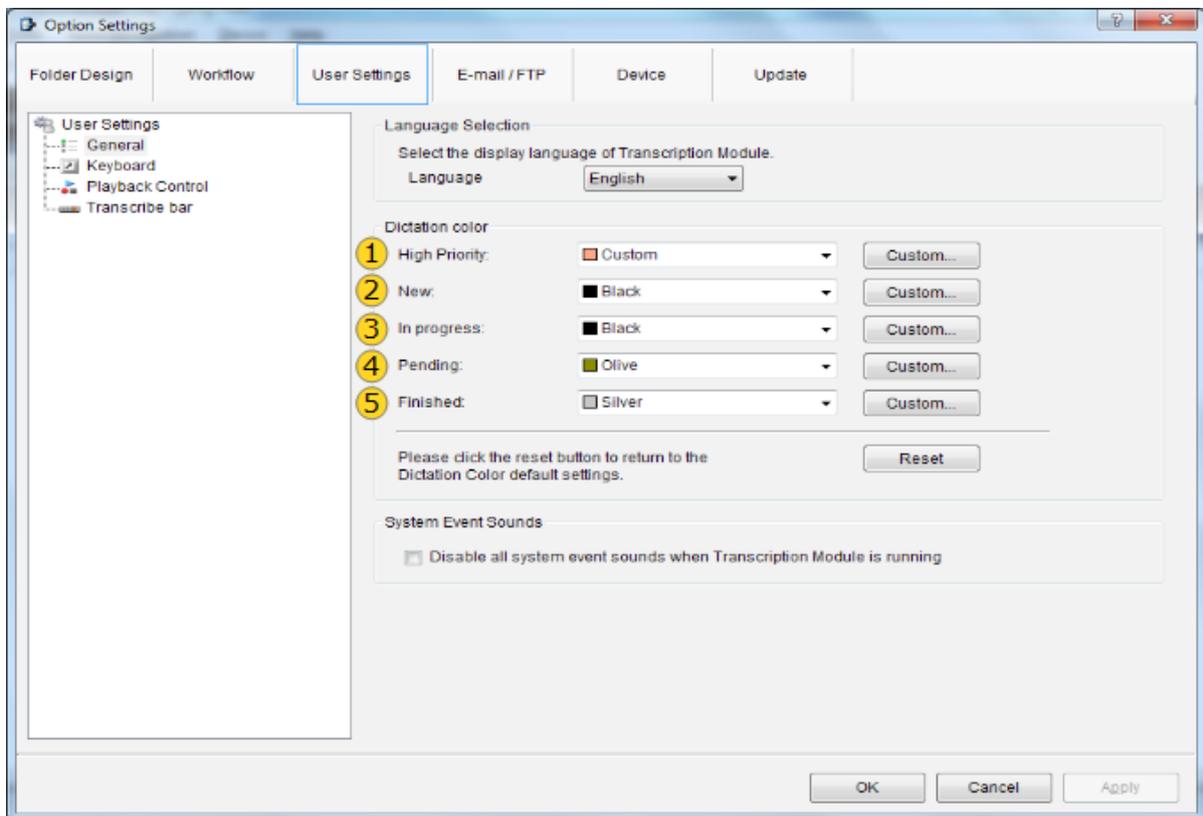
- Then drag the mouse left or right to move the column so.



## Changing Dictation Colours

This feature is only available for the ODMS Transcription module software. This section will inform the user how to change the colours scheme of the ODMS Transcription module software.

Within the ODMS software, under Tools > Options > User Settings > General.



**1 High Priority:** When a dictation is set to High Priority it will appear at the top of the folder the audio file located within in the transcription module software, the background colour set by this option.

**2 New:** When audio files are downloaded into the relevant folders, the text will be in this set colour.

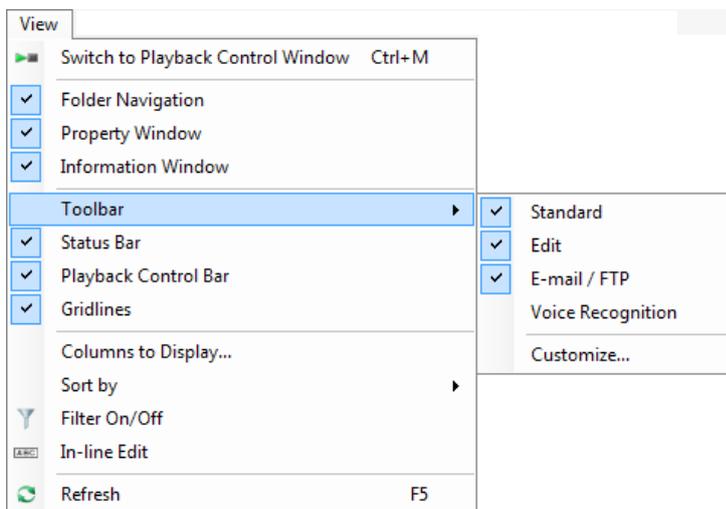
**3 In progress:** When an audio file is being transcribed by a typist, the dictations text will then be displayed in this set colour.

**4 Pending:** When an audio file is marked “Transcription.Pending”, the dictations text will then be displayed in this set colour.

**5 Finished:** When an audio file is marked “Transcription.Finished”, the file will move to the finished folder and the text will appear in this set colour.

## Moving Toolbars

This section will describe how toolbars can be enabled, disabled and moved to suite a users desired layout. First of all, to enable and disable toolbars, within the Olympus software under View > Toolbar.



To move a toolbar, simply left-click on and hold, then drag the mouse cursor to a position in the top bar within the Olympus software to reposition the toolbar, then let go of left mouse button to place.

An example of the a changed layout of the toolbars is shown below.

