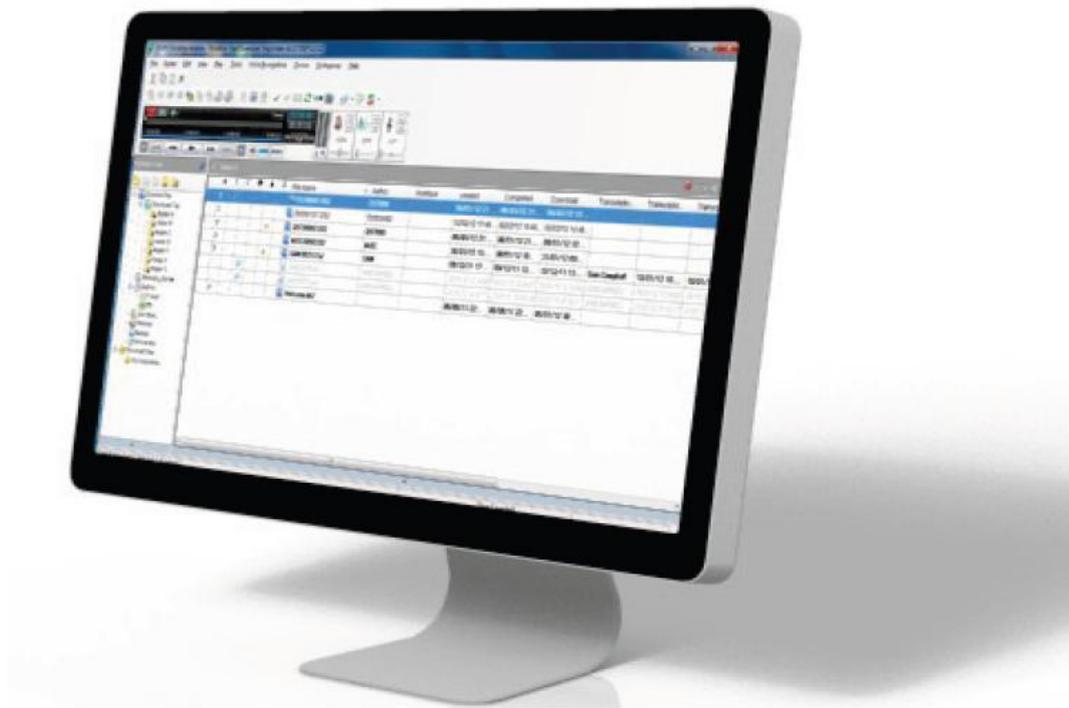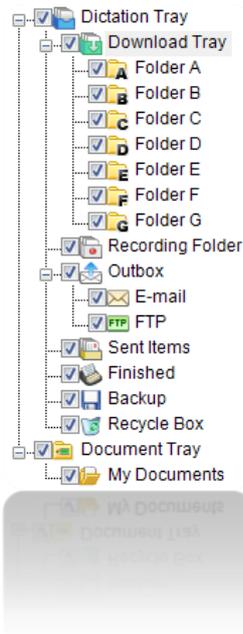# ODMS – Folder Structure Overview

This document will detail what the purpose and functionality of each folder within the ODMS Dictation and Transcription Module.

OLYMPUS

Folder Overview

Download Tray: This contains all the Olympus folders which are used to store dictations on the PC locally or within a network location.

Recording Folder [Dictation Module Only] : This contains dictations which are still being recorded and have the file status of "Recording.Pending"

Inbox: This contains all dictations that have been received by the typist.

Outbox: This contains the dictations that are waiting to be sent, either via E-mail or FTP before being moved to the Sent Items folder.

Forwarded [Transcription Module Only]: This folder contains all dictations that have been sent via E-mail by a Typist.

Sent Items: This contains dictations or documents that have been successfully sent via E-mail or FTP.

Finished: This contains dictations that have been transcribed by a typist and marked as "Transcription.Finished".

Backup: This contains copies of dictations that are downloaded, recorded or imported into the ODMS application.

Recycle Box: Files that have been deleted are stored here before being permanently deleted by the Purge feature.

Document Tray: This folder displays all document files inside the location. It also displays files that have been associated with a dictation or transcribed via Voice Recognition.

Transcriptionist Tray [Transcription Module Only]: The Transcriptionist tray displays all files inside Folder A-G so that they can be viewed easily.

Folder Overview – Transcription Module
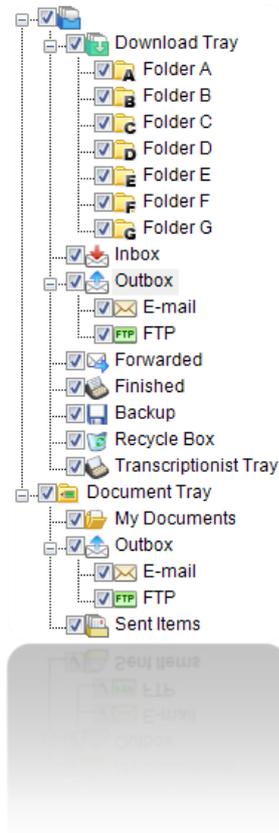
Outbox: This contains the dictations that are waiting to be sent, either via "E-mail" or "FTP" are stored before being moved to the "Sent Items" folder.

Finished: This contains dictations that have been transcribed by a typist and marked "Finished".

Backup: This contains copies of dictations that are downloaded from any dictation device to the PC.

Recycle Box: If the recycle box is the select location for deleted files to go when deleted, dictations that are deleted within the Olympus software (not from the device folders of a connected dictation device) are stored here to prevent accidental deletion.

Document Tray: All documents that are related to dictations are stored under the "My Documents" folder and when sent back to the author via E-mail or FTP, will appear in the Outbox under "E-mail" or "FTP" folders, any that are successfully sent will be stored in the "Sent Items" folder.

Sent Items: This contains dictations that have been successfully sent via "E-mail" or "FTP".