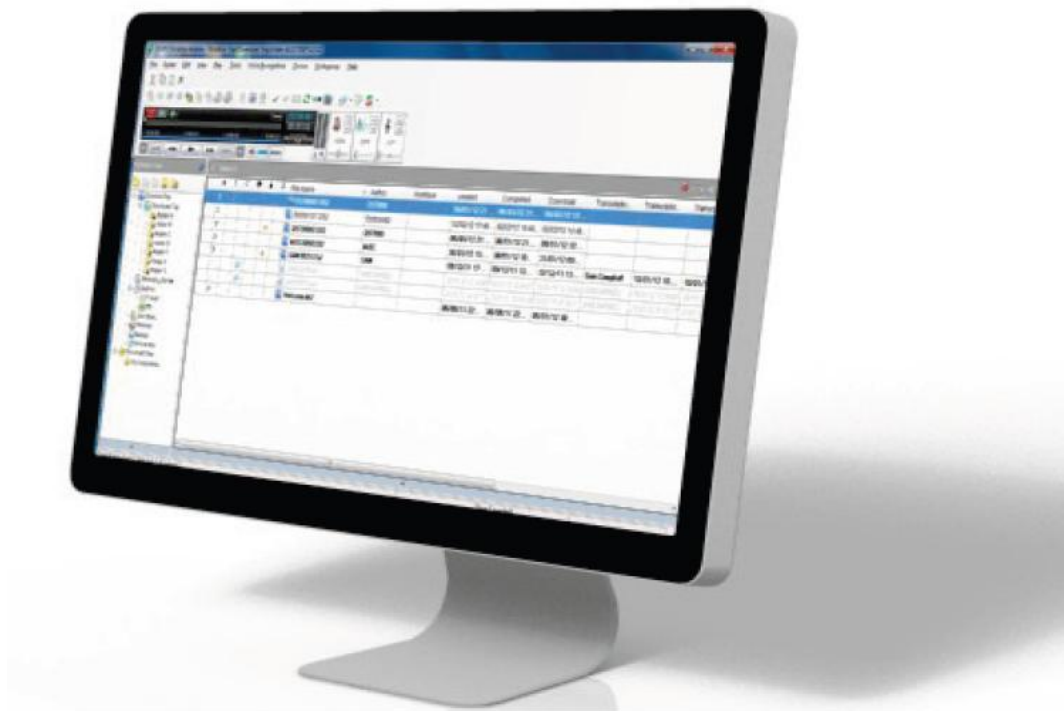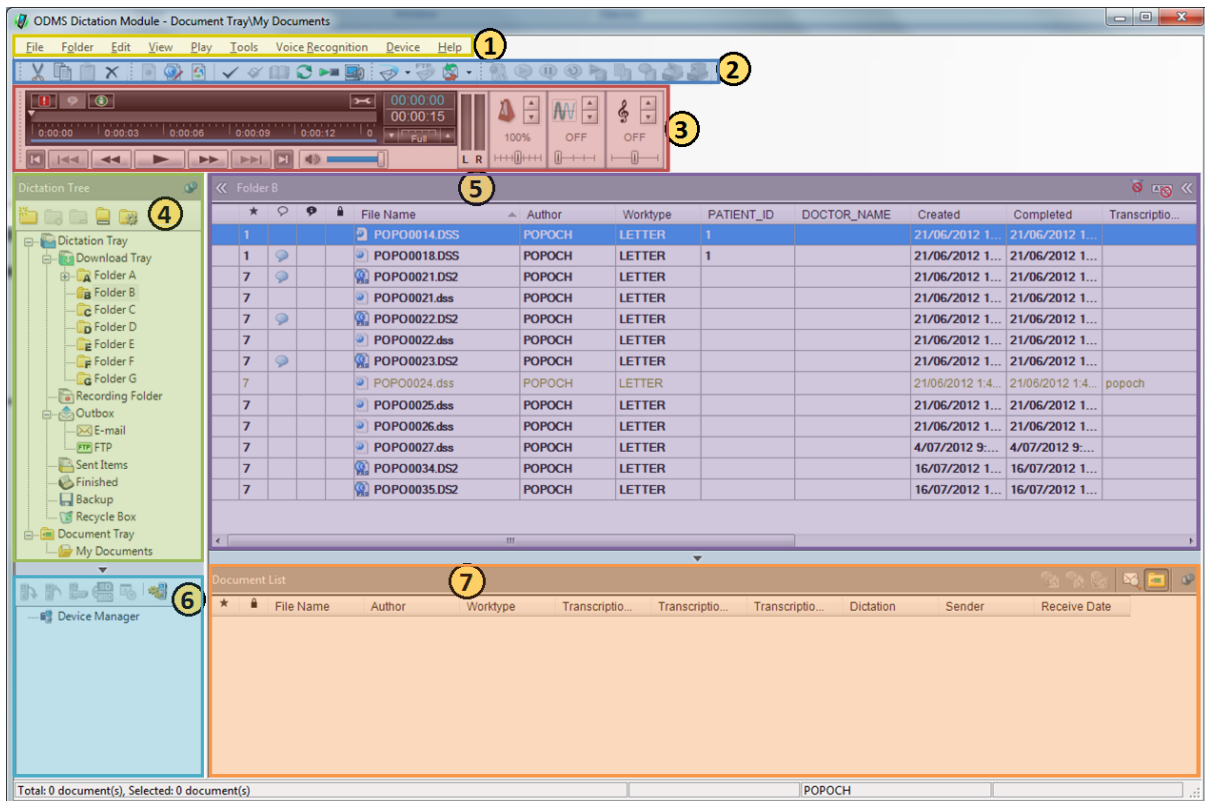# ODMS - GUI Overview

This document will detail the overview of the Graphical User Interface of the Olympus (R6) ODMS Dictation module software and explain what each button and section is for.
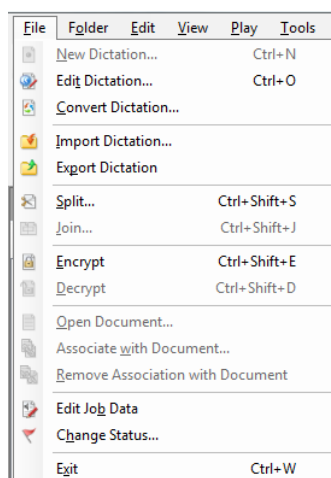
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Overview

1. Drop-Down Menus

2. Toolbars

3. Playback Control Panel

4. Dictation Tree

5. Content View List

6. Device Manager

7. Document List
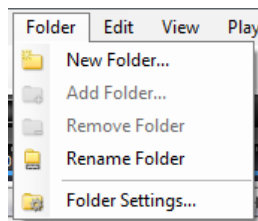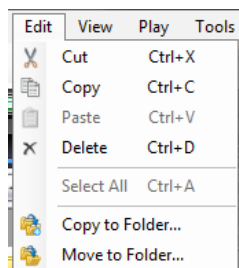
Drop-Down Menus

File

Menu	Function
New Dictation	Record a new dictation
Edit Dictation	Edit a current dictation
Convert Dictation	Convert an audio file to a different format
Import Dictation	Copy or move an audio file from another folder into ODMS
Export Dictation	Copy or move an audio file from ODMS to another folder
Split	Split an audio file into two or more separate audio files
Join	Merge two or more audio files into one
Encrypt	Apply a password to an audio file
Decrypt	Remove password protection from an encrypted audio file
Open Document	Open the selected document in a word processor
Associate with Document	Link an audio file to a document
Remove Association with Document	Remove link between an audio file and a document
Edit Job Data	Customise the job data (Author, Worktype, Comment) for a selected file
Change Status	Change the Transcription Status of a selected audio file
Exit	Closes the ODMS application

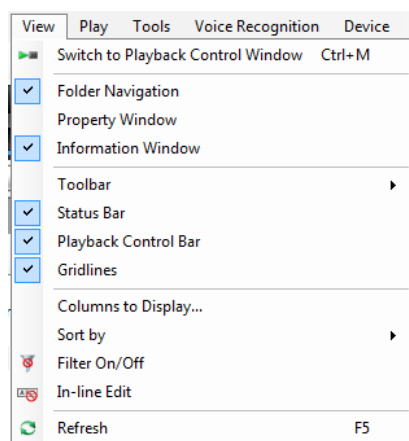OLYMPUS

Folder

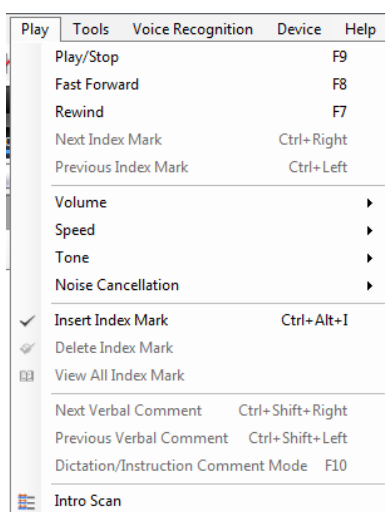| Menu	Function
New Folder...	Creates a new folder within the Download Tray
Add Folder...	Adds an existing folder under the Download Tray and pre-sets the folder path
Remove Folder	Deleted the selected folder if created by the user
Rename Folder	Allows renaming of the selected folder
Folder Settings...	Opens the 'Folder Design' tab within the 'Options' menu

Edit

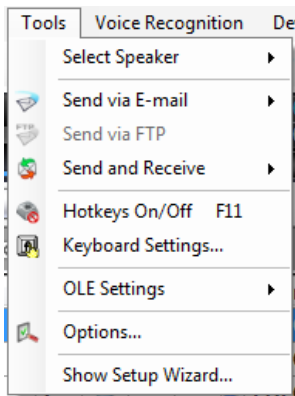| Menu	Function
Cut	Much like the "Copy" feature, copies the audio file to the "Clipboard", ready to be pasted to another location/folder. But does not keep the original file.
Copy	Copies a file to the "Clipboard", ready to be pasted to another location, keeping the original audio file in the original location
Paste	Inputs the contents of the "Clipboard" to the selected folder
Delete	Delete the selected audio file
Select All	Selects all contents of the selected folder
Copy to Folder...	Creates a copy of the selected audio file and places the copy in the chosen location. Leaving the original file in the original folder.
Move to Folder...	Moves a selected audio file to the chosen folder

View

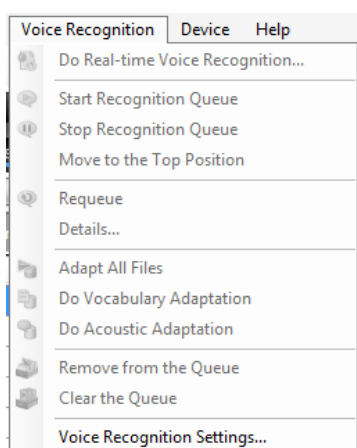| Menu	Function
Switch to Playback Control Window	Changes the view of the ODMS software so only the "Playback Control Window" is displayed
Folder Navigation	Displays the "Folder Navigation Window", containing the audio folders, which contain all audio files downloaded/imported into the ODMS software
Property Window	Displays the "Property Window" at the right hand-side of the software detailing the information on the selected folder or audio file
Information Window	Displays the "Information Window" at the bottom of the software, which lists all audio files set for "Voice Recognition" and "Adaptation", as well as "Mail preview" and "Document List"
Toolbar: Standard	Displays the "Standard" toolbar
Toolbar: Edit	Displays the "Edit" toolbar
Toolbar: Email/FTP	Displays the "E-mail / FTP" toolbar
Toolbar: Voice Recognition	Displays the "Voice Recognition" toolbar
Status Bar	Displays this bar, at the bottom of the software, detailing how many audio files are in the selected folder and if sending/receive audio files – this will display the status on this bar
Playback Control Bar	Displays the "Playback Control Bar" at the top of the software, allowing playback options for the selected audio file, without having to switch to the "Playback Control Window"
Gridlines	Displays the grid lines within the "Contents List" to emphasize the rows and columns
Columns to Display...	Displays a prompt used to configure what column are shown and which are not within the ODMS software
Sort By	This option sorts audio files within the selected folder dependent upon the selected attribute
Filter On/Off	Displays the "Filter" icons for each column, this can be configured to show only audio files that meet the set criteria
In-Line Edit	Displays the "In-Line Edit" icon, so the name of audio files can be changed
Refresh	Refreshes the ODMS software, forcing it to check the folders, ensuring the user can view all audio files in the Olympus folders

Play

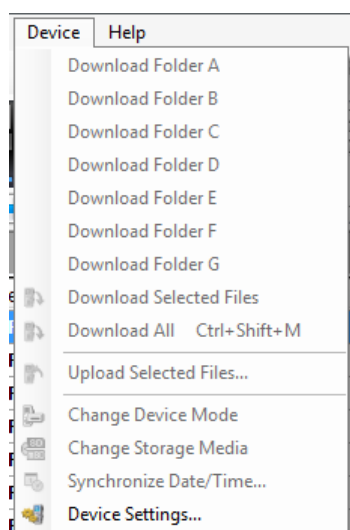| Menu	Function
Play/Stop	Starts playing back the selected audio file
Fast Forward	Fast forwards into the selected audio file
Rewind	Rewinds into the selected audio file
Next Index Mark	Skips to the next index mark within the selected audio file
Previous Index Mark	Skips back to the previous index mark within the selected audio file
Volume	Raise or lower the volume of playback
Speed	Raise or lower the speed of playback
Tone	Raise or lower the tone of the audio playback
Noise Cancellation	Choose between 3 levels of Noise Cancellation
Insert Index Mark	Places an index mark within the selected file at the current point in the audio file
Delete Index Mark	Deletes the currently selected index mark, within the selected audio file
View All Index Mark	Displays a prompt that lists all index marks and at what point within the selected audio file each mark is set
Next Verbal Comment	Skips to the next verbal comment within the selected audio file
Previous Verbal Comment	Skips back to the previous verbal comment within the selected audio file
Dictation/Instruction Comment Mode	Switches between playback of the selected audio file and the Instruction Comment
Intro Scan	Plays back the first 5 seconds of each audio file going down the list starting on the selected audio file.

Tools

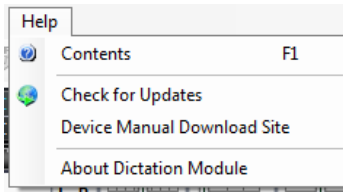| Menu	Function
Select Speaker	Scrolls through the audio devices connected to the PC.
Send via E-mail	E-mail selected audio file using profiles setup within the ODMS software.
Send via FTP	Sends audio file via FTP using profiles setup within the ODMS software.
Send and Receive	Will check whether or not any new audio files have been received via E-mail/FTP.
Hotkeys On/Off	This option enabled the "Hotkeys" functions within the ODMS software.
Keyboard Settings...	Configure the "Hotkeys" and their functions here.
OLE Settings: Linked	A file linked with audio data retains the file name and path of the dictation File, resulting in a smaller amount of data. The file may not be able to be played if it cannot refer to the audio data path.
OLE Settings: Embedded	An embedded object brings all audio data into the file, resulting in a larger amount of data. The file with audio data embedded can be played on another PC that has DSS Player installed.
Options	Opens the options settings, containing all the configuration details for the ODMS software.

Voice Recognition

Menu	Function
Do Real-time Voice Recognition...	Opens the Real-time voice recognition window, this is used to actively transcribe what the audio says
Start Recognition Queue	Will begin voice recognition of audio files that have been queued for "Voice Recognition". Transcribing dictations in the background whilst still allowing use of the ODMS software
Stop Recognition Queue	Will halt all voice recognition of audio files queued for "Voice Recognition"
Move to the Top Position	This will move an audio file in the "Voice Recognition Waiting List" to the top of the list, so when the voice recognition queue is started, this dictation will be processed first
Requeue	When an audio file has gone through the voice recognition process, it will appear in the "Voice Recognition Result List", from there, using this option it can be requeued, re-transcribing the audio file
Details...	This option opens the details on the selected audio file in the "Voice Recognition Result List", such as whether or not voice recognition was successful or if there was an error
Adapt All Files	Any audio files set for adaptation will start to go through the adaptation process, essentially training the DNS profile of the currently selected DNS profile
Do Vocabulary Adaptation	This will perform the "Vocabulary Adaptation" of an audio file within the "Adaptation Waiting List", primarily adapting the DNS profile currently being used to the vocabulary of the user
Do Acoustic Adaptation	This will perform the "Acoustic Adaptation" of an audio file within the "Adaptation Waiting List", primarily adapting the DNS profile currently being used to the acoustics of the user
Remove from the Queue	Removes the selected audio file from the relevant queue
Clear the Queue	Removes all audio files from the queue currently selected
Voice Recognition Settings...	Opens the options settings for voice recognition, where all configuration settings for voice recognition are stored

Device

Menu	Function
Download Folder A-G	Downloads files from the connected device to the PC
Download Selected Files	Downloads selected files into the ODMS software. To select multi files select an audio file then hold "Ctrl" then select other audio files to be downloaded
Download All	Downloads all files from the connected device into the Olympus software
Upload Selected Files...	Uploads selected files into the connected device. To select multi files select an audio file then hold "Ctrl" then select other audio files to be downloaded
Change Device Mode: Composite	Whilst in "Composite" mode, the device is recognised as three devices, a "Storage" device, an "Input" device and an "Output" device
Change Device Mode: Storage	Whilst in "Storage" mode, the device is recognised only as a "Storage" device, allowing access to the audio files on the memory card(s)
Change Storage Media	Changes the active memory currently being accessed, between the primary "SD Memory Card" and the secondary "MicroSD memory card"
Synchronize Date/Time...	Changes the Date/Time on the device to match the set Date/Time of the PC the device is connected to
Device Settings...	Opens the "Device" tab in the option menu settings, all settings that apply to the device can be configured here

Help

Menu	Function
Contents	Displays a dialogue that contains detailed information on the ODMS software
Check for Updates	Checks the Olympus update server for the latest version of software, if the user is already on the latest version it will not update the software, if the user can update, this will prompt the user to see whether or not they want to update the software or not
Device Manual Download Site	Opens the Olympus "Downloads" web page in the default web browser
About Dictation Module	Opens a dialogue detailing the User ID, Company Name, License key (used to install the software) & version of the ODMS software currently installed

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Toolbars

Cut

This feature,"Cut", moves an audio file from one folder and can be pasted into another folder. This is similar to the "Copy" feature, but will move the file from the original location and will not leave a copy in the original folder.

Copy

The "Copy" feature, can be used to move a dictation from a folder. Once copied, the audio file can be pasted into another folder/location, this will leave behind the original file which was copied.

Paste

A user can paste a "Cut" or "Copied" audio file to a different folder/location using this feature.

Delete

This feature deletes the select audio file(s), dependant on how the ODMS software is configured, will determine whether or not the audio file(s) selected are permanently deleted or moved to the Recycle box.

New Dictation...

When selecting this feature, it will open the Direct Recording Window and allow the recording of a new dictation.

Edit Dictation

This feature opens an audio file in the Recording Window to be continued, overwritten, or completely re-recorded if the user feels it is needed.

Convert Dictation

This feature allows a user to convert the dictation to a different audio file format (.WAV, .DSS, .DS2 & .WMA).

Insert Index Mark

This feature inputs an index mark into an audio file at the specific time the user is currently at within the file. This helps users to skip through an audio file through use of these marks instead of just to the start or the end of a dictation.

Delete Index Mark

This deleted the index mark at the specific time the user is currently at within the file.

List all Index Mark

This lists the times in the audio file which an index mark is placed.

Refresh

Refreshes the ODMS software, forcing it to check the folders, ensuring the user can view all audio files in the mapped folders. The automatic refresh interval is set to 10 minutes by default.

Switch to Playback Control Window

Switches between the full ODMS software view to the "Playback Control panel".

Select Speaker

This feature scrolls through audio devices on the PC. Dependant on which device is selected will determine which device the Olympus software will playback through.

Send via E-mail

This feature will send the selected audio file via e-mail (if sending via multiple profiles, select one of the profiles configured from the drop-down).

Send via FTP

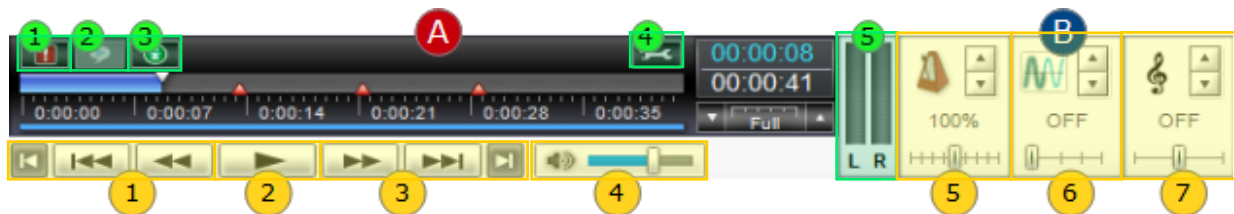This feature will send the selected audio file via FTP.

Send and Receive

This feature will check your E-mail / FTP profiles to see if any new audio files are ready to be downloaded into the ODMS software.

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Playback Control Panel

The following will explain the components within the Playback Control panel. Please follow the below descriptions from left to right on the picture.
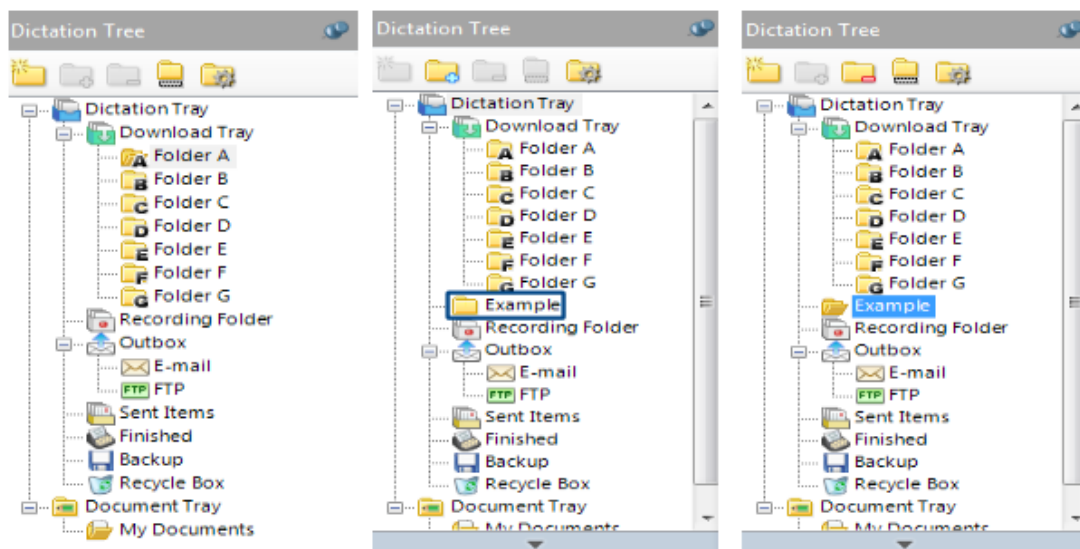

![Playback Control Panel interface]

1 **Playback Controls:** Skip to Start > Previous "Index Mark" > Rewind.

2 **Playback Controls:** Play/Pause.

3 **Playback Controls:** Fast forward > Next "Index Mark" > Skip to end.

4 **Volume Control:** This control is used to change the playback volume of an audio file.

A **Playback Control Bar:** This bar shows where in the audio file a user is, where index marks are within the audio file and shows the full length of an audio file.

1 **Priority:** This sets priority on an audio file, making the audio file appear at the top of the content list.

2 **Instruction Comment:** This switches to the Instruction Comment playback bar, allowing playback of an Instruction Comment attached to an audio file.

3 **Information:** This displays the information of of an audio file, such as File Name, Size, Duration, File format, Audio format, Whether it has an Instruction Comment or not and whether the file is encrypted or locked.

4 **Settings:** This displays the Playback Control configuration settings in the options menu under the "User Settings" tab allowing the configuration of the Playback Control panel.

5 **Volume Level Meter:** This displays the levels at which the microphone registers user input.

B **Audio Control Options:** These options change the way audio files are played back (speed, tone & noise cancellation).

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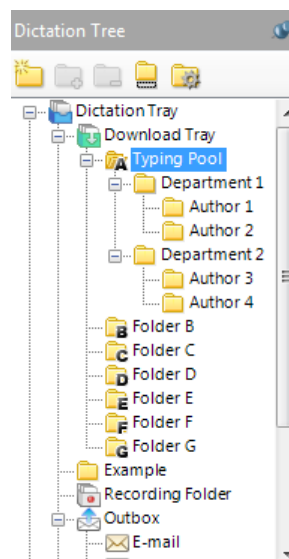
⑤ Playback Speed: This controls the speed at which the audio file is played back.

⑥ Noise Cancellation: There are 3 levels of "Noise Cancellation", this feature removes background noise from the audio playback.

⑦ Tone Control: This controls the "Tone" of the dictation while playing an audio file back.

Dictation Tree

The section details how to customise the Folders and Folder Settings within ODMS.
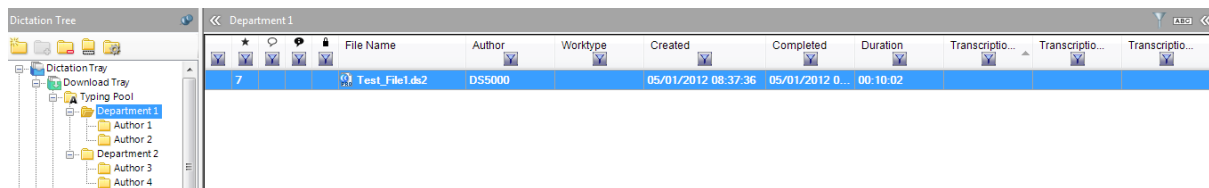

① New Folder: This creates a 'New Folder' / 'Sub-Folder' for audio files to be stored in. Via this feature, you can setup a folder structure to support your specific needs, an example is shown below.

② **Rename Folder:** A folder can be renamed using this feature.

③ **Folder Settings:** This opens the "Folder Design" settings within the ODMS option settings, these settings control the configuration details of all folder attributes.

④ **Add Folder:** Using this feature, an additional folder can be added into the ODMS software to be used for storage of audio files.

⑤ **Remove Folder:** Using this feature, a folder can be removed/deleted from the ODMS software. Additionally, to remove a folder, you can manually delete it from the location within Windows by browsing to the parent folder via Windows Explorer, then deleting the folder.
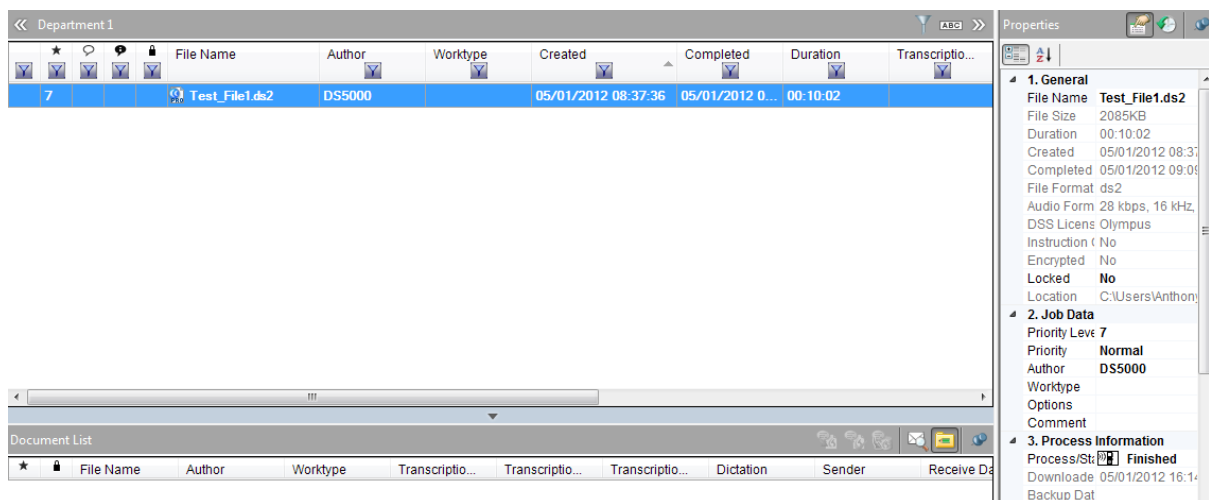
Content List View

This displays the contents of the selected folder within the "Dictation Tree" or a selected folder within a device's "Voice Folders", as demonstrated below, within "Typing Pool\Department 1" there is an audio file named "Test_File1.ds2".

Audio files are presented in alphabetical order via the File Name, Author, Worktype and other attributes. The audio files can also be filtered via Author ID(s), Worktype(s), duration, date created and more, using the "Filter" feature and enabling the renaming of audio files via the "In-line Edit" feature.

Also, if open, the "Properties Window" will display the details on an audio file or one of the folders within the "Dictation Tray". To open the "Properties Window", click on the "<<" button, or click on "View" > "Property Window".
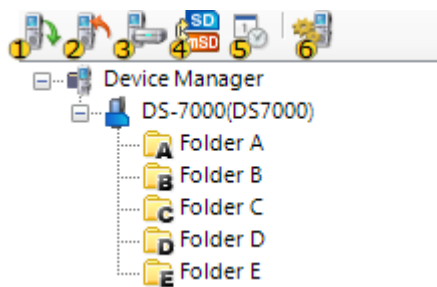
Also in the properties panel, the "Job History" can be displayed, this will detail what actions have been carried out within the ODMS software and what time they were performed.

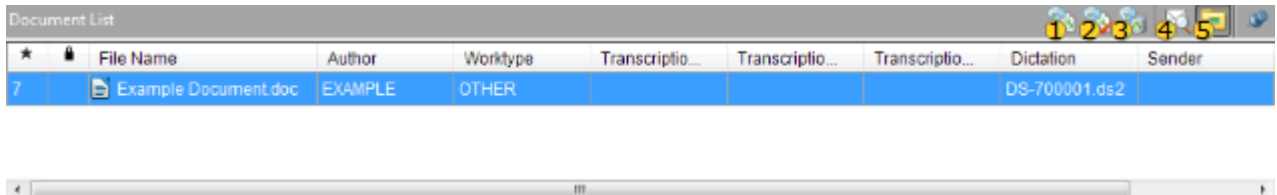| Date&Time	User	Description
17/01/2012 14:46:10	anthony.walker	Dictation created
17/01/2012 14:46:28	anthony.walker	Dictation completed
18/01/2012 09:46:25	anthony.walker	Process/Status changed (Recording/Finished ->

Device Manager

The device manager section contains options and features pertaining to the currently connected device. From this section it is possible to download from, upload to and configure a device.

① Download: Downloads all files from the device, into the relevant folder(s) within the ODMS software.

② Upload: This option uploads the selected file(s) stored on the PC within the ODMS software to the currently connected device.

③ Change Device Mode: Changes the device mode between "Composite" & "Storage"...

④ Change Storage Media: Changes the selected memory within the device, between the SD & MicroSD card's within the connected device.

⑤ Synchronise Data/Time: Synchronizes the Data/Time on the device with the Data/Time set on the PC the device is connected to.

⑥ Device Settings: This option opens the "Device" tab within the ODMS software, here all the settings to do with devices can be configured.

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Document List

The document list displays all document files that have been associated with a dictation or transcribed using "Voice Recognition". It also shows files that have been sent for "Adaptation" to improve voice recognition accuracy.

1 Voice Recognition Waiting List: This displays all audio files that have been set to be transcribed via the Dragon Naturally Speaking software.

2 Voice Recognition Result List: This displays the results of audio files that were set for Voice Recognition and that have finished being transcribed by the Dragon Naturally Speaking software.

3 Adaptation List: This displays audio files that have been set for Adaptation. Adaptation is where an audio file is taken by the Dragon Naturally Speaking software and used to train the profile, without the interaction of a user.

4 Mail Preview: This shows a preview of the e-mail to which the selected audio file or document was attached.

5 Document List View: This enables the option to show associated documents and documents that have been transcribed via voice recognition.

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