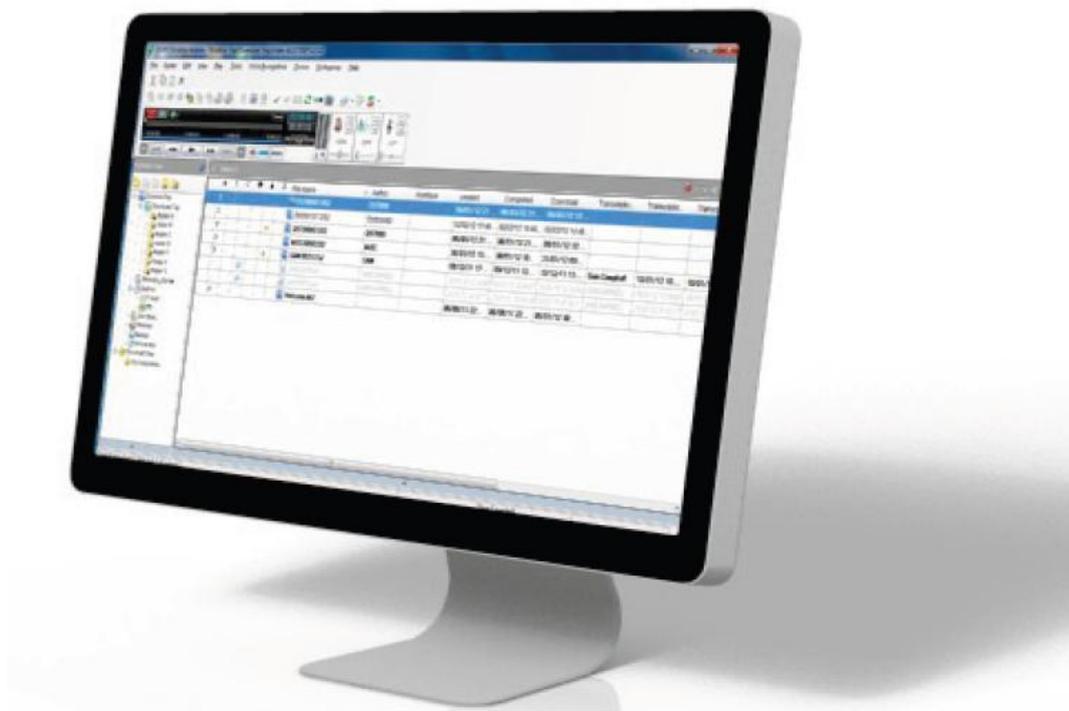


ODMS – General Setup of Dictation Module



Introduction

This document provides details of the features in ODMS Release 6 Dictation Module which are commonly requested for configuration upon initial installation.

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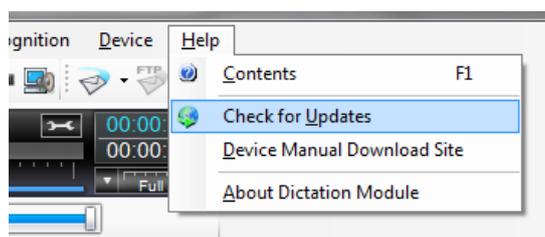
Software Updates

It is recommended to check for the latest software updates after initial installation.

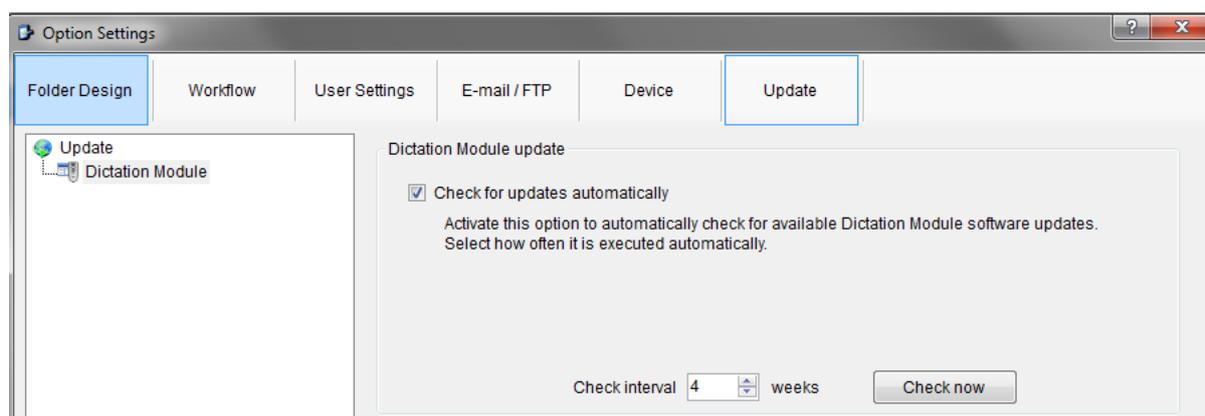
1. To check the current software version, go to [Help] > [About Dictation Module]. The following window will be displayed with the Version information.



2. If the software version is not up to date, you can download the latest update by going to [Help] > [Check for Updates].



3. Should Automatic Updates be required, this can be configured through [Tools] > [Options] > [Update]. The Update Check Interval can also be set.



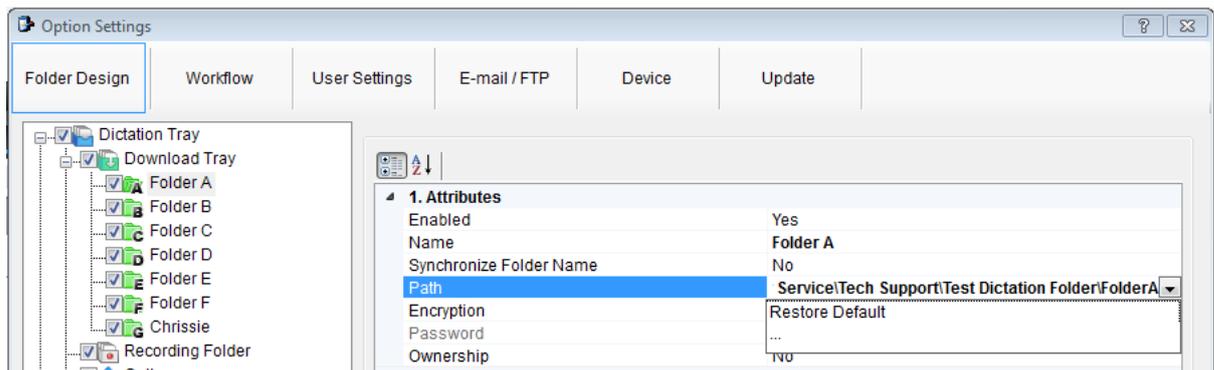
Download Path

Upon installing ODMS Release 6, the default download path of the folders within the software is set to the user's local drive. These download folders can be configured to a shared location so that all files that are downloaded by multiple authors are visible to the transcriptionists.

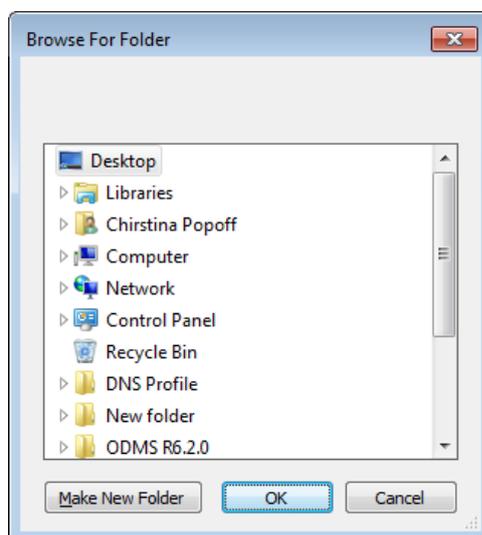
The download path of the A-G Folders can be set individually, or they can be set as a whole by changing the download path of the Download Tray.

Set Folders A-G Individually

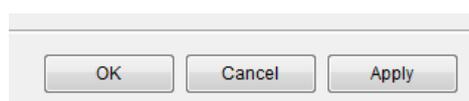
1. Go to [Tools] > [Options] > [Folder Design]. Click on the folder in which you want to change the download path (eg. Folder A).
2. Under Attributes click on 'Path'. The current download path for the software will be displayed here.
3. To change, click on the downward pointing arrow on the right, and select '...'



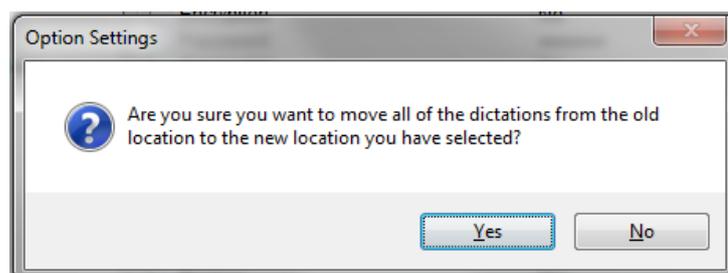
4. The Browse For Folder Window will appear. From here select the folder you would like to change your download path to. Once you have highlighted the folder press 'OK'



5. Press the 'Apply' button at the bottom of the Options Window to save your changes.

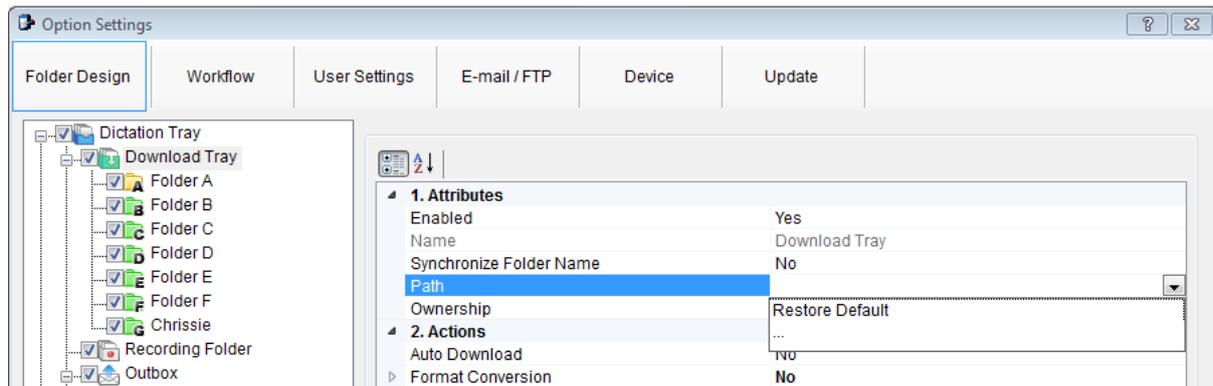


6. You will be prompted with the following message asking you to confirm that you would like to move all dictations from the old download location to the new download location. Press the 'Yes' button to confirm. You have now remapped the download path of the folder.

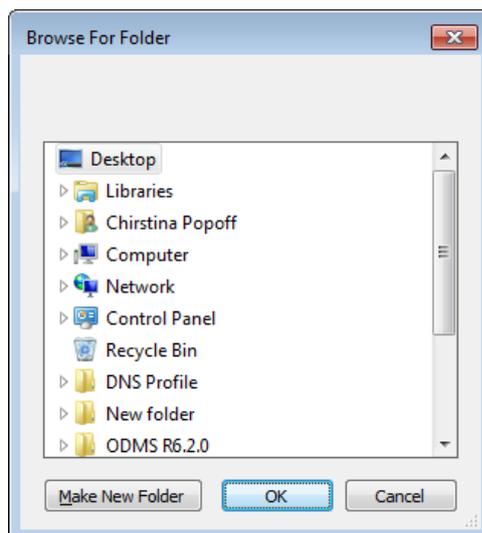


Set All Folders in Download Tray

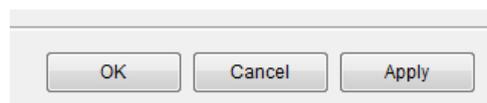
1. Go to [Tools] > [Options] > [Folder Design]. Click on 'Download Tray'.
2. Under Attributes click on 'Path'. Unlike when setting the individual folder, the current download path for the software will not be shown.
3. To set the new path, click on the downward pointing arrow on the right, and select
'...'



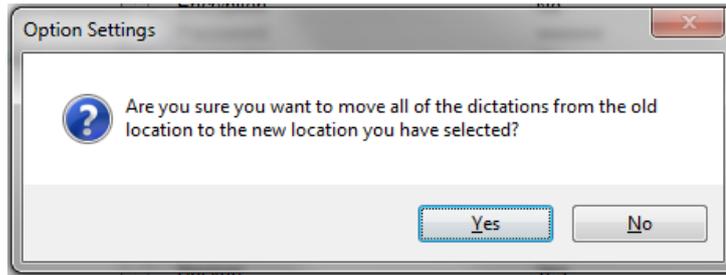
4. The Browse For Folder Window will appear. From here select the folder you would like to change your download path to. Once you have highlighted the folder press 'OK'



5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



6. You will be prompted with the following message asking you to confirm that you would like to move all dictations from the old download location to the new download location. Press the 'Yes' button to confirm. You have now remapped the download path of all folders within the Download Tray.

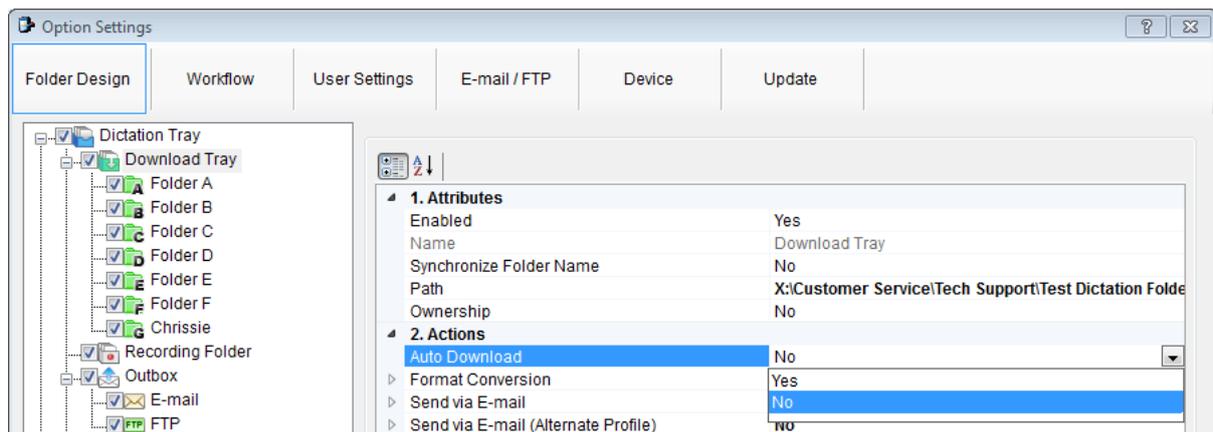


Auto Download & Download Options

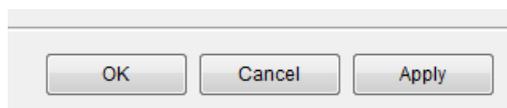
For convenience, it is possible to configure the software to automatically download all dictations from the recorder upon connection of the device, delete downloaded dictations from the device, and apply routing rules.

Configuring Auto Download

1. Go to [Tools] > [Options] > [Folder Design]. Click on 'Download Tray'.
2. In the Actions section, highlight 'Auto Download'.
3. Click on the downward pointing arrow on the right, and select 'Yes'



4. Press the 'Apply' button at the bottom of the Options Window to save your changes.



The above method will apply this setting to all folders within the Download Tray. Should the setting only be required for a specific folder (Folder A-G), the above method can also be applied to an individual folder.

Additional Download Options

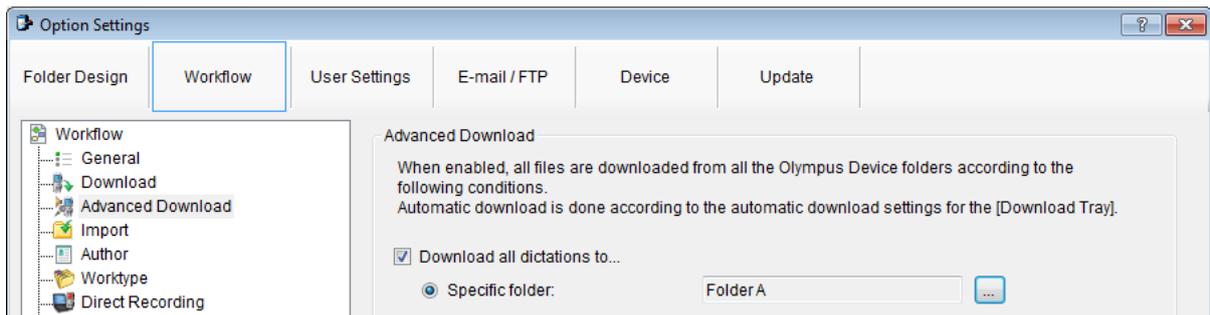
Sometimes it may be required that all dictations are downloaded to a single folder, or routed to specified folders based on the Author or Worktype ID regardless of which folder they have been recorded under on the device.

Additionally, it is possible to configure the software to delete dictations from the device after they have been successfully downloaded.

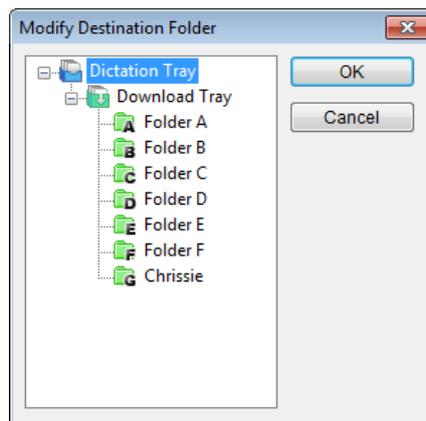
Single Folder Download Destination

1. Go to [Tools] > [Options] > [Workflow]. Click on 'Advanced Download'

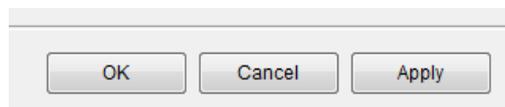
2. Check the 'Download all dictation to...' box.



3. Press the '...' button to select the desired destination folder. And select OK

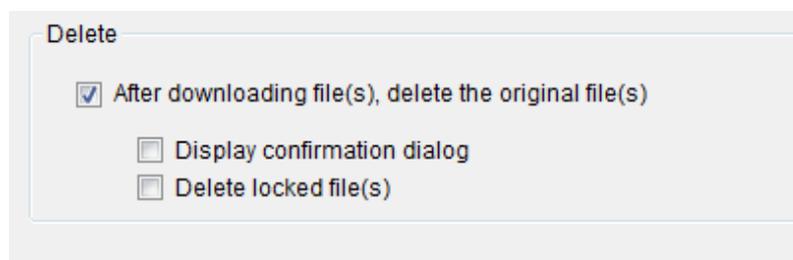


4. Press the 'Apply' button at the bottom of the Options Window to save your changes.

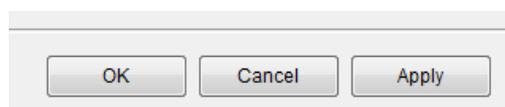


Delete Downloaded Dictations from Device

1. Go to [Tools] > [Options] > [Workflow]. Click on 'Download'.
2. Check the 'After downloading file(s), delete the original file(s)' box. You can also choose to display a confirmation window before deletion from the device, and whether to delete encrypted files.

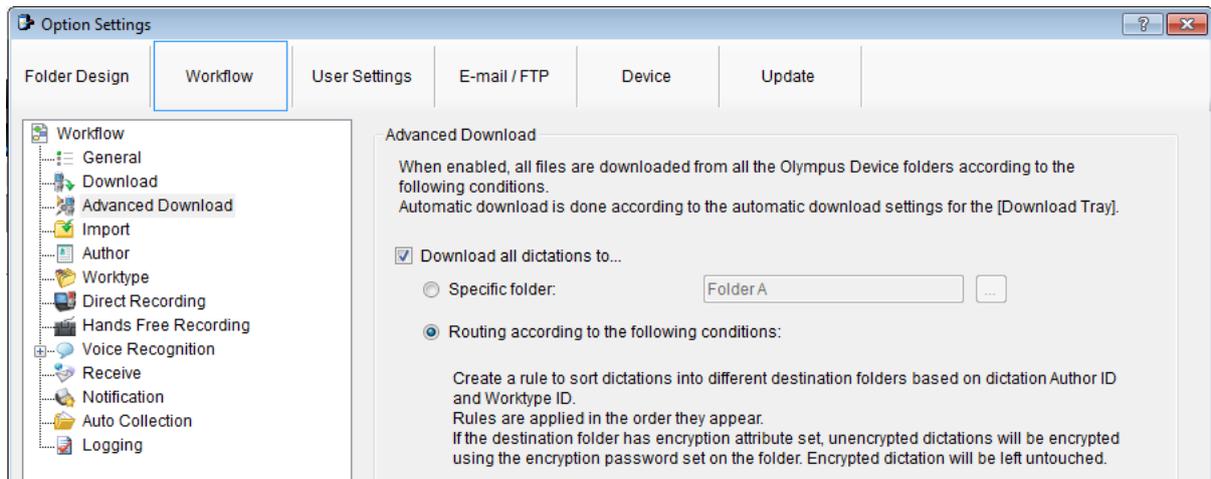


3. Press the 'Apply' button at the bottom of the Options Window to save your changes.

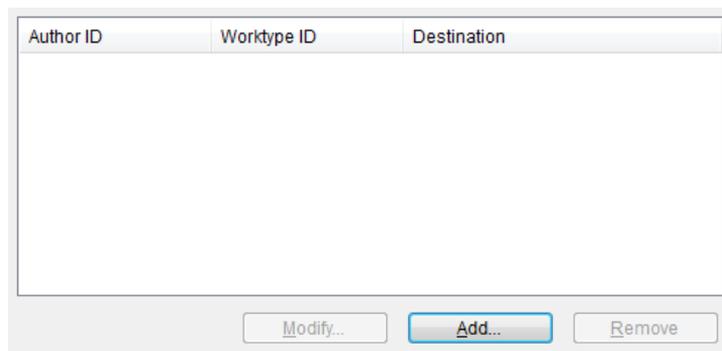


Routing Downloads by Author or Worktype ID

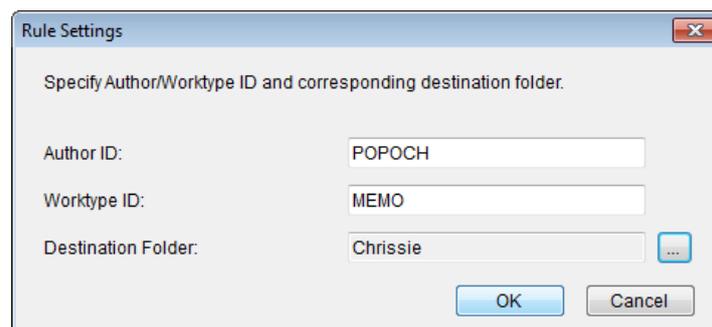
1. Go to [Tools] > [Options] > [Workflow]. Click on 'Advanced Download'
2. Check the 'Routing according to the following conditions' box.



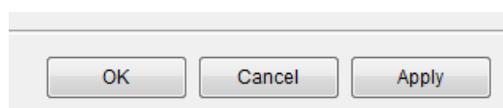
3. Press the 'Add' button. The Rule Settings window will be displayed.



4. Enter the Author or Worktype ID and press the '...' button to select the desired destination folder and select OK.



5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



Author ID and Worktype ID Configuration

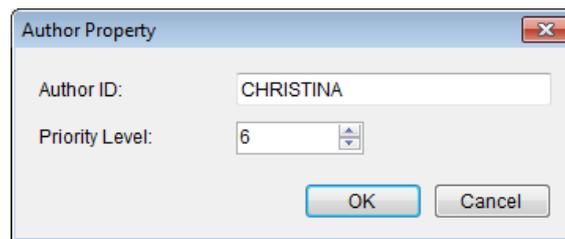
Olympus professional dictation devices can be customised to include Author IDs for multiple user support, and Worktype IDs for convenience.

Adding Author IDs

Authors need to be first registered in the software and then can be uploaded to the device.

Creating an Author

1. Go to [Tools] > [Options] > [Workflow] > [Author].
2. To create a new Author select 'Add'. The Author Property window will be displayed.



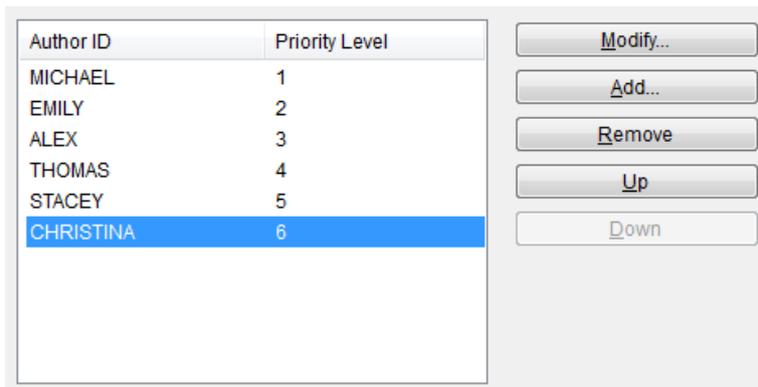
Author Property

Author ID: CHRISTINA

Priority Level: 6

OK Cancel

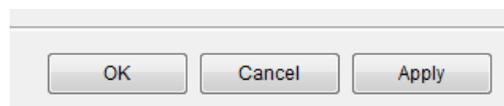
3. Enter the desired Author Name and set a Priority Level for the Author. The Priority Level is a numeric value ranging from 0-15. Press the OK button.
4. The configured Author is now visible in the Author List.



Author ID	Priority Level
MICHAEL	1
EMILY	2
ALEX	3
THOMAS	4
STACEY	5
CHRISTINA	6

Modify...
Add...
Remove
Up
Down

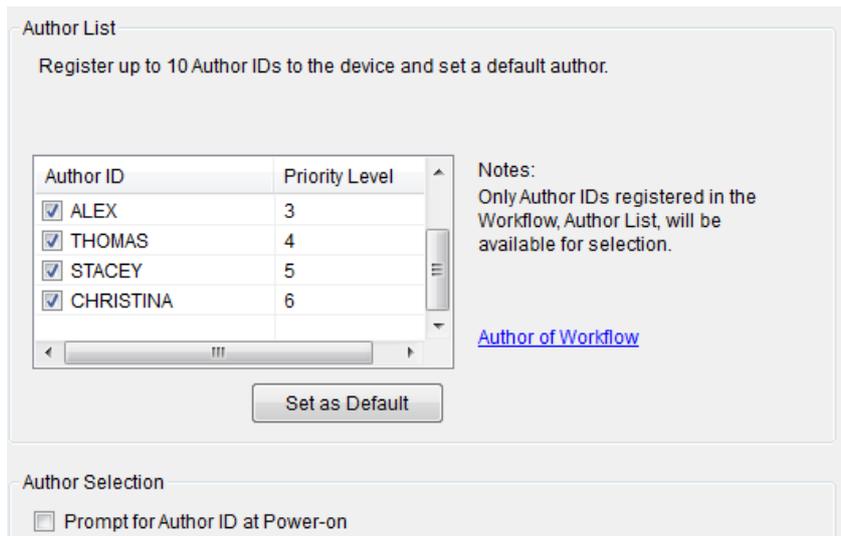
5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



OK Cancel Apply

Adding Author ID to Device

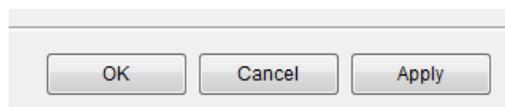
1. Go to [Tools] > [Options] > [Device] > [Author List]
2. The pre-registered Authors will be listed. Check the boxes next to the names you wish to add to the device.



3. You can select to either set a highlighted user from the list as the default user, or select 'Prompt for Author ID at Power-on'.

Note	If a default Author ID is selected this will be assigned to the dictation file automatically upon starting a new file.
	If you have selected the 'Prompt for Author ID....' option, a menu will be displayed on the device when it is turned on, which will ask the user to select the appropriate Author ID.

4. To apply these settings to the device, ensure that the device is first connected to your computer.
5. Press the 'Apply' button at the bottom of the Options Window to apply these changed to the device.

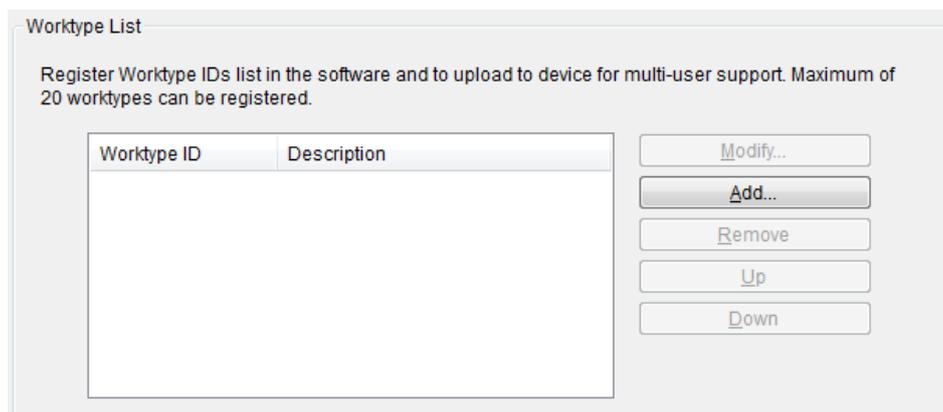


Adding Worktype IDs

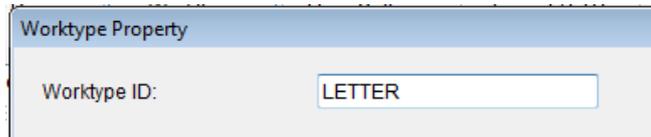
As with Author IDs, Worktypes must first be registered in the software prior to upload to the device.

Creating a Worktype

1. Go to [Tools] > [Options] > [Workflow] > [Worktype]
2. To create a new Worktype press the 'Add' button. The Worktype Property window will be displayed.



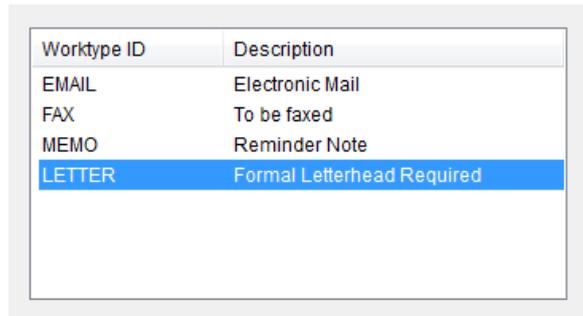
3. Enter the desired Worktype ID name. If required you can also provide a description for the Worktype ID. Once finished, press the OK button.



Worktype Property

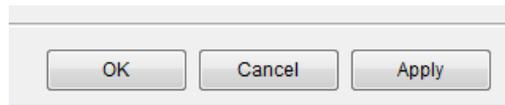
Worktype ID: LETTER

4. The configured Worktype is now visible in the Worktype List.



Worktype ID	Description
EMAIL	Electronic Mail
FAX	To be faxed
MEMO	Reminder Note
LETTER	Formal Letterhead Required

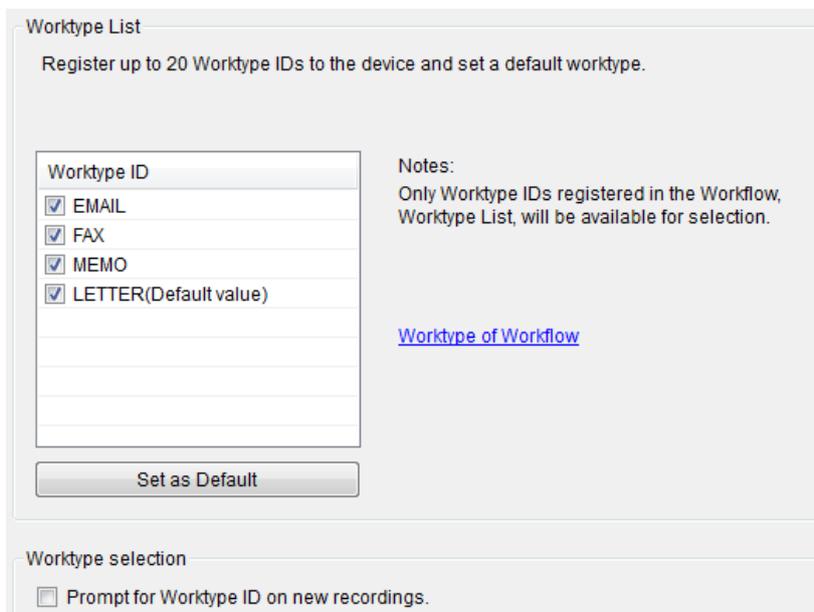
5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



OK Cancel Apply

Adding Worktype ID to the Device

1. Go to [Tools] > [Options] > [Device] > [Worktype List]
2. The pre-registered Worktypes will be listed. Check the boxes next to the types you wish to add to the device.



Worktype List

Register up to 20 Worktype IDs to the device and set a default worktype.

Worktype ID
<input checked="" type="checkbox"/> EMAIL
<input checked="" type="checkbox"/> FAX
<input checked="" type="checkbox"/> MEMO
<input checked="" type="checkbox"/> LETTER(Default value)

Notes:
Only Worktype IDs registered in the Workflow, Worktype List, will be available for selection.

[Worktype of Workflow](#)

Set as Default

Worktype selection

Prompt for Worktype ID on new recordings.

3. You can select to either set a highlighted worktype from the list as the default, or select 'Prompt for Worktype ID on new recordings'.

Note	If a default Worktype ID is selected this will be assigned to the dictation file automatically upon starting a new file.
	If you have selected the 'Prompt for Worktype ID....' option, a menu will be displayed on the device when a new dictation file is created prompting the user to select from the list of available Worktype IDs.

4. To apply these settings to the device, ensure that the device is first connected to your computer.
5. Press the 'Apply' button at the bottom of the Options Window to apply these changed to the device.

