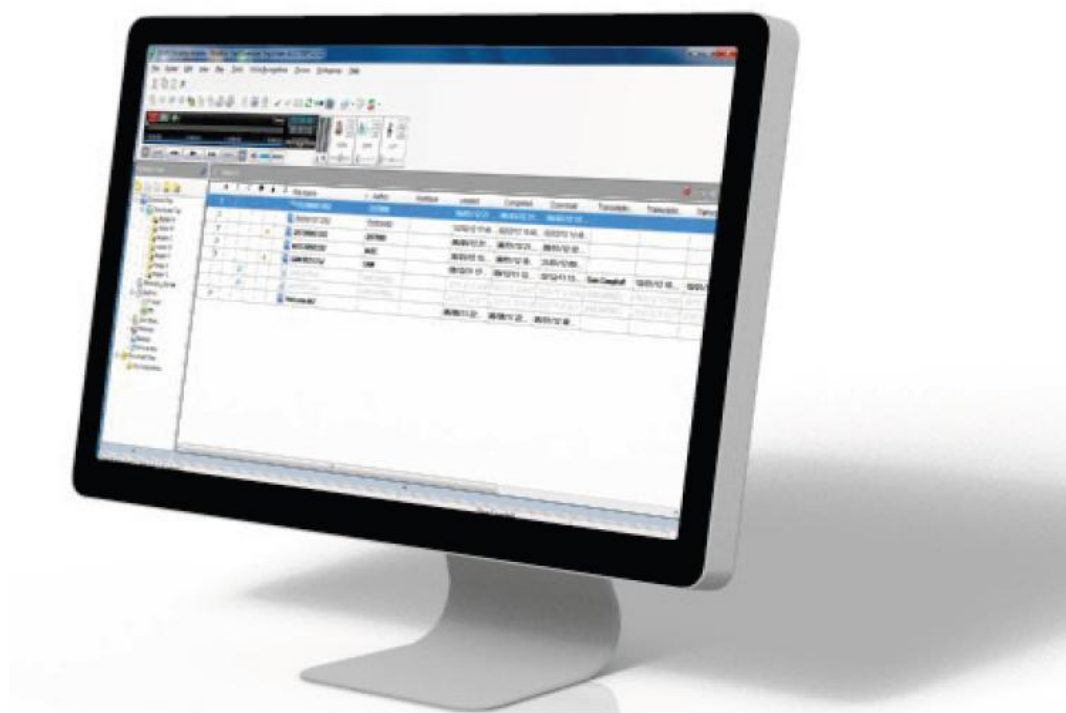


ODMS – General Setup of Transcription Module



Introduction

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

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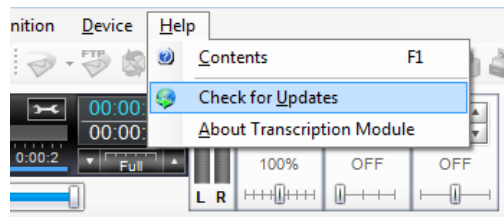
Software Updates

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

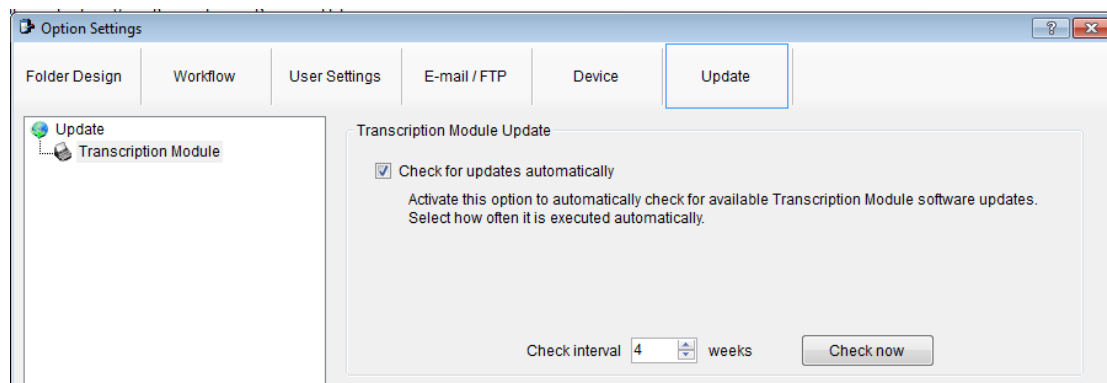
1. To check the current software version, go to [Help] > [About Transcription Module].
The following window will be displayed with the Version information.



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



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



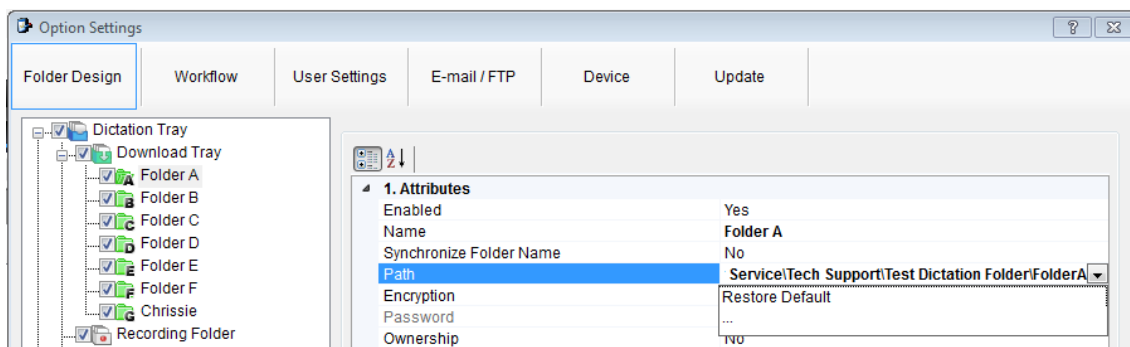
Download Path

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.

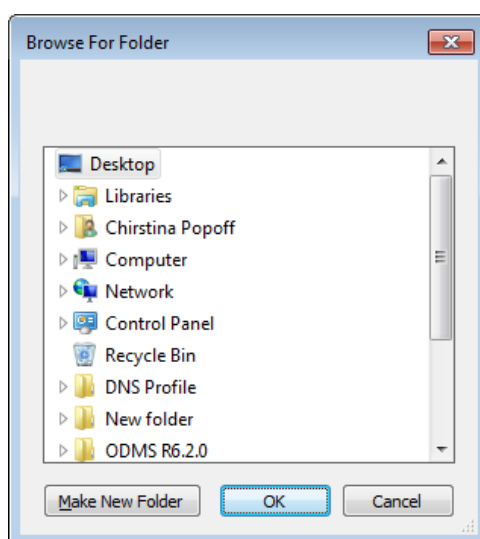
The download path of the A-G Folders can be set individually, or they can be set as a whole by changing the download path of the Download Tray.

Set Folders A-G Individually

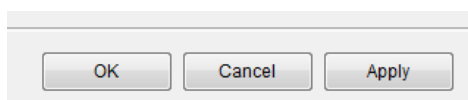
- Go to [Tools] > [Options] > [Folder Design]. Click on the folder in which you want to change the download path (eg. Folder A).
- Under Attributes click on 'Path'. The current download path for the software will be displayed here.
- To change, click on the downward pointing arrow on the right, and select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



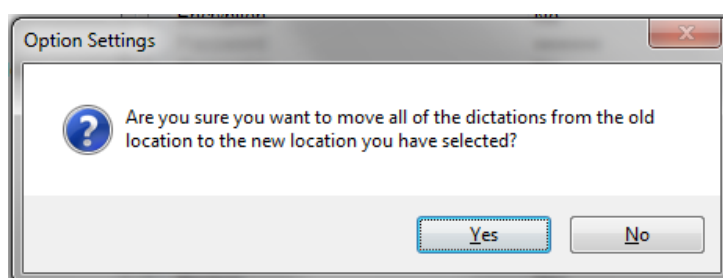
4. The Browse For Folder Window will appear. From here select the folder you would like to change your download path to. Once you have highlighted the folder press 'OK'



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

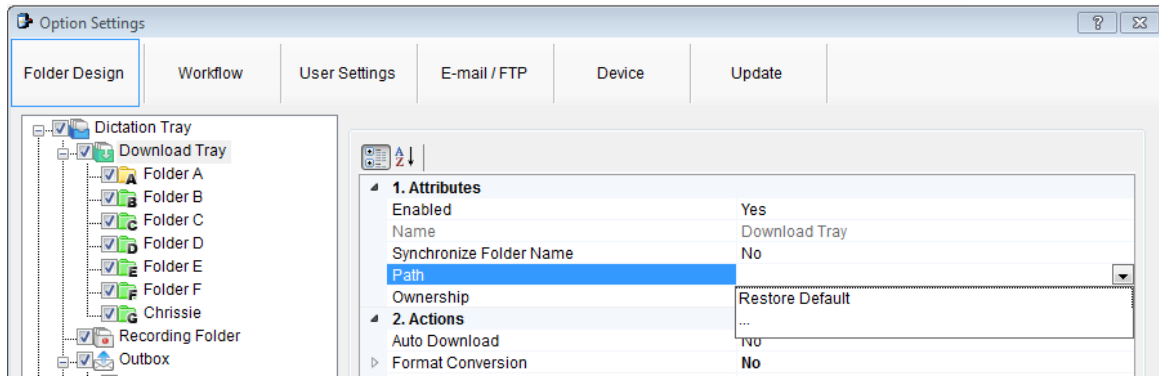


6. You will be prompted with the following message asking you to confirm that you would like to move all dictations from the old download location to the new download location. Press the 'Yes' button to confirm. You have now remapped the download path of the folder.

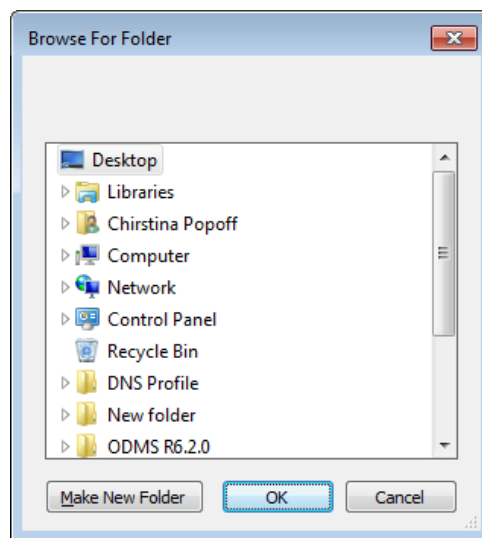


Set All Folders in Download Tray

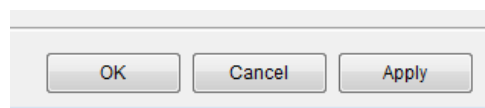
1. Go to [Tools] > [Options] > [Folder Design]. Click on 'Download Tray'.
2. Under Attributes click on 'Path'. Unlike when setting the individual folder, the current download path for the software will not be shown.
3. To set the new path, click on the downward pointing arrow on the right, and select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



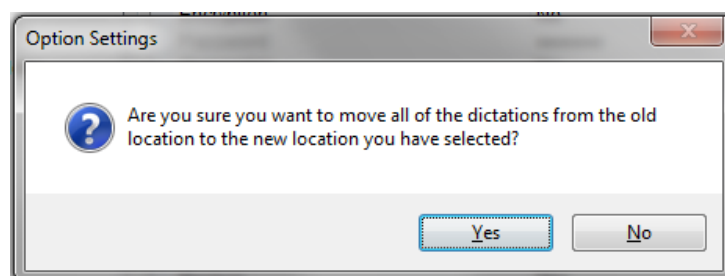
4. The Browse For Folder Window will appear. From here select the folder you would like to change your download path to. Once you have highlighted the folder press 'OK'



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.

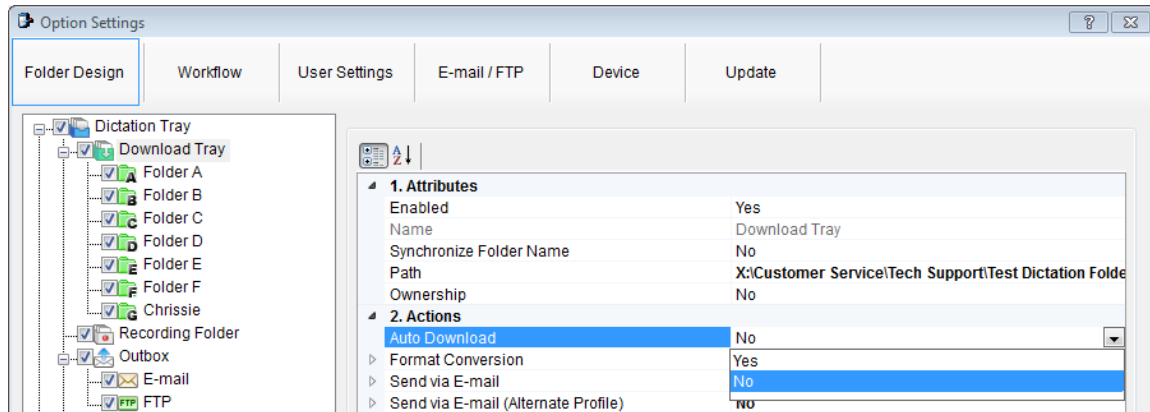


Auto Download & Download Options

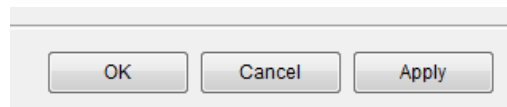
For convenience, it is possible to configure the software to automatically download all dictations from the recorder upon connection of the device, delete downloaded dictations from the device, and apply routing rules.

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.

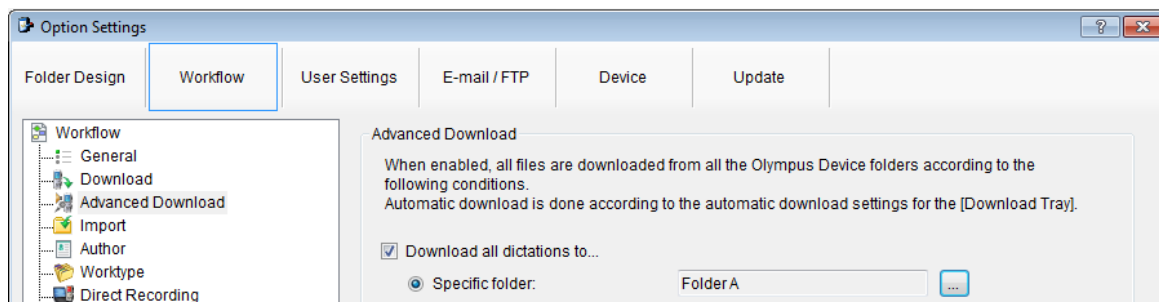
Additional Download Options

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.

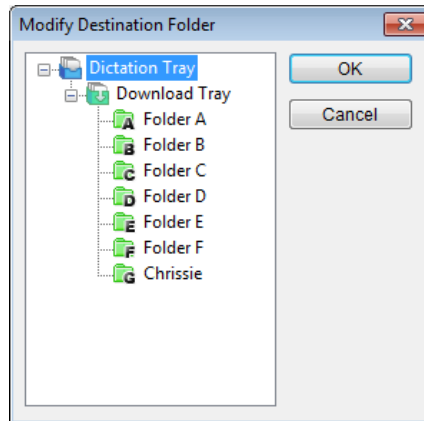
Additionally, it is possible to configure the software to delete dictations from the device after they have been successfully downloaded.

Single Folder Download Destination

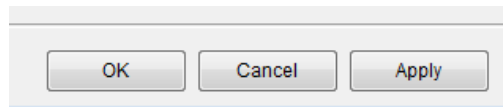
1. Go to [Tools] > [Options] > [Workflow]. Click on 'Advanced Download'
2. Check the 'Download all dictation to...' box.



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.

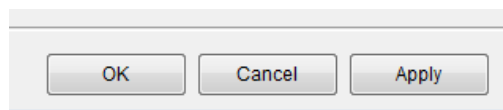


Delete Downloaded Dictations from Device

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.

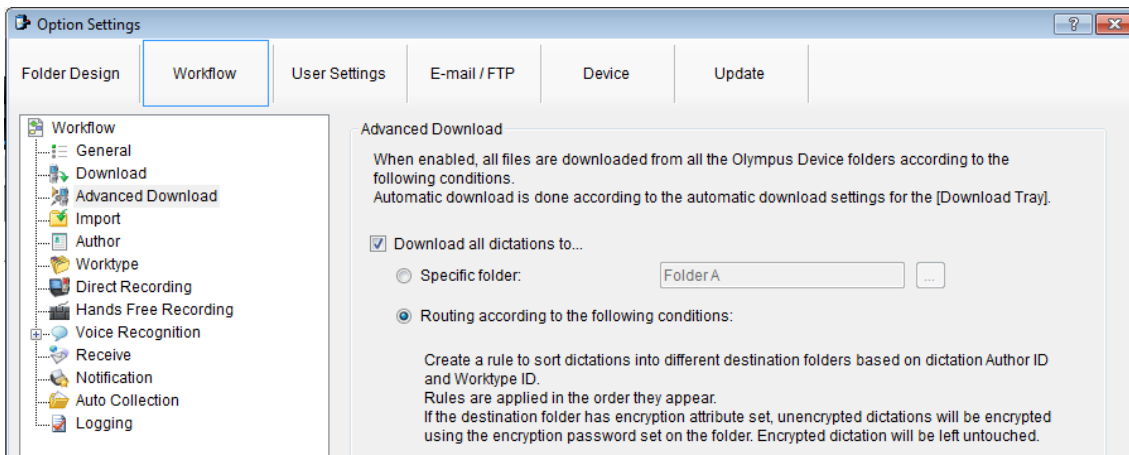


3. Press the 'Apply' button at the bottom of the Options Window to save your changes.

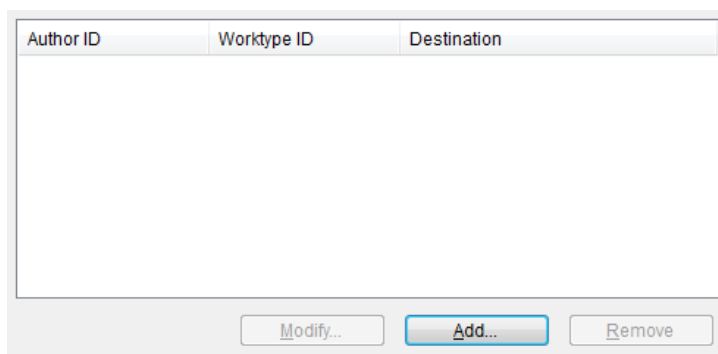


Routing Downloads by Author or Worktype ID

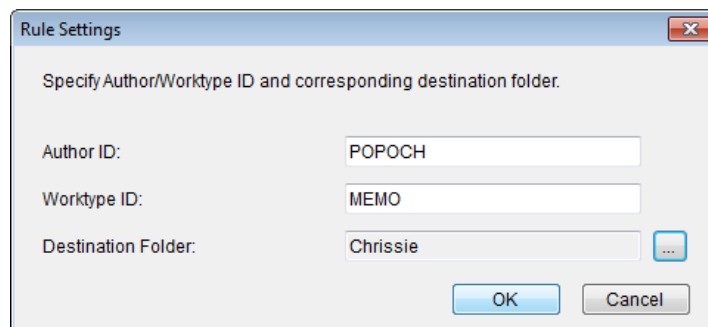
1. Go to [Tools] > [Options] > [Workflow]. Click on 'Advanced Download'
2. Check the 'Routing according to the following conditions' box.



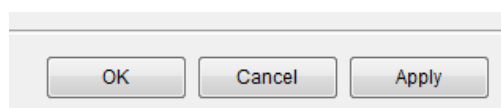
3. Press the 'Add' button. The Rule Settings window will be displayed.



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



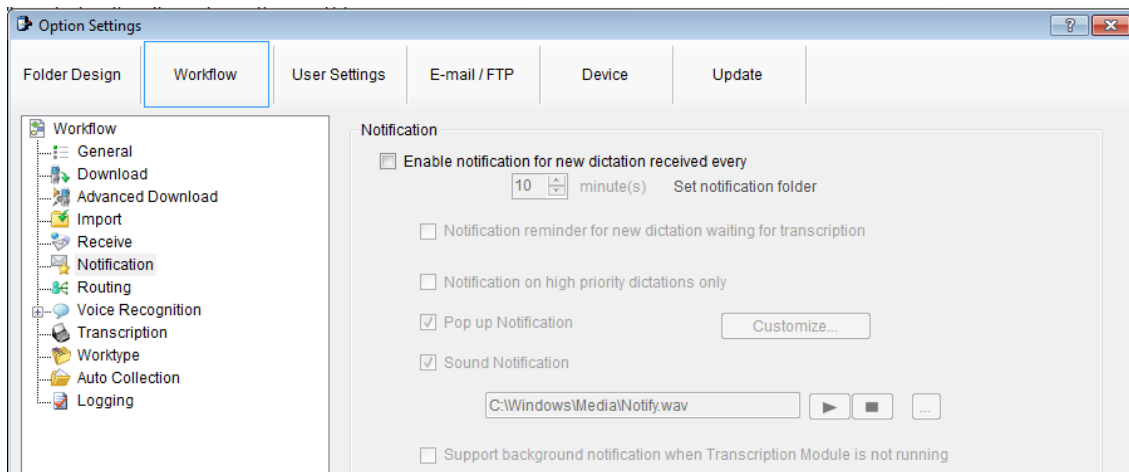
5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



Notification

The software can be configured to notify a user when there are new dictations ready to be transcribed. By default, this feature is enabled, however there are some situations where the user may wish to have this feature turned off. Most notably, when Dictation Module and Transcription Module are installed on the same computer.

1. Go to [Tools] > [Options] > [Workflow]. Click on 'Notification'.
2. To disable notifications, uncheck the 'Enable notification for new dictations received every'. Alternatively, you can adjust the time intervals for notification.

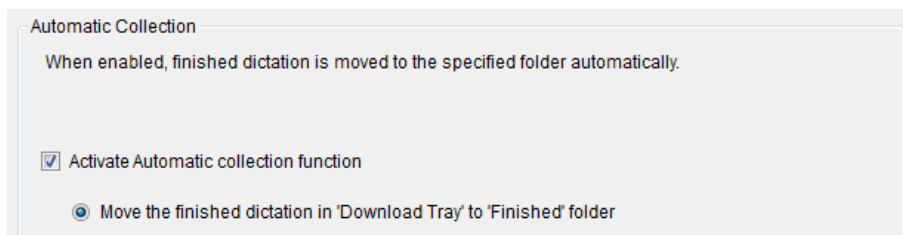


Auto Collection

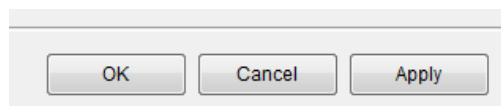
It is possible to configure the software to send dictations which have been typed to the Finished folder, or set a routing rule based on Author ID or Worktype ID that sends the typed dictations to specified folders.

Send to Finished Folder

1. Go to [Tools] > [Options] > [Workflow]. Click on 'Auto Collection'.
2. Check the 'Activate Automatic collection function' box and select 'Move the finished dictation in 'Download Tray' to 'Finished' folder'.

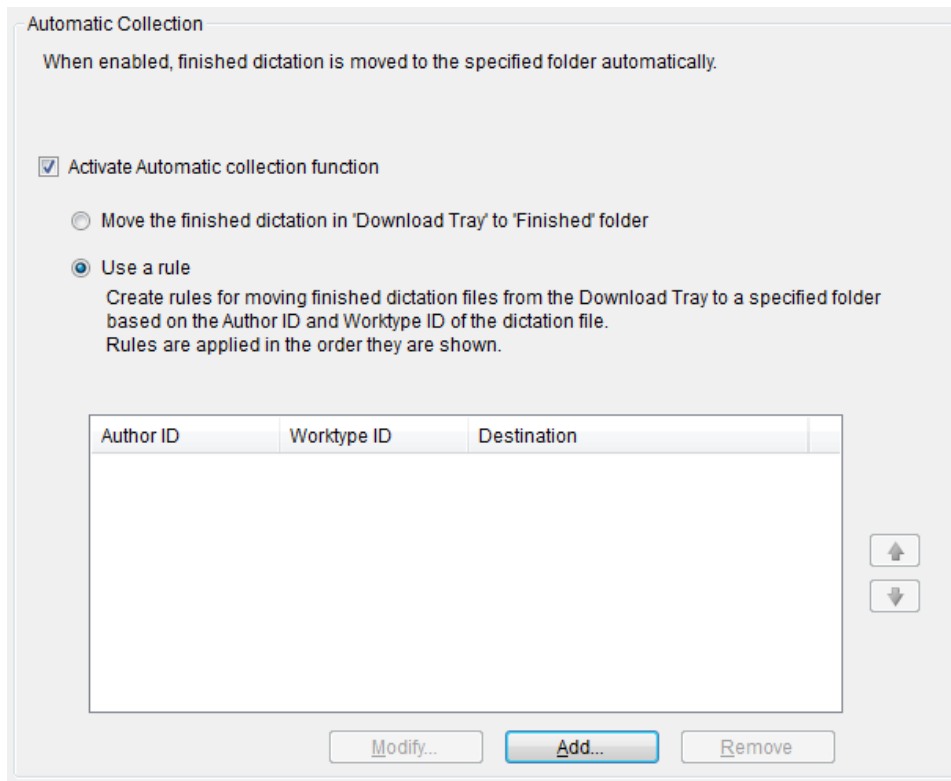


3. Press the 'Apply' button at the bottom of the Options Window to save your changes.

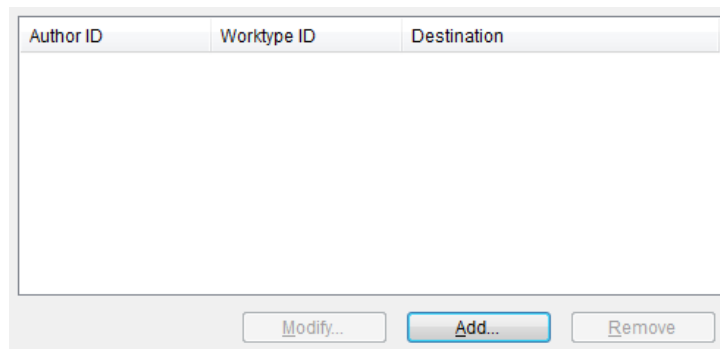


Routing Finished Files to Specified Folders

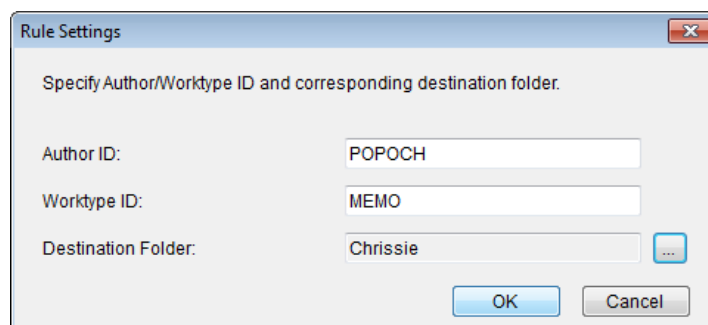
1. Go to [Tools] > [Options] > [Workflow]. Click on 'Auto Collection'.
2. Check the 'Activate Automatic collection function' box and select 'Use a rule'



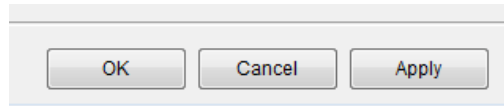
3. Press the 'Add' button. The Rule Settings window will be displayed.



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



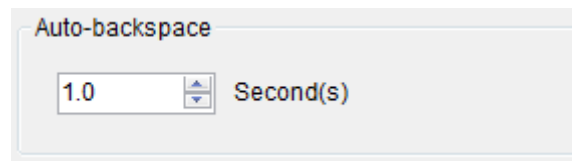
5. Press the 'Apply' button at the bottom of the Options Window to save your changes.



Auto-Backspace

The Auto-backspace feature will rewind the recording by a short set amount of time when the typists stops playback.

1. Go to [Tools] > [Options] > [User Settings]. Click on 'Playback Control'.
2. Use the Up and Down arrows to adjust to the desired length of time.



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

