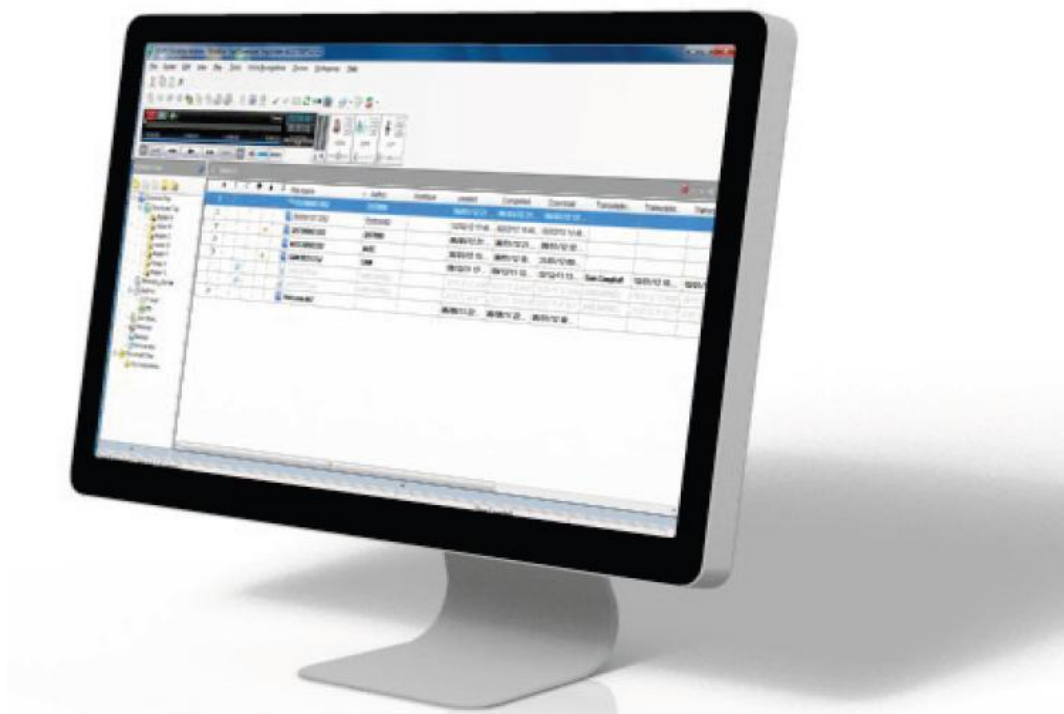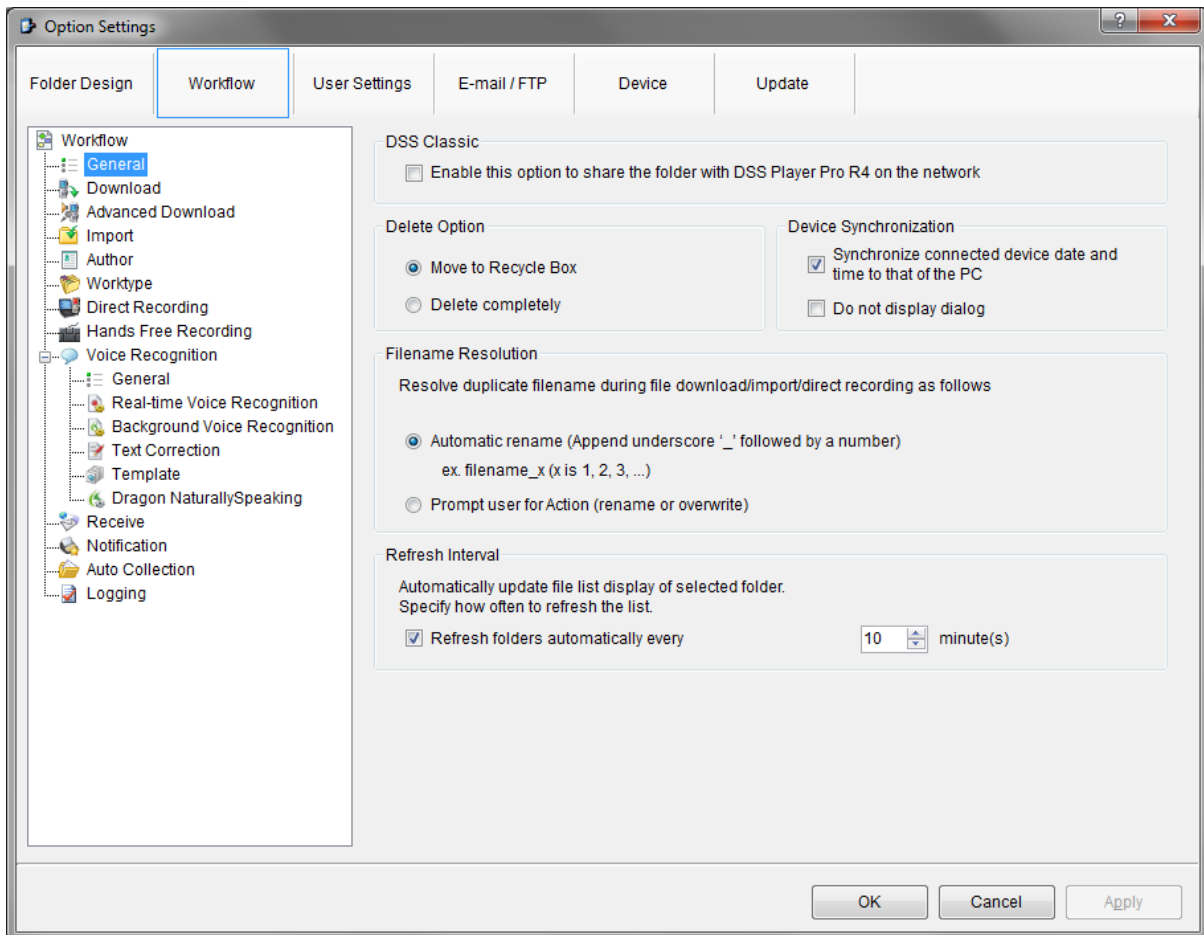# ODMS – Overview of Workflow Menu

The Workflow section is where settings such as Author IDs, Auto Delete, Advanced download can be set up. Voice recognition settings can also be specified here.
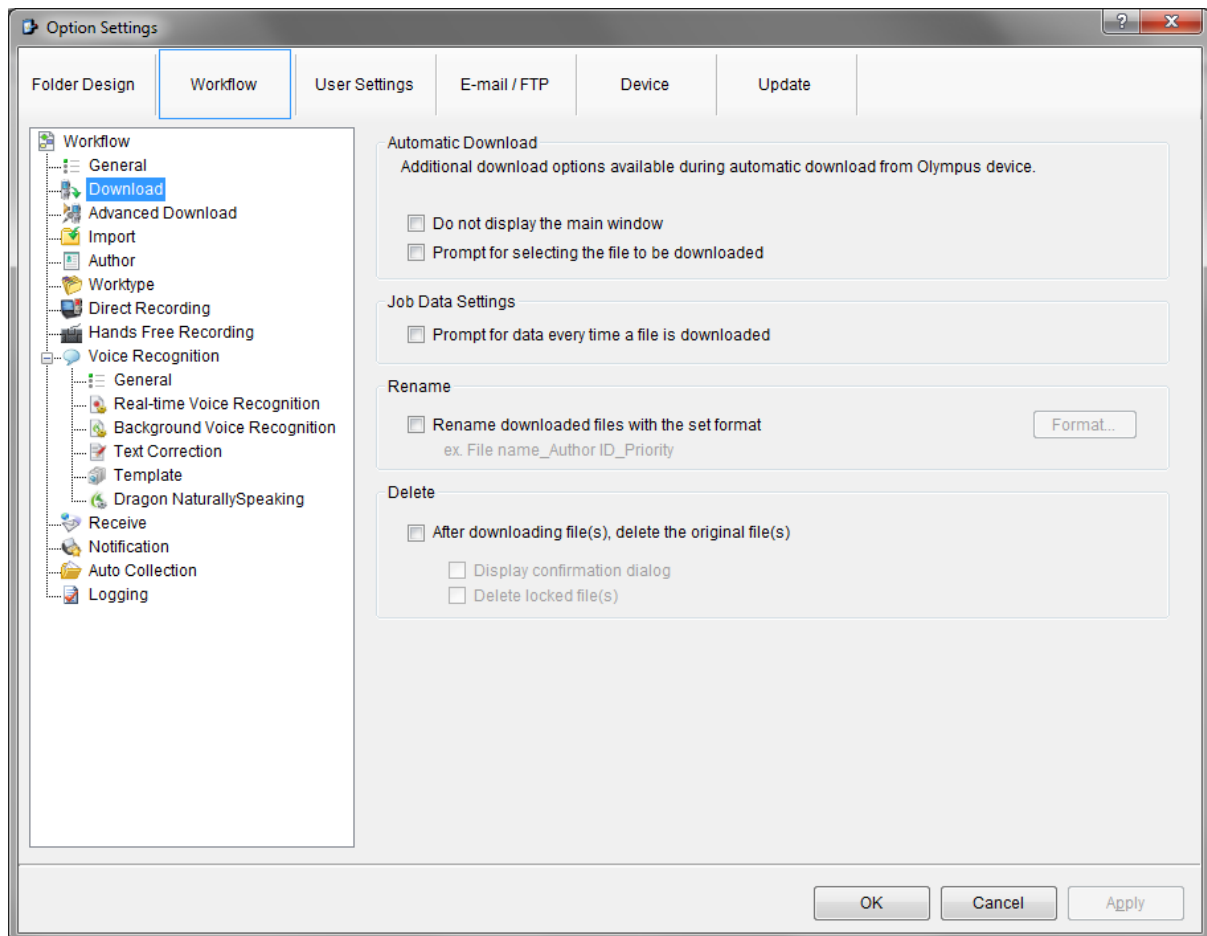
The Workflow tab can be found in **Tools > Options > Workflow...**
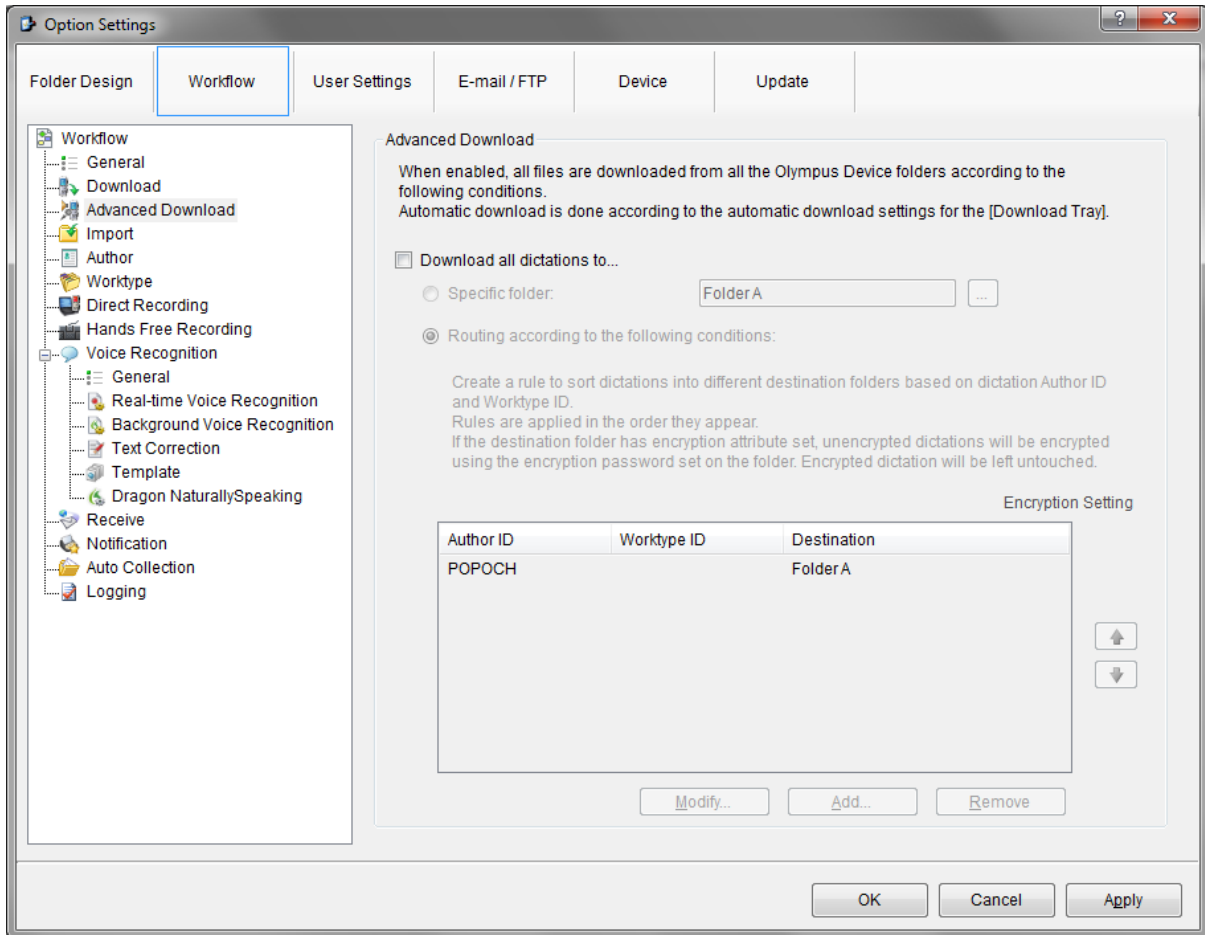
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General

- **DSS Classic** – Gives the option to share the folder with DSS Player Pro R4 on the network.

- **Delete Option** – Dictations can be sent to the Recycle Box, or deleted completely.

- **Device Syncronisation** – The time and date of the device can be synchronised with the time and date of the PC.

- **Filename Resolution** – Files with the same file name can be automatically renamed.

- **Refresh Interval** – The rate at which folders are refreshed.
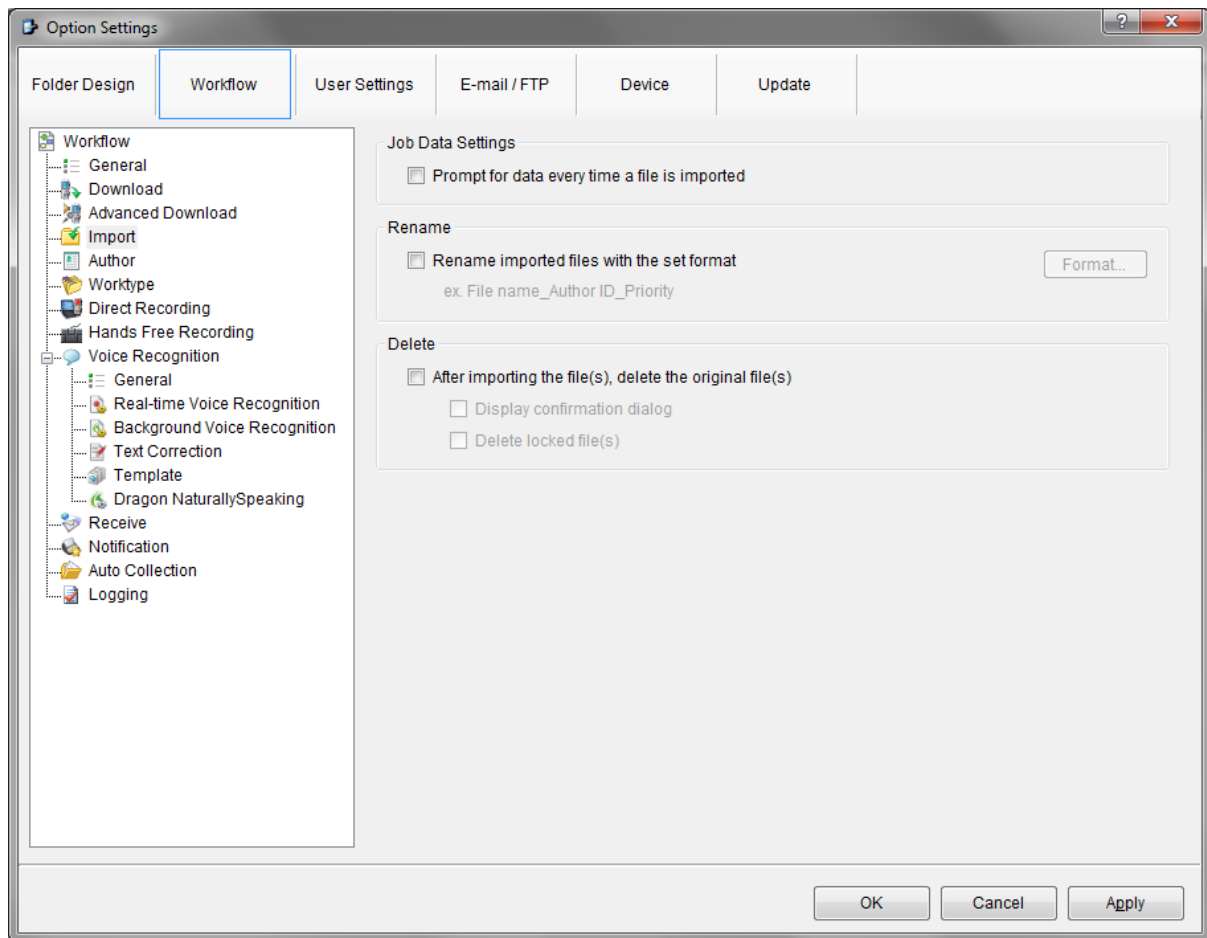
OLYMPUS

Download

- **Automatic Download** – Prevent the main window from displaying during download and specify whether to prompt for a specific file download.

- **Job Data Settings** – the software can be set to prompt for job data once a dictation has been downloaded.

- **Rename** – Files can be automatically renamed with a specific format.

- **Delete** – Files can be automatically deleted off the recorder once they have been downloaded.
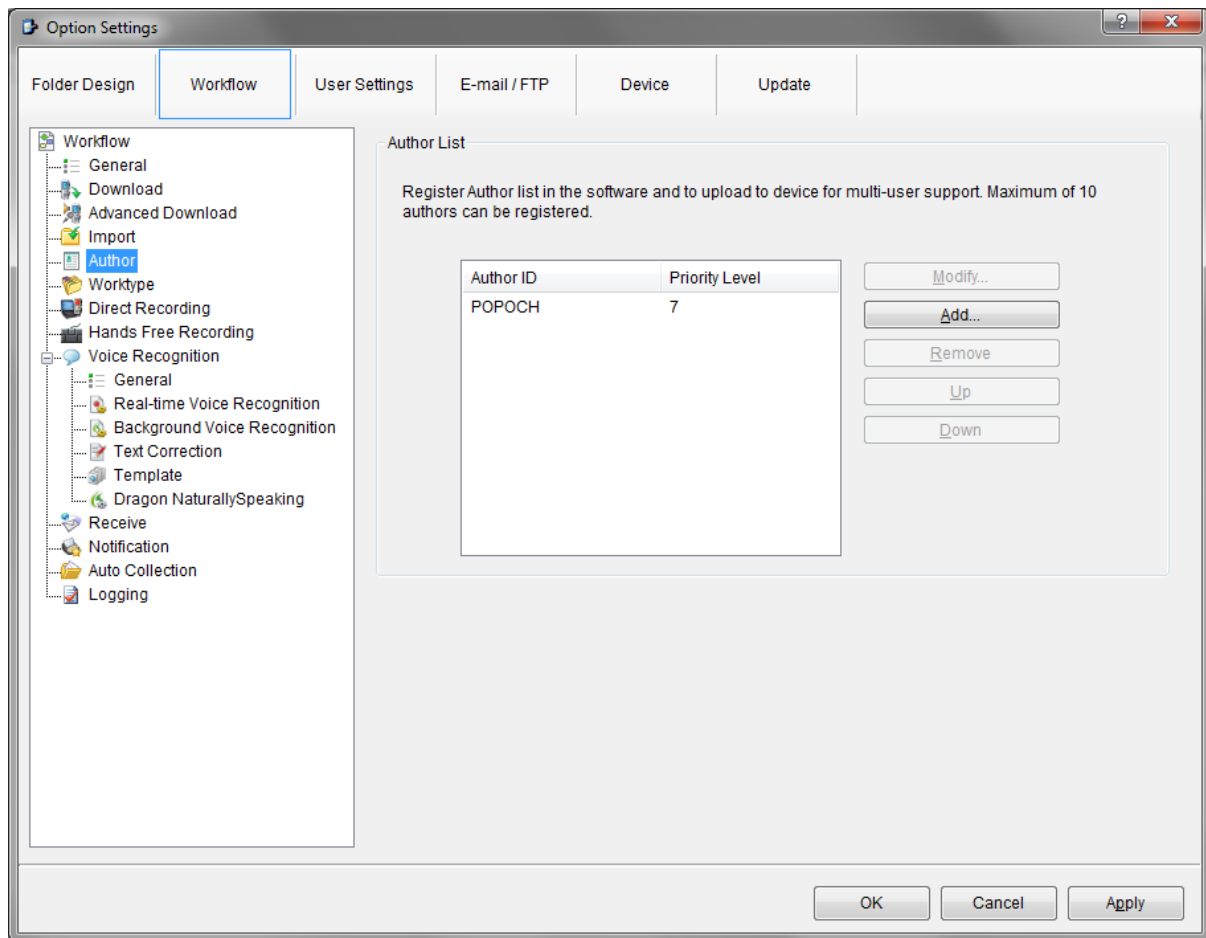
Advanced Download

- **Download all dictations to...** - All dictations can be downloaded to one specific folder.

- **Routing according to the following conditions:** - Rules can be set to download dictations to several different folders based on the Author ID and Worktype ID.
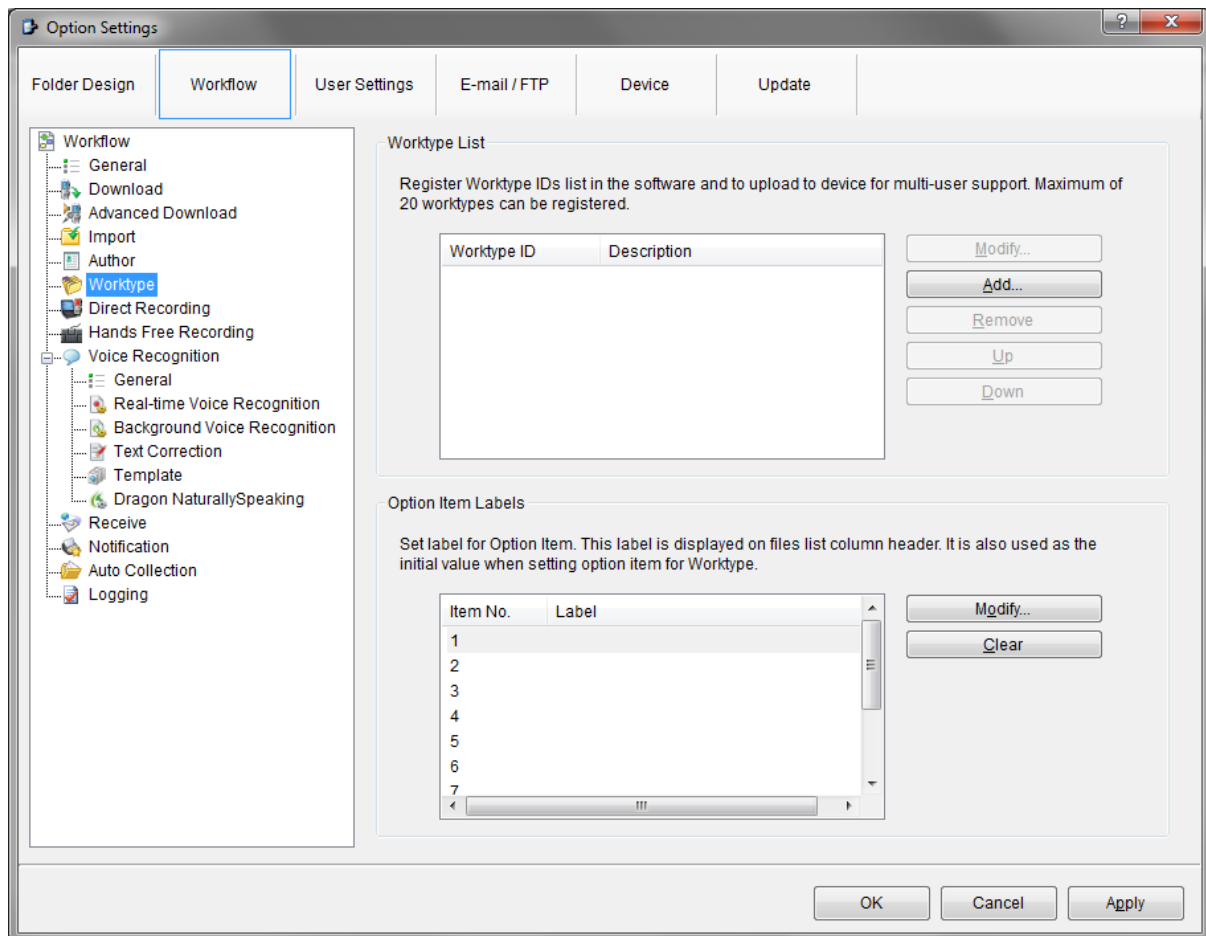
Import

- Similar to the Download section, settings such as auto delete and auto rename can be configured here.
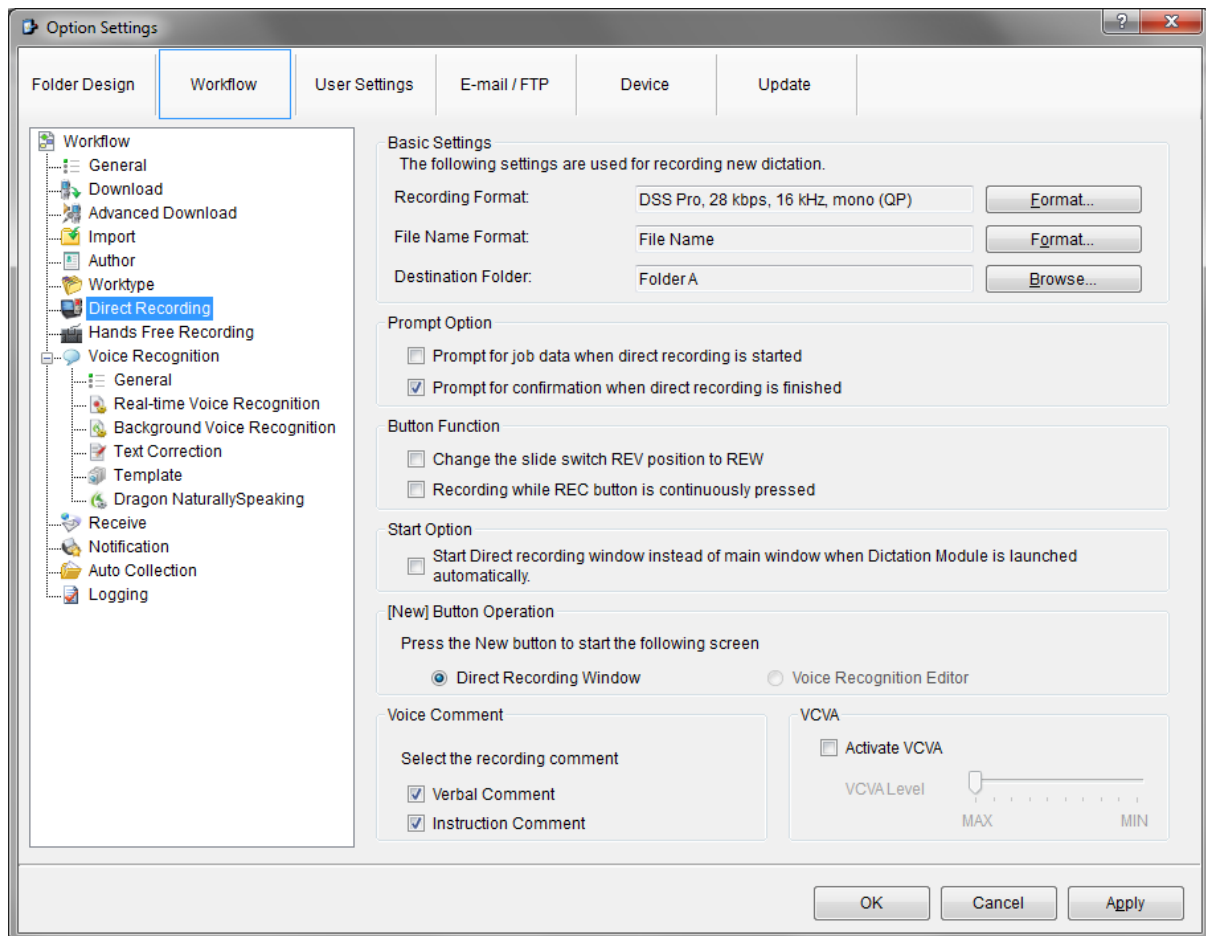
Author

- Multiple Author Ids can be configured here. (Up to 10 Author IDs)
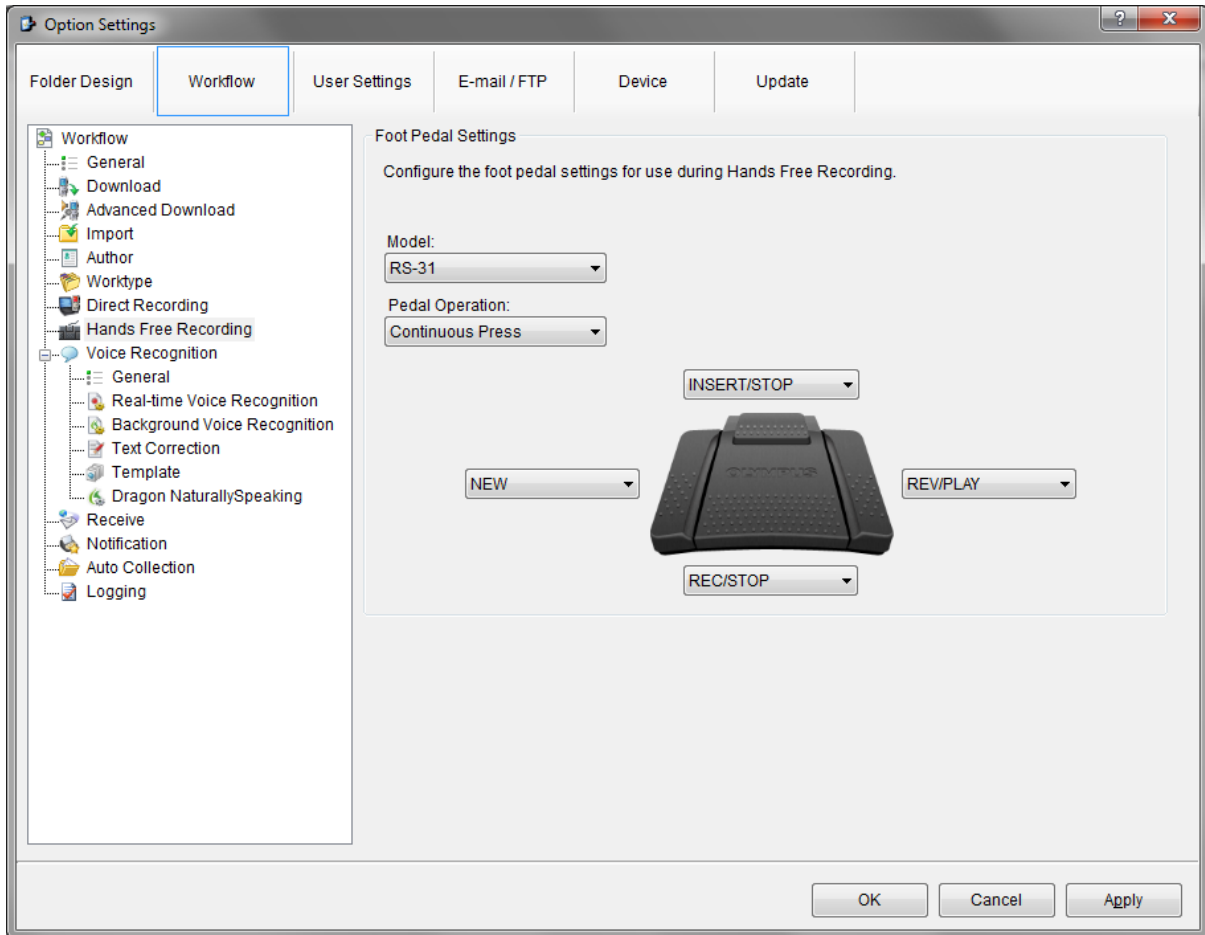
Worktype

- Worktype Ids can be configured here. (Up to 20 Worktype IDs)
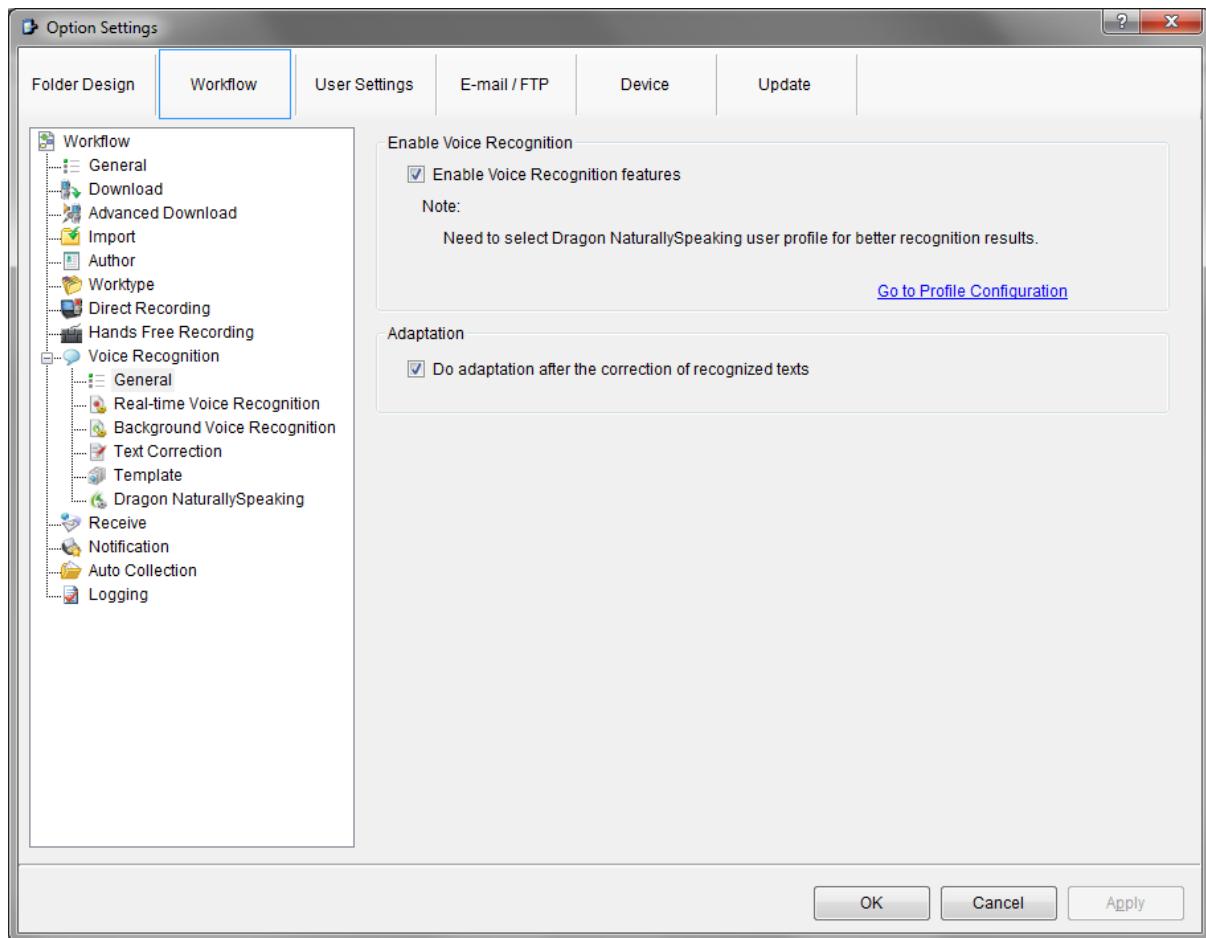
Direct Recording

- **Basic Settings** – The Recording Format, File Name Format, Destination Folder can be configured here.

- **Prompt Option** – The software can be set to prompt for Job Data and to prompt for confirmation when direct recording is finished.

- **Button Function** – The slide switch position – REV can be changed to REW.

- **Start Option** – The direct recording window can be started automatically when dictation module is launched.

- **[New] Button Operation** – Choose between starting the Direct Recording Window or the Voice Recognition Editor when pressing the New button.

- **Voice Comment** – Choose between a verbal comment and instruction comment.

- **VCVA** – Activate VCVA, and adjust the level of VCVA.
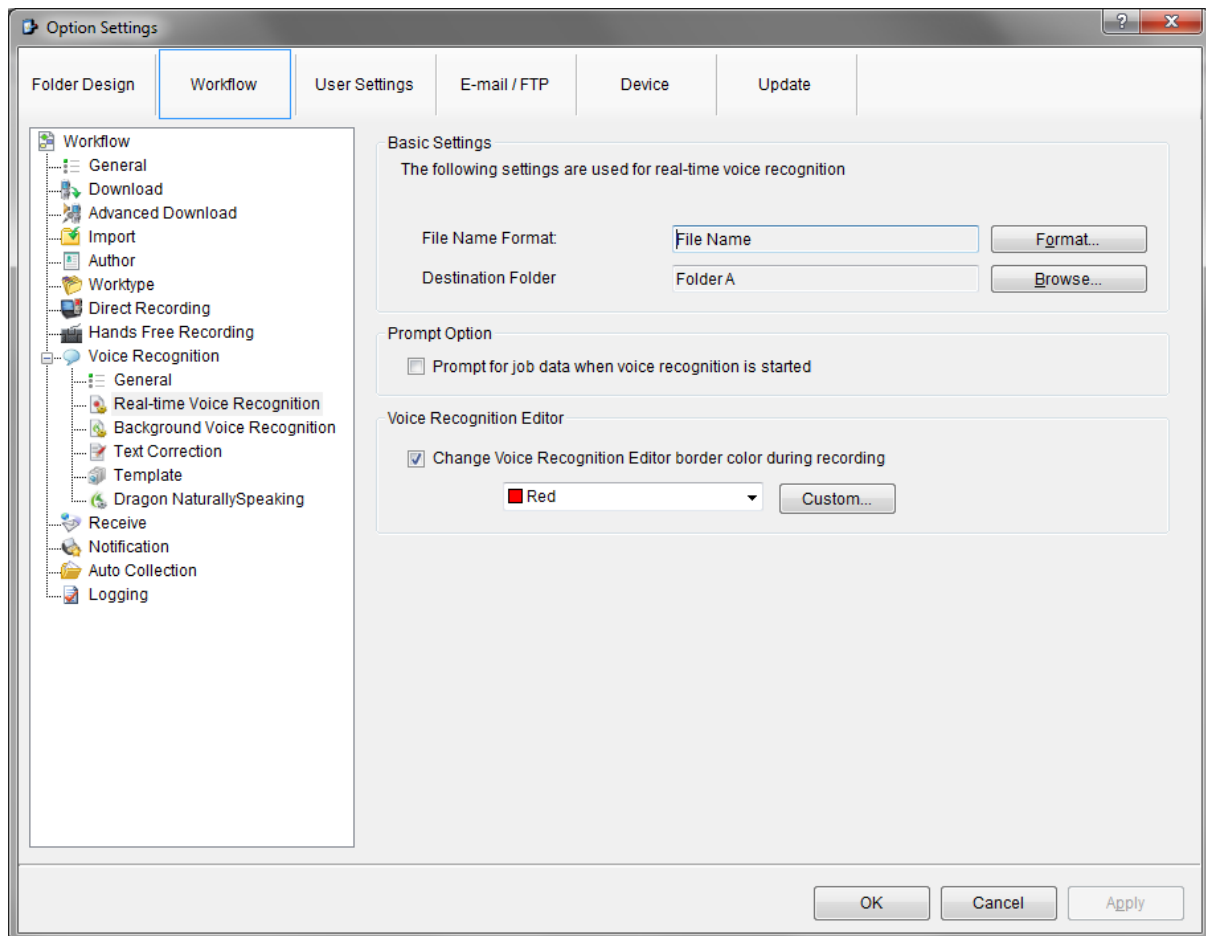
Hands Free Recording

- Configure the function of each pedal for Hands Free Recording.
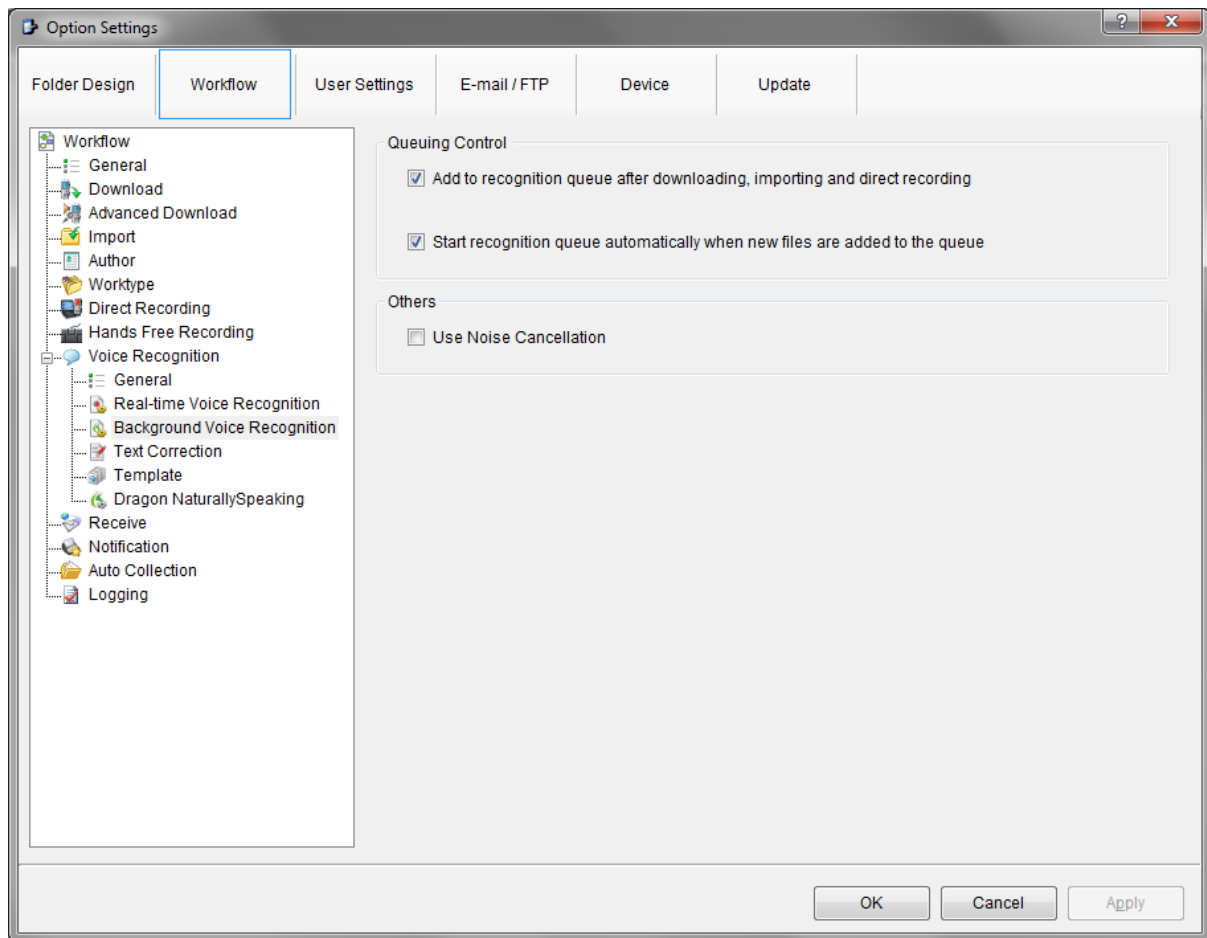
Voice Recognition - General

- **Enable Voice Recognition** – Enables voice recognition function.

- **Adaptation** – Enable to send corrected voice recognition documents to dragon for Adaptation.
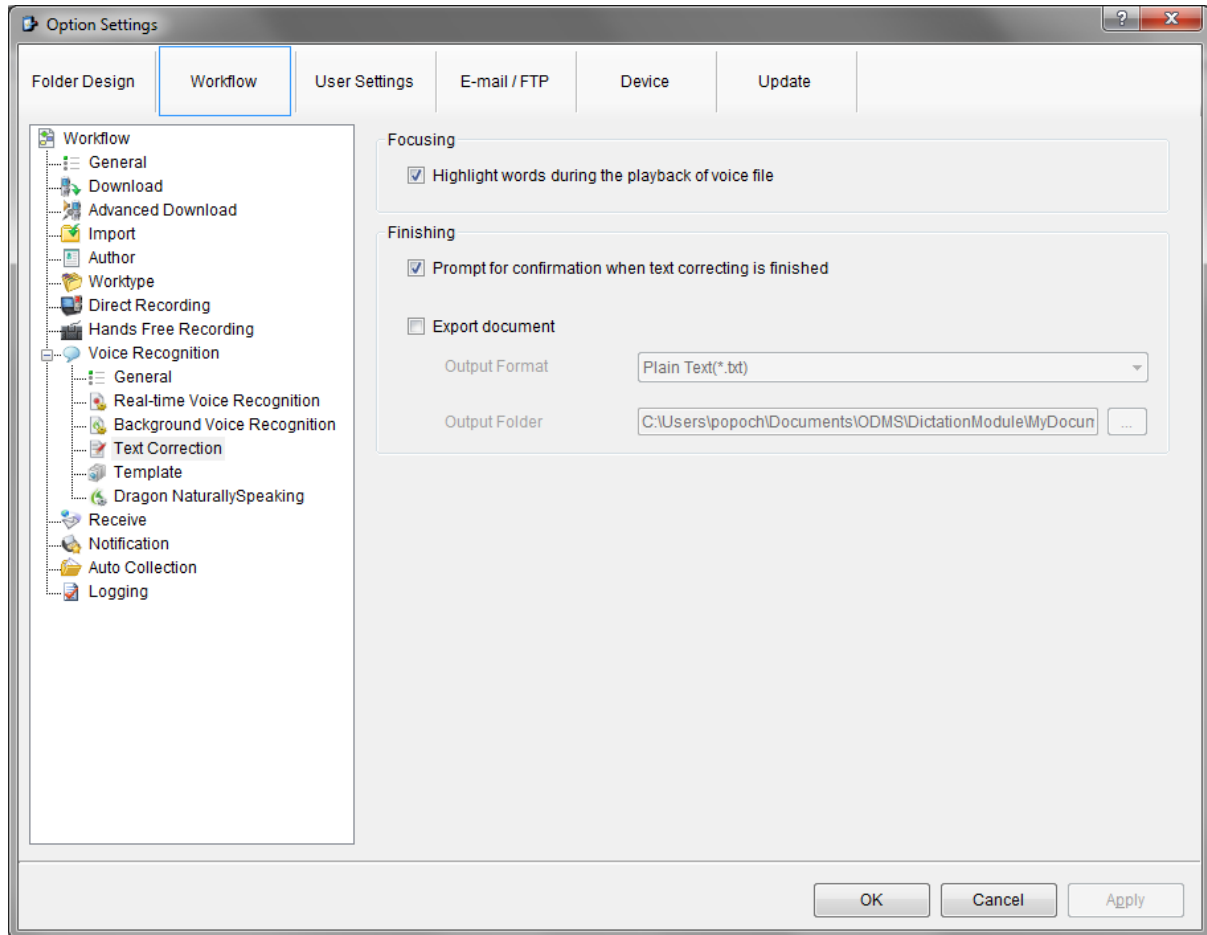
Real-Time Voice Recognition

- **Basic Settings** – Specify file name format and destination folder of audio files for Real time voice recognition.

- **Prompt Option** – The software can be set to prompt for job data before starting real time voice recognition.

- **Voice Recognition Editor** – The colour of the Voice Recognition editor border during recording can be customised.
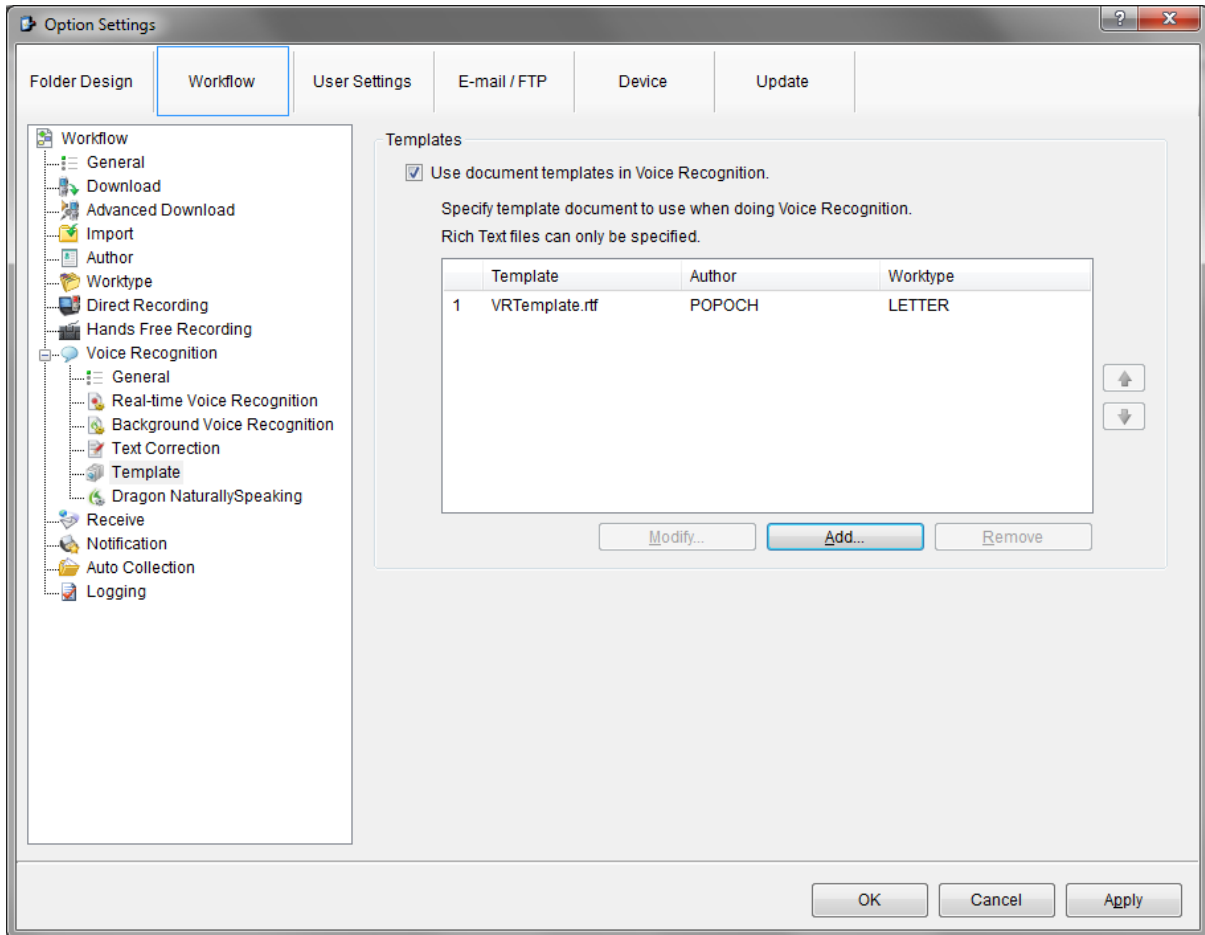
Background Voice Recognition

- **Queuing Control** – enable options to automatically queue dictations and start the transcription process when files have been queued.

- **Others** – enable noise cancellation during voice recognition.
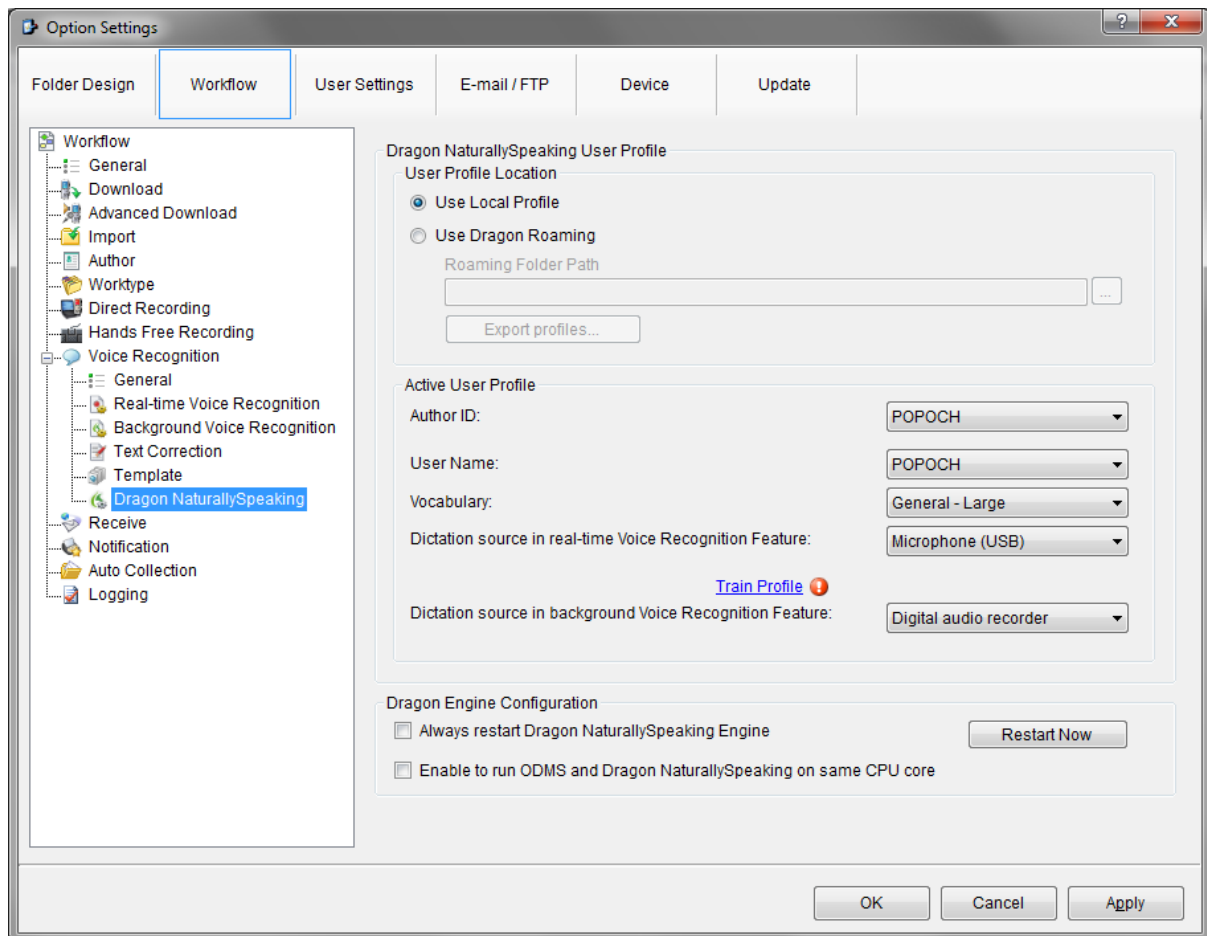
Text Correction

- **Focusing** – During the playback of a file, the words will be highlighted within the transcribed document.

- **Finishing** – Enable confirmation prompt when text correction is finished and specify export settings for documents.
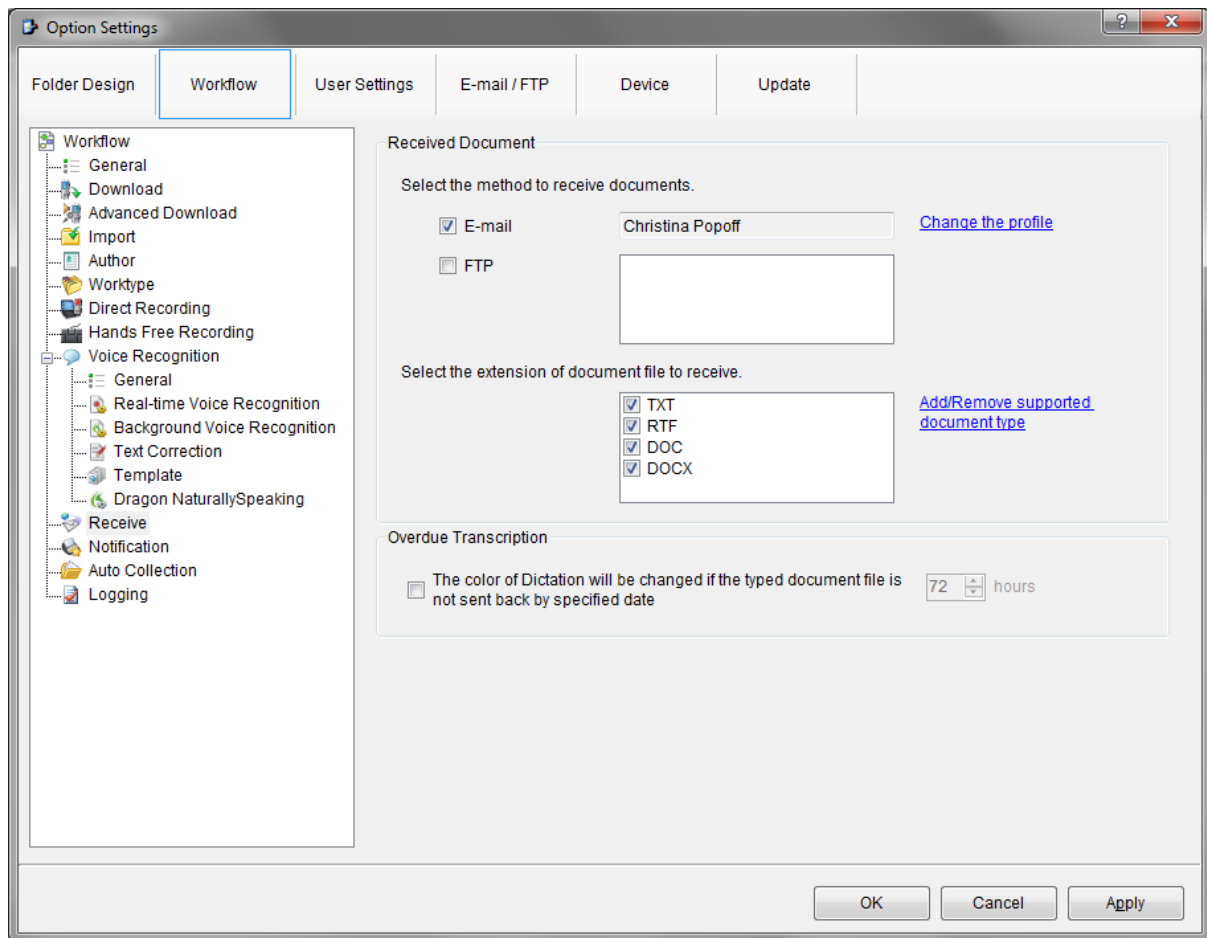
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Template

- **Templates** – Custom document templates for transcribed documents can be added here.
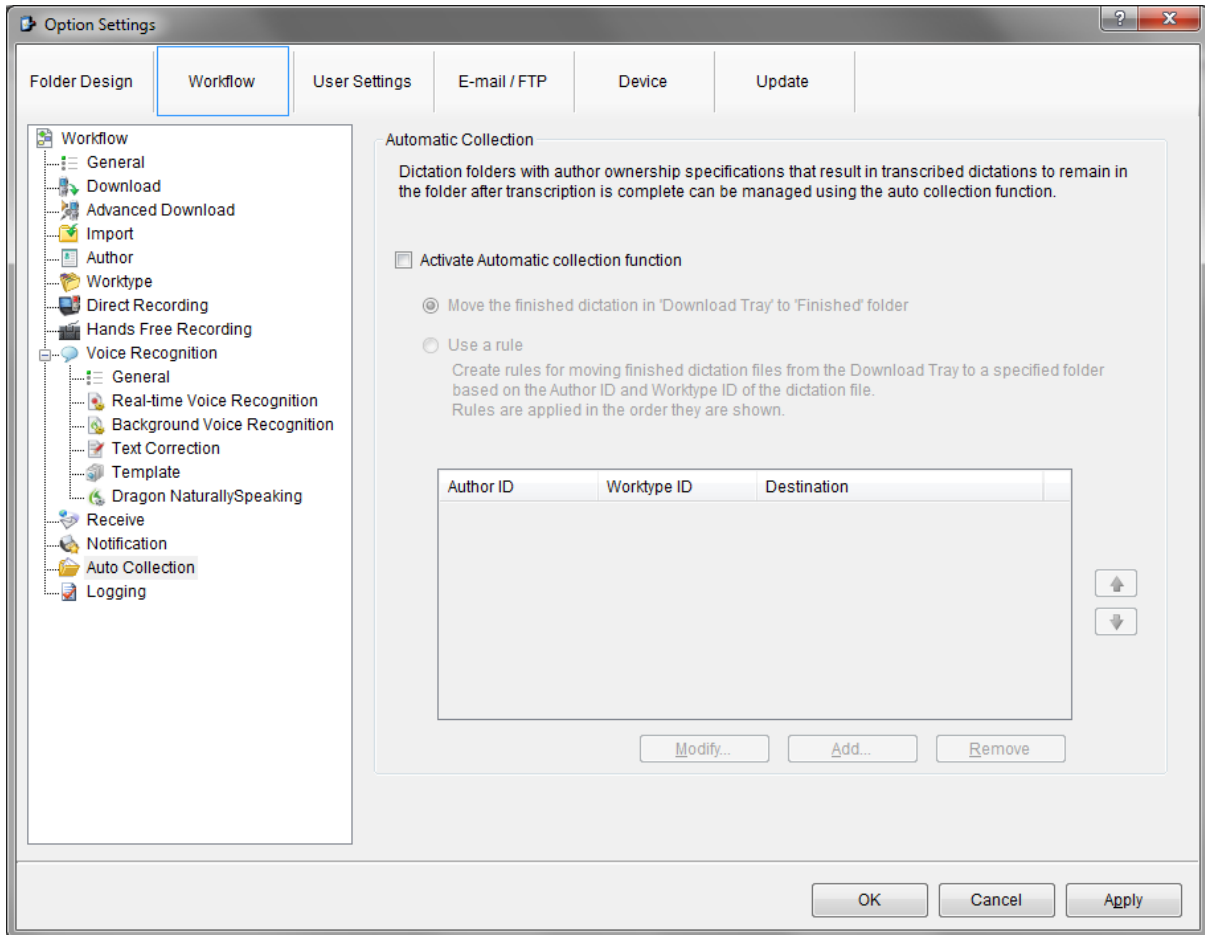
Dragon Naturally Spreaking

- **Dragon Naturally Speaking User Profile** – Specify to use either the local dragon profile or a roaming dragon profile.

- **Active User Profile** – Select the profile to perform all voice recognition tasks.

- **Dragon Engine Configuration** – enable advanced setting for the dragon engine.
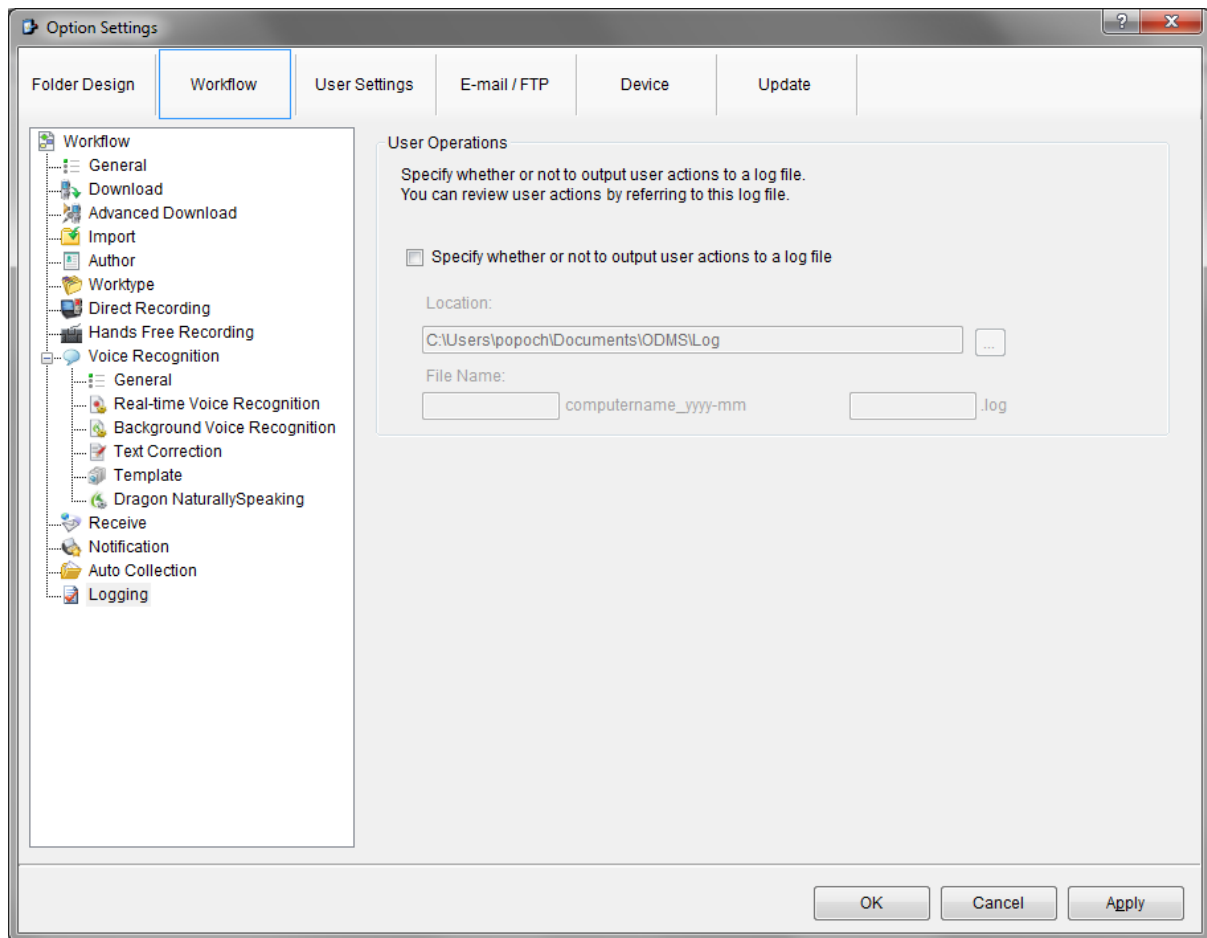
Receive

- **Received Document** – Select the method of receiving documents – E-mail and FTP, also the extensions of the files to receive.

- **Notification** – Enable notification when a new document is received.

- **Overdue Transcription** – The colour of a dictation can be changed if the document has not been sent back by a certain date.
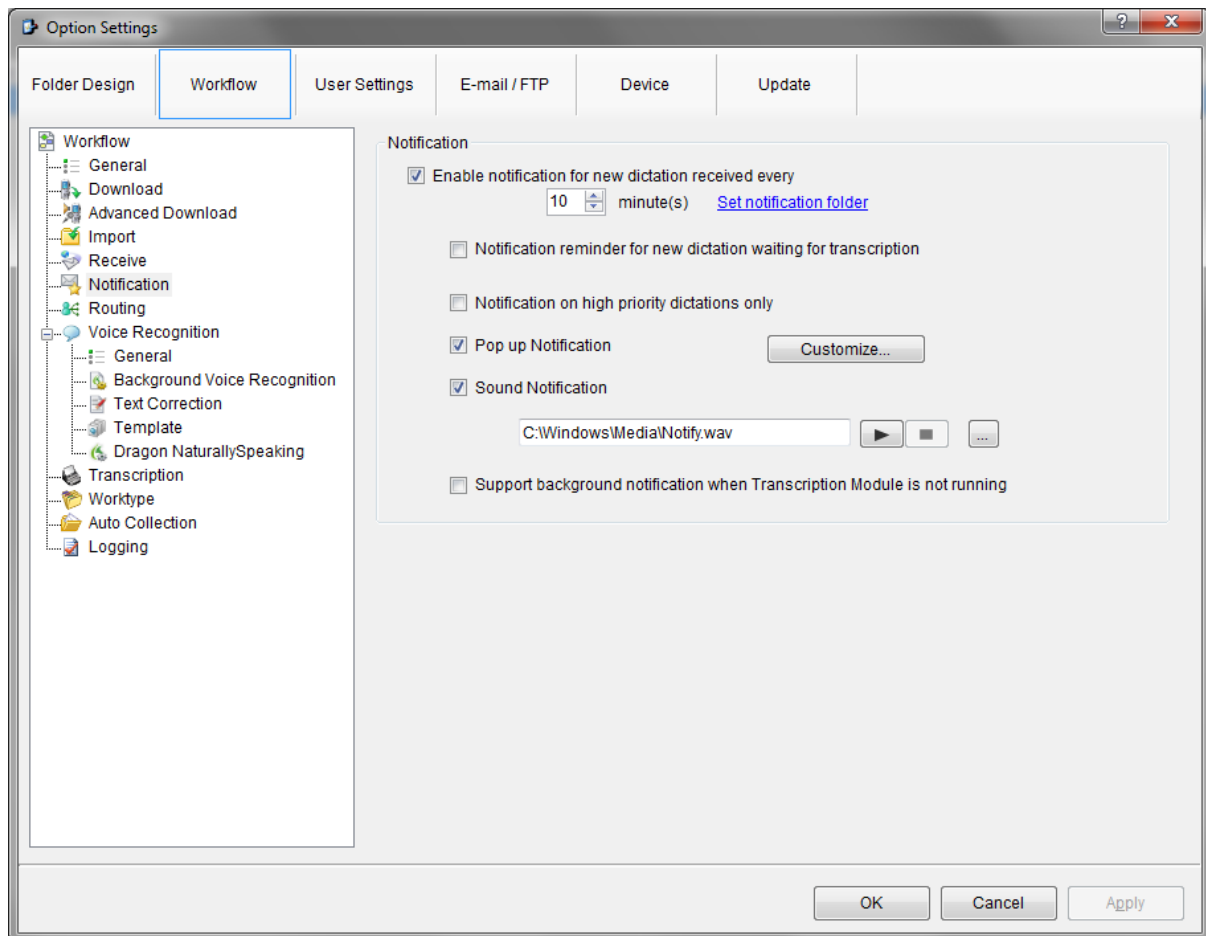
Auto Collection

- **Automatic Collection** – Finished dictations can be moved to to the Finished folder. A rule can also be set up to move finished dictations to a specific folder.
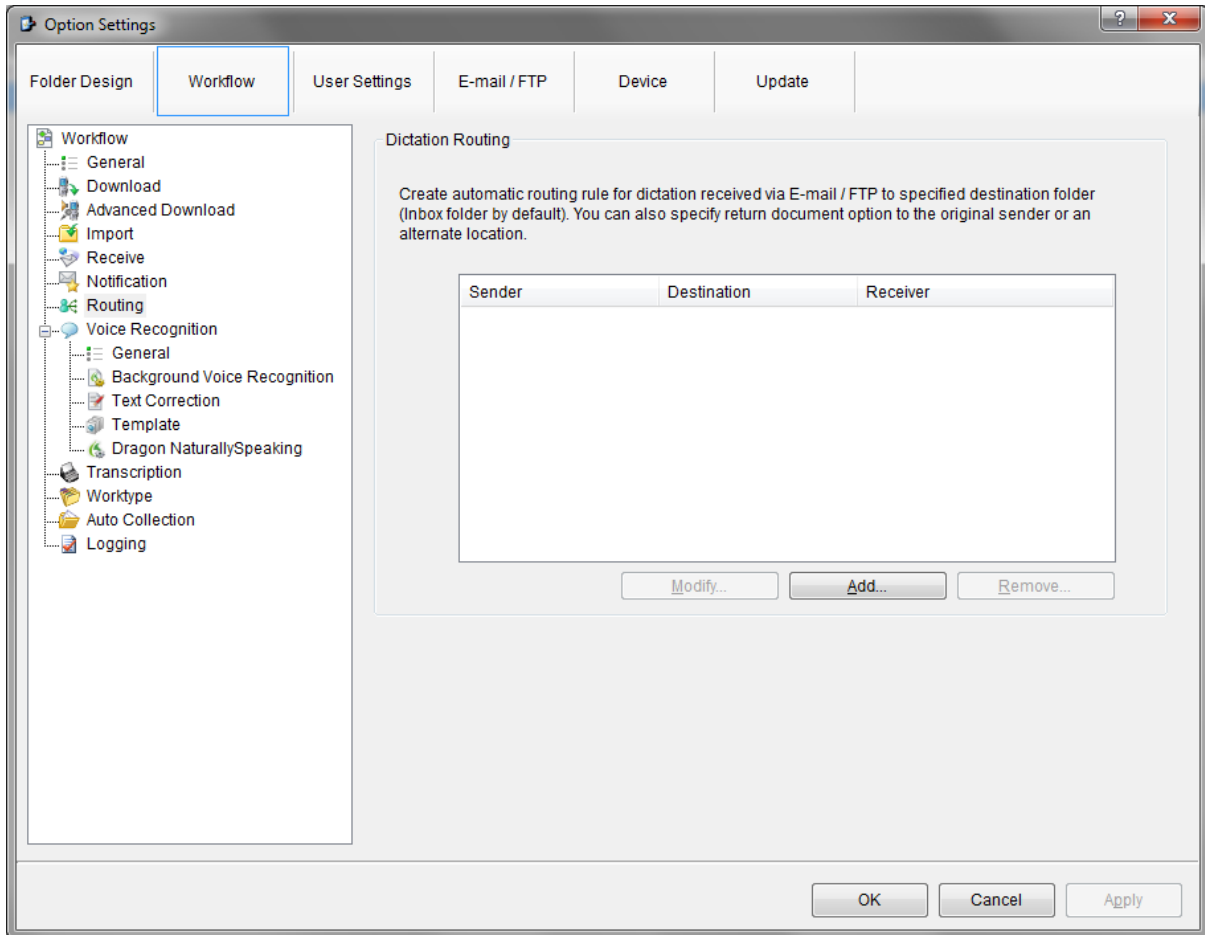
Logging

- **User Operations** - A Log file can be created to output the basic actions of a user.
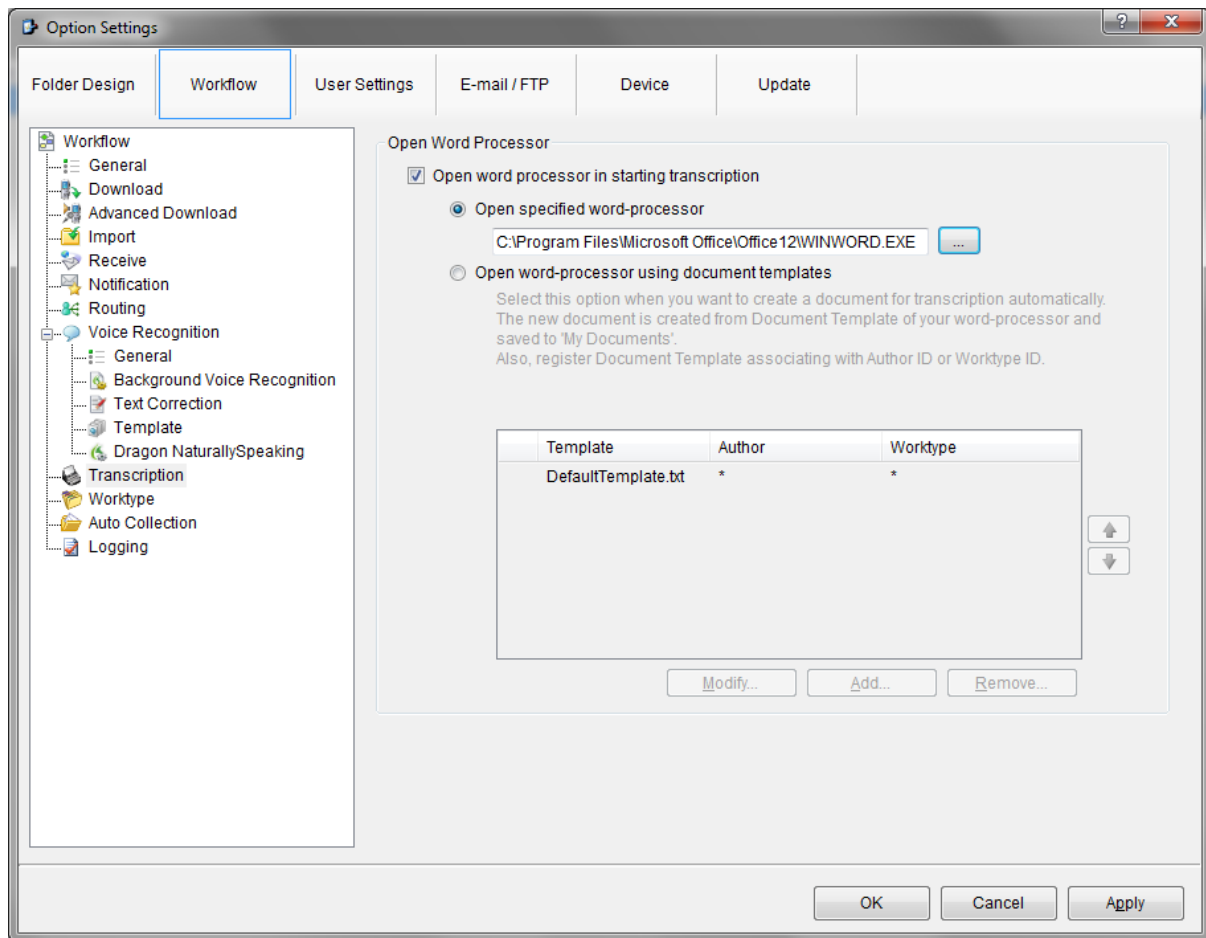
Transcription Module – Notification

- **Notification** – When a new dictation has been received, the Transcription Module will have a pop up to reflect this. The settings for the notification can be customised.

Routing

- **Dictation Routing** - Received dictations can be routed to specific folders.

Transcription

- **Open Word Processor** – The Transcription Module can be set to load a specific word processor when transcription is started. In addition to this, the software can be set to load specific document templates when transcription started.