

Olympus Dictation Delivery Service

Customer Guide to Setting Up a Trial for ODDS

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Customers Guide to Setting Up a Trial for ODDS

The very first step to use ODDS is to setup a trial. The trial period is up to 60 days. Every Customer Account will be given a trial license for up to 100 users.

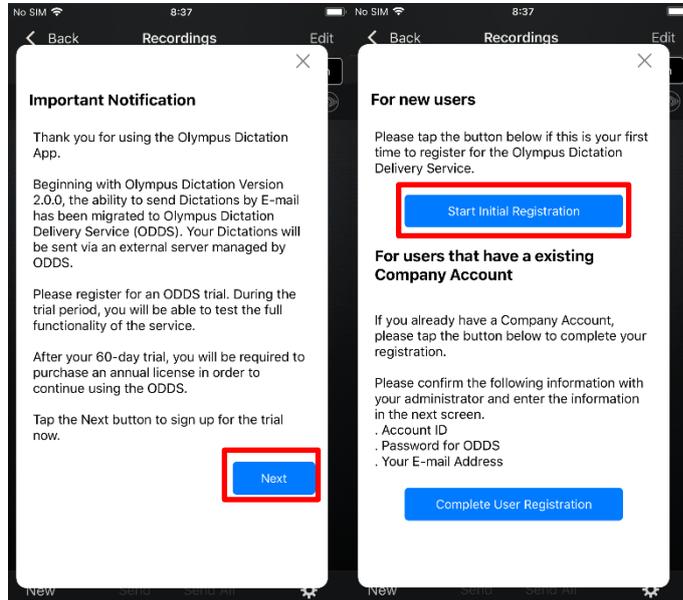
Account Creation for a Single User

This section explains the steps to setup a Customer Account for a Single User. If you are a Group User, refer to the section “Account Creation for Group Users”.

In order to start using ODDS, new customers are requested to download the Olympus Dictation App from Apple Store or Google Play. Once the App for iOS or Android is installed on your smartphone, you are ready to subscribe for a trial.

For iPhone: Search for ‘*Olympus Dictation*’ in Apple Store.
For Android: Search for ‘*Olympus Dictation*’ in Google Play.

Start the Olympus Dictation App and follow the steps as shown below. The popup message will be shown upon starting your App.



Select “Start Initial Registration”.
You will be requested to enter your Account Detail in the following screen.

1. Account Registration for Dictation Delivery Service

The Account for Dictation Delivery Service may be used by multiple users. In this screen, register your information for the Olympus Dictation Delivery Service.

Name

Please select a name for your Account. This is the name which your account will display within the Olympus Dictation Portal.

Account ID

Please select an Account ID which will be used to log into the Olympus Dictation Portal. This Account ID will also be used to activate your user's ODDS Smartphone Licenses.

Account Password

Please select a Password which will be used to log into the Olympus Dictation Portal.

E-mail Address

Please confirm your e-mail address. This e-mail address will receive all communication and notifications from the Olympus Dictation Portal.

2. User Registration for Dictation App

In this screen, enter your information to setup the App on your smartphone. This is separate to the Account Registration of ODDS.

Email Address

Dictation files will be sent via ODDS with this e-mail address information when you send the Dictation files from the App.

Author ID

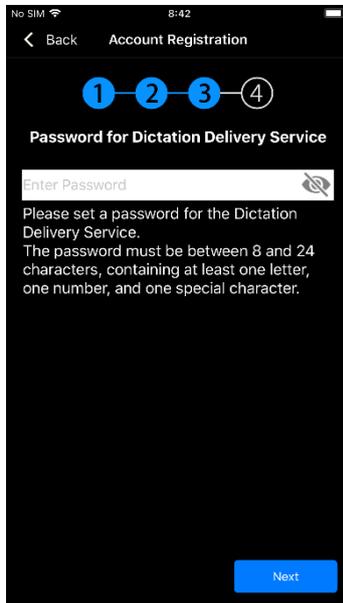
Specify an Author ID. This ID will be used to identify and manage dictation files in the workflow. The first 4 characters of the Author ID are used for file naming.

Destination for Dictations

Dictation files will be sent to this e-mail address from the App. If you wish to add multiple destinations, set these up from the Olympus Dictation Portal.

3. Password for Dictation Delivery Service

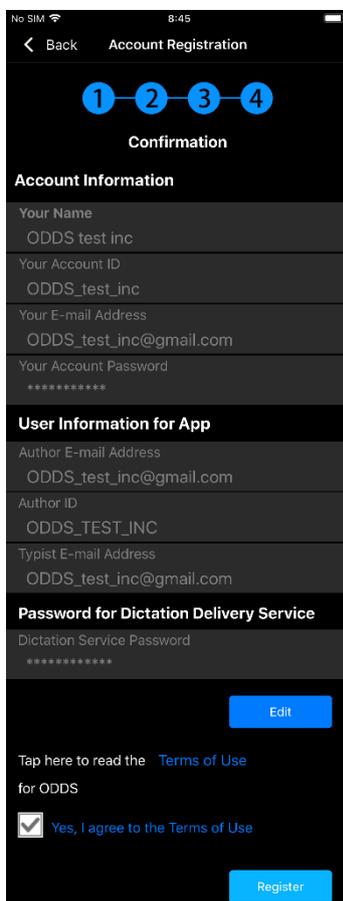
This password is used to activate your App for ODDS.



This Password Must:	
NOTE:	Be a Minimum of 8 characters or Maximum of 24 characters in length
	Contain at least one Number
	Contain at least one Symbol

Note: This is a different password than the one set up for the Olympus Dictation Portal.

4. Confirmation



Review and Agree to Terms of Use

Click 'Terms of Use' to review the Terms of Use for the Olympus Dictation Delivery Service.

Tick the Box to agree to the Terms of Use.

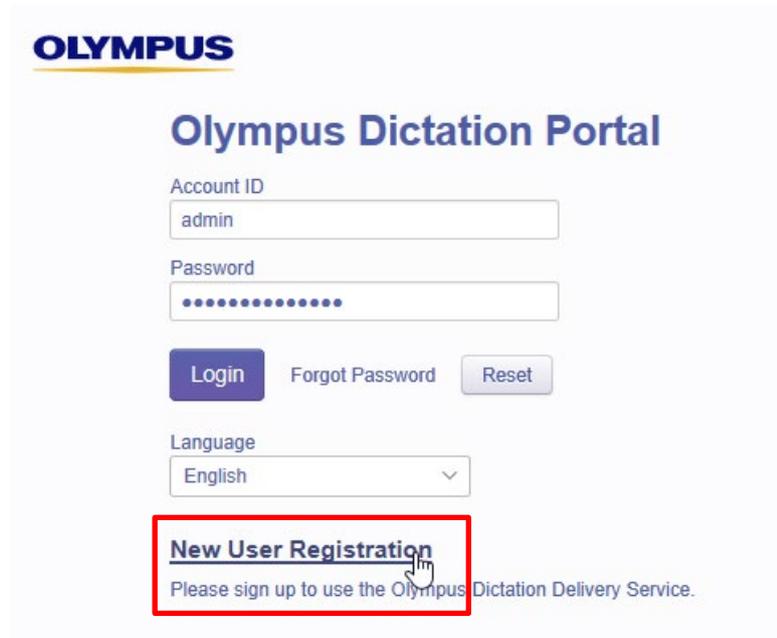
Once you have completed all necessary information, press the [Register] Button to complete your account setup.

You will receive an e-mail notification with the subject 'ODDS: Account Registration Completed [C-106]', sent to the e-mail address you have registered to your account.

Account Creation for Group Users

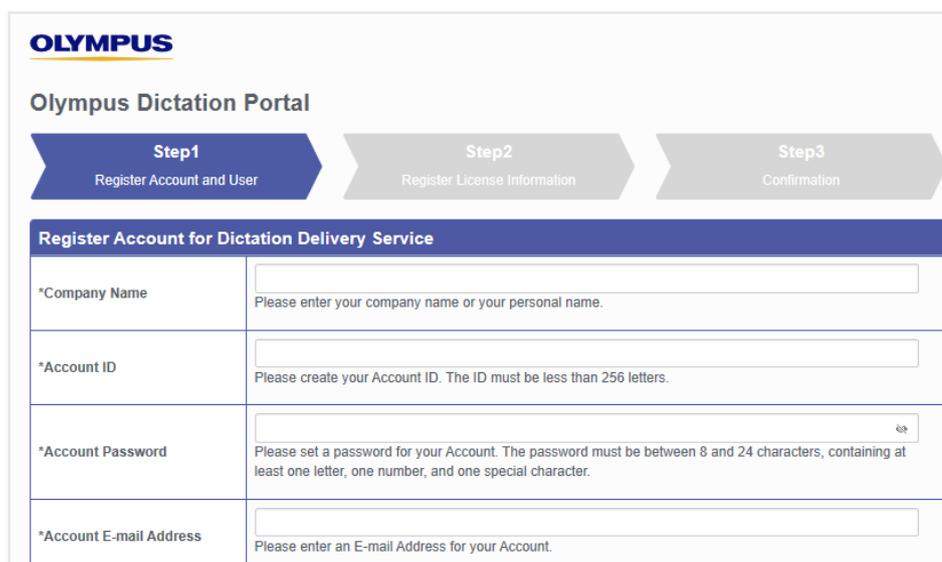
This section explains the steps to setup a Customer Account for Group Users. If you are a Single User, refer to the section “Account Creation for a Single User”.

In order to setup a trial for Group Users, please click on the link to access the Olympus Dictation Portal. <https://www.dictation-portal.com/>



Select “New User Registration”. You will be requested to enter your Account Detail in the following screen.

1. Account Registration for Dictation Delivery Service



Register Account for Dictation Delivery Service	
*Company Name	<input type="text"/> Please enter your company name or your personal name.
*Account ID	<input type="text"/> Please create your Account ID. The ID must be less than 256 letters.
*Account Password	<input type="password"/> Please set a password for your Account. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.
*Account E-mail Address	<input type="text"/> Please enter an E-mail Address for your Account.

Requirements for each field are as follows;

Note: Mandatory fields are identified by an asterisk (*) next to the field name.

● **Company Name**

*Company Name	<input style="width: 90%; height: 20px;" type="text"/> <small>Please enter your company name or your personal name.</small>
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Please select a name for your Account. This is the name which your account will be displayed as within the Olympus Dictation Portal. This is just a displayed name and is not to be confused with the Account ID.

● **Account ID**

*Account ID	<input style="width: 90%; height: 20px;" type="text"/> <small>Please create your Account ID. The ID must be less than 256 letters.</small>
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Please select an Account ID which will be used to log into the Olympus Dictation Portal. This Account ID will also be used to activate your user's Olympus Dictation App.

● **Account Password**

*Account Password	<input style="width: 90%; height: 20px;" type="password"/> <input style="float: right; width: 15px; height: 15px; border: 1px solid #ccc; border-radius: 3px; margin-left: 5px;" type="button" value="👁"/> <small>Please set a password for your Account. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.</small>
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Please select a Password which will be used to log into the Olympus Dictation Portal. By clicking the eye icon, you may confirm the entered information.

NOTE:	This Password Must:
	- Be a Minimum of 8 characters or Maximum of 24 characters in length
	- Contain at least one Number
	- Contain at least one Symbol

● **Account E-mail Address**

*Account E-mail Address	<input style="width: 90%; height: 20px;" type="text"/> <small>Please enter an E-mail Address for your Account.</small>
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Please confirm your e-mail address. This e-mail address will receive all communication and notifications from the Olympus Dictation Portal.

● User Registration for Dictation App

Register User Information for Dictation App	
*Author 1 E-mail Address	<input type="text"/> Please enter the E-mail Address for the Author who will use the Dictation App.
*Author 1 Author ID	<input type="text"/> Please set an ID for the Author. Dictation files will be tagged with the Author ID. The ID must be between 1 and 16 letters, numbers or underbars.
*File destination for Author 1	<input type="text"/> Please enter the E-mail destination for the Dictation files from Author 1. If you wish to add multiple destinations or send files to a FTP Server, please setup from the Olympus Dictation Portal after you complete the initial setup.
Add Author You can add multiple Authors to be managed under the Dictation Delivery Service. Up to 100 Authors can be added during Trial. <div style="text-align: right;"> + - </div>	
<input type="button" value="Next"/>	

Requirements for each field are as follows;

Note: Mandatory fields are identified by an asterisk (*) next to the field name.

● Author 1 E-mail Address

*Author 1 E-mail Address	<input type="text"/> Please enter the E-mail Address for the Author who will use the Dictation App.
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When “Author 1” sends Dictations from the App, Dictation files will be sent via ODDS with this e-mail address information.

● Author ID

*Author 1 Author ID	<input type="text"/> Please set an ID for the Author. Dictation files will be tagged with the Author ID. The ID must be between 1 and 16 letters, numbers or underbars.
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Specify an Author ID for “Author 1”. This ID will be used to identify and manage dictation files in the workflow. The first 4 characters of the Author ID are used for file naming.

● Destination for Dictations

*File destination for Author 1	<input type="text"/> Please enter the E-mail destination for the Dictation files from Author 1. If you wish to add multiple destinations or send files to a FTP Server, please setup from the Olympus Dictation Portal after you complete the initial setup.
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For “Author 1”, Dictations will be sent to this e-mail address from the App. If you wish to add multiple destinations, you may setup from the Olympus Dictation Portal after the initial registration is completed.

● **Add Author**

Add Author

You can add multiple Authors to be managed under the Dictation Delivery Service. Up to 100 Authors can be added during Trial.

+ -

Please click the plus icon to add multiple Authors. You may add up to 100 Authors during the trial. The second Author will be shown as “Author 2”.

2. Register License Information

OLYMPUS

Olympus Dictation Portal

Step1
Register Account and User

Step2
Register License Information

Step3
Confirmation

Register License Information

*Password for Dictation Delivery Service	<input style="width: 95%; height: 20px;" type="password"/> <p style="font-size: 8px; margin-top: 5px;">Please set a password for Dictation Delivery Service. This password will be used by all smartphones under this service in order to send Dictations. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.</p>
Order License	<input type="checkbox"/> Order Licenses for Dictation Delivery Service If you wish to purchase annual ODDS licenses, please put a check mark and fill out the following section.
Number of Licenses	<input style="width: 95%; height: 20px;" type="text"/> <p style="font-size: 8px; margin-top: 5px;">Please enter the number of licenses you wish to purchase.</p>
Select Country	<input style="width: 95%; height: 20px;" type="text"/> <p style="font-size: 8px; margin-top: 5px;">Please select the country where you are based. If you cannot find your country from the pull down, please select the nearest country.</p>
Select Dealer	<input style="width: 95%; height: 20px;" type="text"/> <p style="font-size: 8px; margin-top: 5px;">Please select the dealer you wish to purchase the license from.</p> <p style="text-align: right; font-size: 8px;">Link to Dealer Locator</p>

Back
Next

Requirements for each field are as follows;

Note: Mandatory fields are identified by an asterisk (*) next to the field name.

● **Password for Dictation Delivery Service**

*Password for Dictation Delivery Service	<input type="password"/> Please set a password for Dictation Delivery Service. This password will be used by all smartphones under this service in order to send Dictations. The password must be between 8 and 24 characters, containing at least one letter, one number, and one special character.
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This password is used to activate your App for ODDS

NOTE:	This Password Must:
	- Be a Minimum of 8 characters or Maximum of 24 characters in length
	- Contain at least one Number
	- Contain at least one Symbol

● **Order License**

Order License	<input type="checkbox"/> Order Licenses for Dictation Delivery Service If you wish to purchase annual ODDS licenses, please put a check mark and fill out the following section.
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If you wish to purchase the license currently, Tick the Box and fill out the remaining items. The trial period of 60 days will be skipped.

● **Number of Licenses**

Number of Licenses	<input style="background-color: #ccc;" type="text"/> Please enter the number of licenses you wish to purchase.
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Enter the number of licenses you wish to purchase. Every user will need a license. You may skip this field if you are not purchasing the license at this time.

● **Select Country**

Select Country	<input style="background-color: #ccc;" type="text"/> Please select the country where you are based. If you cannot find your country from the pull down, please select the nearest country.
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Select the country you are based. Dealers located in your area will be shown in the next field. You may skip this field if you are not purchasing the license at this time.

● **Select Dealer**

Select Dealer	<input style="background-color: #ccc;" type="text"/> Please select the dealer you wish to purchase the license from.
	Link to Dealer Locator

Select a dealer you prefer to purchase from. You can search a dealer from the Dealer Locator. You may skip this field if you are not purchasing the license at this time.

3. Confirmation Screen

OLYMPUS

Olympus Dictation Portal

Step1
Register Account and User

Step2
Register License Information

Step3
Confirmation

Account for Dictation Delivery Service	
Company Name	*****
Account ID	*****
Account Password	*****
Account E-mail Address	*****@*****.*****
User Information for Dictation App	
Author 1 E-mail Address	*****@*****.*****
Author 1 Author ID	*****
File destination for Author 1	*****@*****.*****
License Information	
Password for Dictation Delivery Service	*****
Number of Licenses	
Select Country	
Select Dealer	

Click here to read the [Terms of Use](#) for ODDS.

Yes, I agree to the terms of use.

Edit
Register

- **Review and Agree to Terms of Use**

Click here to read the [Terms of Use](#) for ODDS.

Yes, I agree to the terms of use.

Click 'Terms of Use' to review the Terms of Use for the Olympus Dictation Delivery Service. Once you confirm the Terms of Use, then you can Tick the Box to agree to the Terms of Use.

Press the [Register] Button to confirm your registration.

You will receive an e-mail notification with the subject 'ODDS: Account Registration'