

# OM SYSTEM

## **OM Dictation Management System in the Cloud** **(ODMS Cloud)**

### Reference Manual



OM Dictation Management System  
in the Cloud

<b>1 INTRODUCTION.</b>	<b>10</b>
1.1 ODMS Cloud Outline.	11
1.1.1 System Configurations of ODMS Cloud.	12
1.1.2 Overview of Applications.	13
1.2 Licenses.	14
1.3 Devices Connectable to Desktop App.	15
1.4 Supported File Formats.	16
1.4.1 Dictation Files	16
1.5 Supported Browser.	17
1.5.1 Browser	17
<b>2 BASIC SETTINGS FOR ODMS CLOUD.</b>	<b>18</b>
2.1 Screen Configuration.	19
2.2 Account registration and settings.	20
2.2.1 Lower tier account registration by the partner (registration from second tier to fourth tier).	20
2.2.2 Registration account for customers (fifth tier registration).	23
2.2.3 Select Dealer (fifth tier).	24
2.2.4 Dealer Management (fifth tier).	25
2.2.5 Dealer Management (fourth tier).	26
2.3 User registration.	27
2.3.1 User Registration.	27
2.3.2 User Verification.	29
2.3.3 Change Password.	30
2.4 Register or Edit Administrator.	33
2.4.1 Registering a Secondary Administrator.	33
2.5 Order Licenses.	35
2.5.1 Confirm License Status.	35
2.5.2 Ordering a license.	36
2.5.3 Check license order status and history.	36
2.5.4 Cancellation of license order.	37
2.5.5 Cancellation of license issuance.	37
2.6 Activate License Key from the License Card.	38
2.7 Assign Licenses.	40

2.8 Configuring Workflow.....	43
2.8.1 Configuring Transcription Group. ....	44
2.8.2 Configuring Worktype ID/Option Item. ....	46
2.8.3 Registering Template File. ....	49
2.8.4 Setting Routing Rules. ....	51
2.8.5 Using Worktype ID. ....	52
2.9 Dictation Device Settings. ....	53
2.9.1 Author ID Setting for the Dictation Device (In the case Author ID hasn't been configured). ....	53
2.9.2 Editing Author ID on a Dictation Device.....	53
2.9.3 Author ID Setting for ODMS Cloud Mobile App. ....	53
2.9.4 Transferring Worktype ID and Option Item. ....	54
2.10 Backup and automatic deletion of transcription finished files. ....	55
2.10.1 Backup of Dictation Files. ....	55
2.10.2 How to playback backed-up Dictation Files. ....	56
2.10.3 Automatic deletion of Dictation File. ....	57
2.11 Functions for partners. ....	58
2.11.1 Subscription Tab. ....	58
2.11.2 Edit Partner Information. ....	59
2.11.3 Delete Partner Account.....	60
2.12 Delete account (fifth tier). ....	61
<b>3 DICTATION WORKFLOW.....</b>	<b>62</b>
3.1 Dictation information display screen. ....	63
3.1.1 Dictations Screen. ....	63
3.1.2 Setting display items. ....	64
3.1.3 Filter Function.....	64
3.2 Client Application for Authors and Transcriptionists. ....	65
3.2.1 ODMS Cloud Desktop App (Author). ....	65
3.2.2 ODMS Cloud Desktop App (Transcriptionist). ....	66
3.3 Auto Routing Rule. ....	67
3.3.1 Configuring routing rules.....	67
3.3.2 Automatic Routing.....	68
3.4 Upload Dictation File.....	69
3.4.1 File Upload from Desktop App (Author). ....	69
3.4.2 File Upload from Desktop App (other than Author). ....	70
3.4.3 Checking file upload status. ....	70
3.4.4 Edit Dictation File Name. ....	71

3.4.5 Delete Dictation File. ....	72
3.5 New Task Notification. ....	73
3.5.1 New Task Notification. ....	73
3.6 Checkout Dictation File (Select Dictation file for Playback). ....	74
3.6.1 Dictations Screen (Transcriptionist). ....	74
3.6.2 Checkout Dictation File. ....	75
3.6.3 Desktop App. ....	75
3.6.4 Cancel Checkout ....	75
3.7 Dictation Status. ....	76
3.7.1 Details of Dictation Status. ....	76
3.8 Manual Routing. ....	77
3.8.1 Manual Routing. ....	77
3.9 Finish transcription and notification. ....	79
3.9.1 Finish Transcription. ....	79
3.9.2 Continuous Checkout of Transcription Tasks. ....	79
3.9.3 Cancel Transcription Task. ....	80
3.9.4 Suspending Transcription. ....	80
3.10 Add Index Mark. ....	81
3.10.1 Add or delete Index Mark. ....	81
3.11 Dictation File with Author ID as device name. ....	82
3.11.1 Configuring Workflow Manually. ....	82
3.11.2 File upload conditions and Author ID setting timing. ....	82
<b>4 LICENSE MANAGEMENT. ....</b>	<b>83</b>
4.1 Type of Licenses. ....	84
4.1.1 One Year License. ....	84
4.1.2 Reusable Licenses. ....	84
4.1.3 Trial License. ....	84
4.2 License information display screen. ....	85
4.2.1 License Management Information. ....	85
4.2.2 Storage Management Information. ....	86
4.2.3 Warning notification for storage usage capacity. ....	86
4.3 License Management per User. ....	87
4.3.1 Auto Assign Function. ....	87
4.3.2 License status display. ....	88
4.3.3 License expiration warning. ....	88
<b>5 USER MANAGEMENT. ....</b>	<b>89</b>

5.1 User information display screen. ....	90
5.2 Setting or editing user information. ....	92
5.2.1 Change Author settings. ....	92
5.2.2 Changing Transcriptionist settings. ....	93
5.2.3 Changing Administrator settings. ....	94
5.3 Assign, Unassign Licenses. ....	95
5.3.1 Assign Licenses ....	95
5.3.2 Unassign License. ....	97
5.4 Delete Users. ....	99
5.5 User registration via CSV File. ....	101
5.5.1 Download template file. ....	101
5.5.2 Set User information. ....	102
5.5.3 Import CSV file. ....	102
<b>6 ODMS CLOUD DESKTOP APP. ....</b>	<b>103</b>
6.1 Install and Uninstall. ....	104
6.1.1 Installation under Windows Environment ....	104
6.1.2 Uninstallation under Windows Environment ....	104
6.1.3 Installation under Mac Environment ....	104
6.1.4 Uninstallation under Mac Environment ....	104
6.1.5 Installation when Microsoft Store is not available (Windows environment) ...	105
6.2 Operating environment. ....	106
6.2.1 Windows Environment. ....	106
6.2.2 Mac Environment. ....	107
6.3 Explanation of the Screen. ....	108
6.3.1 Resident Program. ....	108
6.3.2 Play Bar ....	108
6.3.3 Display Property. ....	111
6.3.4 Setting for Auto Backspace. ....	111
6.3.5 Settings menu. ....	112
6.4 Startup, Shutdown, and Sign in. ....	116
6.4.1 Start Desktop App. ....	116
6.4.2 Sign in Operation. ....	116
6.4.3 Shutdown Desktop App. ....	117
6.5 Upload Dictation File. ....	118
6.5.1 Upload Dictation File. ....	118
6.5.2 Backup of Dictation Files. ....	118
6.5.3 Add Index Mark. ....	118

6.5.4 Manual Upload of Dictation Files. ....	119
6.6 Start and Finish Transcription. ....	120
6.6.1 Start Transcription. ....	120
6.6.2 Finish Transcription. ....	120
6.7 Receiving email from the DS-9500 and automatically upload to ODMS Cloud	121
6.7.1 Supported Email Formats .....	121
6.7.2 Email reception settings in Desktop App .....	121
6.7.3 Switching email reception behavior .....	123
<b>7 ODMS CLOUD MOBILE APP. ....</b>	<b>124</b>
7.1 Download the app. ....	125
7.1.1 Apple Store. ....	125
7.1.2 Play Store. ....	125
7.2 Launch and Sign in. ....	126
7.2.1 First time startup. ....	126
7.2.2 Normal Startup. ....	128
7.2.3 In the event of changes to the Terms of Use. ....	128
7.3 Screen configuration. ....	129
7.3.1 Recording View .....	129
7.3.2 Property View. ....	130
7.3.3 List View. ....	131
7.3.4 ODMS Cloud View. ....	132
7.3.5 Setting View. ....	133
7.4 Dictating using the Mobile App. ....	134
7.4.1 New recording standby state .....	134
7.4.2 Recording status. ....	135
7.4.3 Recording pause state. ....	136
7.5 File Delete. ....	137
7.5.1 Deleting files from Recording View. ....	137
7.5.2 Deleting all files from List View. ....	138
7.5.3 Deleting selected files from List View. ....	139
7.6 File Upload to ODMS Cloud. ....	140
7.6.1 Uploading from Recording View. ....	140
7.6.2 Upload all files from List View. ....	141
7.6.3 Upload selected files from List View. ....	142
7.7 Confirm Transcription Status. ....	143
7.7.1 ODMS Cloud view. ....	143

7.8 Change Transcriptionist. ....	144
7.8.1 Sign into the ODMS Cloud directly from browser. ....	144
<b>8 E-MAIL NOTIFICATION. ....</b>	<b>145</b>
8.1 List of E-mail Notification ....	146
8.2 Timing of E-mail notification being sent. ....	148
8.2.1 Migration from Trial to regular license (automatic update). ....	149
8.2.2 Migration from Trial to regular license (manual update). ....	149
8.2.3 License expires from Trial (Delete account manually). ....	150
8.2.4 License auto assign (automatically assigns with sufficient stock). ....	150
8.2.5 License auto assign (Insufficient stock → License replenished and automatically assign). .....	151
8.2.6 License auto assign (License expired due to lack of stock → manual assignment). ....	151
8.2.7 Manually Assign Licenses. ....	152
8.2.8 User deletion after license expiration. ....	152
8.3 Details of E-mail Notification. ....	153
8.3.1 Account Registered Notification [U-101]. ....	153
8.3.2 User Registration Notification [U-102]. ....	153
8.3.3 License Shortage Notification [U-103]. ....	154
8.3.4 License Expiration Warning [U-104]. ....	154
8.3.5 License Requested Notification [U-105]. ....	155
8.3.6 Cancelled License Order Notification [U-106]. ....	155
8.3.7 License Issued Notification [U-107]. ....	156
8.3.8 License Assigned Notification [U-108]. ....	156
8.3.9 License Returned Notification [U-109]. ....	157
8.3.10 Account Deleted Notification [U-111]. ....	157
8.3.11 Account Edit Notification [U-112]. ....	157
8.3.12 Temporary password [U-113]. ....	158
8.3.13 User Registration Notification [U-114]. ....	158
8.3.14 Edit User Notification [U-115]. ....	158
8.3.15 User Deleted Notification [U-116]. ....	159
8.3.16 Transcription Completion Notification [U-117]. ....	159
8.3.17 Storage Usage Warning Notification [U-118]. ....	159
8.3.18 Storage Usage Exceeded Notification [U-119]. ....	160
8.3.19 User Bulk Registration Received Notification [U-120]. ....	160
8.3.20 User Bulk Registration Completed Notification [U-121]. ....	161
8.3.21 User Bulk Registration Failed Notification [U-122]. ....	161
8.3.22 Partner Account Deleted Notification [U-123]. ....	162
8.3.23 Partner Account Edit Notification [U-124]. ....	162





## Change History

Version	YYYY.MM.DD	Contents
Ver1.01	2024.04.02	First Edition
Ver1.10	2024.06.17	<p>&lt;Bulk user registration function&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added bulk user registration function using CSV file (Section 5.5)</a></li> </ul> <p>&lt;Edit/delete functions&gt; Added the ability for the following functions.</p> <ul style="list-style-type: none"> <li>• <a href="#">Edit dictation file name (Section 3.4.4)</a></li> <li>• <a href="#">Delete Dictation File (Section 3.4.5)</a></li> <li>• <a href="#">Delete Users (Section 5.4)</a></li> <li>• <a href="#">Delete Typist group (Section 2.8.1)</a></li> <li>• <a href="#">Delete Template file (Section 2.8.3)</a></li> <li>• <a href="#">Edit Partner information (Section 2.11.2)</a></li> <li>• <a href="#">Delete Partner Account (Section 2.11.3)</a></li> </ul> <p>&lt;File automatic deletion function&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added automatic deletion of finished status file (Section 2.10.3)</a></li> </ul> <p>&lt;Storage Management Function for Audio Data&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added the function to view available storage capacity and used storage capacity (Section 4.2)</a></li> <li>• <a href="#">Added a warning function when exceeding storage capacity (Section 4.2.3)</a></li> </ul> <p>&lt;Others&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added information about email notification supporting new features (Section 8)</a></li> </ul>
Ver1.11	2024.08.01	<p>&lt;Others&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added instruction on how to install the Desktop App when they cannot access the Microsoft Store. (Section 6.1.5)</a></li> </ul> <p>&lt;DS-9500 Support&gt;</p> <ul style="list-style-type: none"> <li>• <a href="#">Added the function to receive emails from DS-9500 and automatically upload to ODMS Cloud. (Section 6.7)</a></li> </ul>

# 1 Introduction.

Thank you very much for purchasing our product.

This chapter provides an explanation to help you understand the overview of ODMS Cloud. Detailed functions and usage are explained in detail from chapter 2 onwards.

[☐ 1.1 ODMS Cloud Outline](#)

[☐ 1.2 Licenses](#)

[☐ 1.3 Devices Connectable to Desktop App](#)

[☐ 1.4 Supported File Formats](#)

[☐ 1.5 Supported Browser](#)

[Top](#)

[Next Chapter](#)

## 1.1 ODMS Cloud Outline.

OM Dictation Management System in the Cloud (ODMS Cloud) is a cloud-based dictation workflow system that allows you to share dictation files between authors and Transcriptionists anytime, anywhere. Your files are now stored on the cloud, which means a dedicated server is no longer required, and setup is easy to get started.

Designing your dictation workflow can be done through a simple interface which allows you to realize an efficient workflow.

The ODMS Cloud offers the following:

- Easy to establish dictation workflows without the need for a dedicated server.
- ODMS Cloud can be used from both Windows and Mac PCs.
- If users have a PC connected to the Internet, authors can upload their dictation files to the Cloud and transcriptionist can transcribe them anytime, anywhere.
- When you connect a compatible OM System digital recorder via USB, it will automatically detect the device and upload the dictation file on the device to the ODMS Cloud.
- Dictations recorded using the dedicated smartphone app can be uploaded directly to the ODMS Cloud from the smartphone app.
- Administrators can configure various settings such as user management, license management, license issuance requests, and workflow design from the ODMS Cloud web screen.
- Information such as license usage status and expiration date are displayed in a list.
- The assigned transcriptionist will be notified when a new dictation is uploaded to the ODMS Cloud.
- Dictations uploaded to the ODMS Cloud are displayed in a list with the transcription status.

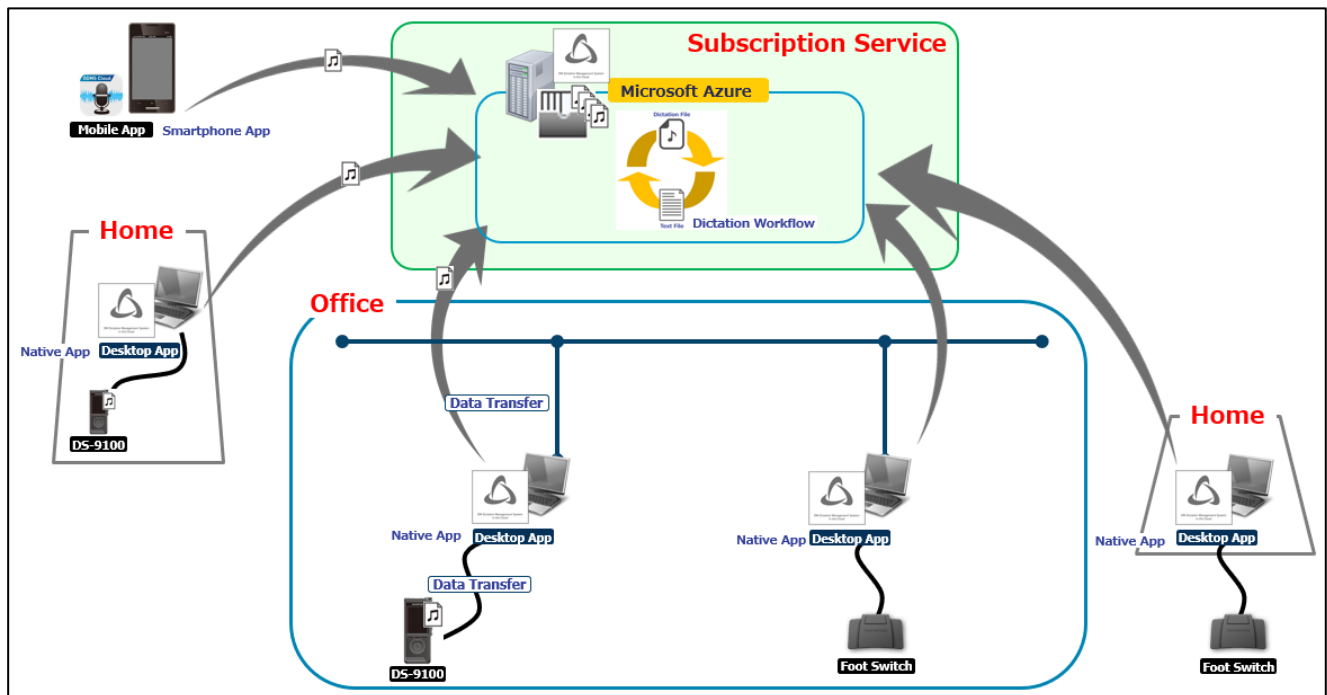
For individual device settings, download the Device Configuration Program (DCP) from the download site and install it on your Windows PC.

[Chapter top](#)

### 1.1.1 System Configurations of ODMS Cloud.

- **System Overview**

The ODMS Cloud is a dictation workflow system built on Microsoft Azure, which allows user management, workflow management, and license management to be centrally managed on the Cloud Server. To use the ODMS Cloud, authors and transcriptionists will access the Cloud Server from the desktop application installed on their client PCs. By using the mobile app for smartphones, authors can dictate and upload dictations from their smartphone directly to the ODMS Cloud.



### 1.1.2 Overview of Applications.

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- **Web App**

The web application can be used via a browser and can be used without installing the application software. (For tasks such as uploading dictations or transcription, you will need to install the desktop app described below).

The system is designed with security in mind, using two-factor authentication to log in. The functions available after logging in are limited by user privileges. Users registered in the system with administrator privileges can use all the functions of ODMS Cloud. You can select the functions from each tab that appears on the top of the screen after logging in, and perform user management, license management, license issuance requests, workflow design, etc. On the Dictations tab, you can check the progress of your transcription in a list. Routing rules can also be easily configured on this screen. If a user with author or transcriptionist privileges logs in to the ODMS Cloud, only the Dictations tab will be enabled to provide simple operation and to keep the settings defined by the administrator.

- **Desktop App**

This is the application software required to link the ODMS Cloud with a local client PC. It automatically detects the USB connection of the dictation device and automatically uploads the dictation file in the recorder to the cloud server. It also provides various functions for playing the dictation file on the cloud for transcription. The desktop app has a function to receive setting information such as Author ID and Worktype ID required for dictation workflow from the server and automatically transfer it to the dictation device.

For details, please refer to [<chapter 6 ODMS Cloud Desktop App>](#).

- **Mobile App**

The Mobile App provides recording function on a smartphone and supports file editing functions necessary to complete a dictation, such as additional recording, overwriting recording, or insert recording. Furthermore, basic information necessary for workflow design such as Author ID and Worktype ID can be received from the ODMS Cloud server and added to the dictation file. The created dictation file can be uploaded directly to the ODMS Cloud server from this app.

For details, please refer to [<chapter 7 ODMS Cloud Mobile App>](#).

- **Device Customization Program(DCP)**

This is a tool to manage device settings in a template and supports the customization of device settings and the importing/exporting of settings. It allows you to connect devices by USB and then configure the same settings on multiple devices.

Furthermore, the device settings of individual users can be managed by using the import/export functions.

## 1.2 Licenses.

- To use the ODMS Cloud, you need to purchase a subscription license and assign it to an author or transcriptionist.
  - By importing the license key on the license card included with the DS/AS products, you can activate it as a regular license.
  - If you manage your account as an administrator without having the role of author/transcriptionist, you do not need a subscription license.
  - The expiration date of the purchased license is set when it is assigned to a user. Licenses that are in stock and have not been assigned will not have an expiration date.
  - When a license is assigned to a user, 5GB of storage becomes available and will be added to the available capacity for the account.
- **Administrator (Role: none)**
    - An administrator can use all the functions on the Web Application such as Account management, Dictation management, License management, User management, and Workflow management.
    - A user with the author/transcriptionist role can also be set as an administrator.
    - Dictation files cannot be played.
  - **Author (Role: Author)**
    - Authors can use some of the functions on the web application such as Dictation management.
    - Authors can only play files that has been recorded my him/herself.
    - Authors can dictate and upload files using the mobile app.
  - **Transcriptionist (Role: Transcriptionist)**
    - Transcriptionist can use some of the functions on the web application such as Dictation management.
    - Only files assigned to them from the author or administrator can be played.

[Chapter top](#)

## 1.3 Devices Connectable to Desktop App.

Desktop App supports the following OM Digital Solutions devices:

Device Type	Models
DVR (Mass storage recorder)	<ul style="list-style-type: none"><li>• DS-9500</li><li>• DS-9100</li><li>• DS-9000</li><li>• DS-2700</li><li>• DS-2600</li></ul>
Foot switch	<ul style="list-style-type: none"><li>• RS31N</li><li>• RS28N</li><li>• RS27N</li><li>• RS31H</li><li>• RS28H</li><li>• RS27H</li></ul> <p>To use a foot switch of the RSxxH/N series with ODMS Cloud, you must make sure that the device is in the OM mode.</p>

[Chapter top](#)

## 1.4 Supported File Formats.

### 1.4.1 Dictation Files

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The file formats supported by the ODMS Cloud are as follows.

Functions	Supported File Types (Extensions)
Upload, Playback, and import	Non-encrypted file: DS2, DSS, WAV, and MP3 Encrypted file: DS2, \$DSS, \$WAV, and \$MP3

[Chapter top](#)



## 1.5 Supported Browser.

### 1.5.1 Browser

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The browsers supported by the ODMS Cloud are as follows.

OS	Supported browsers
Windows	Microsoft Edge Google Chrome
macOS	Safari

[Chapter top](#)

## 2 Basic settings for ODMS Cloud.

This chapter explains the basic settings for using the ODMS Cloud.

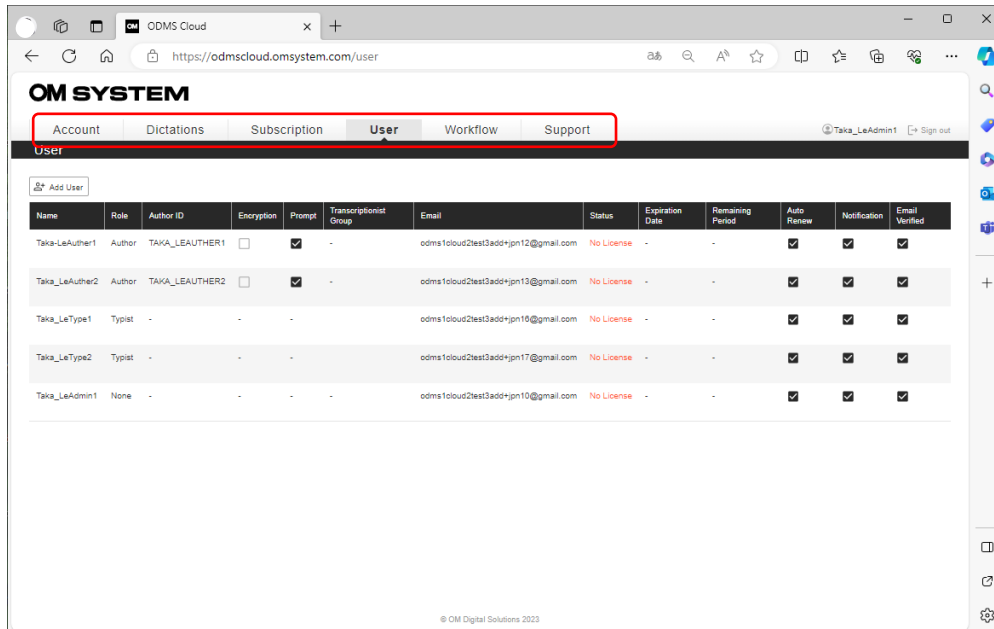
- [☐ 2.1 Screen Configuration](#)
- [☐ 2.2 Account registration and settings](#)
- [☐ 2.3 User Registration](#)
- [☐ 2.4 Register or Edit Administrator](#)
- [☐ 2.5 Order Licenses](#)
- [☐ 2.6 Activate License Key from the License Card](#)
- [☐ 2.7 Assign Licenses](#)
- [☐ 2.8 Configuring Workflow](#)
- [☐ 2.9 Dictation Device Settings](#)
- [☐ 2.10 Backup and automatic deletion of transcription finished files](#)
- [☐ 2.11 Functions for partners](#)
- [☐ 2.12 Delete Account](#)

[Top](#)

[Next Chapter](#)

## 2.1 Screen Configuration.

The ODMS Cloud web screen consists of six screens: "Account", "Dictations", "Subscription", "User", "Workflow", and "Support". Switching between screens is done by selecting the tab.



["Account"](#) Tab: Displays basic account information and administrator information. You can also activate the [Dealer Management] function or change the administrator on this screen.

["Dictations"](#) Tab: You can check the progress of transcription for the list of dictations.

["Subscription"](#) Tab: You can view the status of the licenses you own and check the storage capacity in use.

["User"](#) Tab: Displays registered user information. Use this screen to edit information, assign/remove licenses, add/delete users or check the license period.

["Workflow"](#) Tab: Set workflow rules to be used for transcription.

["Support"](#) Tab: You can obtain the user manual for the ODMS Cloud.

\*For users who are not set as a administrator, only the "Dictations" screen will be displayed.

[Chapter Top](#)

## 2.2 Account registration and settings.

The ODMS Cloud accounts have a five-tier structure, and the account registration method differs between the first to fourth tiers and the fifth tier.

First tier: ODMS Cloud Administrator (OM Digital Solutions)

Second tier: OD Digital Solutions Subsidiary

Third tier: Distributor

Fourth tier: Dealer

Fifth tier: Customer

[Lower tier account registration by the partner](#)

[Registration account for general users](#)

[Select Dealer](#)

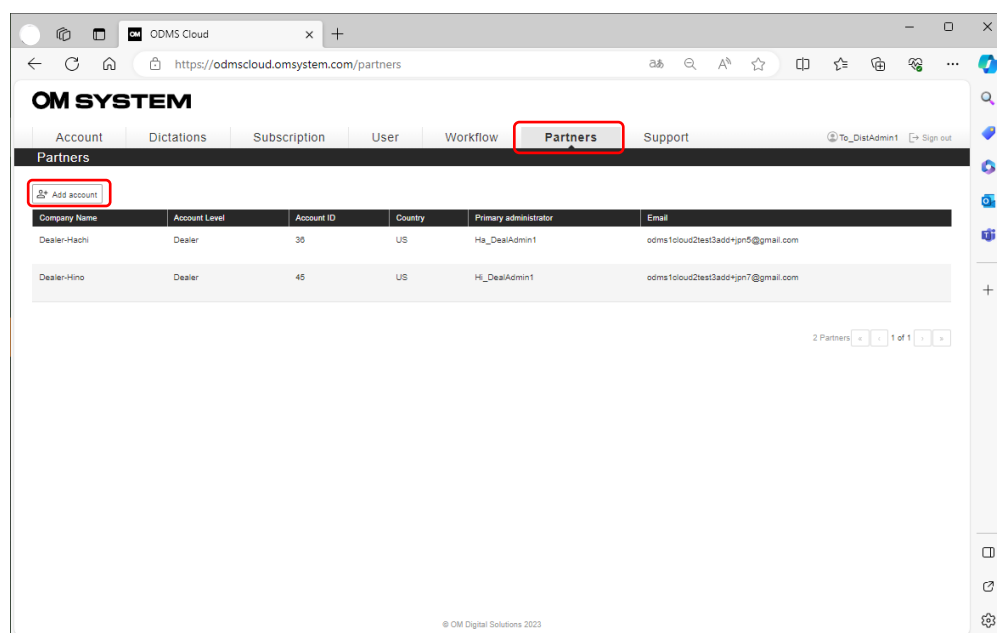
[Dealer Management \(fifth tier\)](#)

[Dealer Management \(fourth tier\)](#)

### 2.2.1 Lower tier account registration by the partner (registration from second tier to fourth tier).

When registering accounts from the first to fourth tiers, the upper tier registers the lower tier account. (Example: A distributor registers a dealer account.)

1. Log in as a higher tier administrator, select the [Partner] tab, and click the [Add account] button.



2. Enter the required information and click the [Add account] button.

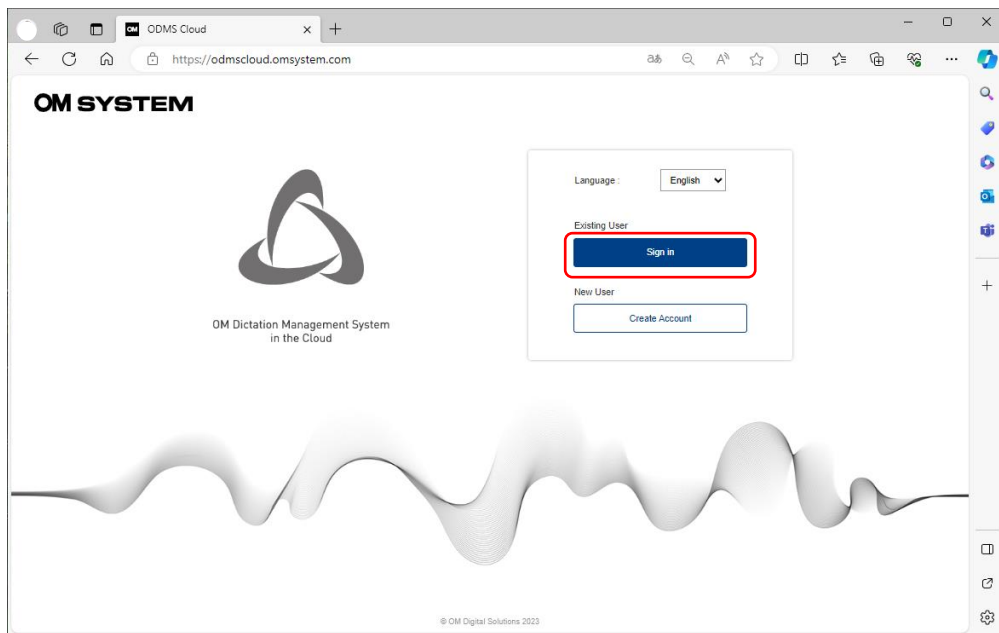
The screenshot shows the ODMS Cloud web application interface. The 'Partners' tab is selected in the top navigation bar. A modal window titled 'Add account' is open, displaying a form to register a new account. The form is divided into two sections: 'Register account information' and 'Register primary administrator's information'. The first section includes fields for 'Company Name', 'Country' (a dropdown menu), and 'Email'. The second section includes fields for 'Administrator's Name' and 'Email'. A blue 'Add account' button is located at the bottom of the modal, highlighted with a red rectangle. In the background, a table lists existing partners with columns for 'Company Name', 'Account Level', 'Account ID', 'Country', 'Primary administrator', and 'Email'.

3. A verification email will be sent to the administrator of the newly registered account. When the administrator receives the verification email, click the specified link to complete the verification.

The screenshot shows an email template for account verification. It begins with the text '<English>' and a paragraph stating: 'Your user information has been registered within the ODMS Cloud by yourself. To complete your user registration, you must verify your email address. Please verify by clicking on the link below. Once the registration is completed, a notification window will appear confirming that your user information has been verified.' Below this text, a URL is provided and highlighted with a red rectangle: [https://odmscloud.omsystem.com/mail-confirm/?verify=eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCJ9.eyJhY2NvdW50SWQIQY0LC1c2VW5WQIQE2NCwiZW1haWwiOiJvZG1zMWwNsb3VhbnRlc3QzYWwRkK2pwbiEwQGdtYWlsLmNvbSIsImhhdCI6MTcwNjE1NTAwMCwiZXBwIjozNTU1MDAwfQ.T0pMjzY-RunT\\_7YrDgsTJTZ13untAfdJFvyEJr1SXINPUcasCayKCIm2mvmWdDKk2ILd0AL5YndT7C8eQWZrzE40YV9VvaU70pWgSH3KutDgCRJ6f9XuRX9O0hL6smVMMR6MEhFYkMQJKM7R2INsNFmtDLxFGaGo8ItyEnTPOIEdk9\\_xlrmETto7V/Eo\\_dIViZxwL\\_b7ZvFQvUdzQnb6tRENlcmNroEG6bi9aP-IARXwOkpna4rouwpaFI70vM5cZpYlbuYxcTpydIIIICl\\_adLkKv](https://odmscloud.omsystem.com/mail-confirm/?verify=eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCJ9.eyJhY2NvdW50SWQIQY0LC1c2VW5WQIQE2NCwiZW1haWwiOiJvZG1zMWwNsb3VhbnRlc3QzYWwRkK2pwbiEwQGdtYWlsLmNvbSIsImhhdCI6MTcwNjE1NTAwMCwiZXBwIjozNTU1MDAwfQ.T0pMjzY-RunT_7YrDgsTJTZ13untAfdJFvyEJr1SXINPUcasCayKCIm2mvmWdDKk2ILd0AL5YndT7C8eQWZrzE40YV9VvaU70pWgSH3KutDgCRJ6f9XuRX9O0hL6smVMMR6MEhFYkMQJKM7R2INsNFmtDLxFGaGo8ItyEnTPOIEdk9_xlrmETto7V/Eo_dIViZxwL_b7ZvFQvUdzQnb6tRENlcmNroEG6bi9aP-IARXwOkpna4rouwpaFI70vM5cZpYlbuYxcTpydIIIICl_adLkKv)

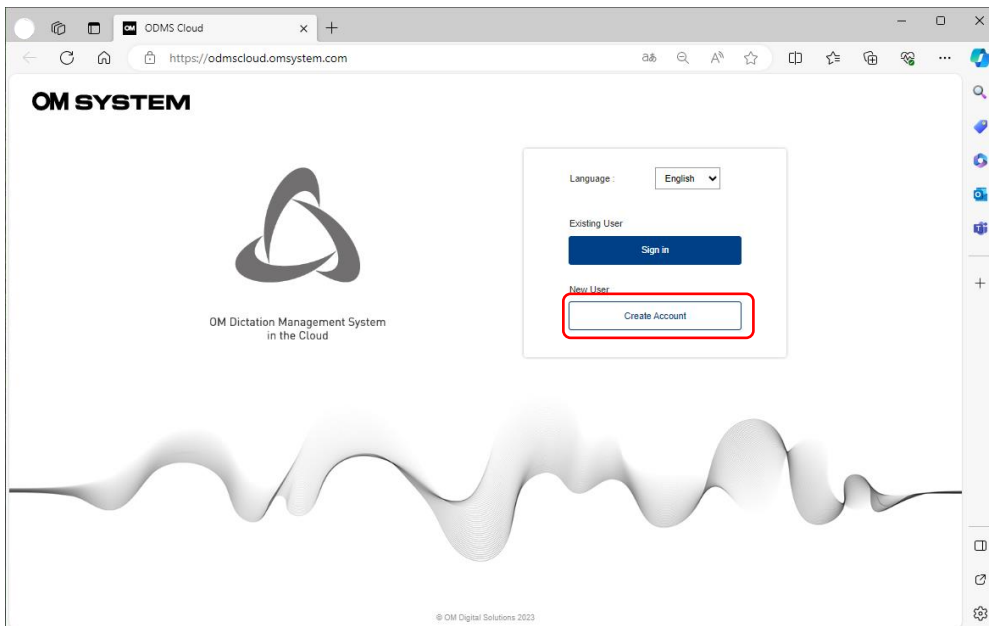
4. If verification is successful, a [Verified] email will be sent. Account registration is now complete. Click [Return to Sign in] to log in to the ODMS Cloud.

The screenshot shows an email template for account verification completion. It features the 'OM SYSTEM' logo on the left and 'ODMS Cloud' on the right. The main content area has a large 'Verified!' heading, followed by a large checkmark icon inside a circle. Below the icon, the text reads: 'You have successfully verified the account.' At the bottom, there is a blue button with the text 'Return to Sign in', which is highlighted with a red rectangle.

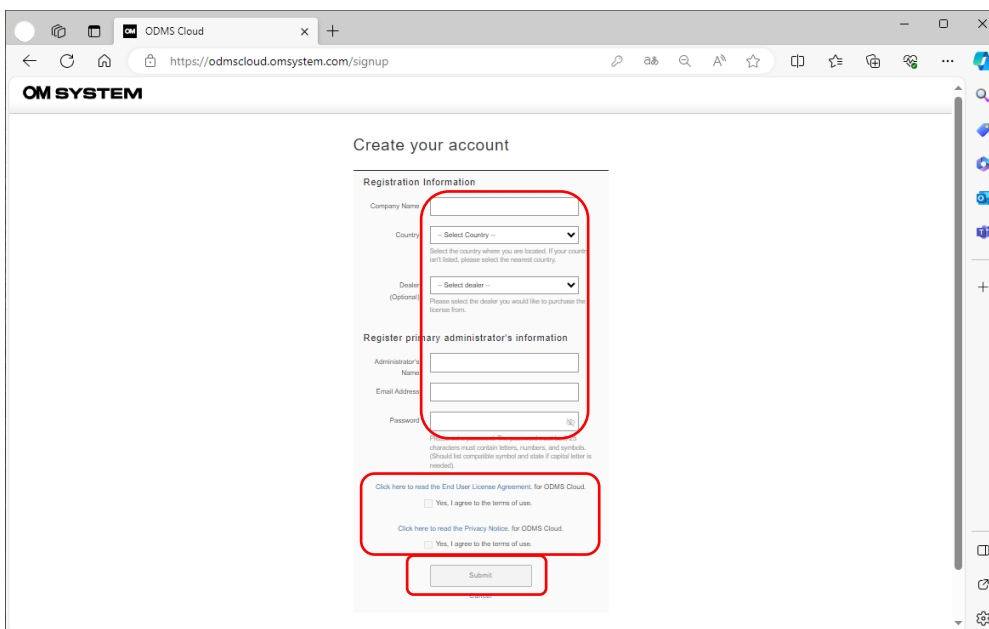


## 2.2.2 Registration account for customers (fifth tier registration).

Customers, the fifth tier, must register their account themselves. Please register using [Create account] on the login screen.



1. Enter the required information. If there is no corresponding country of residence in the [Country] list, please select a neighboring country from the list.



2. When you have completed entering the information, click the [Submit] button. The [Submit] button becomes active after confirming the usage agreement, so be sure to check the usage agreement and check the checkbox before clicking the [Submit] button. The operations from here on are the same as [<2.2.1 Lower tier account registration by the partner>](#).

## 2.2.3 Select Dealer (fifth tier).

After the trial period ends, you will need to purchase a license to continue using the ODMS Cloud. In case the dealer hasn't been selected, you will need to select a dealer to purchase the license. Open the [Account] tab and if the dealer name is in the dealer field, the settings are complete.

If the dealer name is not shown in the dealer field, you will need to select a dealer displayed in the pull-down menu.

ODMS Cloud

https://odmscloud-stg.om-digitalsolutions.net/account

**OM SYSTEM**

Account Dictations Subscription User Workflow Support JP\_LeAdmin2 Sign out

**Account**

File Delete Setting

Account Information		Administrator Information	
Company Name	JP-Legal2	Primary administrator	JP_LeAdmin2
Account ID	853261	Email Address	otamura2emergency3ad...
Account Type	Customer	Secondary Administrator	
Country	AU	Email Address	-- Select Secondary Admi...
Dealer	JP-DL1		

**Dealer Management**

☐ By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS Cloud account.

Number of days files are kept before they are automatically deleted.

[Save Changes](#)

[Delete Account](#)

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Dealers displayed in the pull-down menu will only be dealers within the country you have selected as your country of residence.



## 2.2.4 Dealer Management (fifth tier).

If setting up the ODMS Cloud environment is difficult for the user, such as when your company does not have a designated IT administrator, the users can delegate the setup to their Dealer. If the user wishes to delegate the authority to their Dealer, check the [Dealer management] checkbox.

When the Dealer Management function is enabled, the Dealer will not be able to open the [Dictations] tab and therefore they will not have access nor be able to listen to the Dictation files that the customer has recorded.

The screenshot shows the 'Account' management page in the ODMS Cloud interface. The page has a navigation bar with tabs: Account, Dictations, Subscription, User, Workflow, and Support. The 'Account' tab is active. Below the navigation bar, there are two main sections: 'Account Information' and 'Administrator Information'. The 'Account Information' section includes fields for Company Name (JP-Legal2), Account ID (853261), Account Type (Customer), Country (AU), and Dealer (JP-DL1). The 'Administrator Information' section includes fields for Primary administrator (JP\_LeAdmin2), Email Address (ot1mura2emergency3ad...), and Secondary Administrator (with a dropdown to select a secondary administrator). A red box highlights the 'Dealer Management' checkbox, which is currently unchecked. Below the checkbox, there is a warning message: 'By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS Cloud account.' At the bottom of the page, there is a 'Save Changes' button and a 'Delete Account' link.

Account Information	
Company Name	JP-Legal2
Account ID	853261
Account Type	Customer
Country	AU
Dealer	JP-DL1

Administrator Information	
Primary administrator	JP_LeAdmin2
Email Address	ot1mura2emergency3ad...
Secondary Administrator	-- Select Secondary Admin --

**Dealer Management** ☐

By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS Cloud account.

Number of days files are kept before they are automatically deleted.

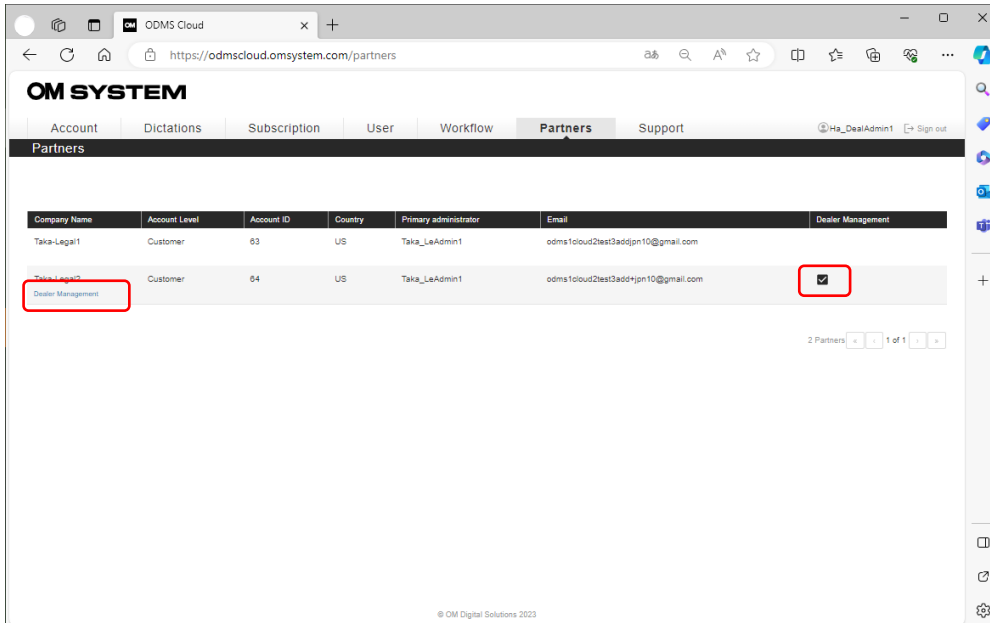
[Save Changes](#)

[Delete Account](#)

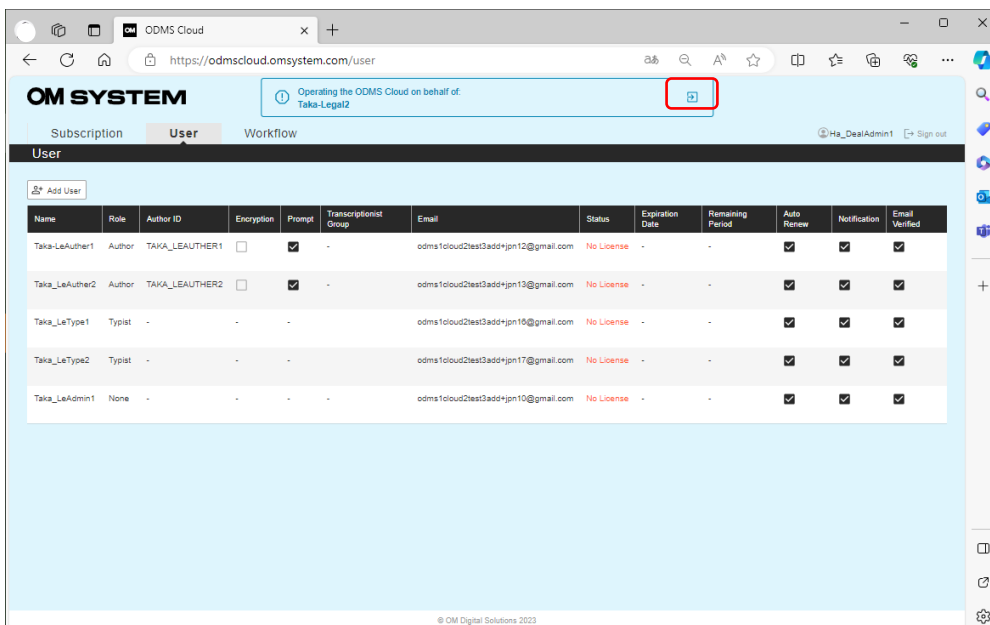
※By enabling the Dealer Management option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users, and manage the workflow on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS Cloud account.

## 2.2.5 Dealer Management (fourth tier).

Delegate operations using the Dealer management function are available only on the fourth tier. Open the Partners tab and make sure that Dealer management is enabled. When you move your mouse over the target account, the [Dealer management] button will appear to click on.



During Dealer Management, only the [Subscription] tab, [User] tab, and [Workflow] tab are displayed.



To end the Dealer Management operation and to return to your own login screen, click the [Back]

 button.

[Chapter top](#)

## 2.3 User registration.

User registration is performed by the administrator of each account. After completing the user registration, user verification and password change are required.

[User Registration](#)

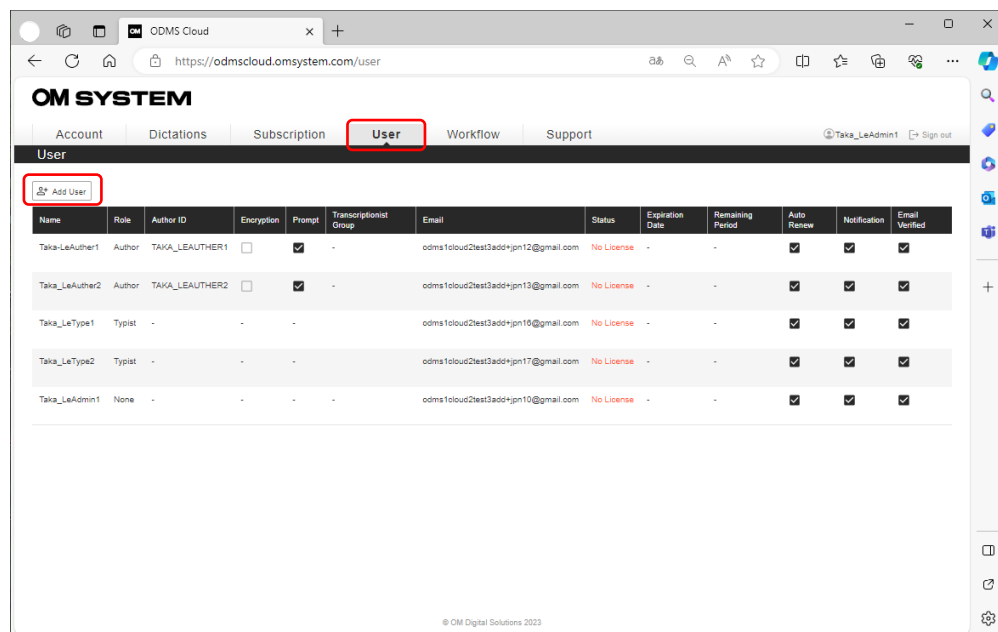
[User Verification](#)

[Change Password](#)

### 2.3.1 User Registration.

User registration is performed by the administrator of each account. After logging in, select the [User] tab and add a user.

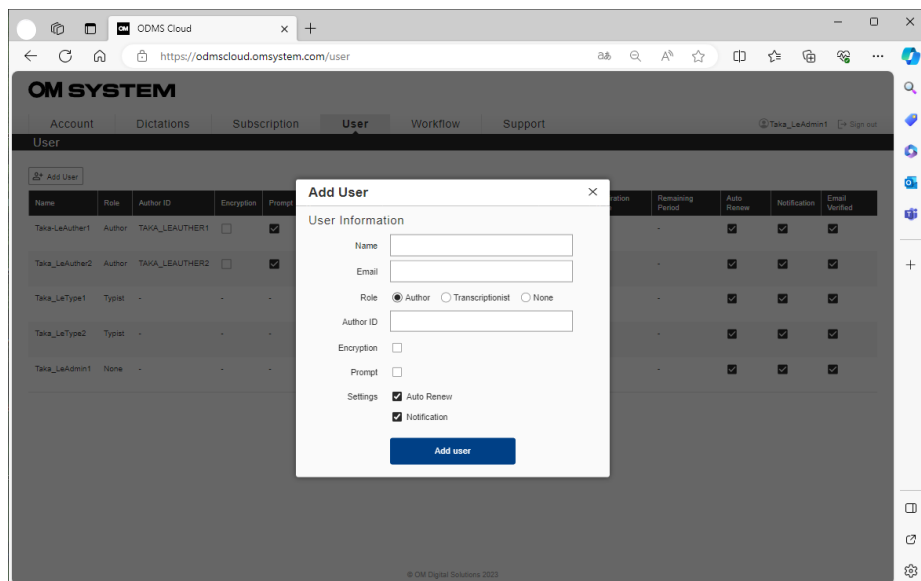
Click the [Add User] button to open the registration screen. Select the "Role" that corresponds to the role of the user and register the necessary information.



The screenshot shows the OM SYSTEM web application interface. The 'User' tab is selected in the top navigation bar. The 'Add User' button is highlighted with a red box. Below the button is a table of existing users.

Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuther1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jpn12@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuther2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jpn13@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1cloud2test3add+jpn15@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1cloud2test3add+jpn17@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1cloud2test3add+jpn10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 【Registering Authors】



Name, Email, and Author ID are mandatory fields.

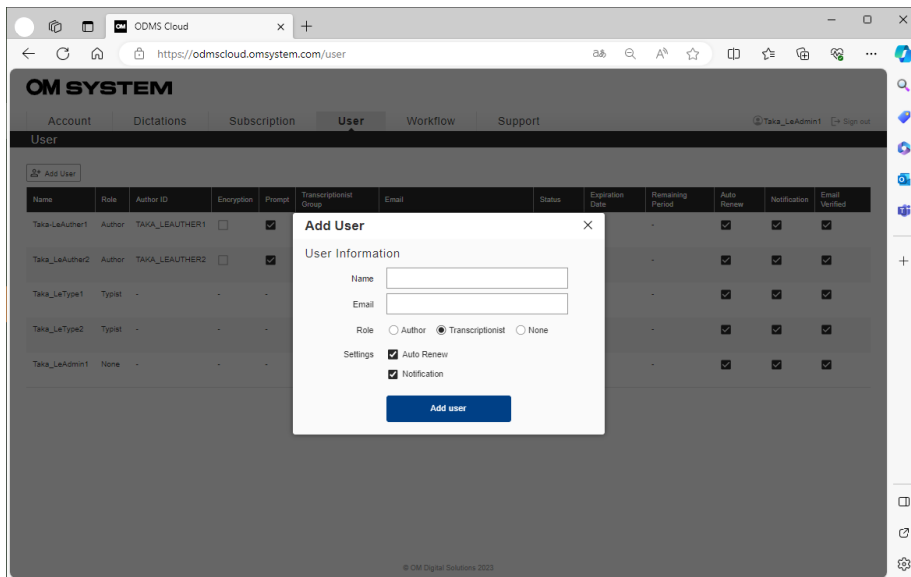
**Encryption:** You can encrypt files when recording with a recorder. If you check the box, you can enter the password for the encryption function. Password information will be transferred to the recorder when the compatible recorder is connected via USB.

**Prompt:** By checking this option, you can display the registered Worktype ID list for the Author to select when you click the New button on the recorder to create a new dictation. (Default setting is off)

**Auto Assign:** This function automatically assigns licenses from the license inventory on the expiration date. (Default setting is on)

**License Alert** : Notification (Author): This is a function that notifies the author when the transcription workflow is completed. (Default setting is on)

**【Registering Transcriptionist or None】**

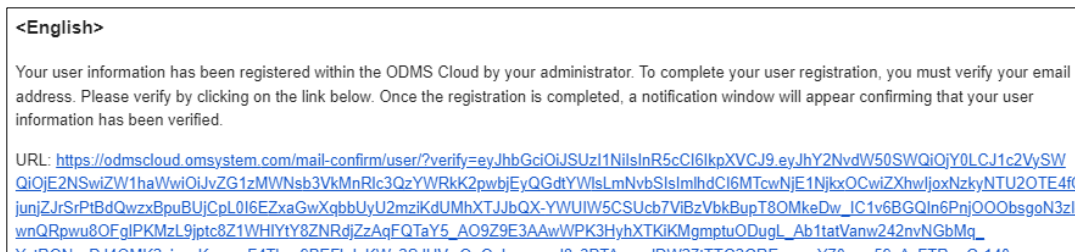


Name and Email are mandatory fields.

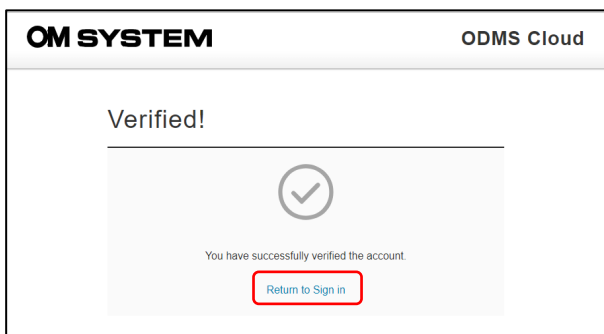
Administrators who will not serve as author/transcriptionist should set the Roll to "None".

### 2.3.2 User Verification.

Once user registration is complete, a verification email will be sent to the registered email address. Please perform user verification from the URL attached to the email. User verification is mandatory. Users who have not completed verification cannot log into the ODMS Cloud.

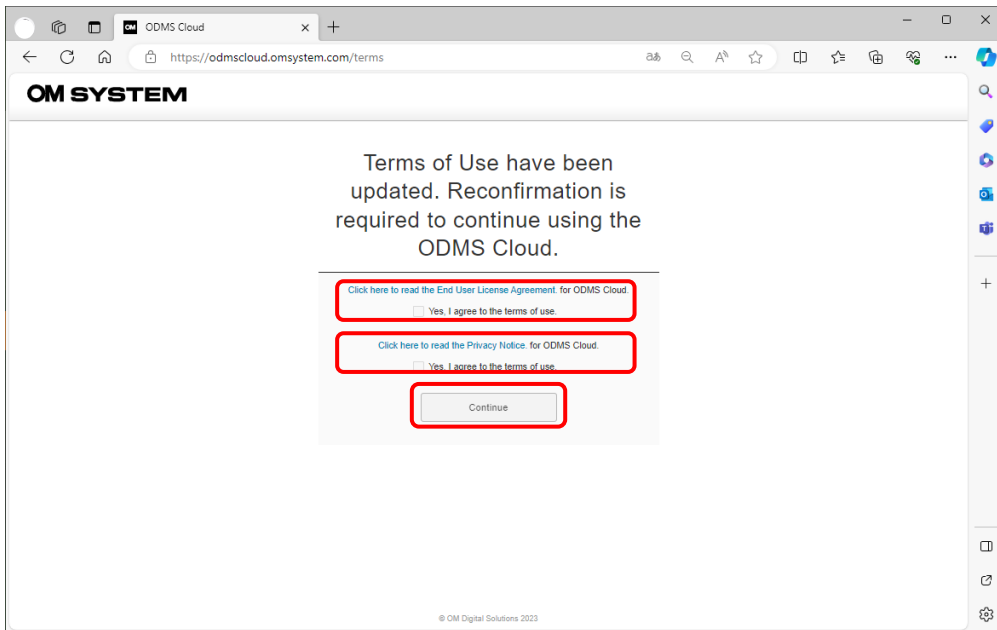


When verification is completed, a pop-up window notifying the completion will be displayed on the screen.



\*Please complete the user verification within 24 hours. Users who cannot verify within the valid period will need to have their user data deleted and registered again.

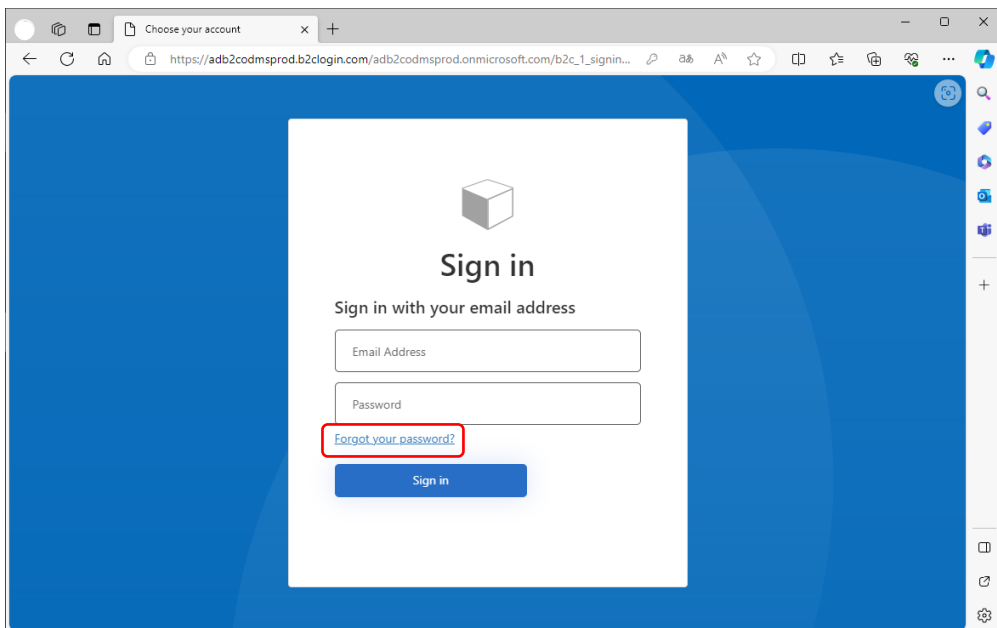
When signing into the ODMS Cloud for the first time, you must agree to the "Terms of Use". When you open the link, the checkbox will become active, so please check the boxes, and click the [Continue] button to sign in.



### **2.3.3 Change Password.**

Up to this point, user registration has been completed, but the password is temporary. Please change your password using the [Forgot your password?] link on the login screen.

Click [Forgot your password?]



Enter your e-mail address and click [Send verification code].

Cancel

### User Details

o11miura2emergency3add+44@gmail.com \*

Send verification code

Continue

Enter the verification code sent to your e-mail address.

Cancel

### User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

o11miura2emergency3add+44@gmail.com \*

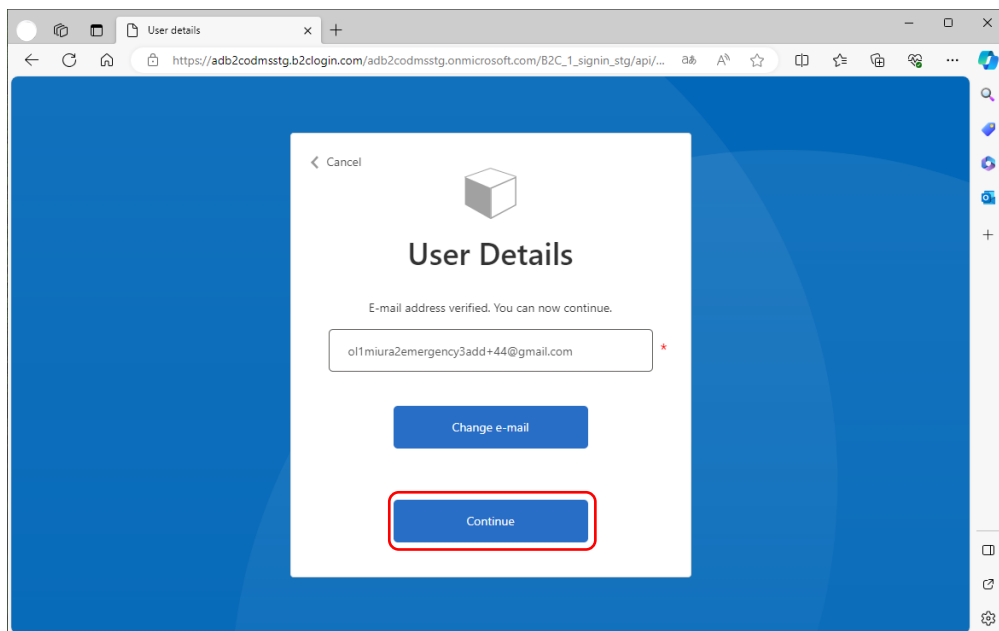
Verification Code \*

Verify code Send new code

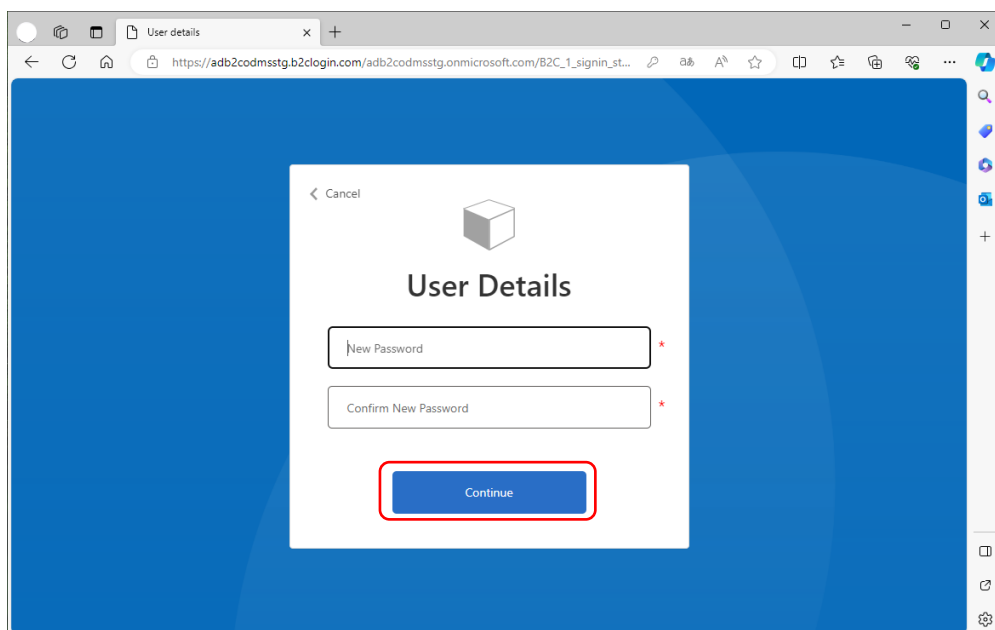
Continue

\*After user registration, the first time you change your password, you will need to perform two-factor authentication again.

Click [Continue] to open the password change screen.



Enter the new password twice, then click [Continue] to log in to ODMS Cloud.



[Chapter top](#)



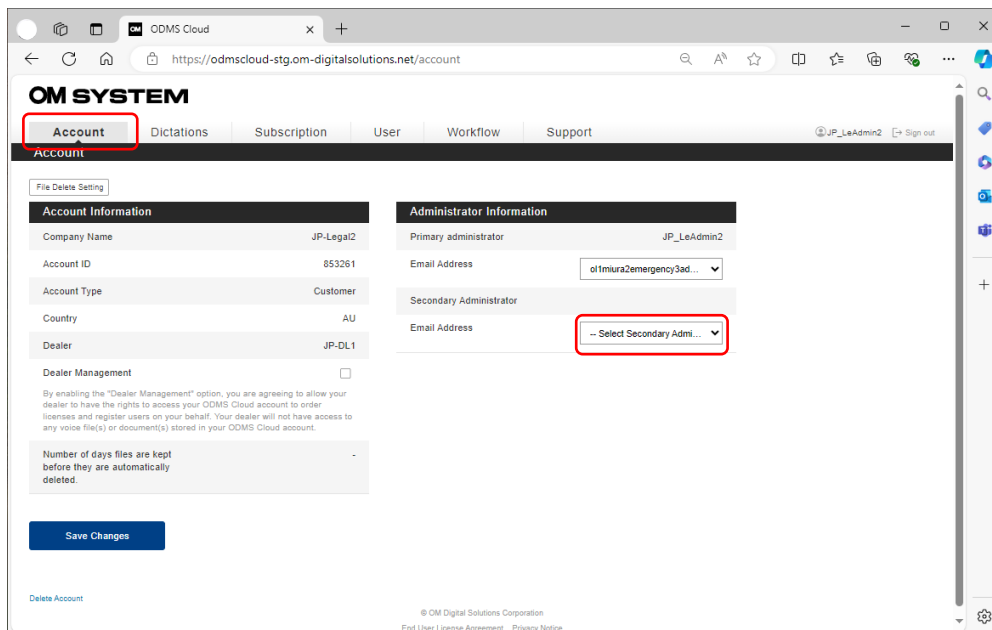
## 2.4 Register or Edit Administrator.

Up to two administrators can be registered. When registering a new account, a primary administrator will be registered. The secondary administrator can only be selected from the list of registered users, so they must be registered as a user. For details, see [<2.3 User Registration>](#).

### 2.4.1 Registering a Secondary Administrator.

Register a Secondary Administrator from the [Account] tab after logging into ODMS Cloud.

1. Select the [Account] tab.



The screenshot shows the ODMS Cloud web interface. The browser address bar displays "https://odmscloud-stg.om-digitalsolutions.net/account". The page has a navigation bar with tabs: "Account" (highlighted with a red box), "Dictations", "Subscription", "User", "Workflow", and "Support". Below the navigation bar, the "Account" section is active. It contains two main panels: "Account Information" and "Administrator Information".

**Account Information:**

- Company Name: JP-Legal2
- Account ID: 853261
- Account Type: Customer
- Country: AU
- Dealer: JP-DL1
- Dealer Management: ☐
- Number of days files are kept before they are automatically deleted: -

**Administrator Information:**

- Primary administrator: JP\_LeAdmin2
- Email Address: ol1mura2emergency3ad... (dropdown menu)
- Secondary Administrator: -- Select Secondary Admi... (dropdown menu, highlighted with a red box)
- Email Address: (empty field)

At the bottom of the "Account Information" panel, there is a "Save Changes" button. At the bottom of the page, there is a "Delete Account" link and a footer with copyright information: "© OM Digital Solutions Corporation", "End User License Agreement", and "Privacy Notice".

2. Display and select the candidates for secondary administrator from the pull-down list.  
Once you have made your selections, click [Save Changes] to register your settings.

The screenshot shows the OMS SYSTEM Account page. The 'Administrator Information' section is active. The 'Primary administrator' is 'JP\_LeAdmin2'. The 'Email Address' for the primary administrator is 'o1fmiura2emergency3add-s142@gmail.com'. The 'Secondary Administrator' dropdown menu is open, showing a list of email addresses: 'None', 'o1fmiura2emergency3add-s142@gmail.com', 'o1fmiura2emergency3add-s143@gmail.com', 'o1fmiura2emergency3add-s144@gmail.com', 'o1fmiura2emergency3add-s145@gmail.com', and 'o1fmiura2emergency3add-s146@gmail.com'. The 'Save Changes' button is highlighted with a red box.

Account Information	
Company Name	JP-Legal2
Account ID	853261
Account Type	Customer
Country	AU
Dealer	JP-DL1
<b>Dealer Management</b>	
<input type="checkbox"/> By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your OOMS Cloud account to order licenses and register users on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your OOMS Cloud account.	
Number of days files are kept before they are automatically deleted.	

Administrator Information	
Primary administrator	JP_LeAdmin2
Email Address	<input type="text" value="o1fmiura2emergency3add-s142@gmail.com"/>
Secondary Administrator	<input type="text" value="-- Select Secondary Admin --"/>
Email Address	<input type="text" value="o1fmiura2emergency3add-s142@gmail.com"/>

[Save Changes](#)

[Chapter top](#)

## 2.5 Order Licenses.

To use the ODMS Cloud, you will need to purchase a license. Purchased licenses are stored in the license inventory. Once the license is assigned to a user, the expiration date of the assigned license will be set at 1 year from the day it was assigned. Unless the licenses are assigned to a user, it will be stored in the inventory as unused licenses.

To purchase a license, you will need to select the Dealer you would like to purchase the license from. (Refer to chapter [2.2.3 Select Dealer](#))

[Confirm License Status](#)

[Ordering a license](#)

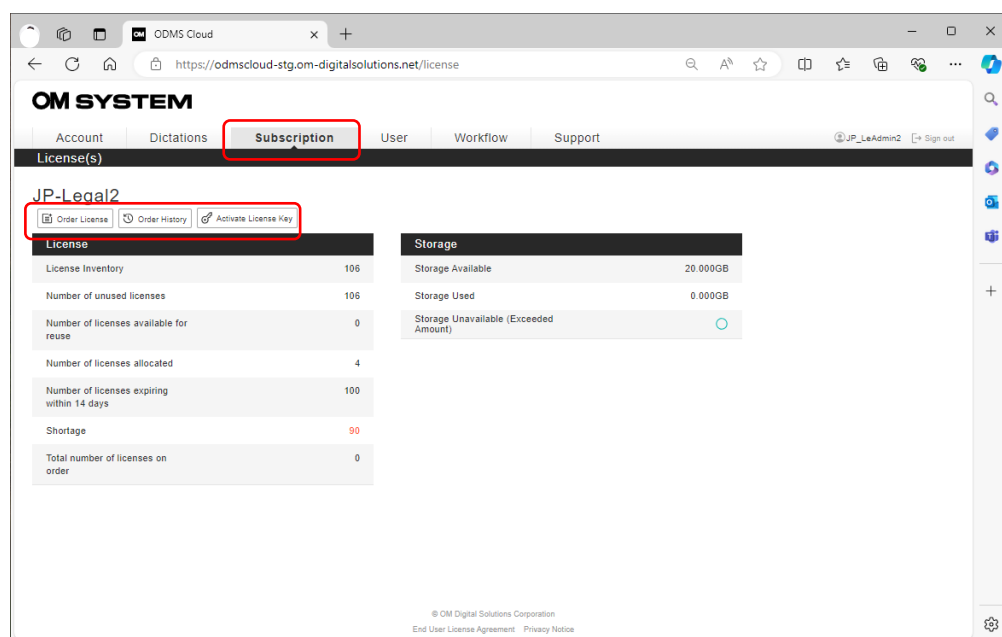
[Check license order status and history](#)

[Cancellation of license order](#)

[Cancellation of license issuance](#)

### 2.5.1 Confirm License Status.

You can check the license status by logging into the ODMS Cloud and checking the [Subscription] tab.

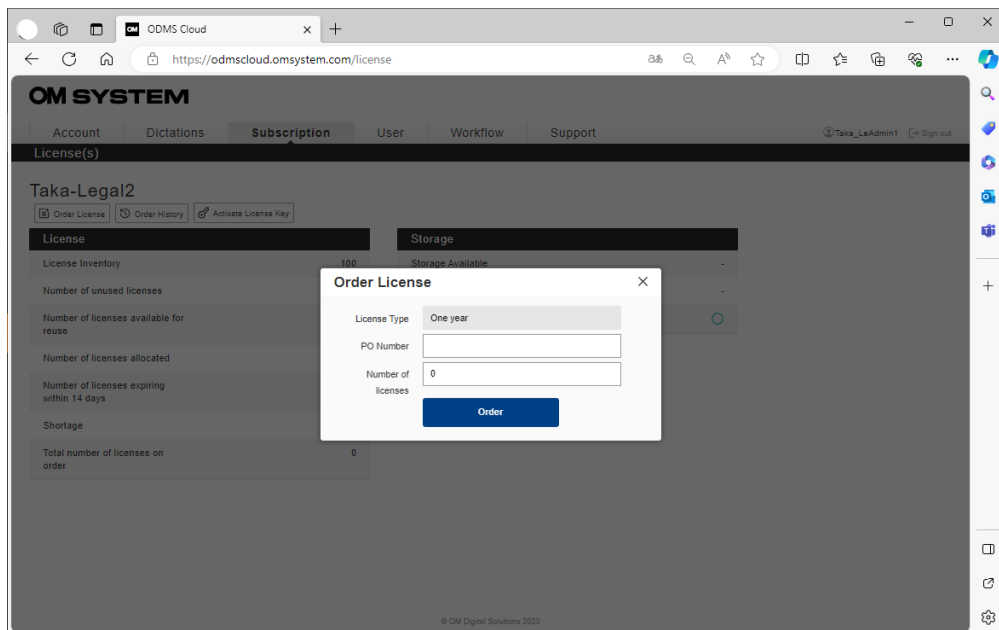


- **Order License:** Click this button to order a license.
- **Order History:** Click this button to check your license order history.
- **Activate License Key:** Click this button to activate the license key from the ODMS Cloud license card included with your OM System dictation products.

## 2.5.2 Ordering a license.

To order a license, log in to the ODMS Cloud and go to the [Subscription] tab.

Click the [Order License] button and enter the required information.



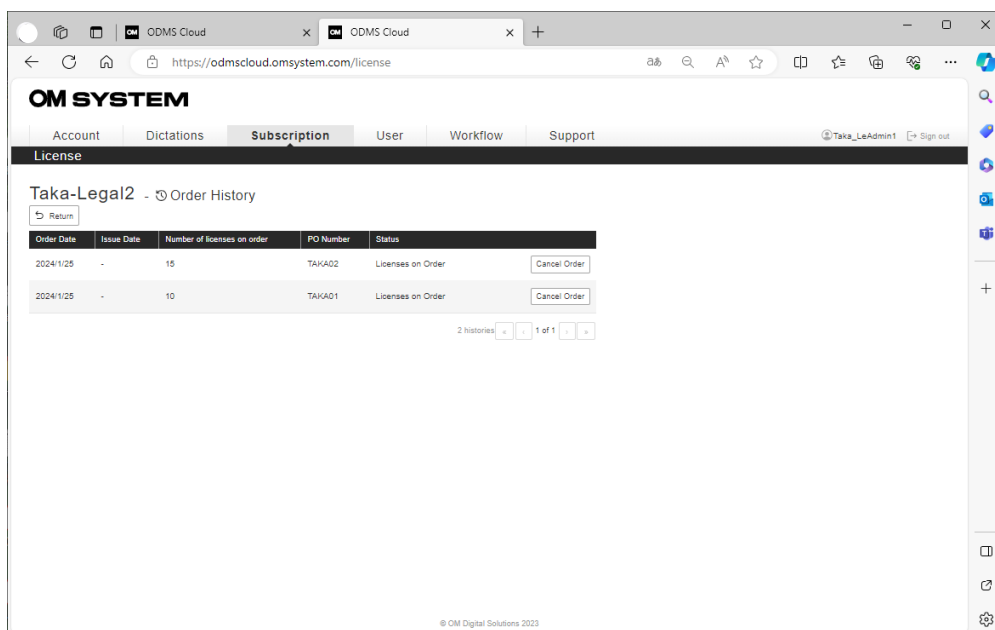
Please enter a PO Number. If you enter a number that you have used in the past, an error message will appear.

Enter the number of licenses you would like to order in "Number of licenses".

Finally, click the [Order] button to complete your order.

## 2.5.3 Check license order status and history.

You can check the license order status by clicking the [Order History] button.



- **Order Date:** Information about the date the license was ordered.
- **Issue Date:** License issue date by Dealer. If it has not been issued, it will be displayed with a hyphen.
- **Number of licenses on order:** Number of licenses requested.
- **PO Number:** PO number entered by the customer when ordering the license.
- **Status:** Status display
  - ✧ Licenses on Order:
    - The order has been completed and is waiting to be issue.
    - In this situation, you can cancel your order within 14 days of placing your order.
    - During this time, the [Cancel Order] button will be displayed.
  - ✧ License Issued: Issuance completed.
  - ✧ Order Canceled: Canceled before license has been issued.

If the order history cannot be displayed on a single page, it will be displayed on multiple pages. Please change the page using the button at the bottom of the history table. In this chapter, you can check the total number of items, total number of pages, and current page information.

To return to the previous page, click the [Return] button at the top left of the screen.

#### **2.5.4 Cancellation of license order.**

On the Order History screen in 2.4.3, orders can be canceled for items for which the [Cancel Order] button is displayed in the "Status" column. This button will only be displayed if the order has been placed within 14 days and the Dealer has not yet issued the license. (When "Status" is Licenses on Order)

In addition, canceled orders will be recorded as Order Canceled in the Order History.

#### **2.5.5 Cancellation of license issuance.**

Licenses issued by the Dealer can be canceled by the OMDS Tokyo (first tier) or BC (second tier) administrator when the following two conditions are met:

- Within 14 days from issue
- All licenses issued at the same timing (same PO) are unused

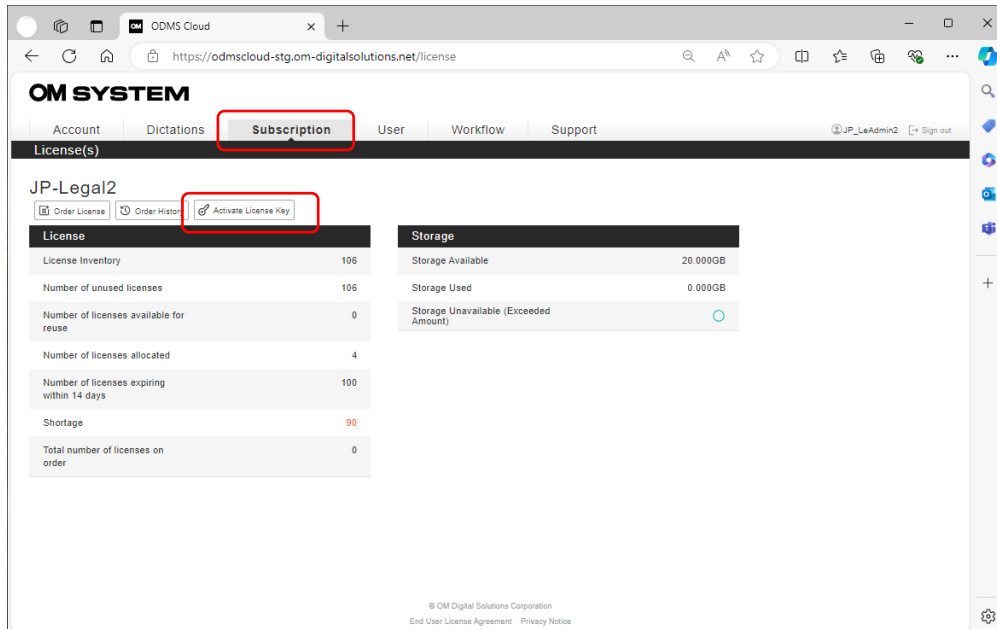
The canceled license is returned to the inventory of the issuing Dealer (4th tier).

At this time, the status will return to "Licenses on order", so if you wish to cancel the issuance request itself, the registered user administrator for the company who made the request will need to "Order Cancel".

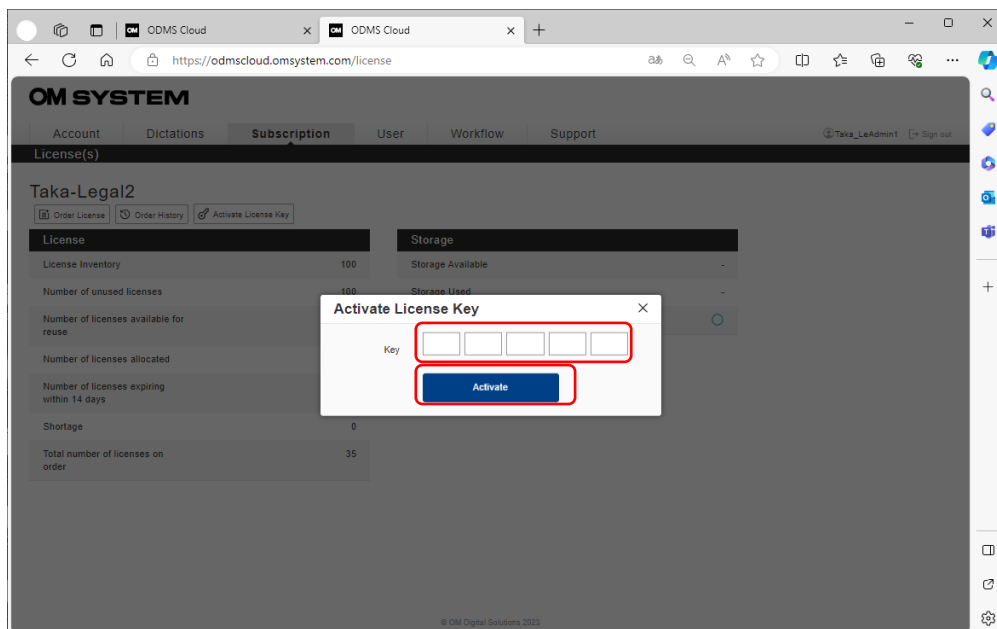
## 2.6 Activate License Key from the License Card.

You can import the license key from the ODMS Cloud license card included with the dictation/transcription products and activate the license in the system.

1. Open the [Subscription] tab.



2. Click the [Activate License Key] button to open the license key entry screen.



Please enter the 20-digit alphanumeric characters shown on your license card. After entering the information, click the [Activate] button to complete the process. If an error occurs, please follow the guidance shown in the error message.

You can use a third-party barcode reader to read the license. Please scan the barcode pasted on the card. If you set the barcode reader to enter the [Enter] command after reading the code, you can read the code continuously. Please check the barcode reader manual for settings.

[Chapter top](#)

## 2.7 Assign Licenses.

Assigning a license to each user will allow the user access to all the functions of the ODMS Cloud. The trial license granted at the time of the initial account registration is a license whose validity period is set to 30 days from the date of registration for that account. The user can test all the functions the same as using a regular license.

To allocate a license, you will need to use the trial licenses or purchase regular licenses. Additionally, to assign licenses, you must first register the users as an Author or a Transcriptionist.

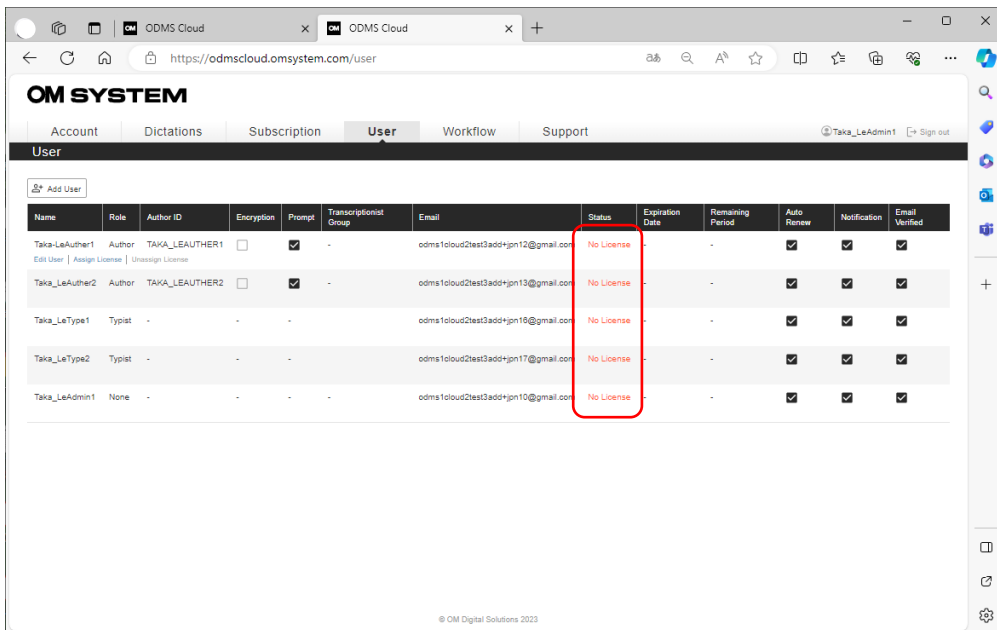
1. Select the [User] tab.

The screenshot shows the ODMS Cloud web application interface. The 'User' tab is selected and highlighted with a red box. The interface displays a table of users with the following columns: Name, Role, Author ID, Encryption, Prompt, Transcriptionist Group, Email, Status, Expiration Date, Remaining Period, Auto Renew, Notification, and Email Verified. The table contains five rows of user data:

Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuther1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add*gn12@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuther2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add*gn13@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1cloud2test3add*gn10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1cloud2test3add*gn17@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1cloud2test3add*gn10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

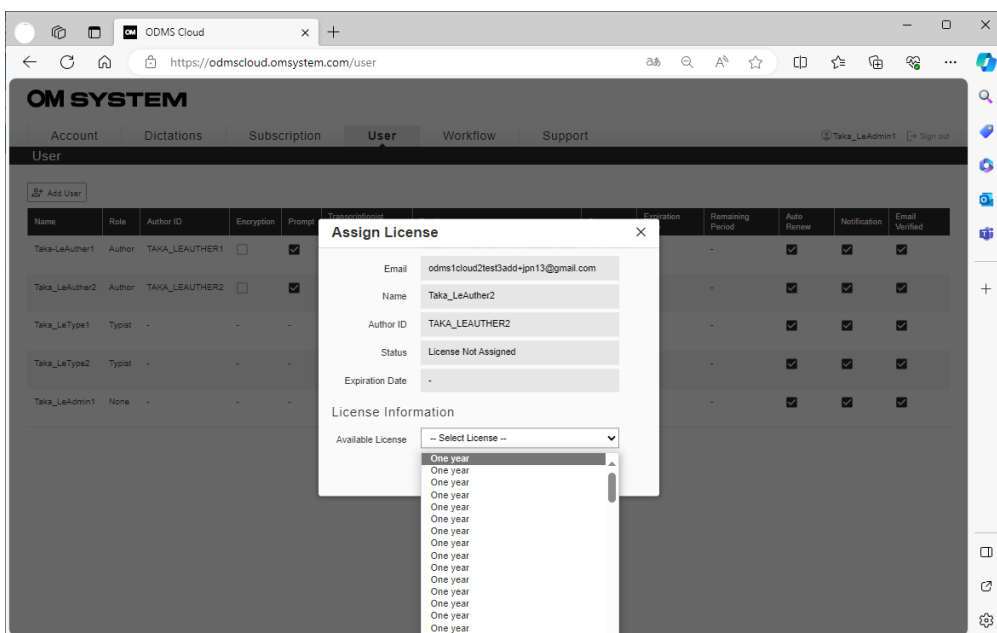


2. Mouse over the user to whom you want to assign a license and click the [Assign License] button.



Users who have not had a license assigned will have "No License" displayed in the Status column.

3. Select a license to assign that is available in the inventory from the pull-down list.



About the licenses

- **One year:** An unused license with no expiration date set. When assigned to a user, the expiration date is set to one year.
- **YYYY/MM(\*\*\*):** This is a license that has been assigned to a user once, but is currently not assigned and can be reused. The expiration date was set when assigned to the previous user, so it can be used until the time period has expired.

4. Click the [OK] button to complete the assignment.

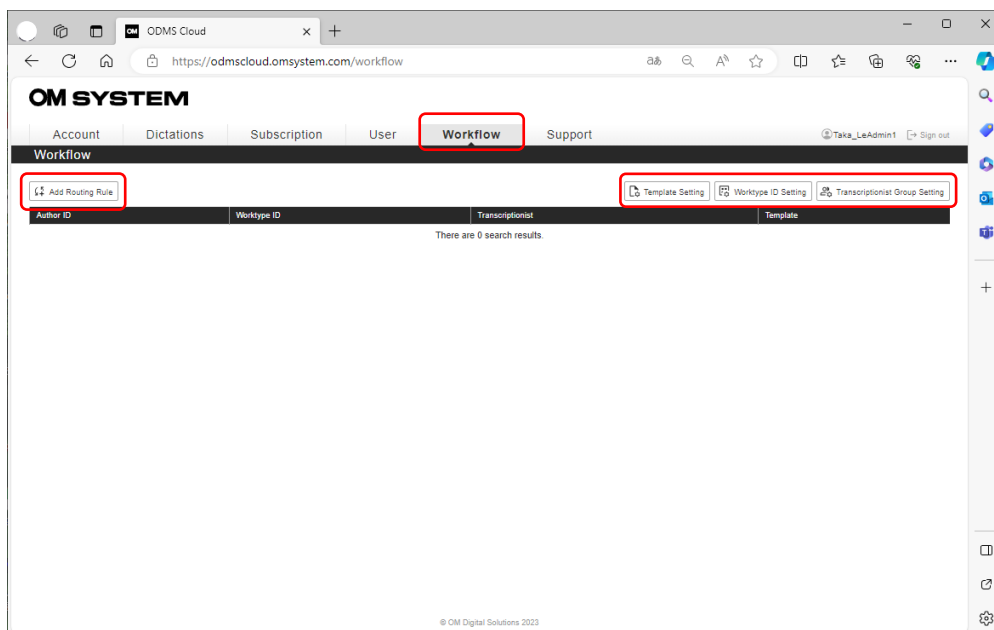
[Chapter top](#)

## 2.8 Configuring Workflow.

The ODMS Cloud provides a system for efficient dictation workflow. You can specify a transcriptionist for each author (routing rule settings) or specify a transcriptionist for each work type (Worktype ID settings). Additionally, by registering the template file used for transcription, you can create standard documents.

- [Configuring Transcription Group](#)
- [Configuring Worktype ID/Option Item](#)
- [Registering Template File](#)
- [Setting Routing Rule](#)
- [Using Worktype ID](#)

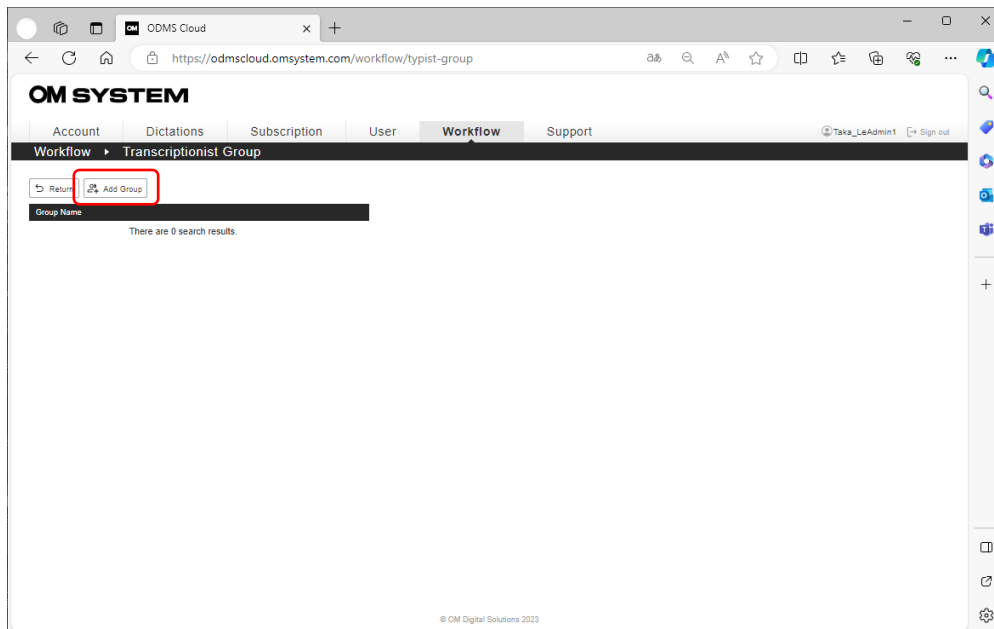
Select the [Workflow] tab and click the button corresponding to the operation.



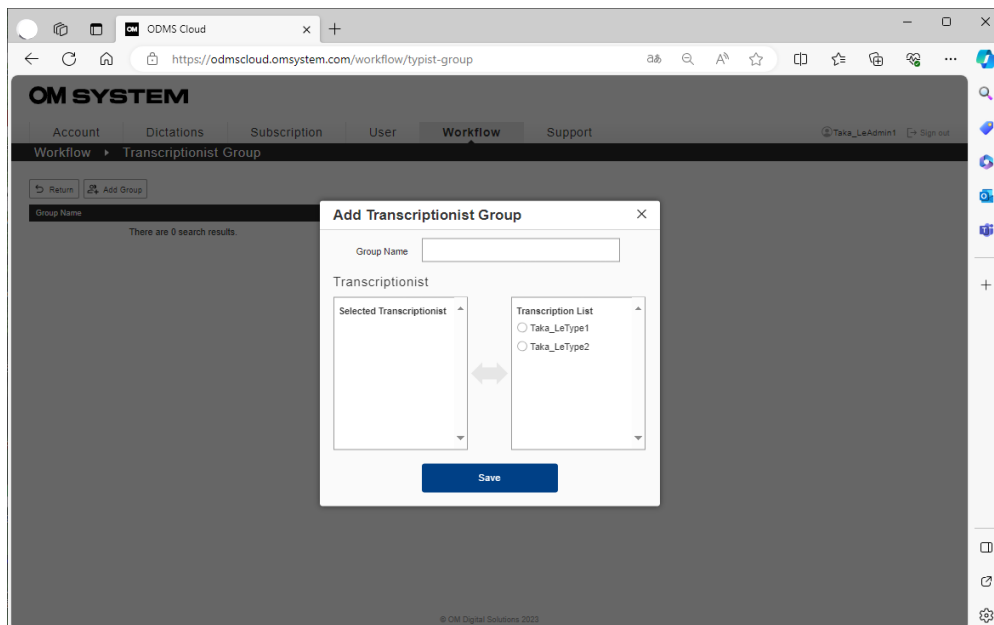
## 2.8.1 Configuring Transcription Group.

Registering a transcriptionist to a transcriptionist group is useful when setting specific transcription rules for each group. Group registration is recommended if several Authors are assigned to the same transcriptionist group.

1. Click the [Transcriptionist Group Setting] button to open the Transcriptionist Group screen.



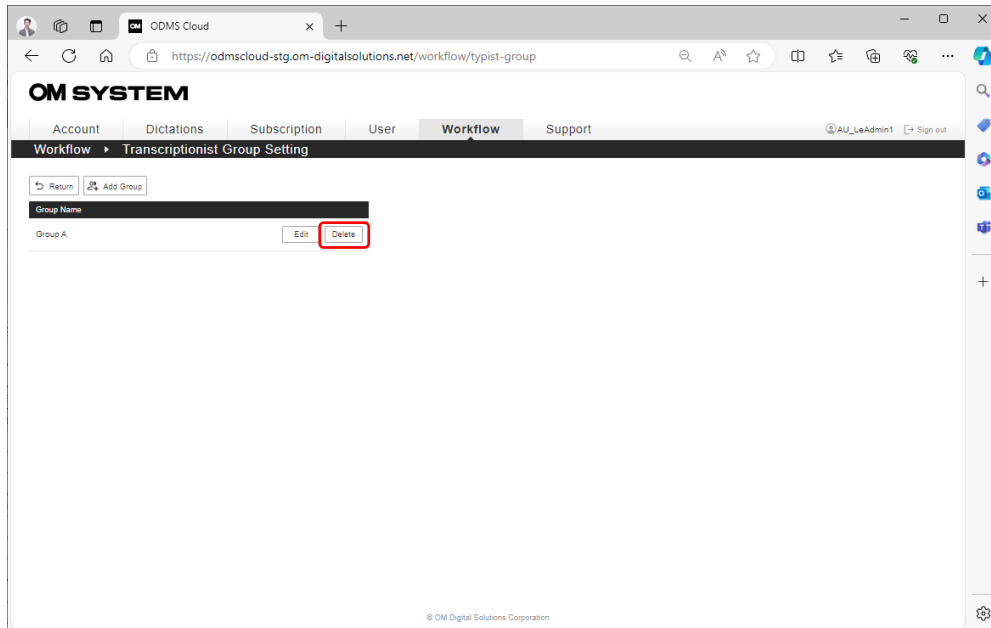
2. Click the [Add Group] button to register the group.



- Enter the Group Name.
- Transcriptionists that can be registered will be displayed in the "Transcriptionist List" on the right. Click the user you would like to register. They will be moved to the "Selected transcriptionist list" on the left.

- When you have finished selecting registered users, click the [Save] button to complete the registration to the system. The status after group registration will be listed on the Transcriptionist Group screen. If you would like to change the group members, click the [Edit] button to edit.

If the registered Transcription Group is no longer needed, you can delete the group by pressing the [Delete] button.

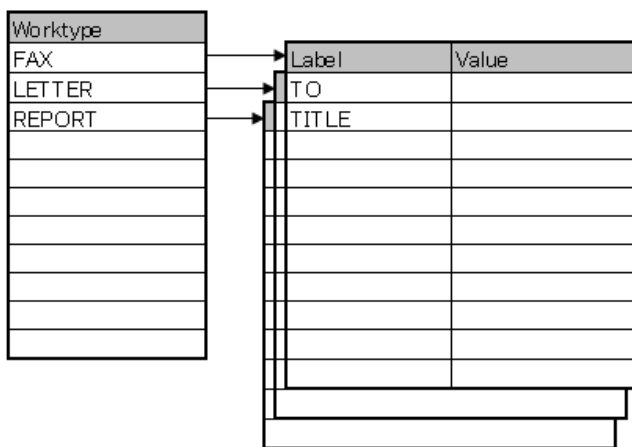


### 2.8.2 Configuring Worktype ID/Option Item.

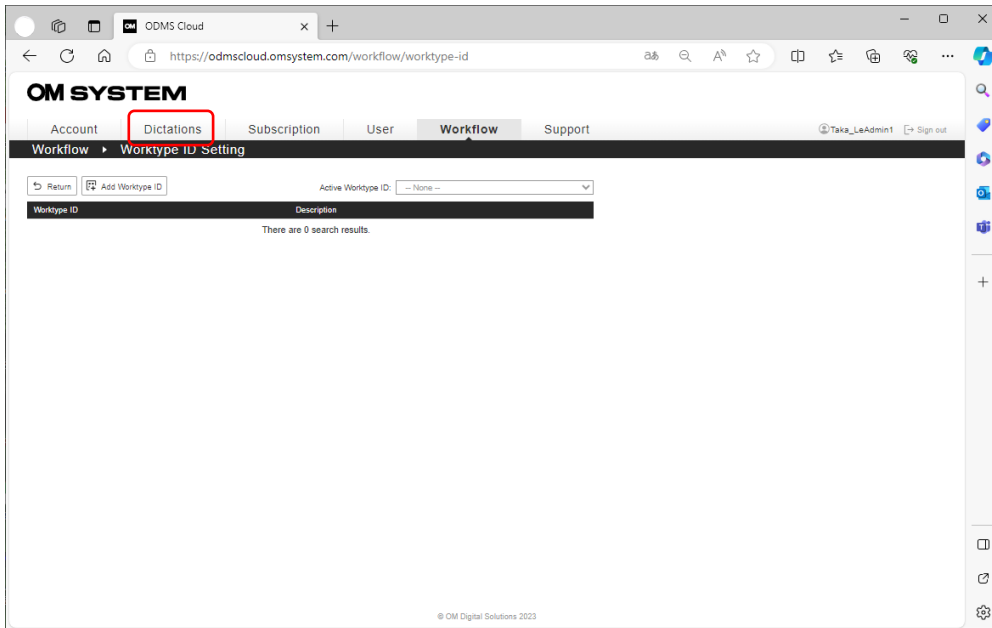
Worktype ID and Option Item are IDs used to classify recorded Dictation files. Worktype ID can be defined as any character string, such as the department name or the category name of the file to be recorded. Option Item is used to embed more detailed information to the Worktype ID. By using this Worktype ID, you can set routing rules for each type of work.

\*DS-2600/DS-2700 does not support Worktype ID/Option Item. Please contact your Dealer for details.

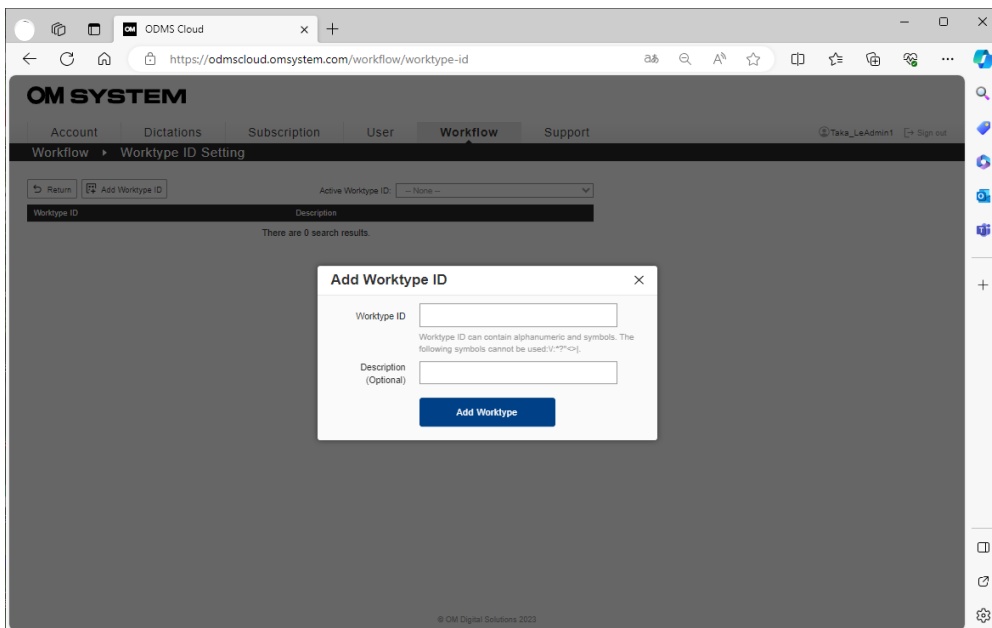
The ODMS Cloud allows you to register up to 20 Worktype IDs for each account. Up to 10 Option Items can be registered for each Worktype ID. The following image shows the relationship between Worktype and Option Item. This example shows Worktype ID "FAX" with "TO" and "TITLE" registered as Option Items.



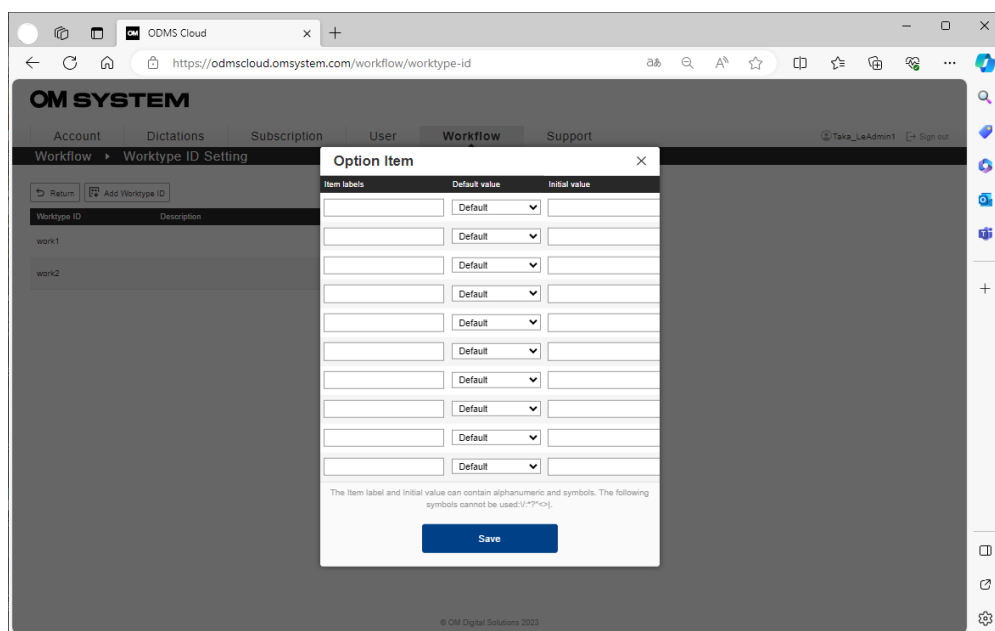
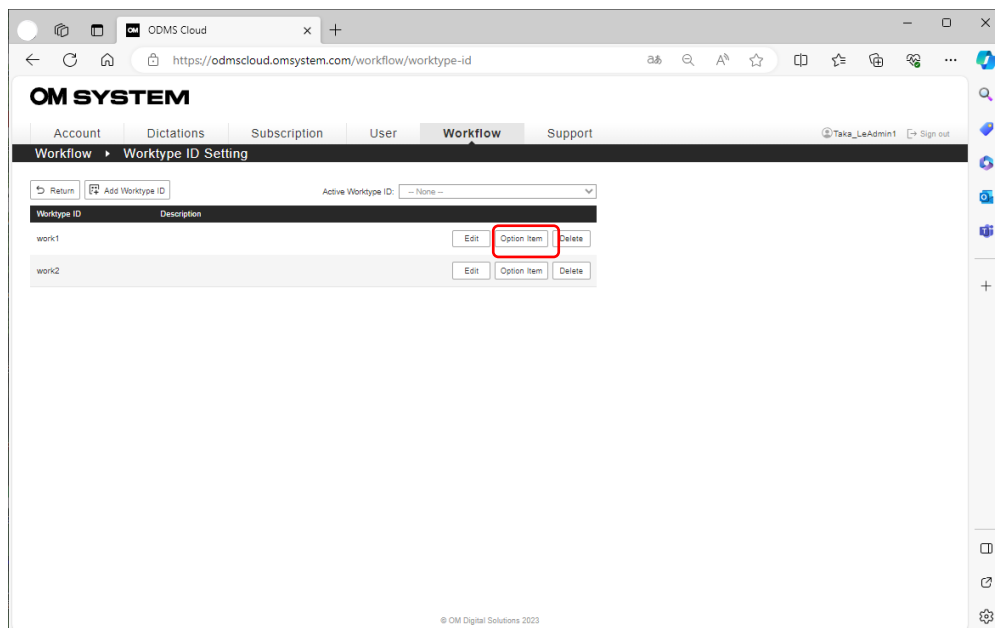
1. Click the [Worktype ID Setting] button to open the Worktype ID setting screen.



2. Click the [Add Worktype ID] button to register the Worktype ID. At this time, you can add the description.



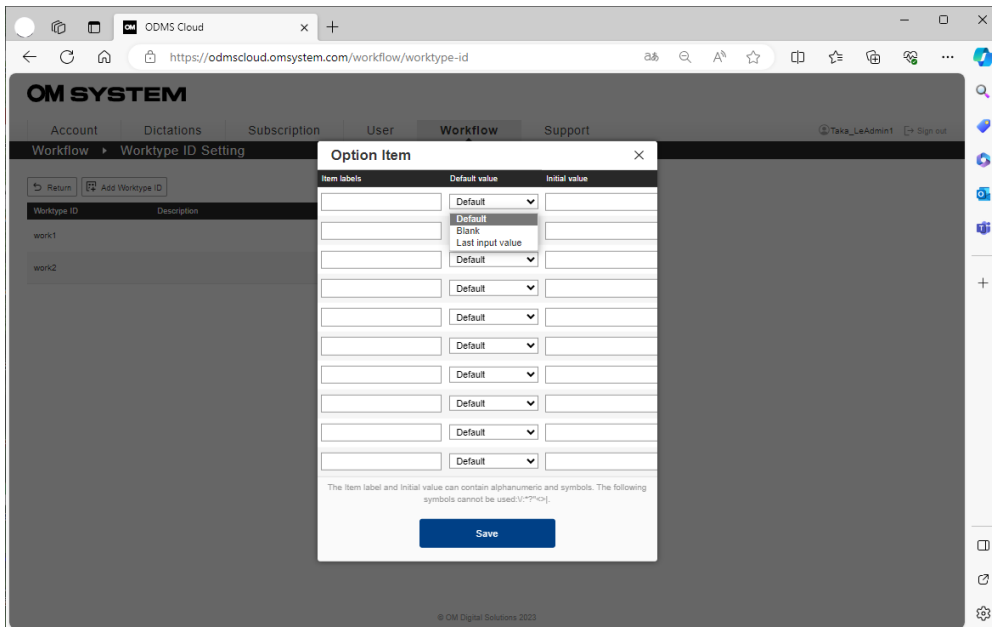
- After you register the Worktype ID, it will be displayed in the list and the [Option Item] button will be displayed. If you want to register an Option Item, click this button to open the registration screen.



You can set an initial value for each Option Item. When the Option Item input screen is displayed on the recorder, the set value will be automatically entered. Select the initial value type from the pull-down.

- **Default:** Select when specifying an arbitrary initial value. Set the initial value in the "Initial value" field.
- **Blank:** Select when not using the initial value.
- **Last Input:** The previously entered Option Item will be entered as the initial value.



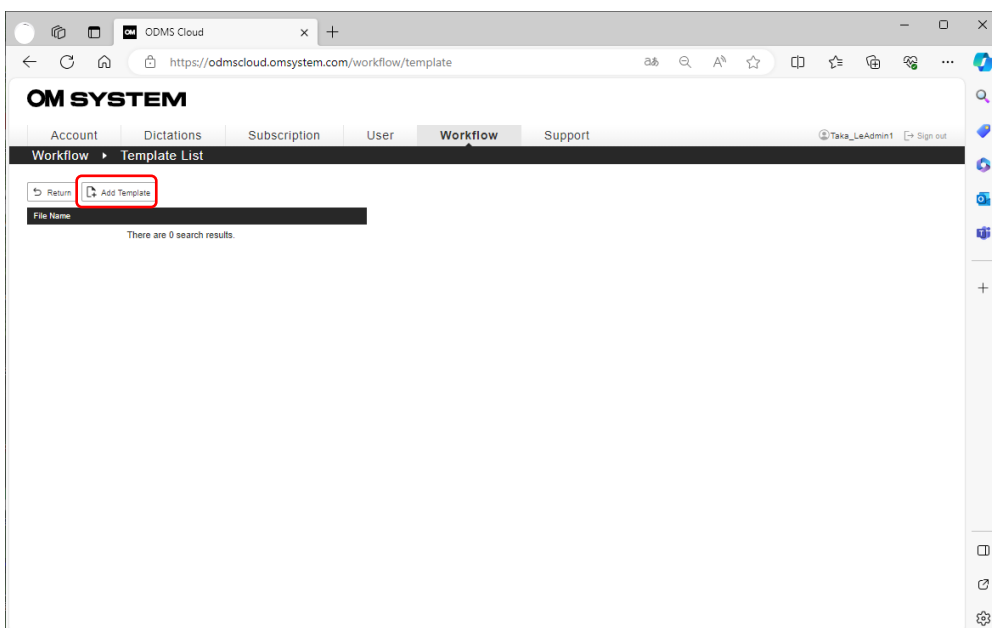


4. When the input is complete, click the [Save] button to complete the registration.

### 2.8.3 Registering Template File.

Template files for transcription can be registered for each routing rule set by Author ID and/or Worktype ID. The registered template file can be automatically opened when the transcriptionist plays back the dictation file assigned according to the routing rules for transcription. (Application software that supports the registered file format must be installed on the transcriptionist PC.)

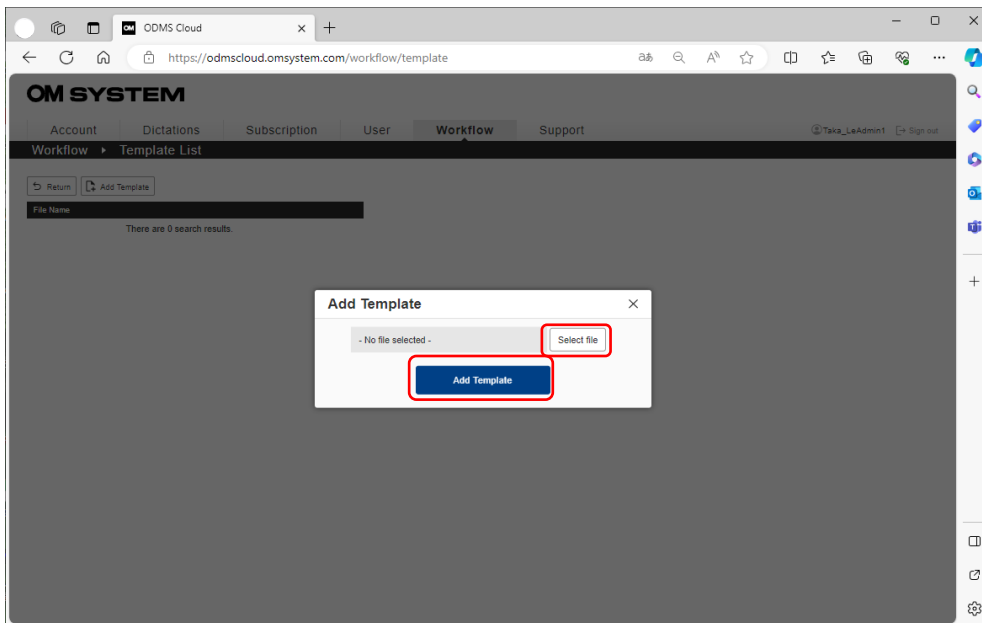
1. Click the [Template Setting] button to open the Template List screen.



2. Click the [Add Template] button to register the template file.

Click the [Select file] button to open the browse screen and select the template file to register.

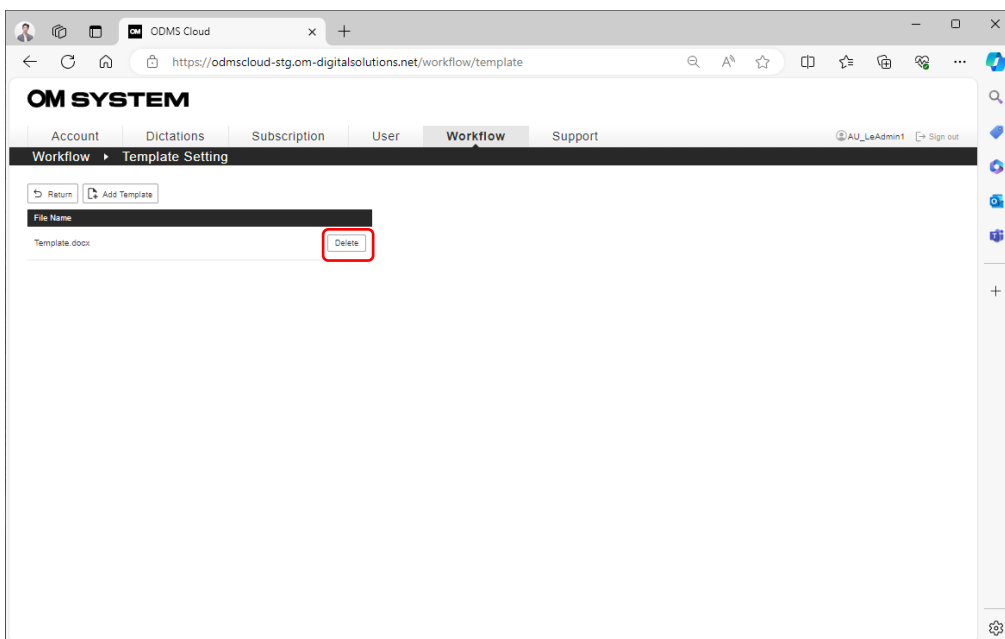
After selecting the file, confirm the registration by clicking the [Add Template] button.



To delete a registered file, select the file you would like to delete from the template files displayed on the Template List screen and click the [Delete] button on the right side.

However, in the following cases, you cannot delete the template file registration.

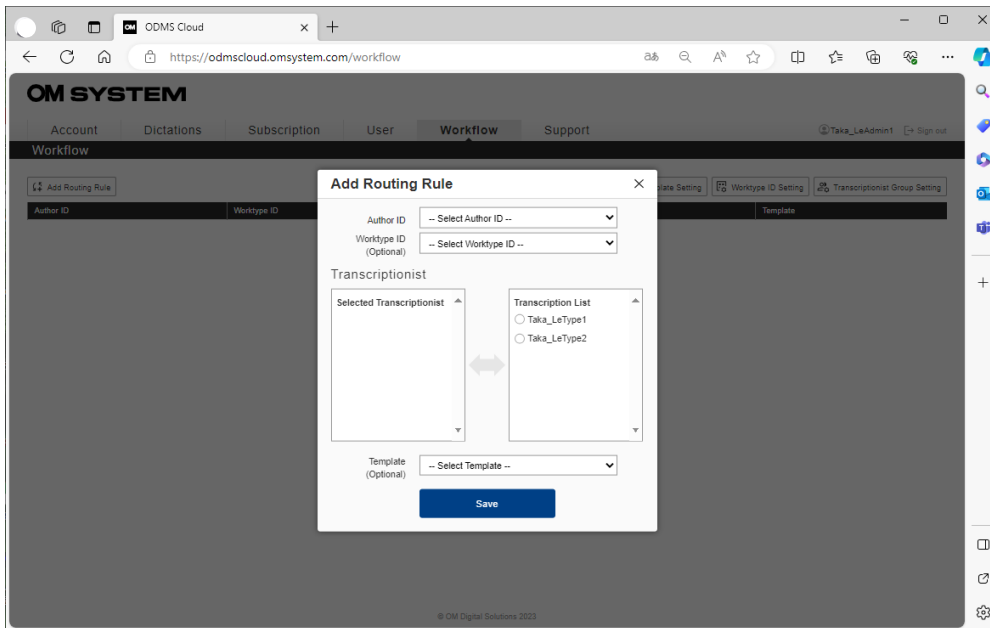
- There is a routing rule associated with the template file to be deleted.
- There is a task that is in the process of being transcribed in the routing rule that is associated with the template file to be deleted.



## 2.8.4 Setting Routing Rules.

The ODMS Cloud provides a system for efficient dictation workflow. You can automatically allocate the task to a transcriptionist based on the Author ID or use a combination of the Author ID and Worktype ID to allocate precisely. It is also possible to register a template file to be used by default for each routing rule, making it possible to create standard documents more efficiently.

1. Click the [Add Routing Rule] button to open the Routing Rule settings screen.



2. Select the Author ID. (mandatory)
3. Select a Worktype ID (optional). By setting the Worktype ID, you can set a workflow for an author's dictation based on different types of Worktype ID to be allocated to different transcriptionist or templates.  
  
\*Please note that in case a WorktypeID is not selected, that routing rule will not be applied to files with a WorktypeID.
4. Select the transcriptionist to be assigned from the "Transcriptionist List" and move it to "Selected Transcriptionist" by clicking on the name.
5. If necessary, specify the template file to be used for transcription. (template file must be registered in advance. See [<2.8.3 Registering Template File>](#))
6. After completing the input, click the [Save] button to complete the registration.

## 2.8.5 Using Worktype ID.

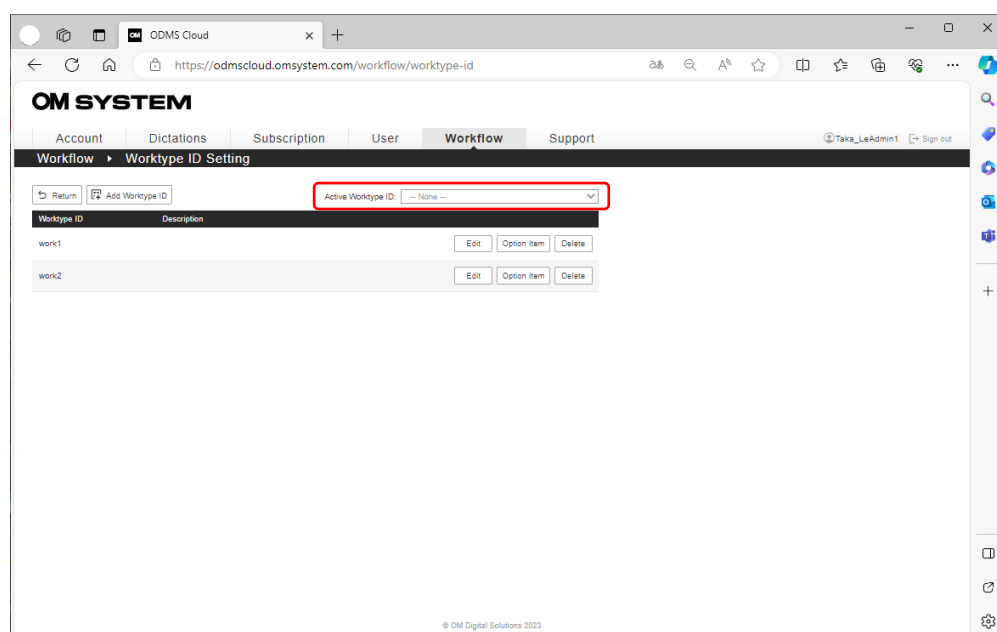
The Worktype ID corresponding to the rule created for each author in [<2.8.4 Setting Routing Rules>](#) is transferred to the recorder used by each author. When it is transferred, only the Worktype ID used in the routing rule will be transferred. Setting information such as Worktype ID is automatically transferred when the recorder is connected to a client PC via USB. For details, refer to [<2.9.4 Transferring Worktype ID and Option Item>](#).

Worktype ID can be selected from the list before starting Dictation. By enabling "prompt" in the User information, you can automatically display the Worktype ID list when starting a new recording, such as when clicking the New button. Please refer to [<2.3.1 User Registration>](#) for the "prompt" of user information.

Also, by setting "Active Worktype ID", you can specify the cursor line of the Worktype ID from the list that will be displayed when starting a new recording. If you select Worktype ID on the Dictation Device, the next selected line will be changed to that ID. If "Active Worktype ID" is not set, the Worktype ID at the top of the list will be selected.

If you do not enable "prompt" in the User information and transfer the Worktype ID to the recorder, the Worktype ID at the top of the list will be automatically selected and a new recording will be made. To specify the Worktype ID to be automatically selected. Please specify from the "Active Worktype ID".

\*If you specify a Worktype ID in the recorder's menu operation, only that file will be valid, and from next time onwards, the "Active Worktype ID" setting will be applied.



[Chapter top](#)

## 2.9 Dictation Device Settings.

The dictation workflow in the ODMS Cloud is managed by Author ID tagged to the dictation file. Before a dictation is created, it is essential that the correct Author ID is set on the dictation device (Voice recorder, Smartphone app). This chapter explains how to set up the Author ID.

[☐ Author ID Setting for the Dictation Device \(In the case Author ID hasn't been configured\)](#)

[☐ Editing Author ID on a Dictation Device](#)

[☐ Author ID Setting for ODMS Cloud Mobile App](#)

[☐ Transferring Worktype ID and Option Item](#)

### **2.9.1 Author ID Setting for the Dictation Device (In the case Author ID hasn't been configured).**

---

The ODMS Cloud uses the Author ID as the basis for an efficient dictation workflow. The default Author ID for OM System dictation device, such as the DS-9100, is the recorder name (DS9100 in the case of the DS-9100). When a Dictation device with a default Author ID is connected to a PC where the author has logged in to ODMS Cloud, the Author ID registered in ODMS Cloud will be copied to the dictation device. For the supported device, please refer to Chapter [<1.3 Devices Connectable to Desktop App>](#).

When it is copied, the Worktype ID and Option Item registered in ODMS Cloud in chapter [<2.8.2 Configuring Worktype ID/Option Item>](#) are also set in the dictation device.

### **2.9.2 Editing Author ID on a Dictation Device.**

---

Once the Author ID has been set, the dictation device's Author ID cannot be changed from ODMS Cloud. This is to prevent the Author ID from being rewritten if the dictation device is accidentally connected to a PC where another author is logging in. If you need to change your Author ID, please consult your system administrator, or use the Device Configuration Program (DCP) provided by OM System.

However, although DCP allows you to change various settings of the dictation device, it may affect the dictation workflow, therefore please consult your system administrator before using the program.

### **2.9.3 Author ID Setting for ODMS Cloud Mobile App.**

---

The ODMS Cloud Mobile App (smartphone app) can be used for dictation in addition to using dedicated dictation devices. Like the dictation device, the Author ID of ODMS Cloud Mobile App is automatically set when you log in for the first time. Additionally, in the case of the ODMS Cloud Mobile App, if you change the Author ID on the ODMS Cloud side, the newest information will be transferred when the app is launched or when files are transferred.

#### **2.9.4 Transferring Worktype ID and Option Item.**

---

The Worktype ID and Option Item registered in the ODMS Cloud in [<2.8.2 Configuring Worktype ID/Option Item>](#) are transferred when the dictation device is connected for the first time, but if the settings on the ODMS Cloud side are changed, it is possible to reconfigure the dictation device if the conditions are met.

When the dictation device is connected to a PC via USB, if the Author ID of the user logged in to the ODMS Cloud and the Author ID on the device matches, the latest information of Worktype ID and Option Item will be transferred.

For Mobile Apps, the latest information is transferred when the app is launched or when files are transferred.

[Chapter top](#)

## 2.10 Backup and automatic deletion of transcription finished files.

The ODMS Cloud has a function to back up files with "Finished" status after transcription is completed, and a function to automatically delete files after a certain period. This chapter describes file backup and automatic deletion settings.

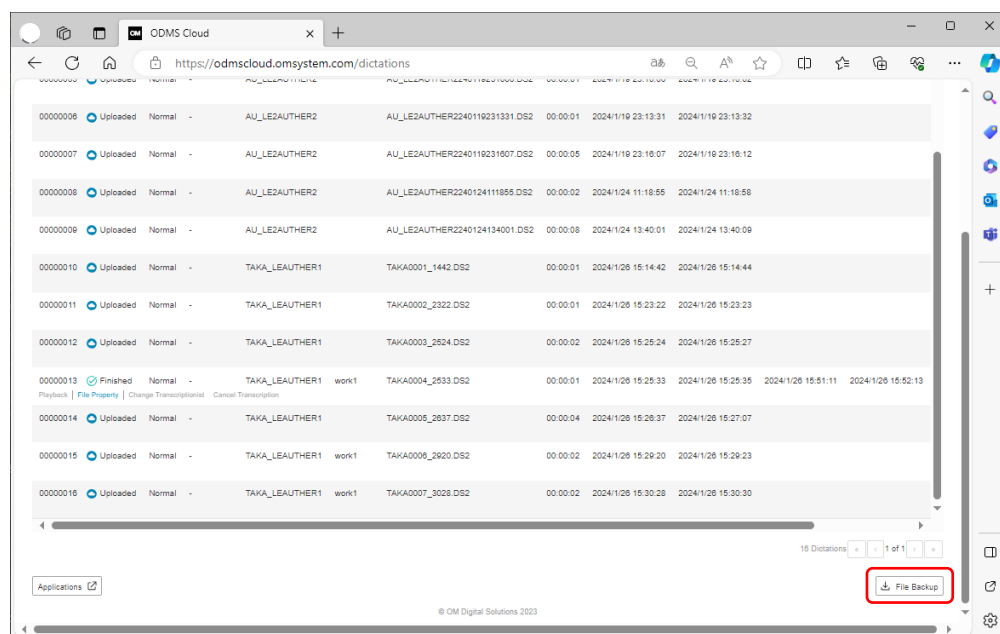
[Backup of Dictation Files](#)

[How to playback backed-up Dictation Files](#)

[Automatic deletion of Dictation File](#)

### 2.10.1 Backup of Dictation Files.

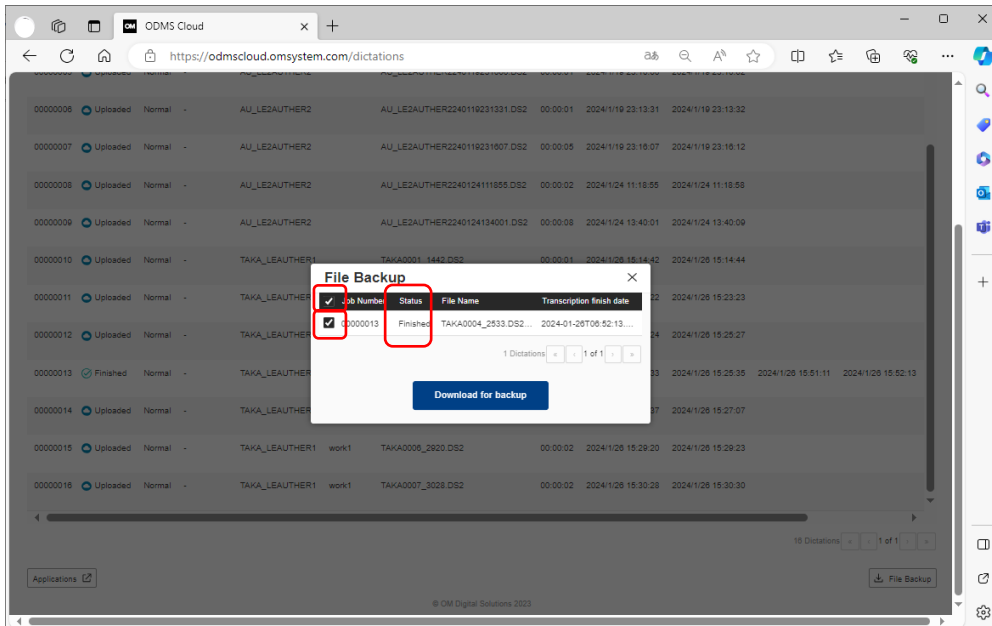
The ODMS Cloud allows you to back up the dictation file after transcription. Enter the [Dictations] tab and click the [File Backup] button to display a list of files to be backed up.



At this time, files with Status "Finished" and "Backup" are displayed in the list.

Click the checkbox on the left to select all files. Clicking the checkbox again will deselect all files.

You can also select individual files by clicking the checkbox to the left of each file.



Running the backup will copy files to your PC's local storage. The files are saved in Zip file format with separate files for each dictation.

### **2.10.2 How to playback backed-up Dictation Files.**

To play back the backed-up dictations, use the optional ODMS R8 software. ODMS R8 can be downloaded and used from the URL below.

URL: [https://download.omsystem.com/pages/odms\\_download/odms\\_r8\\_setup/en/](https://download.omsystem.com/pages/odms_download/odms_r8_setup/en/)

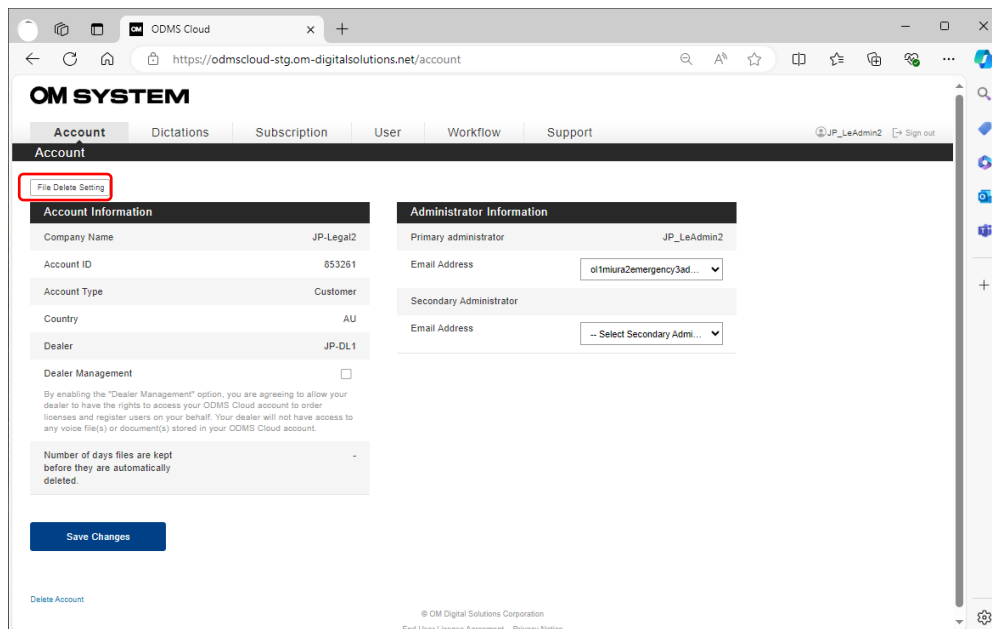
The ODMS R8 can be used in trial mode for 30 days. After 30 days, you will need a separate license. If you wish to continue using the software, please consider purchasing a license from your dealer.

To play back a backup file downloaded from the ODMS Cloud, select [File] - [File Import] from the menu and specify the Zip file containing the dictation you want to play.



### 2.10.3 Automatic deletion of Dictation File.

You can save storage use in the ODMS Cloud by automatically deleting dictation files that have been transcribed after a certain period. Enter the [Account] tab and click the [File Delete Setting] button to display the settings screen. Files with "Finished" or "Backup" are files that can be automatically deleted.



The screenshot shows the ODMS Cloud Account settings page. The 'File Delete Setting' button is highlighted with a red box. The page displays account information, administrator information, and a 'Save Changes' button.

Account Information		Administrator Information	
Company Name	JP-Legal2	Primary administrator	JP_LeAdmin2
Account ID	853261	Email Address	ot1mura2emergency3ad...
Account Type	Customer	Secondary Administrator	
Country	AU	Email Address	-- Select Secondary Admin --
Dealer	JP-DL1		

Dealer Management ☐

By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS Cloud account.

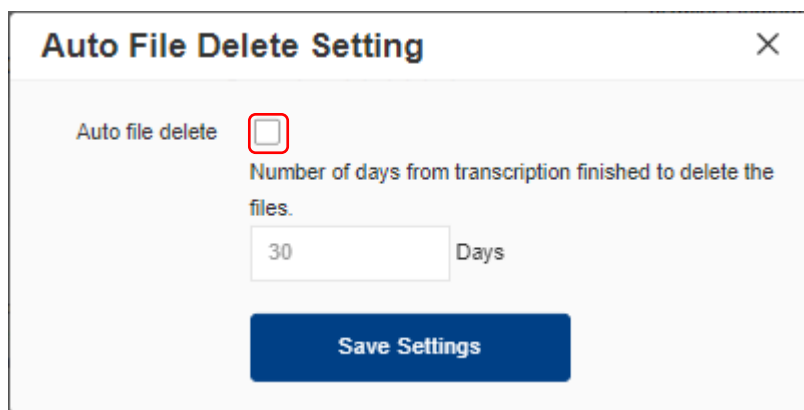
Number of days files are kept before they are automatically deleted. -

**Save Changes**

[Delete Account](#)

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End User License Agreement Privacy Notice

By checking the checkbox for "Auto File Delete" will enable the automatic deletion function. The default setting is OFF.



The screenshot shows the 'Auto File Delete Setting' dialog box. The 'Auto file delete' checkbox is highlighted with a red box. The dialog displays the number of days from transcription finished to delete the files, set to 30 days, and a 'Save Settings' button.

**Auto File Delete Setting**

Auto file delete ☐

Number of days from transcription finished to delete the files.

30 Days

**Save Settings**

If you check the checkbox for "Auto File Delete", the deletion period input window becomes active, and you can specify the number of days to retain the file. The retention period is from 1 to 999 days.

Depending on your needs, back up your files before automatic deletion. [<2.10.1 Backup of dictation File>](#)

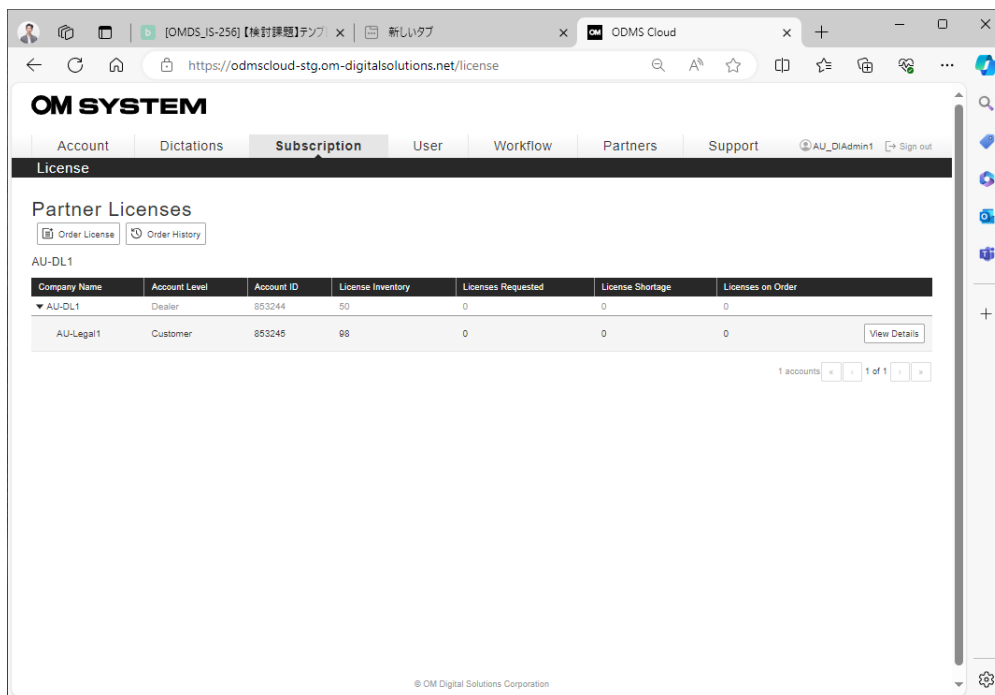
## 2.11 Functions for partners.

This chapter describes functions for partners.

- [Subscription Tab](#)
- [Edit partner information](#)
- [Delete partner Account](#)

### 2.11.1 Subscription Tab.

You can check the license order status on the Subscription Tab displayed in the partner account.



License Inventory: Number of licenses you have in stock.

License Requested: Number of licenses on order from your customer.

License Shortage: Number of licenses shortage (License Inventory - License Requested).

Licenses on Order: Number of licenses you are requesting to be issued.

By pressing the [View Details] button, you can check the status of the subordinate Customers.

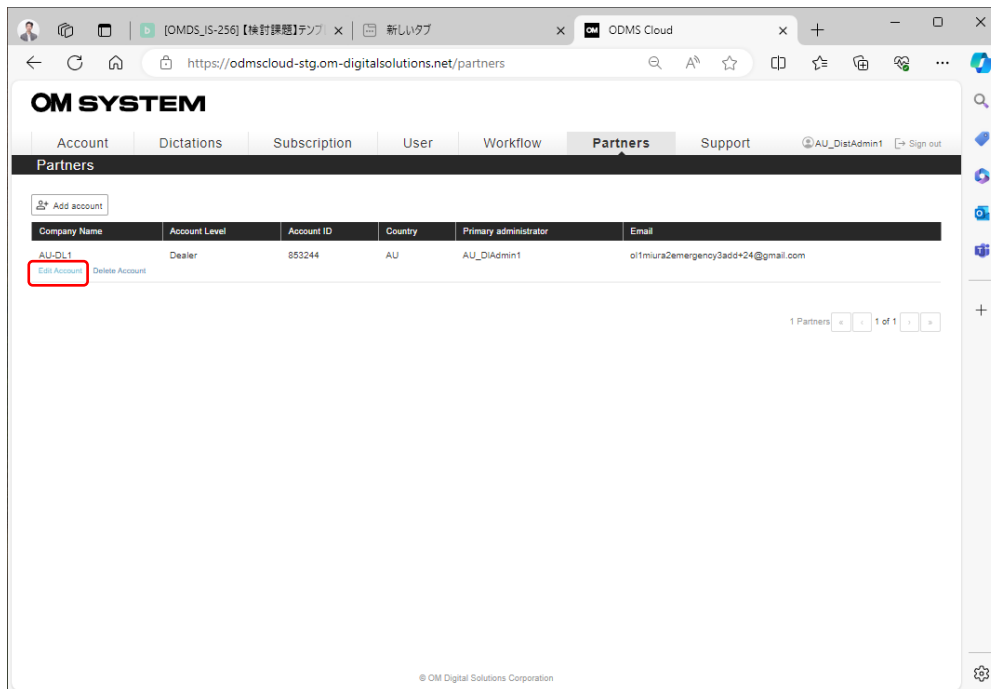
If there is a number in License Requested, there is a license issue request from your customer, so go to [View Details] - [Order History] and issue the license.

If License Shortage contains a red number, the number of licenses in stock is insufficient. Click [Order License] to request and submit your order for the required number of licenses.

## 2.11.2 Edit Partner Information.

You can edit the information of the partner account that you have registered.

Open the Partners tab, hover your mouse over the partner you want to edit, and click the Edit Account button.

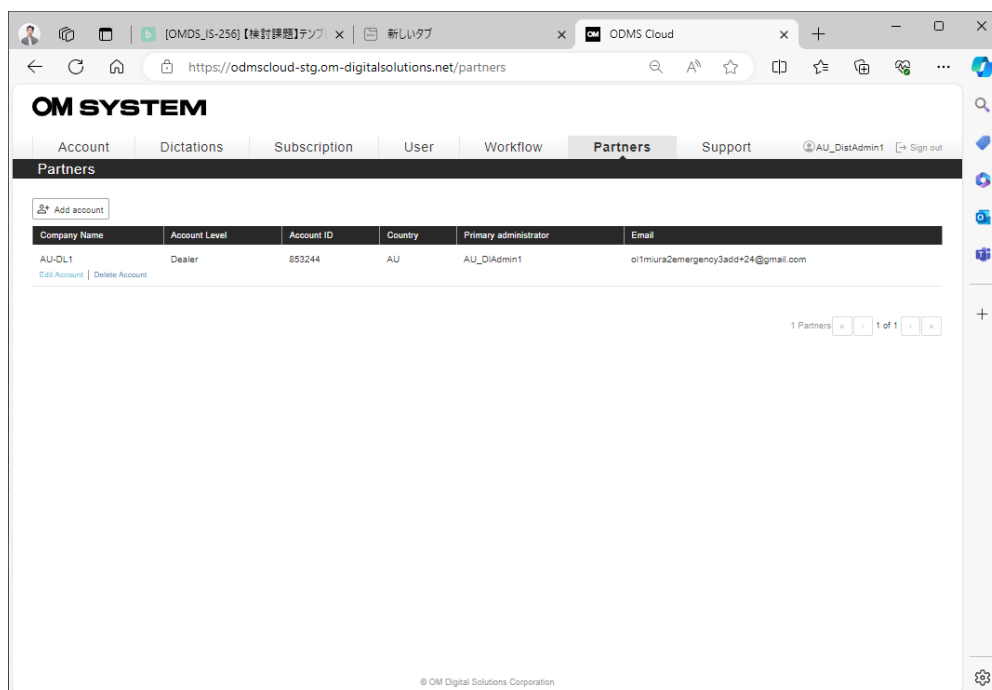


You can edit the Company Name and if necessary, select a different administrator's e-mail address

### 2.11.3 Delete Partner Account.

You can delete the partner account that you have registered.

Open the Partners tab, hover your mouse over the partner you want to edit, and press the Delete Account button.

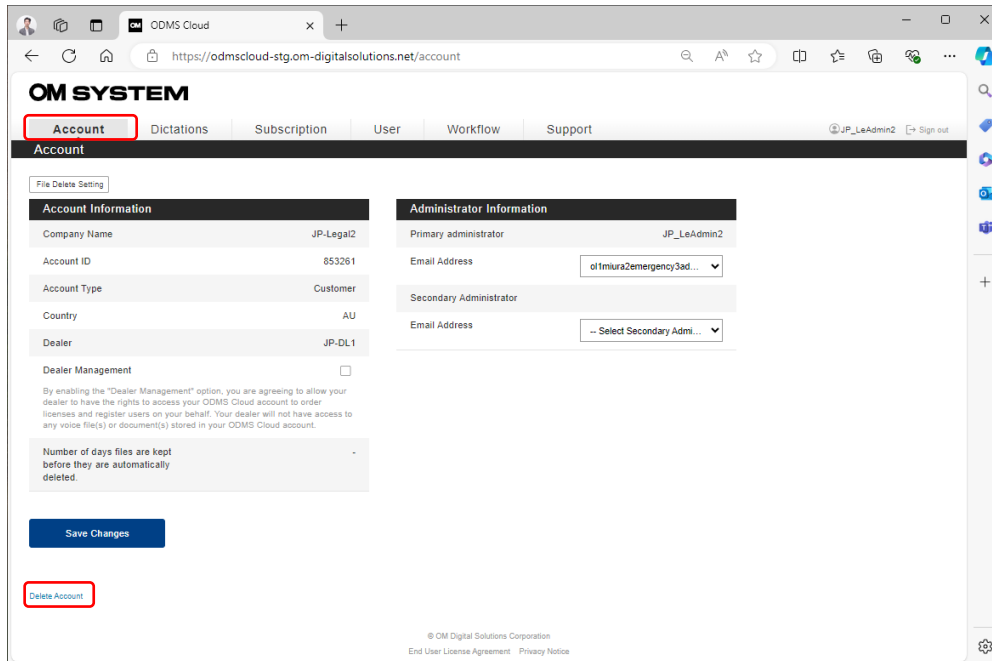


\*If accounts are linked to the partner to be deleted, the partner account cannot be deleted. Please have the subordinate accounts deleted or ask OMDS to change the owner of the subordinate accounts. (Change Owner).

## 2.12 Delete account (fifth tier).

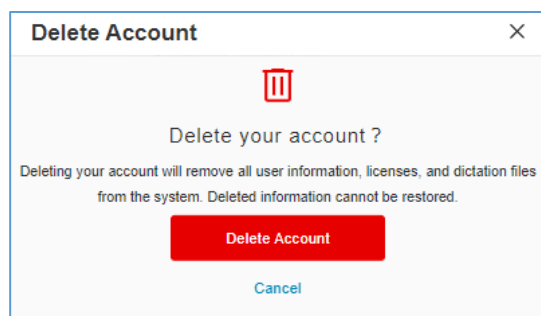
When you are going to stop using ODMS Cloud and no longer need the registered account, you can delete your account yourself.

1. Open the [Account] tab and click [Delete Account].



The screenshot shows the ODMS Cloud web application interface. The 'Account' tab is selected and highlighted with a red box. Below the tab, there are two main sections: 'Account Information' and 'Administrator Information'. The 'Account Information' section includes fields for Company Name (JP-Legal2), Account ID (853261), Account Type (Customer), Country (AU), and Dealer (JP-DL1). There is also a 'Dealer Management' checkbox and a note about deleting files. The 'Administrator Information' section includes fields for Primary administrator (JP\_LeAdmin2), Email Address (ot1mura2emergency3ad...), and Secondary Administrator (with a dropdown menu). A 'Save Changes' button is located at the bottom left of the account information section. A 'Delete Account' button is located at the bottom left of the page, also highlighted with a red box. The footer of the page contains copyright information for OM Digital Solutions Corporation.

2. Confirm the deletion of the account by clicking the [Delete Account].



The screenshot shows a 'Delete Account' confirmation dialog box. The dialog has a title bar with 'Delete Account' and a close button. Inside the dialog, there is a red trash can icon and the text 'Delete your account?'. Below this, a message states: 'Deleting your account will remove all user information, licenses, and dictation files from the system. Deleted information cannot be restored.' At the bottom of the dialog, there are two buttons: a red 'Delete Account' button and a blue 'Cancel' button.

[Chapter top](#)

## 3 Dictation Workflow.

This chapter describes the dictation workflow, in which a dictation file recorded by an author is uploaded to ODMS Cloud, and the assigned transcriptionist transcribes the dictation file. The ODMS Cloud handles the transcription work of dictation file as a "Task".

- [☐ 3.1 Dictation information display screen](#)
- [☐ 3.2 Client Application for Authors and Transcriptionist](#)
- [☐ 3.3 Auto Routing Rule](#)
- [☐ 3.4 Upload Dictation File](#)
- [☐ 3.5 New Task Notification](#)
- [☐ 3.6 Checkout Dictation File](#)
- [☐ 3.7 Dictation Status](#)
- [☐ 3.8 Manual Routing](#)
- [☐ 3.9 Finish Transcription and notification](#)
- [☐ 3.10 Add Index Mark](#)
- [☐ 3.11 Dictation File with Author ID as device name](#)

[Top](#)

[Next Chapter](#)

## 3.1 Dictation information display screen.

You can check the progress of the transcription process on the "Dictations" tab.

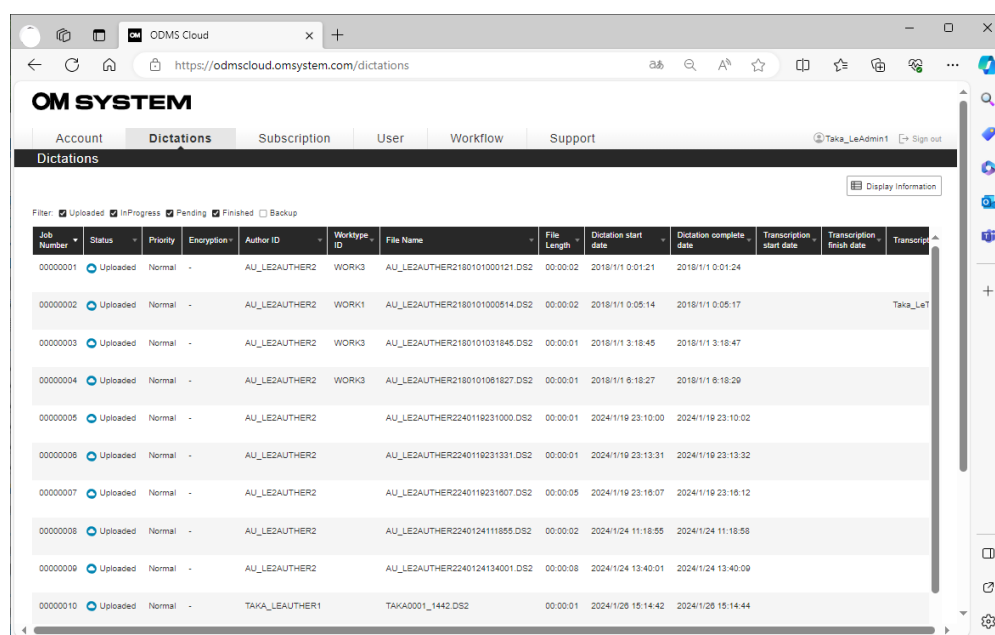
[Dictations Screen](#)

[Setting display items](#)

[Filter Function](#)

### 3.1.1 Dictations Screen.

The "Dictations" screen displays only information related to the logged in user.



The screenshot shows the OMS SYSTEM Dictations screen. The browser address bar displays 'https://odmscloud.omsystem.com/dictations'. The page has a navigation bar with tabs: Account, Dictations (selected), Subscription, User, Workflow, and Support. A user profile 'Taka\_LeAdmin1' is visible in the top right. Below the navigation bar, there is a 'Dictations' section with a 'Display Information' button. A filter bar shows 'Filter: [x] Uploaded [x] InProgress [x] Pending [x] Finished [ ] Backup'. The main content is a table with columns: Job Number, Status, Priority, Encryption, Author ID, Worktype ID, File Name, File Length, Dictation start date, Dictation complete date, Transcription start date, Transcription finish date, and Transcriptionist. The table contains 10 rows of data, with the last row showing a transcriptionist 'Taka\_LeT'.

Job Number	Status	Priority	Encryption	Author ID	Worktype ID	File Name	File Length	Dictation start date	Dictation complete date	Transcription start date	Transcription finish date	Transcriptionist
00000001	Uploaded	Normal	-	AU_LE2AUTHER2	WORK3	AU_LE2AUTHER2180101000121.DS2	00:00:02	2018/1/1 0:01:21	2018/1/1 0:01:24			
00000002	Uploaded	Normal	-	AU_LE2AUTHER2	WORK1	AU_LE2AUTHER2180101000514.DS2	00:00:02	2018/1/1 0:05:14	2018/1/1 0:05:17			Taka_LeT
00000003	Uploaded	Normal	-	AU_LE2AUTHER2	WORK3	AU_LE2AUTHER2180101031645.DS2	00:00:01	2018/1/1 3:18:45	2018/1/1 3:18:47			
00000004	Uploaded	Normal	-	AU_LE2AUTHER2	WORK3	AU_LE2AUTHER2180101081627.DS2	00:00:01	2018/1/1 8:18:27	2018/1/1 8:18:29			
00000005	Uploaded	Normal	-	AU_LE2AUTHER2		AU_LE2AUTHER2240119231000.DS2	00:00:01	2024/1/19 23:10:00	2024/1/19 23:10:02			
00000006	Uploaded	Normal	-	AU_LE2AUTHER2		AU_LE2AUTHER2240119231331.DS2	00:00:01	2024/1/19 23:13:31	2024/1/19 23:13:32			
00000007	Uploaded	Normal	-	AU_LE2AUTHER2		AU_LE2AUTHER2240119231607.DS2	00:00:05	2024/1/19 23:16:07	2024/1/19 23:16:12			
00000008	Uploaded	Normal	-	AU_LE2AUTHER2		AU_LE2AUTHER2240124111855.DS2	00:00:02	2024/1/24 11:18:55	2024/1/24 11:18:58			
00000009	Uploaded	Normal	-	AU_LE2AUTHER2		AU_LE2AUTHER2240124134001.DS2	00:00:08	2024/1/24 13:40:01	2024/1/24 13:40:09			
00000010	Uploaded	Normal	-	TAKA_LEAUTHER1		TAKA0001_1442.DS2	00:00:01	2024/1/26 15:14:42	2024/1/26 15:14:44			

**Administrator:** All dictation files in the account will be displayed.

**Author:** Only dictation files recorded by the author will be displayed.

**Transcriptionist:** Displays only dictation files recorded by the assigned author. If multiple transcriptionists are assigned for one author, it will be displayed to all the transcriptionists that are assigned.

Dictation files are displayed in pages with 100 items per page. Page information is displayed at the bottom right of the screen in the format of current page/total pages. Please use the <, > buttons, etc. to switch pages.

### 3.1.2 Setting display items.

---

Display items can be changed by clicking the [Display Information] button at the top right of the screen and checking the items you want to display.

Each display item is as follows.

Job Number	This is the number assigned within ODMS Cloud. Numbers are managed for each account.
Status	Displays the progress of transcription work. <ul style="list-style-type: none"><li>• <b>Uploaded:</b> The author has uploaded the file, but the transcription process has not started.</li><li>• <b>In Progress:</b> Transcriptionist has started the transcription.</li><li>• <b>Pending:</b> Transcription work is suspended. Only the currently assigned Transcriptionist can resume.</li><li>• <b>Finished:</b> The transcription work has been completed.</li><li>• <b>Backup:</b> This file has been backed up by the administrator.</li></ul>
Priority	Priority given to the file. It is managed in two categories: Normal and High.
Encryption	If the Dictation File is encrypted, a lock mark will be displayed.
Author ID	This is the ID of the author who recorded.
Worktype ID	This is the ID for managing each work task
File name	File name
File Length	File length
File size	File size
Dictation start date	Dictation start date
Dictation complete date	Dictation complete date
Dictation update date	Date and time the Dictation was uploaded to the Cloud
Transcription start date	Transcription starts date and time
Transcription finish date	Transcription completion date and time
Transcriptionist	Assigned Transcriptionist name
Comment	Comment
Optionitem1 to 10	Option item 1~10

### 3.1.3 Filter Function.

---

You can filter displayed items by Transcription status.

Only files whose status has a check mark are displayed.

The filter items are as follows.

Uploaded	View files as they are uploaded by Author
In Progress	Display files that your Transcriptionist has started transcribing
Pending	Display files whose transcription is temporarily suspended
Finished	Display files that have been transcribed
Backup	Display backed up files

[Chapter top](#)



## 3.2 Client Application for Authors and Transcriptionists.

Before starting a dictation workflow, authors and transcriptionists must install the Desktop App for ODMS Cloud onto their PCs. For details on how to install and use the app, please refer to <[6 ODMS Cloud Desktop APP](#)>.

[□ ODMS Cloud Desktop App \(Author\)](#)

[□ ODMS Cloud Desktop App \(Transcriptionist\)](#)

### 3.2.1 ODMS Cloud Desktop App (Author).

When you log in to ODMS Cloud for the first time with the Author's user ID on the PC used by the author, a message will display prompting you to install the Desktop App. Follow the instructions to install the Desktop App.

Desktop App starts automatically when your PC starts and is stored in the task tray. When it starts, the login screen for the ODMS Cloud will be displayed, log in with your user ID (registered e-mail address) and password.

Check login status.

#### 【Windows PC】

Please check the task tray. Right-click the ODMS Cloud icon to display the menu.



In case "Sign in" is grayed out, you are already logged in. If you are not logged in, click the "Sign in" link to open the login screen and log into the ODMS Cloud.

#### 【Mac PC】

When the Desktop App is logged in and a dictation device such as DS-9100 is connected via USB, the dictation file on the device will automatically downloaded to the PC and then uploaded to the Cloud.

### **3.2.2 ODMS Cloud Desktop App (Transcriptionist).**

---

Same procedure as the Author for installation and logging in. When the Desktop App is logged in and an assigned Author uploads a dictation to the cloud, the Desktop App will detect the upload and display a message that a new task has been created. Transcriptionists should log into the ODMS Cloud with a web browser and start transcribing the corresponding file(s).

[Chapter top](#)

## 3.3 Auto Routing Rule.

The dictation file recorded by the author is automatically assigned to the transcriptionist according to the set routing rules based on the Author ID recorded in the file. This chapter explains routing settings.

Various settings related to routing are performed within the [Workflow] tab. Only administrators are allowed to configure the settings.

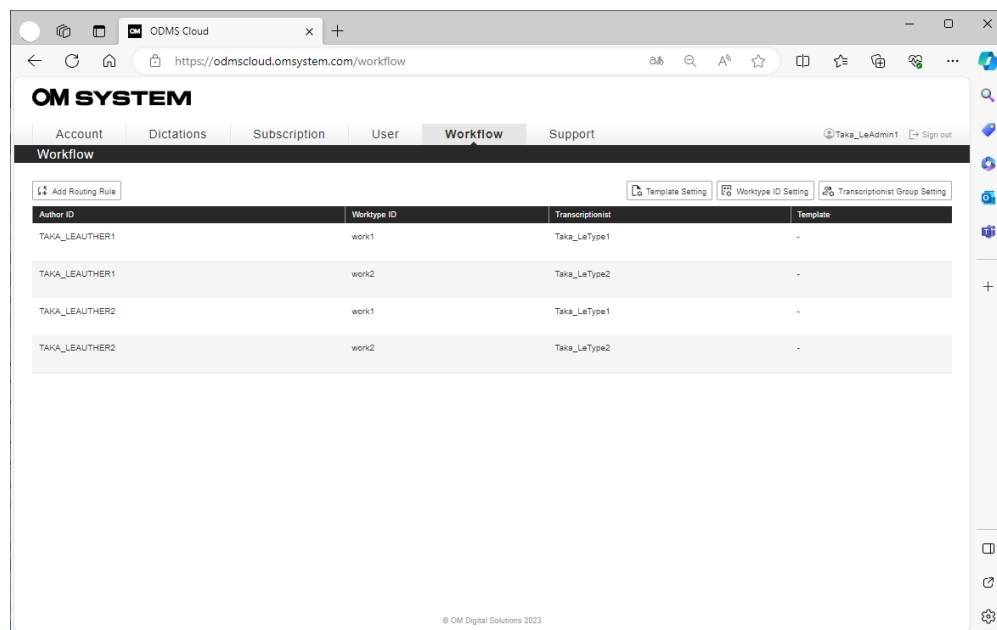
[❏ Configuring routing rules](#)

[❏ Automatic Routing](#)

### 3.3.1 Configuring routing rules.

To route dictations efficiently, it is important to have the proper settings in advance. For the explanation about the settings, please refer to [<2.8 Configuring Workflow>](#).

Settings are displayed in a list, and new registration, editing, or deletion is possible for the settings.



### 3.3.2 Automatic Routing.

---

Based on the rules that combine Author ID and Worktype ID, it is possible to automatically assign the transcription work of the dictation file recorded by the author to the transcriptionist. Author ID is a unique ID set for each author and is used to identify the file creator. Dictation files with this ID will be automatically allocated to the transcriptionists according to the rules, but if you want to set additional detailed rules for each work content, you can also set Worktype ID (optional) as a distribution condition.

By combining the elements created in advance, you can configure the following routing rules.

	Author ID	Worktype ID	Option Item	Template	Transcriptionist or Transcriptionist Group
1	✓	-	-	-	✓
2	✓	-	-	✓	✓
3	✓	✓	-	-	✓
4	✓	✓	-	✓	✓
5	✓	✓	✓	-	✓
6	✓	✓	✓	✓	✓

1. Set only the Author ID as the allocation condition and do not use Template.
2. Set only the Author ID as the allocation condition and use Template.
3. Set the allocation conditions using a combination of Author ID and Worktype ID, and do not use Template.
4. Set the allocation conditions using a combination of Author ID and Worktype ID and use Template

\*Option Item is linked to Worktype ID and is not directly related to routing rules. (No.5, No.6)

Note 1) In rules where Worktype ID is not selected, files with Worktype ID added will not be routed.

Note 2) Only one each Author ID, Worktype ID, and Template file can be selected for one rule.

Note 3) Option Item is linked to Worktype ID.

Note 4) Multiple transcriptionist and transcriptionist groups can be selected for one rule.

[Chapter top](#)

## 3.4 Upload Dictation File.

The dictation file created using the dictation device or the smartphone app [<7 ODMS Cloud for Mobile App>](#) needs to be uploaded to ODMS Cloud and assigned to the transcriptionist for them to be transcribed into text. This chapter explains uploading the dictation files.

[□ File Upload from Desktop App \(Author\)](#)

[□ File Upload from Desktop App \(other than Author\)](#)

[□ Checking file upload status](#)

[□ Edit Dictation File Name](#)

[□ Delete Dictation File](#)

### 3.4.1 File Upload from Desktop App (Author).

---

If the login ID of the Desktop App is an author

When a dictation device (e.g. DS-9100) is connected via USB to a PC where a user with an author roll is logged into the Desktop App, the dictation file will be uploaded under the following conditions.

Author ID of the login user	Author ID on the dictation device	Upload of dictation Files	Others
-	Default value (DS91)	Execute dictation file upload	Automatically change the device Author ID to the Login user Author ID
Author ID matches		Execute dictation file upload	If there is an update to Worktype ID/Option Item, transfer to dictation device
Author ID does not match		Do not upload Dictation File	No action

Note: Files that have been set to "Pending" status on the recorder will not be downloaded. You will need to use the Device Configuration Program to configure the recorder. For details, please refer to the device user's manual.

### 3.4.2 File Upload from Desktop App (other than Author).

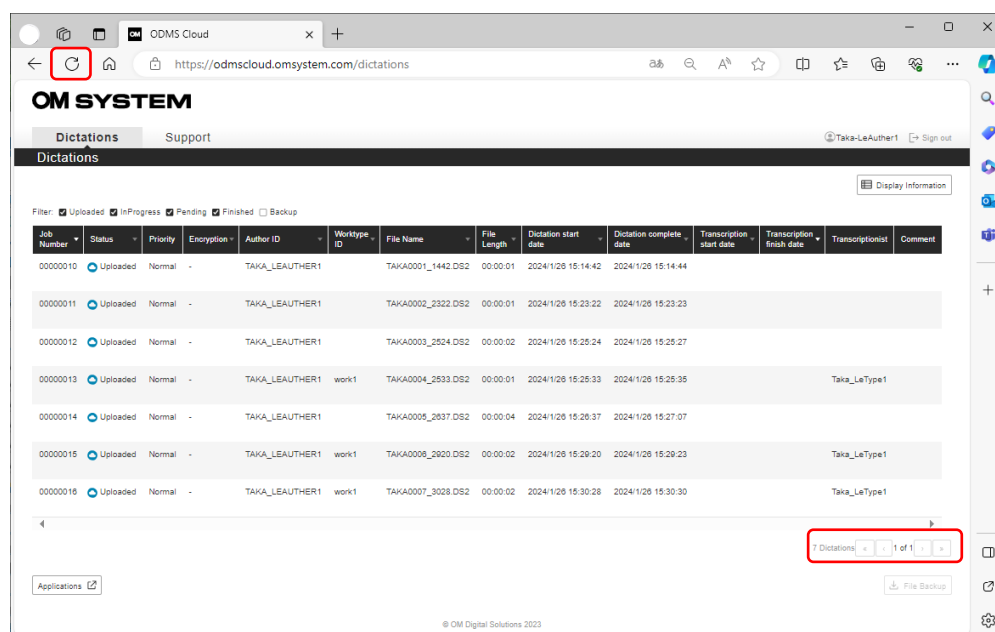
If the Desktop App login ID is a transcriptionist or unassigned role "None"

When a user with the Transcriptionist role or "None" role connects a dictation device (e.g. DS-9100) via USB to a PC logged into the Desktop App, the dictation file will be uploaded under the following conditions.

Author ID of the Dictation Device	Upload of Dictation Files	Others
Default Value (DS91)	Execute Dictation File upload	No action
Registered in ODMS Cloud	Execute Dictation File upload	No action
Not Registered in ODMS Cloud	Do not upload Dictation File	No action

### 3.4.3 Checking file upload status.

You can check the upload status of the dictation file to ODMS Cloud from your web browser.



1. Only files that match the logged-in user's Author ID will be displayed.
2. The Web Browser screen does not update automatically, so please click the browser update button to refresh the screen.
3. Up to 100 dictations can be displayed on one screen. If the page spans multiple pages, you can switch pages using the advance button at the bottom right.
4. You can also use the filter function and sort function to find the desired file. (Refer to [<3.1.3 Filter function>](#))

### 3.4.4 Edit Dictation File Name.

You can rename the dictation file listed in the "Dictation" tab to suit your needs on handling the dictation files within your workflow.

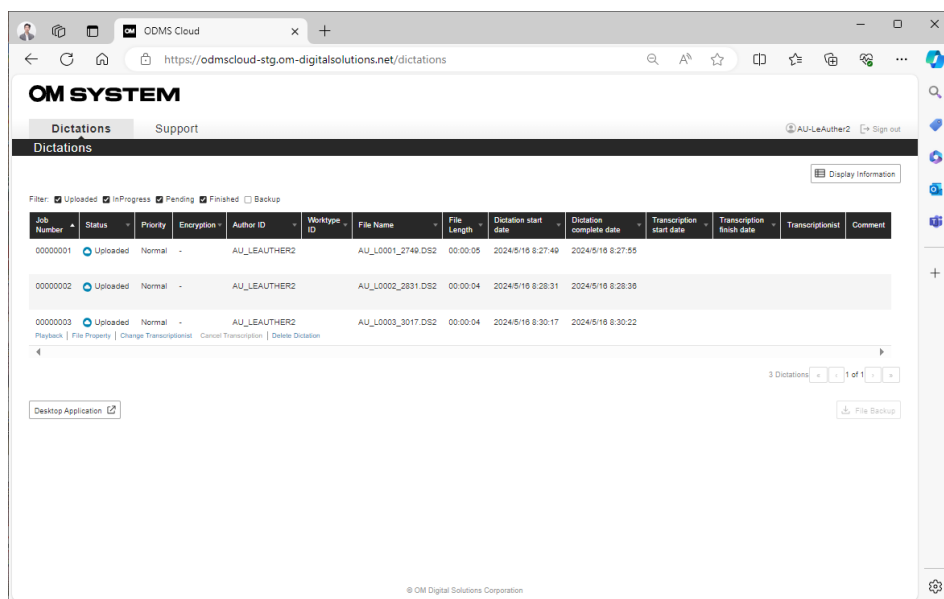
Move the mouse over the file you want to rename and click [File Property]. In the pop-up window that appears, enter the new file name in the "File Name" field, and press the [Save] button.

General	
File Name	AU_L0004_3648.DS2
Raw File Name	AU_L0004_3648.DS2.zip
File size	17408
File Length	00:00:04
Dictation start date	2024/5/16 12:36:48
Dictation complete date	2024/5/16 12:36:53
Encryption	
Priority	Normal
Author ID	AU_LEAUTHER2
Worktype ID	
OptionItem1	
OptionItem2	
OptionItem3	
OptionItem4	
OptionItem5	
OptionItem6	
OptionItem7	
OptionItem8	
OptionItem9	
OptionItem10	
Comment	
Job	
Job Number	00000001
Status	Uploaded
Dictation upload date	2024/5/16 12:37:11
Transcriptionist	
Transcription start date	
Transcription finish date	

\*This operation allows you to change the File Name listed in the Dictation Tab, but the file name saved with the Backup operation (Section 2.10) will remain as the original file name.

### 3.4.5 Delete Dictation File.

You can delete files that are no longer needed in the Cloud. Move the cursor to the file you want to delete, click "Delete Dictation", follow the pop-up messages that appear, and press the [OK] button to delete the file.



\*Only the administrator and the author who created the dictation file can delete the file.  
Dictation Files with Pending and InProgress Status cannot be deleted.

[Chapter top](#)



## 3.5 New Task Notification.

When an author uploads a dictation file to the ODMS Cloud, all transcriptionists assigned as their transcriptionists in the routing rules are notified. The ODMS Cloud handles each transcription work as a "Task".

[!\[\]\(919a2cb85b99741a73c0c31a427236a8\_img.jpg\) New Task Notification](#)

### **3.5.1 New Task Notification.**

---

When a new dictation file is detected being uploaded, a "New Task Notification" will be sent to all transcriptionists in charge of transcription. When the Desktop App used by the transcriptionist is logged in to the ODMS Cloud, it periodically checks for the presence of tasks and issues a notification if there are new tasks.

[Chapter top](#)

## 3.6 Checkout Dictation File (Select Dictation file for Playback).

In the ODMS Cloud, when the assigned transcriptionist starts transcribing a dictation file, it is called “checkout”. This chapter explains how to start transcription work.

[Dictations Screen \(Transcriptionist\)](#)

[Checkout Dictation File](#)

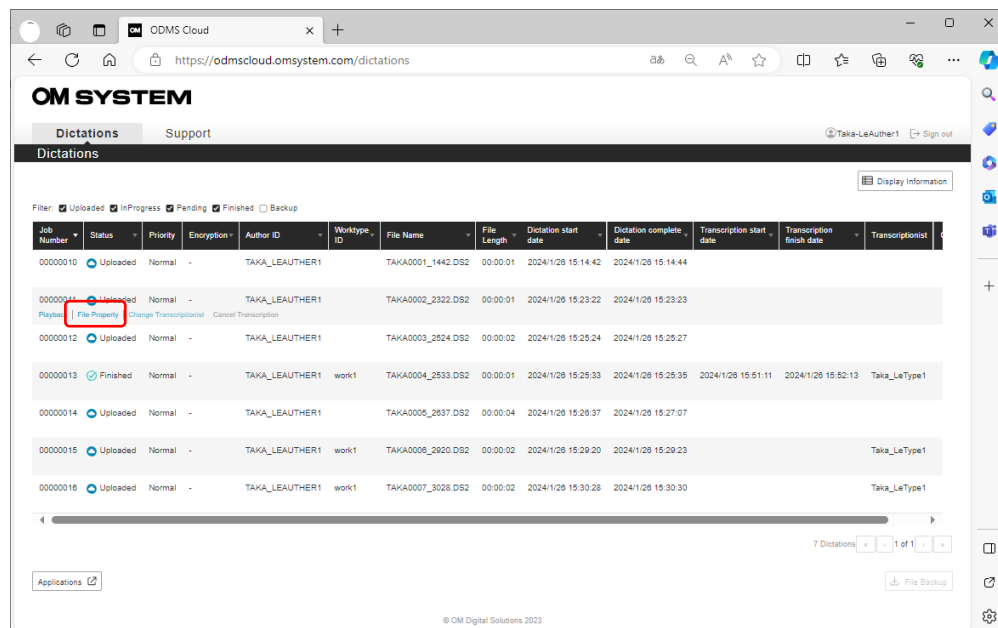
[Desktop App](#)

[Cancel Checkout](#)

### 3.6.1 Dictations Screen (Transcriptionist).

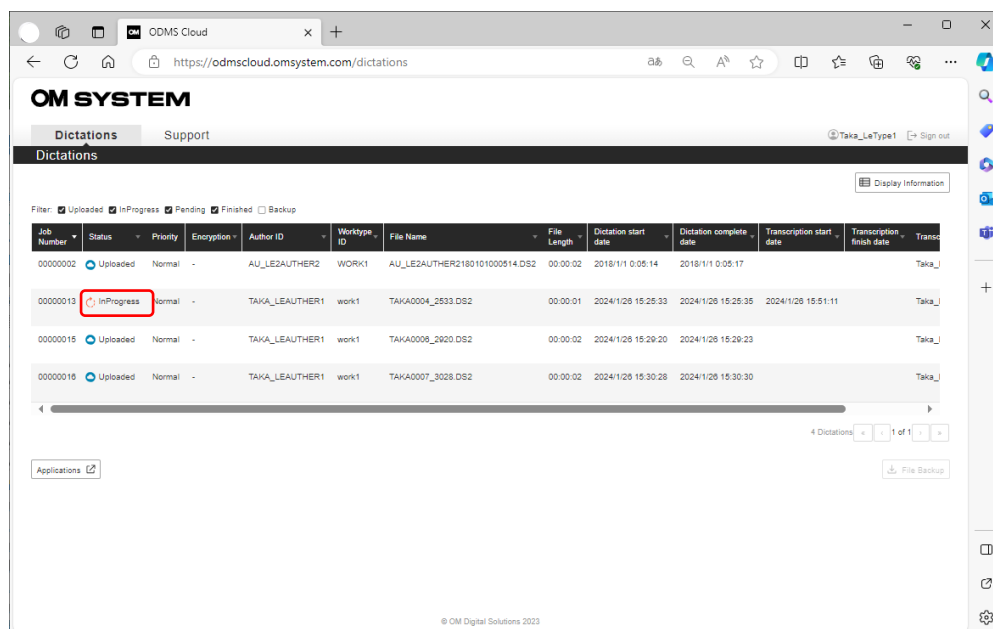
When a transcriptionist logs into the ODMS Cloud from the Web Browser screen, the Dictations tab will be displayed. The displayed task list will only show tasks that are assigned to the transcriptionist. The display order of the list can be changed using the filter and sort function. (See [<3.1.3 Filter function>](#)).

You can also check detailed information about each file by clicking the [File Property] button for each file.



### 3.6.2 Checkout Dictation File.

Select the file displayed on the Dictations screen and click [Playback] to play the file. The selected file will be downloaded to the PC and then transcribed using the Desktop App. At this time, the status will change to "In Progress" and the other transcriptionists will no longer be able to take control.



### 3.6.3 Desktop App.

If the dictation file is successfully checked out, the Desktop App will launch automatically. If the template file is set, the template file will also be opened at the same time. For more information on Desktop App, see [<6 ODMS Cloud Desktop App>](#).



### 3.6.4 Cancel Checkout

You can cancel a task whose status is "In Progress" after checking out a dictation file and change the task to another transcriptionist. Select a file that is "In Progress" and click [Cancel Transcription] to return the status to "Uploaded". If you want to change the transcriptionist manually, please refer to [<3.8 Manual Routing>](#).

[Chapter top](#)

## 3.7 Dictation Status.

The ODMS Cloud manages the progress of transcription work using five types of Status. This chapter explains the status.

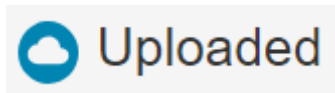
[Details of Dictation Status](#)

### 3.7.1 Details of Dictation Status.

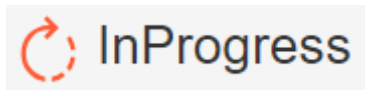
---

There are five types of status managed by the ODMS Cloud:

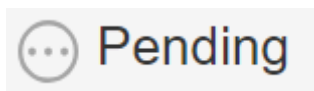
**Uploaded:** The author has uploaded the file, but the transcription process has not started.



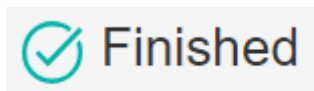
**In Progress:** Transcription work has been started by the transcriptionist.



**Pending:** Transcription work is suspended temporarily. A file in this state cannot be resumed by anyone other than the assigned transcriptionist who interrupted it.



**Finished:** The transcription work has been completed.



**Backup:** This is a file that was backed up by the administrator as a dictation file.

[Chapter top](#)

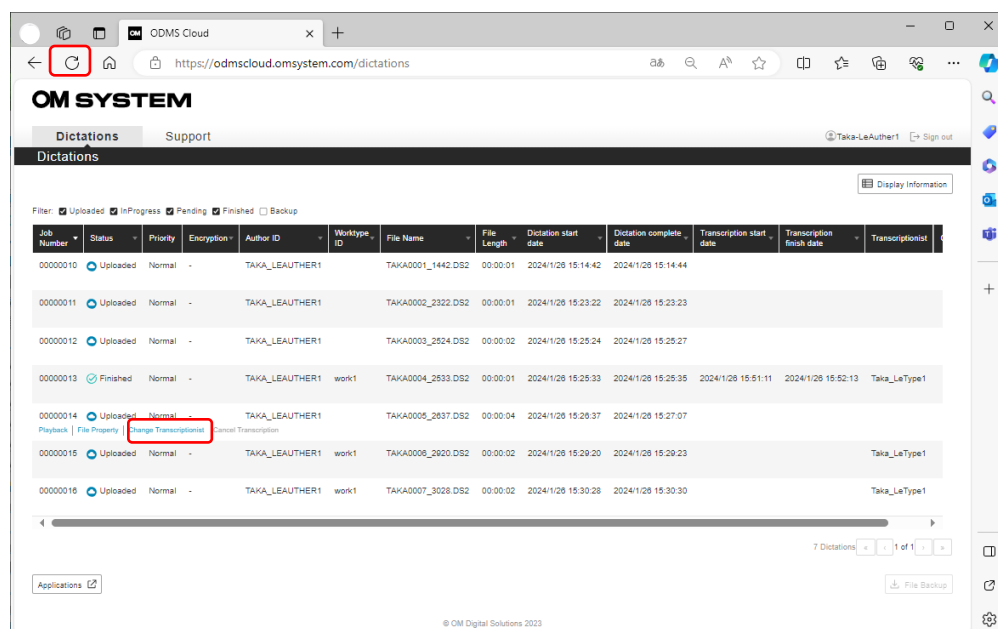
## 3.8 Manual Routing.

Rather than using preset routing rules, you can manually assign a transcriptionist who will be responsible for the transcription. This chapter describes manual routing.

### [Manual Routing](#)

#### 3.8.1 Manual Routing.

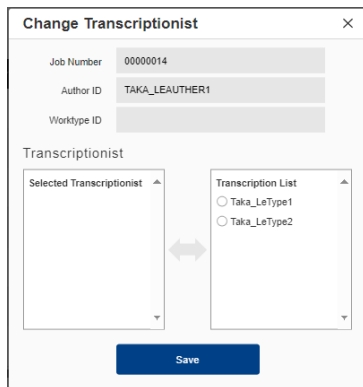
In cases where the transcriptionist is absent or the workload is unbalanced, it is possible to temporarily change the person in charge and share the work between the transcriptionists within the account. Manual routing can only be performed by the administrator or the author who created the dictation.




The screenshot shows the OMS SYSTEM interface for managing dictations. The 'Dictations' tab is active, displaying a table of dictation jobs. The table columns include Job Number, Status, Priority, Encryption, Author ID, Worktype, File Name, File Length, Dictation start date, Dictation complete date, Transcription start date, Transcription finish date, and Transcriptionist. Job 00000014 is highlighted, and a red box around the 'Change Transcriptionist' link indicates the manual routing functionality.

Job Number	Status	Priority	Encryption	Author ID	Worktype	File Name	File Length	Dictation start date	Dictation complete date	Transcription start date	Transcription finish date	Transcriptionist
00000010	Uploaded	Normal	-	TAKA_LEAUTHER1		TAKA0001_1442.DS2	00:00:01	2024/1/28 15:14:42	2024/1/28 15:14:44			
00000011	Uploaded	Normal	-	TAKA_LEAUTHER1		TAKA0002_2322.DS2	00:00:01	2024/1/28 15:23:22	2024/1/28 15:23:23			
00000012	Uploaded	Normal	-	TAKA_LEAUTHER1		TAKA0003_2524.DS2	00:00:02	2024/1/28 15:25:24	2024/1/28 15:25:27			
00000013	Finished	Normal	-	TAKA_LEAUTHER1	work1	TAKA0004_2533.DS2	00:00:01	2024/1/28 15:25:33	2024/1/28 15:25:35	2024/1/28 15:51:11	2024/1/28 15:52:13	Taka_LaType1
00000014	Uploaded	Normal	-	TAKA_LEAUTHER1		TAKA0005_2637.DS2	00:00:04	2024/1/28 15:26:37	2024/1/28 15:27:07			
00000015	Uploaded	Normal	-	TAKA_LEAUTHER1	work1	TAKA0006_2620.DS2	00:00:02	2024/1/28 15:26:20	2024/1/28 15:29:23			Taka_LaType1
00000016	Uploaded	Normal	-	TAKA_LEAUTHER1	work1	TAKA0007_3028.DS2	00:00:02	2024/1/28 15:30:28	2024/1/28 15:30:30			Taka_LaType1

Select the dictation file for which you would like to manually assign to a transcriptionist and click the [Change Transcriptionist] button. Click on the transcriptionist from the "Transcription List" on the pop-up screen that appears, put he/she in the "Selected Transcriptionist", and click the [Save] button to complete the settings.



The screenshot shows a 'Change Transcriptionist' dialog box. At the top, there are three input fields: 'Job Number' with the value '00000014', 'Author ID' with the value 'TAKA\_LEAUTHER1', and 'Worktype ID' which is empty. Below these fields is a section titled 'Transcriptionist'. This section contains two side-by-side lists. The left list is titled 'Selected Transcriptionist' and is currently empty. The right list is titled 'Transcription List' and contains two radio button options: 'Taka\_LeType1' and 'Taka\_LeType2'. A double-headed arrow is positioned between the two lists. At the bottom of the dialog box is a blue 'Save' button.

When you return to the Dictations screen, click the browser refresh button  to refresh the list.  
[Chapter top](#)

## 3.9 Finish transcription and notification.

Once the transcription is complete, you can send a completion notification to the author by changing the task status. This chapter describes other functions that are useful for continuous transcription.

[Finish Transcription](#)

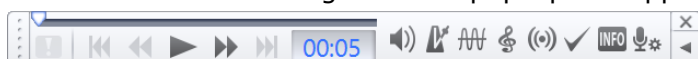
[Continuous Checkout of Transcription Tasks](#)

[Cancel Transcription Tasks](#)

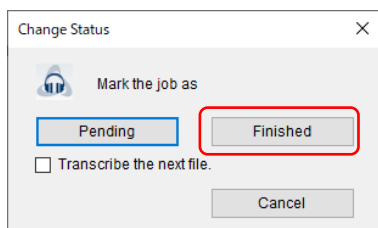
[Suspending Transcription](#)

### 3.9.1 Finish Transcription.

When you download a dictation file and perform transcription using the Desktop App, click the "X" button and a "Change Status" pop-up will appear.

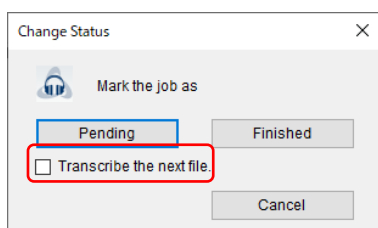


At this time, you can complete the transcription by clicking the [Finished] button. On the Dictations screen, the status will change from "In Progress" to "Finished", and the author will be notified that the transcription has been completed.



### 3.9.2 Continuous Checkout of Transcription Tasks.

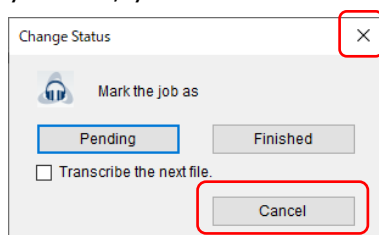
Once you have selected a file on the Dictations screen and started transcription on the Desktop App, please check "Transcribe the next file" if you would like to transcribe dictation files continuously without returning to the Dictations screen. Playback of the dictations will be done consecutively in the order of the list displayed when you first selected the file.



### 3.9.3 Cancel Transcription Task.

---

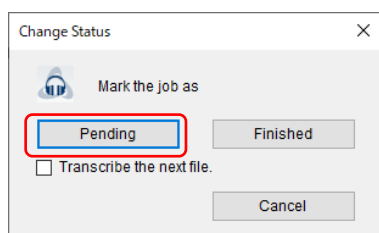
You can cancel playback of the dictation file by clicking the [×] button or the [Cancel] button on the pop-up screen. If you want to change the responsibility to a transcriptionist other than yourself, you will need to cancel the task.



### 3.9.4 Suspending Transcription.

---

You can temporarily suspend work during transcription, such as when you want to resume work on another day. The transcription can be suspended temporarily by clicking the [Pending] button on the pop-up screen. On the Dictations screen, the status will change from In Progress to Pending.



[Chapter top](#)





## 3.10 Add Index Mark.

With the ODMS Cloud, you can add Index Marks even after uploading the dictation file to the ODMS Cloud. This chapter explains the editing work after uploading the dictation file.


### 3.10.1 Add or delete Index Mark.

Sign in to the ODMS Cloud, select the dictation file from the [Dictations] tab, and click the "Playback" button. The file will be downloaded, and the Desktop App will start.

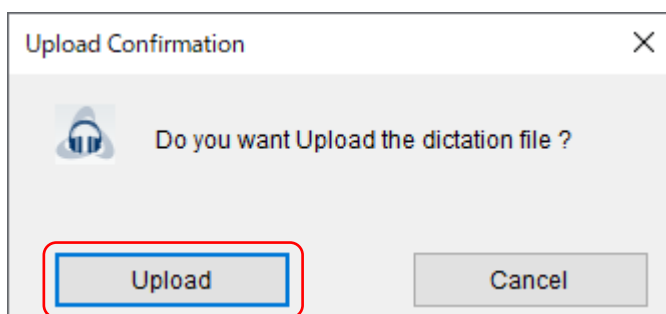


You can insert an Index Mark at the position where you choose by clicking the  button.  is displayed at the index mark insertion position.



You can erase the Index Mark by clicking the  button at the position where you inserted the Index Mark.

Finally, click the [X] button and click the [Upload] button to reflect the changes in the ODMS Cloud.



[Chapter top](#)

## 3.11 Dictation File with Author ID as device name.

If you create a dictation on the dictation device before setting the Author ID that matches the Author ID set in the ODMS Cloud, a dictation file with no Author ID (w/ default value) will be uploaded to the ODMS Cloud. This chapter explains how to manage dictation files without a valid Author ID.

[❏ Configuring Workflow Manually](#)

[❏ File upload conditions and Author ID setting timing](#)

### **3.11.1 Configuring Workflow Manually.**

---

In the ODMS Cloud, the Workflow functions based on the Author ID assigned to the dictation file, therefore if the Author ID has a default value (Device Name: e.g. DS9100), it will not match the rules and the dictation file will be stored on the Cloud without a destination. However, from the login information on the Desktop App which routed the dictation to the Cloud, it can be determined that the file belongs to the account (company). In this case, the dictation file can be confirmed by the account administrator. Please have your administrator check files whose Author ID is the device name. If you have files of that type, you will need to manually assign them to a transcriptionist. For details, see [<3.8 Manual Routing>](#). Also, in cases such as this, there is no information about the author who recorded the file, so a transcription completion notification will not be sent to the author. The transcriptionist must notify the author personally outside of the ODMS Cloud system.

### **3.11.2 File upload conditions and Author ID setting timing.**

---

If the dictation device's Author ID is the device name (default value), the Author ID set on the ODMS Cloud side will be reflected when the device is connected via USB for the first time. Please refer to [<3.4.1 File Upload from Desktop App \(Author\)>](#) for the conditions for uploading files and the conditions for reflecting settings on the ODMS Cloud side.

[Chapter top](#)

## 4 License Management.

To use the ODMS Cloud, you will need to purchase licenses to be used by your author/transcriptionist. This system allows you to request licenses from the dealer you purchase the ODMS Cloud from and manage the licenses issued by the dealer. Commercial transactions of the license will be handled separately outside of the ODMS Cloud system. Purchased licenses are stored in the license inventory, but the activation period is not set by purchase of the license, and they are stored as unused inventory. The license period is set for one year after assigning it to a author/transcriptionist.

The following functions are available.

[☐ 4.1 Type of Licenses](#)

[☐ 4.2 License information display screen](#)

[☐ 4.3 License Management per User](#)

[Top](#)

[Next Chapter](#)

## 4.1 Type of Licenses.

The license types are as follows:

[☐ One Year License](#)

[☐ Reusable Licenses](#)

[☐ Trial License](#)

### **4.1.1 One Year License.**

---

A One Year License is a new license issued by the dealer and added to the customer's License Inventory. The expiration date is set one year after the date the license was assigned to the author or transcriptionist.

### **4.1.2 Reusable Licenses.**

---

A Reusable license is a license that was once assigned to an author/transcriptionist but has been unassigned when the license is no longer needed for that user. From the pull-down menu when assigning a license, it is displayed as YYYY/MM/DD, and the expiration date set at the time of initial user assignment is displayed. The original expiration date of the license does not change even if it is unassigned from a user. If the license is still valid, you can reassign it to a different user.

### **4.1.3 Trial License.**

---

For customers who register an account with the ODMS Cloud for the first time, the ODMS Cloud will provide 100 trial licenses with a validity period of 30 days for evaluation purposes. Trial licenses will have all available functions of ODMS Cloud as a 1-year license. All trial licenses, including those that have not been used for evaluation will automatically expire 30 days from the initial registration date.

[Chapter top](#)

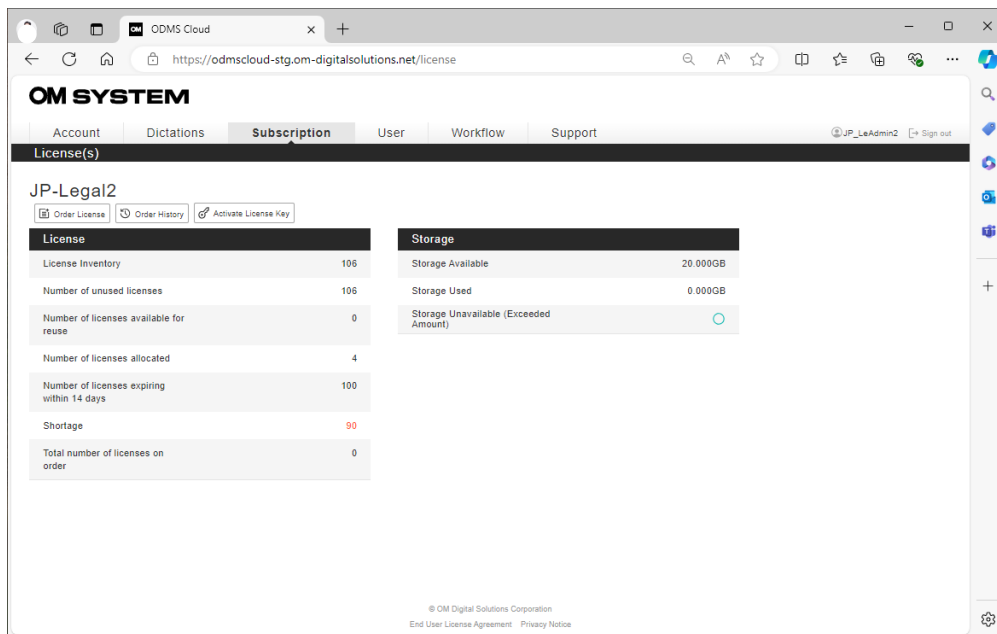
## 4.2 License information display screen.

Open the "Subscription" tab to check the status of your licenses. The information is separated into License-related and Storage-related status.

[License Management Information](#)

[Storage Management Information](#)

[Warning notification for storage usage capacity](#)



### 4.2.1 License Management Information.

The details of what is displayed in the License Management information are as follows.

Label	Description
License inventory	The total number of available licenses is shown. This includes the total number of "Number of unused licenses" and "Number of licenses available for reuse"
Number of unused licenses	Displays the number of unused licenses in stock with no expiration date set.
Number of licenses available for reuse	Displays the number of reusable licenses that are not currently assigned to users.
Number of licenses allocated	Displays the number of licenses assigned to users.
Number of licenses expiring within 14 days	Displays the number of licenses assigned to users that will expire within 14 days.
Shortage	Displays shortage of licenses that will expire in 14 days against the valid licenses that are available in stock. Valid licenses are licenses with remaining period of 15 days or more. This parameter is applied

	to the standard licenses as well as the 100 trial licenses given to the account at the point of registration.
Total number of licenses on order	Displays the number of licenses requested to be issued by dealer.

### 4.2.2 Storage Management Information.

The details of what is displayed in the Storage Management information are as follows.

Label	Description
Storage available	Displaying available storage size <ul style="list-style-type: none"> <li>• 5GB available for each license with expiry date set</li> <li>• Storage is managed in total within the account, not on an individual user basis.</li> <li>• Storage upper limit is the total available size.</li> </ul>
Storage used	Displays the storage size currently in use
Storage Unavailable (Exceeded Amount)	<ul style="list-style-type: none"> <li>• If the available capacity is not exceeded, a green circle will be displayed.</li> <li>• If you exceed the available capacity and continue to ignore the warning, you will not be able to upload dictations to the ODMS Cloud. At that time, the circle will be displayed in <b>red</b>.</li> </ul>

### 4.2.3 Warning notification for storage usage capacity.

If your storage capacity exceeds 80% of the available capacity, a warning notification email will be sent to you. See Section 8.3.17 for details.

If you receive a warning email, consider deleting the dictation file(s) that has been transcribed and is in Finished status. The ODMS Cloud also provides automatic deletion of dictation files. See Section 2.10.3 for details.

It is also possible to increase the usage capacity limit. The total storage capacity available for each account is the number of licenses in use (including licenses with expiration dates) multiplied by 5GB, so this can be achieved by allocating unused licenses to existing users. At this time, the license assigned to that user will be stocked as a reusable license. (The expiration date will not be changed)

[Chapter top](#)

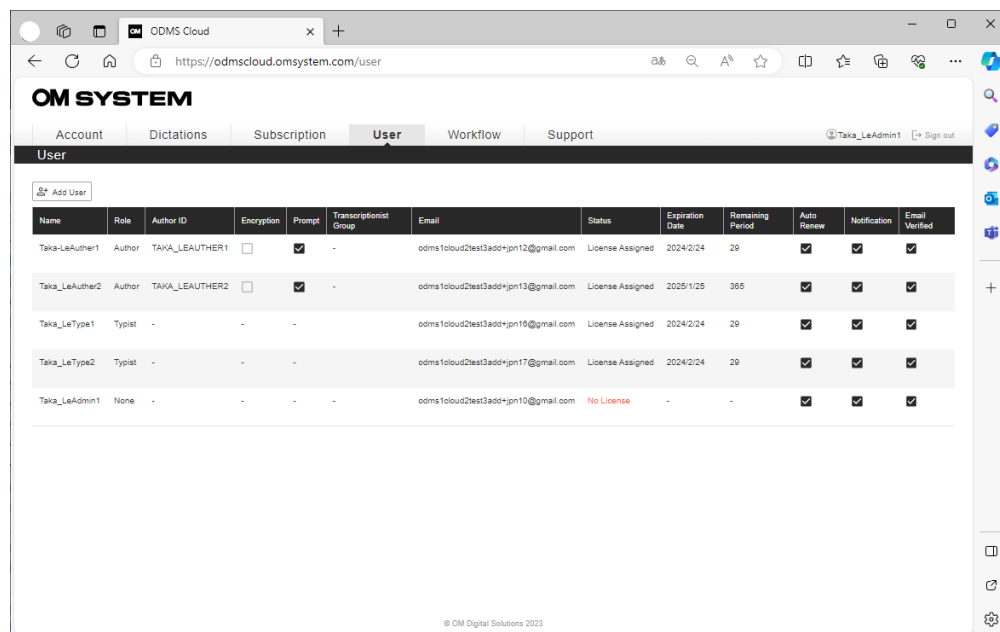
## 4.3 License Management per User.

The ODMS Cloud incorporates measures to prevent license expiration. By checking the User screen, you can see whether there is a risk of the license expiring immediately.

[Auto Assign Function](#)

[License status display](#)

[License expiration warning](#)



Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuthor1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jpn12@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuthor2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jpn13@gmail.com	License Assigned	2025/1/25	365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1cloud2test3add+jpn16@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1cloud2test3add+jpn17@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1cloud2test3add+jpn10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 4.3.1 Auto Assign Function.

By enabling the Auto Assign function (default ON), the system will automatically switch a user to a new license when the original license expires. By having sufficient license inventory, you can rest assured that you will prevent unintentional license expiration. The licenses to be switched are unused licenses or reusable licenses with 14 days or more of operational time remaining.

If Auto Assign is disabled, the administrator must manually perform the license assignment operation himself/herself. Please note that users whose licenses have expired will be able to log in to ODMS Cloud but will no longer be able to use any functions necessary for dictation workflows, such as file uploads and transcription.

Status	Expiration Date	Remaining Period	Auto Renew
-	2024/8/30	311	<input checked="" type="checkbox"/>
-	2024/9/11	323	<input checked="" type="checkbox"/>
-	2024/10/23	365	<input checked="" type="checkbox"/>
NoLicense	-	-	<input checked="" type="checkbox"/>
NoLicense	-	-	<input checked="" type="checkbox"/>

To edit User settings, move the mouse over the user you want to edit and click the "Edit User" button.

\*It is strongly recommended to keep the "Auto Assign" option enabled.

### **4.3.2 License status display.**

For users who have been assigned a valid license, "License Assign" will be displayed in the Status column, the expiration date will be displayed in "Remaining Date", and the number of days remaining will be displayed in "Remaining Period".

For users who have not been assigned a valid license, "No License" will be displayed in red letters in the Status column. A hyphen is displayed on the Expiration Date.

### **4.3.3 License expiration warning.**

If the license expiration date is within 14 days, "Remaining Date" and "Remaining Period" will be displayed in **red**. At this time, if the Auto Assign function is enabled, "Renew" will be displayed in black letters in the Status column. If the Auto Assign function is disabled, "**Alert**" will be displayed in **red** in the Status field. You can check if you have sufficient license inventory for automatic license renewal by checking the Subscription tab. Please make sure that "Shortage" is zero.

[Chapter top](#)



# 5 User Management.

You can check the registration status and license status of each user on the "User" tab.

[☐ 5.1 User information display screen](#)

[☐ 5.2 Setting or editing user information](#)

[☐ 5.3 Assign, Unassign Licenses](#)

[☐ 5.4 Delete Users](#)

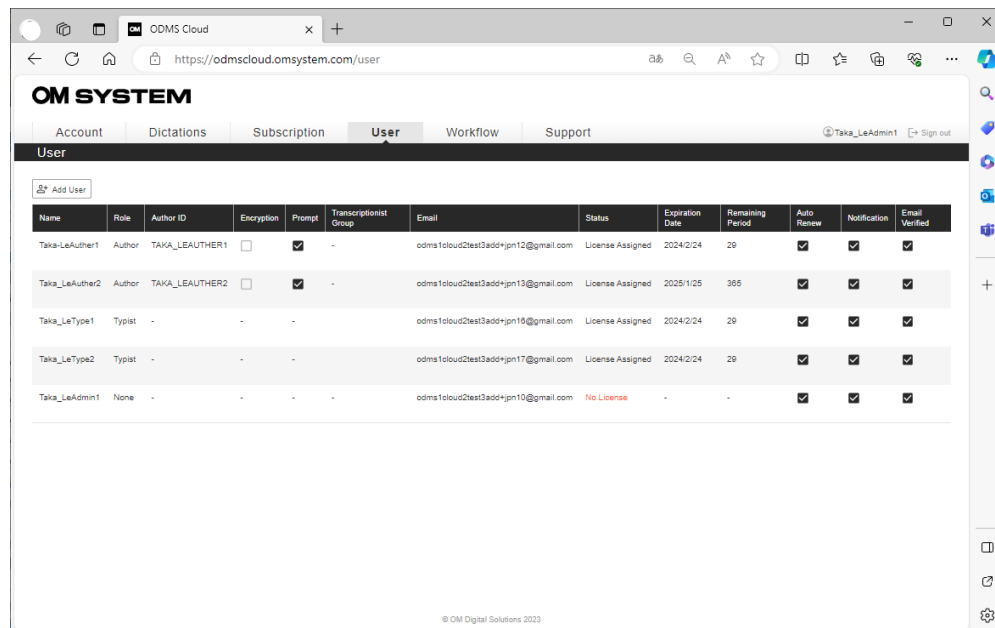
[☐ 5.5 User registration via CSV file](#)

[Top](#)

[Next Chapter](#)

## 5.1 User information display screen.

You can check the registration status and license status of each user in a list on the "User" tab.



Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuther1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3addr+jon12@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuther2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3addr+jon13@gmail.com	License Assigned	2025/1/25	365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1cloud2test3addr+jon16@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1cloud2test3addr+jon17@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1cloud2test3addr+jon10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Label	Description
Name	Displays the registered username.
Role	Displays the user role. (Author/Transcriptionist/None)
Author ID	This ID is essential for the dictation workflow. Setting is required if Role is set to Author.
Encryption	Specifies whether to encrypt the Dictation file. The information and password you set will be automatically transferred to the device connected via USB.
Prompt	Specifies whether to display the Worktype ID selection screen when the user starts the Dictation Device. (If only one Worktype ID is registered, the selection screen will not be displayed)
Transcription Group	Transcription Group name to which the Transcriptionist belongs.
E-mail	This is the email address you set during user registration.
Status	If a license is not assigned, "No License" will be displayed in <b>red</b> . If you are an administrator who is not an author or a transcriptionist, you can use the system without a license. (Assign Role as None)
Expiration Date	Displays the expiration date of the assigned license. If Auto Assign is disabled and the license expiration date is within <b>14 days</b> , it will be displayed in <b>red</b> .
Remaining Period	Displays the number of days remaining on the assigned license. If Auto Assign is disabled and the license expiration date is within <b>14 days</b> , it will be displayed in <b>red</b> .

Auto Assign	<p>This function automatically assigns licenses in the License inventory when the assigned license expires. The default is ON.</p> <p>*It is strongly recommended that Auto Assign is enabled.</p>
Notification	<p>In the dictation workflow, set whether to perform notifications when transcription is completed. The default is ON.</p>
Email verified	<p>Displays whether user verification has been performed according to the verification email that is automatically sent to the registered email address during user registration. If it is not checked, user verification has not been completed and therefore the user will not be able to log in to the ODMS Cloud.</p>

[Chapter top](#)

## 5.2 Setting or editing user information.

You can change the setting information of registered users from the user management screen.

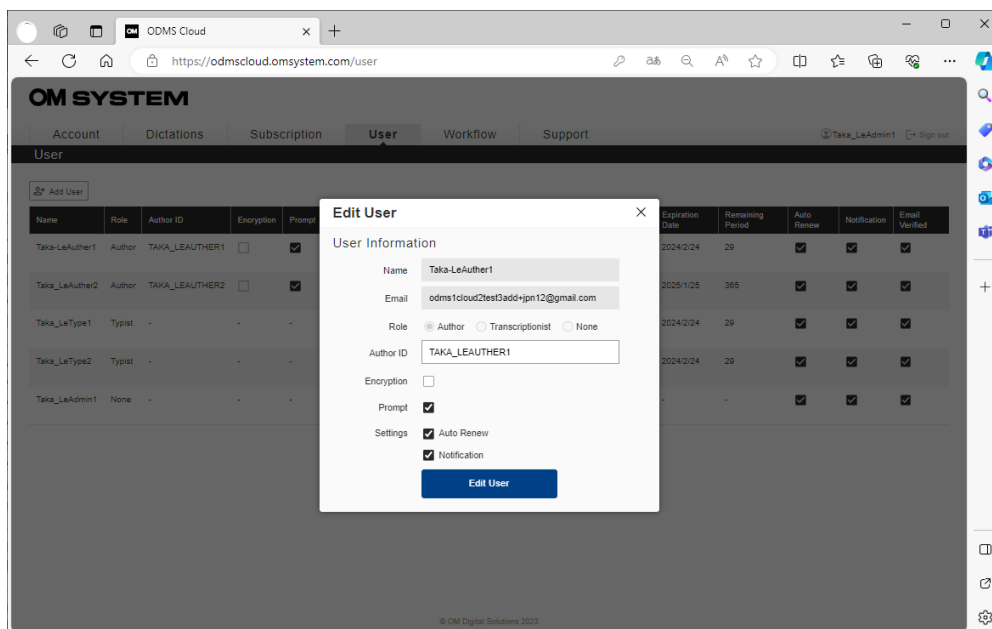
[Change Author settings](#)

[Change Transcriptionist settings](#)

[Change Administrator settings](#)

### 5.2.1 Change Author settings.

Move the mouse pointer over the author whose settings you would like to change and click the "Edit User" button.



Change the settings on the pop-up screen that appears and click the "Edit User" button to confirm the changes.

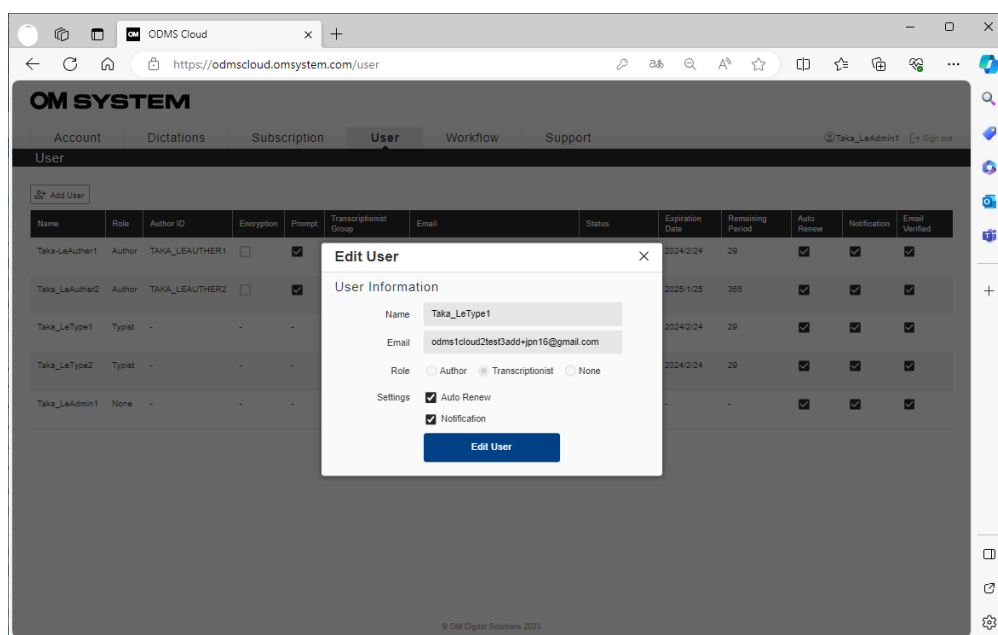
The contents of each setting are as follows.

Label	Description
Author ID	This ID is essential for the dictation workflow. Setting is required if Role is set to author.
Encryption	Specifies whether to encrypt the dictation file. The information and password you set will be automatically transferred to the device connected via USB. *If you check Encryption, you will be required to enter a password.
Prompt	Specify whether to display the Worktype ID selection screen when the user starts the dictation device.

	(If only one Worktype ID is registered, the selection screen will not be displayed)
Auto Assign	This function automatically assigns licenses in the License inventory when the assigned license expires. The default is ON. *It is strongly recommended that Auto Assign is enabled.
Notification	In the dictation workflow, set whether to perform notifications when transcription is completed. The default is ON.
Email verified	Displays whether user verification has been performed according to the verification email that is automatically sent to the registered email address during user registration. If it is not checked, user verification has not been completed and therefore the user will not be able to log in to ODMS Cloud.

### 5.2.2 Changing Transcriptionist settings.

Move the mouse pointer over the Transcriptionist whose settings you would like to change and click the "Edit User" button.

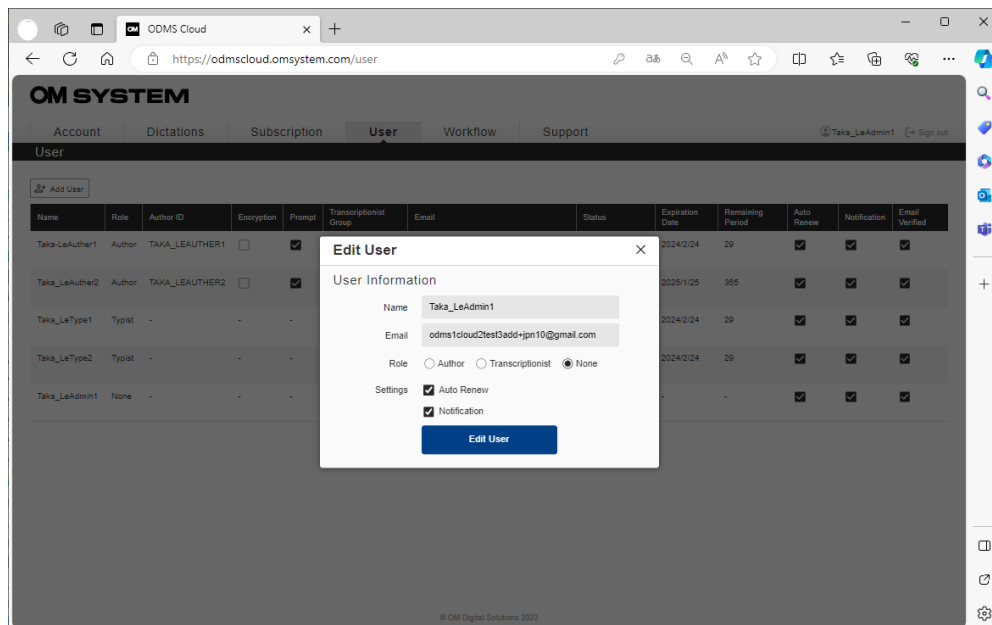


\*For transcriptionist, Author ID, Prompt, and Encryption settings are not displayed.

### 5.2.3 Changing Administrator settings.

The role of the Administrator at the time of account registration will be assigned as None. If the Administrator is not an author or a transcriptionist, please leave the Role setting as None.

Licenses are not required for an Administrator. In case an author or a transcriptionist needs to serve as an Administrator, please change the role and configure the necessary items.



[Chapter top](#)

## 5.3 Assign, Unassign Licenses.

By assigning a license to each user, you can use all the functions of the ODMS Cloud. You can also use the trial license that is given to you when you register for an initial account. (To assign a license, you must register users as an author or transcriptionist in advance)

[Assing License](#)

[Uassign License](#)

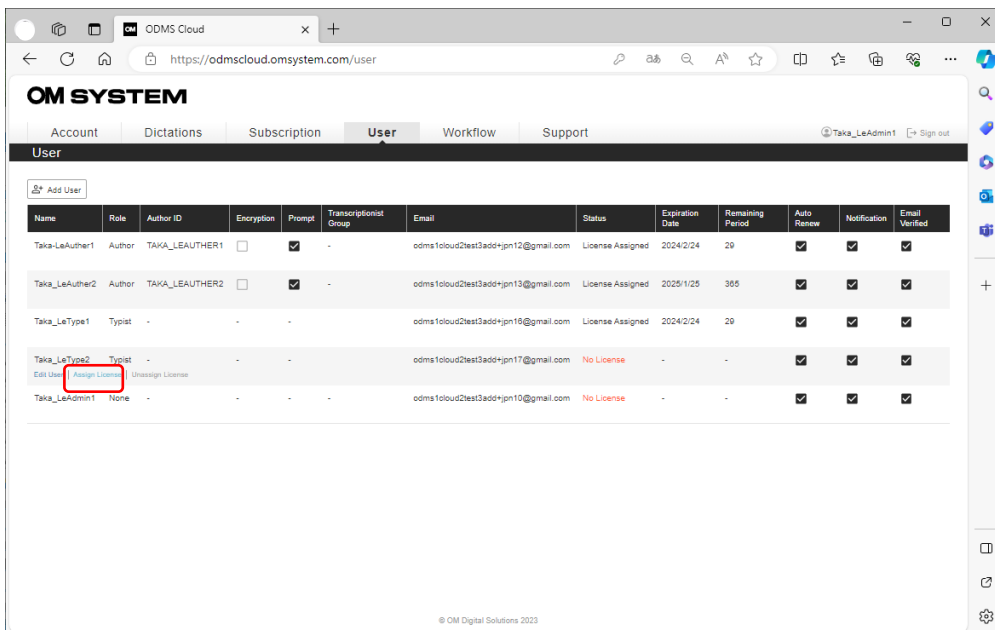
### 5.3.1 Assign Licenses

1. Select the [User] tab.

The screenshot shows the ODMS Cloud web application. The 'User' tab is selected and highlighted with a red box. Below the tabs, there is a table of users. The table has the following columns: Name, Role, Author ID, Encryption, Prompt, Transcriptionist Group, Email, Status, Expiration Date, Remaining Period, Auto Renew, Notification, and Email Verified. The table contains five rows of user data.

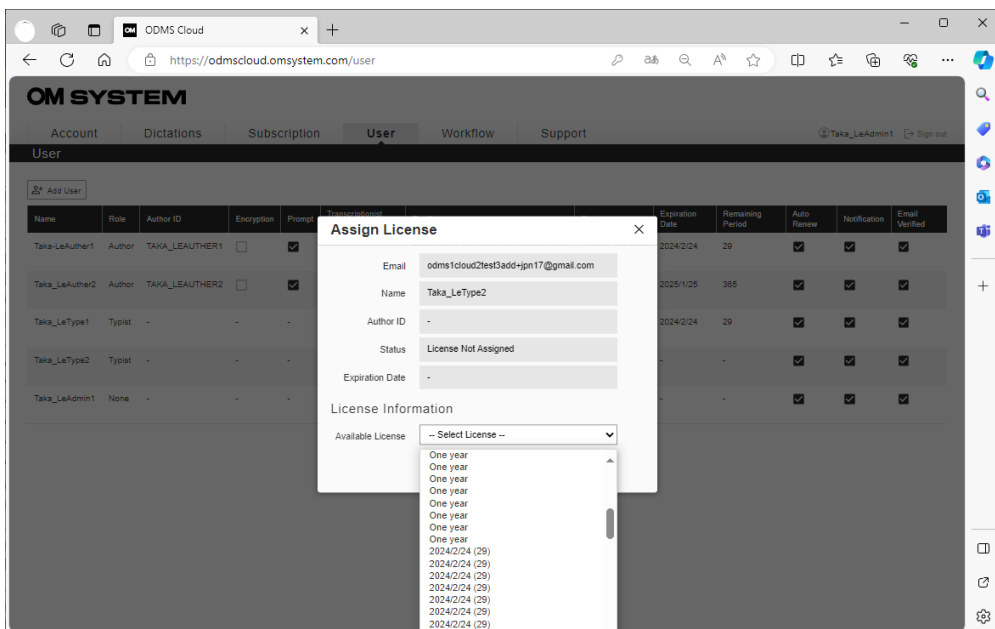
Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuthor1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jon12@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuthor2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1cloud2test3add+jon13@gmail.com	License Assigned	2025/1/25	365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1cloud2test3add+jon16@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1cloud2test3add+jon17@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1cloud2test3add+jon10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Mouse over the user to whom you want to assign a license and click the [Assign License] button.



Users who have not been assigned a license will have **"No License"** displayed in the Status column.

3. Display the available licenses in the pull-down list under Available License and select the license to allocate.





## About license

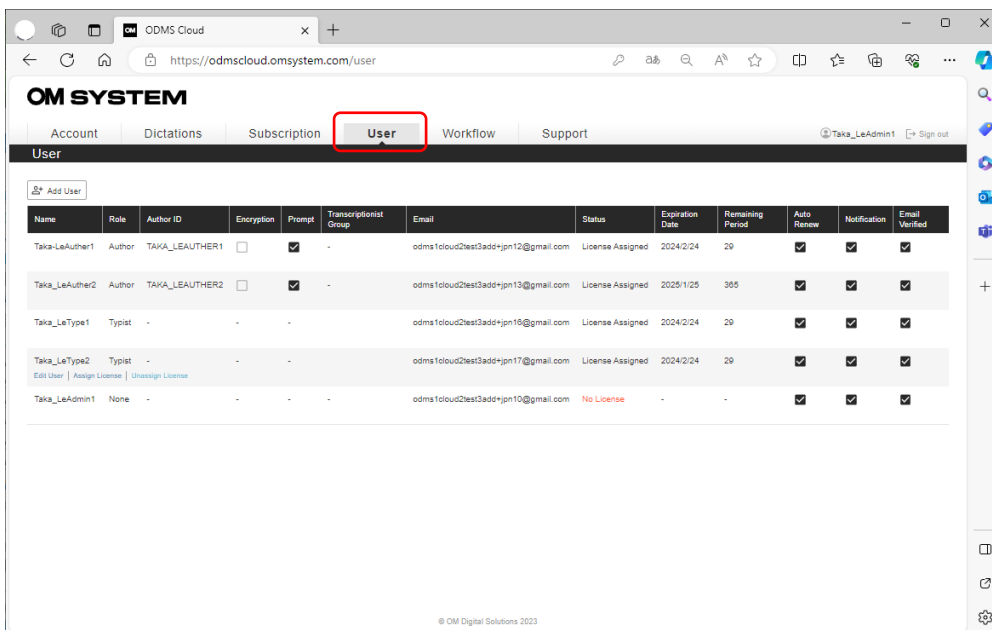
- **One year**: Unused licenses with no expiration date set. When assigned to a user, the expiration date is set to one year.
- **YYYY/MM(\*\*\*)**: A license that has been assigned to a user, but is currently not assigned to anyone and can be reused. The expiration date has already been set, so it can be used until the displayed date and time.

4. Click the [OK] button to complete the assignment.

\*If you perform a license assignment operation to a user who has already been assigned a license, the license that has been used up until now will be unassigned to "Licenses available for reuse" without having its expiration date unchanged and the selected license will be newly assigned to the user.

### 5.3.2 Unassign License.

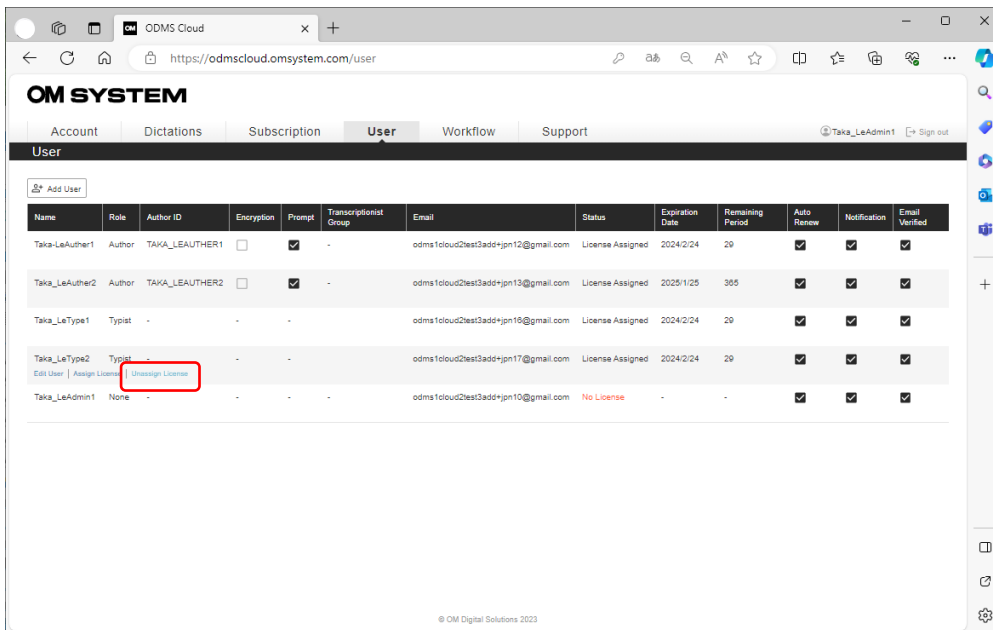
1. Select the [User] tab.



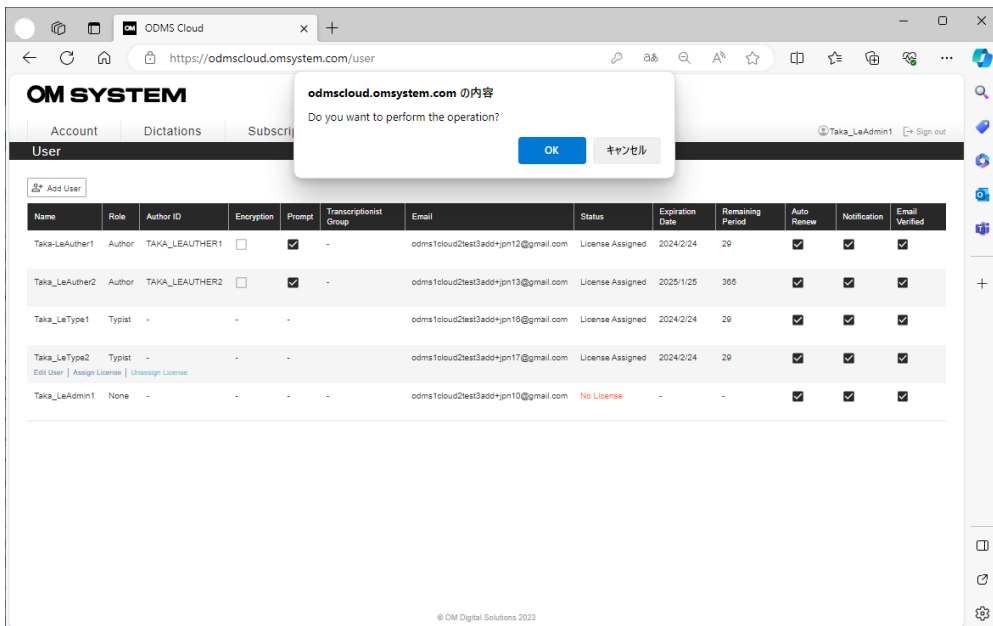
The screenshot shows the OM SYSTEM web interface for user management. The 'User' tab is selected and highlighted with a red box. Below the navigation tabs, there is a table listing users and their license information.

Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	Notification	Email Verified
Taka_LeAuther1	Author	TAKA_LEAUTHER1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1oloud2test3add+jpn12@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAuther2	Author	TAKA_LEAUTHER2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	odms1oloud2test3add+jpn13@gmail.com	License Assigned	2025/1/25	365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType1	Typist	-	-	-	-	odms1oloud2test3add+jpn16@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeType2	Typist	-	-	-	-	odms1oloud2test3add+jpn17@gmail.com	License Assigned	2024/2/24	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taka_LeAdmin1	None	-	-	-	-	odms1oloud2test3add+jpn10@gmail.com	No License	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Mouse over the user to whom you would like to unassign a license and click the [Unassign License] button.



3. Click the OK button, when success is displayed, the unassigning of the license is complete.



\*The canceled license will become "Number of licenses available for reuse" and will be added to the "License inventory".

[Chapter top](#)

## 5.4 Delete Users.

User information registered in the ODMS Cloud can be deleted by the customer. However, if a user is assigned with a valid license, it cannot be deleted. To delete a user, please unassign the license first. Additionally, users cannot be deleted in the following cases. Please complete the assigned tasks before deleting the user.

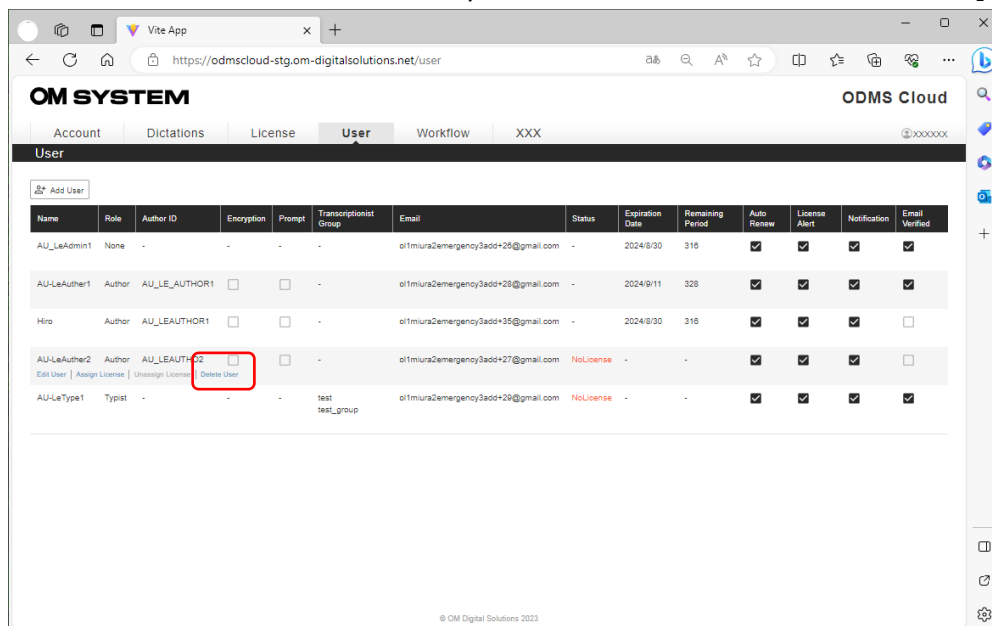
- For Authors: If the transcription of the dictation file recorded by the user is not completed and remains in the Workflow.
- For Transcriptionists: If the user is in the process of transcribing the dictation file.

1. Select the [User] tab.

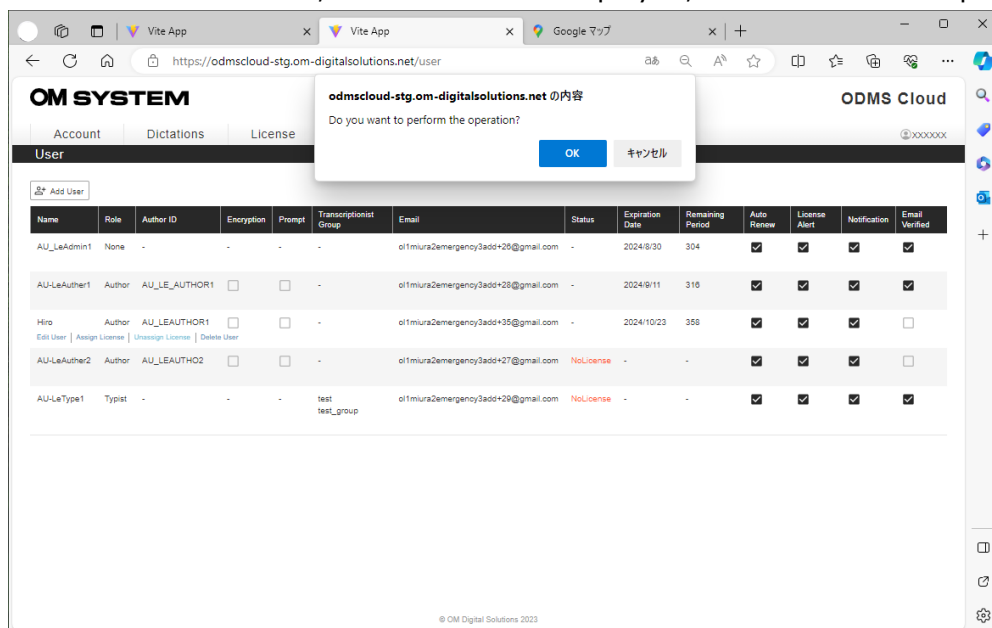
The screenshot displays the ODMS Cloud user management interface. The 'User' tab is selected and highlighted with a red box. The interface shows a table of users with columns for Name, Role, Author ID, Encryption, Prompt, Transcriptionist Group, Email, Status, Expiration Date, Remaining Period, Auto Renew, License Alert, Notification, and Email Verified. The table lists several users, including AU-LeAdmin1, AU-LeAuthor1, Hiro, AU-LeAuthor2, and AU-LeType1. The 'License' column for AU-LeAuthor2 and AU-LeType1 shows 'NoLicense'.

Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	Status	Expiration Date	Remaining Period	Auto Renew	License Alert	Notification	Email Verified
AU-LeAdmin1	None	-	-	-	-	o1m1ura2emergency3add+28@gmail.com	-	2024/8/30	318	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AU-LeAuthor1	Author	AU_LE_AUTHOR1	<input type="checkbox"/>	<input type="checkbox"/>	-	o1m1ura2emergency3add+28@gmail.com	-	2024/9/11	328	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hiro	Author	AU_LE_AUTHOR1	<input type="checkbox"/>	<input type="checkbox"/>	-	o1m1ura2emergency3add+35@gmail.com	-	2024/8/30	318	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AU-LeAuthor2	Author	AU_LE_AUTHOR2	<input type="checkbox"/>	<input type="checkbox"/>	-	o1m1ura2emergency3add+27@gmail.com	NoLicense	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AU-LeType1	Typist	-	-	-	test test_group	o1m1ura2emergency3add+29@gmail.com	NoLicense	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Mouse over the user to whom you would like to delete and click the [Delete User] button.



3. Click the OK button, when success is displayed, the deletion is complete.



#### [Conditions for deletion]

- A valid license is not assigned to the user to be deleted.
- When deleting an author, all tasks updated by that author must be completed. (Finished status)
- When deleting a transcriptionist, routing rules must not be assigned to that transcriptionist.
- If a routing rule is assigned to the Transcriptionist Group to which the user belongs, delete the user to be deleted from the Transcriptionist Group.
- The user you would like to delete is not the Administrator.

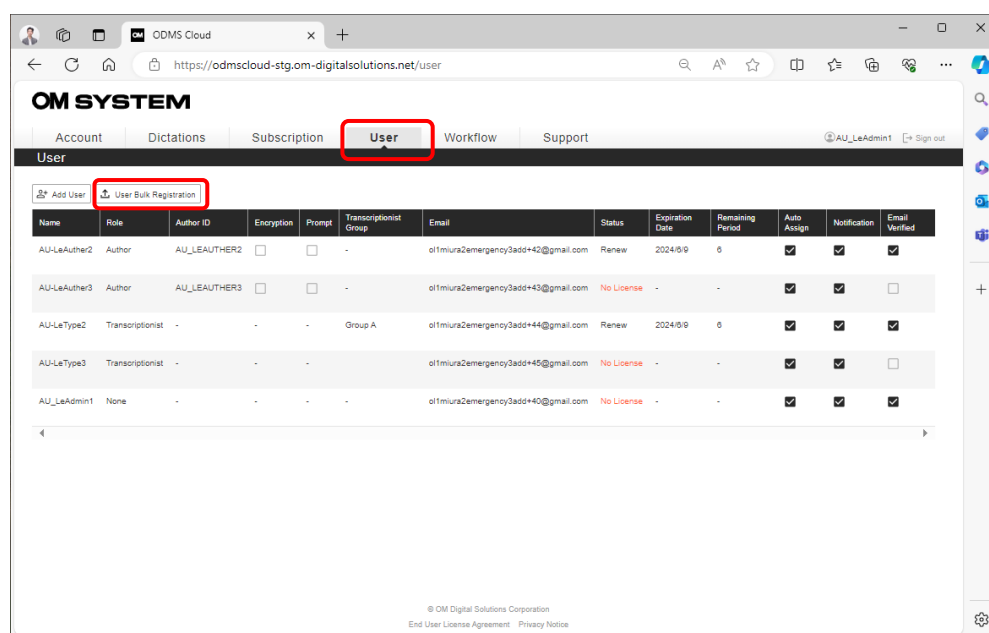
## 5.5 User registration via CSV File.

You can register multiple users at once by filling out the required information in a CSV file and importing it into the ODSM Cloud.

- [Download template file](#)
- [Set user information](#)
- [Import CSV file](#)

### 5.5.1 Download template file.

1. Select the [User] tab and press the [User Bulk Registration] button.



2. Press the [Download sample CSV file] button to download the CSV File. (File name: import\_users.csv)

User Bulk Registration

Download sample CSV file

Please download the sample CSV file and apply the required information according to the rules below.

Import CSV file

Input rules

Name	> Maximum 225 characters
Email Address	> Maximum 225 characters > Cannot use an email address that is already in use.
Role	None : 0 Author : 1 Transcriptionist : 2
Author ID	> A value can be set in this item only when the "Role" is "Author". > Maximum 16 characters. > Only uppercase alphanumeric characters and "_" can be used. > Cannot use an Author ID that is already in use.
Auto Assign	> Value : 0 or 1 (1=ON)
Notification	> Value : 0 or 1 (1=ON)
Encryption	> A value can be set in this item only when the "Role" is "Author". > Value : 0 or 1 (1=ON)
Encryption Password	> A value can be set in this item only when the "Role" is "Author" and Encryption is ON. > Only 4 to 16 letters, numbers, and symbols can be entered.
Prompt	> A value can be set in this item only when the "Role" is "Author". > Value : 0 or 1 (1=ON)

Add User

### 5.5.2 Set User information.

---

Open the template file, fill in the required information, and save the file. Please refer to "Import Rules" on the screen for input conditions. Please save it in CSV format (comma delimited).

Example:

name	email	role	author_id	auto_renew	notification	encryption	encryption_password	prompt
AU-LeAuthor2	odms.cloud.auther2@	1	AU_LEAUTHER2	1	1	0		0
AU-LeType2	odms.cloud.type2@gm	2		1	1			0

author\_id, encription, encription\_password and prompt are required only when the Role is an Author. It will be blank for other roles.

The maximum number of user information entries that can be set in a CSV file is 100. If you need to set up more than 100 users, please split the CSV file into multiple entries and import them.

### 5.5.3 Import CSV file.

---

Click "[Import CSV file] Rules" and select the file you created. Once the file is imported, press the [Add users] button which turns blue. If the import is accepted, a "Registration Received Notification [U-120]" will be sent to the administrator. At this point, import has only been accepted, but not completed.

If the import is successful, "User Bulk Registration Received Completed Notification [U-121]" will be sent. The time it takes to complete the import will depend on the number of users registered, so please wait until you receive this email.

If the import fails, "User Bulk Registration Received Failed Notification [U-122]" will be sent. Information about the line where the error occurred is included in the email for each reason why the import failed. Please correct the SCV file and import it again.

Please note that even when the import fails, user registration has been completed for users which did not have an error. To avoid duplicating users, please create a new CSV file only for those rows which had an error.

[Chapter top](#)

## 6 ODMS Cloud Desktop App.

The ODMS Cloud Desktop App is the application software for linking the cloud system and local PC. The application is required to be installed on the author and transcriptionist PCs. This chapter describes the ODMS Cloud Desktop App.

[☐ 6.1 Install and Uninstall](#)

[☐ 6.2 Operating environment](#)

[☐ 6.3 Explanation of the Screen](#)

[☐ 6.4 Sign in Startup, Shutdown, and Sign in](#)

[☐ 6.5 Upload Dictation File](#)

[☐ 6.6 Start and Finish Transcription](#)

[☐ 6.7 Receiving email from the DS-9500 and automatically upload to ODMS Cloud](#)

[Top](#)

[Next Chapter](#)

## 6.1 Install and Uninstall.

The ODMS Cloud Desktop App is an application that is installed and used on the PCs of authors and transcriptionists. The installation method is different for Windows and Mac PCs. This chapter explains how to install/uninstall in each PC environment.

[☐ Installation under Windows Environment](#)

[☐ Uninstallation under Windows Environment](#)

[☐ Installation under Mac Environment](#)

[☐ Uninstallation under Mac Environment](#)

[☐ Installation when Microsoft Store is not available \(Windows environment\)](#)

### **6.1.1 Installation under Windows Environment**

---

Jump to the Microsoft Store by clicking the [Desktop Application] button in the [Dictations] tab or from [<OMDS Cloud desktop App>](#).

1. Jump to the Microsoft Store from the download site. (Click "Jump to Microsoft Store")
2. Click "install" button.

### **6.1.2 Uninstallation under Windows Environment**

---

Uninstall ODMS Cloud Desktop App from [Apps and Features] in the Windows menu.

1. Open [Apps & Features] in the Windows menu.
2. Select ODMSCloudDeskTopApp.
3. Click [Uninstall] to execute.

### **6.1.3 Installation under Mac Environment**

---

Get the installer from [<OMDS Cloud desktop App>](#).

### **6.1.4 Uninstallation under Mac Environment**

---

1. In Finder, open the ODMS Cloud Desktop App folder in the Application folder.
2. In the ODMS Cloud Desktop App folder, click and run Uninstall.app.
3. Follow the instructions on the uninstaller to complete the uninstallation.



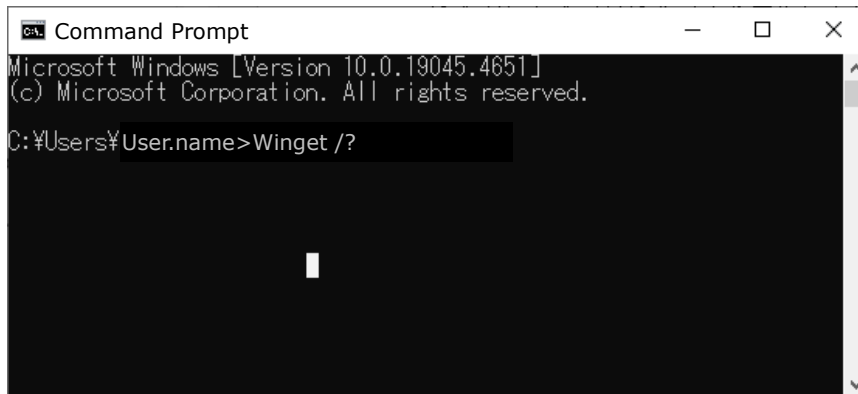
### 6.1.5 Installation when Microsoft Store is not available (Windows environment)

---

The ODMS Cloud Desktop App can be installed via command line.

1. To install the ODMS Desktop App via command line, use the winget command.

From the Windows menu, open Windows System Tool > Command prompt and enter >winget /? to check if the command is available. If no error is displayed and usage instructions are displayed, it is available.



2. Enter the following to install the app. >winget install "ODMS Desktop App" --accept-package-agreements

Note:

- Please make sure your OS version is up to date with Windows Update. If you are using an older version, you may not be able to call it from the command line.
- For more information about Winget, see below.

<https://learn.microsoft.com/en-us/windows/package-manager/winget/install>

<https://learn.microsoft.com/en-us/windows/package-manager/winget/>

- It is also possible to configure the execution of Winget (Package manager) using Group Policy. (ADMX File).
- Create a winget batch file and set it to register the script.
- For more information, see below.

<https://techcommunity.microsoft.com/t5/windows-it-pro-blog/manage-windows-package-manager-with-group-policy/ba-p/2346322>

[Chapter top](#)

## 6.2 Operating environment.

The operating environment for ODMS Cloud Desktop App is as follows.

[Windows Environment](#)

[Mac Environment](#)

### 6.2.1 Windows Environment.

Item	Condition
OS	Client Operating System: Windows 10 / 11
CPU	2GHz or faster * Single core processor not supported.
Memory	2 GB or more (Windows 10) 4 GB or more (Windows 11)
HDD Space	2 GB or more (Additional space is required in case .NET 6 is not installed yet.)
Network	100 Mbit/s or faster transfer rate, TCP/IP network protocol
.NET Framework	.NET 6
Display	1024 x 768-pixel resolution or higher 65,536 colors or more (16.77 million colors or more recommended)
USB	One or more USB ports available
Sound	A Microsoft WDM- or MME-compliant and Windows-compatible sound device
Virtual Environments	TBD
Supported Languages	English, French, German, Spanish

### 6.2.2 Mac Environment.

---

Item	Condition
OS	Client Operating System: macOS 11, 12, 13 (Intel /M1)
CPU	2GHz or faster * Single core processor not supported.
Memory	2 GB or more
HDD Space	2 GB or more
Network	100 Mbit/s or faster transfer rate, TCP/IP network protocol
Display	1024 x 768-pixel resolution or higher 65,536 colors or more (16.77 million colors or more recommended)
USB	One or more USB ports available
Sound	Standard sound device built into the PC
Virtual Environments	Not Supported
Supported Languages	English, French, German, Spanish

[Chapter top](#)

## 6.3 Explanation of the Screen.

To transfer date and time data from the PC to a recorder, perform the following steps:

[Resident Program](#)


[Play Bar](#)

[Display Property](#)

[Setting for Auto Backspace](#)

[Settings Menu](#)

### 6.3.1 Resident Program.







After the Desktop App is installed, it will be registered as a resident program. The next time you start your PC, it will be automatically resident and an  icon will be displayed in the task tray.

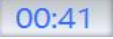


### 6.3.2 Play Bar

When you log in to the ODMS Cloud from a web browser and open the [Dictations] tab, Dictation Files will be listed. Select a file and click the [Playback] button to launch the Play Bar.


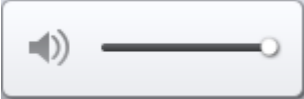



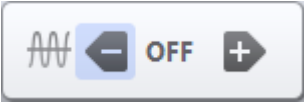

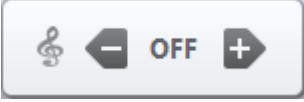













[Normal Button]

Icon	Explanation
	Priority button Displays the priority (High/Normal). Red indicates high priority.
	Move to the previous index mark or Verbal Comment end.
	Rewind the file. Click and hold to increase speed. Acceleration settings follow Winding Speed in the Settings dialog.
	Play/stop button. Displays stop during playback. Each time the button is clicked, it toggles from stop → play → stop.
	Fast forward files. Click and hold to increase speed. Acceleration settings follow Winding Speed in the Settings dialog.
	Move to the next index mark or Verbal Comment end.

	<p>Playing time display.</p> <p>The current playback position is displayed in HH:MM:SS (default: MM:SS) format.</p>
	<p>Bar and Position slider.</p> <p>Indicates the current playback position of the file.</p> <p>The area from the beginning to the current playback position is displayed in blue, and the verbal comment area is displayed in light green.</p>
	<p>Index mark display</p> <p>Indicates the insertion position of the index mark.</p>

#### [Option Button]

Icon	Explanation
	<p>Volume</p> <p>Display the slider by clicking the Speaker Icon. Move the slider left or right to adjust the volume. 0%~100%.</p> 
	<p>Speed control</p> <p>Display the slider by clicking the Metronome Icon. Click the "+" or "-" button to change the playback speed. (50%~100%~200%, in 10% increments).</p> 
	<p>Noise cancellation</p> <p>Display the slider by clicking the Icon. Click "+" or "-" button to set noise cancellation level. (OFF, 1, 2, 3)</p> 
	<p>Tone control</p> <p>Display the slider by clicking the Icon. Click "+" or "-" button to adjust tone. (-100~OFF~+100 in 10% increments)</p> 
	<p>Speaker selection</p> <p>If multiple speaker devices are connected to your PC, the speaker output will be switched each time you click the button.</p> <p>Example: Device-&gt;PC-&gt;Earphones</p>

	<p>Channel Separation Control Button</p> <p>Each click of the button switches the channel between stereo, left, right, and monaural.</p> <p>(Top) →  →  →  →  (Return to top)</p>
	<p>Index insert/delete</p> <p>If you click the button at a position where no mark is displayed, an index mark will be inserted. If you click the button at the marked position, it will be deleted.</p>
	<p>Show/Hide Properties Button</p> <p>Show or hide file properties each time you click the button.</p>
	<p>Close Button</p> <p>Exit Play Bar.</p>
	<p>Option Button Switch</p> <p>Show or hide the Option button.</p>
	<p>Picking Area</p> <p>Knobs for moving the Play Bar.</p>

#### [Enlarge/reduce Bar display]

When you move the cursor to the four corners of the Bar, a resizing cursor will appear.

By dragging in this state, you can change the width of the Bar from 50% to 200% (fixed aspect ratio).

50%




100%

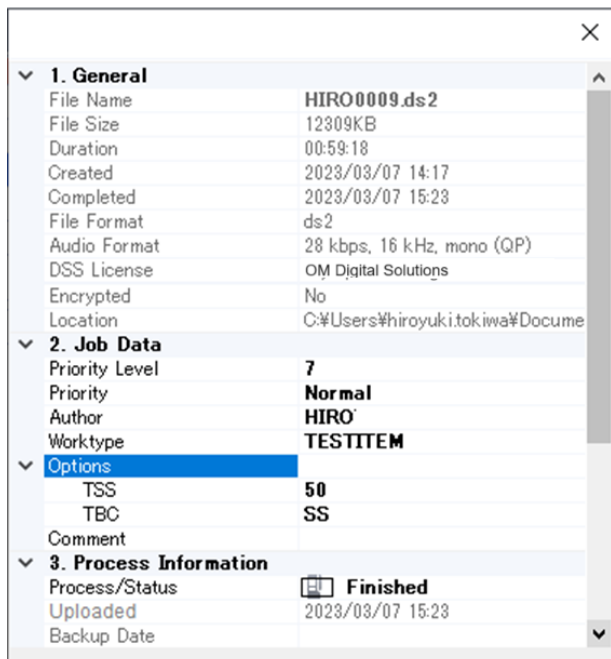


200%



### 6.3.3 Display Property.

You can check the detailed information of the dictation file by clicking the [Info] button. 

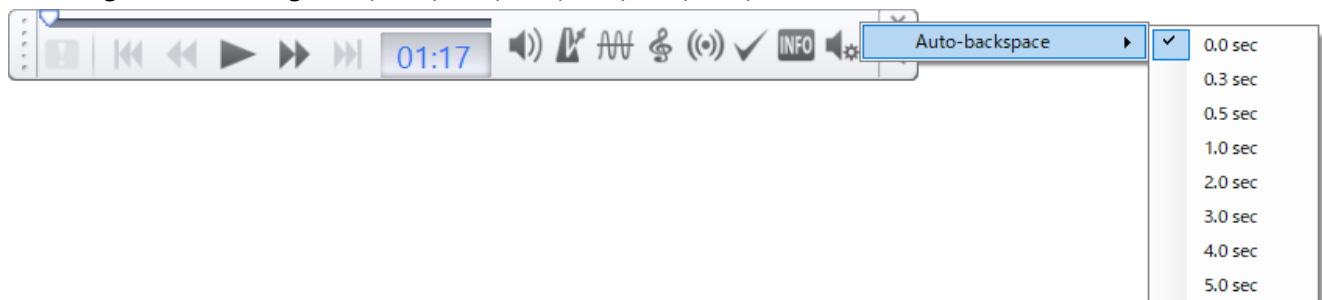


### 6.3.4 Setting for Auto Backspace.

The Auto Backspace function is useful when you want to go back and play audio that you couldn't hear. If you stop playback and click the play button again, you can resume playback from the specified time back.

To set the backward time, right-click (Ctrl+click on Mac) the mouse on the Play Bar to display the Auto-backspace selection menu.

- Configurable setting: 0.0, 0.3, 0.5, 1.0, 1.0, 3.0, 4.0, or 5.0 seconds

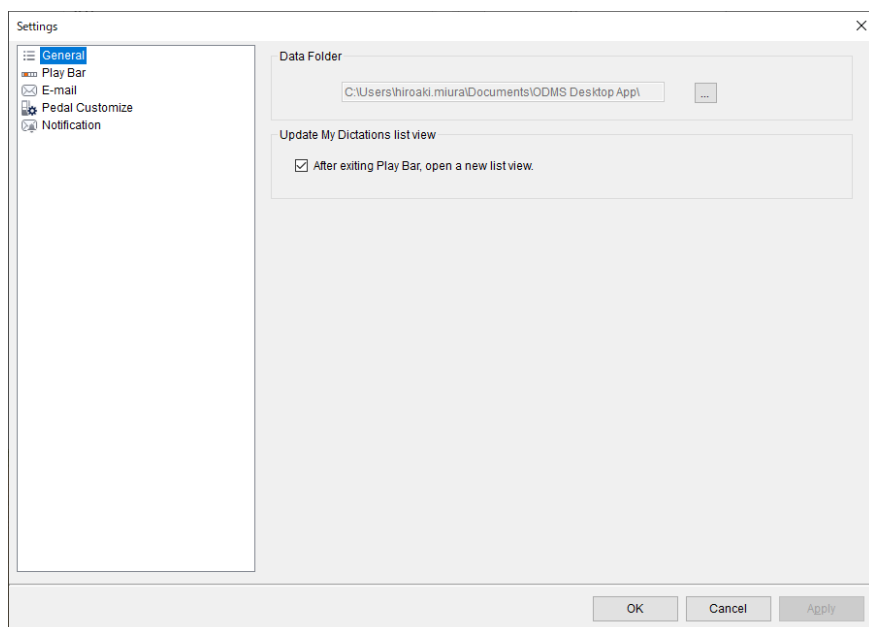


### 6.3.5 Settings menu.

Right-click the ODMS Cloud icon in the task tray to display the menu.




#### 【General】



#### Data folder:

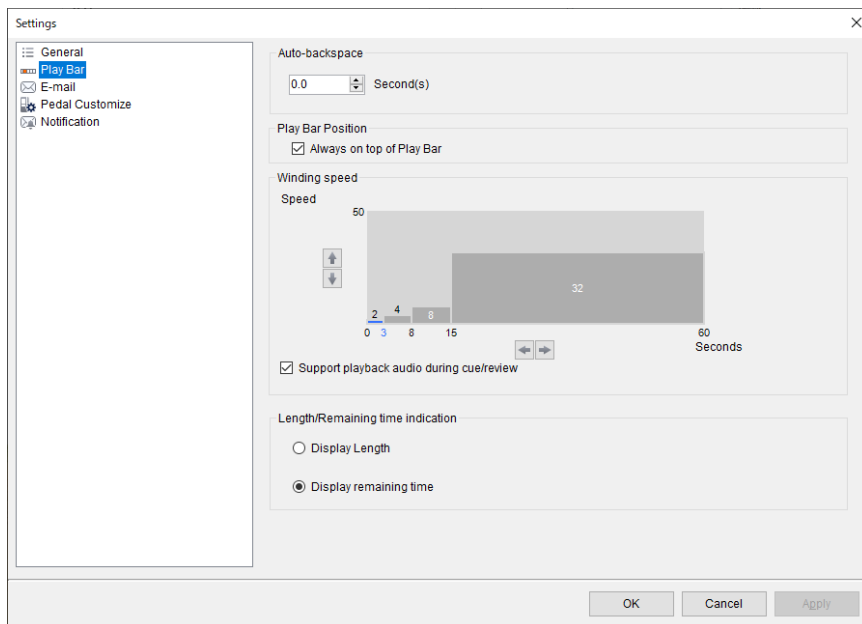
This is the save destination for files downloaded from the recorder. The Dictation File will be downloaded to this folder once, and after the download is complete, the file will be uploaded to ODMS Cloud.

#### Update My Dictation list view:

Set whether to open a new tab on the ODMS Cloud web screen when you finish transcription and close the Play Bar. The web screen cannot be updated automatically, so you will need to open a new tab to update the information. If you do not want to open a new tab, uncheck it and click the  Browser refresh button.



## 【Play Bar】



### Auto-backspace:

Set the time to return with Auto-backspace.

### Play Bar Position:

Set this option if you would like to display the Play Bar at the forefront of the screen.

### Winding speed:

Set Cue/Rewind. ODMS Cloud Desktop App's Cue/Rewind function is useful when you want to quickly find the desired audio by repeatedly playing → jumping → playing. For long files, it is designed to accelerate over a certain period. The playback and jump settings can be adjusted to suit your preferences. To change settings, click the ↑, ↓, ←, and → buttons.

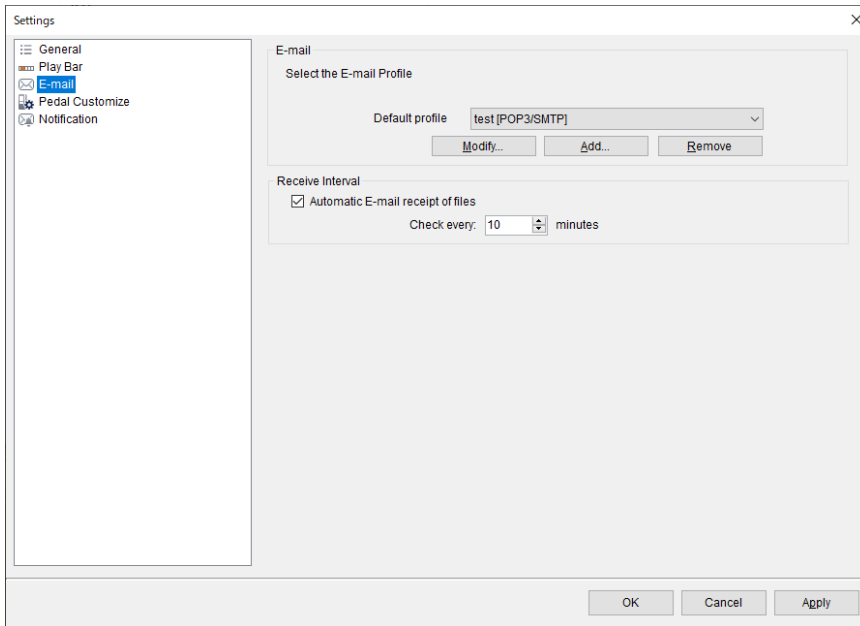
- Specify the jump time on the vertical axis of the settings screen. In the example below, the jump is initially set to 2 seconds.
- In the example below, the Cue/Rewind will jump 2 seconds 3 seconds after the start, and jump 4 seconds after the 3rd second. After the 8th second, there is an 8 second jump, and from the 16th second onwards, it is a 32 second jump.

If you do not need playback audio during Cue/Rewind, uncheck the "Support Playback audio during Cue/rewind" checkbox.

### Length/Remaining time indication:

Set to show the information displayed in the playback time display chapter on the Play Bar is "file length" or "remaining time".

## 【E-mail】



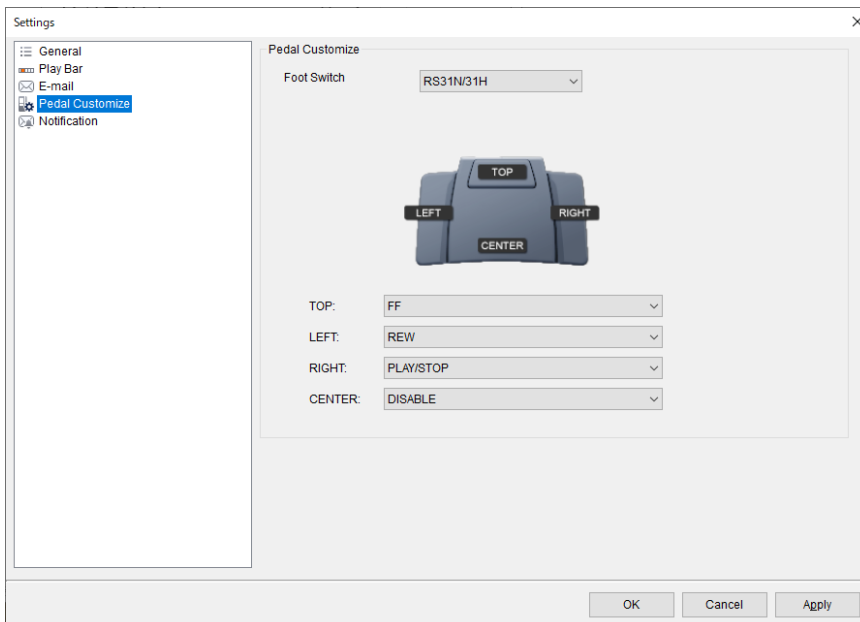
### E-mail:

Configure the settings to receive emails sent from the DS-9500. The settings vary depending on the type of email you use, so please refer to the email account information for details.

### Receive Interval:

Set the interval for automatic e-mail reception.

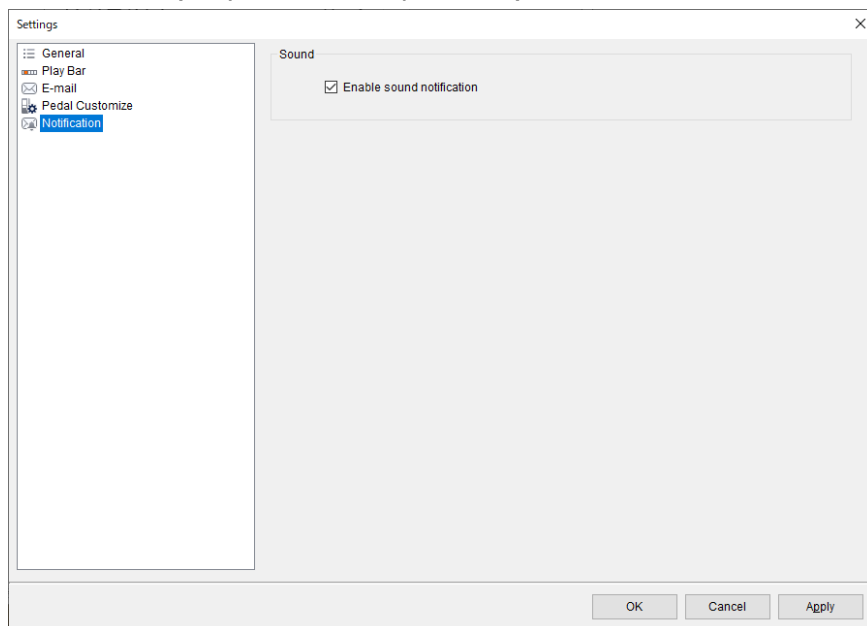
## 【Pedal Customize】 (only for Transcriptionists)



### Pedal Customize:

Set the operation of the connected foot switch. Select a model and set the behavior of each button.

## 【Sound】 (only for Transcriptionists)



### Sound:

Controls the notification sound when receiving notifications such as new dictation task notifications. If you do not need a sound, please uncheck it.

[Chapter top](#)

## 6.4 Startup, Shutdown, and Sign in.

This chapter explains how to start and close the Desktop App, and how to sign in to the ODMS Cloud.

[☐ Start Desktop App](#)


[☐ Sign in Operation](#)

[☐ Shutdown Desktop App](#)

### 6.4.1 Start Desktop App.

---


When you install the Desktop App on your PC, it will be registered as a startup program, so it will automatically start when you start your PC. If you manually close the Desktop App, select "ODMSCloudDesktopApp" from the start menu to start it. You can check whether the Desktop

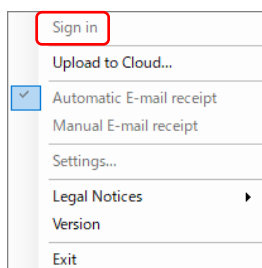
App is running by checking the presence or absence of the  icon in the task tray.

### 6.4.2 Sign in Operation.

---

If a certain amount of time has passed since the last Sign in operation to the ODMS Cloud, the Sign in screen will be displayed when starting the Desktop App. Please sign in using your registered e-mail address and password.

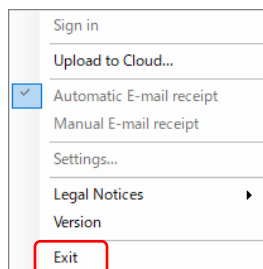
You can check whether you are signed in to the ODMS Cloud by right clicking the  icon in the task tray to display the menu. If "Sign in" is inactive and cannot be selected, it means that you are signed in to ODMS Cloud.



### 6.4.3 Shutdown Desktop App.

---

You can exit the Desktop App by right clicking the task tray icon to display the menu and clicking "Exit".



[Chapter top](#)

## 6.5 Upload Dictation File.

This chapter explains the function to upload dictation files to the ODMS Cloud using the Desktop App.

[☐ Upload Dictation File](#)

[☐ Backup of Dictation Files](#)

[☐ Add Index Mark](#)

[☐ Manual Upload of Dictation Files](#)

### 6.5.1 Upload Dictation File.

---

When you connect a [compatible dictation device](#) to a PC with the Desktop App running and the



icon displayed in the task tray, the dictation file in the dictation device will be automatically downloaded to the PC. Once the download is complete, it will proceed to upload the files to the ODMS Cloud. At this time, the files in the recorder will be automatically deleted, but the downloaded files will be saved as a backup on the PC.

\*Whether you download or back up from the connected device depends on the conditions. For details, see [<3.4 Upload Dictation File>](#).

### 6.5.2 Backup of Dictation Files.

---

The dictation file downloaded from recorder is temporarily saved on the PC and saved for a certain period just in case. For the save location of the file, refer to [General] -> "Data Folder" in [<6.3.5 Settings Menu>](#).

Backup files are saved in a folder created for each file download date in the "Backup" folder. The backed-up dictation file will be automatically deleted 90 days after file download.

### 6.5.3 Add Index Mark.


---

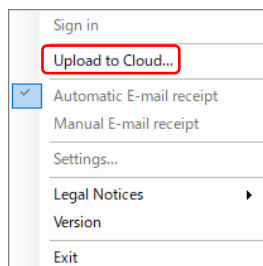
Even after uploading the dictation file to the ODMS Cloud, it is possible to add Index Marks. Sign in to the ODMS Cloud, select the dictation file from the [Dictations] tab, and click the "Playback" button. For details on changing Priority and adding Index Mark, see [<3.10 Add Index Mark>](#).

### 6.5.4 Manual Upload of Dictation Files.

---

If you wish to manually upload a dictation file saved on your PC to the ODMS Cloud, right-click

the task tray  icon to display the menu and select "Upload to Cloud". The file selection screen will be displayed, select the file. File types that can be manually uploaded are ds2, dss, wav, and MP3.



[Chapter top](#)

## 6.6 Start and Finish Transcription.

This chapter explains the transcribing of dictation file using the Desktop App.

 [Start Transcription](#)

 [Finish Transcription](#)

### **6.6.1 Start Transcription.**

---

Sign in to the ODMS Cloud, select the dictation file from the [Dictations] tab, and click the "Playback" button. The file will be downloaded, and the Desktop App will start. For detailed information on Transcription, please refer to [<3.6 Checking out Dictation File>](#).

### **6.6.2 Finish Transcription.**

---

When the transcription is finished, change the status to finish the work. For detailed instructions on completing transcription, please refer to [<3.9 Finish transcription and notification>](#).



## 6.7 Receiving email from the DS-9500 and automatically upload to ODMS Cloud

This chapter explains how to receive Dictation Files attached to emails sent from the DS-9500 and upload them to ODMS Cloud.

By setting up email reception within the Desktop App, reception and updates can be done in the background automatically. This function is available when the Roll is set as a Transcriptionist.

[Supported Email Formats](#)

[Email reception settings in Desktop App](#)

[Switching email reception behavior](#)

### 6.7.1 Supported Email Formats

---

The supported email receiving formats are as follows.

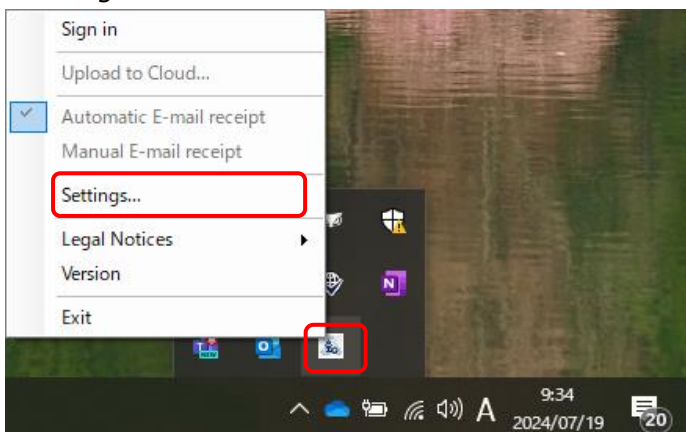
- POP3/SMTP
- IMAP/SMTP
- Office Outlook (Exchange)
  
- Gmail \*1
- Yahoo! Mail \*1
- Outlook.com

\*1: An App Password that supports two-factor authentication is required for each email account. For details, please refer to the explanation for each email account.

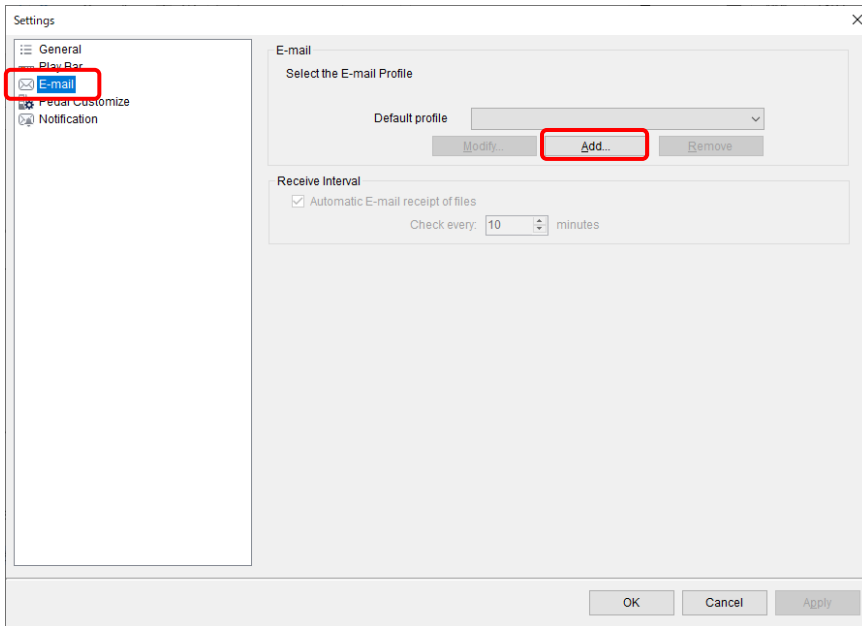
### 6.7.2 Email reception settings in Desktop App

---

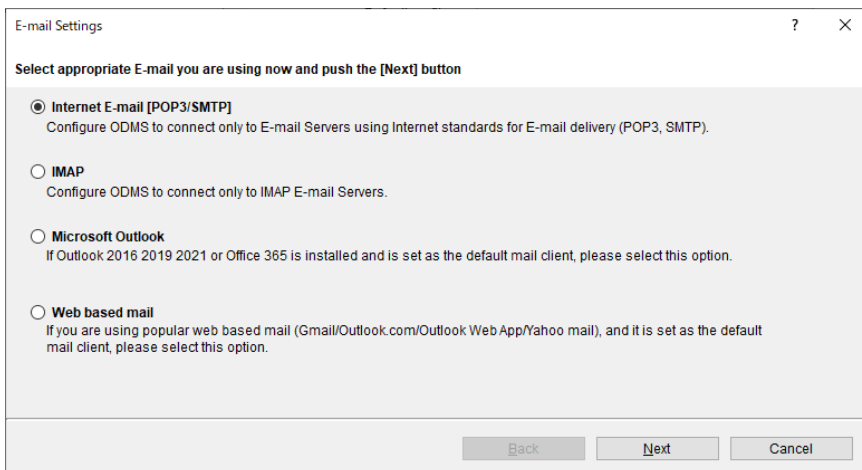
Right-click on the ODMS Cloud Desktop App icon in the task tray to display the menu and select "Settings".



Select email and click the [Add] button.

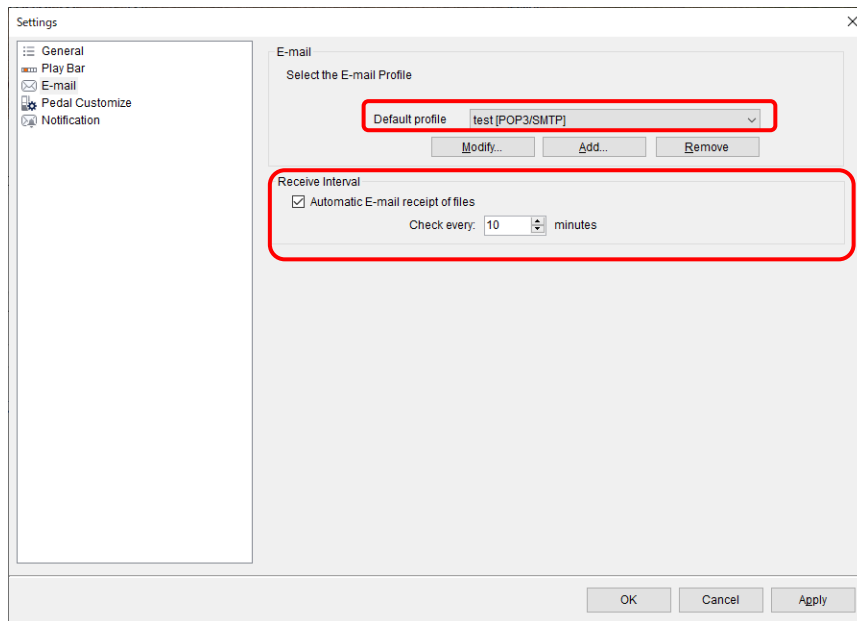


Please select the type that matches the email you're using. Setting details vary depending on the email account, so please follow the instructions for each account.



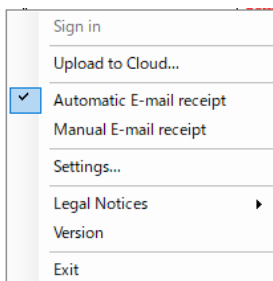
Once the email settings are complete, select "Default profile" from the list and "Receive Interval" will become active. Set the interval for automatically receiving emails.

Finally, click the [Apply] button to complete the settings.



### 6.7.3 Switching email reception behavior

You can choose from the following two options for receiving emails:



- Automatic E-mail receipt

It automatically checks the mail server at set intervals, and if there is an email sent from the DS-9500, it automatically downloads the dictation file, then uploads it to the ODMS Cloud.

- Manual E-mail receipt

The mail server will be checked when you click "Manual E-mail receipt".

[Chapter top](#)

# 7 ODMS Cloud Mobile App.

The ODMS Cloud Mobile App is an app that allows you to perform dictation using a smartphone and upload the created dictation to the ODMS Cloud via an internet connection. You can also check the status of your transcription from the ODMS Cloud Mobile App. This chapter describes the ODMS Cloud Mobile App.

The explanation in the following chapter uses screens from the iOS version, but the operations are the same for the Android version.

[☐ 7.1 Download the App](#)

[☐ 7.2 Launch and Sign in](#)

[☐ 7.3 Screen configuration](#)

[☐ 7.4 Dictation using the Mobile App](#)

[☐ 7.5 File Delete](#)

[☐ 7.6 File Upload to ODMS Cloud](#)

[☐ 7.7 Confirm Transcription Status](#)

[☐ 7.8 Change Transcriptionist](#)

[Top](#)

[Next Chapter](#)

## 7.1 Download the app.

Please download the ODMS Cloud Mobile App from the Apple Store or Google Play Store.

 [Apple Store](#)

 [Play Store](#)

### **7.1.1 Apple Store.**

---

This is an application exclusively for iOS. Search for “ODMS Cloud mobile App” from the Apple Store app to download the mobile app.

### **7.1.2 Play Store.**

---

This is an application exclusively for the Android operating system. Search for “ODMS Cloud mobile App” from the Google Play Store to download the App.

[Chapter top](#)

## 7.2 Launch and Sign in.

This chapter explains how to start ODSM Cloud Mobile App and sign in.

☐ [First time startup](#)

☐ [Normal Startup](#)

☐ [In the event of changes to the Terms of Use](#)

### 7.2.1 First time startup.

---

The ODMS Cloud Mobile App. When you start the app for the first time, you will be required to agree to the terms of use.

1. When you start the ODMS Cloud Mobile App, the Sign-in screen will be displayed. Enter your registered e-mail address and password and click the [Sign in] button.
2. A pop-up will appear asking if you want to display the Terms and Conditions, click the [View Terms] button.
3. The browser will start and the Sign in screen to the ODMS Cloud will be displayed. Click the [Sign in] button, enter your e-mail address and password, and sign in.
4. Open each link displayed and confirm its contents.
5. If you agree with the displayed content, please check each checkbox. When all checkboxes are checked, the [Continue] button becomes active, click the [Continue] button to sign in to the ODMS Cloud.
6. The necessary steps to use the ODMS Cloud Mobile App are now complete. Sign out from the ODMS Cloud on the browser side.
7. Sign in again from the ODMS Cloud Mobile App.

Fig 7-1

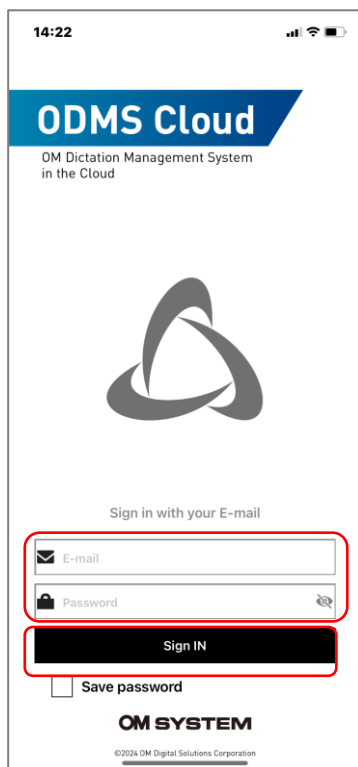


Fig 7-2

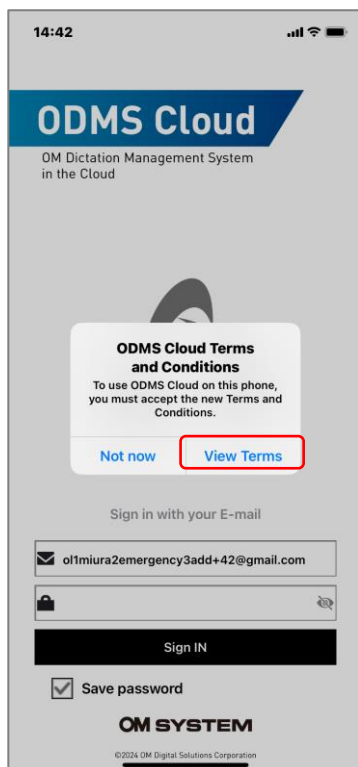


Fig 7-3

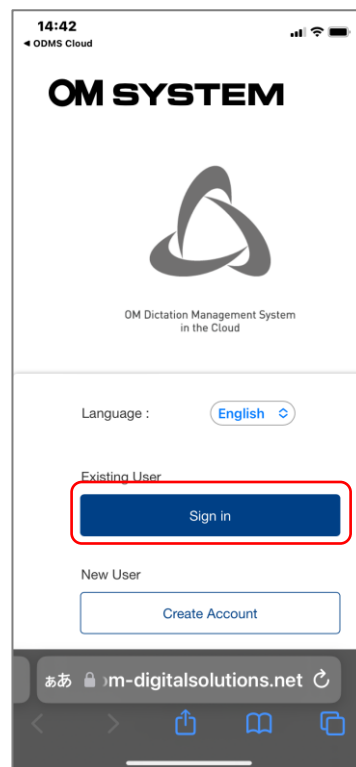


Fig 7-4

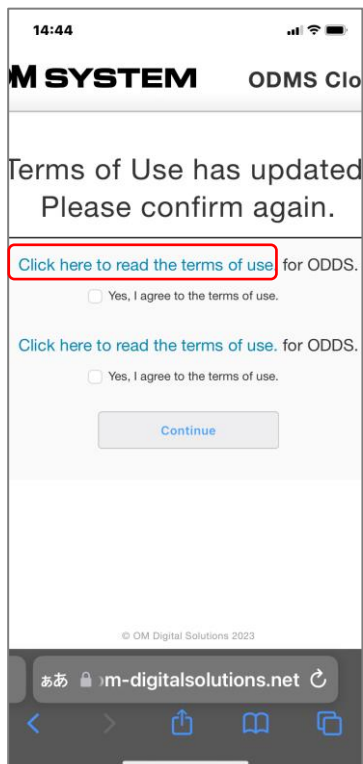


Fig 7-5

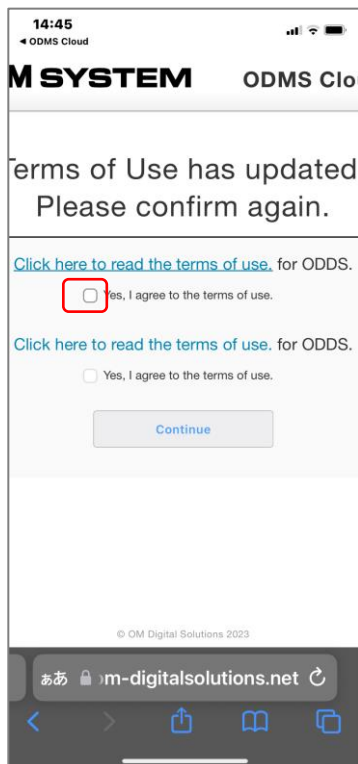


Fig 7-6

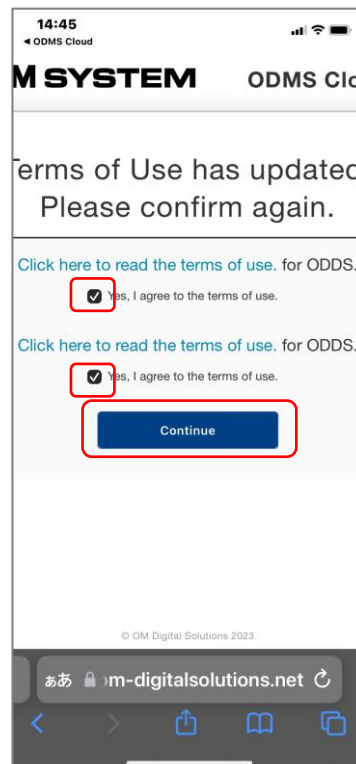


Fig 7-7

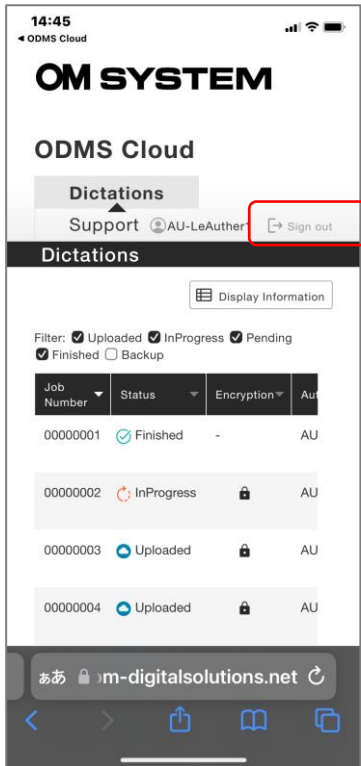


Fig 7-8



### 7.2.2 Normal Startup.

If it has been less than 18 hours since you last signed in to the ODMS Cloud Mobile App, the sign in screen will not be displayed and the app will start as is. If more than 18 hours have passed, please sign in from the Sign in screen (Fig7-1).

### 7.2.3 In the event of changes to the Terms of Use.

If there are any changes to the terms of use of ODMS Cloud Mobile App, you will be required to agree to the terms of use each time. The operation is the same as in [<7.2.1 First time startup>](#).

[Chapter top](#)



## 7.3 Screen configuration.

This chapter explains each screen of ODMS Cloud Mobile App.

[Recording View](#)

[Property View](#)

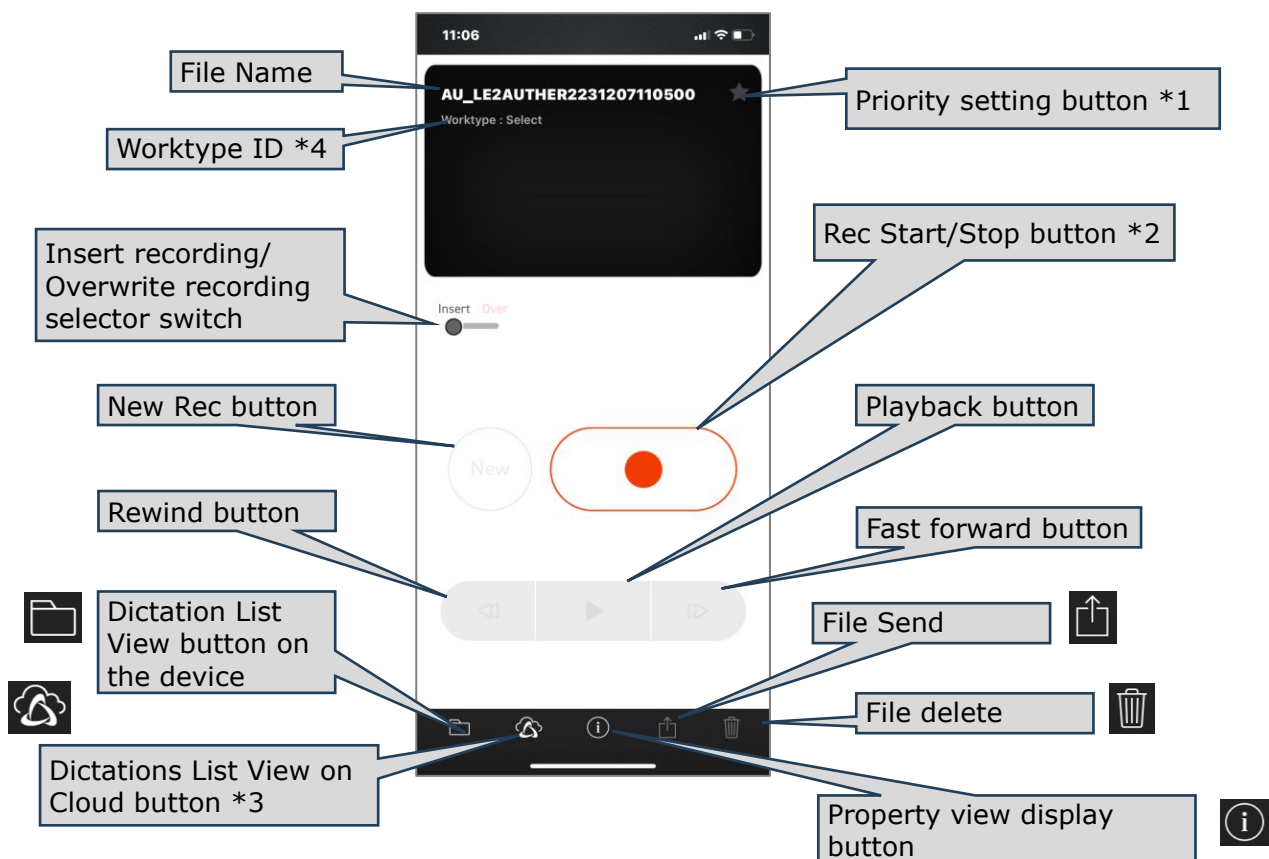
[List View](#)

[ODMS Cloud View](#)

[Setting View](#)

### 7.3.1 Recording View

This is the operation screen for performing dictation. To make a new recording, click the [New] button. If you tap the dictation file displayed in the "Pending list" of [<7.3.3 List View>](#), this screen will start in edit mode.



\*1 Priority change button: Switches between High and Low each time you tap. When the background is black, white ☆ is Priority High.

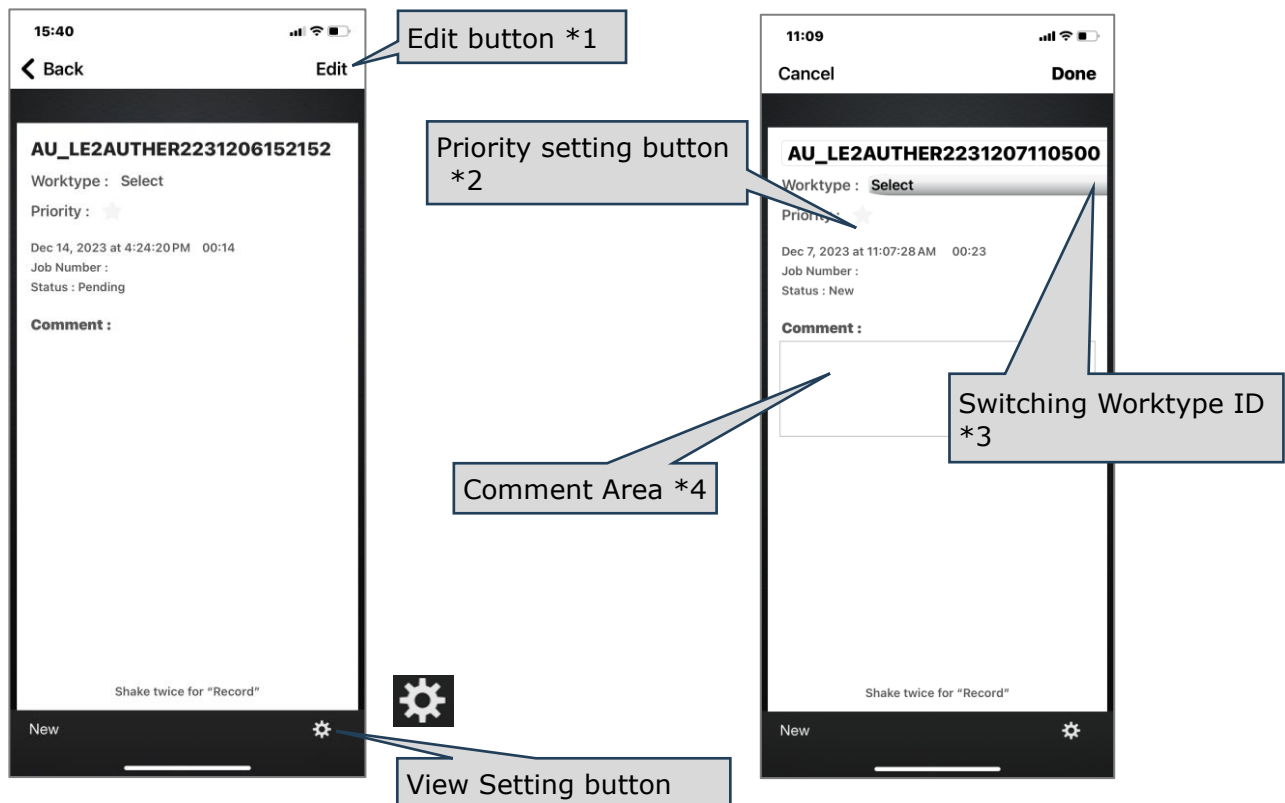
\*2 Recording start/stop button: Repeats recording/stop each time the button is clicked

\*3 You can check the transcription work status by displaying the Dictations List on the ODMS Cloud side.

\*4 You can display a list of registered Worktype ID by tapping here.

### 7.3.2 Property View.

Displays detailed information for the dictation file. Click the [Edit] button at the top right of the screen to edit the Property.



**\*1 Edit button:** Press the button to change the Priority information. To apply the modified contents, click the [Done] button. You can also cancel editing with the [Cancel] button.

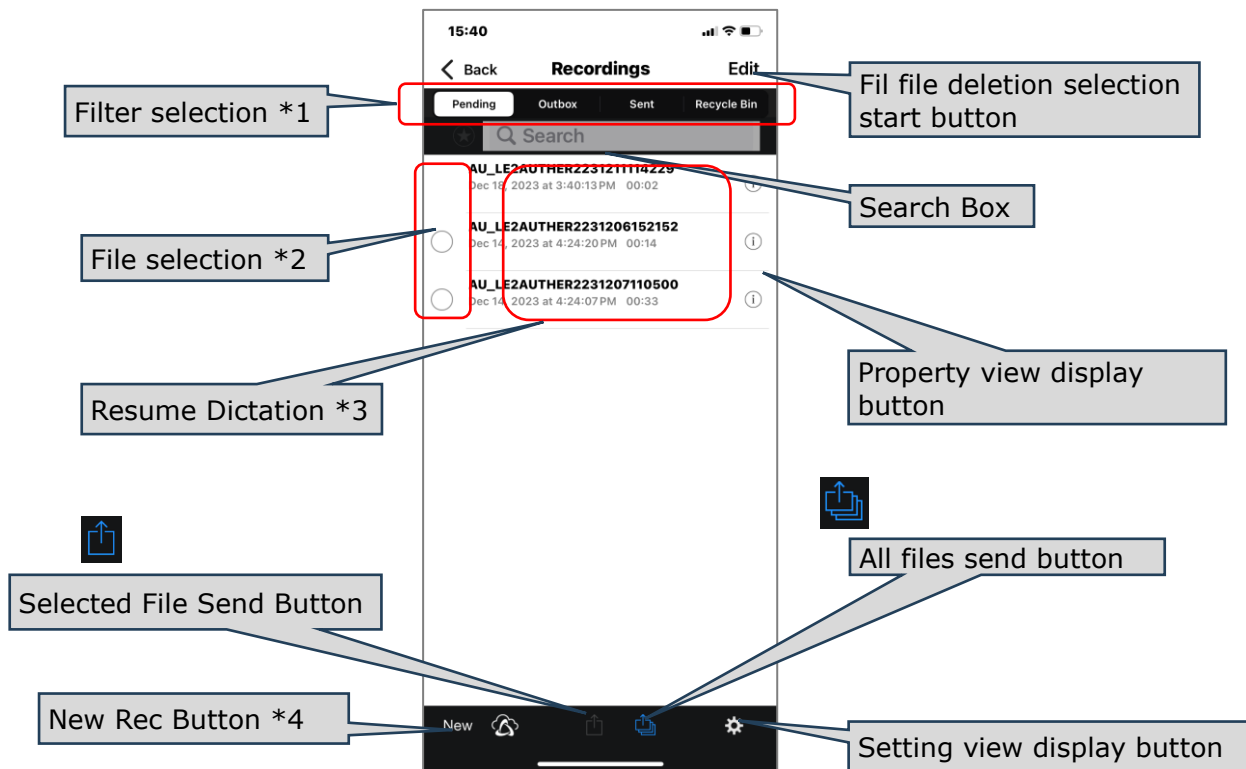
**\*2 Priority change button:** Switches between High and Low each time you tap. When the background is white, black ★ is Priority High.

**\*3 Change Worktype ID:** Tap to display the registered Worktype ID in the list.

**\*4 Comment input area:** Tap to enter a comment.

### 7.3.3 List View.

This is a list screen of dictation in the device. Files are filtered and displayed by status.



\*1 Filter selection: **Pending:** List of files before uploading to ODMS Cloud.  
**Outbox:** A list of files waiting to be uploaded.  
**Sent:** List of uploaded files.  
**Recycle Bin:** List of sent files deleted from the Sent screen.

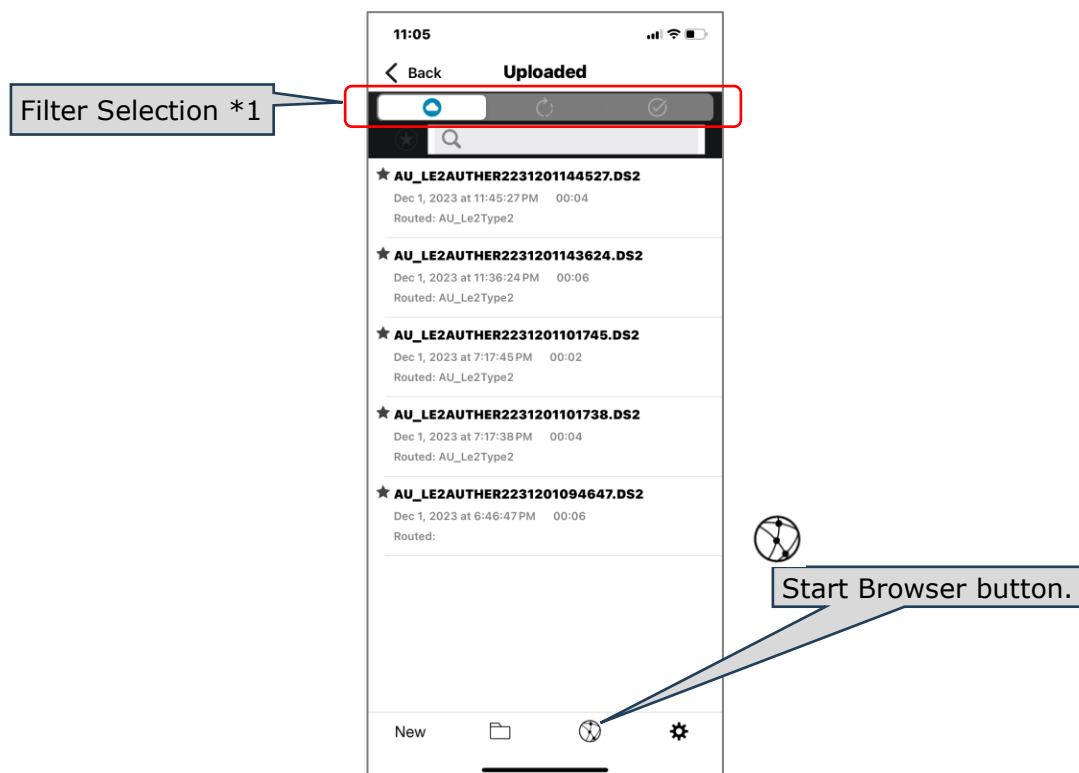
\*2 File selection: Check to select a file.  
Checked files will be subject to [Upload Selected Files] or [Delete Selected Files]  
Dictation has been completed for files marked with ○.  
Dictation Files without the ○ indication are files whose recording is paused.  
\*You cannot select a file while recording is paused.

\*3 Restart Dictation: Tap the file to restart dictation and switch to the recording screen.  
The selected file becomes an unfinished Dictation, and the ○ mark disappears.

\*4 New recording button: Completes the dictation of the file whose recording is paused and moves to the new recording standby screen.

### 7.3.4 ODMS Cloud View.

You can check the transcription status on the smartphone screen of the file list displayed in "Dictations" on the ODMS Cloud side.

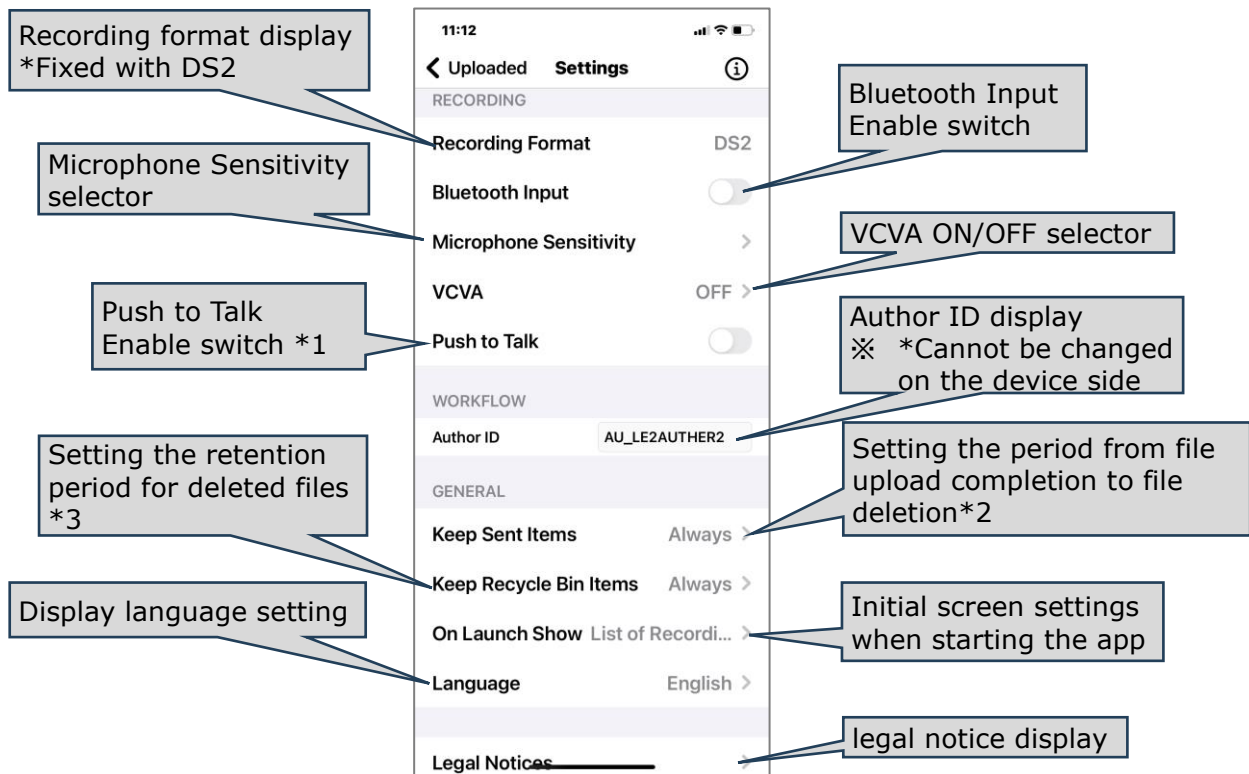


- \*1 Filter selection: Switch the transcription status filter.
- Downloaded:** Displays a list of uploaded files.
  - In Progress:** Displays a list of files that are being transcribed.
  - Transcription Finished:** Displays a list of Transcription completed files.

\*2 Browser start button: Starts the browser and displays the ODMS Cloud Sign in screen.

### 7.3.5 Setting View.

Configure various settings for ODMS Cloud mobile App.



- \*1 Push to Talk: When Push to Talk is enabled, recording will occur while the [Rec] button is held down and will stop when released.
- \*2 Keep Sent Items: In [<7.3.3 List View>](#), when File Upload is completed, the file is moved to "Sent", but the file can be automatically deleted after a certain period after being moved to the Sent folder. Erased files are temporarily stored in the Recycle Bin.
- \*3 Keep Recycle Bin: Set the period until deleted files temporarily stored in Recycle Bin are completely deleted.

[Chapter top](#)

## 7.4 Dictating using the Mobile App.

This chapter explains how to perform dictation using ODMS Cloud Mobile App.

[New recording standby state](#)

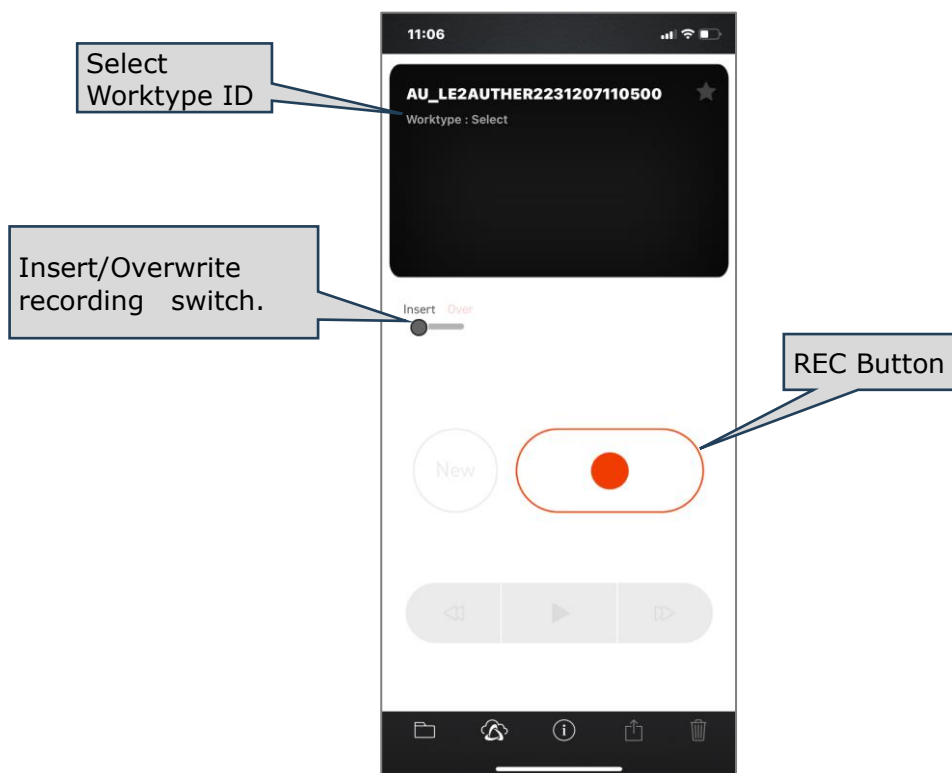
[Recording status](#)

[Recording pause state](#)

### 7.4.1 New recording standby state

When you click the [New] button to enable new recording, you will be redirected to this screen. To start recording, click the [REC] button. To reduce the effects of ambient noise, we recommend holding the smartphone's microphone close to your mouth while recording.

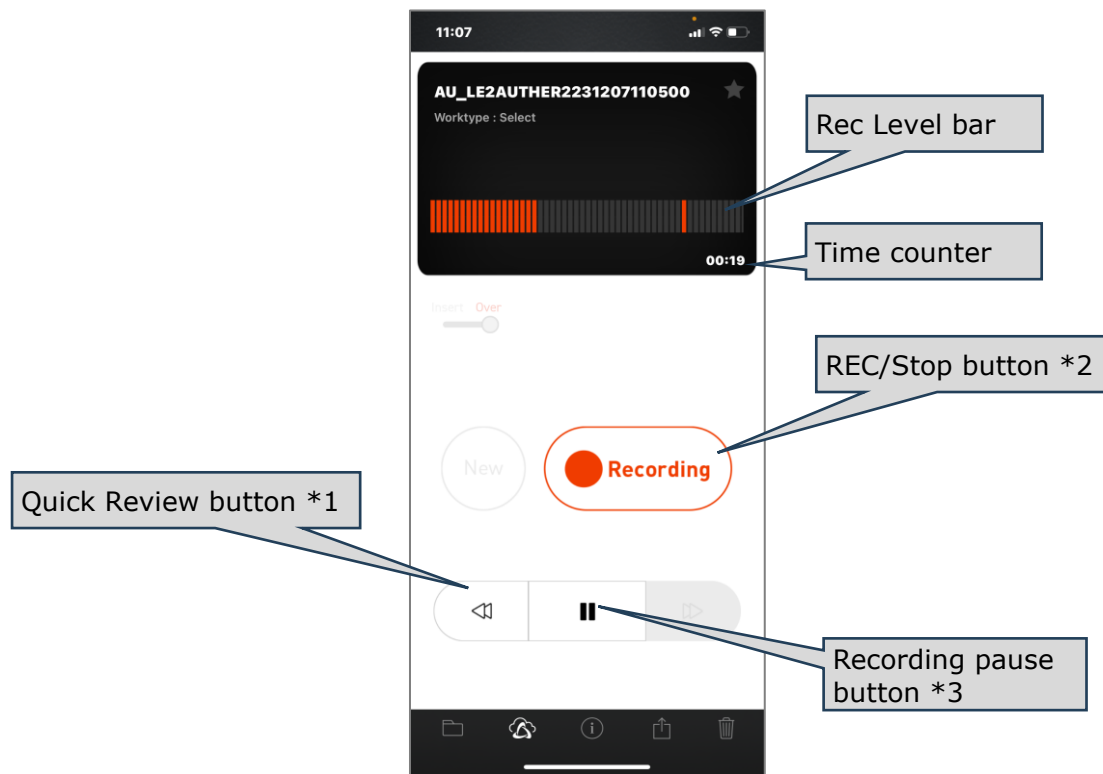
\*You cannot change various settings related to recording from this screen, so if you need to make changes, please return to [<7.3.3 List View>](#) and open [<7.3.5 Setting view>](#).



Press the record button to start recording.

### 7.4.2 Recording status.

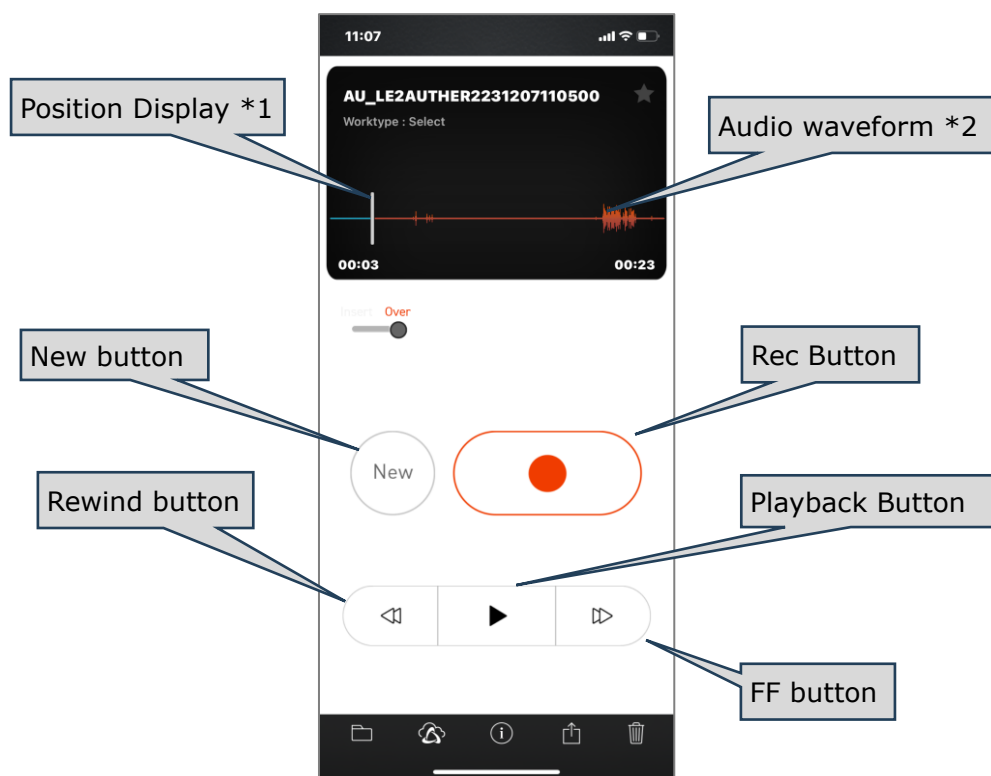
When you start recording, the screen will change to the one below. At this time, the recording level bar and time counter will move according to the input audio level, so you can confirm that the recording is in progress. If the level bar swings small and you are recording at less than half the peak value, the recording may be difficult to hear. Please take a few test recordings to check the appropriate level.



- \*1 Quick Review: If you click the [Quick Review] button while recording, the recording will be paused and will rewind while you click it. When you release the button, playback starts from the position you spoke.
- \*2 REC/Stop: When you press this button, recording starts. Pressing it again, the recording will stop.
- \*3 Recording pause: If you click this button during recording, recording will be paused.

### 7.4.3 Recording pause state.

When recording is temporarily paused, the screen changes to the one below. If you press the [New] button here, the recording process for the file currently being recorded will end and the system will enter [<7.4.1 New recording standby state>](#). If you want to listen to the contents of the recorded file, press the [Rewind] button to rewind the position, and then press the [Play] button to play it.



- \*1 Position display: The white vertical bar indicates the stop position/play position.  
\*2 Audio waveform: Audio is recorded when the waveform is displayed.

[Chapter top](#)



## 7.5 File Delete.

This chapter explains how to delete recorded files.

[☐ Deleting files from Recording View](#)

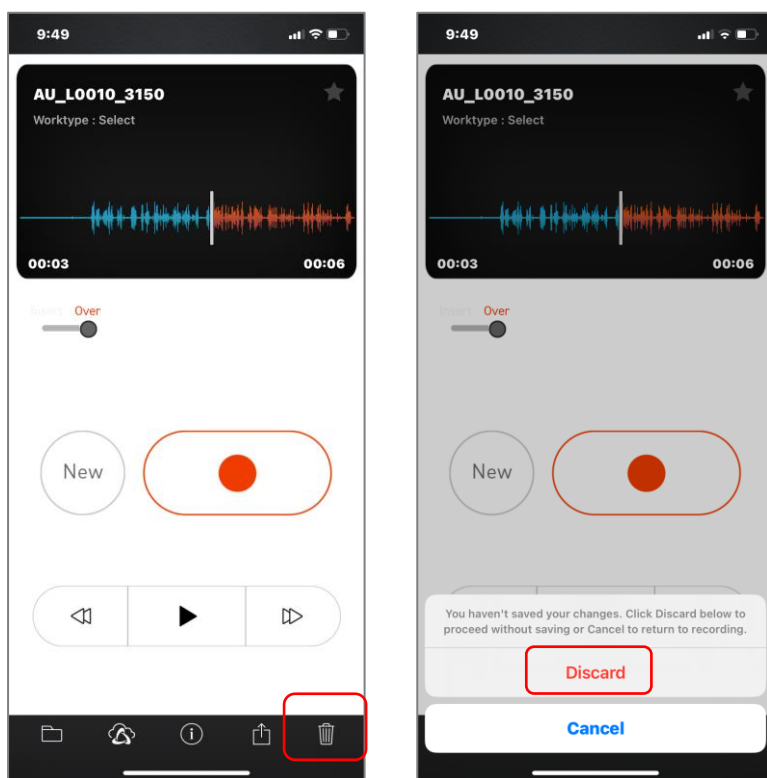
[☐ Deleting all files from List View](#)

[☐ Deleting selected files from List View](#)


### 7.5.1 Deleting files from Recording View.

The file deletion operation from Recording View allows you to delete the currently displayed file.

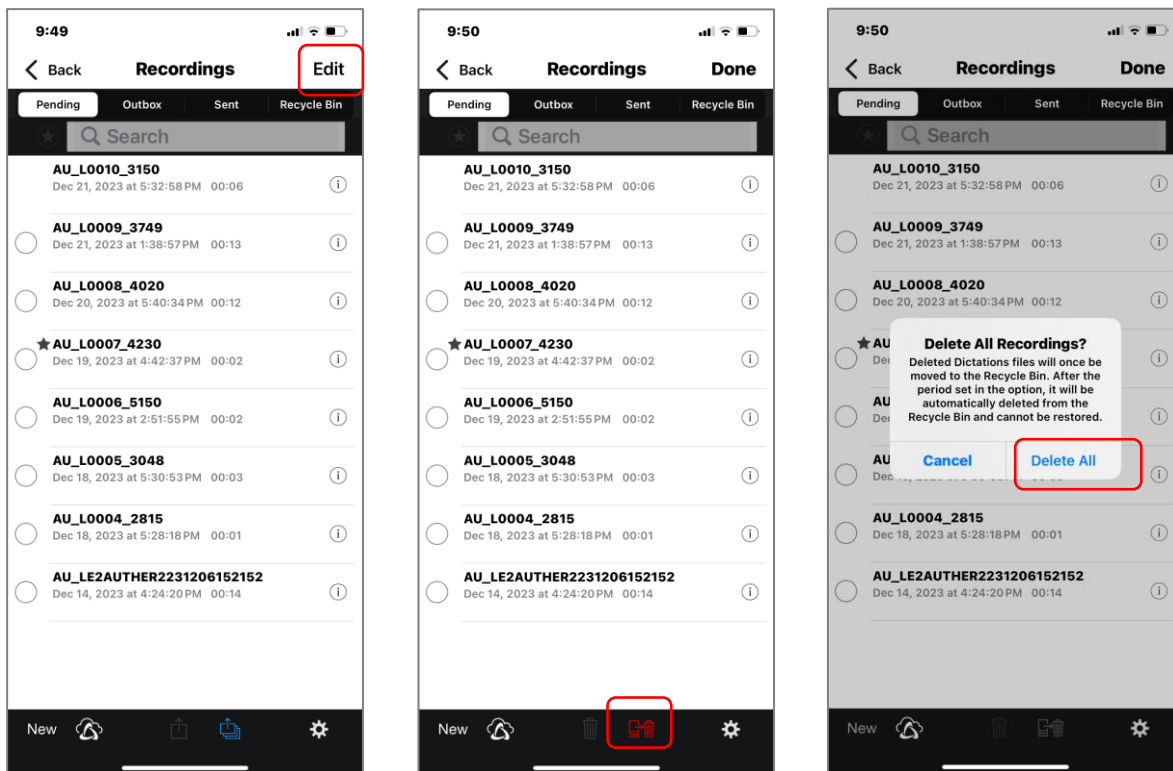
Press the [Delete File]  button and click [Discard]




## 7.5.2 Deleting all files from List View.

When deleting files from the List View, you can delete all files on the list at once. Press the [Edit] button at the top right of the screen, then press the [Delete All Files]  button, and then press the [Delete All].

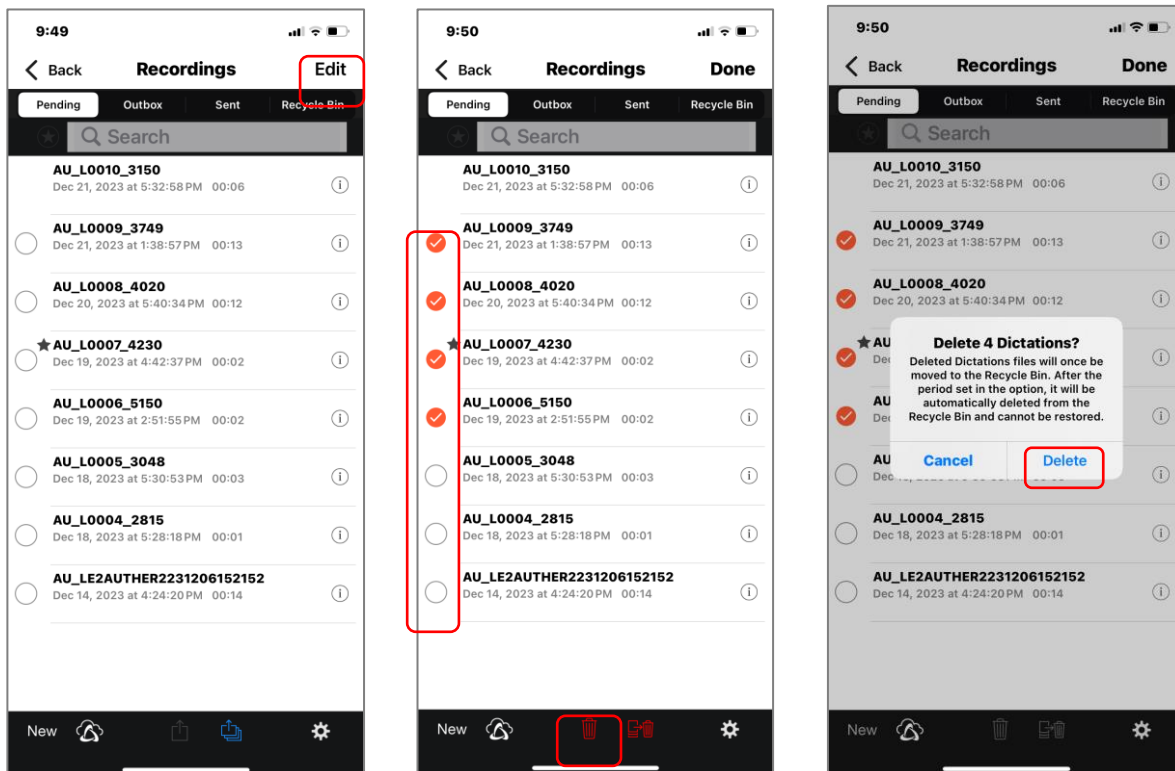
\*Files with no ○ symbol and whose recording is paused (in the middle of dictation) will not be deleted.



### 7.5.3 Deleting selected files from List View.

When deleting files from List View, you can delete multiple files at once. Press the [Edit] button at the top right of the screen, then tap the circle on the left side of the file to select the file, press the [Delete selected file]  button, and click [Delete].

\*You cannot select a file whose recording is paused (in the middle of the dictation) where there is no ○ symbol.



[Chapter top](#)

## 7.6 File Upload to ODMS Cloud.

Once the dictation has been completed, the file can be uploaded to the ODMS Cloud to start the transcription work. This chapter explains how to upload files from ODMS Cloud Mobile App.


[☐ Uploading from Recording View](#)

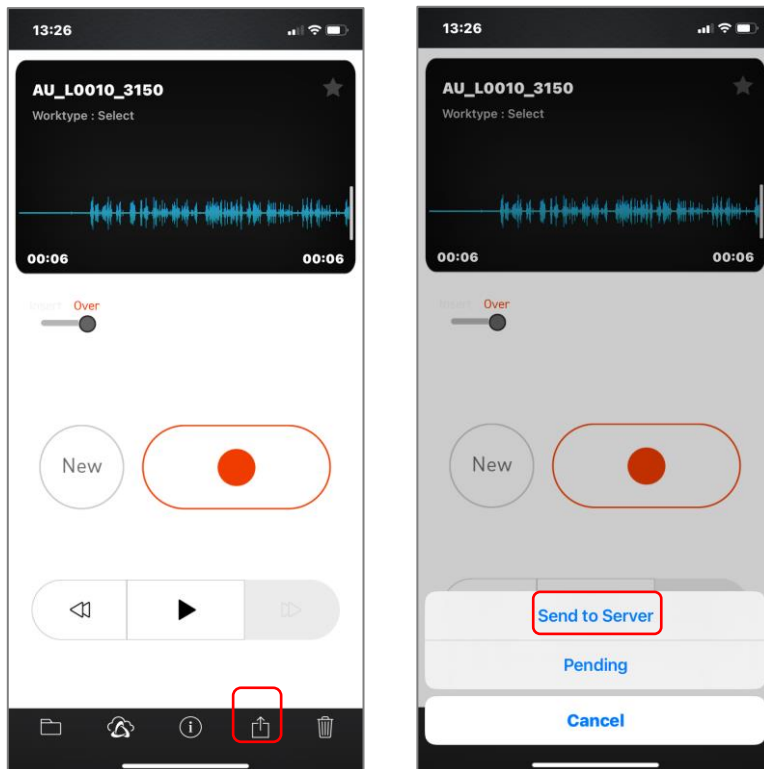
[☐ Upload all files from List View](#)

[☐ Upload selected files from List View](#)


### 7.6.1 Uploading from Recording View.

When uploading from the Recording View, you can send the currently displayed file. Press the

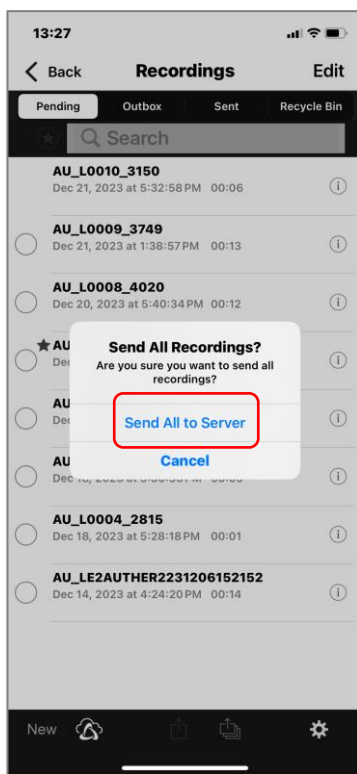
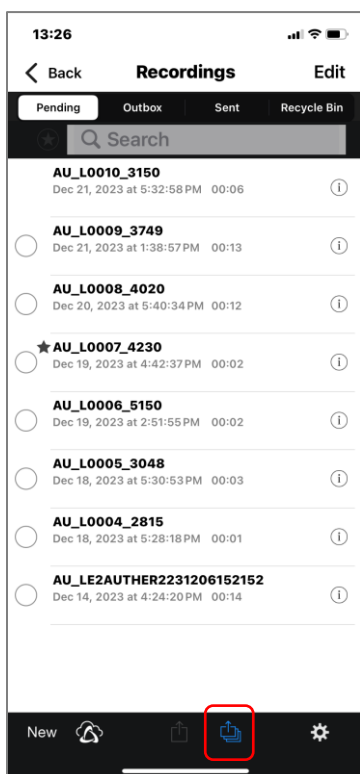
[File Send Button]  and then press [Send to Server].




## 7.6.2 Upload all files from List View.

File upload from List View allows you to upload all files on the list at once. Press the [Send All Files]  button and press [Send All to Server].

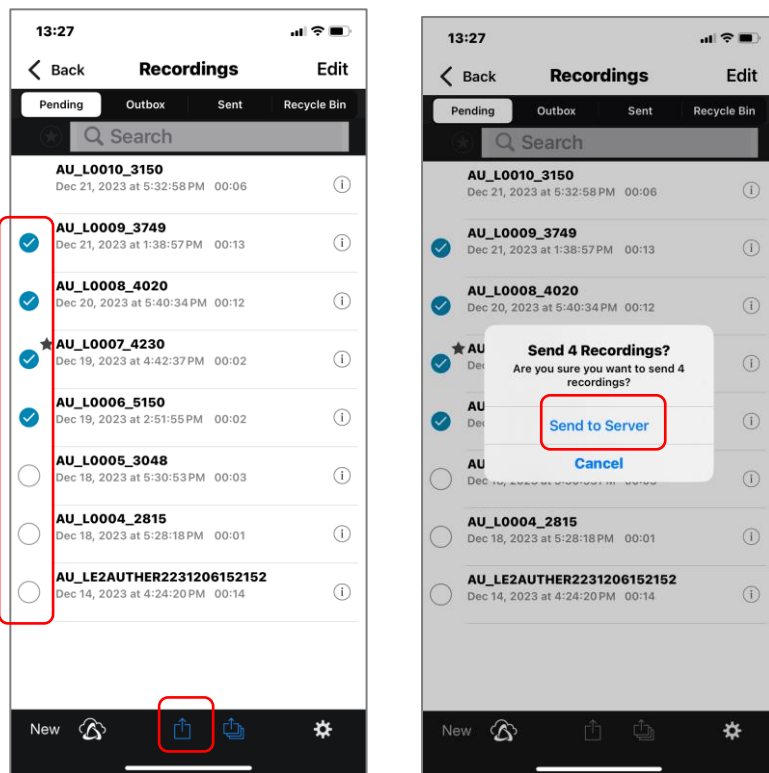
\* Files whose recording is paused (in the middle of the dictation) without ○ symbol will not be sent.



### 7.6.3 Upload selected files from List View.

Select files to upload multiple files at once. Tap the circle on the left side of the file to select the file, press the [Send Selected File]  button, and press [Send to Server].

\* Files with no ○ symbol or files whose recording is paused (in the middle of dictation) cannot be selected.



[Chapter top](#)

## 7.7 Confirm Transcription Status.

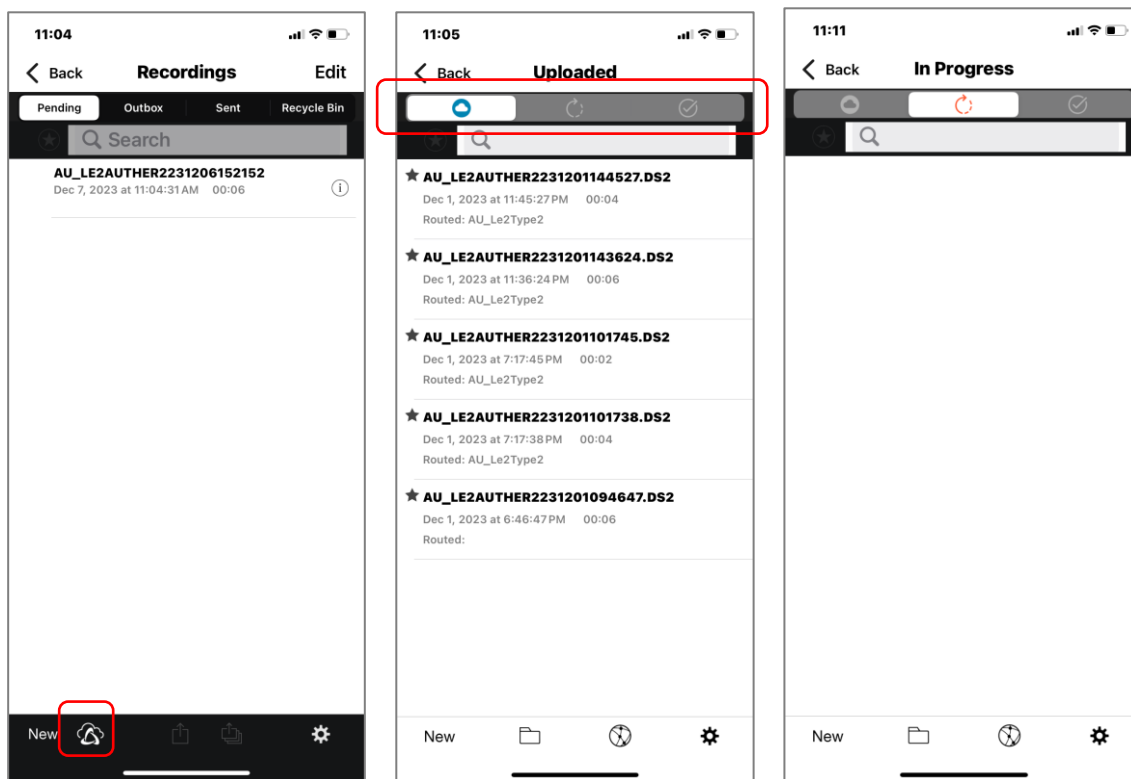
You can check the transcription progress on the server side using the ODMS Cloud Mobile App.

[ODMS Cloud view](#)

### 7.7.1 ODMS Cloud view.

When you press the [Cloud] button from List view, a list of files recorded with your Author ID on the ODMS Cloud Server side will be displayed.

In the ODMS cloud view, you can switch the filter for each transcription status.



Downloaded: Displays a list of uploaded files.

In Progress: Displays a list of files that are being transcribed.

Transcription Finished: Displays a list of Transcription completed files.

[Chapter top](#)

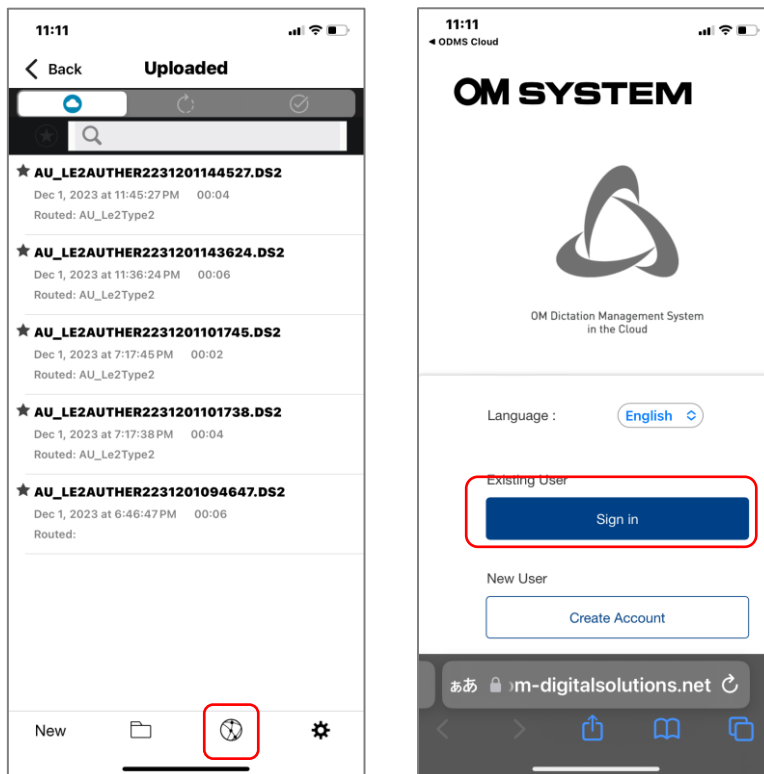
## 7.8 Change Transcriptionist.

Manually changing the transcriptionists can be done by signing in to ODMS Cloud from a smartphone browser. This chapter explains how to use this option.

[☐ Sign in to ODMS Cloud directly from Browser](#)

### 7.8.1 Sign into the ODMS Cloud directly from browser.

Please enter your ID (e-mail address) and password and sign in to ODMS Cloud. You will be signed in to ODMS Cloud directly from your browser. For operations from here, please refer to [<3.8 Manual Routing>](#).



[Chapter top](#)



## 8 E-mail Notification.

This chapter describes various email notifications sent from the ODMS Cloud.

[!\[\]\(919a2cb85b99741a73c0c31a427236a8\_img.jpg\) 8.1 List of E-mail Notification](#)

[!\[\]\(666e09182d4cd268646ea700ea60dcdf\_img.jpg\) 8.2 Timing of E-mail notification being sent](#)

[!\[\]\(c3d993ca47bfe2a953c700506ce31fa0\_img.jpg\) 8.3 Details of E-mail Notification](#)

[Top](#)

[Next Chapter](#)

## 8.1 List of E-mail Notification

The ODMS Cloud may send the following messages to customers depending on the situation.

		Admin	User	Dealer
<a href="#">Account Registered Notification [U-101]</a>	This message will be sent when the account registration was successful based on the information entered by the customer.	✓		
<a href="#">User Registration Notification [U-102]</a>	This is a message requesting user authentication from the administrator set at the time of account registration.	✓		
<a href="#">License Shortage Notification [U-103]</a>	This message will be sent if there are users whose license period is less than 14 days and when there is insufficient license inventory to allocate.	✓		
<a href="#">License Expiration Warning [U-104]</a>	This message will be sent if there are users whose licenses will expire today because the Auto Assign feature is disabled.	✓		
<a href="#">License Requested Notification [U-105]</a>	This message will be sent when the system has accepted their license issue request.	✓		✓ (Cc)
<a href="#">Cancelled License Order Notification [U-106]</a>	This message will be sent when the cancellation of license issuance has been accepted.	✓		✓ (Cc)
<a href="#">License Issued Notification [U-107]</a>	This message will be sent when the license requested by the customer has been issued by the dealer.	✓		✓ (Cc)
<a href="#">License Assigned Notification [U-108]</a>	This message will be sent when a valid license has been assigned to the user.	✓	✓ (Cc)	
<a href="#">License Returned Notification [U-109]</a>	This message will be sent when the cancellation of the unused license issued by the dealer has been completed.	✓ (Cc)		✓
<a href="#">Account Deleted Notification [U-111]</a>	This message will be sent when the deletion of the registered account has been completed.	✓		
<a href="#">Account Edit Notification [U-112]</a>	This message will be sent when the	✓		

	changes to your account information have been completed.			
<a href="#">Temporary password [U-113]</a>	This message informs you of a temporary password upon completion of user authentication.		✓	
<a href="#">User Registration Notification [U-114]</a>	This message will be sent when the user verification for a newly registered user has been completed.		✓	
<a href="#">Edit User Notification [U-115]</a>	This message will be sent when the user information change has been completed.	✓ (Cc)	✓	
<a href="#">User Deleted Notification [U-116]</a>	This information will be sent when the user information has been deleted.	✓ (Cc)	✓	
<a href="#">Transcription Completion Notification [U-117]</a>	This message will be sent when the transcription has been completed by transcriptionist.		✓	
<a href="#">Storage Usage Warning Notification [U-118]</a>	This message is sent when the storage capacity you are using exceeds 80% of the available capacity.	✓		
<a href="#">Storage Usage Exceeded Notification [U-119]</a>	This message is sent when the storage capacity you are using exceeds the available limit.	✓		
<a href="#">User Bulk Registration Received Notification [U-120]</a>	This message is sent when a user bulk registration operation using a CSV file is accepted.	✓		
<a href="#">User Bulk Registration Completed Notification [U-121]</a>	This message is sent when bulk user registration using a CSV file is successfully completed.	✓		
<a href="#">User Bulk Registration Failed Notification [U-122]</a>	This message is sent when bulk user registration using a CSV file fails.	✓		
<a href="#">Partner Account Deleted Notification [U-123]</a>	This message is sent when the partner account deletion process is complete.	✓		✓ (Cc)
<a href="#">Partner Account Edit Notification [U-124]</a>	This message is sent when you have finished editing your partner account information.	✓		✓ (Cc)

[Chapter top](#)

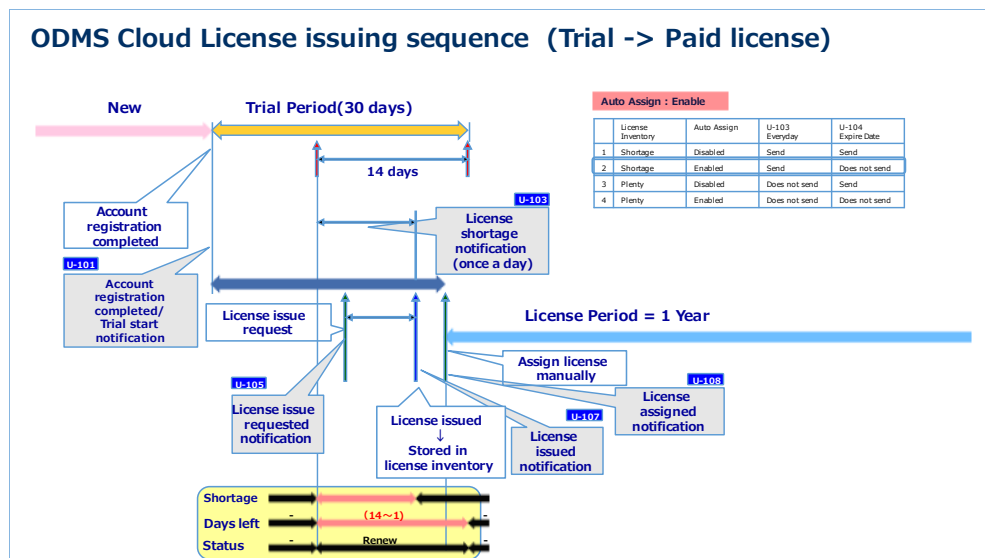
## 8.2 Timing of E-mail notification being sent.

Examples of various messages sent from ODMS Cloud are shown below.

- ☐ [Migration from Trial to regular license \(automatic update\)](#)
- ☐ [Migration from Trial to regular license \(manual update\)](#)
- ☐ [License expires from Trial \(Delete account manually\)](#)
- ☐ [License auto assign \(automatically assigns with sufficient stock\)](#)
- ☐ [License auto assign \(Insufficient stock → License replenished and automatically assign\)](#)
- ☐ [License auto assign \(License expired due to lack of stock → manual assignment\)](#)
- ☐ [Manually Assign Licenses](#)
- ☐ [User deletion after license expiration](#)

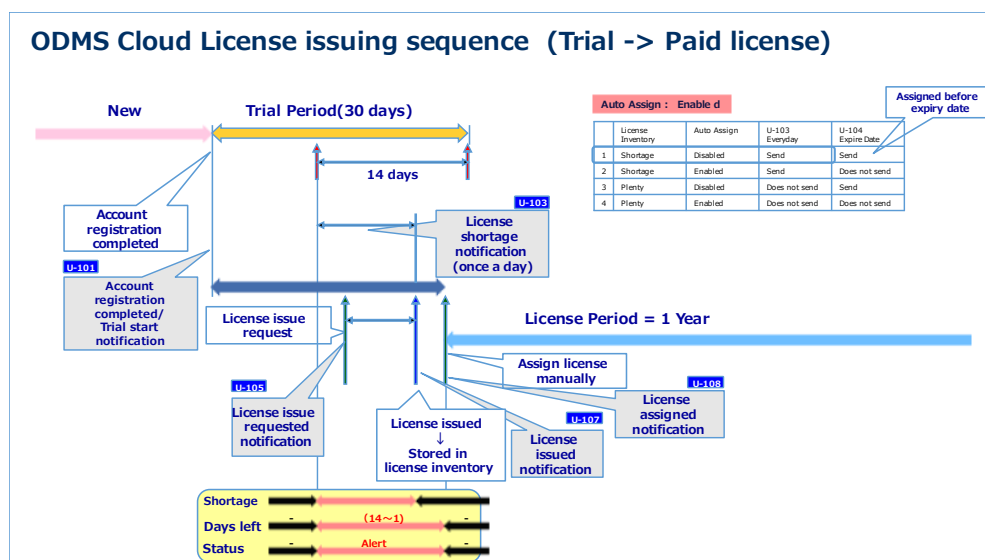
## 8.2.1 Migration from Trial to regular license (automatic update).

Scenario when Auto Assign Option is Enabled, and the license stock is insufficient. This is an example when a valid license is purchased from the Dealer before the Trial License expires and the license will be automatically assigned.



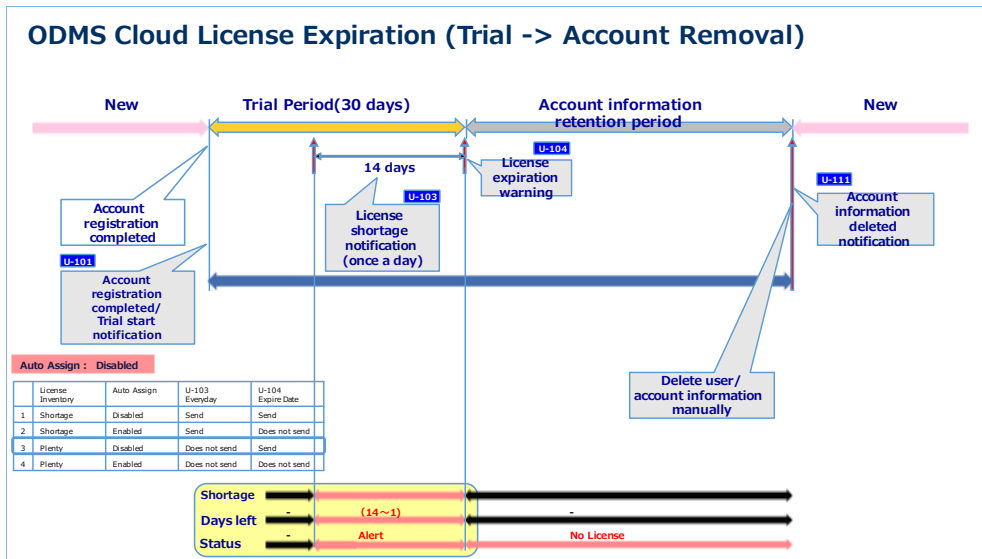
## 8.2.2 Migration from Trial to regular license (manual update).

Scenario when Auto Assign Option is disabled, and the license stock is insufficient. This is an example when a valid license is purchased from the dealer before the Trial License expires and the user manually assigns the license.



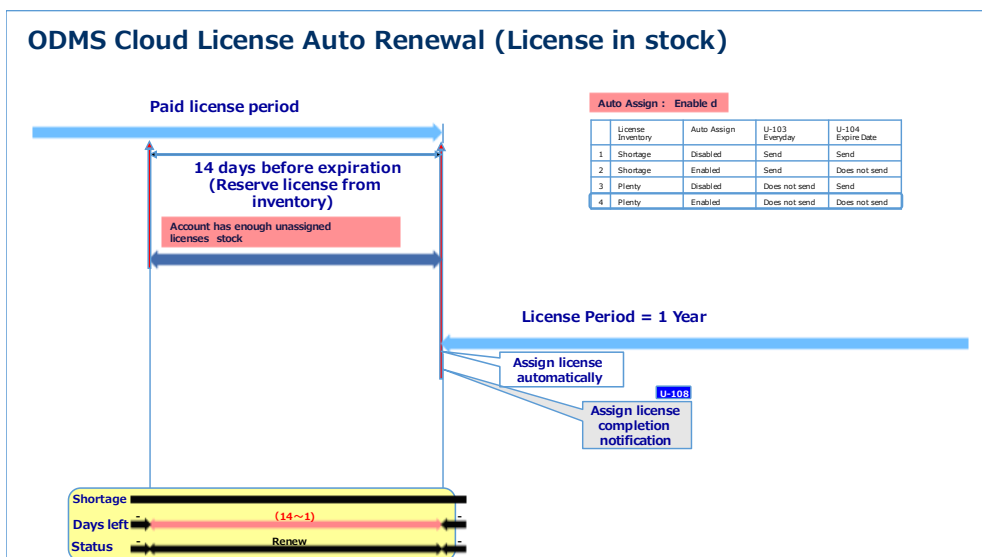
### 8.2.3 License expires from Trial (Delete account manually).

Scenario when the Auto Assign Option is disabled, and the license stock is insufficient. This is an example when the user manually deletes the account after the Trial License expires.



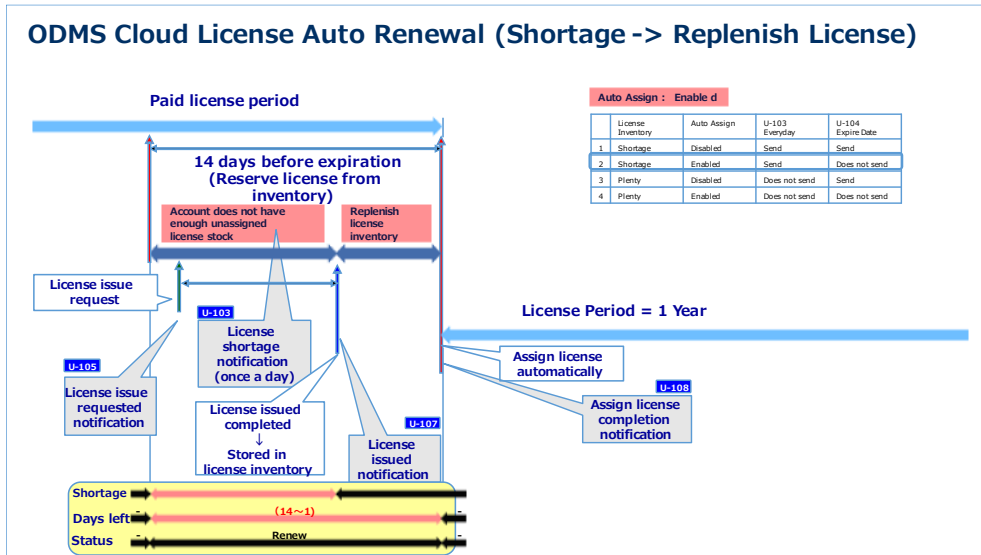
### 8.2.4 License auto assign (automatically assigns with sufficient stock).

Scenario when the Auto Assign Option is enabled, and the license stock is sufficient. After a license expires, a new license will be automatically assigned.



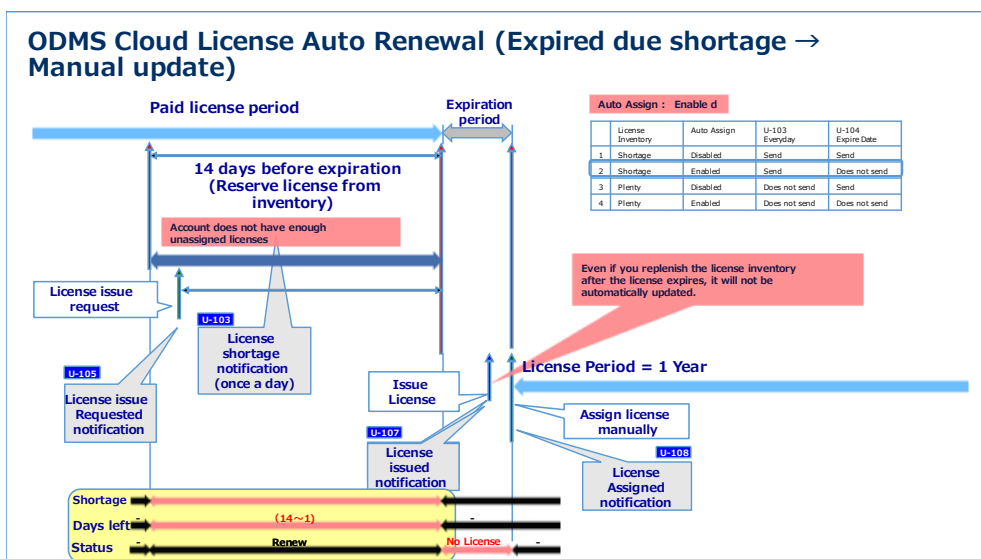
## 8.2.5 License auto assign (Insufficient stock → License replenished and automatically assign).

Scenario when the auto Assign Option is enabled, and the license stock is insufficient. It is assumed that upon receiving the U-103 stock shortage notification, user replenish the license inventory and new licenses are assigned automatically.



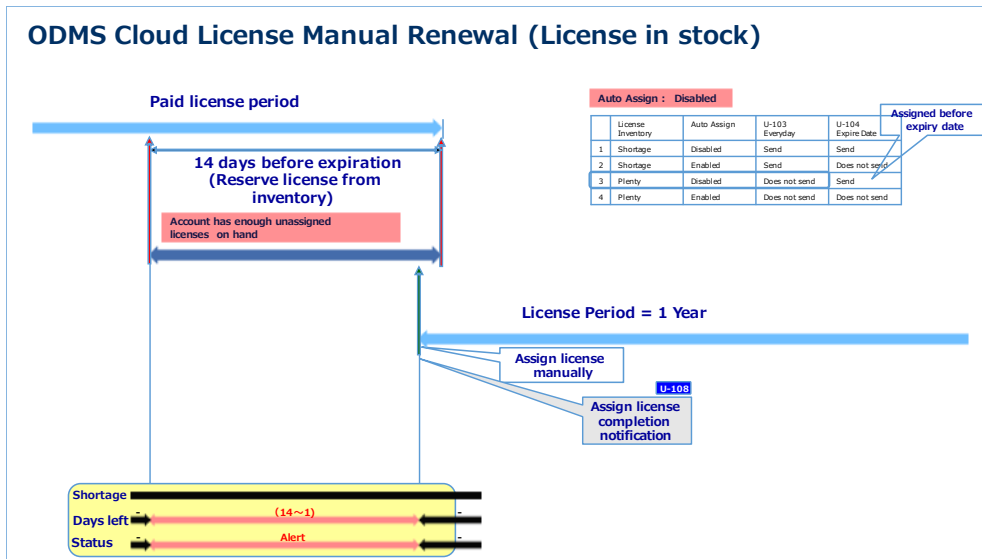
## 8.2.6 License auto assign (License expired due to lack of stock → manual assignment).

Scenario when Auto Assign Option is enabled, and the license stock is insufficient. Even if the user receives a U-103 stock shortage notice, the stock is not replenished before the expiration date and the license expires. In this case, licenses need to be manually assigned when the licenses are back in stock.



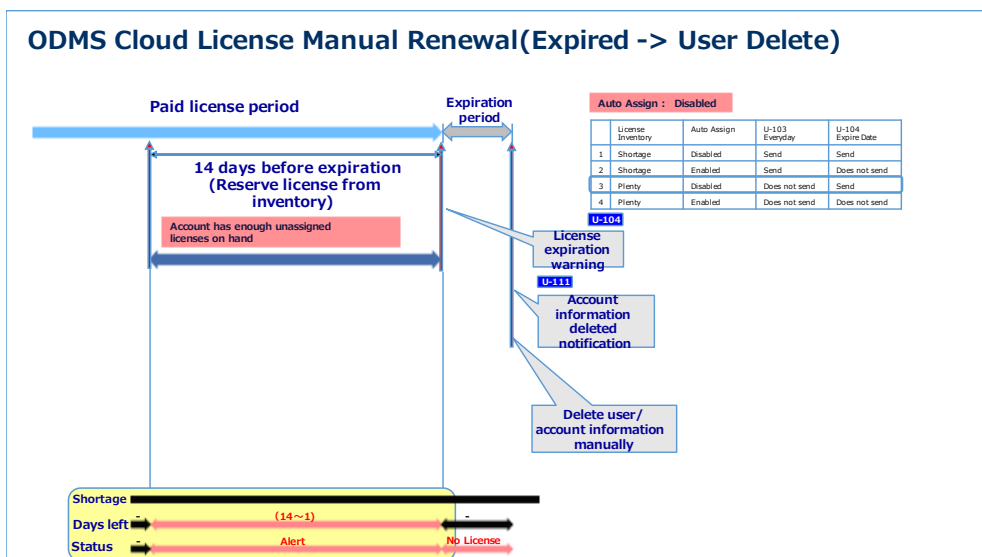
## 8.2.7 Manually Assign Licenses.

Scenario when the Auto Assign Option is disabled, and the license stock is sufficient. The Administrator notices and manually updates the license before it expires.



## 8.2.8 User deletion after license expiration.

Scenario when the Auto Assign Option is disabled, and the license stock is sufficient. Licenses are intentionally revoked and then the user will be deleted manually.



[Chapter top](#)



## 8.3 Details of E-mail Notification.

The details of the email message sent from ODMS Cloud are as follows.

### 8.3.1 Account Registered Notification [U-101].

---

This message will be sent when the account registration was successful based on the information entered in by the customer.

Dear <Customer name>,

Thank you for choosing ODMS Cloud. Your account has been successfully registered.

We have granted [100] trial licenses to your account which is valid for 30 days. During the trial, you can try all the features of ODMS Cloud.

If you wish to continue using ODMS Cloud after the trial period has expired, please contact an authorized OM SYSTEM audio dealer to purchase annual licenses. Various settings including dealer selection can be configured within ODMS Cloud under the Account tab.

Please log in to ODMS Cloud to configure your user setting and verify the license expiration date.

URL: <https://odmscloud.omsystem.com/>

After you have selected a dealer, to request the number of licenses please select Subscription tab. Licenses issued by dealers will be stored in your license Inventory.

If you need assistance with ODMS Cloud, please contact your selected approved OM SYSTEM audio dealer directly.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.2 User Registration Notification [U-102].

---

This is a message requesting user authentication from the administrator set at the time of account registration.

Your user information has been registered within the ODMS Cloud by yourself. To complete your user registration, you must verify your email address. Please verify by clicking on the link below. Once the registration is completed, a notification window will appear confirming that your user information has been verified.

URL: <Authentication URL>

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.3 License Shortage Notification [U-103].

---

This message will be sent if there are users whose license period is less than 14 days and when there is insufficient license inventory to allocate.

Dear <Customer name>,

One or more of your assigned ODMS Cloud licenses will expire within 14 days. There is insufficient amount of unassigned licenses in your inventory to issue to users with expiring licenses.

Insufficient license count: <"Number of user-assigned licenses scheduled to expire" - "Number of active licenses in stock">

Please order additional annual licenses from <Dealer> to ensure you have sufficient inventory.

You can either automatically or manually assign licenses to users. Users with the Auto-assign option enabled (default) will have their license automatically assigned from your license inventory on the expiration date. If you disable the Auto-assign option, you must manually assign licenses.

Please log in to ODMS Cloud to configure your user setting and verify the license expiration date.  
URL: <https://odmscloud.omsystem.com/>

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.4 License Expiration Warning [U-104].

---

This message will be sent if there are users whose licenses will expire today because the Auto Assign feature is disabled.

Dear <Customer name>,

One or more of your assigned ODMS Cloud licenses will expire today.  
Number of licenses expiring: <Number of user-assigned licenses scheduled to expire>

If you do not have a sufficient number of licenses, you will need to order annual licenses from your <Dealer> and assign them to your users whose licenses are expiring.

Please log in to ODMS Cloud to configure your user setting and verify the license expiration date.  
URL: <https://odmscloud.omsystem.com/>

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.5 License Requested Notification [U-105].

---

This message will be sent when the system has accepted their license issue request.

Dear <Customer name>,

We have received your requested license order.

- Number of licenses ordered: <Number of licenses>
- PO Number: <PO number>

Licenses will be issued by your <Dealer> which you have selected in the setting. Licenses issued by your dealer will be stored in your license inventory. Please log in to the ODMS Cloud to view and assign licenses to your users.

Licenses are valid for 12 months from the date they are assigned to a user.

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.6 Cancelled License Order Notification [U-106].

---

This message will be sent when the cancellation of license order has been accepted.

Dear <Customer name>,

We have received the cancellation of your recent license order.

- Number of canceled licenses: <Number of licenses>
- PO Number: <PO number>

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.7 License Issued Notification [U-107].

---

This message will be sent when the license requested by the customer has been issued by the dealer.

Dear <Customer name>,

The ODMS Cloud licenses which you ordered has been issued.

- Number of Licenses Issued: <Number of licenses>
- PO Number: <PO number>

In order to use ODMS Cloud, you will need to register your users in the system and assign licenses to those users. When starting the app, please log in to the system using your registered user's e-mail address and password.

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.8 License Assigned Notification [U-108].

---

This message will be sent when a valid license has been assigned to the user.

Dear <Customer name>,

Please be informed that a license has been assigned to the following user.

- User Name: <User name>
- Email: <E-mail address>

Please log in to ODMS Cloud to verify the license expiration date.

URL: <https://odmscloud.omsystem.com/>

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.9 License Returned Notification [U-109].

---

This message will be sent when the cancellation of the unused license issued by the dealer has been completed.

Dear <Dealer name>,

Please be informed that the licenses issued with the following contents has been returned from your customer and placed back into your License inventory.

- Company Name: <Customer name>
- Number of canceled licenses: <Number of licenses>
- PO Number: <PO number>

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.10 Account Deleted Notification [U-111].

---

This message will be sent when the deletion of the registered account has been completed.

**Account Deleted Notification [U-111]**

Dear <Customer name>, -> <Primary Administrator>

Thank you for using the ODMS Cloud. Your account, including all information has been deleted from the ODMS Cloud.

If you wish to use ODMS Cloud again, you will need to register your account information again and order annual licenses from an OM SYSTEM authorized dealer.  
URL: <https://odmscloud.omsystem.com/>

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.11 Account Edit Notification [U-112].

---

This message will be sent when the changes to your account information have been completed.

Dear <Customer name>, -> <Primary Administrator>

Your account information has been edited successfully. To check or change your company's account information, please log in to ODMS Cloud.  
URL: <https://odmscloud.omsystem.com/>

If you need support regarding ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.12 Temporary password [U-113].

---

This message informs you of a temporary password upon completion of user authentication.

Your user registration has been completed. Please login to ODMS Cloud with the following temporary password. You may continue using your temporary password; however, we strongly recommend that you change your password for security reasons. To change your password, click on [Forgot your password?] link on the ODMS Cloud Sign in screen.

Temporary password: <password>

If you need support regarding ODMS Cloud, please contact <Primary Administrator>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.13 User Registration Notification [U-114].

---

This message will be sent when the user verification for a newly registered user has been completed.

Your user information has been registered within the ODMS Cloud by your administrator. To complete your user registration, you must verify your email address. Please verify by clicking on the link below. Once the registration is completed, a notification window will appear confirming that your user information has been verified.

URL: <Authentication URL>

If you need support regarding ODMS Cloud, please contact <Primary Administrator>.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.14 Edit User Notification [U-115].

---

This message will be sent when the user information change has been completed.

Dear <User name>,

Your user information has been edited. Please contact <Primary Administrator>, if you have any questions concerning your edited user information.

If you have received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.15 User Deleted Notification [U-116].

---

This information will be sent when the user information has been deleted.

Dear <User name>,  
  
Thank you for using ODMS Cloud. Your user information has been deleted from ODMS Cloud.  
  
If you need support regarding ODMS Cloud, please contact <Primary Administrator>.  
  
If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.16 Transcription Completion Notification [U-117].

---

This message will be sent when the transcription has been completed by Transcriptionist.

Dear <User name>,  
  
The transcription of the dictation you uploaded to ODMS Cloud has been completed.  
- Dictation file name: <File Name>  
- Transcriptionist name: <Transcription User Name>  
  
If you need support regarding ODMS Cloud, please contact <Primary Administrator>.  
  
If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.17 Storage Usage Warning Notification [U-118].

---

This message is sent when the storage capacity you are using exceeds 80% of the available capacity.

Dear <Customer name>,  
  
The storage usage for your account has reached 80% of its usage limit. Functions related to the Dictation Workflow will be restricted when you reach your maximum storage limit. .  
  
Please remove the dictations files once the transcription is completed or add more storage by assigning a license to a new user. 5GB of storage will be provided to the account for each active user.  
  
For detailed information, please sign in to the ODMS Cloud and click the "Subscription" tab.  
  
If you need support regarding the ODMS Cloud, please contact <Dealer>.  
  
If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.18 Storage Usage Exceeded Notification [U-119].

---

This message is sent when the storage capacity you are using exceeds the available limit.

Dear <Customer name>,

The storage usage for your account has exceeded the maximum limit. Functions related to the Dictation Workflow will be restricted until the storage usage becomes lower than the maximum limit.

Please remove the dictations files once the transcription is completed or add more storage by assigning a license to a new user. 5GB of storage will be provided to the account for each active user.

For detailed information, please sign in to the ODMS Cloud and click the "Subscription" tab.

If you need support regarding the ODMS Cloud, please contact <Dealer>.

If you have received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.19 User Bulk Registration Received Notification [U-120].

---

This message is sent when a user bulk registration operation using a CSV file is accepted.

Dear <Customer name>,

We have received your bulk user registration request.

- Date and time: <2024.4.1>
- SCV file name: <\*\*\*.csv>

- Please wait until the registration is complete. This may take a few minutes to process.
- Notification will be sent separately upon completion.
- Registration cannot be completed if there are invalid values in the CSV file.

If you need support regarding the ODMS Cloud, please contact <Dealer>.

If you received this e-mail in error, please delete this e-mail from your system.  
This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.



### 8.3.20 User Bulk Registration Completed Notification [U-121].

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This message is sent when bulk user registration using a CSV file is successfully completed.

Dear <Customer name>,

Bulk user registration using the CSV file has been completed.

- Date and time: <2024.4.1>
- SCV file name: <\*\*\*\*.csv>

- User Registration Notification [U-114] will be sent to the registered users.
- Registration will not be completed unless the user verifies their email address.
- You can check the verification status of each user from the [User] tab in the ODMS Cloud.

If you need support regarding the ODMS Cloud, please contact <Dealer>.

If you received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.21 User Bulk Registration Failed Notification [U-122].

---

This message is sent when bulk user registration using a CSV file fails.

Dear <Customer name>,

Bulk user registration using the CSV file has failed. The cause and location of the error is shown in 1, 2, and 3 below. ( L = Line )

1. The e-mail address in the line below has already been registered or is a duplicate of an e-mail address in another line.  
L\*\*
2. The Author ID in the line below is already registered or is a duplicate of an Author ID in another line.  
No errors

\* E-mail address and Author ID that have already been registered cannot be registered again.

\* Rows without errors have been successfully registered. Therefore, if you use the same CSV file and register the user that has been successfully registered, a duplicate error will occur. Please create a CSV file containing only the lines where the error occurred, or manually register them one by one.

3. An unexpected error occurred during user registration on the following line. If it does not succeed after trying again, please contact your dealer.  
No errors

If you need support regarding the ODMS Cloud, please contact <Dealer>.

If you received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.22 Partner Account Deleted Notification [U-123].

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This message is sent when the partner account deletion process is complete.

Dear <Customer Name>, -> <Primary Administrator>

Your account information has been removed from the ODMS Cloud by <Top Partner>.

If you would like to register your account with the ODMS Cloud again, please contact your <Top Partner> or contact OM System directly.

If you received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

### 8.3.23 Partner Account Edit Notification [U-124].

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This message is sent when you have finished editing your partner account information.

Dear <Customer Name>, -> <Primary Administrator>

Your account information has been edited by <Top Partner>.

To check or change your account information, please log in to the ODMS Cloud.

URL: <https://odmscloud.omsystem.com/>

If you received this e-mail in error, please delete this e-mail from your system.

This is an automatically generated e-mail and this mailbox is not monitored. Please do not reply.

[Top](#)