

OM SYSTEM

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

Reference Manual Ver. 2.24



OM Dictation Management System
in the Cloud

1 INTRODUCTION.	13
1.1 ODMS Cloud Outline.	14
1.1.1 System Configurations of ODMS Cloud.	15
1.1.2 Overview of Applications.	16
1.1.3 System Configuration	17
1.2 Licenses.	18
1.3 Roles.....	19
1.4 Devices Connectable to Desktop App.	20
1.5 Supported File Formats.	21
1.5.1 Dictation Files.....	21
1.6 Supported Browser.	22
1.6.1 Browser.....	22
2 BASIC SETTINGS FOR ODMS CLOUD.	23
2.1 Screen Configuration.	24
2.2 Account registration and settings.	25
2.2.1 Lower tier account registration by the partner (registration from second tier to fourth-tier).	25
2.2.2 Registration account for customers (fifth-tier registration).	28
2.2.3 Select Dealer (fifth-tier).	29
2.2.4 Dealer Management (fifth-tier).	30
2.2.5 Dealer Management (fourth-tier).	31
2.2.6 Setting Dealer's contact information (Dealer's Account)	32
2.3 User registration.	33
2.3.1 User Registration.....	33
2.3.2 User Verification.	35
2.3.3 Forced completion of user verification.	37
2.3.4 Change Password.	39
2.3.5 Select options for two-factor authentication.	43
2.4 Register or Edit Administrator.	46
2.4.1 Registering a Secondary Administrator.	46
2.5 Order Licenses.....	48
2.5.1 Confirm License Status.	48
2.5.2 Ordering a license.	49
2.5.3 Check license order status and history.	50

2.5.4 Cancellation of license order.	51
2.5.5 Cancellation of license issuance.	51
2.6 Activate License Key from the License Card.	52
2.7 Assign Licenses.	54
2.8 Configuring Workflow.	57
2.8.1 Configuring Transcription Group.	58
2.8.2 Configuring Worktype ID/Option Item.	60
2.8.3 Registering Template File.	63
2.8.4 Setting Routing Rules.	65
2.8.5 Using Worktype ID.	67
2.9 Dictation Device Settings.	68
2.9.1 Author ID Setting for the Dictation Device (In the case Author ID hasn't been configured).	68
2.9.2 Editing Author ID on a Dictation Device.	68
2.9.3 Author ID Setting for ODMS Cloud Mobile App.	69
2.9.4 Transferring Worktype ID and Option Item.	69
2.9.5 Author ID for third-party voice recorder.	69
2.10 Backup and automatic deletion of transcription finished files.	70
2.10.1 Backup of Dictation Files (Administrator Only).	70
2.10.2 How to playback backed-up Dictation Files.	71
2.10.3 Automatic deletion of Dictation File.	72
2.11 Functions for partners.	73
2.11.1 Subscription Tab.	73
2.11.2 Edit Partner Information.	74
2.11.3 Delete Partner Account.	74
2.12 Delete account (fifth tier).	76

3 DICTATION WORKFLOW. 77

3.1 Dictation information display screen.	78
3.1.1 Dictations Screen.	78
3.1.2 Setting display items.	81
3.1.3 Filter Function.	82
3.1.4 Dictation Search Function.	82
3.1.5 Dictation Sort Function.	84
3.2 Client Application for Authors and Transcriptionists.	85
3.2.1 ODMS Cloud Desktop App (Author).	85
3.2.2 ODMS Cloud Desktop App (Transcriptionist).	86

3.3 Auto Routing Rule.	87
3.3.1 Configuring routing rules.	87
3.3.2 Automatic Routing.	88
3.4 Upload Dictation File.	89
3.4.1 File Upload from Desktop App (Author).	89
3.4.2 File Upload from Desktop App (other than Author).	90
3.4.3 Checking file upload status.	90
3.4.4 Edit Dictation File Name.	91
3.4.5 Delete Dictation File.	92
3.5 New Task Notification.	93
3.5.1 New Task Notification.	93
3.6 Checkout Dictation File (Select Dictation file for Playback).	94
3.6.1 Dictations Screen (Transcriptionist).	94
3.6.2 Checkout Dictation File.	95
3.6.3 Desktop App.	95
3.6.4 Cancel Checkout.	96
3.7 Dictation Status.	97
3.7.1 Details of Dictation Status.	97
3.7.2 Details of Speech Recognition Status.	98
3.8 Manual Routing.	99
3.8.1 Manual Routing.	99
3.9 Finish transcription and notification.	101
3.9.1 Finish Transcription.	101
3.9.2 Continuous Checkout of Transcription Tasks.	103
3.9.3 Cancel Transcription Task.	103
3.9.4 Suspending Transcription.	104
3.9.5 Changing Status from Finished to Pending.	104
3.9.6 Change the status of multiple files to "Finished" at once.	105
3.10 Add Index Mark.	106
3.10.1 Add or delete Index Mark.	106
3.11 Dictation File with Author ID as device name.	107
3.11.1 Configuring Workflow Manually.	107
3.11.2 File upload conditions and Author ID setting timing.	107
3.12 Workflow using background speech recognition.	108
3.12.1 Speech Recognition Licenses.	108
3.12.2 Workflow for Speech Recognition.	108
3.12.3 Status for Speech Recognition.	109

3.12.4 Text Correction Window.	110
3.12.5 Tag Function.	110
4 LICENSE MANAGEMENT.	112
4.1 Type of Licenses.	113
4.1.1 One Year License.	113
4.1.2 Reusable Licenses.	113
4.1.3 Trial License.	114
4.2 License information display screen.	115
4.2.1 License Management Information.	115
4.2.2 Storage Management Information.	116
4.2.3 Warning notification for storage usage capacity.	116
4.3 License Management per User.	117
4.3.1 Auto Assign Function.	117
4.3.2 License status display.	118
4.3.3 License expiration warning.	118
5 USER MANAGEMENT.	119
5.1 User information display screen.	120
5.2 Setting or editing user information.	122
5.2.1 Change Author settings.	122
5.2.2 Changing Transcriptionist settings.	123
5.2.3 Changing Administrator settings.	125
5.2.4 User Search Function.	126
5.2.5 Changing User Role.	126
5.3 Assign, Unassign Licenses.	127
5.3.1 Assign Licenses.	127
5.3.2 Unassign License.	129
5.4 Delete Users.	131
5.5 User registration via CSV File.	133
5.5.1 Download sample file.	133
5.5.2 Set User information.	134
5.5.3 Import CSV file.	134
6 ODMS CLOUD DESKTOP APP.	135
6.1 Install and Uninstall.	136
6.1.1 Installation under Windows Environment.	136
6.1.2 Uninstallation under Windows Environment.	136
6.1.3 Installation under Mac Environment.	136

6.1.4 Uninstallation under Mac Environment.	136
6.1.5 Installation when Microsoft Store is not available (Windows environment). ..	137
6.2 Operating environment.	138
6.2.1 Windows Environment.	138
6.2.2 Mac Environment.	139
6.3 Explanation of the Screen (Standard Workflow).	140
6.3.1 Resident Program.	140
6.3.2 Play Bar.	140
6.3.3 Display Property.	143
6.3.4 Setting for Auto Backspace.	143
6.4 Explanation of the Screen (Speech Recognition Workflow).	144
6.4.1 Text Correction Window.	144
6.4.2 Display Property.	148
6.5 Sound Settings Menu.	149
6.5.1 Starting the Settings Menu.	149
6.5.2 General.	150
6.5.3 Play Bar.	151
6.5.4 E-mail.	152
6.5.5 Speech Recognition.	153
6.5.6 Text Correction.	153
6.5.7 Pedal Customize.	154
6.5.8 Notification.	155
6.6 Startup, Shutdown, and Sign in.	156
6.6.1 Start Desktop App.	156
6.6.2 Sign in Operation.	156
6.6.3 Shutdown Desktop App.	157
6.7 Upload Dictation File.	158
6.7.1 Upload Dictation File.	158
6.7.2 Backup of Dictation Files.	158
6.7.3 Add Index Mark.	158
6.7.4 Manual Upload of Dictation Files.	159
6.7.5 Download Option (Edit Job Data).	159
6.8 Start and Finish Transcription.	160
6.8.1 Start Transcription.	160
6.8.2 Finish Transcription.	160
6.9 Receiving file(s) via email from the DS-9500 and automatically uploading them to the ODMS Cloud.	161

6.9.1 Supported Email Formats.	161
6.9.2 Email reception settings in Desktop App.	161
6.9.1 Switching email reception behavior.	163
6.10 Automatic tag conversion function in speech recognition workflow.	164
6.10.1 Template files available for tag conversion.	164
6.10.2 Supported tag information.	165
6.11 Changing Author ID from Desktop App.	166
6.11.1 Conditions for rewriting Author ID.	166
6.11.2 Changing the Author ID of recorded files.	166
6.12 Notes on Author ID for third party voice recorders.	167
6.12.1 Manually changing Author ID on dictation files created by third party recorders.	167
6.13 Export Dictation File.	168
6.13.1 Export Dictation File.	168
7 ODMS CLOUD MOBILE APP.	169
7.1 Download the app.	170
7.1.1 Apple Store.	170
7.1.2 Play Store.	170
7.2 Launch and Sign in.	171
7.2.1 First time startup.	171
7.2.2 Normal Startup.	173
7.2.3 In the event of changes to the Terms of Use.	173
7.3 Screen configuration.	174
7.3.1 Recording View.	174
7.3.2 Property View.	175
7.3.3 List View.	176
7.3.4 ODMS Cloud View.	177
7.3.5 Setting View.	178
7.4 Dictating using the Mobile App.	179
7.4.1 New recording standby state.	179
7.4.2 Recording status.	180
7.4.3 Recording pause state.	181
7.5 File Delete.	182
7.5.1 Deleting files from Recording View.	182
7.5.2 Deleting all files from List View.	183
7.5.3 Deleting selected files from List View.	184

7.6 File Upload to ODMS Cloud.	185
7.6.1 Uploading from Recording View.	185
7.6.2 Upload all files from List View.	186
7.6.3 Upload selected files from List View.	187
7.7 Confirm Transcription Status.	188
7.7.1 ODMS Cloud view.	188
7.8 Change Transcriptionist.	189
7.8.1 Sign into the ODMS Cloud directly from browser.	189
7.9 Offline mode.	190
7.9.1 Launching the Mobile App without a network connection.	190
7.9.2 Operation during Offline mode.	191
7.9.3 When the Mobile App reconnects to the network while in Offline mode.	191
7.10 Background Speech Recognition.	192
7.10.1 Selecting the language for speech recognition.	192
7.10.2 Checking the progress of speech recognition.	193
8 E-MAIL NOTIFICATION.	194
8.1 List of E-mail Notification.	195
8.2 Timing of E-mail notification being sent.	198
8.2.1 Migration from Trial to regular license (automatic update).	199
8.2.2 License expires from Trial (Delete account manually).	200
8.2.3 License auto assign (automatically assigns with sufficient stock).	200
8.2.4 License auto assign (Insufficient stock → License replenished and automatically assign).	201
8.2.5 License auto assign (License expired due to lack of stock → manual assignment).	201
8.2.6 Manually Assign Licenses.	202
8.2.7 User deletion after license expiration.	202
8.3 Details of E-mail Notification.	203
8.3.1 Account Registered Notification [U-101].	203
8.3.2 User Registration Notification [U-102].	203
8.3.3 License Shortage Notification [U-103].	204
8.3.4 License Expiration Warning [U-104].	204
8.3.5 License Requested Notification [U-105].	205
8.3.6 Cancelled License Order Notification [U-106].	205
8.3.7 License Issued Notification [U-107].	206
8.3.8 License Assigned Notification [U-108].	206
8.3.9 License Returned Notification [U-109].	207

8.3.10 Account Deleted Notification [U-111].	207
8.3.11 Account Edit Notification [U-112].	207
8.3.12 Temporary password [U-113].	208
8.3.13 User Registration Notification [U-114].	208
8.3.14 Edit User Notification [U-115].	208
8.3.15 User Deleted Notification [U-116].	209
8.3.16 Transcription Completion Notification [U-117].	209
8.3.17 Storage Usage Warning Notification [U-118].	209
8.3.18 Storage Usage Exceeded Notification [U-119].	210
8.3.19 User Bulk Registration Received Notification [U-120].	210
8.3.20 User Bulk Registration Completed Notification [U-121].	211
8.3.21 User Bulk Registration Failed Notification [U-122].	211
8.3.22 Partner Account Deleted Notification [U-123].	212
8.3.23 Partner Account Edit Notification [U-124].	212
8.3.24 Issued Trial License Notification [U-125].	212
8.3.25 Forced Email Verification Notification [U-126].	213
8.3.26 Trial License Expiration Warning [U-127].	213
8.3.27 New Dictation Notification [U-128].	214
8.3.28 Transcription Task Cancellation Notification [U-129].	214
8.3.29 Transcriptionist Change Notification [U-130].	214

Change History

Version	YYYY.MM.DD	Contents
Ver1.01	2024.04.02	First Edition
Ver1.10	2024.06.17	<Bulk user registration function> • Added bulk user registration function using CSV file (Section 5.5) <Edit/delete functions> Added the ability for the following functions. • Edit dictation file name (Section 3.4.4) • Delete Dictation File (Section 3.4.5) • Delete Users (Section 5.4) • Delete Typist group (Section 2.8.1) • Delete Template file (Section 2.8.3) • Edit Partner information (Section 2.11.2) • Delete Partner Account (Section 2.11.3) <File automatic deletion function> • Added automatic deletion of finished status file (Section 2.10.3) <Storage Management Function for Audio Data> • Added the function to view available storage capacity and used storage capacity (Section 4.2) • Added a warning function when exceeding storage capacity (Section 4.2.3) <Others> • Added information about email notification supporting new features (Section 8)
Ver1.11	2024.08.01	<Others> • Added instruction on how to install the Desktop App when they cannot access the Microsoft Store. (Section 6.1.5) <DS-9500 Support> • Added the function to receive emails from DS-9500 and automatically upload to ODMS Cloud. (Section 6.7)
Ver1.12	2024.09.12	<Fixed an incorrect description of the conditions for deleting a user> • Delete users. (Section 5.4)
Ver1.13	2024.12.2	<Added information about system configuration> • System Configuration (Section 1.1.3) <The following features have been improved> • How to playback backed-up Dictation Files (Section 2.10.2) • Changing Status from Finished to Pending (Section 3.9.5) • Virtual Environment Support for the Desktop App (Section 6.2.1) • Changes to the settings menu due to the addition of functions to the Desktop App (Section 6.3.5) • Download Option (Edit Job Data) (Section 6.5.5)

Ver1.14	2024.12.9	<Password change operation has been partially improved> • Change Password. (Section 2.3.4)
Ver1.15	2024.1.14	<Offline mode has been added to the Mobile App> • Offline mode. (Section 7.9)
Ver1.16	2025.1.27	<The following features have been improved> • Forced completion of user verification. (Section 2.3.3) • Dictation Search Function. (Section 3.1.4) • User Search Function. (Section 5.2.4)
Ver2.00	2025.6.30	Background Speech Recognition function has been added along with additional Speech Recognition License type.
Ver2.10	2025.9.1	<The following features have been improved> • You can now select multiple Dictation Files and delete them all at once. (Section 3.4.5) • You can now change the role of registered users. (Section 5.2.5) • New task notifications can now be received via email. (Section 5.2.2) • You can now sort by Transcriptionist on the Dictations screen. (Section 3.1.5) • An icon now indicates whether a task is assigned to an individual or group Transcriptionist. (Section 3.1.2) • The role of the logged-in user can now be displayed as an icon. (Section 2.1) • You can now view tasks that are assigned to multiple people. (Section 3.1.1) • Support pages can now display Dealer's contact email addresses. (Section 2.2.6)
Ver2.20	2025.11.17	<The following features have been improved> • You can now enable or disable the Auto Punctuation feature in background speech recognition (Section 2.8.4) • Auto Backspace is now available in the Text Correction Window (Section 6.5.3) • Dictation files can now be exported (Section 6.13)
Ver2.21	2025.11.25	<Some of the following requirements have been revised> • Devices Connectable to Desktop App (Section 1.4) • Operating Environment (Section 6.2.2)
Ver2.22	2026.2.9	<The following features have been improved> • Select options for two-factor authentication (Section 2.3.5) • Change the status of multiple files to "Finished" at once (Section 3.9.6)

Ver2.23	2026.3.9	<The following features have been improved> · Transcriptionists can now delete tasks (Section 4.3.5)
Ver2.24	2026.6.8	The typographical error has been corrected.

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 transcriptionists 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 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.

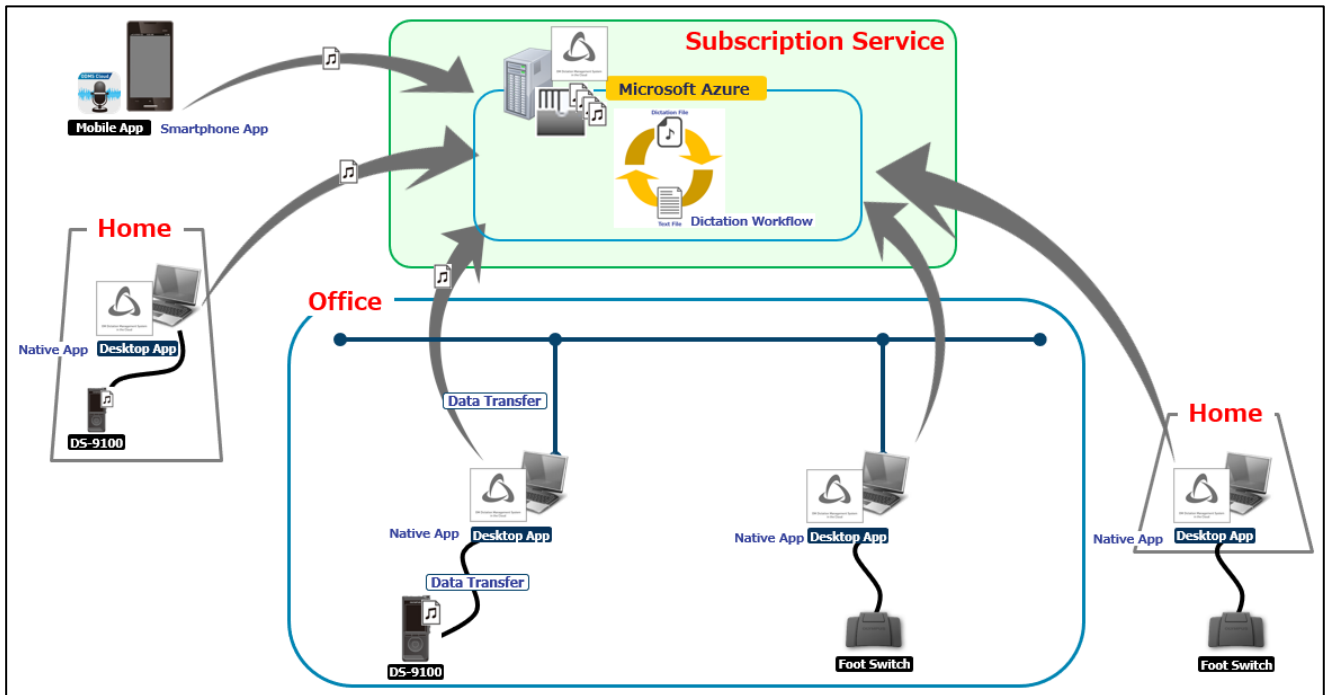
For individual device settings, download the Device Configuration Program (DCP) from the download site and install it on your Windows PC.

[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.

- **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.

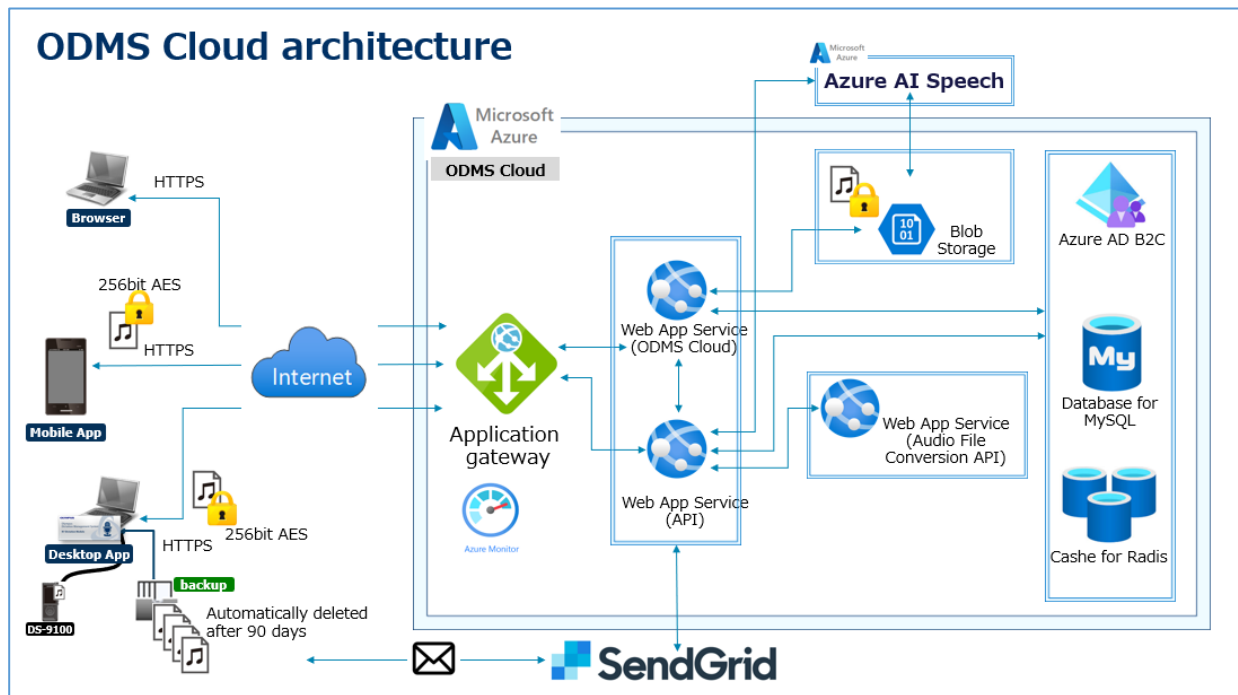
Furthermore, the device settings of individual users can be managed by using the import/export functions.

1.1.3 System Configuration

- **System Configuration**

ODMS Cloud is a Dictation Workflow system built on the Azure Cloud Service provided by Microsoft, and important data such as personal information and Dictation Files are managed and protected within the Azure server. Dictation files being transferred from the Dictation App and Mobile App uses HTTPS communication to ensure security.

Dictation Files recorded with the recorder or Mobile App can be encrypted with 256-bit AES, and password information is required to play the files.



[Chapter top](#)

1.2 Licenses.

- To use the ODMS Cloud, you need to purchase a subscription license and assign it to an author or transcriptionist.
- 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.
- 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.

Below are the different types of licenses:

- **Speech Recognition License**

- In addition to using the standard dictation workflow, you can also use the speech recognition.
- **The Speech Recognition License is only available to Authors.**

- **Speech Recognition Upgrade License**

- This is a license to upgrade a Standard License to a Speech Recognition License.
- You can only upgrade if you have more than 90 days remaining on your Standard License.

- **Standard License**

- This license allows users to use the standard dictation workflow.

- **Trial License**

- This license is automatically issued when you register an account and is valid for 30 days
- You can also use the speech recognition workflow with a trial license.

- **Card License**

- This license is provided as a paper card bundled with our Dictation and Transcription hardware products.
- You can use it as a Standard License by entering the license number printed on the license card into ODMS Cloud.
- **Once activated, the same license code cannot be reused.**

1.3 Roles

- In order to register a user on the ODMS Cloud and use its functions, each user must be given a Role.
- The functions available in ODMS Cloud are determined by the Role you set.
- Since roles and workflows are closely interconnected, changes can only be made under specific conditions to prevent potential data conflicts. For more information, refer to section. [<5.2.5 Changing User User Roles>](#).

Below are the following types of roles:

- **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.
 - **Speech Recognition License is only available to Authors.**
- **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 by 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](#)

1.4 Devices Connectable to Desktop App.

Desktop App supports the following OM Digital Solutions devices:

Device Type	Models
DVR (Mass storage recorder)	• DS-9500 • DS-9100 • DS-9000 • DS-2700 • DS-2600 • DS-7000 • DS-3500 • DS-5500 • DS-5000/5000ID • DS-3400 For automatic dictation upload: Philips DPM8000 series
Foot switch	• RS31N • RS28N • RS27N • RS31H • RS28H • RS27H 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.

[Chapter top](#)

1.5 Supported File Formats.

1.5.1 Dictation Files

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](#)

1.6 Supported Browser.

1.6.1 Browser

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.

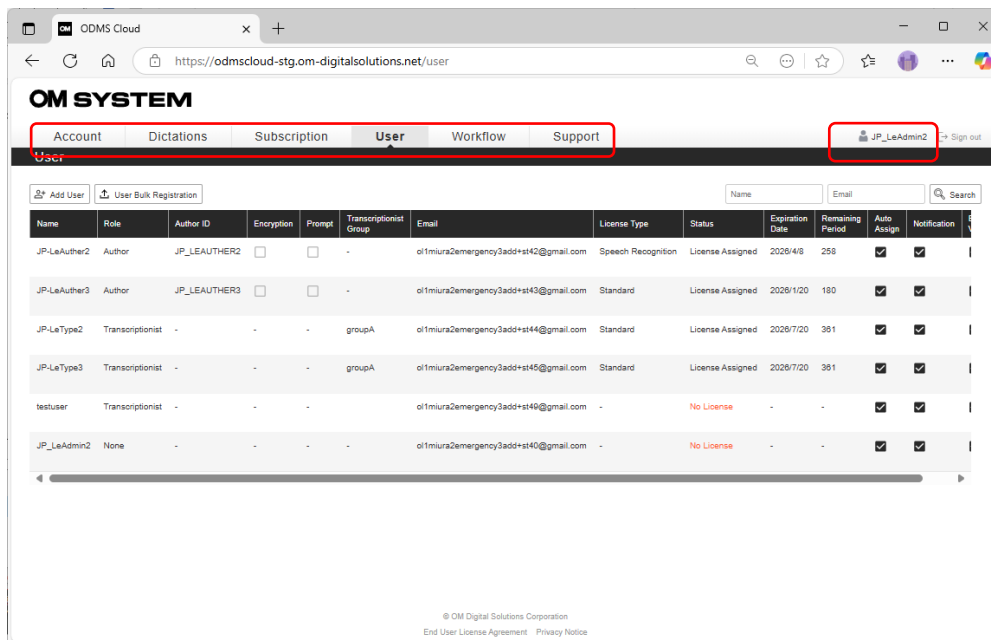
- [☐ 2.1 Screen Configuration](#)
- [☐ 2.2 Account registration and settings](#)
- [☐ 2.3 User Registration](#)
- [☐ 2.4 Register or Edit Administrator](#)
- [☐ 2.5 Order Licenses](#)
- [☐ 2.6 Activate License Key from the License Card](#)
- [☐ 2.7 Assign Licenses](#)
- [☐ 2.8 Configuring Workflow](#)
- [☐ 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. In addition, you can also obtain various programs such as Desktop App and drivers for virtual environments. The support screen now shows the dealer's email address as their contact information.

*For users who are not set as an administrator, only the "Dictations" and "Support" screen will be displayed.

The name and role information of the signed-in user will be displayed as an icon in the upper right corner of the screen.



Role: None



Role: Author



Role: Transcriptionist

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](#)

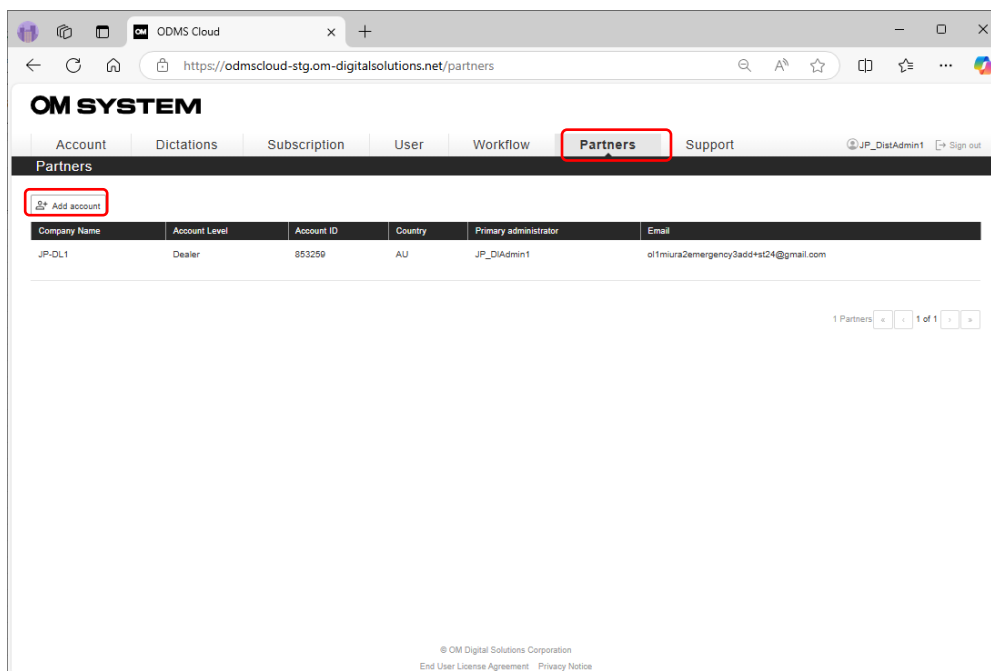
[Dealer Management \(fifth tier\)](#)

[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 OM System web application. The browser address bar displays the URL: <https://odmscloud-stg.om-digitalsolutions.net/partners>. The page header includes the OM SYSTEM logo and navigation tabs: Account, Dictations, Subscription, User, Workflow, Partners (selected), and Support. A user profile icon labeled 'JP_DistAdmin1' and a 'Sign out' link are visible in the top right.

The main content area features a table with columns: Company Name, Account Level, Account ID, Country, Primary administrator, and Email. The first row contains the data: JP-DL1, Dealer, 85325, and emergency3addrst24@gmail.com. An 'Add account' button is located above the table.

An 'Add account' modal is open in the center of the screen. It contains the following sections and fields:

- Register account information**
 - Company Name:
 - Country:
- Register primary administrator's information**
 - Administrator's Name:
 - Email:
- Add account** (button, highlighted with a red rectangle)

At the bottom of the page, there is a footer with the text: © OM Digital Solutions Corporation, End User License Agreement, and Privacy Notice.

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.

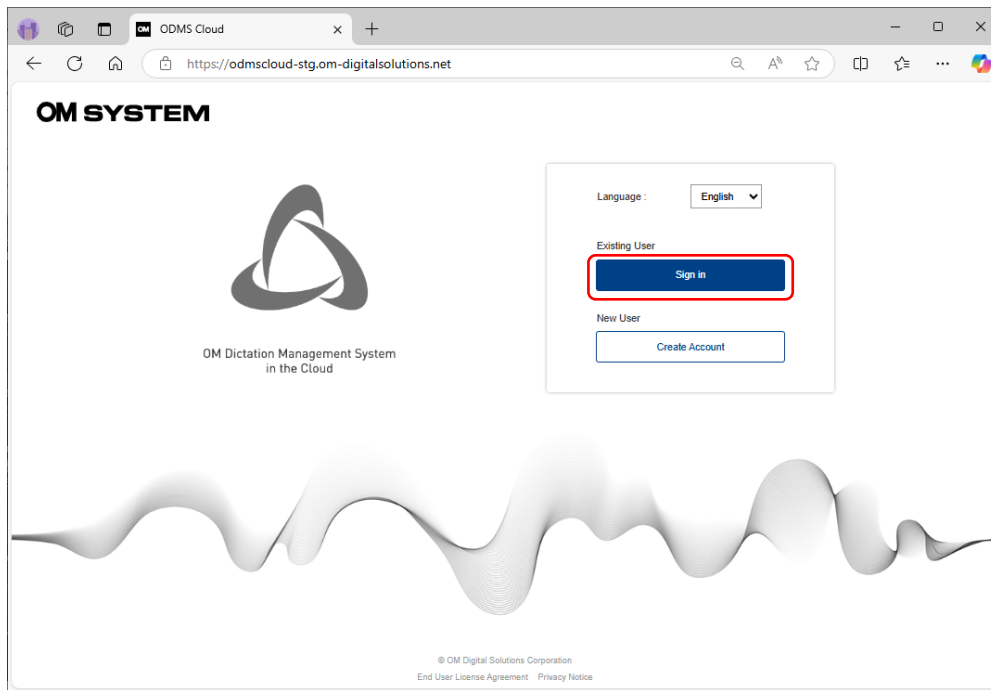
<English>

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 : https://odmscloud.odmsystem.com/mail-confirm?7verify=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJyY2NvdWV0S0SWQlQ0Y0LCJ1cjE2cyVwSQl0JE2NCiwZWlhbiVWoiOjZGIzMWNvb3VkMnRlc3QzYWRRK2pwbiJveQEgdtYWIslmNvbnSlsmhlndCl6IMTwcnIEtNTAwMCwiczXkxpczkNyNTUIMDAwfQ0TmJRyRunTL_7YrDgsJTJz1untIdFuyFeJrhJSXiNPucasCayKCtmzmnmWDdkK2ilq0AL5YndIT7Cb8eQWZxzE40YY9vaUl70plwgSH3kutDbCRj6IXURX9Q0bl6smVMMR6heFYKMqJK7MR2InsFnmtDLdxFGaGo8lyEnTPQiEk9_vdmFrTr7JenLdV7yzubLhzueFuULdzOnb6RENIcmNicRNFGSh9pEpJA8YwOknpasfrmpuasELI70LM5nZYfluyXpTvndllGCFladLyKwp

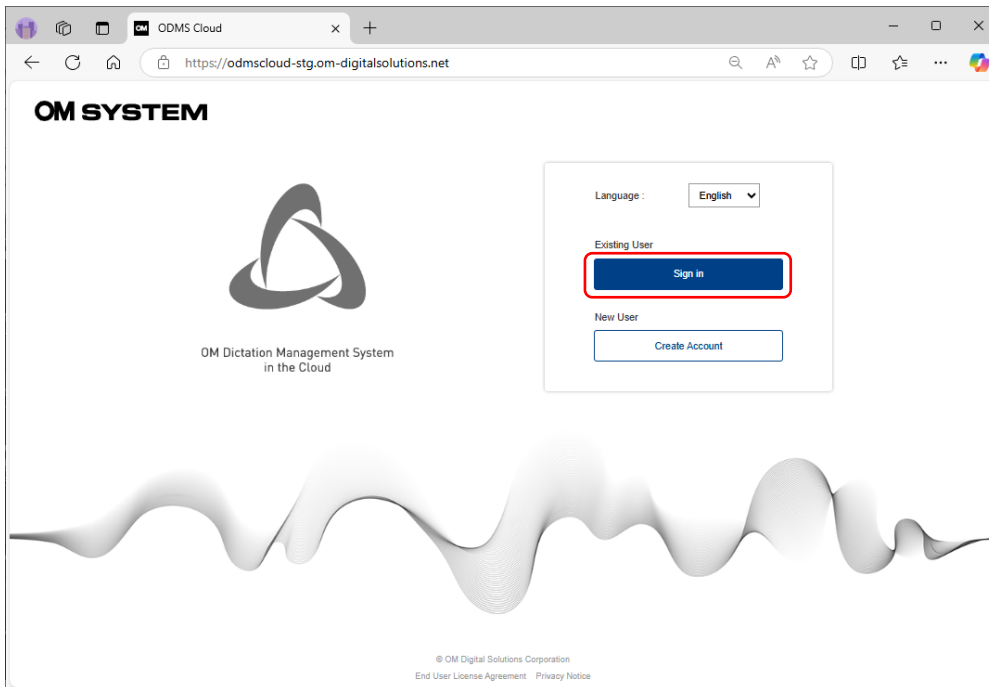
4. If verification is successful, a [Verified] email will be sent. Account registration is now complete. Click [Return to Sign in] to log in to the ODMS Cloud.

A screenshot of the OM SYSTEM ODMS Cloud verification screen. The header shows 'OM SYSTEM' on the left and 'ODMS Cloud' on the right. The main content area has a light gray background. At the top, the word 'Verified!' is displayed in a large, dark font. Below it is a horizontal line. In the center, there is a large gray circle containing a checkmark. Underneath the circle, the text 'You have successfully verified the account.' is shown. At the bottom, there is a red-outlined button with the text 'Return to Sign in' in blue.



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.

A screenshot of the OM SYSTEM "Create your account" registration page. The form is titled "Create your account" and contains two main sections: "Registration Information" and "Register primary administrator's information". The "Registration Information" section includes fields for "Company Name", "Country" (a dropdown menu), and "Dealer (Optional)" (a dropdown menu). The "Register primary administrator's information" section includes fields for "Administrator's Name", "Email Address", and "Password". The "Country" dropdown, the "Dealer" dropdown, and the "Administrator's Name", "Email Address", and "Password" fields are all highlighted with red rectangles. Below the "Password" field, there is a checkbox for "Yes, I agree to the terms of use." and a link to "Click here to read the End User License Agreement, for OMDS Cloud." and another link to "Click here to read the Privacy Notice, for OMDS Cloud." The "Submit" button is also highlighted with a red rectangle. At the bottom of the form, there is a "Cancel" link.

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's name is in the dealer field, the settings are complete.

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

The screenshot shows the ODMS Cloud Account page. The browser address bar displays <https://odmscloud-stg.om-digitalsolutions.net/account>. The page has a navigation bar with tabs: Account, Dictations, Subscription, User, Workflow, and Support. The 'Account' tab is selected. Below the navigation bar, there are two main sections: 'Account Information' and 'Administrator Information'. In the 'Account Information' section, the 'Dealer' field is highlighted with a red box and shows a pull-down menu with the text '-- Select Dealer --'. The 'Administrator Information' section shows the 'Primary administrator' as JP_LeAdmin4 and the 'Email Address' as odms1cloud2test3add+d... The 'Dealer Management' section is also visible, with a checkbox for 'Dealer Management' and a description of the option. At the bottom of the page, there is a 'Save Changes' button and a 'Delete Account' link.

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 OMDS 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' page of the OMDS Cloud system. 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-Legal4), Account ID (853341), Account Type (Customer), Country (AU), and Dealer (JP-DL1). The 'Administrator Information' section includes fields for Primary administrator (JP_LeAdmin4), Email Address (odms1cloud2test3add+d...), and Secondary Administrator (with a dropdown menu). A red box highlights the 'Dealer Management' section, which contains a checkbox and a text block explaining the implications of enabling this option. Below the checkbox is a 'Save Changes' button. At the bottom of the page, there is a 'Delete Account' link and a footer with copyright information.

Account Information	
Company Name	JP-Legal4
Account ID	853341
Account Type	Customer
Country	AU
Dealer	JP-DL1

Administrator Information	
Primary administrator	JP_LeAdmin4
Email Address	odms1cloud2test3add+d...
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 OMDS 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 OMDS Cloud account.

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

[Save Changes](#)

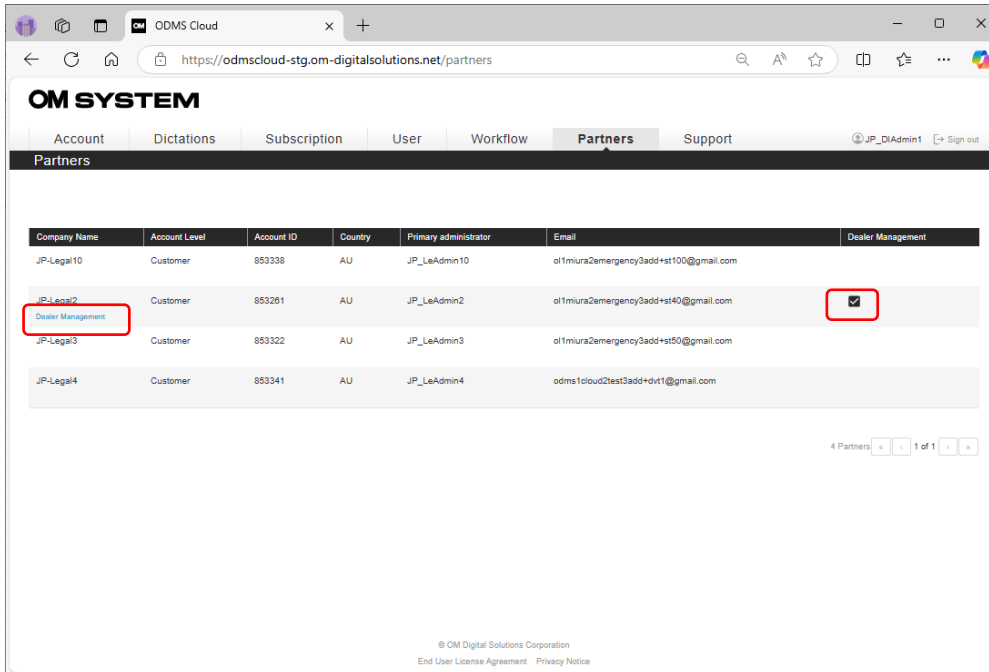
[Delete Account](#)

© OM Digital Solutions Corporation
End User License Agreement Privacy Notice

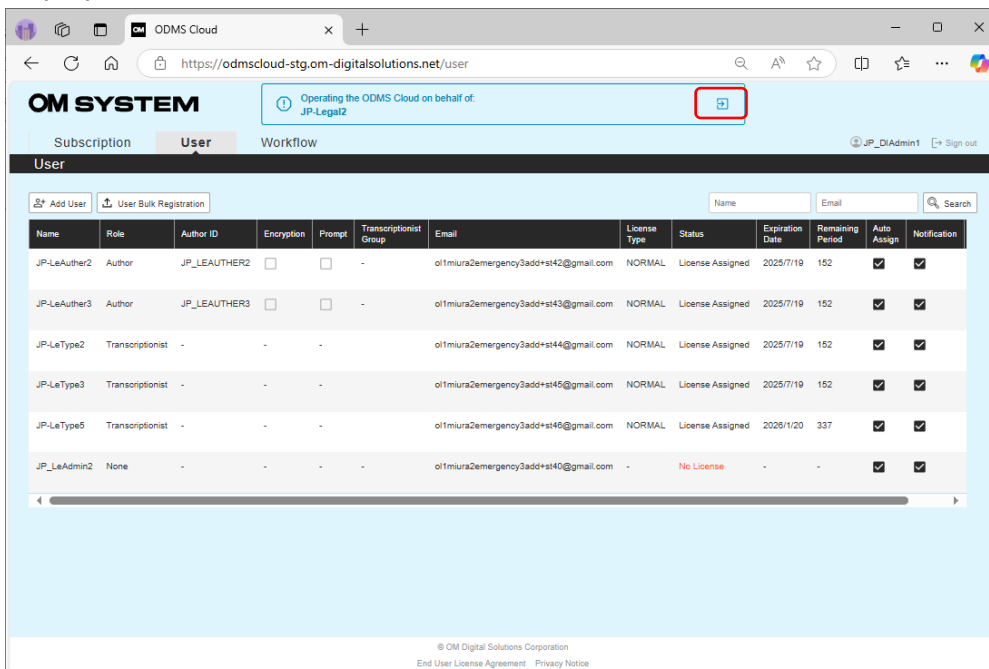
※By enabling the Dealer Management option, you are agreeing to allow your dealer to have the rights to access your ODMS Cloud account to order licenses and register users, and manage the workflow on your behalf. Your dealer will not have access to any voice file(s) or document(s) stored in your ODMS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

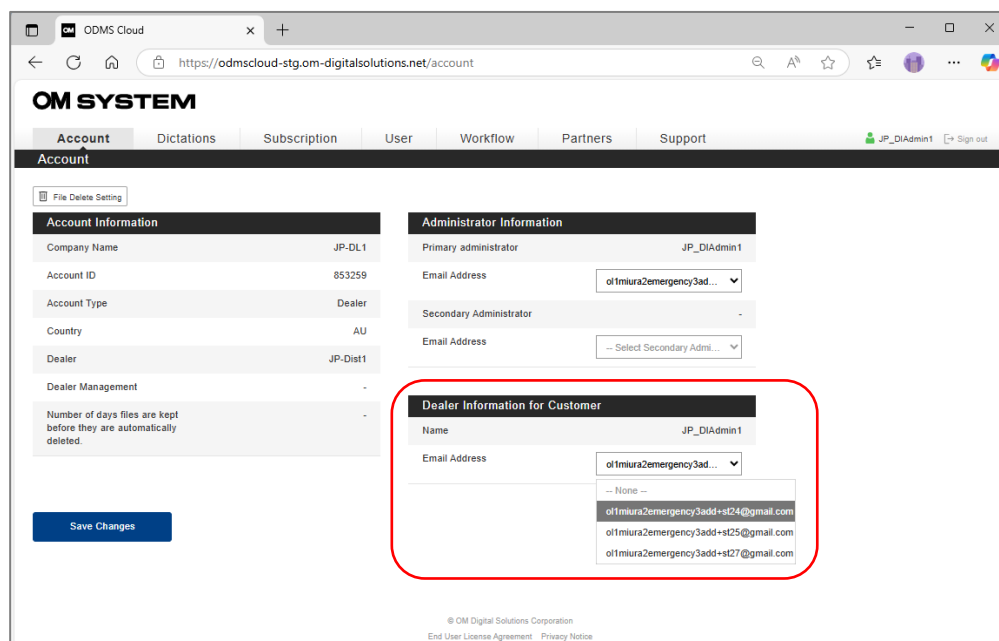
 button.

[Chapter top](#)

2.2.6 Setting Dealer's contact information (Dealer's Account)

The dealer's contact email address can be displayed on the "Support" screen for customers (fifth tier). The email address must be selected from the list of users registered within the dealer account. If you want to use a dedicated email address specifically for customer inquiries, can register it as a user without assigning a license.

[Dealer Screen]



ODMS Cloud

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

OM SYSTEM

Account Dictations Subscription User Workflow Partners Support JP_DIAAdmin1 Sign out

Account

File Delete Setting

Account Information

Company Name	JP-DL1
Account ID	853259
Account Type	Dealer
Country	AU
Dealer	JP-Dist1
Dealer Management	-
Number of days files are kept before they are automatically deleted.	-

Administrator Information

Primary administrator	JP_DIAAdmin1
Email Address	o1miura2emergency3ad...
Secondary Administrator	-
Email Address	-- Select Secondary Admin...

Dealer Information for Customer

Name	JP_DIAAdmin1
Email Address	o1miura2emergency3ad...

-- None --

o1miura2emergency3add-st24@gmail.com

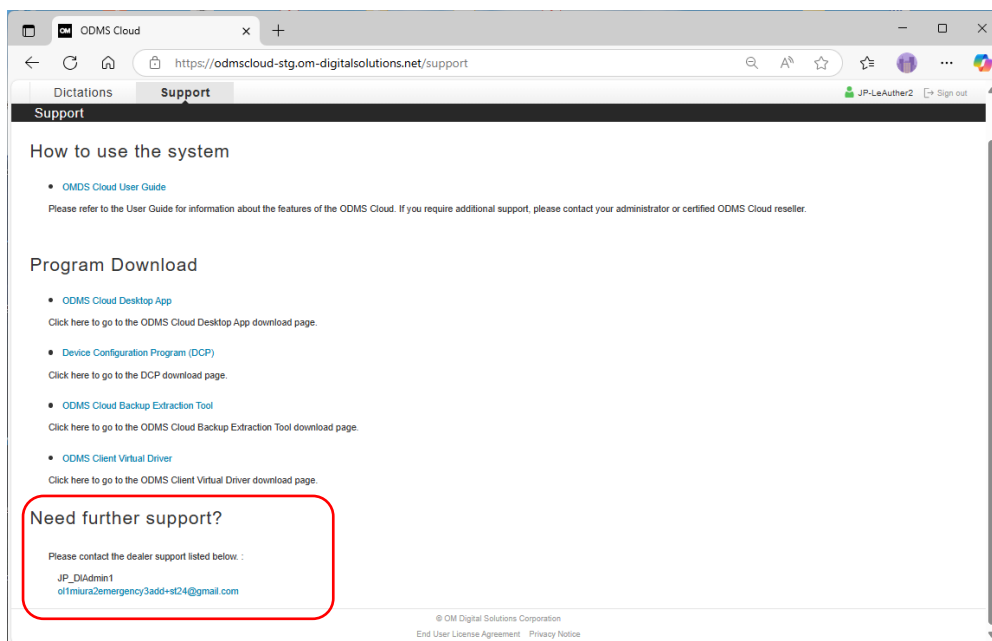
o1miura2emergency3add-st25@gmail.com

o1miura2emergency3add-st27@gmail.com

Save Changes

© OM Digital Solutions Corporation
End User License Agreement Privacy Notice

[User Screen]



ODMS Cloud

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

Dictations **Support** JP-LeAuther2 Sign out

Support

How to use the system

- [ODMS Cloud User Guide](#)

Please refer to the User Guide for information about the features of the ODMS Cloud. If you require additional support, please contact your administrator or certified ODMS Cloud reseller.

Program Download

- [ODMS Cloud Desktop App](#)
Click here to go to the ODMS Cloud Desktop App download page.
- [Device Configuration Program \(DCP\)](#)
Click here to go to the DCP download page.
- [ODMS Cloud Backup Extraction Tool](#)
Click here to go to the ODMS Cloud Backup Extraction Tool download page.
- [ODMS Client Virtual Driver](#)
Click here to go to the ODMS Client Virtual Driver download page.

Need further support?

Please contact the dealer support listed below :

JP_DIAAdmin1
o1miura2emergency3add-st24@gmail.com

© OM Digital Solutions Corporation
End User License Agreement Privacy Notice

[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](#)

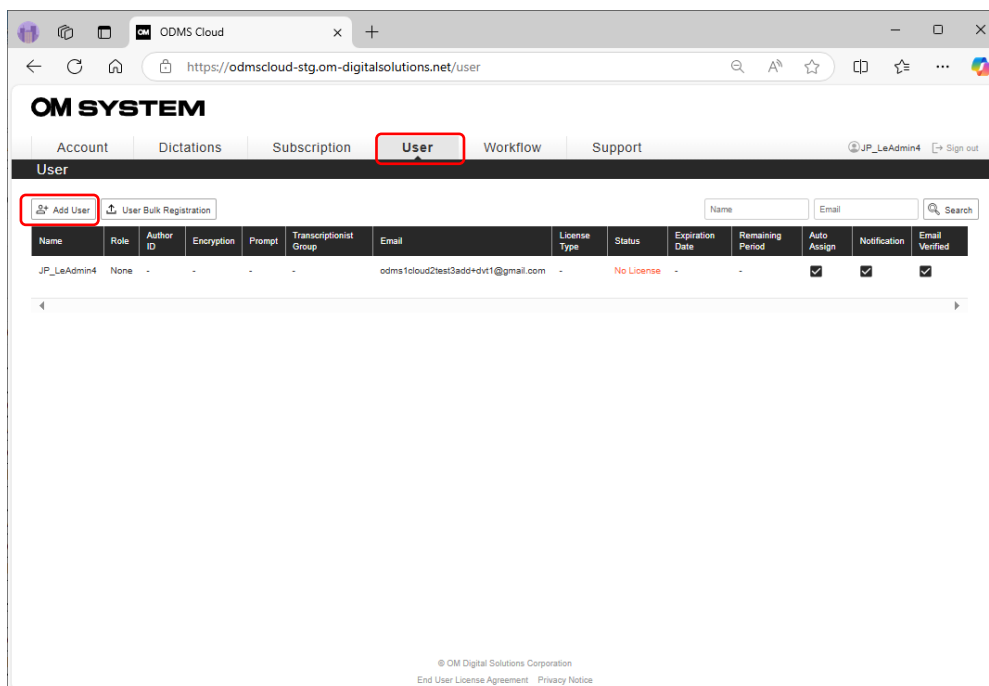
[User Verification](#)

[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.



【Registering Authors】

The screenshot displays the OM SYSTEM web application interface. The top navigation bar includes links for Account, Dictations, Subscription, User, Workflow, and Support. The 'User' tab is active. A modal window titled 'Add User' is open, showing the 'User Information' form. The form includes fields for Name, Email, and Author ID, which are mandatory. The Role is set to 'Author'. There are checkboxes for Encryption, Prompt, Auto Assign, and Notification. The 'Add user' button is at the bottom of the modal. The background shows a table with columns for Name, Role, Author ID, Encryption, Prompt, and Transcription Group.

Name, Email, and Author ID are mandatory fields.

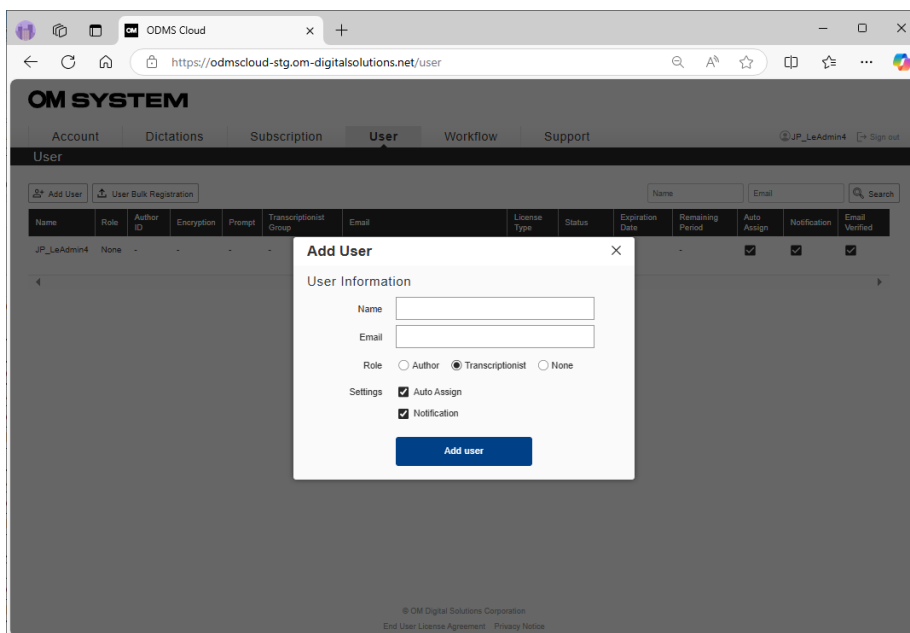
Encryption: You can encrypt files when recording with a recorder. If you check the box, you can enter the password for the encryption function. Password information will be transferred to the recorder when the compatible recorder is connected via USB.

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)

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.

Notification (Transcriptionist): This feature will notify the user by email when a dictation file is assigned to them. (Default setting: on)

Administrators who will not serve as author/transcriptionist should set the Role to “None”.

2.3.2 User Verification.

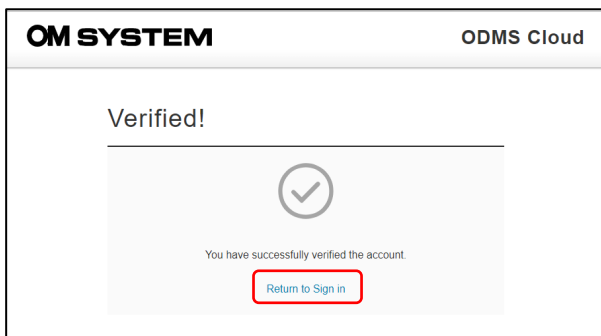
Once user registration is complete, a verification email will be sent to the registered email address. Please perform user verification from the URL attached to the email. User verification is mandatory. Users who have not completed verification cannot log into the ODMS Cloud.

<English>

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: https://odmscloud.odmsystem.com/mail-confirm/user/?verify=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJhY2NvdW50SWQiOiY0LCJ1c2VySWQiOiJlE2NSwiZW1haWwiOiJvZG1zMWNSb3VhMnRlc3QzYWRkK2pwbiE9YQdYVWlsLmNvbSIsImhhdCI6MTcwNjE1NjkxOCwiZG90b3R5NTU2OTE4fQ.junJZrSrPtBdQwzxBpuBUjCpL0i6EZxaGwXqbbUyU2mziKdUMhXTJbQX-YWUW5CSUcb7VIBzVbkBupT8OMkeDw_IC1v6BGQIn6PnjOOObgoN3zL-wnQRpwu8OFglPKMzL9jptc8Z1WHIYtY8ZNRdjZzAqFQTaY5_AO9Z9E3AAwWPK3HyhXTKiKgmptuODugL_Ab1tatVanw242nyNGbMq_YatPbKxeD14QM7zKxgKc-ym54Tke9R5FkduKw2S-ILVWuQeQehvsgud8z3PTAwadDW27TTC3GPF-azacY7Dpaw59eAsETDwGc140

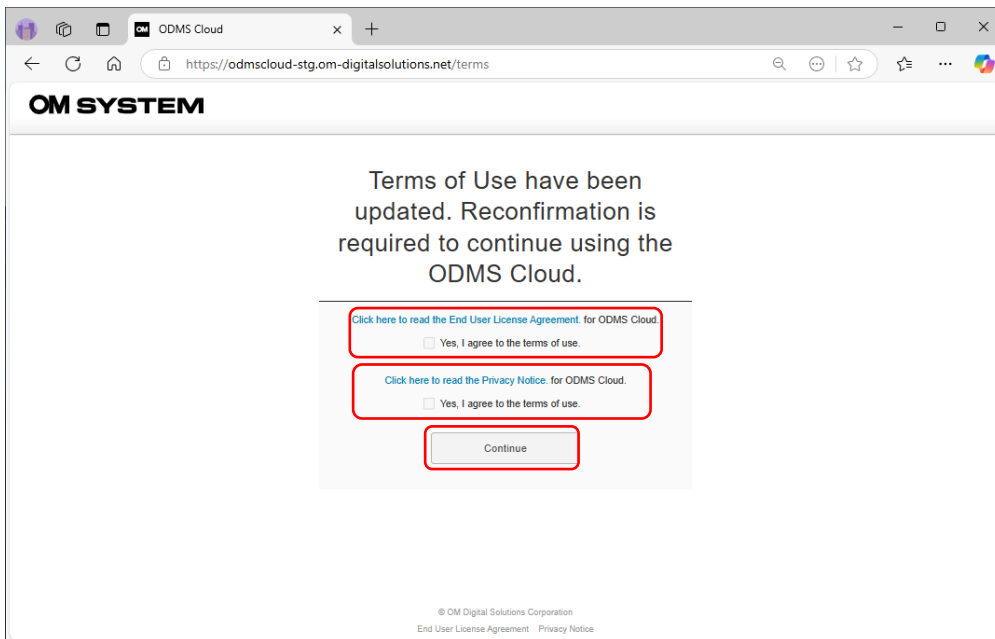
When verification is completed, a pop-up window notifying the completion will be displayed on the screen.



*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.

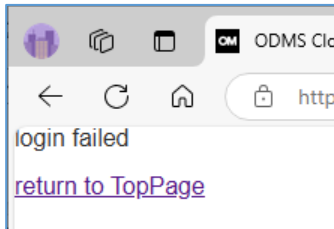
When signing into the ODMS Cloud for the first time, you must agree to the "Terms of Use".

When you open the link, the checkbox will become active, so please check the boxes, and click the [Continue] button to sign in.

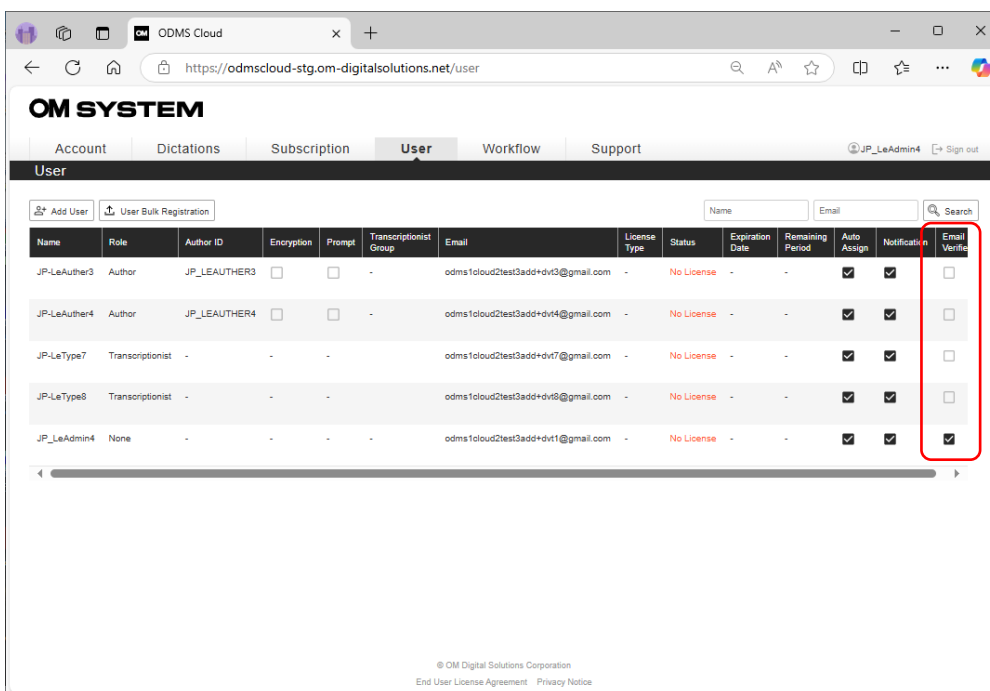


2.3.3 Forced completion of user verification.

If you do not complete user verification within 24 hours, you will not be able to sign in to ODMS Cloud. If the following error occurs immediately after signing in, it is very likely that the user authentication has not been completed.



You can confirm the user verification on the following screen.



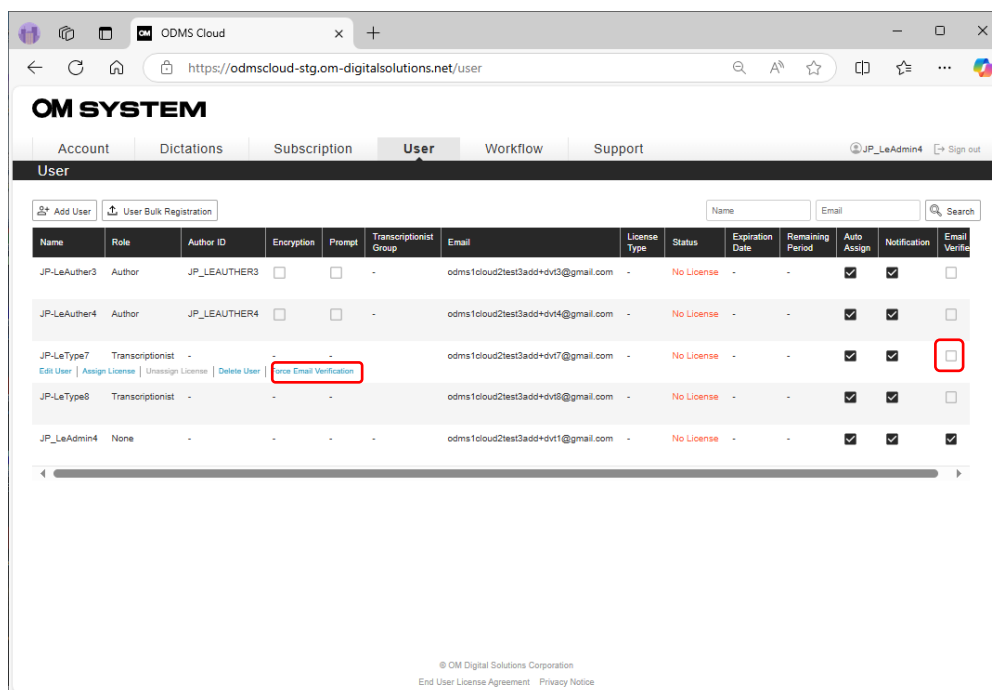
Possible reasons for not receiving the verification email include:

- The email has been classified as spam.
- Your PC is set up so that it cannot receive emails from ODMS Cloud (odmscloud.omsystem.com).
- The registered email address is incorrect.

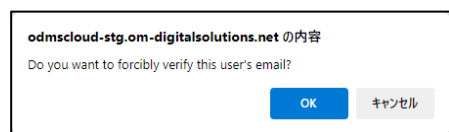
Please consult with your IT administrator to resolve the issue. After resolving the issue, please delete the user and re-register to check if you can receive the verification email.

If no problems are found and the situation does not improve, you can force the user verification. However, please be aware that when the user verification is forcibly completed, the user may not receive notifications from ODMS Cloud and will use the service without system notifications.

1. Hover your mouse over the user you want to force the authentication for and click the "Force Email Verification" button.



2. Click "OK" to perform the forced authentication.

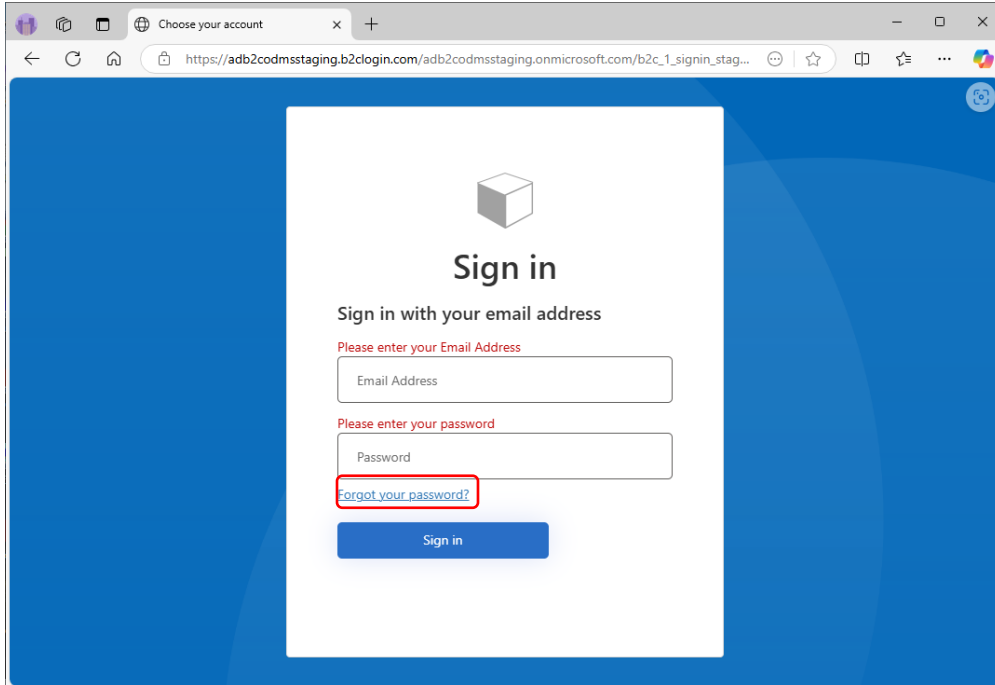


3. A verification completion notification U-126 will be sent to the user and administrator.

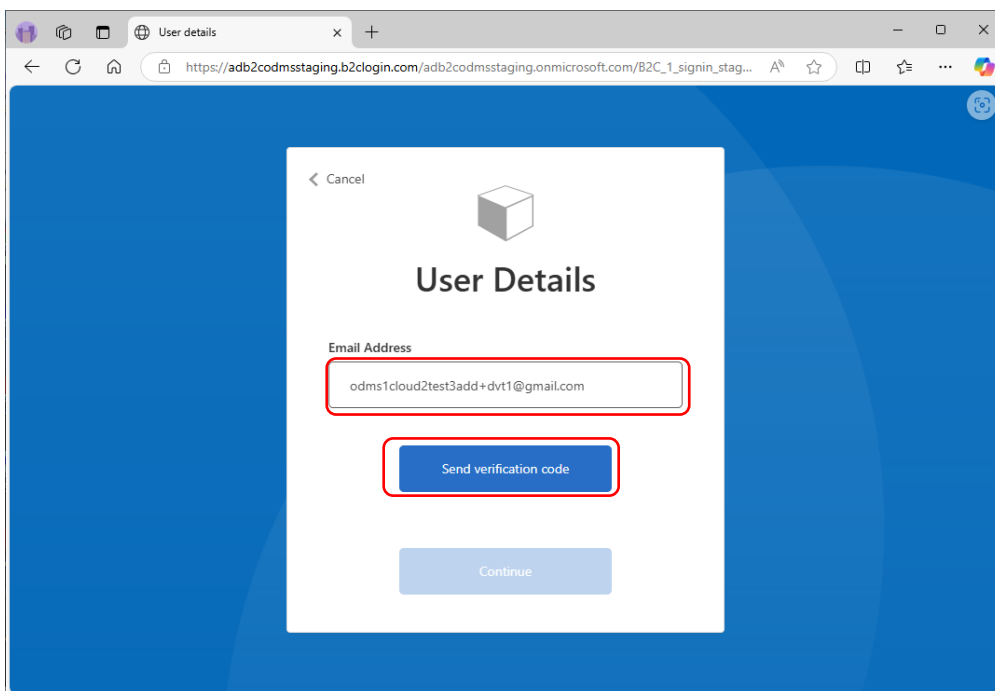
2.3.4 Change Password.

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].



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

User details

Cancel

User Details

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

Email Address

odms1cloud2test3add+dv1@gmail.com

Verification Code

Verification Code

Verify code Send new code

Continue

* When changing your password, you will need to go through two-factor authentication twice.

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

User details

Cancel

User Details

E-mail address verified. You can continue now.

Email Address

odms1cloud2test3add+dv1@gmail.com

Continue

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

A screenshot of a web browser window showing a 'User details' verification screen. The browser's address bar displays the URL: `https://adb2codmsstaging.b2clogin.com/adb2codmsstaging.onmicrosoft.com/B2C_1_signin_stag...`. The page has a blue background with a white central card. At the top of the card is a 'Cancel' link and a cube icon. Below the icon is the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address' containing 'odms1cloud2test3add+dv1@gmail.com' and 'Verification Code' which is currently empty and highlighted with a red rectangle. Below the input fields are two buttons: 'Verify code' (highlighted with a red rectangle) and 'Send new code'. At the bottom of the card is a 'Continue' button.

Click [Continue] to open the password change screen.

A screenshot of the same 'User details' screen after successful verification. The message now reads: 'E-mail address verified. You can continue now.' The 'Email Address' field still contains 'odms1cloud2test3add+dv1@gmail.com'. The 'Continue' button at the bottom is now highlighted with a red rectangle. The 'Verify code' and 'Send new code' buttons are no longer visible.

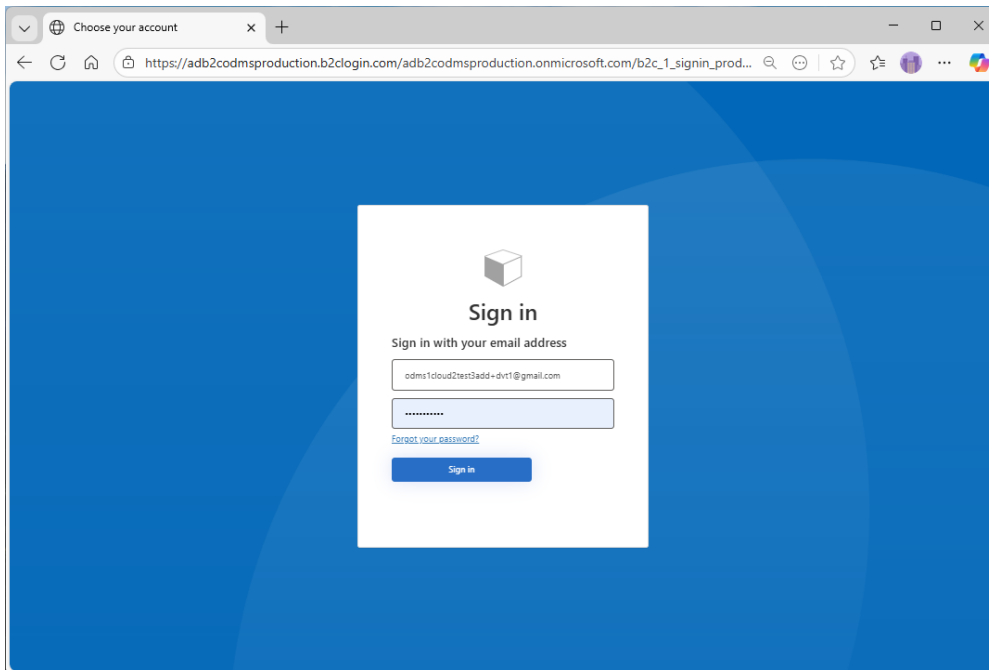
Enter the new password twice, then click [Continue] to log in to ODMS Cloud.

The screenshot shows a web browser window with the 'User details' dialog box open. The dialog box has a blue background and a white center. At the top left of the dialog is a '< Cancel' link. In the center is a cube icon. Below the icon is the title 'User Details'. Underneath the title is a red error message: 'New Password is required.'. Below this message are two input fields: 'New Password' and 'Confirm New Password'. Both fields have a red asterisk to their right. At the bottom of the dialog is a blue button labeled 'Continue', which is highlighted with a red rectangle.

2.3.5 Select options for two-factor authentication.

You can choose which two-factor authentication method to use when signing in to ODMS Cloud.

1. Sign in using the User ID registered with ODMS Cloud.

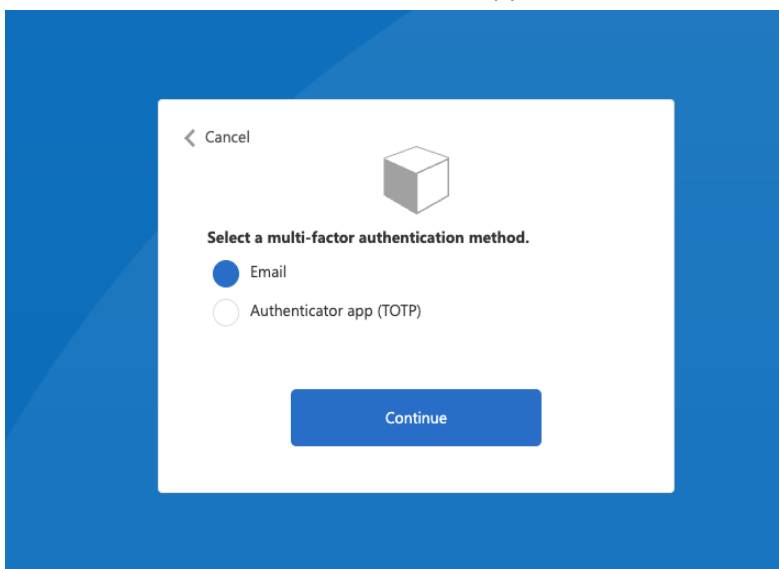


2. Select an option for two-factor authentication.

- Email: A verification code will be sent to the email address you registered.
- Authenticator: A verification code will be sent to the Authenticator app installed on your smartphone.

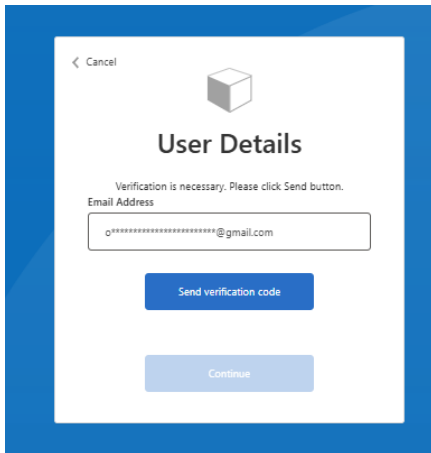
For subsequent sign-ins, the two-factor authentication method you selected will be the default method.

*Please install the Authenticator app beforehand.



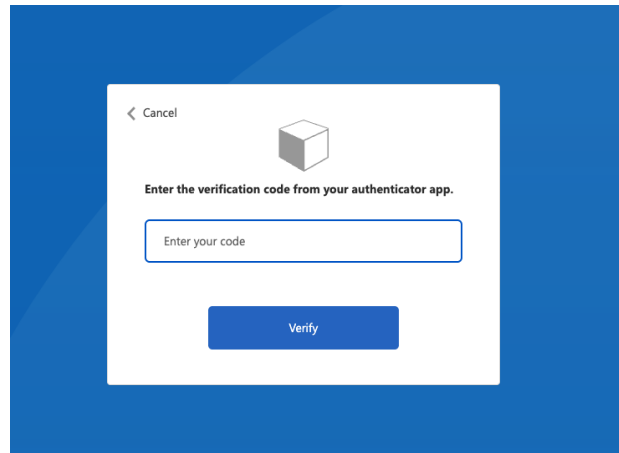
3. Enter the received verification code to complete the sign-in process.

【Receive the verification code
via email】

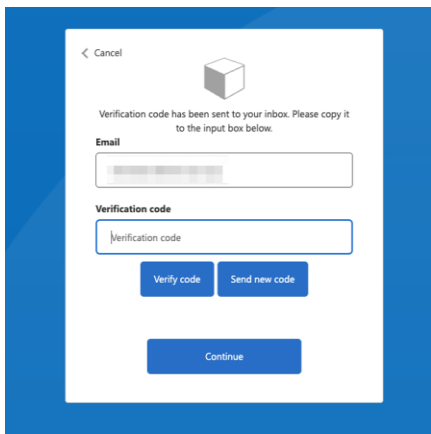


The screen is titled "User Details" and features a blue header bar with a "Cancel" button. Below the header is a white card with a 3D cube icon. The text "Verification is necessary. Please click Send button." is displayed. An "Email Address" field contains a masked email address ending in "@gmail.com". Below the field are two buttons: "Send verification code" (blue) and "Continue" (light blue).

【Receive the verification code via
Authenticator】

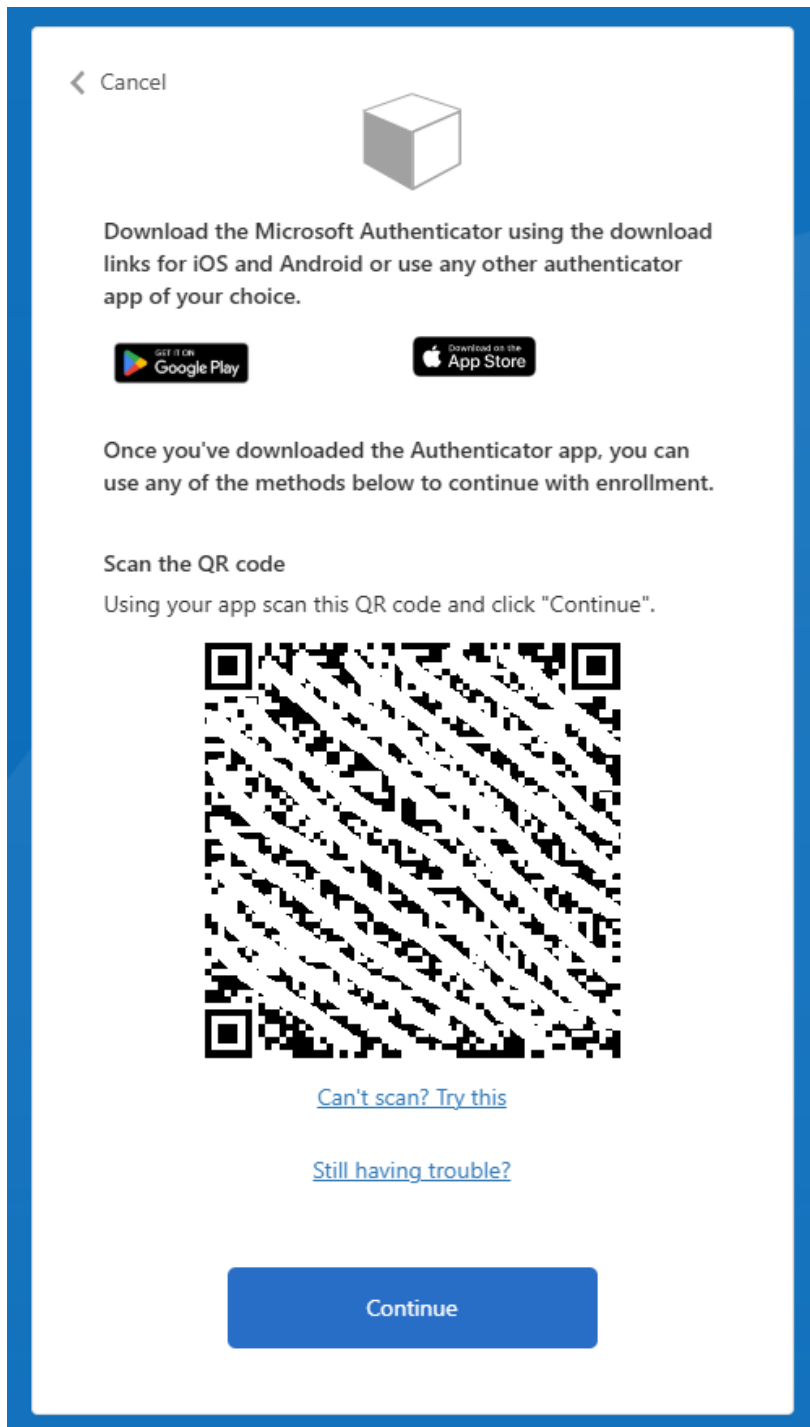


The screen is titled "Enter the verification code from your authenticator app." and features a blue header bar with a "Cancel" button. Below the header is a white card with a 3D cube icon. An "Enter your code" field is present, followed by a blue "Verify" button.



The screen is titled "Verification code has been sent to your inbox. Please copy it to the input box below." and features a blue header bar with a "Cancel" button. Below the header is a white card with a 3D cube icon. An "Email" field is shown. Below it is a "Verification code" field. At the bottom are three buttons: "Verify code" (blue), "Send new code" (blue), and "Continue" (blue).

*The Authenticator app on your smartphone must be registered with ODMS Cloud before use. If the Authenticator app is not already installed, install the version that is compatible with your smartphone's operating system. Launch the Authenticator app and scan the QR code displayed on the ODMS Cloud screen to complete the registration and activation process.



[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 title is "OM SYSTEM". The navigation bar includes tabs: "Account" (highlighted with a red box), "Dictations", "Subscription", "User", "Workflow", and "Support". The user is logged in as "JP_LeAdmin4" and can click "Sign out".

The "Account" tab is active, showing two main sections:

- Account Information:** Fields include Company Name (JP-Legal4), Account ID (853341), Account Type (Customer), Country (AU), and Dealer (JP-DL1).
- Administrator Information:** Fields include Primary administrator (JP_LeAdmin4), Email Address (odms1cloud2test3add+d...), and Secondary Administrator (Email Address: -- Select Secondary Admi...). The "Secondary Administrator" dropdown is highlighted with a red box.

Below these sections, there is a "Dealer Management" checkbox and a "Number of days files are kept before they are automatically deleted" field. A "Save Changes" button is at the bottom left, and a "Delete Account" link is at the bottom left. The footer contains copyright information for OM Digital Solutions Corporation and links for 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, showing the Primary administrator as JP_LeAdmin4. The Secondary Administrator dropdown menu is open, displaying a list of email addresses. The 'Save Changes' button is highlighted with a red box.

Account Information	
Company Name	JP-Legal4
Account ID	853341
Account Type	Customer
Country	AU
Dealer	JP-DL1

Administrator Information	
Primary administrator	JP_LeAdmin4
Email Address	odms1cloud2test3add+dv...
Secondary Administrator	-- Select Secondary Admi...

Dealer Management ☐

By enabling the "Dealer Management" option, you are agreeing to allow your dealer to have the rights to access your OMS 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 OMS Cloud account.

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

[Delete Account](#)

[Save Changes](#)

© OM Digital Solutions Corporation
End User License Agreement Privacy Notice

[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 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.

The screenshot shows the ODMS Cloud web interface. The 'Subscription' tab is selected and highlighted with a red box. Below the tab, the license 'JP-Legal4' is displayed. A red box highlights three buttons: 'Order License', 'Order History', and 'Activate License Key'. Below these buttons is a table showing license inventory and usage statistics.

License	Standard	Speech Recognition	Speech Recognition Upgrade	Trial
License Inventory	0	0	0	100
Number of unused licenses	0	0	-	100
Number of licenses available for reuse	0	0	-	0
Number of licenses allocated	0	0	-	0
Number of licenses expiring within 14 days	0	0	-	0
Shortage	0	0	-	0
Total number of licenses on order	0	0	0	-

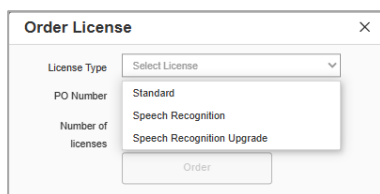
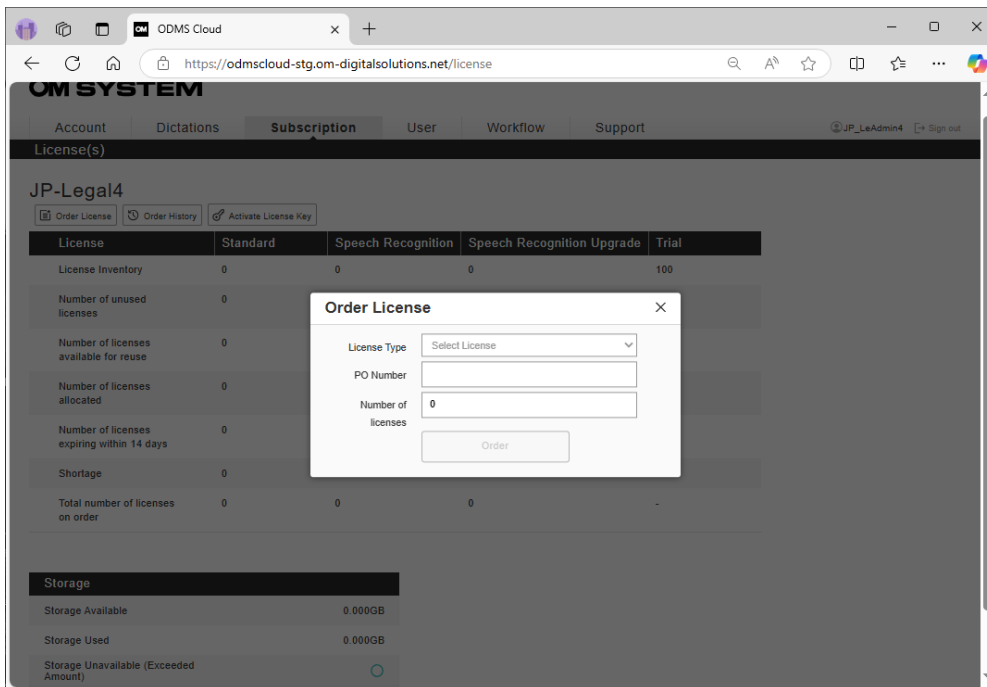
Below the table, there is a 'Storage' section showing 'Storage Available' and 'Storage Used' as 0.000GB, and 'Storage Unavailable (Exceeded Amount)' with a blue circle icon.

- **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.



Select the License Type you wish to order from the pull-down menu.

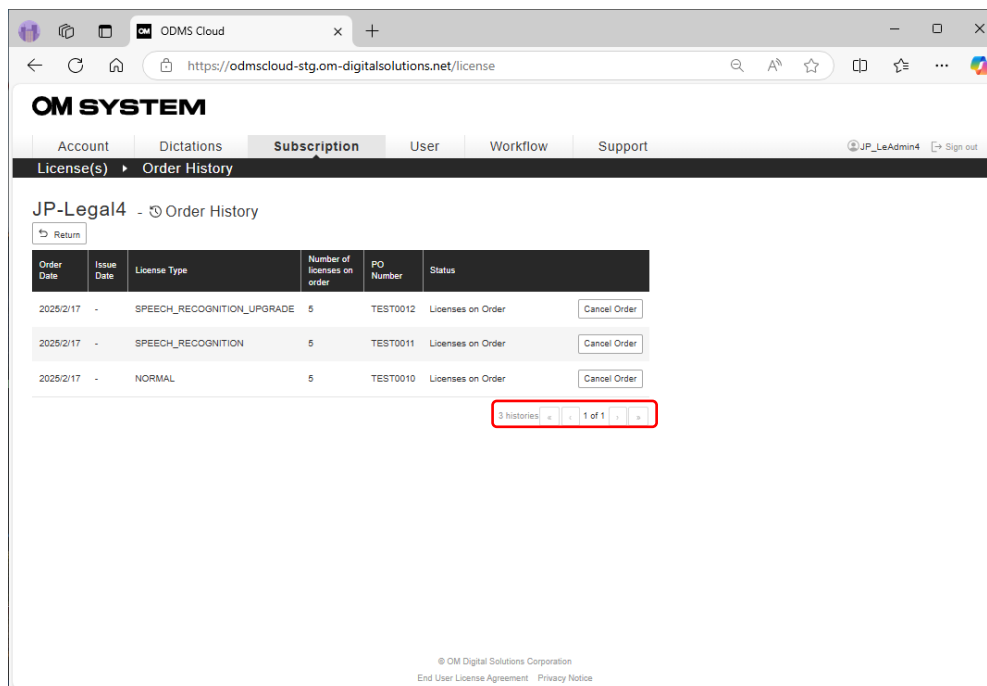
Please enter a PO Number. If you enter a number that you have used in the past, an error message will appear.

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.
- **License Type:** Information about the type of license you ordered.
- **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 issued.
 - 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).

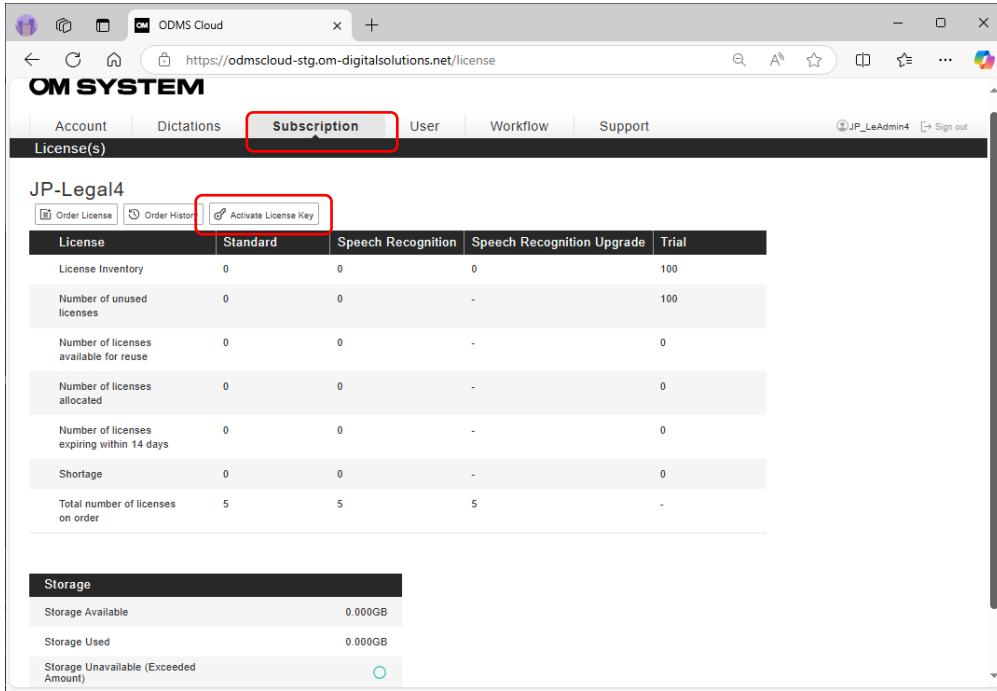
At this time, the status will return to "Licenses on order", so if you wish to cancel the issuance request itself, the registered user administrator for the company who made the request will need to "Order Cancel".

[Chapter top](#)

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.



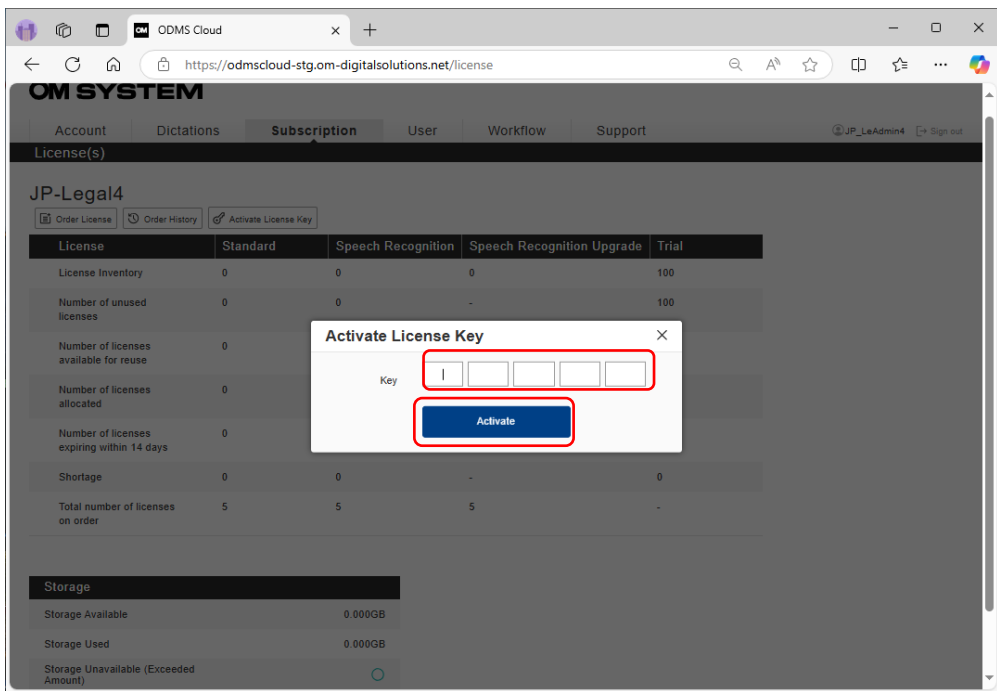
The screenshot shows the 'Subscription' tab in the ODMS Cloud interface. The 'JP-Legal4' license card is displayed, and the 'Activate License Key' button is highlighted with a red box. Below the license card, there is a table showing license inventory and usage.

License	Standard	Speech Recognition	Speech Recognition Upgrade	Trial
License Inventory	0	0	0	100
Number of unused licenses	0	0	-	100
Number of licenses available for reuse	0	0	-	0
Number of licenses allocated	0	0	-	0
Number of licenses expiring within 14 days	0	0	-	0
Shortage	0	0	-	0
Total number of licenses on order	5	5	5	-

Storage

Storage Available	0.000GB
Storage Used	0.000GB
Storage Unavailable (Exceeded Amount)	

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



The screenshot shows the 'Subscription' tab in the ODMS Cloud interface. The 'JP-Legal4' license card is displayed, and the 'Activate License Key' button is highlighted with a red box. The 'Activate License Key' dialog box is open, showing the 'Key' field and the 'Activate' button.

Activate License Key

Key

Activate

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.

By assigning a license to each user, you can use the ODMS Cloud functions.

Below are the different types of licenses.

- **Speech Recognition License:** In addition to the standard workflow, you can also use the speech recognition. This license is only available to Authors.
- **Speech Recognition Upgrade License:** This is a license to upgrade a Standard License to a Speech Recognition License. You can only upgrade if you have more than 90 days remaining on your Standard License.
- **Standard License:** This license allows you to use the standard dictation workflow.
- **Trial License:** This license is automatically issued when you register an account and is valid for 30 days. You can also trial the speech recognition workflow with this license.

To allocate a license, you will need to use the trial licenses or purchase regular licenses.

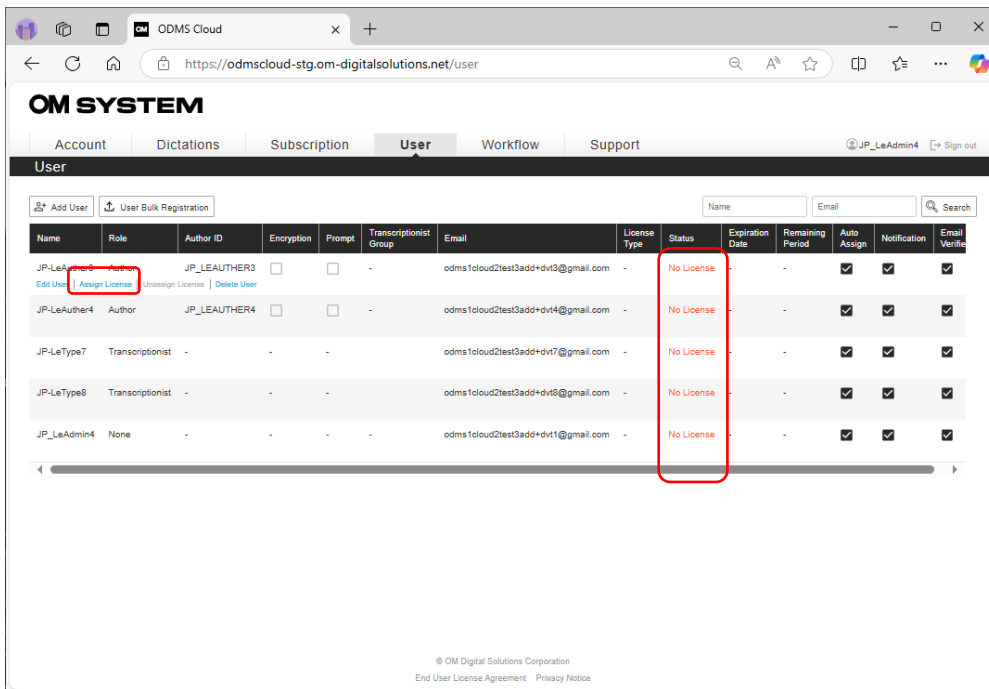
For detailed information about licenses, please refer to [<4.1 Type of Licenses>](#).

1. Select the [User] tab.

The screenshot shows the ODMS Cloud web application. The 'User' tab is selected and highlighted with a red box. The interface displays a table of users with the following columns: Name, Role, Author ID, Encryption, Prompt, Transcriptionist Group, Email, License Type, Status, Expiration Date, Remaining Period, Auto Assign, Notification, and Email Verify. The table contains five rows of user data, all with a 'No License' status.

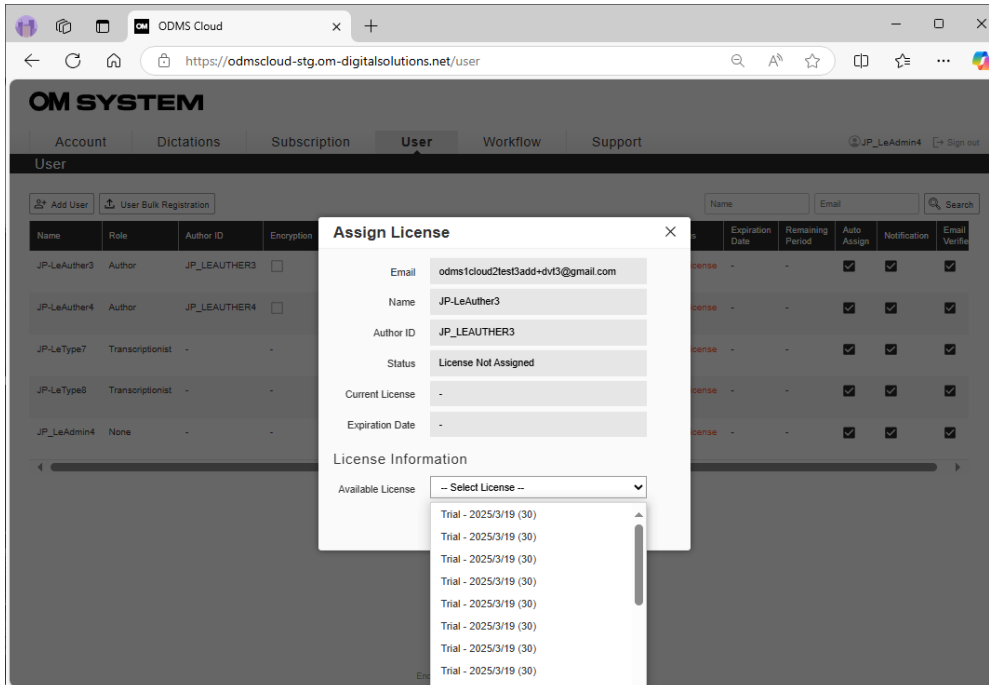
Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	License Type	Status	Expiration Date	Remaining Period	Auto Assign	Notification	Email Verify
JP-LeAuth3	Author	JP_LEAUTHER3	☐	☐	-	odms1cloud2test3add+dv3@gmail.com	-	No License	-	-	☒	☒	☒
JP-LeAuth4	Author	JP_LEAUTHER4	☐	☐	-	odms1cloud2test3add+dv4@gmail.com	-	No License	-	-	☒	☒	☒
JP-LeType7	Transcriptionist	-	-	-	-	odms1cloud2test3add+dv7@gmail.com	-	No License	-	-	☒	☒	☒
JP-LeType8	Transcriptionist	-	-	-	-	odms1cloud2test3add+dv8@gmail.com	-	No License	-	-	☒	☒	☒
JP-LeAdmin4	None	-	-	-	-	odms1cloud2test3add+dv11@gmail.com	-	No License	-	-	☒	☒	☒

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

Speech Recognition - One year:

An unused speech recognition license which does not have an expiration date. The expiration date will be set to one year when you assign it to a user.

Speech Recognition – YYYY/MM/DD: (Reuse)

This is a speech recognition license that has been assigned to a user once but is not currently assigned to anyone and can be reused. The expiration date has been set, so it can be used until the date displayed.

Speech Recognition Upgrade License

Speech Recognition Upgrade License: This is a license to upgrade a Standard License to a Speech Recognition License. You can only upgrade if you have more than 90 days remaining on your Standard License.

Standard - One year:

An unused standard license which does not have an expiration date. The expiration date is set to one year when it is assigned to a user.

Standard – YYYY/MM/DD: (Reuse)

This is a standard license that has been assigned to a user once but is not currently assigned to anyone and can be reused. The expiration date has been set, so it can be used until the date displayed.

Trial – YYYY/MM/DD:

This is a trial license, which is valid for 30 days from the date of issue. The trial license allows you to try the speech recognition workflow.

Speech Recognition Licenses can only be assigned to Authors.

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

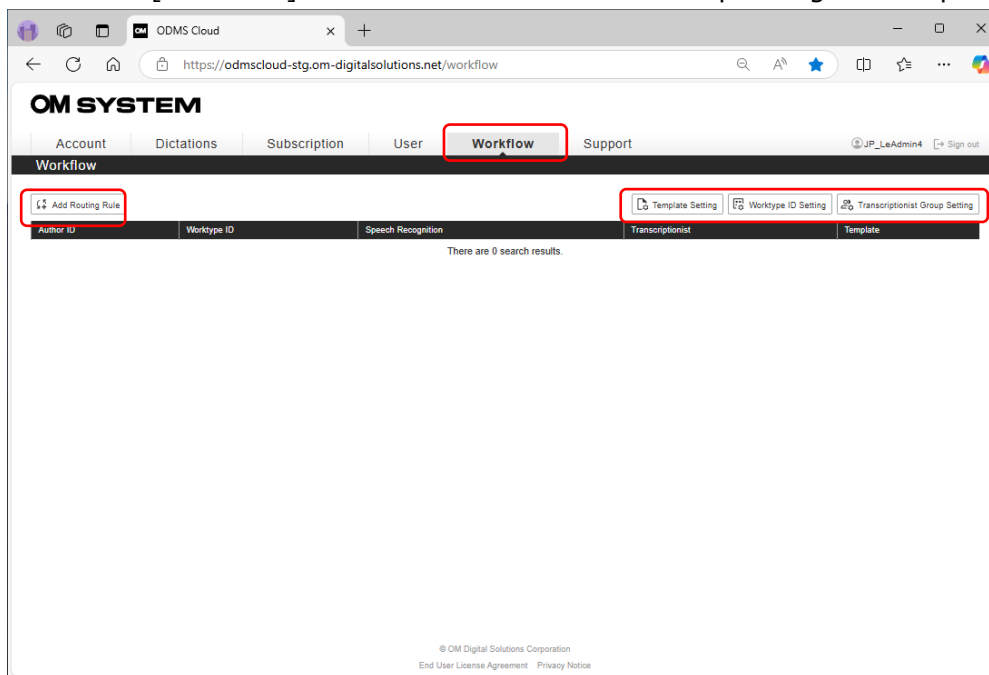
[Chapter top](#)

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. Additionally, background speech recognition enables a more efficient dictation workflow.

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

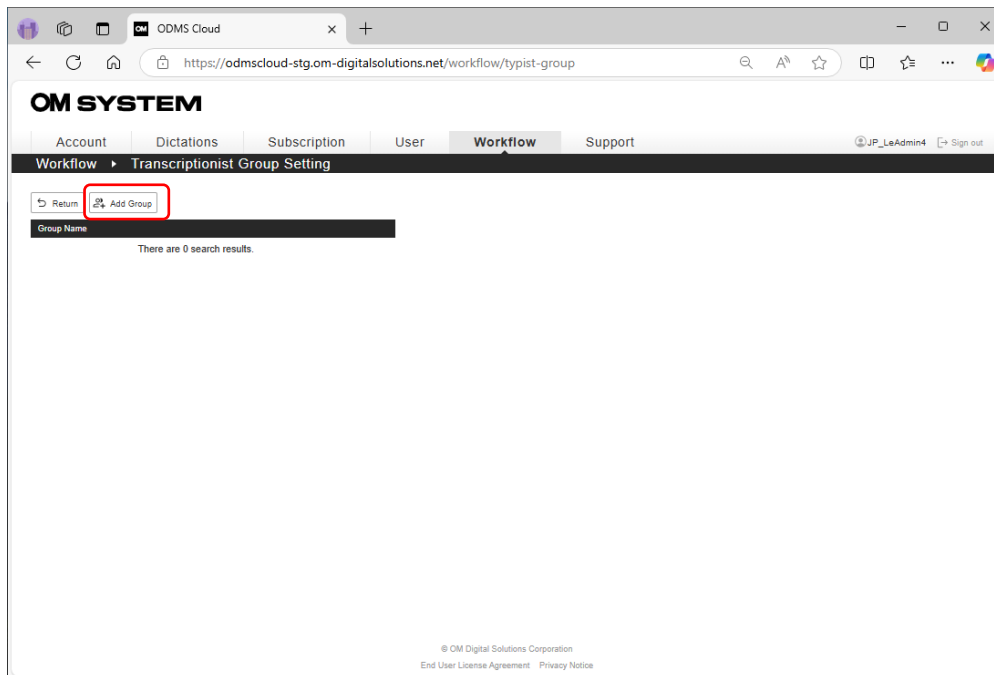
Select the [Workflow] tab and click the button corresponding to the operation.



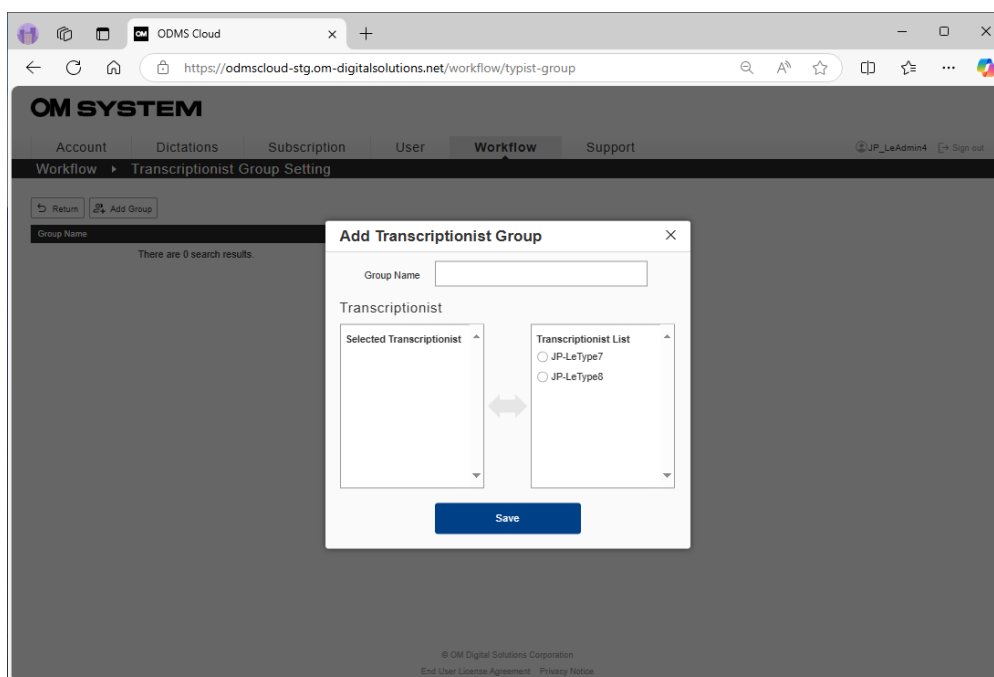
2.8.1 Configuring Transcription Group.

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.

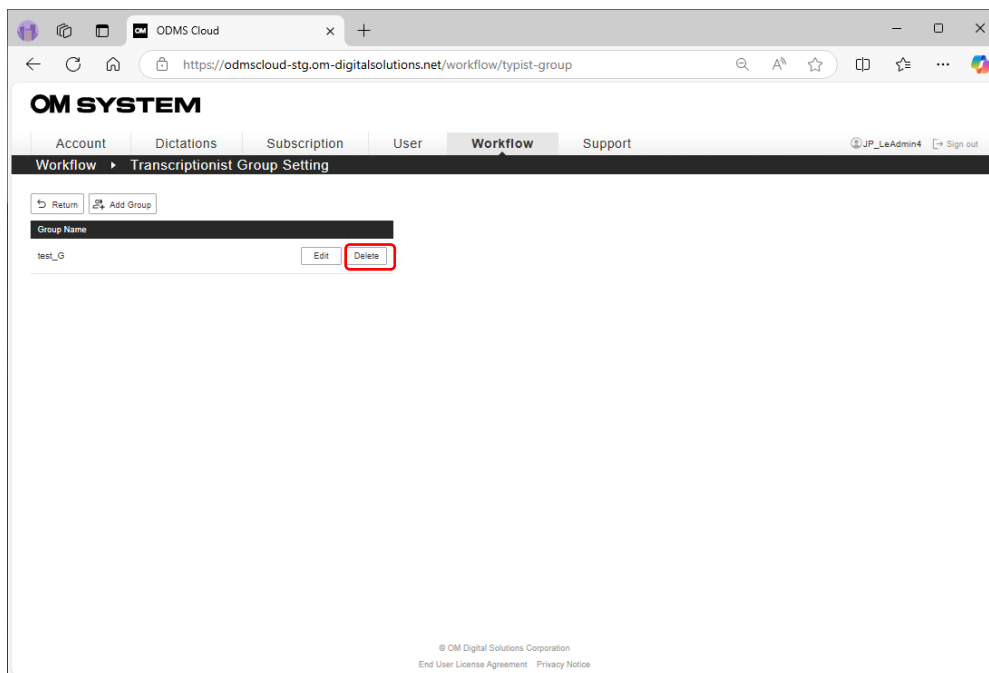


- Enter the Group Name.
- Transcriptionists that can be registered will be displayed in the "Transcriptionist List" on

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.

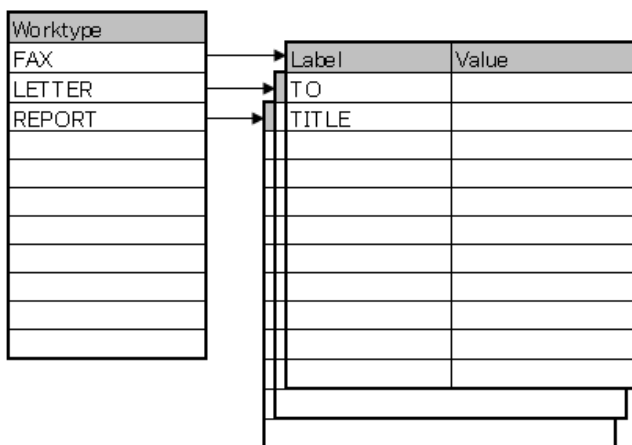


2.8.2 Configuring Worktype ID/Option Item.

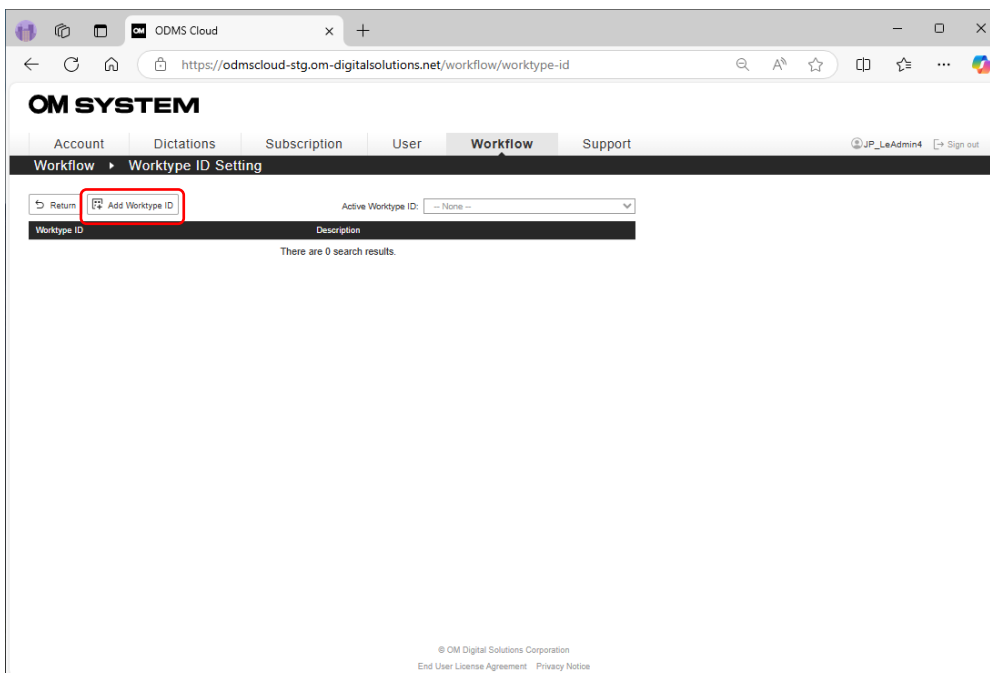
Worktype ID and Option Item are IDs used to classify recorded Dictation files. Worktype ID can be defined as any character string, such as the department name or the category name of the file to be recorded. Option Item is used to embed more detailed information to the Worktype ID. By using this Worktype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

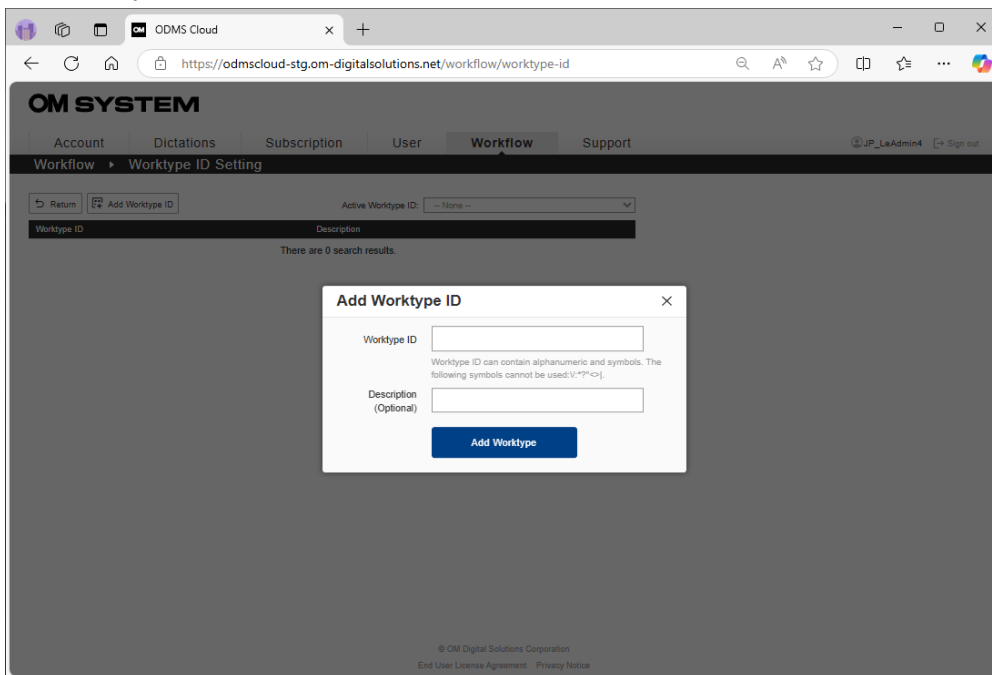
The ODMS Cloud allows you to register up to 20 Worktype IDs for each account. Up to 10 Option Items can be registered for each Worktype ID. The following image shows the relationship between Worktype and Option Item. This example shows Worktype ID "FAX" with "TO" and "TITLE" registered as Option Items.



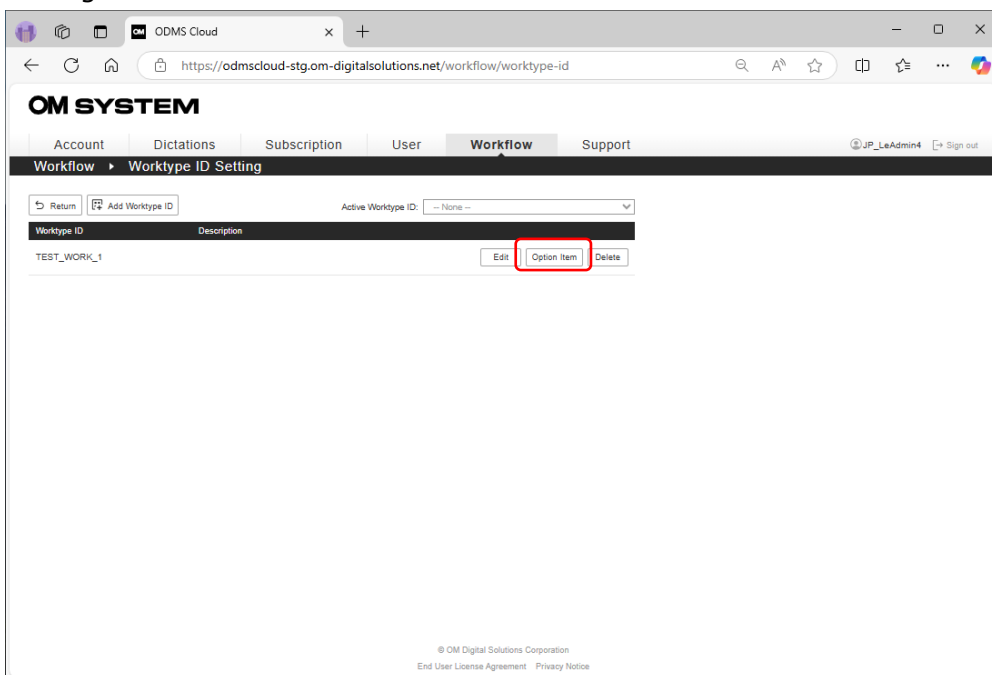
1. Click the [Worktype ID Setting] button to open the Worktype ID setting screen.

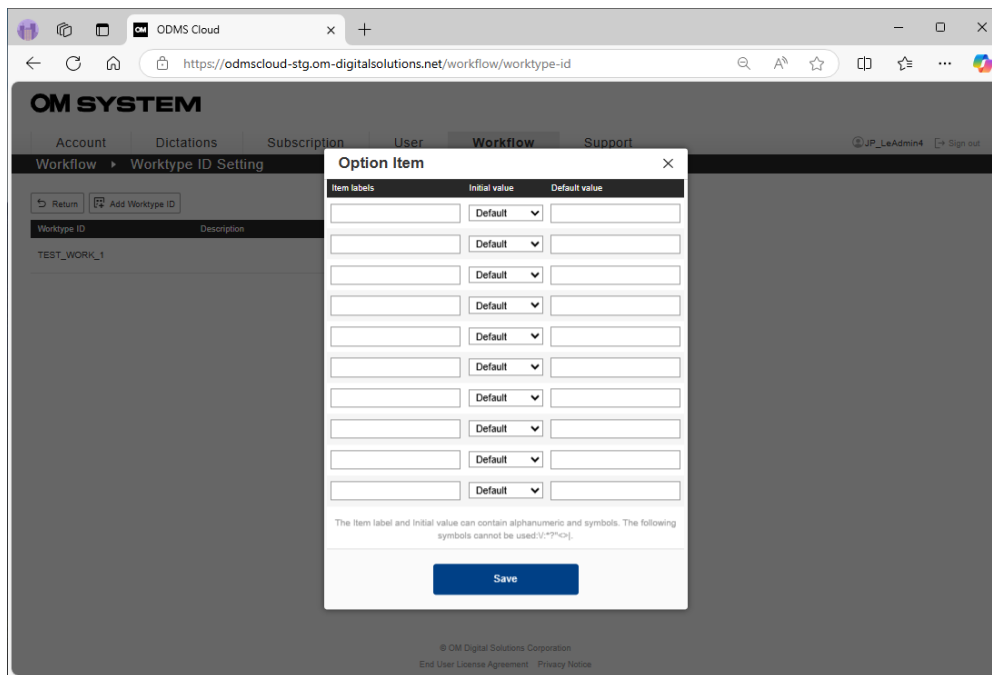


2. Click the [Add Worktype ID] button to register the Worktype ID. At this time, you can add the description.



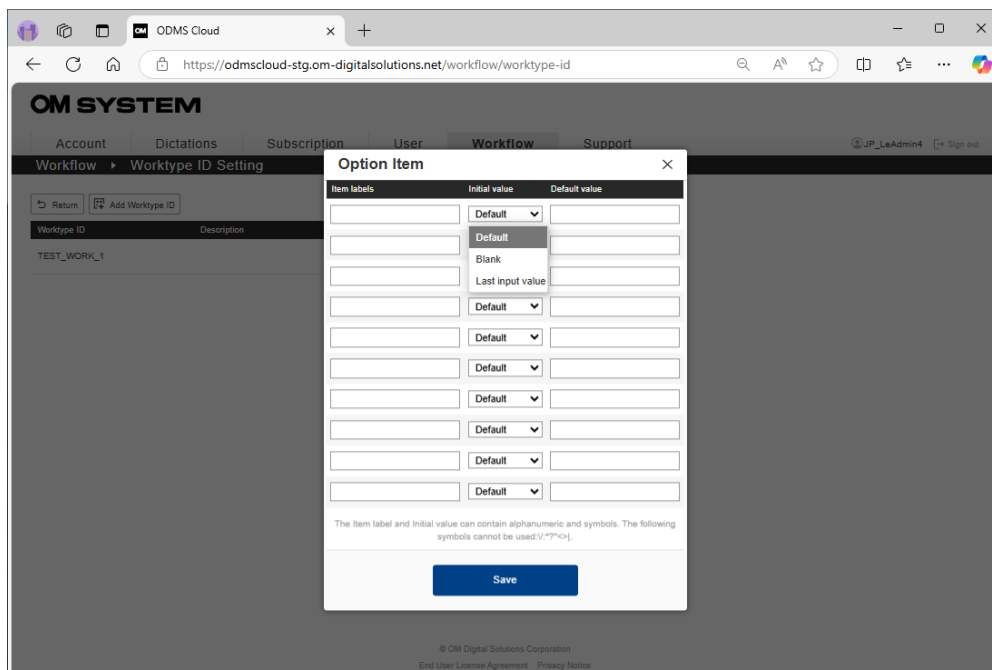
3. After you register the Worktype ID, it will be displayed in the list and the [Option Item] button will be displayed. If you want to register an Option Item, click this button to open the registration screen.





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.

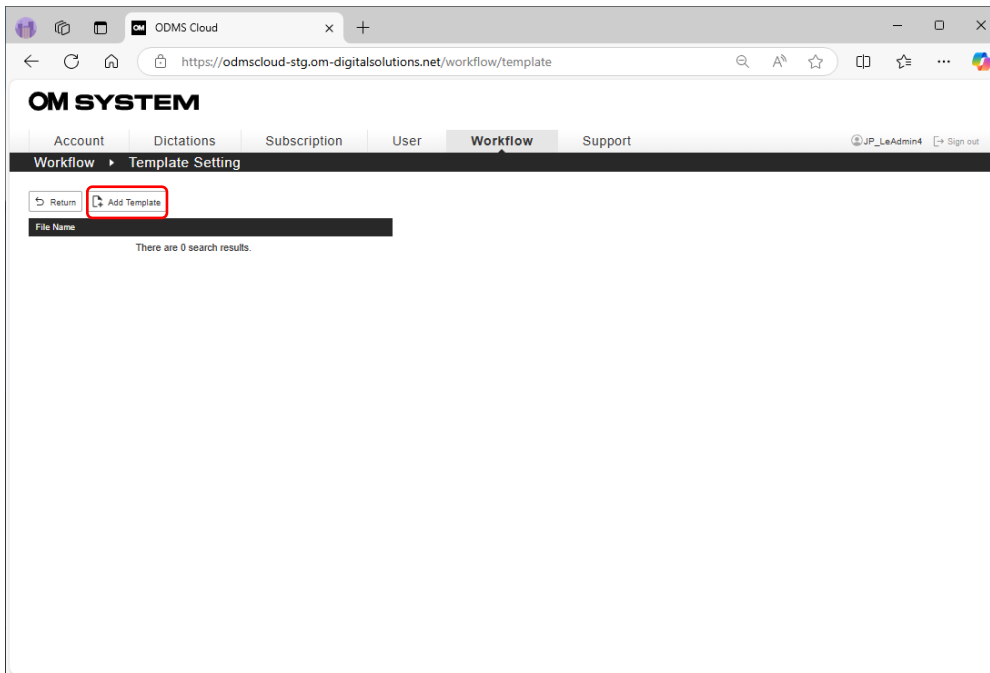


4. When the input is complete, click the [Save] button to complete the registration.

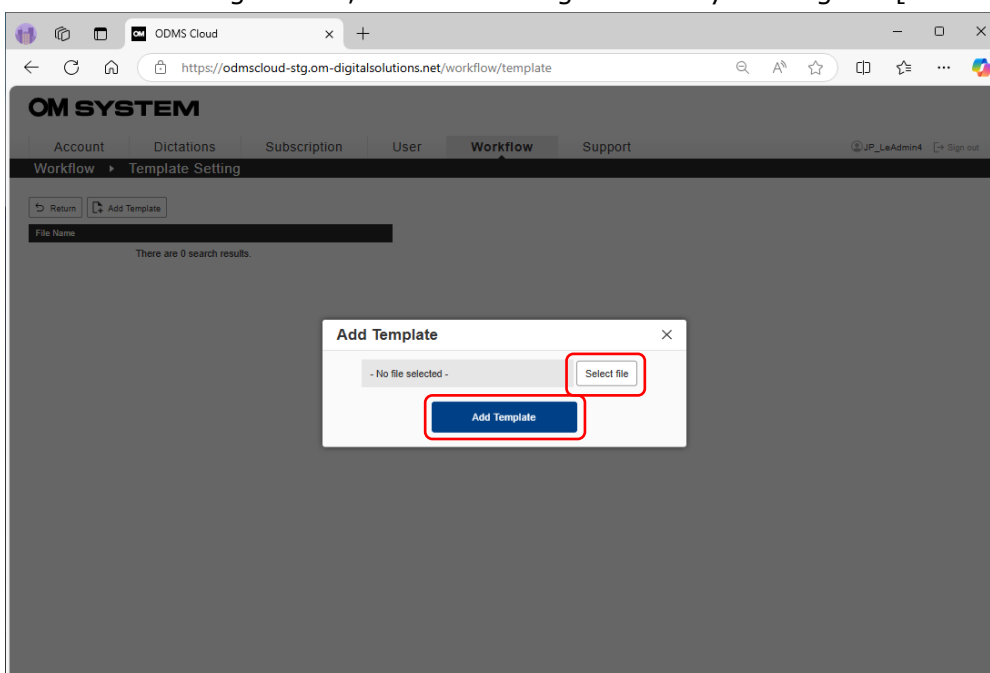
2.8.3 Registering Template File.

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.



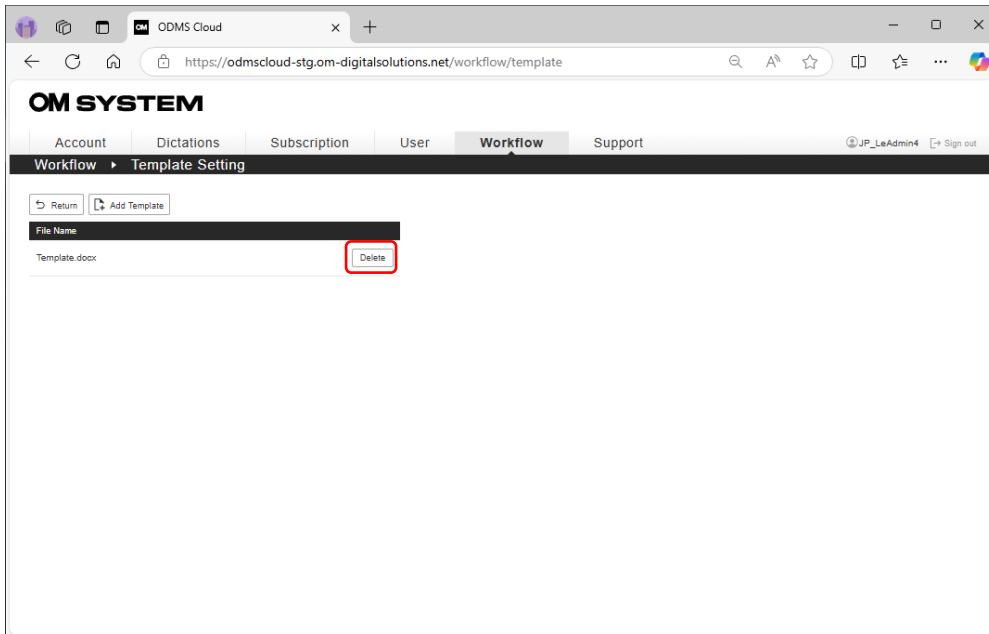
2. Click the [Add Template] button to register the template file.
Click the [Select file] button to open the browse screen and select the template file to register.
After selecting the file, confirm the registration by clicking the [Add Template] button.



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.



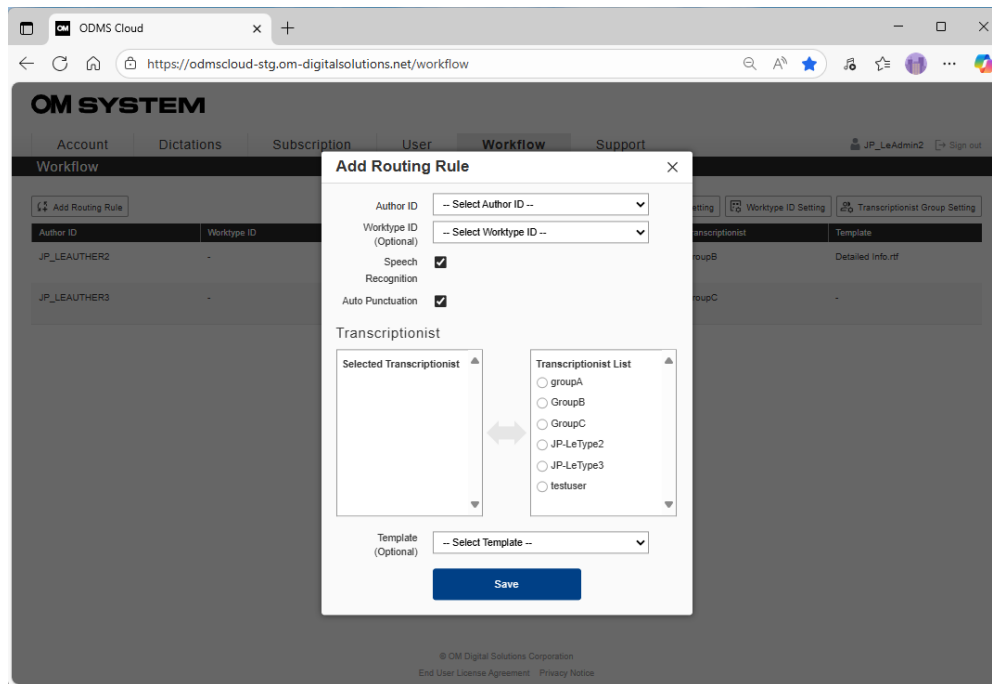
Template files when using background speech recognition:

If you want to automatically **register the** background speech recognition results in a template file using the tag function described below, the template file must be in .rtf format. For details, see [<6.10 Automatic tag conversion function in speech recognition workflow>](#).

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. Specify whether background speech recognition is required for each task. Whether background speech recognition is performed or not is determined by the license type assigned to the Author. (Even if the box is checked, background speech recognition will not be performed for dictation files of Authors with a standard license assigned.)

5. Enable/disable the Auto Punctuation feature in background speech recognition.
When the Auto Punctuation option is disabled, users must speak punctuation commands (e.g., "period," "comma," "new paragraph") to insert punctuation during speech recognition.
The Auto Punctuation setting can be enabled or disabled individually for each Routing Rule.
6. Select the transcriptionist to be assigned from the "Transcriptionist List" and move it to "Selected Transcriptionist" by clicking on the name.
7. 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>](#))
8. After completing the input, click the [Save] button to complete the registration.

2.8.5 Using Worktype ID.

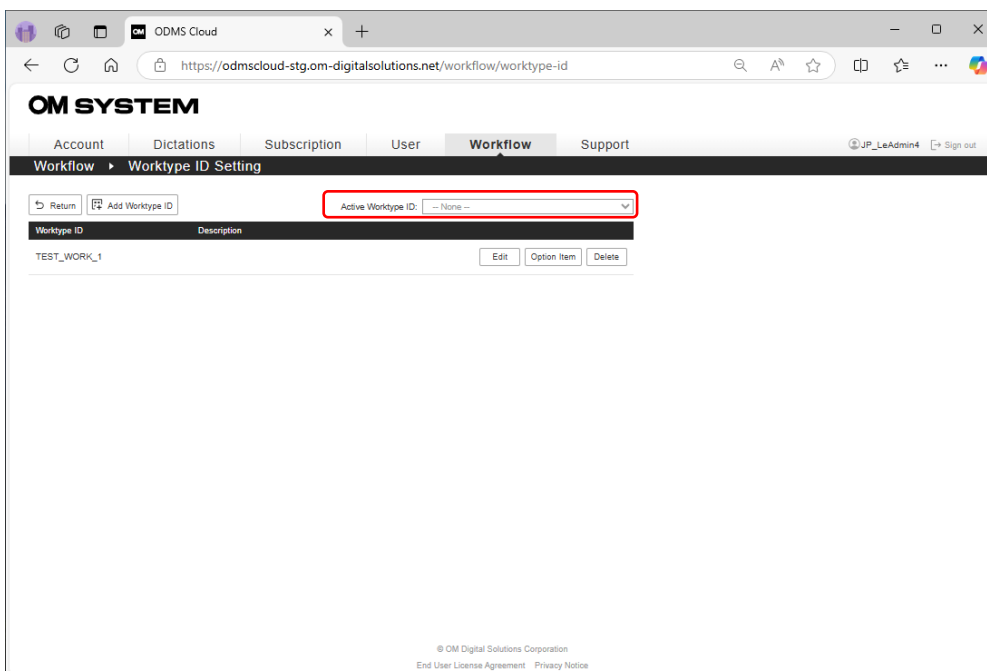
The Worktype ID corresponding to the rule created for each author in [<2.8.4 Setting Routing Rules>](#) is transferred to the recorder used by each author. When it is transferred, only the Worktype ID used in the routing rule will be transferred. Setting information such as Worktype ID is automatically 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.

Even if you dictate with the default Author ID (DS9100) and upload the file to ODMS Cloud, you can manually assign a Transcriptionist [<3.8 Manual Routing>](#). However, since the correct Author ID is not set in the Dictation File itself, so it will be treated as a file with an unknown author.

2.9.2 Editing Author ID on a Dictation Device.

In general, we do not recommend that users change the Author ID set in the Voice recorder themselves. This is because if the Author ID is changed, the dictation workflow will not function properly. However, if the Author ID registered in the connected recorder is different from the ID of the Author logged in to ODMS Cloud, it is possible to rewrite it to the ID of that Author. For details, see [<6.11 Rewriting the Author ID from the Desktop App>](#).

In addition, you can rewrite the Author ID of a dictation file that has already been recorded by using the Edit Job Data function. For details, see [<6.11.2 Changing the Author ID of a recorded file>](#).

If you need to change your Author ID for other reasons, please consult with 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.

2.9.5 Author ID for third-party voice recorder.

ODMS Cloud uses Author IDs as the basis for an efficient dictation workflow. Even if you are using a digital voice recorder made by another manufacturer, you must set the same correct Author ID registered in ODMS Cloud on that recorder. Please set the Author ID using the application software provided by each manufacturer. Please note that if you create a dictation before setting the Author ID, you will need to manually rewrite the Author ID for each file.

For more information, please refer to [<6.12 Notes on Author ID for third party voice recorders>](#).

[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 (Administrator Only).

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.

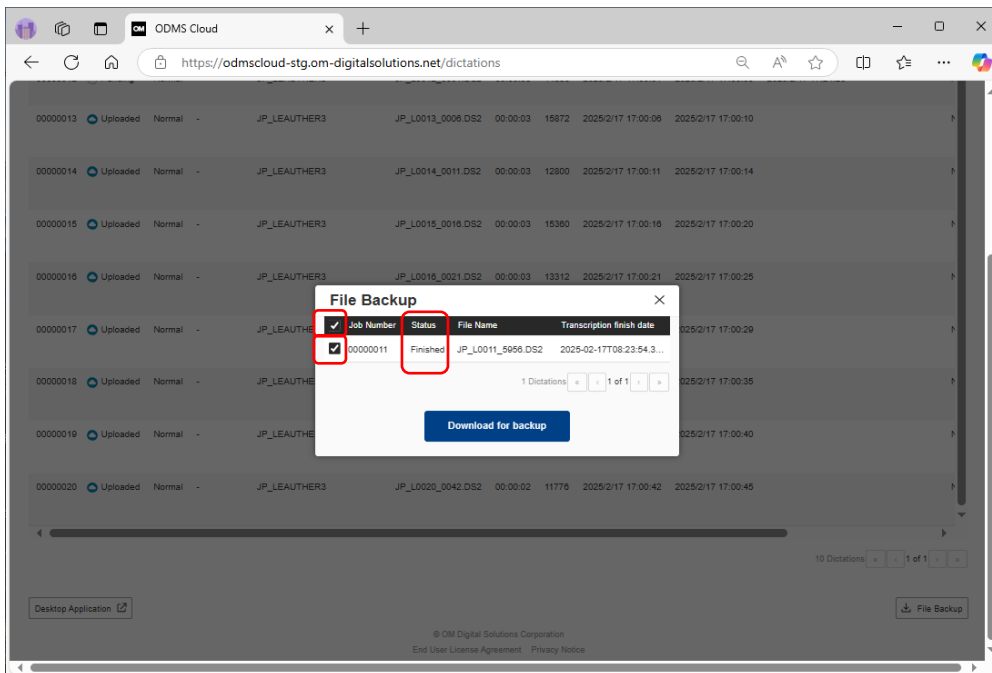
The screenshot shows the ODMS Cloud web application. The 'Dictations' tab is selected, showing a list of dictation files. The table includes columns for Job Number, Status, Speech Recognition, Priority, Encryption, Author ID, Worktype, File Name, File Length, File Size, Dictation start date, Dictation complete date, Dictation upload date, Transcription start date, Transcription finish date, and Transcriptions. The table lists several files, including those with 'Uploaded' and 'Finished' statuses. At the bottom right, a 'File Backup' button is highlighted with a red box.

Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype	File Name	File Length	File Size	Dictation start date	Dictation complete date	Dictation upload date	Transcription start date	Transcription finish date	Transcriptions
00000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0020_0042.DS2	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0017_0028.DS2	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000014	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0014_0011.DS2	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:36			test_G
00000016	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0016_0021.DS2	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000011	Finished	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0011_5668.DS2	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:36	2025/2/17 17:23:41	2025/2/17 17:23:54	JP LeType7
00000012	Pending	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0012_0001.DS2	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:36	2025/2/17 17:24:26		JP LeType7
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0018_0031.DS2	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0019_0036.DS2	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000015	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0015_0016.DS2	00:00:03	15360	2025/2/17 17:00:16	2025/2/17 17:00:20	2025/2/17 17:01:36			JP LeType7 JP LeType8
00000013	Finished	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0013_0006.DS2	00:00:03	15672	2025/2/17 17:00:06	2025/2/17 17:00:10	2025/2/17 17:01:36	2025/3/10 17:32:15	2025/3/10 17:37:46	JP LeType7

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.

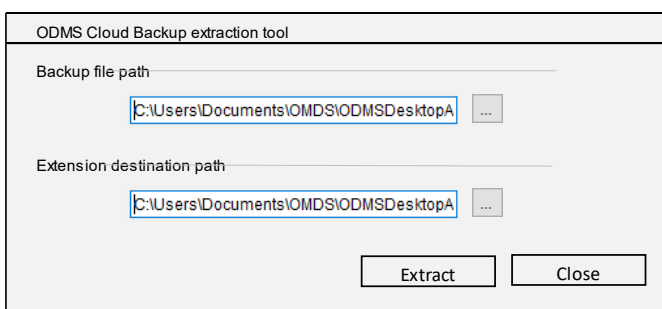
2.10.2 How to playback backed-up Dictation Files.

You can use the Desktop App to play the backed up Dictations. However, the backup file is zipped and you will need a password to unzip the file. You can also use the dedicated tool "ODMS Cloud Backup extraction tool" to unzip the audio file to a specified folder. You can download and use the "ODMS Cloud Backup extraction tool" from the following URL.

URL:

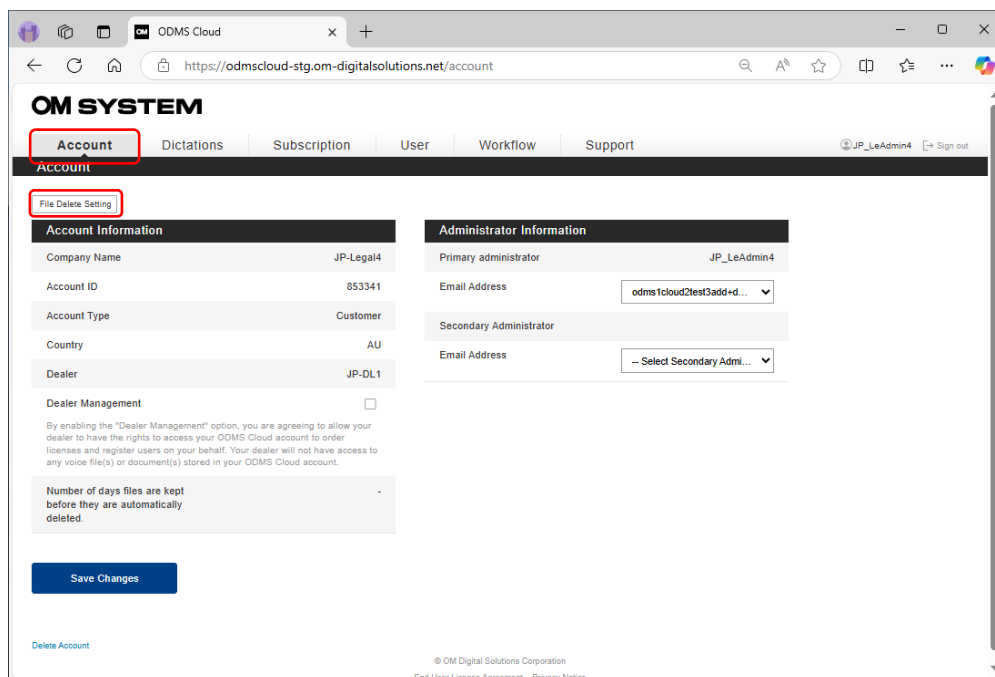
https://download.omsystem.com/pages/odms_download/odms_cloud_backup_extraction_tool/en/

The tool does not require installation and can be launched by just clicking the executable file. By specifying the folder where the source file is saved and the folder where you want to save, you can extract all zip files in the folder. To playback the Dictation file, double-click the Dictation file to launch the Desktop App.



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 OM SYSTEM Account settings page. The 'Account' tab is selected, and the 'File Delete Setting' button is highlighted. The page displays account information, administrator information, and a checkbox for 'Dealer Management'. A 'Save Changes' button is at the bottom.

Account Information		Administrator Information	
Company Name	JP-Legal4	Primary administrator	JP_LeAdmin4
Account ID	853341	Email Address	odms1cloud2test3add+d...
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.

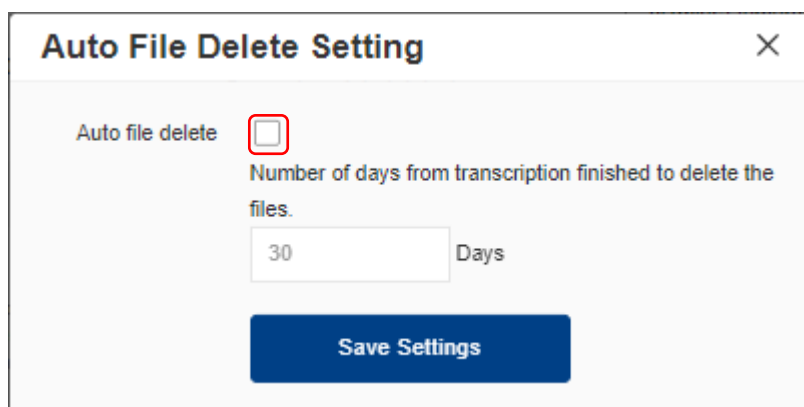
Number of days files are kept before they are automatically deleted. -

Save Changes

Delete Account

© OM Digital Solutions Corporation
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.



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>](#)

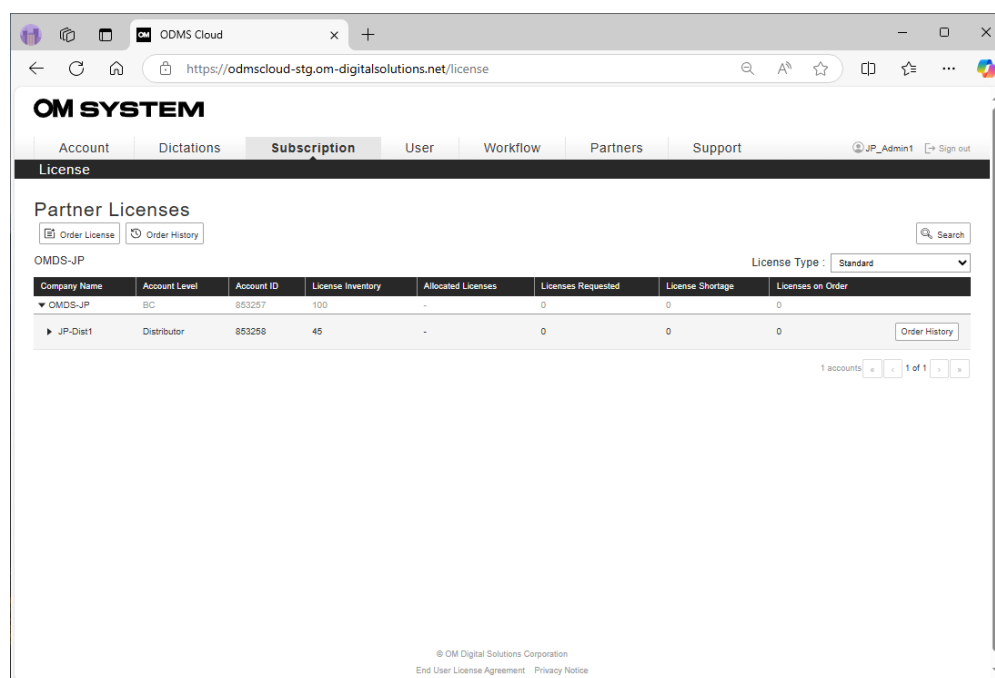
2.11 Functions for partners.

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 Type: Select the license type for which you want to display information in the list from the drop-down menu.

License Inventory: Number of licenses you have in stock.

Allocated Licenses: Number of licenses in use (for the license selected in License Type)

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.

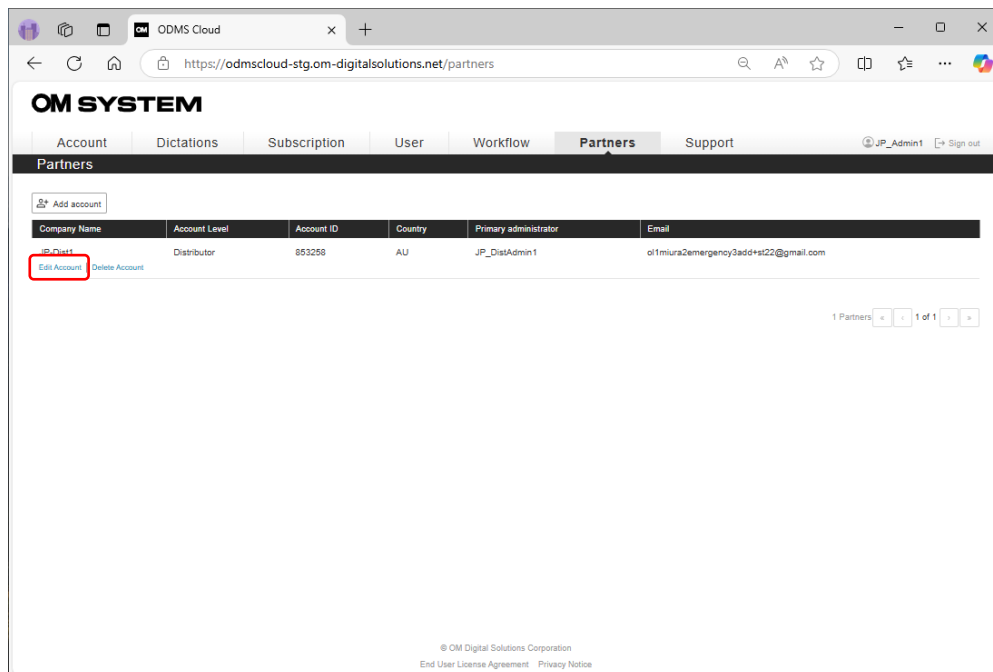
If License Shortage contains a red number, the number of licenses in stock is insufficient. Click

[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.

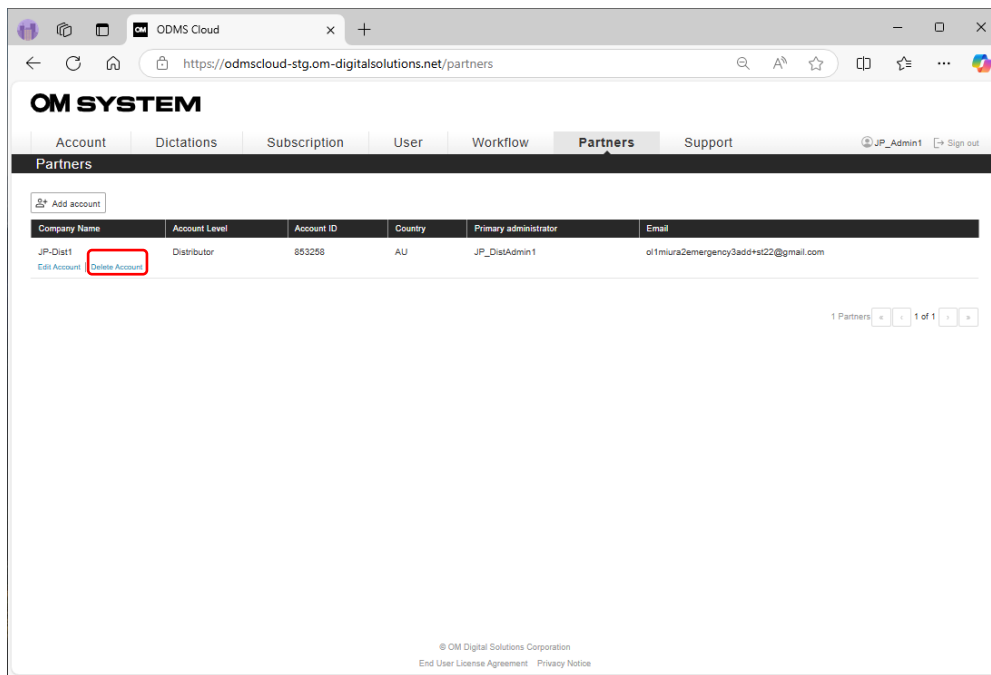


You can edit the Company Name and if necessary, select a different administrator's e-mail address

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.

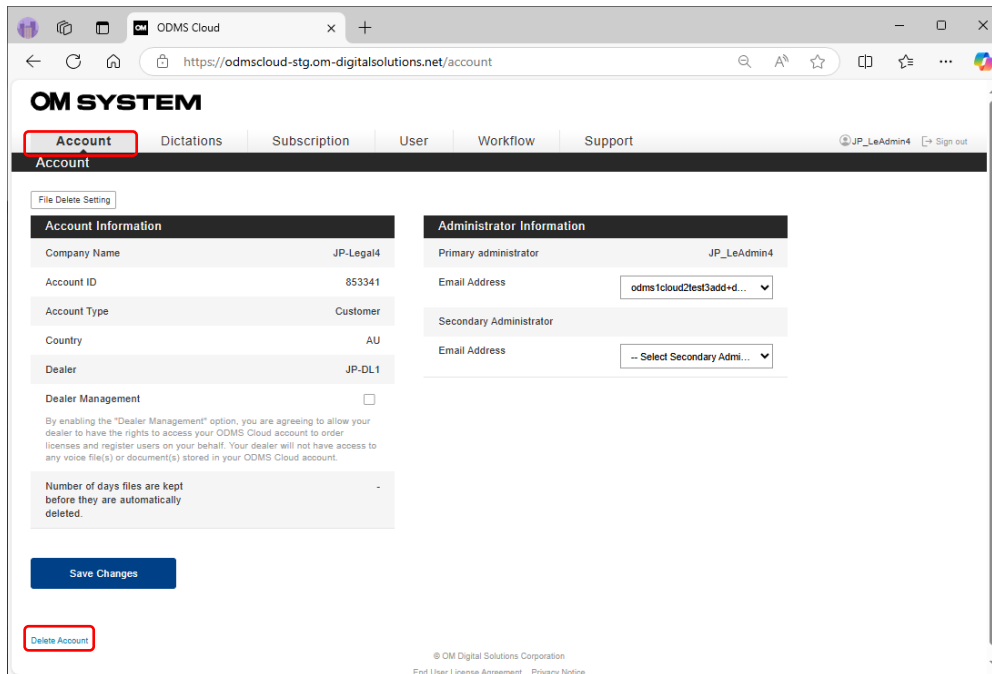


*If accounts are linked to the partner to be deleted, the partner account cannot be deleted. Please have the subordinate accounts deleted or ask OMDS to change the owner of the subordinate accounts. (Change Owner).

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].

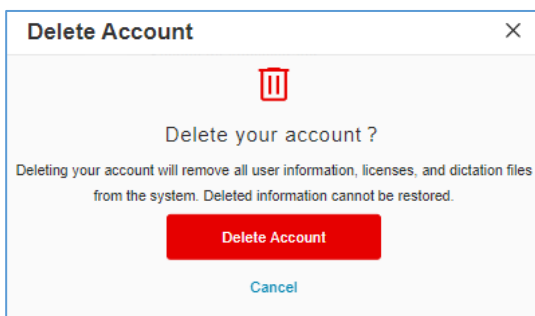


The screenshot shows the ODMS Cloud web interface. The 'Account' tab is selected in the top navigation bar. The 'Delete Account' link is highlighted in the bottom left corner. The main content area displays account details under the heading 'Account Information'. The details include:

Account Information	
Company Name	JP-Legal4
Account ID	853341
Account Type	Customer
Country	AU
Dealer	JP-DL1

Below the account information, there is a 'Dealer Management' section with a checkbox and a description. At the bottom of the account information section, there is a 'Save Changes' button. The 'Delete Account' link is located at the bottom left of the page.

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



The screenshot shows a 'Delete Account' confirmation dialog. The dialog has a title bar with 'Delete Account' and a close button. The main content area contains a red trash can icon, the text 'Delete your account?', and a warning message: 'Deleting your account will remove all user information, licenses, and dictation files from the system. Deleted information cannot be restored.' Below the warning, 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.

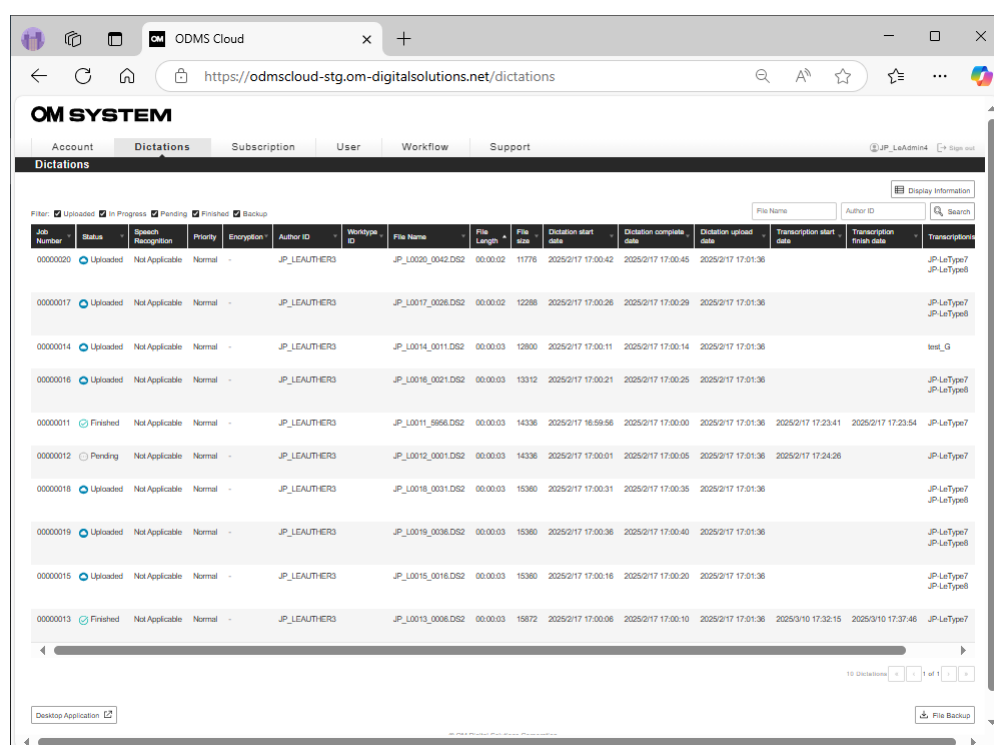
[Dictations Screen](#)

[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 "Dictations" screen in the ODMs Cloud system. The interface includes a navigation bar with tabs for Account, Dictations (selected), Subscription, User, Workflow, and Support. The user is logged in as JP_LeAdmin4. The main area displays a table of dictation jobs with columns for Job Number, Status, Speech Recognition, Priority, Encryption, Author ID, Worktype, File Name, File Length, File Size, Dictation start date, Dictation complete date, Dictation upload date, Transcription start date, Transcription finish date, and Transcription status. The table contains 10 rows of data, with a status bar at the bottom indicating 10 Dictations, 1 of 1.

Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype	File Name	File Length	File Size	Dictation start date	Dictation complete date	Dictation upload date	Transcription start date	Transcription finish date	Transcription status
0000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0020_0042.D52	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0017_0026.D52	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000014	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0014_0011.D52	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:36			test_G
0000016	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0016_0021.D52	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000011	Finished	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0011_5656.D52	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:36	2025/2/17 17:23:41	2025/2/17 17:23:54	JP LeType7
0000012	Pending	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0012_0001.D52	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:36	2025/2/17 17:24:26		JP LeType7
0000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0018_0031.D52	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0019_0036.D52	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000015	Uploaded	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0015_0016.D52	00:00:03	15360	2025/2/17 17:00:16	2025/2/17 17:00:20	2025/2/17 17:01:36			JP LeType7 JP LeType8
0000013	Finished	Not Applicable	Normal	-	JP_LEAUTHIER3		JP_L0013_0006.D52	00:00:03	15872	2025/2/17 17:00:06	2025/2/17 17:00:10	2025/2/17 17:01:36	2025/3/10 17:32:15	2025/3/10 17:37:46	JP LeType7

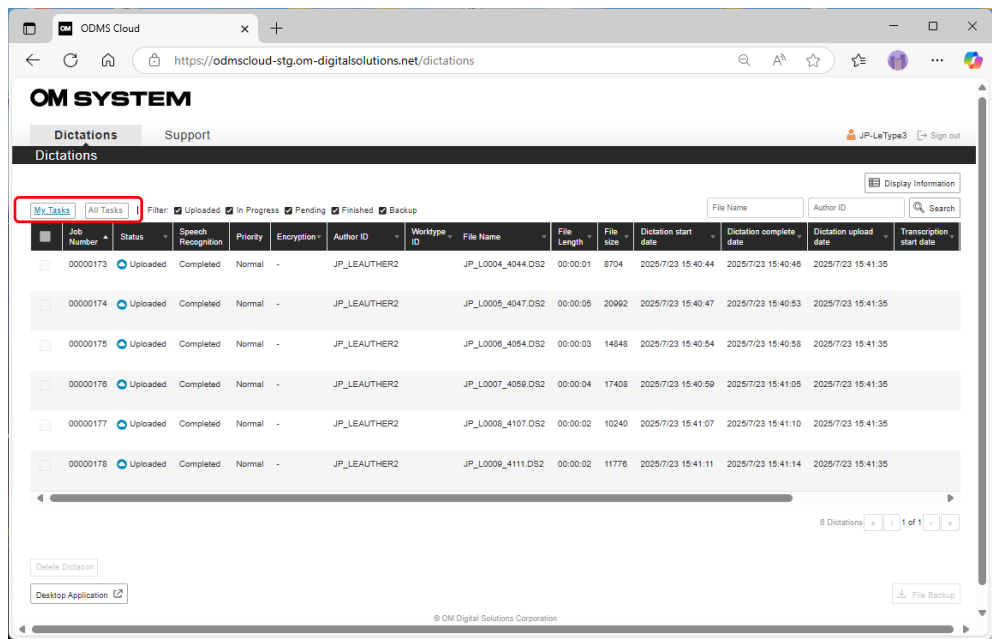
Administrator: All dictation files in the account will be displayed.

Author: Only dictation files recorded by the author will be displayed. Even if you have recorded a file yourself, it will not appear in the list unless the correct Author ID is set. Please set the Author ID according to [<2.9.1 Author ID Setting for the Dictation Device>](#) before starting to use the recorder.

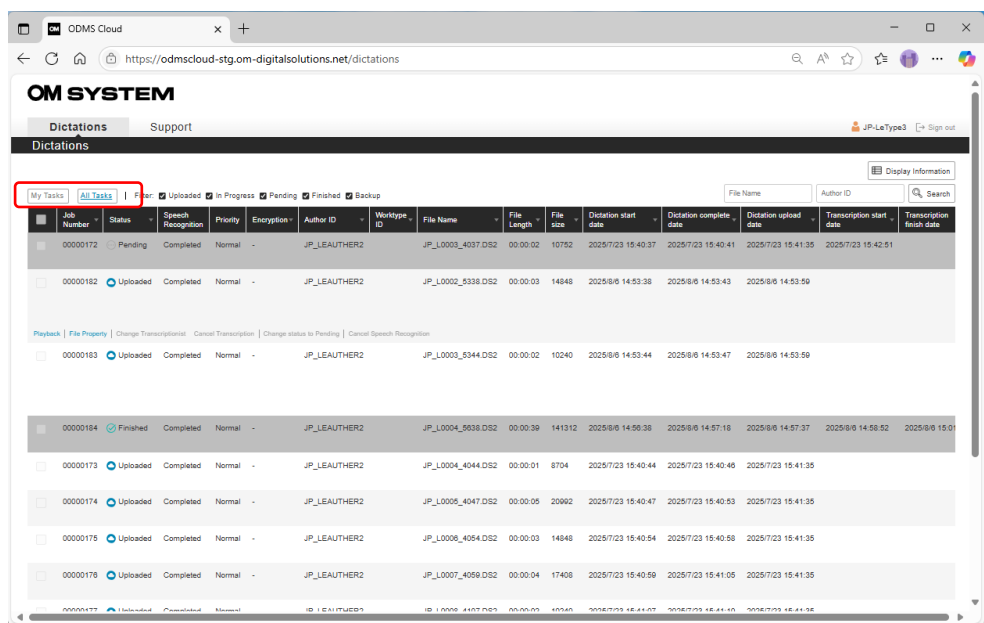
Transcriptionist: Displays only dictation files recorded by the assigned author. If multiple transcriptionists are assigned for one author, it will be displayed to all the transcriptionists that are assigned.

If multiple Transcriptionists are candidates for a task and someone other than you start transcribing, the task will disappear from the list. To check the status of tasks that relate to you, press the [All Tasks] button. To return to the original view, press the [My Tasks] button.

When My Tasks is selected: [My Tasks](#) [All Tasks](#)



When All Tasks is selected: [My Tasks](#) [All Tasks](#)



*When you select All Task, the background of tasks that are handled by Transcriptionists other than yourself will be grayed out, and you will not be able to transcribe them.

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. • Uploaded: The author has uploaded the file, but the transcription process has not started. • In Progress: Transcriptionist has started the transcription. • Pending: Transcription work is suspended. Only the currently assigned Transcriptionist can resume. • Finished: The transcription work has been completed. • Backup: This file has been backed up by the administrator.
Speech Recognition	Displays the status of speech recognition. • Not Applicable: Not applicable for speech recognition. In this situation, only standard transcription can be performed. • In Progress: Speech recognition is in progress. During this status, the audio file cannot be played. • Completed: Speech recognition is complete. Complete the transcription based on the speech recognition result. • Failed: Speech recognition failed. In this situation, perform standard transcription. • Canceled: Speech recognition was interrupted by the administrator. In this situation, perform standard transcription.
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 *1
Comment	Comment
Optionitem1 to 10	Option item 1~10

*1: The attributes of the transcriptionist or the transcriptionists group are displayed as an icon.



If the task is assigned to an individual, this icon will be displayed to the left of their name.



If the task is assigned to a group, this icon will be displayed to the left of the group name.

3.1.3 Filter Function.

You can filter displayed items by Transcription status.

Only files whose status has a check mark are displayed.

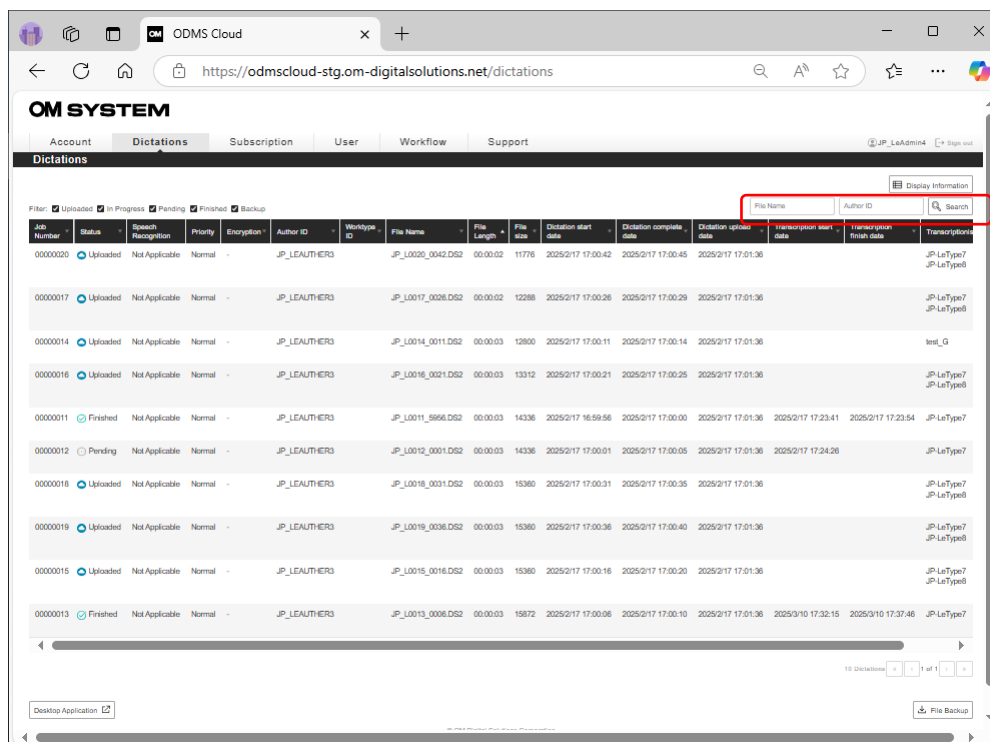
If all boxes are unchecked, the filter function will be disabled, and all files will be displayed.

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

3.1.4 Dictation Search Function.

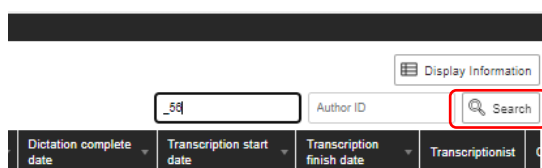
You can search for Dictations using the search function.



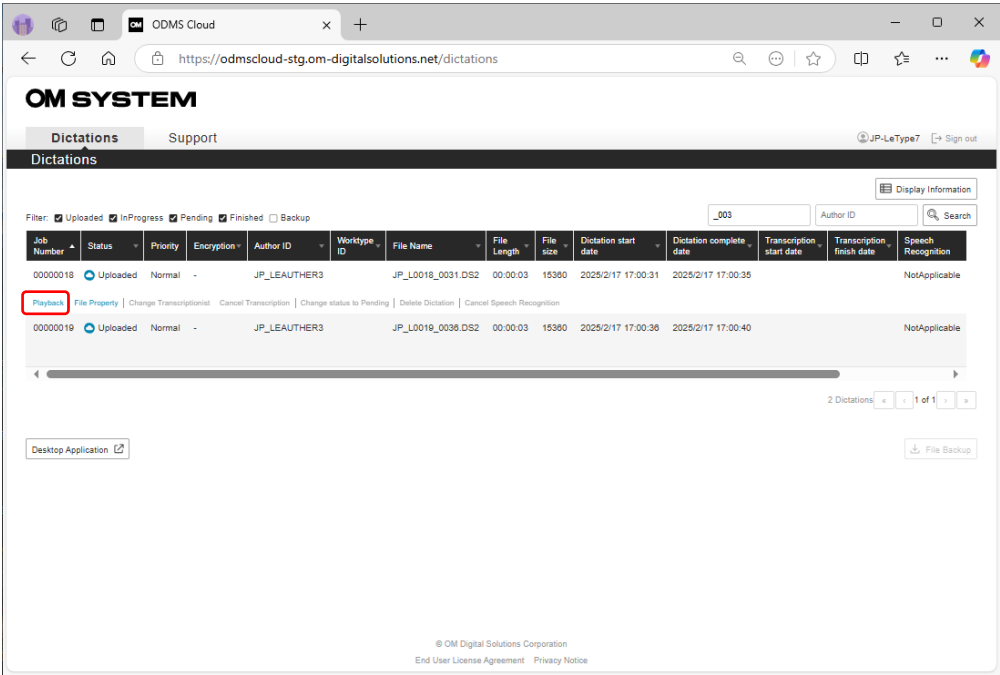
- Author ID and file name are the search targets.

- Searching is done with a fuzzy search

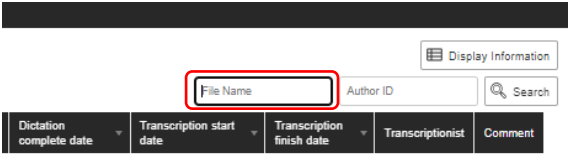
Enter search terms and press the "Search" button.



You can start Transcription from the search results. If the “Transcribe the next file” is enabled on the Desktop App, only files displayed in the search results will be available as the next files.



To clear the search results, leave the search field blank and press the Search button.



* Even if you sign out of the ODMS Cloud, the search results will be retained, so please clear the search results using the method described above.

3.1.5 Dictation Sort Function.

You can sort the display order of Dictation by display item.

Clicking on an item with a ▼ or ▲ mark will sort by that item. ▼ indicates ascending order, ▲ indicates descending order, and ▼ mark changes from gray to white when sorting is enabled. Clicking on an item that has sorting enabled will switch between ascending and descending order. If there is a file with a High Priority, it will always be displayed at the top (except when sorting by Transcriptionist).

The display items that can be sorted are as follows:

- Job Number
- Status *3, *4
- Encryption
- Author ID
- Worktype ID
- File Name
- File Length
- File Size
- Dictation start date
- Dictation complete date
- Dictation upload date
- Transcription start date *3, *4
- Transcription finish date *3, *4
- Transcriptionist *1,*2,*4

*1 When sorting by Transcriptionist, files with Priority High are not placed at the top.

*2 If a Transcriptionist Group is assigned instead of an individual transcriptionist, the specific transcriptionist responsible will only be determined when the transcription process begins. At that point, the list will be re-sorted based on the newly assigned transcriptionist. This may cause the order to appear changed — this is expected behavior and by design.

*3 When sorting by Status, Transcription start date, or Transcription end date, the order will change because the values change depending on when transcription starts and ends.

*4 When "Transcribe the next file" is enabled [<3.9.2 Continuous Checkout of Transcription Tasks>](#), the playback order may be does not match your expectations. In this case, sort by a method other than Transcriptionist, Status, Transcription start date, or Transcription finish date.

[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).

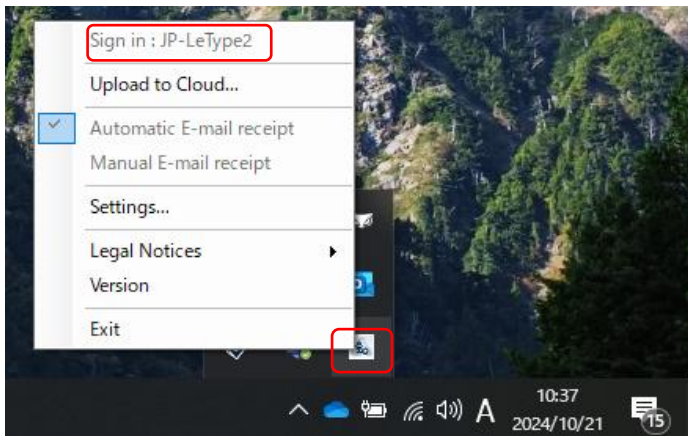
When you log in to ODMS Cloud for the first time with the Author's user ID on the PC used by the author, a message will display prompting you to install the Desktop App. Follow the instructions to install the Desktop App.

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.



If you are signed in at this time, the name of the signed in user will be displayed. 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 download to the PC and then upload 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.

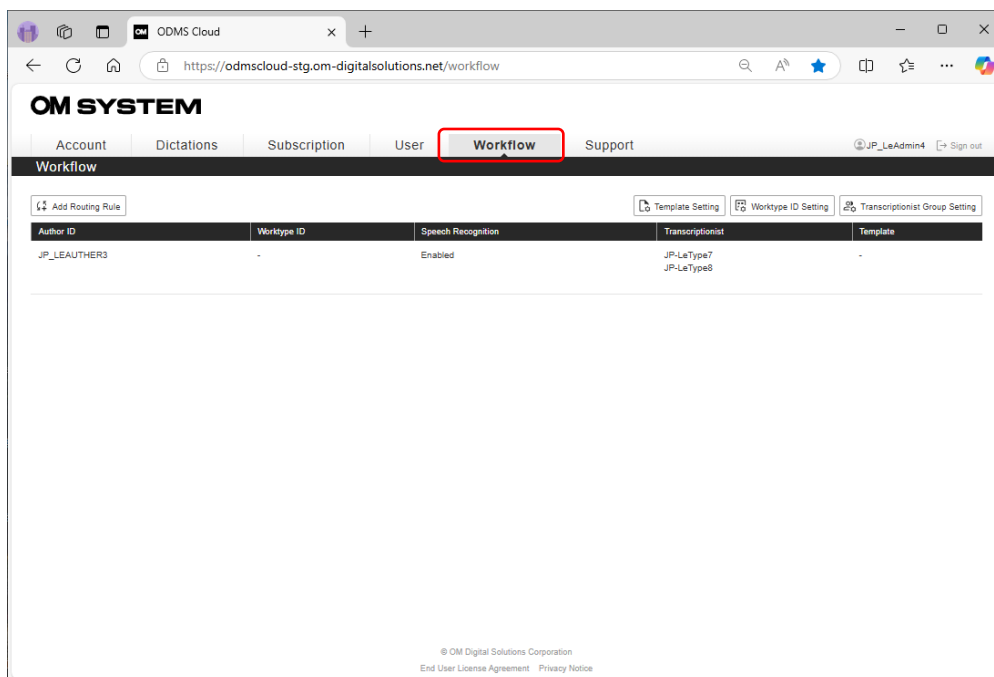
[❏ Configuring routing rules](#)

[❏ 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 role 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 1: 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.

Note 2: If you set the audio file to edit locked by operating the recorder, you cannot perform operations using the [<6.5.5 Download Options>](#). Furthermore, you cannot perform operations related to file editing, such as adding index marks, in the subsequent workflows.

* To upload files, it is necessary to assign a valid license to the user.

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

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

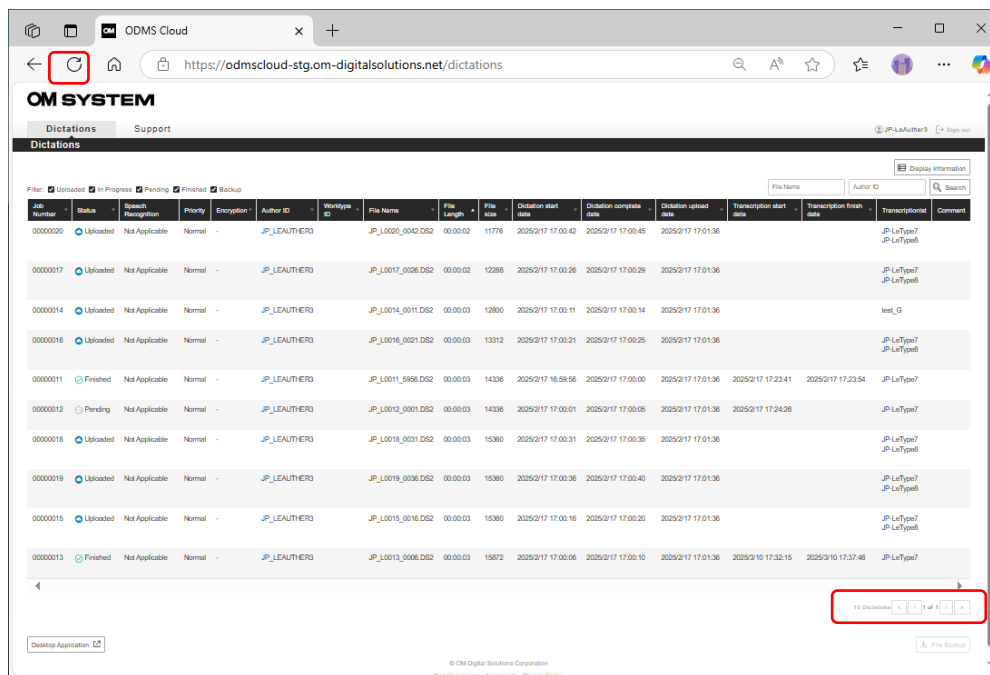
When a user with the Transcriptionist role or "None" role connects a dictation device (e.g. DS-9100) via USB to a PC logged into the Desktop App, the dictation file will be uploaded under the following conditions.

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

* To upload files, it is necessary to assign a valid license to the user.

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.

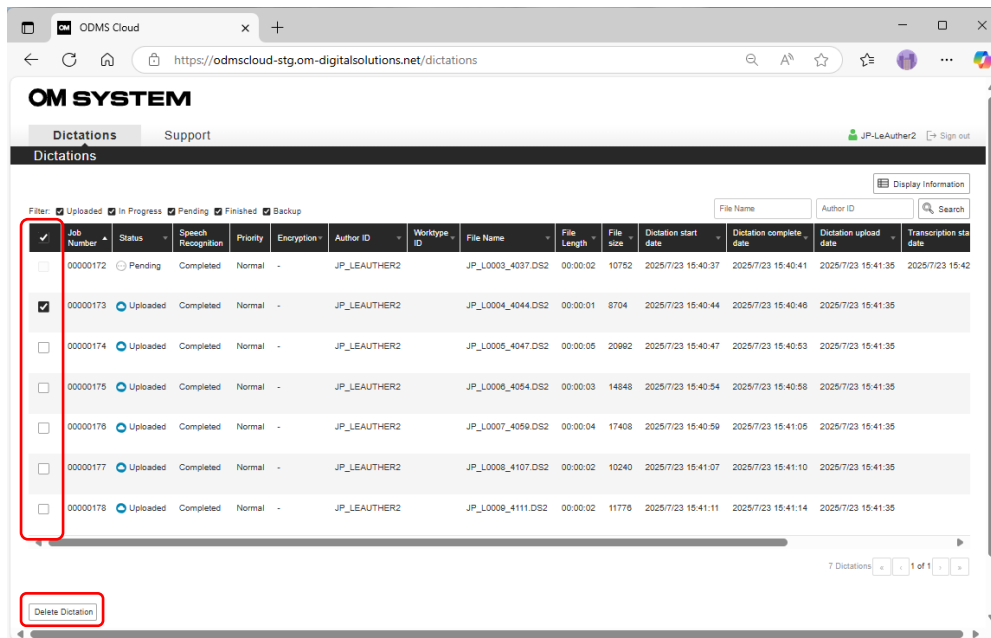
General	
File Name	AU_L0004_3648.DS2
Raw File Name	AU_L0004_3648.DS2.zip
File size	17408
File Length	00:00:04
Dictation start date	2024/5/16 12:36:48
Dictation complete date	2024/5/16 12:36:53
Encryption	
Priority	Normal
Author ID	AU_LEAUTHER2
Worktype ID	
OptionItem1	
OptionItem2	
OptionItem3	
OptionItem4	
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.

Check the files you want to delete and click the [Delete Dictation] button at the bottom left of the screen. You can select or deselect all files using the checkboxes at the top.



*Only the administrator and the author who created the dictation file, and the transcriptionist who transcribed the 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".

[☐ 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.

Even if background speech recognition is performed after a file is uploaded, a "New Task Notification" will be sent when the file is uploaded. No notification will be sent when the speech recognition is completed.

[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](#)

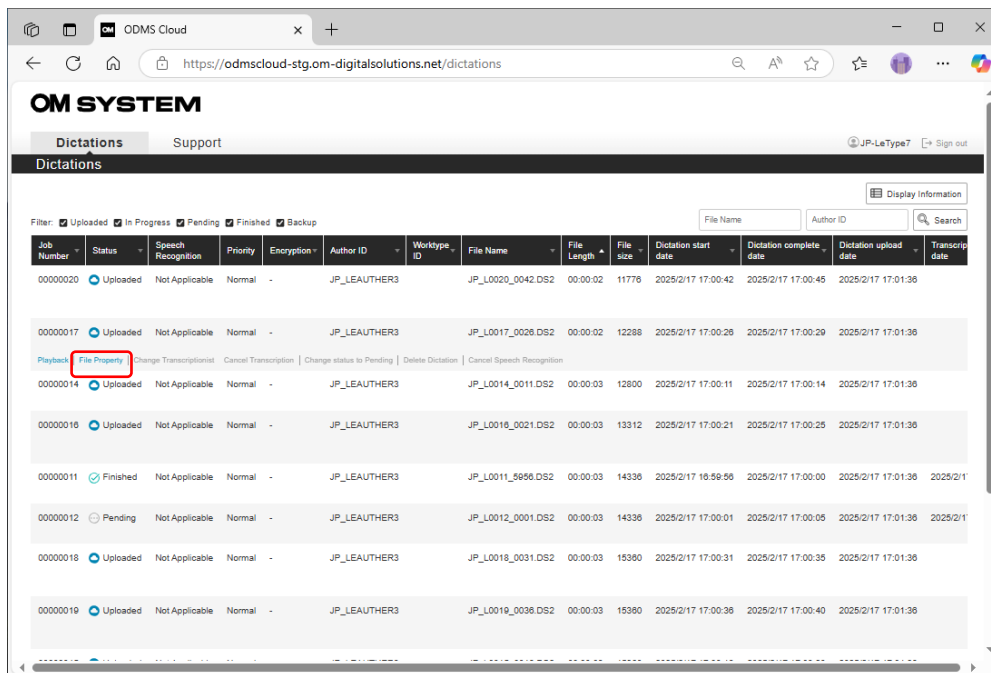
[Desktop App](#)

[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.

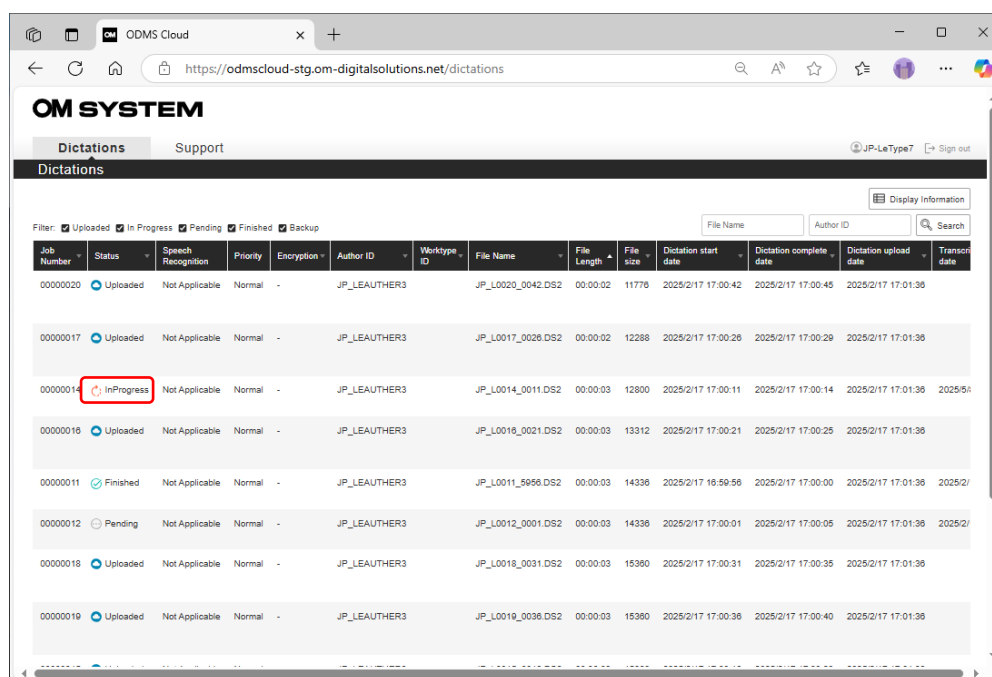


Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype ID	File Name	File Length	File Size	Dictation start date	Dictation complete date	Dictation upload date	Transcript date
00000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0020_0042.DS2	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:36	
00000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0017_0028.DS2	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:36	
00000014	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0014_0011.DS2	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:36	
00000016	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0016_0021.DS2	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:36	
00000011	Finished	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0011_0056.DS2	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:36	2025/2/17
00000012	Pending	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0012_0001.DS2	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:36	2025/2/17
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0018_0031.DS2	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:36	
00000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0019_0036.DS2	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:36	

3.6.2 Checkout Dictation File.

When you move the mouse over a file displayed on the Dictations screen with [Status] set to "Uploaded," the [Playback] button becomes active, and you can check out the file. The checked-out file is temporarily downloaded to the PC and transcribed using the Desktop App. At this point, the Status changes to "In Progress" and the file cannot be checked out by another Transcriptionist.

Even if the [Status] is "Uploaded," if the [Speech Recognition] status is "In Progress," the file cannot be checked out because speech recognition processing is in progress. Please wait a while until the processing is complete.



Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype ID	File Name	File Length	File size	Dictation start date	Dictation complete date	Dictation upload date	Transcriber
00000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0020_0042.DS2	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:35	
00000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0017_0026.DS2	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:35	
00000014	In Progress	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0014_0011.DS2	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:35	2025/5/1
00000016	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0016_0021.DS2	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:35	
00000011	Finished	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0011_5956.DS2	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:35	2025/2/17
00000012	Pending	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0012_0001.DS2	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:35	2025/2/17
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0018_0031.DS2	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:35	
00000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0019_0036.DS2	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:35	

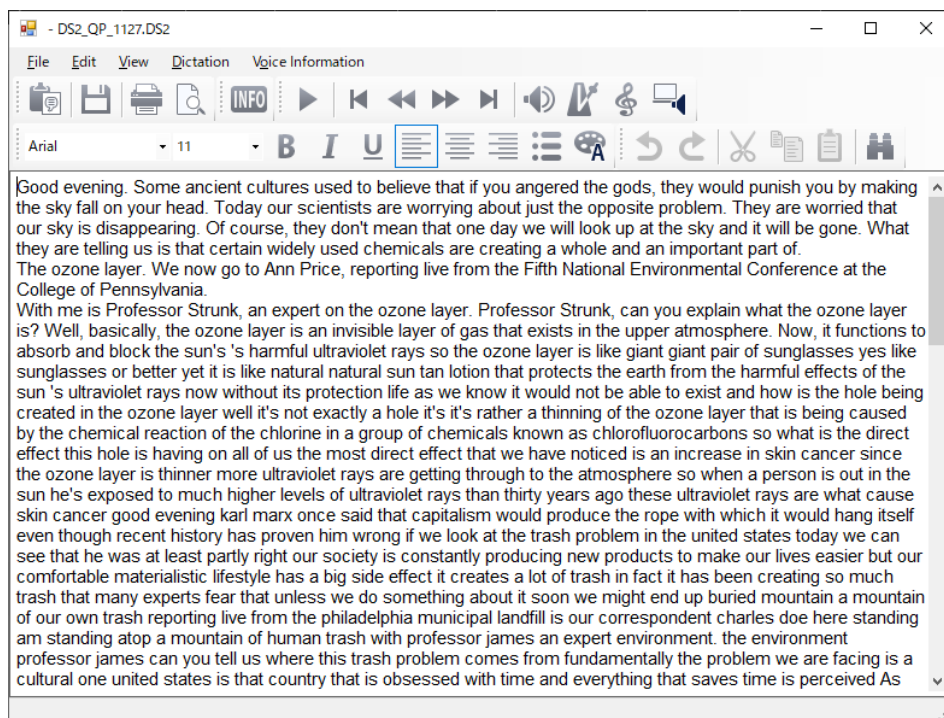
3.6.3 Desktop App.

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>](#).

[If the "Speech Recognition" status is other than "Completed"]



[If the "Speech Recognition" status is "Completed"]



3.6.4 Cancel Checkout.

You can cancel a task whose status is "In Progress" after checking out a dictation file and changing 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. Additionally, the status of speech recognition is displayed in the [Speech Recognition] status. This chapter explains the different statuses.

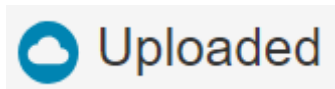
[!\[\]\(2e897e890e69d81eae4503a8342c36b0_img.jpg\) Details of Dictation Status](#)

[!\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\) Details of Speech Recognition Status](#)

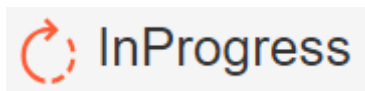
3.7.1 Details of Dictation Status.

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

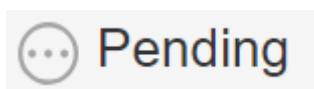
Uploaded: The author has uploaded the file, but the transcription process has not started.



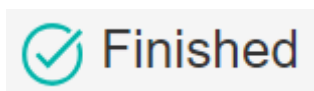
In Progress: Transcription work has been started by the transcriptionist.



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.

3.7.2 Details of Speech Recognition Status.

There are five types of Speech Recognition status managed by ODMS Cloud.

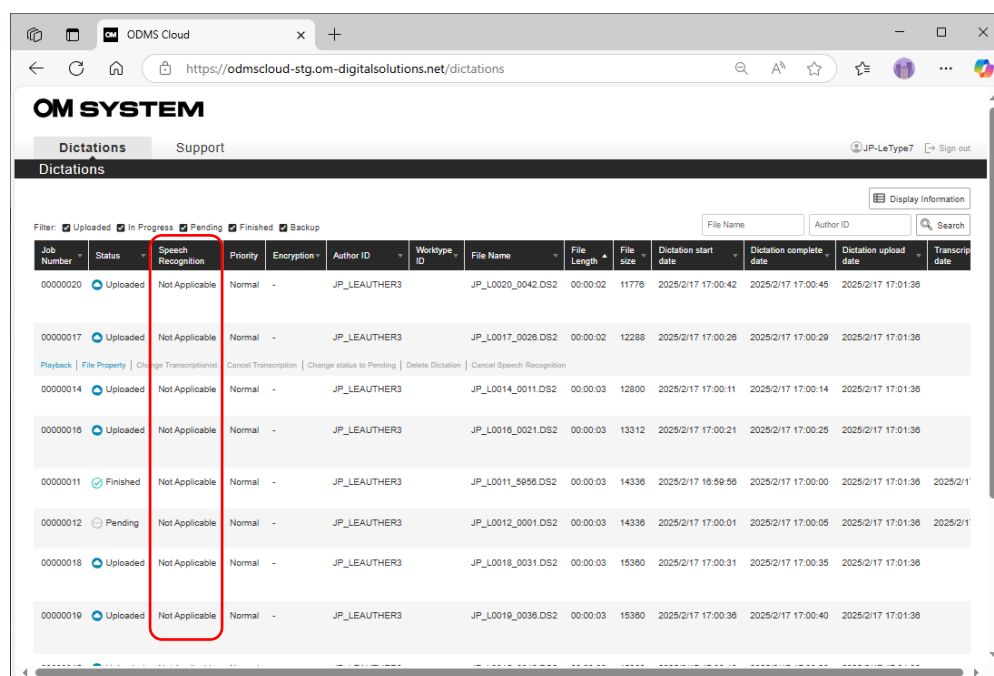
Not Applicable: The file is not eligible for speech recognition. Please perform regular transcription.

In Progress: The file is currently undergoing speech recognition processing. The audio file cannot be played while in this status.

Completed: Speech recognition is complete. Please proofread the text transcribed by speech recognition.

Failed: Speech recognition failed. Speech recognition processing failed for some reason. Please perform regular transcription.

Canceled: Speech recognition was interrupted by the administrator. Please perform regular transcription.



The screenshot shows the ODMS Cloud interface with a table of dictations. The 'Speech Recognition' column is highlighted with a red box, showing 'Not Applicable' for several entries. The table includes columns for Job Number, Status, Speech Recognition, Priority, Encryption, Author ID, Worktype, File Name, File Length, File size, Dictation start date, Dictation complete date, Dictation upload date, and Transcript date.

Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype	File Name	File Length	File size	Dictation start date	Dictation complete date	Dictation upload date	Transcript date
00000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0020_0042.DS2	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:36	
00000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0017_0028.DS2	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:36	
00000014	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0014_0011.DS2	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:36	
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0018_0021.DS2	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:36	
00000011	Finished	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0011_5656.DS2	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:36	2025/2/17
00000012	Pending	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0012_0001.DS2	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:36	2025/2/17
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0018_0031.DS2	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:36	
00000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0019_0036.DS2	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:36	

[Chapter top](#)

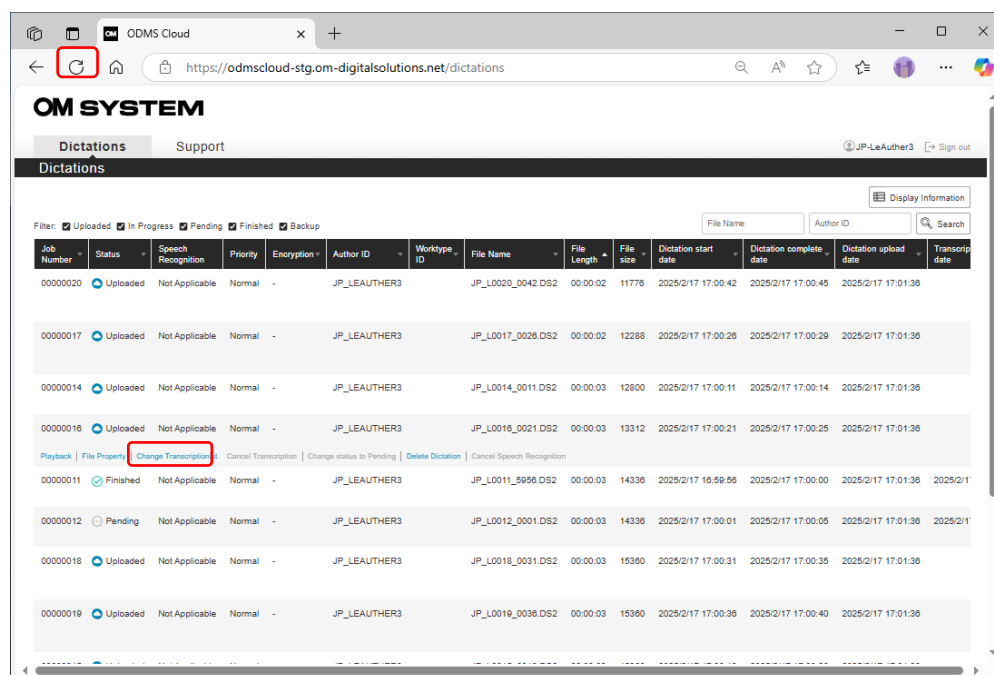
3.8 Manual Routing.

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.

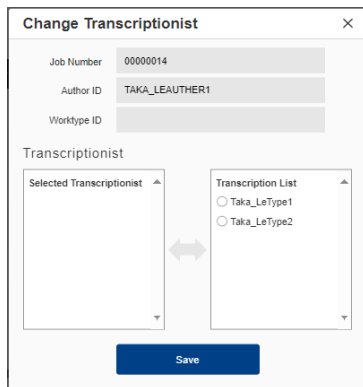
In cases where the transcriptionist is absent or the workload is unbalanced, it is possible to temporarily change the person in charge and share the work between the transcriptionists within the account. Manual routing can only be performed by the administrator or the author who created the dictation.



The screenshot shows the OM SYSTEM Dictations interface. The browser address bar displays <https://odmscloud-stg.om-digitalsolutions.net/dictations>. The page title is "OM SYSTEM". Below the title, there are tabs for "Dictations" and "Support". The "Dictations" tab is active. The interface includes a filter bar with checkboxes for "Uploaded", "In Progress", "Pending", "Finished", and "Backup". Below the filter bar is a table of dictations. The table has columns: Job Number, Status, Speech Recognition, Priority, Encryption, Author ID, Worktype ID, File Name, File Length, File size, Dictation start date, Dictation complete date, Dictation upload date, and Transcript date. The table contains several rows of dictations. The row for Job Number 00000011 is highlighted, and the "Change Transcriptionist" button is circled in red. Below the table, there are links for "Playback", "File Properties", "Change Transcriptionist", "Cancel Transcription", "Change status to Pending", "Delete Dictation", and "Cancel Speech Recognition".

Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype ID	File Name	File Length	File size	Dictation start date	Dictation complete date	Dictation upload date	Transcript date
00000020	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0020_0042.DS2	00:00:02	11776	2025/2/17 17:00:42	2025/2/17 17:00:45	2025/2/17 17:01:36	
00000017	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0017_0026.DS2	00:00:02	12288	2025/2/17 17:00:26	2025/2/17 17:00:29	2025/2/17 17:01:36	
00000014	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0014_0011.DS2	00:00:03	12800	2025/2/17 17:00:11	2025/2/17 17:00:14	2025/2/17 17:01:36	
00000016	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0016_0021.DS2	00:00:03	13312	2025/2/17 17:00:21	2025/2/17 17:00:25	2025/2/17 17:01:36	
00000011	Finished	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0011_0056.DS2	00:00:03	14336	2025/2/17 16:59:56	2025/2/17 17:00:00	2025/2/17 17:01:36	2025/2/17
00000012	Pending	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0012_0001.DS2	00:00:03	14336	2025/2/17 17:00:01	2025/2/17 17:00:05	2025/2/17 17:01:36	2025/2/17
00000018	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0018_0031.DS2	00:00:03	15360	2025/2/17 17:00:31	2025/2/17 17:00:35	2025/2/17 17:01:36	
00000019	Uploaded	Not Applicable	Normal	-	JP_LEAUTHER3		JP_L0019_0036.DS2	00:00:03	15360	2025/2/17 17:00:36	2025/2/17 17:00:40	2025/2/17 17:01:36	

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](#)

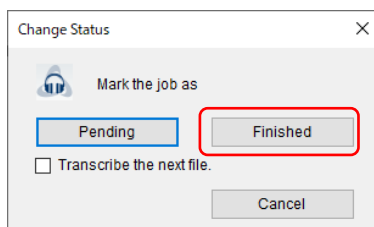
3.9.1 Finish Transcription.

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.

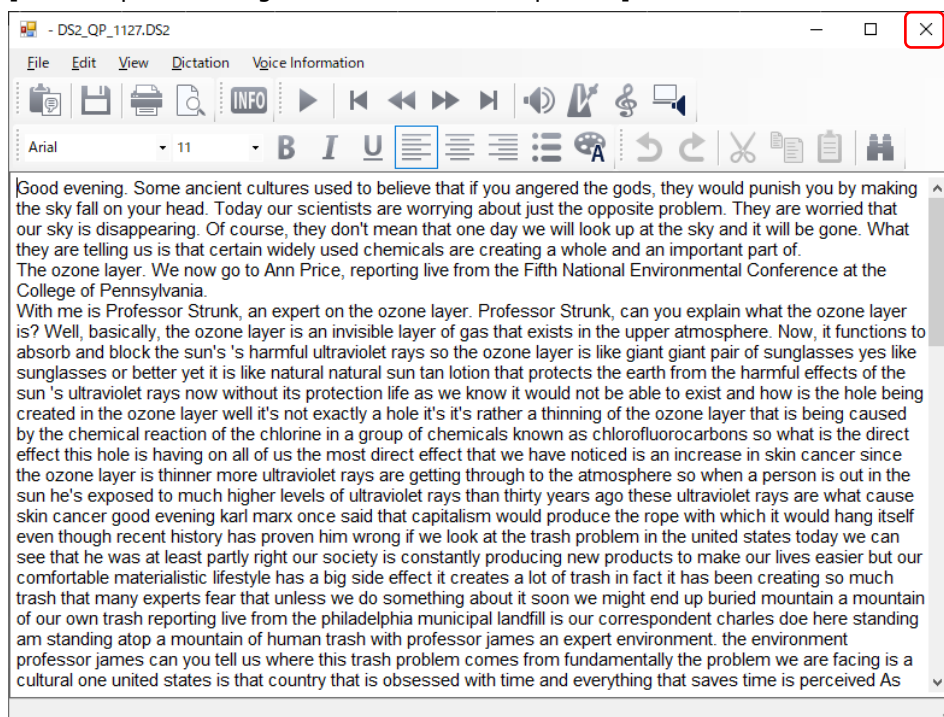
[If the "Speech Recognition" status is other than "Completed"]



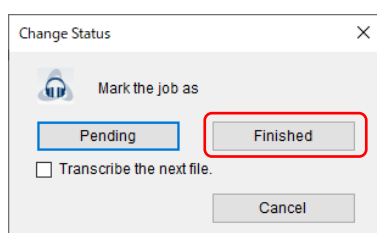
At this time, you can complete the transcription by clicking the [Finished] button. On the Dictations screen, the status will change from "In Progress" to "Finished", and the author will be notified that the transcription has been completed.



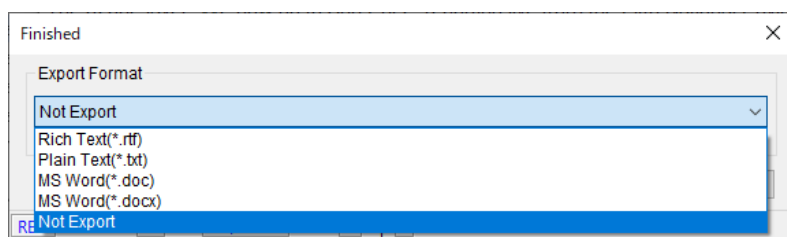
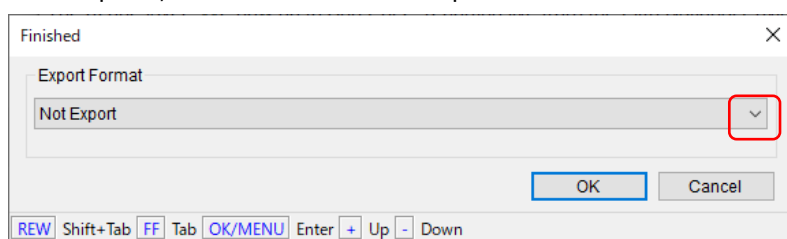
[If the "Speech Recognition" status is "Completed"]



You can complete the transcription by clicking the [Finished] button.



In the Text Correction Window, you can specify the format in which to save the created text. If you select "Not Export", the text will not be output to a file.



You can set the file format to be output when the transcription is completed. The available file formats are as follows:

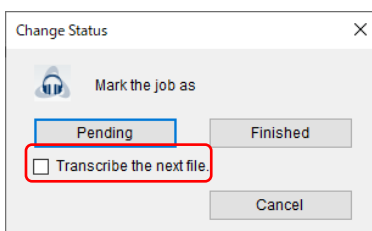
- Plain Text (*.txt)
- Rich txt (*.rtf)
- MS Word (*.doc)
- MS Word (*.docx)

***For doc and docx, this is only available when Microsoft Word is installed on your PC.**

For the file save destination, see "Data Folder" in [<6.5.2 General>](#).

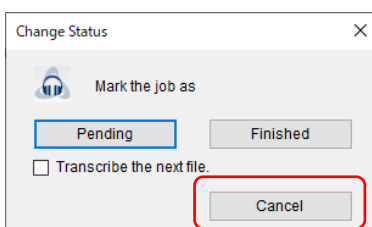
3.9.2 Continuous Checkout of Transcription Tasks.

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. The order of checkout of Transcription Tasks depends on the sorting conditions on the Dictation screen. For details, see [<3.1.5 Dictation Sort Function>](#).



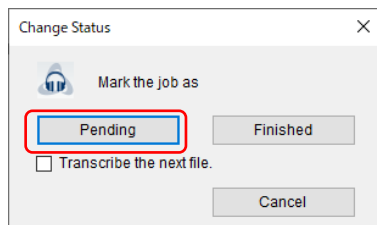
3.9.3 Cancel Transcription Task.

You can cancel playback of the dictation file by clicking 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.

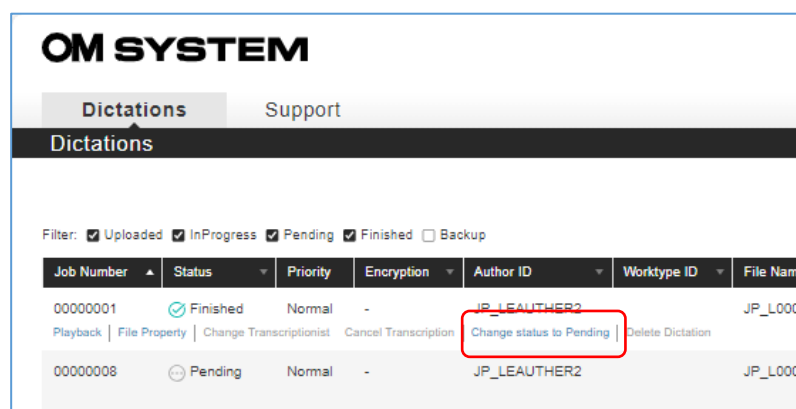
You can temporarily suspend work during transcription, such as when you want to resume work on another day. The transcription can be suspended temporarily by clicking the [Pending] button on the pop-up screen. On the Dictations screen, the status will change from In Progress to Pending.



3.9.5 Changing Status from Finished to Pending.

Once transcription is complete and a task that has been marked as Finished can be changed back to Pending. When you hover your mouse over a task that has a Finished status, "Change status to Pending" becomes active. You can press this button to change the task's status to Pending.

*Remark: This operation can only be performed by the Administrator or the Transcriptionist in charge of the transcription



3.9.6 Change the status of multiple files to "Finished" at once.

If multiple tasks with "Pending" status remain in the list of dictations, you can change them to "Finished" status at once.

Select the files whose status you want to change by checking the boxes next to them, and then click the "[Change status to Finished]" button in the lower left corner of the screen. The checkbox at the top allows you to select or deselect all files.

*This operation is restricted to the transcriptionist who performed the transcription or to an administrator.

The screenshot shows the OMS Cloud interface with a list of dictations. The interface includes a header with 'OM SYSTEM' and 'Dictations' tabs. Below the header is a filter bar with options like 'My Tasks', 'All Tasks', and 'Filter'. The main area is a table of dictations with columns: Job Number, Status, Speech Recognition, Priority, Encryption, Author ID, Worktype ID, File Name, File Length, File Size, Dictation start date, Dictation complete date, Dictation upload date, Transcription start date, Transcription finish date, Transcriptional, and Comment. The first two rows are selected, indicated by checked checkboxes in the first column. At the bottom left, there is a button labeled 'Change status to Finished' which is highlighted with a red box. Below this button is a 'Desktop Application' link. At the bottom right, there is a 'File Backup' button. The footer contains copyright information for OMS Digital Solutions Corporation.

Job Number	Status	Speech Recognition	Priority	Encryption	Author ID	Worktype ID	File Name	File Length	File Size	Dictation start date	Dictation complete date	Dictation upload date	Transcription start date	Transcription finish date	Transcriptional	Comment
00000208	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10203_3403.DS2	00:02:08	458162	2025/10/30 14:34:03	2025/10/30 14:37:53	2025/10/30 14:38:22			GroupB	
00000225	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10211_6504_6504.DS2	00:00:55	198144	2025/11/10 12:55:04	2025/11/10 12:56:00	2025/11/10 14:08:18			GroupB	
00000226	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10213_2913.DS2	00:01:52	386260	2025/11/10 14:26:13	2025/11/10 14:31:06	2025/11/10 14:31:49			GroupB	
00000227	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10214_5258.DS2	00:01:47	383488	2025/11/10 15:52:58	2025/11/10 15:54:46	2025/11/10 15:55:31			GroupB	
00000228	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10216_5155.DS2	00:03:48	811520	2025/11/10 16:51:55	2025/11/10 16:55:44	2025/11/10 16:56:23			GroupB	
00000229	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10216_1332.DS2	00:03:49	815616	2025/11/10 17:13:32	2025/11/10 17:17:23	2025/11/10 17:17:40			GroupB	
00000233	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10220_4346.DS2	00:00:42	151040	2025/11/10 17:43:46	2025/11/10 17:44:26	2025/11/10 17:44:40			GroupB	
00000203	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		JP_10001_1458_0458.DS2	00:19:07	406728	2025/9/9 9:04:58	2025/9/9 9:24:06	2025/10/3 14:54:52	2025/10/23 15:48:21		GroupB	
00000211	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		02_SPL_Test_Frank_5733.LS2	00:18:02	4048364	2016/9/14 9:57:33	2016/9/14 10:16:36	2025/10/30 16:53:11	2025/10/31 11:17:51		GroupB	
00000216	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		Auto_Punctuation_0420.DS2	00:02:32	540160	2025/10/31 9:04:20	2025/10/31 9:06:52	2025/10/31 11:14:40	2025/10/31 11:20:04		GroupB	
00000235	Uploaded	Completed	Normal	-	JP_LEA/UT/ETQ		PunctuationTest_1113_5458.DS2	00:19:07	406728	2025/9/9 9:04:58	2025/9/9 9:24:06	2025/11/13 16:55:48	2025/11/13 17:11:49		GroupB	

[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.

Please note that adding Index Marks can only be done when transcribing using the standard workflow (when using the Play Bar).

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. Please note that adding Index Marks can only be done when transcribing using the standard workflow (when using the Play Bar).

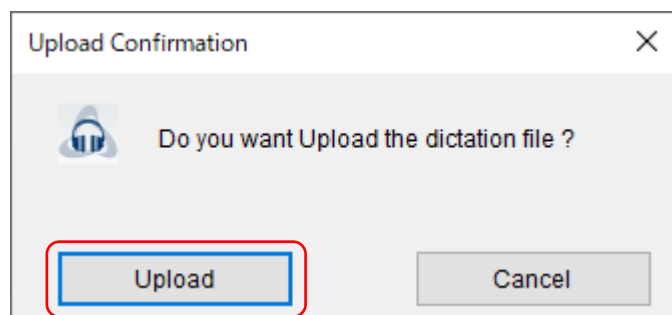


You can insert an Index Mark at the position where you choose by clicking the  button.  is displayed at the index mark insertion position.



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.



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.

[!\[\]\(d84e7ea36f695d92cb39ec32c307ac93_img.jpg\) Configuring Workflow Manually](#)

[!\[\]\(feabb98897b440bc8695a03336a6e2df_img.jpg\) 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. Also, since the correct Author ID is not set in the Dictation File, the recording author will be treated as unknown.

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.

3.12 Workflow using background speech recognition.

By subscribing to the Speech Recognition License, you can build a dictation workflow that incorporates background speech recognition. When a dictation created by an Author is uploaded to ODMS Cloud, speech recognition is performed in the background and text data is saved along with the audio data. The Transcriptionist in charge of transcribing listens to the dictation and checks whether there are any errors in the text created by speech recognition. The relevant parts of the text are highlighted in accordance with the audio, allowing for efficient checking work.

***Background speech recognition is not possible for dictations longer than 1 hour. If the duration of the recording exceeds 1 hour, please perform a manual transcription.**

[Speech Recognition Licenses](#)

[Workflow for Speech Recognition](#)

[Status for Speech Recognition](#)

[Text Correction Window](#)

[Tag Function](#)

3.12.1 Speech Recognition Licenses.

To use Speech recognition, you need to have a dedicated speech recognition license.

For detailed information about licenses, please refer to [<1.2 Licenses>](#).

For ordering licenses, please refer to [<2.5 Order Licenses>](#).

For allocating licenses, please refer to [<2.7 Assign Licenses>](#).

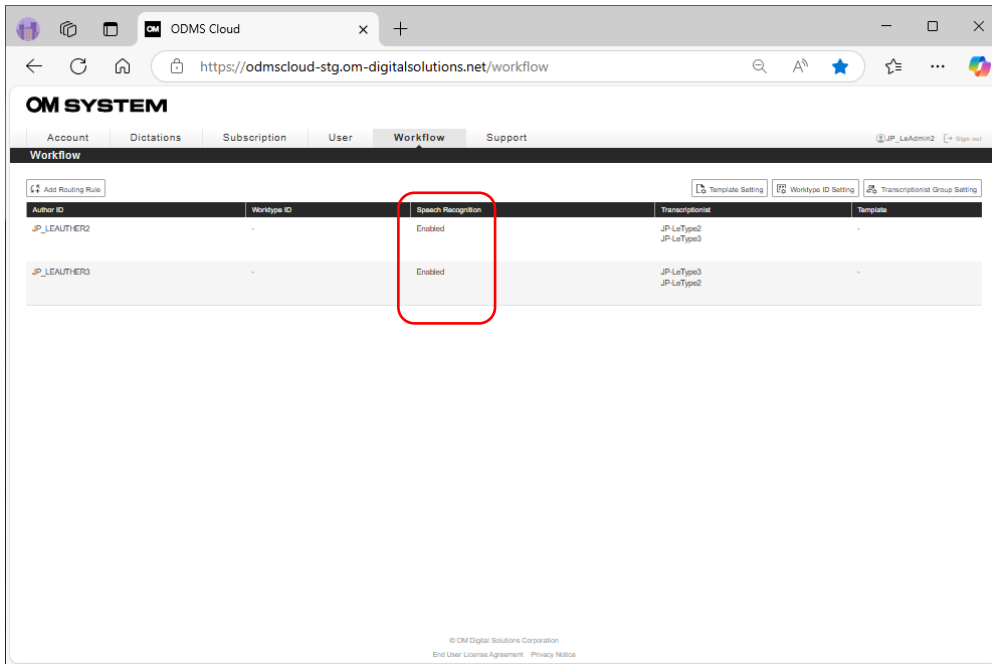
3.12.2 Workflow for Speech Recognition.

Settings for using background speech recognition must be configured for each routing rule. When setting up a routing rule, make sure the following checkbox is checked (it is checked by default):

The screenshot shows the 'Add Routing Rule' dialog box. It contains the following elements:

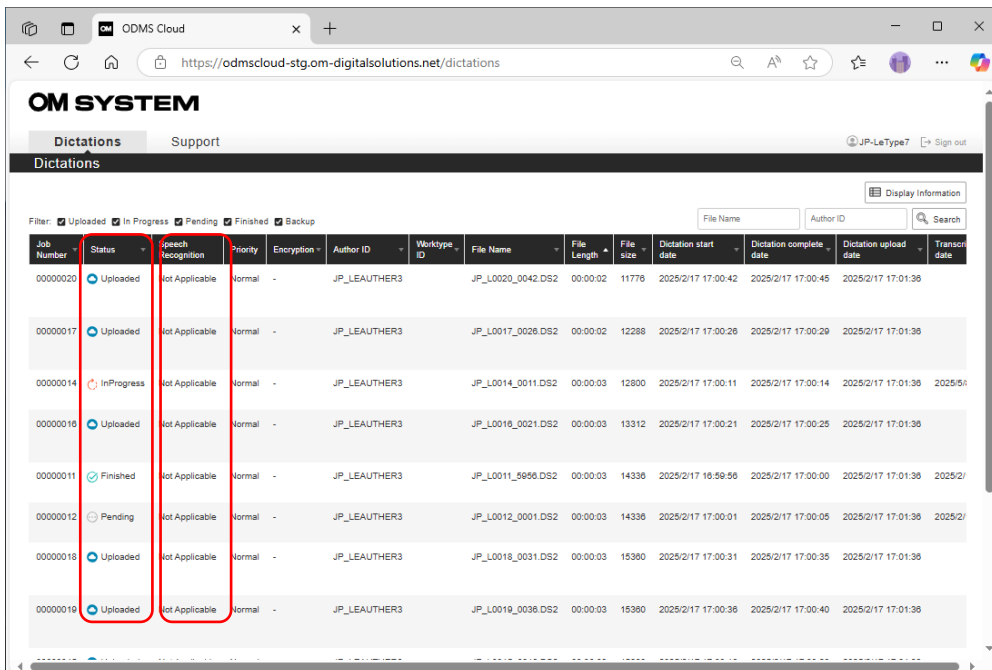
- Author ID:** A dropdown menu with the text '-- Select Author ID --'.
- Worktype ID (Optional):** A dropdown menu with the text '-- Select Worktype ID --'.
- Speech Recognition:** A checkbox that is checked, highlighted with a red box, and labeled 'Speech Recognition'.
- Transcriptionist:** A section with two lists:
 - Selected Transcriptionist:** An empty list box.
 - Transcriptionist List:** A list box containing three items: 'JP-LeType7', 'JP-LeType8', and 'test_G'.
- Template (Optional):** A dropdown menu with the text '-- Select Template --'.
- Save:** A blue button at the bottom.

You can check the background speech recognition setting status on the Workflow screen.



3.12.3 Status for Speech Recognition.

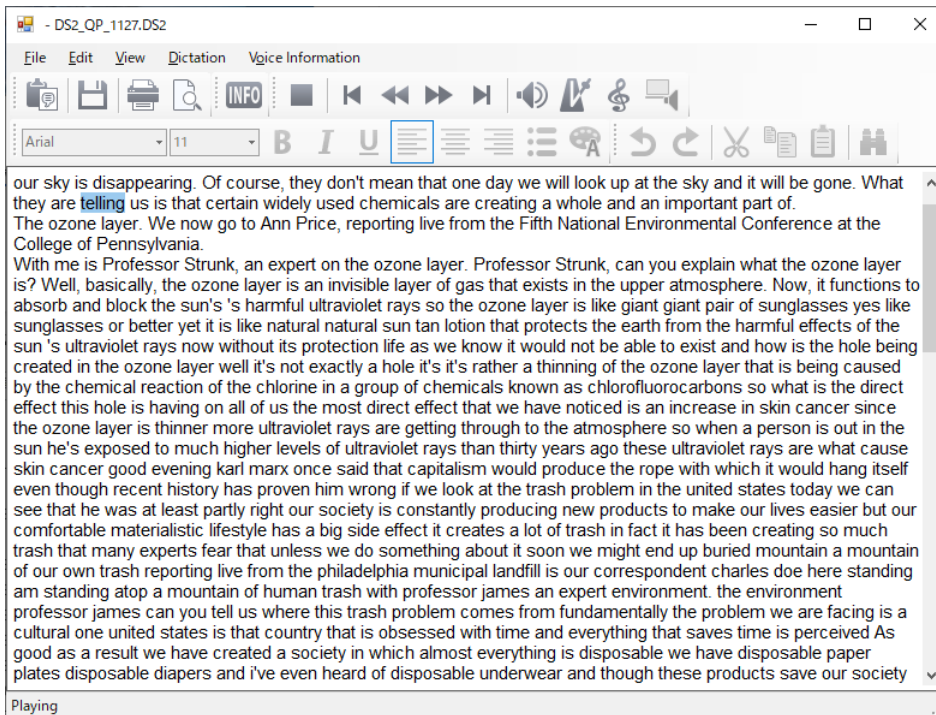
When you move the mouse over a file displayed on the Dictations screen that has a [Status] of "Uploaded", the [Playback] button becomes active and you can check out the file. However, even if the [Status] is "Uploaded", if the [Speech Recognition] status is "In Progress", you cannot check out the file because the speech recognition process is in progress. Please wait until the process is complete.



Note: When encrypting a dictation file, an error will occur if the password on the recorder side and the password on the ODMS Cloud side do not match.

3.12.4 Text Correction Window.

When you check out a file, the Text Correction Window will be launched and the text data created by background speech recognition will be automatically loaded onto the Text Correction Window. When playing a file, the word corresponding to the playback position will be highlighted, allowing you to edit the text efficiently.



You can set the file format to be output when the transcription is completed. The available file formats are as follows:

- Plain Text (*.txt)
- Rich txt (*.rtf)
- MS Word (*.doc)
- MS Word (*.docx)

***For doc and docx, this is only available when Microsoft Word is installed on your PC.**

For detailed information on Text Correction Window, please refer to [<6.4 Explanation of the Screen \(Speech Recognition Workflow\)>](#).

3.12.5 Tag Function.

In the ODMS Cloud speech recognition workflow, by writing specified tag information in a template file created in .rft format, various information embedded in the dictation file can be written to a specified position.

For more information on the automatic tag conversion function, see [<6.10 Automatic tag conversion function in speech recognition workflow>](#).

[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 the purchase of the license, and they are stored as unused inventory. The license period is set for one year after assigning it to an 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 is assigned to the author or transcriptionist.

Below are the different types of One Year License.

- **Speech Recognition - One year:**

- In addition to the standard workflow, you can also use the speech recognition workflow.
- The Speech Recognition License is only available to Authors.

- **Standard - One year:**

- This license allows you to use the standard dictation workflow.

4.1.2 Reusable Licenses.

A Reusable license is a license that was once assigned to an author/transcriptionist but was unassigned when the license was 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 if it is unassigned from a user. If the license is still valid, you can reassign it to a different user.

Below are the different types of reusable licenses.

- **Speech Recognition - YYYY/MM/DD :**

- A speech recognition license that has been assigned to a user once, and an expiration date has already been set.

- **Standard - YYYY/MM/DD:**

- A regular license that has been assigned to a user once, and an expiration date has already been set.

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.

***Trial licenses are not eligible for automatic allocation [<4.3.1 Auto Assign Function >](#).
Please manually allocate a standard license or a voice recognition license.**

[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.

You can check the information for each of the "Standard" License, "Speech Recognition" License, "Speech Recognition Upgrade" License, and "Trial" License in the list.

[License Management Information](#)

[Storage Management Information](#)

[Warning notification for storage usage capacity](#)

License	Standard	Speech Recognition	Speech Recognition Upgrade	Trial
License Inventory	5	5	5	100
Number of unused licenses	5	5	-	100
Number of licenses available for reuse	0	0	-	0
Number of licenses allocated	0	0	-	0
Number of licenses expiring within 14 days	0	0	-	0
Shortage	0	0	-	0
Total number of licenses on order	0	0	0	-

Storage Available	0.000GB
Storage Used	0.000GB
Storage Unavailable (Exceeded Amount)	

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 a 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 • 5GB available for each license with expiry date set • Storage is managed in total within the account, not on an individual user basis. • Storage upper limit is the total available size.
Storage used	Displays the storage size currently in use
Storage Unavailable (Exceeded Amount)	• If the available capacity is not exceeded, a green circle will be displayed. • 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 red.

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.

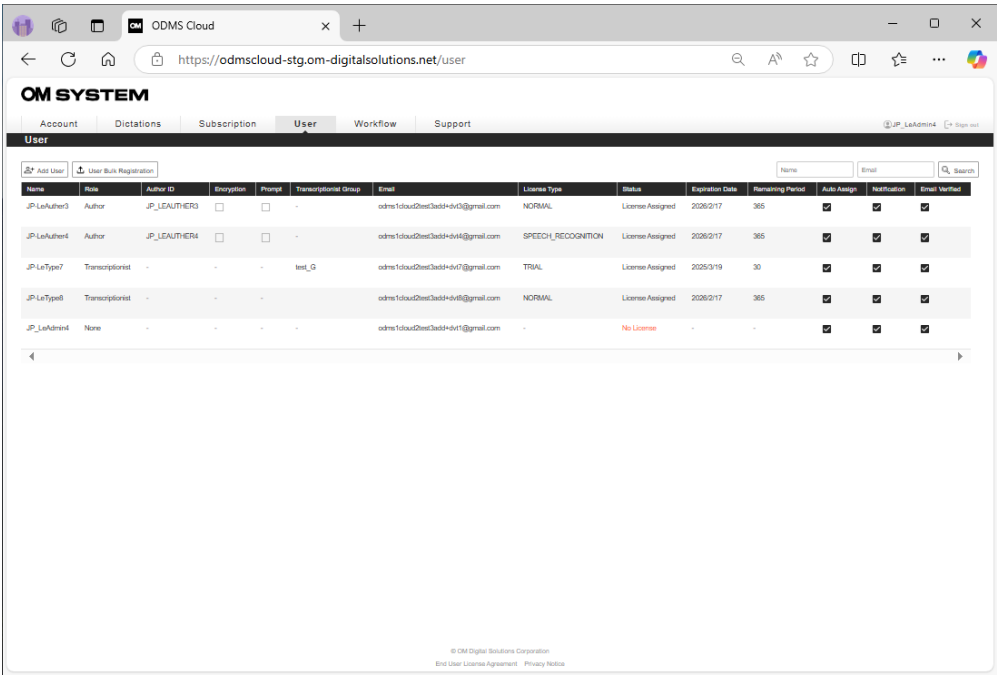
It is also possible to increase the usage capacity limit. The total storage capacity available for each account is the number of licenses in use (including licenses with expiration dates) multiplied by 5GB, so this can be achieved by allocating unused licenses to existing users. At this time, the license 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](#)



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	☒
-	2024/9/11	323	☒
-	2024/10/23	355	☒
NoLicense	-	-	☒
NoLicense	-	-	☒

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.**

Auto Assign is only available when there is stock of the same license type.

Trial licenses are not eligible for automatic allocation. Please manually allocate a standard license or a voice recognition license.

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](#)

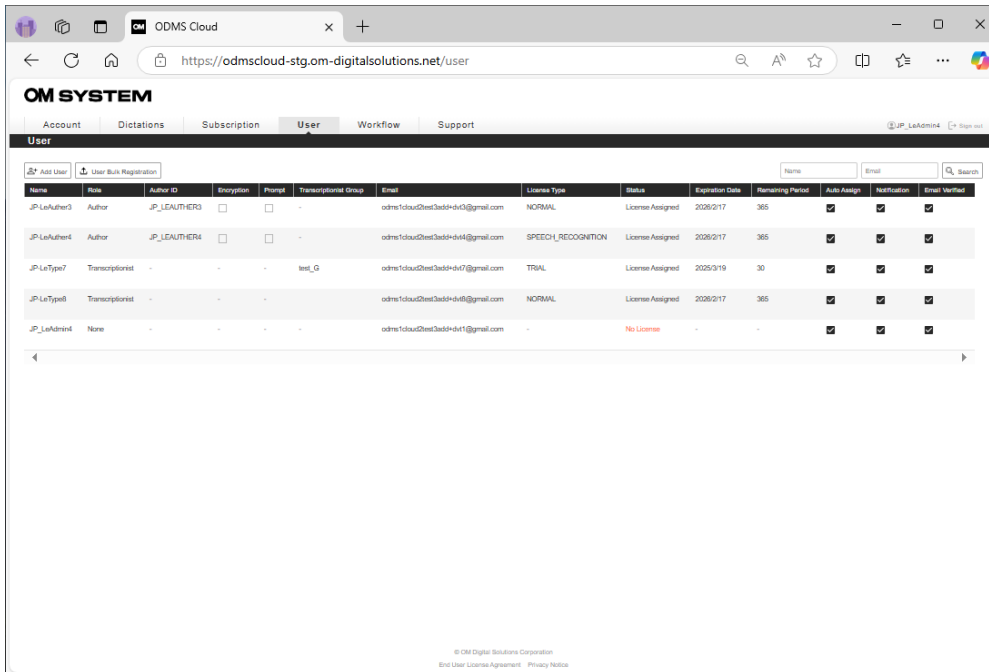
[☐ 5.5 User registration via CSV file](#)

[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.



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.
License Type	The license type is displayed.
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 red . 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 14 days , it will be displayed in red .
Remaining Period	Displays the number of days remaining on the assigned license. If Auto Assign is disabled and the license expiration date is within 14 days , it will be

	displayed in red .
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 the ODMS Cloud.

[Chapter top](#)

5.2 Setting or editing user information.

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

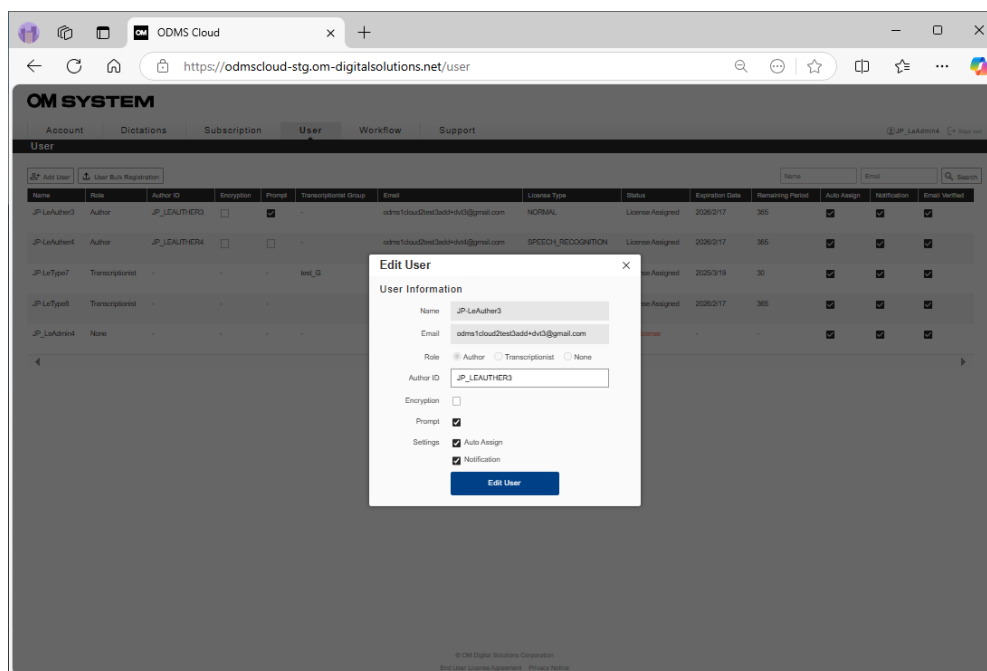
[Change Author settings](#)

[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.

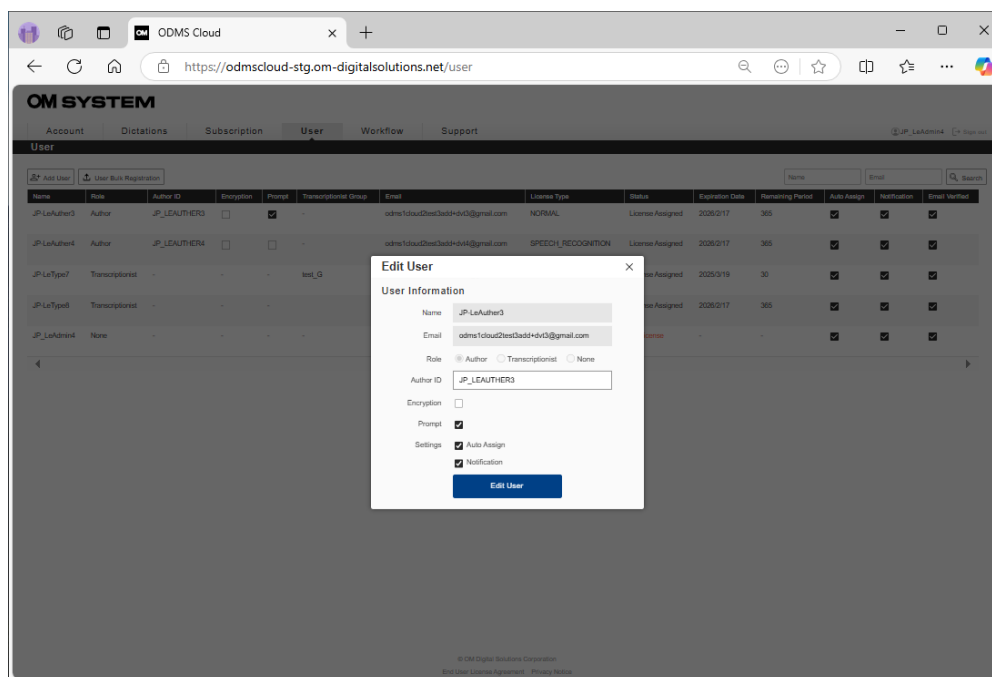
The contents of each setting are as follows.

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.



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.

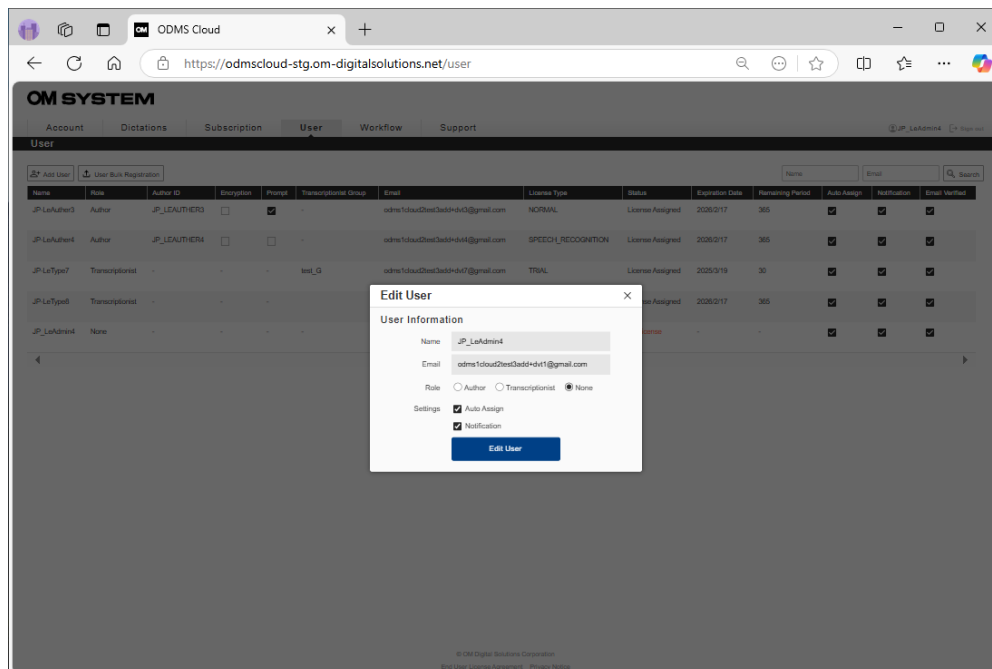
Label	Description
Auto Assign	This function automatically assigns licenses in the License inventory when the assigned license expires. The default is ON. *It is strongly recommended that Auto Assign is enabled.
Notification	In the dictation workflow, set whether to notify by email when a transcription task is received. 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.

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

5.2.3 Changing Administrator settings.

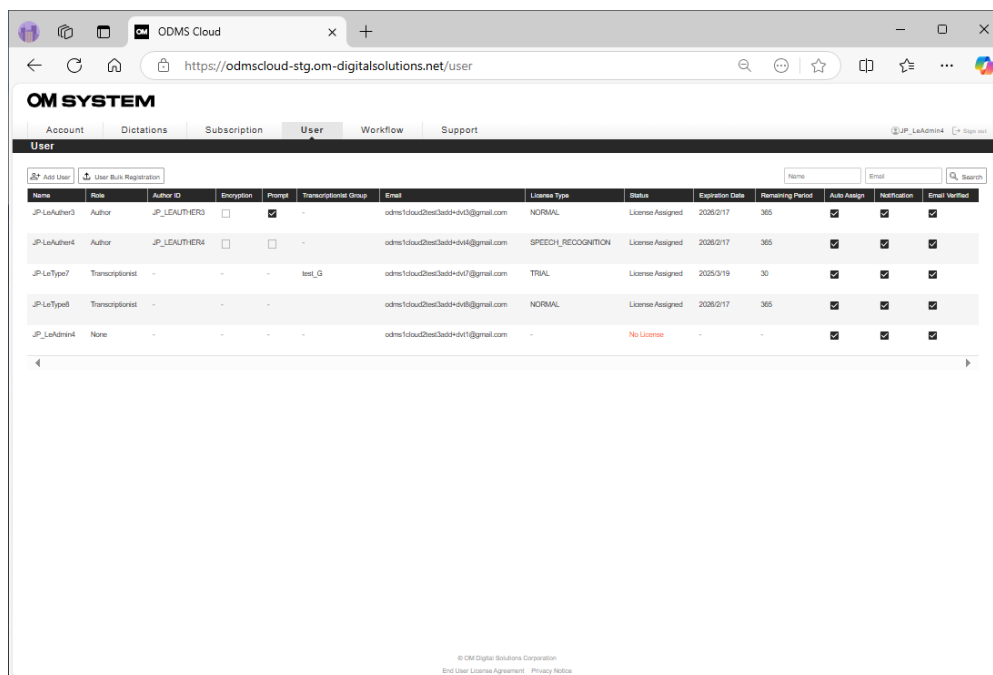
The role of the Administrator at the time of account registration will be assigned as None. If the Administrator is not an author or a transcriptionist, please leave the Role setting as None.

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.



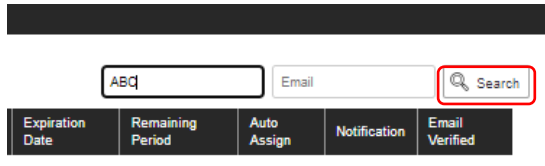
5.2.4 User Search Function.

You can search for users within your account.

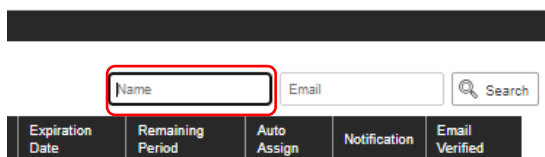


- The search target is the username.
- The search is a fuzzy search.

Enter search terms and press the "Search" button.



To clear the search results, leave the search field blank and press the Search button.



5.2.5 Changing User Role.

You can only change a user's role if the following conditions are met.

- The user does not have a license assigned.
- The user is not registered under a routing rule.
- Dictation files recorded by the user do not exist in the cloud. (For Authors)
- Transcription tasks assigned to the user do not exist in the cloud. (For Transcriptionists)

[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)

[Assign License](#)

[Unassign License](#)

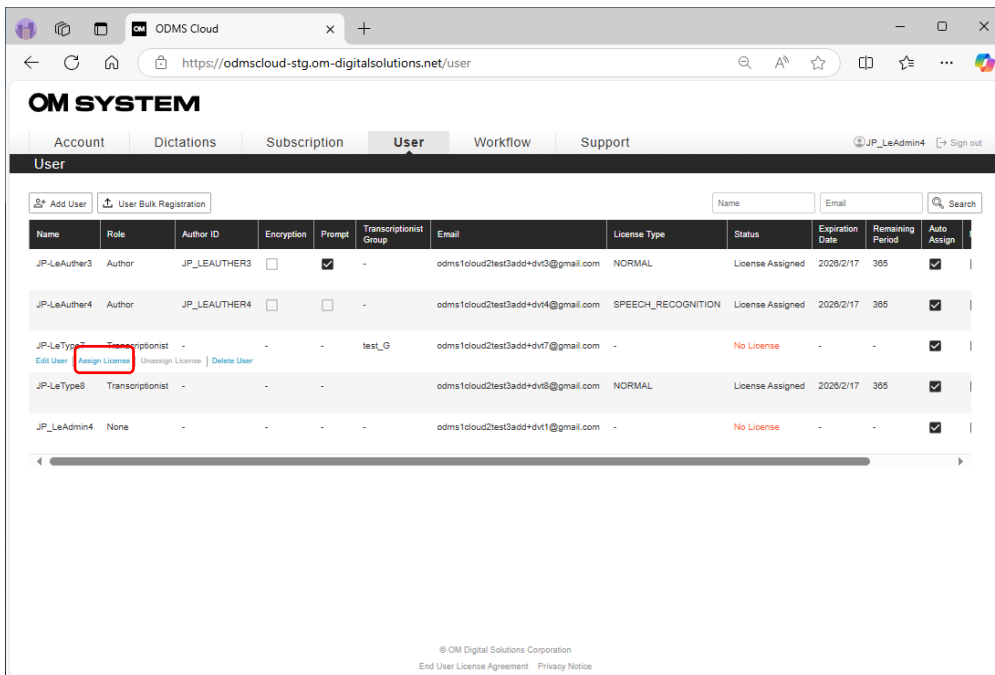
5.3.1 Assign Licenses.

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, License Type, Status, Expiration Date, Remaining Period, Add Assign, Notification, and Email Verified. The table lists several users, including JP_LaAuthor3, JP_LaAuthor4, JP_LaType7, JP_LaType8, and JP_LaAdmin4. The status for JP_LaType7 and JP_LaAdmin4 is 'No License'.

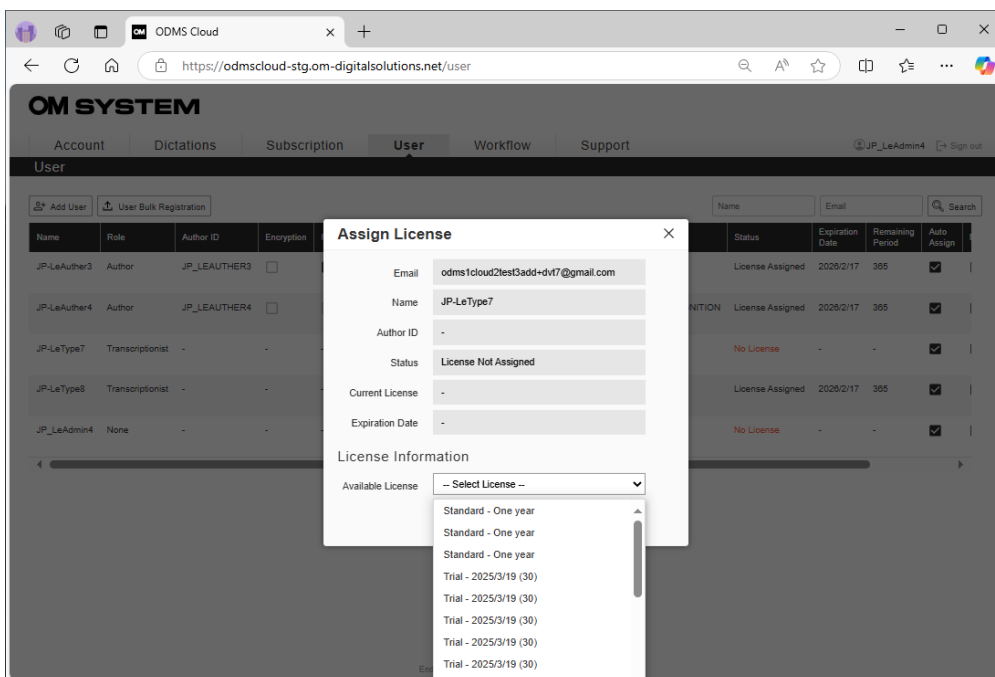
Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	License Type	Status	Expiration Date	Remaining Period	Add Assign	Notification	Email Verified
JP_LaAuthor3	Author	JP_LAUSER3	☐	☒	-	odms1cloudtest3a8h-8v3@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaAuthor4	Author	JP_LAUSER4	☐	☐	-	odms1cloudtest3a8h-8v4@gmail.com	SPEECH_RECOGNITION	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaType7	Transcriptionist	-	-	-	test_5	odms1cloudtest3a8h-8v7@gmail.com	-	No License	-	-	☒	☒	☒
JP_LaType8	Transcriptionist	-	-	-	-	odms1cloudtest3a8h-8v8@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaAdmin4	None	-	-	-	-	odms1cloudtest3a8h-8v1@gmail.com	-	No License	-	-	☒	☒	☒

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

- **Speech Recognition License:** In addition to the standard workflow, you can also use the speech recognition workflow. This license can only be used by Authors.
- **Speech Recognition Upgrade License:** This is a license to upgrade a Standard License to a Speech Recognition License. You can only upgrade if you have more than 90 days remaining on your Standard License.
- **Standard License:** This license allows you to use the standard dictation workflow.
- **Trial License:** This license is automatically issued when you create an account and is valid for 30 days from the date the account was created. You can also try the speech recognition workflow with this license.

***Licenses that have been assigned to a user once have an expiration date set.**

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.

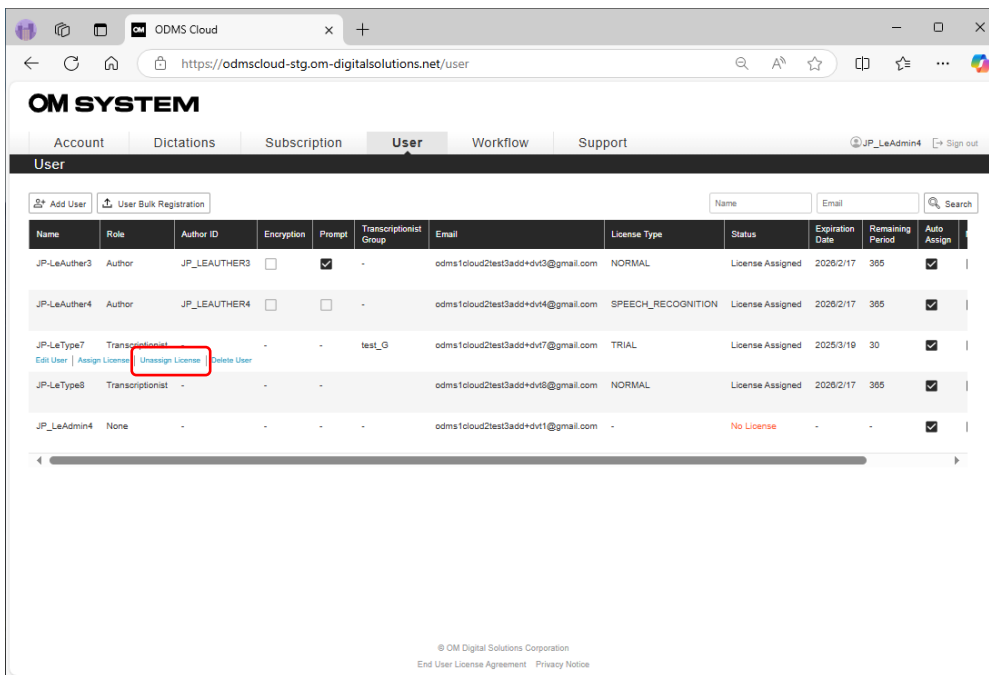
5.3.2 Unassign License.

1. Select the [User] tab.

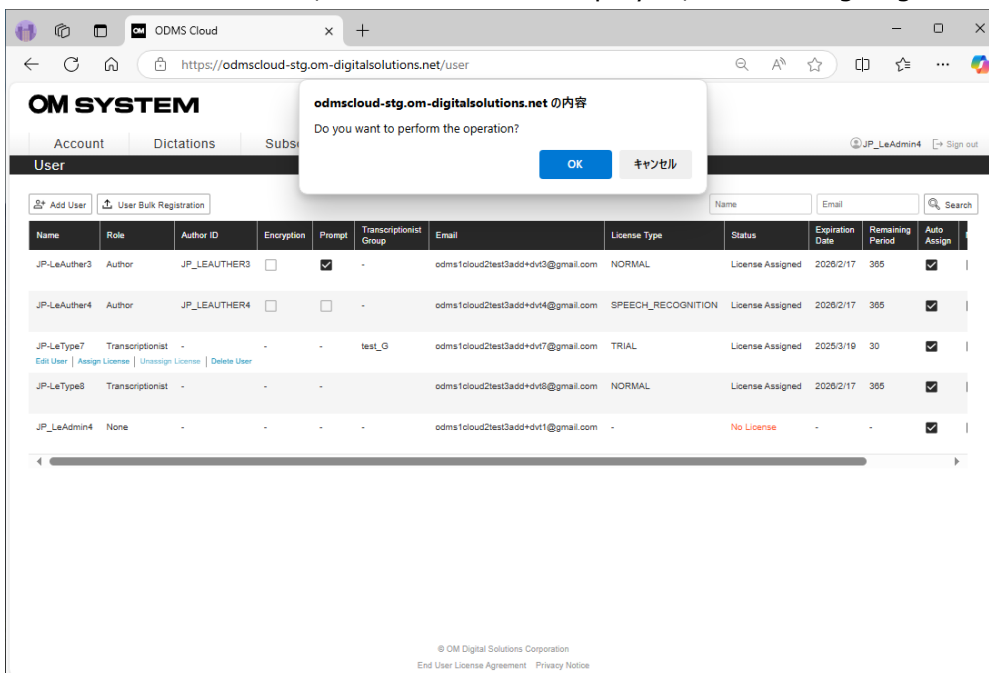
The screenshot shows the ODMS Cloud web application. The 'User' tab is selected and highlighted with a red box. The interface displays a table of users with the following columns: Name, Role, Author ID, Encryption, Prompt, Transcriptional Group, Email, License Type, Status, Expiration Date, Remaining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

Name	Role	Author ID	Encryption	Prompt	Transcriptional Group	Email	License Type	Status	Expiration Date	Remaining Period	Auto Assign	Notification	Email Verified
JP_LaAuthor5	Author	JP_LaAuthor5	☐	☒	-	odms1cloud2test3a5h4v3@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaAuthor4	Author	JP_LaAuthor4	☐	☐	-	odms1cloud2test3a5h4v4@gmail.com	SPEECH_RECOGNITION	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaType7	Transcriber	-	-	-	test_G	odms1cloud2test3a5h4v7@gmail.com	TRIAL	License Assigned	2025/3/19	30	☒	☒	☒
JP_LaType8	Transcriber	-	-	-	-	odms1cloud2test3a5h4v8@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒	☒	☒
JP_LaAdmin4	None	-	-	-	-	odms1cloud2test3a5h4v1@gmail.com	-	No License	-	-	☒	☒	☒

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.

Common

- If a license is assigned to the user to be deleted.
- If the user to be deleted is set as an administrator.

For Author

- If a routing rule in which the user to be deleted is registered remains.
- If a Dictation File recorded by the user to be deleted remains in the Workflow (including Finished/Backup).

For Transcriptionist

- If a routing rule in which the user to be deleted is registered remains.
- If a routing rule remains that contains the Transcription Group to which the user to be deleted belongs.
- If the user to be deleted is currently transcribing a Dictation File.

1. Select the [User] tab.

ODMS Cloud

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

OM SYSTEM

Account Dictations Subscription **User** Workflow Support

JP-LeAdmin4 Sign out

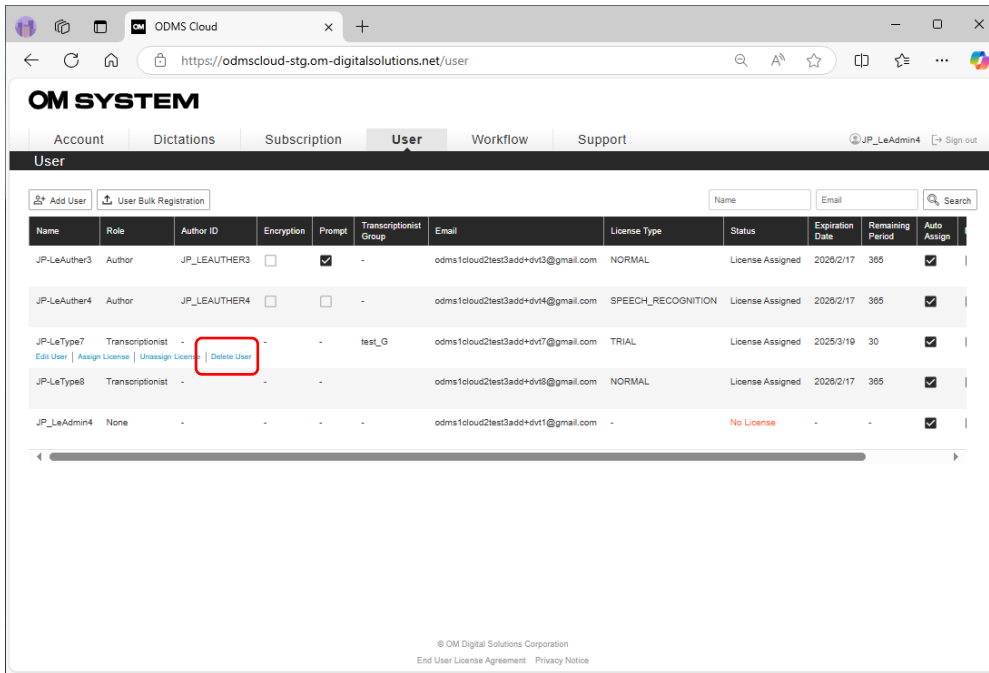
User

Add User User Bulk Registration

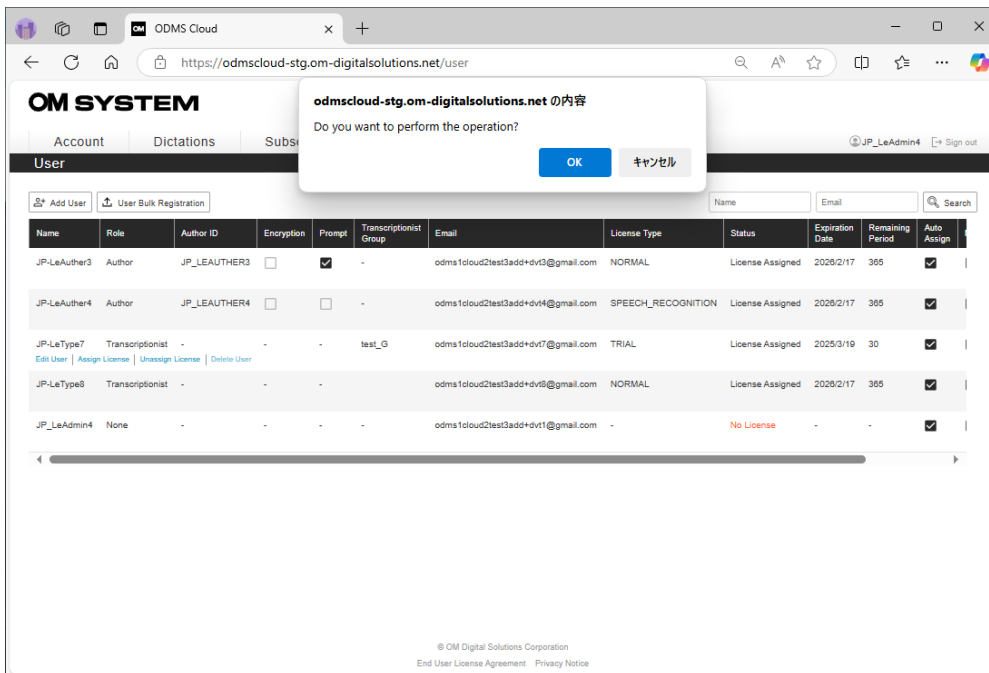
Name	Role	Author ID	Encryption	Prompt	Transcriptionist Group	Email	License Type	Status	Expiration Date	Remaining Period	Auto Assign
JP-LeAuth3	Author	JP_LEAUTHER3	☐	☒	-	odms1cloud2test3add+div3@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒
JP-LeAuth4	Author	JP_LEAUTHER4	☐	☐	-	odms1cloud2test3add+div4@gmail.com	SPEECH_RECOGNITION	License Assigned	2026/2/17	365	☒
JP-LeType7	Transcriptionist	-	-	-	test_G	odms1cloud2test3add+div7@gmail.com	TRIAL	License Assigned	2025/3/19	30	☒
JP-LeType8	Transcriptionist	-	-	-	-	odms1cloud2test3add+div8@gmail.com	NORMAL	License Assigned	2026/2/17	365	☒
JP-LeAdmin4	None	-	-	-	-	odms1cloud2test3add+div1@gmail.com	-	No License	-	-	☒

© OM Digital Solutions Corporation
End User License Agreement Privacy Notice

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 uploaded by that author must be removed.
- 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.

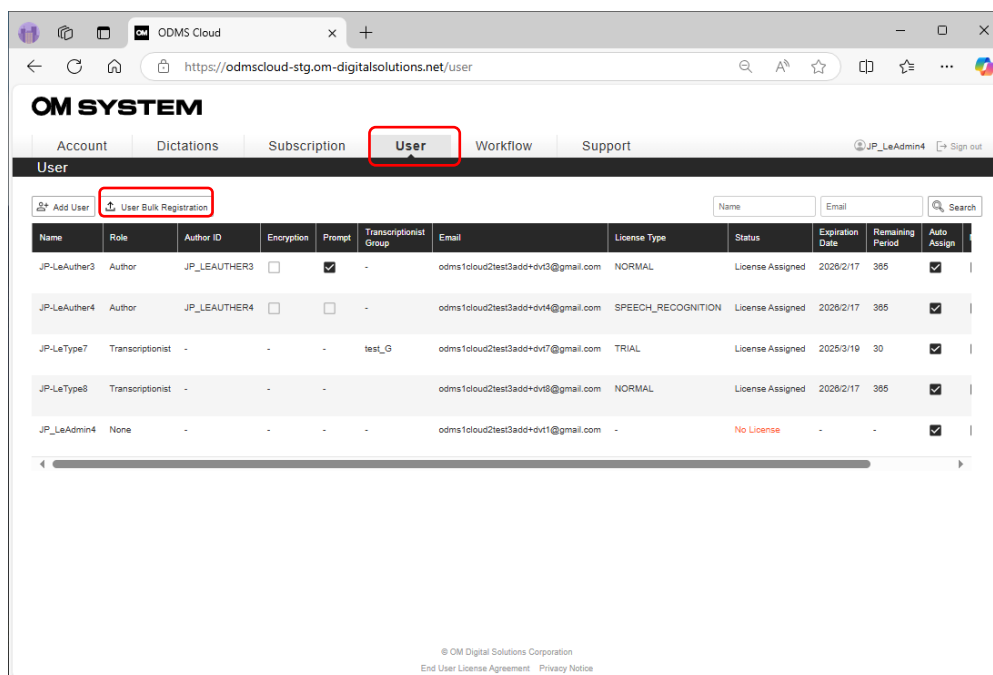
5.5 User registration via CSV File.

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

5.5.1 Download sample 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, imports have 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 an 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.

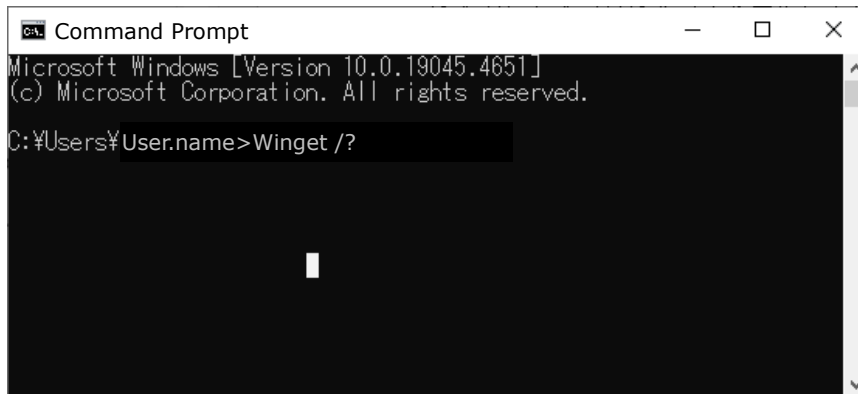
1. In Finder, open the ODMS Cloud Desktop App folder in the Application folder.
2. In the ODMS Cloud Desktop App folder, click and run Uninstall.app.
3. Follow the instructions on the uninstaller to complete the uninstallation.

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 framework 4.8 is not installed yet.)
Network	100 Mbit/s or faster transfer rate, TCP/IP network protocol
.NET Framework	.NET framework 4.8
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	Virtualization Software: (Supported on the server operating system) - Remote Desktop Service (Windows Terminal Service), RemoteApp - Citrix Virtual Apps and Desktops 7.2402-7.2503 - Omnisia(VMware) Horizon 8.2311 – 8.2503 - Azure Virtual Desktop Virtual Desktop Operating System: - Windows 10 / 11 - Windows Server 2019 / 2022 / 2025 Client Operating System: - Windows 10 / 11 NOTE: - Using Citrix virtual environments require a separate Citrix user license. - Using a Remote Desktop Service or Remote App requires a separate RDS CAL license. - Remote connections via Microsoft Store apps are not supported. - Using VMware View requires a separate VMware View user license.
Supported Languages	English, French, German, Spanish

Note: The ODMS Client Virtual Driver is a driver for virtual environments required to use ODMS Cloud in a virtual environment (Citrix XenApp, Terminal Service).

You can download and use the "ODMS Client Virtual Driver" from the following URL.

URL: https://download.omsystem.com/pages/odms_download/odms_client_virtual_driver/en/

6.2.2 Mac Environment.

Item	Condition
OS	Client Operating System: macOS 11, 12, 13, 14, 15 (Intel /M1 chip or later) macOS 26
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 (Standard Workflow) .

When you play a dictation file created in the standard workflow, the Play Bar will be activated. You can use the foot switch to control playback and transcribe efficiently.

[Resident Program](#)

[Play Bar](#)

[Display Property](#)

[Setting for Auto Backspace](#)

[Settings Menu](#)

6.3.1 Resident Program.

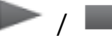
After the Desktop App is installed, it will be registered as a resident program. The next time you start your PC, it will be automatically resident and an  icon will be displayed in the task tray.

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.

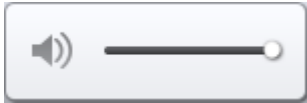
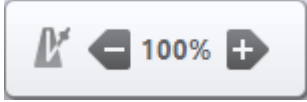
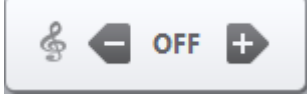


[Normal Button]

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

[Option Button]

Icon	Explanation
	Volume Display the slider by clicking the Speaker Icon. Move the slider left or right to adjust the volume. 0%~100%. 
	Speed control Display the slider by clicking the Metronome Icon. Click the "+" or "-" button to change the playback speed. (50%~100%~200%, in 10% increments). 
	Noise cancellation Display the slider by clicking the Icon. Click "+" or "-" button to set noise cancellation level. (OFF, 1, 2, 3) 
	Tone control Display the slider by clicking the Icon. Click "+" or "-" button to adjust tone. (-100~OFF~+100 in 10% increments) 

	Speaker selection If multiple speaker devices are connected to your PC, the speaker output will be switched each time you click the button. Example: Device->PC->Earphones
	Channel Separation Control Button Each click of the button switches the channel between stereo, left, right, and monaural. (Top) →  →  →  →  (Return to top)
	Index insert/delete 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.
	Show/Hide Properties Button Show or hide file properties each time you click the button.
	Close Button Exit Play Bar.
	Option Button Switch Show or hide the Option button.
	Picking Area Knobs for moving the Play Bar.

[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%

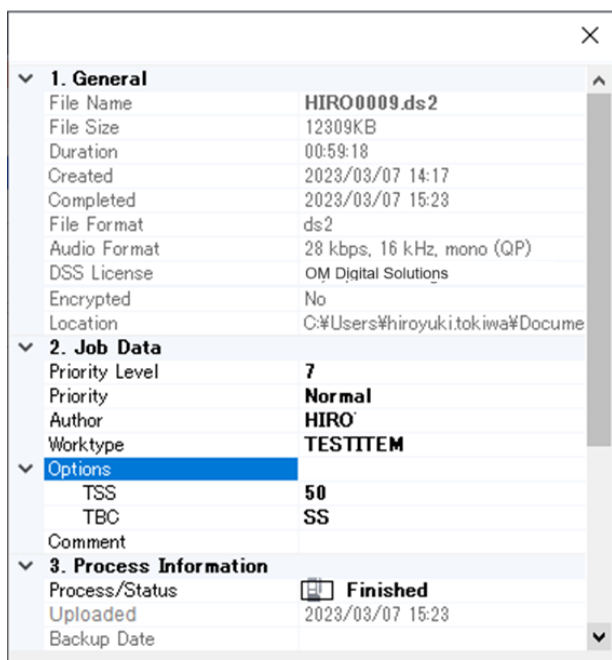


200%



6.3.3 Display Property.

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

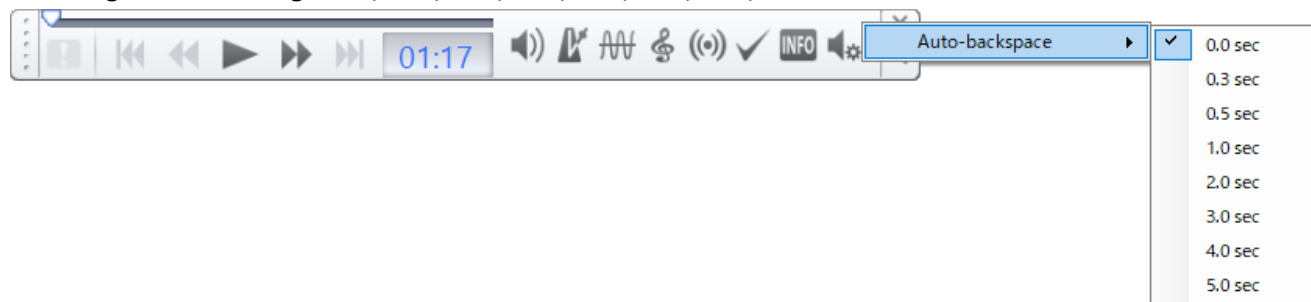


6.3.4 Setting for Auto Backspace.

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



6.4 Explanation of the Screen (Speech Recognition Workflow) .

When playing a task that created a text file using background speech recognition, the Text Correction Window will be launched instead of the Play Bar. The Text Correction Window has the function of synchronizing the dictation file with the text file created using background speech recognition. When playing a dictation file, the word corresponding to the playback position is highlighted, allowing you to edit the text efficiently.

[❏ Text Correction Window](#)

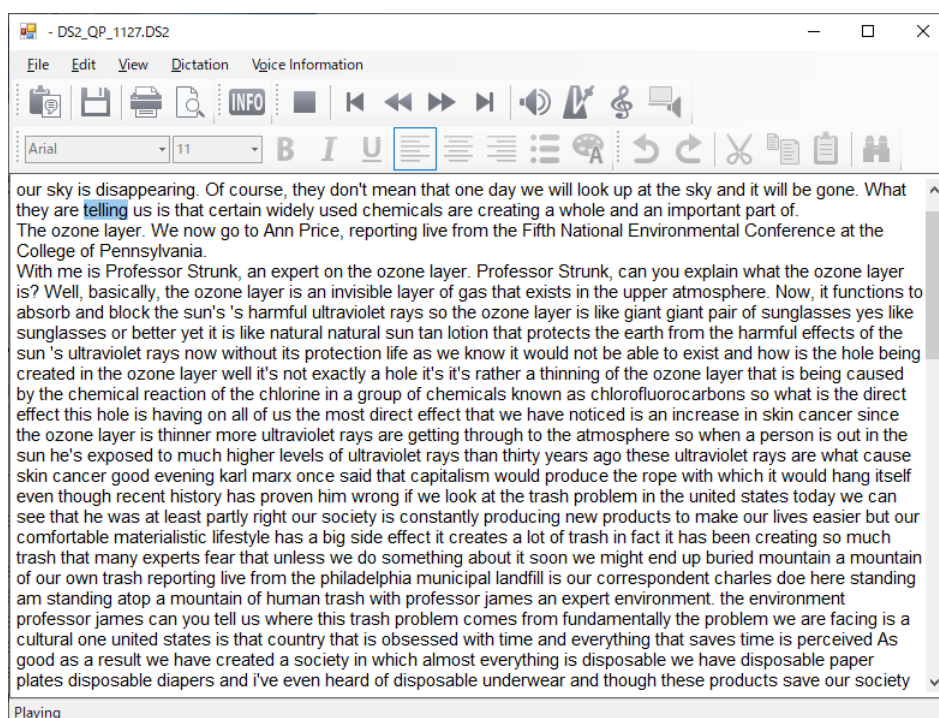
[❏ Display Property](#)

6.4.1 Text Correction Window.

When you log in to the ODMS Cloud from a web browser and open the [Dictations] tab, a list of Dictation Files will be displayed. Select a file with a "Speech Recognition" status of "Completed" and press the [Playback] button to launch the Text Correction Window. The text data created by background speech recognition is automatically loaded into the Text Correction Window. Also, if the speech data contains verbal comments, the verbal comments will not be converted into text.

When playing a file, the word corresponding to the playback position is highlighted.

For information on the automatic tag conversion function, see [<6.10 Automatic Tag Conversion Function in Speech Recognition Workflow>](#).



[File Information Button]



Icon	説明
	Copy to Clipboard Button Copy to Clip board.
	Save Button Save the text.
	Print Button Print the text you have created.
	Print Preview Button Displays a print preview.
	Info Button Displays file information.

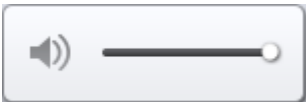
[Text Edit Button]



Icon	説明
	Undo Button Go back one process.
	Redo Button Proceed with one process.
	Cut Button Cut the selection.
	Copy Button Copy the selection.
	Paste Button Paste the selection.
	Find Button Searches for the specified character.

[Playback Control Button]



Icon	説明
	Play/Stop Button Plays/stops the audio.
	Home Button Returns the playback position to the beginning.
	Rewind Button Moves the cursor back one word. During playback, the highlight at the playback position also moves.
	Forward Button Move the cursor forward by one word. During playback, the highlight at the playback position also moves.
	End Button Move the playback position to the end.
	Volume Button Change the volume. 
	Speed Button Change the playback speed. 
	Tone Button Change the tone. 
	Select Speaker Change the audio output destination (every time you press the button).

[Text decoration Button]



Icon	説明
	Font Type Sets the font.
	Font Size Specify the font size.
	Bold Button Specify On/Off in bold.
	Italic Button Specifies whether italics are on or off.
	Underline Button Specifies whether the underline is on or off.
	Align Left Button Aligns the current row or multiple selected rows to the left.
	Center Button Centers the current row or multiple selected rows.
	Align right Button Aligns the current line or multiple selected lines to the right.
	Bullets Button Set up the bullets.
	Font Color Button Sets the text color.

6.4.2 Display Property.

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

×

1. General

File Name

HIRO0009.ds2

File Size

12309KB

Duration

00:59:18

Created

2023/03/07 14:17

Completed

2023/03/07 15:23

File Format

ds2

Audio Format

28 kbps, 16 kHz, mono (QP)

DSS License

OM Digital Solutions

Encrypted

No

Location

C:\Users\hiroyuki.tokiwa\Docume

2. Job Data

Priority Level

7

Priority

Normal

Author

HIRO

Worktype

TESTITEM

Options

TSS

50

TBC

SS

Comment

3. Process Information

Process/Status

Finished

Uploaded

2023/03/07 15:23

Backup Date

6.5 Sound Settings Menu.

This chapter explains how to set up the menu for the Desktop App.

[☐ Starting the Settings Menu](#)

[☐ General](#)

[☐ Play Bar](#)

[☐ E-mail](#)

[☐ Speech Recognition](#)

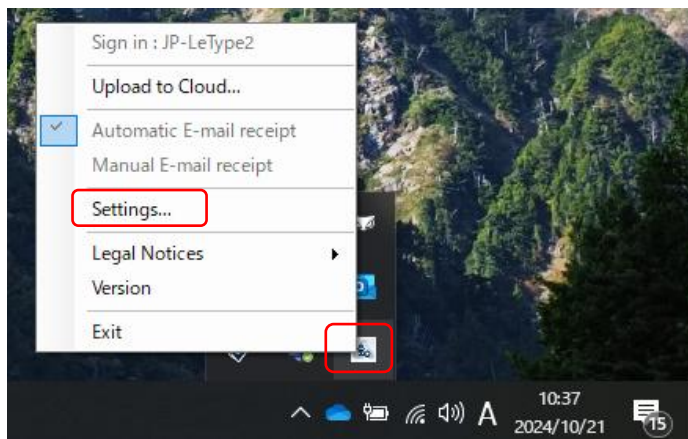
[☐ Text Correction](#)

[☐ Pedal Customize](#)

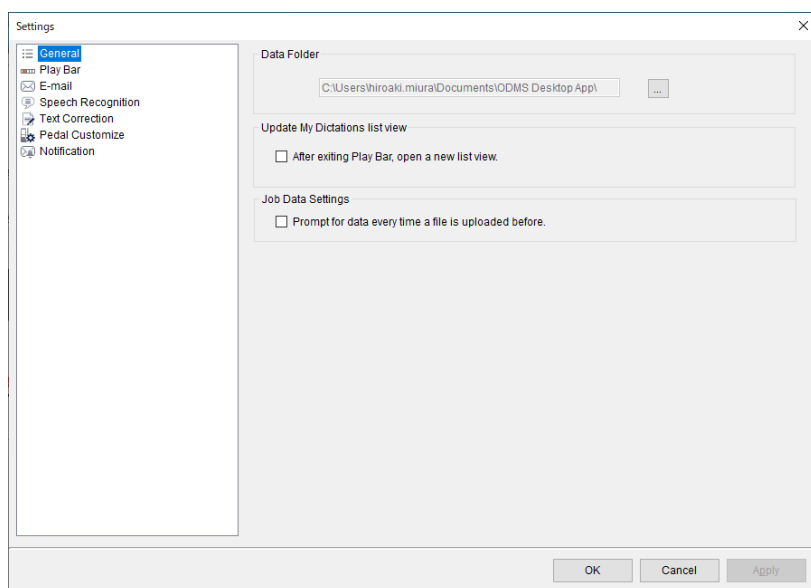
[☐ Notification](#)

6.5.1 Starting the Settings Menu.

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



6.5.2 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:

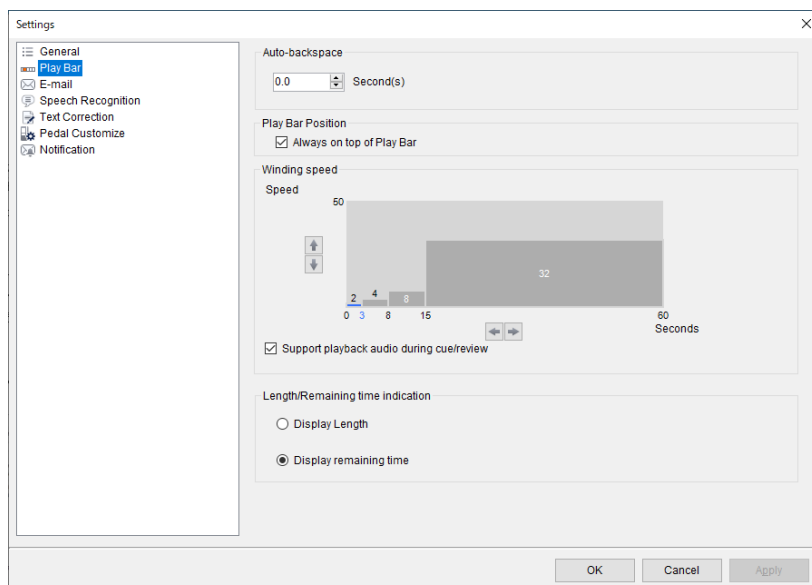
Set whether to open a new tab on the ODMS Cloud web screen when you finish transcription and close the Play Bar. The web screen cannot be updated automatically, so you will need to open a new tab to update the information. If you do not want to open a new tab, uncheck it and click the  Browser refresh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

Job Data Settings:

Specifies whether to display the JOB Data setting screen when downloading from the recorder. If checked, the following screen will be displayed for each file, allowing you to edit the JOB Data.

For details about Edit Job Data, please refer to [<6.7.5 Download Option \(Edit Job Data\)>](#).

6.5.3 Play Bar.



Auto-backspace:

Set the time to return with Auto-backspace. This determines how far playback rewinds when Auto-backspace is used. The same setting also applies to the Text Correction Window.

Play Bar Position:

Set this option if you would like to display the Play Bar at the forefront of the screen. (Only works when playing with Play Bar)

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.

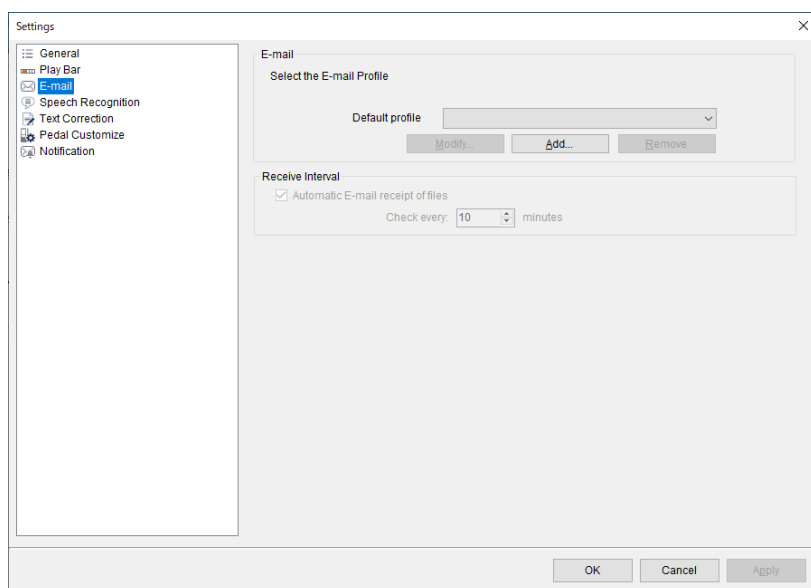
- Specify the jump time on the vertical axis of the settings screen. In the example below, the jump is initially set to 2 seconds.
- In the example below, the Cue/Rewind will jump 2 seconds 3 seconds after the start, and jump 4 seconds after the 3rd second. After the 8th second, there is an 8 second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

6.5.4 E-mail.



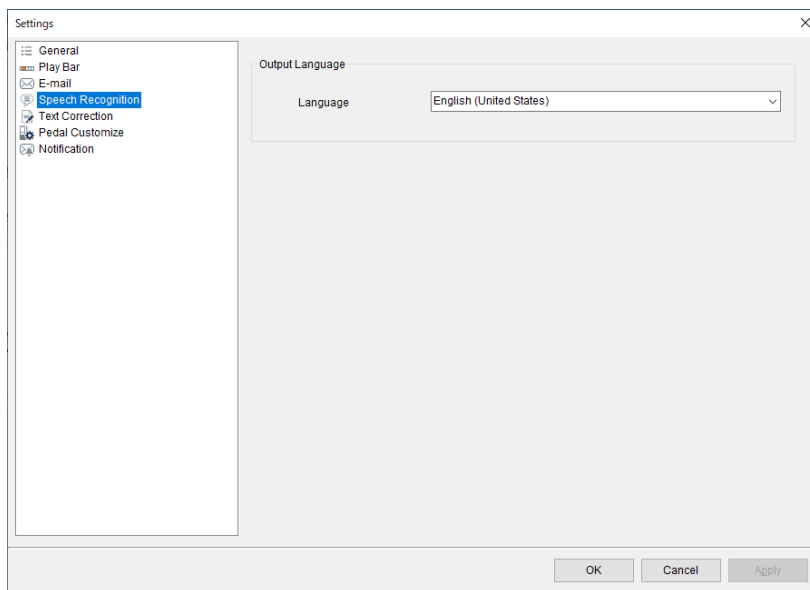
E-mail:

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.

Receiving Interval:

Set the interval for automatic e-mail reception.

6.5.5 Speech Recognition.

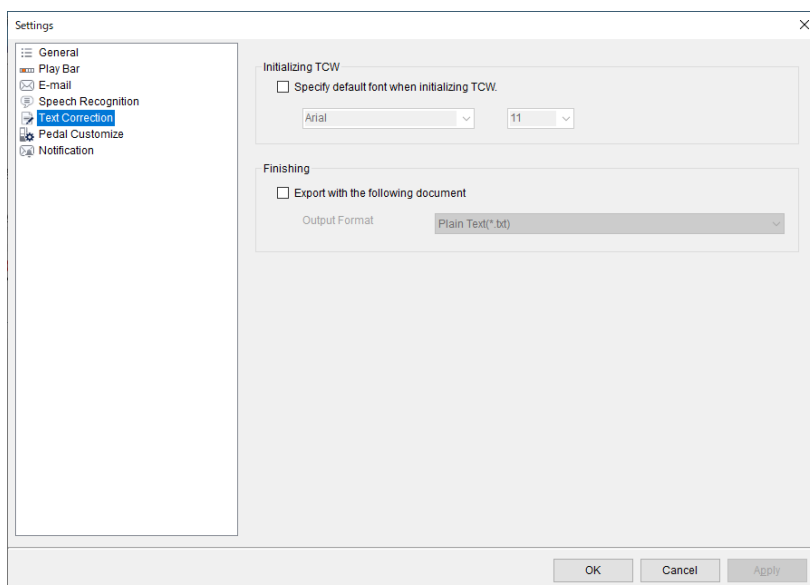


Language:

Select the language for speech recognition. The language selected when signing in is selected by default.

- English (United Kingdom)
- English (United States)
- English (Australia)
- Deutsch
- Français
- Español

6.5.6 Text Correction.



Initializing TCW:

Specifies the default font and font size to use in the Text Correction Window.

Finishing:

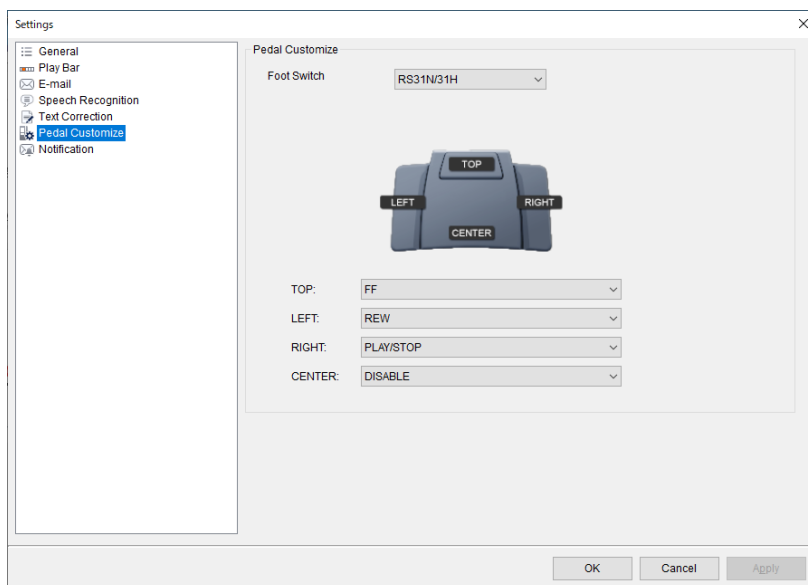
Specifies the text data output format when finished.

- Plain Text (*.txt)
- Rich txt (*.rtf)
- MS Word (*.doc)
- MS Word (*.docx)

***For doc and docx, this is only available when Microsoft Word is installed on your PC.**

6.5.7 Pedal Customize.

(only for Transcriptionists)

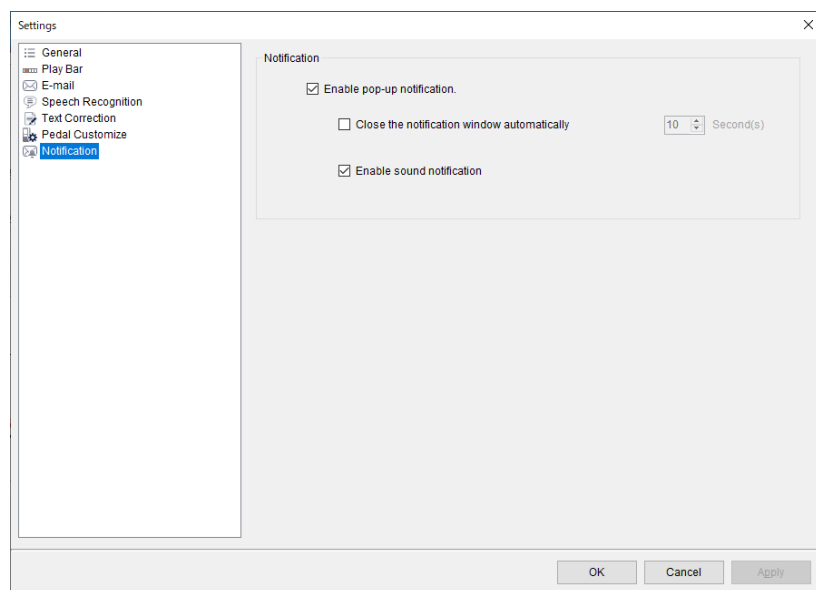


Pedal Customize:

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

6.5.8 Notification.

(only for Transcriptionists)



Enable pop-up notification:

You can enable/disable notifications when new Dictation tasks occur.

- Close the notification automatically: Notifications can be automatically cleared after a specified time.
- Enable sound notification: 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](#)

6.6 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](#)

6.6.1 Start Desktop App.

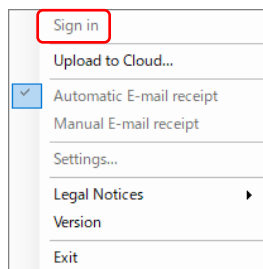
When you install the Desktop App on your PC, it will be registered as a startup program, so it will automatically start when you start your PC. If you manually close the Desktop App, select "ODMSCloudDesktopApp" from the start menu to start it. You can check whether the Desktop

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

6.6.2 Sign in Operation.

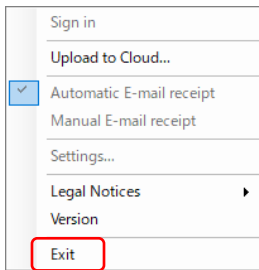
If 18 hours has passed since the last Sign in operation to the ODMS Cloud, the Sign in screen will be displayed when starting the Desktop App. Please sign in using your registered e-mail address and password.

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.



6.6.3 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](#)

6.7 Upload Dictation File.

This chapter explains how 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](#)

6.7.1 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>](#).

6.7.2 Backup of Dictation Files.

The dictation file downloaded from recorder is temporarily saved on the PC. For the save location of the file, refer to [<6.5.2 General>](#).

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.

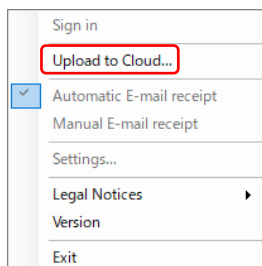
6.7.3 Add Index Mark.

After uploading the dictation file to the ODMS Cloud, it is still 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 adding Index Mark, see [<3.10 Add Index Mark>](#).

6.7.4 Manual Upload of Dictation Files.

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

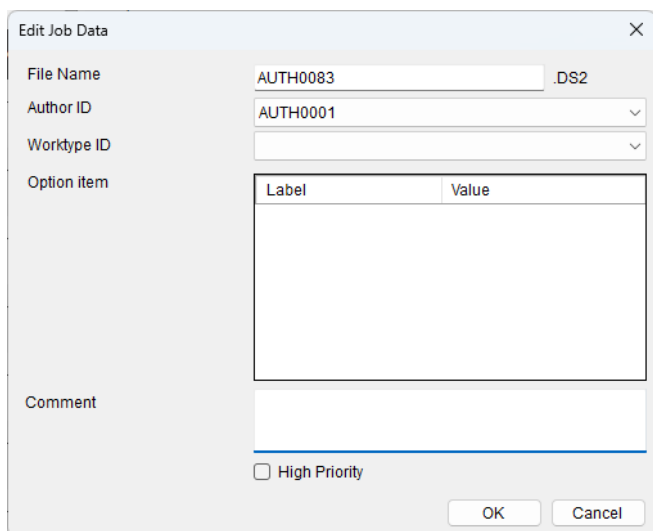
the task tray  icon to display the menu and select "Upload to Cloud". The file selection screen will be displayed, select the file. File types that can be manually uploaded are ds2, dss, wav, and MP3.



6.7.5 Download Option (Edit Job Data).

You can modify the properties of an audio file when you download it from the Dictation device to your PC. For settings related to Edit Job Data, see [<6.5 Sound Settings menu>](#).

- File Name: You can change the file name.
- Author ID: Only the Author ID set in the Dictation File or the Author ID of the user who is signed in can be selected.
- Worktype ID: Only the Worktype ID set in the Dictation File or the Worktype set for each Author by the administrator can be selected.
- Option Item: You can change the value of an Option Item.
- Comment: You can add comments.
- Priority: You can change the priority.

A screenshot of the 'Edit Job Data' dialog box. The dialog has a title bar with 'Edit Job Data' and a close button. It contains several fields: 'File Name' with the value 'AUTH0083' and a file type dropdown set to '.DS2'; 'Author ID' with a dropdown set to 'AUTH0001'; 'Worktype ID' with an empty dropdown; 'Option item' with a table that has two columns, 'Label' and 'Value', and is currently empty; 'Comment' with a text area; and a 'High Priority' checkbox which is unchecked. At the bottom right are 'OK' and 'Cancel' buttons.

[Chapter top](#)

6.8 Start and Finish Transcription.

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

 [Start Transcription](#)

 [Finish Transcription](#)

6.8.1 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>](#).

6.8.2 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>](#).

6.9 Receiving file(s) via email from the DS-9500 and automatically uploading them to the 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 Role is set as a Transcriptionist.

[Supported Email Formats](#)

[Email reception settings in Desktop App](#)

[Switching email reception behavior](#)

6.9.1 Supported Email Formats.

The supported email receiving formats are as follows.

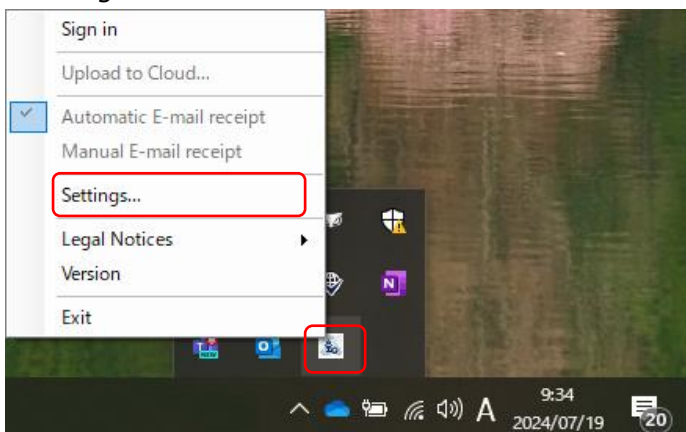
- POP3/SMTP
- IMAP/SMTP
- Office Outlook (Exchange)

- Gmail *1
- Yahoo! Mail *1
- Outlook.com

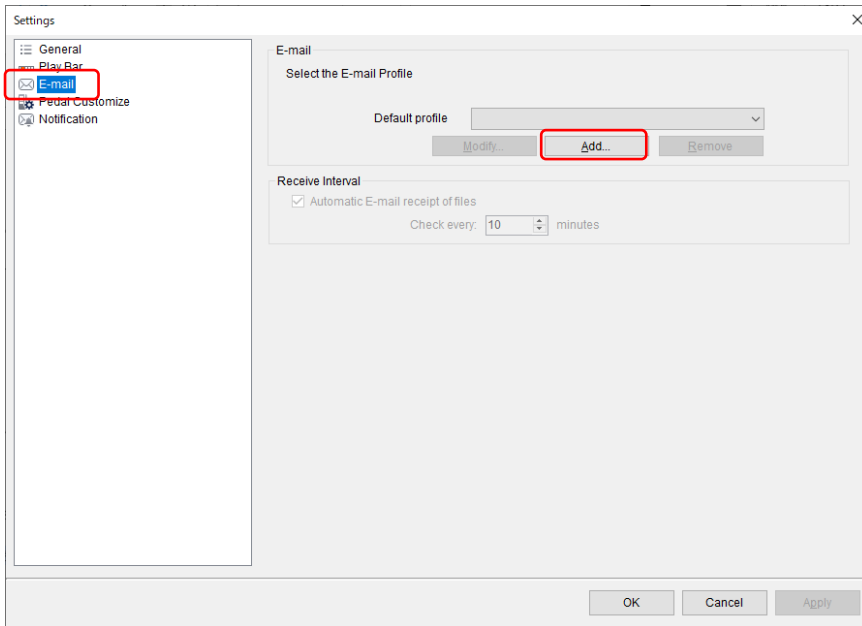
*1: An App Password that supports two-factor authentication is required for each email account. For details, please refer to the explanation for each email account.

6.9.2 Email reception settings in Desktop App.

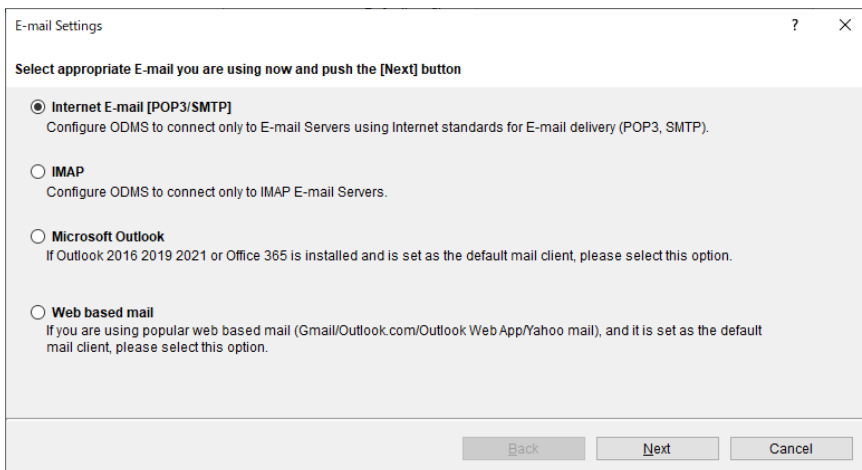
Right-click on the ODMS Cloud Desktop App icon in the task tray to display the menu and select "Settings".



Select email and click the [Add] button.

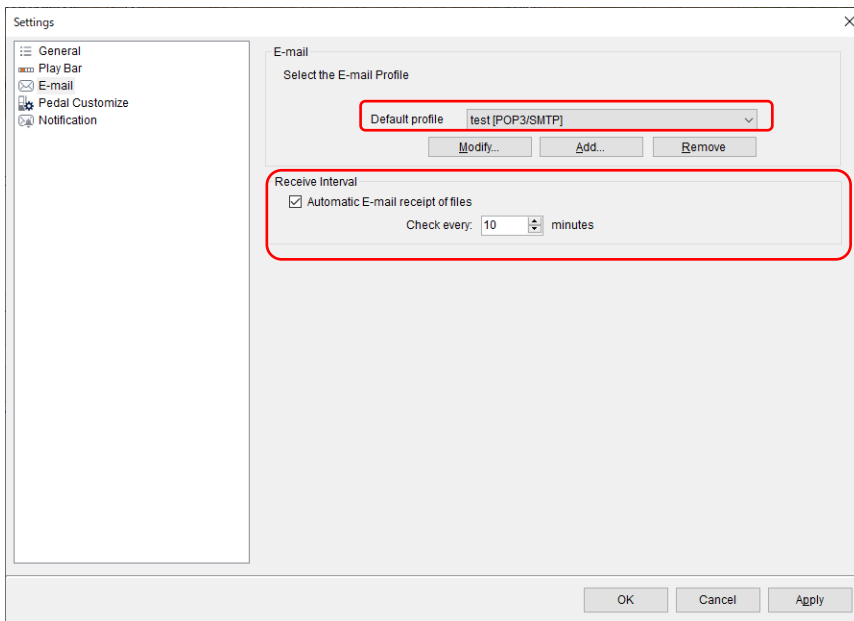


Please select the type that matches the email you're using. Setting details vary depending on the email account, so please follow the instructions for each account.



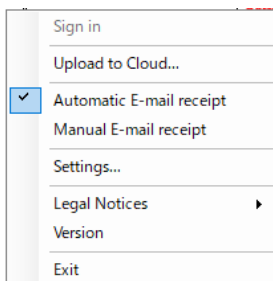
Once the email settings are complete, select "Default profile" from the list and "Receive Interval" will become active. Set the interval for automatically receiving emails.

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



6.9.1 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".

6.10 Automatic tag conversion function in speech recognition workflow.

The ODMS Cloud speech recognition workflow has a function that allows you to write out various information embedded in a dictation file to a specified position by writing specified tag information in a template file created in .rtf format. This chapter explains the tag conversion function.

- [Template files available for tag conversion](#)
- [Supported tag information](#)

6.10.1 Template files available for tag conversion.

To use the tag conversion function, you must prepare a template file in advance and write the specified tag information in it. The template file must be in .rtf format.
By registering the created .rtf file as a task template file in the ODMS Cloud, the following tag conversion process will be performed on text data generated by background speech recognition.

Template File:

[FILE_NAME]
[AUTHOR_ID]
[WORKTYPE_ID]
[DOWNLOADED_DATE_TIME]
[TRANSCRIPTION_FINISH_DATE_TIME]

[SR_START_POSITION]



Open the speech recognition result in the Text Correction Window:

Test_Dictation.ds2|
TEST_AUTHOR
CASE ID 0001
2025/6/1
2025/6/3

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.

6.10.2 Supported tag information.

The tags supported by the tag conversion function are listed below.

Tags are only supported in English.

Category	Tag Name	Information to be output at tag position
File Info	[FILE_NAME]	Replace with the file name
	[AUTHOR_ID]	Replace with the Author ID set in the file
	[WORKTYPE_ID]	Replace with the WORKTYPE ID if registered
	[COMMENT]	Replace with a Comment if registered
	[PRIORITY]	Replace with the Priority set in the file
Duration & DateTime	[DURATION]	Replace with the recording time
	[CREATED_DATE_TIME]	Replace with the file creation date and time
	[DOWNLOADED_DATE_TIME]	Replace with the date and time the file was uploaded to ODMS Cloud
Option Items	[OPTION_ITEM_NAME_1] [OPTION_ITEM_VALUE_1]	Replace with optional item information if registered
	[OPTION_ITEM_NAME_2] [OPTION_ITEM_VALUE_2]	
	[OPTION_ITEM_NAME_3] [OPTION_ITEM_VALUE_3]	
	[OPTION_ITEM_NAME_4] [OPTION_ITEM_VALUE_4]	
	[OPTION_ITEM_NAME_5] [OPTION_ITEM_VALUE_5]	
	[OPTION_ITEM_NAME_6] [OPTION_ITEM_VALUE_6]	
	[OPTION_ITEM_NAME_7] [OPTION_ITEM_VALUE_7]	
	[OPTION_ITEM_NAME_8] [OPTION_ITEM_VALUE_8]	
	[OPTION_ITEM_NAME_9] [OPTION_ITEM_VALUE_9]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
	[OPTION_ITEM_NAME_10] [OPTION_ITEM_VALUE_10]	
VR Start Position	[VR_START_POSITION] [SR_START_POSITION]]	Replace with speech recognition results from this position
	[TRANSCRIPTION_START_DATE_TIME] [TRANSCRIPTION_FINISH_DATE_TIME]	Replace with transcription start date and time Replace with transcription completion date and time

6.11 Changing Author ID from Desktop App.

In ODMS Cloud, if the Author ID registered in the connected recorder is different from the ID of the Author logged in to ODMS Cloud, it is possible to rewrite it to the ID of that Author. This chapter explains the flow of rewriting the Author ID.

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b_img.jpg\) Conditions for rewriting Author ID](#)

[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Changing the Author ID of recorded files](#)

6.11.1 Conditions for rewriting Author ID.

When the recorder is connected via USB to a PC where an Author is logged in to ODMS Cloud, and if the Author ID set on the recorder does not match the Author ID of the logged-in user (e.g. default Author ID = DS9100), a dialog will appear asking whether to change the Author ID on the recorder to the Author ID of the logged-in user.

If you select "OK", the Author ID on the recorder will be changed, and then the Author ID of the recorded dictation files on the recorder will be checked one by one [<6.11.2 Changing the Author ID of recorded files>](#).

If you select "Cancel", the file upload to ODMS Cloud will be canceled. If the logged-in Author and the Author using the recorder are different, select "Cancel".

6.11.2 Changing the Author ID of recorded files.

If the Author ID of the dictation files that have already been recorded does not match the Author ID registered in ODMS Cloud, they must be rewritten one by one using the Edit Job Data function. If you select "OK" as explained in section [<6.11.1 Conditions for rewriting Author ID>](#), Edit Job Data will start regardless of the Desktop App option setting from [<6.5.2 General>](#). For details, please refer to [<6.7.5 Download Option \(Edit Job Data\)>](#).

6.12 Notes on Author ID for third party voice recorders.

ODMS Cloud uses Author IDs as a mechanism for efficiently running dictation workflows. Even if you use a recorder made by third party manufacturers with ODMS Cloud, you must set the same correct Author ID registered in ODMS Cloud to the recorder. However, the setting cannot be done through our application therefore you must set the Author ID with the application software provided by the third-party manufacturer. Also, please note that if you create dictations before setting the Author ID, you will need to manually rewrite the Author ID for each file.

[☐ Mnually changing Author ID on dictation files created by third party recorders](#)

6.12.1 Manually changing Author ID on dictation files created by third party recorders.

When an Author is logged in to ODMS Cloud and if a third-party recorder is connected to a PC via USB, the dictation file will be automatically uploaded to ODMS Cloud. If the Author ID of the dictation file from the recorder does not match the Author ID of the logged-in user, the Author ID must be manually rewritten for each file. At this time, Edit Job Data will be launched regardless of the Desktop App option setting from [<6.5.2 General>](#). For details, see [<6.7.5 Download Options>](#).

6.13 Export Dictation File.

This chapter explains how to export dictation files from the ODMS Cloud using the Desktop App.

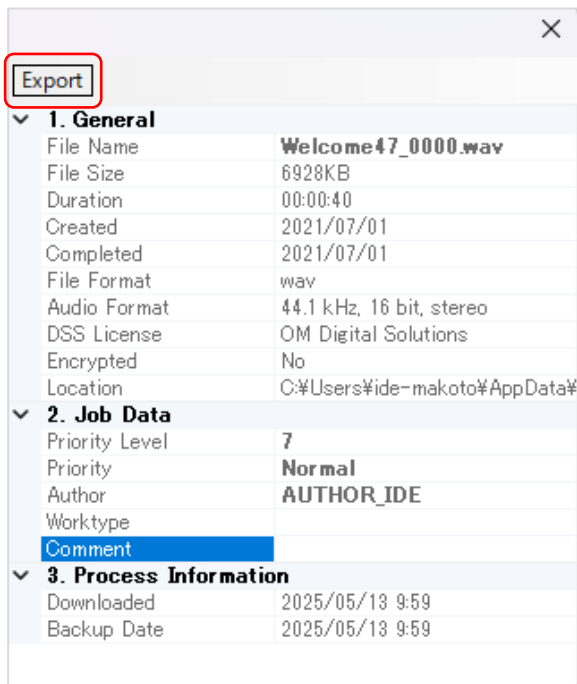
[Export Dictation File](#)

6.13.1 Export Dictation File.

Sign in to ODMS Cloud, select a Dictation File from the [Dictations] tab, and click the [Playback] button. The file will be downloaded, and the Desktop App will be launched. Depending on whether background speech recognition is enabled, either the Play Bar or the Text Correction Window will open. Click the [INFO] button to display the file properties.



Click the [Export] button at the upper left of the screen. The file will be exported to the Downloads folder on your PC.



[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 content displayed, 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

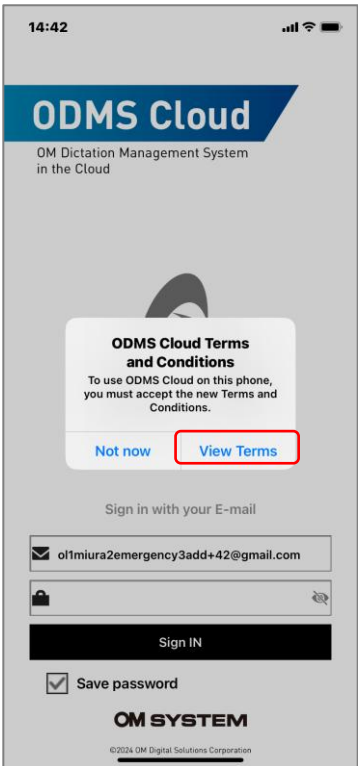


Fig 7-3

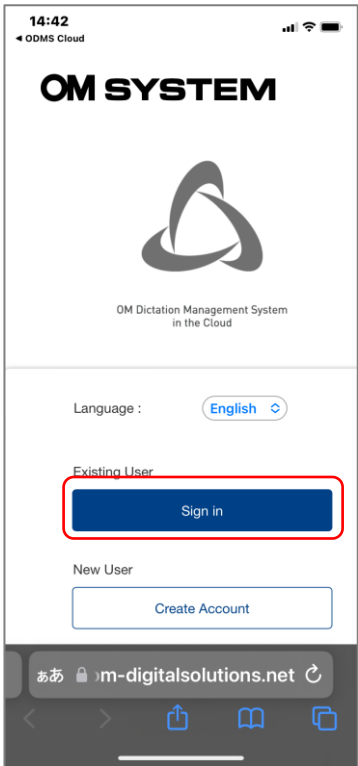


Fig 7-4

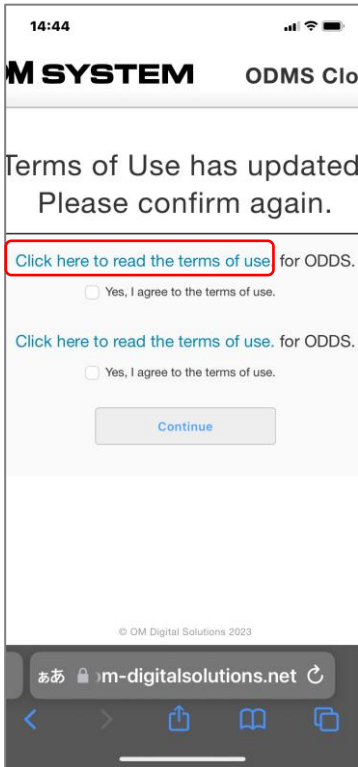


Fig 7-5

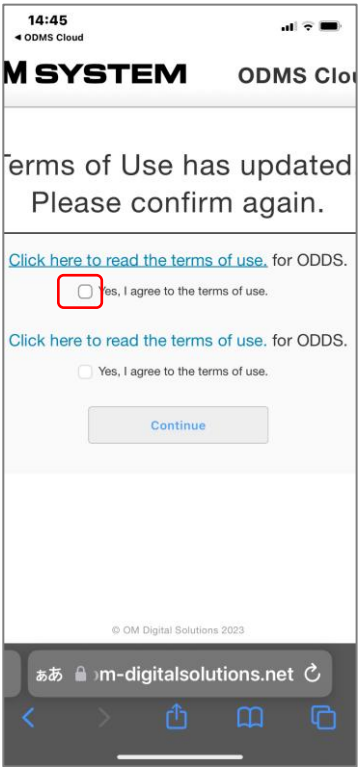


Fig 7-6

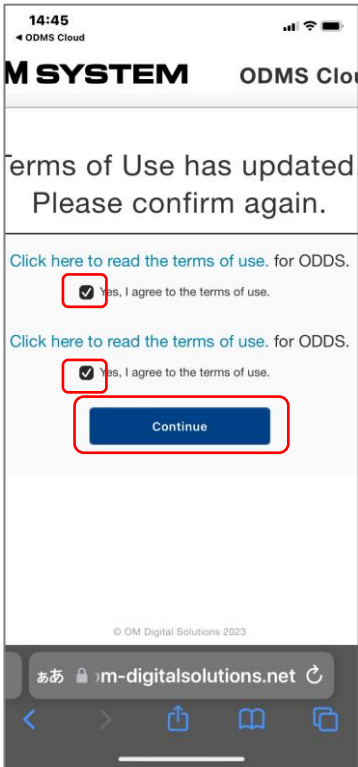


Fig 7-7

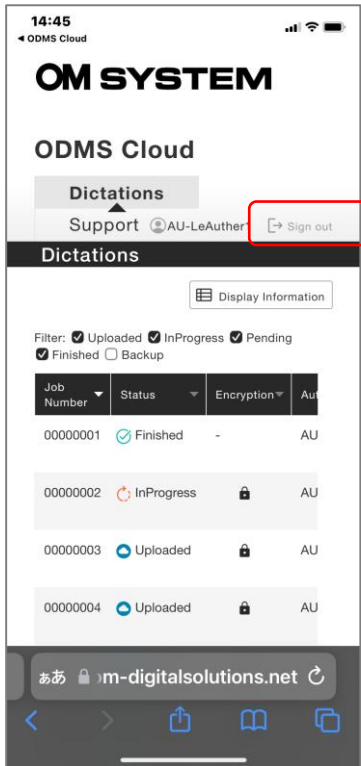


Fig 7-8



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](#)

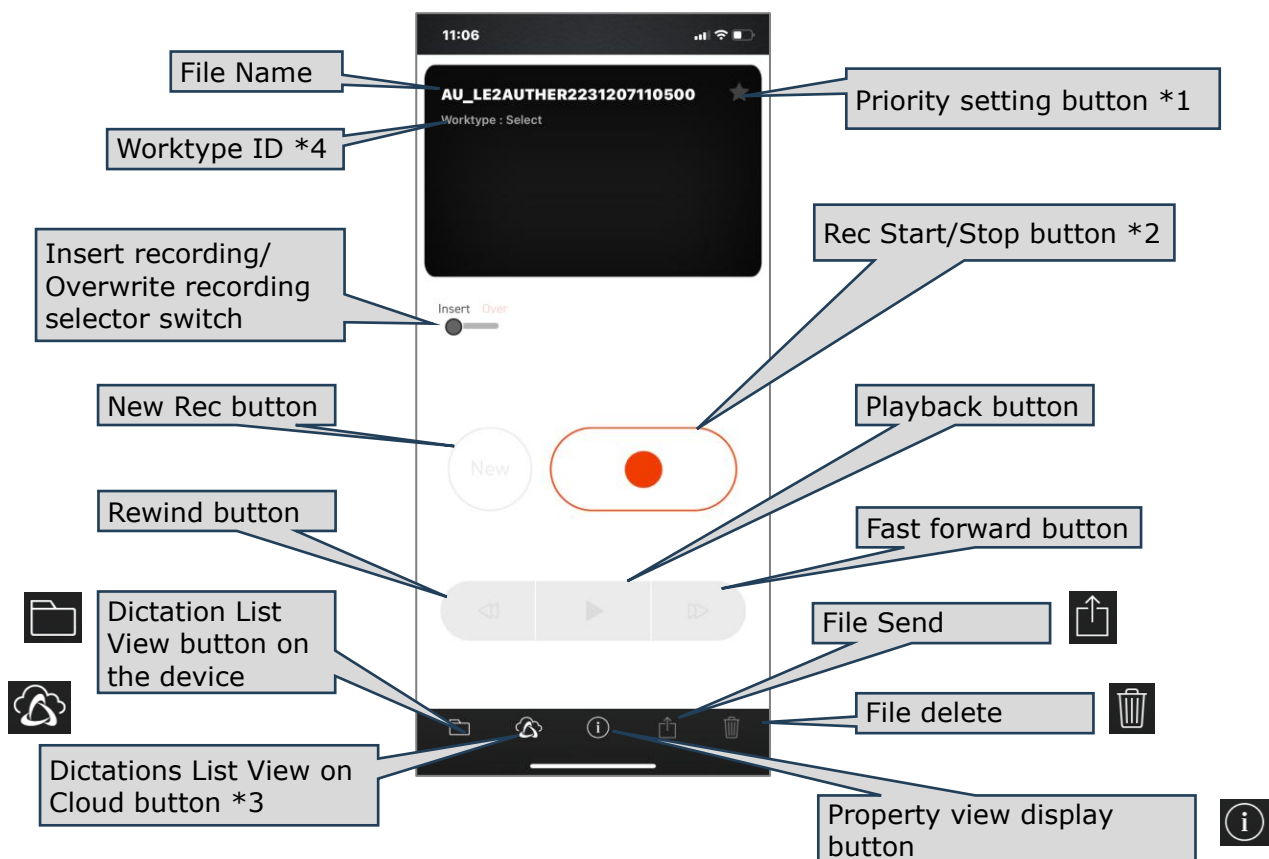
[List View](#)

[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.

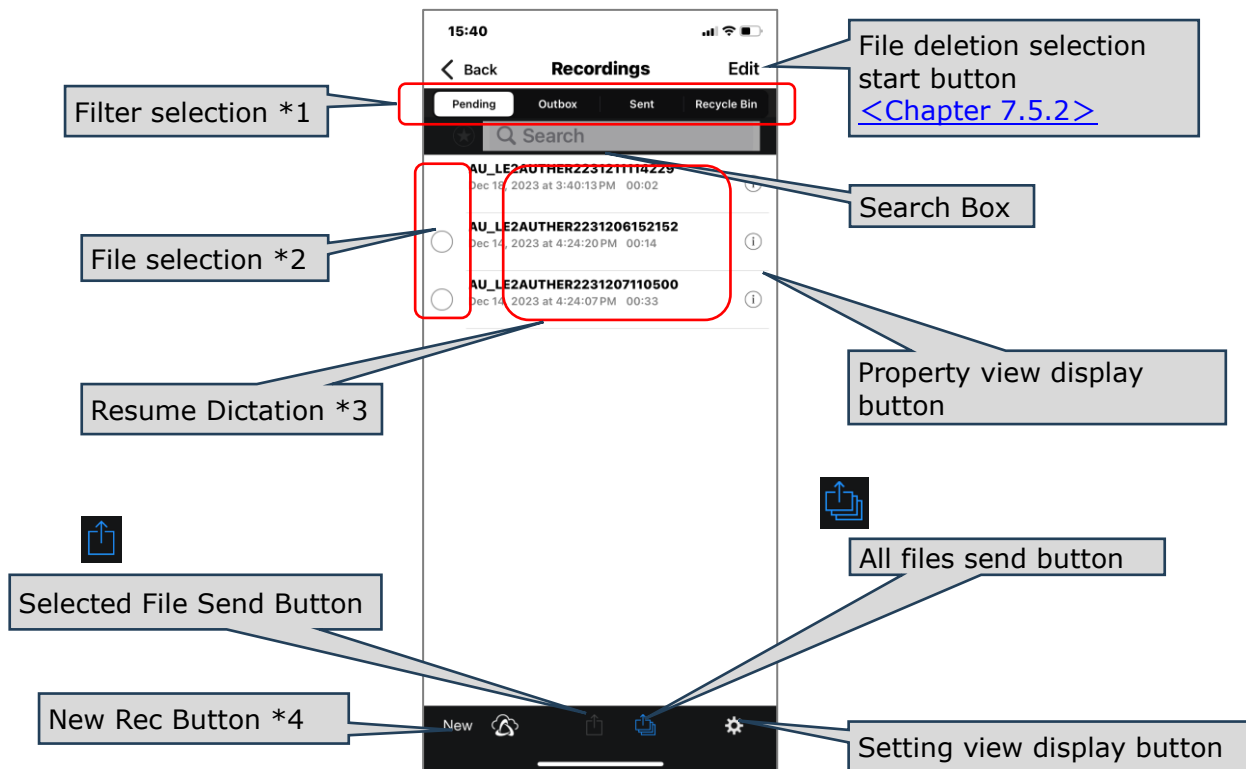
***2 Priority change button:** Switches between High and Low each time you tap. When the background is white, black ★ is Priority High.

***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.

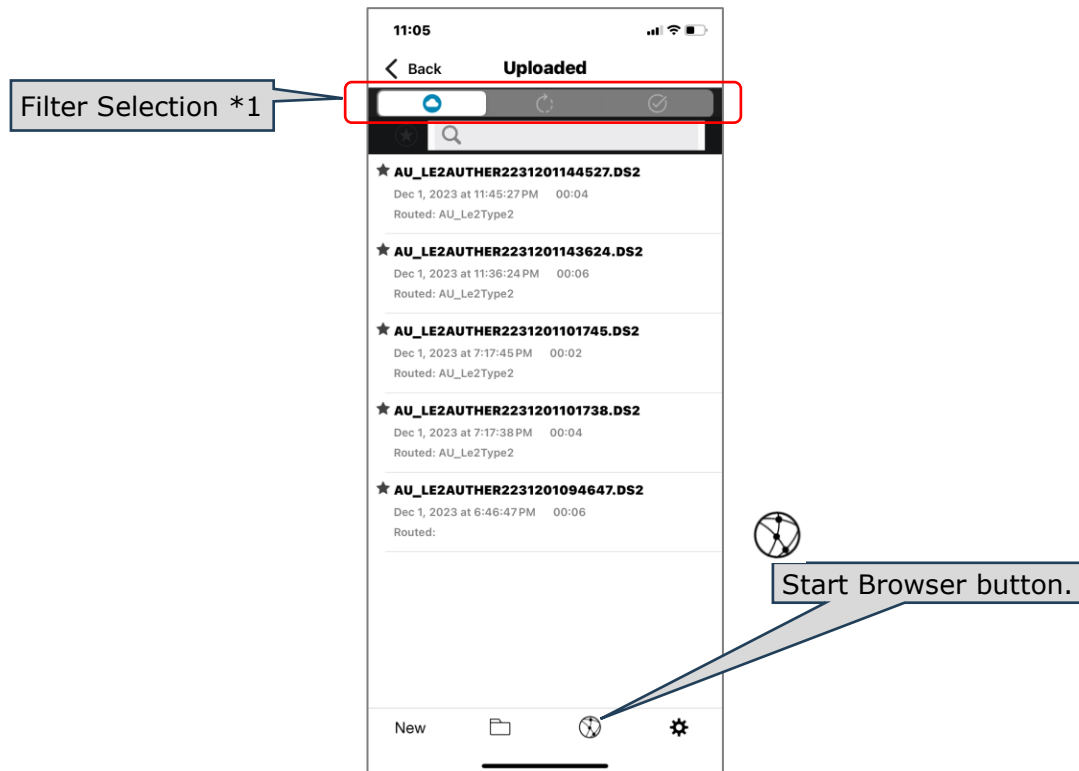
*2 File selection: Check to select a file.
Checked files will be subject to [Upload Selected Files] or [Delete Selected Files]
Dictation has been completed for files marked with ○.
Dictation Files without the ○ indication are files whose recording is paused.
*You cannot select a file while recording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

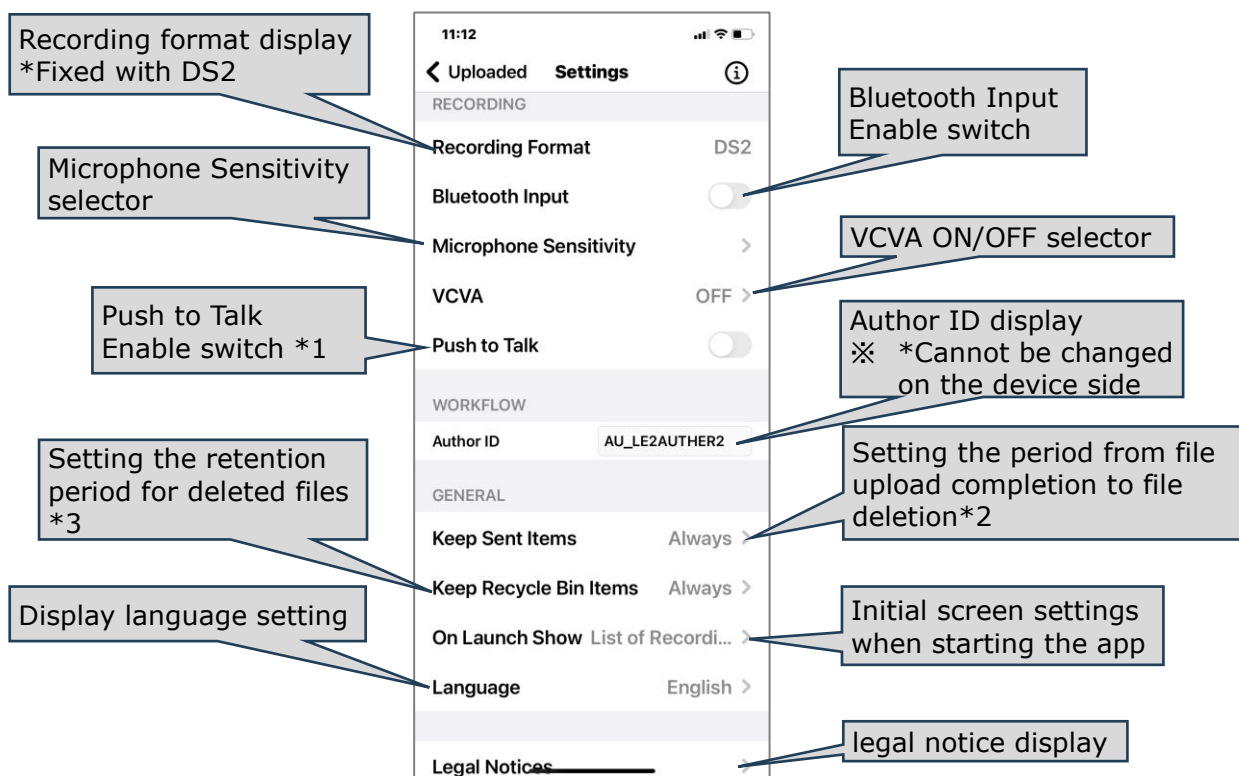
You can check the transcription status on the smartphone screen of the file list displayed in "Dictations" on the ODMS Cloud side.



- *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](#)

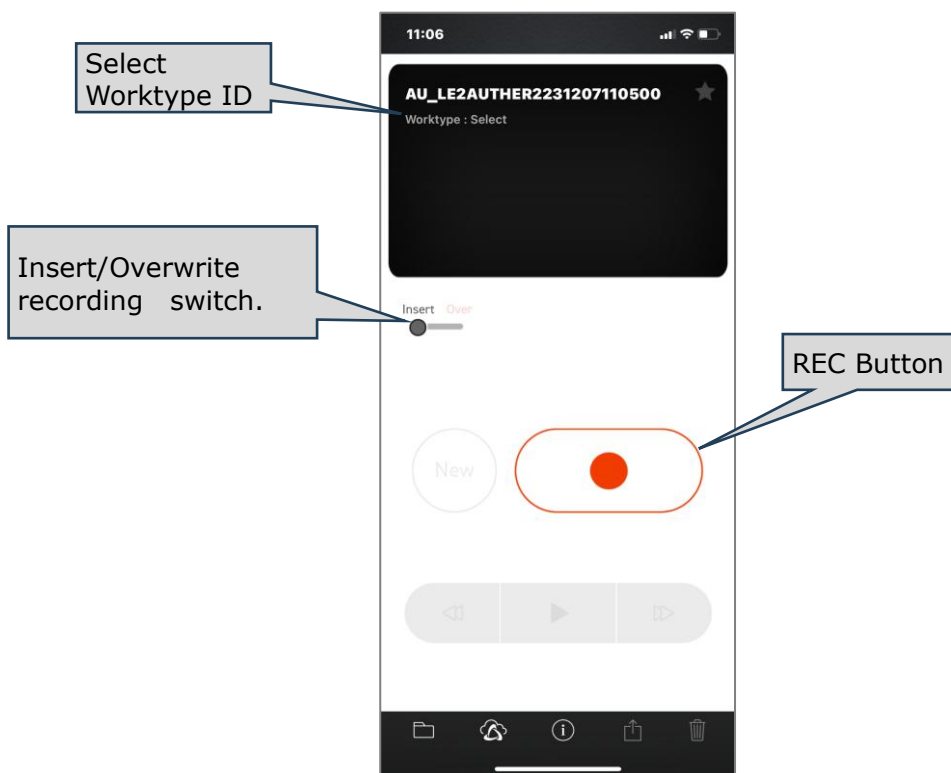
[Recording status](#)

[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.

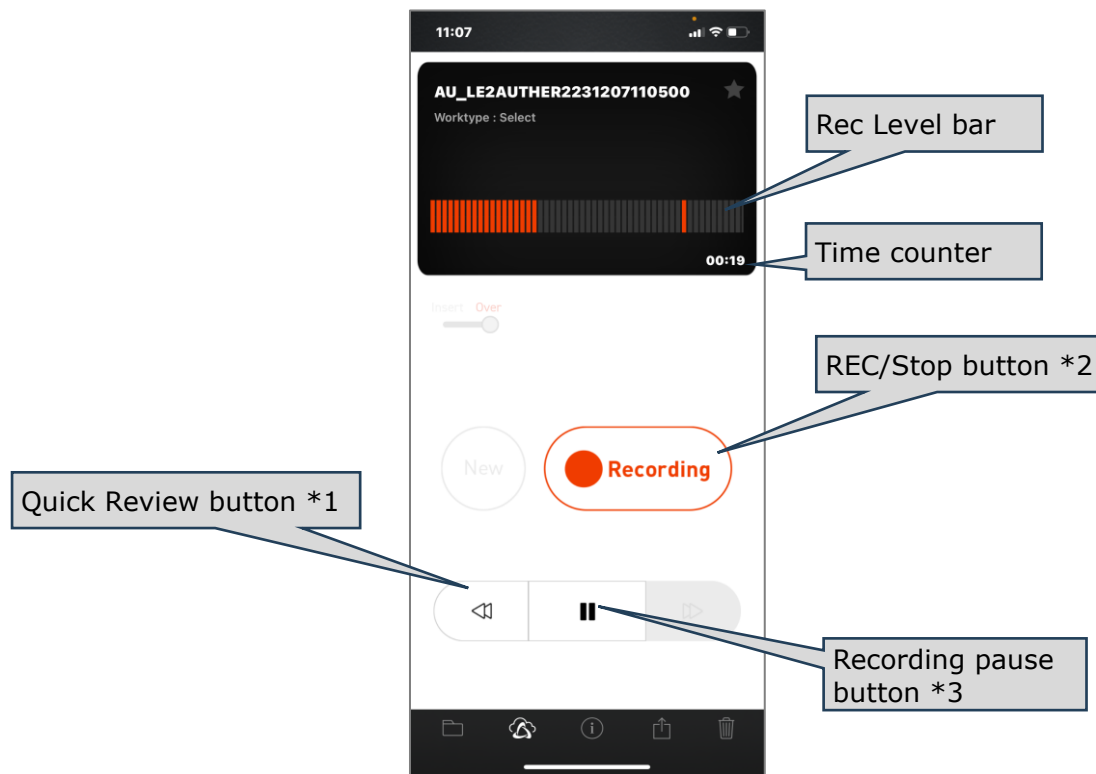
*You cannot change various settings related to recording from this screen, so if you need to make changes, please return to [<7.3.3 List View>](#) and open [<7.3.5 Setting view>](#).



Press the record button to start recording.

7.4.2 Recording status.

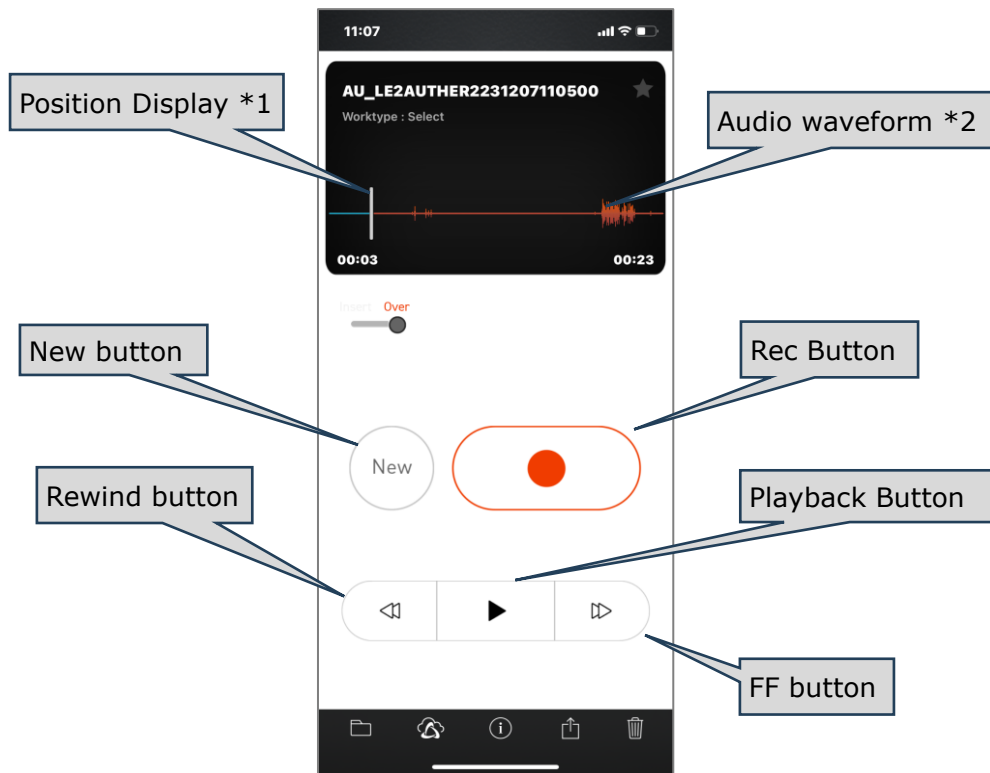
When you start recording, the screen will change to the one below. At this time, the recording level bar and time counter will move according to the input audio level, so you can confirm that the recording is in progress. If the level bar swings small and you are recording at less than half the peak 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](#)

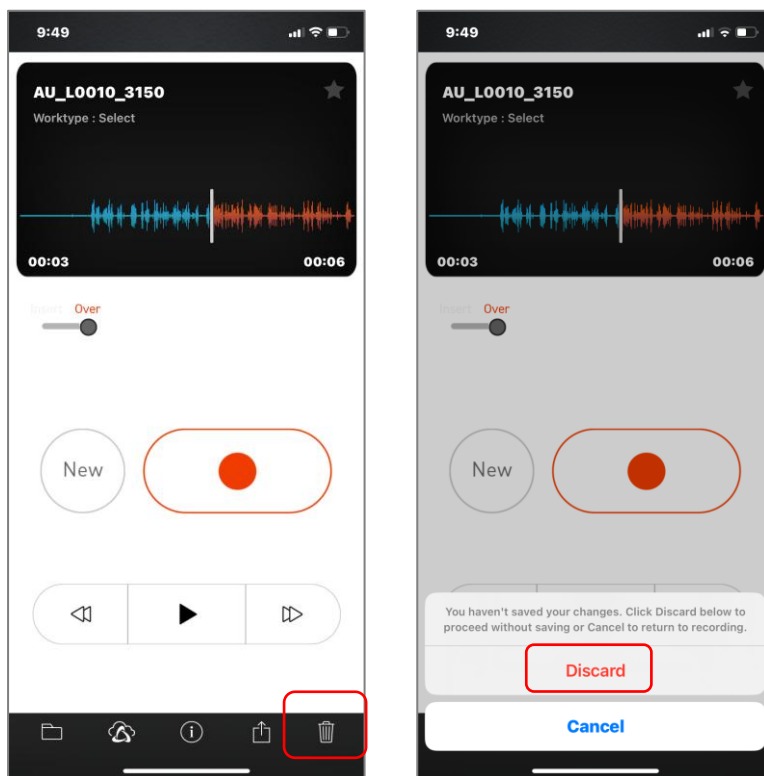
[☐ Deleting all files from List View](#)

[☐ 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]

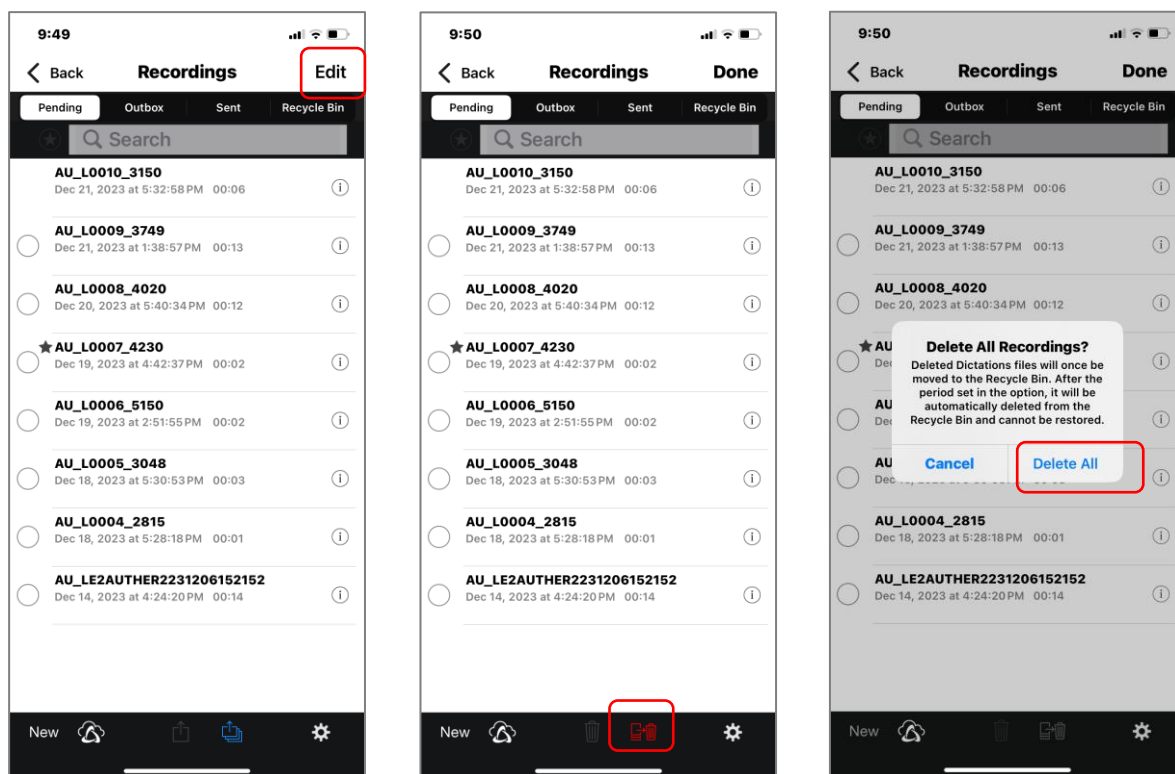


7.5.2 Deleting all files from List View.

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].

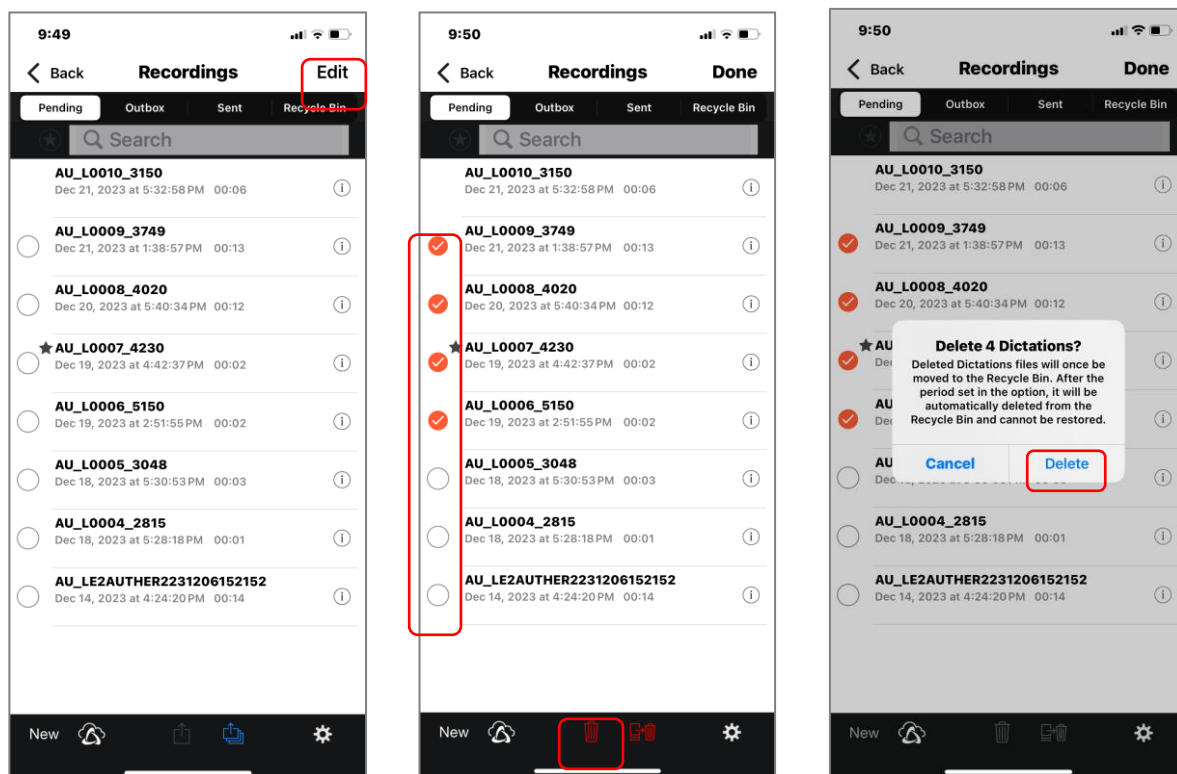
*Files with no  symbol and whose recording is paused (in the middle of dictation) will not be deleted.



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](#)

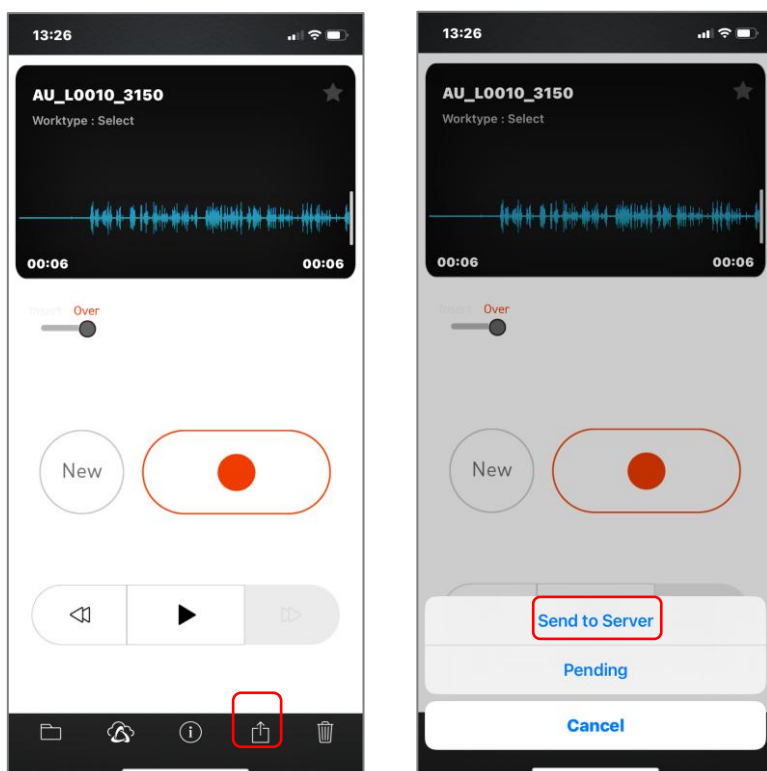
[☐ Upload all files from List View](#)

[☐ 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

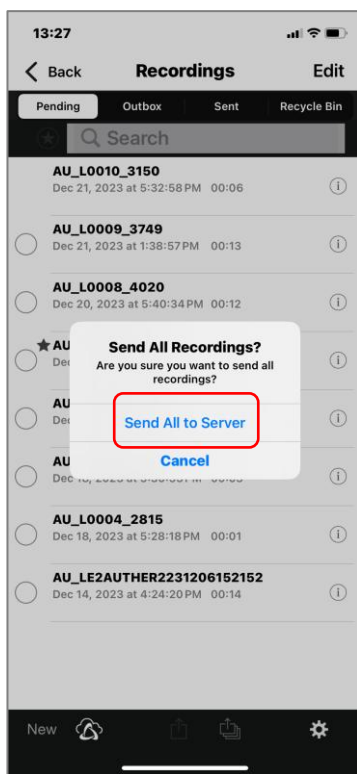
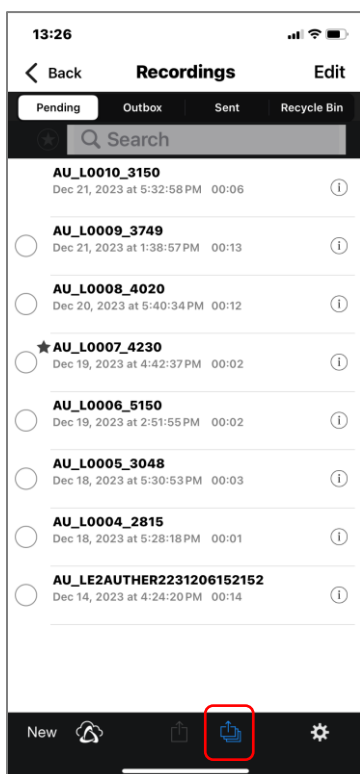
[File Send Button]  and then press [Send to Server].



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].

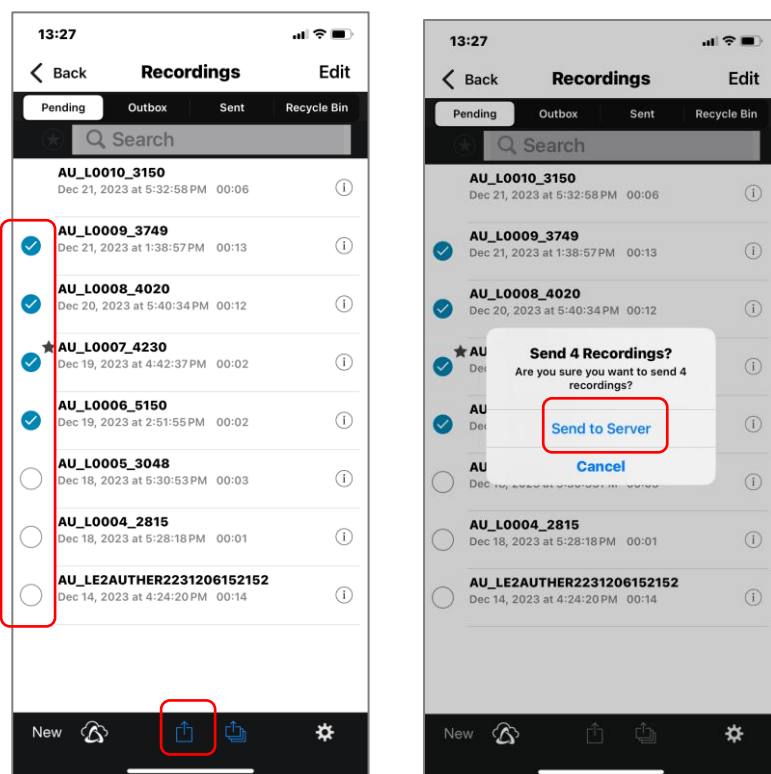
* Files whose recording is paused (in the middle of the dictation) without ○ symbol will not be sent.



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.

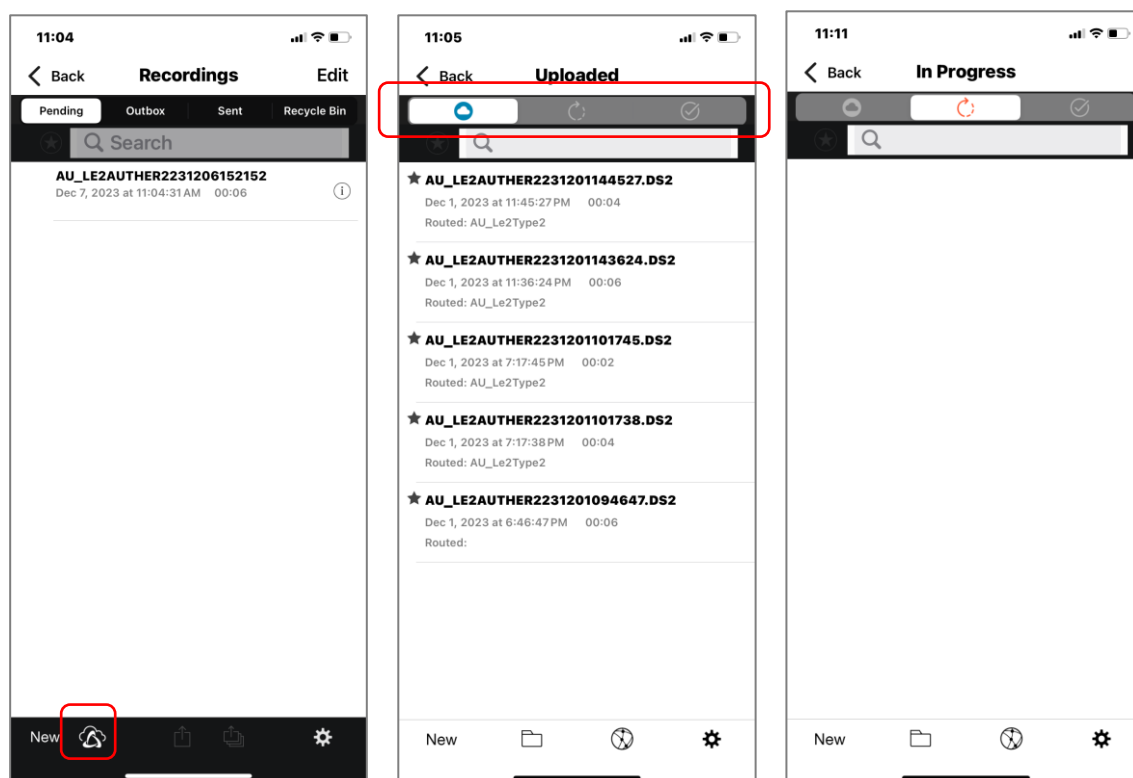
You can check the transcription progress on the server side using the ODMS Cloud Mobile App.

[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](#)

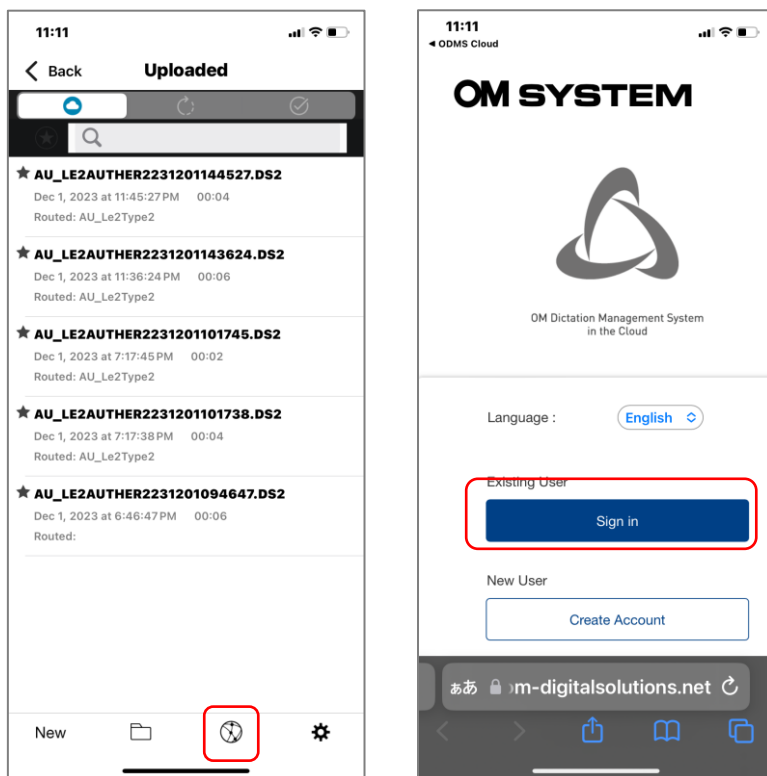
7.8 Change Transcriptionist.

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>](#).



7.9 offline mode.

With the ODMS Cloud Mobile App, you can perform operations that do not require a network connection, such as recording dictation files in environments where a network connection is not available.

This chapter explains the Offline mode.

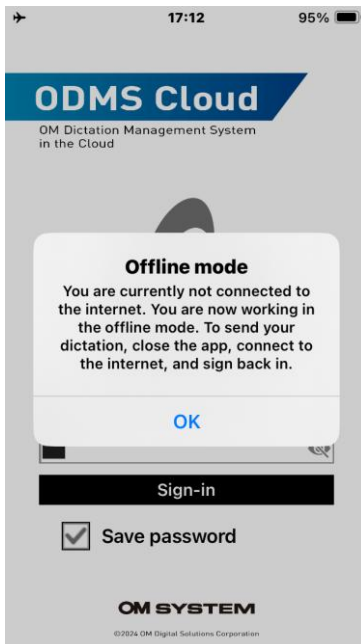
[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Launching the Mobile App without a network connection](#)

[!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) Operation during offline mode](#)

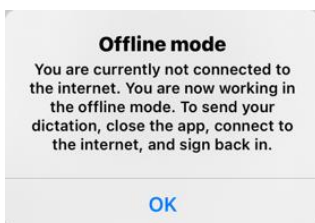
[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) When the Mobile App reconnects to the network while in Offline mode](#)

7.9.1 Launching the Mobile App without a network connection.

If you are not able to connect to the network when starting the Mobile App, the following popup will be displayed. If you select OK, the Mobile App will start in Offline mode.

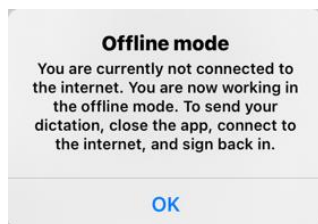


If the network connection is lost during normal operation, the following message will be displayed, and the app will switch to the offline mode.



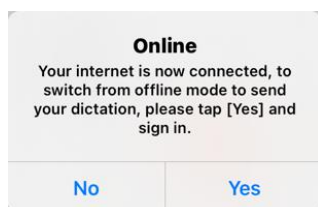
7.9.2 Operation during Offline mode.

If you perform an operation that requires a network connection during offline mode, a pop-up message will be displayed to inform you that you are in offline mode.



7.9.3 When the Mobile App reconnects to the network while in Offline mode.

The Mobile App does not automatically sign in, so you will need to sign in manually. Open the Sign in screen from the popup shown below or press the Browser button from the List view to open the ODMS Cloud Sign in screen. Enter your ID (email address) and password to sign in to ODMS Cloud.



7.10 Background Speech Recognition.

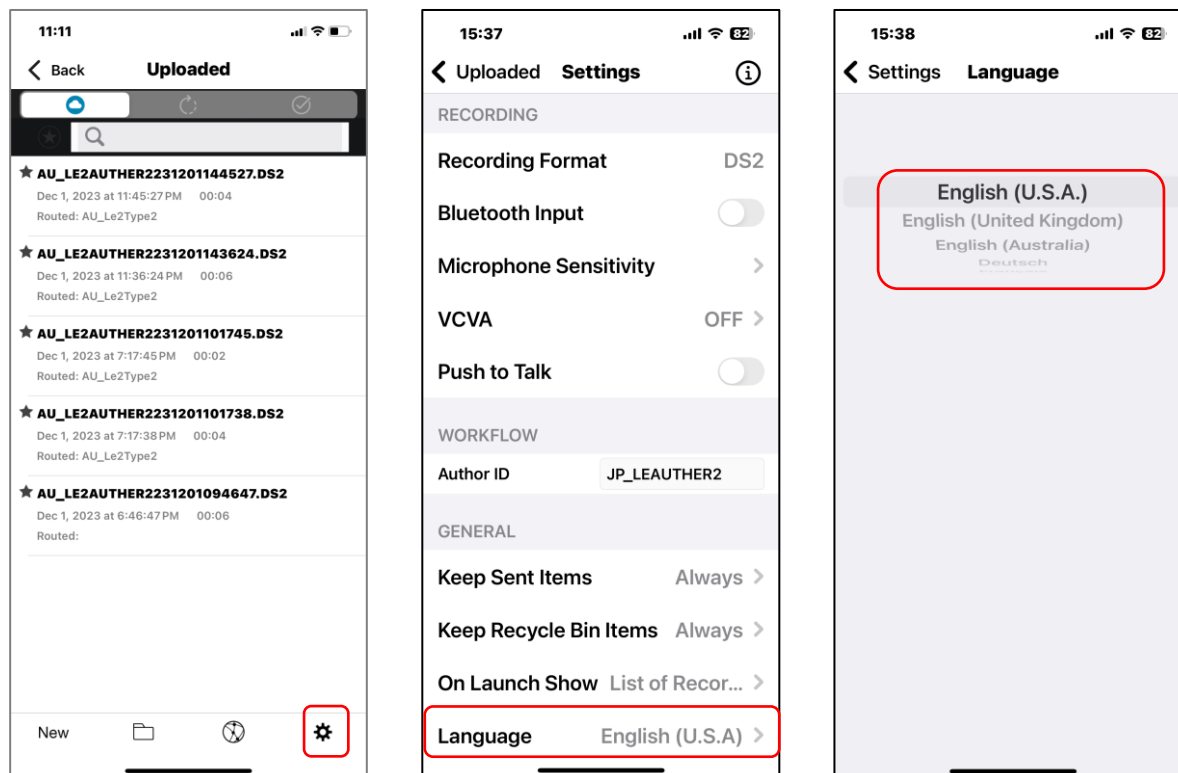
[<3.12 Workflow using background speech recognition>](#) You can transcribe text more efficiently. This chapter explains how to specify the language for speech recognition when uploading a Dictation file from the Mobile App, and how to check the status of speech recognition from the Mobile App.

[Selecting the language for speech recognition](#)

[Checking the progress of speech recognition](#)

7.10.1 Selecting the language for speech recognition.

You can specify the language for speech recognition regardless of the display language of the Mobile App. In addition, the language can be set independently for the Mobile App and the Desktop App. For example, you can dictate and upload a dictation file in English via the Desktop App to have the speech recognition in English while you can use the Mobile App in the German language.

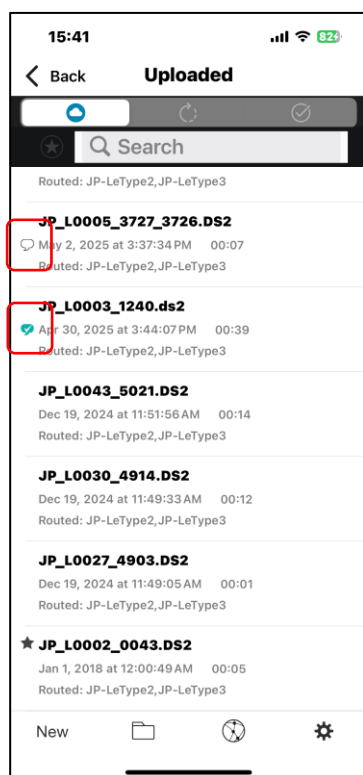


The available languages are:

- English (U.S.A)
- English (United Kingdom)
- English (Australia)
- Deutsch
- Français
- Español

7.10.2 Checking the progress of speech recognition.

You can check the status of speech recognition for Dictation uploaded to ODMS Cloud from the Mobile App. Open [<7.7.1 ODMS Cloud View>](#) and check the icon displayed.



No Icon: Files not assigned for Background Speech Recognition



White Icon: Background Speech Recognition in progress



Green Icon: Background Speech Recognition completed

[Chapter top](#)

8 E-mail Notification.

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

[☐ 8.1 List of E-mail Notification](#)

[☐ 8.2 Timing of E-mail notification being sent](#)

[☐ 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
Account Registered Notification [U-101]	This message will be sent when the account registration was successful based on the information entered by the customer.	✓		
User Registration Notification [U-102]	This is a message requesting user authentication from the administrator set at the time of account registration.	✓		
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.	✓		
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.	✓		
License Requested Notification [U-105]	This message will be sent when the system has accepted their license issue request.	✓		✓ (Cc)
Cancelled License Order Notification [U-106]	This message will be sent when the cancellation of license issuance has been accepted.	✓		✓ (Cc)
License Issued Notification [U-107]	This message will be sent when the license requested by the customer has been issued by the dealer.	✓		✓ (Cc)
License Assigned Notification [U-108]	This message will be sent when a valid license has been assigned to the user.	✓	✓ (Cc)	
License Returned Notification [U-109]	This message will be sent when the cancellation of the unused license issued by the dealer has been completed.	✓ (Cc)		✓
Account Deleted Notification [U-111]	This message will be sent when the deletion of the registered account has been completed.	✓		
Account Edit Notification [U-112]	This message will be sent when the	✓		

	changes to your account information have been completed.			
Temporary password [U-113]	This message informs you of a temporary password upon completion of user authentication.		✓	
User Registration Notification [U-114]	This message will be sent when the user verification for a newly registered user has been completed.		✓	
Edit User Notification [U-115]	This message will be sent when the user information change has been completed.	✓ (Cc)	✓	
User Deleted Notification [U-116]	This information will be sent when the user information has been deleted.	✓ (Cc)	✓	
Transcription Completion Notification [U-117]	This message will be sent when the transcription has been completed by transcriptionist.		✓	
Storage Usage Warning Notification [U-118]	This message is sent when the storage capacity you are using exceeds 80% of the available capacity.	✓		
Storage Usage Exceeded Notification [U-119]	This message is sent when the storage capacity you are using exceeds the available limit.	✓		
User Bulk Registration Received Notification [U-120]	This message is sent when a user bulk registration operation using a CSV file is accepted.	✓		
User Bulk Registration Completed Notification [U-121]	This message is sent when bulk user registration using a CSV file is successfully completed.	✓		
User Bulk Registration Failed Notification [U-122]	This message is sent when bulk user registration using a CSV file fails.	✓		
Partner Account Deleted Notification [U-123]	This message is sent when the partner account deletion process is complete.	✓		✓ (Cc)
Partner Account Edit Notification [U-124]	This message is sent when you have finished editing your partner account information.	✓		✓ (Cc)
Issued Trial License Notification [U-125]	This message is sent when you issue additional trial licenses.	✓		✓ (Cc)
Forced Email Verification Notification [U-126]	This message is sent when an administrator enforces forced user	✓ (Cc)	✓	

	verification.			
Trial License Expiration Warning [U-127]	This message is sent when you have 14 or fewer days left on your trial license.	✓		
New Dictation Notification [U-128]	This message is sent when you are assigned a new transcription task.		✓	
Transcription Task Cancellation Notification [U-129]	This message is sent when a transcription task assigned to you is canceled.		✓	
Transcriptionist Change Notification [U-130]	This message is sent when a transcription task that was assigned to you has been reassigned to another Transcriptionist.		✓	

[Chapter top](#)

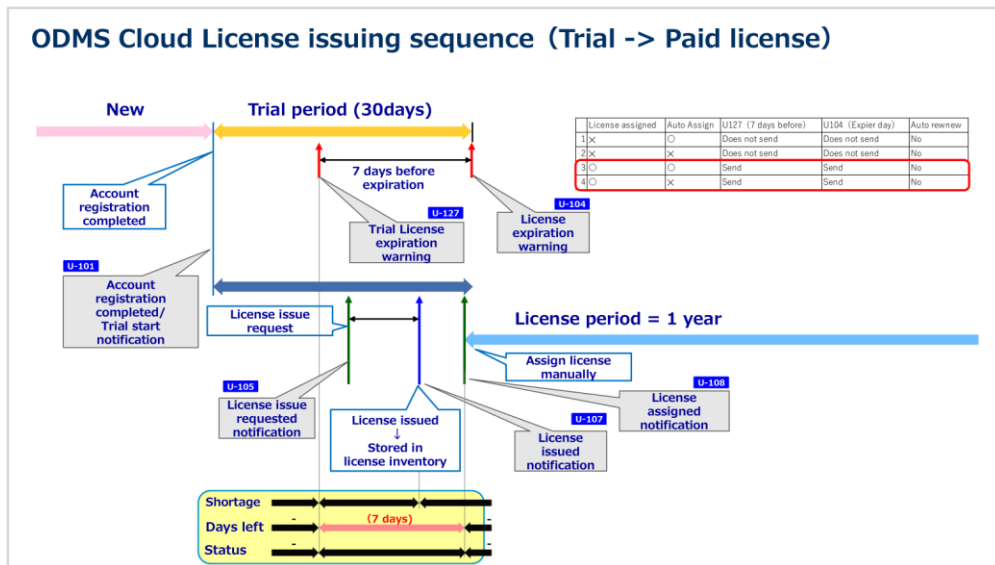
8.2 Timing of E-mail notification being sent.

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](#)

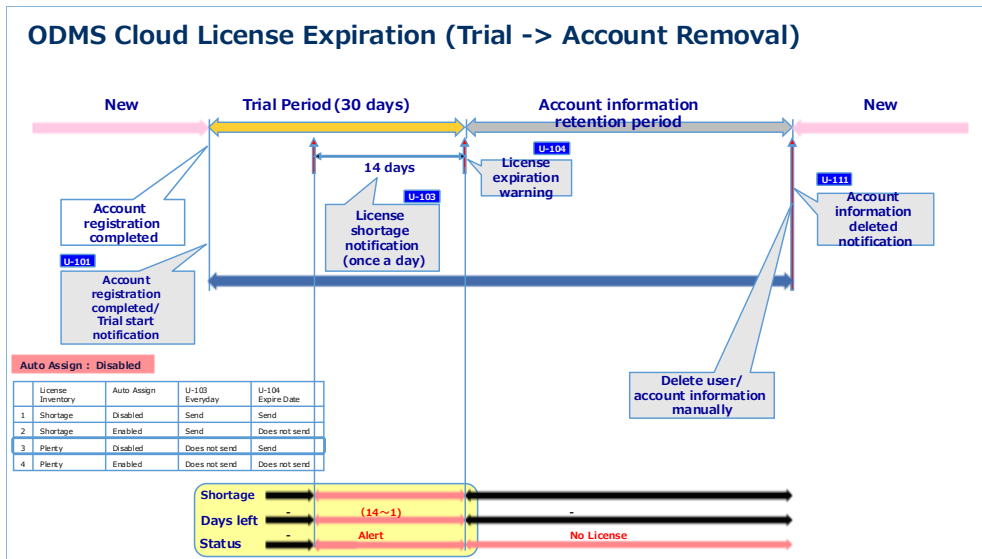
8.2.1 Migration from Trial to regular license (automatic update).

Trial licenses are not eligible for automatic allocation. You have to purchase a valid license from your Dealer and manually assign the license before the Trial License expires.



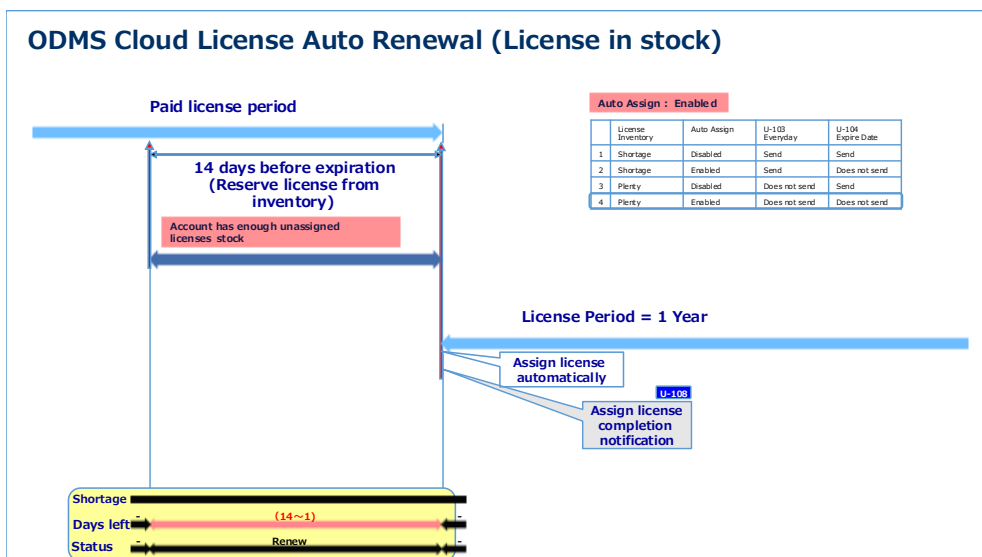
8.2.2 License expires from Trial (Delete account manually).

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.



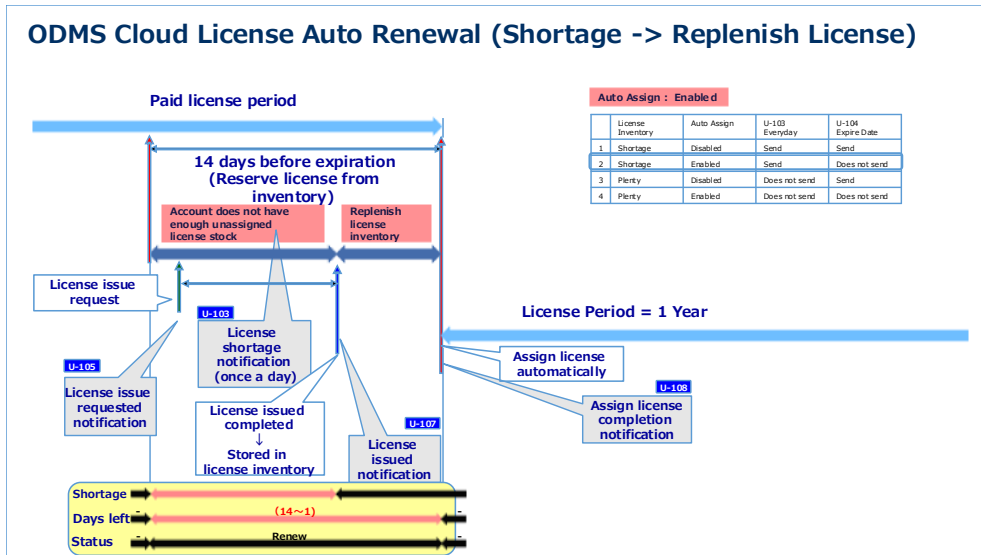
8.2.3 License auto assign (automatically assigns with sufficient stock).

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.



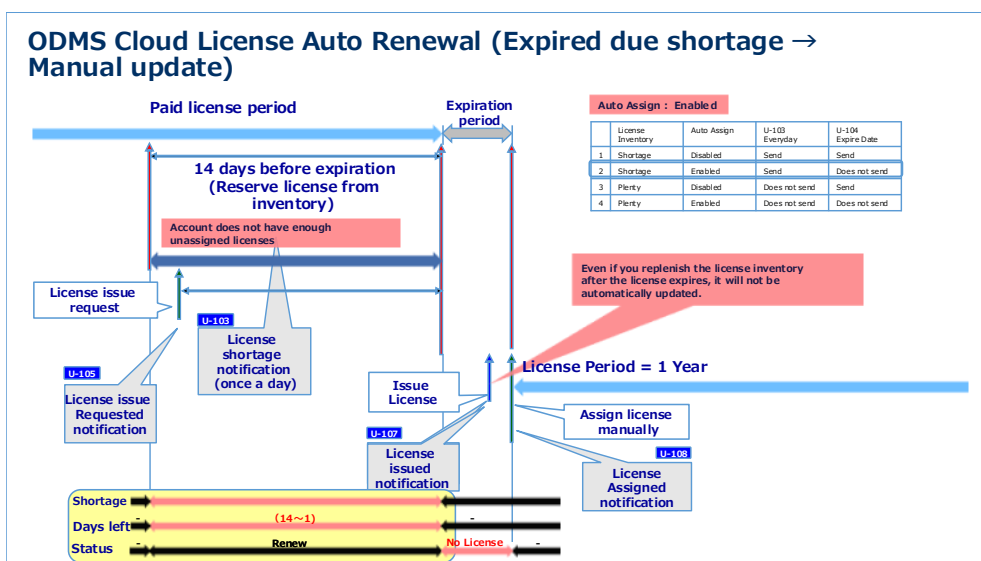
8.2.4 License auto assign (Insufficient stock → License replenished and automatically assign).

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.



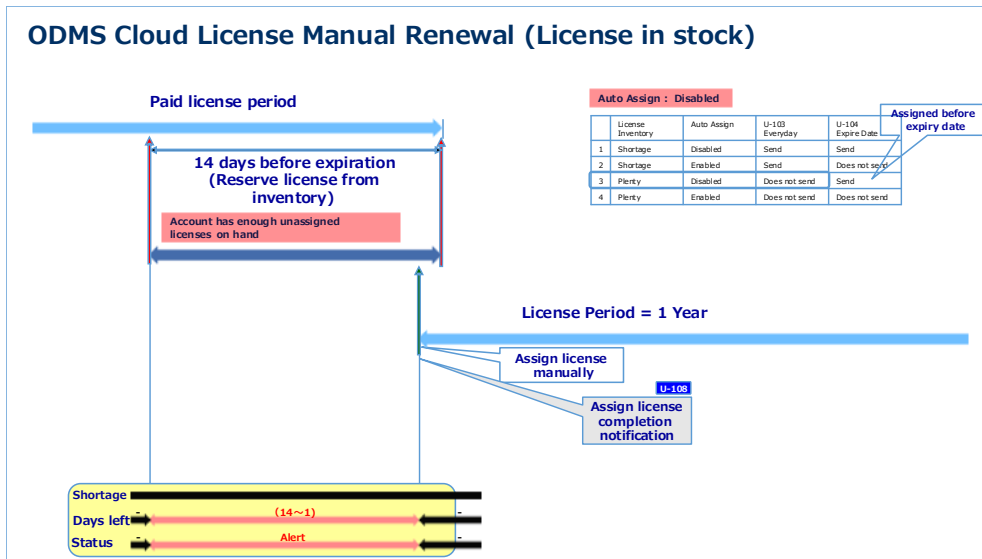
8.2.5 License auto assign (License expired due to lack of stock → manual assignment).

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.



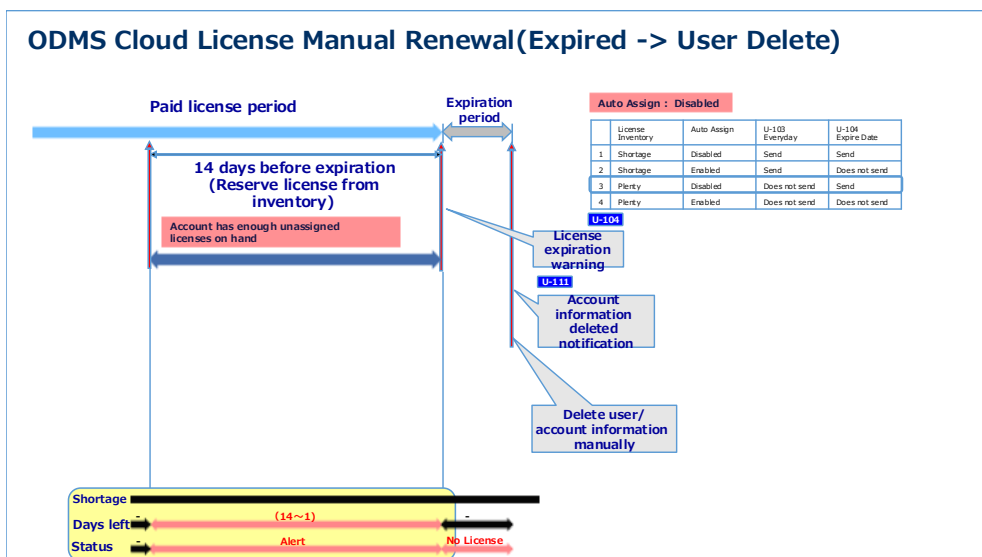
8.2.6 Manually Assign Licenses.

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.



8.2.7 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 completed 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 the users with expiring licenses.

Insufficient license count:

Standard License: <"Number of user-assigned normal licenses scheduled to expire" - "Number of active normal licenses in stock">

Speech Recognition License: <"Number of user-assigned auto transcription licenses scheduled to expire" - "Number of active auto transcription 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 the same type of 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 the ODMS Cloud, please contact <Dealer>.

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:

Standard License: <Number of user-assigned normal licenses scheduled to expire>

Speech Recognition License: <Number of user-assigned auto transcription licenses scheduled to expire>

Trial License: <Number of user-assigned trial 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.

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].

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].

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].

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.

8.3.24 Issued Trial License Notification [U-125].

This message is sent when you issue additional trial licenses.

Dear <Customer name>,

Thank you for choosing ODMS Cloud.

We have granted [<10>] 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 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.

8.3.25 Forced Email Verification Notification [U-126].

This message is sent when an administrator enforces forced user verification.

Dear <Customer name>,

Your user information has been registered in the ODMS Cloud. To complete the user registration, your email address must be verified. Since you were not able to complete the verification, your administrator has forcibly verified your email address on your behalf.

To sign into the ODMS Cloud, please select "Forgot your password?" from the ODMS Cloud sign-in screen and follow the instructions to set your password. Once your password has been set, you will be able to log into your ODMS Cloud account

Please be aware that you might not be able to properly receive email notifications from the ODMS Cloud since you may not have received the initial verification email. This may be due to restrictions placed on your system. Please consult your company's IT administrator to resolve any problems receiving email notifications from the ODMS Cloud.

ODMS Cloud Top page
URL: <ODMS Cloud Login 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.

8.3.26 Trial License Expiration Warning [U-127].

This message is sent when you have 14 or fewer days left on your trial license.

Dear <Customer name>,

Thank you for using the ODMS Cloud.

The ODMS Cloud trial licenses assigned to your account will expire in 7 days. If you wish to continue using the ODMS Cloud and have not purchased annual licenses, please order them from your preferred dealer.

If you have not set a preferred dealer for your account, please log in to the ODMS Cloud and set your preferred dealer from the Account tab. You can also check your current license status by logging in to the ODMS Cloud.
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.

8.3.27 New Dictation Notification [U-128].

This message is sent when you are assigned a new transcription task.

Dear <User name> ,

You have received a new dictation that needs to be transcribed.

Job Number: <Job Number>
Author ID: <Author ID>
File Name: <File Name>
Priority: <Priority>

Please log in to ODMS Cloud to confirm the details of the dictation.
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, please do not reply.

8.3.28 Transcription Task Cancellation Notification [U-129].

This message is sent when a transcription task assigned to you is canceled.

Dear <User name> ,

The transcription task you were assigned has been canceled.

Job Number: <Job Number>
Author ID: <Author ID>
File Name: <File Name>
Priority: <Priority>

Please log in to ODMS Cloud to confirm the details of the dictation.
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, please do not reply.

8.3.29 Transcriptionist Change Notification [U-130].

This message is sent when a transcription task that was assigned to you has been reassigned to another Transcriptionist.

Dear <User name> ,

The transcriptionist assigned to the following dictation has been changed.

Job Number: <Job Number>
Author ID: <Author ID>
File Name: <File Name>
Priority: <Priority>

Please log in to ODMS Cloud to confirm the details of the dictation.
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, please do not reply.

[Top](#)