

The Office Specialists Ltd
POST 102 St Johns Street
Christchurch 8062
TEL 0800 21 6874
CELL 021 363 074
EMAIL andrew@officespecialists.co.nz
WEB www.officespecialists.co.nz



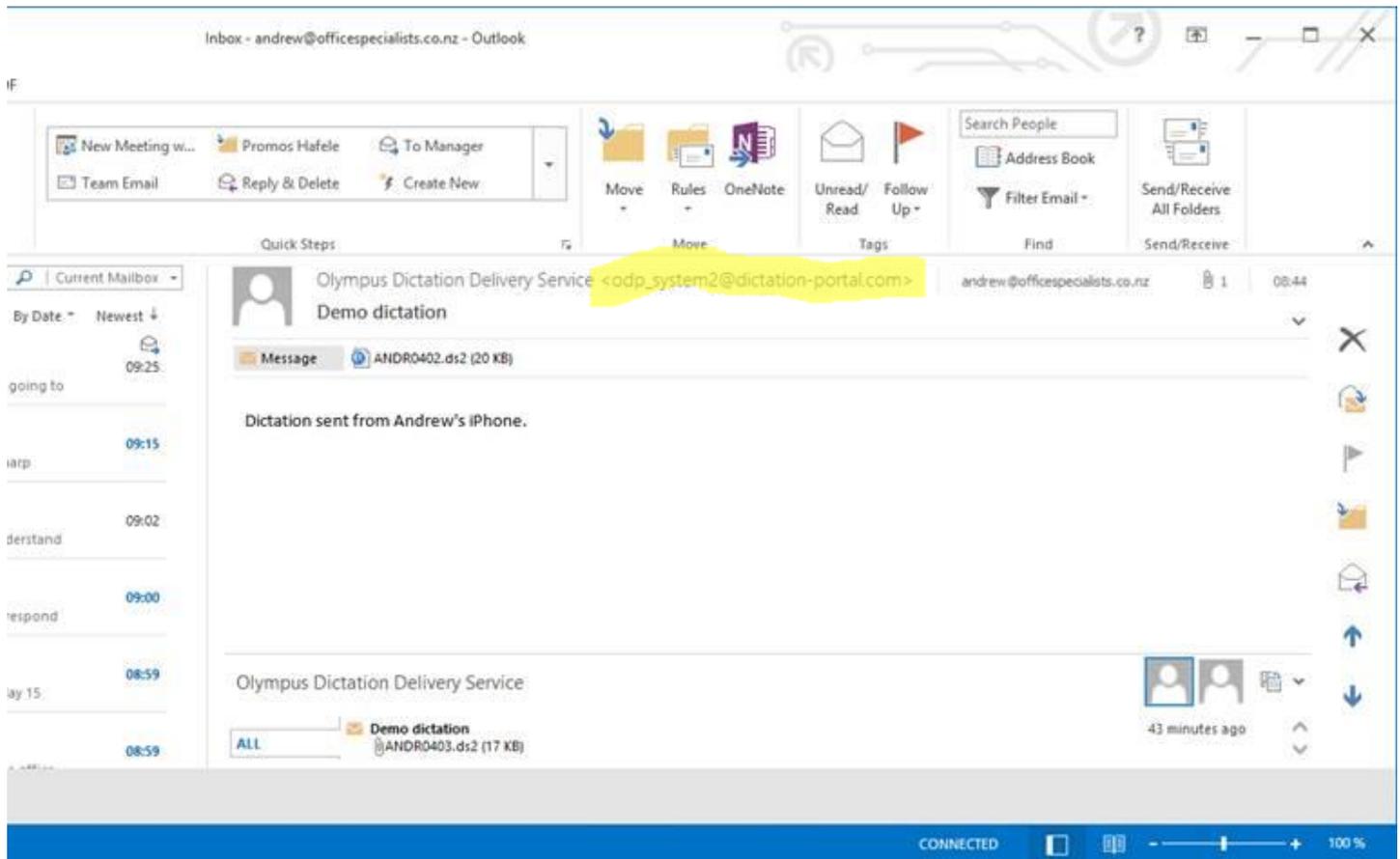
11/06/2020

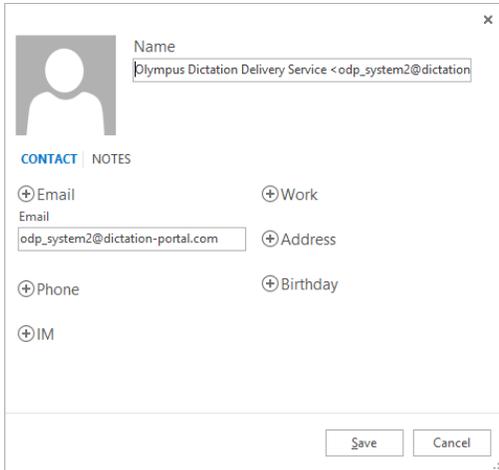
Olympus had to create a new address on the server for the Dictation Smartphone App so that the senders email address on emails received has now changed to odp_system2@dictation-portal.com (has a "2" in it). So if you have been using routing rules in the Transcription Module to push the sound files through to a specific folder they won't and will just stay in the Inbox.

This can be fixed by adding a new rule in the Transcription Module. (I'd still keep the original rule as is.)

First you will need to save the email address as a new contact in Outlook.

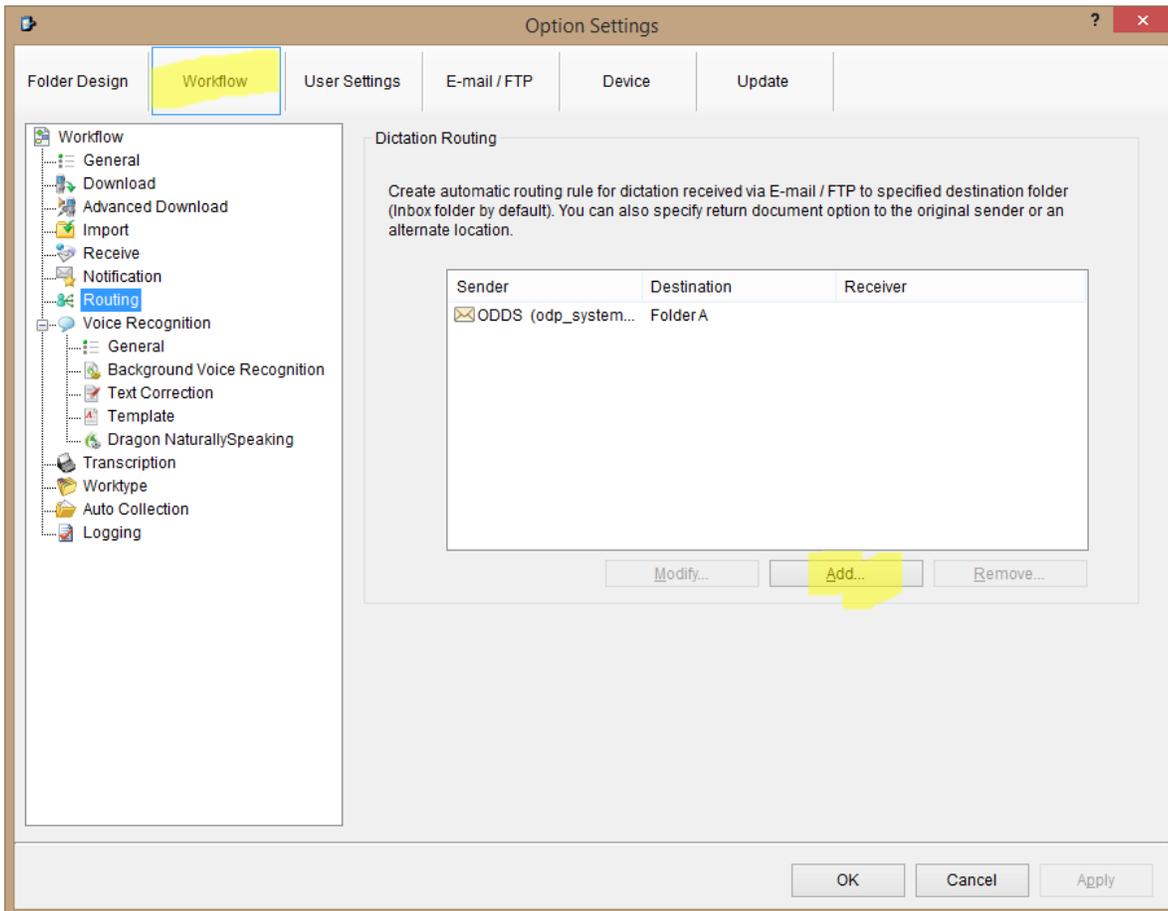
Right click on the address in the email and select "Add to Outlook contacts". Then click "Save".



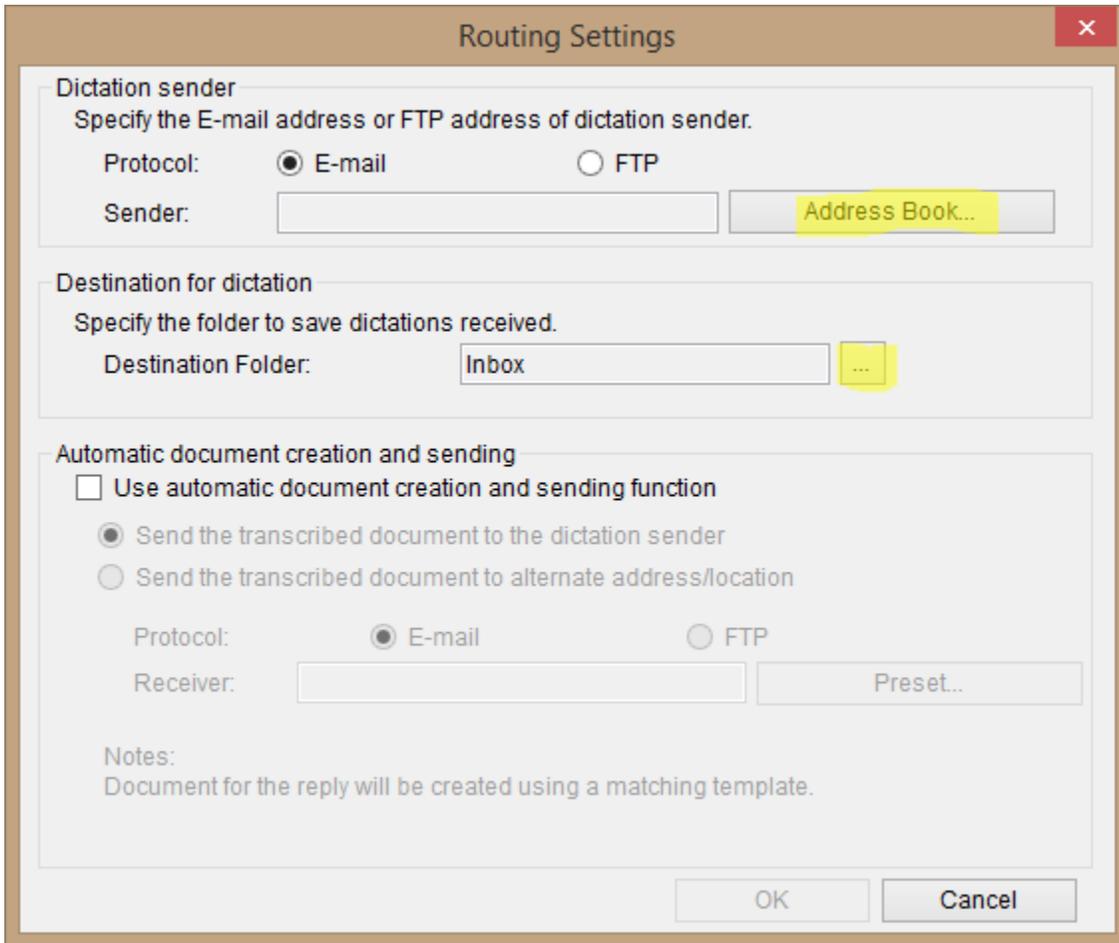


In the Transcription Module got to “Tools” menu, select “Options”.

“Workflow” tab, “Routing” on left.



Click "Add" to get this Routing Settings window.



The image shows a "Routing Settings" dialog box with a title bar and a close button (X). It is divided into three main sections:

- Dictation sender:** Instructs the user to "Specify the E-mail address or FTP address of dictation sender." It features a "Protocol:" label with two radio buttons: "E-mail" (selected) and "FTP". Below this is a "Sender:" label followed by an empty text input field and a yellow "Address Book..." button.
- Destination for dictation:** Instructs the user to "Specify the folder to save dictations received." It features a "Destination Folder:" label followed by a text input field containing "Inbox" and a yellow "[...]" button.
- Automatic document creation and sending:** Starts with an unchecked checkbox "Use automatic document creation and sending function". Below it are two radio buttons: "Send the transcribed document to the dictation sender" (selected) and "Send the transcribed document to alternate address/location". This section also has a "Protocol:" label with "E-mail" (selected) and "FTP" radio buttons, a "Receiver:" label with an empty text input field and a "Preset..." button.

At the bottom of the dialog, there is a "Notes:" section with the text "Document for the reply will be created using a matching template." and two buttons: "OK" and "Cancel".

Click "Address Book..."

Double click the new address from the Contacts list.

Click the Destination Folder: [...] button and select the Folder you want the files to go to.