

USER GUIDE

Speech Recognition Cloud

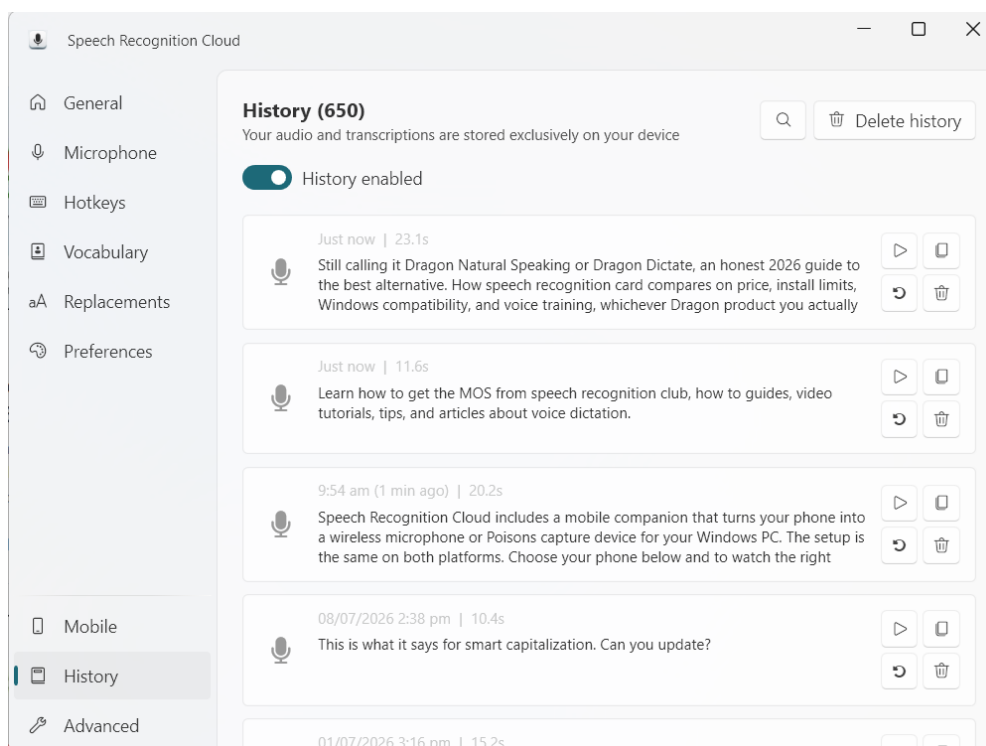
Using your transcription history

STORED ON YOUR DEVICE

History keeps saved audio and transcription text exclusively on your computer. SRC does not store your dictation history on its servers, and SRC staff cannot access it.

Open History

Open SRC Settings and select History from the lower-left menu. The number beside History shows how many entries are currently stored on the device.



History with search, local-storage controls and saved transcription entries

Information shown for each entry

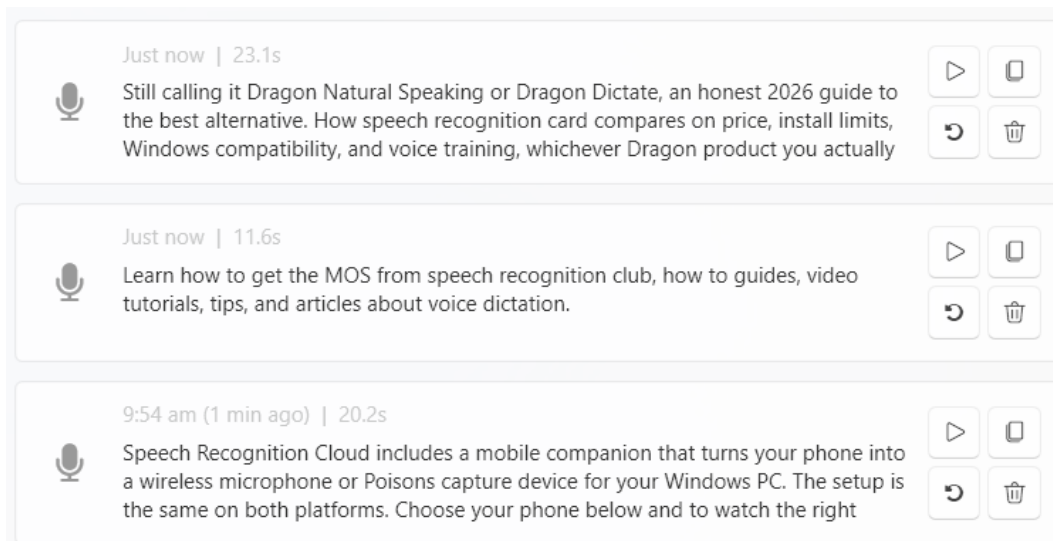
The date or time the dictation was created.

The duration of the saved audio.

A preview of the transcribed text.

Buttons for playback, copying, retrying and deleting the entry.

Use a history entry



Each entry contains its timing information, transcript and four actions

Control	Action	What it does
Play button	Play	Plays the audio stored with that history entry.
Copy button	Copy	Copies the saved transcription text so it can be pasted into another application.
Retry button	Retry	Retries the saved dictation when you want SRC to process the entry again.
Delete button	Delete	Removes that individual history entry from the device.

Copy a previous transcription

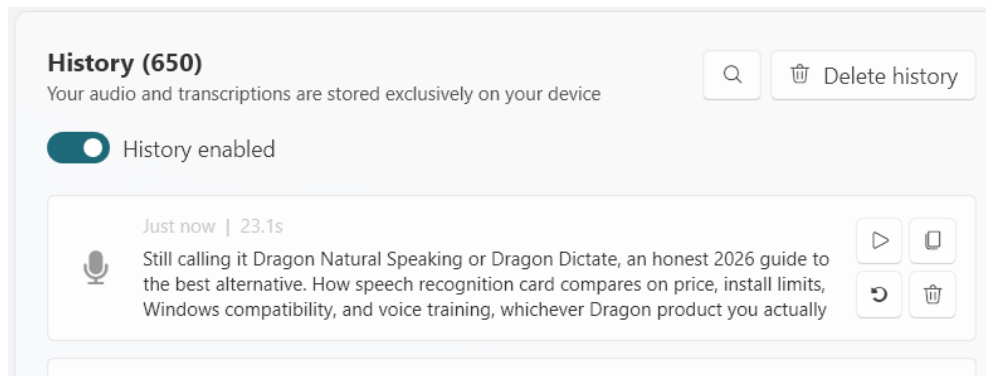
- 1 Locate the entry.** Scroll through History or use Search to find the transcription.
- 2 Select Copy.** Use the copy icon at the right of the entry.
- 3 Place the cursor.** Open the target document or text field.
- 4 Paste the text.** Use Ctrl+V or the application's Paste command, then review the result.

Retry a transcription

Select Retry when you want SRC to process a saved dictation again. Review the new result before using it, particularly if your vocabulary, replacements or transcription settings have changed since the original entry.

Tip: Copy places text on the clipboard. Before using Retry, place the cursor in the intended application and review the result before saving.

Search and manage History



History count, local-storage notice, History enabled, Search and Delete history

Search saved entries

Select the magnifying-glass button to search the saved history. Enter a distinctive word or phrase from the transcription, then open the matching entry you need.

Turn History on or off

Use History enabled to control whether SRC keeps new audio and transcription entries on this computer. Turn it off when you do not want new dictations added to History.

Delete one entry or all history

To remove one item, select its Delete button at the right of the entry.

To remove all locally stored entries, select Delete history at the top of the page.

Read any confirmation shown by SRC before approving deletion.

Copy any transcription text you still need before deleting it.

DELETION IS PERMANENT

Deleting an entry removes its locally stored audio and transcription. Clearing History removes all saved entries from this device. Make sure any required text has been copied into the appropriate document first.

Good history habits

Use History as a short-term recovery and review tool rather than the permanent home for important documents.

Save final work in the appropriate document, case-management system, email or records application.

Delete sensitive entries when no longer required, in line with your organisation's policies.

History is device-specific; entries do not automatically appear on another computer.

If an entry is missing

Confirm History enabled was on when the dictation was created.

Clear the search and check the full list.

Confirm you are using the same Windows computer on which the dictation was made.

Deleted or cleared entries cannot be recovered through SRC.