

Quick Recap User Manual

Team - Bros of Balayya

Index

1. Introduction	3
2. System Requirements	3
3. Account Management	4
4. User Profile Management	4
5. Uploading Audio and Video Files	5
6. File Preview	6
7. Transcription Process	6
8. Summarization Features	6
9. Notifications	7
10. Sharing and Exporting	7
11. Accessibility and Responsiveness	7
12. Troubleshooting and FAQs	8

1. Introduction

Quick Recap is a web-based tool designed to streamline the process of consuming long audio and video content by generating concise, personalized summaries. Users can upload various recordings, and the tool transcribes and summarizes the content in a way that is relevant. It is designed to enhance productivity, improve accessibility, and transform the way users engage with recorded content, making it more efficient and effective for professionals, students, and content consumers alike.

Important Features of the application

1. Upload audio/video files
2. Automatic transcription via speech-to-text
3. Basic user profiles (role, interests)
4. Personalized summaries based on user profiles
5. User-friendly web interface.

This document will guide you through:

- Using the application.
- Creating your user profile.
- Uploading Audio and Video Files.
- Transcribing and summarizing the files.
- Troubleshooting common issues that may arise during using the application.

2. System Requirements

- Modern web browser (Chrome, Firefox, Safari, Edge)
- Internet connection

- Optional: Microphone and speakers for playback (if applicable)

3. Account Management

1. Registering a New Account

- Open the application.
- Click on "Register".
- Provide your username, email, and password.
- Click "Submit" to complete registration.
- You will be automatically logged in and redirected to the dashboard.

2. Logging In

- Click "Login" from the home screen.
- Enter your email and password.
- Click "Submit" to access your account.

3. Logging Out

- Click the "Logout" button located in the top-right corner to end your session securely.

4. User Profile Management

1. Viewing Your Profile

- Click on your avatar or navigate to "Profile" in the menu.
- Your current details including username, email, and role will be displayed.

2. Editing Profile Details

- On the profile page, click "Edit".

- Update your information as needed.
- Click "Save" to apply changes.

3. Changing Password

- Go to "Change Password".
- Enter your new password and confirm it.
- Save changes.
- Re-login may be required for security.

5. Uploading Audio and Video Files

1. Supported File Formats

- Audio: .mp3, .wav
- Video: .mp4
- Unsupported files will trigger an error message.

2. Upload Procedure

- Navigate to the "Upload" section.
- Click "Choose File".
- Select your file.
- Click "Upload".

3. Upload Progress and Feedback

- A progress bar will appear during upload.
- Users are notified upon completion.
- Large files (up to 500MB) are supported.

6. File Preview

1. Video Playback

- After uploading a video, a preview window will appear.
- Click the Play button to view the video.

2. Playback Compatibility

- Responsive playback across mobile, tablet, and desktop.
- Fullscreen and playback controls are available.

7. Transcription Process

1. Automatic Transcription

- Transcription begins automatically after upload.
- Duration depends on file size and audio clarity.

2. Viewing Transcripts

- Completed transcripts appear below the video/audio player.
- Scroll or search through the transcript.

8. Summarization Features

1. Basic Summary

- Click the "Generate Summary" button.
- The system analyzes the transcript and presents a concise summary.

2. Personalized Summary Based on Role

- Select your role (e.g., Student, Instructor, Journalist, content creator).
- Click "Generate Personalized Summary".
- The app creates a tailored summary relevant to your needs.

9. Notifications

1. Processing Status Alerts

- Real-time status updates are displayed after file upload.

2. Completion Notifications

- Users are notified once transcription and summarization are completed.
- Click the notification to view results directly.

10. Sharing and Exporting

1. Sharing Summaries

- Click "Share" after summary generation.
- Choose Email, Copy Link, or other available options.

2. Exporting as PDF or Text

- Click "Export".
- Choose between PDF or TXT format.
- File is downloaded to your device.

11. Accessibility and Responsiveness

- The app supports screen readers.

- Responsive design ensures usability across devices.
- High-contrast mode and readable fonts are applied.

12. Troubleshooting and FAQs

1. **Issue:** Audio/video Upload is failing

Solution: Ensure file is under supported formats and within size limits.

2. **Issue:** No transcription appears

Solution: Refresh the page; check internet connection.

3. **Issue:** Summary is not role-specific

Solution: Confirm the correct role is selected before summary generation.

Contact and Support

Email: quickrecap.team2@gmail.com