Documentation for the Meeting Summary App
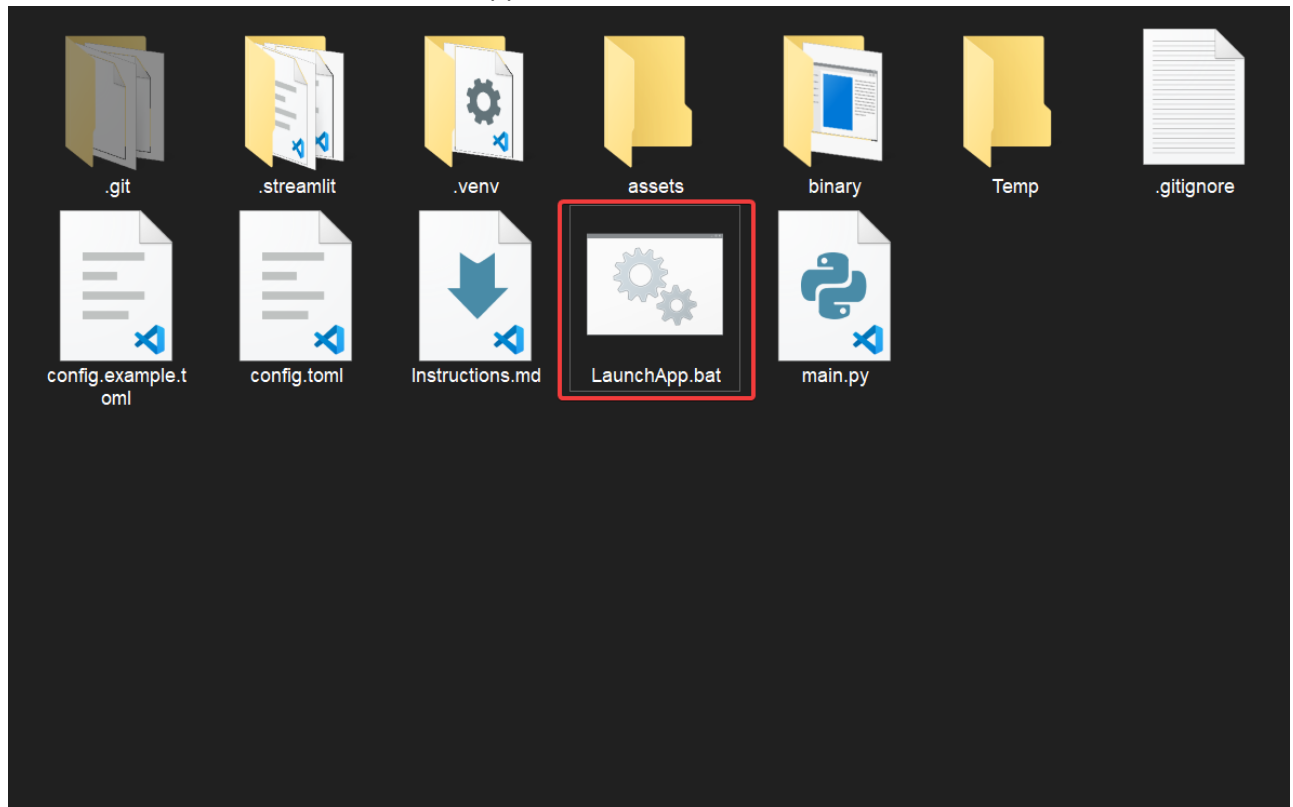
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1. Getting Started Guide / Instructions of Use

Launching the App
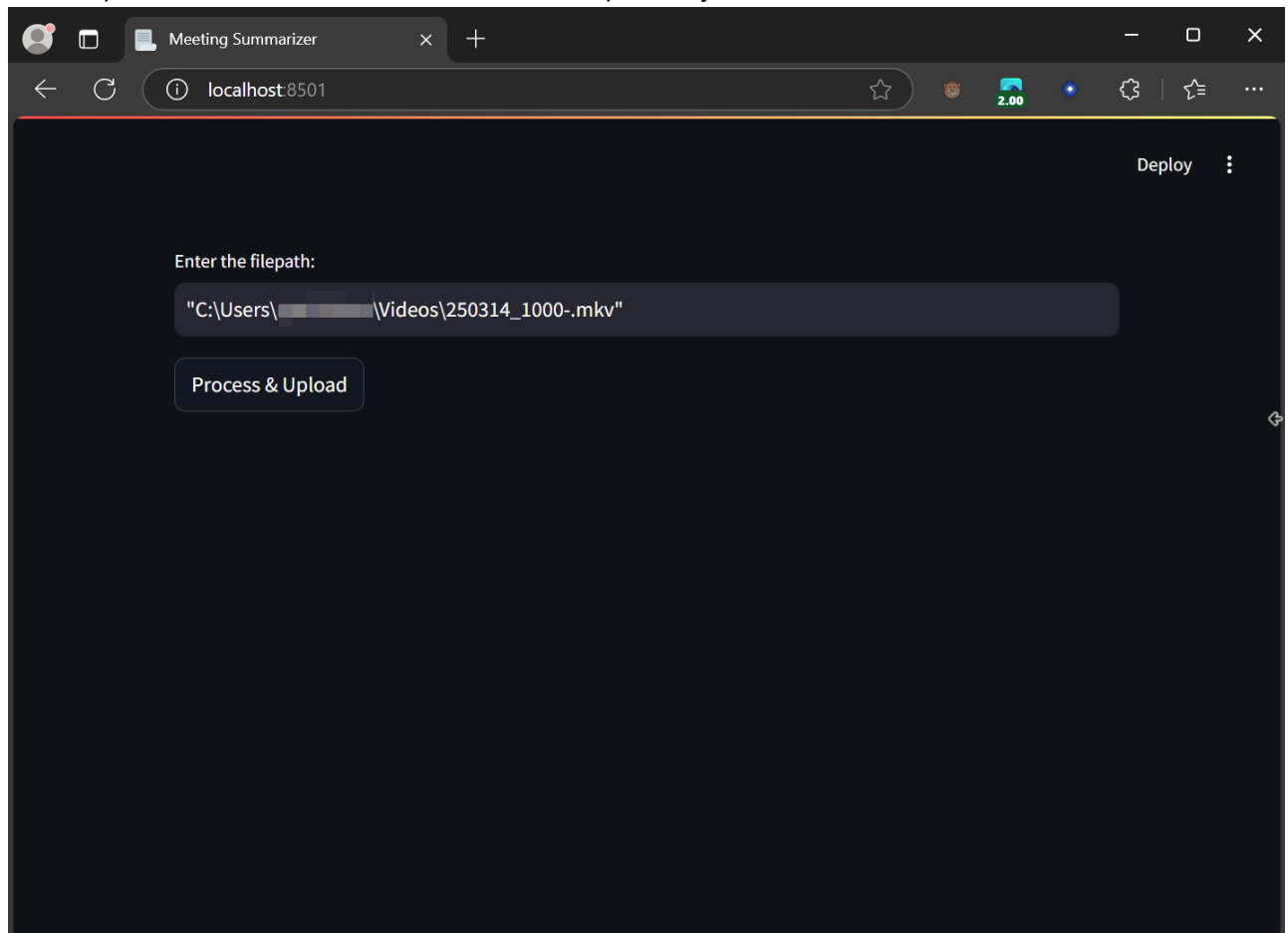
- Locate the `LaunchApp.bat` file in the app folder.

- Double-click the `LaunchApp.bat` file to launch the application in your default web browser.

Using the App

- In the opened browser window, enter the full filepath of your video or audio file.

- Type or paste the complete filepath and click the `Process & Upload` button.

Processing & Email Notifications

- **Upload Confirmation:**
    - Once the file is uploaded, you will immediately receive an email confirming the successful upload.
- **Meeting Summary Email:**
    - After processing, a second email containing the meeting summary will be sent. Processing time may vary based on file size and server load.

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2. Installation Guide and System Requirements

Installation Steps

1. **Download and Extraction:**
    - Download the app folder from the provided source.
    - Extract the contents of the zip file into a dedicated folder.
2. **Launching:**
    - Ensure all files (including `LaunchApp.bat`) are present in the folder.
    - Double-click the `LaunchApp.bat` file to start the application.

System Requirements

- **Operating System:** Windows 10 or later (both 32-bit and 64-bit supported)
- **Internet Connection:** Required for file uploads and receiving email notifications.
- **Disk Space:** Sufficient free space to temporarily store video/audio files.
- **Memory:** Recommended minimum of 2GB RAM for optimal performance.

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3. Frequently Asked Questions (FAQ)

Common Questions

Q1: How do I start using the app?
A: Double-click the `LaunchApp.bat` file, enter the file path of your media file in the browser, and click "Submit."

Q2: What should I do if I don't receive any email notifications?
A:

- Check your spam or junk email folder.
- Verify your internet connection.
- Ensure the file was uploaded successfully (you will see an on-screen confirmation).
- If you are still experiencing issues, please reach out to the author using the contact details provided in the Customer Support section.

Q3: How long does the processing take?
A: The processing time depends on the file size and server load, typically taking between a few minutes to 15 minutes.

Q4: What happens if I want to move the app to a different computer?
A: The app automatically locks to the first machine it is used on. To move the app, please contact the author to update the license.

Q5: Is my data secure?
A: Yes, all data transfers use secure protocols, and your media file is only used for transcription and summarization before being removed from the server.

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4. Troubleshooting Guide

Overview

Step-by-step solutions for common issues that users might encounter.

Common Issues & Solutions

Issue: The app does not launch when I double-click `LaunchApp.bat`.
Solution:

- Ensure that your antivirus or security software isn't blocking the file.
- Right-click on `LaunchApp.bat` and select "Run as administrator."

Issue: I receive a "file not found" error when entering the file path.
Solution:

- Double-check the filepath for any typos.
- Confirm that the file exists in the specified location and that you have permission to access it.

Issue: No email confirmation received after uploading.
Solution:

- Check your spam/junk folder.
- Verify your internet connection.
- Confirm that the file was successfully uploaded based on any on-screen messages.

Issue: The meeting summary email is delayed or not received.
Solution:

- Allow up to 30 minutes for processing.
- Re-check your email filters.
- If the issue persists, refer to the support section for further assistance.

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5. License Activation and Management Guide

License Locking

- The app automatically locks the license to the first PC it is used on. No additional activation steps are required during the initial setup.

Moving the App

- If you need to transfer the app to another computer or user, contact the author using the registered email address.
- The author will update the license on the backend to allow usage on the new system.

Support for Licensing Issues

- For any problems related to licensing or transferring the license, please use the contact details provided in the Customer Support section.

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6. Privacy & Data Security Policy

Data Handling

- The audio is extracted from your video/audio file and processed on a secure central server.

Data Privacy

- Your file is used exclusively for generating transcriptions and meeting summaries.
- Once processed, your data is immediately deleted from the server.

Security Measures

- All data transfers are encrypted.
- The server undergoes regular security audits to ensure data protection.

User Consent

- By using the app, you consent to the processing of your data as outlined above.

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7. Customer Support and Contact Information

Overview

Details for obtaining additional help and providing feedback.

License, General Inquiries & Technical Support

- **Email:** meetingsummary@rpakishore.co.in

Feedback

- Users are encouraged to send feedback and suggestions to help improve the app.