When a volunteer adds any recording to huddle, they will share it with you, and you will receive an email alerting you to this.



To transfer this recording to a case file in your File Room you will need to carry out the following steps.

## Copy the recording from huddle

* Click the link in the email and log into huddle when the login screen opens.



* Highlight all of the text in the recording.
* Copy the highlighted text by either:
	+ Pressing **Ctrl+C**.
	+ Right-clicking the highlighted text and selecting **Copy**.

## Paste the recording into a new Text Document

* Open SUR and navigate to the **Contacts and Ongoing Recording** file divider in the relevant case file.



* Click the **Add Item** button.
* Select **Text Document** from the drop-down menu.



* Give the document a Name following the recording protocol for your service.
* Paste the recording into the Text area by either:
	+ Pressing **Ctrl+V**.
	+ Right-clicking in the Text area and selecting **Paste**.
* Save the recording and complete the Category information in the normal way.

**Note:** If you need guidance on using the SUR system, see the [Service User Recording pages on b-hive](http://intranet/Interact/Pages/Section/SubFullOne.aspx?subsection=3052).

## Delete the recording from huddle

Once you have copied the recording into the case file, you must delete it from huddle.

**Note:** You may have been logged out of huddle while you were working in SUR. If so, just re-enter your password to return to the same screen.



* Click the **Delete** link in the right-hand column.



* Click **OK** to confirm the deletion.

You have now completed transferring that recording to SUR. You should repeat the above steps for each piece of recording to be transferred.