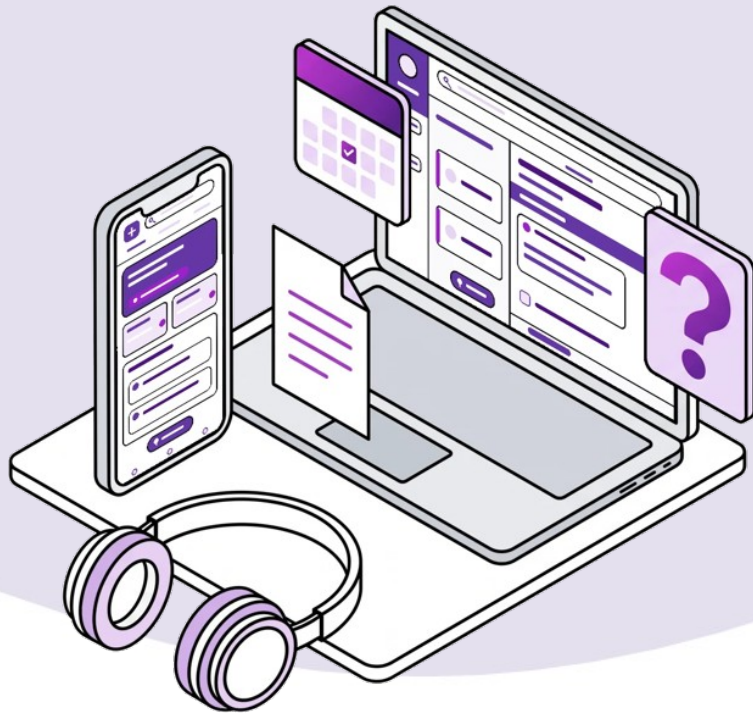




Assessor Toolkit: Workplace

Cognitive support for neurodivergent staff and people returning to work after brain injury, long Covid or illness





What's in this toolkit

Everything you need to assess for, justify and recommend Recallify in an Access to Work or workplace assessment

1

Who it supports

Conditions, and where Recallify helps at work

2

How it works

Capture, summarise, remember, act

3

Key features

One page per feature, with workplace examples

4

Full feature list

Every function included in the licence

5

What users say

Reviews from the App Store and Google Play

Who Recallify supports

Different diagnoses, shared symptoms. Built by clinical neuropsychologists around five areas that affect work.

ADHD

Dyslexia

Acquired brain injury

Long Covid

Memory difficulties

Cognitive fatigue



Memory

Recall of meetings,
instructions and
agreed actions



Organisation

Structuring
information and
prioritising workload



Planning

Executive function:
deadlines and follow-
ups



Attention

Following meetings
and following through



Learning

Taking in training,
procedures and new
systems

Where Recallify helps at work

Three everyday barriers for neurodivergent staff and people returning to work



Meetings that move too fast to note

Recallify records the meeting or conversation, so following it doesn't depend on writing it down at the same time.



Instructions given once

A summary with the decisions and next steps means what was said can be checked afterwards, instead of recalled.



Actions lost between conversations

Actions become tasks with priorities and deadlines, in the employee's own calendar with reminders.

How it works

A working day with Recallify: one place for everything an employee needs to remember

01



Capture

Record a meeting, call or conversation on a phone or in the browser, type a note, or upload a document or photo. Transcribed as it happens.

02



Summarise

Recordings and files become short summaries with the key points, decisions and next steps, so there is less to hold in mind.

03



Remember

One searchable timeline to ask questions of. Quizzes help training and new procedures stick.

04



Act

Actions become tasks with priorities and deadlines, sent to the employee's own calendar with reminders.

Key features

What an employee uses day to day, in meetings and in their own work

Record and transcribe

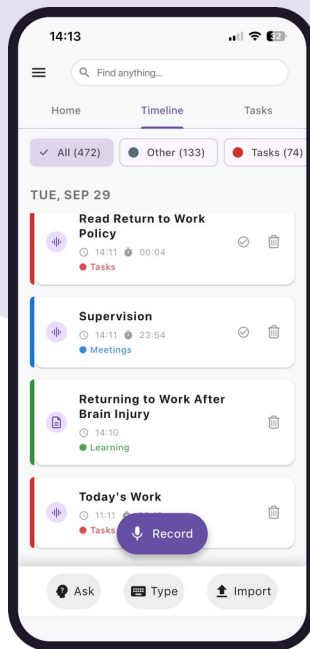
Meetings, calls and conversations, up to 3 hours per recording
[See page 7](#)

Structured summaries

Decisions and next steps from meetings and documents
[See page 8](#)

Import anything

Policies, reports, training videos and photos
[See page 9](#)



Quizzes

Learn new procedures, systems and training
[See page 10](#)

Search and ask

Find what was said or agreed, in your own words
[See page 11](#)

Tasks and reminders

Actions sent to the employee's own calendar
[See page 12](#)

Record every meeting, call and conversation

- ✓ **Record** meetings, calls, one-to-ones and training, up to three hours per recording
- ✓ **Transcribed as it happens**, so following a meeting doesn't depend on writing at the same time
- ✓ **On phone or laptop**: the web app records online meetings too

Helps with:

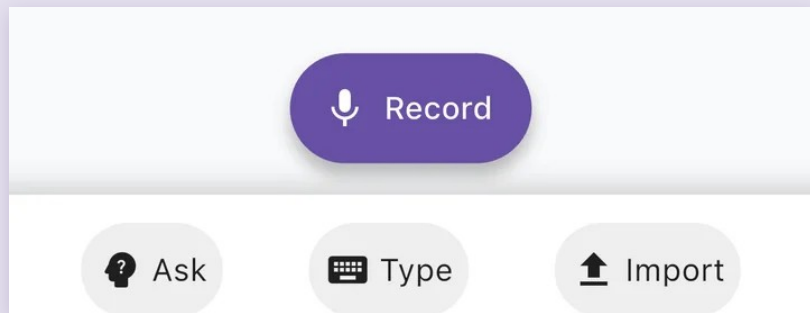
Attention

Memory



Example scenario

Dan, a project coordinator with ADHD, used to lose track in fast-moving team meetings while trying to take notes. Now he records each meeting on his laptop, joins the discussion, and checks the transcript afterwards for who agreed to what.



Record, Ask, Type and Import sit at the bottom of every screen, one tap away

Turn meetings into decisions and next steps

- ✓ **Structured summaries** of meetings, calls and documents
- ✓ **Decisions and next steps drawn out**, so instructions can be checked, not recalled
- ✓ **Less to hold in mind** and less to re-listen to or re-read

Helps with:

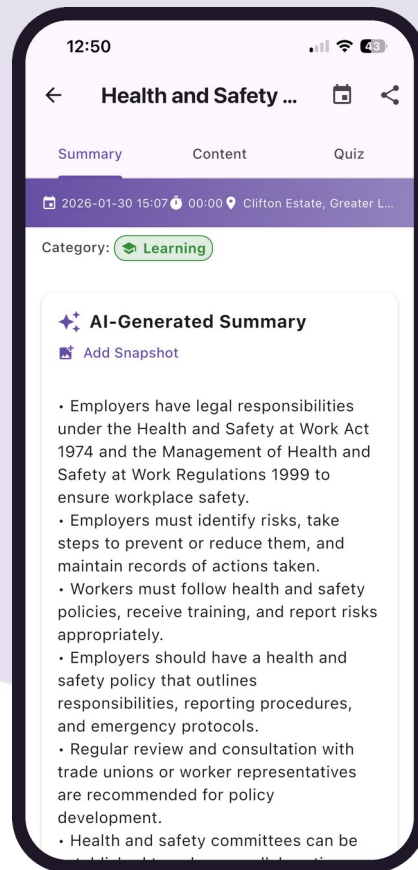
Memory

Organisation



Example scenario

Aisha, a new team leader with dyslexia, attends a long health and safety briefing. Afterwards she reads a short summary of employer and worker responsibilities, instead of re-listening to the whole session.



Import policies, procedures and training

- ✓ Upload policies, reports and photos, up to 120 pages per text file
- ✓ Import recorded training or webinars, up to 120 minutes each
- ✓ Summarised and stored on the same timeline as meetings

Helps with:

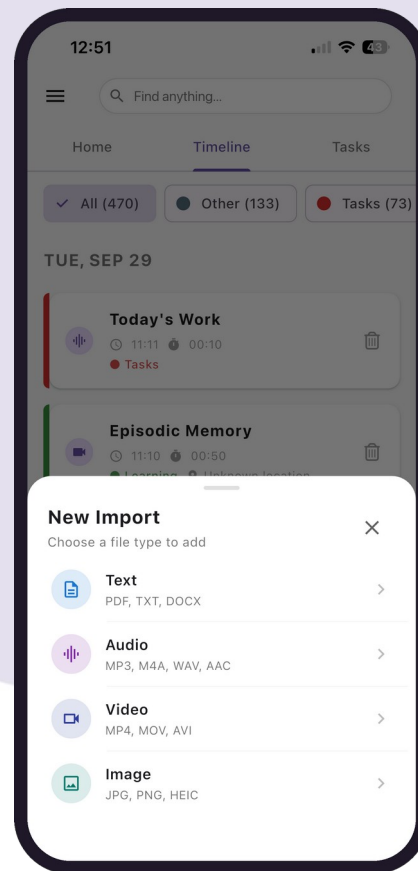
Learning

Organisation



Example scenario

Tom, an analyst returning to work after a brain injury, imports a 40-page procedures manual and photographs the whiteboard after a planning session. He reads the summaries first and goes back only to the sections he needs, which keeps fatigue down.



Learn new procedures and systems

- ✓ **Quizzes generated** from training materials, procedures and meeting notes
- ✓ **Built on active recall** and spaced repetition
- ✓ **Useful during induction**, retraining and a phased return

Helps with:

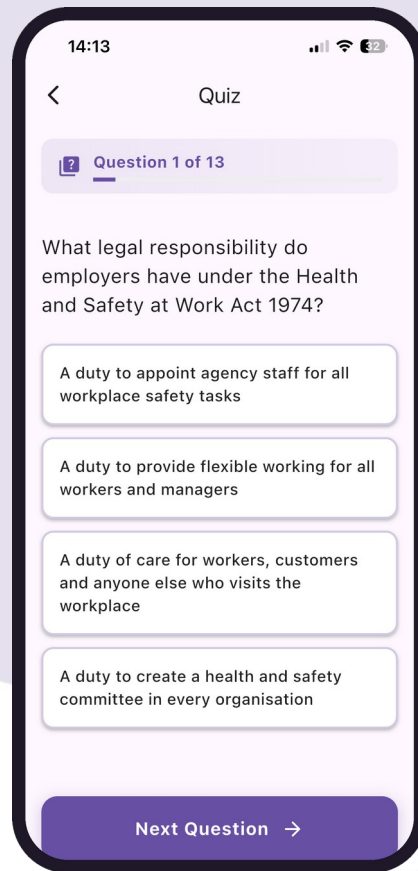
Learning

Memory



Example scenario

Marcus, a new customer service adviser with dyslexia, has a lot of process and safety information to learn in his first month. He imports the health and safety training handbook and does a short quiz each morning, repeating the questions he got wrong.



Find what was said or agreed

- ✓ **One timeline** of every meeting, note and document
- ✓ **Search, or ask questions** in plain language about their own material
- ✓ **Find information** without re-listening or asking colleagues again

Helps with:

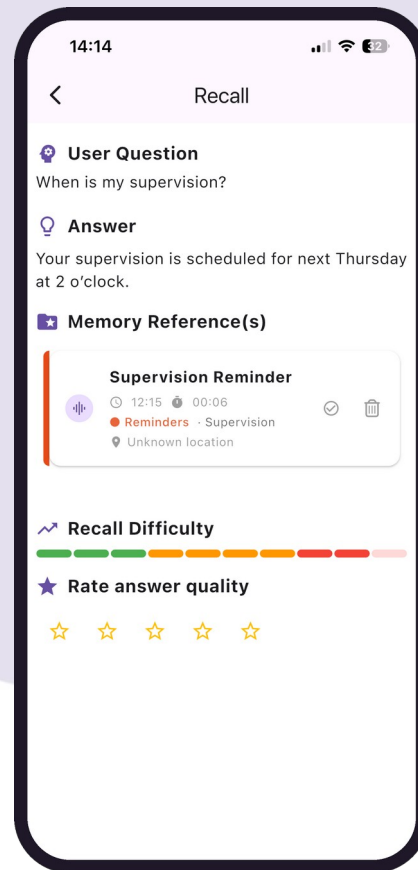
Memory

Organisation



Example scenario

Jordan, a nurse on a phased return after long Covid, can't remember when her next supervision is. She asks Recallify and gets the answer straight from her own recording, instead of having to ask her manager again.



Turn actions into tasks and reminders

- ✓ **Actions from meetings and conversations** become tasks
- ✓ **Priorities and deadlines** set for each task
- ✓ **Sent to the employee's own calendar** with reminders

Helps with:

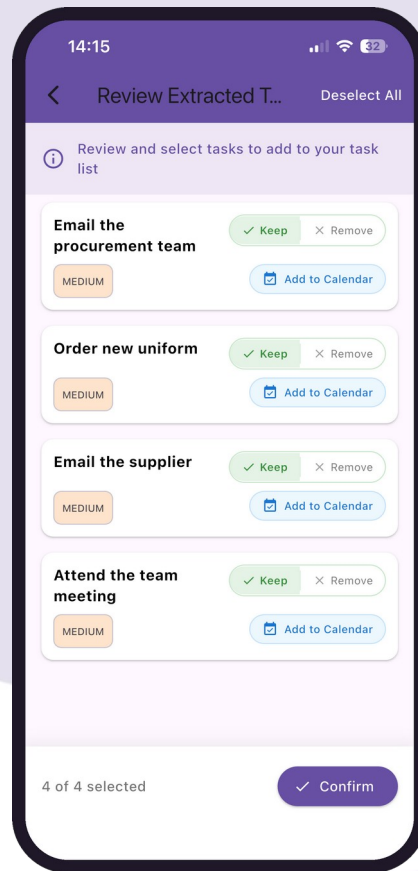
Planning

Organisation



Example scenario

Ellie, a retail supervisor with ADHD and memory difficulties, records a one-to-one with her manager. The actions to email the procurement team and the supplier, order new uniform and attend the team meeting appear as tasks, ready to add to her calendar.



Full feature list

Every function is included in every Recallify AT licence



Capture

- Record meetings, calls and conversations
- Live transcription as it happens
- Typed notes
- Import policies, reports and photos
- Import video (up to 120 mins per file)



Summarise

- Structured summaries of recordings and files
- Key points and next steps pulled out
- Reduced reading and listening load



Remember

- One timeline of everything captured
- Search and ask: question your own material
- Recognition quizzes using active recall
- Spaced repetition to support retention



Act

- Automatic task and deadline extraction
- Priorities and due dates
- Calendar integration
- Reminders



Access

- Web app, iPhone and Android
- One account, synced across devices
- No monthly usage limits (fair use)
- Email and video support



Data and security

- Encrypted in transit and at rest
- UK GDPR; ICO registered (ZB860514)
- Cyber Essentials certified
- Employee owns their data



What users say



This single app has replaced the four I was previously using along with sticky notes. Only yesterday I was at a conference and it summarised my notes and the topics discussed, which both me and my manager thought were great.



This has helped me no end with recording meetings, conversations, generating action plans and keeping track of my daily tasks. A huge benefit in reducing the cognitive load.



I love the ability to record voice notes and the way I can record a meeting or doctor's appointment so I don't have to remember everything myself.

Assessing someone who could use Recallify?



info@recallify.ai



recallify.ai/at-pricing



recallify.ai/book-demo



Recallify

