Recall	
If you pass a document on to the next stage before you're fully done with it then you can recall the document back a step as long as it hasn't been opened in the following stage.	
Click the Recall documents button in the bottom-right of SpeechReport.	
In the Recallable documents window that opens, select the letter you want to recall and click Recall	Recallable documents X The following documents can be recalled. Click: 'Recall' to put the document back into its previous state. Title Creation date Last modified Patient ID Family name Given name Ger Train.Transcribe 26/03/2025 12:18:49 26/03/2025 12:18:49 09/04/2025 15:55:09 T5011197 Three Train Fer
 This immediately opens your letter up in the previous stage for you to: continue working on, suspend if you need to save it as a draft Pass it to the next stage when you've finished working on it in the current stage. 	