

## VisibleThread Docs 2.14 - what's new

October 2017

These top-line features are part of this release are:

- Readability Whitelisting
- Compliance/Responsibility Matrix from multiple documents
- New output formats for Excel outputs: Split document by sentence and search term

The release also includes a re-vamped User Interface to ease user experience and many tweaks and bug fixes to existing features.

### Readability Whitelisting

Readability Whitelisting allows users to exclude certain phrases from the Readability and Grade Level calculations. Let's assume you are an organization operating in a technical domain, you might have complex phrases that you must use.

For example, let's say you need to use the phrase 'electromagnetic conduction'. Or perhaps your brand name is a complex multi-syllable word. Since Readability calculations are based on average syllable per word as a major factor, then using these terms may skew your results negatively.

So, you might want to ignore those phrases from your readability score. Whitelisting allows you to do just that, and neutralizes those phrases.

The screenshot displays the VisibleThread interface for document analysis. At the top, it shows the document name 'TXZ-Corp\_PSHF-03-Q-00023.docx' and a prompt to 'Fix the most complex content.' Below this, three summary cards are visible: a yellow card for 'Passive Language' at 6.20% (56 sentences), a red card for 'Readability' at 32, and another red card for 'Grade Level (US)' at 17. A 'Modify Whitelist' button and a 'Whitelisted Terms' count of 12 are also present. A modal window titled 'Whitelisted Terms' is open, listing 'organization' with 12 occurrences. The background shows a document preview with various text elements, some highlighted in green, and a 'Grade 17' indicator.

You can find out more about Readability Whitelisting by reading this blog post:

<https://www.visiblethread.com/2017/07/readability-whitelisting-now-available-in-visiblethread-docs/>

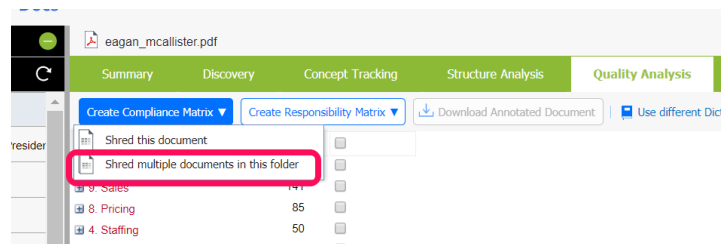
## Generate Compliance Matrix & Responsibility Matrix for multiple documents in 1-click

Up to now, you created a compliance matrix for 1 doc at a time.

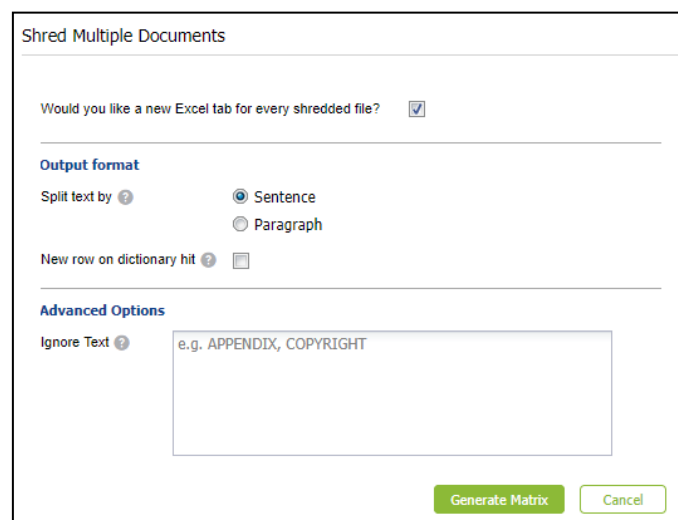
We have extended our Compliance Matrix and Responsibility Matrix capabilities to allow you to generate a single report from multiple documents in 1 click. This is very useful if you want to shred multiple docs, for example in a contract scenario, you might want to shred a SOW (Statement of Work), and the full RFP into 1 excel workbook.

This consolidates all results into a single Excel workbook.

You can use an Excel sheet for each document searched, or place the entire output into a single Excel worksheet. You'll find this new option under the Quality Analysis view.



Once you click this, you choose which docs to include. And then specific the output options as normal.

A screenshot of a dialog box titled 'Shred Multiple Documents'. The dialog contains the following elements:

- A checkbox labeled 'Would you like a new Excel tab for every shredded file?' which is checked.
- A section titled 'Output format' with a 'Split text by' dropdown menu set to 'Sentence'.
- A radio button option for 'Paragraph'.
- A checkbox labeled 'New row on dictionary hit' which is unchecked.
- A section titled 'Advanced Options' with an 'Ignore Text' field containing the text 'e.g. APPENDIX, COPYRIGHT'.
- At the bottom right, there are two buttons: 'Generate Matrix' (in green) and 'Cancel' (in light green).

## New split options - Split by sentence/paragraph/search term on all excel exports

VisibleThread Docs provides multiple ways to search a document using a set of keywords (dictionary) and produce an Excel report highlighting each search term found in the document.

These include generating a Compliance Matrix, Responsibility Matrix, and searching using a Concept dictionary.

In VisibleThread Docs 2.13, the resultant Excel file would contain one row for each paragraph in the original document.

In VisibleThread Docs 2.14 we allow you to customize how you would like the document content arranged in the output Excel file.

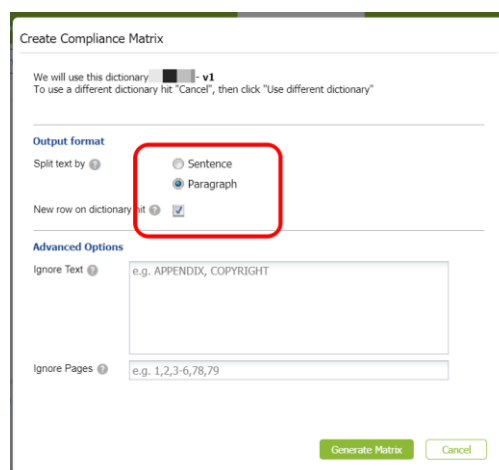
We provide these **new** options:

- a) **Split by paragraph.** This is the same behaviour from 2.13, a row is created in the Excel file for each paragraph of the original document
- b) **Split by sentence.** This parses the content in to a finer level of detail, creating a row for each sentence in the document.

Finally, you can force a row split on occurrence:

- c) **Split by search term.** This creates a new excel row each time it finds a dictionary term in the content, even if it means splitting up a sentence over multiple rows.

**Pro TIP:** This setting often works best when used in conjunction with the Split by Paragraph option.



Depending on the kinds of documents you are working with, these new options can make it easier and quicker to identify the key points in a contract or requirement.

The following screenshots show results after splitting using the new options.

**Split output by paragraph (as per 2.13):**

Document	Category	Keywords	Page	Ref	Content	Para. No	Density	Your comments here...
1227676 CO 16.pdf	Items to check	Q831 Q029 Q045 Q320 Q836S Q004 Q300 F310 Q925 H204 F502 Q074 Q132 Q186 Q224S Q011S	9		Item Attachment(s) Description <b>Q300</b> . CORRECTIVE ACTION <b>Q320</b> . SELLERS NOTIFICATION OF ESCAPEMENT <b>Q831</b> . VALIDATION OF RAW MATERIAL TEST REPORTS <b>Q836S</b> . NONCONFORMANCE DOCUMENT PER IR 0451 <b>Q925</b> . DELEGATION OF BUYER SOURCE INSPECTION Q927. AS9015 RQMT FOR DELEGATION OF PRODUCT VERIFICATION End of Item: 0008 Item Part Number UM Ordered Unit Price 0009 EA \$ Serial No: 2145-414 Description: CARRIAGE COMPRESSOR; SN#2145-414 Vendor P/N: 70M995431-1003 Issuing Loc: ST LOUIS Total Qty Ordered 1 Item Ext Amount \$0.0000 Price Description No Charge Customer Contract Prime Contract Customer Order Priority Rating Qty VARIOUS 1 Quantity Scheduled Contractual On Dock Schedule Required Date 1 10- AUG- 2016 10- AUG- 2016 Ship To: SEE SHIP TO ADDRESS TERM Routing: Carrier of your choice (FOB Destination Only) Item Attachment(s) Description <b>F310</b> . AUTO-PAY PROVISIONS <b>F502</b> . RESALE - THE BOEING COMPANY <b>H204</b> . CUSTOMER CONTRACT REQMTS - DEPT OF DEFENSE <b>Q004</b> . BQMS APPENDIX A <b>Q011S</b> . SUPPLEMENTAL QUALITY REQUIREMENTS <b>Q029</b> . DIGITAL PRODUCT DEFINITION (DPD) <b>Q045</b> . SUPPLIER FUNDED SUPPLEMENTAL INSPECTION <b>Q074</b> . FIRST ARTICLE INSP AND BOEING FIRST ARTICLE INSP <b>Q132</b> . COUNTERFEIT ELECT PART DETECT AND AVOID SYS REQMTS <b>Q186</b> . FOD PREVENTION PROGRAM <b>Q224S</b> . RETENTION OF RECORDS <b>Q300</b> . CORRECTIVE ACTION <b>Q320</b> . SELLERS NOTIFICATION OF ESCAPEMENT <b>Q831</b> . VALIDATION OF RAW MATERIAL TEST REPORTS <b>Q836S</b> . NONCONFORMANCE DOCUMENT PER IR 0451 <b>Q925</b> . DELEGATION OF BUYER SOURCE INSPECTION The Boeing Company Purchase Contract/Purchase Contract Change Page 9 of 56 Purchase Contract No: 1227676 Purchase Contract Change No: 16 PC/PCC Date: 2017-01-25 PC Orig Date: 08-MAR-2016 PC FORM Rev 1/19/07	10	21	
1227676 CO 16.pdf	Items to check	Q831 Q029 Q045 Q320	10		Item Attachment(s) Description Q927. AS9015 RQMT FOR DELEGATION OF PRODUCT VERIFICATION End of Item: 0009 Item Part Number UM Ordered Unit Price 0010 EA \$ Serial No: 2145-208 Description: CARRIAGE COMPRESSOR; SN#2145-208 Vendor P/N: 70M995431-1003 Issuing Loc: ST	11	16	

## Split output by Sentence:

Document	Category	Keywords	Page	Ref	Content	Para. No	Density	Your comments here...
1227676 CO 16.pdf	Items to check	Q045	8		Item Attachment(s) Description <b>Q045</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q074	8		SUPPLIER FUNDED SUPPLEMENTAL INSPECTION <b>Q074</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q132	8		FIRST ARTICLE INSP AND BOEING FIRST ARTICLE INSP <b>Q132</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q186	8		COUNTERFEIT ELECT PART DETECT AND AVOID SYS REQMTS <b>Q186</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q224S	8		FOD PREVENTION PROGRAM <b>Q224S</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q300	8		RETENTION OF RECORDS <b>Q300</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q320	8		CORRECTIVE ACTION <b>Q320</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q831	8		SELLERS NOTIFICATION OF ESCAPEMENT <b>Q831</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q836S	8		VALIDATION OF RAW MATERIAL TEST REPORTS <b>Q836S</b> .	9	1	
1227676 CO 16.pdf	Items to check	Q925	8		NONCONFORMANCE DOCUMENT PER IR 0451 <b>Q925</b> .	9	1	
1227676 CO 16.pdf			8		DELEGATION OF BUYER SOURCE INSPECTION Q927.	9		
1227676 CO 16.pdf	Items to check	F310	8		AS9015 RQMT FOR DELEGATION OF PRODUCT VERIFICATION End of Item: 0007 Item Part Number UM Ordered Unit Price 0008 EA \$ Serial No: 2145-29359 Description: CARRIAGE COMPRESSOR; SN#29359 Vendor P/N: 70M995431-1003 Issuing Loc: ST LOUIS Total Qty Ordered 1 Item Ext Amount \$0.0000 Price Description No Charge Customer Contract Prime Contract Customer Order Priority Rating Qty VARIOUS 1 Quantity Scheduled Contractual On Dock Schedule Required Date 1 14- DEC- 2016 14- DEC- 2016 Ship To: SEE SHIP TO ADDRESS TERM Routing: Carrier of your choice (FOB Destination Only) Item Attachment(s) Description <b>F310</b> .	9	1	
1227676 CO 16.pdf	Items to check	F502	8		AUTO-PAY PROVISIONS <b>F502</b> .	9	1	
1227676 CO 16.pdf	Items to check	H204	8		RESALE - THE BOEING COMPANY <b>H204</b> .	9	1	

## Split output by Search Term (when using paragraph split):

Document	Category	Keywords	Page	Ref	Content	Para. No	Density	Your comments here...
1227676 CO 16.pdf	Items to check	Q004	5		<b>Q004</b> . BQMS APPENDIX A	6	1	
1227676 CO 16.pdf	Items to check	Q011S	5		<b>Q011S</b> . SUPPLEMENTAL QUALITY REQUIREMENTS	6	1	
1227676 CO 16.pdf	Items to check	Q029	5		<b>Q029</b> . DIGITAL PRODUCT DEFINITION (DPD)	6	1	
1227676 CO 16.pdf	Items to check	Q045	5		<b>Q045</b> . SUPPLIER FUNDED SUPPLEMENTAL INSPECTION	6	1	
1227676 CO 16.pdf	Items to check	Q074	5		<b>Q074</b> . FIRST ARTICLE INSP AND BOEING FIRST ARTICLE INSP	6	1	
1227676 CO 16.pdf	Items to check	Q132	5		<b>Q132</b> . COUNTERFEIT ELECT PART DETECT AND AVOID SYS REQMTS	6	1	
1227676 CO 16.pdf	Items to check	Q186	5		<b>Q186</b> . FOD PREVENTION PROGRAM	6	1	
1227676 CO 16.pdf	Items to check	Q224S	5		<b>Q224S</b> . RETENTION OF RECORDS	6	1	
1227676 CO 16.pdf	Items to check	Q300	5		<b>Q300</b> . CORRECTIVE ACTION	6	1	
1227676 CO 16.pdf	Items to check	Q320	5		<b>Q320</b> . SELLERS NOTIFICATION OF ESCAPEMENT	6	1	
1227676 CO 16.pdf	Items to check	Q831	5		<b>Q831</b> . VALIDATION OF RAW MATERIAL TEST REPORTS	6	1	
1227676 CO 16.pdf	Items to check	Q836S	5		<b>Q836S</b> . NONCONFORMANCE DOCUMENT PER IR 0451	6	1	
1227676 CO 16.pdf	Items to check	Q925	5		<b>Q925</b> . DELEGATION OF BUYER SOURCE INSPECTION Q927. AS9015 RQMT FOR DELEGATION OF PRODUCT VERIFICATION End of Item: 0004 Item Part Number UM Ordered Unit Price 0005 EA \$ Serial No: 2145-2633 Description: CARRIAGE COMPRESSOR; SN#2145-2633 Vendor P/N: 70M995431-1003 Issuing Loc: ST LOUIS Total Qty Ordered 1 Item Ext Amount \$0.0000 Price Description No Charge Customer Contract Prime Contract Customer Order Priority Rating Qty VARIOUS 1 Quantity Scheduled Contractual On Dock Schedule Required Date 1 10- AUG- 2016 10- AUG- 2016 Ship To: SEE SHIP TO ADDRESS TERM Routing: Carrier of your choice (FOB Destination Only) Item Attachment(s) Description	6	1	
1227676 CO 16.pdf			6		No Charge Customer Contract Prime Contract Customer Order Priority Rating Qty KFX-DAPA-43AB04F78 1 Quantity Scheduled Contractual On Dock Schedule Required Date 1 10- AUG- 2016 10- AUG- 2016 Ship To: SEE SHIP TO ADDRESS TERM Routing: Carrier of your choice (FOB Destination Only) Item Attachment(s) Description	7		
1227676 CO 16.pdf	Items to check	F310	6		<b>F310</b> . AUTO-PAY PROVISIONS	7	1	
1227676 CO 16.pdf	Items to check	F502	6		<b>F502</b> . RESALE - THE BOEING COMPANY	7	1	
1227676 CO 16.pdf	Items to check	Q004	6		<b>Q004</b> . BQMS APPENDIX A	7	1	
1227676 CO 16.pdf	Items to check	Q011S	6		<b>Q011S</b> . SUPPLEMENTAL QUALITY REQUIREMENTS	7	1	

## Miscellaneous Enhancements

These additional enhancements are available for this release:

1. Exports/Imports to/from CSV now preserve 'match beginning with' setting
2. New button icons and UI enhancements
3. Over 30 bug fixes & performance improvements

## Obtaining the Latest Release Notes & Documentation

For the most recent updates to the Release Notes, go to the VisibleThread Support center at <http://www.visiblethread.com/support/support-home>.

## Contact

Our website gives up-to-date details of contact numbers and addresses. To contact VisibleThread support, go to <http://www.visiblethread.com/company/contacts> in your browser, or email [support@visiblethread.com](mailto:support@visiblethread.com).