VisibleThread for Docs 2.12 – Product Update & Release Notes

October 2015

This major release focused on enhanced usability along with adding some great new features and tweaking some old ones.

Here are the highlights:

- New Acronym Report capability Acronym checking and Acronym extraction
- User Interface improvements
- Better, more flexible **Compliance Matrix** generation
- Extensions to Discovery for better compliance
- Extensions to Clear Language
 - Readability metrics per paragraph
 - Folder Clear Language view to compare readability metrics across documents
- More flexible Exports to Excel
- Support for duplicate terms in the same dictionary under different categories

Document Acronym Report

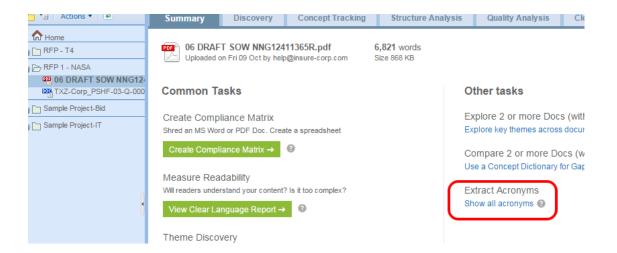
We have added a new acronym report that allows you to view all acronyms and their definitions in a particular document. There are two core usage scenarios for VisibleThread Doc's acronym checking capability:

- Verifying the integrity of acronyms
- Extracting a list of acronyms and their definitions from any document

This report flags:

- 1. Well-defined acronyms, meaning an acronym with a fully expanded definition alongside
- 2. Acronyms with no definition
- 3. Acronyms with multiple definitions
- 4. Acronyms where usage occurs before the definition

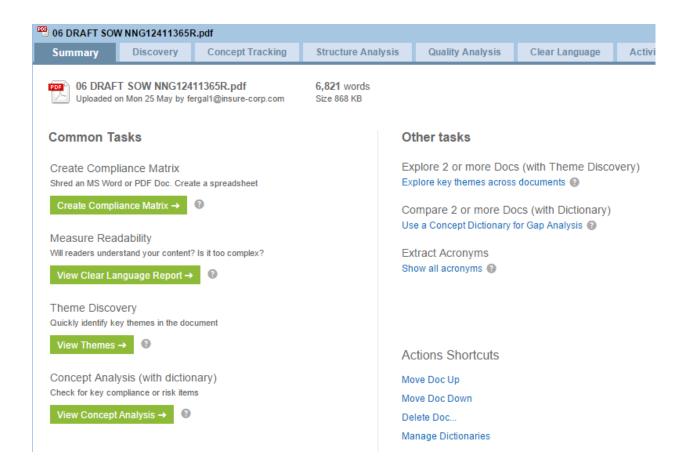
To run the acronym report for a document, first select the document from the navigation area, and from the Summary Tab click 'Show all Acronyms'.



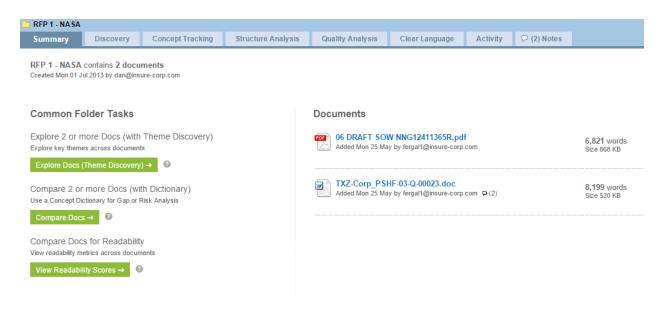
User Interface Improvements

In this release, we have introduced new 'Summary' tabs for each folder and document.

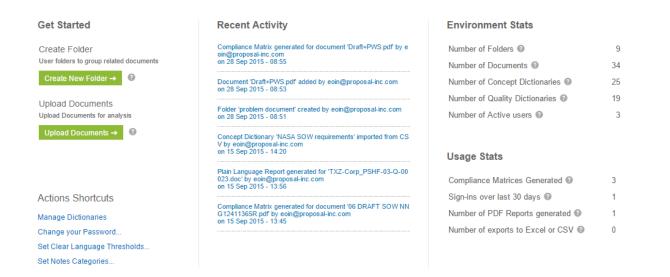
The Document Summary tab provides summary statistics for the document and shortcuts to common tasks you can perform with the document.



The Folder Summary tab shows a list of all documents in the folder along with shortcuts to common actions for that folder.



Finally, a new Home Summary tab provides a summary of usage statistics in your VisibleThread environment. This displays recent activity and provides shortcuts to common environment settings.



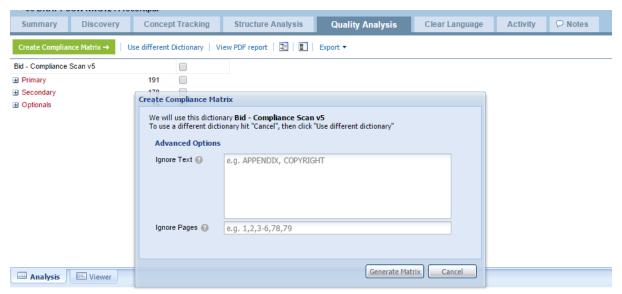
More Flexible Compliance Matrix Generation

In 2.11 we improved the way we generate compliance matrices by including all the document content in the output, and by using a much improved Excel format. We received a lot of great feedback on this feature since 2.11 and have used that feedback to add some more tweaks to the compliance matrix generation process, specifically:

- 1. The option to ignore any paragraphs from the original RFP that contain certain pieces of text
- 2. The option to ignore specific pages or page ranges from the RFP

Use Cases supported by these enhancements include:

- Ignore any header/footer text
- Generate the compliance matrix for section L & M only
- Exclude the table of contents or appendix from the compliance matrix



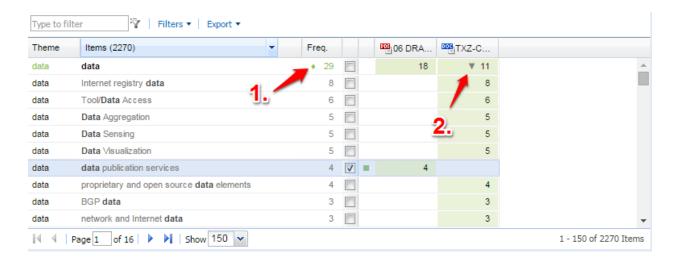
This is the content review pane. When you check a box above, we populate this area with a content extract from the actual document.

The generated compliance matrix Excel file now contains two worksheets. The first worksheet contains the compliance matrix output as before. The second sheet will contain a list of all the paragraphs that have been 'ignored', allowing you to review that content, in case you excluded something unintentionally.

Extensions to Discovery for Better Compliance

In 2.12 we have made some changes to the Folder discovery view to help you easily identify alignment or lack of alignment between documents in a folder, including:

- 1. Visual indicators to highlight areas where documents are aligned
- Frequency change indicators to highlight where the occurrences of items has changed from one document to the next



We have also added a new filter allowing you to compare themes found in one document versus all other documents in the folder.

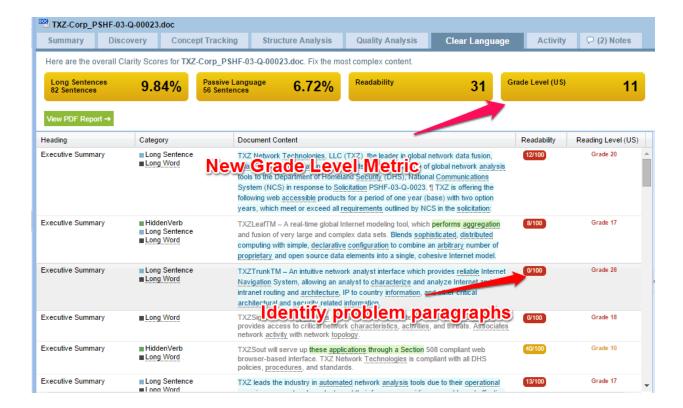
Use Cases supported by these enhancements include:

- Analyzing compliance gaps between Solicitation and Response
- Comparing different versions of documents, e.g.: RFP Drafts

Extensions to Clear Language - Readability Scores Per Paragraph

2.12 extends the clear language view to provide a readability score for each paragraph in the document (previously available for the overall document only). We have added a new 'Reading Grade Level' metric which estimates the number of years of education required to understand the text. These enhancements provide greater insights into the following questions:

- Which sections of my document contain the most difficult text? Where do I prioritize my changes?
- Does the content in my document fit with my target audience? Is it too complex?

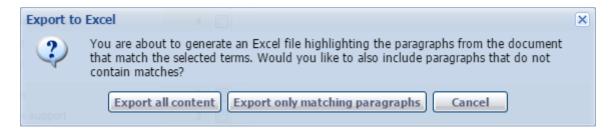


More Flexible Reports to Excel

In 2.11, we changed how the compliance generation process works to output each paragraph in the source document and to mark the paragraphs that match the compliance keywords. In 2.12, we have extended this behavior to the following exports:

- 1. Export to Excel from Document Quality View
- 2. Export to Excel from Document Concept View
- 3. Export to Excel from Document Discovery View

In each of these views, when you generate an Excel export, you will be given the option of including all paragraphs from the source document in the export or just those paragraphs that have matches against the terms selected.



This provides greater flexibility in terms of what content you include in the generated Excel file.

Support for Duplicate Terms in Dictionaries

By popular request, we have changed the restrictions around duplicate terms in both Quality and Concept dictionaries to support duplicate terms in different categories.



If you add a new term to a dictionary, and that term already exists in a different category in that dictionary, you will be asked if you wish to proceed adding that term.

Bugs Fixed in 2.12

[VT-1055] Support multiple file upload for Internet Explorer Multiple file upload is now available when using Internet Explorer 11.

[VT-1298] Excel report generation fails (with no user feedback) when paragraph length exceeds max cell length

This fix means we will successfully generate the Excel report. Any paragraphs exceeding the max cell length will be truncated, with a note in the adjacent column explaining that the paragraph content was truncated.

[VT-1239] Change search/filter box in discovery to start searching on 'Go' button click The Discovery tab's search/filter box used to automatically start searching as the user typed. We changed this so that the search/filter only starts when you click the 'Go' button (a magnifying glass icon).

[VT-647] Prevent the same user being signed in from multiple devices / browsers
This is a security improvement that protects your VisibleThread user identity from being misused, hijacked or stolen.

[VT-1293] Sign in screen says 'unauthorized' - should say 'Your session has timed out' Changed to show a more user-friendly message.

[VT-963] Changing user password can overwrite other users with overlapping name If you have two users whose usernames overlap, changing one of their passwords can overwrite the other one.

[VT-1279] Make clicking '+' in navigation tree select that folder When you click the expand '+' icon in the navigation tree, you now also select the folder & display the

[VT-1363] Issue uploading PDF documents containing long sequences of repeated characters. We can now process PDF documents that contain long sequences of repeated characters, e.g. a textured background made up of '+' characters.

[VT-1351] Export to CSV from the Home Activity view doesn't work You are now able to export to CSV files from the Home Activity view.

[VT-1245] Allow an administrator delete a user even if they are signed in The user session is invalidated and the user is deleted immediately.

[VT-1266] Deleting a document causes "Browser out of Sync", redirect to homepage This issue used to occur when certain document level tabs were selected (Concept, Quality, Structure) and you deleted the document.

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

detail pane on the right.

Our website gives up-to-date details of contact numbers and addresses. To contact VisibleThread support, navigate to the VisibleThread contact page at http://www.visiblethread.com/company/contacts in your browser or email support@visiblethread.com.

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