

# VisibleThread for Docs 2.13 – Product Update & Release Notes

November 2016

This major release focused on adding some great new features and enhancing old ones.

Here are the highlights:

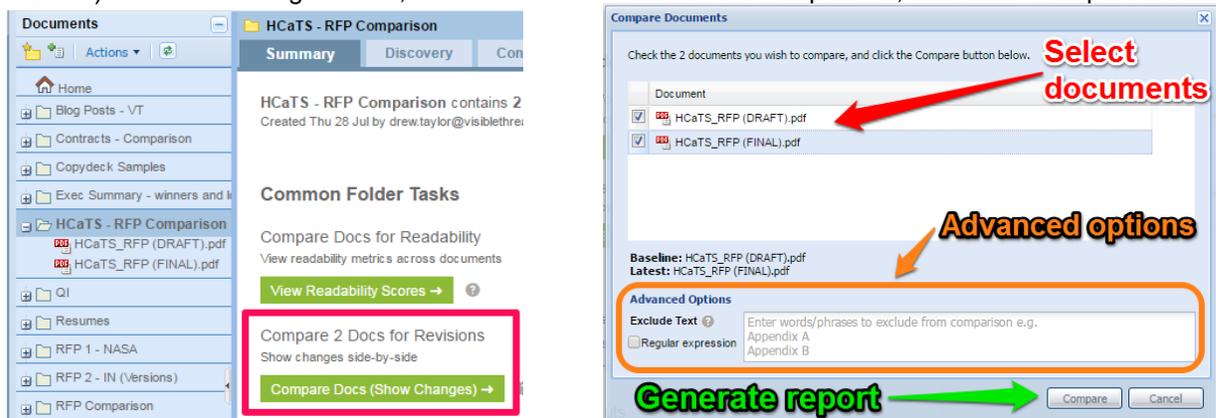
- **New Document Compare capability:** find all changes between two versions of a document
- **New Responsibility Matrix capability:** assign responsibilities to specific teams or groups
- **Enhancements to Clear Language**
  - **Additional export options:** export to Excel from the document level, and export to PDF from the folder level
  - **Customize Clear Language exports** to specify which readability factors appear in the report: long words, long sentences, hidden verbs, and passive voice
- **Export an Annotated Word Document** from the Quality Analysis , Concept Tracking and Clear Language Tabs.
- **Move documents to a different folder:** greater flexibility when reorganizing your documents
- Improved **dictionary performance.**

## Document Compare Report

We have added a new Document Compare report that allows you to view all changes between two different versions of a document. This has three main use cases:

- Checking for differences between a draft and final RFP
- Analyzing a revised contract for changes
- Looking for proposal text that was removed during the editing cycle to meet page limits

To run the Document Compare report, select the folder containing the two documents and click on “Compare Docs (Show Revisions)”. In the following window, select the two documents for comparison, and click “Compare Docs”.



The Document Compare report produces an Excel output allowing you to easily compare both documents for changes.

Baseline Document		Latest Document	
HCaTS_RFP (Draft).pdf		HCaTS_RFP (FINAL).pdf	
Ref	Content	vs.	Ref
	In accordance with FAR Paragraph 17.502-2(b), the Economy Act does not apply to task orders awarded under the HCaTS contracts under the authorities of 5 U.S.C. 1304 and 40 U.S.C. 501.	IDENTICAL	
B.1.6	<b>B.1.6 CONTRACT TYPE</b>	IDENTICAL	B.1.6
	HCaTS is a Government-Wide, Multiple Award, Indefinite-Delivery, Indefinite-Quantity (MA-IDIQ) task order contract vehicle for customized training and development services, human capital strategy services, and organizational performance improvement services, which is available for use by all Federal agencies and other entities as listed in the current GSA Order ADM 4800.2H, Eligibility to Use GSA Sources of Supply and Services, as amended.	MODIFIED	
	HCaTS allows for all contract types at the task order level (i.e., Fixed-Price (all types), Cost-Reimbursement (all types), Time-and-Materials, and Labor-Hour). Task orders may also combine more than one contract type (e.g., FFP/Cost, FFP/Labor-Hour, etc.). Additionally, task orders may include Share-in-Savings (SIS) arrangements, incentives, performance based measures, multi-year or option periods, and commercial or non-commercial items.	MODIFIED	
B.1.7	<b>B.1.7 MINIMUM GUARANTEE AND MAXIMUM CEILING</b>	IDENTICAL	B.1.7
	HCaTS is a Government-Wide, Multiple Award, Indefinite-Delivery, Indefinite-Quantity (MA-IDIQ) task order contract vehicle for customized training and development services, customized human capital strategy services, and customized organizational performance improvement services, which is available for use by all Federal agencies and other entities as listed in the current GSA Order ADM 4800.2H, Eligibility to Use GSA Sources of Supply and Services, as amended.		
	HCaTS allows for all contract types at the task order level (i.e., Fixed-Price (all types), Cost-Reimbursement (all types), Time-and-Materials, and Labor-Hour). Task orders may also combine more than one contract type (e.g., FFP/Cost, FFP/Labor-Hour, etc.). Additionally, task orders may include incentives, performance based measures, multi-year or option periods, and commercial or non-commercial items.		

## Responsibility Matrix creation

You can now create a “Responsibility Matrix” from the Quality Analysis tab. This feature allows you to assign responsibilities to specific teams, companies, or individuals. It is similar to the Compliance Matrix, but the Responsibility Matrix allows for more specific shredding of a contract post-award.

To generate a Responsibility Matrix, select the document you wish to analyze and navigate to the Quality Analysis tab. From there, assign your dictionary and click “Create Responsibility Matrix”.

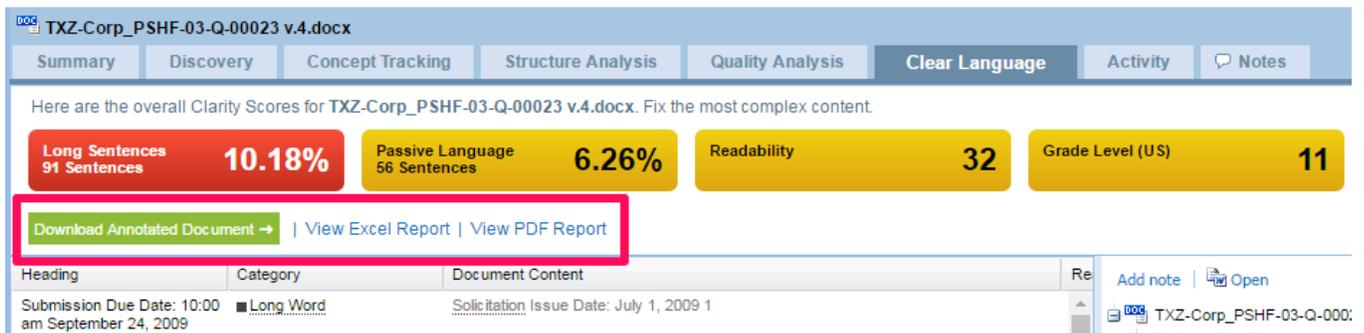
Get External Data		Connections		Sort & Filter		Data Tools		Outline	
Responsibility Matrix for "CHPSOP-Contract-Version-2 (FINAL).pdf"									
1	2	A	B	C	D	E	F	G	H
1	2	Responsibility Matrix for "CHPSOP-Contract-Version-2 (FINAL).pdf"							
3	3	generated 4 Nov 2016 15:18 by eoin@insure-corp.com							
4	4	Category	Concept	Page	Ref	Content	1. Catalog Management	2. Marketing	3. Compliance
		2. Marketing 9. Sales	Service Website	37	(d)	(d) Notwithstanding the foregoing, the Supplier consents to the disclosure: (i) of its name and contact particulars, including on the Website, (ii) of the Site, Contract Capacity, and Connection Point, including on the Website, (iii) of its address for service and the name of its Company Representative to all Other Suppliers, for the purposes of Sections 1.7, 1.8, 1.9, 1.10 and 12.2, (iv) on a confidential basis, of any information received by the OPA in respect of this Agreement for such internal purposes as the OPA may reasonably determine from time to time to the OPA's Representatives, and (v) of aggregated data relating to the CHPSOP Program or the CHPSOP Contracts.		x	
	226	5. Program Management	Written Notice Notify	37	7.2	7.2 Notice Preceding Compelled Disclosure If the Receiving Party or any of its Representatives are requested or required to disclose any Confidential Information, the Receiving Party shall promptly notify the Disclosing Party of such request or requirement so that the Disclosing Party may seek an appropriate protective order			x

## Enhancements to Clear Language

In VisibleThread 2.13, we have enhanced a number of the Clear Language features:

1. Additional export options: export the Clear Language results in Excel and Annotated Word Doc format at the document level, and export to PDF at the folder level
2. Customization of the report by selecting or deselecting Clear Language factors prior to export, e.g. show/don't show Long Words
3. A new report at Clear Language Folder level that allows you create a PDF report comparing the language quality across a number of documents.

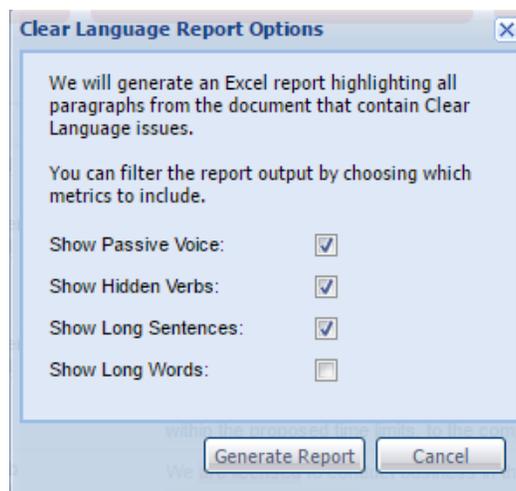
The new export options are listed along the top taskbar, along with the original PDF export option:



The screenshot shows the 'Clear Language' tab in a software interface. At the top, there are navigation tabs: Summary, Discovery, Concept Tracking, Structure Analysis, Quality Analysis, Clear Language (selected), Activity, and Notes. Below the tabs, a message reads: 'Here are the overall Clarity Scores for TXZ-Corp\_PSHF-03-Q-00023 v.4.docx. Fix the most complex content.' Below this message are four colored boxes displaying metrics: 'Long Sentences 91 Sentences 10.18%' (red), 'Passive Language 56 Sentences 6.26%' (yellow), 'Readability 32' (yellow), and 'Grade Level (US) 11' (yellow). Below these boxes is a taskbar with three buttons: 'Download Annotated Document →' (highlighted with a red box), 'View Excel Report', and 'View PDF Report'. Below the taskbar is a table with columns: Heading, Category, Document Content, and Re. The table contains one row with the following data: 'Submission Due Date: 10:00 am September 24, 2009' under Heading, 'Long Word' under Category, 'Solicitation Issue Date: July 1, 2009 1' under Document Content, and 'Add note | Open' under Re. To the right of the table is a sidebar with a search icon and the text 'TXZ-Corp\_PSHF-03-Q-000:'.

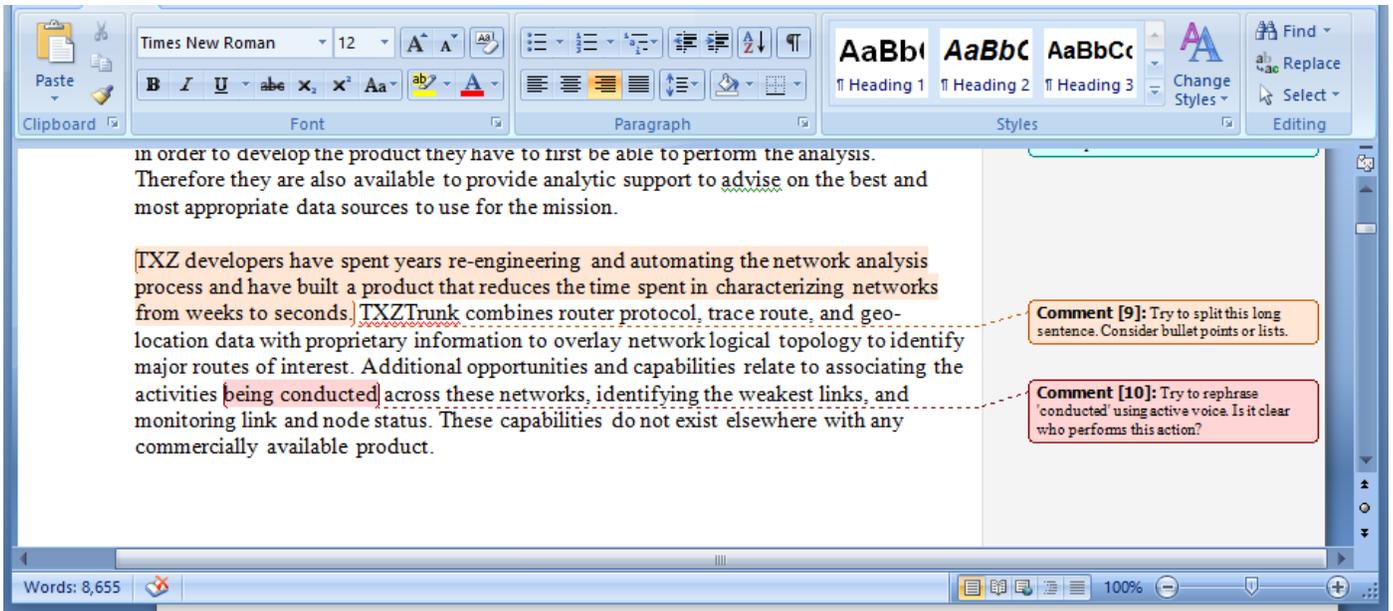
The Excel report is similar to the original PDF export: it contains all metrics (top level and paragraph level) and any text containing a Clear Language issue.

The new options for report generation allow you to choose which Clear Language metrics to highlight in the report output.



The screenshot shows a dialog box titled 'Clear Language Report Options'. The dialog box contains the following text: 'We will generate an Excel report highlighting all paragraphs from the document that contain Clear Language issues. You can filter the report output by choosing which metrics to include.' Below this text are four checkboxes: 'Show Passive Voice:' (checked), 'Show Hidden Verbs:' (checked), 'Show Long Sentences:' (checked), and 'Show Long Words:' (unchecked). At the bottom of the dialog box are two buttons: 'Generate Report' and 'Cancel'.

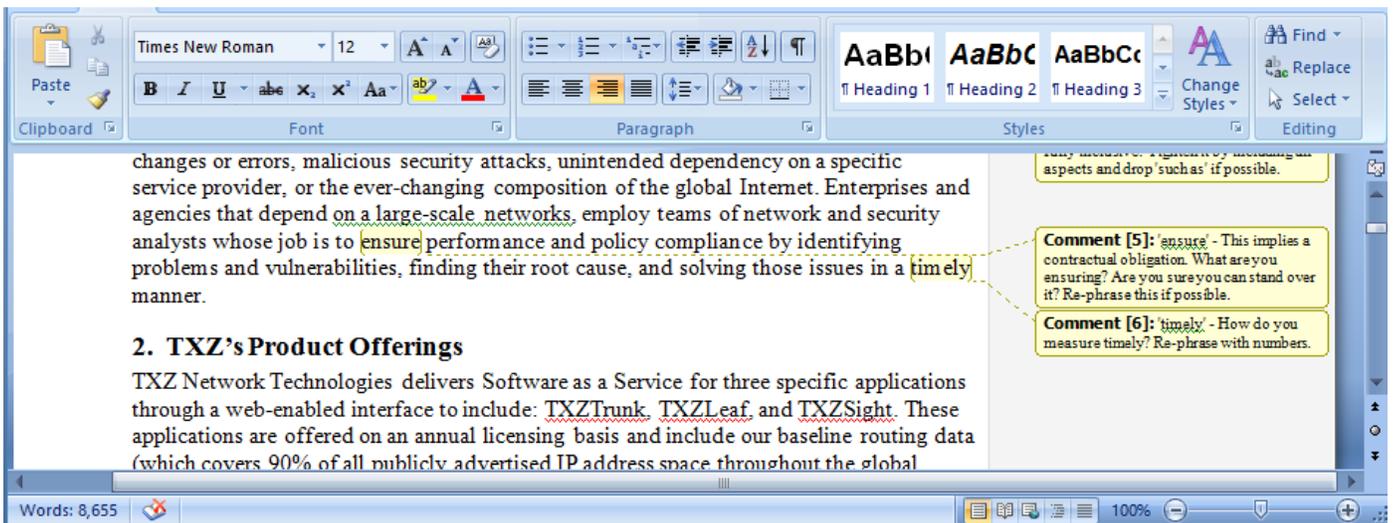
The Annotated Word Doc exports an exact copy of your uploaded document with the suggestions for improvement added as comments within the Word file.



## Export an Annotated Word Document

In addition to exporting an Annotated Word Document from Clear Language tab, you can now also export an Annotated Word Doc from the Quality Analysis and Concept Tracking tabs at the document level.

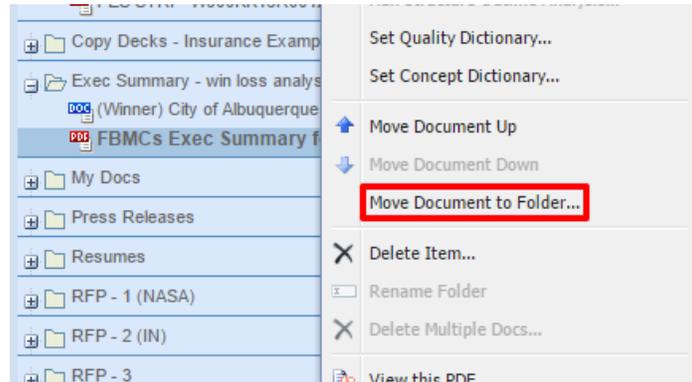
In both cases, the Annotated Word Doc export will highlight all dictionary matches within the document, and insert the dictionary-defined description as a comment in the Word review pane.



## Move Documents to Different Folders

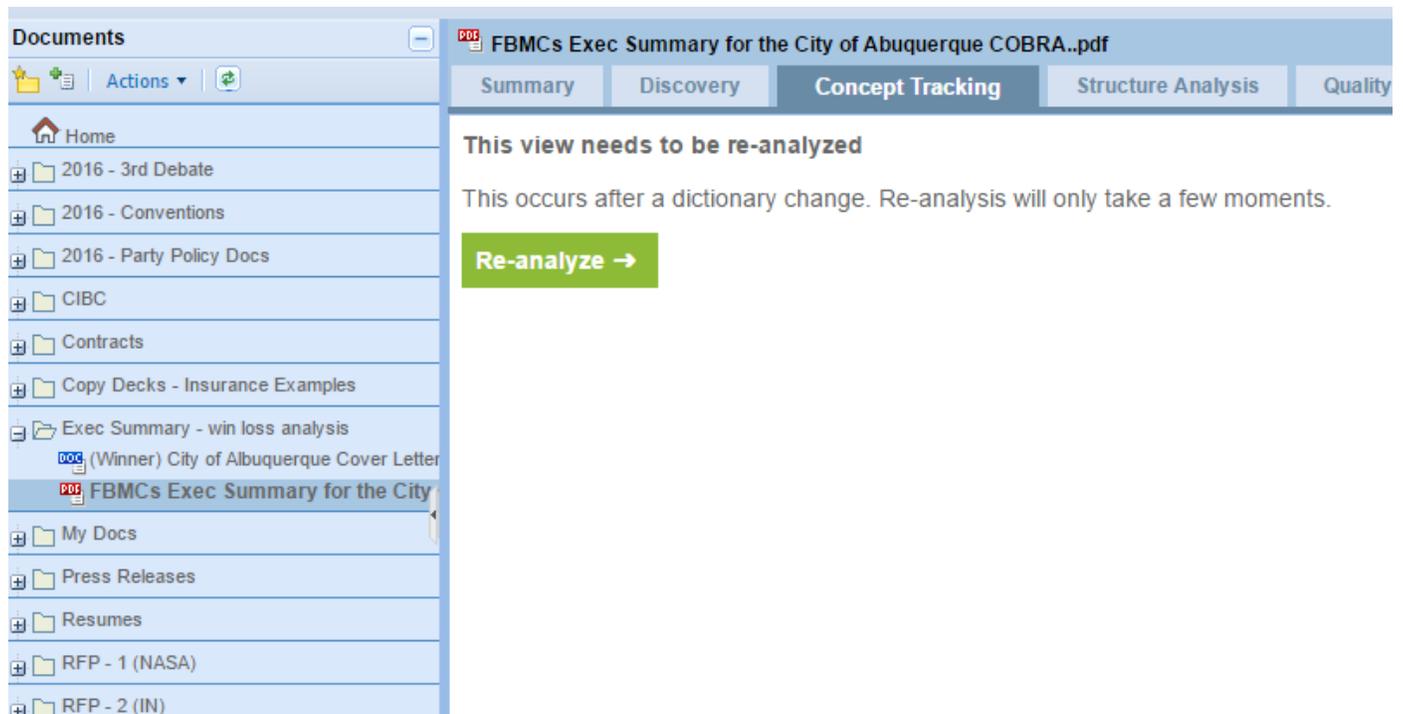
In 2.13, you can now move documents from their current folder to other folders in your environment. This will allow you to easily reorganize your documents without needing to re-upload them.

To move a document to a different folder, right-click on the document or click the “Actions” menu at the top of the screen and select “Move Document to Folder.” In the following window, select the destination folder and click “OK”.



## Improved Dictionary Performance

In VisibleThread 2.12 when you saved changes to a dictionary, VisibleThread would immediately re-check any documents or folders that used that dictionary. In environments with large amounts of documents, this could result in long wait times. We redesigned this process for version 2.13. Now when you save any edits to a dictionary, the changes are saved immediately. Any documents or folders that use that dictionary are flagged as 'requiring reanalysis' allowing you to choose when you would like the documents re-checked.



## Support for Internet Explorer 9 and 10 deprecated

VisibleThread 2.13 removes support for versions of Internet Explorer prior to version 11. We made this decision to allow us to focus on enhancing our products without the constraints of backwards compatibility. VisibleThread Docs 2.13 is compatible with Internet Explorer 11, Microsoft Edge, Firefox, Safari and Google Chrome browsers.

## 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).

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End of VisibleThread 2.13 Release Notes

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