



VT Docs User Help

Version 3.4.1 (December 2020)

Copyright 2020 VisibleThread Limited. This document is the copyright of VisibleThread Limited and may not be reproduced in whole or in part without the consent of VisibleThread Limited. The document is not intended for production and is furnished "as is" without warranty of any kind. All warranties on this document are hereby disclaimed including the warranties of merchantability and fitness for a particular purpose.

Trademarks

© 2020 VisibleThread™ is a registered trademark of VisibleThread Limited. All rights reserved. All other trademarks are the property of their respective owners.

Contents

1. Introduction & general notes	7
1.1. Online Documentation.....	7
1.2. Help.....	7
1.3. General Compatibility.....	7
1.4. Browser Compatibility & Settings	7
1.5. A note on IE 11 and 'Compatibility View'.....	8
1.6. A note on browsers	8
2. Signing into the VisibleThread dashboard.....	8
3. Getting Started – Navigating the Interface and the Home View	9
4. Folders.....	10
5. Selecting a Folder in the navigation area.....	11
5.1. The Document View.....	12
6. Managing folders, uploading docs, reordering docs and moving docs.....	13
6.1. Creating a folder	13
6.2. Creating sub-folders.....	14
6.3. Uploading Documents.....	15
6.4. Reordering documents in a folder	18
6.5. Moving documents to a different folder	18
6.6. Renaming folders.....	19
7. Running Acronym Integrity Checks and Extracting Acronyms	20
7.1. Verify Acronym Integrity.....	20
7.2. Extracting acronyms for use as a list	21
7.3. Setting “Acronym Ignore Lists”.....	22
8. Document Compare.....	24
8.1. Selecting documents for comparison	24
8.2. Document Compare report and identifying changes	25
9. Excel Compare	27
9.1. Selecting excel workbooks for comparison	27
9.2. Excel Compare report and identifying changes.....	28
9.2.1. The Summary.....	28
9.2.2. The Worksheet Comparison.....	28
10. Discovery at Folder and Document Level	29
10.1. Working with Discovery at Folder Level	30
10.2. Reviewing document content	31

10.3. Running Filters and Exporting Data	33
10.4. Adding to Concept List from Discovery	34
10.5. Discovery View for Documents	35
11. Concept Tracking at Folder and Document Level	36
11.1. Working with Concept Tracking at Folder Level.....	37
11.2. Using different concept search dictionaries.....	38
11.3. Generating PDF reports and exporting to CSV (Excel).....	39
11.4. Filtering and 'Add search term'	41
11.5. Concept View at Document Level	41
11.6. Exporting data from Concept Tracking at the document level.....	42
11.7. Exporting to Excel.....	43
11.8. Downloading Annotated Documents.....	45
11.9. Managing Concept Dictionaries (Create New, Edit, Copy etc.).....	46
11.9.1. How to create a new Concept Dictionary	47
11.9.2. Customizing / Editing Dictionaries.....	48
11.9.3. Customizing - using the VisibleThread dictionary Editor	48
11.9.4. Modifying a Category or Term.....	51
11.9.5. Customizing – using bulk Import from CSV	52
11.9.6. Copying Dictionaries	55
11.9.7. Deleting a Dictionary.....	56
11.9.8. Setting a default dictionary.....	56
11.9.9. Exporting / Importing Dictionaries	57
11.9.10. Refreshing Concept Tracking view after editing a Concept Dictionary.....	59
12. Structure Analysis	59
12.1. Structure Analysis at document level	59
12.2. How to compare with a different outline	62
12.3. Folder level Structure Analysis.....	62
12.4. Managing Structure Outlines (Create New, Edit, Copy etc.)	63
12.4.1. Create a new Structure Outline from scratch	65
12.4.2. Editing a Structure Outline	66
12.4.3. Create a new Structure Outline from an existing document.....	68
12.4.4. Copying Structure Outlines	70
12.4.5. Deleting a Structure Outline.....	71
12.4.6. Setting a default structure outline.....	71
12.4.7. Exporting / Importing Structure Outlines	72
13. Quality Analysis at Folder and Document Level.....	73

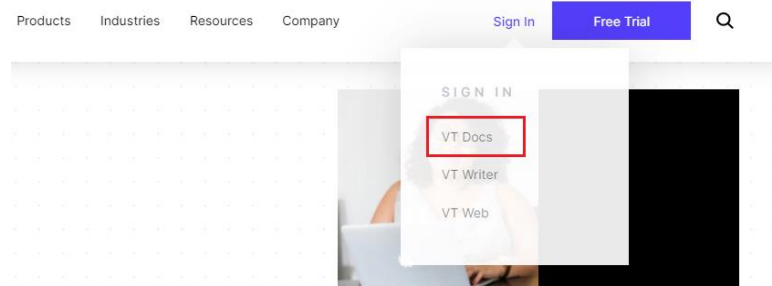
13.1. Quality Analysis at Document Level.....	73
13.2. Reviewing document content	74
13.3. Using different Quality Dictionaries	74
13.4. Generate a compliance matrix for a single doc	75
13.5. Generate a compliance matrix for multiple docs	77
13.6. Generating a responsibility matrix	80
13.7. Generate a responsibility matrix for multiple docs.....	84
13.8. Exporting to Excel	87
13.9. Downloading Annotated Documents	89
13.10. Quality Analysis at Folder Level	90
13.11. Managing Quality Dictionaries (Create New, Edit, Copy etc.)	91
13.11.1. How to create a new Dictionary	93
13.11.2. Customizing / Editing Dictionaries.....	93
13.11.3. Customizing - using the VisibleThread dictionary Editor	94
13.11.4. Modifying a Category or Term.....	96
13.11.5. Customizing – using bulk Import from CSV	97
13.11.6. Copying Dictionaries	100
13.11.7. Deleting a Dictionary	101
13.11.8. Setting a default dictionary.....	102
13.11.9. Exporting / Importing Dictionaries	103
13.11.10. Refreshing Quality Analysis view after editing a Quality Dictionary	104
14. Readability	104
14.1. The Readability View at Folder Level.....	104
14.2. The Readability View at Document Level.....	107
14.3. Exporting the Readability report.....	108
14.4. Downloading Annotated Documents	110
14.5. Readability Ignore Lists.....	111
14.5.1. How to modify the Ignore List?.....	112
14.5.2. What happens when you make changes to the ignore list?	113
15. Reports – Usage Report	113
16. Reports - Summary report.....	114
17. Reports – Activity report.....	115
18. Team Collaboration with Notes and Discussions	117
19. The user menu and changing passwords	119
20. Settings	119
20.1. Readability Ignore List.....	120

20.2. Readability Thresholds.....	120
20.3. Acronym Ignore Lists	121
20.4. Changing “Notes Categories...”	122
20.5. Excel Output Customization Options	123
21. User Administration.....	125
22. Security Settings	128
23. Troubleshooting	130

1. Introduction & general notes

VisibleThread Docs is a web-based interface to VisibleThread. There is no installation involved in order to use the dashboard. It can be accessed directly from your web browser.

If you are using the cloud version of VisibleThread, go to the VisibleThread website at: <http://www.visiblethread.com/> and click on the 'SIGN IN' button at the top right. Sign in using your credentials.



If you are using VisibleThread Docs on-premise, go to the VisibleThread dashboard at the URL that your VisibleThread administrator gave you. Sign in using your credentials.

In both cases, the interface is identical.

1.1. Online Documentation

The most up to date documentation and help is available online here: <http://support.visiblethread.com/forums/21077932-documentation>

1.2. Help

For common questions & queries, see our support help portal here: <http://support.visiblethread.com>

You can also submit help queries or report issues using a form on our support portal. Or contact us via email at support@VisibleThread.com

1.3. General Compatibility

VisibleThread supports the following file types for upload and analysis:

Word 2003 (.doc)

Word 2007 and all subsequent versions (.docx)

RTF (.rtf)

Excel 2003 (.xls)

Excel 2007 and all subsequent versions (.xlsx, .xlsm)

Adobe PDFs (.pdf)

1.4. Browser Compatibility & Settings

The VisibleThread dashboard is a browser-based environment. We support IE 11 (and higher), Edge, Firefox, Chrome, and Safari; however, the application should run on all major browsers.

You must enable JavaScript in your browser to use the VisibleThread dashboard.

1.5. A note on IE 11 and 'Compatibility View'

VisibleThread supports Internet Explorer 11 (IE 11), but not when IE uses 'Compatibility View' to display VisibleThread.

IE Compatibility View is a way to allow IE to work with older websites that do not conform to standards. VisibleThread adheres to the latest browser standards. If you have enabled Compatibility View, you will see a blank screen or be unable to sign in. See more detail here on how to fix this: <https://support.visiblethread.com/hc/en-us/articles/360000537406-VisibleThread-and-Internet-Explorer-11-IE-11->

1.6. A note on browsers

We have found in testing that performance may degrade over time in certain browsers, especially earlier versions of IE. If you notice excessive time lags, refresh your browser using **CTRL + F5**. This will clear your browser cache. Clearing the browser's memory footprint can result in increased performance.

2. Signing into the VisibleThread dashboard

If using the cloud-based offering, go to the VisibleThread website at: <http://www.visiblethread.com/>

Click 'SIGN IN' at the top right.

If you are using the on-premise offering, go to the VisibleThread dashboard using the URL that was provided to you.

Enter your user credentials. This comprises your username (e-mail address) and password. After successful sign in, you will see the 'Home' screen.

The screenshot shows the VisibleThread 'Home' dashboard. At the top, there's a navigation bar with 'VT Docs 3.4.1' and 'Home' on the left, and a user profile 'alvaro.desaavedra@visiblethread.com' on the right. Below the navigation bar, there's a 'Get Started' section with the instruction 'Start by uploading your PDF, Word or Excel files for analysis'. Two main action buttons are present: 'Create Folder' (with subtext 'Use folders to group related documents') and 'Upload Documents' (with subtext 'Upload and analyze your documents'). Below these are three panels: 'Recent Activity' showing a list of generated documents with checkboxes, 'Environment Stats' showing a table of metrics, and 'Usage Stats' showing four summary boxes for 'Compliance Matrices Generated', 'Sign-ins over last 30 days', 'Number of PDF Reports generated', and 'Number of exports to Excel or CSV'.

Metric	Value
Number of Folders	5
Number of Documents	28
Number of Concept Dictionaries	9
Number of Quality Dictionaries	3
Number of Active users	1

Metric	Value
Compliance Matrices Generated	5
Sign-ins over last 30 days	1
Number of PDF Reports generated	0
Number of exports to Excel or CSV	3

Figure 1 – 'Home' screen showing after a successful sign in

Note for on-premise deployment & security message: VisibleThread uses a secure communication mechanism known as SSL to encode data originating from the VisibleThread server.

VisibleThread ships with what is referred to as a self-signed certificate. Self-signed certificates are generic and do not identify the server in a strong way. As a result, you may get a browser message that says there may be a problem with the certificate. The message in IE shows like the below. Different browsers present it differently.

You are perfectly safe to proceed. If you do want to eliminate this message, contact your IT colleagues and send them this link: <http://support.visiblethread.com/entries/23457613-How-to-install-an-SSL-certificate-on-a-deployed-VisibleThread-Server>.

Your IT colleagues will then be able to configure your VisibleThread server to use an appropriate 'digital certificate' specific to your organization.

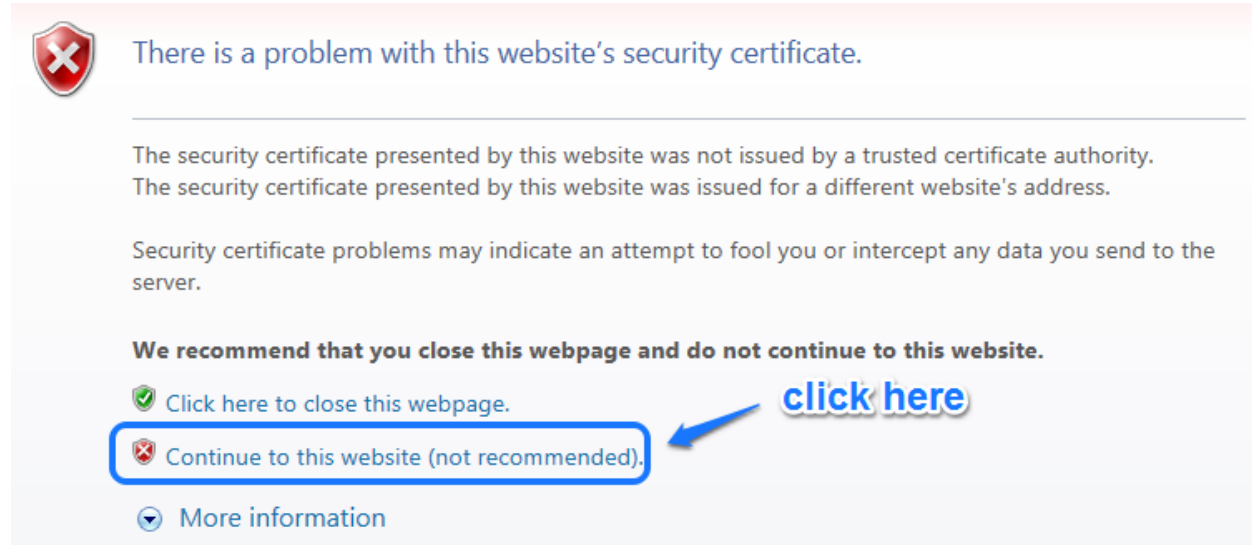
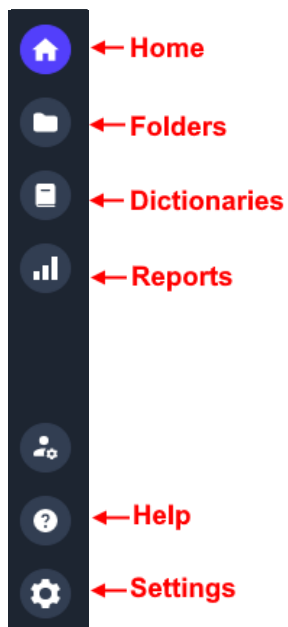


Figure 2 - Warning Message in IE

3. Getting Started – Navigating the Interface and the Home View

VT (VisibleThread) Docs has a **sidebar** on the left and a **detail** pane to the right. In VT Docs 3.0, we introduced a new navigation sidebar. This sidebar provides easy access to your Folders, Dictionaries and Account Settings etc.



The **Home** screen provides quick insights to usage levels and recent activity on your account.

The **Folders** area contains all your folders and documents. In here we have added 'Quick actions' menus to provide easy access to common tasks at each level.

The **Dictionaries** area contains all your dictionaries and structure outlines.

In our new **Help** area, you will find links to all our videos and documentation in one place.

Finally, the **Settings** area is the place to go to modify any of your account settings, including Thresholds, Ignore lists etc.

The Home view looks like this:

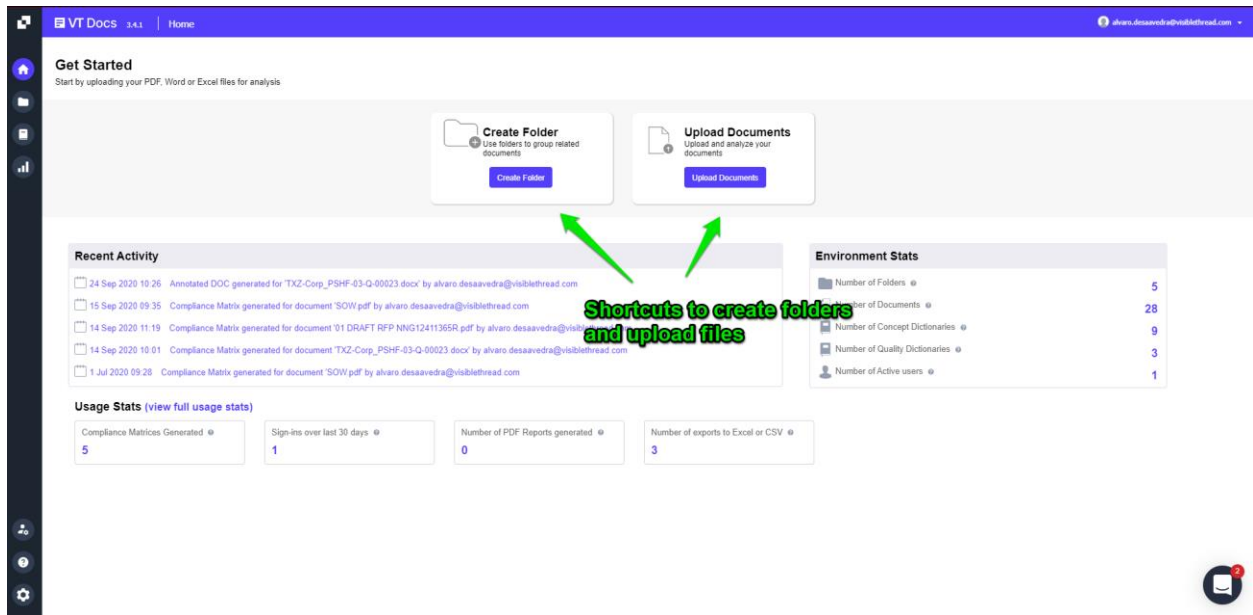


Figure 3 - Welcome Screen for VT Docs

It provides shortcuts to add folders and upload documents. It also shows any recent activity and key metrics around your environment.

4. Folders

The **Folders** area contains all your folders and documents, and reports/analysis. This is the area that you will most likely spend most time in.

When you click on folders you see a view like this:

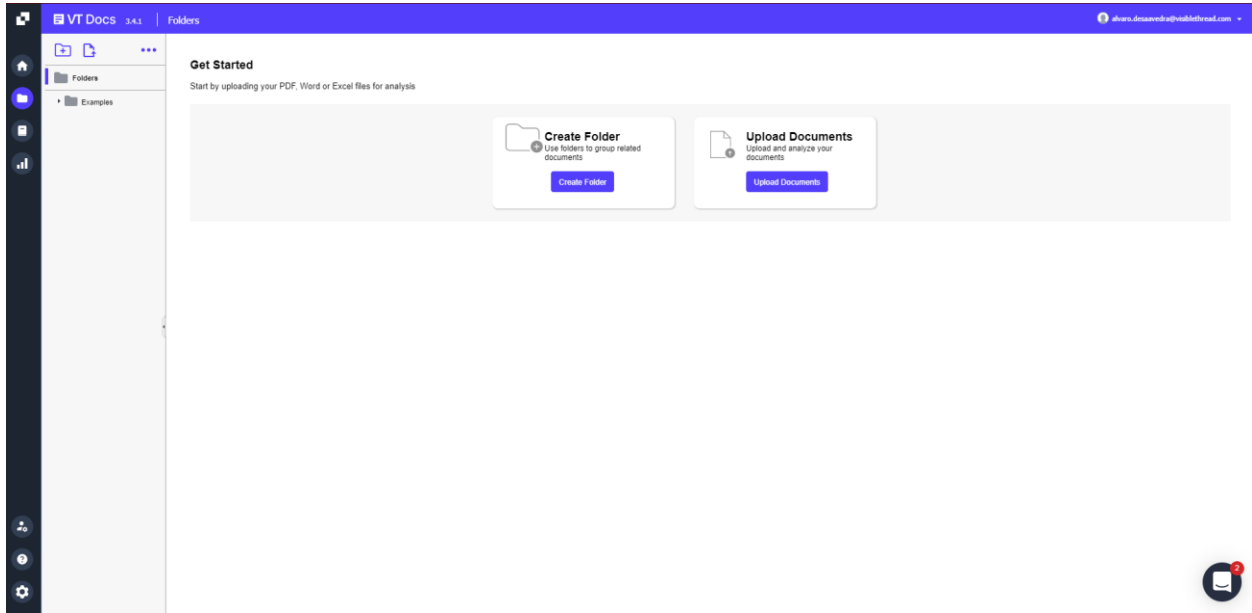


Figure 4 - New Environment Folders Area

If this is your first-time using VT Docs, the system populates your environment with an Examples folder. Use this to get a sense of some of the types of content you can analyze.

If you have an existing environment, then you'll see more folders in the navigation area.

5. Selecting a Folder in the navigation area

When you select a folder, you can compare content across multiple documents. Cross-document analysis is very powerful. It provides insights that are not obvious by looking at a single document in isolation.

When you select a specific **folder** in the navigation pane, the system displays tabs to the right. In this example, the user selected the 'Contracts' folder and can see the analysis for all 8 documents on the right.

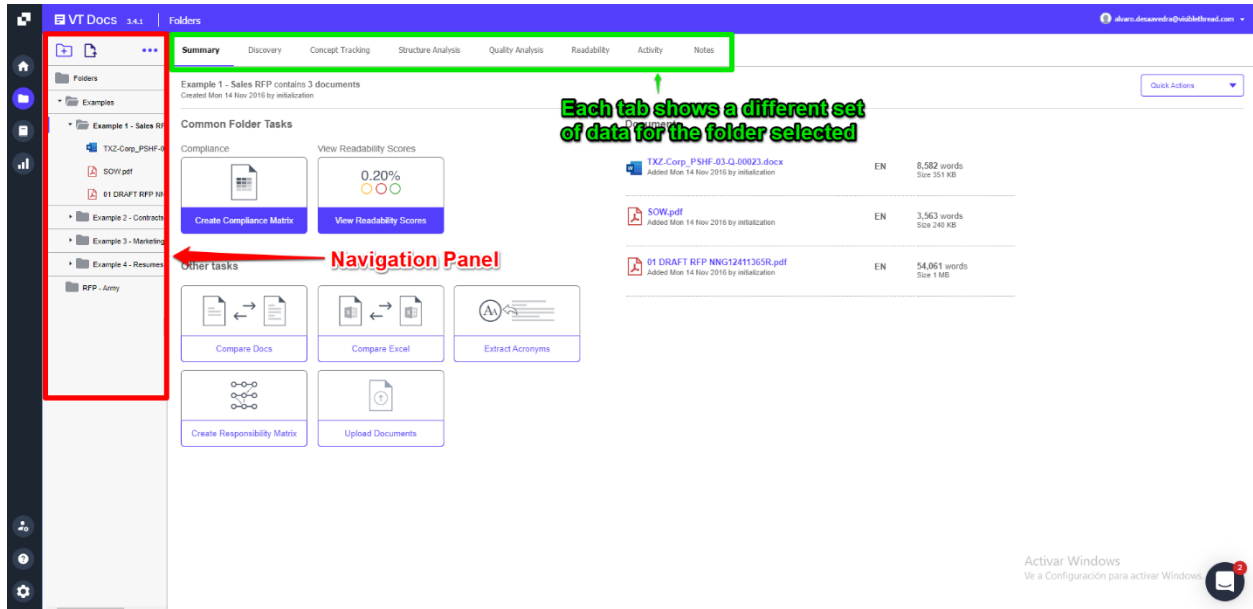


Figure 5 - Folder view with tabs on right

Each tab at the folder view provides different insights into the documents in the folder. The tabs are:

- **Summary:** summary of common tasks you can perform and list of documents in the folder
- **Discovery:** displays themes found across all the documents
- **Concept Tracking:** displays whether specific dictionary concepts are found
- **Structure Analysis:** analyzes MS Word documents for structural consistency
- **Quality Analysis:** displays whether specific dictionary terms are found
- **Readability:** shows summary of language clarity stats for the documents
- **Activity:** tracks all user activity for this folder
- **Notes:** allows team collaboration and notes.

How might you use the folder view?

Let us assume you are reviewing a sales proposal to make sure it is compliant with the requirements from an RFP.

The 'Discovery' and 'Concept Tracking' tabs at the folder level will provide immediate insight, answering questions like 'are we addressing specific requirements around certain referenced concepts'.

5.1. The Document View

With the document level view, you can explore content in one specific document.

Just like the folder level, selecting a document in the navigation tree displays tabs to the right.

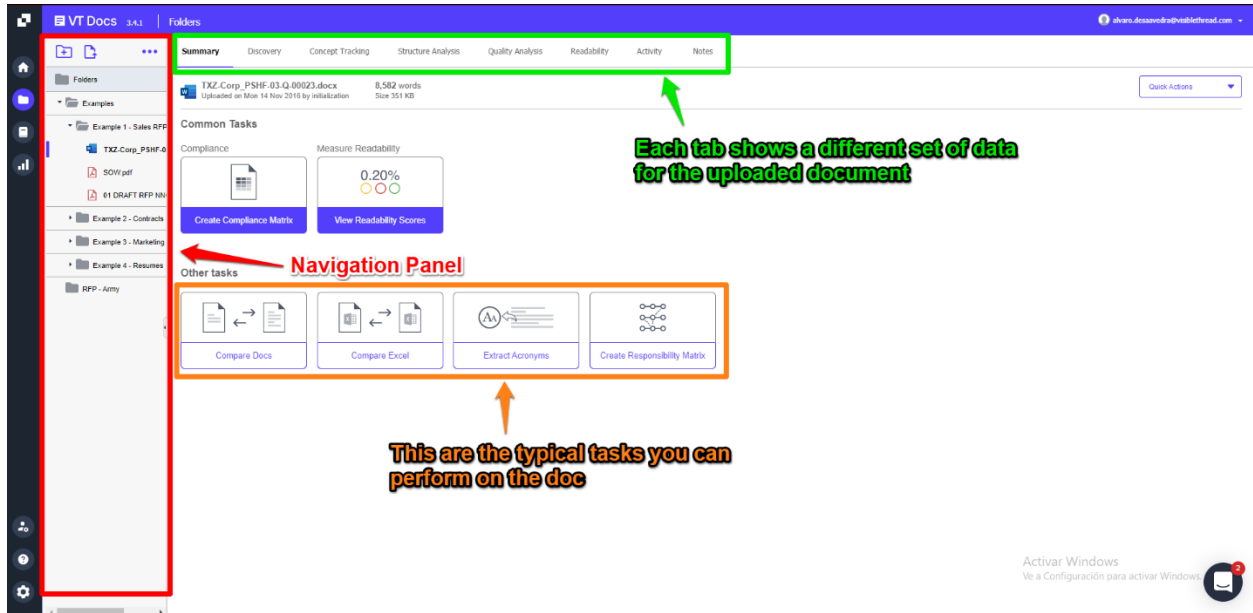


Figure 6 - Document view with tabs on right

Each tab provides different insights into the selected document. The tabs are:

- **Summary:** summary of common tasks you can perform on this document
- **Discovery:** displays themes found across all the document content
- **Concept Tracking:** displays whether specific dictionary concepts are found
- **Structure Analysis:** analyzes MS Word documents for structural consistency
- **Quality Analysis:** displays whether specific dictionary terms are found
- **Readability:** shows summary of language clarity stats for the document
- **Activity:** tracks all user activity for this document
- **Notes:** allows team collaboration and notes

6. Managing folders, uploading docs, reordering docs and moving docs

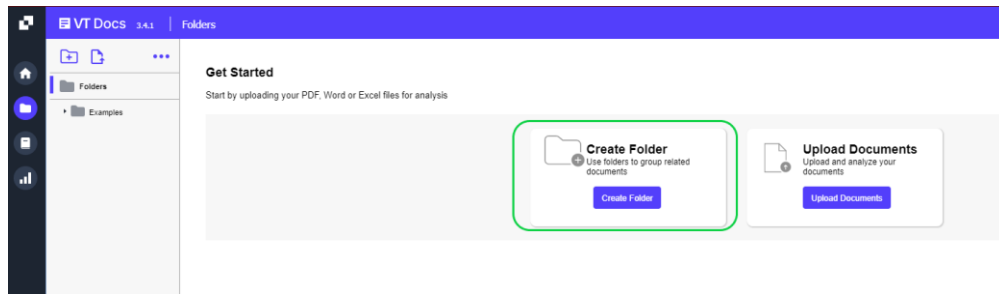
Sales teams tend to use folders to group the RFP and response documents for a given solicitation. Marketing teams use folders to analyze sales support materials and marketing collateral like product brochures etc.

Start by creating folders and uploading documents for analysis. You can also rename or delete folders and rearrange the order of documents.

6.1. Creating a folder

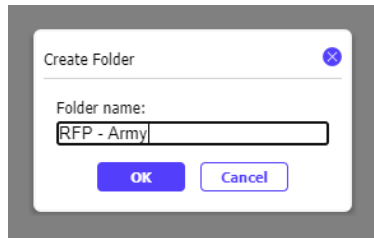
Step

1. Click the 'Create Folder' button.

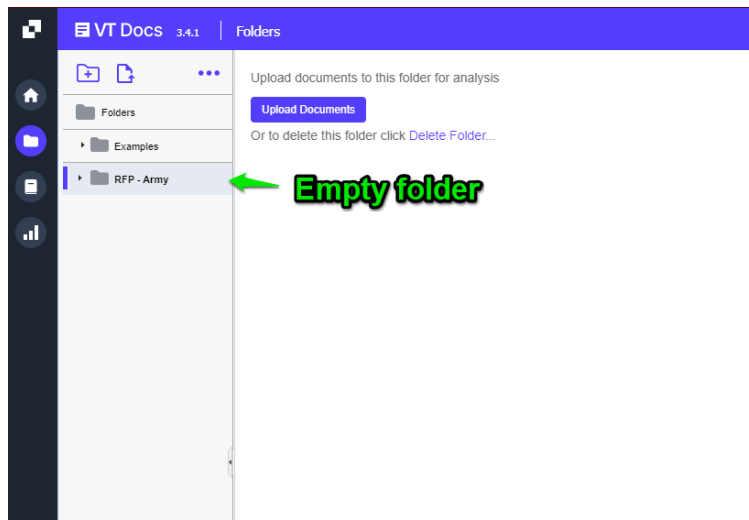


2. Enter the folder name. For instance, we might call it 'RFP – Army' with the intention to upload solicitation and proposal documents associated with a US Army pursuit.

Then click 'OK'.



3. Now you will see an empty folder, and you're ready to upload documents.



6.2. Creating sub-folders

VT Docs also provides support for nested sub-folders. This allows for easier grouping and categorization of related documents. For example, you might create a top-level folder for an RFP or contract. And then create sub-folders to group all issuing side documents or response documents together. Or you might also use sub-folders to organize your pink, red or gold team review documents.

Creating folders or sub-folders is straightforward. Click the 'Create New Folder' action from the Quick Actions menu in the folders area or click on the 'Create New Folder' option on the toolbar or from the right click menu.

Tip: To create a top-level folder, make sure you have selected "Folders" in the navigation pane.

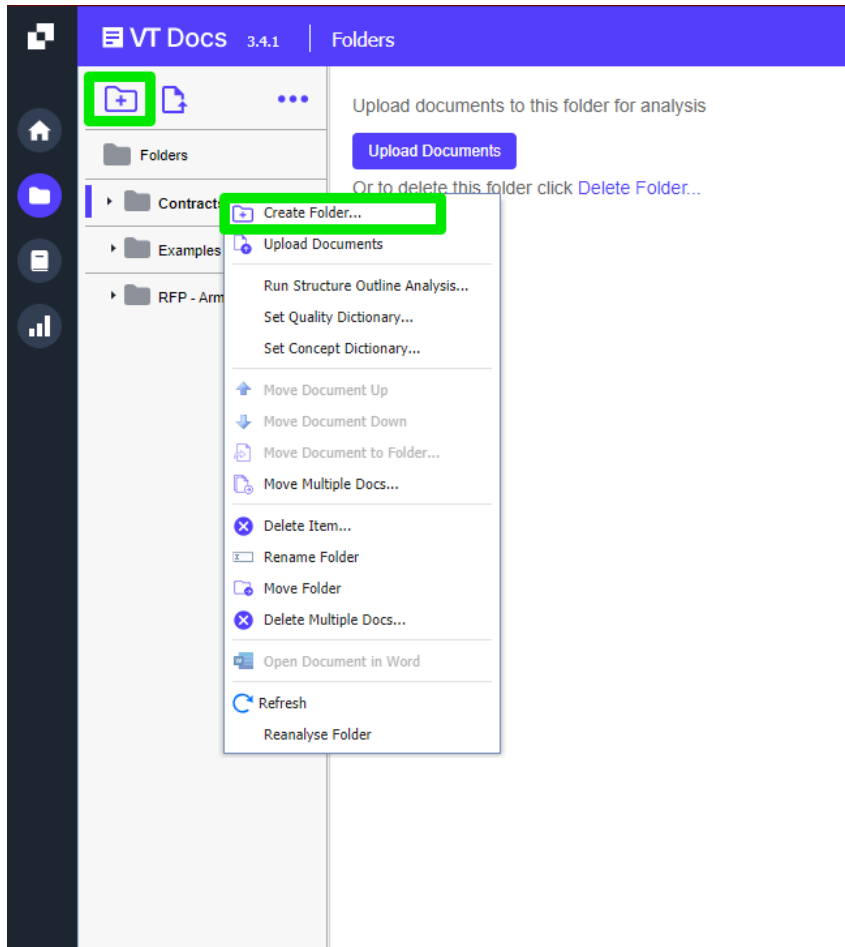


Figure 7 - Creating a New Sub-Folder

Moving items between sub-folders is really easy. Just drag and drop documents or folders into the destination folder. If you prefer to use the menu system, you can also move items by accessing the 'Move Folder' or 'Move Document' menu items from the Quick Actions or right click menus.

6.3. Uploading Documents

You can upload documents from several places depending on the current context. Here for example is the screen available if you have selected a folder with contents:

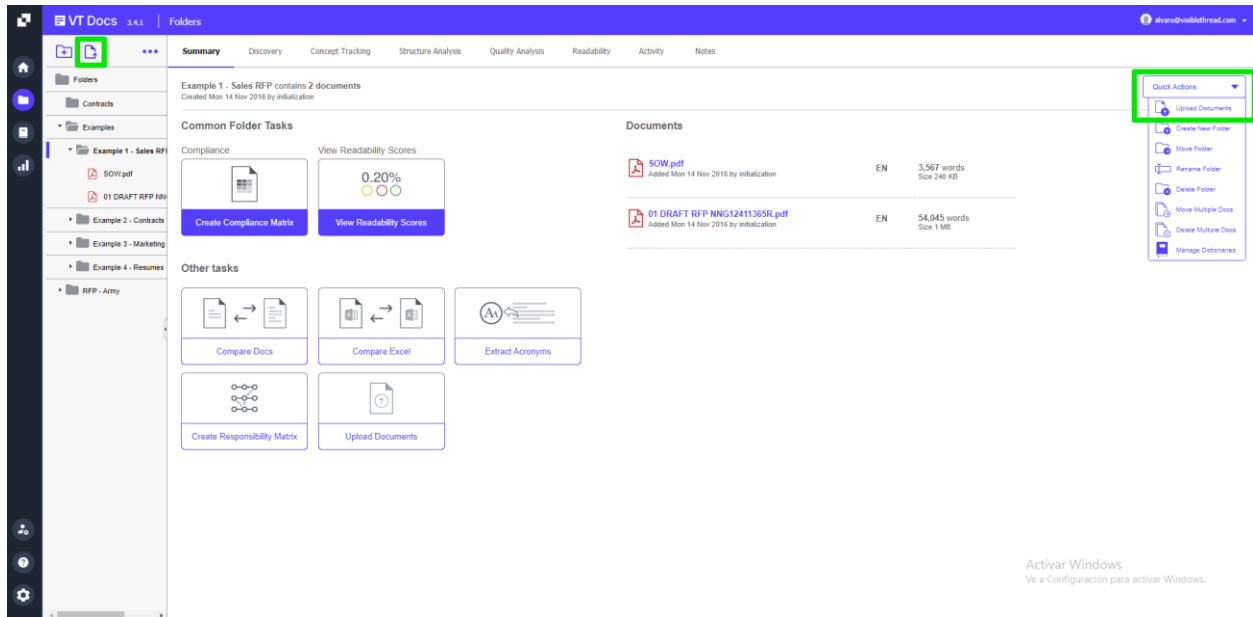
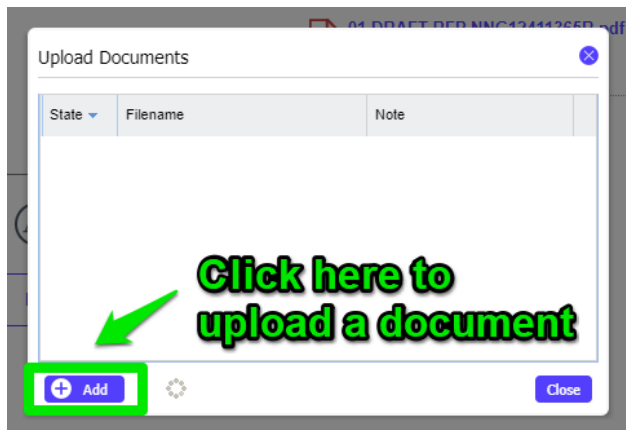


Figure 8 - Uploading Documents

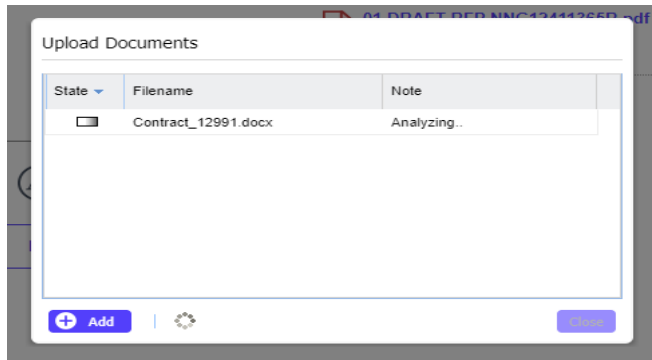
To upload, just follow these steps:

Step

1. Click the 'Upload Documents' button.
2. The system then displays a screen where you have the option of adding one or more files. It looks like this:

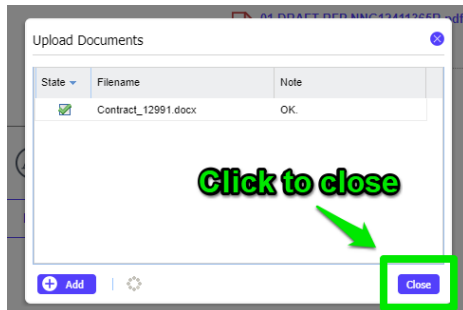


Upload each file by clicking the "Add" button at the bottom left. As you add files, you will see the upload progress.



In this case, the user is uploading 2 documents, one is already uploaded; the second is currently being analyzed.

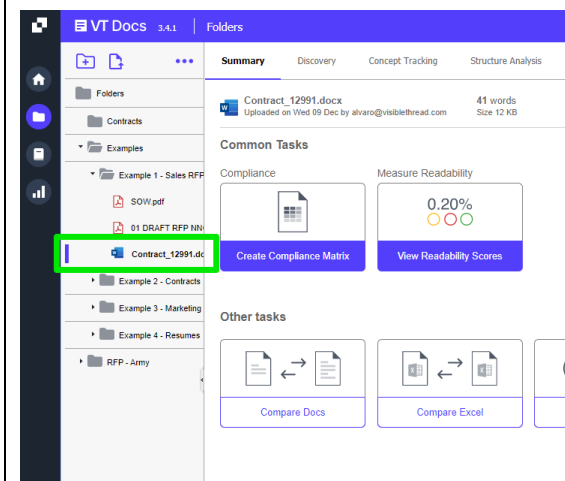
Once the docs are uploaded, click the 'Close' button at the bottom right.



3. The dashboard will display the new documents.

Tip 1: Multiple file upload: You can upload multiple files in one click from the file dialog. Click the files you want by hitting CTRL + file.

Tip 2: Ordering documents. If you are used to file explorer, you will notice a subtle difference in behavior around the position of uploaded documents after upload.



While File Explorer sorts documents alphabetically, in VisibleThread we allow you to sort the docs explicitly. The above screenshot shows what happens in VT Docs when you upload a new document.

In this example “Phase 1 – Vol....” was the last doc uploaded and is in position5. If alphabetically ordered it would be the 4th doc.

Why this change?

You can re-order docs in a way that works best for your needs. For more, see section: 6.4 Reordering documents in a folder. For example, you might want to group all government issued docs together.

6.4. Reordering documents in a folder

When documents are uploaded to a folder, they are placed below any previously uploaded documents. You can however change the order of documents.

For example, in a sales context, you might have a folder containing both RFP solicitation documents side by side with your proposal documents. In this case, you might want to have the solicitation documents appear first, followed by your proposal documents.

To re-order a document, select the document in the Navigation Pane and right-click on it, or click the “Quick Actions” drop down menu. Then use the up and down arrows to reposition the documents:

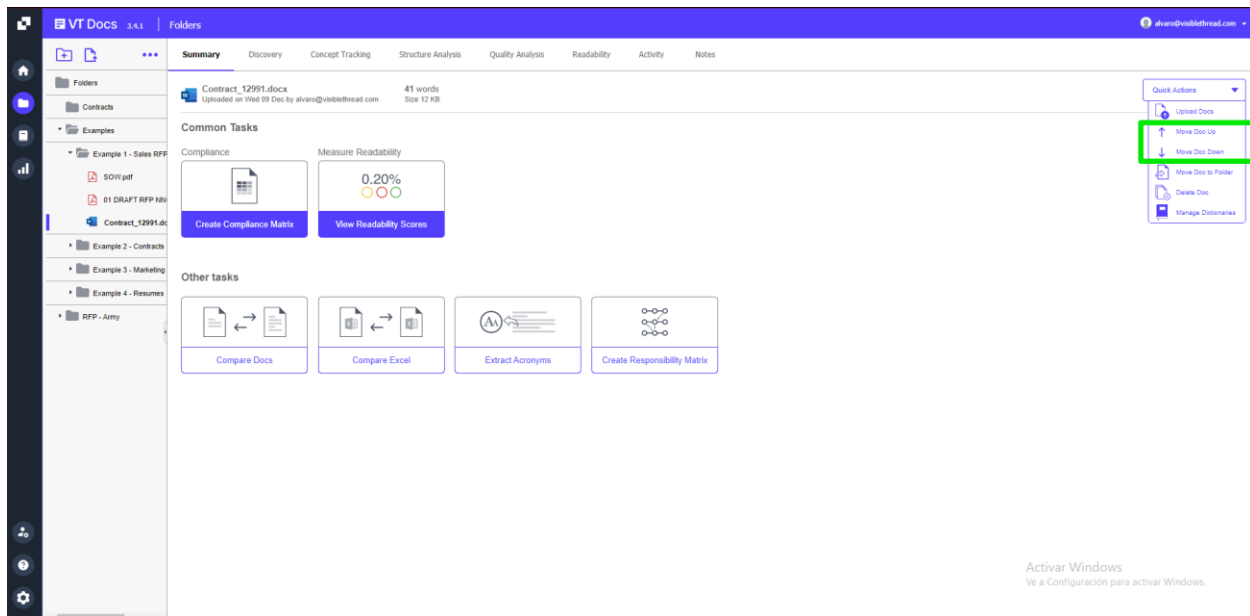


Figure 9 - Move Doc Up or Down Menu Options

6.5. Moving documents to a different folder

VisibleThread also allows you to move documents from one folder to another. For example, if you have multiple folders with different documents for the various sections of a proposal, you can now move them all into the same folder.

To move your documents to a different folder, either right-click on the documents, or select the document and go to the “Quick Actions” drop-down menu. Select “Move Doc to Folder.”

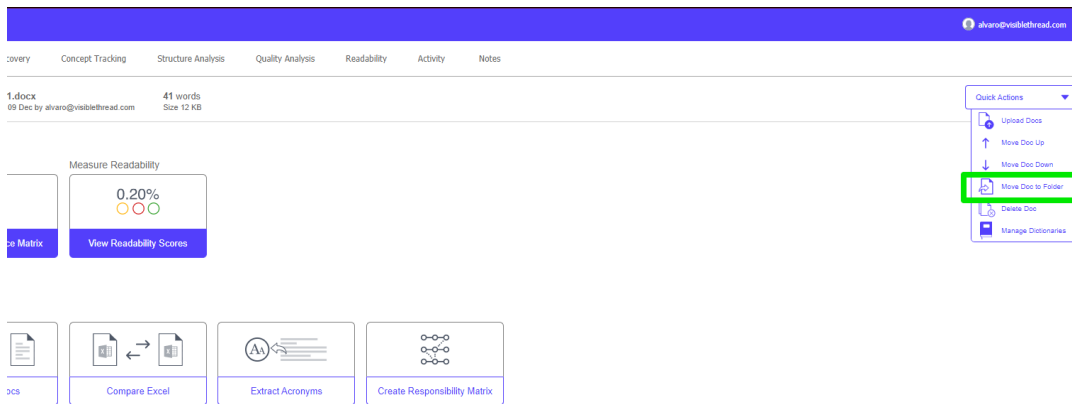


Figure 10 - Moving Doc to Different Folder Menu Option

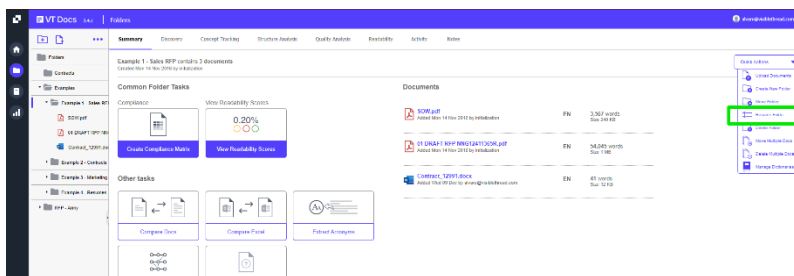
You can also use Drag and Drop to move docs into other folders.

6.6. Renaming folders

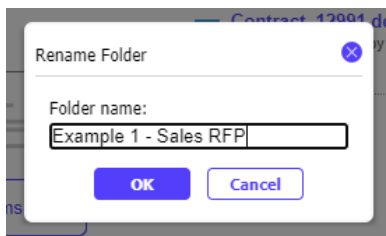
You can rename folders if needed. Here's how:

Step

1. Select the Folder on the navigation area. Let's assume we want to rename 'RFP - Army' to 'RFP – Army II'. Click on 'RFP - Army' in the navigation tree.
2. Right-click on the folder (or select the folder and click the "Quick Actions" menu) and select 'Rename folder'.



3. Next you will enter the new name and click 'OK'.



7. Running Acronym Integrity Checks and Extracting Acronyms

For business level documents such as a contracts or legal agreements, you cannot afford inconsistent acronym definitions or undefined acronyms (or [initialisms](#)). Manually checking that acronyms are well-formed is a very time-consuming activity.

There are 2 core usage scenarios for VisibleThread Doc's acronym checking capability;

- Verifying the integrity of acronyms
- Extracting acronyms.

The first applies to any document you might be writing. It's when you want to check for undefined acronyms etc.

The second means you can take an extract from a 3rd party document and place it as a glossary or acronym list in your document. This latter usage is especially relevant to contractors wishing to demonstrate alignment with an RFP, by parroting back the terminology of the issuer.

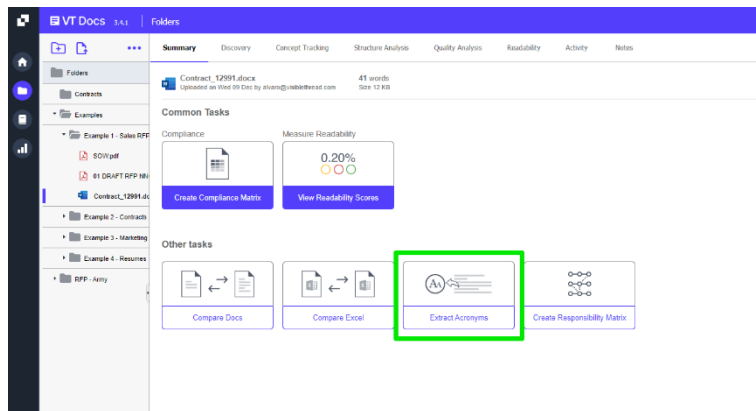
7.1. Verify Acronym Integrity

In this case, your goal is to find acronym related issues in your own document. Here's how:

Step

Select a document in the navigation area.

From the Summary Tab, click 'Extract Acronyms':



You will see a report containing all your document's acronyms, listed in alphabetical order.

This report flags:

1. **Well-defined acronyms**, meaning an acronym with a fully expanded definition provided,
2. **Acronyms with no definition**, for example 'AFNIC' and 'API' are not defined in the document below,
3. **Acronyms with multiple definitions**, for example 'ARIN' below,
4. **Acronyms where usage occurs before the definition**, for example 'ASN' below, and
5. **Acronyms with conflicting definitions**.

Acronym	Definition	Status	Location	1st occurrence	Count
AFNIC	-	Not defined	Product Description , 2. TXZ's Product Offerings , TXZTrunk	Internet registry data from other registries (RPE, AFNIC, LACNIC, etc.)	2
API	-	Not defined	6. Past Performance Information , Key Personnel	Features of the system including the retrieval of large datasets from numerous data sources, query-time information fusion into a unified response, swappable logic modules, and multiple front-end APIs.	4
ARIN	American Registry for Internet Numbers	Repeated definition	Product Description , 2. TXZ's Product Offerings , TXZTrunk	Internet Registry Data Near real-time access to Internet registry data from the American Registry for Internet Numbers (ARIN). Attributes from Internet Registry Data At a minimum, near real-time access to Internet registry data from the American Registry for Internet Numbers (ARIN). Attributes from Internet registry data include the following:	2
ARIN	American Registry for Internet Numbers	Repeated definition	6. Past Performance Information , Internet Path Project Support Base Period	Internet Registry Data At a minimum, near real-time access to Internet registry data from the American Registry for Internet Numbers (ARIN). Attributes from Internet registry data include the following:	2
AS	-	Not defined	Product Description , 2. TXZ's Product Offerings , TXZTrunk	AS peering relationships	13
ASN	-	Used before definition	Product Description , 2. TXZ's Product Offerings , TXZTrunk	BGP feed composed of BGP tables from 50 distinct ASNs	6
ASN	Autonomous system numbers	Repeated definition	Product Description , 2. TXZ's Product Offerings , TXZTrunk	Autonomous system numbers (ASNs) advertising service for each IP address range	6
ASN	Autonomous system numbers	Repeated definition	6. Past Performance Information , Internet Path Project Support Base Period	Autonomous system numbers (ASNs) advertising service for each IP address range	6
BGP	-	Used before definition	Product Description , 2. TXZ's Product Offerings , TXZTrunk	Using this data to help with network information, TXZLeaf generates a coherent, correlated, up-to-date global Internet and security model by fusing this data together with local data from network/security management systems, BGP, traceroutes, and vulnerability databases.	20
BGP	Border Gateway Protocol	Repeated definition	Product Description , 2. TXZ's Product Offerings , TXZTrunk	Network Routing Data Daily Border Gateway Protocol (BGP) data for all globally routed Internet Protocol (IP) address space. At a minimum, 90% coverage of all publicly advertised IP address space within the Internet. Attributes from BGP data include the following:	20

Figure 11 - Acronym Report

You can download this report in a spreadsheet by clicking the green “Export to Excel” button in the top right corner.

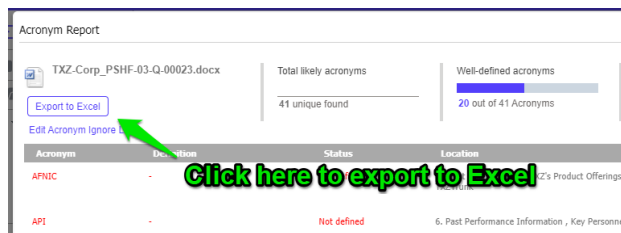
7.2. Extracting acronyms for use as a list

In this case, you want to extract acronyms from an issuing document, RFP, or other third-party document.

Here’s how:

Step

1. Select the document in the navigation area.
2. From the Summary Tab, click ‘Extract Acronyms’.
3. You will see the acronym report, as before. This time click ‘Export to Excel’.



4. Now you will be able to use the output to populate your own document.

Here is an example extract in Excel. Since this process generates a normal Excel file, you can edit the results to fit your requirements.

VisibleThread Acronym Report for "06 DRAFT SOW NNG12411365R.pdf"					
1	A	B	C	D	
1	VisibleThread Acronym Report for "06 DRAFT SOW NNG12411365R.pdf"				
2	generated 11 Oct 2015 02:38				
3	Generated By:				
4	insure-corp.com				
5					
6	Acronym	Definition	Status	Location	1st Occurrence
13	DB	Direct Broadcast	Multiple definitions	Page 4	Direct Readout (DR) is the process of acquiring Broadcast (DB) data.
14	DB	Direct Broadcast	Multiple definitions	Page 19	11 Direct Readout Data Systems and Direct Broadcast (DB) is the continuous real-time
15	DMS	Data Management System	✓	Page 16	The contractor shall provide operational s (DMS), the development and implementation of DMS-managed data collections, rapid provision of DMS technologies, and responsive end-user
16	DR	Direct Readout	Multiple definitions	Page 4	Direct Readout (DR) is the process of acquiring Broadcast (DB) data.
17	DR	Direct Readout	Multiple definitions	Page 19	Direct Readout (DR) is the process of acquiring
18	DRL	Direct Readout Laboratory extraction tools from PDS RDR	✓	Page 20	The Direct Readout Laboratory (DRL) supports satellite data to the ground (http://directre Creation and implementation of automates

7.3. Setting “Acronym Ignore Lists”

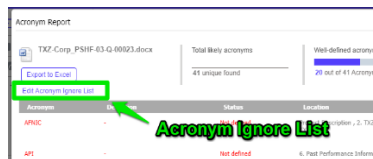
When working with Acronym reports, you may sometimes see ‘false positives’ that really should not be considered as acronyms. An example might be ABOUT, which while capitalized is not an acronym.

VisibleThread Docs has a concept of an ‘ignore list’. This list comes pre-populated, but you can edit it. It means that the terms listed will be omitted from the acronym analysis. This acronym ignore list applies to all documents in your VisibleThread environment.

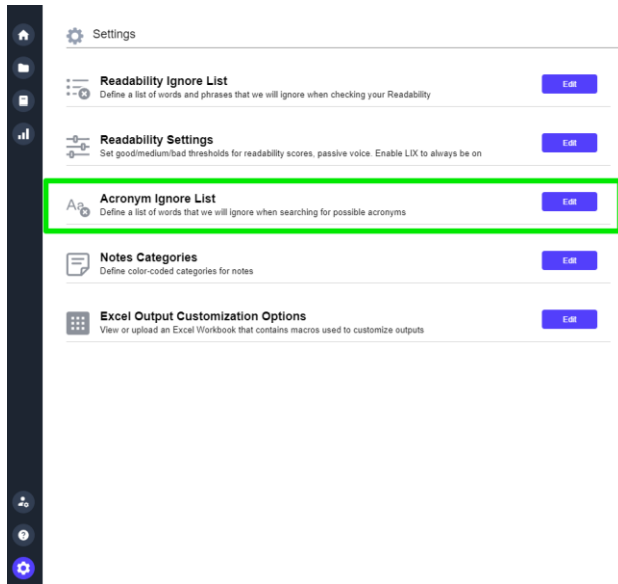
The list contains obvious text like ‘CONFIDENTIAL’ and ‘PRIVATE’ that should not be considered. It also has items like ‘CDT’ which is in fact an Acronym (Central Daylight Time), but which you may not want in your report. Time zones, state abbreviations (e.g.: NY) are typical of the type of thing you might want to specify in your ignore list. So, it’s important to edit this list if you’re seeing too many items flagged.

You can access this list from two places:

1. In the Acronym Report, you’ll see it on top left here:



2. Or from the settings area you can see it here:



Once you click the option, you will see a screen listing each text item to ignore.

Click 'Add' to place new items in the list. You can also use wildcards when specifying items to ignore. For example, if you want to ignore 'FAR1', 'FAR2' etc., you can specify 'FAR*' in this list.

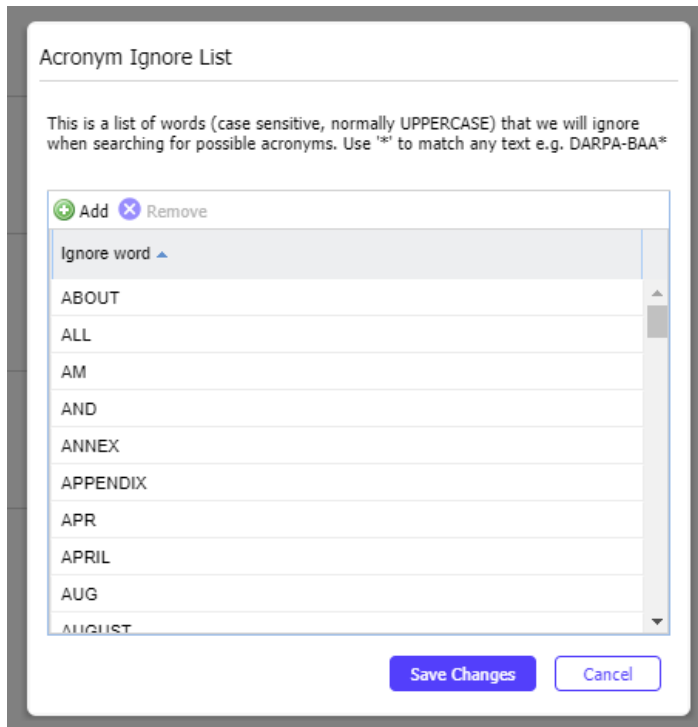


Figure 12 - Acronym Ignore List

NOTE 1: The acronym ignore terms are **case sensitive**.

Tip: You can use a * to indicate a wildcard match. For example, DARPA-BAA* would match DARPA-BAA1 etc.

Note: Permissions. Only users with 'Settings' permissions can modify the Acronym ignore list. If you do not have settings privileges and you open any of the settings dialogs you will be presented with a Read-Only version of the dialog box.

8. Document Compare

The Document Compare feature allows you to easily identify any changes that exist between two versions of a document. It identifies modifications, additions, and deletions—anything from a one-word change to an entire section that has been added or removed.

NOTE: Document Compare will only work with PDF and Word documents.

This feature has three main use cases:

- Comparing a draft RFP to the final RFP and identifying any changes
- Finding differences between two versions of a contract
- Checking a proposal after a revision cycle for any essential information that may have been cut to accommodate page limits, etc.

Document Compare can find the differences between any two versions of a document. VisibleThread will provide a report that clearly identifies any discrepancies, with the full text of each document reproduced side-by-side in Excel format.

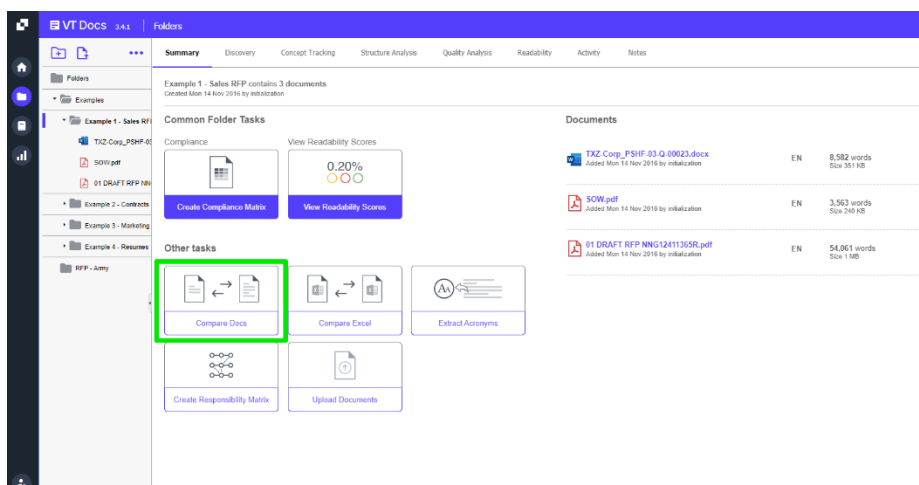
8.1. Selecting documents for comparison

In this case, we want to find the differences and changes between two versions of an RFP: the draft and final.

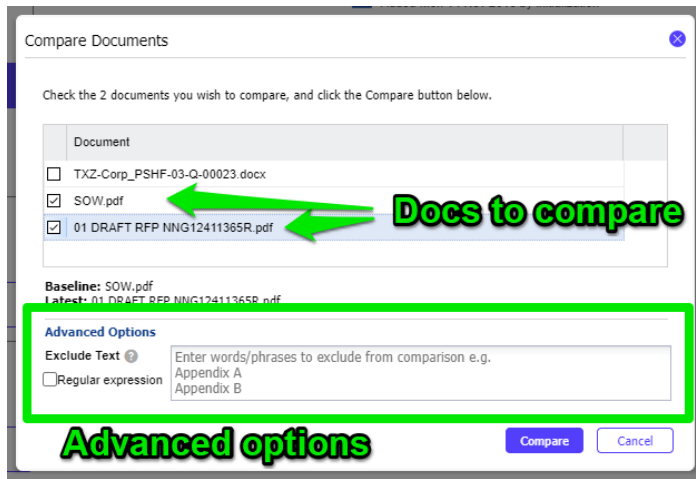
NOTE: To generate a Document Compare report, the two documents you wish to compare must be located in the same folder.

Here's how to compare docs:

1. Select the folder containing the two documents you want to compare. From the Summary tab, select "Compare Docs"



2. In the following pop-up window, select the two documents you want to compare. Select the "draft" (or version 1) first, and the final (or version 2) second:



Under “Advanced Options,” there is a box for “Exclude Text”. Text entered into this box will be excluded from the Document Compare report for both documents.

There is also a check box for “Regular Expression.” Regular expressions are a sequence of characters (like a formula) that define a search pattern. If the “Regular Expressions” box is checked, any text matching these expressions will be excluded from the Document Compare report for both documents.

For more information on regular expressions, [click here](#).

After selecting your documents and entering any text you wish to exclude or Regular Expressions you wish to find, then click the “Compare” button. This will automatically download the report to your computer in Excel format.

8.2. Document Compare report and identifying changes

After generating the Document Compare report, open the file in Excel. This is a spreadsheet that contains the full text of both documents, side-by-side, with all changes indicated and categorized.

Here are the different parts that make up the report:

1. Column B contains the full text of your first document—in this case, our Draft RFP. Column E contains the full text from your second documents—here, it’s the Final RFP.

2.

Baseline Document HCaTS_RFP (DRAFT).pdf		vs.	Latest Document HCaTS_RFP (FINAL).pdf	
Ref	Content		Ref	Content
A.1	A.1 NOTICES TO OFFERORS This is a draft solicitation. This is the solicitation for the unrestricted contract vehicle known as Human Capital and Training Solutions (HCaTS). Offerors shall follow the instructions set forth in Section L of this solicitation to be considered for award.	IDENTICAL	A.1	A.1 NOTICES TO OFFERORS This is not a draft solicitation. This is the final solicitation for the unrestricted contract vehicle known as Human Capital and Training Solutions (HCaTS). Offerors shall follow the instructions set forth in Section L of this solicitation to be considered for award.
A.2	Any amendment(s) to this solicitation will be posted to A.2 GSAR 552.219-71 NOTICE TO OFFERORS OF SUBCONTRACTING PLAN REQUIREMENTS (MAR 2012)	IDENTICAL	A.2	Any amendment(s) to this solicitation will be posted to A.2 GSAR 552.219-71 NOTICE TO OFFERORS OF SUBCONTRACTING PLAN REQUIREMENTS (MAR 2012)
	The General Services Administration (GSA) is committed to assuring that maximum practicable opportunity is provided to small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns to participate in the performance of this contract consistent with its efficient performance. GSA expects any subcontracting plan submitted pursuant to FAR 52.219-9, Small Business Subcontracting Plan, to reflect this commitment. Consequently, an offeror, other than a small business concern, before being awarded a contract exceeding \$650,000 (\$1,500,000 for construction), must demonstrate that its subcontracting plan represents a creative and innovative program for involving small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business	IDENTICAL		The General Services Administration (GSA) is committed to assuring that maximum practicable opportunity is provided to small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns to participate in the performance of this contract consistent with its efficient performance. GSA expects any subcontracting plan submitted pursuant to FAR 52.219-9, Small Business Subcontracting Plan, to reflect this commitment. Consequently, an offeror, other than a small business concern, before being awarded a contract exceeding \$650,000 (\$1,500,000 for construction), must demonstrate that its subcontracting plan represents a creative and innovative program for involving small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business

Figure 13 - Document Compare Report

Column C indicates the type of change that has occurred, if any. There are four possible options in this column:

- IDENTICAL (no change)
- MODIFIED (a change to the text within that section)
- ADDED (a brand new paragraph or section that was not in the previous version)
- DELETED (a section or paragraph from the first version removed from the newest version)

Baseline Document HCaTS_RFP (DRAFT).pdf		vs.	Latest Document HCaTS_RFP (FINAL).pdf	
Content			Content	
The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.	IDENTICAL		The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.	
The Contractor shall have and maintain an acceptable accounting system that will permit timely development of all necessary cost data in the form required by the proposed contract type.	MODIFIED		To be considered for cost reimbursement task order awards, the Contractor shall have and maintain an adequate accounting system that will permit timely development of all necessary cost data in the form required by the proposed contract type.	
	ADDED		The Contractor shall propose and the OCO award all labor rates when performance is conducted at the Contractor's facility(ies) at the Contractor Site Rate(s). The Contractor shall propose and the OCO award all labor rates at the Government Site Rate(s) when performance is conducted at the Government's facility(ies) or a site not owned or leased	
Through the Public Buildings Service (PBS), the Federal Acquisition Service (FAS), and other staff offices, GSA provides workspace to more than one million Federal civilian workers, oversees the preservation of more than 480 historic buildings, and facilitates the Federal government's purchase of high-quality, low-cost goods and services	DELETED			

Figure 14 - Doc Compare Report showing types of modifications

Alterations to the text are colored red. Identical text is blue.

9. Excel Compare

Excel Compare feature allows you easily identify any changes that exist between two versions of an Excel Workbook.

It identifies modifications, additions, and deletions between corresponding cells in worksheets. It also provides a useful summary sheet showing diffs across all sheets.

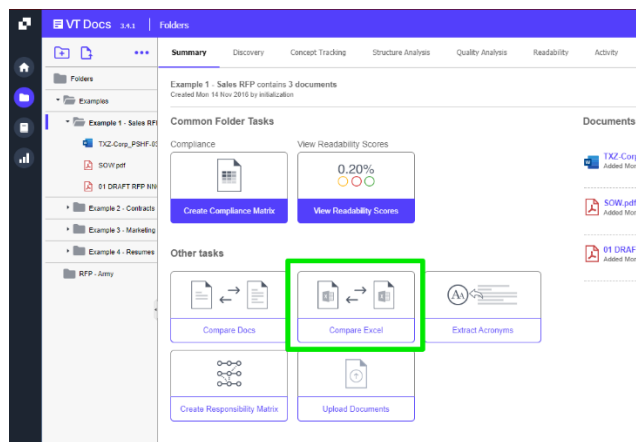
Like Doc Compare, Excel Compare generates a report that clearly identifies any differences between worksheets, with the full text of each row reproduced side-by-side in Excel format.

9.1. Selecting excel workbooks for comparison

NOTE: To generate an Excel Compare report, the two workbooks must be in the same folder.

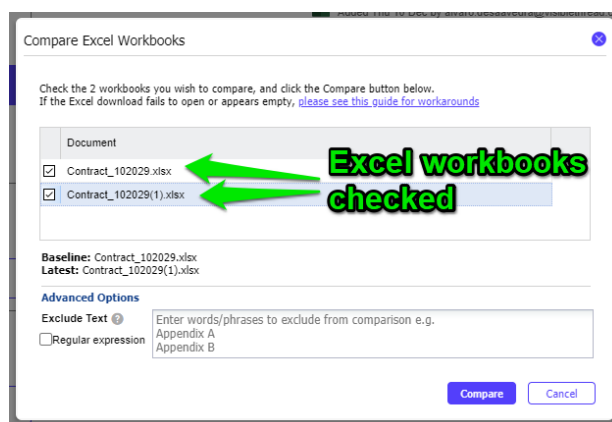
Here's how to compare:

1. Select the folder containing the two workbooks you want to compare. From the Summary tab, select "Compare Excel"



In the following pop-up window, select the two workbooks you want to compare:

- 2.



Under "Advanced Options," there is a box for "Exclude Text". Text entered into this box will be excluded from the Compare report for both workbooks.

There is also a check box for “Regular Expression.” Regular expressions are a sequence of characters (like a formula) that define a search pattern. If the “Regular Expressions” box is checked, any text matching these expressions will be excluded from the Compare report.

For more information on regular expressions, [click here](#).

After selecting your workbooks and entering any text you wish to exclude or Regular Expressions you wish to find, then click the “Compare” button. This will automatically download the report to your computer in Excel format.

9.2. Excel Compare report and identifying changes

After generating the Compare report, open the file in Excel. This is a spreadsheet that contains the full text of both workbooks, side-by-side, with all changes indicated and categorized. There are two main parts of this report; the summary, and the set of sheet by sheet comparisons.

9.2.1. The Summary

Here is the Summary View:

Sheet Comparison	Comparison Type	Result	Action
Sheet 1 vs Sheet 1	COVER SHEET vs COVER SHEET	IDENTICAL	Go
Sheet 2 vs Sheet 2	SUMMARY vs SUMMARY	1 row different	Go
Sheet 3 vs Sheet 3	ASSUMPTIONS vs ASSUMPTIONS	3 rows different	Go
Sheet 4 vs Sheet 4	CLIN ROLL UP vs CLIN ROLL UP	IDENTICAL	Go
Sheet 5 vs Sheet 5	Svs Ordr Labor Rates vs Svs Ordr Labor Rates	IDENTICAL	Go
Sheet 6 vs Sheet 6	Labor Markup vs Labor Markup	10 rows different	Go
Sheet 7 vs Sheet 7	SERVICE ORDER FEE BREAK vs SERVICE ORDER FEE BREAK	3 rows different	Go
Sheet 8 vs Sheet 8	CLIN 1 Qtr RM vs CLIN 1 Qtr RM	3 rows different	Go
Sheet 9 vs Sheet 9	CLIN 2 SemiAnl RM vs CLIN 2 SemiAnl RM	3 rows different	Go

Figure 15 - Excel Compare Summary View

It shows a summary of all sheets, and which ones are identical, and which have differences.

Since we are comparing excel worksheets, the report talks in terms of rows, either identical or different. You will see later when we look at sheet level comparison how comparing rows makes it easy to spot differences.

9.2.2. The Worksheet Comparison

Since workbooks in Excel can have multiple sheets, we take each sheet in turn and show a sheet comparison report. Here's what a report looks like.

Ref	Content	vs.	Ref	Content
Row 1	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,	IDENTICAL	Row 1	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,
Row 2	RFP Number: , Location: , ,	IDENTICAL	Row 2	RFP Number: , Location: , , , ,
Row 3	Contractor: , Project Name: , ,	IDENTICAL	Row 3	Contractor: , Project Name: , , , ,
Row 4	Base Year , Option Year 1 , 6 - Month Ext.	IDENTICAL	Row 4	Base Year , Option Year 1 , 6 - Month Ext.
Row 5	Service Order Fee Element , , , ,	MODIFIED	Row 5	Markup Rates , , , , ,
Row 6	SO Fee Element 1 , , , ,	MODIFIED	Row 6	Routine Profit on Labor: , , , , ,
Row 7	SO Fee Element 2 , , , ,	MODIFIED	Row 7	M&H Handling Charge Rate: , , , , ,
Row 8	SO Fee Element 3 , , , ,	MODIFIED	Row 8	Profit on M&H: , , , , ,
Row 9	SO Fee Element 4 , , , ,	MODIFIED	Row 9	Subcontractor Handling: , , , , ,
Row 10	SO Fee Element 5 , , , ,	MODIFIED	Row 10	Profit on Subcontractor: , , , , ,
Row 11	SO Fee Element 6 , , , ,	MODIFIED	Row 11	Profit on Subcontractor (applied to Direct Labor): , , , , ,
Row 12	SO Fee Element 7 , , , ,	MODIFIED	Row 12	G&A Rate: , , , , ,
Row 13	Total Service Order Fee (Element 1 + Element 2 + Element 3+ , , ,) , 0.00% , 0.00% , 0.00%	MODIFIED	Row 13	Total Service Order Fee , 0.00% , 0.00% , 0.00%
Row 14	Note: Total Service Order Fee is the ONLY allowable markup on service orders, with the	IDENTICAL	Row 14	
Row 15		MODIFIED	Row 15	
Row 16		MODIFIED	Row 16	
Row 17		MODIFIED	Row 17	
Row 18		MODIFIED	Row 18	

Figure 16 - Excel Compare Sheet View

Here is how you can interpret each worksheet comparison report:

- Column B contains the full text of your first sheet.
- Column E contains the full text from the second sheet.
- Column C indicates the type of change that has occurred, if any. There are four possible options in this column:
 - IDENTICAL (no change)
 - MODIFIED (a change to the text within that row)
 - ADDED (a new row that was not in the previous version)
 - DELETED (a row from the first version removed in the newest version)
- Alterations to the text are colored **red**. Identical text is **blue**.
- We compare the full contents of each row from the two contributing sheets.
- **Note on how to interpret commas and change indicators.**

Let's take this example from Row 8 above

Row 8	Service Order Fee Element , , , ,	MODIFIED	Row 8	Markup Rates , , , , ,
-------	-----------------------------------	----------	-------	------------------------

The entry in column B is "Service Order Fee Element , , , ,". The commas separate the cell values. In this case, there are 5 cells, 4 of which are empty.

The entry in column E is "Markup Rates , , , , ,".

So, you can see that the 1st cell on row 8 has changed. It was originally "Service Order Fee Element" and changed to "Markup Rates".

10. Discovery at Folder and Document Level

Discovery allows you get an immediate sense of the content in documents. It speaks in terms of themes and items.

- A theme is a collection of related concepts. In the example below, 'Capacity' is a theme
- Items are the specific concepts within a theme. So in our example, items include; 'Average Test Capacity', 'VPP Capacity Factor' etc.

We extract these using **NLP** (Natural Language Processing) techniques. To focus on the core themes and items, we strip out all verbs, adjectives, etc. This means we can summarize the essence of what is at play in the document(s). Unlike Concept Tracking (see Concept Tracking at Folder and Document Level) and Quality Review (see **Error! Reference source not found.**), Discovery does not require a pre-defined search dictionary. It works automatically on any uploaded documents.

To see this in action, upload one or more document(s) to a folder, click the 'Discovery' tab, and see how the concepts are presented in the discovery area. Look at the screen below. You can see that many of the extracted items are 'security' related. We have 19 occurrences of '**TXZ Network Technologies**', 4 occurrences of '**critical network characteristics**', etc.

By checking the box to the right of each of these, the system shows the document content in the bottom grid. This makes it very easy to review the content in the doc. In our example below, we selected "**TXZ Network Technologies**".

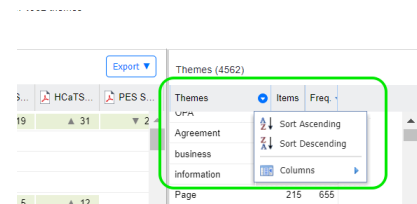
The screenshot displays the 'Discovery' view in the VisibleThread interface. The main panel shows a list of themes found in the document, sorted by frequency. The 'network' theme is selected, and its items are listed in the middle panel. The bottom panel shows the document content with green arrows pointing to the extracted content areas.

Theme	Items (1258)	Freq.
network	TXZ Network Technologies	19
network	network protocols	5
network	critical network characteristics	4
network	network analysis	4
network	network engineering	4
network	network topology	4
network	telecommunications, network analysis	4
network	Associates network activity	3
network	Computer network security simulation and exercise	3
network	Cyber Network Cognizance	3
network	Dedicated network analysis support	3
network	Detailed Network Analysis	3
network	Intuitive network analysis interface	3
network	network and Internet data	3
network	computer network related data source	2
network	Global Network Exploitation	2
network	Identify network anomalies	2
network	network analysis process	2
network	network analysis	2
network	network infrastructure	2
network	Network Routing Data Daily Border Gateway Protocol (BGP) data	2
network	Operations Center Network Cognizance	2
network	TXZ Network Technologies 2400 Boston St	2

Figure 17 - Exploring Themes in an RFP for a US Government Contract

Here's an explanation of the above:

1. This is the discovery view that shows when selecting a specific document. It shows insights on that one document.
2. The view automatically pulls out the themes in the doc as a list. It sorts by frequency. But you can re-order this list by name or by items. Do this by hovering over the heading and clicking the appropriate sort order, ascending or descending.
3. If you select a specific theme in the theme list, then the middle grid displays the items in that theme.
4. And by clicking the checkbox against certain items, you can extract the content for review in the bottom pane.



10.1. Working with Discovery at Folder Level

See below for how the folder level discovery view looks:

The screenshot displays the 'Discovery' view in VisibleThread. On the left, a sidebar lists folders and examples. The main area shows a table of themes and items. The 'contract' theme is selected, and the grid below it shows items from various documents. Annotations with green arrows point to specific elements: 'Theme with Items Listed' points to the 'contract' theme in the list; 'Each column shows a doc. Number are occurrences.' points to the columns representing different documents in the grid; 'Extracted text in the documents based on the checked items above' points to the content in the bottom pane, which shows text extracted from documents based on the checked items in the grid.

Figure 18 - Discovery View at Folder level showing multiple documents and theme/items found

Here's an explanation of the above:

1. This is the discovery view that shows when selecting a specific folder. It shows insights on the collection of docs in the folder. In the case above, we have 8 documents, so we can see themes and items across those 8 docs.
2. The view automatically pulls out the themes from all docs in the folder as a list. It sorts by frequency. But you can re-order this list by name or by items. Do this by hovering over the heading and clicking the appropriate sort order, ascending or descending.
3. If you select a specific theme in the theme list, then the middle grid displays the items in that theme. Each column of the grid shows a specific doc. The grid displays the set of all Items for each theme found across the documents. The number in each column shows the frequency of that item in that doc.
4. And by clicking the checkbox against certain items, you can extract the content for review in the bottom pane. This content may well be from multiple docs

There are some special visual indicators in the folder discovery view:

1. If you see a green diamond (◆) beside the frequency and **green text**, it means that this item occurs across all documents.
2. When you see an up (▲) or down (▼) trend arrow beside a number, it means that the frequency has increased or decreased relative to the previous document.

10.2. Reviewing document content

By default, the bottom grid is empty. When you want to review the document content itself, just check the box to the right of the item.

Once you check a box, then the bottom grid shows a content extract for review.

Each row displays the content for the checked items in the top grid.

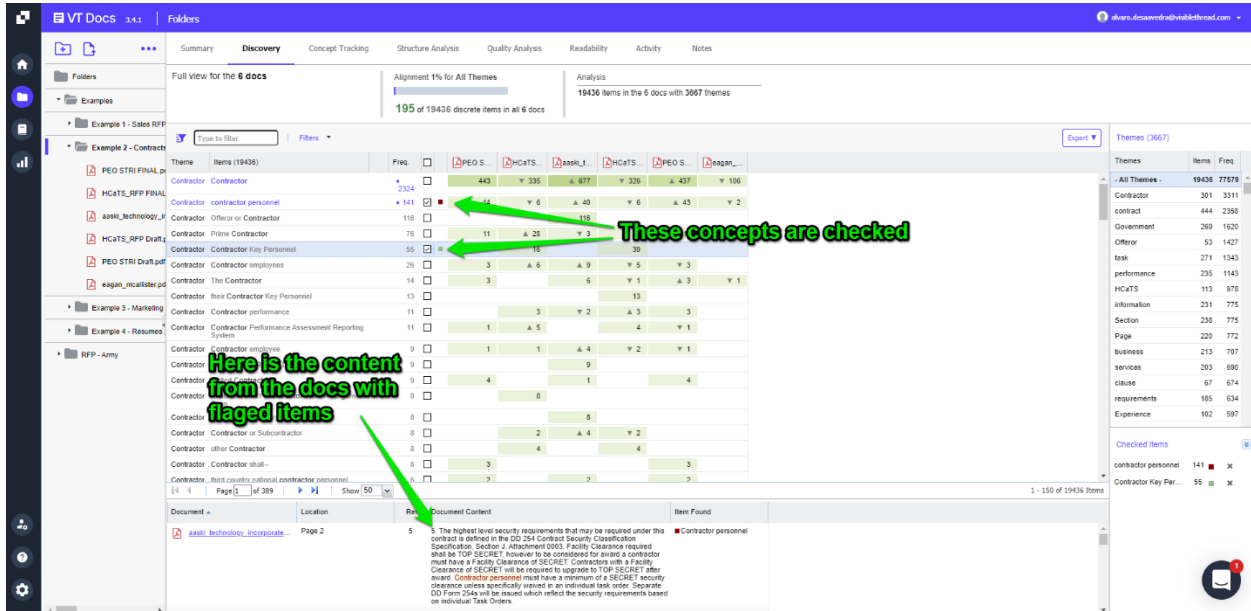


Figure 19 - Discovery across docs with items checked

If multiple concepts occur in the same paragraph of text, they are shown in the 'Item Found' column. The color to the left of each concept allows for easy visual identification of what that item relates to in the other panes.

Checking multiple items in one action

You can check items one by one. But sometimes you may want to check multiple items at the same time.

You can do this by multi-selecting individual rows using CTRL + click, expanding the 'inline' menu (indicated by the down arrow) and clicking 'Check selected concepts'. A concept is selected when you see the light blue shading. You can see how this works in the screen shot below. In this case, there are four items selected and we want the content extract for all four items.

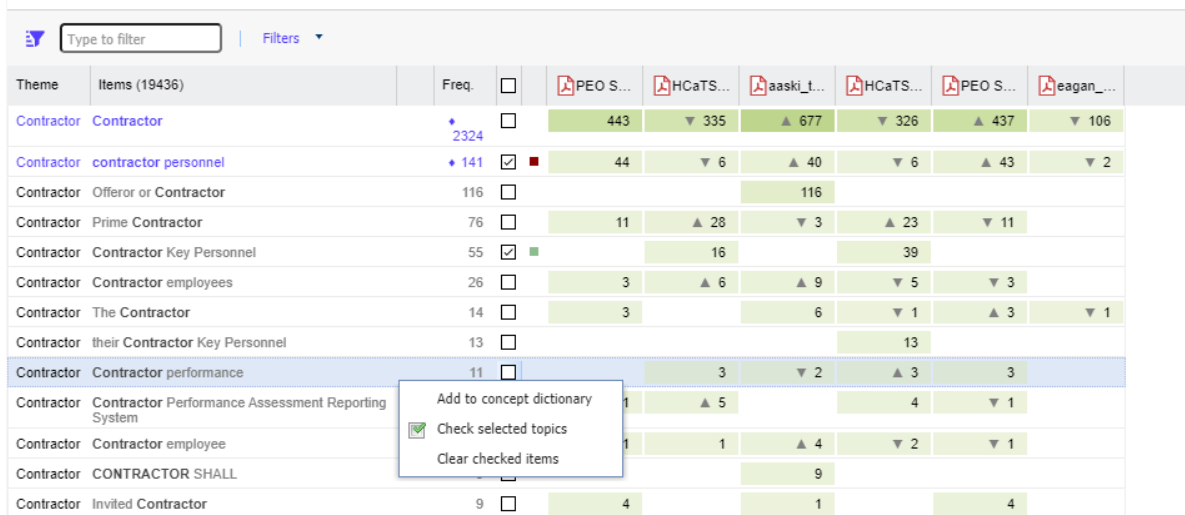
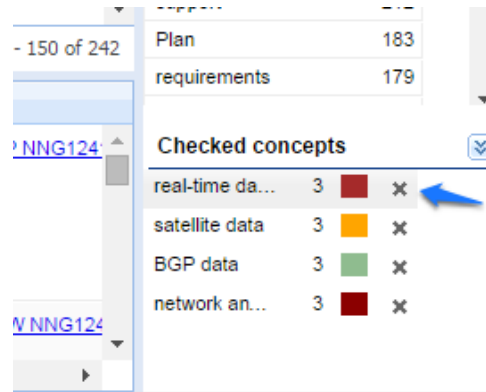


Figure 20 – Discovery: checking multiple entries

Alternatively, you can multi-select contiguous concepts by selecting one row, hitting SHIFT + click another row, and all the intervening rows will be selected.

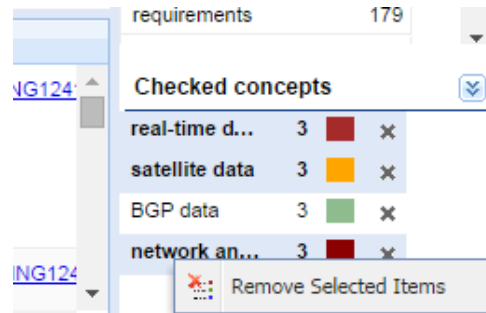
Clearing one or multiple checked items

To clear items one by one, just check the box to the right of the number or click the 'x' on the Concepts Found pane at bottom right.



To clear multiple checked items at once, click the down arrow indicated in the above screen, then use the 'Clear checked items' menu option.

An alternate way to clear checked items is by right clicking on the bottom right, right clicking, and clicking 'Remove selected items'.



10.3. Running Filters and Exporting Data

You can apply filters to the Discovery view. These help you work with the data in a more focused way.

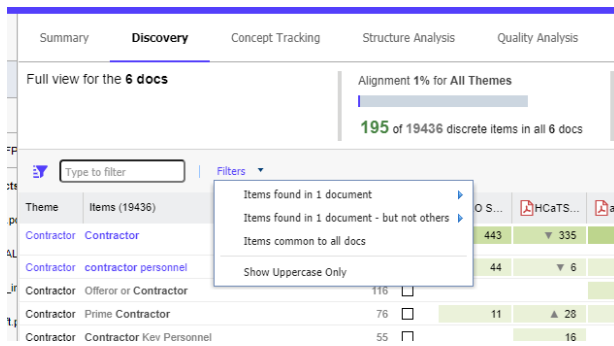
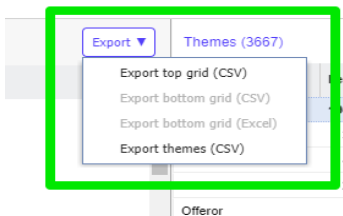
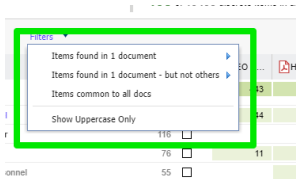
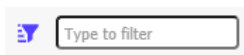


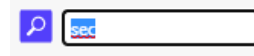
Figure 21 - Discovery showing Filters

Taking each in turn:



Filter box

If you type into this box, you will see a magnifying glass icon appear, like the image below, where the user typed 'sec'



Clicking the magnifying glass icon starts the search.

Predefined Filters

These filter the documents in useful ways. For example, you can restrict the results to only show items in one document and no others.

The following options are available:

- **Show items in one document compared with the others** - This is useful for gap analysis, or if you need to isolate certain concepts that you would expect to occur in other documents and also in your reference document.
- **Show items found in 1 document but not others** - This is useful for explicit gap analysis or if you need to isolate certain concepts that you would expect to occur in other documents. Lack of terminology alignment can lead to compliance issues.
- **Show items common to all docs** – This reveals items that occur in every document in the folder
- **Show Uppercase Only** – Useful when looking to isolate CAPITALIZED words.

Export

This allows you export the current views to a text format that is comma delimited also known as CSV (Comma separated values). This type of file can be opened directly in MS Excel.

You can export the top grid or bottom grid containing document content extract.

Tip: Export is very useful when used in conjunction with Excel for further analysis. For example, you can very quickly upload a collection of resumes/CVs, then export the top grid to Excel. And then do further filtering around capabilities in Excel.

10.4. Adding to Concept List from Discovery

Later on in Section 11, 'Concept Tracking at Folder and Document Level', we will see how you can define explicit 'search dictionaries'. Concept dictionaries allow you quickly search for predefined dictionaries of terms or phrases of interest across multiple documents.

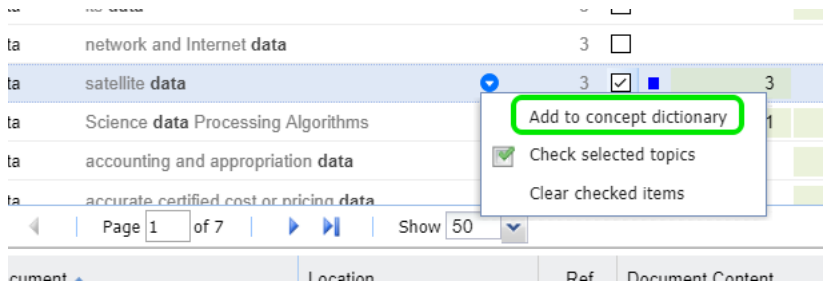
For instance, in a sales context, you may always want to search for risk terms such as 'indemnification' or 'bond'. These would be in a search dictionary.

In a more general communications context, you may be checking for consistent naming conventions throughout the copy in product brochures, sales collateral etc. Again, you would have these defined as part of a search dictionary.

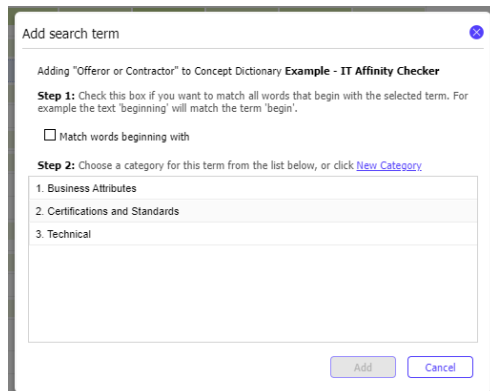
As you use Discovery, you will often see certain discovered concepts that you want to explicitly add to a concept dictionary. While search dictionaries are normally configured using a dictionary editor, you can also directly add to them while in Discovery. Here's how:

Step

1. Hover over the concept and click the down arrow.



2. Click 'Add to concept dictionary'.
3. The system shows a window listing the categories in this folder's concept list.



Select the appropriate category from the list presented or you can create a new category by clicking the [New Category](#) link.

Note 1: You can also check the 'Match words beginning with' box. This will do a broad match. For example, it is useful for picking up plurals of certain words.

Note 2: You can multi-select several concepts and add them in one click. As before, multi-select by using CTRL + click.

10.5. Discovery View for Documents

Discovery at the document level is very similar to the folder level view. The difference is that the document level view identifies themes/items for the selected document only.

As such, when using this view you're forming an understanding of the document in isolation. Otherwise, the behavior of all views is the same as the folder level.

The screenshot displays the VisibleThread interface for Document Level Discovery. The main panel shows a table of themes and items. The 'network' theme is selected, and its items are listed for review. The right sidebar shows a list of all themes found. The bottom panel shows the document content with referenced areas highlighted.

Theme	Items (1258)	Freq
network	TXZ Network Technologies	19
network	network protocols	5
network	critical network characteristics	4
network	network analysis	4
network	network engineering	4
network	network topology	4
network	telecommunications, network analysis	4
network	Associates network activity	3
network	Computer network security simulation and exercise	3
network	Cyber Network Cognizance	3
network	Dedicated network analysis support	3
network	Detailed Network Analysis	3
network	Intuitive network analysis interface	3
network	network and Internet data	3
network	computer network related data source	2
network	Global Network Exploitation	2
network	Identify network anomalies	2
network	network analysis process	2
network	network analysis	2
network	network infrastructure	2
network	Network Routing Data Daily Border Gateway Protocol (BGP) state	2
network	Operations Center Network Cognizance	2
network	TXZ Network Technologies 2400 Easton St.	2

Figure 22 - Document Level Discovery

11. Concept Tracking at Folder and Document Level

Concept tracking explicitly tracks against a predefined set of terms/phrases. The folder and document views are very similar to Discovery.

But unlike Discovery, Concept Tracking uses a “search dictionary” of defined terms and phrases. VisibleThread ships with several sample concept dictionaries. You can start with one of these or create your own.

Tip: You can also find new dictionaries in our Dictionary Marketplace. It's available here:

<https://www.visiblethread.com/products/dictionary-marketplace/>

As you use Concept Tracking, you will specify new dictionaries and customize the dictionaries to suit the domain that your company operates in. For example, a company providing IT solutions has a very different set of dictionaries than a company providing financial services. Equally sales oriented dictionaries can be quite different than marketing dictionaries.

For complex sales & government contractors, uses of concept dictionaries include these use cases:

- **Validate Win Themes** - define a concept list that contains ‘win themes’ or differentiators. Use the concept dictionary to check your response contains adequate reference to your win themes or differentiation points.
- **Validate compliance with the solicitation** – use a concept dictionary to verify if certain factors/sub-factors in the solicitation occur in your proposal.
- **Highlight Risk Elements for Program Delivery** – use a concept dictionary to pinpoint potential red flags from a program delivery point of view. For example, references to ambiguous terminology such as ‘API’ with no further definition of what is expected constitutes risk of change orders during delivery phase.
- **High Business or legal risk** – use a concept dictionary to pinpoint legal risk. Examples of terms/phrases to search for are: ‘bond’, ‘indemnification’ etc. See more at this blog post: <http://www.visiblethread.com/2014/01/how-risky-is-your-rfp-one-way-to-avoid-compliance-disasters/>
- **Technical or process factors** - contractors often use concepts dictionaries to check that they reference certain technical concepts. For instance, a defense contractor building engineering products might want to check that the phrase: ‘mean time between failure’ is mentioned often in the Quality Plan. Equally, an IT

contractor might check for terms/phrases such as 'SDLC', 'CMM', 'Agile' or 'ISO'. The intent is to consistently put forward your differentiation.

Marketing teams use concept dictionaries for these use cases:

- **Validate correct brand alignment** – brands have clear guidelines around approved product names and straplines. For instance, if your new strapline is 'be safe with your money', you can check for old references to the previous strapline and ensure that your copy references the new one. As a second example, the brand "VisibleThread" does not have a space, so a dictionary might include this phrase "Visible Thread" to prevent bad brand references.
- **Validate language elements of your style guide** – many marketing organizations have allowed and disallowed terms. For example, in a medical insurance scenario, you may want to reference 'people with disabilities' rather than 'the disabled'.
- **Support a brand refresh** – as part of a new brand refresh, you will need to update older language references in existing collateral. You can use concept dictionaries to pinpoint these references.

The screenshot displays the 'Concept Tracking' interface. At the top, there are tabs for 'Summary', 'Discovery', 'Concept Tracking', 'Structure Analysis', 'Quality Analysis', 'Readability', 'Activity', and 'Notes'. Below the tabs, there is a search bar and a list of dictionaries: 'Example - IT Affinity Checker', 'Fre...', 'PEO S...', 'HCaTS...', 'aaaski_L...', 'HCaTS...', 'PEO S...', and 'eagan...'. The main area shows a table with columns for 'Concept', 'Count', and several columns of data. The table is organized into three sections: '1. Business Attributes (15 Items)', '2. Certifications and Standards (6 Items)', and '3. Technical (77 Items)'. The 'training' row in the '3. Technical' section has a count of 324. On the right side, there is a list of documents, including 'PEO STRI FINAL.pdf', 'HCaTS_RFP FINAL.pdf', 'aaaski_technology_incorporated_de', 'HCaTS_RFP Draft.pdf', 'PEO STRI Draft.pdf', and 'eagan_mcallister.pdf'. At the bottom, there is a note: 'This is the content review pane. When you check a box above, we populate this area with a content extract from the actual document.'

Figure 23 - Using the Concept Folder view to review compliance language

11.1. Working with Concept Tracking at Folder Level

The concept tracking view for folders is shown below:

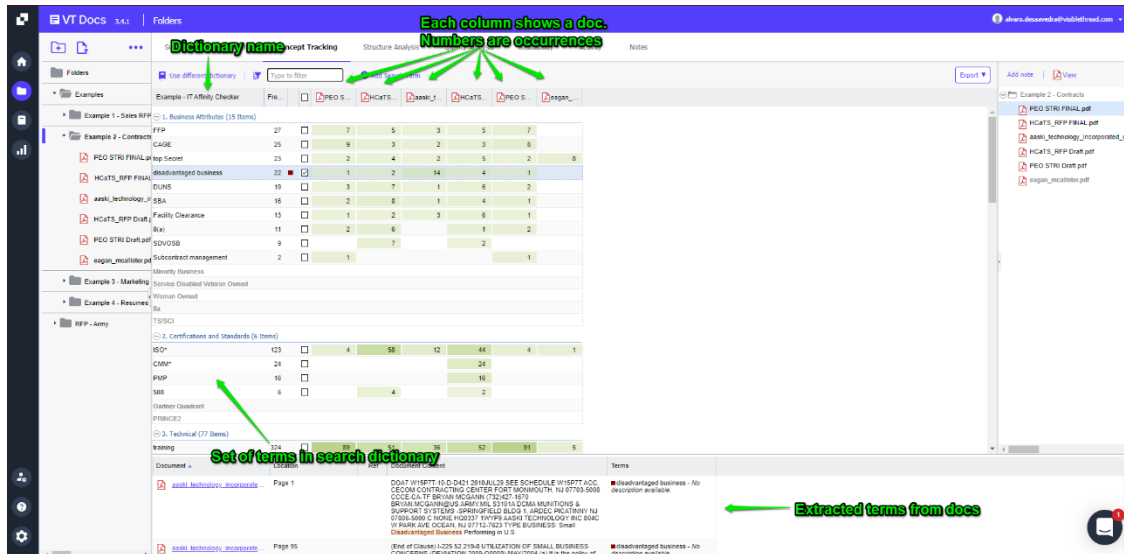


Figure 24 – Concept Tracking View at Folder level showing multiple documents and tracked concepts

The concept grid displays the set of all concepts identified across documents, the number of occurrences and a color correlating with any checked rows. Each subsequent grid column represents the document in the Folder. The number in each column shows how many times that concept was found in that document.

Behaviorally, the Concept View is very similar to Discovery. By default, the bottom grid is empty. When you want to review the document content itself, just check the box to the right of each dictionary term or phrase.

Once you check a box, then the bottom grid shows a content extract for review.

If multiple concepts occur in the same paragraph of text, they are displayed in the 'Concepts' column. The color to the left of each concept allows for easy visual identification of what that concept correlates to in the other panes.

Note: Case Sensitivity - Matches are case insensitive. For example, the dictionary term 'customer' will match both 'customer' and 'Customer' in the text.

11.2. Using different concept search dictionaries

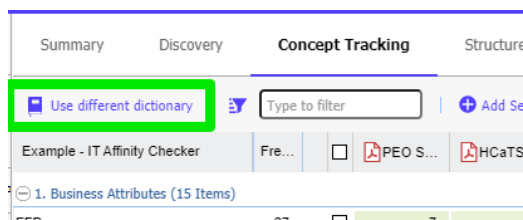
Use search dictionaries to perform a certain job or task.

For instance, you might apply a contract or legal dictionary to a government solicitation to check if it has onerous requirements that do not meet our core business competencies. In the earlier introductory section, we gave some more example usages.

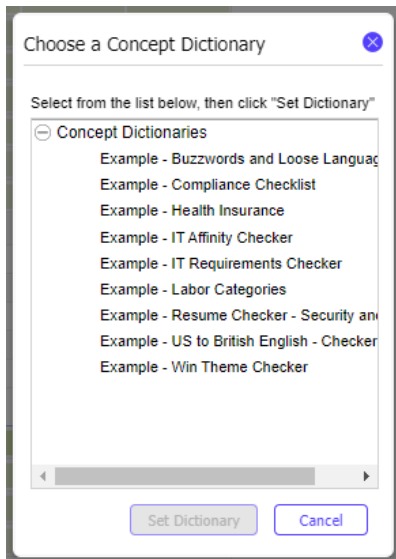
When you want to use a different dictionary, just follow these steps.

Step

1. Click the 'Use different dictionary' button.



- The system will show the list of available concept dictionaries.



Note: This list is populated from the dictionaries currently in your system, so your list will be dependent on how many customized dictionaries you have created.

- Select the dictionary you want and click 'set dictionary'. The system will apply the selected dictionary, and your folder view will repopulate with terms from that dictionary.

11.3. Generating PDF reports and exporting to CSV (Excel)

There are several export options available in the Concept View. These help you work in a more focused way with the data.

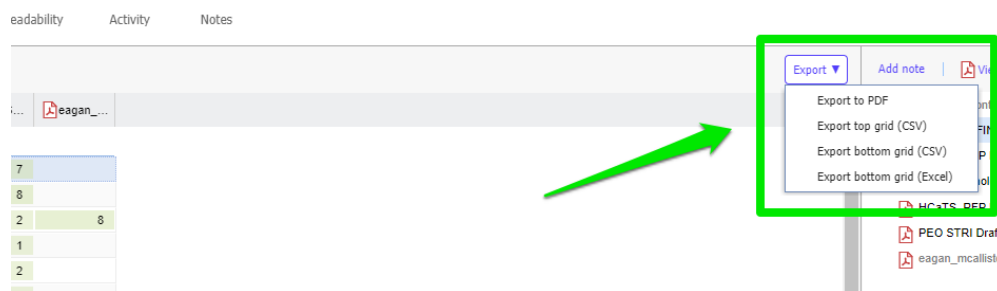


Figure 25 - Exports from Concept Tracking

Taking each in turn:

Export to PDF

View PDF Report

Click this to generate a PDF report to share with colleagues.

At the folder level, the report shows the concept grid at top of the view.

When you click the button you will see a PDF report like this:

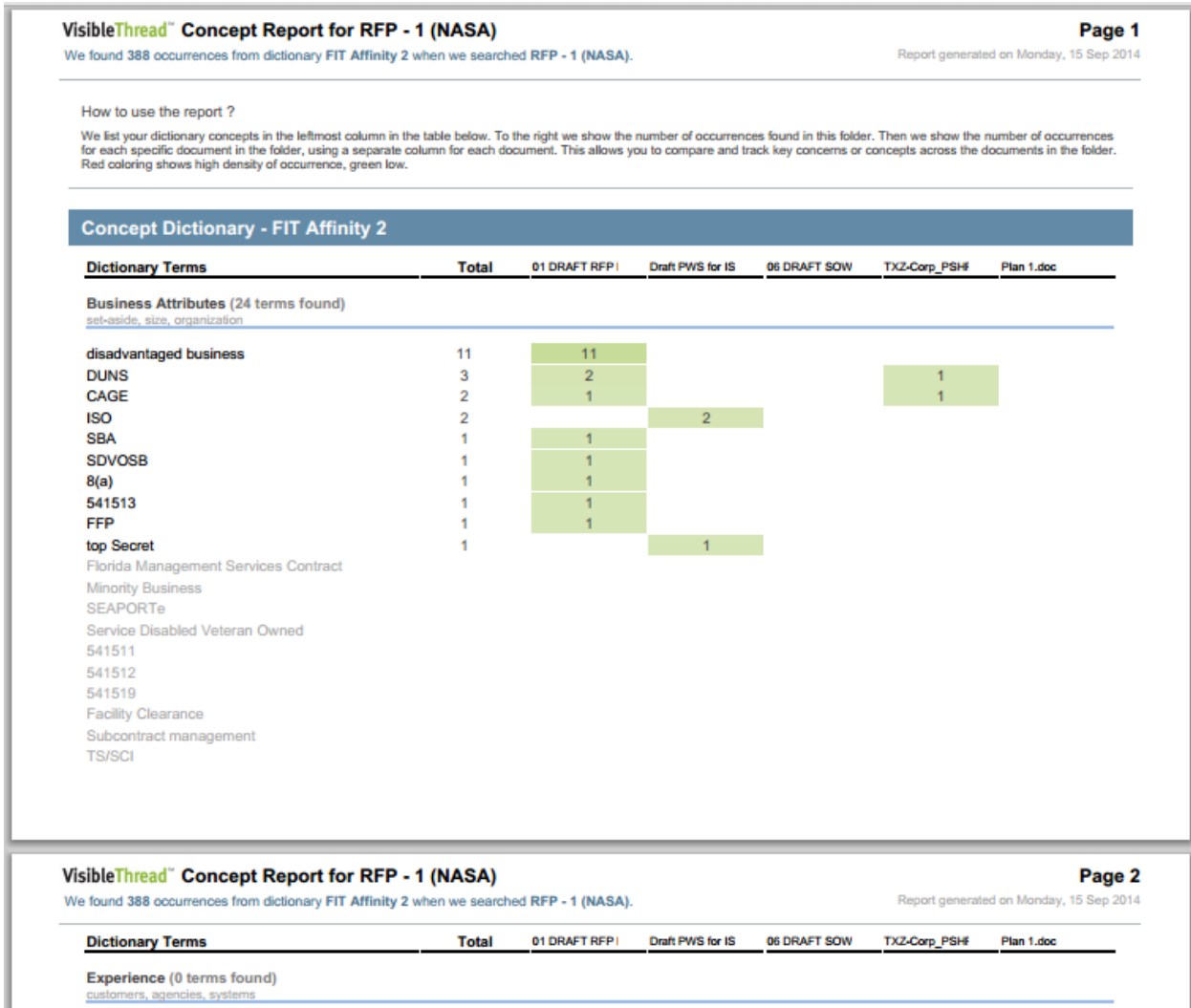


Figure 26 - Export to PDF

Export top grid (CSV)

Export bottom grid (CSV)

Export bottom grid (Excel)

Export

This allows you export the current views to a text format that is comma delimited, also known as CSV (Comma separated values). This type of file can be opened directly in MS Excel.

You can also export the bottom grid as native Excel format (.xls) if needed.

Tip: Export is very useful when you want to do further analysis on the data. For example, you might open the CSV export in Excel and run more numerical analysis on the numbers.

11.4. Filtering and 'Add search term'

You can also filter and dynamically modify the current dictionary.

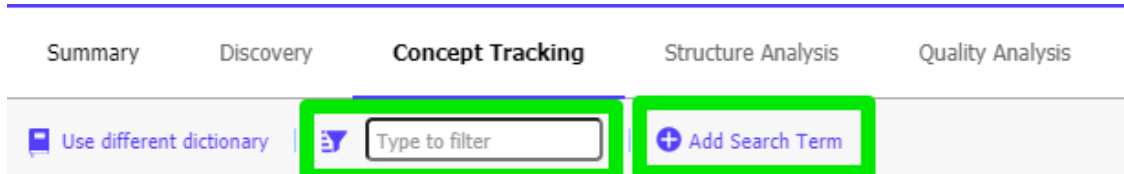


Figure 27 - Filters and Adding Search Term

If you start to type into the filter box, this will dynamically adjust the grid below.

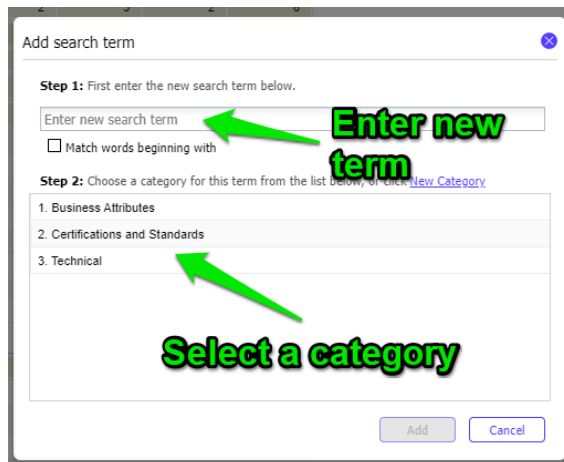
Adding a search term allows you dynamically update the current dictionary terms.

To do so, just follow these steps.

TO HERE

Step

1. Click the 'Add search term' button.
2. The system presents a popup showing the categories from the current dictionary. In this context, a 'category' is a group of terms. In this screenshot, the current dictionary contains seven categories; 'Section M – Critical Items', 'Standards & Awards', 'Technical' etc.



3. Enter the new term or phrase in the top field then select one of the categories.
4. Once you're ready to add the new term or phrase to your dictionary category, click 'Add'.

Note: 'Match words beginning with' - If you want to match terms that begin with specific text, then check the 'Match words beginning with' box. For example, 'CM' would match occurrences like 'CMM' and 'CMMi' in the content. This can also be useful for picking up plurals. For example, entering 'customer' and checking this box would match both 'customer' and 'customers'.

11.5. Concept View at Document Level

Document level Concept Tracking is very similar to the folder level view, except that it applies to content in the **document only**.

In this view, your focus is within one document level. Other than that, the behavior of all views is the same as at the folder level.

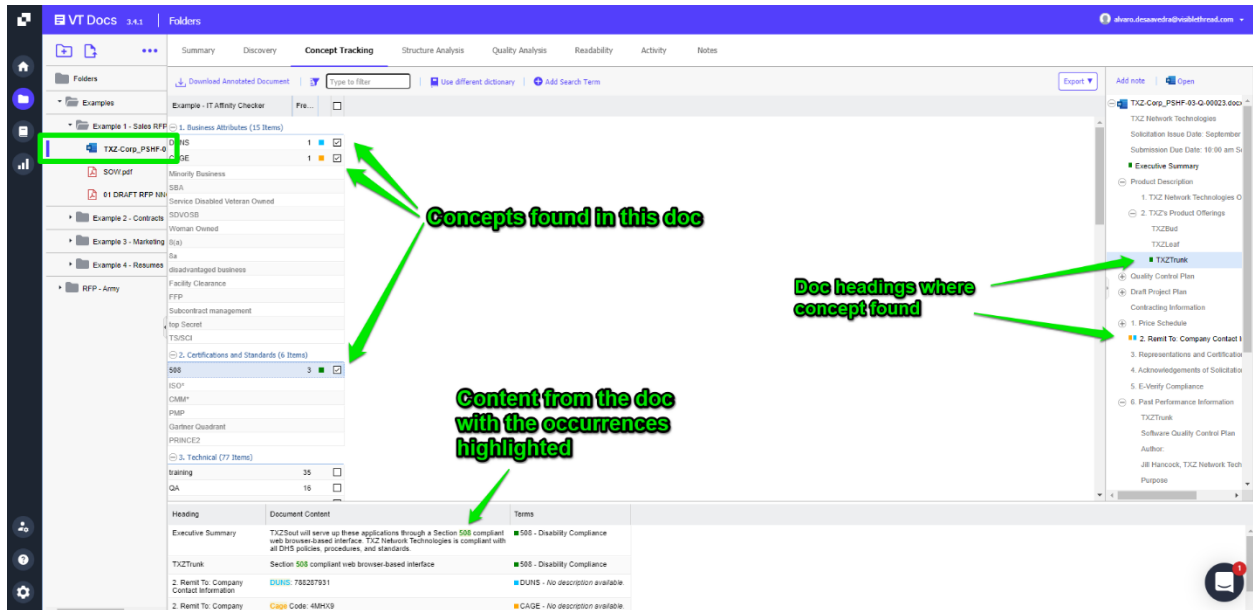


Figure 28 - Document Level Concept Tracking

11.6. Exporting data from Concept Tracking at the document level

There are several options for exporting your Concept Tracking results:

- Into PDF,
- Into Excel (".xls" and ".csv" files), and,
- if the original uploaded file is in ".docx" format, into MS Word as an annotated document. More on that later.

Here are how these options look:

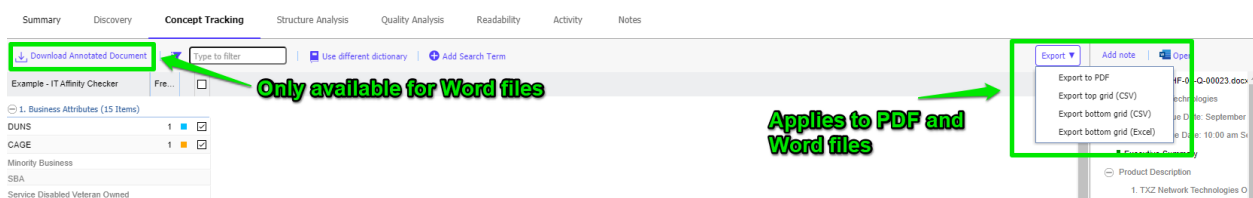


Figure 29 - Annotated Docs and Exports

If you export to PDF at the document level, you will get a granular report showing all content extracted. Click "Export to PDF" to see this report.

This report shows the concept followed by all occurrences and the content extracted from the document. This is very useful for detailed risk analysis

You will see a PDF report like this:

Concept report for TXZ-Corp_PSHF-03-Q-00023 v.4.docx.pdf 4 / 8

VisibleThread™ Concept Report for TXZ-Corp_PSHF-03-Q-00023 v.4.docx **Page 4**

We found 169 occurrences from dictionary Prop Validation - Systems IT when we searched TXZ-Corp_PSHF-03-Q-00023 v.4.docx. Report generated on Tuesday, 25 Oct 2016

This section shows the exact content extracted from the document for the checked (selected) concepts i.e. the ones with a color block. We list each concept in the paragraph. We also show the heading (or page number in the case of PDFs) it appears on.

Concepts found in TXZ-Corp_PSHF-03-Q-00023 v.4.docx

Section	Category	Concept	Document Content
Submission Due Date: 10:00 am September 24, 2009	Technical	performance	6. Past Performance Information 12
Executive Summary	Standards & Awards	508	TXZSout will serve up these applications through a Section 508 compliant web browser-based interface. TXZ Network Technologies is compliant with all DHS policies, procedures, and standards.
1. TXZ Network Technologies Overview	Technical	performance	TXZ Network Technologies provides a dynamic network analysis, data fusion, visualization and monitoring solution that dramatically increases the effectiveness and efficiency of network analysts. Unlike current manual processes or home-grown tools, TXZ uses proprietary algorithms and unique visualization capabilities to automatically make rapid sense of disparate global Internet data sets turning reams of data into actionable, valuable network intelligence and thus improving performance, compliance, security, monitoring, and intelligence gathering capabilities.
1. TXZ Network Technologies Overview	Technical	performance	TXZ's products access multiple data sources and sensors distributed throughout the world to produce a real-time view of the global Internet. Global networks deliver mission-critical benefits but have the potential to develop enormous security and network risk. These issues are caused by a variety of things such as inadvertent configuration changes or errors, malicious security attacks, unintended dependency on a specific service provider, or the ever-changing composition of the global Internet. Enterprises and agencies that depend on a large-scale networks, employ teams of network and security analysts whose job is to ensure performance and policy compliance by identifying problems and vulnerabilities, finding their root cause, and solving those issues in a timely manner.

Figure 30 - PDF Export

11.7. Exporting to Excel

The data can also be exported to Excel in different ways.

The first option, "Export top grid (CSV)", will generate a ".csv" file (which will open in Excel) that contains the raw data from the top pane. It will contain the terms from the Concept Dictionary and the number of occurrences. The CSV file will look like this:

	A	B	C
1	Category	Concept	Frequency
2	Section M - Critical Items	user training	6
3	Section M - Critical Items	metrics	4
4	Section M - Critical Items	user account support	
5	Section M - Critical Items	archive data policy	
6	Section M - Critical Items	user community	
7	Standards & Awards	508	3
8	Standards & Awards	ISO	
9	Standards & Awards	CMMI	
10	Standards & Awards	PMP	
11	Standards & Awards	Gartner Quadrant	
12	Standards & Awards	PRINCE2	
13	Technical	training	35
14	Technical	performance	24

Figure 31 - CSV exported results showing in Excel

The second option in the "Export" drop-down is "Export bottom grid (CSV)". This will generate a CSV file of the data in the lower pane.

The last option under the “Export” drop-down is “Export bottom grid (Excel)”.

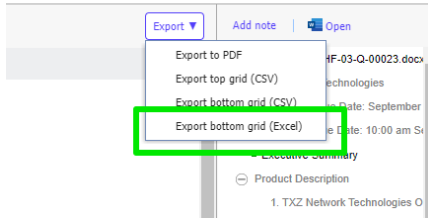


Figure 32 - Export to Excel

This provides a richer output and set of output report format options. As with the previous CSV export, at least one Concept Dictionary term must be selected to enable this option. The Excel file will contain each sentence or paragraph where the selected dictionary keyword(s) appear.

Clicking this will show a screen like this:

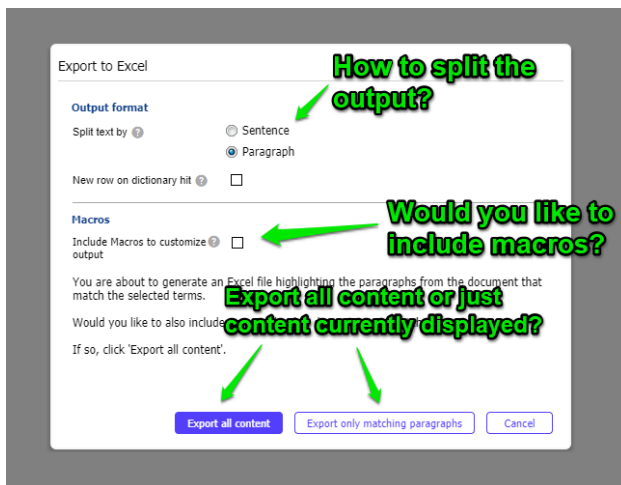


Figure 33 - Format Options for Export

This view has the following options:

- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found.
This is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).
- **Include macros to customize output:** This will add macros to the outputted Excel file, that the user can use to further customize the output. For more information see section **Error! Reference source not found. Error! Reference source not found.**
- **Export all content OR Export only matching paragraphs:** This allows you to export either the full content of the document with the matches highlighted, or only the paragraphs/sentences where you have a match.

If you select “Export all content”, the full content of the document will be shredded and placed in Excel format. The matches will be bold and highlighted in red, with the surrounding text turned black. Sections where no matches appear will be grey:

Heading	Category	Concept	Ref	Content	Term Description
6. Past Performance Information \ Purpose	Liability and Contract Risk Deliverability	timely assure		The purpose of this Software Quality Control Plan (SQCP) is to define the procedures and methodologies that will be employed by TXZ Network Technologies (TXZ) to assure timely deliveries of TXZ's applications that meet specified quality standards. This document describes the software development and quality assurance life cycles utilized by TXZ and outlines the system used for client communication and satisfaction assurance.	timely - How do you measure timely? Re-phrase with numbers. assure - This implies a contractual obligation. What are you ensuring? Are you sure you can stand over it? Re-phrase this if possible.
6. Past Performance Information \ Scope				The SQCP outlines the following: (1) The software development methodology utilized, (2) The software testing plan integrated with the development methodology, (3) The procedures followed for software releases, and (4) Issue reporting and management between TXZ and client organizations.	

Figure 34 - Export all content

If you select “Export only matching paragraphs”, you will create an Excel file that only contains content from the document where a match was found. In contrast to the previous output, there will be no grey sections:

Heading	Category	Concept	Ref	Content	Term Description
Executive Summary	Cliches and Professionalism	unique		TXZSight™ – An operations center and ‘manager’ interface. Unique visualization provides access to critical network characteristics, activities, and threats. Associates network activity with network topology.	unique - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.
Executive Summary	Liability and Contract Risk	most		Their knowledge of network protocols is critical to development of such products. In fact, in order to develop the product they have to first be able to perform the analysis. Therefore they are also available to provide analytic support to advise on the best and most appropriate TXZ Network Technologies provides dynamic network analysis, data fusion, visualization and monitoring solution that dramatically increases the effectiveness and efficiency of network analysts. Unlike current manual processes or home-grown tools, TXZ uses proprietary algorithms and unique visualization capabilities to automatically make rapid sense of disparate global Internet data sets turning reams of data into actionable, valuable network intelligence and thus improving performance, compliance, security, monitoring, and intelligence	most - Is this defined in a measurable way? Who/what are you comparing with? Need to re-phrase.
Product Description \ 1. TXZ Network Technologies	Cliches and Professionalism	unique			unique - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.

Figure 35 - Export with only matching paragraphs

11.8. Downloading Annotated Documents

The final export option allows you to download an annotated version of an uploaded Word file in “.docx” format. This annotated document is an exact copy of your uploaded document, with the terms flagged using MS Word comments within the document.

This allows you to make changes to your document directly within Word.

This is useful if you are editing content for any type of document. For instance, you might want to identify risk terms, and need to review and possibly scrub them directly within the document.

Note: This feature is only available for “.docx” files. If your file has a different format, this option will be disabled.

Click “Download Annotated Document, and the system will create an MS Word document.

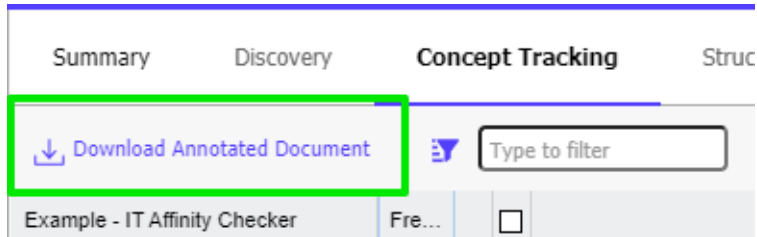


Figure 36 - Download annotated document

You'll see the Concept Dictionary keywords highlighted, with the term descriptions (if available) provided as comments.

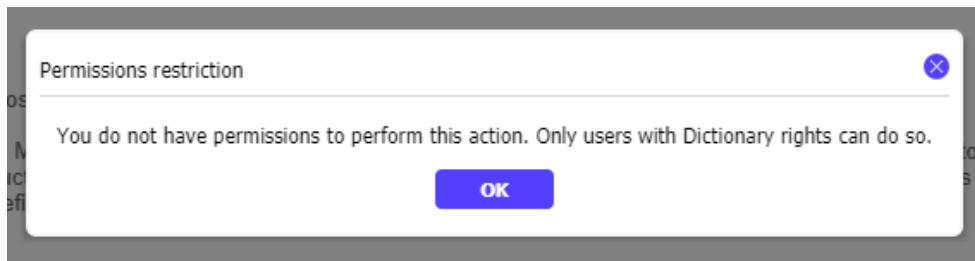
<p>1. TXZ Network Technologies Overview</p> <p>TXZ Network Technologies provides a dynamic network analysis, data fusion, visualization and monitoring solution that dramatically increases the effectiveness and efficiency of network analysts. Unlike current manual processes or home-grown tools, TXZ uses proprietary algorithms and unique visualization capabilities to automatically make rapid sense of disparate global Internet data sets turning reams of data into actionable, valuable network intelligence and thus improving performance, compliance, security, monitoring, and intelligence gathering capabilities.</p> <p>TXZ's products access multiple data sources and sensors distributed throughout the world to produce a real-time view of the global Internet. Global networks deliver mission-critical benefits but have the potential to develop enormous security and network risk. These</p>	<p>VisibleThread 'unique' - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.</p> <p>Reply Resolve</p> <p>VisibleThread 'such as' - Is your list fully inclusive? Tighten it by including all aspects and drop 'such as' if possible.</p>
---	---

NOTE: Leaving all boxes unchecked in the Concept Tracking view and clicking “Download Annotated Document” will generate the annotated document with all dictionary matches included.

If one or more specific boxes are checked, the annotated document export will only flag the selected dictionary terms.

11.9. Managing Concept Dictionaries (Create New, Edit, Copy etc.)

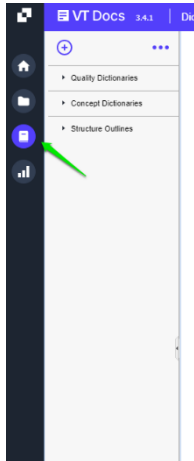
Note: Permissions. Only users with dictionary permissions can create, modify or delete Dictionaries. If you do not have dictionary rights and you attempt to modify dictionaries, you will get this message.



If you need to customize / edit dictionaries, contact your VisibleThread administrator who can grant you dictionary rights.

We use dictionaries to find terms or phrases across a folder of documents in the Concept Tracking view, but where are the dictionaries defined? How do you modify them?

To see the list of dictionaries, click 'Dictionaries' in the sidebar.



You will see three types of items: Quality Dictionaries, Concept Dictionaries, and Structure Outlines. To see the full list of concept dictionaries in your environment, click the “Concept Dictionaries” entry. Then, select a specific dictionary to see what it contains.

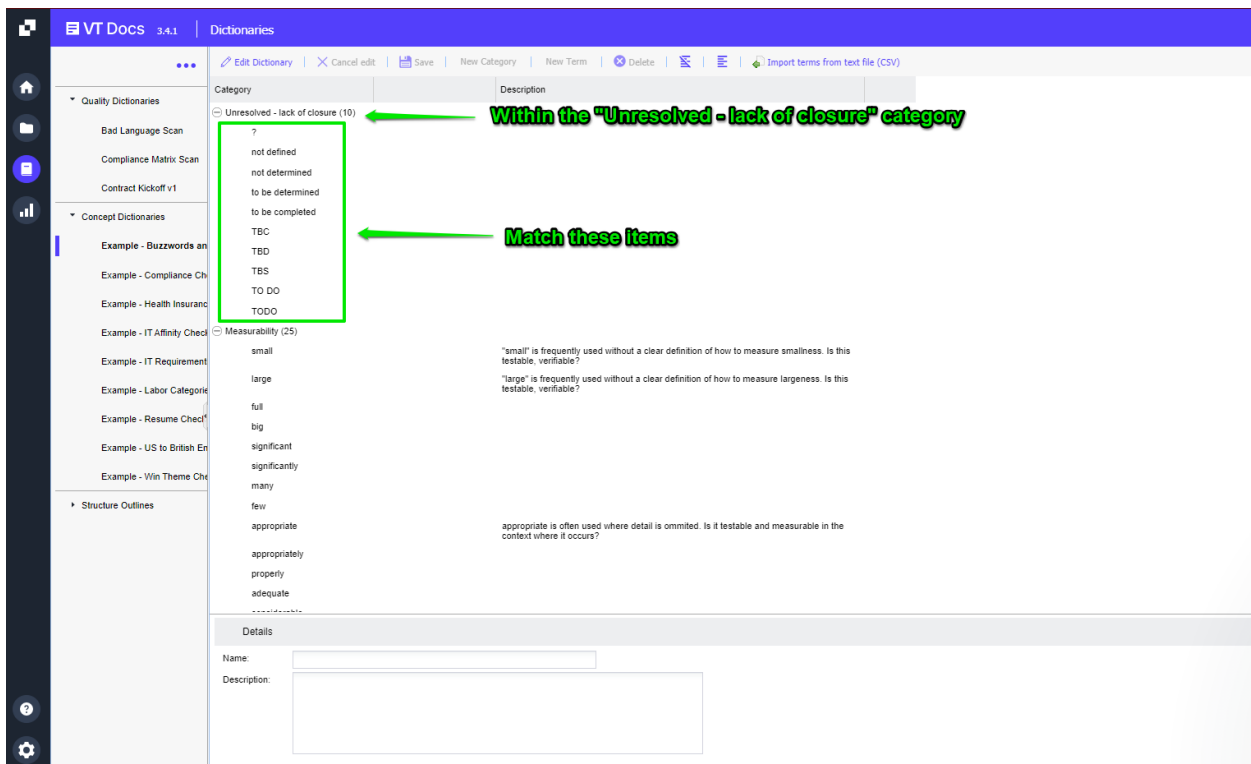


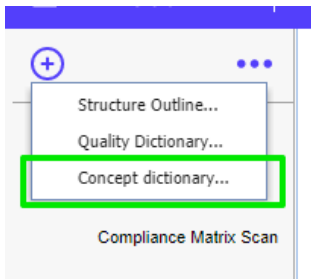
Figure 37 - Exploring a Concept Dictionary with Categories and Terms

Next, let's see how we can create new concept dictionaries. Later, we will show you how to edit the concepts in a specific dictionary.

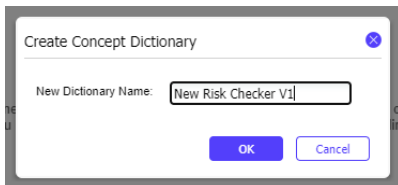
11.9.1. How to create a new Concept Dictionary

Step

1. Click the 'New >> Concept dictionary...' button.



2. Next, enter the name for your new dictionary and click 'OK'. In this case, we are creating a new dictionary called 'New Risk Checker v1'.



3. Once ready, click 'OK'
4. Now you will see an empty dictionary, ready for editing.

You're now ready to edit the dictionary.

11.9.2. Customizing / Editing Dictionaries

There are two primary ways to customize dictionaries. These are:

1. Using the **VisibleThread dictionary editor**
2. **Bulk import from CSV** (Comma Separated Value) formatted text files.

You will tend to use bulk import when you have quite a few dictionary items, and you want to set them up quickly.

We'll explain these two approaches in the next sections.

Secondary Flows:

You should be aware that these secondary flows result in updated concept dictionaries:

- Adding a concept from the **Discovery view**
- Adding search terms from the **Concept Tracking view**.

For more on these secondary flows, see sections "10.4 Adding to Concept List from Discovery" & "11.44 Filtering and 'Add search term'".

11.9.3. Customizing - using the VisibleThread dictionary Editor

Once you select a specific concept dictionary, the right-hand side view shows the dictionary details.

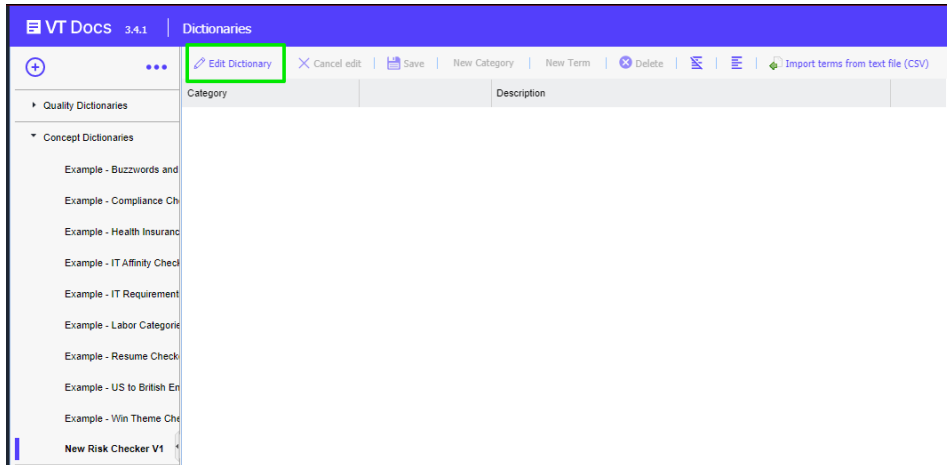


Figure 38 - Editing a dictionary

If the dictionary already has categories and terms, you'll see something like this:

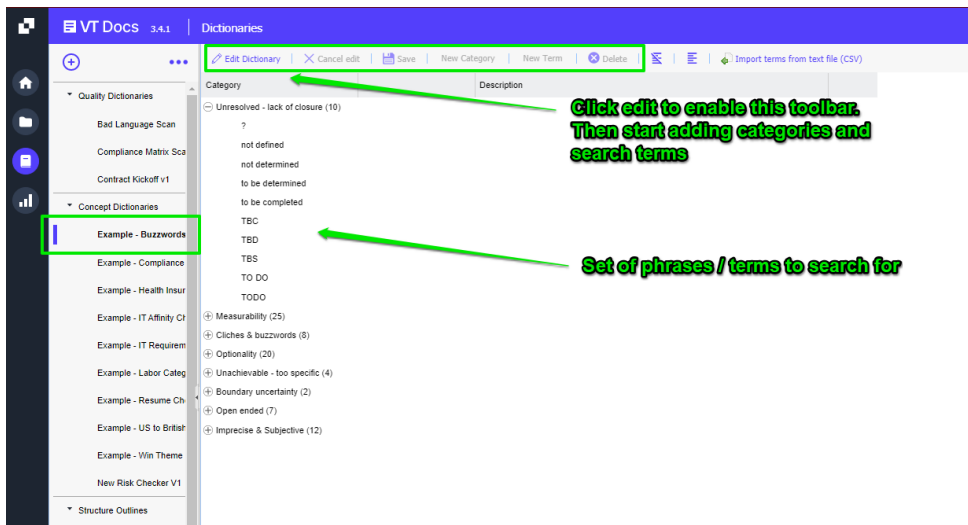


Figure 39 – Concept List with specific list showing terms on right

Let's explain the right-hand view, and then we'll explain how to edit.

Concept dictionaries consist of **categories** and **search terms**. Categories are logical groups. Terms are the search terms or phrases you're searching for.

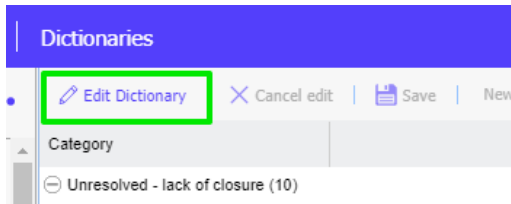
For instance, the above screen shows a category called "Section M – Critical Items" containing 10 terms to search for. This user is a US government contractor using concepts to search for pre-defined solicitation terms that qualify the pursuit. They are scanning documentation to ensure adequate coverage of critical items. These reports impact their bid/no-bid and teaming decisions.

When you click a category or term, the category or term attributes are shown in the bottom 'detail' pane. The category detail includes:

- **Name** – name of the category
- **Description** – the description of that category

The standard mode of the dictionary editor is 'read-only'. This means that are initially disabled (indicated by grey button text).

To start editing, click the 'Edit dictionary' button on the toolbar immediately above the detail area.



This then enables the other buttons and allows you to edit.



Figure 40 - Enabled buttons in dictionary editor

Here's how you add categories and terms:

New category

This allows you create a new category.

Clicking this prompts you for a name and optional description. Once you click 'OK', the system creates a new category with the name entered.

New term

This allows you create a new concept term. The concept will be added to the currently selected category.

When you click this, the system shows a screen like this:

 A screenshot of the 'New Term' dialog box. It has a title bar with a close button. Inside, there is a checkbox labeled 'Match words beginning with:'. Below it is a text input field for 'Name' containing the text 'New Concept'. Underneath is a larger text area for 'Description'. At the bottom, there are 'OK' and 'Cancel' buttons.

Enter the concept name and an optional description.

The description will surface later in generated reports so, often is useful as guidance text explaining the significance of the term.

Note – there is also an option to “Match words beginning with” for terms. This supports partial word matching. For example, if you enter the term “CM”, checking this option will match “CM” “CMM” and “CMMi” or any other variation starting with “CM”. This is also useful when looking for singular and plurals. For example, with this box checked, “customer” will match “customer” and “customers”.

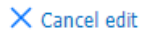
Once you click 'OK', the system creates a new concept.



Delete

This deletes the selected category or selected term.

Other options available on the toolbar are:

**Cancel Edit**

After making changes, you may want to cancel them. Click this to discard any changes made since the last save. The prior version of the dictionary will be restored.

**Save**

This saves any changes made to the Dictionary. Clicking this will also prompt you to confirm the save.

**Collapse**

This collapses all rows.

**Expand**

This expands all rows.

Tip: You can use drag & drop to move items up or down or into other areas. Position your mouse pointer over the Text area of the node you want to move and drag it to the desired location.

11.9.4. Modifying a Category or Term

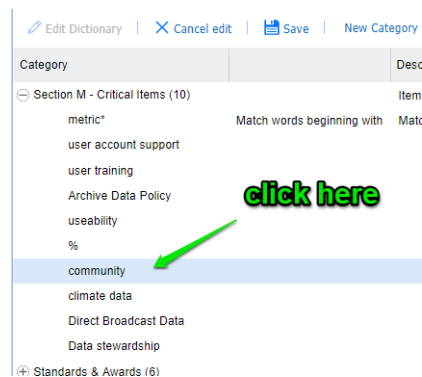
You may want to edit the detail for a category or term previously defined. Let's say you want to change the term "community" to "commun" and make it a broad match. By making it a broad match, this will then pick up "community", "communities" etc.

Tip: Make sure you are in Edit mode when modifying terms. Click the 'Edit dictionary' button.

Just follow these steps:

Select the Term

Click the term, so for example in this case we want to edit 'community':



Edit the detail

In the bottom of the screen you will see the term details:

Concept

Match words beginning with:

Name:

Description:

Next, change the text in the name to “commun” and check the box ‘Match words beginning with’.

If you want to specify a description, enter it here. The description will surface later in generated reports. This will serve as useful guidance text explaining the significance of the term.

The exact same process applies to category edits.

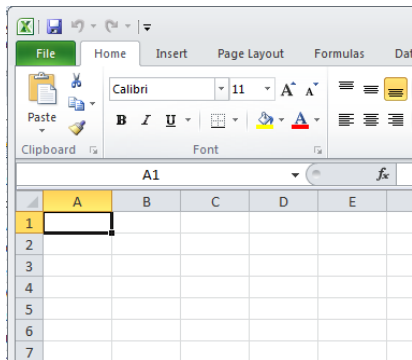
11.9.5. Customizing – using bulk Import from CSV

In cases where you have multiple terms or phrases, it is often easier to bulk import them into a dictionary, using CSV (Comma Separated Values) import. The easiest way to do this is by editing the file in Excel (or any text editor) and saving as a CSV formatted file from Excel.

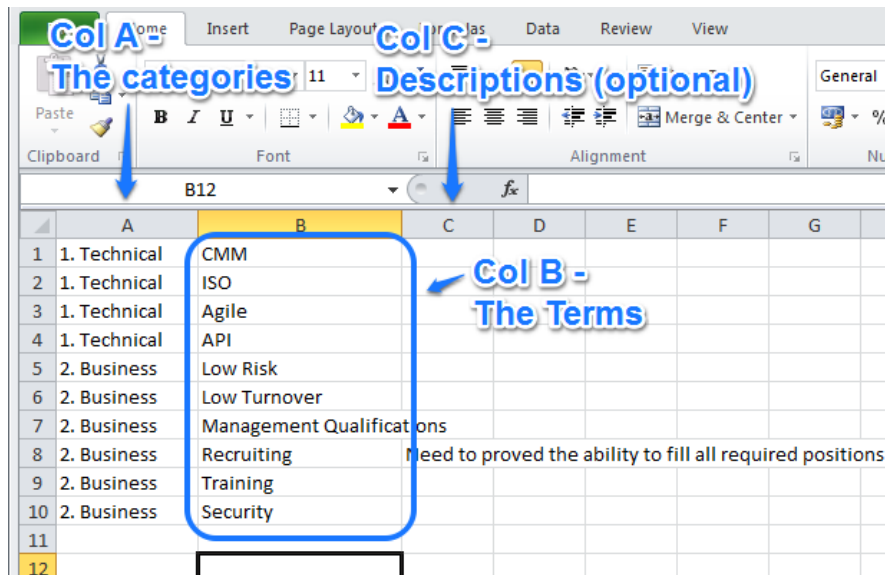
To perform an import, follow the steps below.

Step

1. Open Excel with a blank sheet:

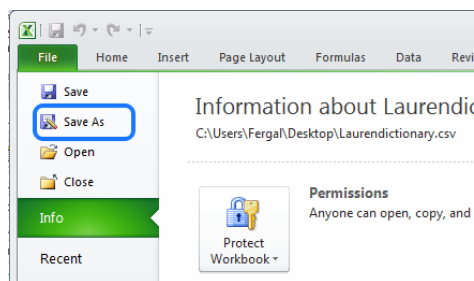


2. Next, enter the terms you want to import. The format is simple. Each column maps to the dictionary in this way:
 - Column A maps to the category, so in the screen below, you can see 2 categories; 1. Technical and 2. Business
 - Column B maps to the term. You can see the terms below: CMM, ISO etc.
 - Column C is the description.



Some notes on import logic:

- a) If the term already exists in the dictionary, it will be skipped on import.
 - b) You can leave column A empty, in which case the term will go into a 'Default Category' that the importer will create.
 - c) If the category already exists in your dictionary, the term will be added to that category.
 - d) If the category does not exist, it is created automatically.
 - e) Finally, the description field is optional.
3. When you're ready in Excel, click 'Save As'.

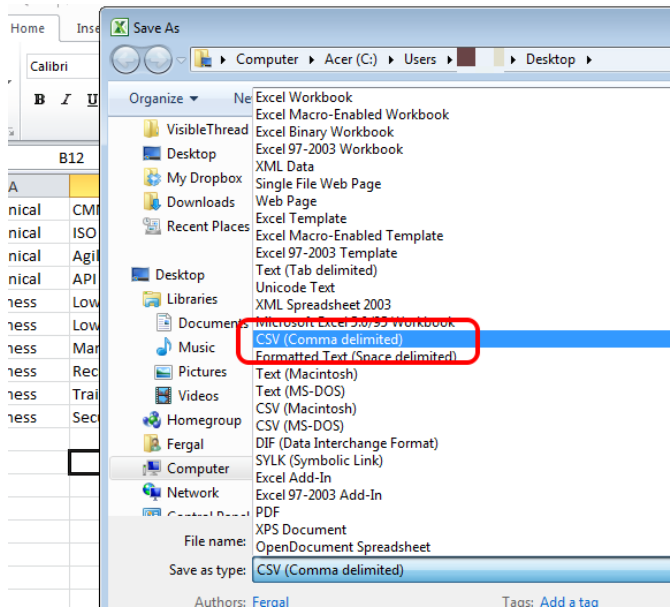


NOTE 1: Some versions of Excel may present the 'Save As' option differently.

NOTE 2: The 'Import from CSV' and 'Export to CSV' functions will preserve the 'Match words beginning with' option. If you export, you will see an "*" character to the right of the term. To set the option no an import, just add an "*" to the term.

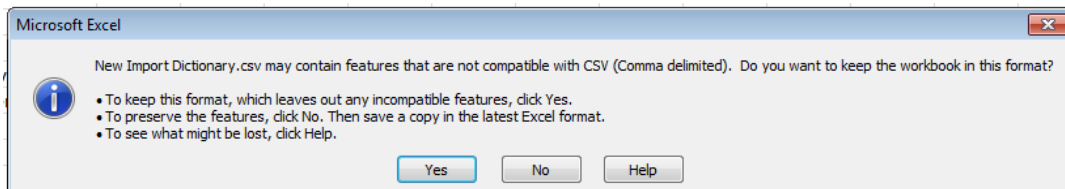
NOTE 3: If you want to back up dictionaries (perhaps because you're moving to a new environment), use the 'Export as Archive' capability. This will preserve the 'Match words beginning with' attribute and will restore it correctly. For more, see section '11.9.9 Exporting / Importing Dictionaries'.

- Name your file and save as a CSV format to a location you'll remember: your desktop, for example.



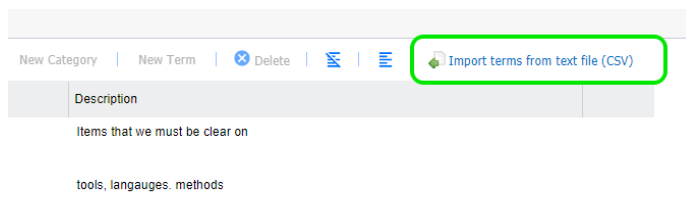
NOTE: Be sure to select the right CSV format in Excel. It's the one mid-way down the available list.

- Once you hit save, Excel will prompt you with a message similar to the below. Sometimes there may be more than one message. Go ahead and click 'Yes'.

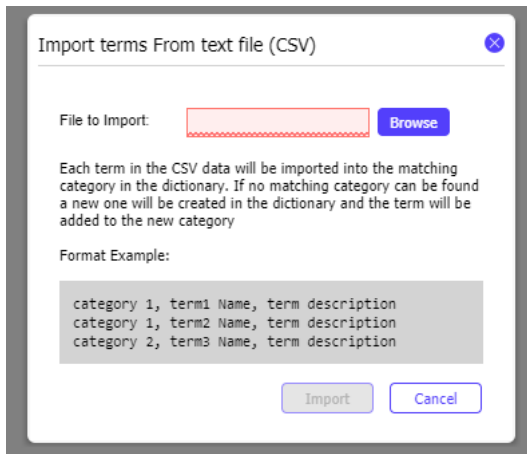


- Next, we want to import the CSV file.

Select your dictionary and click the **'Import terms from text file (CSV)'** option to the right.



- You will see a screen like this:



Click the 'Browse' button, select the CSV file you created a moment ago, and click 'Import'.

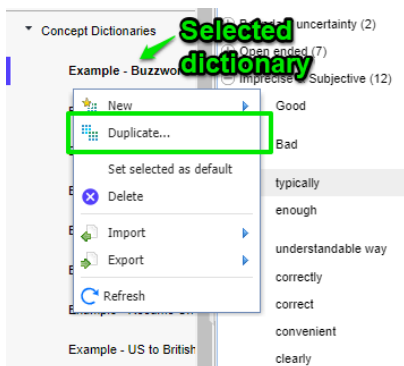
8. Once finished, you will see the contents of the CSV file in the dictionary.

11.9.6. Copying Dictionaries

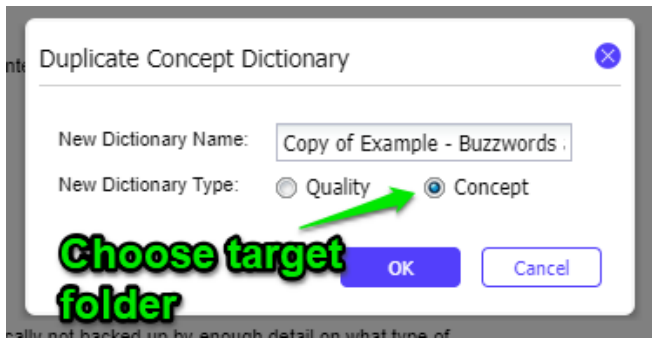
If you have existing dictionaries, it's very easy to copy them. Just follow these steps:

Step

1. Select the dictionary you want to copy. In this case, we select 'Example - Buzzwords'
2. Right Click 'Actions >> Duplicate ...'.



3. Enter the name for your new dictionary.
4. You have the option to duplicate the dictionary into the concept or quality folder.

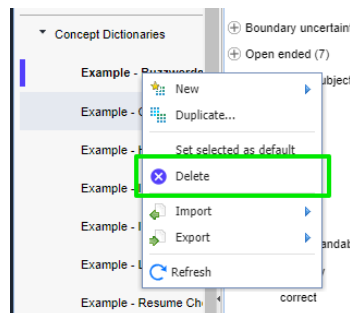



5. Click OK to copy the dictionary.

11.9.7. Deleting a Dictionary

To delete a dictionary, follow these step(s) from the dictionaries accordion:

1. **Select** Select the dictionary you want to delete, and either click the “Actions” button or right click. You will see a menu like this, in this case we just right clicked.



2.  **Delete** Click Delete.
3. **Prompt** Clicking this prompts you to confirm the deletion.

Note 1: If you delete a dictionary that is currently in use by a document or folder, you will be prompted with a message telling you which folders and/or documents are currently using it.

If the dictionary is in use, after deletion the folder will use the ‘default’ dictionary.

Important Note: This action cannot be undone.

11.9.8. Setting a default dictionary

What is a ‘default dictionary’?

When you create folders, the folder always has a concept dictionary associated with it.

Once you start uploading documents, you will always see a concept view with that dictionary. This dictionary is called the

default. You can easily tell the default dictionary, since it will have this icon associated with it.

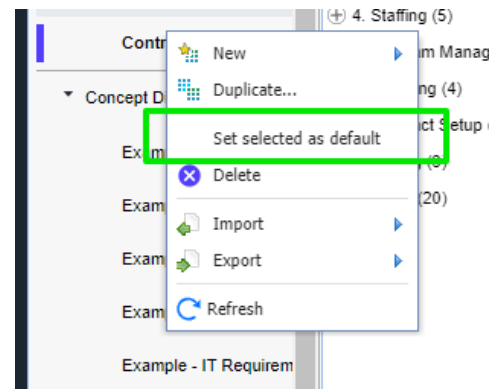
You can change the default. This means that any new folders will use that new default.

We ship with several stock concept dictionaries out of the box. One of these is the default.

You can easily set the default to one of your other dictionaries.

Here's how:

- Select** Select the dictionary you want to make the new default. Either click the "Actions" button or right-click.

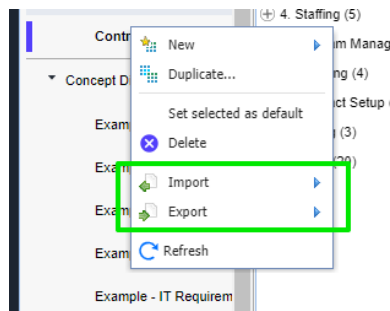


Click 'Set selected as default'.

11.9.9. Exporting / Importing Dictionaries

Sometimes you may want to export or import dictionaries. You can do so using these options under the "Actions" menu.

There are four options available.



Here's the explanation for when you would use each option:

Import from text file (CSV)

This allows you import a CSV (comma separated values) file as a new dictionary.

You will be prompted to specify:

1. The location of the file— use the 'Browse' button to locate it
2. The name of the dictionary
3. The dictionary type: either a concept or quality dictionary

Import from archive

This option allows for sharing of dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'export to archive' to share from one environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

Export to text file (CSV)

This allows you export this dictionary to a CSV (comma separated values) file.

Export to archive

This option allows for sharing dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'import from archive' to share from 1 environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

11.9.10. Refreshing Concept Tracking view after editing a Concept Dictionary

Once you have finished editing your dictionary, VisibleThread will need to refresh the folder and document(s) to reflect the dictionary changes in the Concept Tracking view.

At the folder level, you will see this screen after editing your dictionary and going back to Concept Tracking. Just click the Refresh button.

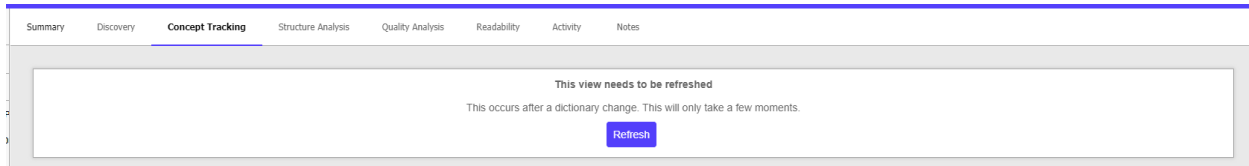


Figure 41 - Refresh view after a dictionary edit

This screen will also appear at the document view in Concept Tracking after any dictionary edits. Again, click the refresh button to re-analyze your document according to the newly modified dictionary.

12. Structure Analysis

The Structure Analysis view only applies to MS Word documents.

Use it to validate that a document complies with a specific heading structure. By headings, we mean MS Word defined headings using MS Word styles— typically Heading 1, Heading 2 etc.

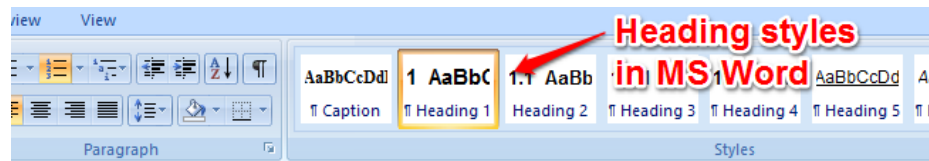


Figure 42 - MS Word showing styles ribbon with headings

Note: Structure Analysis does not apply to PDFs or Excel files.

Use structure analysis when you are concerned that a particular heading structure is always reflected in a document.

The Structure Analysis view changes depending on whether you select a folder or a document. The following sections outline how we handle each.

12.1. Structure Analysis at document level

You will get a sense of a Structure Analysis view at the document level in the screen shot below.

You can see how the headings found in the MS Word document (listed on the left side) compare with a mandated structure on the right. We call the structure on the right a “structure outline”.

Structure Outlines can be customized. We’ll see how a little later in section ‘12.4 Managing Structure Outlines (Create New, Edit, Copy etc.)’.

In this screen shot, we see ‘Detail Solution’ and ‘Conclusion’ called out in red text on the right. This means that these two required sections are missing from the document.

The screenshot shows the Structure Analysis tool interface. The 'Headings Found' pane on the left contains the following data:

Document Heading	Size	<input type="checkbox"/>
TXZ Network Technologies	3	<input type="checkbox"/>
Solicitation Issue Date: September 1,	6	<input type="checkbox"/>
Submission Due Date: 10:00 am Sep	277	<input type="checkbox"/>
Executive Summary	396	<input type="checkbox"/>
⊕ Product Description	1503	<input type="checkbox"/>
⊕ Quality Control Plan	8	<input type="checkbox"/>
⊕ Draft Project Plan	8	<input type="checkbox"/>
Contracting Information	2	<input type="checkbox"/>
⊕ 1. Price Schedule	243	<input type="checkbox"/>
2. Remit To: Company Contact Inform	53	<input type="checkbox"/>
3. Representations and Certifications	67	<input type="checkbox"/>
4. Acknowledgements of Solicitation /	17	<input type="checkbox"/>
5. E-Verify Compliance	34	<input type="checkbox"/>
⊕ 6. Past Performance Information	5961	<input type="checkbox"/>

The 'Compared with: Simple Template' pane on the right shows the following data:

Structure Outline	Status	Is Mandatory?
Executive Summary	● Pass	Mandatory
Detail Solution	◆ Fail	Mandatory
Conclusion	◆ Fail	Mandatory

Green annotations in the image include: 'Found this headings' with an arrow pointing to the 'Headings Found' table; 'But expected to see this' with an arrow pointing to the 'Structure Outline' table; and a green box around the 'Structure Outline' table.

Figure 43 - Structure Analysis at Document Level

In summary, you are comparing the heading structure in the doc against a required structure.

Some explanations of colors:

Black text in the “Headings Found” or “Compared with” panes means the Structure Analysis found headings in the document corresponding to the Structure Outline.

Red text in the “Compared with” pane signifies headings not found in the document.

Grey text in the “Headings Found” pane signifies headings found that do not match the Structure Outline showing in the “Compared with” pane.

Note: Grey text does not necessarily imply lack of compliance; rather it suggests additional detail above and beyond what was mandated in the Structure Outline.

The size metric in the Structure Pane displays a **0** (with red color) when a given heading is empty. In other words, this indicates that the heading has no body text after it. This can often be the case if a level 3 heading occurs immediately after a level 2 heading.





As you review you will see extracted content for a given heading. Check the () box adjacent to the heading and the bottom content grid will show the extracted content. Once you check these boxes, color coding appears relating the particular heading(s) with the bottom content grid.

Tip: To view all heading content check the box () in the column header.

Below is the set of visual indicators signifying matched/unmatched headings in the “Compared with” pane.

● Black text Full Match

This means that the heading was found in the document, and any sub-headings were also found in the document.

	Black text	Partial Match	This means that the heading was found in the document, but that some of the sub-headings were not matched.
	Red text	Full Mismatch	This means that the heading was not found in the document, and no sub-headings were found.
	Light Red text	Partial Mismatch	This means that while the heading was not found in the comparison document, some sub-headings were found.
	Light Red text	Optional Mismatch	This means that an optional Structure Outline heading was not found in the comparison document. NOTE: This does not impact the compliance % score.

There are some options available in the toolbar under the left "Headings Found" pane.

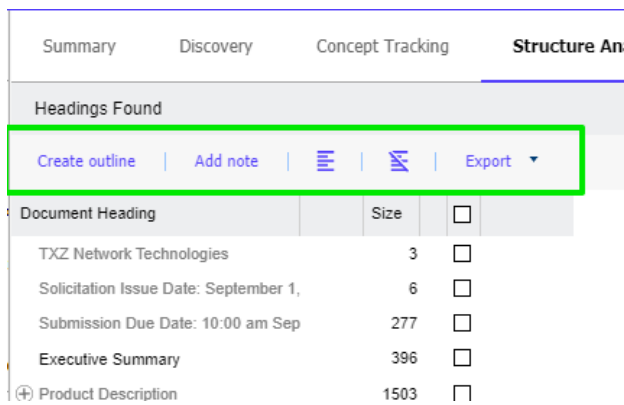




Figure 44 - Options available under "Headings Found"

These are:

Create outline	This allows you create a new Structure Outline for comparison based on the structure of the current document. This is a shortcut approach to creating structure outlines. For more detail, see section '12.4.3 Create a new Structure Outline from an existing document'.
Add note	Select a specific heading and click this to add a note. See later under Discussions for more on notes: 'Section: 18 Team Collaboration with Notes and Discussions'.
	Collapse This collapses all rows.
	Expand This expands all rows to one level of depth.
Export	You can export the structure statistics to a CSV format file for further manipulation.

12.2. How to compare with a different outline

You can easily set the comparison structure to a different structure outline.

Just select the document in the navigation pane and click the 'Structure Analysis' tab. Then click the 'Compare with different outline' button.

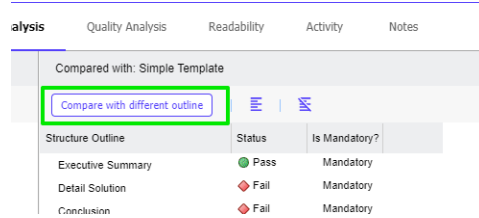


Figure 45 - Compare with different outline

You then select the new structure outline and click 'Run Analysis'.

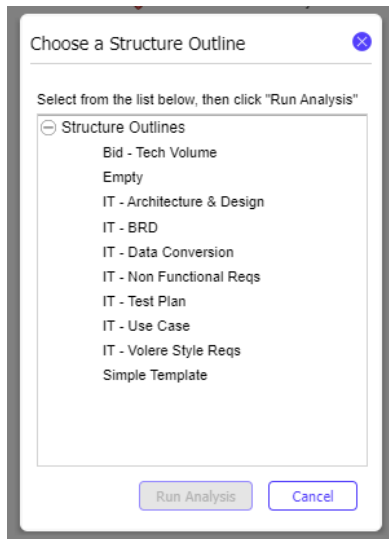


Figure 46 - Selecting an outline to compare against

The system applies the Structure Outline to the document and shows the results. You can also customize and create new structure outlines (used to compare) easily. We'll outline how in the next section.

12.3. Folder level Structure Analysis

At the folder level, the Structure Analysis view shows each MS Word document in the folder. Since Structure Analysis only applies to MS Word Docs, you will see no structure data for PDF or Excel documents.

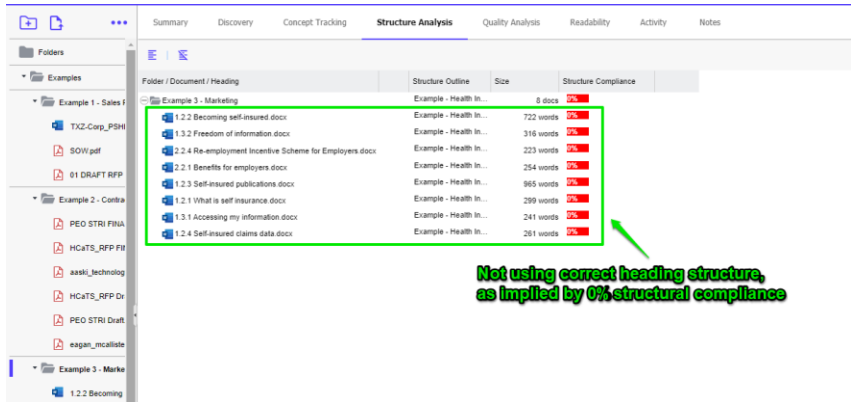


Figure 47 - Structure Analysis at Folder Level

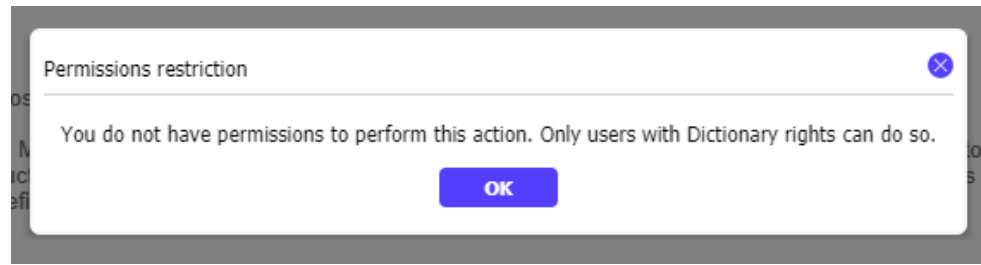
The view lists each document. You can also Export to CSV. The options available in the Structure toolbar are:

This pane consists of several columns as outlined in this table:

Folder / Document / Heading	This shows the Folder, document, or Heading depending on what row is selected.
Structure Outline	This is the Structure Outline currently associated with the specified folder or document.
Size	This represents the size of the document. For MS Word, it is measured in words. If there are no words in a given heading of the document, you will see '0', indicating that there is no content.
Structure Compliance	<p>This represents the status of documents when analyzed with the associated Structure Outline.</p> <p>At the folder and document level, the percentage (%) indicator is a roll up value arrived at by comparing headings within contained documents against the structure as dictated by the associated Structure Outline.</p> <p>As you review the status of documents, bear in mind that 100% compliance is based on finding all headings in the Structure Outline.</p> <p>The document may have additional headings above and beyond what is specified in the Structure Outline and still be 100% compliant.</p>

12.4. Managing Structure Outlines (Create New, Edit, Copy etc.)

Note: Permissions. Only users with dictionary permissions can create, modify or delete Structure Outlines. If you do not have dictionary rights and you attempt to modify dictionaries, you will get this message.



If you need to customize / edit dictionaries, contact your VisibleThread administrator who can grant you dictionary rights.

Structure Outlines verify that specific MS Word headings are present within the document (s). For instance, let's assume you are defining a Quality Assurance plan for an IT program. The absence of performance and security headings would suggest a lack of completeness.

So where are structure outlines stored in VisibleThread Docs? And how do we modify them?

Find them by clicking "Dictionaries" in the sidebar and clicking "Structure Outlines". You will see a screen like this:

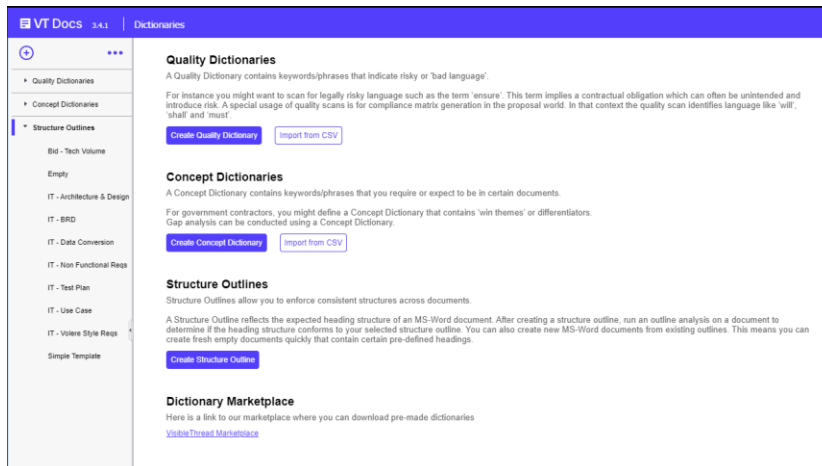


Figure 48 - Dictionaries View

You can see the full list of structure outlines in your environment.

Then, select a specific outline to see headings on the right. Headings are categorized as either 'mandatory' or 'optional'.

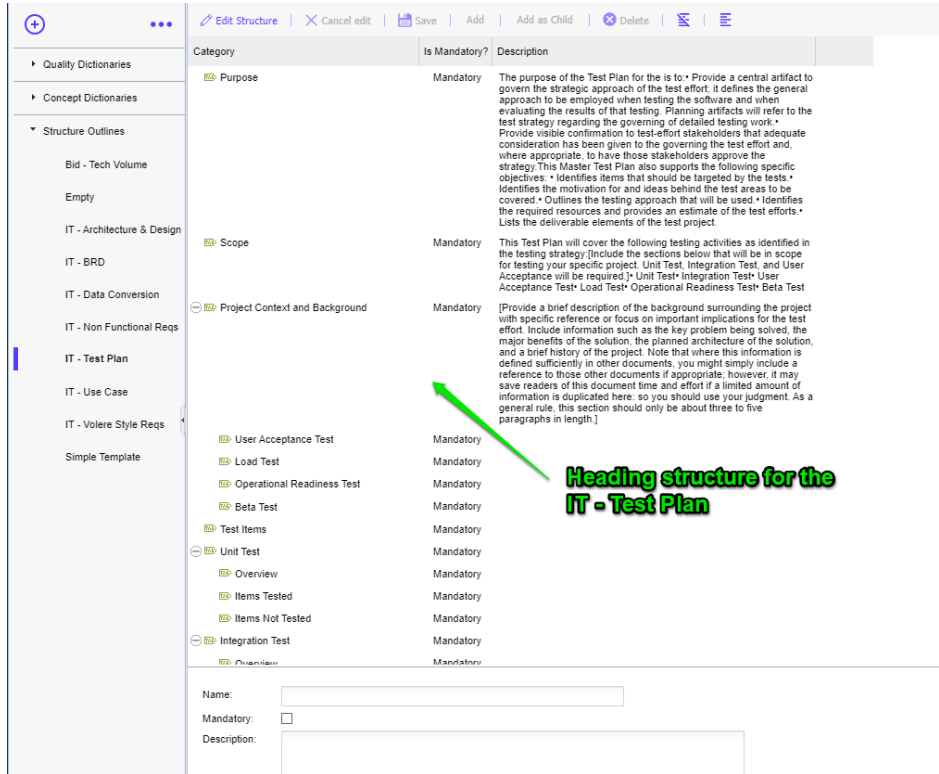


Figure 49 - Exploring a Structure Outline

You can create new outlines in three ways:

1. You can **create** a new outline from scratch.
2. You can use a **pre-existing MS Word** doc as a basis for your new outline.
3. You can **copy** an existing outline.

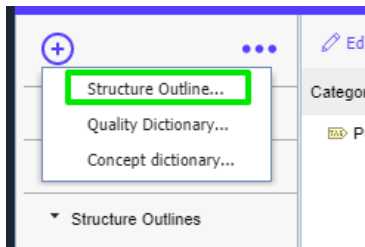
In the next sections, we'll see each of these approaches. Later, we will show how to edit the headings in a specific outline.

12.4.1. Create a new Structure Outline from scratch

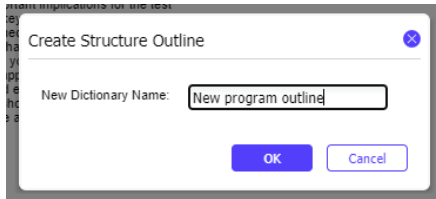
Let's consider the basic case of creating an outline from scratch.

Step

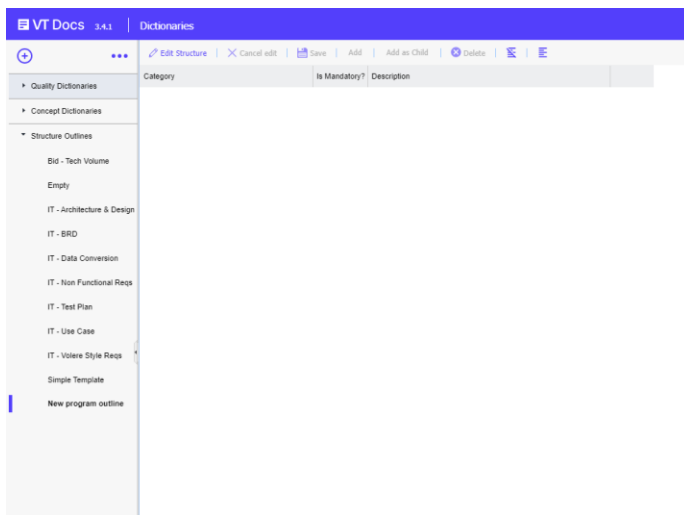
1. Click the 'New >> Structure Outline...' button.



- Next, enter the name for your new outline and click 'OK'. In this case, we are creating a new outline called 'New program outline'.



- Once ready, click 'OK'.
- Now you will see an empty screen like this:



Now we're ready to edit the outline.

12.4.2. Editing a Structure Outline

To start editing, click the 'Edit Structure' button on the toolbar immediately above the detail area.

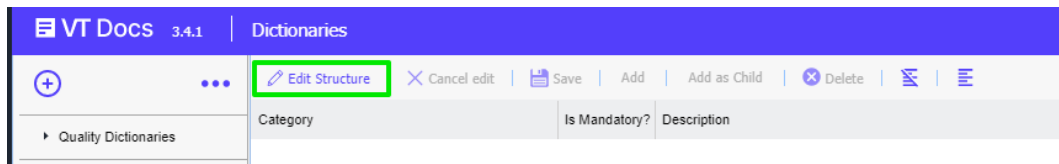


Figure 50 - Edit structure outline option

This then put you into an 'edit mode', making the remaining menu options clickable.

Here's how you add categories and terms:

Add

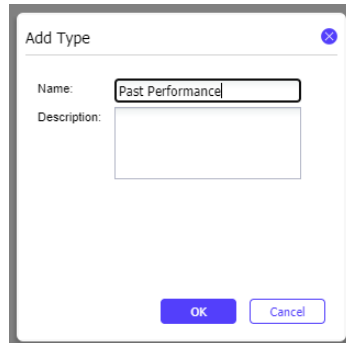
This allows you create a new Structure Heading.

Clicking this prompts you for the Heading name and optional description. Once you click 'OK', the system creates the category with the name entered.

Add as child

This allows you create a new sub-heading as a 'child' of the selected heading.

Clicking this prompts you for the heading text. Once you click 'OK', the system creates a new sub-heading. In this example we're adding a sub-heading called "Past Performance".

**Delete**

This deletes the selected heading.

Other options available on the toolbar are:

**Cancel Edit**

After making changes, you may want to cancel them. Click this to discard any changes made since the last save. The prior version of the structure outline will be restored.

**Save**

This saves any changes made to the outline. Clicking this will also prompt you to confirm the save.

**Collapse**

This collapses all rows.

**Expand**

This expands all rows.

Tip: You can use drag & drop to move items up or down or into other areas. Position your mouse pointer over the Text area of the node you want to move and drag it to the desired location.

To give you a better sense, this screenshot shows a more complete structure outline with several headings and sub-headings:

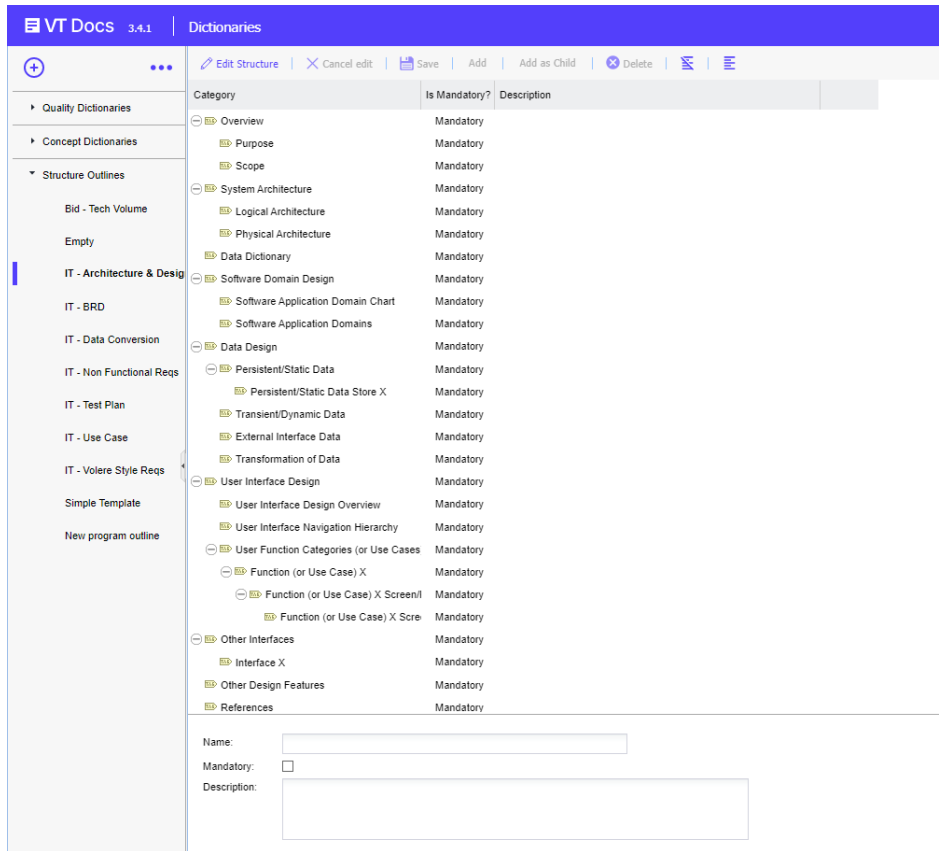


Figure 51 - Screen showing general layout of a populated outline

We compare these Structure Outline headings with the 'headings' in the comparison MS Word document.

Just like an MS Word document can have sub-headings (H2, H3 etc.), you can nest these headings as well. For instance, you might have a top level called 'non-functional requirements' comprising sub-headings 'operational', 'usability', 'legal' etc.

In the example outline above, at the top level, you see 'Data Dictionary', 'Data Design', 'User Interface Design' etc. You can also see many examples of sub-headings, for example the 'External Interface Data' under 'Data Design'.

We premise is to make sure that the documented test plan document conforms to this outline.

As you select each heading, you see detail in the bottom 'detail' pane. Detail includes:

- Name – name of the heading
- Description – the description of the heading (optional)
- A flag indicating whether this heading is mandatory or optional. Marking a heading as optional means that the total compliance calculation % for a document will not consider that heading.

12.4.3. Create a new Structure Outline from an existing document

You may already have MS Word documents that could be used as a good starting point for an outline. For instance, if you produce Quality Plans or Task Orders on a regular basis; you'll already have some good MS Word document templates suitable for use.

In cases like this, where you already have documents with good heading structures, you can easily create a new outline in 1 - click.

Here's how:

Step

1. Let's assume our starting MS Word doc is called 'Plan Template.docx' and you had not already uploaded it. (Skip this step if the good document is already in a VisibleThread folder.)

Go to 'Folders' and select a folder where you will upload 'Plan Template.docx'. Since our goal here is to use the Plan template as a basis for the new outline, you might even create a temporary folder just to hold 'Plan Template.docx', and later remove it. Next, upload "Plan Template.docx". See section "0

12.5. Creating sub-folders

VT Docs also provides support for nested sub-folders. This allows for easier grouping and categorization of related documents. For example, you might create a top-level folder for an RFP or contract. And then create sub-folders to group all issuing side documents or response documents together. Or you might also use sub-folders to organize your pink, red or gold team review documents.

Creating folders or sub-folders is straightforward. Click the 'Create New Folder' action from the Quick Actions menu in the folders area or click on the 'Create New Folder' option on the toolbar or from the right click menu.

Tip: To create a top-level folder, make sure you have selected "Folders" in the navigation pane.

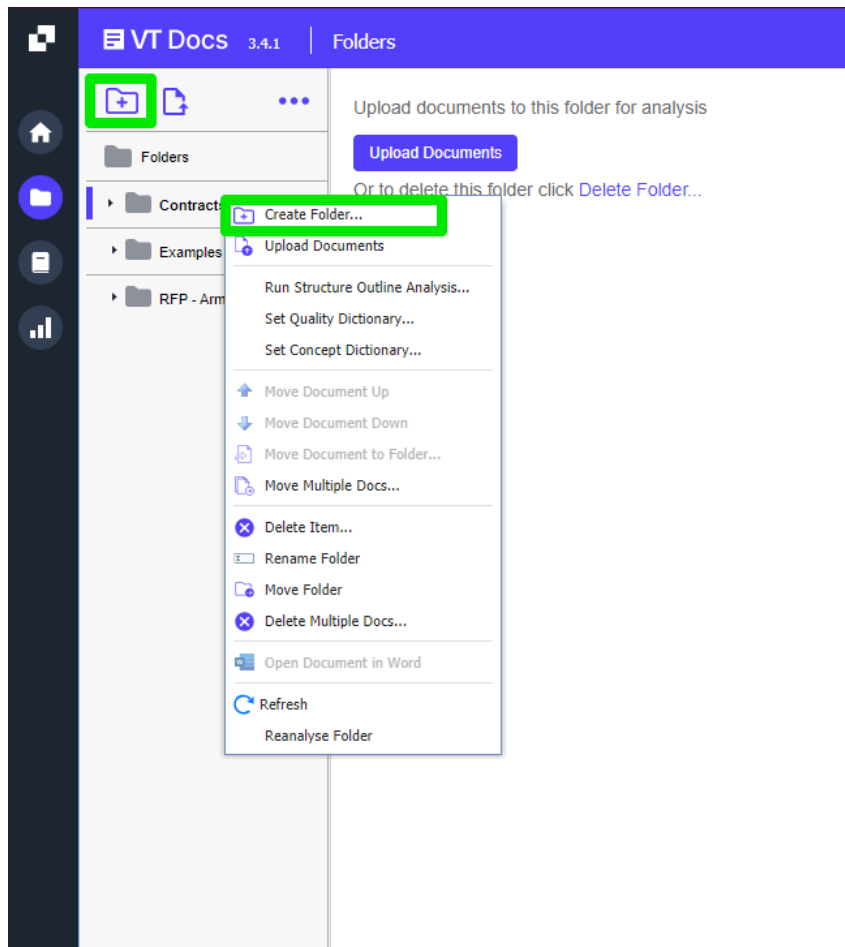


Figure 7 - Creating a New Sub-Folder

Moving items between sub-folders is really easy. Just drag and drop documents or folders into the destination folder. If you prefer to use the menu system, you can also move items by accessing the 'Move Folder' or 'Move Document' menu items from the Quick Actions or right click menus.

Uploading Documents” for how to upload documents.

2. With the appropriate document selected in the navigation pane, just select the 'Structure Analysis' tab. You will have a screen like this, with the headings showing on the right side:

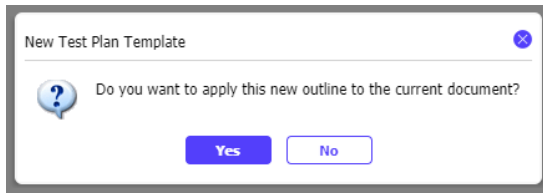
The screenshot shows the 'Structure Analysis' tab in the VisibleThread interface. The 'Headings Found' section is highlighted with a green box, and a green arrow points to the 'Create outline' button. A green text box says 'Click here to create outline based on this doc'. Another green arrow points to the 'Headings found in the doc' text.

Document Heading	Size	
TXZ Network Technologies	3	<input type="checkbox"/>
Solicitation Issue Date: September 1,	6	<input type="checkbox"/>
Submission Due Date: 10:00 am Sep	277	<input type="checkbox"/>
Executive Summary	396	<input type="checkbox"/>
Product Description	1503	<input type="checkbox"/>
Quality Control Plan	8	<input type="checkbox"/>
Draft Project Plan	8	<input type="checkbox"/>
Contracting Information	2	<input type="checkbox"/>
1. Price Schedule	243	<input type="checkbox"/>
2. Remit To: Company Contact Inform	53	<input type="checkbox"/>
3. Representations and Certifications	67	<input type="checkbox"/>
4. Acknowledgements of Solicitation /	17	<input type="checkbox"/>
5. E-Verify Compliance	34	<input type="checkbox"/>
6. Past Performance Information	5961	<input type="checkbox"/>

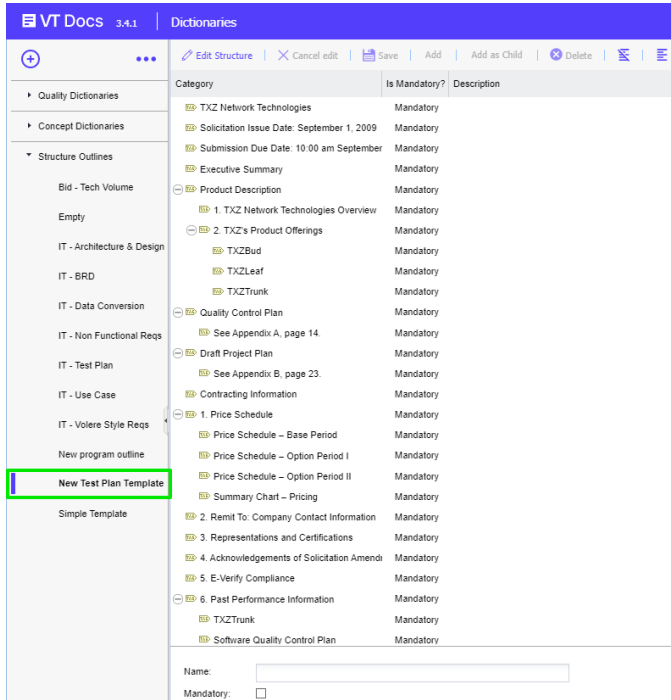
3. Next, click the "Create outline" menu highlighted above.
4. You will be prompted for the name of the new outline. Enter the name. In this case, we are creating a new outline called 'New Test Plan Template' from an uploaded MS Word document.

The screenshot shows the 'Create new structure outline' dialog box. The 'New Dictionary Name' field contains 'New Test Plan Template'. There are 'OK' and 'Cancel' buttons.

5. Once ready, click 'OK'.
6. You will be asked a final question: whether to apply the new outline to the current document. For the purposes of creating a new structure outline, it doesn't matter, so choose 'yes'.



- Once completed, the new structure outline will be placed under 'Dictionaries'. Click the dictionaries accordion and your new outline will be listed under 'Structure Outlines'. Select it to edit.

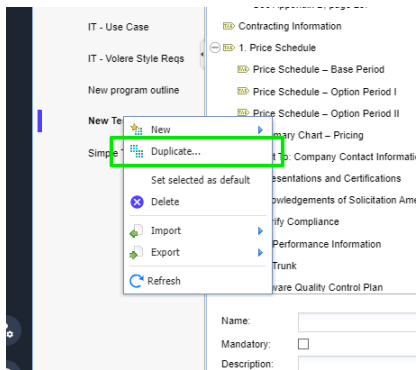


12.5.1. Copying Structure Outlines

If you have existing structure outlines, it's very easy to duplicate them. Just follow these steps:

Step

- Go to Dictionaries sidebar. Select the outline you want to copy.
- Click 'Actions >> Duplicate...'

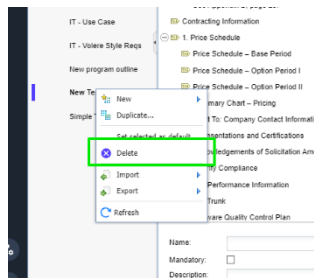


5. Enter the name for your new outline and click 'OK'.

12.5.2. Deleting a Structure Outline

To delete an outline, follow these step(s) from the dictionaries sidebar:

1. **Select** Select the structure outline you want to delete, and either click the “Actions” button or right click. You will see a menu like this, in this case we just right-clicked.



2. **Delete** Click Delete. In this example, we are deleting the new outline we created in the previous section.
3. **Prompt** Clicking this prompts you to confirm the deletion.

Note 1: If you delete an outline that is currently in use by a document or Folder, you will be prompted with a message telling you which Folders and/or documents are currently using it.

If the outline is in use, the folder will use the 'default' outline after deletion.

Important Note: This action cannot be undone.

12.5.3. Setting a default structure outline

In VisibleThread, when you create folders, every folder always has a default structure outline associated with it.

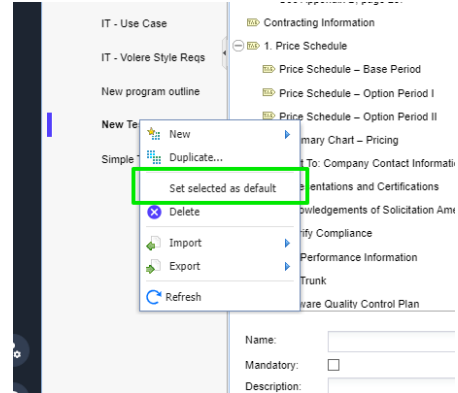
Once you start uploading MS Word documents, you will always see a Structure Analysis view with a specific outline. This outline is called the default. You can easily tell which the default is, since it will have this icon associated with it:



You can change the default outline. This means that any new folders will use the new default outline.

Here's how:

Select Select the structure outline you want to make the new default. Either click the "Actions" button or right-click.



Click 'Set selected as default'.

12.5.4. Exporting / Importing Structure Outlines

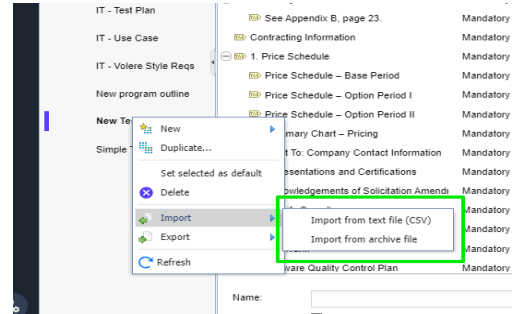
Sometimes you may want to export or import structure outlines. You can do so using these options under the 'Actions' menu.

There are two options available. Here's an explanation for when you would use each option:

Import from archive

This option allows for sharing of structure outlines between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'export to archive' to share from one environment to another.

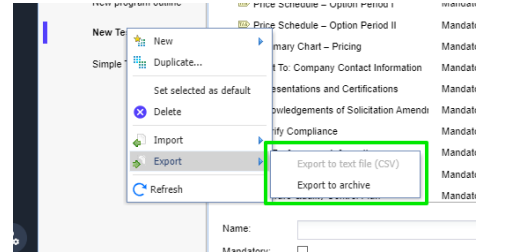
Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.



Export to archive

This option allows for sharing of structure outlines between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'import from archive' to share from one environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.



13. Quality Analysis at Folder and Document Level

Tip: If you have not read about Concept Tracking yet, please review Section 11, 'Concept Tracking at Folder and Document Level'.

Don't worry, we'll wait!

Review it because much of the behavior for Quality Analysis is like concept tracking. Rather than duplicating content, we will refer to concept tracking sections when it makes sense.

Quality Analysis is very similar to Concept Tracking. You use it to explicitly track against a predefined set of terms/phrases. These are contained in a "Quality Dictionary".

You may wonder when to use Quality Analysis and when to use Concept Tracking.

Quality Analysis is typically used to identify keywords or phrases in documents that indicate risky or 'bad language'. And it is used when you are focused on the content of one document in isolation.

For instance, you might scan for legally risky language such as the term 'ensure' in a contract document. This term implies a contractual obligation which can often be unintended and introduce risk. Equally, you might use a quality analysis to spot clichéd or open-ended language in a contract that may inadvertently introduce program delivery risk.

Compliance Matrix Generation: A special usage of quality analysis is for compliance matrix generation in the proposal world. In that context, the quality scan identifies language like 'will', 'shall' and 'must', and you can then parse or 'shred' a PDF or MS Word document to get a spreadsheet of requirements. We'll talk about that in the next section.

While both Concepts and Quality use the same dictionary mechanism, here is a summary of the key differences between Concept Tracking and Quality Analysis.

Quality Analysis	Concept Tracking
Dictionary can be set for each document even when they are in the same folder. This means that one document might be using a 'legal risk' dictionary, while another might be using a 'compliance matrix' dictionary.	Dictionary is set at Folder Level only . All document views share the same folder level dictionary.
The folder view shows a list of the documents and a summary showing each docs dictionary and occurrences.	Since the folder has just one dictionary, the concept view at folder level is visually different. It is presented as a matrix.
Allows you create a one-click compliance matrix	Does not offer a 1-click compliance matrix
Cannot be populated from Discovery	Can be populated from Discovery

13.1. Quality Analysis at Document Level

When using document level Quality Analysis, you focus on a **specific document**. The view looks like this:

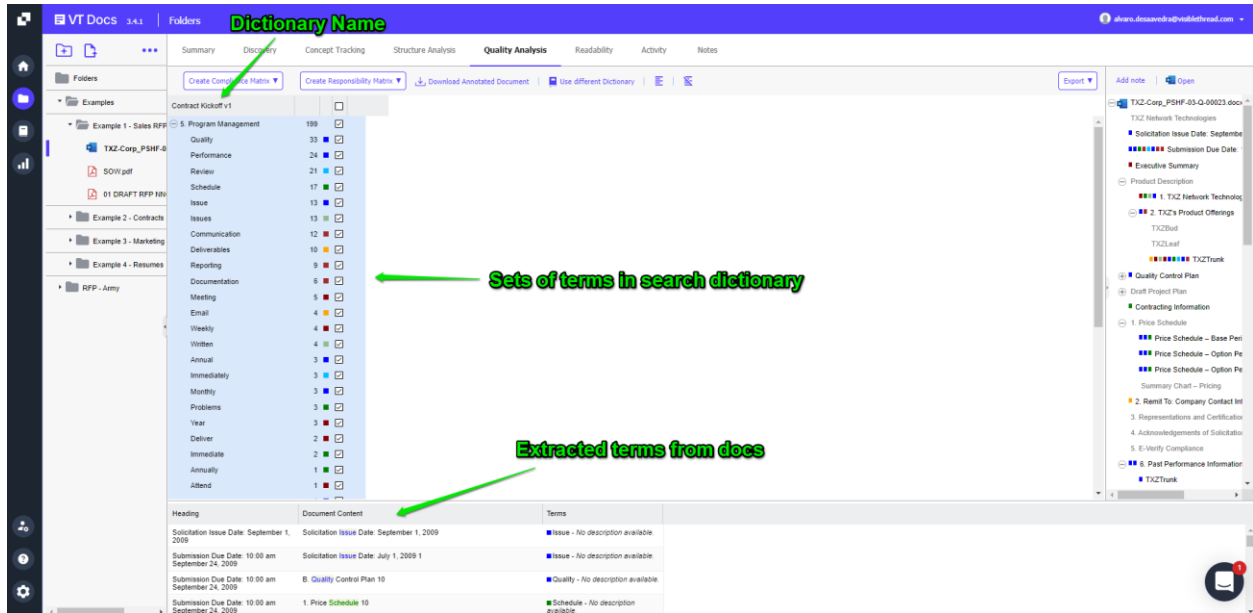


Figure 52 - Document Level Quality Analysis – running a compliance matrix-oriented dictionary

13.2. Reviewing document content

Behaviorally, the Quality View at the document level is very similar to Concept Tracking. However, Quality Analysis carries two additional options not available in Concept Tracking. These are “Create Compliance Matrix” and “Create Responsibility Matrix”. We’ll see how to use these in subsequent sections. Meanwhile back to the similarities.

Just like Concept Tracking, by default, the bottom grid is empty. When you want to review the document content itself, just check the box to the right of each term or phrase.

Once you check a box, the bottom grid shows a content extract for review.

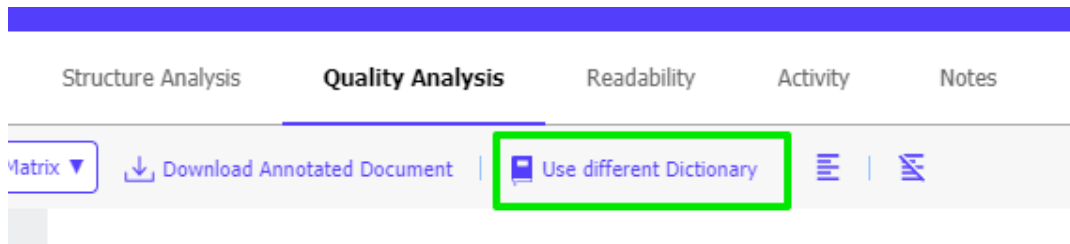
13.3. Using different Quality Dictionaries

Just like Concept Dictionaries, Quality Dictionaries perform a job or task and you can set different dictionaries at will.

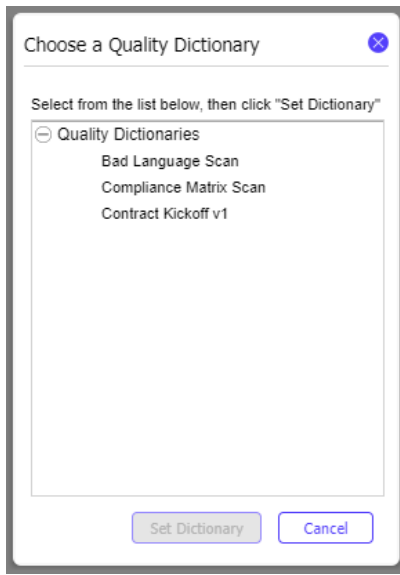
Just follow these steps to set a new dictionary:

Step

1. Click ‘Use different dictionary’.



2. The system shows the list of available quality dictionaries:



Note: This list is populated from the dictionaries currently in your system, so your list will be dependent on how many customized dictionaries you have created.

3. Click 'Set Dictionary' when ready. The system will apply the selected dictionary and your view will refresh.

13.4. Generate a compliance matrix for a single doc

One of the first things sales proposal professionals do is to manually 'shred' or 'burst' the solicitation document(s).

The result of this is a 'compliance matrix', typically an MS Excel spreadsheet. The matrix itemizes all requirements. Sometimes it's called a 'requirements compliance matrix'. The purpose of the matrix in the context of a sales proposal is to itemize every requirement and ensure you meet or comply with the requirement.

Without VisibleThread Docs, this would take a lot of time and copy/paste activity as you extract each paragraph or sentence and paste it into a spreadsheet for tracking.

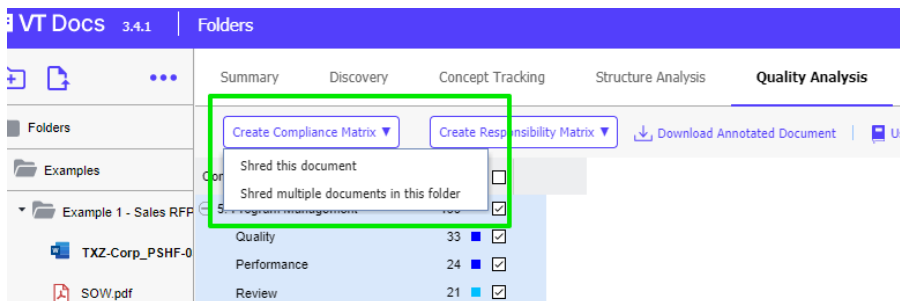
You can create a starter compliance matrix in one click directly from VisibleThread Docs. For sales teams, especially government contractors, this is a huge time saver.

Here's how to create a compliance matrix:

Step

1. Select the document in the navigation pane. Click the 'Create Compliance Matrix...' button. Click "Shred this document".

NOTE: You can shred multiple docs in one click. We'll show you how in the next section.



2. You will then see a window like this:

The screenshot shows a 'Create Compliance Matrix' dialog box. It includes the following elements and annotations:

- Header:** 'Create Compliance Matrix' with a subtitle 'We will use this dictionary **Contract Kickoff v1**. To use a different dictionary hit "Cancel", then click "Use different dictionary".'
- Output format section:** 'Split text by' with radio buttons for 'Sentence' and 'Paragraph' (selected). An annotation 'How to split output?' points to these buttons.
- Advanced Options section:** 'New row on dictionary hit' checkbox (unchecked). Below it, an 'Ignore Text' input field contains 'e.g. APPENDIX, COPYRIGHT'. An annotation 'Content to omit or include in the shred' points to this field.
- Macros section:** 'Include Macros to customize output' checkbox (unchecked). An annotation 'Would you like to include macros?' points to this checkbox.
- Buttons:** 'Generate Matrix' and 'Cancel' at the bottom.

This view has the following options:

- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found.

This is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).

It also has 3 advanced options:

- **Ignore Text:** You can omit paragraphs in the generated output that contain certain text. For example, headers and footers with recurring copyright statements.
 - **Ignore Pages** (only applies to PDFs): You can also omit certain pages if the document is in PDF format. A typical example of this is where you want to omit a page range prior to or after a certain section. US government contractors frequently ignore everything up to the start of section L in a US Government RFP.
- Include Macros:** This will add macros to the outputted Excel file, that the user can use to further customize the output. For more information see section **Error! Reference source not found. Error! Reference source not found.**

Tip 1: if your doc is in an MS Word format and you want to omit pages, consider saving it as PDF and shredding the PDF version.

Tip 2: Normally when you generate a compliance matrix, you will want to highlight terms such as 'will', 'shall', 'must' etc., so you would expect these terms and others to occur in the dictionary. If the current dictionary is not the best one, just cancel and use a more appropriate dictionary by clicking 'Use different dictionary'.

3.

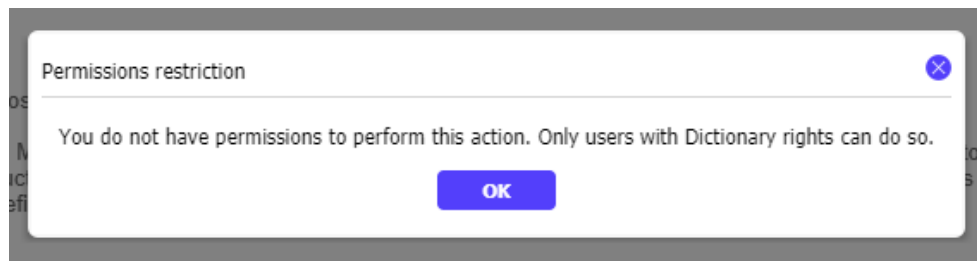
Once complete, you will see a full compliance matrix like this:

Dictionary	Document	Para No.	Page	Ref	Content	Category	Term	Density	Your comments here...
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	28	4		DRAFT CISTO – SCTS STATEMENT OF WORK Page 4 of 21				
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	29	4		The Direct Readout Laboratory (DRL) supports the continuous real-time transmission of satellite data to the ground (http://directreadout.sci.gsfc.nasa.gov). The users of the feeds of data from the direct readout that have compatible ground receiving equipment and have line-of-sight to the satellite may receive these transmissions. Direct Readout (DR) is the process of acquiring freely transmitted live satellite Direct Broadcast (DB) data. The DRL acquires and pre-processes raw data and generates instrument data products that is sent via DB. The data management technologies, Science Processing Algorithms (SPA) and science processing software tools created by the DRL are used in support of science processing algorithm implementation in real-time data system's direct readout applications, as well as form a foundation from which real-time information technologies are developed in support of exploration systems. All software and tools created by the DRL become public domain software.	Optionals	may - Possible obligation. Needs to be checked in the context & section where it occurs. Exclude if it refers to the month of 'May'	1	
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	30	4		High End Computer Networking (HECN)				
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	31	4		The HECN Team (http://science.gsfc.nasa.gov/606.1/HECN.html) manages the GSFC Science and Engineering Network (SEN) as a non-mission-dedicated high-end computer network at GSFC. The SEN services GSFC projects and users who have computer network performance requirements greater than those baselined for GSFC's general-use campus-wide Center Network Environment (CNE). The HECN team also conducts network R&D and test bed evaluations with advanced network technology. This research contributes to the next generation high-end computer networks at GSFC.				
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	32	4	3	3 General Objectives The following is a list of objectives designed to meet the mission and vision of CISTO.	Primary	list - New in v5 dictionary - suggests an obligation	1	
Bid - Compliance Scan v5	06 DRAFT SOW NNG12411365R.pdf	33	4	1.	1. Provide high-end computing and data systems and services designed to meet the needs of the NASA scientific and engineering communities.	Primary	provide - Needs to be checked in the context & section where it occurs	1	

Text where terms found

13.5. While VisibleThread ships with a suitable compliance dictionary with terms like 'will', 'shall', 'must' etc., you can easily customize the terms or indeed the dictionary used. See 'Section 13.11 Managing Quality Dictionaries (Create New, Edit, Copy etc.)'

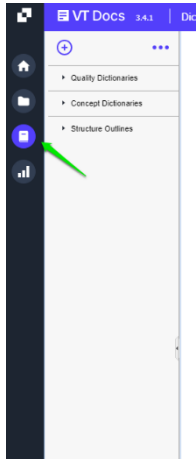
Note: Permissions. Only users with dictionary permissions can create, modify or delete Dictionaries. If you do not have dictionary rights and you attempt to modify dictionaries, you will get this message.



If you need to customize / edit dictionaries, contact your VisibleThread administrator who can grant you dictionary rights.

We use dictionaries to find terms or phrases across a folder of documents in the Quality Analysis view, but where are the dictionaries defined? How do you modify them?

To see the list of dictionaries, click 'Dictionaries' in the sidebar.



You will see three types of items: Quality Dictionaries, Concept Dictionaries, and Structure Outlines.

To see the full list of quality dictionaries in your environment, click the “Quality Dictionaries” entry.

Then, select a specific dictionary to see what it contains.

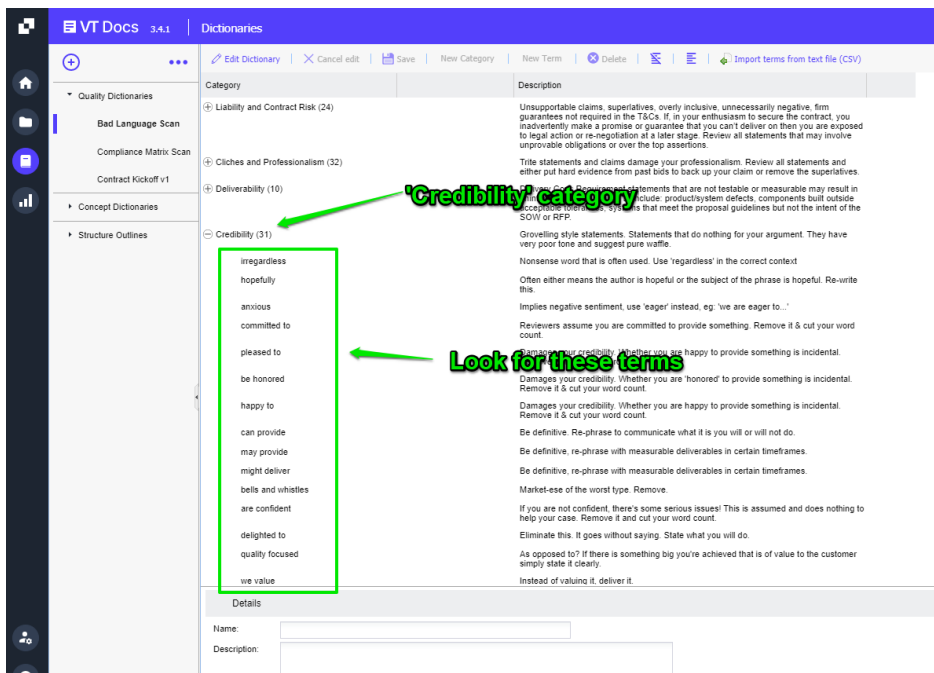


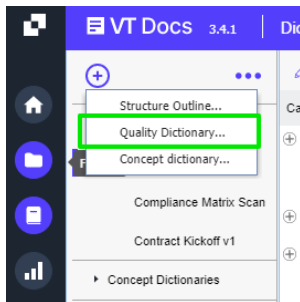
Figure 60 - Exploring a Quality Dictionary with Categories and Terms

Next, let's see how we can create new quality dictionaries. Later, we will show you how to edit the quality terms in a specific dictionary.

13.5.1. How to create a new Dictionary

Step

1. Click the 'New >> Quality dictionary...' button.



2. Next, enter the name for your new dictionary and click 'OK'.
3. Now you will see an empty dictionary, ready for editing.

You're now ready to edit the dictionary.

13.5.2. Customizing / Editing Dictionaries

There are two primary ways to customize dictionaries. These are:

1. Using the **VisibleThread dictionary editor**
2. **Bulk import from CSV** (Comma Separated Value) formatted text files.

You will tend to use bulk import when you have quite a few dictionary items, and you want to set them up quickly.

We'll explain these two approaches in the next sections.

13.5.3. Customizing - using the VisibleThread dictionary Editor

Once you select a specific quality dictionary, the right-hand side view shows the dictionary details.

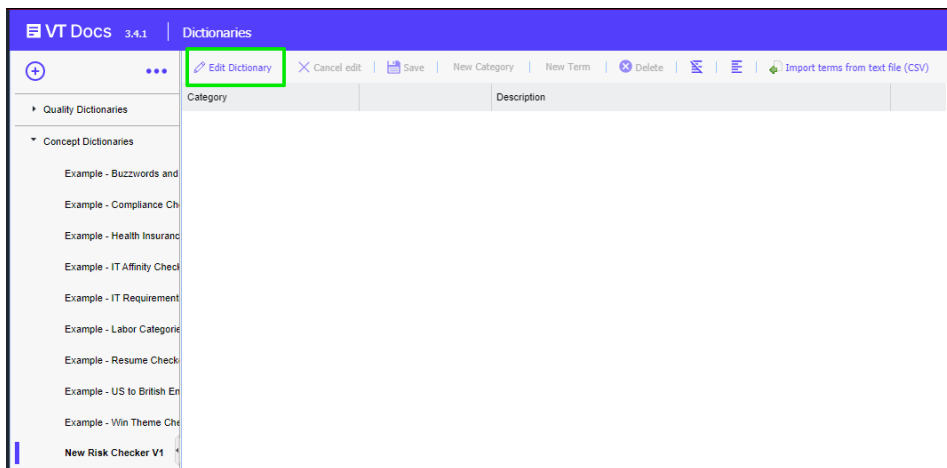


Figure 61 - Dictionary Editor

If the dictionary already has categories and terms, you'll see something like this:

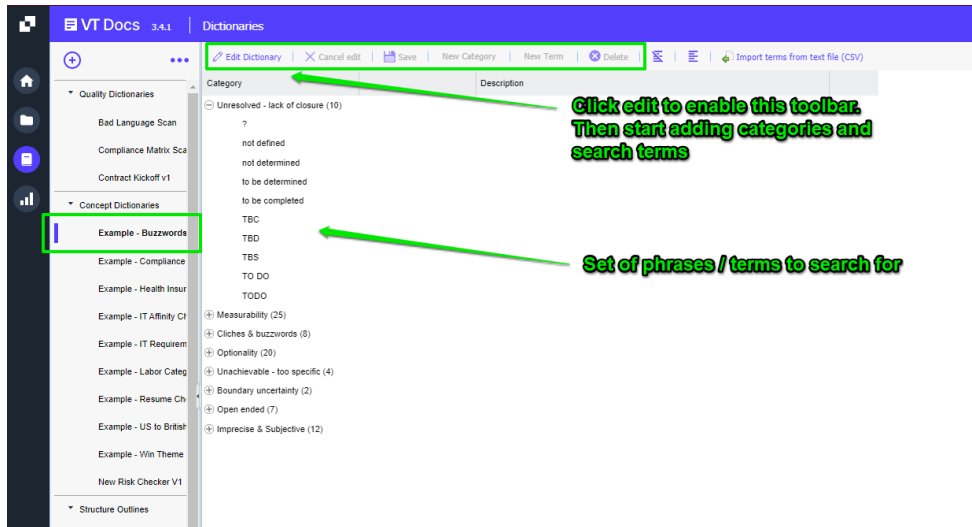


Figure 62 – Quality List with specific list showing terms on right

Let's explain the right-hand view, and then we'll explain how to edit.

Quality dictionaries consist of **categories** and **search terms**. Categories are logical groups. Terms are the search terms or phrases you're searching for.

For instance, the above screen shows a category called "Section M – Critical Items" containing 10 terms to search for. This user is a US government contractor using quality to search for pre-defined solicitation terms that qualify the pursuit. They are scanning documentation to ensure adequate coverage of critical items. These reports impact their bid/no-bid and teaming decisions.

When you click a category or term, the category or term attributes are shown in the bottom 'detail' pane. The category detail includes:

- **Name** – name of the category
- **Description** – the description of that category

The standard mode of the dictionary editor is 'read-only'. This means that are initially disabled (indicated by grey button text).

To start editing, click the 'Edit dictionary' button on the toolbar immediately above the detail area.

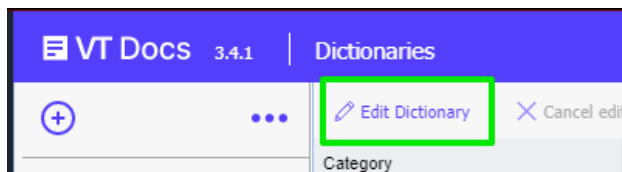


Figure 63 - Edit dictionary option

This then enables the other buttons and allows you to edit.

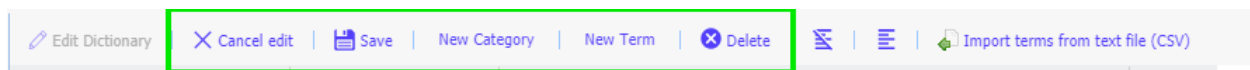


Figure 64 - Options enabled once in edit mode

Here's how you add categories and terms:

New category

This allows you create a new category.

Clicking this prompts you for a name and optional description. Once you click 'OK', the system creates a new category with the name entered.

New term

This allows you create a new quality term. The quality term will be added to the currently selected category.

When you click this, the system shows a screen like this:

Enter the quality term name and an optional description.

The description will surface later in generated reports so, often is useful as guidance text explaining the significance of the term.

Note – there is also an option to “Match words beginning with” for terms. This supports partial word matching. For example, if you enter the term “CM”, checking this option will match “CM” “CMM” and “CMMi” or any other variation starting with “CM”. This is also useful when looking for singular and plurals. For example, with this box checked, “customer” will match “customer” and “customers”.

Once you click 'OK', the system creates a new quality term.



This deletes the selected category or selected term.

Other options available on the toolbar are:

**Cancel Edit**

After making changes, you may want to cancel them. Click this to discard any changes made since the last save. The prior version of the dictionary will be restored.

**Save**

This saves any changes made to the Dictionary. Clicking this will also prompt you to confirm the save.

**Collapse**

This collapses all rows.

**Expand**

This expands all rows.

Tip: You can use drag & drop to move items up or down or into other areas. Position your mouse pointer over the Text area of the node you want to move and drag it to the desired location.

13.5.4. Modifying a Category or Term

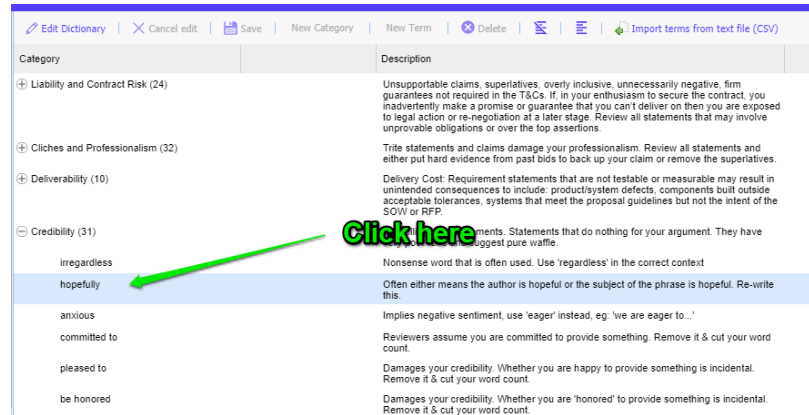
You may want to edit the detail for a category or term previously defined. Let's say you want to change the term "community" to "commun" and make it a broad match. By making it a broad match, this will then pick up "community", "communities" etc.

Tip: Make sure you are in Edit mode when modifying terms. Click the 'Edit dictionary' button.

Just follow these steps:

Select the Term

Click the term, so for example in this case we want to edit 'hopefully':



Edit the detail

In the bottom of the screen you will see the term details:

The screenshot shows the term details form for 'we value'. The form includes a 'Details' section with a 'Match words beginning with:' checkbox checked, a 'Name:' field containing 'hope', and a 'Description:' field containing 'Often either means the author is hopeful or the subject of the phrase is hopeful. Re-write this.'

Next, change the text in the name to "hope" and check the box 'Match words beginning with'.

If you want to specify a description, enter it here. The description will surface later in generated reports. This will serve as useful guidance text explaining the significance of the term.

The exact same process applies to category edits.

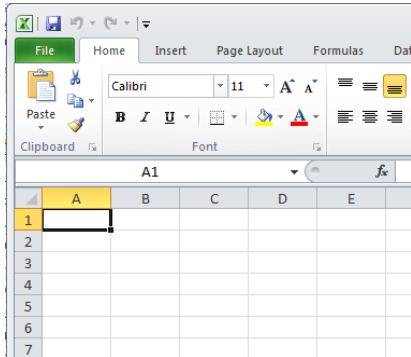
13.5.5. Customizing – using bulk Import from CSV

In cases where you have multiple terms or phrases, it is often easier to bulk import them into a dictionary, using CSV (Comma Separated Values) import. The easiest way to do this is by editing the file in Excel (or any text editor) and saving as a CSV formatted file from Excel.

To perform an import, follow the steps below.

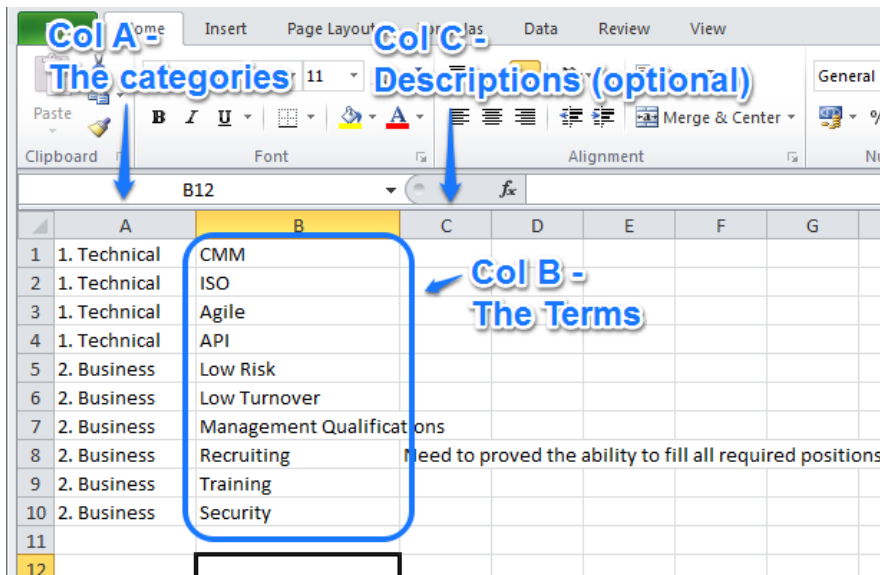
Step

1. Open Excel with a blank sheet:



2. Next, enter the terms you want to import. The format is simple. Each column maps to the dictionary in this way:

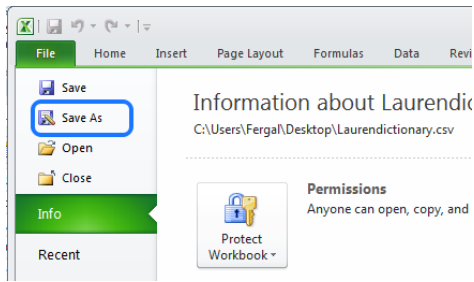
- Column A maps to the category, so in the screen below, you can see 2 categories; 1. Technical and 2. Business
- Column B maps to the term. You can see the terms below: CMM, ISO etc.
- Column C is the description.



Some notes on import logic:

- f) If the term already exists in the dictionary, it will be skipped on import.
- g) You can leave column A empty, in which case the term will go into a 'Default Category' that the importer will create.
- h) If the category already exists in your dictionary, the term will be added to that category.
- i) If the category does not exist, it is created automatically.
- j) Finally, the description field is optional.

3. When you're ready in Excel, click 'Save As'.

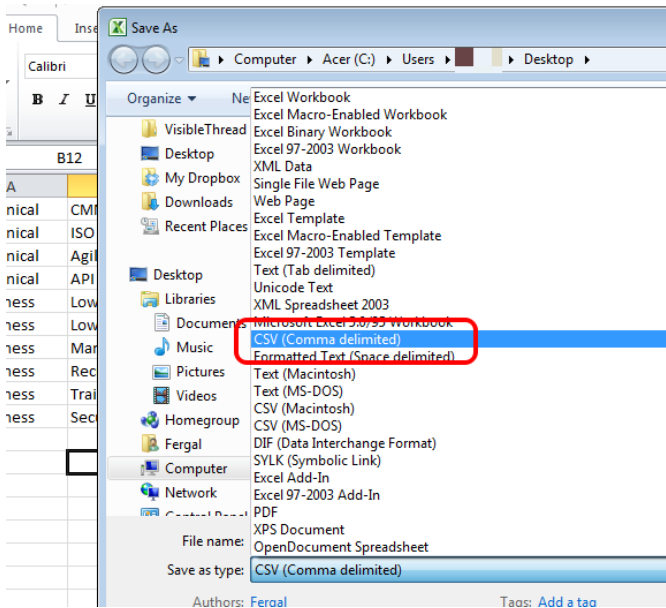


NOTE 1: Some versions of Excel may present the 'Save As' option differently.

NOTE 2: The 'Import from CSV' and 'Export to CSV' functions will preserve the 'Match words beginning with' option. If you export, you will see an "*" character to the right of the term. To set the option no an import, just add an "*" to the term.

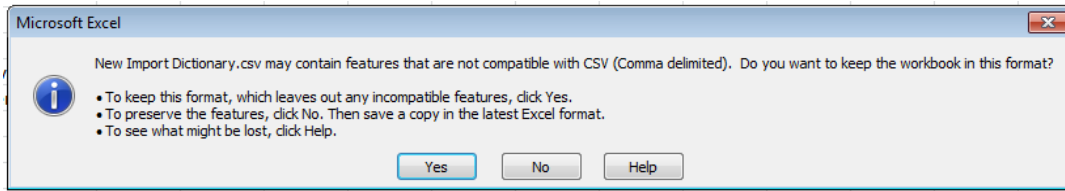
NOTE 3: If you want to back up dictionaries (perhaps because you're moving to a new environment), use the 'Export as Archive' capability. This will preserve the 'Match words beginning with' attribute and will restore it correctly. For more, see section '11.9.99 Exporting / Importing Dictionaries'.

4. Name your file and save as a CSV format to a location you'll remember: your desktop, for example.



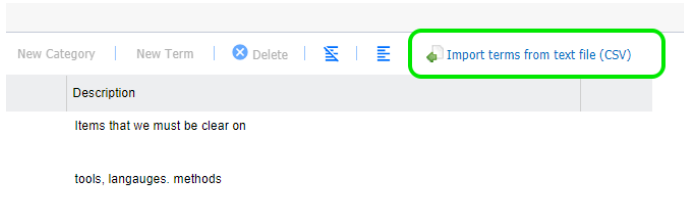
NOTE: Be sure to select the right CSV format in Excel. It's the one mid-way down the available list.

5. Once you hit save, Excel will prompt you with a message similar to the below. Sometimes there may be more than one message. Go ahead and click 'Yes'.

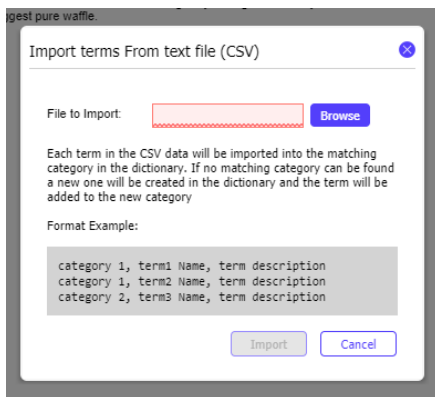


6. Next, we want to import the CSV file.

Select your dictionary and click the **'Import terms from text file (CSV)'** option to the right.

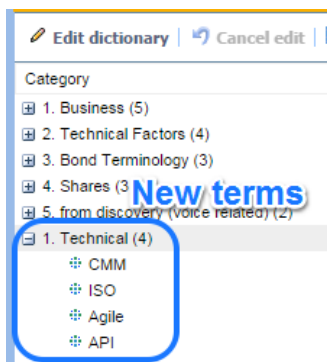


7. You will see a screen like this:



Click the 'Browse' button, select the CSV file you created a moment ago, and click 'Import'.

8. Once finished, you will see the contents of the CSV file in the dictionary. Using the dictionary example from step #2 above, it will look like this after the import:

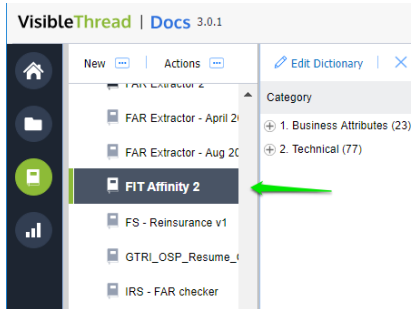


13.5.6. Copying Dictionaries

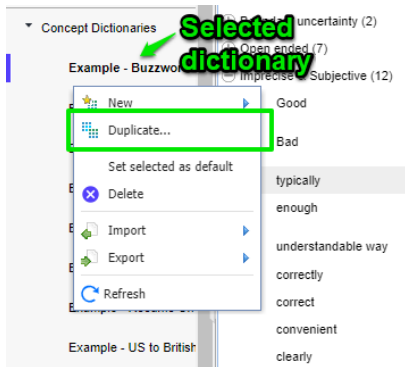
If you have existing dictionaries, it's very easy to copy them. Just follow these steps:

Step

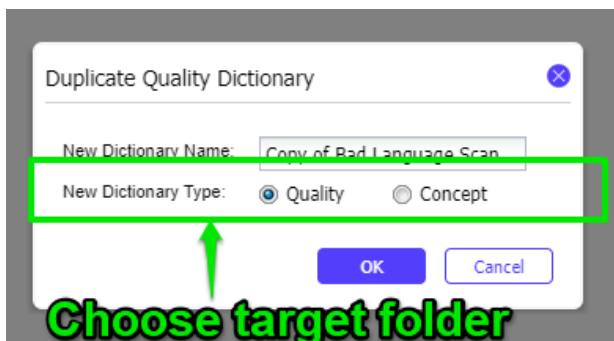
1. Select the dictionary you want to copy. In this case, we select 'FIT Affinity 2'.



2. Click 'Actions >> Duplicate selected dictionary'.



3. Enter the name for your new dictionary.
4. You have the option to duplicate the dictionary into the concept or quality folder.

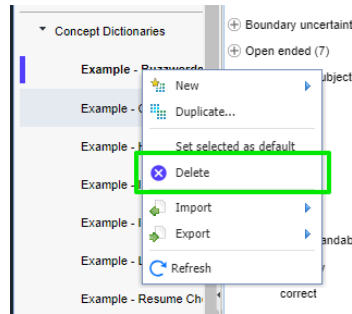



5. Click OK to copy the dictionary.

13.5.7. Deleting a Dictionary

To delete a dictionary, follow these step(s) from the dictionaries accordion:

1. **Select** Select the dictionary you want to delete, and either click the “Actions” button or right click. You will see a menu like this, in this case we just right-clicked.



2.  **Delete** Click Delete.
3. **Prompt** Clicking this prompts you to confirm the deletion.

Note 1: If you delete a dictionary that is currently in use by a document or folder, you will be prompted with a message telling you which folders and/or documents are currently using it.

If the dictionary is in use, after deletion the folder will use the ‘default’ dictionary.

Important Note: This action cannot be undone.

13.5.8. Setting a default dictionary

What is a ‘default dictionary’?

When you create folders, the folder always has a quality dictionary associated with it.

Once you start uploading documents, you will always see a quality view with that dictionary. This dictionary is called the default. You can easily tell the default dictionary, since it will have this icon associated with it.

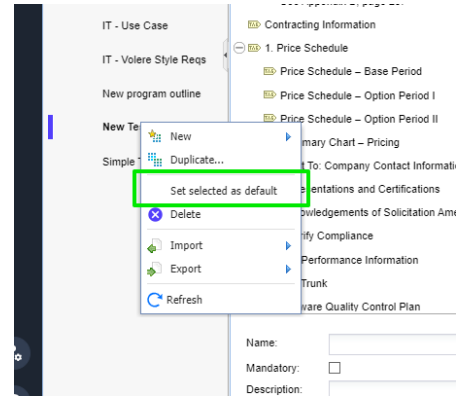
You can change the default. This means that any new folders will use that new default.

We ship with several stock quality dictionaries out of the box. One of these is the default.

You can easily set the default to one of your other dictionaries.

Here’s how:

Select Select the dictionary you want to make the new default. Either click the “Actions” button or right-click.

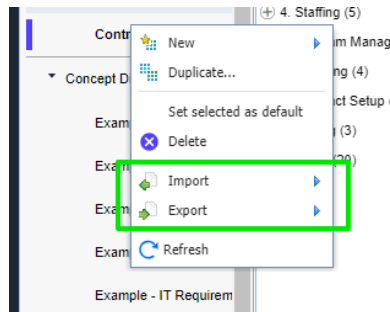


Click ‘Set selected as default’.

13.5.9. Exporting / Importing Dictionaries

Sometimes you may want to export or import dictionaries. You can do so using these options under the “Actions” menu.

There are four options available.



Here’s the explanation for when you would use each option:

Import from text file (CSV)

This allows you import a CSV (comma separated values) file as a new dictionary.

You will be prompted to specify:

4. The location of the file— use the 'Browse' button to locate it
5. The name of the dictionary
6. The dictionary type: either a concept or quality dictionary

Import new dictionary From CSV

File to Import: Browse

Dictionary name:

Categories and terms from the selected CSV file will be imported as a **new** dictionary.

Format Example:

```
category 1, term1 Name, term description
category 1, term2 Name, term description
category 2, term3 Name, term description
```

New dictionary details

Dictionary type: Import as new quality dictionary Import as new concept dictionary

Import Cancel

Import from archive

This option allows for sharing of dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'export to archive' to share from one environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

Export to text file (CSV)

This allows you export this dictionary to a CSV (comma separated values) file.

Export to archive

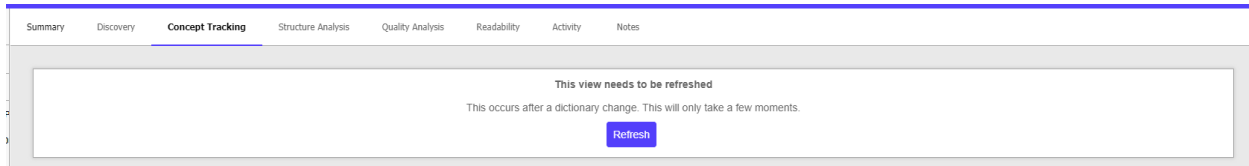
This option allows for sharing dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'import from archive' to share from 1 environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

13.5.10. Refreshing Quality Analysis view after editing a Quality Dictionary

Once you have finished editing your dictionary, VisibleThread will need to refresh the folder and document(s) to reflect the dictionary changes in the Quality Analysis view.

At the folder level, you will see this screen after editing your dictionary and going back to Quality Analysis. Just click the Refresh button.



This screen will also appear at the document view in Quality Analysis after any dictionary edits. Again, click the refresh button to re-analyze your document according to the newly modified dictionary.

Tip: For US Government Contractors, many RFP solicitations will contain sections L and M. If you only want to extract requirements for those sections only rather than the full RFP, do this:

1. Upload the full RFP as a PDF.
2. Generate the compliance matrix.
3. Specify the page range to ignore as 1-x, where x is the page prior to section L.

13.6. Generate a compliance matrix for multiple docs

We have just seen how to shred a single doc. VT Docs also allows you shred multiple docs into one output workbook.

This is useful for these types of scenarios:

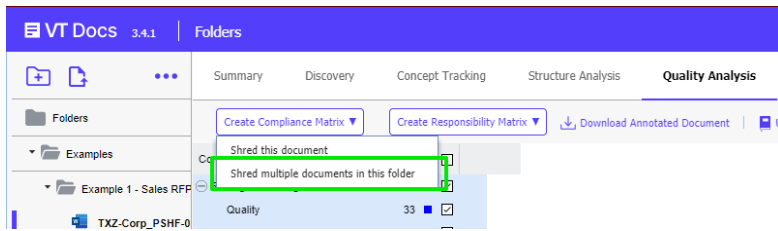
1. **Different docs into one output:** Let's say we need to consolidate several different doc shreds into one workbook. For example, shredding a SOW (Statement of Work) and an RFP (Request for Proposal) into one
2. **Same doc shredded in multiple ways:** Sometimes you might use a different search dictionary against the same doc. This is often true when you have different perspectives/roles reviewing the doc.

In this case upload the doc multiple times and use specific dictionaries against that doc. For example, you might upload an RFP three times. And you might set your dictionaries in this way:

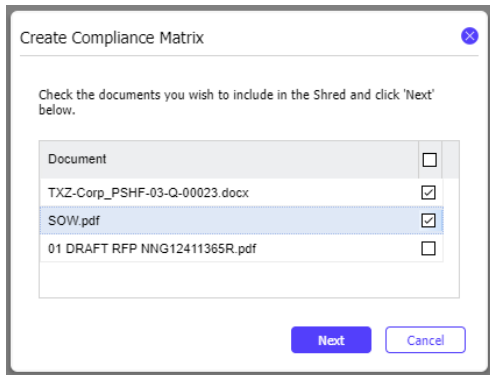
- a. RFP (copy 1) – use a pricing dictionary, with terms like; %, \$ dollar etc.
- b. RFP (copy 2) – use a legal dictionary, with terms like; indemnify, warranty etc.
- c. RFP (copy 3) – use a technology oriented dictionary, with terms like; open source, SQL, java etc.

Here's how to shred in both scenarios:

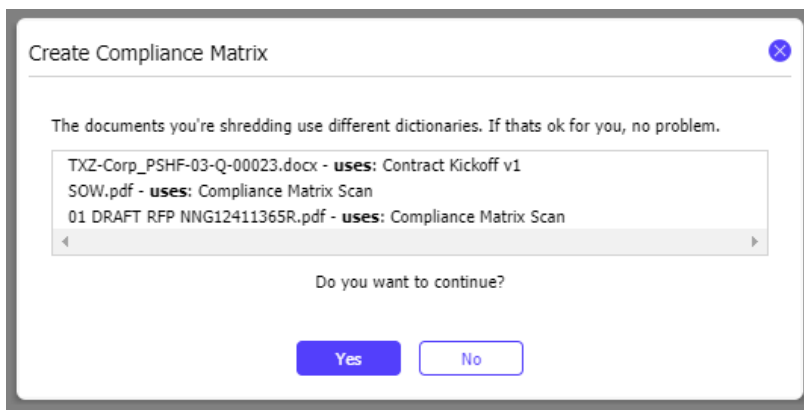
Step
1. Select any document in the navigation pane. Click the 'Create Compliance Matrix...' button. Click "Shred multiple documents in this folder".



2 Next you will see a window where you can select which docs you want to shred. It looks like this:



Check the box against the docs you want to shred. In this case, we've selected 3 docs to shred. Once you hit "Next", you may see a message like this:



This appears when some of the docs use different search dictionaries. Click "Yes" to proceed.

3 You will then see a window like this:

Shred Multiple Documents

Would you like a new Excel tab for every shredded file?

Output format

Split text by Sentence Paragraph

New row on dictionary hit

Advanced Options

Ignore Text

Macros

Include Macros to customize output

Generate Matrix Cancel

This view has the following options:

- **Would you like a new Excl tab for every shredded file:** check to split output into tabs or uncheck to output all docs contiguously in one sheet.
- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found. This option is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).

It also has 3 advanced options:

- **Ignore Text:** You can omit paragraphs in the generated output that contain certain text. For example, headers and footers with recurring copyright statements.
 - **Ignore Pages** (only applies to PDFs): You can also omit certain pages if the document is in PDF format. A typical example of this is where you want to omit a page range prior to or after a certain section. US government contractors frequently ignore everything up to the start of section L in a US Government RFP.
- Include Macros:** This will add macros to the outputted Excel file, that the user can use to further customize the output. For more information see section **Error! Reference source not found. Error! Reference source not found..**

Tip 1: if your doc is in an MS Word format and you want to omit pages, consider saving it as PDF and shredding the PDF version.

Tip 2: Normally when you generate a compliance matrix, you will want to highlight terms such as 'will', 'shall', 'must' etc., so you would expect these terms and others to occur in the dictionary. If the current dictionary is not the best one, just cancel and use a more appropriate dictionary by clicking 'Use different dictionary'.

4. Finally, you will see a single workbook with a tab per file. The output appears like this:

Dictionary	Document	Para No.	Page	Ref	Content	Category	Term	Density	Your comments here...
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	2	1	2					
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	3	1		SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS	9 Sales	Prices - No description available	2	
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	4	1	B.1	B.1 SUPPLIES AND/OR SERVICES TO BE PROVIDED	9 Sales	Services - No description available	1	
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	5	1		The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to deliver and/or perform the items below in accordance with Clause J.1, Attachment A - Statement of Work, and Task Orders issued.	5 Program Management	Deliver - No description available	1	
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	6	1		Item Description Reference Schedule Delivery Method/Address(es) 1 SOW Requirements As defined in individual task orders and Clause J.1 - Attachment A - Statement of Work As defined in individual task orders As specified in each task order 2 Monthly Status Report (MSR) Clause 19.1 - Attachment A - Statement of Work By the 10th calendar day of each month for the previous month. Electronic representation is made in a technical setting, such as a conference or internal technical discussion. The release of Scientific and Technical Information (STI) Clause H. 19 1852.235-73, Clause J.1 - Attachment A - Statement of Work, and as defined in individual task orders 5 days after presentation is made in a technical setting, such as a conference or internal technical discussion. The release of Scientific and Technical Information (STI) must go through the STI process before the STI is published or otherwise disseminated Electronic Format/ COTR/ TM As specified in - Requirements for Documentation, Approval, and Solicitation in Draft Request for Proposals NNG12411365R CISTO-SCTS	5 Program Management	Monthly - No description available	4	
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	7	2			9 Sales	Proposal - No description available	1	

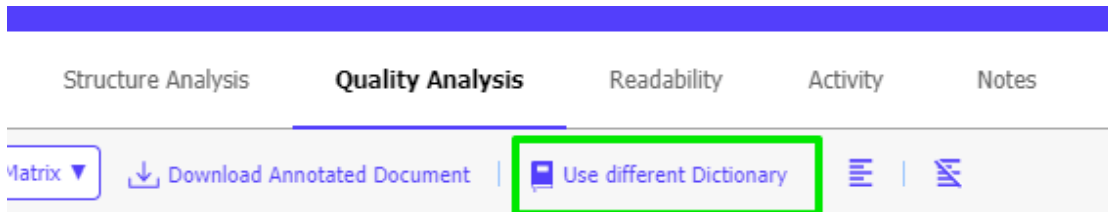
Each tab showing a file
In this example, 3 files

13.7. Generating a responsibility matrix

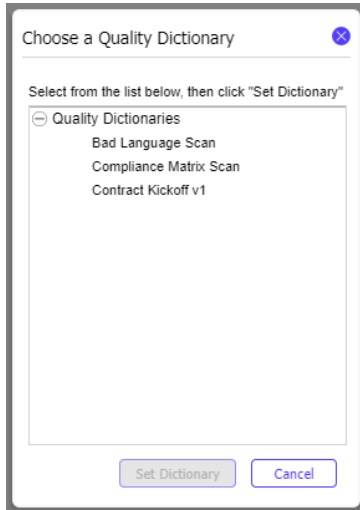
When analyzing a contract, managers will often create a “responsibility matrix,” also known as a “RACI matrix.” This is like the compliance matrix, but instead of only looking for obligations, it can help assign particular responsibilities to specific teams or individuals. It does this by using the categories of the dictionary to automatically populate responsibilities. More on how this works later in this section.

Let’s start by showing how to create a responsibility matrix. Follow these steps:

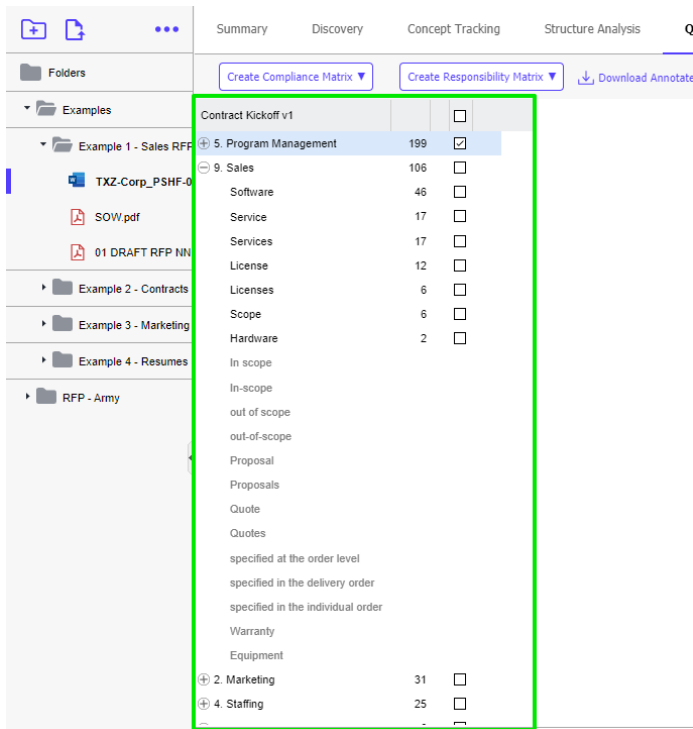
1. Select the document in the navigation pane and click on “Quality Analysis”.
2. Assign the correct dictionary (in this case, a contract-focused dictionary) by clicking “Use Different Dictionary”:



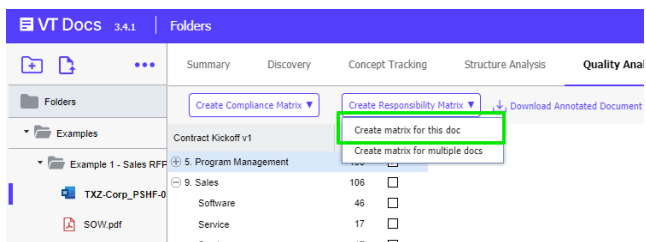
3. Select the dictionary you want to use. Here, we’ll choose the “Contract Kickoff V1” dictionary and click “Set Dictionary”:



4. The Quality Analysis view will now be populated by the “Contract Kickoff V1” dictionary.



5. Next, click “Create Responsibility Matrix”.



6. Like with the compliance matrix, you have the option to exclude text or pages from your responsibility matrix. Clicking "Generate Matrix" in this window will export the matrix to your computer in Excel format.

The screenshot shows the 'Create Responsibility Matrix' dialog box. It includes the following elements:

- Output format:** 'Split text by' with radio buttons for 'Sentence' and 'Paragraph' (selected).
- Advanced Options:** 'New row on dictionary hit' checkbox (unchecked) and 'Ignore Text' input field with the text 'e.g. APPENDIX, COPYRIGHT'.
- Macros:** 'Include Macros to customize output' checkbox (unchecked).
- Buttons: 'Generate Matrix' and 'Cancel'.

Green annotations with arrows point to these specific options:

- 'How to split the output?' points to the 'Split text by' radio buttons.
- 'Content to omit or include in the shred' points to the 'Ignore Text' input field.
- 'Would you like to include macros?' points to the 'Include Macros to customize output' checkbox.

This view has the following options:

- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found.

This is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).

It also has 3 advanced options:

- **Ignore Text:** You can omit paragraphs in the generated output that contain certain text. For example, headers and footers with recurring copyright statements.
 - **Ignore Pages** (only applies to PDFs): You can also omit certain pages if the document is in PDF format. A typical example of this is where you want to omit a page range prior to or after a certain section. US government contractors frequently ignore everything up to the start of section L in a US Government RFP.
- Include Macros:** This will add macros to the outputted Excel file, that the user can use to further customize the output. For more information see section **Error! Reference source not found. Error! Reference source not found.**

Tip 1: if your doc is in an MS Word format and you want to omit pages, consider saving it as PDF and shredding the PDF version.

Tip 2: Normally when you generate a compliance matrix, you will want to highlight terms such as 'will', 'shall', 'must' etc., so you would expect these terms and others to occur in the dictionary. If the current dictionary is not the best one, just cancel and use a more appropriate dictionary by clicking 'Use different dictionary'.

7. Open the Excel file saved to your computer, and you'll see a report that looks like this:

Doc Contents with search terms flagged

Dictionary Categories drive these columns – indicates where responsibility falls

Dictionary	Document	Para No.	Page	Fr	Content	Category	Terms	1. Contract Management	2. Marketing	3. Compliance	4. Staffing	5. Program Management	6. Inventory	7. Contract Setup	8. Pricing	9. Sales	Density	
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	102	10	D	D 1 1852 211-70 PACKAGING, HANDLING, AND TRANSPORTATION (SEP 2005)													
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	103	10	(a)	(a) The Contractor shall comply with NASA Procedural Requirements (NPR) 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment , and Associated Components", as may be supplemented by the statement of work or specifications of this contract, for all items designated as Class I, II, or III.	3 Compliance 9 Sales	Equipment - No description available Comply - No description available			x							x	2
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	104	10	(b)	(b) The Contractor's packaging, handling, and transportation procedures may be used, in whole or in part, subject to the written approval of the Contracting Officer, provided (1) the Contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the Contractor's procedures.	5. Program Management	Written - No description available					x						1
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	105	10	(c)	(c) The Contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.													
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	106	10		(End of clause)													
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	107	10		[END OF SECTION D]													
Contract Kickoff v1	01 DRAFT RFP NNG12411365R.pdf	108	11		Solicitation Draft Request for Proposal NNG12411365R CISTO-SCTS	9 Sales	Proposal - No description available										x	1

How are the columns created?

- In the responsibility matrix, the dictionary categories drive the columns.
- In the above example, the 9 columns I thru Q were automatically created because the dictionary contains those categories.
- The "X" indicates a sentence or paragraph where a term in that category appears. For example, row 107 below has text that contains the word "Comply". As "Comply" is under the Compliance category, the report shows an X in column K labelled "Compliance". The remaining Xs in the matrix follow the same idea.

9 categories in this search dictionary

9 categories generated into cols; I thru Q

"Comply" is under "Compliance"

Dictionary	Document	Para No.	Page	Ref	Content	Category	1. Contract Management	2. Marketing	3. Compliance	4. Staffing	5. Program Management	6. Invoicing	7. Contract Setup	8. Pricing	9. Sales	Density
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	102	10	D.1	D.1.1852.211-70 PACKAGE HANDLING, AND TRANSPORTATION (SEP 2005)	9. Sales										
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	103	10	(a)	(a) The Contractor shall comply with NASA Procedural Requirements (NPR) 5000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical Support Systems, Equipment, and Associated Components", as may be supplemented by the statement of work or specifications of this contract, for all items designated as Class I, II, or III.	3. Compliance			x							2
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	104	10	(b)	(b) The Contractor's packaging, handling, and transportation procedures may be used, in whole or in part, subject to the written approval of the Contracting Officer, provided (1) the Contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the Contractor's procedures.	5. Program Management					x					1
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	105	10	(c)	(c) The Contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.											
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	106	10		(End of clause)											
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	107	10		[END OF SECTION D]											
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	108	11		Solicitation Draft Request for Proposal NNG12411365R CISO-SCTS	9. Sales									x	1

13.8. Generate a responsibility matrix for multiple docs

We have just seen how to create a matrix for one doc. VT Docs also allows you shred multiple docs into one output responsibility matrix workbook.

This is useful for these types of scenarios:

- Different docs into one output:** Let's say we need to consolidate several different doc shreds into one workbook. For example, shredding a SOW (Statement of Work) and an RFP (Request for Proposal) into one.
- Same doc shredded in multiple ways:** Sometimes you might use a different search dictionary against the same doc. This is often true when you have different perspectives/roles reviewing the doc.

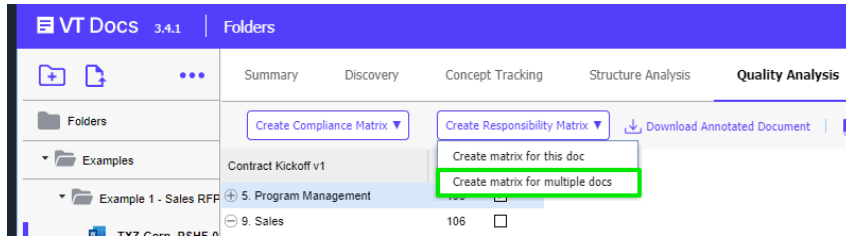
In this case upload the doc multiple times and use specific dictionaries against that doc. For example, you might upload an RFP three times. And you might set your dictionaries in this way:

- RFP (copy 1) – use a pricing dictionary, with terms like; %, \$ dollar etc.
- RFP (copy 2) – use a legal dictionary, with terms like; indemnify, warranty etc.
- RFP (copy 3) – use a technology oriented dictionary, with terms like; open source, SQL, java etc.

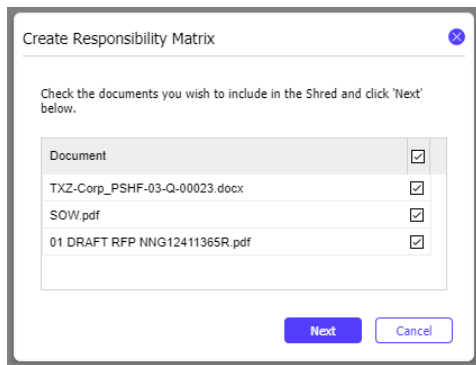
Here's how to shred in both scenarios:

Step

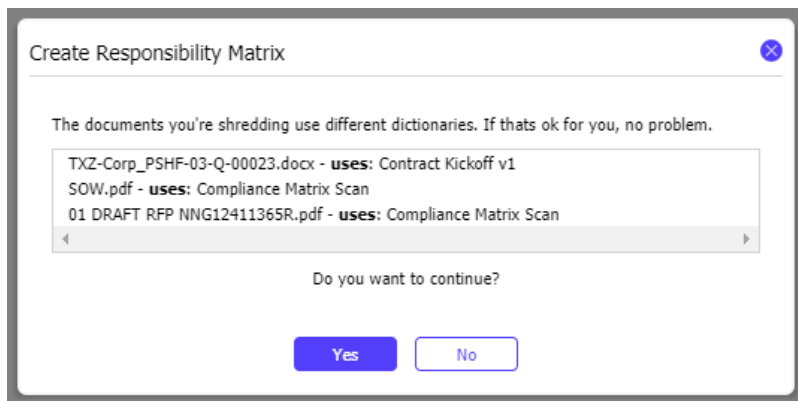
1. Select any document in the navigation pane. Click the 'Create Responsibility Matrix...' button. Click "Create matrix for multiple docs".



2. Next you will see a window where you can select which docs you want to shred. It looks like this:

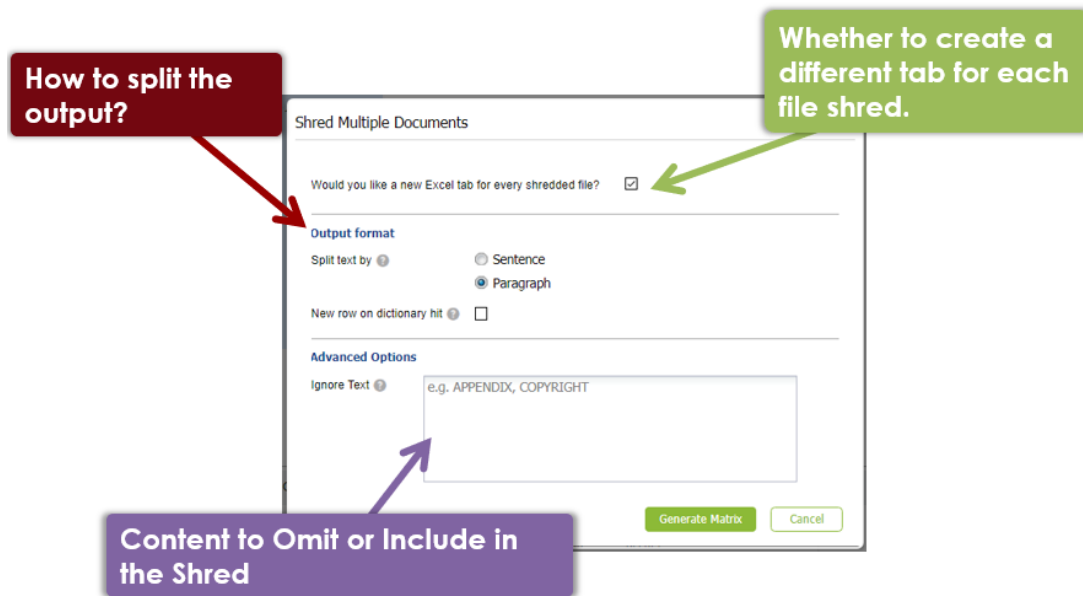


Check the box against the docs you want to shred. In this case, we've selected 3 docs to shred. Once you hit "Next", you may see a message like this:



This appears when some of the docs use different search dictionaries. Click "Yes" to proceed.

3. You will then see a window like this:



This view has the following options:

- **Would you like a new Excel tab for every shredded file:** check to split output into tabs or uncheck to output all docs contiguously in one sheet.
- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found.

This option is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).

It also has 3 advanced options:

- **Ignore Text:** You can omit paragraphs in the generated output that contain certain text. For example, headers and footers with recurring copyright statements.
 - **Ignore Pages** (only applies to PDFs): You can also omit certain pages if the document is in PDF format. A typical example of this is where you want to omit a page range prior to or after a certain section. US government contractors frequently ignore everything up to the start of section L in a US Government RFP.
- Include Macros:** This will add macros to the outputted Excel file, that the user can use to further customize the output. For more information see section **Error! Reference source not found. Error! Reference source not found.**

Tip 1: if your doc is in an MS Word format and you want to omit pages, consider saving it as PDF and shredding the PDF version.

Tip 2: Normally when you generate a compliance matrix, you will want to highlight terms such as 'will', 'shall', 'must' etc., so you would expect these terms and others to occur in the dictionary. If the current dictionary is not the best one, just cancel and use a more appropriate dictionary by clicking 'Use different dictionary'.

4. Finally, you will see a single workbook with a tab per file. The output appears like this:

1 Responsibility Matrix for "01 DRAFT RFP NNG12411365R.pdf"
 2 Generated By: help@insure-corp.com using "Contract Kickoff v1" on 8 May 2018 09:31

Dictionary	Document	Para No.	Page	Ref	Content	Category	Term	1. Category Management	2. Marketing	3. Compliance	4. Staffing	5. Program Management	6. Invoicing	7. Contract Setup	8. Pricing	9. Sales	Density	
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	2	1	2	2													
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	3	1		SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS	9. Sales	Services - No description available									x	x	2
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	4	1	B.1	B.1 SUPPLIES AND/OR SERVICES TO BE PROVIDED	9. Sales	Services - No description available										x	1
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	5	1		The Contractor shall provide all resources (except as may be expressly stated otherwise) necessary to deliver and/or perform the tasks below in accordance with Clause J.1, and Task Orders issued.	5. Program Management	Deliver - No description available					x						1
Contract Kickoff v1	01 DRAFT RFP NNG12411365 R.pdf	6	1		From Description Reference Schedule Delivery Method/Addressee(s) 1 SOW Requirements As defined in individual task orders and Clause J.1 - Attachment A - Statement of Work As defined in individual task orders As specified in each Task Order 2 Monthly Status Report (MSR) Clause H.20 and Clause J.1 Attachment A - Statement of Work By the 10th calendar day of each month for the previous month. Electronic Format/Contracting Officer (CO), Contracting Officer's Technical Representative (COTR), Task Monitor (TM) 3 Scientific and Technical	5. Program Management	Monthly - No description available					x						3
							Schedule - No description available											

1- 06 DRAFT SOW NNG12411365... 2- 01 DRAFT RFP NNG12411365... 3- 01 DRAFT RFP NNG12411365 ...

Each tab corresponds with a doc's responsibility matrix. In this case, 9 tabs.

13.9. Exporting to Excel

The data can also be exported to Excel in different ways.

The first option, "Export top grid (CSV)", will generate a ".csv" file (which will open in Excel) that contains the raw data from the top pane. It will contain the terms from the Quality Dictionary and the number of occurrences. The CSV file will look like this:

	A	B	C
1	Category	# Occurrences	
2	5. Program Management	859	
3	5. Program Management / Annual	47	
4	5. Program Management / Annually	4	
5	5. Program Management / Attend	0	
6	5. Program Management / Communicate	2	
7	5. Program Management / Communication	7	
8	5. Program Management / Deliver	11	
9	5. Program Management / Deliverables	9	
10	5. Program Management / Documentation	14	
11	5. Program Management / Email	6	
12	5. Program Management / Immediate	5	
13	5. Program Management / Immediately	11	
14	5. Program Management / Issue	9	
15	5. Program Management / Issues	7	
16	5. Program Management / Meeting	14	
17	5. Program Management / Monthly	25	
18	5. Program Management / Notice	47	
19	5. Program Management / Notify	20	
20	5. Program Management / Performance	240	
21	5. Program Management / Performance Requirement	0	
22	5. Program Management / Problem	0	
23	5. Program Management / Problems	13	
24	5. Program Management / Quality	17	

Figure 53 - CSV Export from Quality

The second option in the "Export" drop-down is "Export bottom grid (CSV)". This will generate a CSV file of the data in the lower pane.

The last option under the “Export” drop-down is “Export bottom grid (Excel)”.

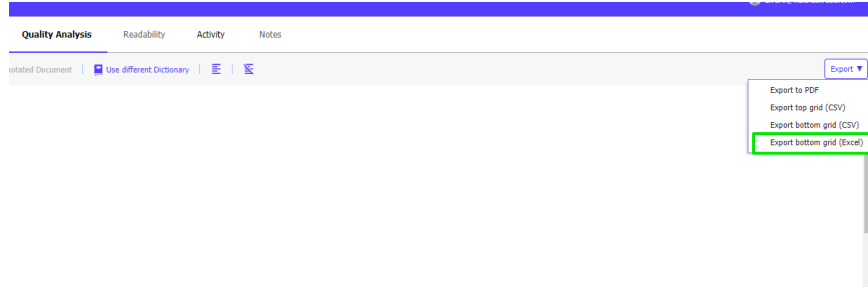


Figure 54 - Export bottom grid to Excel

This provides a richer output and set of output report format options. As with the previous CSV export, at least one Concept Dictionary term must be selected to enable this option. The Excel file will contain each sentence or paragraph where the selected dictionary keyword(s) appear.

Clicking this will show a screen like this:

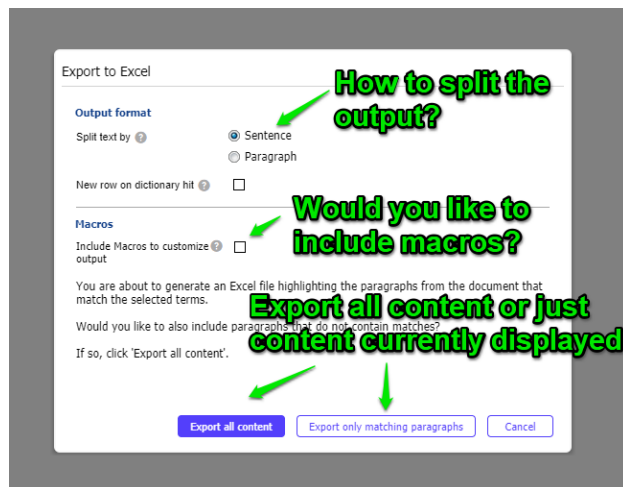


Figure 55 - Format options for Export

This view has the following options:

- **Split by sentence or paragraph:** This affects the granularity of the generated Excel report.
- **New row on dictionary hit:** Checking this option forces the split each time a new term is found.
This is often used in conjunction when shredding docs such as POs (Purchase Orders), BOMs (Bill of Materials) or Contracts with FARs (Federal Acquisition Requirements).
- **Include macros to customize output:** This will add macros to the outputted Excel file, that the user can use to further customize the output
- **Export all content OR Export only matching paragraphs:** This allows you to export either the full content of the document with the matches highlighted, or only the paragraphs/sentences where you have a match.

If you select “Export all content”, the full content of the document will be shredded and placed in Excel format. The matches will be bold and highlighted in red, with the surrounding text turned black. Sections where no matches appear will be grey:

Heading	Category	Concept	Ref	Content	Term Description
6. Past Performance Information \ Purpose	Liability and Contract Risk Deliverability	timely assure		The purpose of this Software Quality Control Plan (SQCP) is to define the procedures and methodologies that will be employed by TXZ Network Technologies (TXZ) to assure timely deliveries of TXZ's applications that meet specified quality standards. This document describes the software development and quality assurance life cycles utilized by TXZ and outlines the system used for client communication and satisfaction assurance.	timely - How do you measure timely? Re-phrase with numbers. assure - This implies a contractual obligation. What are you ensuring? Are you sure you can stand over it? Re-phrase this if possible.
6. Past Performance Information \ Scope				The SQCP outlines the following: (1) The software development methodology utilized, (2) The software testing plan integrated with the development methodology, (3) The procedures followed for software releases, and (4) Issue reporting and management between TXZ and client organizations.	

Figure 56 - Export with all content

If you select “Export only matching paragraphs”, you will create an Excel file that only contains content from the document where a match was found. In contrast to the previous output, there will be no grey sections:

Heading	Category	Concept	Ref	Content	Term Description
Executive Summary	Cliches and Professionalism	unique		TXZSight™ – An operations center and ‘manager’ interface. Unique visualization provides access to critical network characteristics, activities, and threats. Associates network activity with network topology.	unique - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.
Executive Summary	Liability and Contract Risk	most		Their knowledge of network protocols is critical to development of such products. In fact, in order to develop the product they have to first be able to perform the analysis. Therefore they are also available to provide analytic support to advise on the best and most appropriate TXZ Network Technologies provides dynamic network analysis, data fusion, visualization and monitoring solution that dramatically increases the effectiveness and efficiency of network analysts. Unlike current manual processes or home-grown tools, TXZ uses proprietary algorithms and unique visualization capabilities to automatically make rapid sense of disparate global Internet data sets turning reams of data into actionable, valuable network intelligence and thus improving performance, compliance, security, monitoring, and intelligence.	most - Is this defined in a measurable way? Who/what are you comparing with? Need to re-phrase.
Product Description \ 1. TXZ Network Technologies	Cliches and Professionalism	unique			unique - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.

Figure 57 - Export only matching paragraphs

13.10. Downloading Annotated Documents

The final export option allows you to download an annotated version of an uploaded Word file in “.docx” format. This annotated document is an exact copy of your uploaded document, with the terms flagged using MS Word comments within the document.

This allows you to make changes to your document directly within Word.

This is useful if you are editing content for any type of document. For instance, you might want to identify risk terms, and need to review and possibly scrub them directly within the document.

Note: This feature is only available for “.docx” files. If your file has a different format, this option is disabled.

Click “Download Annotated Document, and the system will create an MS Word document.

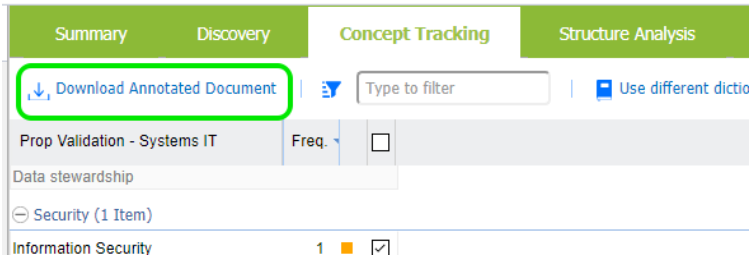


Figure 58 - Download annotated doc option

You'll see the Quality Dictionary keywords highlighted, with the term descriptions (if available) provided as comments.

<p>1. TXZ Network Technologies Overview</p> <p>TXZ Network Technologies provides a dynamic network analysis, data fusion, visualization and monitoring solution that dramatically increases the effectiveness and efficiency of network analysts. Unlike current manual processes or home-grown tools, TXZ uses proprietary algorithms and unique visualization capabilities to automatically make rapid sense of disparate global Internet data sets turning reams of data into actionable, valuable network intelligence and thus improving performance, compliance, security, monitoring, and intelligence gathering capabilities.</p> <p>TXZ's products access multiple data sources and sensors distributed throughout the world to produce a real-time view of the global Internet. Global networks deliver mission-critical benefits but have the potential to develop enormous security and network risk. These</p>	<p>VisibleThread 'unique' - Are you sure you are 'unique'? Why? This comes across as trite & market-ese in many cases. Remove it & state the evidence that makes you or your offering unique.</p> <p>Reply Resolve</p> <p>VisibleThread 'such as' - Is your list fully inclusive? Tighten it by including all aspects and drop 'such as' if possible.</p>
---	---

NOTE: Leaving all boxes unchecked in the Quality Analysis view and clicking "Download Annotated Document" will generate the annotated document with all dictionary matches included.

If one or more specific boxes are checked, the annotated document export will only flag the selected dictionary terms.

13.11. Quality Analysis at Folder Level

Quality Analysis at the folder level shows an overview of the documents, dictionary used and **search terms and occurrences**. It's a useful way to get an overview snapshot.

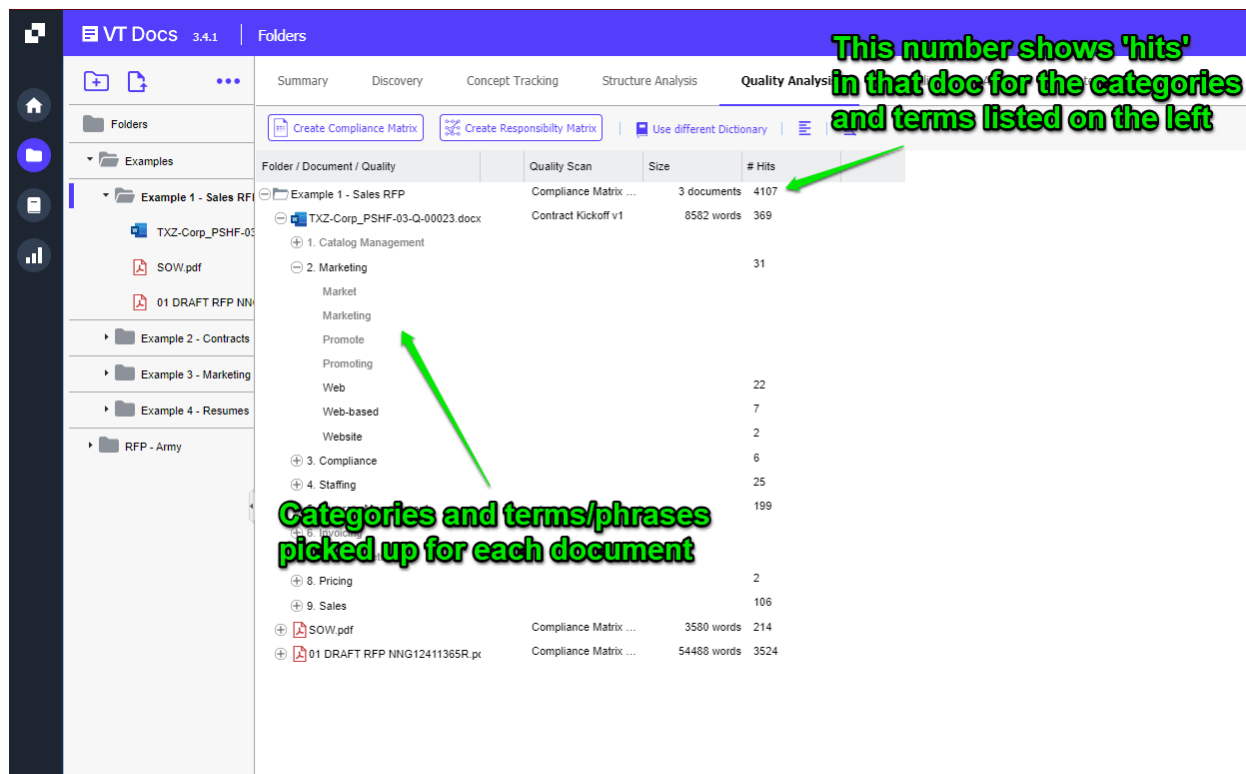


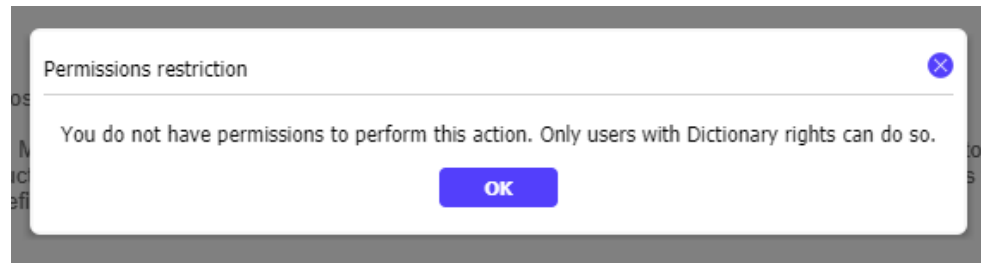
Figure 59 - Quality Analysis at Folder level

This view contains these columns:

Folder / Document / Quality	This shows the folder, document, or Quality Category.
Quality Scan	This is the Quality Dictionary currently in use.
Size	This represents the size of the document in terms of words within headings.
# Hits	This shows the number of dictionary terms found. At the document and category level, this is a roll-up value, calculated by summing the number of occurrences found below.

13.12. Managing Quality Dictionaries (Create New, Edit, Copy etc.)

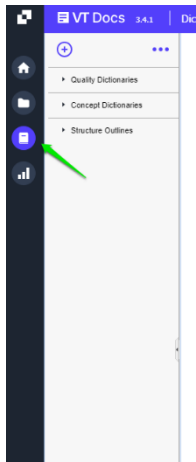
Note: Permissions. Only users with dictionary permissions can create, modify or delete Dictionaries. If you do not have dictionary rights and you attempt to modify dictionaries, you will get this message.



If you need to customize / edit dictionaries, contact your VisibleThread administrator who can grant you dictionary rights.

We use dictionaries to find terms or phrases across a folder of documents in the Quality Analysis view, but where are the dictionaries defined? How do you modify them?

To see the list of dictionaries, click 'Dictionaries' in the sidebar.



You will see three types of items: Quality Dictionaries, Concept Dictionaries, and Structure Outlines.

To see the full list of quality dictionaries in your environment, click the "Quality Dictionaries" entry.

Then, select a specific dictionary to see what it contains.

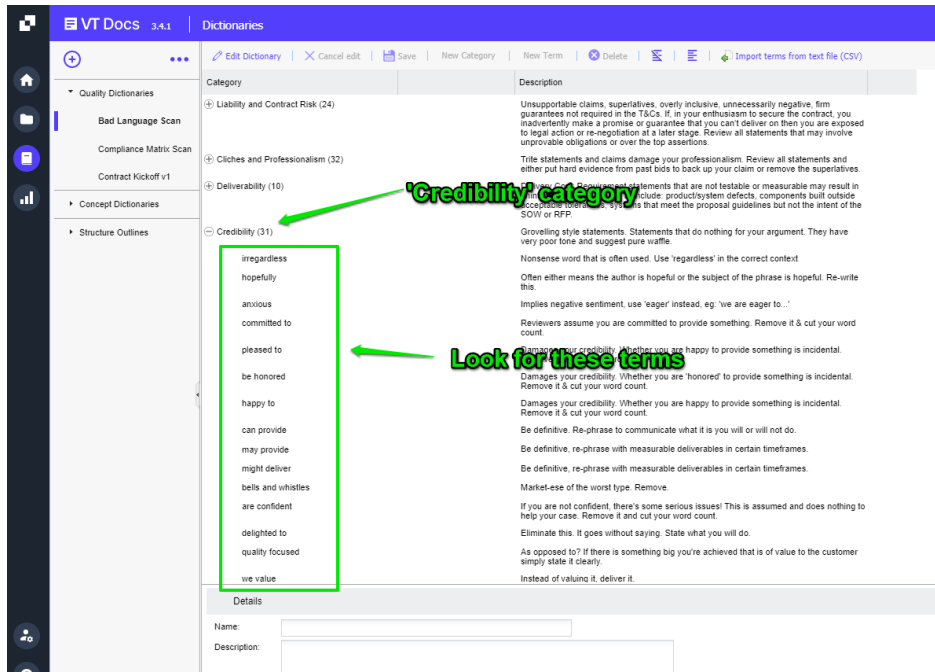


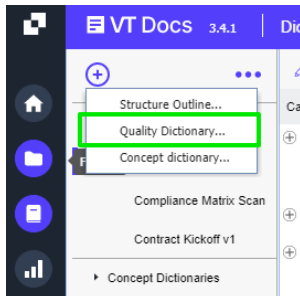
Figure 60 - Exploring a Quality Dictionary with Categories and Terms

Next, let's see how we can create new quality dictionaries. Later, we will show you how to edit the quality terms in a specific dictionary.

13.12.1. How to create a new Dictionary

Step

4. Click the 'New >> Quality dictionary...' button.



5. Next, enter the name for your new dictionary and click 'OK'.
6. Now you will see an empty dictionary, ready for editing.

You're now ready to edit the dictionary.

13.12.2. Customizing / Editing Dictionaries

There are two primary ways to customize dictionaries. These are:

3. Using the **VisibleThread dictionary editor**
4. **Bulk import from CSV** (Comma Separated Value) formatted text files.

You will tend to use bulk import when you have quite a few dictionary items, and you want to set them up quickly. We'll explain these two approaches in the next sections.

13.12.3. Customizing - using the VisibleThread dictionary Editor

Once you select a specific quality dictionary, the right-hand side view shows the dictionary details.

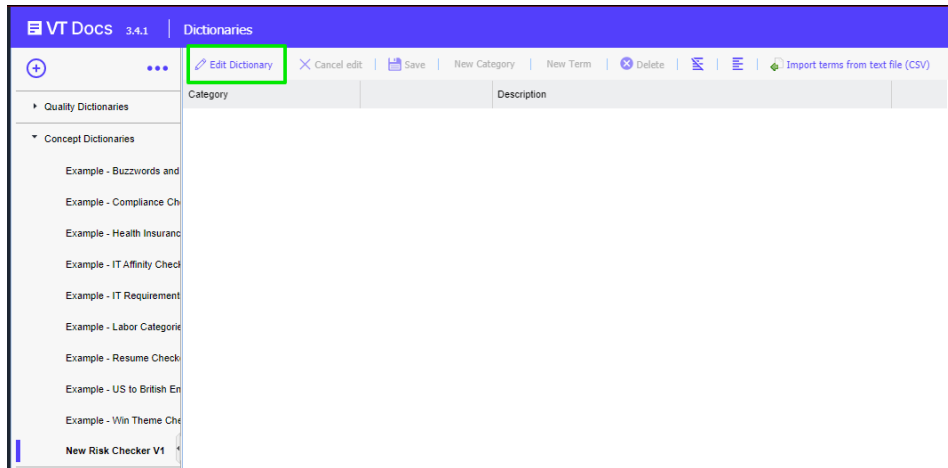


Figure 61 - Dictionary Editor

If the dictionary already has categories and terms, you'll see something like this:

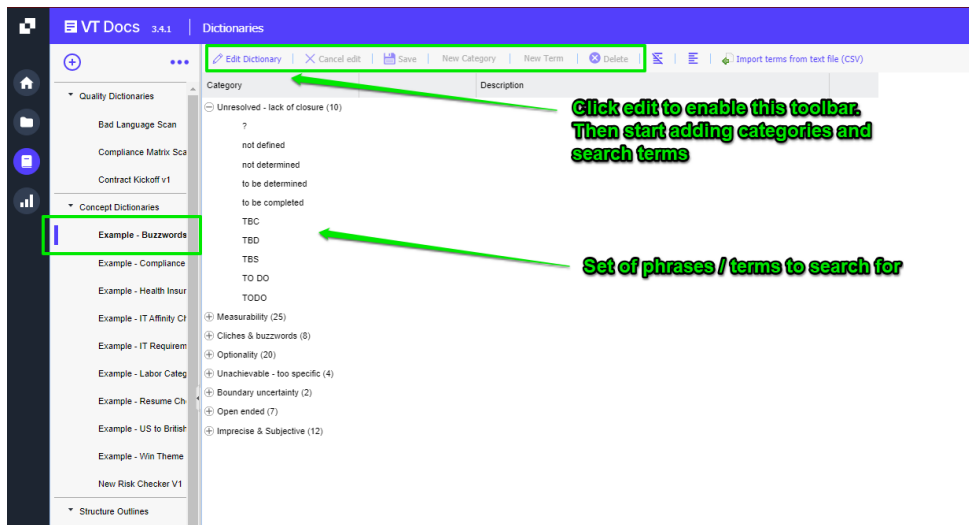


Figure 62 – Quality List with specific list showing terms on right

Let's explain the right-hand view, and then we'll explain how to edit.

Quality dictionaries consist of **categories** and **search terms**. Categories are logical groups. Terms are the search terms or phrases you're searching for.

For instance, the above screen shows a category called "Section M – Critical Items" containing 10 terms to search for. This user is a US government contractor using quality to search for pre-defined solicitation terms that qualify the

pursuit. They are scanning documentation to ensure adequate coverage of critical items. These reports impact their bid/no-bid and teaming decisions.

When you click a category or term, the category or term attributes are shown in the bottom 'detail' pane. The category detail includes:

- **Name** – name of the category
- **Description** – the description of that category

The standard mode of the dictionary editor is 'read-only'. This means that are initially disabled (indicated by grey button text).

To start editing, click the 'Edit dictionary' button on the toolbar immediately above the detail area.

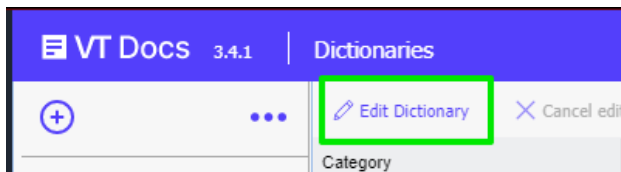


Figure 63 - Edit dictionary option

This then enables the other buttons and allows you to edit.



Figure 64 - Options enabled once in edit mode

Here's how you add categories and terms:

New category

This allows you create a new category.

Clicking this prompts you for a name and optional description. Once you click 'OK', the system creates a new category with the name entered.

New term

This allows you create a new quality term. The quality term will be added to the currently selected category.

When you click this, the system shows a screen like this:

 A screenshot of a dialog box titled 'New Term'. At the top right is a close button (X). Below the title bar, there is a checkbox labeled 'Match words beginning with:' which is currently unchecked. Underneath, there is a 'Name:' label followed by a text input field containing the text 'New Concept'. Below that is a 'Description:' label followed by a larger, empty text area. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Enter the quality term name and an optional description.

The description will surface later in generated reports so, often is useful as guidance text explaining the significance of the term.

Note – there is also an option to “Match words beginning with” for terms. This supports partial word matching. For example, if you enter the term “CM”, checking this option will match “CM”

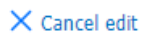
“CMM” and “CMMi” or any other variation starting with “CM”. This is also useful when looking for singular and plurals. For example, with this box checked, “customer” will match “customer” and “customers”.

Once you click ‘OK’, the system creates a new quality term.



This deletes the selected category or selected term.

Other options available on the toolbar are:



Cancel Edit

After making changes, you may want to cancel them. Click this to discard any changes made since the last save. The prior version of the dictionary will be restored.



Save

This saves any changes made to the Dictionary. Clicking this will also prompt you to confirm the save.



Collapse

This collapses all rows.



Expand

This expands all rows.

Tip: You can use drag & drop to move items up or down or into other areas. Position your mouse pointer over the Text area of the node you want to move and drag it to the desired location.

13.12.4. Modifying a Category or Term

You may want to edit the detail for a category or term previously defined. Let’s say you want to change the term “community” to “commun” and make it a broad match. By making it a broad match, this will then pick up “community”, “communities” etc.

Tip: Make sure you are in Edit mode when modifying terms. Click the ‘Edit dictionary’ button.

Just follow these steps:

Select the Term

Click the term, so for example in this case we want to edit ‘hopefully’:

Category	Description
Liability and Contract Risk (24)	Unsupportable claims, superlatives, overly inclusive, unnecessarily negative, firm guarantees not required in the T&Cs. If, in your enthusiasm to secure the contract, you inadvertently make a promise or guarantee that you can't deliver on then you are exposed to legal action or re-negotiation at a later stage. Review all statements that may involve unprovable obligations or over the top assertions.
Cliches and Professionalism (32)	Trite statements and claims damage your professionalism. Review all statements and either put hard evidence from past bids to back up your claim or remove the superlatives.
Deliverability (10)	Delivery Cost: Requirement statements that are not testable or measurable may result in unintended consequences to include: product/system defects, components built outside acceptable tolerances, systems that meet the proposal guidelines but not the intent of the SOV or RFP.
Credibility (31)	Statements that do nothing for your argument. They have no effect on the project. Suggest pure waffle.
irregardless	Nonsense word that is often used. Use 'regardless' in the correct context
hopefully	Often either means the author is hopeful or the subject of the phrase is hopeful. Re-write this.
anxious	Implies negative sentiment, use 'eager' instead, eg: 'we are eager to...'
committed to	Reviewers assume you are committed to provide something. Remove it & cut your word count.
pleased to	Damages your credibility. Whether you are happy to provide something is incidental. Remove it & cut your word count.
be honored	Damages your credibility. Whether you are 'honored' to provide something is incidental. Remove it & cut your word count.

Edit the detail

In the bottom of the screen you will see the term details:

we value Instead of valuing it, deliver it.

Details

Match words beginning with:

Name:

Description:

Next, change the text in the name to “hope” and check the box ‘Match words beginning with’.

If you want to specify a description, enter it here. The description will surface later in generated reports. This will serve as useful guidance text explaining the significance of the term.

The exact same process applies to category edits.

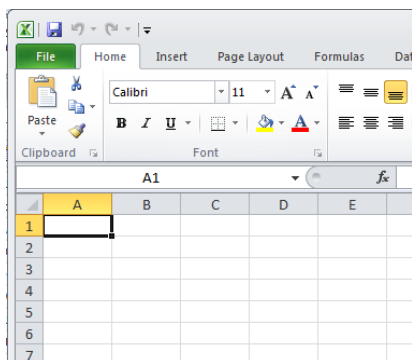
13.12.5. Customizing – using bulk Import from CSV

In cases where you have multiple terms or phrases, it is often easier to bulk import them into a dictionary, using CSV (Comma Separated Values) import. The easiest way to do this is by editing the file in Excel (or any text editor) and saving as a CSV formatted file from Excel.

To perform an import, follow the steps below.

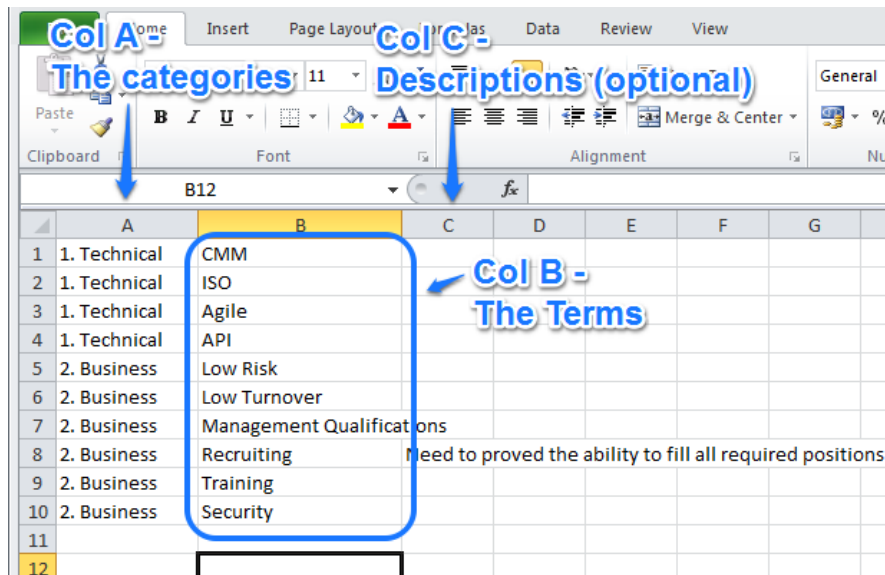
Step

9. Open Excel with a blank sheet:



10 Next, enter the terms you want to import. The format is simple. Each column maps to the dictionary in this way:

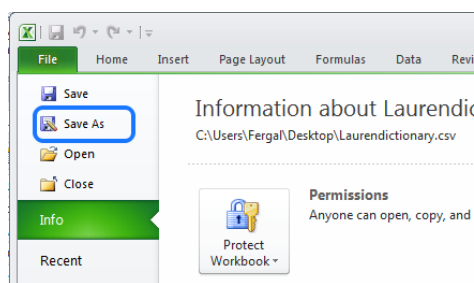
- Column A maps to the category, so in the screen below, you can see 2 categories; 1. Technical and 2. Business
- Column B maps to the term. You can see the terms below: CMM, ISO etc.
- Column C is the description.



Some notes on import logic:

- k) If the term already exists in the dictionary, it will be skipped on import.
- l) You can leave column A empty, in which case the term will go into a 'Default Category' that the importer will create.
- m) If the category already exists in your dictionary, the term will be added to that category.
- n) If the category does not exist, it is created automatically.
- o) Finally, the description field is optional.

11 When you're ready in Excel, click 'Save As'.

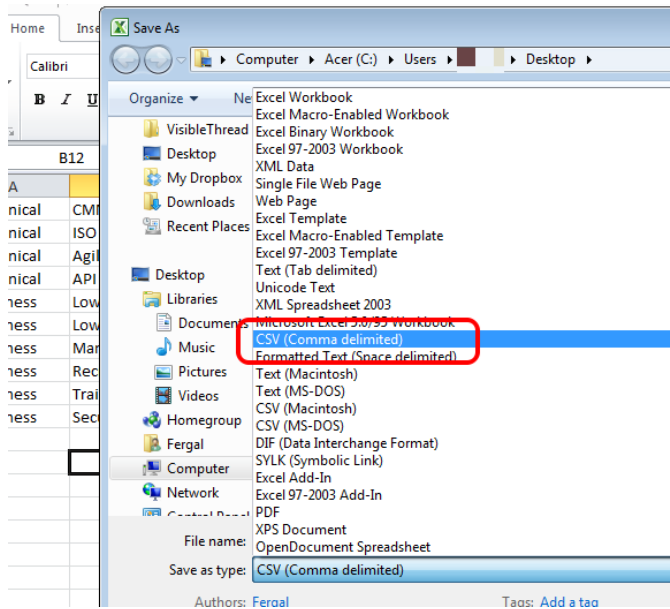


NOTE 1: Some versions of Excel may present the 'Save As' option differently.

NOTE 2: The 'Import from CSV' and 'Export to CSV' functions will preserve the 'Match words beginning with' option. If you export, you will see an "*" character to the right of the term. To set the option no an import, just add an "*" to the term.

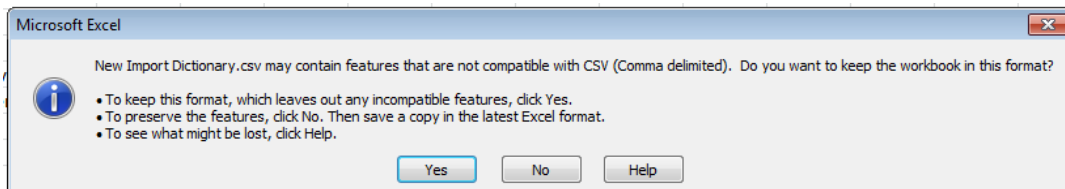
NOTE 3: If you want to back up dictionaries (perhaps because you're moving to a new environment), use the 'Export as Archive' capability. This will preserve the 'Match words beginning with' attribute and will restore it correctly. For more, see section '11.9.99 Exporting / Importing Dictionaries'.

12 Name your file and save as a CSV format to a location you'll remember: your desktop, for example.



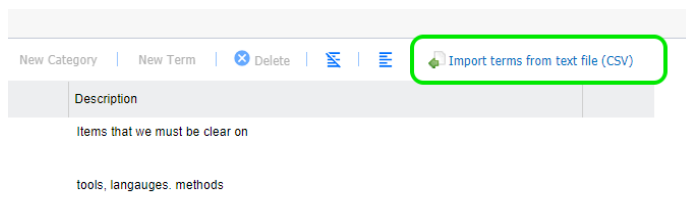
NOTE: Be sure to select the right CSV format in Excel. It's the one mid-way down the available list.

13 Once you hit save, Excel will prompt you with a message similar to the below. Sometimes there may be more than one message. Go ahead and click 'Yes'.

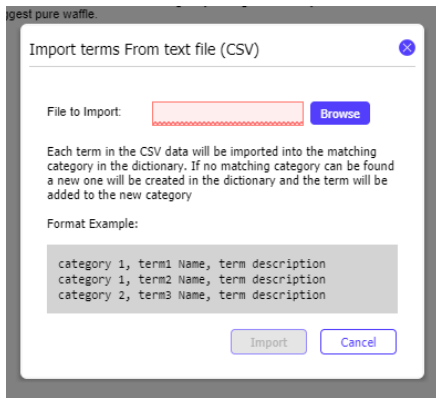


14 Next, we want to import the CSV file.

Select your dictionary and click the **'Import terms from text file (CSV)'** option to the right.

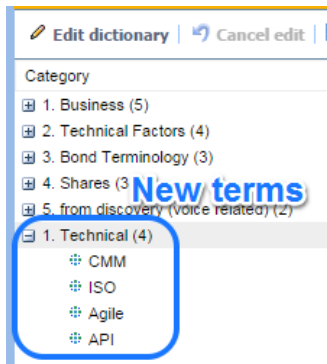


15 You will see a screen like this:



Click the 'Browse' button, select the CSV file you created a moment ago, and click 'Import'.

- 16 Once finished, you will see the contents of the CSV file in the dictionary. Using the dictionary example from step #2 above, it will look like this after the import:

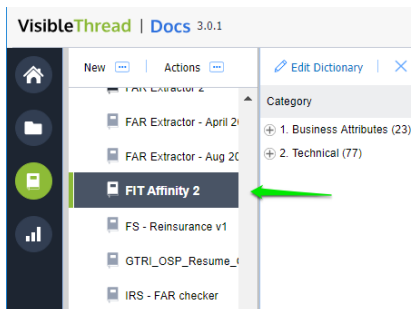


13.12.6. Copying Dictionaries

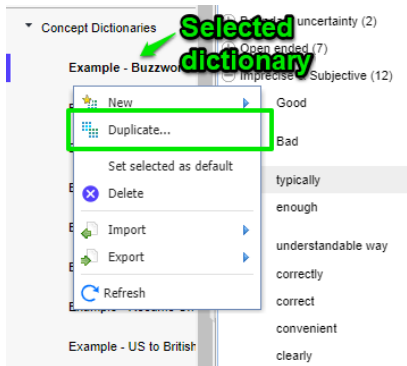
If you have existing dictionaries, it's very easy to copy them. Just follow these steps:

Step

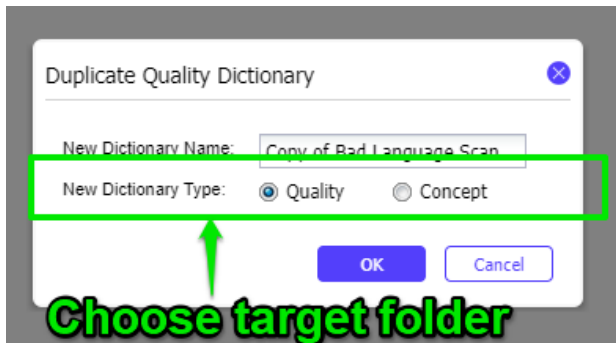
6. Select the dictionary you want to copy. In this case, we select 'FIT Affinity 2'.



7. Click 'Actions >> Duplicate selected dictionary'.



8. Enter the name for your new dictionary.
9. You have the option to duplicate the dictionary into the concept or quality folder.

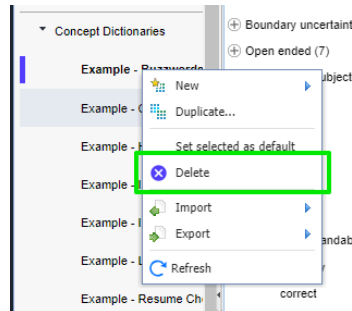



10. Click OK to copy the dictionary.

13.12.7. Deleting a Dictionary

To delete a dictionary, follow these step(s) from the dictionaries accordion:

4. **Select** Select the dictionary you want to delete, and either click the “Actions” button or right click. You will see a menu like this, in this case we just right-clicked.



5.  Delete Click Delete.
6. **Prompt** Clicking this prompts you to confirm the deletion.

Note 1: If you delete a dictionary that is currently in use by a document or folder, you will be prompted with a message telling you which folders and/or documents are currently using it.

If the dictionary is in use, after deletion the folder will use the 'default' dictionary.

Important Note: This action cannot be undone.

13.12.8. Setting a default dictionary

What is a 'default dictionary'?

When you create folders, the folder always has a quality dictionary associated with it.

Once you start uploading documents, you will always see a quality view with that dictionary. This dictionary is called the default. You can easily tell the default dictionary, since it will have this icon associated with it.

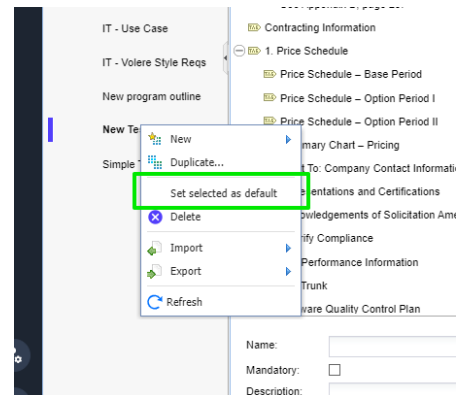
You can change the default. This means that any new folders will use that new default.

We ship with several stock quality dictionaries out of the box. One of these is the default.

You can easily set the default to one of your other dictionaries.

Here's how:

Select Select the dictionary you want to make the new default. Either click the "Actions" button or right-click.

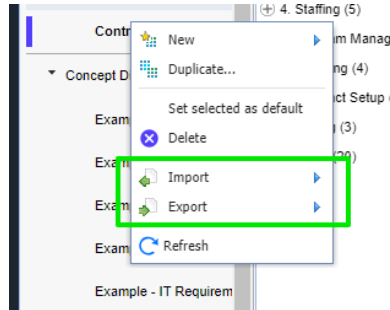


Click 'Set selected as default'.

13.12.9. Exporting / Importing Dictionaries

Sometimes you may want to export or import dictionaries. You can do so using these options under the “Actions” menu.

There are four options available.



Here's the explanation for when you would use each option:

Import from text file (CSV)

This allows you import a CSV (comma separated values) file as a new dictionary.

You will be prompted to specify:

7. The location of the file— use the 'Browse' button to locate it
8. The name of the dictionary
9. The dictionary type: either a concept or quality dictionary

Import from archive

This option allows for sharing of dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'export to archive' to share from one environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

Export to text file (CSV) This allows you export this dictionary to a CSV (comma separated values) file.

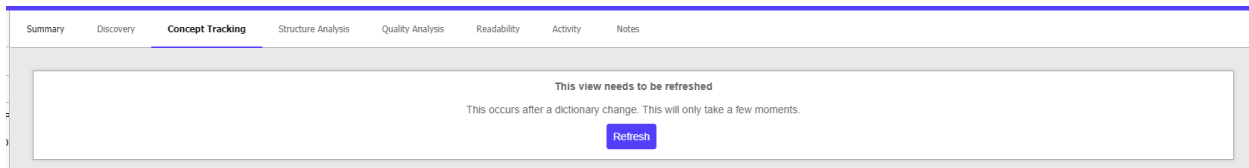
Export to archive This option allows for sharing dictionaries between VisibleThread sandbox environments. The underlying format is a proprietary XML structure. Use this in conjunction with 'import from archive' to share from 1 environment to another.

Important: Do not modify the content of the underlying XML file, as it may lead to a bad format.

13.12.10. Refreshing Quality Analysis view after editing a Quality Dictionary

Once you have finished editing your dictionary, VisibleThread will need to refresh the folder and document(s) to reflect the dictionary changes in the Quality Analysis view.

At the folder level, you will see this screen after editing your dictionary and going back to Quality Analysis. Just click the Refresh button.



This screen will also appear at the document view in Quality Analysis after any dictionary edits. Again, click the refresh button to re-analyze your document according to the newly modified dictionary.

14. Readability

Anything that makes text more difficult to understand hinders communication. This includes long, run-on sentences, passive voice, over use of jargon etc. Complex language puts a greater cognitive burden on your readers.

Readability analysis provides an instant clarity report for any document or collection of documents.

14.1. The Readability View at Folder Level

The folder level Readability tab is a great way to see language statistics across multiple documents.

Use it to compare and focus on difficult copy. If your folder contains documents authored by different writers with different styles, it helps to identify style anomalies.

Document Name	Size	Long Sentences	Passive Language	Readability (Flesch)	Grade Level	Average Sentence Length
PEO STRI FINAL.pdf	47,150 words Size 422 KB	27.71% long sentences 707 of 2,551 sentences	20.82% passive sentences 531 of 2,551 sentences	25 / 100	Grade 14.2	18 words
HCaTS_RFP_FINAL.pdf	55,852 words Size 1 MB	32.39% long sentences 840 of 2,593 sentences	25.22% passive sentences 654 of 2,593 sentences	28 / 100	Grade 14.5	21 words
asaki_technology_incorporated_department_of_the_army_communication_electronics_command_cecom_contract_w15p710d4421_rfp_w15p710b600_co.pdf	62,769 words Size 238 KB	41.47% long sentences 889 of 2,385 sentences	27.59% passive sentences 668 of 2,385 sentences	28 / 100	Grade 16.9	26 words
HCaTS_RFP Draft.pdf	51,082 words Size 1 MB	32.27% long sentences 767 of 2,377 sentences	24.92% passive sentences 571 of 2,377 sentences	27 / 100	Grade 14.7	21 words
PEO STRI Draft.pdf	45,649 words Size 412 KB	27.09% long sentences 674 of 2,488 sentences	20.66% passive sentences 514 of 2,488 sentences	25 / 100	Grade 14.2	18 words
sagan_mcaffister.pdf	13,307 words Size 2 MB	25.56% long sentences 171 of 669 sentences	15.99% passive sentences 107 of 669 sentences	27 / 100	Grade 14.9	19 words

Figure 65 - Four documents with readability metrics - evolving over time

You can export this view to a PDF report by clicking on the “Export” button at the top right of the pane. The PDF report will then be saved to your downloads folder.

Long Sentences	Passive Language	Readability (Flesch)	Grade Level	Average Sentence Length
27.71% long sentences 707 of 2,551 sentences	20.82% passive sentences 531 of 2,551 sentences	25 / 100	Grade 14.2	18 words
32.39% long sentences 840 of 2,593 sentences	25.22% passive sentences 654 of 2,593 sentences	28 / 100	Grade 14.5	21 words

Figure 66 - Folder level readability export option

This report contains all the scores and metrics.

Document Name	Size	Long Sentences	Passive Language	Average Sentence Length	Readability	Reading Level (US)
Vol I Tech XXX_TO6_v15.docx	10,384 words Size 1 MB	20.14% long sentences 139 of 690 sentences	8.70% passive sentences 60 of 690 sentences	15 words	25/100	Grade 13
Vol I Tech XXX_TO6_v17.docx	12,989 words Size 1 MB	18.71% long sentences 160 of 855 sentences	7.72% passive sentences 66 of 855 sentences	15 words	24/100	Grade 13
Vol I Tech XXX_TO6_v21.docx	12,557 words Size 1 MB	8.25% long sentences 79 of 958 sentences	3.65% passive sentences 35 of 958 sentences	13 words	26/100	Grade 12

Figure 67 - Readability folder level PDF report

This table explains each Clear Language metric:

Metric

Formula

1. Readability (Flesch Reading Ease)

Readability ranges from 0 to 100. 100 is the top mark. If communicating with citizens, aim for at least 50.

This is based on the Flesch Reading Ease index.

You can interpret scores based on this table.

Score Notes

- 90.0–100.0, easily understood by an average 11-year-old student
- 60.0–70.0, easily understood by 13 to 15-year-old students
- 0.0–30.0, best understood by university graduates

See here for more detail on Flesch scoring:

http://en.wikipedia.org/wiki/Flesch%E2%80%93Kincaid_readability_tests#Flesch_Reading_Ease

$(206.835 - (1.015 \times \text{Average Sentence Length}) - (84.6 \times \text{Average Syllables per Word}))$

2. US Grade Level

This is the level of education your reader needs to have to comfortably understand the copy.

Tip: For non-US readers, add 5 years to the grade level as a rough guide to the age a person must be in education until. For example, if you see grade 18, then a person must have been in full time education till age 23. This would roughly equate to a primary degree followed by a masters level education in the UK and elsewhere.

See here for more detail on Flesch scoring:

http://en.wikipedia.org/wiki/Flesch%E2%80%93Kincaid_readability_tests#Flesch_Reading_Ease

Uses the Flesch-Kincaid Grade level algorithm

3. Long Sentences

The % rating is the proportion of sentences that are long. Long sentences are greater than 25 words. Long sentences mask multiple concepts. Splitting them results in a clearer, easier to digest message. Multi-clause sentences can also hide valuable detail.

$(\text{Long Sentences} / \text{Total Sentences} \times 100)$

4. Average Sentence Length

The average sentence length expressed as number of words. While occasional long sentences are fine, a high number here indicates overall tone is too complex for accessible text.

(Number of words / Number of Sentences)

5. Passive Voice

You have a passive construct when the verb acts on the noun.

(Passive Sentences / Total Sentences * 100)

This is passive: "The meeting was held". This is active: "We held the meeting". Active voice distinguishes the actor and generally makes the text more understandable.

The document level view shows a more detailed report, pinpointing the content flagged. We'll cover that in the next section.

14.2. The Readability View at Document Level

As you drill down to the document level, the Readability view shows a detailed breakout of content for that document. It looks like this:

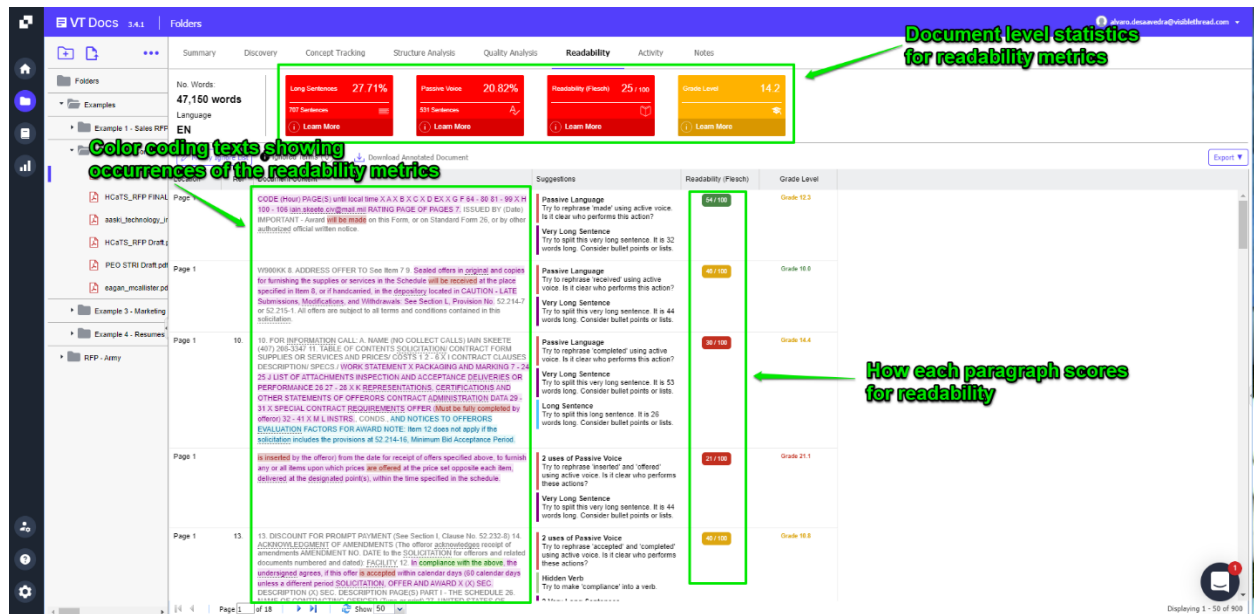


Figure 68 - An example document level Readability analysis

The dominant part of the view shows content extracts for long sentences, passive voice and hidden verbs, and each paragraphs readability score. These extracts are cross referenced by heading for MS Word documents or page number for PDF documents.

The top area shows overall statistics for the document. In addition to the metrics already explained, this view also flags nominalizations (sometimes called hidden verbs).

When you use a verb in noun form, it is called a 'hidden verb' or nominalization. For example: "Please make an **application**" vs. "Please apply"

The hidden verb is contained in the noun 'application'. It hides the verb 'apply'. Reducing hidden verbs makes copy clearer and reduces word count.

14.3. Exporting the Readability report

In many cases you may want to share Clear Language reports with colleagues or other third parties. You can export the report in two ways: "Export to PDF" generates a PDF file of your Readability Report, "Export to Excel Report" exports the report to an Excel spreadsheet.

You can find the export options here:

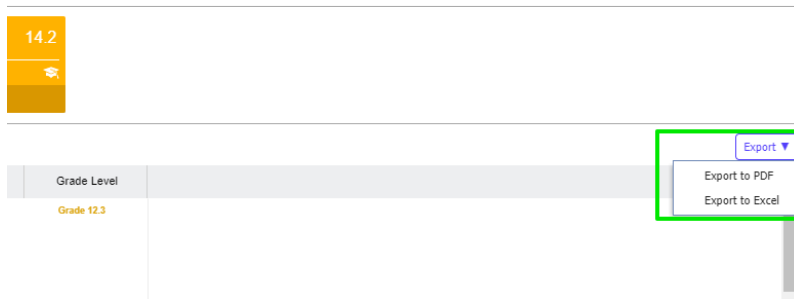


Figure 69 - Readability export options

Clicking this button will download the report to your downloads folder.

The PDF report will look like this:

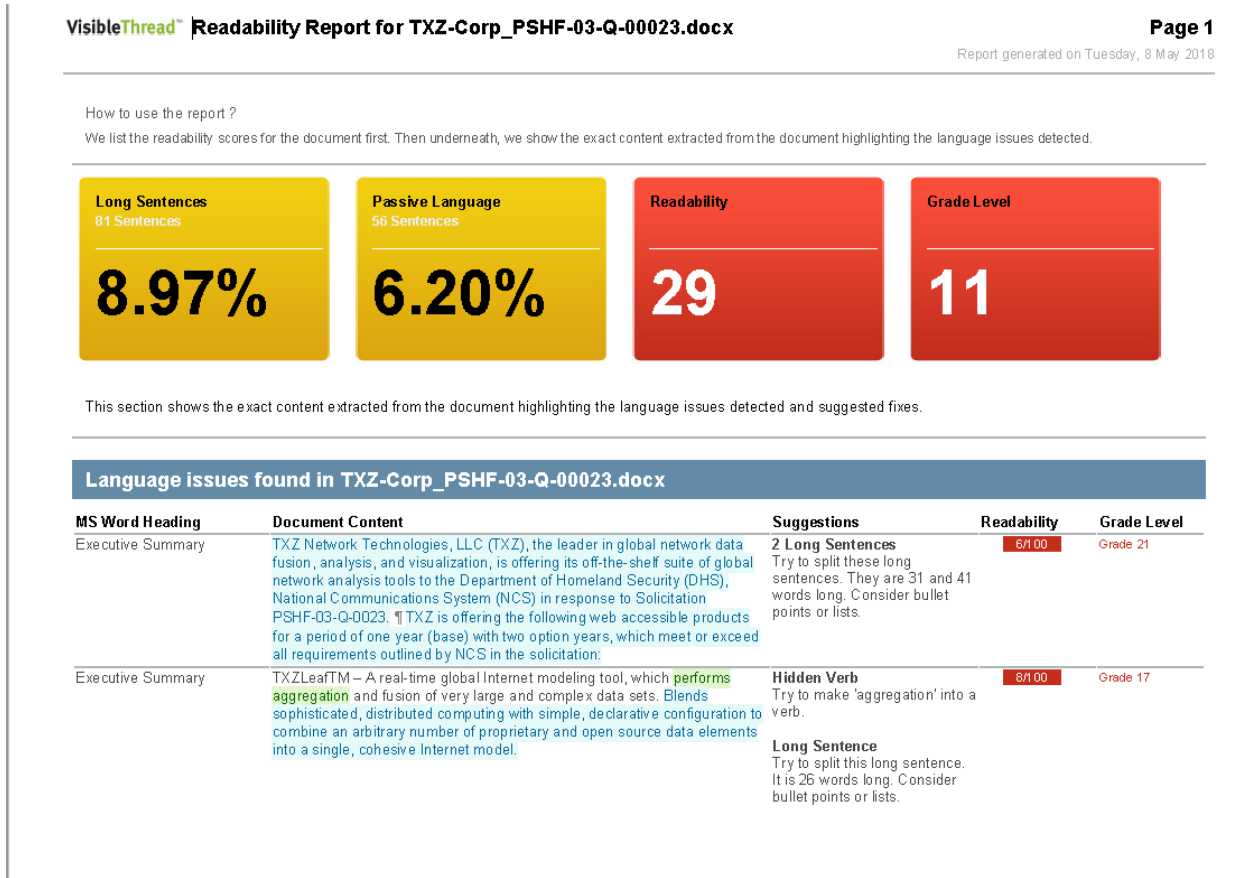


Figure 70 - Readability PDF report

The Excel report will look like this:

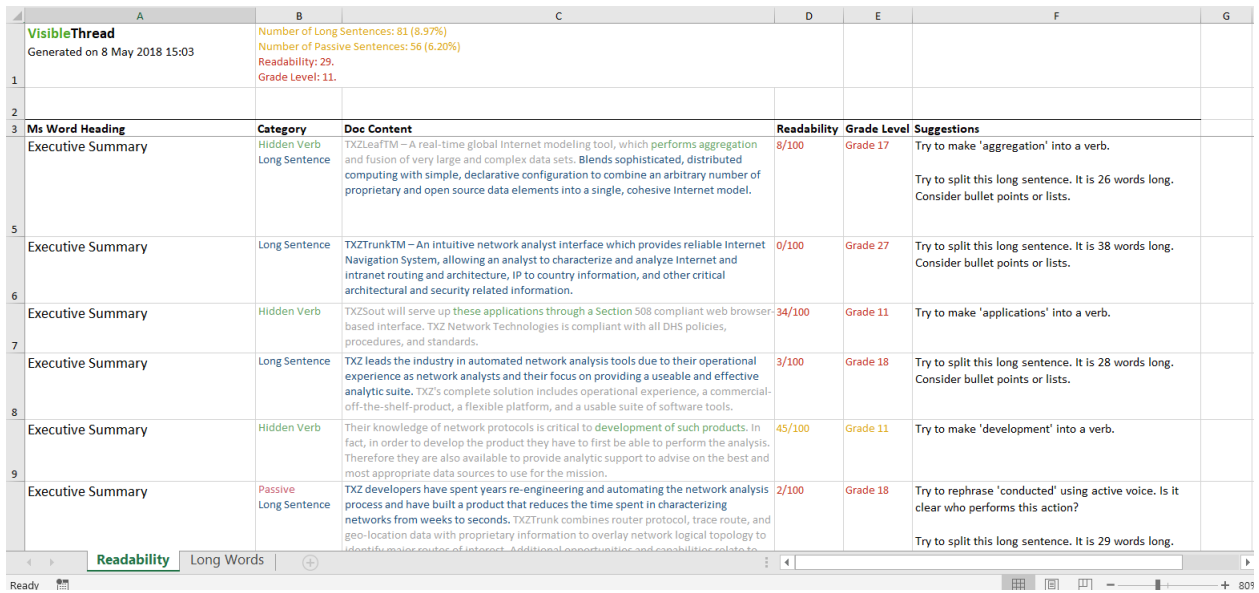


Figure 71 - Readability Excel report

14.4. Downloading Annotated Documents

The final export option allows you to download an annotated version of an uploaded Word file in “.docx” format. This annotated document is an exact copy of your uploaded document, with the readability issues flagged using MS Word comments within the document.

This allows you to make changes to your document directly within Word.

This is useful if you are editing content for any type of document. For instance, you might want to identify complex language.

Note: The “Download Annotated Document” export option is only available for Word docs using the “.docx” file extension. If you have an older Word file (“.doc”), open the document in Word and save it as a “.docx” file. Then upload this new version to your VisibleThread environment.

For files that do not have the “.docx” extension, the “Download Annotated Document” button will be disabled:

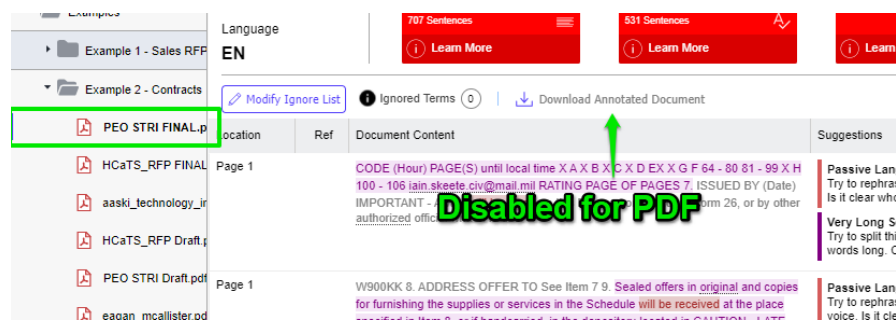


Figure 72 - Disabled Download Annotated Document option

After clicking any of the three export options, the following window will appear, allowing you to customize your report by including or excluding the four Clear Language issues. This can be helpful if, for example, your document contains a large amount of complicated technical language and you want to exclude Long Words from the report.

Note: This will not change the overall scores; it will only exclude them from being flagged in the exported report.

After selecting the appropriate options, click “Generate Report.”

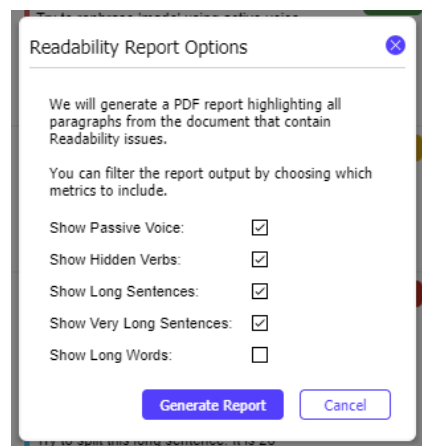


Figure 73 - Readability report options

And the Word “Annotated Document” report will look like this:








<p>Executive Summary</p> <p>TXZ Network Technologies, LLC (TXZ), the leader in global network data fusion, analysis, and visualization, is offering its off-the-shelf suite of global network analysis tools to the Department of Homeland Security (DHS), National Communications System (NCS) in response to Solicitation PSHF-03-Q-0023. TXZ is offering the following web accessible products for a period of one year (base) with two option years, which meet or exceed all requirements outlined by NCS in the solicitation:</p> <ul style="list-style-type: none"> • <u>TXZLeaf™</u> – A real-time global Internet modeling tool, which performs aggregation and fusion of very large and complex data sets. Blends sophisticated, distributed computing with simple, declarative configuration to combine an arbitrary number of proprietary and open source data elements into a single, cohesive Internet model. • <u>TXZTrunk™</u> – An intuitive network analyst interface which provides reliable Internet Navigation System, allowing an analyst to characterize and analyze Internet and intranet routing and architecture, IP to country information, and other critical architectural and security related information. • <u>TXZSight™</u> – An operations center and ‘manager’ interface. Unique visualization provides access to critical network characteristics, activities, and threats. Associates network activity with network topology. 	<p> VisibleThread (L) Try to split this long sentence. Consider bullet points or lists.</p> <p> VisibleThread (L) Try to split this long sentence. Consider bullet points or lists.</p> <p style="text-align: right;"> Reply  Resolve</p> <p> VisibleThread (HV) Try to make ‘aggregation’ into a verb.</p> <p> VisibleThread (L) Try to split this long sentence. Consider bullet points or lists.</p> <p> VisibleThread (L) Try to split this long sentence. Consider bullet points or lists.</p>
--	---

Figure 74 - Generated MS Word doc with annotations as comments

In the Annotated Word doc export, as seen above, the suggested changes are inserted as comments into an identical copy of your original document. This allows you make changes directly within the document report.

14.5. Readability Ignore Lists

Readability Ignore Lists allow you 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 one of two major factors, then using these terms may skew your results negatively.

Here's another example; let's say the name of your organization has lots of syllables in it (which will skew the readability scores). For example, the ‘Department of Immigration and Naturalization’. If you add that full phrase to the Ignore List, then ‘Immigration’ does not count as 4 syllables and ‘Naturalization’ does not count as 6 syllables. Instead, if these phrases are on the Ignore List, we will count each word as 2 syllables only.

The net effect is that if you have a lot of heavily tech content, without ignore listing, your readability scores will tend to skew negatively. Ignore listing neutralizes that, allowing you focus on the areas where you can simplify.

Summary Discovery Concept Tracking Structure Analysis Quality

No. Words: **47,150 words**
Language: **EN**

Long Sentences **27.71%**
707 Sentences [Learn More](#)

Passive Voice **20.8%**
531 Sentences [Learn More](#)

[Modify Ignore List](#) Ignored Terms (0) [Download Annotated Document](#)

Location	Ref	Document Content
Page 1		CODE (Hour) PAGE(S) until local time X A X B X C X D EX X G F 64 - 80 81 - 100 - 106 iain.skeete.civ@mail.mil RATING PAGE OF PAGES 7. ISSUED BY (IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by authorized official written notice.
Page 1		W900KK 8. ADDRESS OFFER TO See Item 7 9. Sealed offers in original and for furnishing the supplies or services in the Schedule will be received at the pl specified in Item 8, or if handcarried, in the <u>depository</u> located in CAUTION - L Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52

Figure 75 - Readability ignore listing options

14.5.1. How to modify the Ignore List?

Just click the “Modify Ignore List” button. The system will show the current ignore list. It will look a little like this:

Readability Ignore List

This is a list of words and phrases that we will ignore when checking your Readability.

[Add](#) [Remove](#) [Export to CSV](#) [Import from CSV](#)

Ignore List word/phrase

inventor

markup

[Save Changes](#) [Cancel](#)

Figure 76 - Modifying the ignore list

You can add and remove items from the list. Or if you already have a list and want to modify the ignore list in bulk, you can import using content from a CSV formatted file.

Note: Permissions. Only users with 'Settings' permissions can modify the ignore list. If you do not have settings privileges and you open the ignore list settings dialogs you will be presented with a Read-Only version of the dialog box.

Tip: If you find it easier to work in Excel, just export the current ignore list and make changes in Excel. Then re-import the revised ignore list as a CSV formatted file.

Where is the ignore list maintained?

We manage the ignore list at the environment level (i.e. at sandbox level). This means that the same ignore lists applies to all folders in your environment.

14.5.2. What happens when you make changes to the ignore list?

If you edit the ignore list, you will need to re-analyze all folders. You will see this message when you select the 'Readability' tab:

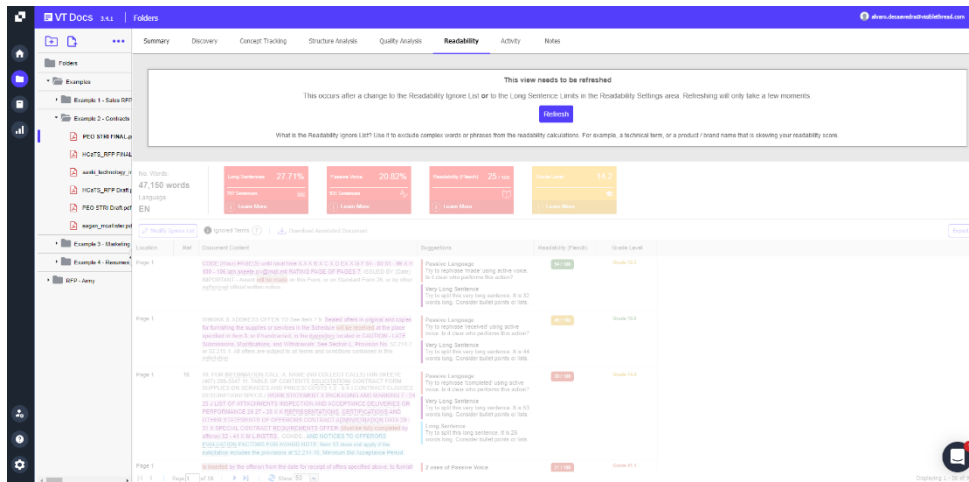


Figure 77 - Re-analyze option, when ignore list has changed

Re-analysis will be very fast.

15. Reports – Usage Report

Here you will be able to see statistics about all users under your account. It keeps track of how much each person is using the different features of VT Docs.



• Figure 78 - Usage Report

16. Reports - Summary report

The summary report shows all folders and files in your environment. It also shows the statistics for each doc and folder. This is a useful view to compare how certain docs are from a clear language or quality/concept hits perspective.

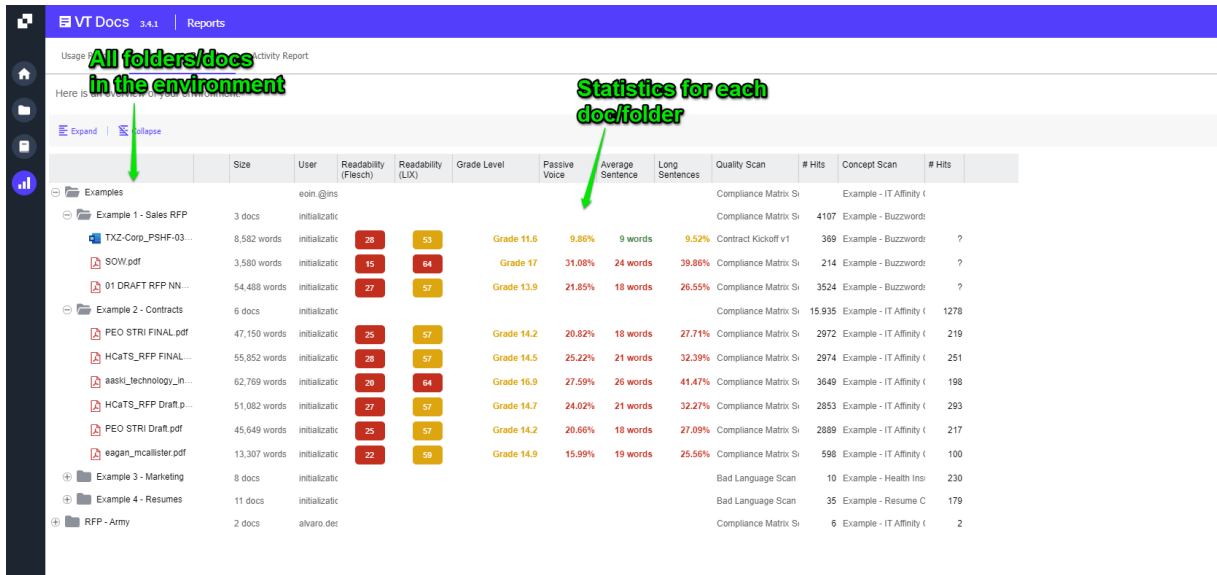
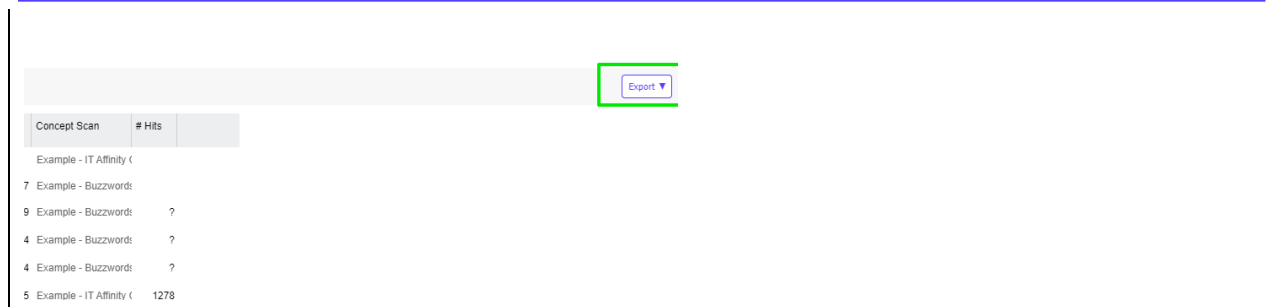


Figure 79 - Summary view showing environment scores

Tip: Use Export from the Summary View to perform further analysis in Excel.

Access it here:



The screenshot shows a table with two columns: 'Concept Scan' and '# Hits'. The table contains five rows of data. An 'Export' button with a dropdown arrow is located in the top right corner of the table area and is highlighted with a green rectangular box.

Concept Scan	# Hits
Example - IT Affinity (
7 Example - Buzzwords:	
9 Example - Buzzwords:	?
4 Example - Buzzwords:	?
4 Example - Buzzwords:	?
5 Example - IT Affinity (1278

17. Reports – Activity report

VisibleThread tracks all activity, including uploading documents, creating folders etc.

So when you or anyone in your environment perform any actions, the activity view will track it. The system also tracks details of **when** the action happened and **who** performed the action.

These actions are tracked:

1. On Folders -
 - a. Creating Folders
 - b. Renaming Folders
 - c. Deleting Folders
2. On Documents -
 - a. Adding documents (Word, Excel, PDF)
 - b. Creating new MS Word documents
 - c. Deleting documents
3. Reviews made from within the Quality Analysis view including any changes to the ignore list
4. On Dictionaries & Structure Outline usage -
 - a. Setting different dictionaries or structure outlines.
5. On Notes -
 - a. Creating a note
 - b. Replying to a note

Here is a sample Activity pane showing activity for a folder:

Date/Time	Description	Folder	User
11 Dec 2020 9:53	Associate Document 'TX2-Corp_PSHF-03-Q-00023.docx' with Structure Outline 'New Test Plan Template', affecting Example 1 - Sales RFP	Example 1 - Sales RFP	alvaro.desaavedra@visiblethread.com
19 Dec 2020 10:01	Associate Folder 'Example 1 - Sales RFP' with Concept List 'Example - Buzzwords and Loose Language', affecting Example 1 - Sales RFP	Example 1 - Sales RFP	alvaro.desaavedra@visiblethread.com
19 Dec 2020 10:04	Document 'Contract_102020(1).xlsx' added by alvaro.desaavedra@visiblethread.com	RFP - Army	alvaro.desaavedra@visiblethread.com
19 Dec 2020 10:04	Document 'Contract_102020.xlsx' added by alvaro.desaavedra@visiblethread.com	RFP - Army	alvaro.desaavedra@visiblethread.com
09 Dec 2020 11:33	Folder 'RFP - Army' created by alvaro.desaavedra@visiblethread.com	RFP - Army	alvaro.desaavedra@visiblethread.com
06 Oct 2020 10:32	Associate Document 'TX2-Corp_PSHF-03-Q-00023.docx' with Quality Best Practice 'Contract Kickoff v1', affecting Example 1 - Sales RFP	Example 1 - Sales RFP	alvaro.desaavedra@visiblethread.com
12 Feb 2019 15:51	Document 'testPDF.pdf' added by alvaro.desaavedra@visiblethread.com	Example 4 - Resumes	alvaro.desaavedra@visiblethread.com
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Hiza Group.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Cabrey Masaf.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Frank Wheeler.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Eric Franklin.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Carmel Wehster.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Ben Wooster.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes - Henry Pinkten.docx	Example 4 - Resumes	System
05 Dec 2018 11:59	User initiated analysis from Dashboard by System, affecting Example 4 - Resumes, Example 4 - Resumes	Example 4 - Resumes	System

Figure 80 - Activity for a sandbox environment

When reviewing the change List, the following types of changes are tracked.



A folder with the specified name was added



A document with the specified name was added



A document with the specified name was created



A Dictionary or Structure Outline was associated with the specified document or folder



Changes were made to a given document



Changes were made to a given dictionary or Structure Outline.



The specified folder was renamed

Activity views also exist at both document and Folder level.

DateTime	Description	User
05 Dec 2018 11:50	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - eagan_mcallister.pdf	System
05 Dec 2018 11:56	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - PEO STRI Draft.pdf	System
05 Dec 2018 11:55	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - HCaTS_RFP Draft.pdf	System
05 Dec 2018 11:54	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - aaski_technology_incorporated_department_of_the_army_communication_electronics_command_cecom_contract_w15p71106421_rf_w15p7618e01_co.pdf	System
05 Dec 2018 11:53	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - HCaTS_RFP FINAL.pdf	System
05 Dec 2018 11:52	User initiated analysis from Dashboard by System. affecting Example 2 - Contracts - PEO STRI FINAL.pdf	System

Figure 81 - Activity for a folder

18. Team Collaboration with Notes and Discussions

When reviewing document content in a team setting, you will often make observations and want to record those in the context of a review. You use 'Notes' for exactly this purpose.

You can add these at the folder, document or heading level (in the case of MS Word docs). Notes provide a useful way to record observations and allow teams to collaborate. They are a single point of reference, centrally stored and can be viewed by others in your environment.

Notes can also be useful to handle lightweight task management and concerns.

All document and folder level screens provide the ability to add and reply to notes as well as close / re-open notes.

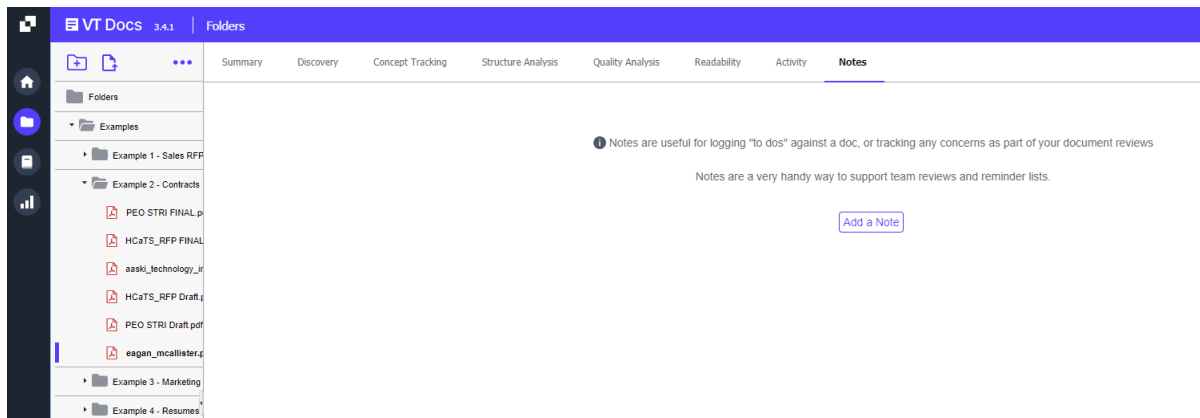


Figure 82 – A document with no notes created

To add a note, follow these steps:

Step

1. Click the 'Notes' tab and click 'Add a note'
2. Next, you will see this screen allowing you enter the note details:

Enter your note, an optional description and set the type. Click 'OK' when done.

18.1. Note: Note Types- You will see a list of Note types. You can customize these to suit your process. For more, see section '20.1 Readability Ignore List'

We saw earlier how you can add terms or phrases to the ignore list to adjust your readability score. See section 14.514.5 Readability Ignore Lists, for full detail on customizing this list. Access this option here:

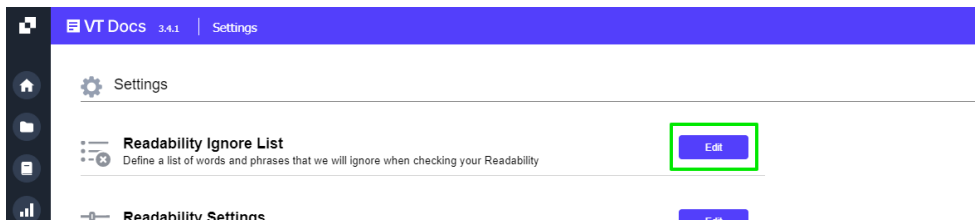


Figure 87 - Readability Ignore List setting

18.2. Readability Thresholds

We also saw in section 14 Readability how the results are color-coded depending on certain thresholds.

These settings dictate what results are deemed **Good**, **Average** or **Bad**. You can modify these readability thresholds here.

This setting affects % levels etc. Access this option here:

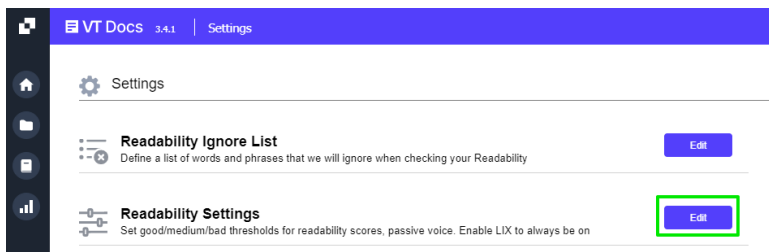


Figure 88 - Readability thresholds setting

And here is the screen allowing you make changes:



Figure 89 - Readability thresholds

NOTE: Adjusting Readability Thresholds will apply to the full environment. All other users will see these new thresholds

After adding notes, you will see them in the 'Notes' tab. Your new note and any other notes are listed along with any replies.

The view looks like this:

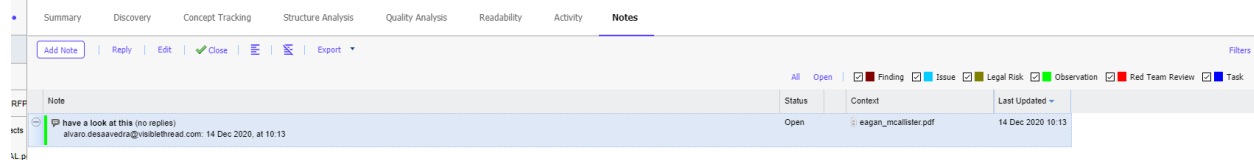


Figure 83 – Notes defined against a document

These options are available on the Notes screen at document and folder level.

Add note This allows you add a new note directly in the discussions pane.

Edit

This allows you modify the attributes of a selected note.

Reply This allows you reply to the currently selected note. Replies are added to the note and presented below it, slightly indented.

Close / Notes can be marked as closed. In this case, you will see a strike out line on the note title. Closed notes can be re-opened if needed.

Re-open ↶

You can also filter notes:

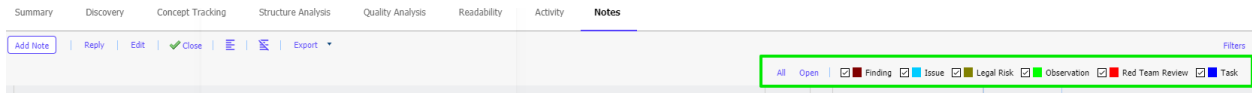


Figure 84 - Notes filters

Available filters are:

- By discussion type. Click the check box adjacent to each type to filter
- By All / Open

19. The user menu and changing passwords

The user menu is available by clicking on your user name at the top right of the dashboard.

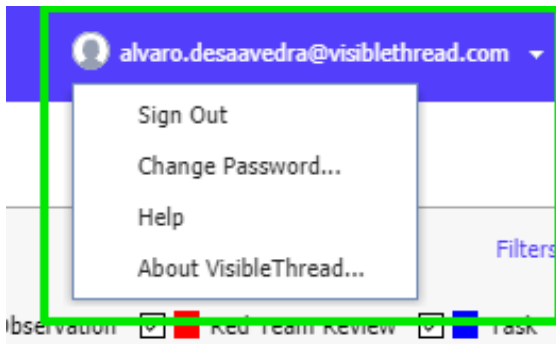


Figure 85 - User Options

The options available on the user menu are:

Sign Out

Use this to sign out of your current dashboard session.

Change password...

Use this to change your password.

Note: new passwords must have at least eight characters and include at least one digit.

Help

Use this to see the most up to date documentation on our support forum.

About VisibleThread...

This displays legal notices. It also links you to the VisibleThread support forum where you can see up to date support materials.

20. Settings

There are several Settings available in VisibleThread. Click 'Settings' in the sidebar.

Note: Permissions. Only users with 'Settings' permissions can modify any settings listed below. If you do not have settings privileges and you open any of the settings dialogs you will be presented with a Read-Only version of the dialog box.

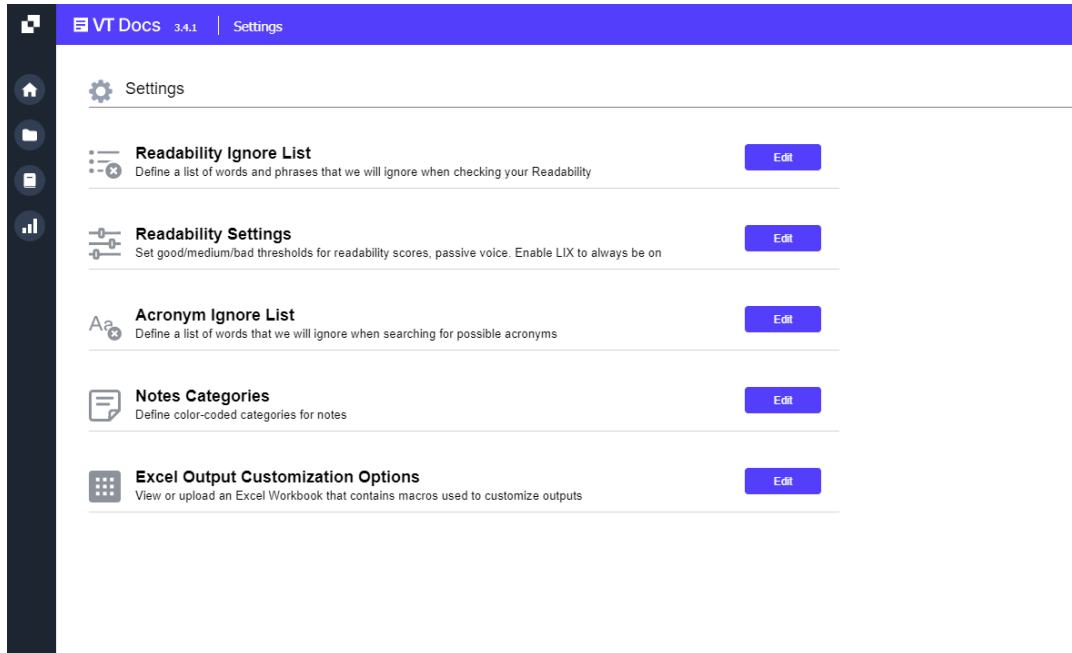


Figure 86 - Settings view

20.1. Readability Ignore List

We saw earlier how you can add terms or phrases to the ignore list to adjust your readability score. See section 14.514.5 Readability Ignore Lists, for full detail on customizing this list. Access this option here:

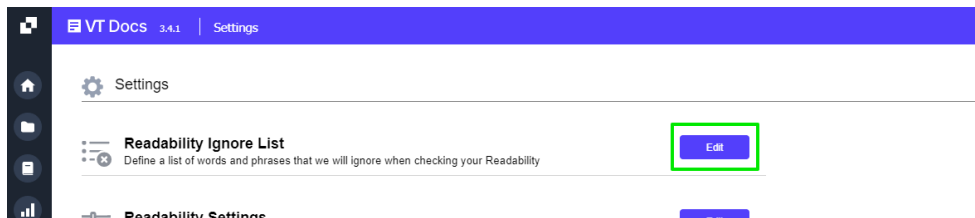


Figure 87 - Readability Ignore List setting

20.2. Readability Thresholds

We also saw in section 14 Readability how the results are color-coded depending on certain thresholds.

These settings dictate what results are deemed **Good**, **Average** or **Bad**. You can modify these readability thresholds here.

This setting affects % levels etc. Access this option here:

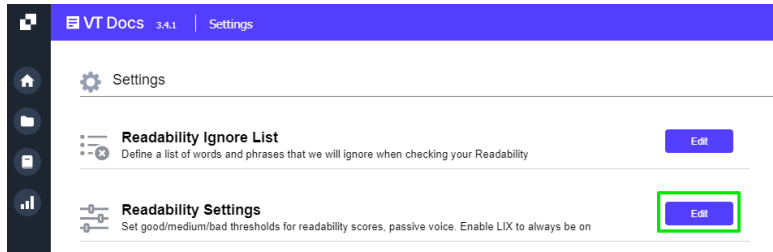


Figure 88 - Readability thresholds setting

And here is the screen allowing you make changes:



Figure 89 - Readability thresholds

NOTE: Adjusting Readability Thresholds will apply to the full environment. All other users will see these new thresholds

20.3. Acronym Ignore Lists

When creating acronym lists you can specify text that will be omitted from the analysis. Access this option here:

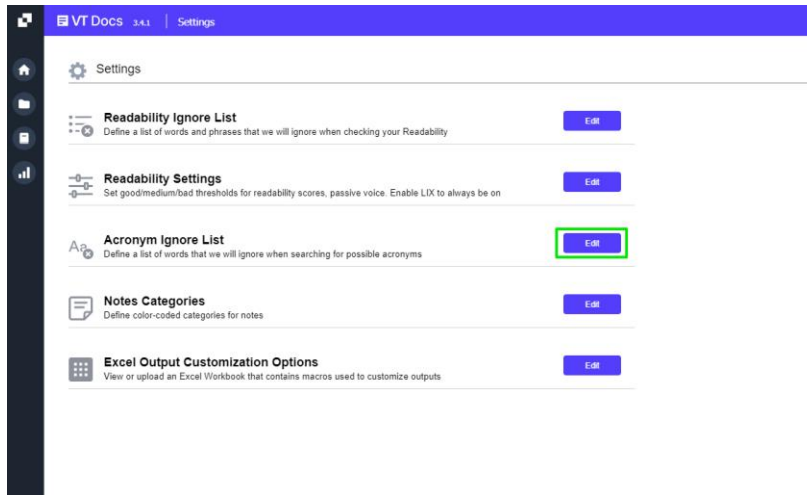


Figure 90 - Acronym ignore list setting

The system will show a screen listing each text item to ignore. For more detail on setting the ignore list, see section 7.3 Setting “Acronym Ignore Lists”.

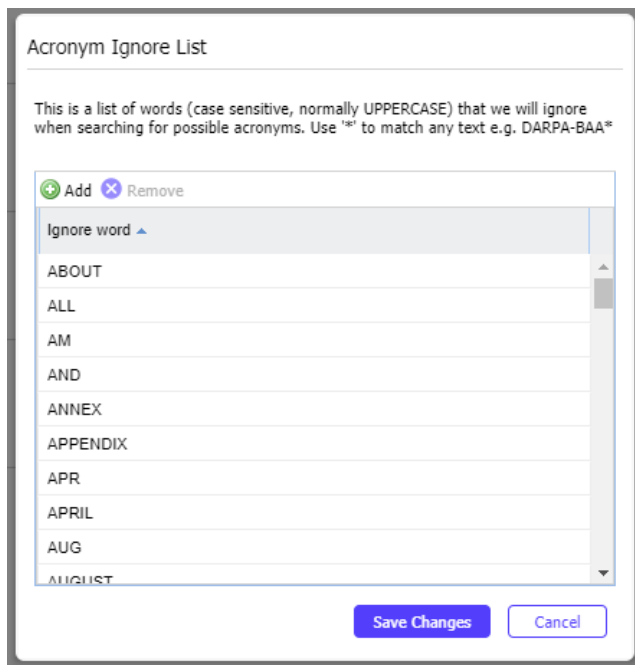


Figure 91 - Editing the acronym ignore list

NOTE: You can also use wildcards when specifying items to ignore. For example if you want to ignore FAR1, FAR2 etc. you can specify 'FAR*' in this list.

20.4. Changing “Notes Categories...”

We saw earlier how notes can be categorized using a 'type'. You can customize this and set your own categories. For more on creating and managing notes, see section '18 Team Collaboration with Notes and Discussions'.

Access this option here:

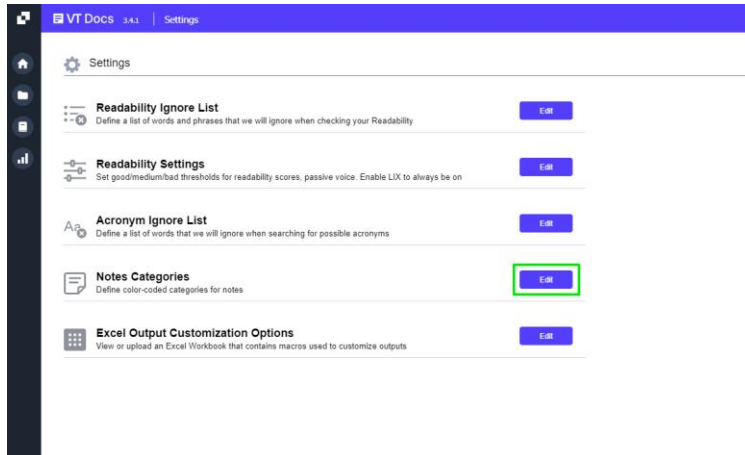


Figure 92 - Notes categories setting

The system then shows a dialog box listing the discussion types.

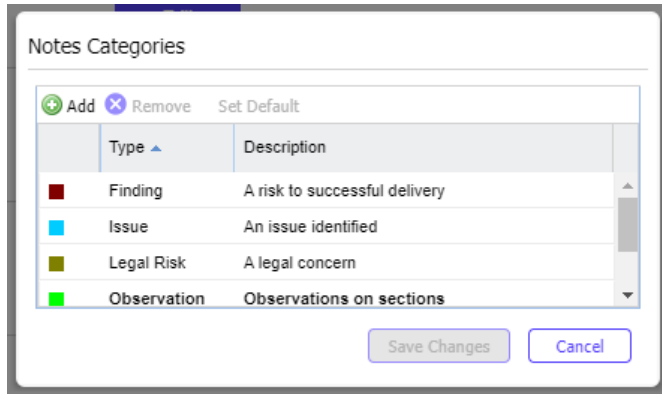


Figure 93 – Editing notes categories

You can set the default for new notes by selecting from the list and clicking the 'Set Default' button. Types can be added or removed by clicking the 'Add' or 'Remove' buttons respectively.

20.5. Excel Output Customization Options

Many of the views within VisibleThread Docs allow the export of data to Excel. There may be occasions where you would like to change or customize the format of these outputs.

To enable this, we support the injection of Excel macros in the generated Excel file. These macros can be coded to modify the generated output in any way you require.

Each sandbox in VisibleThread Docs contains a 'template' set of macros. When generating an excel export you have the option to inject these macros into the generated output. If you enable this option, upon opening the Excel file the

list of available macros will appear allowing you to run any macro required.

Click this button

VisibleThread Macros...

Thread Macros button above

Ref	Content	Category	Term	Density	Yo
3	Before the expansion of communication (PSTN). At that time, e... developing the varying degree... As increasing through the Int... integral part of communication... Therefore, iden... compose the e... has become vi... communication... 3 Scope The p... and analytic to dependencies providers (ISP) awareness rep... customers.				2
	Tool implementation will conform to DHS MD 4300.1, as implemented by DHS MD 4300A and/or 4300B Policies and Handbooks.	Primary	will - Needs to be checked in the context & section where it occurs		1

Figure 94 Customizing Excel Outputs Using Macros

VT Docs 3.4.1 | Settings

Settings

- Readability Ignore List: Define a list of words and phrases that we will ignore when checking your Readability. [Edit]
- Readability Settings: Set good/medium/bad thresholds for readability scores, passive voice. Enable LIX to always be on. [Edit]
- Acronym Ignore List: Define a list of words that we will ignore when searching for possible acronyms. [Edit]
- Notes Categories: Define color-coded categories for notes. [Edit]
- Excel Output Customization Options: View or upload an Excel Workbook that contains macros used to customize outputs. [Edit]**

Figure 94 Excel customization settings

2. The system then shows a dialog box allowing the user to download /upload macros along with some basic editing instructions.

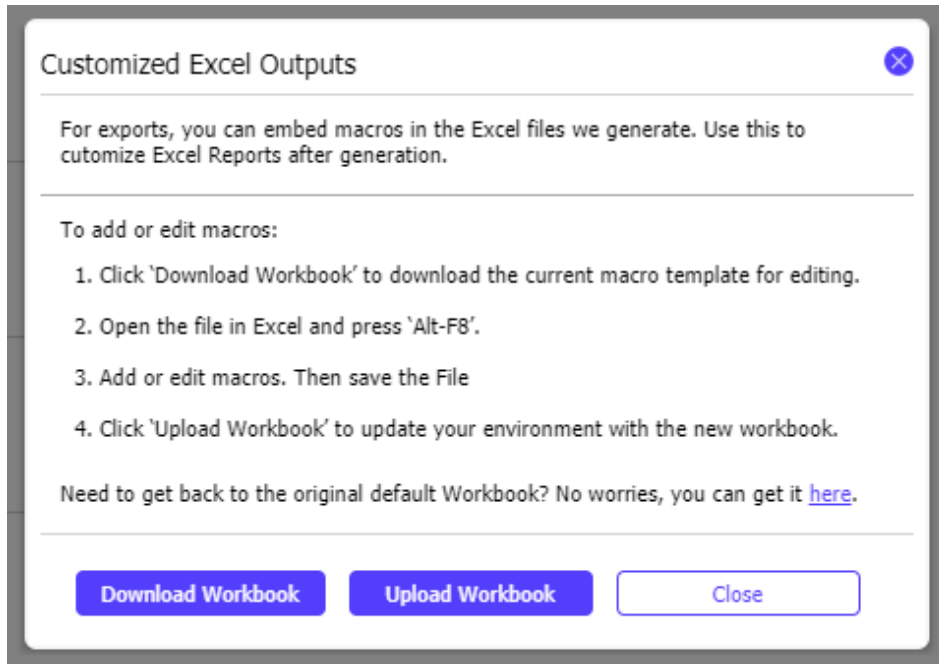


Figure 95 – Upload/Download custom macros

To change a Macro in this template or add a new Macro:

1. Click 'Download Workbook' to download the base template to your PC.
2. Open the workbook in Excel and modify the Macro's using the Excel Developer tools.
3. When you are happy with the macros, save the changes to the Excel file
4. Click 'Upload workbook' to upload your modified Excel workbook to your account.

From this point on any Excel reports you export from VisibleThread Docs will have your modified set of Excel macros injected.

21. User Administration

VisibleThread supports multiple users.

To add, delete or modify users in the system, click 'User Admin' located in the sidebar. The User Admin screen appears displaying the users currently set for this account. Here's what it looks like:

User Administration

[Add User](#) |
 [Delete User](#) |
 [View License Information](#) |
 [Import Users From CSV](#)

User Name	First Name	Last Name	Is Active	Can Administer Users	Can Edit Settings	Can Edit Dictionaries	Signed In	Actions
	alvaro	desaavedra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to Edit user
	alvaro	desaavedra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Click to Edit user

Click here to access user admin panel

Figure 95 - Administering users

Note 1: For all trial accounts created in VisibleThread servers, users are given dictionary and settings privileges by default. This means that they can edit those two areas.

Note 2: If you do not see this link appear, this indicates you are not an 'admin' user. Contact your VisibleThread administrator if you need administrator privileges.

The options available on the toolbar are:



Add

This allows you create a new user.

Clicking this prompts you for the user's details. Once you click ok, the system creates the user with the details entered.



Delete

This allows you delete a user. You must always have at least one user per account. The system will prevent you from removing all admin users with an appropriate message.








License



Click here to check the number of licenses currently available, as well as active users.

Import Users from CSV

You can add multiple users by importing a CSV file that contains a list of users:

 User Administration

 Add User |
  Delete User |
  View License Information |
  Import Users From CSV

User Name	First Name	Last Name	Is Active	Can Administer Users	Can Edit Settings	Can Edit Dictionaries	Signed In	Actions
 luke.goslin	luke	goslin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Click to Edit user

Import users from CSV ✕

File to Import: Browse

Format Example:

```

CSV columns: email, name, surname, active, admin, settingsAdmin, dictionaryAdmin
john.doe@example.com, John, Doe, true, false, true, true
jane.doe@example.com, Jane, Doe, false, true, false, false

```

Import
Cancel

To modify details for an existing user, click the link “Click to Edit User” in the row of the user you wish to edit. A dialog box will appear that will allow you to edit the user details.

The following fields are available for each user:

First Name	First name of the user
Last Name	Last name of the user
User Name	The sign in user name, corresponding with the users e-mail address.
Password	The password for this user. Note: passwords must be 8 characters minimum and have at least 1 number.
Admin checkbox	Yes/No. This specifies whether this user has admin privileges in the system. Admin privileges allow a user to create and configure other users.
Active checkbox	Yes/No. In a pooled license scenario, you have the option of assigning certain users to be able to draw from the pool. This setting offers you the flexibility to switch users as needed.
Settings Checkbox	Yes/No. This specifies whether the user has settings privileges in the system. Settings privileges allow a user to edit the Settings for the account.

Dictionary Checkbox	Yes/No. This specifies whether this user has dictionary privileges in the system. Dictionary privileges allow a user to create, modify or delete Dictionaries.
---------------------	--

Note: Administrators can control users and permission through <https://your.domain.example/sandboxAdmin>

You will be prompted for credentials, the default credentials are;

Username: visiblethread

Password: password

Once you have access to the sandboxAdmin area the flow of administration is the same as above inside the application U.I.

22. Security Settings

The Security Settings area is a new feature that allows a system administrator for the VisibleThread application to configure SSO with SAML 2.0. To navigate to this area visit <https://yourdomain/sandboxAdmin> once here you should notice a tab called "Security Settings"(see screenshot below). By default VisibleThread is setup to use Username and Password after enabling and configuring SSO you do have the ability to switch back to Username and Password. The default view of the "Security Settings" area looks like this: (Note that it shows that you are currently using VisibleThread Username/Password).

The screenshot displays the 'Security Settings' interface. On the left, a navigation sidebar contains a home icon, a user profile icon, and a 'Security Settings' icon highlighted with a green arrow. The main content area is titled 'Security Settings' and features a blue 'Overview' tab. Under the 'Overview' tab, there are two options: 'VisibleThread Username/Password' (checked with a green checkmark) and 'Single Sign-On with SAML 2.0'. The 'Authentication Overview' section, indicated by a green arrow, shows a green checkmark and the text 'You are currently using VisibleThread Username/Password'. Below this, there are sections for 'VisibleThread Username/Password' and 'Single Sign-On', each with a button to toggle the setting.

If you wish to enable and configure SSO follow our online support article:

<https://support.visiblethread.com/hc/en-us/articles/360038695431-Getting-Started-with-Single-Sign-On-SSO->

To setup SSO for Active Directory and VisibleThread Docs on-prem:

<https://support.visiblethread.com/hc/en-us/articles/360038784951-Setup-Single-Sign-On-for-Active-Directory-and-VisibleThread-Docs-on-prem>

Switching Back to Username/Password

If for any reason you wish to return to Username/Password navigate to <https://yourdomain/sandboxAdmin> and click on “Security Settings” > VisibleThread Username/Password. In here, before enabling you need to create a One Time Password off all users. This password will have to be delegated to users by the admin of the application.

The screenshot shows the 'Security Settings' page for 'VisibleThread Username/Password'. The page is titled 'VisibleThread Username/Password' and has a toggle switch set to 'Off'. Below the title, there is a note: 'User credentials are stored in the VisibleThread database. Passwords are securely salted/hashed using BCrypt.' A warning message states: 'Switching to VisibleThread Username/Password authentication will require a secure One Time Password for each user.' Below this, a question asks: 'Do you want to switch authentication to VisibleThread Username/Password and generate One Time Passwords for all users?'. There are two input fields for 'New Password' and 'Confirm Password', both containing masked characters. A green arrow points from the 'New Password' field to the 'Confirm Password' field. Below the input fields is a blue 'Enable' button, with a green arrow pointing to it from the left.

After enabling Username/Password the next time a user logs in they will be prompted to enter the One Time Password you setup and also create a new password.

The screenshot shows a password reset screen in the VisibleThread Docs application. The header reads 'VT Docs'. The main message is: 'Your temporary password has expired. You must set a new password to secure your account.' Below this, there are three input fields: 'Old Password' with the placeholder 'Enter Old Password', 'New Password' with the placeholder 'Enter New Password', and 'Confirm Password' with the placeholder 'Confrim'. A 'Submit' button is located below the input fields. At the bottom, the requirements for the password are listed: 'Password must meet the following requirements: At least one letter, At least one number, Be at least 8 characters'.

Once the above step is complete the user will be able to log in again!

23. Troubleshooting

If you have any issues or need help, please check our support forum at: <http://support.visiblethread.com/home>

Or mail us directly by sending a mail to: support@visiblethread.com This alias is monitored 24x7 and will automatically create a trouble ticket in our help systems. Forward any usage queries or bugs also to the same address.