Section, LC

Document Analyzer Documentation

DA 1.7.15.X – Version 1 – July 15, 2015

Document Analyzer

Our Document Analyzer (DA) provides a solution to the tedium of breaking apart legal documents such as RFPs. The DA will save hours, if not days of work. The DA quickly and accurately parses documents, identifies keywords (e.g. will, shall, must, etc.), and then you can configure the results into a Compliance Matrix. You have validation that each of your client's requirements has been addressed, and assistance in any bid/no bid decision. Add notes and writing assignments into your results, and then export to Word, Excel, HTML or format for SharePoint. It is easy to use, accurate and secure, and does not require that MS Word be installed on your computer.

Document Analyzer

1.7.15.X New Features:

- Deep Analysis Parsing documents down to the individual sentences with enhanced Search (search phrases) and Keyword (list) filtering.
- Quality Check Using the Flesch Reading Ease readability test. Flesch Reading Ease was designed to indicate comprehension difficulty when reading a passage of contemporary academic English.
- Atebion Tools A growing set of utilities to save you time and money.

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

PART 1 - CONTRACT LINE ITEM DESCRIPTION

GENERAL SCOPE OF WORK

The Contractor shall perform the Detail Design and Construction of the T-ADC(X) Class ship(s) at the Contractor's facilities in accordance with:

- (a) The provisions of this contract;(b) System Specification, Attachment J-1;
- (c) Other documents, exhibits, and attachments listed in SECTION J of this contract; and
- (d) All revisions and modifications thereto dated prior to the award of this contract.

1.0 GENERAL

The Contractor shall prepare the detail design, perform system integration, construct, test, and deliver the ship and initial logistics support of the T-ADC(X) lead ship and up to 11 follow ships, if options are exercised. Reduced ownership cost shall be emphasized throughout the performance of this Contract. The requirements listed herein are applicable independently and separately to each ship.

1.1 MANAGEMENT.

1.1.1 PROGRAM MANAGEMENT.

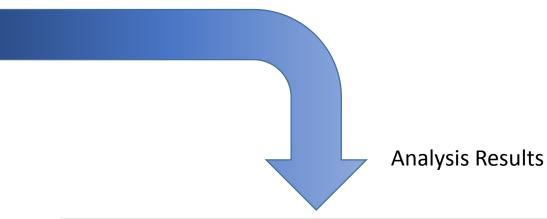
The Contractor shall apply a multi-functional approach to the integrated, concurrent development of the products and the associated processes applicable to the design, ship systems integration, construction, testing, logistics support and in the performance of all other efforts required by this Contract.

The Contractor shall provide the management effort necessary to ensure effective cost, schedule and technical performance under this Contract. The Contractor shall manage the program in accordance with Contract requirements, the management plan(s), and work schedule(s). The Contractor shall fully integrate major subcontractors and vendors to provide overall direction and guidance, track progress and status, and integrate products and services provided by major subcontractors and vendors' with the products and services provided by the Contractor.

The Contractor shall identify problems and potential problems that could adversely impact ship performance, cost and/or delivery schedule accompanied by proposed solutions in accordance with the general requirement of Section C entitled "CONTRACTOR PROBLEM IDENTIFICATION REPORTS".

Analysis Results Output

Document



Number	Caption	Keywords	Text
Header Area	Header Area	shall [1], shall perform [1]	SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT PART 1 - CONTRACT LINE ITEM DESCRIPTION GENERAL SCOPE OF WORK The Contractor shall perform the Detail Design and Construction of the T-ADC(X) Class ship(s) at the Contractor's facilities in accordance with:
(a)	The provisions of this contract;		(a) The provisions of this contract;
(b)	System Specification, Attachment J-1;		(b) System Specification, Attachment J-1;
(c)	Other documents, exhibits, and attachments		(c) Other documents, exhibits, and attachments listed in SECTION J of this contract; and
(d)	All revisions and modifications thereto dated		(d) All revisions and modifications thereto dated prior to the award of this contract.
1.0	GENERAL	shall [2]	1.0 GENERAL The Contractor shall prepare the detail design, perform system integration, construct, test, and deliver the ship and initial logistics support of the T-ADC(X) lead ship and up to 11 follow ships, if options are exercised. Reduced ownership cost shall emphasized throughout the performance of this Contract. The requirements listed herein are applicable independently and separately to each ship.
1.1	MANAGEMENT.		1.1 MANAGEMENT.
1.1.1	PROGRAM MANAGEMENT.	shall [5], required [1]	1.1.1 PROGRAM MANAGEMENT. The Contractor shall apply a multi-functional approach to the integrated, concurrent development of the products and the associated processes applicable to the design, ship systems integration, construction, testing, logistics support and in the performance of all other efforts required by this Contract. The Contractor shall provide the management effort necessary to ensure effective cost, schedule and technical performance
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			The Contractor shall identify problems and potential problems that could adversely impact ship performance, cost and/or delivery schedule accompanied by proposed solutions in accordance with the general requirement of Section C entitled "CONTRACTOR PROBLEM IDENTIFICATION REPORTS".





<mark>X Atebion Tools</mark>





Select Document (add new document)





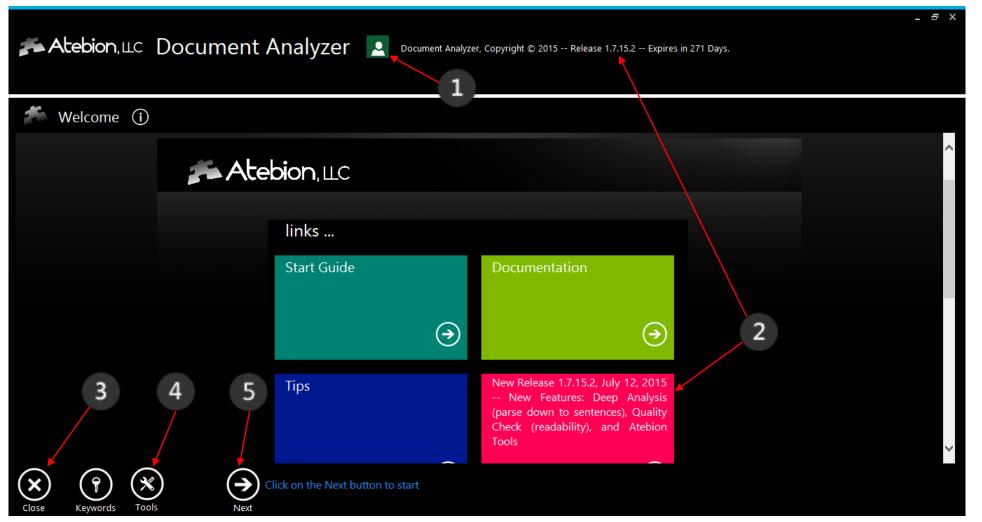








The Welcome panel is the first panel you see whenever you open the Document Analyzer. The content on this panel is downloaded from Atebion's website. The newest release information is in the lower right rectangle and scroll down for Atebion News.

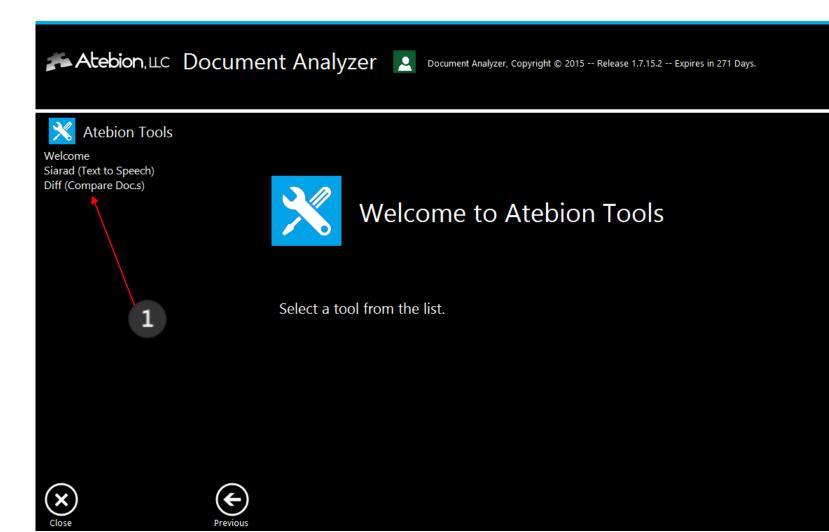


Tip: See #2. Compare the Release numbers to ensure you have the newest release, if not then download the Document Analyzer from Atebion's website and reinstall. This will not effect your license key.

- User button Update your user contact information and license key.
- 2. The Right-Bottom rectangle gives you the newest Document Analyzer release number and some basic update information. At the top is the current Document Analyzer's release number.
- 3. Close button Exit this application.
- 4. <u>Atebion Tools</u> Collection of utilities.
- 5. Next button Click this button to proceed to the next step.



(New) Atebion Tools – A growing set of utilities to save you time and money.



Notice:

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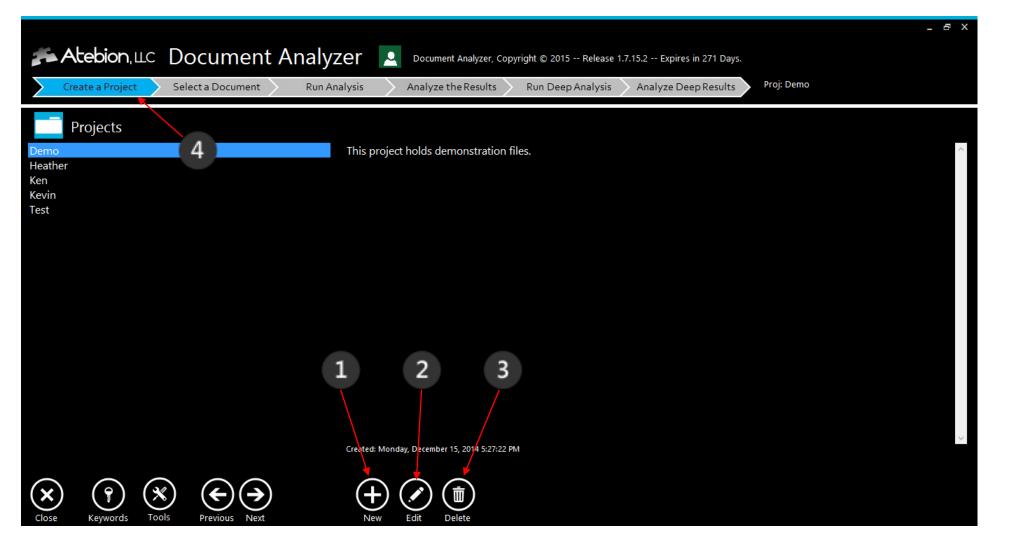
We have a collection of proof-ofconcepts that we are planning to port to Atebion Tools.

Additionally, let us know what tools you want. This will help us set priorities on future releases.

 Diff (Compare Doc.s) – Diff prior to Release 1.7.15.2 was only embedded in the Edit (replace) Document with rerunning the Analyzer.



A project is similar to a folder used to hold documents. You can organize your documents anyway you want, such as by client or by proposal.



- 1. New button Click to add a new Project.
- 2. Edit button Click to change the selected Project's description. Note you cannot change the Project's name, because the Project's name is the data key for the data structure.
- Delete button Remove the selected Project and associated documents.
- 4. This chart contains a series of steps with the current step denoted in Blue.



Imports various document formats (e.g. PDF, DOC, DOCX, HTML, RTF [Rich Text Format] and Plain Text). Image PDFs are not supported. The Document Analyzer does Not require MS Word to be installed on your computer.

🗯 Atebion, 🕮 Document Ar	La VZer 👤 Document Analyzer, Copyright © 2015 Release 1.7.15.2 Expires in 271 Days.
Create a Project Select a Document	Run Analysis Analyze the Results Run Deep Analysis Analyze Deep Results Proj: Demo Doc: T-ADC(X) Ship RFP Section C
📃 Documents 🖪	
Attach001-TWS-SOW Attach001-TWS-SOW 2	$\blacksquare \supseteq Microsoft Sans Ser \bullet 9 \bullet \mathbf{A} \mid \mathbf{B} \mid I \sqcup \mid \blacksquare \blacksquare \mid \mathbf{A} \mid \blacksquare \mid$
RFI+notice 4	
RFI+notice 1	
RFI+notice 3 RFI+notice11	PART 1 - CONTRACT LINE ITEM DESCRIPTION
Solicitation 2	GENERAL SCOPE OF WORK The Contractor shall perform the Detail Design and Construction of the T-ADC(X) Class ship(s) at the Contractor's facilities in accordance with:
T-ADC(X) Ship RFP Section C	 (a) The provisions of this contract; (b) System Specification, Attachment J-1; (c) Other documents, exhibits, and attachments listed in SECTION J of this contract; and (d) All revisions and modifications thereto dated prior to the award of this contract.
	1.0 GENERAL The Contractor shall prepare the detail design, perform system integration, construct, test, and deliver the ship and initial logistics support of the T-ADC(X) lead ship and up to 11 follow ships, if options are exercised. Reduced ownership cost shall be emphasized throughout the performance of this Contract. The requirements listed herein are applicable independently and separately to each ship.
	1 MANAGEN 2 3
	1.1.1 PROGRAM MANAGEMENT. The Contractor shall apply a multi-functional approach to the integrated, concurrent development of the products and the associated processes applicable to the design, ship systems integration, construction, testing, logistics support and in the performance of all other efforts required by this Contract.
	The Contractor shall provide the management effort necessary to ensure effective cost, schedule and technical performance under this Contract. The Contractor shall manage the program in accordance with Contract requirements, the management plan(s), and work schedule(s). The Contractor shall fully integrate major subcontractors and vendors to provide overall direction and guidance, track progress and status, and integrate products and services provided by major subcontractors and vendors' with the products and services provided by the Contractor
Close Keywords Tools Previous Next	Hew Edit Delete

Tips:

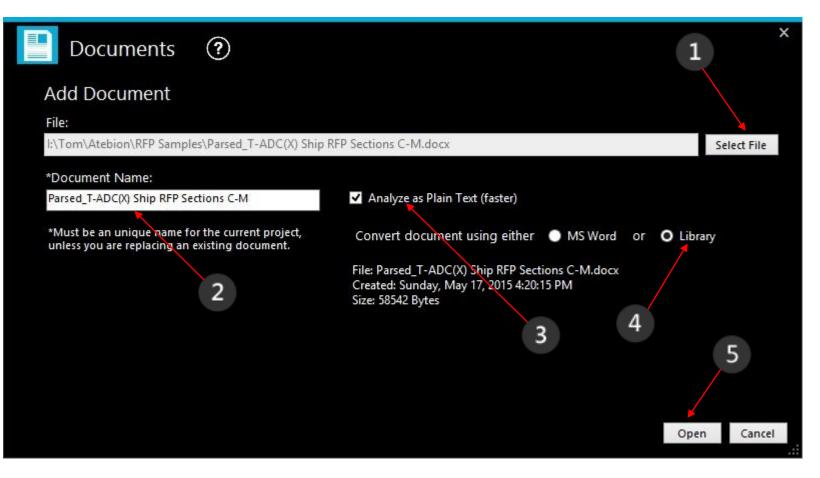
- For Federal Government RFPs, we suggest that you divide the various sections (L, C, M and etc.) into separate documents and analyze each section in the Document Analyzer. You can do this with textual PDF files within MS Word.
- We suggest removing Table • of Contents for cleaner analysis results.
- 1. New button Click to add a document to the current Project. See Select Document
- 2. Edit button Click to replace the selected document.
- 3. Delete button Click to Remove the selected document.
- 4. Speaker button Click to have the selected document read to you.



Select Document (add new document)

Purpose:

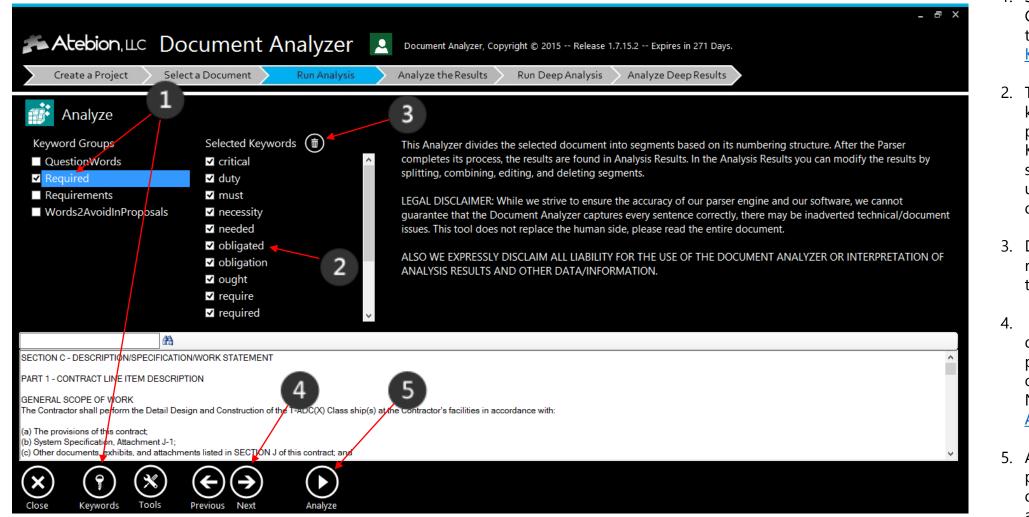
The purpose of the Select Document is to import a selected document into the Document Analyzer (DA). The DA can import various document formats (e.g. PDF [does not support image PDFs], DOC, DOCX, HTML, RTF [Rich Text Format] and Plain Text). – New to DA Release 1.7.14.2, MS Word is no longer required.



- 1. Select a document to import by clicking the Select File button and then select a file from the File dialog.
- The Document Name defaults to the same name as your selected document, but the name must be unique to your current project.
- 3. We suggest analyzing your document as Plain Text for analysis speed. This is particularly important for large documents and for analysis with numerous selected Keywords.
- You can now import your MS Word (*.doc & *.docx) files without requiring MS Word to be installed on your computer. Select the Library option to not use MS Word for conversion.
- 5. To save, simply click the Open button and you will see your selected document in the Document panel. You might have to wait a short time for conversion.



Analyzer your selected document. This analyzer parses legal type documents into segments and identifies keywords and keyword phrases. The analysis results will be on the next panel.



Tip:

If you select multiple Keyword Groups this analysis process will take much longer time to process.

- Select a Keyword Group. Click the Keywords button to Add, Modify or Delete a <u>Keyword Group</u>.
- The listing of these keywords are autopopulated from your Keyword Group selection(s). You can unselect keywords you don't want searched.
- Delete button Click to remove all keywords from the list.
- The Next button will be displayed if you had previously ran the Analyzer on this document. Click the Next button to go to the <u>Analysis Results</u> panel.
- 5. Analyze button Click to parse the current document into segments and identify keywords.



Keyword Groups – Keyword Groups are keyword libraries. Keyword phrases are supported (e.g. shall install).

🗯 Atebion, 🕮 Document	Analyzer ocument Analyzer, Copyright © 2015 Release 1.7.15.2 Expires in 271 Days.	_ & X
Keyword Groups		
QuestionWords	critical	
Required Requirements	duty must	
Words2AvoidInProposals	necessity needed obligated obligation ought require required shall should vital 1 ¹ II uld 2 3 Created: Monday, Dreember 15, 2014 Motified: Tuesday, July 14, 2015 Gty: 16	

Tip: Create Keywords Groups for different types of analysis, such as your Business Domain.

- 1. New button Click to add a new Keyword Group.
- 2. Edit button Click to add, edit and delete keywords for the selected group.
- Delete button Remove the selected Keyword Group.



We added this step to provide you the capability to split, combine, remove and filter parsed segments prior to exporting them to either Excel, MS Word or HTML files.

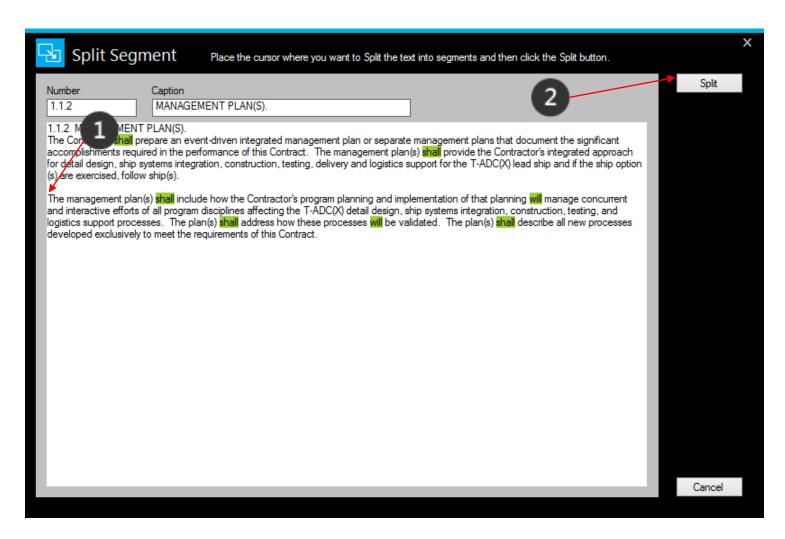
Parsed Segments Image: Caption Number Caption Header Area shall [1] (a) The provisions arthis contract: (b) Syster (c) Ot (d) All to at and model on on thereto dated (d) All to at and model on on thereto dated (d) All to at and model on on thereto dated (d) All to at and model on on thereto dated (d) All to at and model on on thereto dated 1.1 MANAGEMENT. 1.1.1 PROGRAM MANAGEMENT. 1.1.2 MANAGEMENT. 1.1.3 RESOURCE AND WORK SCHEDULE. Selected Segment O GENERAL Notes Selected Big prepare the detail design, perform system integration, construct, test, and deliver the ship and initial logistics support of the T-ADC(X) lead ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the tot of the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships, if options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 follow ships. If options are exercised. Reduced ownership cost thal be emphasized throughout the ship and up to 11 f	🗖 Ana	alysis Results Quantity of Segments: 58			5
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a) All Ferrers and moder works thereto dated Image: shall [2] Image: shall [2	b)	System ecification		Keywords 6	Kathy, please review.
Image: Contract of the contr)	All receives and moon wons thereto dated	shall [2]	Exported 5	
1.3 RESOURCE AND WORK SCHEDULE. elected Segment GENERAL	1	MANAGEMENT.		Summary for selected Doc	
GENERAL			shall [5], will [2]	Quality Check	
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ormance of this Contract. The requirements listed herein are applicable independently and separately to each ship.	Contractor sha	prepare the detail design, perform system integration, construct, test Contract The requirements listed herein are applicable independent	, and deliver the ship and initial logistics sup v and senarately to each ship	port of the T-ADC(X) lead ship and up	to 11 follow ships, if options are exercised. Reduced ownership cost shall be emphasized throughout the

- Split button Splits the selected segment into two segments. See <u>Split</u> <u>Segment</u>.
- Combine Segments button

 combines multiple
 segments into a single
 segment. See <u>Combine</u>
 <u>Multi Segments</u>
- Edit button Edit the selected segment's Number and/or Caption.
- Export button Exports the current Parsed Segments to either Excel, MS Word or HTML files. See Export Parsed Results
- 5. Notes button Write notes/comments or add assignments, then click the Diskette icon button to save.



Splits a parse segment into two segments. Place your cursor at the point you want to split and click the Split button.



Tip: It is normally best to split a segment at the beginning of text, not on a blank line.

- 1. Place your cursor at the point where you want to split the segment.
- 2. Next, click the Split button, then you will see what the split will look like. See the <u>Split Detail</u>



Review split results prior to saving and change the new split segment Number and Title.

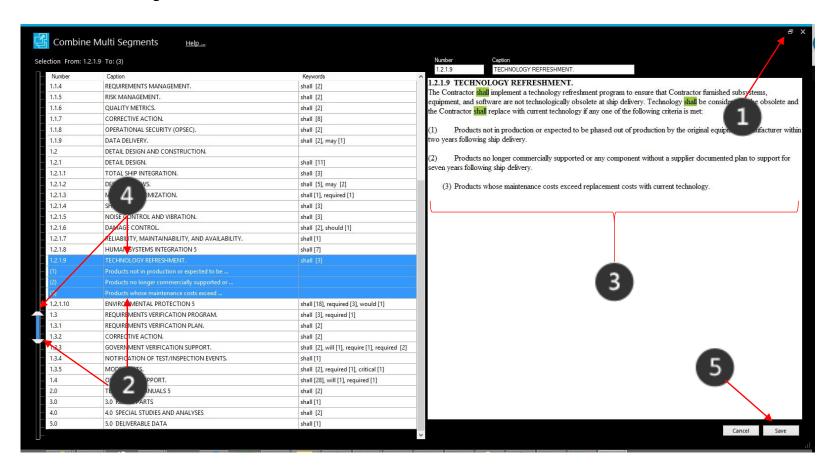
Split Segment You can change the Number and Caption fo	rboth segments To save the Split, Click the Save button.	Х
Number Caption 1.1.2 MANAGEMENT PLAN(S).		<- Back
1.1.2 MANAGEMENT PLAN(S). The Contractor shall prepare an event-driven integrated management plan or separa accomplishments required in the performance of this Contract. The management pl for detail design, ship systems integration, construction, testing, delivery and logistic (s) are exercised, follow ship(s).	an(s) shall provide the Contractor's integrated approach	
Number Caption 1.1.2-1 The management plan(s) shall include how the	3	
The management plan(s) shall include how the Contractor's program planning and ir and interactive efforts of all program disciplines affecting the T-ADC(X) detail design logistics support processes. The plan(s) shall address how these processes will be developed exclusively to meet the requirements of this Contract.	, ship systems integration, construction, testing, and	Save
		Cancel
		Cancer

Tip: To Undo a split, use the Combine feature.

- 1. Back button Click to go back to the previous view and reselect the split position.
- 2. You can rename the Default Name and Number.
- 3. Save button Click to save the split as two segments.

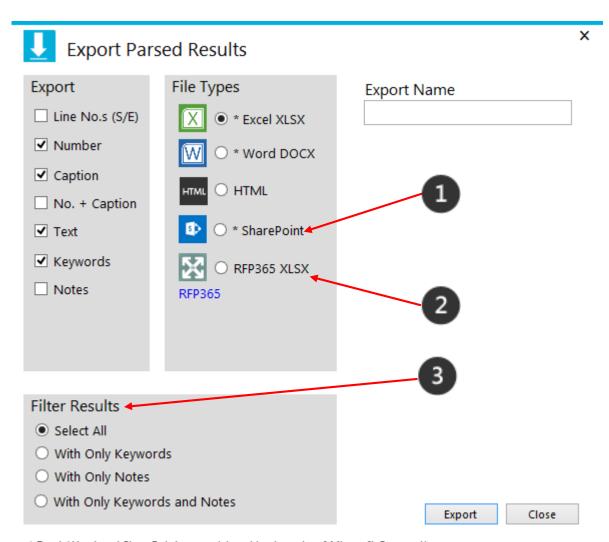


The purpose of the Combine Multi Segments feature is to provide you with the capability to combine multiple segments quickly and easily. This feature is a replacement to the original Combine Segments that only combined one segment at a time.



- 1. You can fully expand this window by clicking on the top right rectangle []
- 2. You have two ways to select child segments. Either by clicking on a row (segment) in the table, below the selected parent segment or you can select the bottom button on the Range control (far left) and scroll down to your last desired segment.
- 3. The segments will automatically concatenate and be displayed in the right side panel.
- 4. If you want you select a different parent segment, we suggest that you use the top button on the Range control or you can click on a row above the current selected segment in the table.
- 5. To save, simply click the Save button and you will see the change on your Analysis Results panel.

Export Parsed Results (Segments)



- 1. Format for SharePoint for loading an Excel file into a SharePoint List.
- 2. Format for importing into RFP365 for via an Excel file. Link to RFP365's website is located below their logo.
- 3. Export Filer Results. Example, filter segments with only Keywords and/or Notes

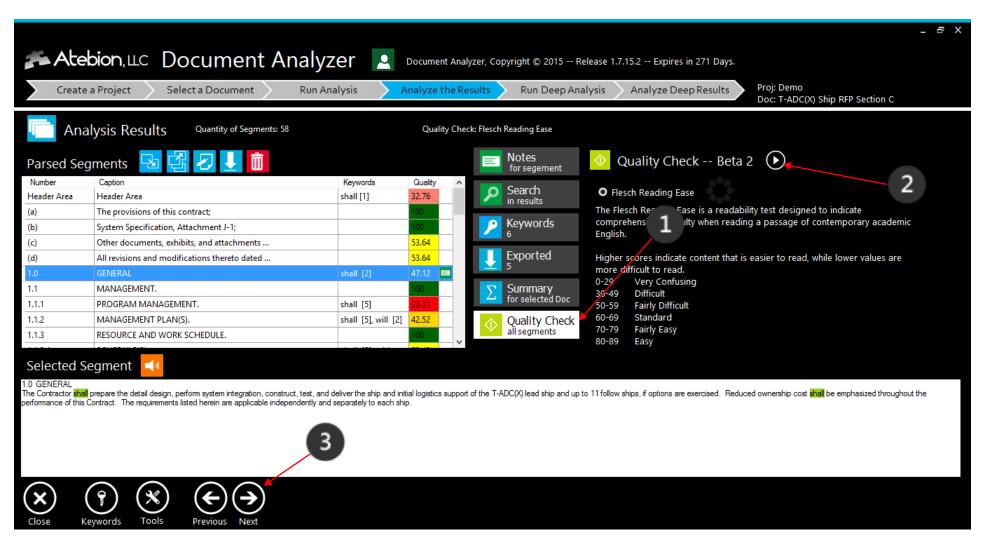
* Excel, Word and SharePoint are registered trademarks of Micosoft Corporation



Analysis Results – Quality Check

Purpose:

(New) Quality Check – Identifies readability of parsed segments using Flesch Reading Ease algorithm. The Flesch Reading ease score is the most common readability checker used. The US military uses it to assess the readability of their technical manuals.

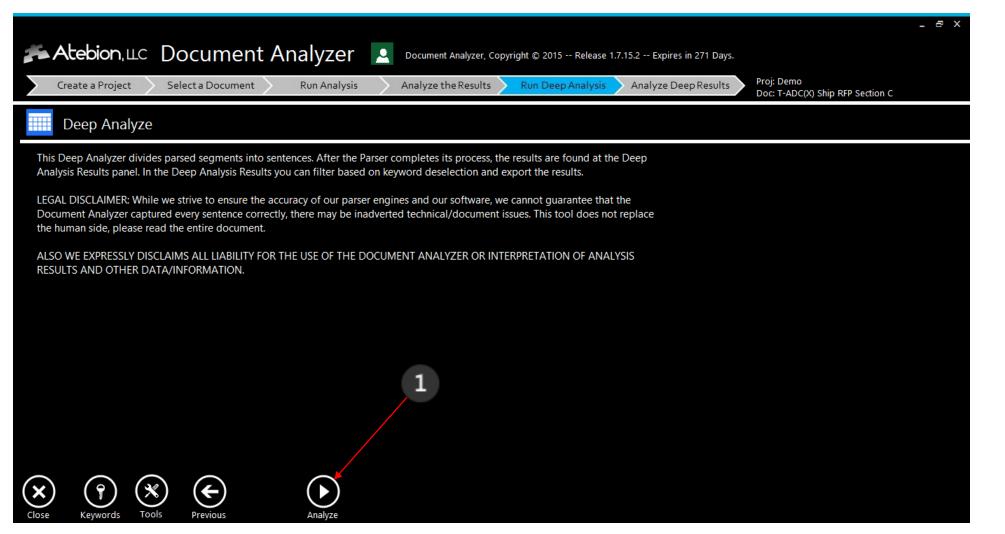


Tip: Use Quality Check to check the readability of your Draft Proposal and then assign editors to cleanup low scoring segments via the Notes feature.

- Quality Check button Click to display the Quality Check subpanel.
- Quality Check Run button Click to run Flesch Reading Ease test on each of the segments. – Therefore, if you split or combine segments, you may want to rerun Quality Check.
- Next button Click to optional proceed with Deep Analysis.



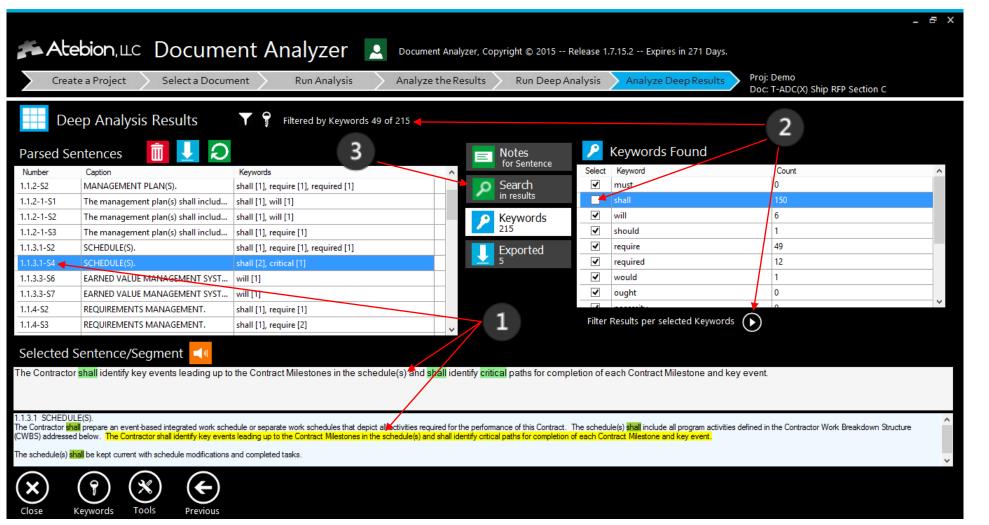
(New) Parses segments down to the individual sentences.



1. Analyze button – Click to run Deep Analysis.



(New) Deep Analysis Results – Parsed segments down to the individual sentences with enhanced Search (search phrases), Keyword (list) Filtering and Export with segments/sentences options.



 Sentences are numerated as -S#. For example, 1.1-S2 is segment 1.1 and S2 is the second sentence of this segment. Near the bottom are two text areas, the first is the sentence area and the second (bottom) is the sentence's associated segment with the sentence highlighted in Yellow.

- 2. Keywords Found You can deselect keywords and filter only on the selected keywords.
- Search In Deep Analysis Results you can search with phrases (e.g. "should install") with text in double quotes. In the Analysis Results you can't. The Deep Analysis Results uses an enhanced search engine and if feedback goes well, we plan to upgrade the Analysis Results search engine.



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