User Guide

Content Analytics Platform (CAP)

Version 5.7.30.70 ● 18 August 2021

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Disclaimer

Preface

Style Conventions

The following style conventions are used in this document.

Special Characters

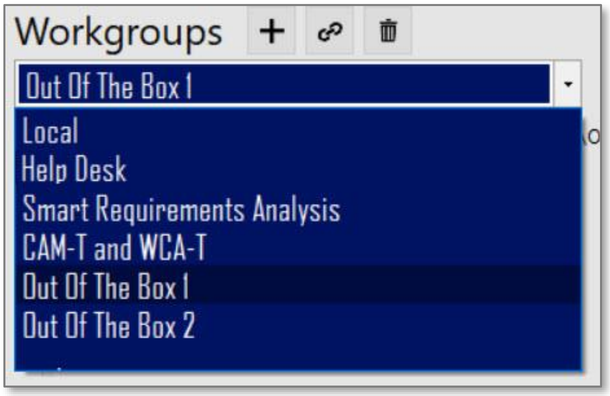
Do not use special characters or underscore within Workgroups, project names, and filenames.

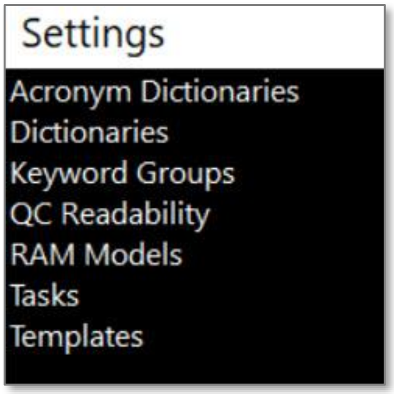
Bold

- Names of commands, options, programs, processes, services, and utilities
- Names of interface elements (such windows, buttons, fields, and menus)
- Interface elements the user selects, clicks, presses, or types

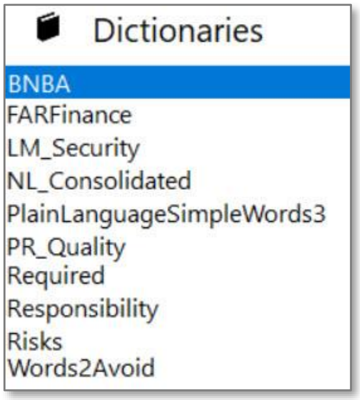
Navigation and Layout Naming Conventions

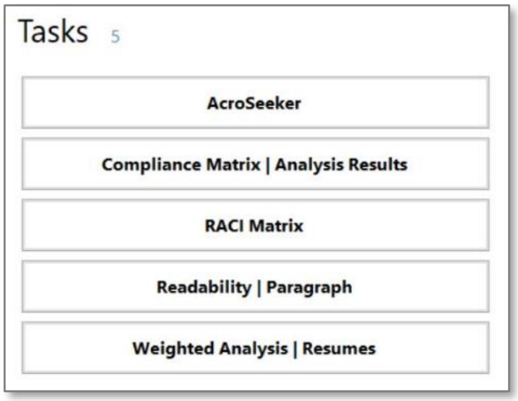
Menus



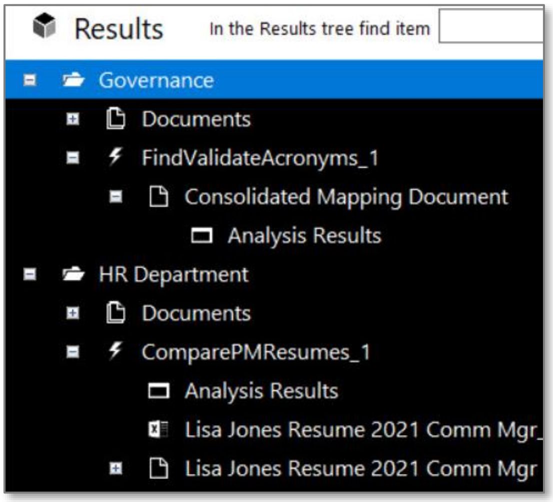


List



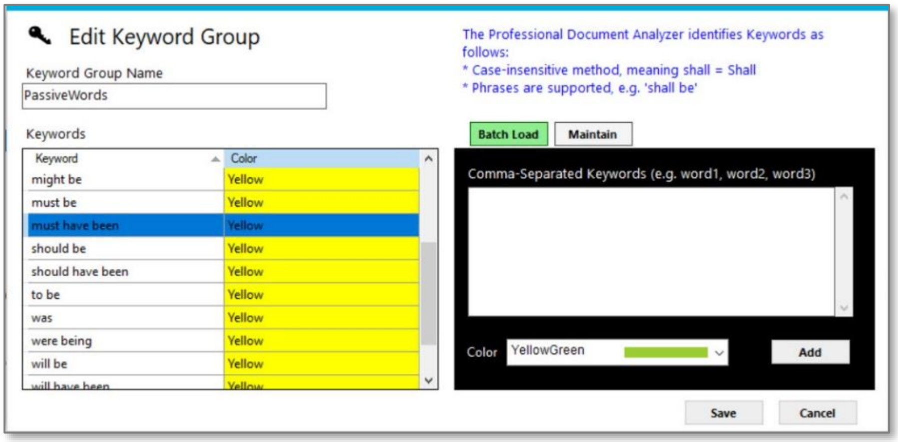


Results Tree



- Governance
  - Documents
  - FindValidateAcronyms_1
    - Consolidated Mapping Document
      - Analysis Results
- HR Department
  - Documents
  - ComparePMResumes_1
    - Analysis Results
    - Lisa Jones Resume 2021 Comm Mgr_
    - Lisa Jones Resume 2021 Comm Mgr

Popup Windows



Keyword Group Name: PassiveWords

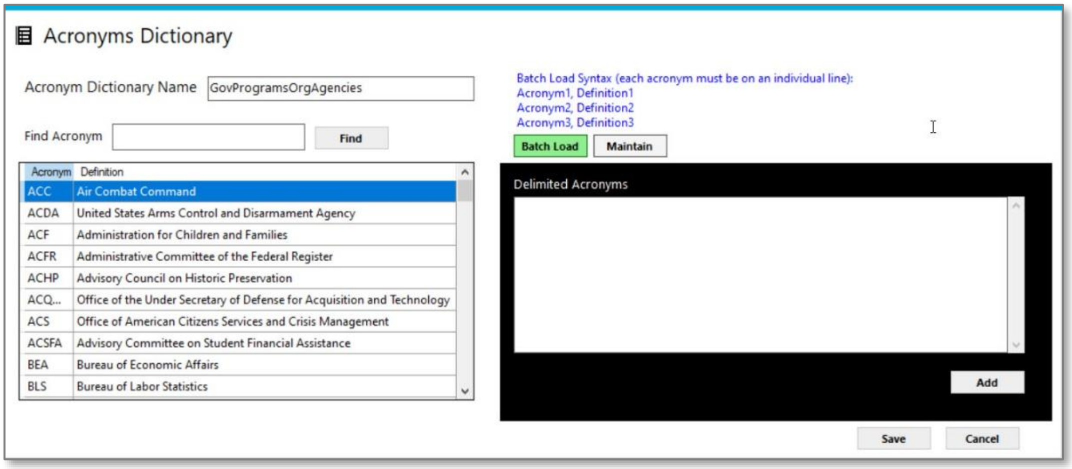
The Professional Document Analyzer identifies Keywords as follows:
* Case-insensitive method, meaning shall = Shall
* Phrases are supported, e.g. 'shall be'

Keywords

Keyword	Color
might be	Yellow
must be	Yellow
must have been	Yellow
should be	Yellow
should have been	Yellow
to be	Yellow
was	Yellow
were being	Yellow
will be	Yellow
will have been	Yellow

Comma-Separated Keywords (e.g. word1, word2, word3)

Color: YellowGreen



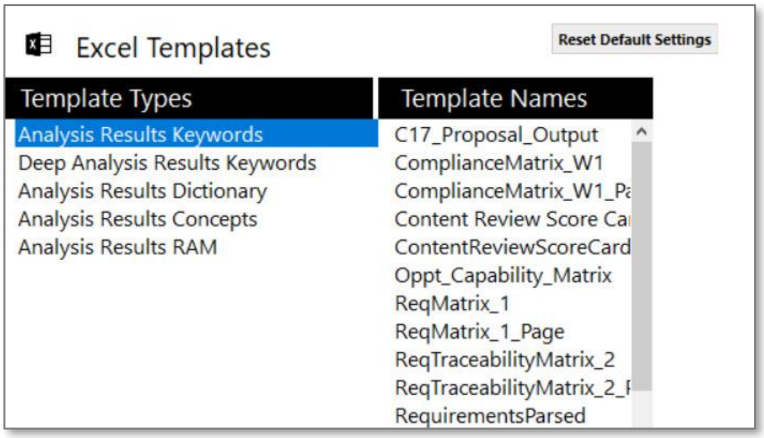
Acronym Dictionary Name: GovProgramsOrgAgencies

Find Acronym

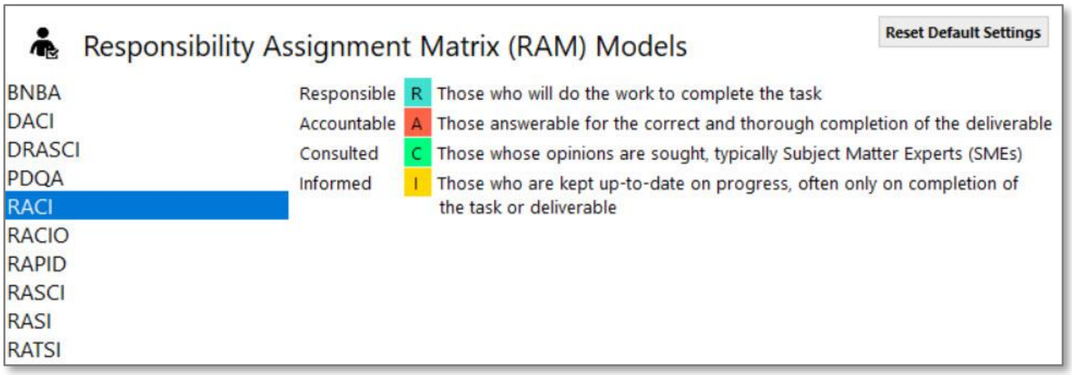
Batch Load Syntax (each acronym must be on an individual line):
Acronym1, Definition1
Acronym2, Definition2
Acronym3, Definition3

Acronym	Definition
ACC	Air Combat Command
ACDA	United States Arms Control and Disarmament Agency
ACF	Administration for Children and Families
ACFR	Administrative Committee of the Federal Register
ACHP	Advisory Council on Historic Preservation
ACQ...	Office of the Under Secretary of Defense for Acquisition and Technology
ACS	Office of American Citizens Services and Crisis Management
ACSFA	Advisory Committee on Student Financial Assistance
BEA	Bureau of Economic Affairs
BLS	Bureau of Labor Statistics

Panels

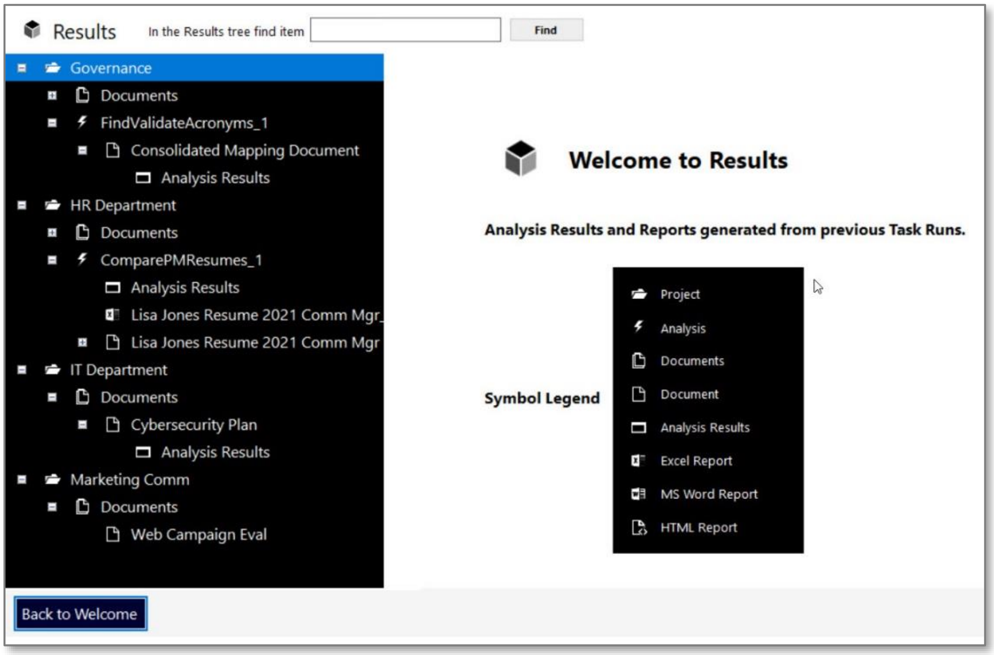


Template Types	Template Names
Analysis Results Keywords	C17_Proposal_Output
Deep Analysis Results Keywords	ComplianceMatrix_W1
Analysis Results Dictionary	ComplianceMatrix_W1_P
Analysis Results Concepts	Content Review Score Ca
Analysis Results RAM	ContentReviewScoreCard
	Oppt_Capability_Matrix
	ReqMatrix_1
	ReqMatrix_1_Page
	ReqTraceabilityMatrix_2
	ReqTraceabilityMatrix_2_
	RequirementsParsed



Responsible	R	Those who will do the work to complete the task
Accountable	A	Those answerable for the correct and thorough completion of the deliverable
Consulted	C	Those whose opinions are sought, typically Subject Matter Experts (SMEs)
Informed	I	Those who are kept up-to-date on progress, often only on completion of the task or deliverable

Page



Analysis Results and Reports generated from previous Task Runs.

Table of Contents

1 CAP Overview

The Content Analytics Platform or “CAP” is a customizable text analytics tool. It uses Artificial Intelligence (AI) and Natural Language Processing (NLP) to provide customizable and configurable insight into your content. CAP is made up of components, such as applications, dictionaries, and templates, that work together in different combinations to analyze your unstructured data and deliver results.

CAP comes standard with a package of applications and templates you can use right out of the box. CAP is also designed to be flexible and scalable to meet your content analysis needs. Here are just a few examples of what you can do with CAP.

Use CAP when you want to:

- ***Decide*** whether or not to bid on a Request for Proposal (RFP).
- ***Identify*** the best job candidate out of a stack of resumes.
- ***Know*** if your content is difficult to read, and if it is, how you can improve it.
- ***Generate*** a list of acronyms and their meaning.
- ***Verify*** your proposal includes all mandatory criteria from the RFP.
- ***Breakout*** the requirements in a document.
- ***Identify*** the common themes in your content.
- ***Compare*** two similar documents and call out their differences.
- ***Point out*** the gaps between two documents.
- ***Capture*** widely used terms in your content and create a dictionary out of them.

With a little imagination and skill, you can create your own applications and templates.

2 Getting Started

2.1 System Requirements

The following are the minimum system requirements to install and run CAP:

- Installation Space: 320 MB.
- Windows 10.
- Typical Project Space Requirement: 4 to 6 MB.
- Minimum Memory Recommended 12 GB (more memory = better performance).
- Recommended processor: Intel Core i7 or better.
- Recommend a Server for Workgroups with full security access to the drive.
- Recommend solid-state hard drives for best performance.
- MS Office.
- Required: Only compatible with Outlook for email within CAP.

2.2 Installing the License Key

The following is the email sent to users with the instructions to install the license key.

Email to end user:

Good afternoon [Name],

Below you will find your new License key with instructions on where to attach it. If you have any questions, please feel free to reach out to me.

Thank you for using the Content Analytics Platform. If you need assistance, please contact our Support line at 866.238.6206 or email at Support@ScionAnalytics.com

Download from the website

- *Scion Analytics*
- *If your firewall is preventing you from downloading by clicking the Download button, then use the Direct Download process below.*

Direct Download

- *Scion Analytics Download*
- *Click either the PDA_NE_Setup.exe or PDA_NE_Setup.zip to download*

After you have downloaded the installation file, next install on your computer. You may need your IT Department to install it if you have limited installation permissions.

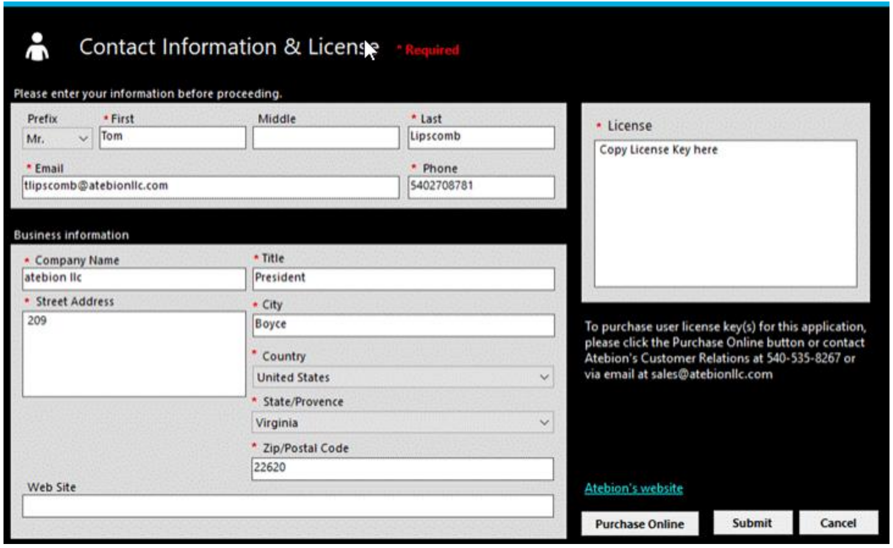
Below is a Content Analytics Platform license key, which is good until Month DD, YYYY.

To install the license key, please follow the steps below.

***Steps**:*
To set your registration do the following steps:

1. *Open the Content Analytics Platform.*

2. *The **Contact Information & License** window will open or click the Registration button on the Start-Up screen or click the person icon at the top of the Content Analytics Platform.*



Contact Information & License * Required

Please enter your information before proceeding.

Prefix: Mr.
* First: Tom
Middle:
* Last: Lipscomb
* Email: tlipscomb@atebionllc.com
* Phone: 5402708781

Business information

* Company Name: atebion llc
* Title: President
* Street Address: 209
* City: Boyce
* Country: United States
* State/Provence: Virginia
* Zip/Postal Code: 22620
Web Site:

* License: Copy License Key here

To purchase user license key(s) for this application, please click the Purchase Online button or contact Atebion's Customer Relations at 540-535-8267 or via email at sales@atebionllc.com

3. *Copy the **entire** license key information below in **blue** and paste it into the License textbox.*

   First Last | firstlast@mail.com | Company Name | 2022-06-18
   73c3edb8-c864-43c8-bbbf-9e2549123e48
   ProfDocAnalyzer | ProfDocAnalyzer | 5.7
   BJBCR9N-C9J1AP-0P5N85D-Z4BG32-9JSC6T1-7F42EC-8ZXKAK6-3XXQ9B
   AJ1A67D-2N4JFF-30WJ4SG-3EWP8P-DFBB89T-BT3F7D-3BTANBA-71T9XX

4. *Then click **Submit**.*

The next time *you open the Content Analytics Platform, you will see the remaining number of days.*

2.3 Quick Start Guide

There are six easy steps to using CAP:

1. **Choose a Workgroup**
2. **Select an Application**
3. **Select a Project**
4. **Choose a Document**
5. **Analyze**
6. **View Results**

Follow these steps to start using CAP:

Choose a Workgroup

1. From the **Welcome** page, select your workgroup from the menu. The *Local* workgroup is the default.
2. Click **Start**.

Select an Application

3. Select an application from the list and click **Next**.

   Tip*: If you do not see your application, go to [Add or Remove Application](#).*

Select a Project

4. In the **Projects** menu, select the project folder your document is in.

   Tip: *To set up your project folders go to [Create a Project](#) and [Upload Documents.](#)*

Choose a Document

5. In the **Documents** list, select the document you want to analyze. It will highlight blue.

Analyze

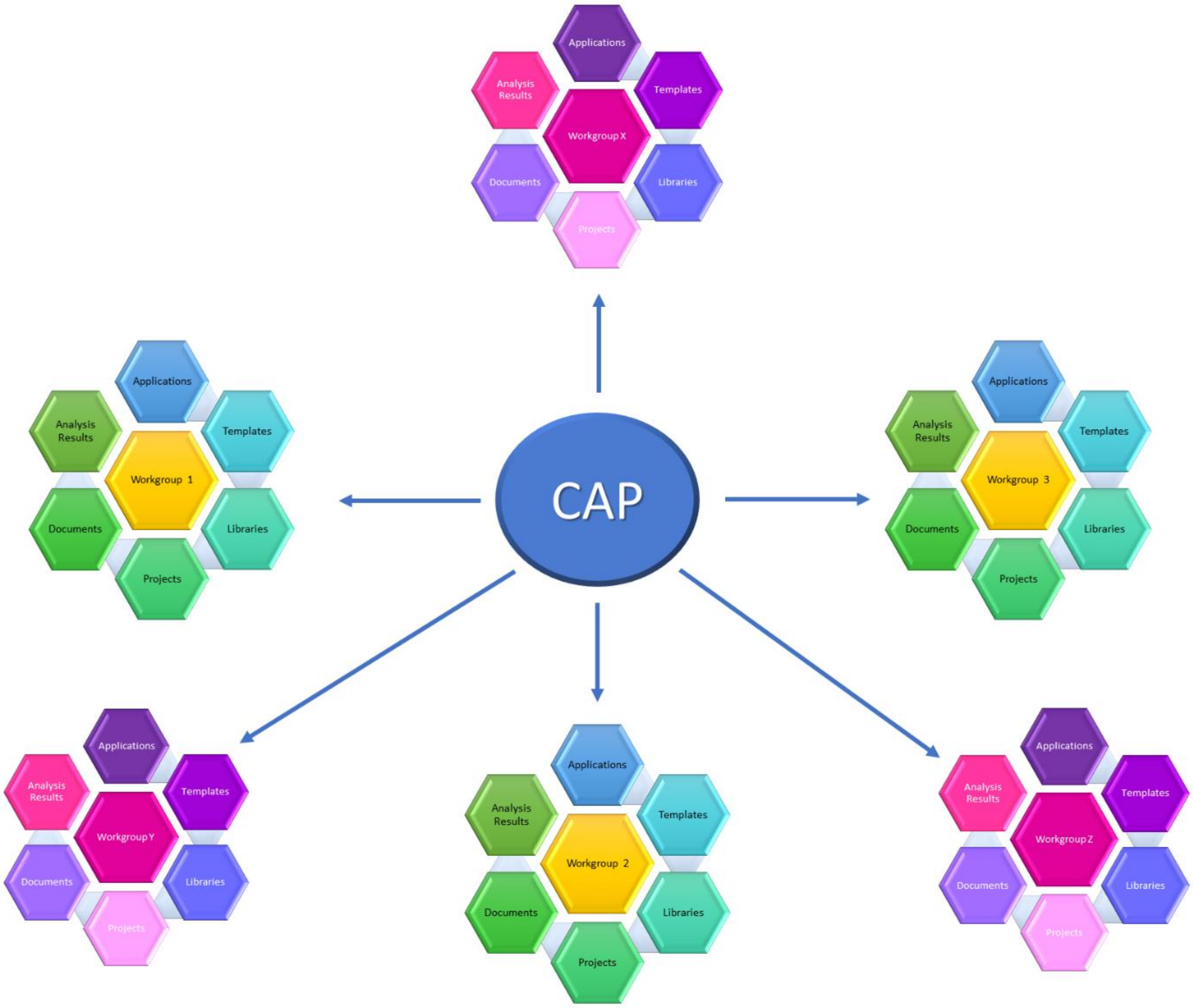
6. Click **Analyze**.

   Note*: You cannot multitask while CAP is processing. It can only process one command at a time. Wait for the analysis process to complete before initiating another process or action.*

View Results

7. The results appear in the **Results** window. The analysis results will save. You can access them from the **Results** page.
8. To review the results from the **Results** page, click **Back to Welcome.**
9. Click **Results**.
10. In the **Results** tree, click "**+**" to expand the tree under the project folder containing the document you just analyzed. Continue expanding until you see ☐ Analysis Results.
11. Click **Analysis Results**.
12. The **Results** window appears. STOP

3 CAP: Putting it all Together



Workgroups – function as a container for all of the tools, applications, templates, and resources you need to analyze all of the content you want.

Applications – the functions that perform specific actions in a series and drive the analysis.

Templates – the layout for the analysis results, output, artifacts, and reports.

Libraries – the dictionaries and keywords are used to extract and highlight important terms.

Projects – the folders in workgroups that contain your documents and analysis results.

Documents – the textual content you want to explore, examine, and analyze.

Analysis Results – the scores, findings, and outcomes of the analysis.

3.1 How to Setup Workgroups for the First Time

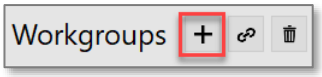
Workgroups are set up a little differently depending on how your organization is setup and where your content resides.

If you have OneDrive…	**Follow these steps:** 1. Add a New Workgroup in CAP 2. Create a Workgroup on OneDrive 3. Create a Workgroup in CAP 4. Share Your Workgroup with Others (OneDrive) 5. Create Project 6. Upload Documents
If you have SharePoint…	**Follow these steps:** 1. Add a New Workgroup in CAP 2. Create a Workgroup on SharePoint 3. Create a Workgroup in CAP 4. Share Your Workgroup with Others (SharePoint) 5. Create Project 6. Upload Documents

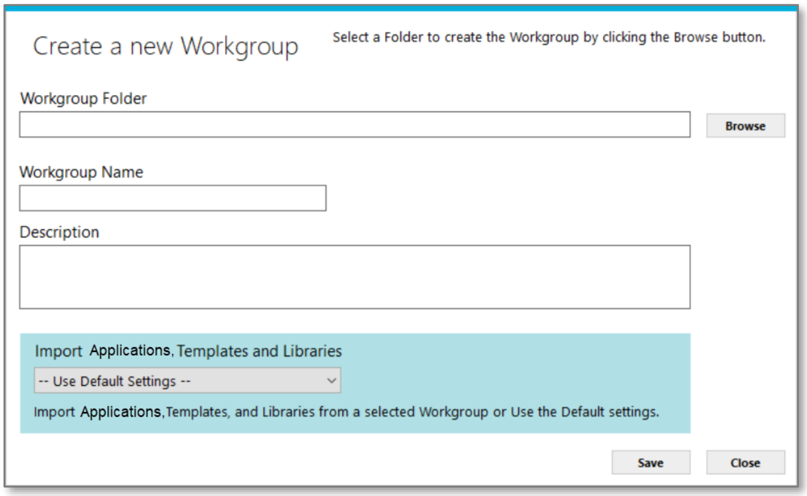
3.2 Add a New Workgroup in CAP

Workgroups function as a container for all of the tools, applications, templates, and resources you need to analyze all of the content you want.

1. To add a new workgroup, go to the **Welcome** page.
2. Click “**+**”.



3. In the **Create a new Workgroup** popup window, click **Browse** and go to either *OneDrive or SharePoint,* and click **Make New Folder**.



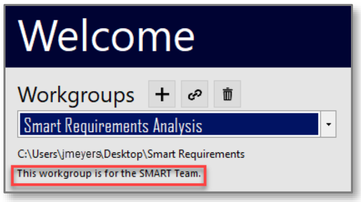
Select a Folder to create the Workgroup by clicking the Browse button.

Import Applications, Templates, and Libraries from a selected Workgroup or Use the Default settings.

4. In the **Workgroup Name** field, enter a name for the workgroup.

   ***Note**: Workgroup names must be unique and cannot be “workgroup”.*

5. In the **Description** field, enter a brief description of the workgroup. This description will appear under **Workgroups** on the **Welcome** page.



Smart Requirements Analysis

C:\Users\jmeyers\Desktop\Smart Requirements

This workgroup is for the SMART Team.

6. Click the menu for **Import Applications, Templates and Libraries**. Use the default settings.

   ***Note**: If this is the first workgroup you are setting up, use the default settings. This installs everything you need to start, right out of the box.*

7. You will see your new workgroup on the **Welcome** page.
8. Click **Save**.

3.3 Create a Workgroup on OneDrive

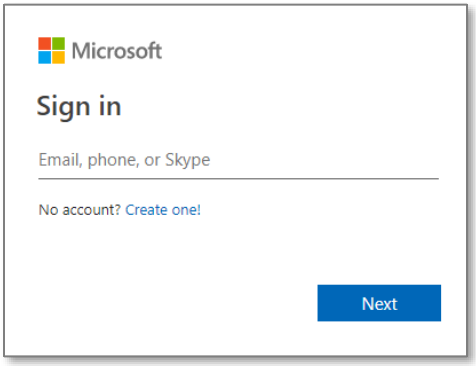
Follow these steps to create a workgroup on **OneDrive**.

1. Launch your browser (i.e., MS Edge, Firefox, Google Chrome).

2. Go to **OneDrive**.

   Tip: *Type* `https://onedrive.live.com/about/en-us/signin/`

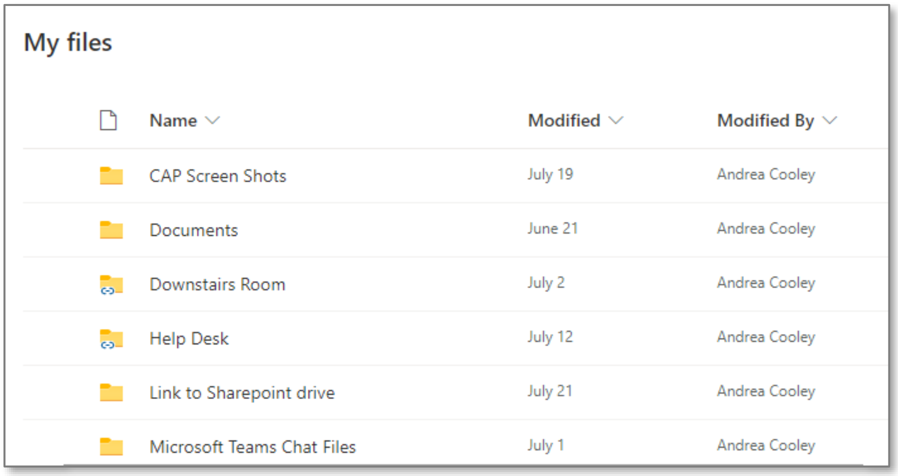
3. Sign into **OneDrive** with your email or phone number, then click **Next**.



4. Click **Your OneDrive is ready**.

   Note*: You will only see this message if you have never opened* ***OneDrive*** *from a browser.*

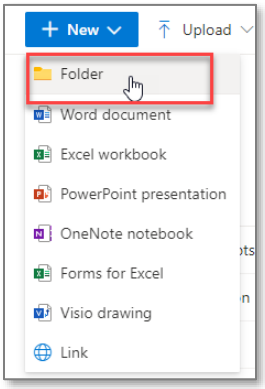
5. You will see a list of your file folders on the **My files** page.



My files

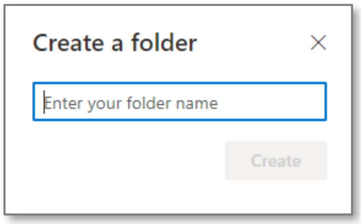
Name	Modified	Modified By
CAP Screen Shots	July 19	Andrea Cooley
Documents	June 21	Andrea Cooley
Downstairs Room	July 2	Andrea Cooley
Help Desk	July 12	Andrea Cooley
Link to Sharepoint drive	July 21	Andrea Cooley
Microsoft Teams Chat Files	July 1	Andrea Cooley

6. To create a workgroup, click the **+ New** dropdown menu and select **Folder**.

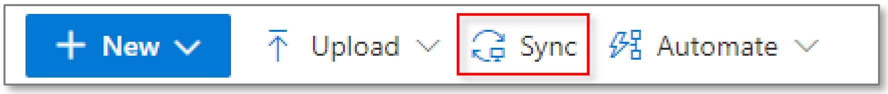


7. Type a name for your workgroup folder and click **Create**.

   Note: *You cannot name a workgroup folder "Workgroup".*

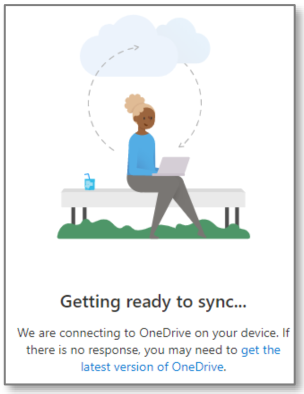


8. Click **Sync** on the navigation bar.



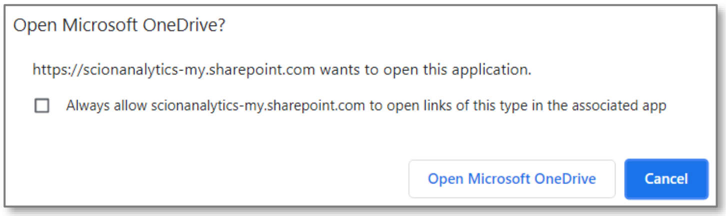
9. A message window will pop up saying "Get ready to sync…" as well as a **OneDrive** popup window.

10. Click **Open Microsoft OneDrive**. Syncing will begin.



Getting ready to sync...

We are connecting to OneDrive on your device. If there is no response, you may need to get the latest version of OneDrive.



Open Microsoft OneDrive?

https://scionanalytics-my.sharepoint.com wants to open this application.

☐ Always allow scionanalytics-my.sharepoint.com to open links of this type in the associated app

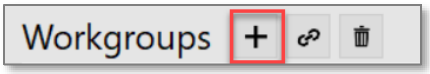
11. Now you can exit **OneDrive**. Next, go to **CAP**.

3.3.1 Create a Workgroup in CAP

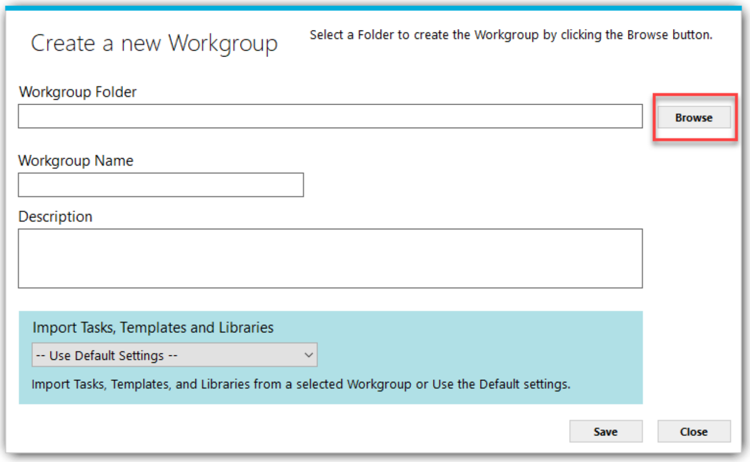
These steps continue from the previous section.

12. Launch CAP .

13. Click the "**+**" to create a workgroup.



14. In the **Create a new Workgroup** popup window, click **Browse**.



Create a new Workgroup

Select a Folder to create the Workgroup by clicking the Browse button.

Workgroup Folder

Workgroup Name

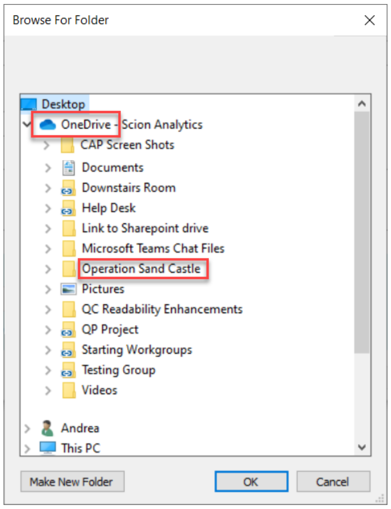
Description

Import Tasks, Templates and Libraries

-- Use Default Settings --

Import Tasks, Templates, and Libraries from a selected Workgroup or Use the Default settings.

15. Go to the *OneDrive or SharePoint* location of the folder you created in the previous section.



Browse For Folder

16. In the **Workgroup Name** field, enter a name for the workgroup.

***Note**: Workgroup names must be unique and cannot be named "workgroup".*

17. In the **Description** field, enter a brief description of the workgroup. This description will appear under **Workgroups** on the **Welcome** page.

18. Click the menu for **Import Applications, Templates and Libraries**. Select the default settings if this is the first workgroup you are creating.

19. Click **Save**.

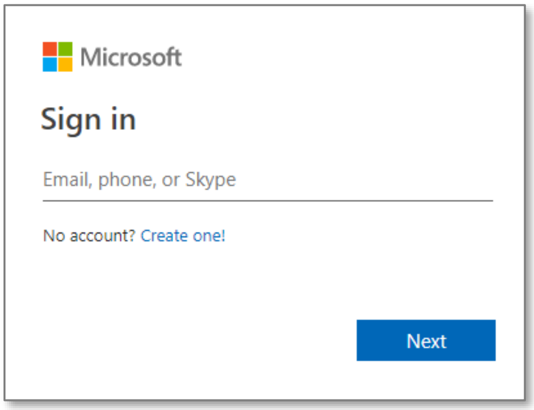
    ***Note**: Sharing your new workgroup with your teammates will be handled through OneDrive or SharePoint permissions.*

3.4 Share Your Workgroup with Others (OneDrive)

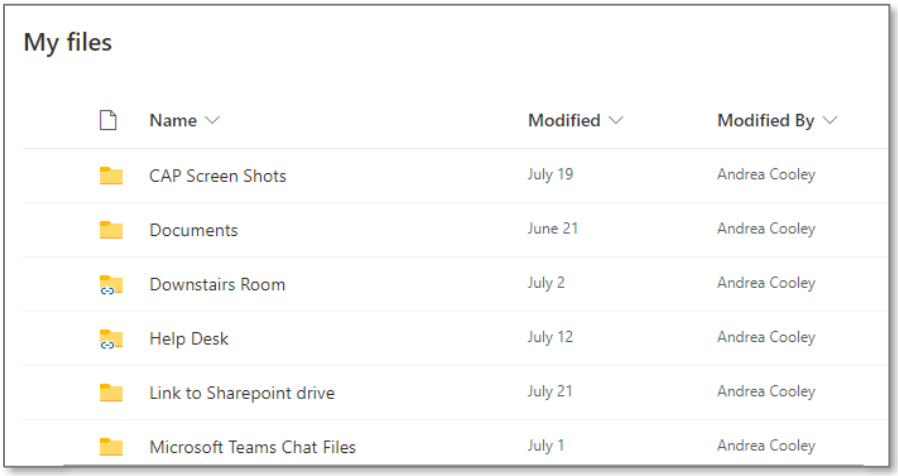
Follow these steps if you created a workgroup and want to give teammates access.

1. Launch your browser (i.e., MS Edge, Firefox, Google Chrome).

2. Sign into **OneDrive** with your email or phone number, then click **Next**.



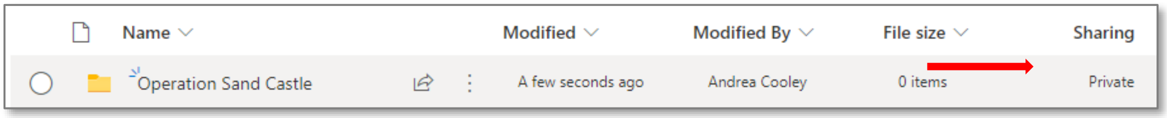
3. You will see a list of your file folders on the **My files** page.



My files

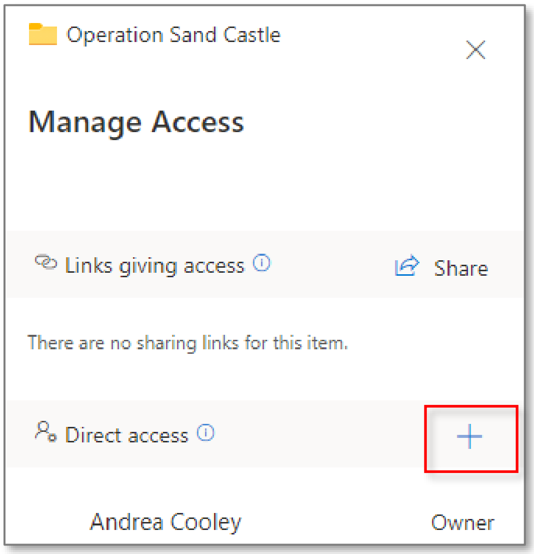
Name	Modified	Modified By
CAP Screen Shots	July 19	Andrea Cooley
Documents	June 21	Andrea Cooley
Downstairs Room	July 2	Andrea Cooley
Help Desk	July 12	Andrea Cooley
Link to Sharepoint drive	July 21	Andrea Cooley
Microsoft Teams Chat Files	July 1	Andrea Cooley

4. Locate the folder of the **Workgroup** you want to share. Click in the **Sharing** column.



Name	Modified	Modified By	File size	Sharing
Operation Sand Castle	A few seconds ago	Andrea Cooley	0 items	Private

5. In the **Manage Access** menu, select the "**+**" next to **Direct Access**.

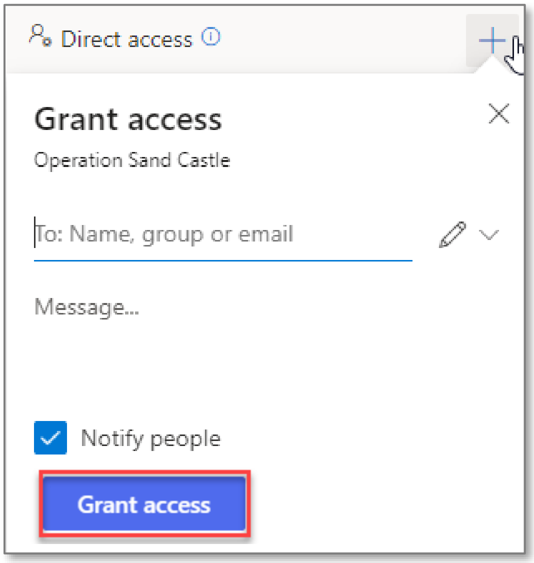


There are no sharing links for this item.

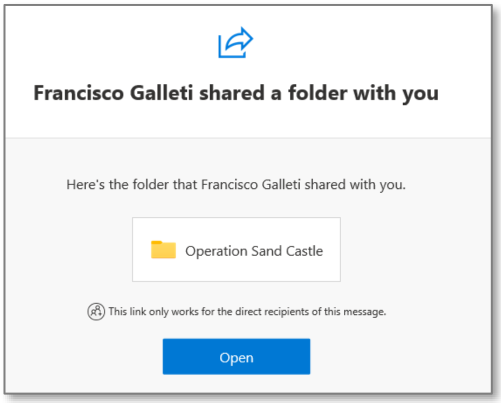
6. In the **Grant access** window, enter either the name of a person, a group, or an email.

Note: *You can enter more than one name.*

7. Click **Grant access**. The person or group will receive an email to access the workgroup.



8. Once the user receives the email, they need to click **Open**. Their OneDrive will open.



Francisco Galleti shared a folder with you

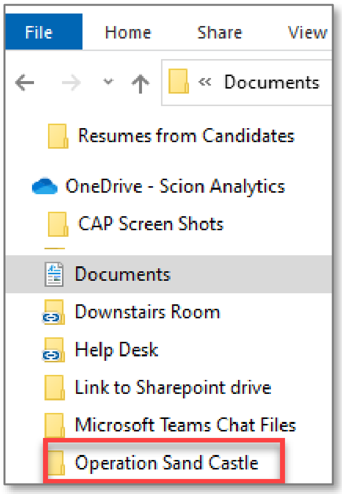
Here's the folder that Francisco Galleti shared with you.

Operation Sand Castle

This link only works for the direct recipients of this message.

9. On the navigation bar, click **Add shortcut to My files**.

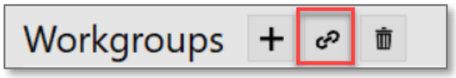
10. This adds a file to **MS File Explorer**.



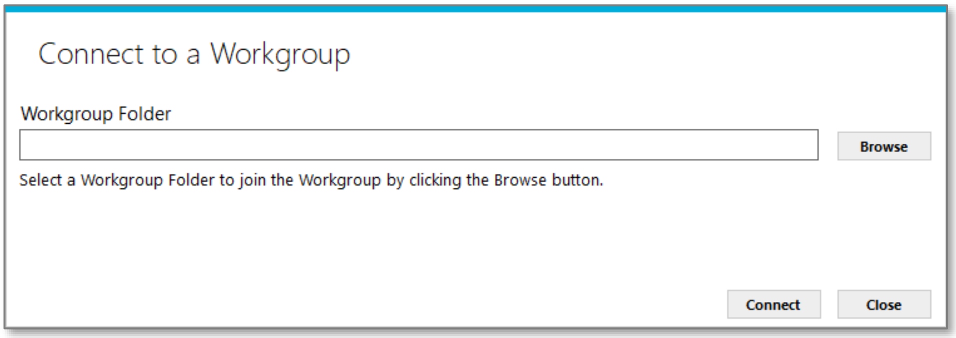
3.5 Connect to an Existing Workgroup

1. To link to an existing workgroup, go to the **Welcome** page.

2. Click the **link** icon to connect to an existing workgroup.



3. In the **Connect to a Workgroup** pop up window, click **Browse**.

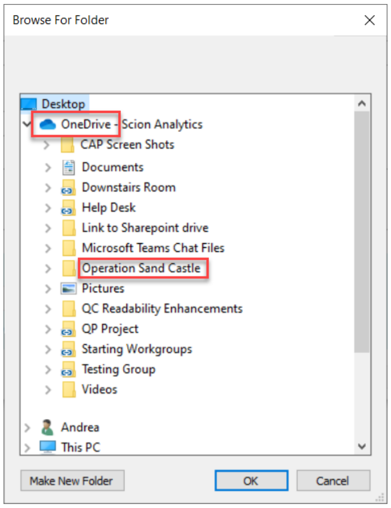


Connect to a Workgroup

Workgroup Folder

Select a Workgroup Folder to join the Workgroup by clicking the Browse button.

4. In the **Browse for Folder** window, select the workgroup you want to connect to.



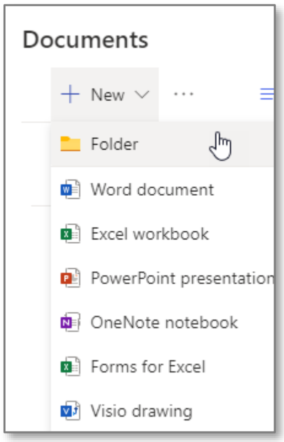
5. Click **OK**. The workgroup will now be in your workgroup dropdown menu.

Note: *If the workgroup is cloud-based, please wait for it to fully sync before you will be able to see shared results and documents.*

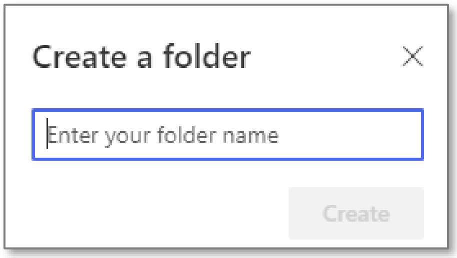
3.6 Create a Workgroup on SharePoint

Follow these steps to create a workgroup on SharePoint.

1. Log in to **SharePoint**.
2. Select the site where you want to create the workgroup.
3. Click on **Documents**, **+ New**, then **Folder**.



4. Type a name for your workgroup folder and click **Create**.

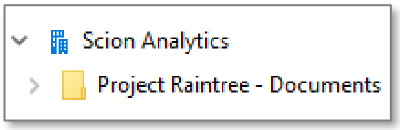


5. Click **See All**.
6. On the navigation bar, click **Sync**.

***Note**: Only click **Sync** if you are only using **SharePoint**. If you are using both OneDrive and SharePoint, do not click sync.*

6. A message window will pop up saying “Get ready to sync…”.

7. Go to **MS File Explorer** to confirm the system folder for SharePoint is created.



8. Next, go back to 3.5 Connect to an Existing Workgroup.

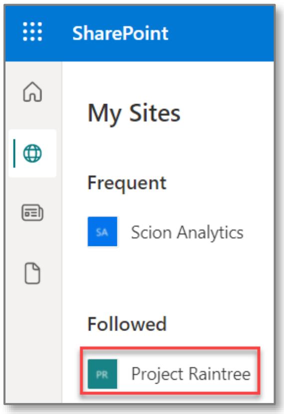
3.7 Share Your Workgroup with Others (SharePoint)

Follow these steps if you created a workgroup and want to give teammates access.

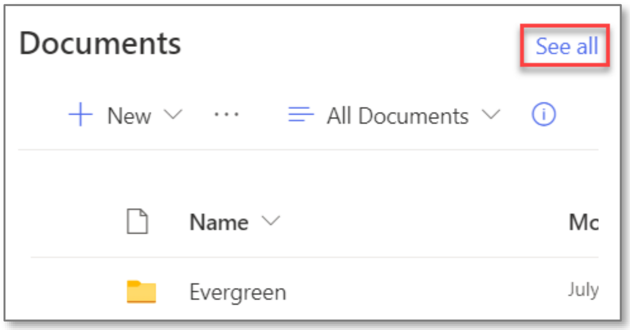
1. Launch your browser (i.e., MS Edge, Firefox, Google Chrome).

2. Sign into **SharePoint**.

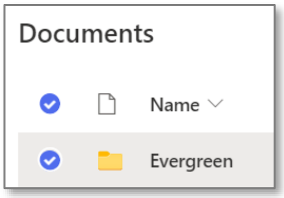
3. From **My Sites**, locate the **Workgroup** you want to share and click on it.



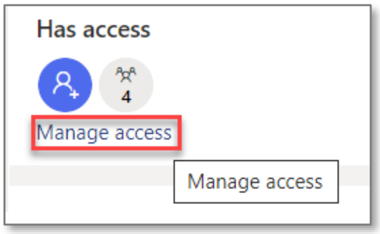
4. Next to **Documents**, click **See all**.



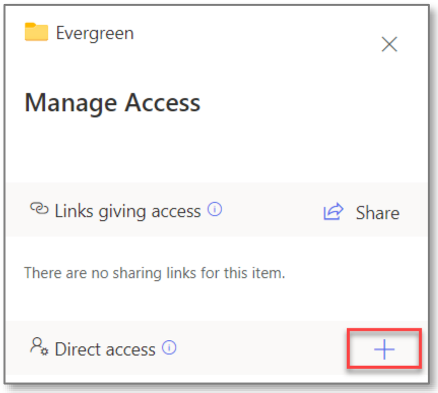
5. Select the circle next to the folder you want to share.



6. Click **Manage access**.



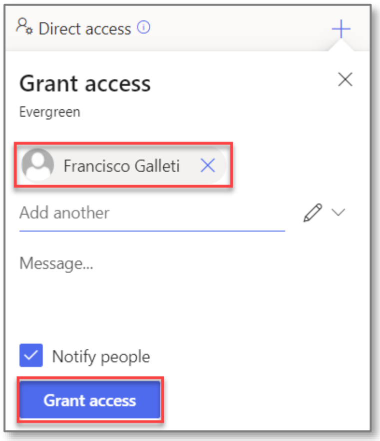
7. In the **Manage Access** menu, select the "**+**" next to **Direct Access**.



There are no sharing links for this item.

8. In the **Manage Access** window, enter either the name of a person, a group, or an email.

***Note**: You can enter more than one name.*

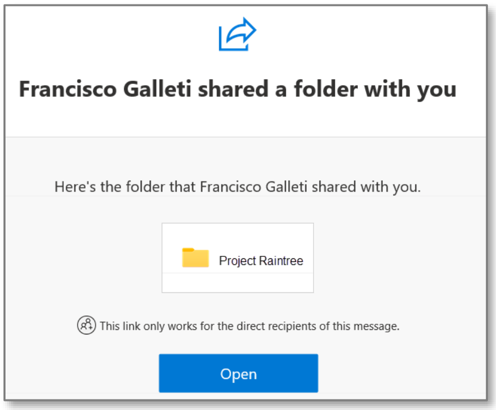


Francisco Galleti

☑ Notify people

9. Click **Grant Access**. The person or group will receive an email to access the workgroup.

10. Once the user receives the email, they need to click **Open**. SharePoint will open.



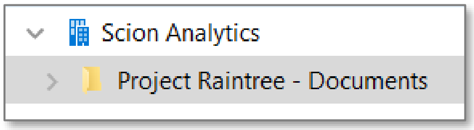
Francisco Galleti shared a folder with you

Here's the folder that Francisco Galleti shared with you.

This link only works for the direct recipients of this message.

11. On the navigation bar, click **Add shortcut to My files**.

12. This adds a file to **MS File Explorer**.

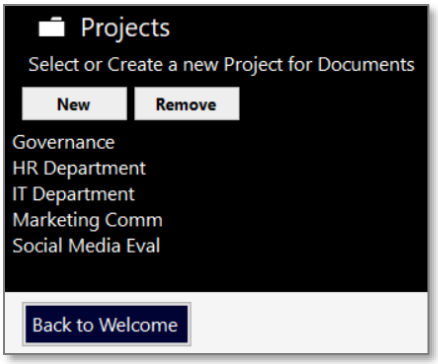


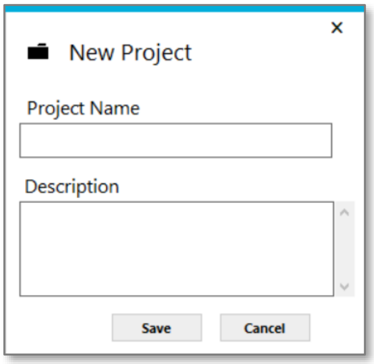
3.8 Create a Project

A project is a folder structure within a workgroup. You can create as many projects as you need. This is where the documents you want to analyze will be stored. The artifacts, reports, and matrices will be stored in the project as well.

1. From the **Welcome** page click **Start**.
2. Select any application from the **Application** list and click **Next**.

   Note*: You will not be running an application, but you need to select one to access the project folder.*
3. In the **Project** menu, click **New**.



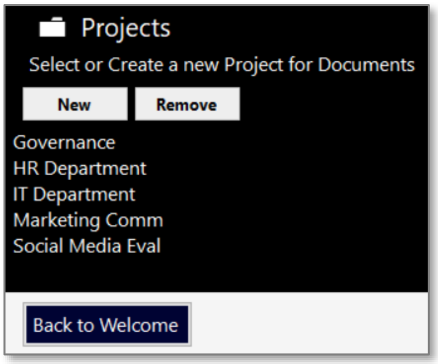


4. In the **New Project** popup window, enter a unique project name and description.
5. Click **Save**. You are now ready to upload documents to the project folder.

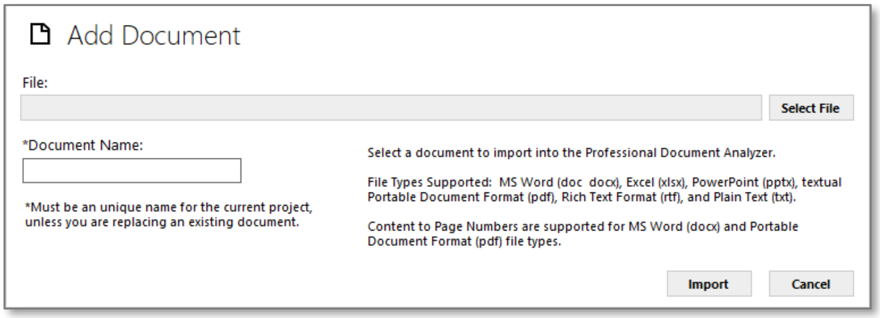
3.9 Upload Documents

Pre-Requisite: Complete the steps to Create a Project.

1. From the **Projects** menu, select a project folder.



2. In the **Documents** panel, click **New**.
3. In the **Add Document** popup window, click **Select File.**



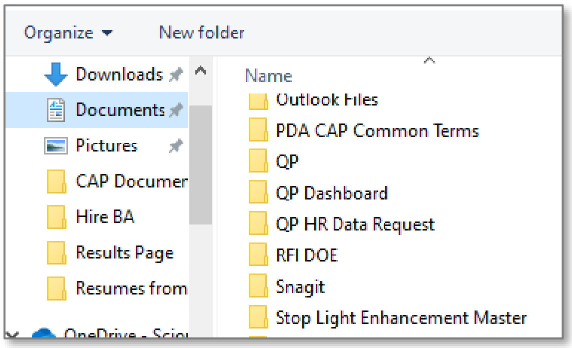
*Must be an unique name for the current project, unless you are replacing an existing document.

Select a document to import into the Professional Document Analyzer.

File Types Supported: MS Word (doc docx), Excel (xlsx), PowerPoint (pptx), textual Portable Document Format (pdf), Rich Text Format (rtf), and Plain Text (txt).

Content to Page Numbers are supported for MS Word (docx) and Portable Document Format (pdf) file types.

4. Search for the document you want to upload.



5. In the **Document Name** field, you can edit the name, if necessary. Make sure it is unique unless you are overwriting an existing document.

   Tip: *The file name cannot be more that 25 characters.*

6. If the check box next to *Convert using MS Word* appears, then click **Import**. The document is now in your **Documents** list for that project.

   ***Tip**: For every document you upload, you must check the box to convert documents to MS Word. Always import documents to a Microsoft format (Word, Excel, PowerPoint), PDF, RTF, or TXT.*

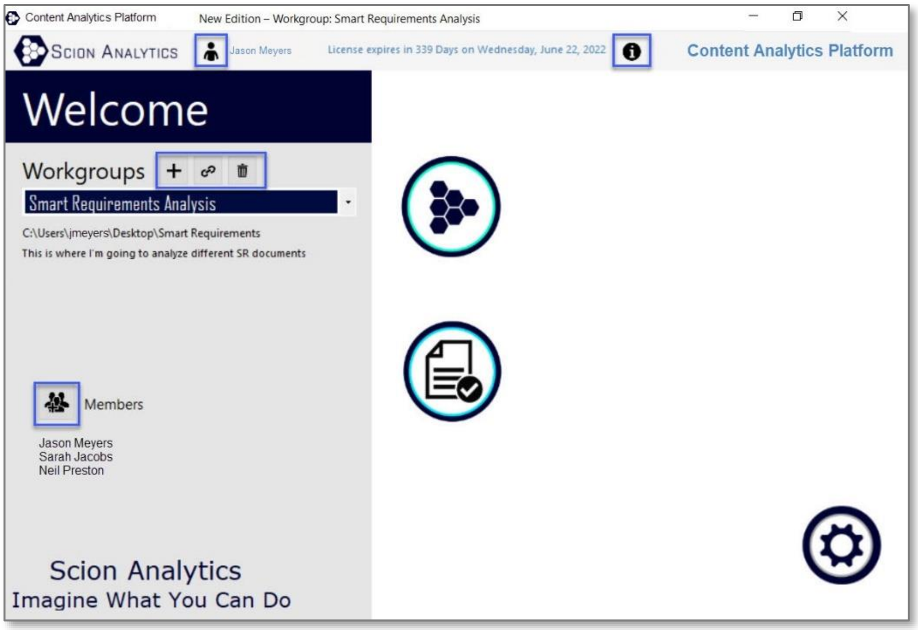
More About Documents

New:	Uploads a new document to the project.
Open:	Opens the document as a plain-text file.
Remove:	Removes the file from the project. The file will still exist in the workspace.
Replace:	Overwrites the existing file with a newer version. The new version must have the same name as the original file. Also, any existing analyses and reports will be archived and no longer available in CAP. The new version of the document will need to be re-analyzed.

4 Navigating Your Way through CAP

4.1 Welcome Page

The **Welcome** page is where you connect to workgroups, set up your preferences, and access your applications.



Content Analytics Platform
New Edition – Workgroup: Smart Requirements Analysis

SCION ANALYTICS
Jason Meyers
License expires in 339 Days on Wednesday, June 22, 2022
Content Analytics Platform

Welcome

Workgroups
Smart Requirements Analysis
C:\Users\jmeyers\Desktop\Smart Requirements
This is where I'm going to analyze different SR documents

Members
Jason Meyers
Sarah Jacobs
Neil Preston

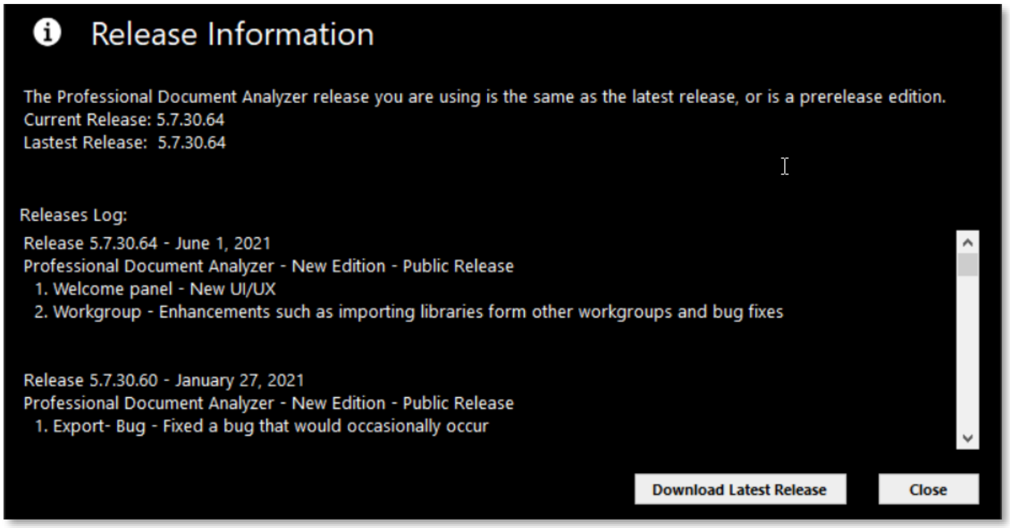
Scion Analytics
Imagine What You Can Do

＋	**Add a new Workgroup**	ℹ	**Release Information**
🔗	**Connect to an existing Workgroup**	👤	**Contact Information & License**
🗑	**Disconnect form the selected Workgroup**	👥	**Members**

Start Button	Hover over the icon on the *left* and it will change to **Start**.	Start
Results Button	Hover over the icon on the *left* and it will change to **Results**.	Results
Settings Button	Hover over the icon on the *left* and it will change to **Settings**.	Settings

4.1.1 Release Information

1. Click the “i” ℹ on the **Welcome** page to see the **Release Information**.
2. Click **Download Latest Release** to receive the most recent information about the release.



The Professional Document Analyzer release you are using is the same as the latest release, or is a prerelease edition.
Current Release: 5.7.30.64
Lastest Release: 5.7.30.64

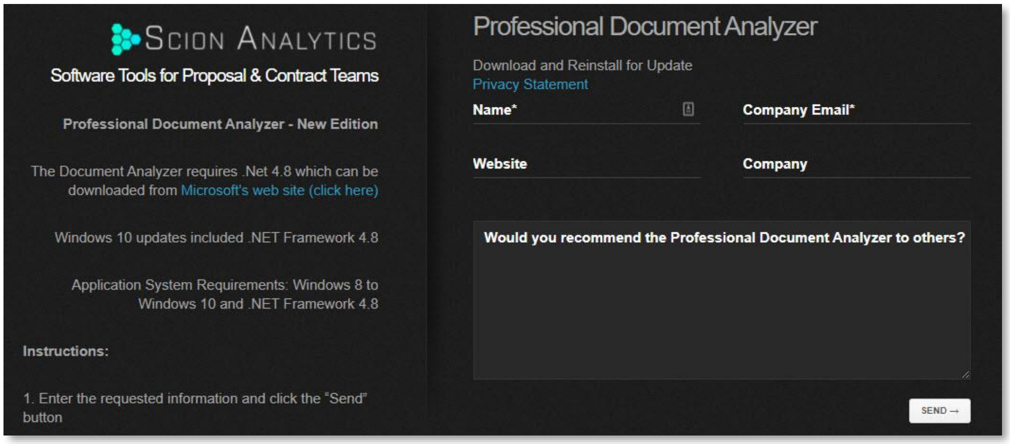
Releases Log:

Release 5.7.30.64 - June 1, 2021
Professional Document Analyzer - New Edition - Public Release
1. Welcome panel - New UI/UX
2. Workgroup - Enhancements such as importing libraries form other workgroups and bug fixes

Release 5.7.30.60 - January 27, 2021
Professional Document Analyzer - New Edition - Public Release
1. Export- Bug - Fixed a bug that would occasionally occur

Download Latest Release

From this popup window you can download the latest version of CAP.



Professional Document Analyzer - New Edition

The Document Analyzer requires .Net 4.8 which can be downloaded from Microsoft's web site (click here)

Windows 10 updates included .NET Framework 4.8

Application System Requirements: Windows 8 to Windows 10 and .NET Framework 4.8

Instructions:

1. Enter the requested information and click the “Send” button

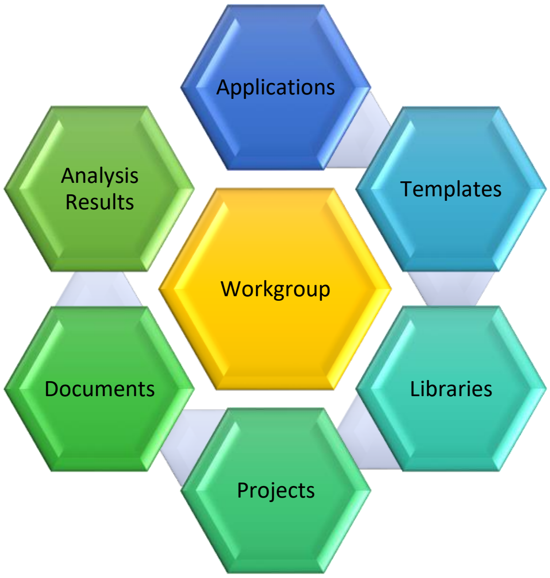
Download and Reinstall for Update
Privacy Statement

Would you recommend the Professional Document Analyzer to others?

4.1.2 Workgroups

CAP is made up of *Workgroups* which are designed to facilitate teamwork and sharing common resources. While each workgroup is unique, every workgroup contains the same common elements such as project folders, documents, analysis results, applications, dictionaries, keyword groups, and templates.

Workgroups FAQ:



Q: What are Workgroups?
A: Workgroups function as a container for all the tools, applications, templates, and resources you need to analyze all of the content you want.

Q: Why would I create more than one Workgroup?
A: Most organizations create workgroups based on the type of documents they will be analyzing (i.e., RFPs, Resumes, BRDs, SOWs) or the type of work assignments within a specific department (i.e., HR, Finance, IT, Marketing).

Q: Can I have more than one Workgroup with the same name?
A: No. When naming a new workgroup, the workgroup name must be unique.

Q: Who should I invite to my Workgroup?
A: Workgroups can have multiple members who will be working on the same or shared projects. Only invite people who you want to have access to the same information, content, and results.

Q: How many Workgroups can I create?
A: You can create as many workgroups as your organization needs and invite as many authorized team members to a workgroup as you want.

Q: Can I connect a Workgroup to the cloud?
A: Yes, workgroups can connect to cloud-based services, such as ***One Drive or SharePoint****. All workgroup members connected to a cloud-based service share access to applications, projects, documents, templates, libraries, and results. If one member creates a new application, the other members of the workgroup will be able to see it and use it. The same is true with the documents in project folders and the analysis results. They are accessible to all members of the same workgroup.*

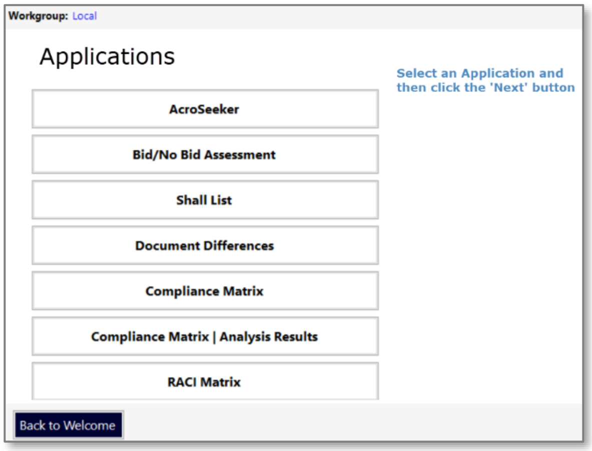
Q: Can I share applications with another Workgroup?
A: Applications in a workgroup are specific to that workgroup, but you can copy/clone an application or recreate it in another workgroup. You can also create a new workgroup and instead of importing the default libraries, templates, and application, select the workgroup that has the applications you want. They will be copied to your new workgroup.

Q: Can users outside my Workgroup see my analysis results?
A: No. Workgroups are independent of each other. All analysis results within a workgroup are saved in that workgroup and cannot be accessed by other workgroups.

4.2 Applications Page

Applications are a series of precisely defined actions performed in a specific order to analyze content, then generate an artifact, such as a report or matrix. Applications belong to individual workgroups. CAP comes standard with a variety of applications you can use upon installation. You can also modify these applications for your specific needs or simply create your own.

1. From the **Welcome** page, click **Start**.
2. From the **Applications** menu, select the application you want to run.
3. Click **Next**.
4. Choose your document from the project folder.
5. Click **Analyze**.



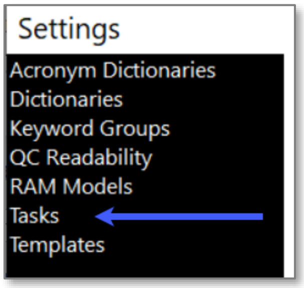
***Tip**: If you don't see the application you want in your list, you can add or remove applications from view in **Settings**.*

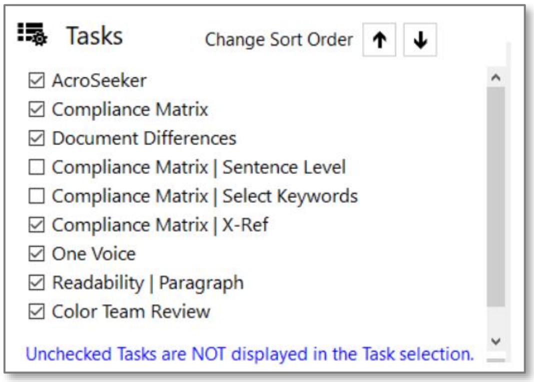
4.2.1 Add or Remove Applications from a List

Follow these steps to add or remove an application from view in a workgroup list.

***Note**: This does not delete the application from the workgroup. It only removes it from view.*

1. From the **Welcome** page, click **Settings**.
2. In the **Settings** menu, click **Applications**. You will see the complete list of applications for your current workgroup.
3. To add an **Application** to the list, check the box. Uncheck it to remove it.



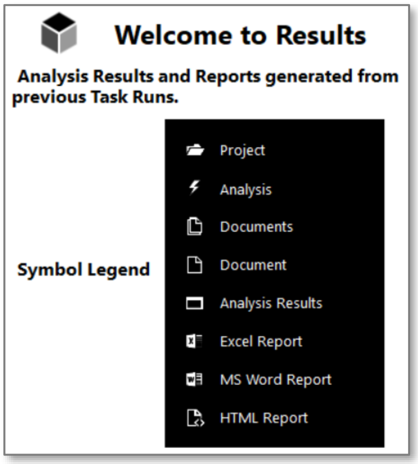


☑ AcroSeeker
☑ Compliance Matrix
☑ Document Differences
☐ Compliance Matrix | Sentence Level
☐ Compliance Matrix | Select Keywords
☑ Compliance Matrix | X-Ref
☑ One Voice
☑ Readability | Paragraph
☑ Color Team Review

Unchecked Tasks are NOT displayed in the Task selection.

4.3 Results Page

On the **Results** page you can review the analysis results and reports generated from previous application runs.

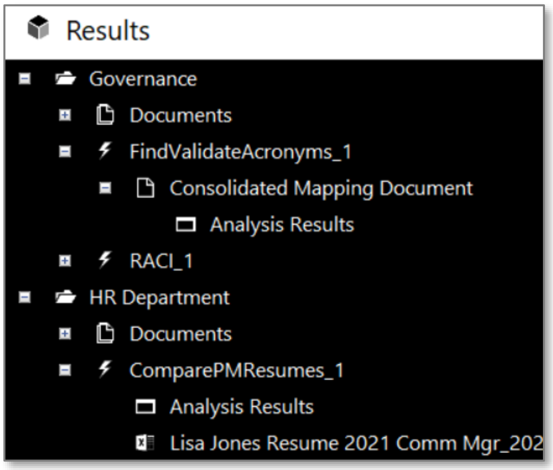


Welcome to Results

Analysis Results and Reports generated from previous Task Runs.

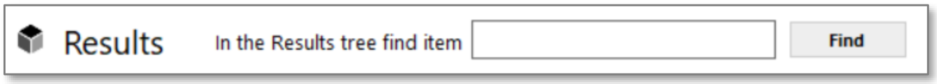
4.3.1 Results Tree

In the **Results Tree**, expand the folders under a project until you find the **Analysis Results** icon. Click the **Analysis Results** icon to see the results window.



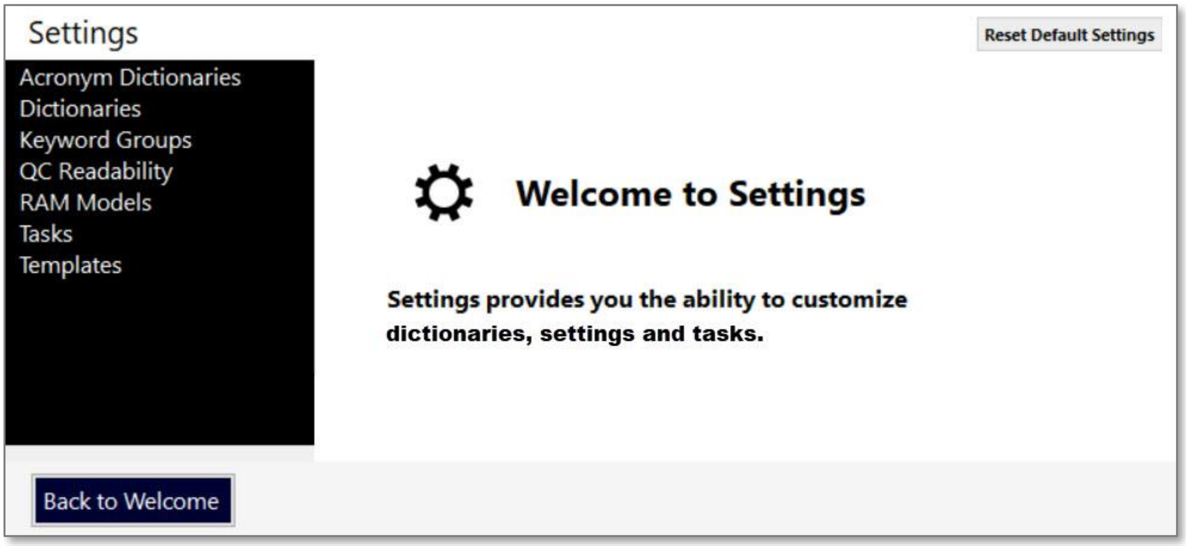
4.3.2 Find Results

Enter a term or phrase, then click **Find**.



4.4 Settings Page

Settings provide you with the ability to customize dictionaries, QC readability options, RAM models, applications, templates, and other configurations.



Welcome to Settings

Settings provides you the ability to customize dictionaries, settings and tasks.

Here's a list of some of the things you can do:

- Edit existing dictionaries & keyword groups
- Create & edit existing applications
- Import your own dictionaries
- Create your own RAM model
- Import your own templates
- Adjust your QC Readability to analyze what is most important to you
- Create an "ignore" dictionary for acronyms
- Edit existing templates

5 CAP Settings: A Deep Dive

This section goes into detail about the following settings:

- Dictionaries
- Keyword Groups
- QC Readability Settings
- RAM Model
- Templates
- Applications

5.1 Dictionaries

CAP comes standard with several dictionaries upon installation. You can use them *as-is*, modify them, create your own in Excel and import it, or generate one using the *Common Concepts* application.

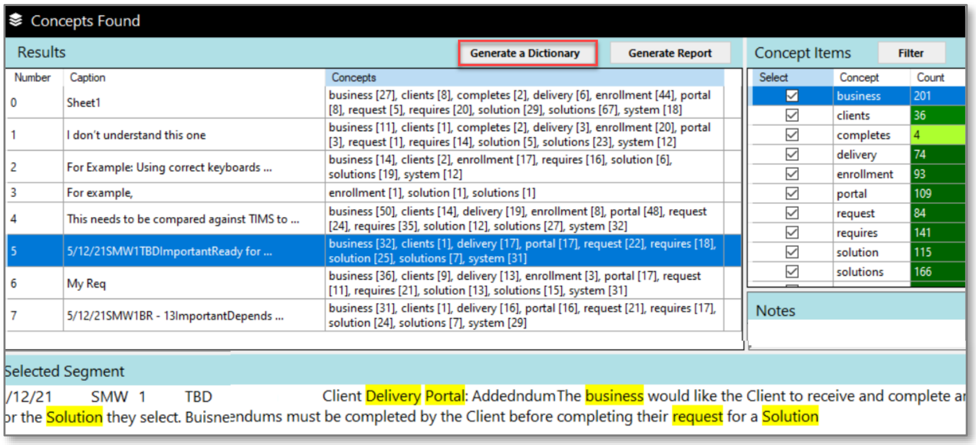
5.1.1 Generate a Dictionary with Common Concepts Application

The **Common Concepts** application analyzes your document for the most common terms. The output offers the ability to **Generate a Dictionary**, which automatically adds it to your **Dictionaries** list for use with applications.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **Common Concepts**, then **Next**.
3. Select a project from the **Projects** menu.
4. Click the checkbox next to the document you want to analyze.

   ***Tip**: For best results, select a document rich with terms you want to include in your dictionary. The more times the word appears, the better your results. You can always edit the dictionary to add more terms.*

5. Click **Analyze**.
6. The **Results** window opens.
7. Click **Generate a Dictionary**.



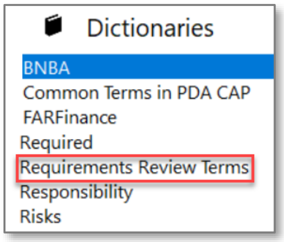
Number	Caption	Concepts
0	Sheet1	business [27], clients [8], completes [2], delivery [6], enrollment [44], portal [8], request [5], requires [20], solution [29], solutions [67], system [18]
1	I don't understand this one	business [11], clients [1], completes [2], delivery [3], enrollment [20], portal [3], request [1], requires [14], solution [5], solutions [23], system [12]
2	For Example: Using correct keyboards ...	business [14], clients [2], enrollment [17], requires [16], solution [6], solutions [19], system [12]
3	For example,	enrollment [1], solution [1], solutions [1]
4	This needs to be compared against TIMS to ...	business [50], clients [14], delivery [19], enrollment [8], portal [48], request [24], requires [35], solution [12], solutions [27], system [32]
5	5/12/21SMW1TBDImportantReady for ...	business [32], clients [1], delivery [17], portal [17], request [22], requires [18], solution [25], solutions [7], system [31]
6	My Req	business [36], clients [9], delivery [13], enrollment [3], portal [17], request [11], requires [21], solution [13], solutions [15], system [31]
7	5/12/21SMW1BR - 13ImportantDepends ...	business [31], clients [1], delivery [16], portal [16], request [21], requires [17], solution [24], solutions [7], system [29]

Select	Concept	Count
☑	business	201
☑	clients	36
☑	completes	4
☑	delivery	74
☑	enrollment	93
☑	portal	109
☑	request	84
☑	requires	141
☑	solution	115
☑	solutions	166

Selected Segment

/12/21 SMW 1 TBD Client Delivery Portal: AddedndumThe business would like the Client to receive and complete a
r the Solution they select. Buisneendums must be completed by the Client before completing their request for a Solution

8. Enter a name for your dictionary.
9. Now, when you go to Settings\Dictionaries, you will see your dictionary in the **Dictionaries** list.



Dictionaries

BNBA
Common Terms in PDA CAP
FARFinance
Required
Requirements Review Terms
Responsibility
Risks

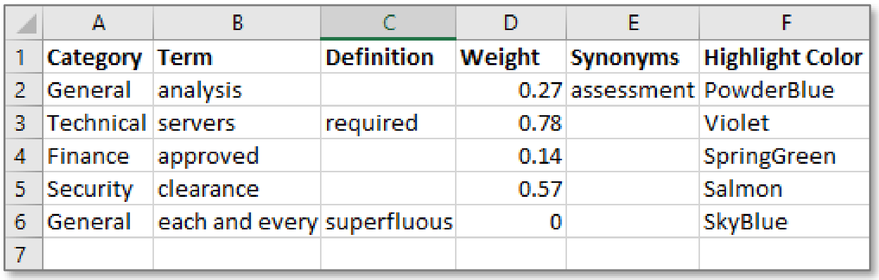
5.1.2 Create a New Dictionary Using Excel

If you have more than a few terms in your dictionary, you may want to create it in Excel, then import it. For some applications you will need to create your own dictionary, such as for the **Weighted Analysis |Resume** and the **RACI Matrix**.

Use the following format to set up your columns in Excel:

Column A	*Category*	If empty, the default category is *General*.
Column B	*Term*	The word or phrase. Required.
Column C	*Definition*	Optional.
Column D	*Weight*	If empty, the default weight is zero.
Column E	*Synonyms*	Optional.
Column F	*Highlight Color*	If empty, the default color is *YellowGreen*.

Here's an example of how your dictionary should look in Excel.



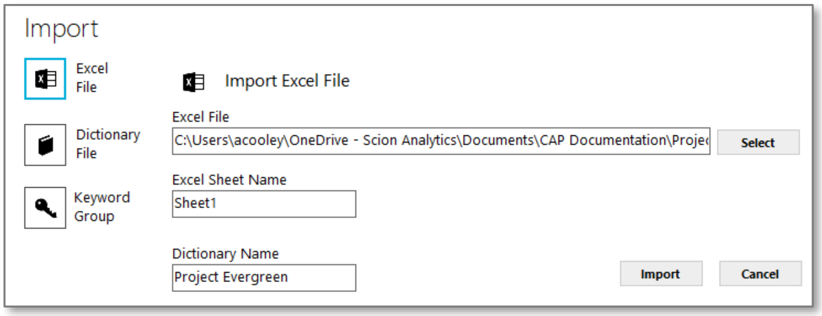
	A	B	C	D	E	F
1	**Category**	**Term**	**Definition**	**Weight**	**Synonyms**	**Highlight Color**
2	General	analysis		0.27	assessment	PowderBlue
3	Technical	servers	required	0.78		Violet
4	Finance	approved		0.14		SpringGreen
5	Security	clearance		0.57		Salmon
6	General	each and every	superfluous	0		SkyBlue
7						

Tip*: The column headings are not required for CAP (i.e., category, term). If you follow the format, your dictionary should import correctly.*

5.1.4 Import a Dictionary from Excel

Once you have created your dictionary, you can import it into CAP.

1. From the **Welcome** page, click **Settings**. ⚙
2. In the **Settings** menu, click **Dictionaries**.
3. Click **Import**. You will see the **Import** pop up window open.



Excel File
C:\Users\acooley\OneDrive - Scion Analytics\Documents\CAP Documentation\Projec

Excel Sheet Name
Sheet1

Dictionary Name
Project Evergreen

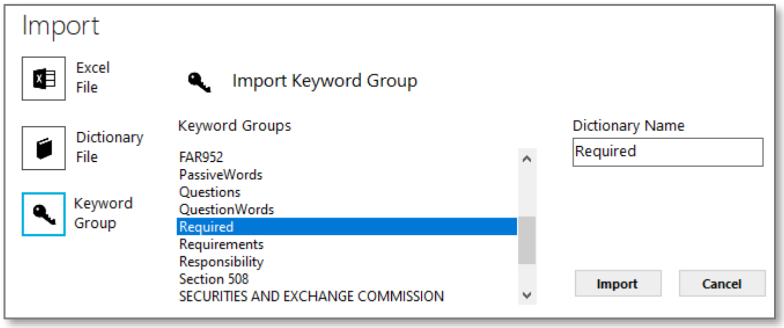
4. Click **Select** to browse for the dictionary you want to import.
5. Click **Import**. Now your dictionary is in the list.

5.1.5 Import a Keyword Group as a Dictionary

If you like a keyword group and want to turn it into a dictionary, use the **Dictionaries Import** function.

1. From the **Welcome** page, click **Settings**. ⚙
2. In the **Settings** menu, click **Dictionaries**.
3. Click **Import**. You will see the **Import** pop up window open.
4. Select the keyword group you want.
5. In the **Dictionary Name** field, you can change the name if you want.
6. Click **Import**. Now the keyword group is in the list as a dictionary.

***Option**: You can edit the dictionary and add definitions, highlight colors, weights, and categories.*

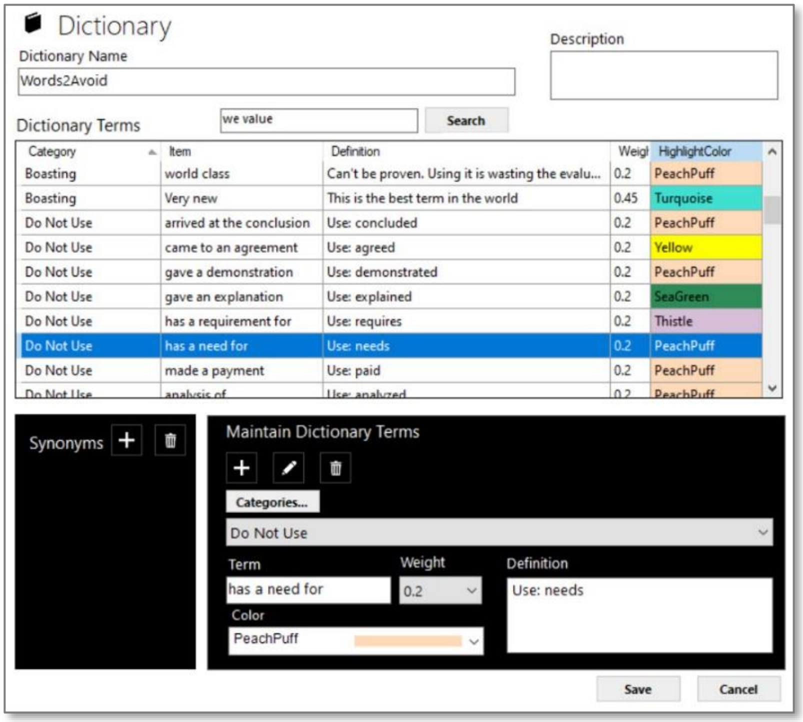


Keyword Groups
FAR952
PassiveWords
Questions
QuestionWords
Required
Requirements
Responsibility
Section 508
SECURITIES AND EXCHANGE COMMISSION

Dictionary Name
Required

5.1.6 Edit a Dictionary

You have many options available when editing a dictionary. Use this option when you want to quickly add a term, change a highlight color, or adjust a weighted value. The changes you make are saved automatically.



Dictionary Name: Words2Avoid

Description:

Dictionary Terms: we value

Category	Item	Definition	Weigl	HighlightColor
Boasting	world class	Can't be proven. Using it is wasting the evalu...	0.2	PeachPuff
Boasting	Very new	This is the best term in the world	0.45	Turquoise
Do Not Use	arrived at the conclusion	Use: concluded	0.2	PeachPuff
Do Not Use	came to an agreement	Use: agreed	0.2	Yellow
Do Not Use	gave a demonstration	Use: demonstrated	0.2	PeachPuff
Do Not Use	gave an explanation	Use: explained	0.2	SeaGreen
Do Not Use	has a requirement for	Use: requires	0.2	Thistle
Do Not Use	has a need for	Use: needs	0.2	PeachPuff
Do Not Use	made a payment	Use: paid	0.2	PeachPuff
Do Not Use	analysis of	Use: analyzed	0.2	PeachPuff

Do Not Use

Term: has a need for

Weight: 0.2

Definition: Use: needs

Color: PeachPuff

- *Give your dictionary a unique name and provide a description.*
- *Add new terms and their definition one at a time or import many at once.*
- *Add terms to categories you create.*
- *Assign a weighted value between 0 and 1 to each term (i.e., .01, .02, .13, .56, .98).*
- *Select a color for each term to see them highlighted in the analysis results.*
- *Search for terms in your dictionary.*
- *Add synonyms to the dictionary.*

In the **Maintain Dictionary Terms** window, you can:		**Use these icons to:**	
1. Categories	Choose a category.	+	Add a new dictionary term.
2. Term	Type your dictionary term.	✎	Update a dictionary term.
3. Definition	Type a definition.	🗑	Delete a dictionary term.
4. Weight	Select a weight (0 to 1).	+	Add a synonym.
5. Color	Choose a color.	🗑	Delete a synonym.
Save	Edits are saved automatically. This button closes the window.	**Cancel**	This does not cancel changes that were already made. This button closes the window.

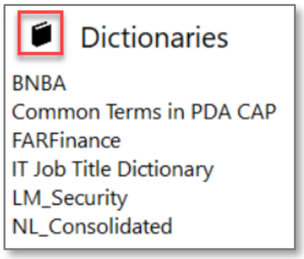
5.1.7 Download Dictionaries

If you have modified or deleted any of the dictionaries that were installed with CAP, you can download the originals from the CAP website. Select one or more from the list and click Save. The original dictionaries will download.

5.1.8 Restore a Deleted Dictionary

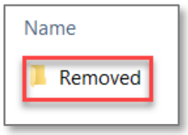
If you deleted a dictionary that you created (not installed with CAP) and want it back, you can get it.

1. From the **Welcome** page, click **Settings**. ⚙
2. In the Settings menu, click **Dictionaries**.
3. Click the **Dictionaries** icon to open **File Explorer**.



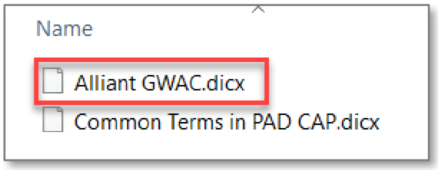
Dictionaries
BNBA
Common Terms in PDA CAP
FARFinance
IT Job Title Dictionary
LM_Security
NL_Consolidated

4. Click the **Removed** folder.



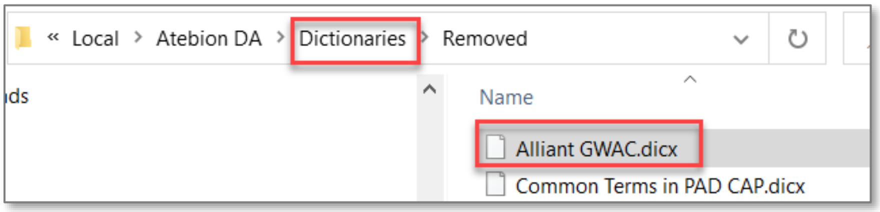
Name
Removed

5. Select the dictionary you want to restore.



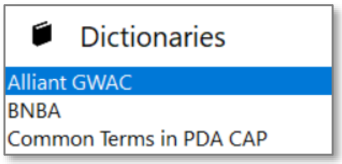
Name
Alliant GWAC.dicx
Common Terms in PAD CAP.dicx

6. Copy and paste it into the **Dictionaries** folder.



« Local › Atebion DA › Dictionaries › Removed
ds
Name
Alliant GWAC.dicx
Common Terms in PAD CAP.dicx

7. Refresh your screen. The dictionary is now back in your list.

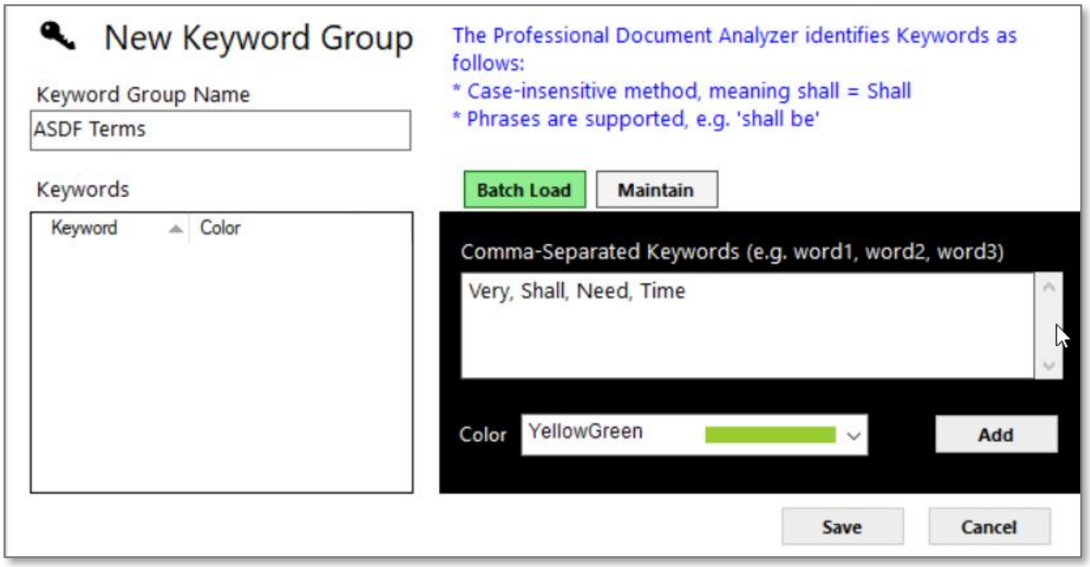


5.2 Keyword Groups

Some applications use **Keyword Groups** instead of dictionaries. The difference is that keyword groups only contain the terms and highlight colors. Also, you cannot export a Keyword Group.

5.2.1 New Keyword Group

1. From the **Welcome** page, click **Settings.**
2. Select **Keyword Groups** from the **Settings** menu.
3. Click **New**. The **New Keyword Group** popup window opens.



The Professional Document Analyzer identifies Keywords as follows:
* Case-insensitive method, meaning shall = Shall
* Phrases are supported, e.g. 'shall be'

Keyword Group Name: ASDF Terms

Comma-Separated Keywords (e.g. word1, word2, word3): Very, Shall, Need, Time

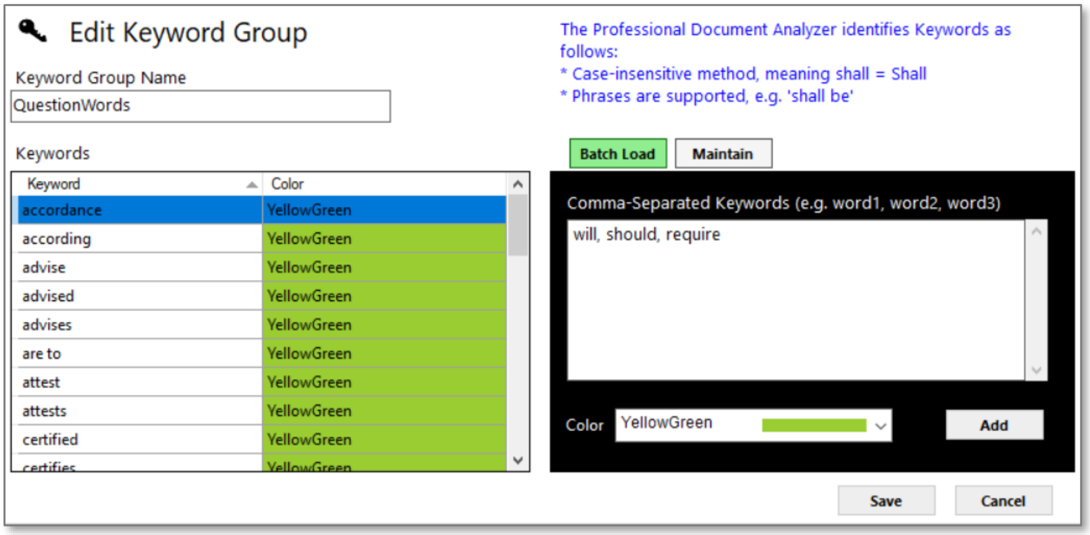
Color: YellowGreen

<table>
<tr><td>Keyword Group Name</td><td colspan="2">Enter a unique name for your new keyword group.</td></tr>
<tr><td>Batch Load
You can add multiple keywords all at once.</td><td colspan="2">• Enter keywords separated by a comma.
• Select a highlight color.
• Click Add.
• All keywords will have the color you selected. You can change them in the Maintain window.</td></tr>
<tr><td rowspan="3">Maintain
You can add one key word at a time. You can replace one</td><td><i>Keyword</i></td><td>Enter a unique keyword.</td></tr>
<tr><td><i>Color</i></td><td>Select a color for the keyword.</td></tr>
<tr><td><i>Add</i></td><td>Adds this new keyword to the Keyword Group.</td></tr>
</table>

keyword with another. You can change the color of a keyword. You can delete a keyword.	*Change*	To change the color or replace one word with another.
	Delete	To delete the keyword.
	Save	To save your changes.

5.2.2 Edit Keyword Group

1. From the **Welcome** page, click **Settings.**
2. Select **Keyword Groups** from the **Settings** menu.
3. Click **Edit**. The **Edit Keyword Group** popup window opens.



Edit Keyword Group

Keyword Group Name: QuestionWords

Keywords

Keyword	Color
accordance	YellowGreen
according	YellowGreen
advise	YellowGreen
advised	YellowGreen
advises	YellowGreen
are to	YellowGreen
attest	YellowGreen
attests	YellowGreen
certified	YellowGreen
certifies	YellowGreen

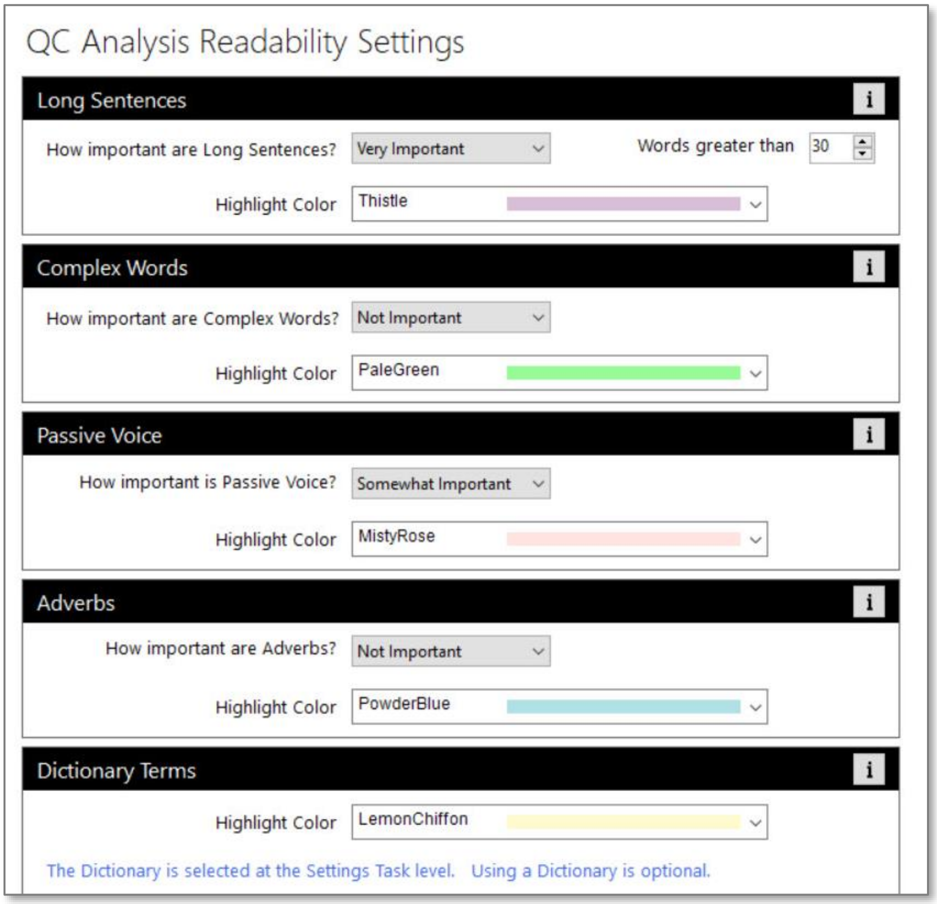
The Professional Document Analyzer identifies Keywords as follows:
* Case-insensitive method, meaning shall = Shall
* Phrases are supported, e.g. 'shall be'

Comma-Separated Keywords (e.g. word1, word2, word3): will, should, require

Color: YellowGreen

5.3 QC Readability Settings

In CAP, you can customize the readability settings based on what matters most to you. For example, if you want to find all instances of passive voice in your document, then set **Passive Voice** to **Very Important**. If you don't mind having adverbs in your content, then set **Adverbs** to **Not Important**. You can also change the highlight colors.



QC Analysis Readability Settings

Long Sentences

How important are Long Sentences? Very Important

Words greater than 30

Highlight Color Thistle

Complex Words

How important are Complex Words? Not Important

Highlight Color PaleGreen

Passive Voice

How important is Passive Voice? Somewhat Important

Highlight Color MistyRose

Adverbs

How important are Adverbs? Not Important

Highlight Color PowderBlue

Dictionary Terms

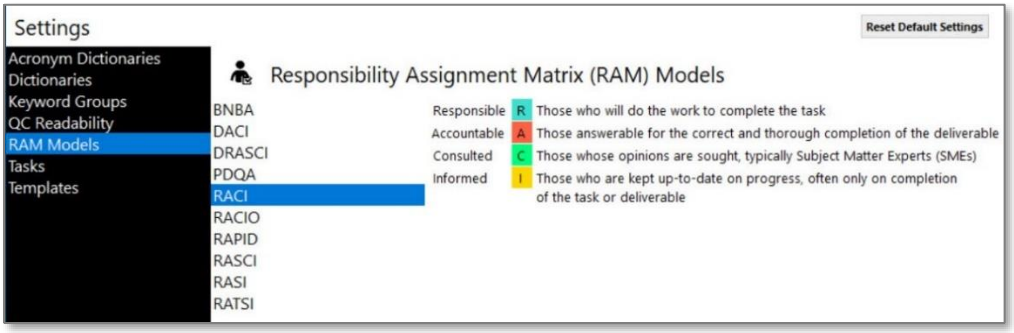
Highlight Color LemonChiffon

The Dictionary is selected at the Settings Task level. Using a Dictionary is optional.

Note: If you have a word that falls into more than one criteria category (i.e., Passive Voice, Complex Word, Dictionary Terms), the color will match the last criteria it falls under. For example, the word "displayed" is *Passive Voice* and is a *Dictionary Term*. In the **Results Details** window, it will show in both *Passive Voice* and *Dictionary Terms*, but in **Selected Segment**, it will only be highlighted in the color (LemonChiffon) of the *last* criteria it falls under, which is **Dictionary Terms**. This is due to the inability of highlighting a word more than one color at a time.

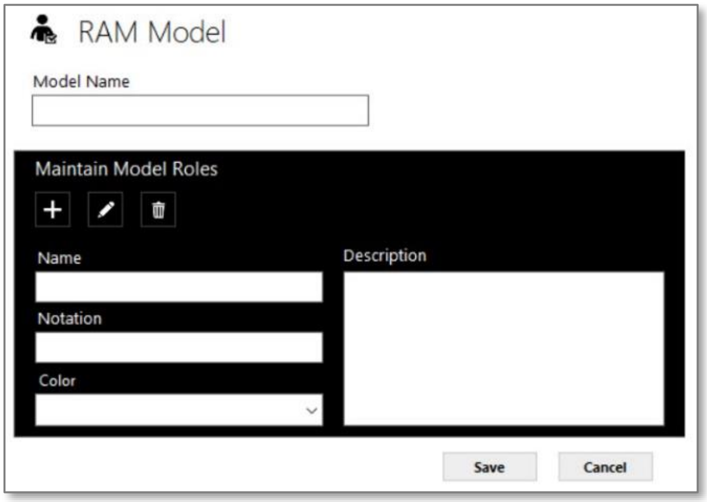
5.4 RAM Model

In the **Responsibility Assignment Matrix (RAM) Model** settings, you can create a new RAM model and add the roles or modify the roles for an existing one. There are ten RAM model names in CAP. The most common is **RACI** (Responsible, Accountable, Consulted, Informed). The **Bid/No Bid** application and the **RACI Matrix** application both use **RAM Models**. In CAP, you can quickly generate a RACI matrix based on your own dictionary and Excel template.



Responsible	R	Those who will do the work to complete the task
Accountable	A	Those answerable for the correct and thorough completion of the deliverable
Consulted	C	Those whose opinions are sought, typically Subject Matter Experts (SMEs)
Informed	I	Those who are kept up-to-date on progress, often only on completion of the task or deliverable

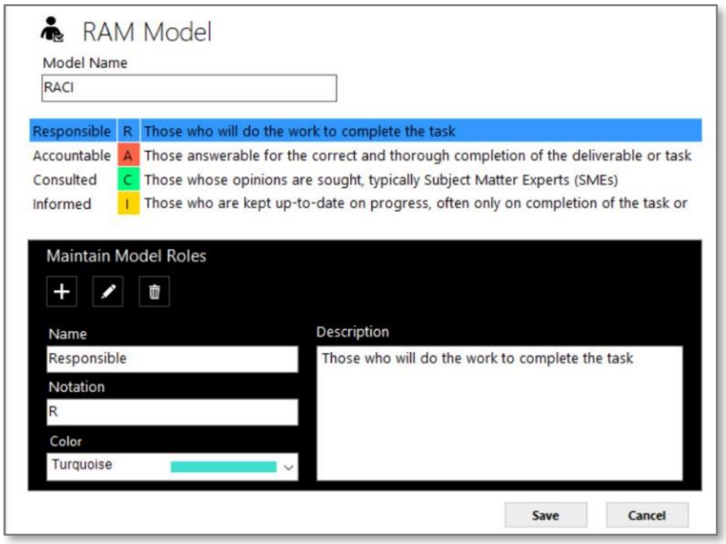
5.4.1 Create a New RAM Model Name



1. From the **Welcome** page, click **Settings**.
2. Select **RAM Models** from the **Settings** menu.
3. Click **New**. The **RAM Model** popup window opens.
4. Enter a unique **Model Name**.
5. Enter a role name.
6. Assign a unique letter for the role.
7. Select the role color.
8. Enter the role description.
9. Repeat steps 5 – 8 until you have added all roles.
10. Click **Save**.

Use these icons to:	
+	Add a new RAM model role.
✎	Update a RAM model role.
🗑	Delete a RAM model role.

5.4.2 Edit Existing RAM Model Roles



Model Name: RACI

Responsible	R	Those who will do the work to complete the task
Accountable	A	Those answerable for the correct and thorough completion of the deliverable or task
Consulted	C	Those whose opinions are sought, typically Subject Matter Experts (SMEs)
Informed	I	Those who are kept up-to-date on progress, often only on completion of the task or

Name: Responsible
Notation: R
Color: Turquoise
Description: Those who will do the work to complete the task

1. From the **Welcome** page, click **Settings**.
2. Select **RAM Models** from the **Settings** menu.
3. Click **Edit**. The **RAM Model** popup window opens.
4. You can:
    - Modify the model's name (*must be unique*).
    - Edit a role name.
    - Add a new role (then you would have to edit the RAM Mapping for that template).
    - Change the letter for the role (*must be unique*).
    - Change the role color.
    - Edit the role description.
5. Click **Save**.

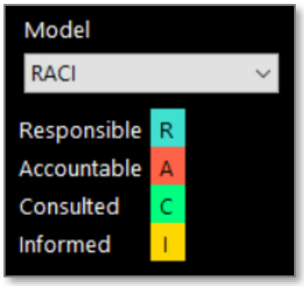
Use these icons to:	
+	Add a new RAM model role.
✎	Update a RAM model role.
🗑	Delete a RAM model role.

5.4.3 Use a New RAM Model in an Existing Template

To use the new **RAM Model**, you will need to add the template.

1. From the **Welcome** page, click **Settings**.
2. Select **Templates** from the **Settings** menu.
3. Select the **Template Type** and the **Template Name** you want to use.
4. The **Excel Template** popup window opens.
5. Click **RAM Mapping** 👥.
6. Select a dictionary from the **Dictionary** dropdown menu. The preview window will change showing the dictionary categories.
7. Modify the **Roles Columns**, if necessary (only supports A – Z).

8. Select the **RAM Model** from the **Model** dropdown menu.

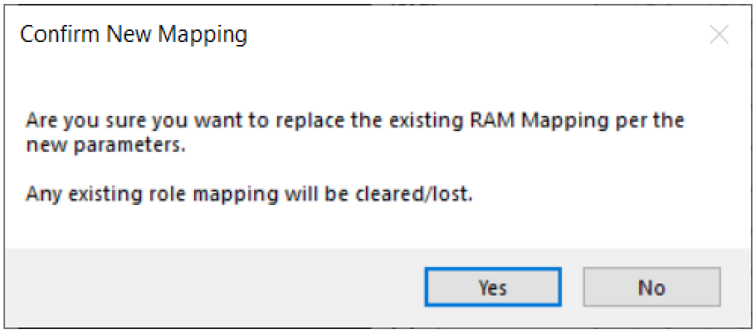


Model
RACI

Responsible	R
Accountable	A
Consulted	C
Informed	I

9. Click the **Start RAM Configuration Mapping** button. You will be asked to confirm new mapping.

10. Click **Yes**.



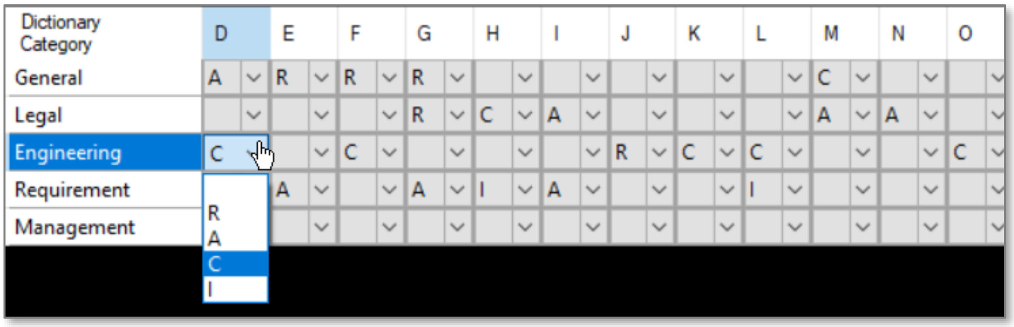
Confirm New Mapping

Are you sure you want to replace the existing RAM Mapping per the new parameters.

Any existing role mapping will be cleared/lost.

11. You will need to assign a letter in each column for every dictionary term that corresponds to the appropriate letter in the RAM Model.

Tip: *Once you start the mapping, you must complete all of it. You cannot save and go back later. If you try, you will have to click* ***Start RAM Configuration Mapping*** *which will wipe everything out, and you will have to do the mapping all over again.*



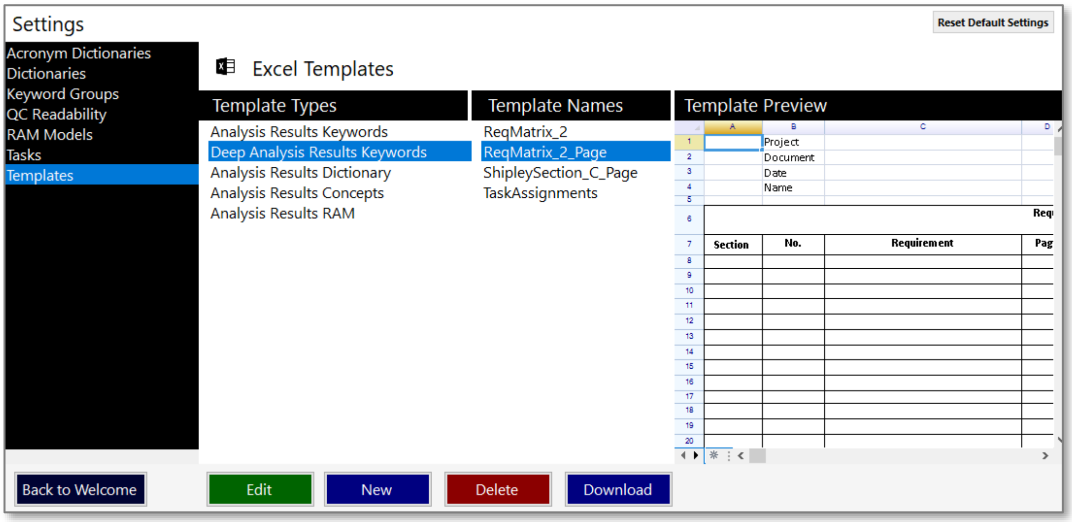
Dictionary Category	D	E	F	G	H	I	J	K	L	M	N	O
General	A	R	R	R						C		
Legal				R	C	A				A	A	
Engineering	C		C				R	C	C			C
Requirement		A		A	I	A			I			
Management												

12. When you are finished, click **Save**.

5.5 Templates

Most applications in CAP use Excel Templates for the output of the analysis results. Templates are associated with applications. You can use a template *as-is*, you can *modify* it, or *create your own*.

1. To access the Templates, go to **Settings**.
2. Select **Templates**.
3. Select a **Template Type** and **Template Name**. You will see a preview of the template in **Template Preview**.



Select one of the following actions for templates depending on what you want to do:

Edit	Select **Edit** when you want to edit the *configuration parameters* (i.e., data elements, header, data mapping) of an existing Excel Template. This does *not* open the template file in Excel. It simply allows you to make configuration changes. To edit the actual template in Excel, follow these steps.
New	Select **New** when you want to add a **New** Excel Template that you have created in Excel and need to upload it to CAP.
Delete	Select **Delete** when you want to delete a template. You will be prompted first to confirm deletion.
Download	Select **Download** when you want to download the original, out-of-the-box template that came with the CAP install. You may need to do this if you deleted a template or modified it and want the original back. ***Note****: This does not download the template to your computer or device.* Click **Download**. Select one or all templates, then click **Save**. The templates you selected will download from the CAP website to your instance of CAP.

5.5.1 Create a New Template in Excel

CAP is a flexible and scalable platform that enables you to create your own templates in Excel, then upload them to CAP to use with applications.

Create in Excel

1. Launch Excel.
2. Create your template.
3. Save the template with the .xlsx extension (Excel Workbook).

   Note: *Do* not *save the file as an Excel Template with the extension.xltx. It must be .xlsx.*

4. Close the template.

Continue with these steps:

Upload a Template from Excel
Enter Configuration Parameters for a Template
Enter Header Parameters for a Template (Optional)
Map Data Elements to Excel Columns for a Template

5.5.2 Modify an Existing Template in Excel

If you want to make any modifications to the text, formatting, or formulas in a template, you will need to do that in Excel. First, you must delete the template from CAP. Next, make your changes in Excel and save them. Then, you can upload the template into CAP.

Note*: CAP does not currently support the ability to overwrite an existing template or file, which is why you must delete it first, then upload the new/modified version.*

Delete the Template

1. In CAP, go to **Settings**. ⚙
2. Select **Templates**.
3. Select a **Template Type** and **Template Name**.
4. Click **Delete**. A message will ask you to confirm the deletion.
5. Click **Yes**.

Edit in Excel

6. Launch Excel.
7. Open the template you want to edit (*filename.xlsx*).
8. Make your formatting changes.
9. Save the template (*filename.xlsx*).
10. Close the template (*filename.xlsx*).

Continue with these steps:

Upload a Template from Excel
Enter Configuration Parameters for a Template
Enter Header Parameters for a Template (Optional)
Map Data Elements to Excel Columns for a Template

5.5.3 Upload a New Template from Excel

The following steps continue from the previous section.

Follow these steps when you want to:

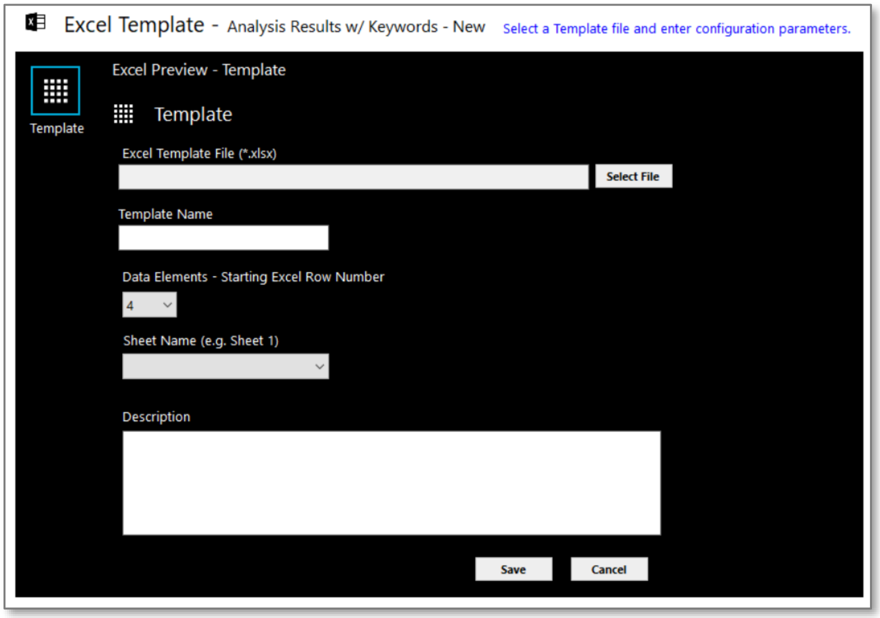
- Upload a **new template** created in Excel.
- Upload a **new version** of a template that was modified in Excel.

1. From the **Welcome** page, click **Settings**. ⚙
2. In the **Settings** menu, click **Templates**.
3. Select a **Template Type** so that the new template gets stored in the right location.
4. Click **New**.

5.5.4 Enter Configuration Parameters for a New Template

The following steps continue from the previous section.

5. The **New Excel Template** window opens.
6. Click **Select File**.



Excel Template - Analysis Results w/ Keywords - New

Select a Template file and enter configuration parameters.

Data Elements - Starting Excel Row Number: 4

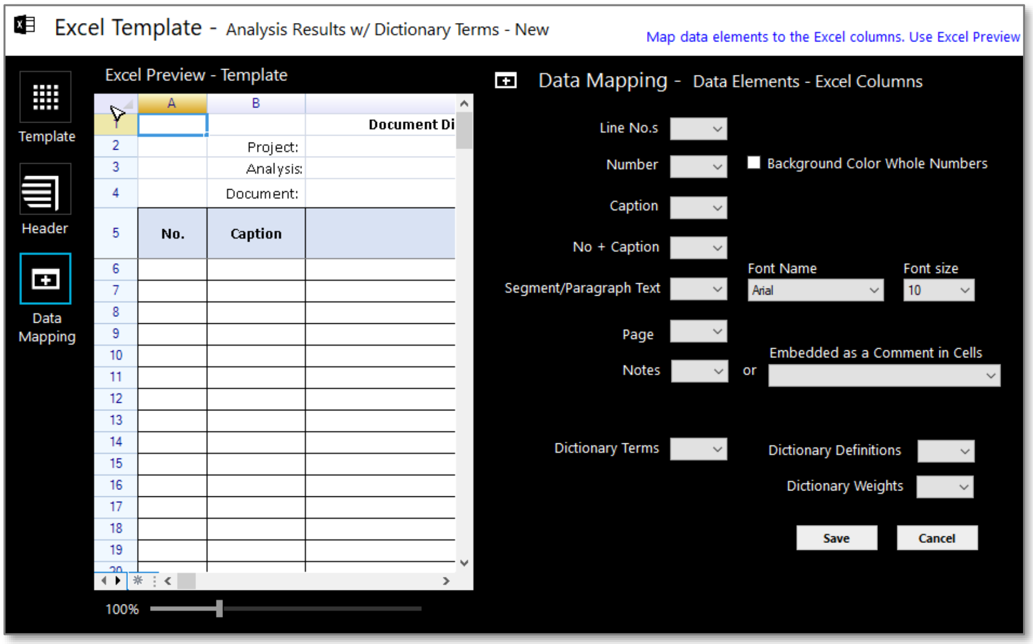
7. Browse for the location of your Excel file (new *template* or new *version*).
8. The file location path will automatically fill in as gray text once you select the file. It cannot be edited.
9. The name of the file will automatically populate the **Template Name**, but you can change it.
10. The **Data Elements** row number defaults to 4, but you can change it.
11. Select the **Sheet Name** from the dropdown menu (e.g., Sheet 1).
12. Enter a description for the template.
13. Click **Save**. The **Excel Template** window changes to the **Data Mapping of Data Elements.**

5.5.5 Map Data Elements to Excel Columns for a New Template

The following steps continue from the previous section.

This step is for mapping the data elements to the Excel columns so that the output displays in the Excel template properly.

14. Complete the data mapping of the data elements to the Excel columns using the table below.
15. When you are finished, click **Save**.



Excel Template - Analysis Results w/ Dictionary Terms - New

Map data elements to the Excel columns. Use Excel Preview

Here is a list of possible data elements you may need to data map, depending on the template requirements.

***Note**: Not all **Data Mapping** windows are the same. It will depend on the Excel Template it is associated with.*

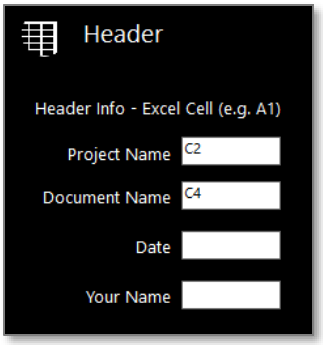
Line Numbers	Enter the column letter you want the line numbers to display in.
Number	Enter the column letter you want the number to display in.
Background Color Whole Numbers	Check box if you want the whole numbers to have a background color. Select the color from the dropdown menu.
Caption	Enter the column letter you want the caption to display in.
No + Caption	Enter the column letter you want the number and caption to display in.
Segment/Paragraph Text	Enter the column letter you want the segment/paragraph text to display in.
Font Name/Font Size	Select a font name and size for the segment/paragraph text.

Page	Enter the column letter you want the page number to display in.
Notes *or* Embedded as a Comment in Cells	Enter the column letter you want the notes to display in. *Or* Select the column letter for what you want to embed as a comment.
Concepts	Enter the column letter you want the concepts to display in.
Dictionary Terms	Enter the column letter you want the dictionary terms to display in.
Dictionary Definitions	Enter the column letter you want the dictionary definitions to display in.
Dictionary Weights	Enter the column letter you want the dictionary weights to display in.

5.5.6 Enter Header Parameters for a New Template (Optional)

The following steps continue from the previous section but are *optional*.

1. Click the **Header** icon to go back and enter the header parameters. This is optional.



Header

Header Info - Excel Cell (e.g. A1)

Project Name C2

Document Name C4

Date

Your Name

2. Enter the following information.

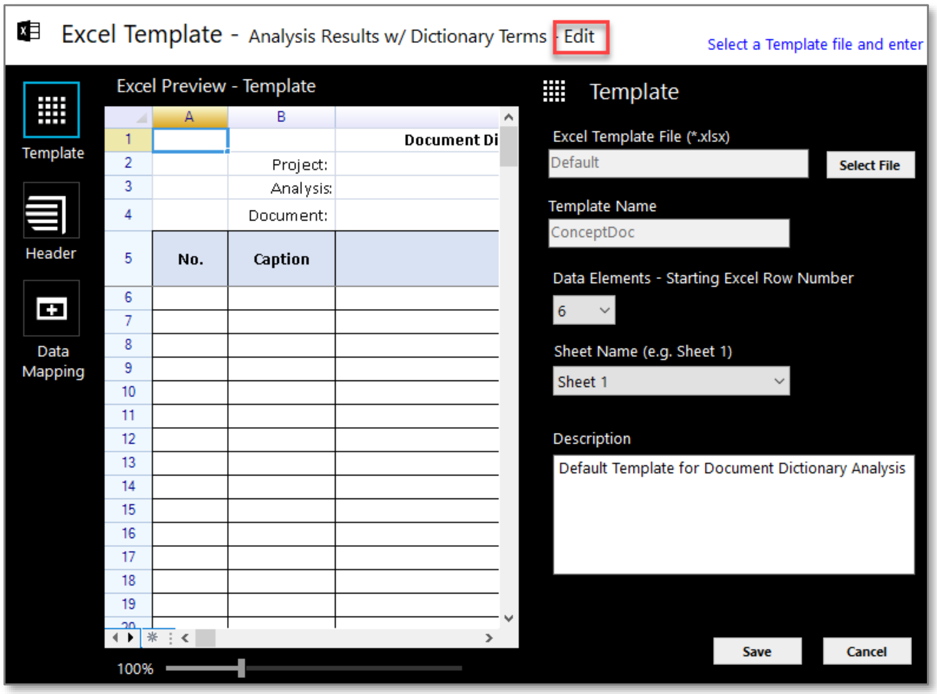
Project Name	Enter the cell letter and row number you want the **Project Name** to be on (C2, C3, etc.).
Document Name	Enter the cell letter and row number you want the **Document Name** to be on (C2, C3, etc.).
Date	Enter the cell letter and row number you want the **Date** to be on (C2, C3, etc.).
Your Name	Enter the cell letter and row number you want **Your Name** to be on (C2, C3, etc.).

3. Click **Save**.

5.5.7 Edit Configuration Parameters for an Existing Template

Use these steps when you want to **edit or change** the configuration parameters for an **existing template**.

1. From the **Welcome** page, click **Settings**.
2. In the **Settings** menu, click **Templates**.
3. Select a **Template Type** and **Template Name.**
4. Click **Edit**. It defaults to the *Template* window.
5. The only fields you can **edit** are *Data Elements, Sheet Name,* and *Description*.
6. Click **Save**.



Excel Template File (*.xlsx): Default

Template Name: ConceptDoc

Data Elements - Starting Excel Row Number: 6

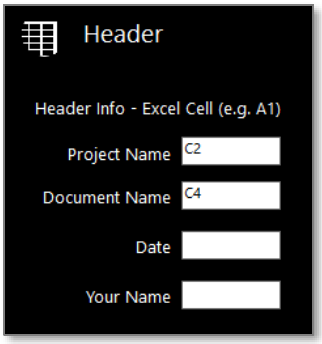
Sheet Name (e.g. Sheet 1): Sheet 1

Description: Default Template for Document Dictionary Analysis

5.5.8 Edit Header Parameters for an Existing Template

Follow these steps when you want to **edit or change** the header parameters for an **existing template**. This is optional.

1. From the **Welcome** page, click **Settings**. ⚙
2. In the **Settings** menu, click **Templates**.
3. Select a **Template Type** and **Template Name.**
4. Click **Edit**. It defaults to the *Template* window. ▦
5. Click the **Header** icon ▤ to enter the header parameters.



Header Info - Excel Cell (e.g. A1)

Project Name C2

Document Name C4

Date

Your Name

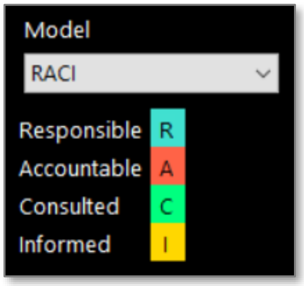
6. Enter the following information.
7. Click **Save**.

Project Name	Enter the cell letter and row number you want the **Project Name** to be on (C2, C3, etc.).
Document Name	Enter the cell letter and row number you want the **Document Name** to be on (C2, C3, etc.).
Date	Enter the cell letter and row number you want the **Date** to be on (C2, C3, etc.).
Your Name	Enter the cell letter and row number you want **Your Name** to be on (C2, C3, etc.).

5.5.9 Enter New RAM Mapping

Not all templates use the RAM Model. For those that do, such as **RACI_Page** and **BNBA**, you will be able to enter new RAM Mapping here or edit the RAM mapping for an existing model.

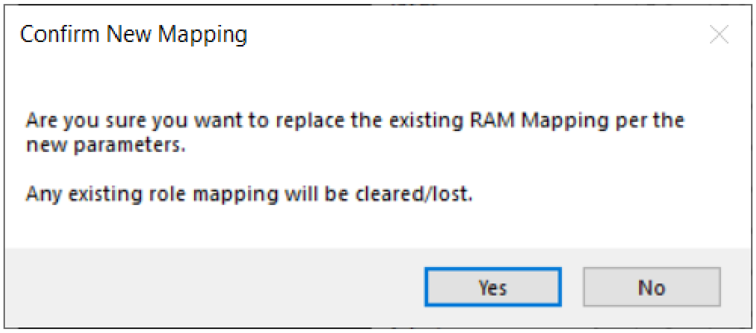
1. From the **Welcome** page, click **Settings**.
2. Select **Templates** from the **Settings** menu.
3. Select the **Template Type** and the **Template Name** you want to use.
4. The **Excel Template** popup window opens.
5. Click **RAM Mapping** .
6. Select a dictionary from the **Dictionary** dropdown menu. The preview window will change showing the dictionary categories.
7. Modify the **Roles Columns**, if necessary (only supports A – Z).
8. Select the **RAM Model** from the **Model** dropdown menu.



Model: RACI

Responsible	R
Accountable	A
Consulted	C
Informed	I

9. Click the **Start RAM Configuration Mapping** button. You will be asked to confirm new mapping.
10. Click **Yes**.



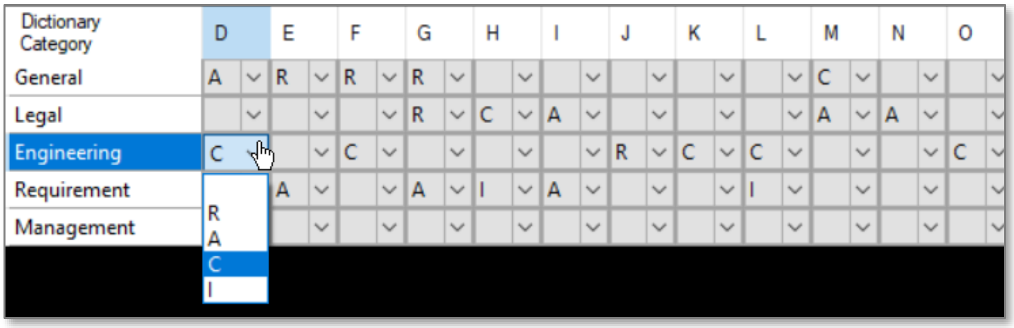
Confirm New Mapping

Are you sure you want to replace the existing RAM Mapping per the new parameters.

Any existing role mapping will be cleared/lost.

11. You will need to assign a letter in each column for every dictionary term that corresponds to the appropriate letter in the **RAM Model**.

    ***Tip**: Once you start the mapping, you must complete all of it. You cannot save and go back later. If you try, you will have to click **Start RAM Configuration Mapping** which will wipe everything out, and you will have to do the mapping all over again.*



Dictionary Category	D	E	F	G	H	I	J	K	L	M	N	O
General	A	R	R	R						C		
Legal				R	C	A				A	A	
Engineering	C		C				R	C	C			C
Requirement		A		A	I	A			I			
Management												

12. When you are finished, click **Save**.

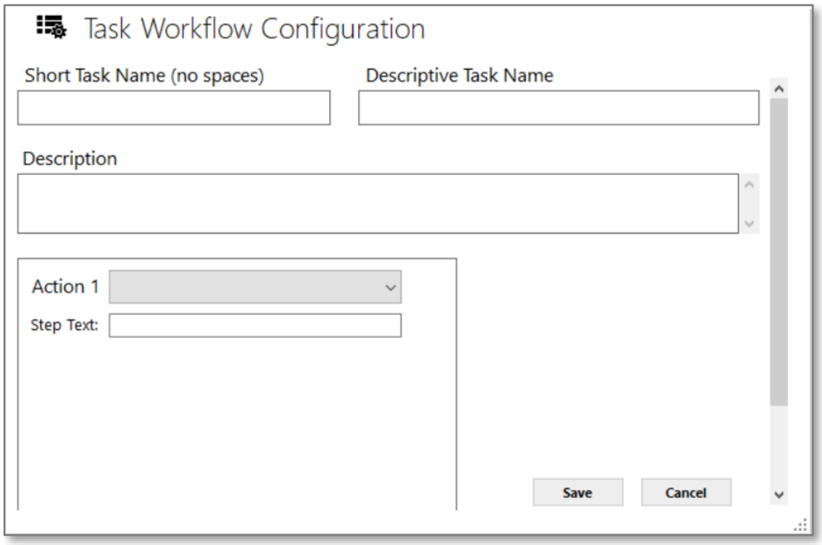
5.6 Applications

Applications are a series of actions performed in a specific order to produce analysis results.

5.6.1 Create a New Application

One of the benefits of CAP is the ability to create your own applications.

1. From the **Welcome** page, click **Settings**.⚙
2. From the **Settings** menu, select **Applications**.
3. Click **New**.



4. Select the action you want from the drop-down menu.
5. Enter the instructions for the Action 1 step.
6. Select a response for each of the questions. The questions change dynamically based on your selections.
7. Continue to the Action 2 box and make your selections from the drop-down menu based on what you want the application to do.
8. Continue to Action 3, which is typically the last action. Here is where you select the output.

5.6.1.1 Action 1

Short Application Name (no spaces)	Enter a short name for the application.
Descriptive Application Name	Enter a longer, more descriptive name for the application.
Description	Describe what this application does and when to use it.
Action 1	Select an action from the dropdown: • Parse • Compare Document Differences • Go to Cross References Matrices • Identify and Validate Acronyms
Step Text	Enter the directions for this step.

Action 1: Parse	Parsing divides the written content of a document into parts or segments.
Use Default Parse Analysis?	Yes – this is used for any of the Compliance Matrix applications. No – this is for all other application types.
Show Parse Type?	Yes – If you show parse type, then you can select which type you want to use. No – If you want to use the selected parse type and not give an option to change it.
If No, Parse Type?	Legal – parses based on section numbers (1.1, 1.2, 1.3, etc.). Paragraph – parses based on written content in a paragraph.
Quantity of Documents	1, 2, 2 or more.
Use Numerical Hierarchy?	Yes – Use this to have the document segmented using 1, 2, 3. No – Use this to have the document segmented using A, B, C.

Action 1: Compare Documents Differences	This is a single action application. There is no Action 2.
Step Text	Enter the directions for this step.

Action 1: Identify and Validate Acronyms	This is a single action application. There is no Action 2.
Step Text	Enter the directions for this step.

Action 1: Go to Cross References Matrices	This is a single action application. There is no Action 2.
Step Text	Enter the directions for this step.

5.6.1.2 Action 2

Action 2	Select an action from the dropdown: • Compare Docs per Concepts • Compare Docs per Dictionary • Find Concepts • Find Dictionary Terms • Find Keywords per Library • Generate Report • Generate Responsibility Assignment Matrix • Readability Test
Step Text	Enter the directions for this step.

5.6.1.3 Action 3

Action 3	Select an action from the dropdown: • Display Analysis Results • Deep Analyze • Generate Report
Step Text	Enter the directions for this step.

5.6.2 At-a-Glance: Applications, Actions and Examples

The following tables show you the different configuration of actions and the applications that use them.

Action 1	Action 2	Action 3	Application Examples
Parse	Compare Docs per Concepts	Display Analysis Results	Concept Comparison, Gap Analysis
Parse	Compare Docs per Dictionary	Generate Report	Resume Analyzer, Weighted Analysis | Compare Docs, Weighted Analysis | Resumes
Parse	Compare Docs per Dictionary	Display Analysis Results	Weighted Content Analysis
Parse	Find Concepts	Display Analysis Results	Common Concepts, Blue Terms
Parse	Find Dictionary Terms	Display Analysis Results	Risk Assessment, SDD Risk Assessment, SDD RTM
Parse	Find Keywords per Library	Deep Analyze	Analysis Results, Compliance Matrix | Sentence Level
Parse	Find Keywords per Library	Generate Report	Color Team Review, Compliance Matrix, Responsibility Matrix, Shall, WBS
Parse	Find Keywords per Library	Display Analysis Results	Compliance Matrix | Analysis Results, Compliance Matrix | Select Keywords, Finds FARs
Parse	Generate Report		BRD Parser
Parse	Generate Responsibility Assignment Matrix		Capabilities Assessment, Bid/No Bid
Parse	Readability Test		Plain Language

Action 1	Application Examples
Compare Document Differences	Document Differences
Go to Cross Reference Matrices	Compliance Matrix | X-Ref, Cross-Reference, xref
Identify and Validate Acronyms	AcroSeeker

6 Sample Applications

There are many different types of applications you can use or create in CAP. This section contains a few examples that highlight the variety of functionality and the flexibility of CAP.

6.1 AcroSeeker

The AcroSeeker application is used to build an acronym list.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **AcroSeeker**, then click **Next**.
3. Select a project from the **Projects** menu.
4. Click the checkbox next to the document you want to analyze or refer to ***Options 1***.
5. Click **Analyze**.

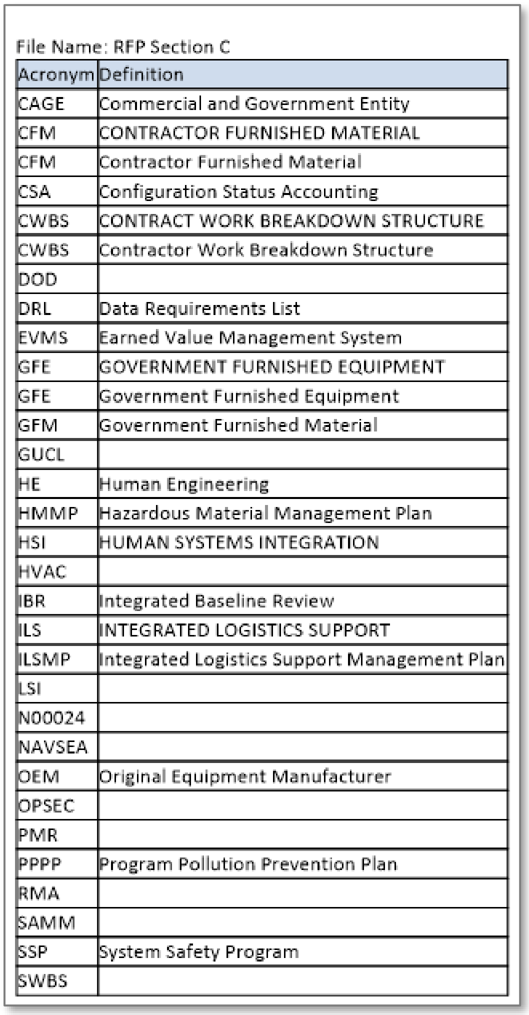
   Note: *Wait for the analysis process to complete before attempting to execute another command. CAP is a single thread processor and can only handle one command at a time.*
6. The **Results** window opens. You will see the acronym dictionary in the results window. The default view is an MS Word table. For more choices, refer to ***Options 2***.

Options 1:	**Document Analysis**
New:	Opens the **Add Document** popup window.
Open:	Opens the document in the **Edit Document** window.
Remove:	Opens a message window asking you, "*Are you sure you want to remove the document?*" Click Yes or No.
Replace:	Opens a message window asking you, "*Are you sure you want to replace the existing document? All previous analysis results will be archived. They will not be available and will require re-analysis.*" Click Yes or No.

Options 2:	**Results**
Report:	View the acronym dictionary in HTML format with a summary of acronyms found, defined, not defined, used before the definition, number of sentences, etc.
Report Open:	Opens the document in the **Edit Document** window.
Word Open:	Opens the acronym table in MS Word, which you can edit and save. Then, you can upload it as a new acronym dictionary in Settings/Acronym Dictionaries.
Word Email:	Opens an email in Outlook with the MS Word acronym dictionary file attached.
Report Email:	Opens an email in Outlook with the HTML acronym dictionary file attached.

Options 2:	**Results (continued)**
Print Report:	Sends the print job directly to the printer (no prompt).
Print Word Table:	Sends the print job directly to the printer (no prompt).
Delete Report:	Opens a message window asking you, "*Are you sure you want to delete the selected HTML file?*" Click Yes or No.
Delete Word Table:	Opens a message window asking you, "*Are you sure you want to delete the selected MS Word file?*" Click Yes or No.

7. View acronym dictionary output in a Word table.



File Name: RFP Section C

Acronym	Definition
CAGE	Commercial and Government Entity
CFM	CONTRACTOR FURNISHED MATERIAL
CFM	Contractor Furnished Material
CSA	Configuration Status Accounting
CWBS	CONTRACT WORK BREAKDOWN STRUCTURE
CWBS	Contractor Work Breakdown Structure
DOD	
DRL	Data Requirements List
EVMS	Earned Value Management System
GFE	GOVERNMENT FURNISHED EQUIPMENT
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GUCL	
HE	Human Engineering
HMMP	Hazardous Material Management Plan
HSI	HUMAN SYSTEMS INTEGRATION
HVAC	
IBR	Integrated Baseline Review
ILS	INTEGRATED LOGISTICS SUPPORT
ILSMP	Integrated Logistics Support Management Plan
LSI	
N00024	
NAVSEA	
OEM	Original Equipment Manufacturer
OPSEC	
PMR	
PPPP	Program Pollution Prevention Plan
RMA	
SAMM	
SSP	System Safety Program
SWBS	

End.

6.2 Compliance Matrix | Analysis Results

The **Compliance Matrix | Analysis Results** application is used to select an RFP and run the analysis. Go to the **Analysis Results** panel to collaborate with your team. You have the option to split or combine sections, annotate notes, and edit individual sections. You can export multiple reports, and quickly search the RFP for specific keywords. This application uses the **Requirements** Keyword Group and not a dictionary.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **Compliance Matrix**, then click **Next**.
3. Select a project from the **Projects** menu.
4. Click the name of the document you want to analyze or refer to ***Options 1***.
5. Click **Analyze**.

   Note: *Wait for the analysis process to complete before attempting to execute another command. CAP is a single thread processor and can only handle one command at a time.*

Options 1:	**Document Analysis**
New:	Opens the **Add Document** popup window.
Open:	Opens the document in the **Edit Document** window.
Remove:	Opens a message window asking you, "*Are you sure you want to remove the document?*" Click Yes or No.
Replace:	Opens a message window asking you, "*Are you sure you want to replace the existing document? All previous analysis results will be archived. They will not be available and will require re-analysis.*" Click Yes or No.

6.2.1 View Analysis Results

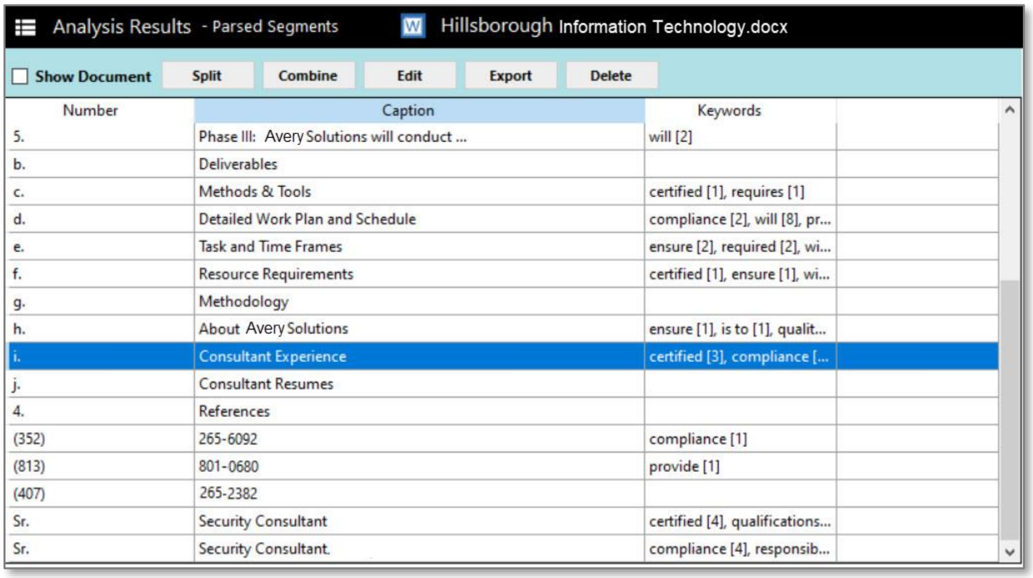
When the application completes the analysis and parses the document, you will see the results in the **Analysis Results** window. The window is divided into three separate sections:

- **Parsed Segments**
- **Selected Segments**
- **Notes/Search/Keywords/Exported**

End.

6.2.1.1 Parsed Segments

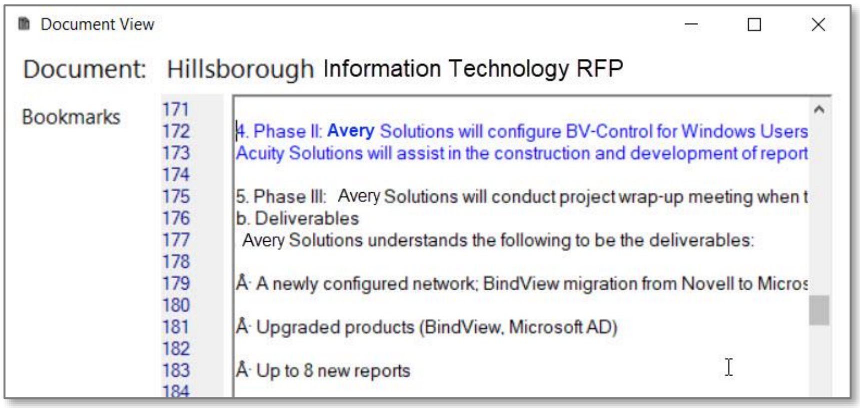
The **Analysis Results – Parsed Segments** window provides you with a view of each numbered section of the RFP, a caption or heading for that section, and the keywords and counts for that section.



Number	Caption	Keywords
5.	Phase III: Avery Solutions will conduct ...	will [2]
b.	Deliverables	
c.	Methods & Tools	certified [1], requires [1]
d.	Detailed Work Plan and Schedule	compliance [2], will [8], pr...
e.	Task and Time Frames	ensure [2], required [2], wi...
f.	Resource Requirements	certified [1], ensure [1], wi...
g.	Methodology	
h.	About Avery Solutions	ensure [1], is to [1], qualit...
i.	Consultant Experience	certified [3], compliance [...
j.	Consultant Resumes	
4.	References	
(352)	265-6092	compliance [1]
(813)	801-0680	provide [1]
(407)	265-2382	
Sr.	Security Consultant	certified [4], qualifications...
Sr.	Security Consultant.	compliance [4], responsib...

Show Document

Click the checkbox next to **Show Document** to see the whole document in the scrolling popup window. The text in blue in the **Document View** corresponds to the line you are on in the **Parsed Segments** window. For each line you click on in the **Parsed Segments**, it will automatically jump to the corresponding line in the **Document View** (they are in sync). Each line is numbered as a *Bookmark*. The benefit of using the **Document View** is that it lets you view the whole document.



4. Phase II: Avery Solutions will configure BV-Control for Windows Users
Acuity Solutions will assist in the construction and development of report

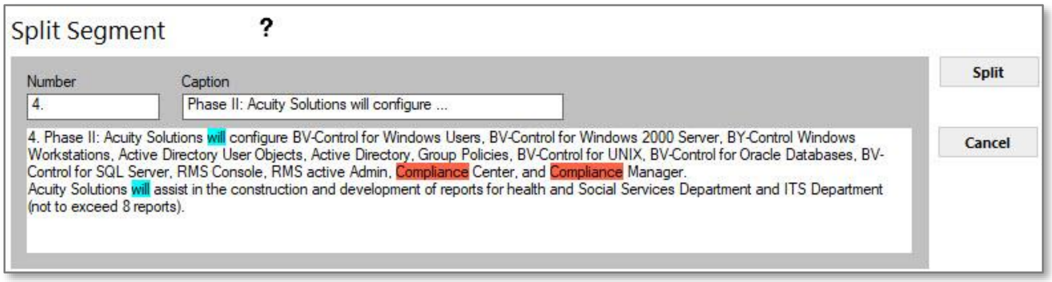
5. Phase III: Avery Solutions will conduct project wrap-up meeting when t
b. Deliverables
Avery Solutions understands the following to be the deliverables:

Â· A newly configured network; BindView migration from Novell to Micros

Â· Upgraded products (BindView, Microsoft AD)

Â· Up to 8 new reports

Split allows you to create a new section for a segment of text and move that segment into a new section. Place your cursor where you want the split to occur, then click **Split**.

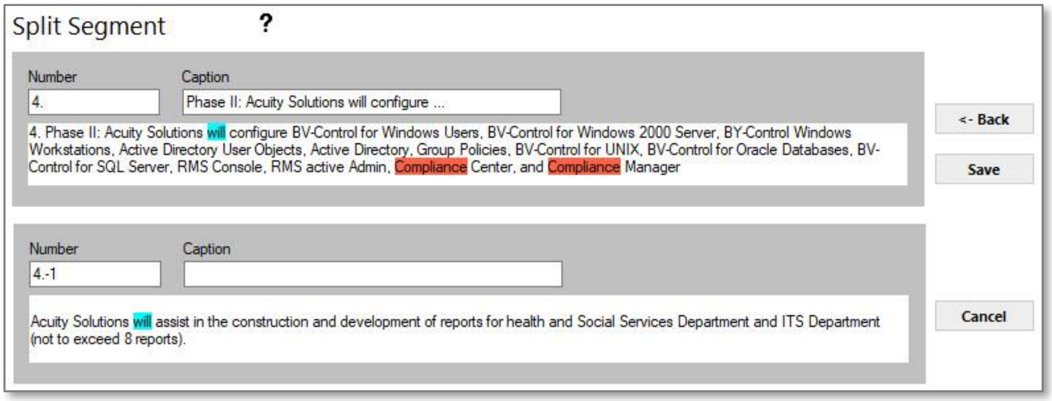


Number: 4.

Caption: Phase II: Acuity Solutions will configure ...

4. Phase II: Acuity Solutions will configure BV-Control for Windows Users, BV-Control for Windows 2000 Server, BY-Control Windows Workstations, Active Directory User Objects, Active Directory, Group Policies, BV-Control for UNIX, BV-Control for Oracle Databases, BV-Control for SQL Server, RMS Console, RMS active Admin, Compliance Center, and Compliance Manager.
Acuity Solutions will assist in the construction and development of reports for health and Social Services Department and ITS Department (not to exceed 8 reports).

The segment splits into two. Notice that the section number changes. Enter a caption, then click **Save**.



Number: 4.

Caption: Phase II: Acuity Solutions will configure ...

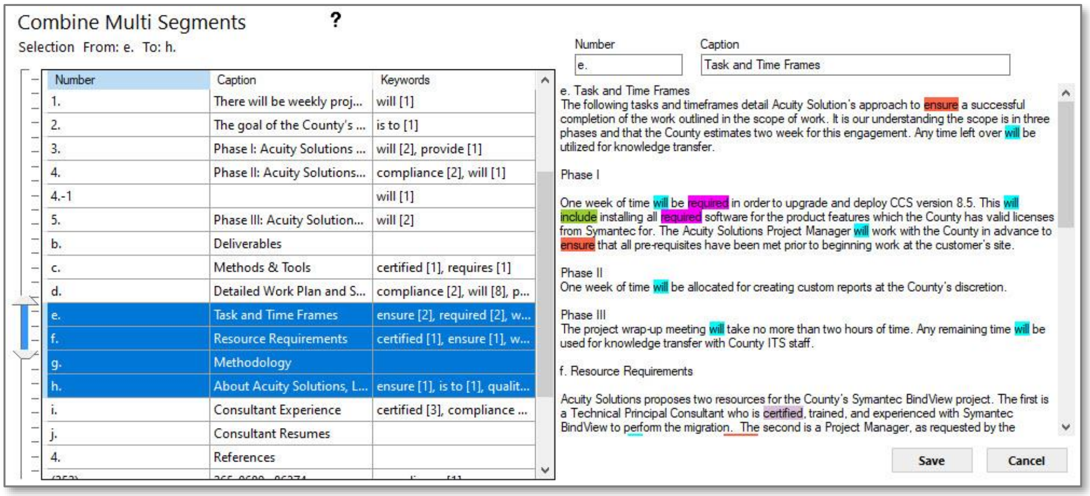
4. Phase II: Acuity Solutions will configure BV-Control for Windows Users, BV-Control for Windows 2000 Server, BY-Control Windows Workstations, Active Directory User Objects, Active Directory, Group Policies, BV-Control for UNIX, BV-Control for Oracle Databases, BV-Control for SQL Server, RMS Console, RMS active Admin, Compliance Center, and Compliance Manager

Number: 4.-1

Caption:

Acuity Solutions will assist in the construction and development of reports for health and Social Services Department and ITS Department (not to exceed 8 reports).

Combine does just the opposite of **Split**. Select the range of sections you want to combine into one. You can edit the caption, if necessary, then click **Save**.



Selection From: e. To: h.

Number	Caption	Keywords
1.	There will be weekly proj...	will [1]
2.	The goal of the County's ...	is to [1]
3.	Phase I: Acuity Solutions ...	will [2], provide [1]
4.	Phase II: Acuity Solutions...	compliance [2], will [1]
4.-1		will [1]
5.	Phase III: Acuity Solution...	will [2]
b.	Deliverables	
c.	Methods & Tools	certified [1], requires [1]
d.	Detailed Work Plan and S...	compliance [2], will [8], p...
e.	Task and Time Frames	ensure [2], required [2], w...
f.	Resource Requirements	certified [1], ensure [1], w...
g.	Methodology	
h.	About Acuity Solutions, L...	ensure [1], is to [1], qualit...
i.	Consultant Experience	certified [3], compliance ...
j.	Consultant Resumes	
4.	References	

Number: e.

Caption: Task and Time Frames

e. Task and Time Frames
The following tasks and timeframes detail Acuity Solution's approach to ensure a successful completion of the work outlined in the scope of work. It is our understanding the scope is in three phases and that the County estimates two week for this engagement. Any time left over will be utilized for knowledge transfer.

Phase I

One week of time will be required in order to upgrade and deploy CCS version 8.5. This will include installing all required software for the product features which the County has valid licenses from Symantec for. The Acuity Solutions Project Manager will work with the County in advance to ensure that all pre-requisites have been met prior to beginning work at the customer's site.

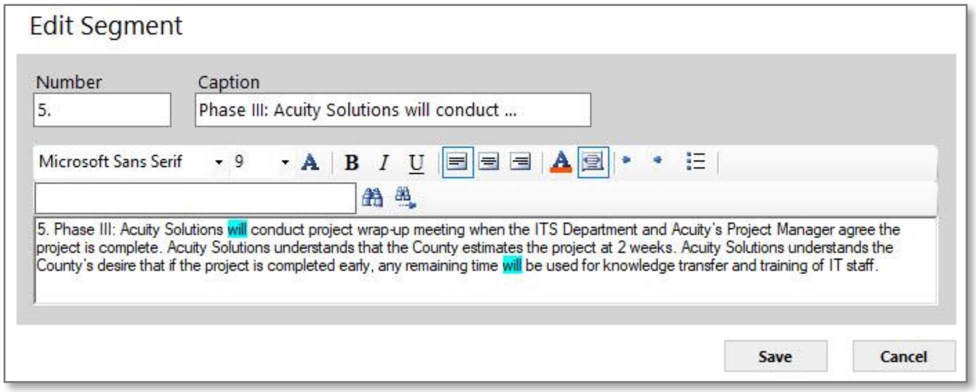
Phase II
One week of time will be allocated for creating custom reports at the County's discretion.

Phase III
The project wrap-up meeting will take no more than two hours of time. Any remaining time will be used for knowledge transfer with County ITS staff.

f. Resource Requirements

Acuity Solutions proposes two resources for the County's Symantec BindView project. The first is a Technical Principal Consultant who is certified, trained, and experienced with Symantec BindView to perform the migration. The second is a Project Manager, as requested by the

Edit Segment features lets you edit a specific segment of text, then save your changes.

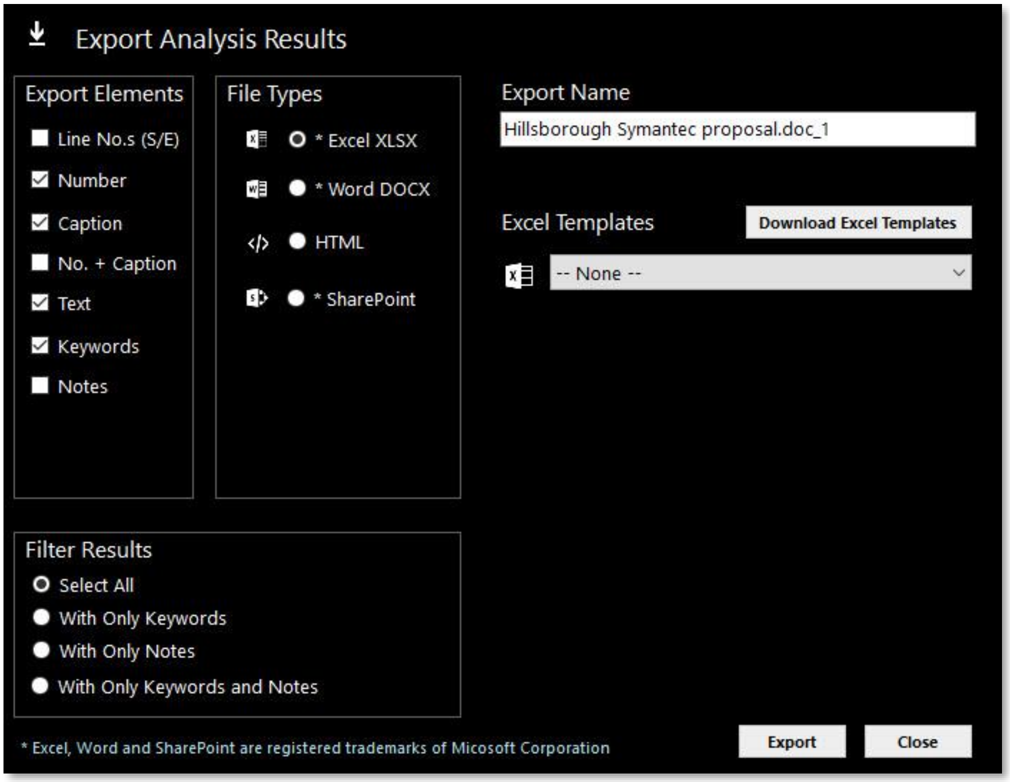


Number: 5.
Caption: Phase III: Acuity Solutions will conduct ...

5. Phase III: Acuity Solutions will conduct project wrap-up meeting when the ITS Department and Acuity's Project Manager agree the project is complete. Acuity Solutions understands that the County estimates the project at 2 weeks. Acuity Solutions understands the County's desire that if the project is completed early, any remaining time will be used for knowledge transfer and training of IT staff.

Export

In the export window, you can choose which elements from the analysis results you want to export, such as captions, keywords, and notes.



Export Elements
- ☐ Line No.s (S/E)
- ☑ Number
- ☑ Caption
- ☐ No. + Caption
- ☑ Text
- ☑ Keywords
- ☐ Notes

File Types
- ◉ * Excel XLSX
- ○ * Word DOCX
- ○ HTML
- ○ * SharePoint

Export Name: Hillsborough Symantec proposal.doc_1

Excel Templates: -- None --

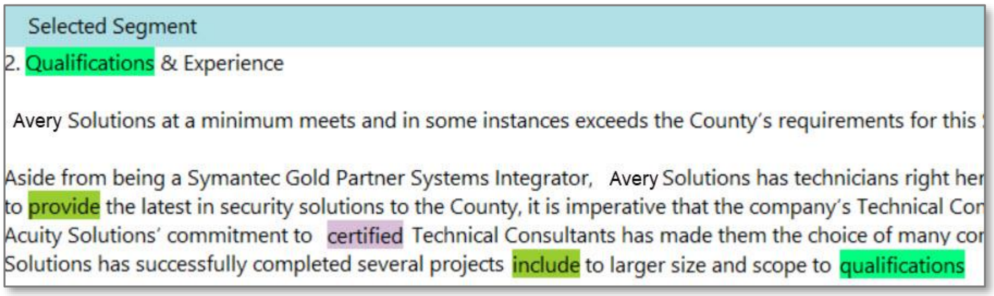
Filter Results
- ◉ Select All
- ○ With Only Keywords
- ○ With Only Notes
- ○ With Only Keywords and Notes

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

Delete lets you delete a segment. Place your cursor on the line segment you want to delete and click **Delete**. A confirmation message will ask you if you are sure you want to permanently delete the selected segment. Click *Yes* or *No*.

6.2.1.2 Selected Segment

The **Selected Segment** window only shows you the line your cursor is on in the **Parsed Segments** window, not the whole document.



Selected Segment

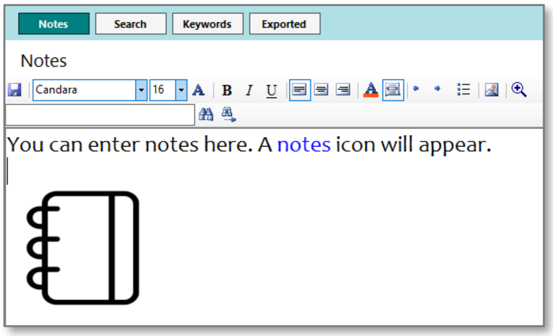
2. Qualifications & Experience

Avery Solutions at a minimum meets and in some instances exceeds the County's requirements for this

Aside from being a Symantec Gold Partner Systems Integrator, Avery Solutions has technicians right her
to provide the latest in security solutions to the County, it is imperative that the company's Technical Cor
Acuity Solutions' commitment to certified Technical Consultants has made them the choice of many co
Solutions has successfully completed several projects include to larger size and scope to qualifications

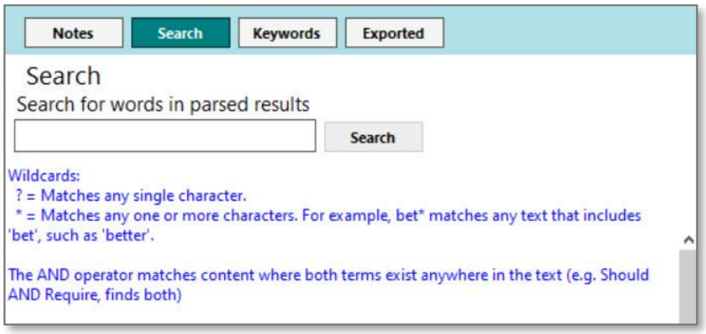
6.2.1.3 Notes/Search/Keywords/Exported

The **Notes** section is a full text editor. You can change the font, size, color, add bullets and even insert pictures into your notes. For every line you add a note, a notes icon will appear. Notes can be exported along with your document if selected in the **Export** window settings.



You can enter notes here. A notes icon will appear.

The **Search** box lets you search for words in the parsed results.

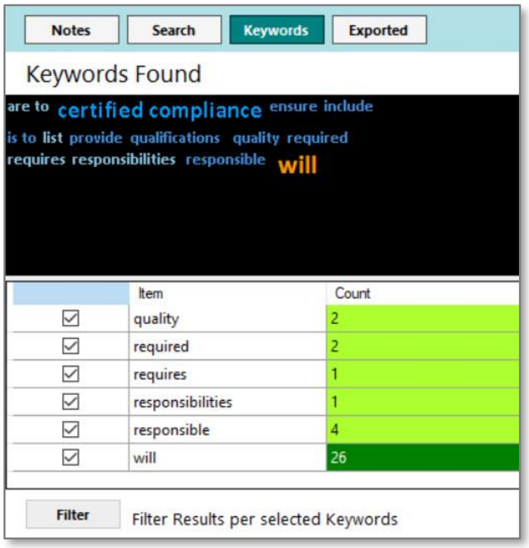


Search for words in parsed results

Wildcards:
? = Matches any single character.
* = Matches any one or more characters. For example, bet* matches any text that includes 'bet', such as 'better'.

The AND operator matches content where both terms exist anywhere in the text (e.g. Should AND Require, finds both)

The **Keywords Found** window shows you the keywords found. You also have the option to filter the results by keyword.

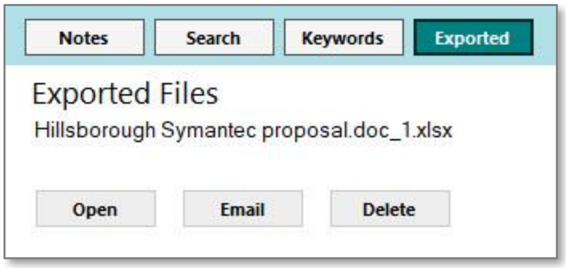


Keywords Found

	Item	Count
☑	quality	2
☑	required	2
☑	requires	1
☑	responsibilities	1
☑	responsible	4
☑	will	26

Filter Results per selected Keywords

The **Exported** window shows you the documents that were exported. In this window you can email the files, open them, or delete them.



Exported Files

Hillsborough Symantec proposal.doc_1.xlsx

End.

6.3 RACI Matrix

A RACI Matrix is a chart that identifies the key roles and responsibilities of users against major applications within a project. A RACI Matrix serves as a visual representation of the functional role played by each person on a project team. Use the RACI Matrix application when you want to generate a chart showing who is Responsible, Accountable, Consulted, and Informed.

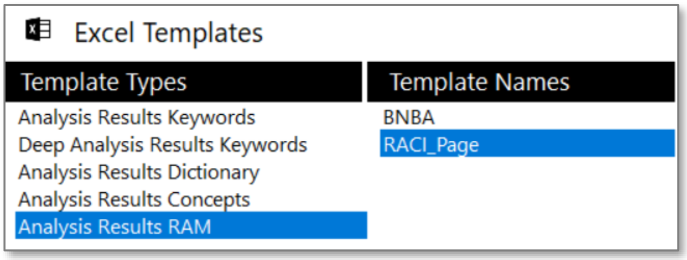
In CAP, you can quickly generate a RACI Matrix based on *your own dictionary* and *Excel template*.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **RACI Matrix**, then click **Next**.
3. Select a project from the **Projects** menu.
4. Click the document you want to analyze.
5. Click **Analyze**.

6.3.1 RACI Matrix Components

The RACI Matrix application uses the following:

Excel Template: RACI_Page



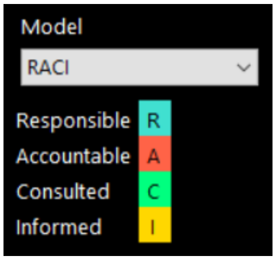
Excel Templates

Template Types	Template Names
Analysis Results Keywords	BNBA
Deep Analysis Results Keywords	RACI_Page
Analysis Results Dictionary	
Analysis Results Concepts	
Analysis Results RAM	

Dictionary: Ship

Dictionary
Ship

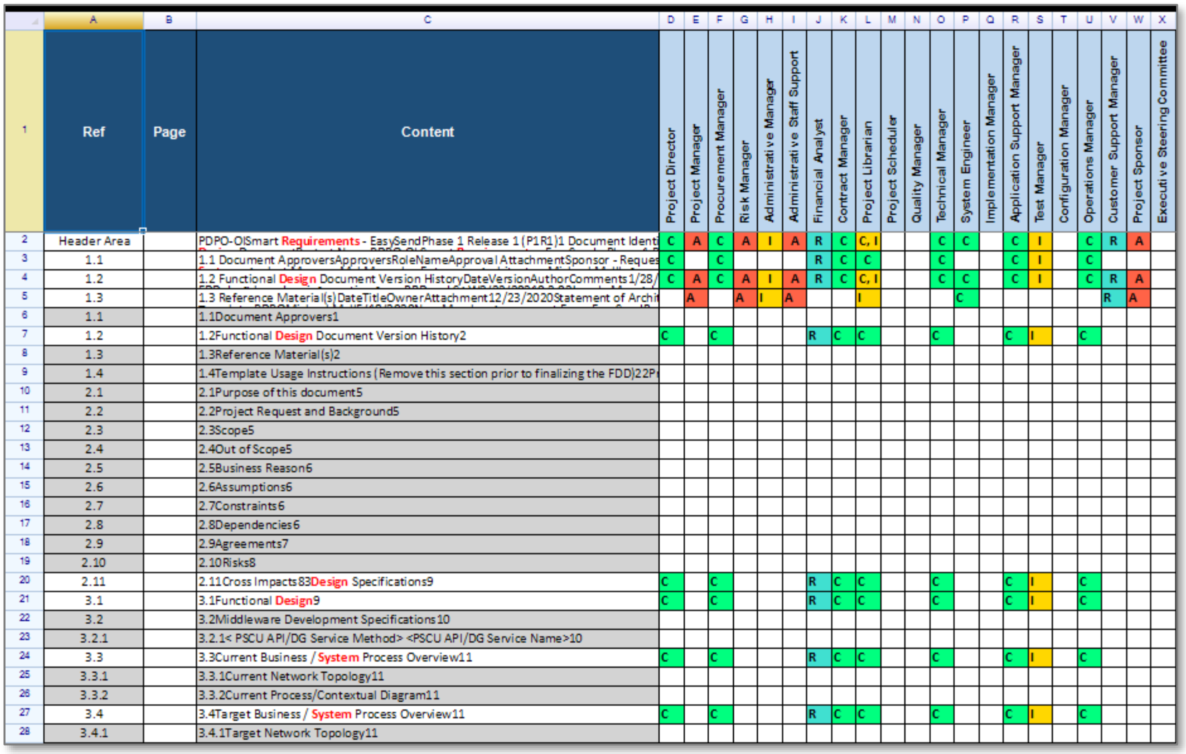
Model: RACI



Model
RACI

Responsible	R
Accountable	A
Consulted	C
Informed	I

6.3.2 RACI Matrix Output



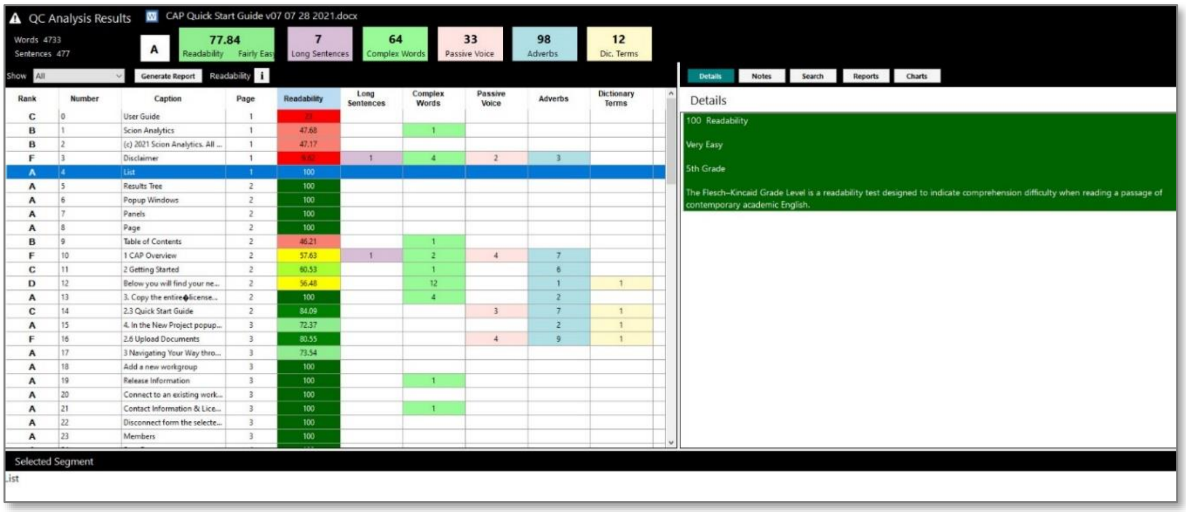
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Ref	Page	Content	Project Director	Project Manager	Procurement Manager	Risk Manager	Administrative Manager	Administrative Staff Support	Financial Analyst	Contract Manager	Project Librarian	Project Scheduler	Quality Manager	Technical Manager	System Engineer	Implementation Manager	Application Support Manager	Test Manager	Configuration Manager	Operations Manager	Customer Support Manager	Project Sponsor	Executive Steering Committee
2	Header Area		PDPO-OISmart Requirements - EasySendPhase 1 Release 1 (P1R1)1 Document Identi	C	A	C	A	I	A	R	C	C, I			C	C		C	I		C	R	A	
3	1.1		1.1 Document ApproversApproversRoleNameApproval AttachmentSponsor - Reques	C		C				R	C	C			C			C	I		C			
4	1.2		1.2 Functional Design Document Version HistoryDateVersionAuthorComments1/28/	C	A	C	A	I	A	R	C	C, I			C	C		C	I		C	R	A	
5	1.3		1.3 Reference Material(s)DateTitleOwnerAttachment12/23/2020Statement of Archit		A		A	I	A			I				C						R	A	
6	1.1		1.1Document Approvers1																					
7	1.2		1.2Functional Design Document Version History2	C		C				R	C	C			C			C	I		C			
8	1.3		1.3Reference Material(s)2																					
9	1.4		1.4Template Usage Instructions (Remove this section prior to finalizing the FDD)22Pr																					
10	2.1		2.1Purpose of this document5																					
11	2.2		2.2Project Request and Background5																					
12	2.3		2.3Scope5																					
13	2.4		2.4Out of Scope5																					
14	2.5		2.5Business Reason6																					
15	2.6		2.6Assumptions6																					
16	2.7		2.7Constraints6																					
17	2.8		2.8Dependencies6																					
18	2.9		2.9Agreements7																					
19	2.10		2.10Risks8																					
20	2.11		2.11Cross Impacts83Design Specifications9	C		C				R	C	C			C			C	I		C			
21	3.1		3.1Functional Design9	C		C				R	C	C			C			C	I		C			
22	3.2		3.2Middleware Development Specifications10																					
23	3.2.1		3.2.1< PSCU API/DG Service Method> <PSCU API/DG Service Name>10																					
24	3.3		3.3Current Business / System Process Overview11	C		C				R	C	C			C			C	I		C			
25	3.3.1		3.3.1Current Network Topology11																					
26	3.3.2		3.3.2Current Process/Contextual Diagram11																					
27	3.4		3.4Target Business / System Process Overview11	C		C				R	C	C			C			C	I		C			
28	3.4.1		3.4.1Target Network Topology11																					

End.

6.4 Readability | Paragraph

Use the readability application when you need to make sure your documents meet Plain Language guidelines so your readers will quickly and easily understand your content.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **Readability | Paragraph**, then click **Next**.
3. Select a project from the **Projects** menu.
4. Click the document you want to analyze.
5. Click **Analyze**.
6. The **QC Analysis Results** window opens. The window is divided into three separate sections: **QC Analysis Results, Selected Segments** and **Details/Notes/Search/Reports/Charts**.
7. You will see a letter grade, overall readability score, the number of long sentences, complex words, use of passive voice, adverbs, and dictionary terms. The different readability criteria have their own color, such as passive voice, adverbs, and long sentences. You can change those colors in the **QC Readability Settings**, as well as the importance of the criteria.



Words 4733
Sentences 477

A

77.84 Readability Fairly Eas

7 Long Sentences

64 Complex Words

33 Passive Voice

98 Adverbs

12 Dic. Terms

Rank	Number	Caption	Page	Readability	Long Sentences	Complex Words	Passive Voice	Adverbs	Dictionary Terms
C	0	User Guide	1	[illegible]					
B	1	Scion Analytics	1	47.68		1			
B	2	(c) 2021 Scion Analytics. All ...	1	47.17					
F	3	Disclaimer	1	[illegible]	1	4	2	3	
A	4	List	1	100					
A	5	Results Tree	2	100					
A	6	Popup Windows	2	100					
A	7	Panels	2	100					
A	8	Page	2	100					
B	9	Table of Contents	2	46.21		1			
F	10	1 CAP Overview	2	57.63	1	2	4	7	
C	11	2 Getting Started	2	60.53		1		6	
D	12	Below you will find your ne...	2	56.48		12		1	1
A	13	3. Copy the entire�license...	2	100		4		2	
C	14	2.3 Quick Start Guide	2	84.09			3	7	1
A	15	4. In the New Project popup...	3	72.37				2	1
F	16	2.6 Upload Documents	3	80.55			4	9	1
A	17	3 Navigating Your Way thro...	3	73.54					
A	18	Add a new workgroup	3	100					
A	19	Release Information	3	100		1			
A	20	Connect to an existing work...	3	100					
A	21	Contact Information & Lice...	3	100		1			
A	22	Disconnect form the selecte...	3	100					
A	23	Members	3	100					

Details

100 Readability

Very Easy

5th Grade

The Flesch–Kincaid Grade Level is a readability test designed to indicate comprehension difficulty when reading a passage of contemporary academic English.

Selected Segment

List

End.

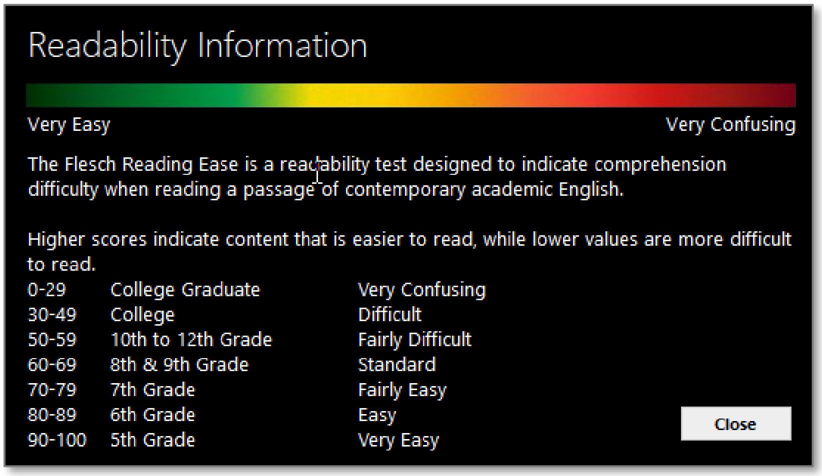
6.4.1 QC Analysis Results

The **QC Analysis Results** bar contains the following information about your document:

- Total word count
- Total number of sentences
- Overall rank/grade (A, B, C, D, F)
- Overall readability score is out of 100
- Total number of *Long Sentences*, *Complex Words*, *Passive Voice*, *Adverbs*, and *Dictionary Terms*
- Readability score details i
- Document name

Readability Score Details i

Click the "i" to see the meaning behind the detailed scoring.



Readability Information

Very Easy
Very Confusing

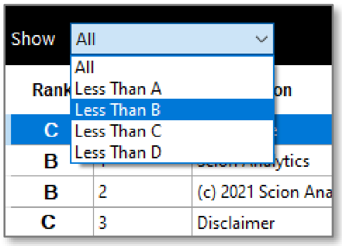
The Flesch Reading Ease is a readability test designed to indicate comprehension difficulty when reading a passage of contemporary academic English.

Higher scores indicate content that is easier to read, while lower values are more difficult to read.

0-29	College Graduate	Very Confusing
30-49	College	Difficult
50-59	10th to 12th Grade	Fairly Difficult
60-69	8th & 9th Grade	Standard
70-79	7th Grade	Fairly Easy
80-89	6th Grade	Easy
90-100	5th Grade	Very Easy

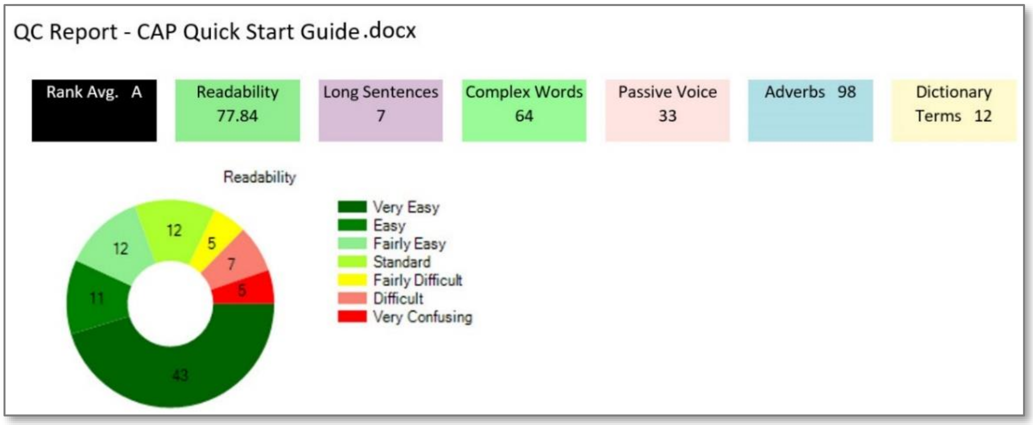
Show

The **QC Analysis Results** bar has a **Show** dropdown menu that lets you filter the rank of each segment to see only those graded *less than A, B, C or D*. This is useful when you want to focus on improving the segments that received a grade less than A.



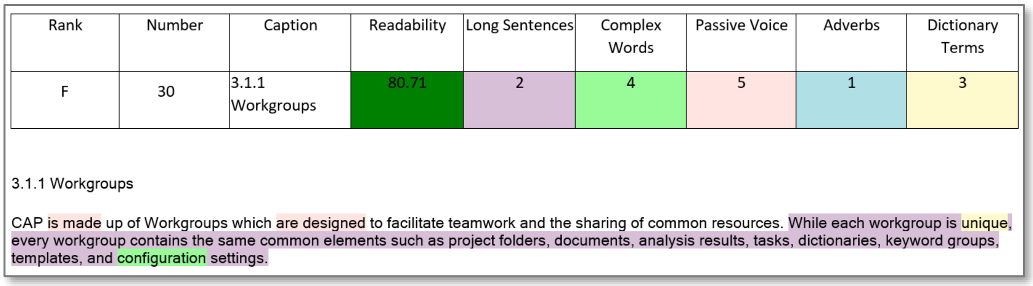
Generate Report

To see a detailed breakdown of the segments in your document, you can generate a report that will open in MS Word. If you selected to filter your **QC Analysis Results** by showing those graded *less than A, B, C or D*, your report will only contain those segments. If you keep the default as *All*, your report will contain all segments of the document.



QC Report - CAP Quick Start Guide.docx

Rank Avg. A	Readability 77.84	Long Sentences 7	Complex Words 64	Passive Voice 33	Adverbs 98	Dictionary Terms 12



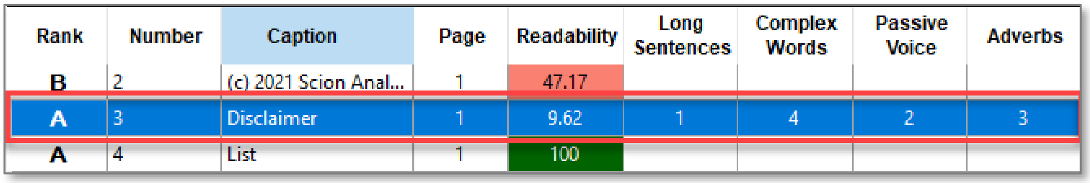
Rank	Number	Caption	Readability	Long Sentences	Complex Words	Passive Voice	Adverbs	Dictionary Terms
F	30	3.1.1 Workgroups	80.71	2	4	5	1	3

3.1.1 Workgroups

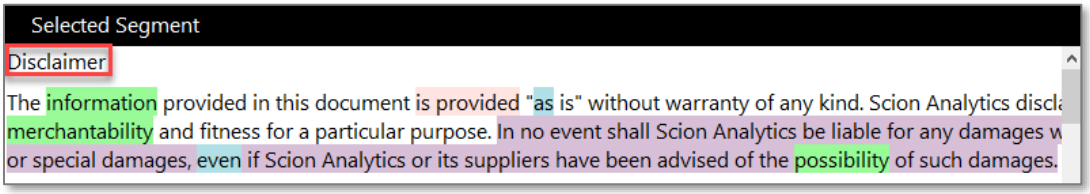
CAP is made up of Workgroups which are designed to facilitate teamwork and the sharing of common resources. While each workgroup is unique, every workgroup contains the same common elements such as project folders, documents, analysis results, tasks, dictionaries, keyword groups, templates, and configuration settings.

6.4.2 Selected Segments

The **Selected Segments** window shows you the detailed results for the line you have selected in the **QC Analysis Results**. As seen below, the second row is selected. The details for that row are in the **Selected Segment** image.



Rank	Number	Caption	Page	Readability	Long Sentences	Complex Words	Passive Voice	Adverbs
B	2	(c) 2021 Scion Anal...	1	47.17				
A	3	Disclaimer	1	9.62	1	4	2	3
A	4	List	1	100				



Selected Segment

Disclaimer

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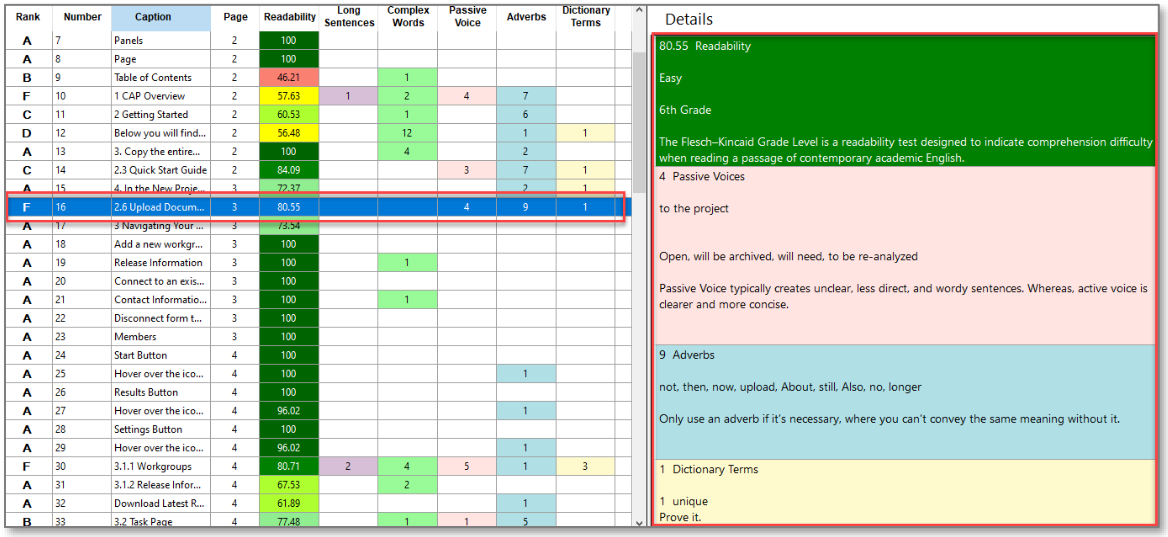
merchantability and fitness for a particular purpose. In no event shall Scion Analytics be liable for any damages w
or special damages, even if Scion Analytics or its suppliers have been advised of the possibility of such damages.

6.4.3 Details/Notes/Search/Reports/Charts

The **Details** section identifies what the analysis found for each line in the **QC Analysis Results**.

In the image below, the **Details** on the right correspond to the line in blue on the left.



Rank	Number	Caption	Page	Readability	Long Sentences	Complex Words	Passive Voice	Adverbs	Dictionary Terms
A	7	Panels	2	100					
A	8	Page	2	100					
B	9	Table of Contents	2	46.21		1			
F	10	1 CAP Overview	2	57.63	1	2	4	7	
C	11	2 Getting Started	2	60.53		1		6	
D	12	Below you will find...	2	56.48		12		1	1
A	13	3. Copy the entire...	2	100		4		2	
C	14	2.3 Quick Start Guide	2	84.09			3	7	1
A	15	4. In the New Proje...	3	72.37				2	1
F	16	2.6 Upload Docum...	3	80.55			4	9	1
A	17	3 Navigating Your ...	3	73.54					
A	18	Add a new workgr...	3	100					
A	19	Release Information	3	100		1			
A	20	Connect to an exis...	3	100					
A	21	Contact Informatio...	3	100		1			
A	22	Disconnect form t...	3	100					
A	23	Members	3	100					
A	24	Start Button	4	100					
A	25	Hover over the ico...	4	100				1	
A	26	Results Button	4	100					
A	27	Hover over the ico...	4	96.02				1	
A	28	Settings Button	4	100					
A	29	Hover over the ico...	4	96.02				1	
F	30	3.1.1 Workgroups	4	80.71	2	4	5	1	3
A	31	3.1.2 Release Infor...	4	67.53		2			
A	32	Download Latest R...	4	61.89				1	
B	33	3.2 Task Page	4	77.48		1	1	5	

Details

80.55 Readability

Easy

6th Grade

The Flesch–Kincaid Grade Level is a readability test designed to indicate comprehension difficulty when reading a passage of contemporary academic English.

4 Passive Voices

to the project

Open, will be archived, will need, to be re-analyzed

Passive Voice typically creates unclear, less direct, and wordy sentences. Whereas, active voice is clearer and more concise.

9 Adverbs

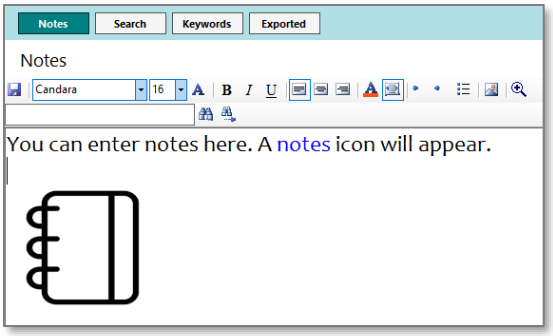
not, then, now, upload, About, still, Also, no, longer

Only use an adverb if it's necessary, where you can't convey the same meaning without it.

1 Dictionary Terms

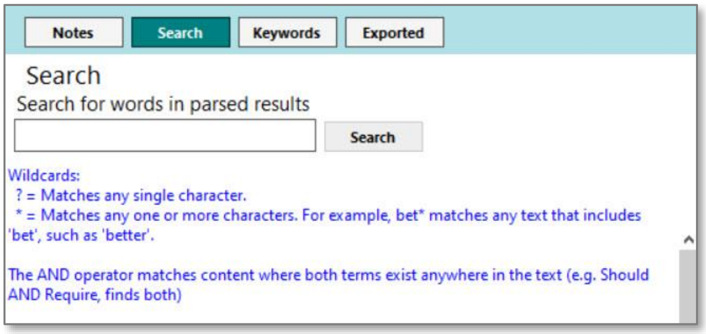
1 unique
Prove it.

The **Notes** section is a full text editor. You can change the font, size, color, add bullets and even insert pictures into your notes. For every line you add a note, a notes icon will appear. Notes will be included in with the MS Word document when you **Generate Report**.



You can enter notes here. A notes icon will appear.

The **Search** box lets you search for words in the parsed results.



Search

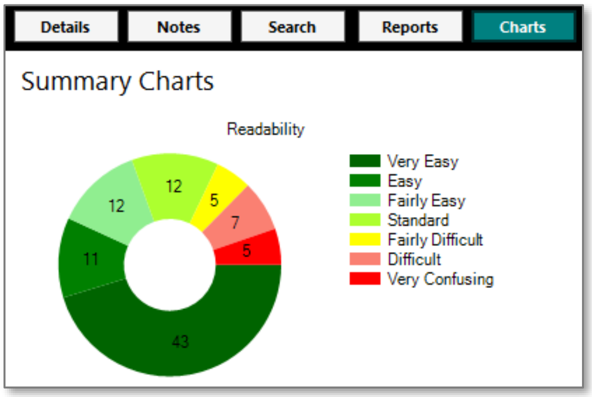
Search for words in parsed results

Wildcards:
? = Matches any single character.
* = Matches any one or more characters. For example, bet* matches any text that includes 'bet', such as 'better'.

The AND operator matches content where both terms exist anywhere in the text (e.g. Should AND Require, finds both)

In the **Reports** window, you will see a list of each report you generated.

The **Charts** view lets you see each segment analysis in a chart view. Scroll down in this window to see more charts.

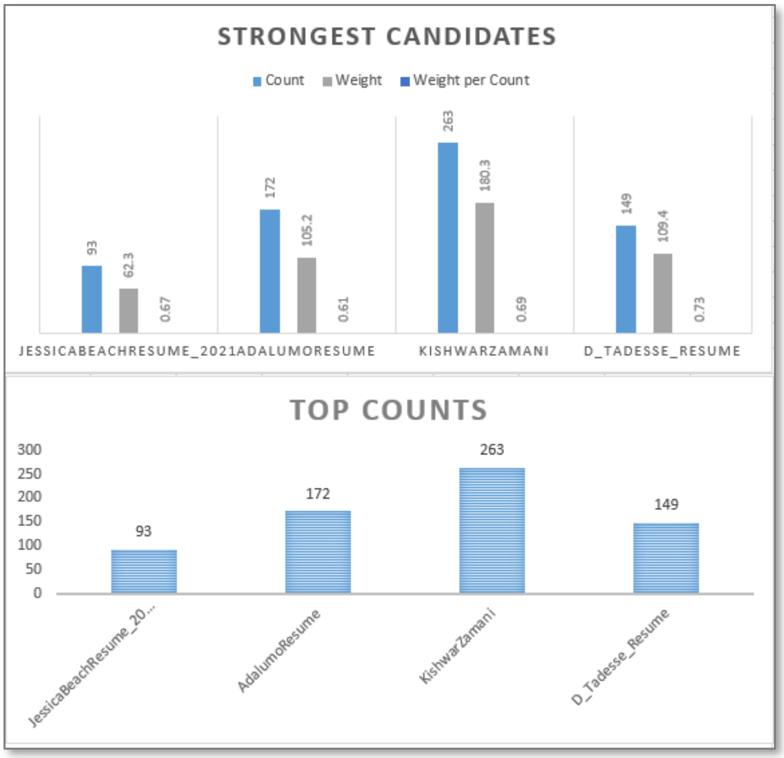


End.

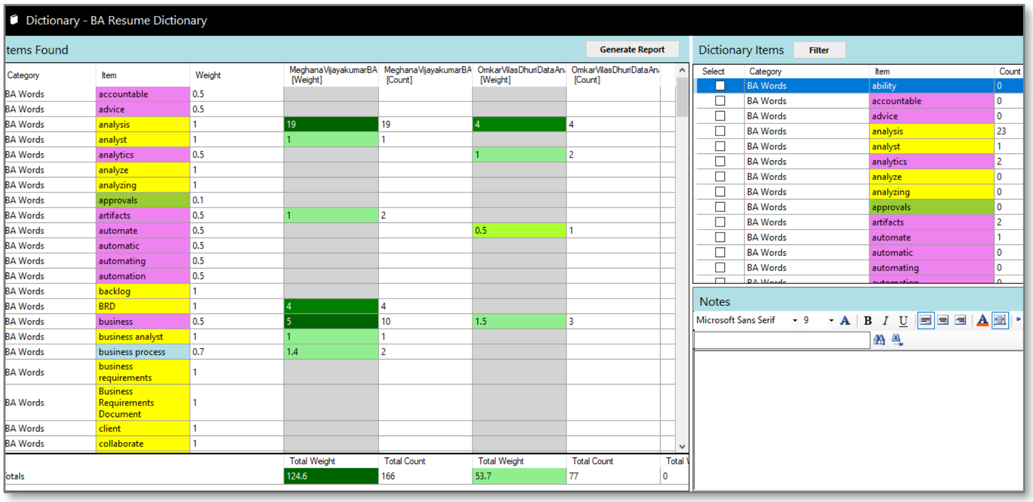
6.5 Weighted Analysis | Resumes

The Weighted Analysis Resume application enables you to search over 200 resumes for the keywords you add to your custom dictionary, give each word a weight and color, then have CAP analyze and stack rank them in order of your best five candidates. The biggest key to success for this application is your dictionary. Make sure it has the keywords you look for when analyzing resumes. Then give the 'most important' words a high weight and the 'not so important but nice to have' a lower weight.

1. From the **Welcome** page, click **Start**.
2. In the **Application** menu, click **Weighted Analysis | Resume**, then click **Next**.
3. Select a project from the **Projects** menu.
4. Click the checkbox of the resume documents you want to analyze (up to 100).
5. Click **Analyze**.
6. **Generate a Report** and see your top candidates.



7. View your **Analysis Results** window.

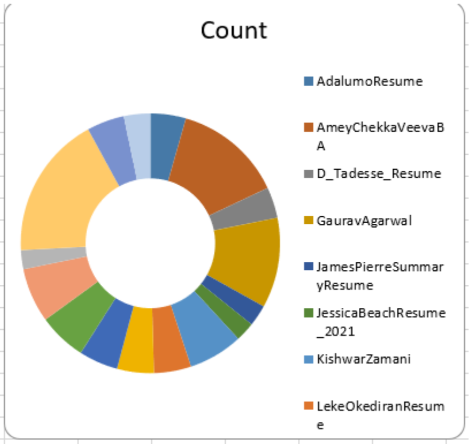


Category	Item	Weight	MeghanaVijayakumarBA [Weight]	MeghanaVijayakumarBA [Count]	OmkarVilasDhuriDataAn: [Weight]	OmkarVilasDhuriDataAn: [Count]
BA Words	accountable	0.5				
BA Words	advice	0.5				
BA Words	analysis	1	19	19	4	4
BA Words	analyst	1	1	1		
BA Words	analytics	0.5			1	2
BA Words	analyze	1				
BA Words	analyzing	1				
BA Words	approvals	0.1				
BA Words	artifacts	0.5	1	2		
BA Words	automate	0.5			0.5	1
BA Words	automatic	0.5				
BA Words	automating	0.5				
BA Words	automation	0.5				
BA Words	backlog	1				
BA Words	BRD	1	4	4		
BA Words	business	0.5	5	10	1.5	3
BA Words	business analyst	1	1	1		
BA Words	business process	0.7	1.4	2		
BA Words	business requirements	1				
BA Words	Business Requirements Document	1				
BA Words	client	1				
BA Words	collaborate	1				
			Total Weight	Total Count	Total Weight	Total Count
otals			124.6	166	53.7	77

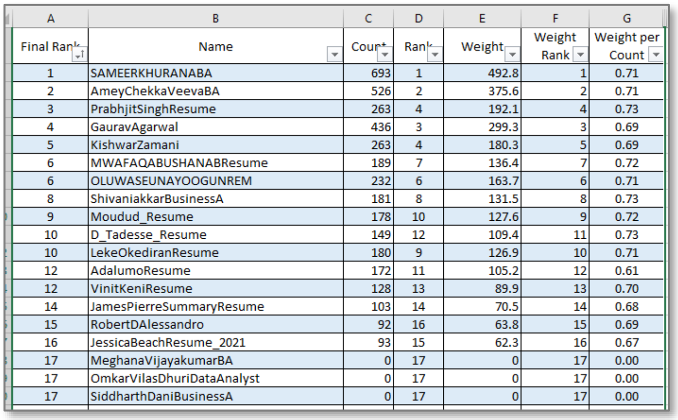
Select	Category	Item	Count
☐	BA Words	ability	0
☐	BA Words	accountable	0
☐	BA Words	advice	0
☐	BA Words	analysis	23
☐	BA Words	analyst	1
☐	BA Words	analytics	2
☐	BA Words	analyze	0
☐	BA Words	analyzing	0
☐	BA Words	approvals	0
☐	BA Words	artifacts	2
☐	BA Words	automate	1
☐	BA Words	automatic	0
☐	BA Words	automating	0

8. View a Summary.

Summary for Documents Dictionary Comparison Analysis



9. Sort your Ranking



A	B	C	D	E	F	G
Final Ran	Name	Cou	Ran	Weight	Weight Rank	Weight per Count
1	SAMEERKHURANABA	693	1	492.8	1	0.71
2	AmeyChekkaVeevaBA	526	2	375.6	2	0.71
3	PrabhjitSinghResume	263	4	192.1	4	0.73
4	GauravAgarwal	436	3	299.3	3	0.69
5	KishwarZamani	263	4	180.3	5	0.69
6	MWAFAQABUSHANABResume	189	7	136.4	7	0.72
6	OLUWASEUNAYOOGUNREM	232	6	163.7	6	0.71
8	ShivaniakkarBusinessA	181	8	131.5	8	0.73
9	Moudud_Resume	178	10	127.6	9	0.72
10	D_Tadesse_Resume	149	12	109.4	11	0.73
10	LekeOkediranResume	180	9	126.9	10	0.71
12	AdalumoResume	172	11	105.2	12	0.61
12	VinitKeniResume	128	13	89.9	13	0.70
14	JamesPierreSummaryResume	103	14	70.5	14	0.68
15	RobertDAlessandro	92	16	63.8	15	0.69
16	JessicaBeachResume_2021	93	15	62.3	16	0.67
17	MeghanaVijayakumarBA	0	17	0	17	0.00
17	OmkarVilasDhuriDataAnalyst	0	17	0	17	0.00
17	SiddharthDaniBusinessA	0	17	0	17	0.00

End.