



# Atebion, LLC

Solutions is Our Name

# Generate a Quick Start Compliance Matrix in 5 Steps

08.30.2018

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Atebion Professional Document Analyzer

Professional Document Analyzer Tom Lipscomb Copyright © 2018 -- Release 5.7.20.18 -- Expires in 259 Days on Thursday, May 16, 2019

Tools [Grid] [Crosshair] [Magnifying Glass] [A] [Speaker]

Atebion, LLC Solutions is our name

Welcome ⓘ

## Discover the Professional Document Analyzer

The Professional Document Analyzer is a document analysis tool for Proposal Managers and Contract Managers. It is actually a collection of tools to save you time, quickly identify non-compliance, pinpoint RFP changes and improve readability of your documents.

**Simplicity + Flexibility...**

- Analyze Segments, Paragraphs, and Sentences Levels
- Work Alone or in Team Environments (Workgroups)
- Compliance Matrix (customizable)
- Storyboards (customizable)
- Win Themes, Discriminators, Risks and others
- Responsibility Matrix (customizable)
- Excel and MS Word Templates
- Compare Documents
- Readability Analysis
- Text-to-Speech
- Annotation Throughout
- Acronym Checker (AcroSeeker)

**NEW** Concept Analyzer helps you...

- Make better Bid/No-Bid decisions
- Identify Legal and other Risks
- Increase your pWin Rate with more equivalent language in proposals
- Confirm Compliance by Spotting Gaps
- Identify Federal Acquisition Regulations (FAR)
- Compare Resumes to quickly identify the person best suited for the position

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Shipley Training and Certification Services

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Close Matrix Keywords Tools **Next** Help Train Me

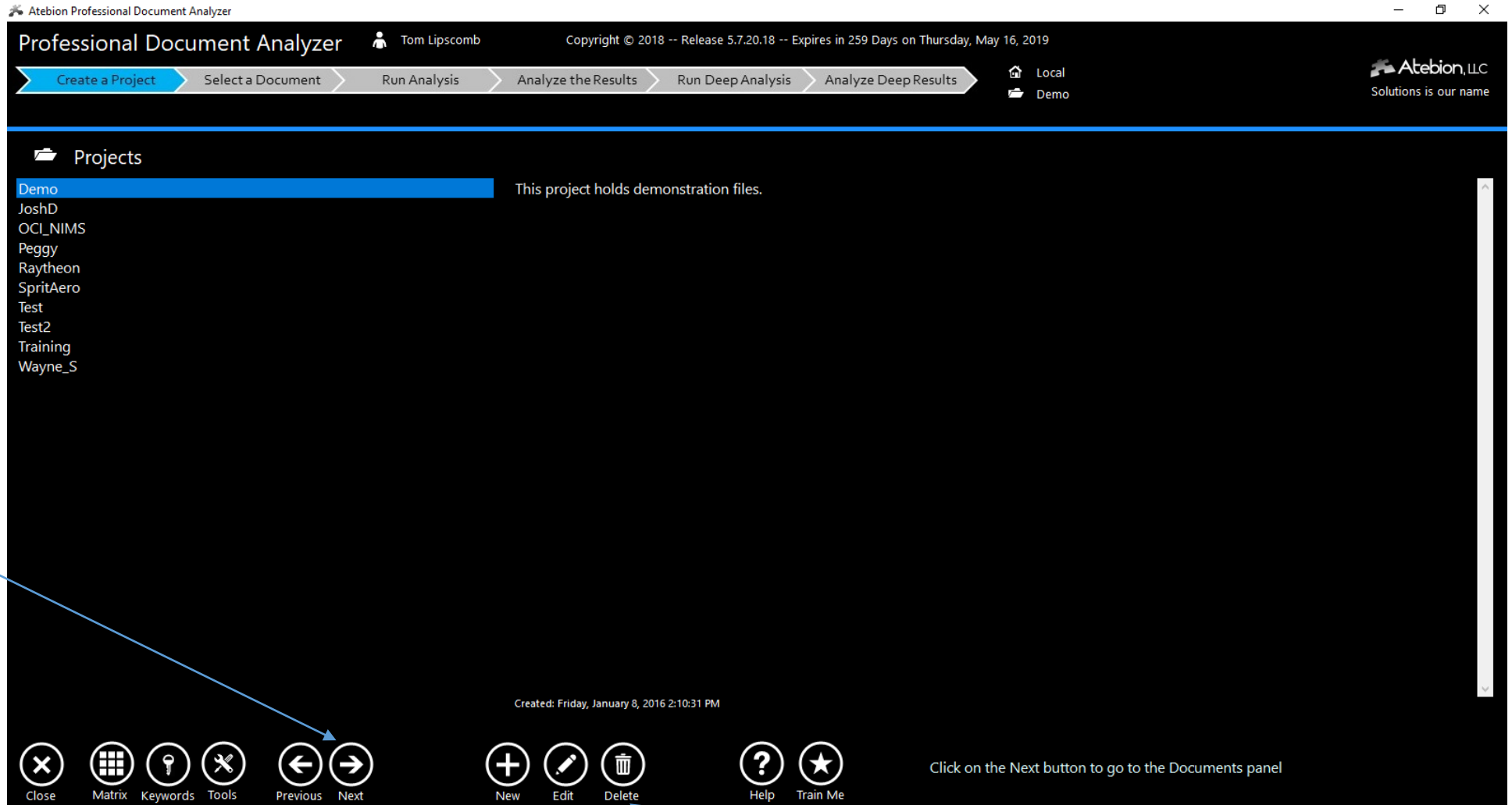
Workgroups Select a Workgroup C:\Users\Tom\AppData\Local\Atebion DA Local Test5 Members

Click the Next button to Start



A project is used to hold documents, much like a folder.

Once you have selected a Project, click the next button to go to the Document panel.



Click to create a new Project

Click to remove the selected Project

Click to change the selected Project's description



The Document panel holds documents for your selected Project.

Edit your imported Document to remove content you don't want to shred/parse

Once you have selected a Document, click the next button to go to the Analyze panel.

Click to import a new Document

Click to replace the selected Document

Click to remove the selected Document



The Analyze panel shreds/parses and identifies selected Keywords for your current Document.

There are two Parse Types, the Legal (typical Red. RFPs) and Paragraphs.

If you have run the Analyzer previously on the current Document, you can click on the Next button to go to the Analysis Results panel.

Click to Analyze (shred/parse) your current Document

The Analysis Results panel lets you to review, annotate, split/combine your shredded results and generate a Starter Compliance Matrix.

Click to Split the selected parsed segment

Click to Combine segments

Click to generate a Starter Compliance Matrix – See next page

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Create a Project Select a Document Run Analysis **Analyze the Results** Run Deep Analysis Analyze Deep Results

Review the Analysis Results. Annotate segments/paragraphs, Split & Combine parsed segments/paragraphs, Export Results, or Run Readability Tests on your document.

Local Demo T-ADC(X) Ship RFP Section C

Analysis Results Quantity of Segments: 58

Number	Caption	Keywords	Page
Header Area	Header Area	shall [1]	1
(a)	The provisions of this contract;		1
(b)	System Specification, Attachment J-1;		1
(c)	Other documents, exhibits, and attachments ...		1
(d)	All revisions and modifications thereto dated ...		1
1.0	GENERAL	require [1], shall [2]	1
1.1	MANAGEMENT.		1
1.1.1	PROGRAM MANAGEMENT.	require [3], shall [5]	1
1.1.2	MANAGEMENT PLAN(S).	require [2], shall [5], will [2]	1
1.1.3	RESOURCE AND WORK SCHEDULE.		2
1.1.3.1	SCHEDULE(S).	critical [1], require [1], shall [5]	2
1.1.3.2	CONTRACT WORK BREAKDOWN STRUCTURE (CWBS).	may [1], shall [5]	2
1.1.3.3	EARNED VALUE MANAGEMENT SYSTEM.	shall [6], will [2]	2
1.1.4	REQUIREMENTS MANAGEMENT.	require [4], shall [2]	3

Notes Notes are displayed in the Matrix Builder and included in Exports.

Microsoft Sans Ser 9 B I U

Kathy, please review this requirement.

Search Keywords 7 Exported 21 Summary Quality Check

Selected Segment

1.1.1 PROGRAM MANAGEMENT.  
The Contractor shall apply a multi-functional approach to the integrated, concurrent development of the products and the associated processes applicable to the design, ship systems integration, construction, testing, logistics support and in the performance of all other efforts required by this Contract.  
The Contractor shall provide the management effort necessary to ensure effective cost, schedule and technical performance under this Contract. The Contractor shall manage the program in accordance with Contract requirements, the management plan(s), and work schedule(s). The Contractor shall fully integrate major subcontractors and vendors to provide overall direction and guidance, track progress and status, and integrate products and services provided by major subcontractors and vendors' with the products and services provided by the Contractor.  
The Contractor shall identify problems and potential problems that could adversely impact ship performance, cost and/or delivery schedule accompanied by proposed solutions in accordance with the general requirement of Section C entitled "CONTRACTOR PROBLEM IDENTIFICATION REPORTS".

Close Matrix Keywords Tools Previous Next Help Train Me

Click on the Help button to learn about features on this panel

Download Starter Compliance Matrix Excel Templates, see link for instructions:

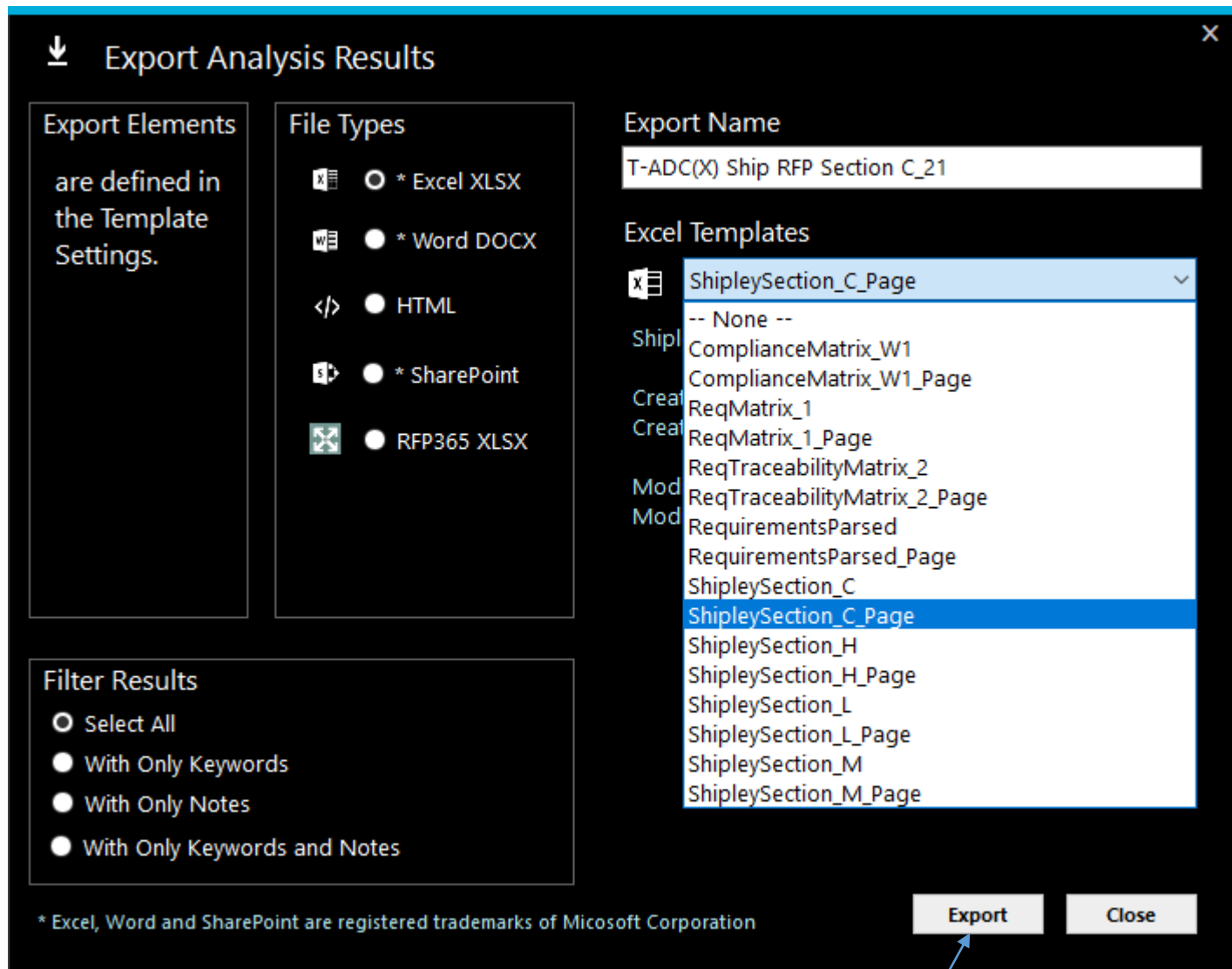
<https://atebionllc.com/pdfs/How to Download Starter Compliance Matrix Templates.pdf>



The Export Analysis Results popup window, lets you generate a Starter Compliance Matrix.

Export Analysis Results popup window is shown when you click the Export button on the Analysis Results panel.

Excel Templates drop-down list is NOT displayed until you either Download or create Excel Templates.



Download Starter Compliance Matrix Excel Templates, see link for instructions:

<https://atebionllc.com/pdfs/How to Download Starter Compliance Matrix Templates.pdf>

Click to generate a Starter Compliance Matrix