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Solutions is Our Name

How to Generate a Responsibility Matrix in 5 Steps

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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

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Tools ▦ ▨ ▩ △ 🔊

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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🏠 **Workgroups** ⊕ 🗑
Select a Workgroup
C:\Users\Tom\AppData\Local\Atebion DA

Local
Test5

👥 Members

❌ Close   ▦ Matrix   🔑 Keywords   🛠 Tools   ➡ Next   Click on the Next button to start   ❓ Help   ⭐ Train Me
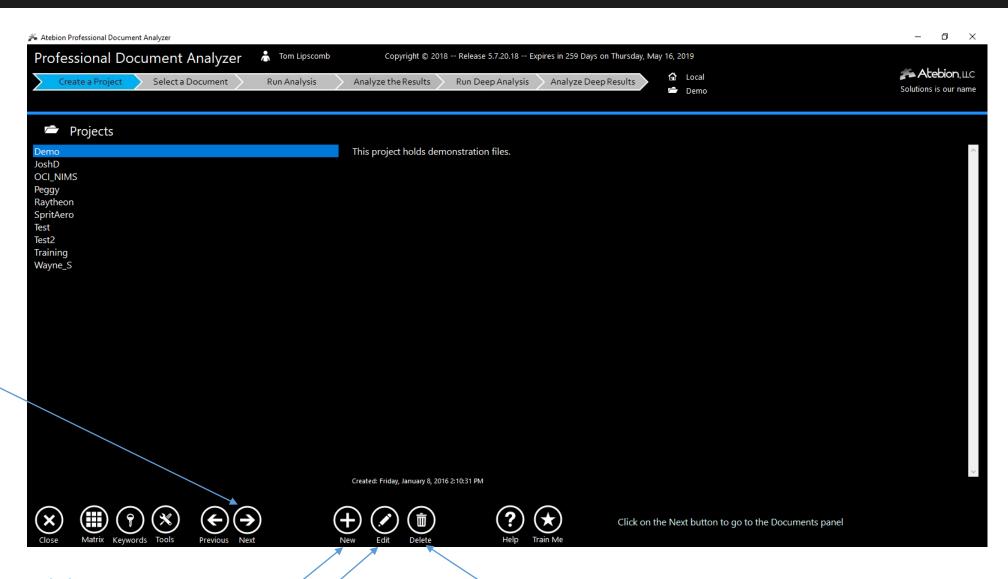
Click the Next button to Start

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.

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

Local
Demo

Projects

Demo   This project holds demonstration files.
JoshD
OCI_NIMS
Peggy
Raytheon
SpritAero
Test
Test2
Training
Wayne_S

Created: Friday, January 8, 2016 2:10:31 PM

Close | Matrix | Keywords | Tools | Previous | Next | New | Edit | Delete | Help | Train Me

Click on the Next button to go to the Documents panel

Click to create a new Project

Click to remove the selected Project

Click to change the selected Project's description

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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

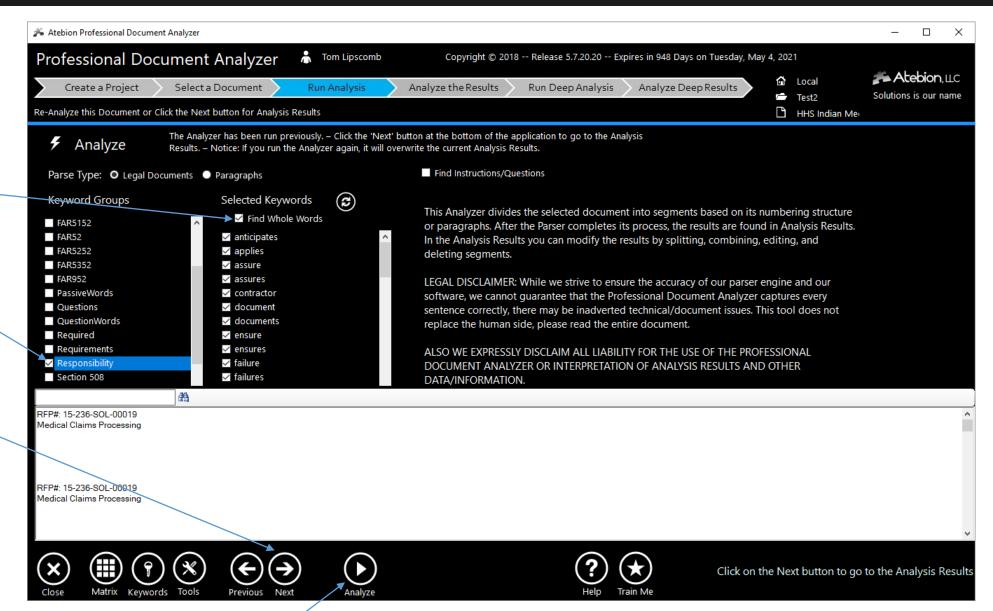Click to remove the selected Document

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

Check Find Whole Words
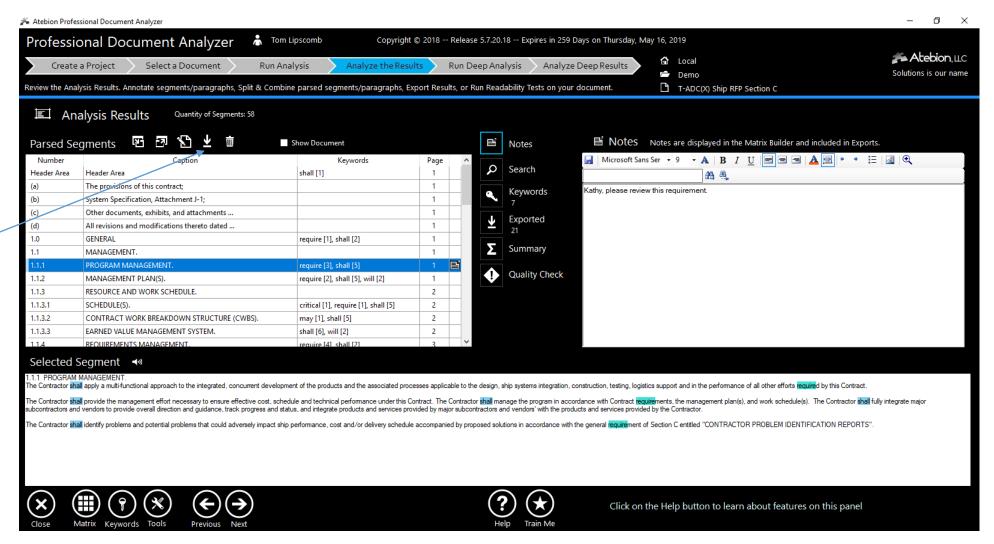
Select the Responsibility Keyword Group.

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 the Analyze button to shred/parse your current Document

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

🏠 Local
📂 Test2
📄 HHS Indian Me

Re-Analyze this Document or Click the Next button for Analysis Results

⚡ **Analyze**   The Analyzer has been run previously. – Click the 'Next' button at the bottom of the application to go to the Analysis Results. – Notice: If you run the Analyzer again, it will overwrite the current Analysis Results.

Parse Type: ⦿ Legal Documents   ○ Paragraphs

☐ Find Instructions/Questions

Keyword Groups   **Selected Keywords**   🔄

☑ Find Whole Words

Keyword Groups	Selected Keywords
☐ FAR5152	☑ anticipates
☐ FAR52	☑ applies
☐ FAR5252	☑ assure
☐ FAR5352	☑ assures
☐ FAR952	☑ contractor
☐ PassiveWords	☑ document
☐ Questions	☑ documents
☐ QuestionWords	☑ ensure
☐ Required	☑ ensures
☐ Requirements	☑ failure
☑ Responsibility	☑ failures
☐ Section 508	

This Analyzer divides the selected document into segments based on its numbering structure or paragraphs. After the Parser completes its process, the results are found in Analysis Results. In the Analysis Results you can modify the results by splitting, combining, editing, and deleting segments.

LEGAL DISCLAIMER: While we strive to ensure the accuracy of our parser engine and our software, we cannot guarantee that the Professional Document Analyzer captures every sentence correctly, there may be inadverted technical/document issues. This tool does not replace the human side, please read the entire document.

ALSO WE EXPRESSLY DISCLAIM ALL LIABILITY FOR THE USE OF THE PROFESSIONAL DOCUMENT ANALYZER OR INTERPRETATION OF ANALYSIS RESULTS AND OTHER DATA/INFORMATION.

[_____] 🔍

RFP#: 15-236-SOL-00019
Medical Claims Processing

RFP#: 15-236-SOL-00019
Medical Claims Processing

❌ Close | ▦ Matrix | 🔑 Keywords | 🛠 Tools | ⬅ Previous | ➡ Next | ▶ Analyze | ❓ Help | ⭐ Train Me

Click on the Next button to go to the Analysis Results

The Analysis Results panel lets you to review, annotate, split/combine your shredded analysis results.

Click to generate a Responsibility Matrix

Download Excel Templates, see link for instructions:
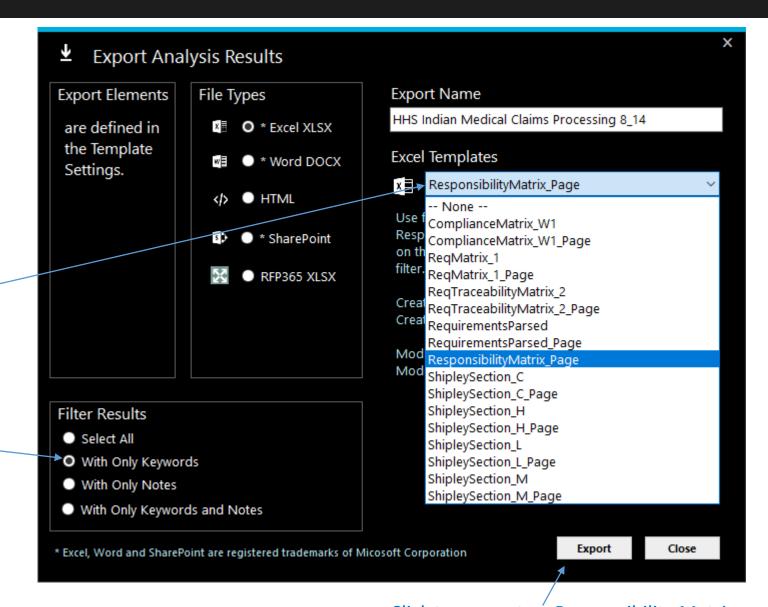https://atebionllc.com/pdfs/How_to_Download_Starter_Compliance_Matrix_Templates.pdf

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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.

Select the ResponsibilityMatrix_Page template

If you don't see this template, you will need to download it, see the link below.

Select the With Only Keywords

Download Excel Templates, see link for instructions:
https://atebionllc.com/pdfs/How_to_Download_Starter_Compliance_Matrix_Templates.pdf

Click to generate a Responsibility Matrix

Export Analysis Results

Export Elements

are defined in the Template Settings.

File Types

- ☒ ⦿ * Excel XLSX
- ☒ ◯ * Word DOCX
- </> ◯ HTML
- ☒ ◯ * SharePoint
- ☒ ◯ RFP365 XLSX

Export Name

HHS Indian Medical Claims Processing 8_14

Excel Templates

ResponsibilityMatrix_Page ⌄

-- None --
ComplianceMatrix_W1
ComplianceMatrix_W1_Page
ReqMatrix_1
ReqMatrix_1_Page
ReqTraceabilityMatrix_2
ReqTraceabilityMatrix_2_Page
RequirementsParsed
RequirementsParsed_Page
ResponsibilityMatrix_Page
ShipleySection_C
ShipleySection_C_Page
ShipleySection_H
ShipleySection_H_Page
ShipleySection_L
ShipleySection_L_Page
ShipleySection_M
ShipleySection_M_Page

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

Export   Close

This is an example of a Responsibility Matrix based on the previous steps.

Remember you can customize your templates and Keyword Groups to generate your own custom reports, matrices, and lists.