

## Using Review

1. Open Mattersmith and from the Dashboard click on Doc Analyser, then click on Review.
2. Using the dropdown lists choose the concept or checklist you wish to use. Select the Case and the Document or Documents you want to search and click on 'Run'.
3. The results are displayed in a table. A description of the Concept can be seen by clicking on the file icon to the left of the table. The name of the Concept is listed in the middle and can be used to access the Playbook or other content in Knowledge. The 'Count' is the number of times the terms within the Concept appear in the document. By clicking on the "A", a pop-up box shows any text which can be used to amend the document, or a link to a Precedent for more refined language.
4. By clicking on the 'Count', Review displays the terms in context in the order in which they appear in the document. The word horizon can be increased by using the dropdown box to make it easier to see the context. Alternatively, by clicking on the term in the 'Terms' column, the term in question can be seen in context. The Actions column contains Copy and Find icons, the former copies the word horizons so that it can be copied into another document, and the latter copies words that can be used to search for text in the document itself.
5. By clicking on 'View' and selecting the type of instance in Knowledge from the dropdown menu, you can open the Playbook or other content associated with the Concept. In the latter case, Knowledge will open at the appropriate point.

