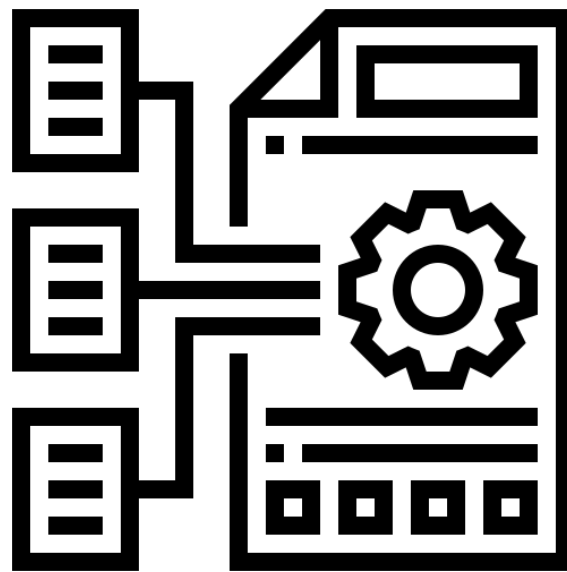


# ThoughtTrace Quick Start Guide

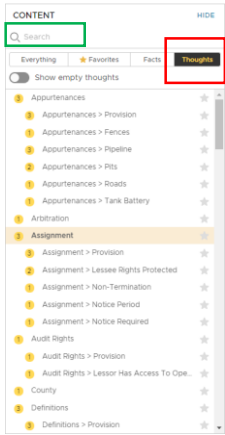


## Thoughts & Facts

# Thoughts

AI extracted provisions specific to the type of document as classified by ThoughtTrace or the user.

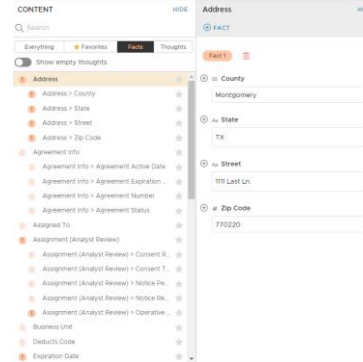
Data scientist and subject matter experts in your area of expertise, train ThoughtTrace artificial intelligence and machine learning systems. Within the thoughts tab of your document view you can review and assert truths from extracted Thoughts.



Thoughts can be reviewed in the Document view by selecting the **tab** shown on the left. From here you can either scroll the thought that you would like to review or use the **search option** at the top.

# Facts

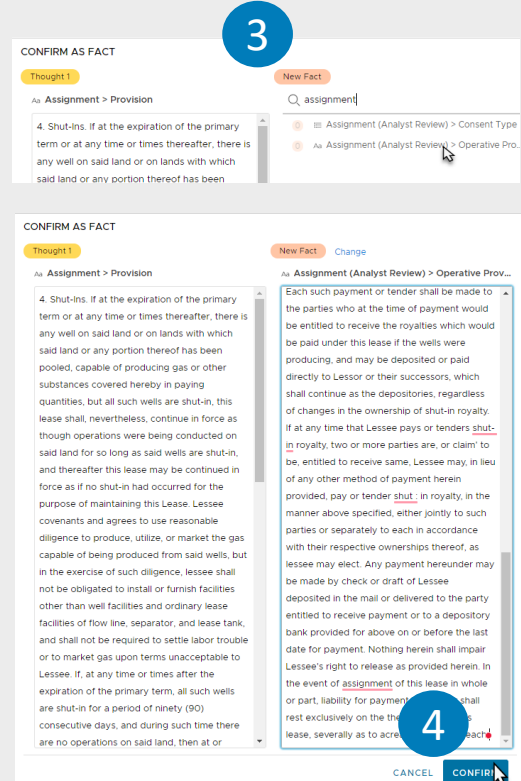
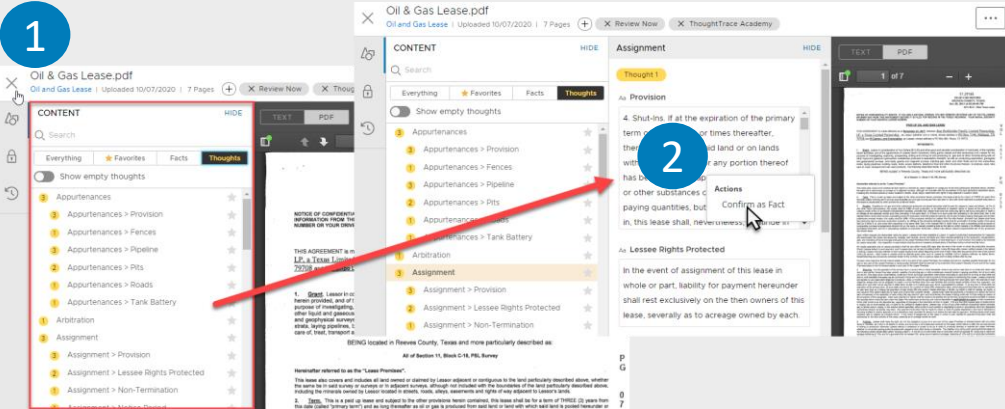
Custom metadata that is asserted by the user as a truth, workflow step, or business assertion.



Facts can be customized to fit your company's needs. Your administrator will set up facts for you to either update in bulk using ThoughtTrace Connect or populate for each of your documents. Facts can have a **single field** to capture simple data like document numbers, names, dates, etc. or can have **multiple fields** to capture complex (parent-child) data and create **custom provision models**.

## Confirm a Thought as a Fact

Make business assertions and build a custom provision model by selecting a thought and confirming it as a Fact quickly as shown below.



# FAQs about Thoughts

## How does ThoughtTrace Surface Thoughts?

ThoughtTrace uses AI and Machine learning models that have been directly trained by subject matter experts. After you upload a document that training is applied to the document and Thoughts are extracted from the document.



Oil & Gas Lease - Copy (3).pdf

Oil and Gas Lease  
Getting Thoughts...



## Can I edit a Thought?

Thoughts in the ThoughtTrace app are read only. This is so that as our training is updated with Subject Matter Expert Training and your feedback, we can process your documents without threatening any data that you have added into ThoughtTrace. If you wish to edit extracted language, you must first confirm it as fact as shown above.

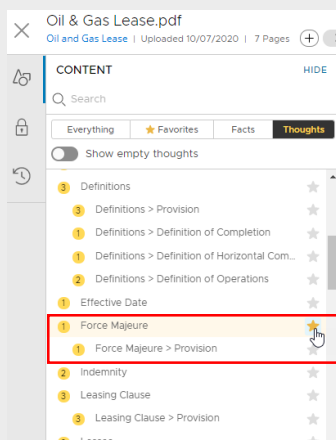


## What do I do if a Thought is incorrect?

For the time being, reach out to your account manager with ThoughtTrace or submit a ticket to [support@thoughttrace.com](mailto:support@thoughttrace.com) with the language and document in question. Our Subject Matter Experts will review and make any adjustments to training that are necessary.



## Setting Favorites



Assign Favorites based on your frequently used Thoughts & Facts

