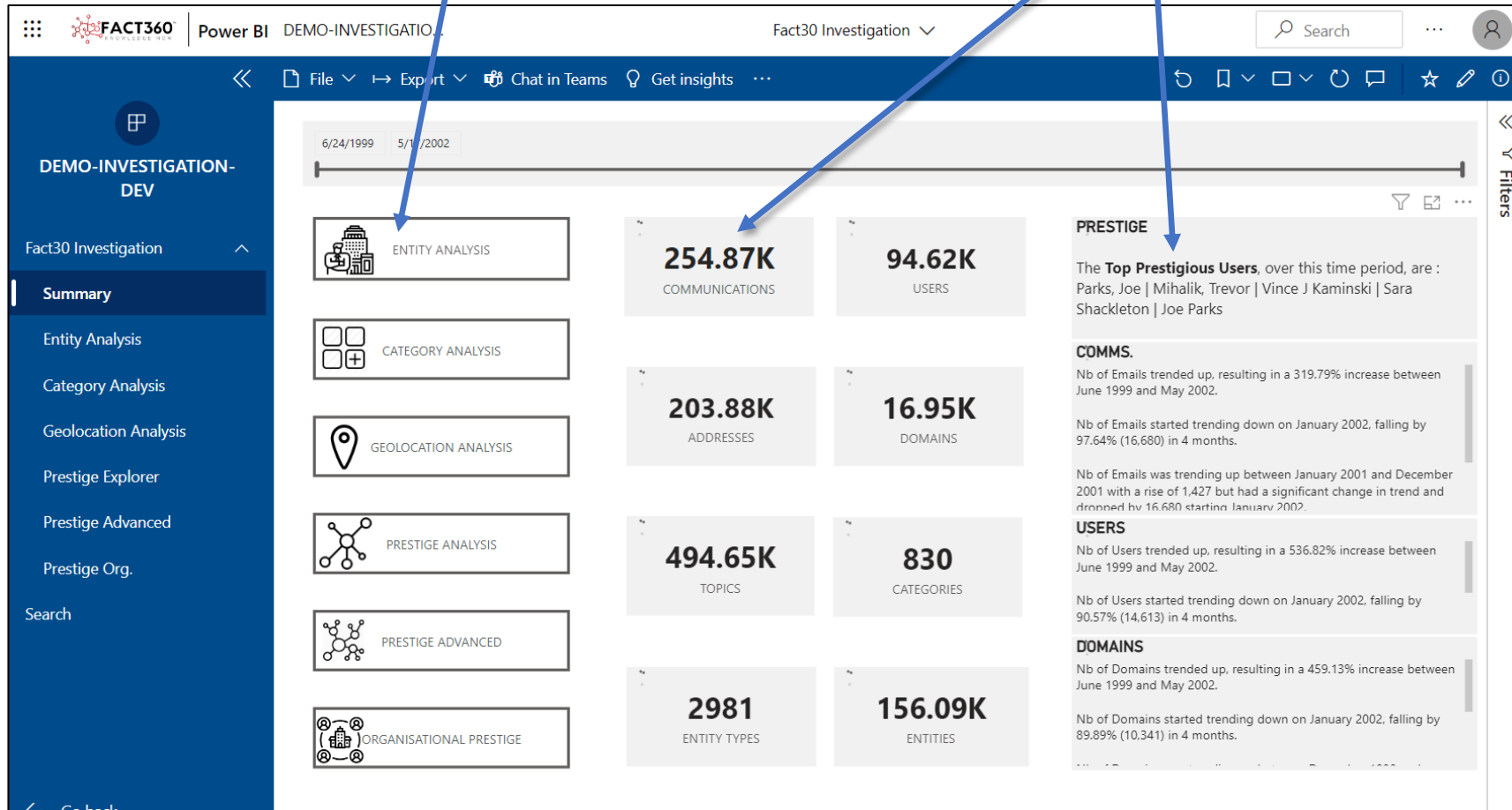


FACT360

HELP GUIDE

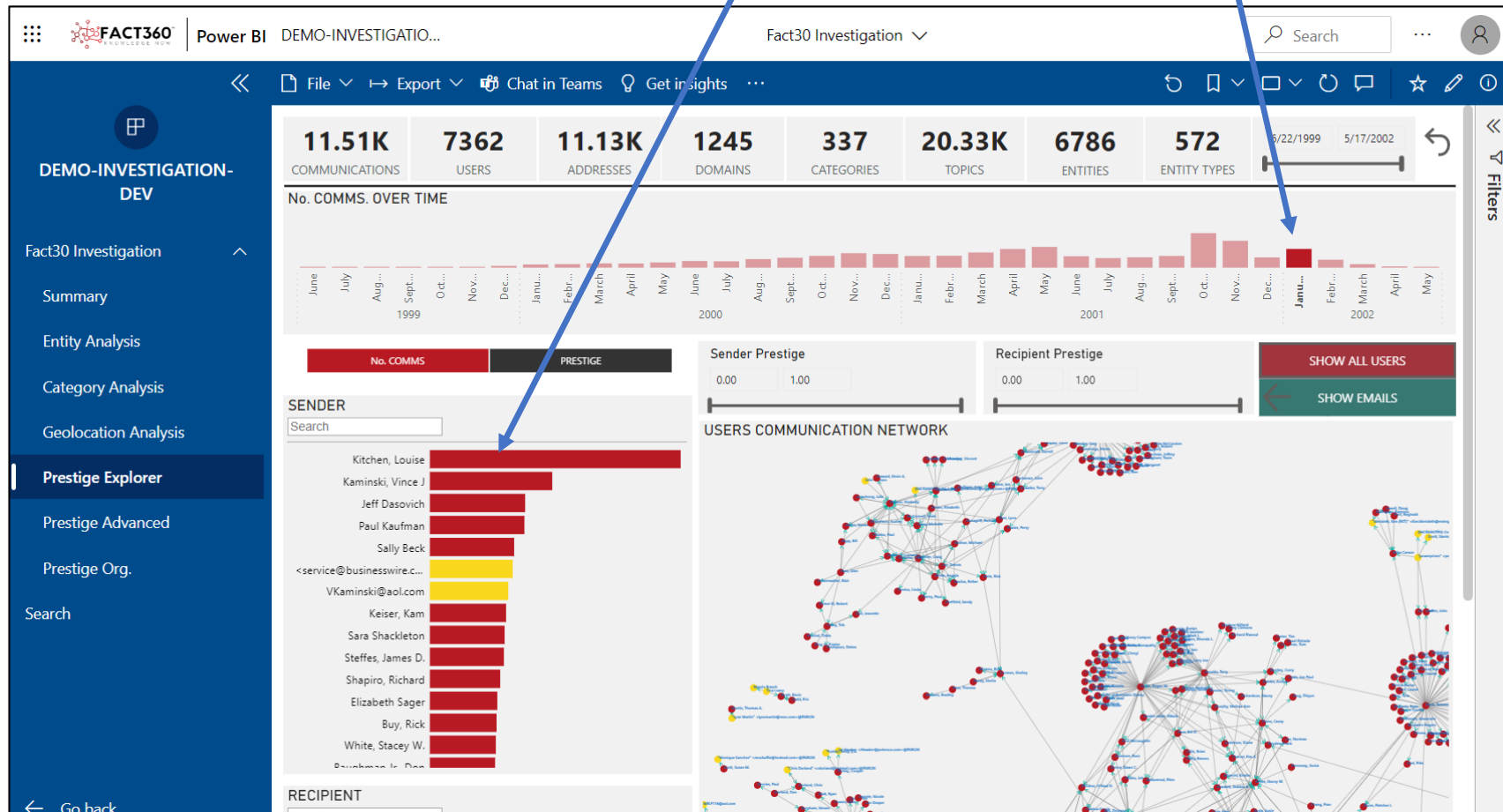
Home Screen

This screen has hot links to each dashboard and summarises all of the key metrics in your dataset in FACT360



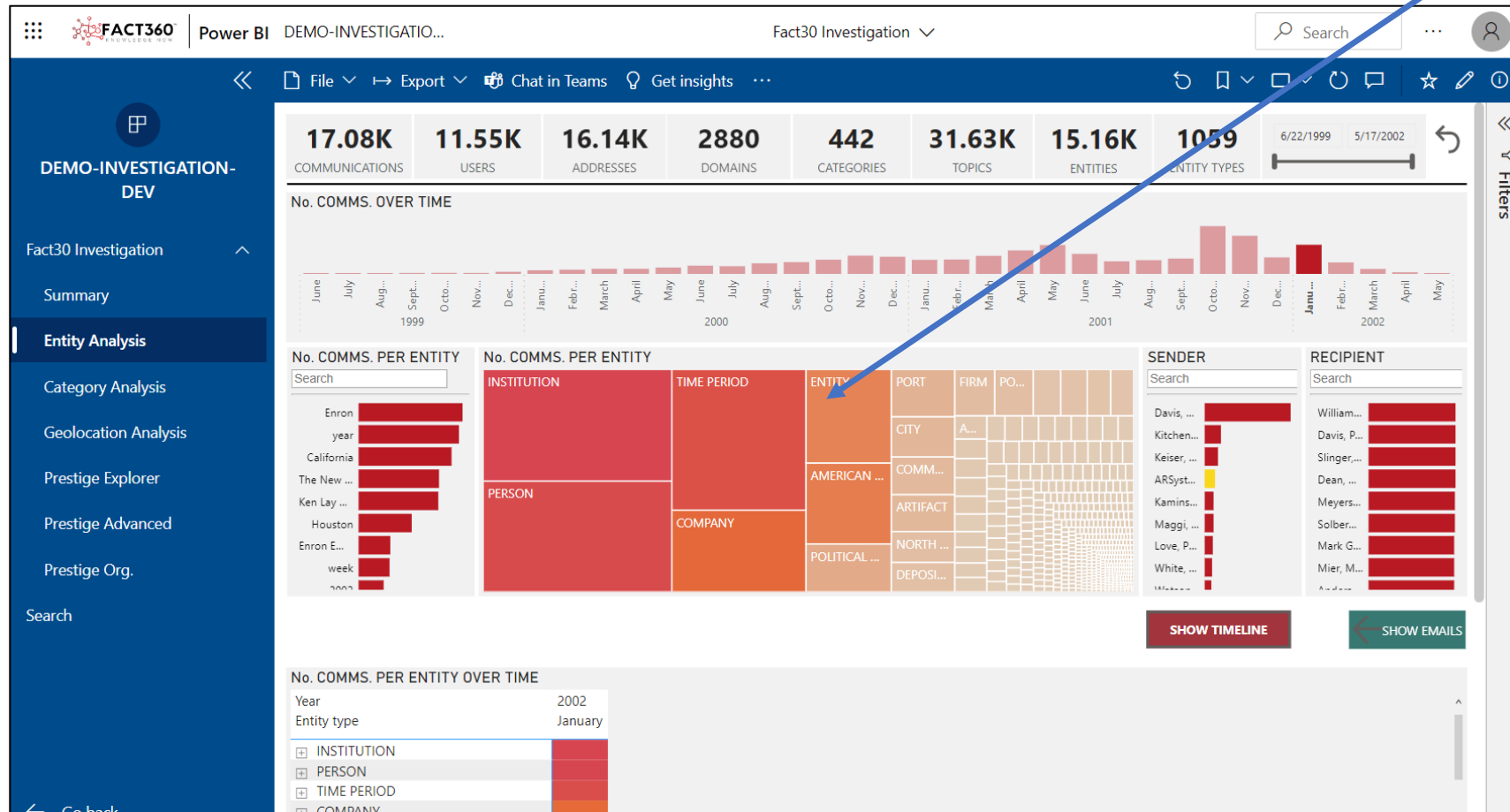
Prestige

Prestige is a metric that indicates who are the most impactful people in the organization at any given time based on a proprietary algorithm owned by fact360. You can use the timeline to identify the month or week you are interested in



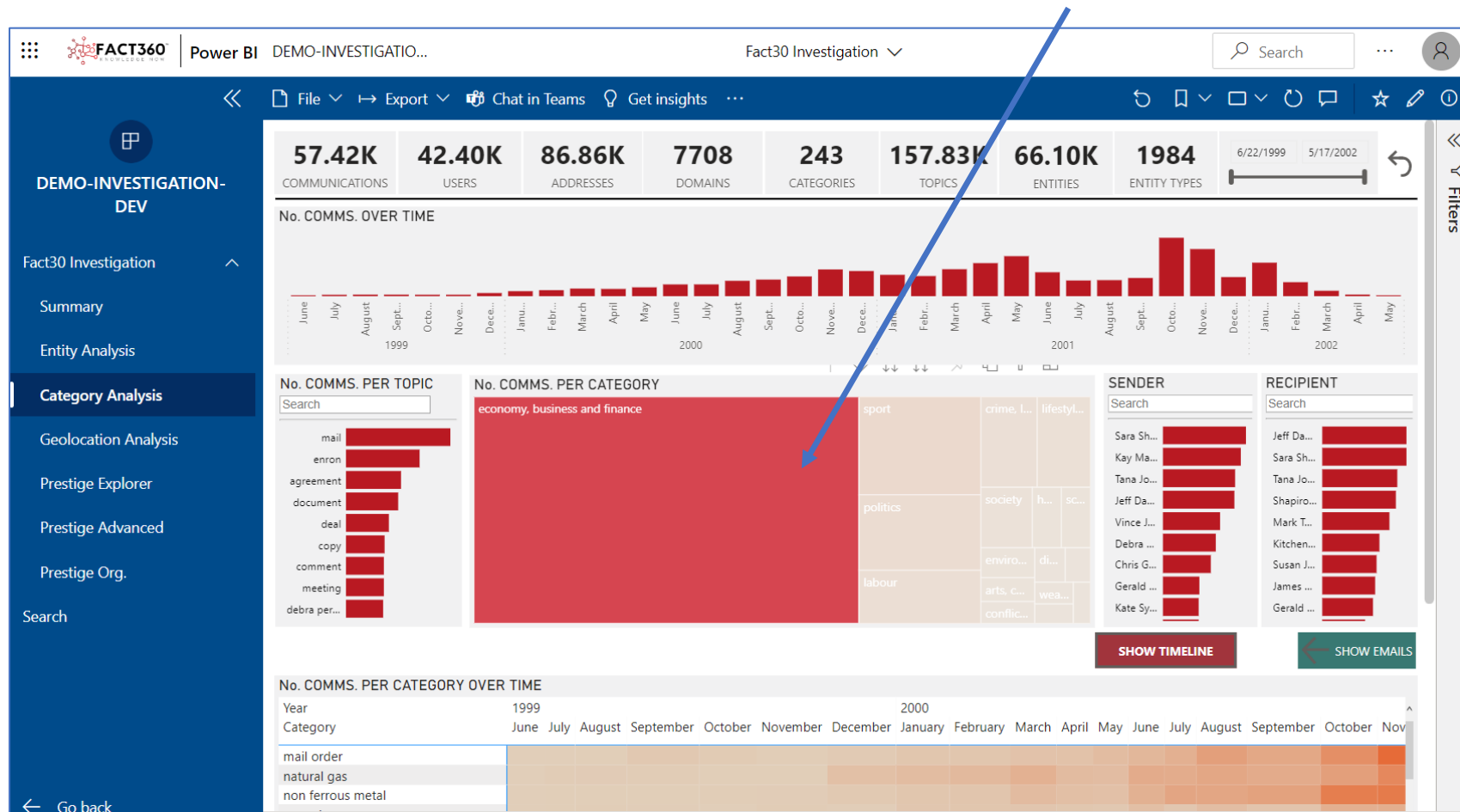
Entities

Entity extraction allows FACT360 to extract the things that are being communicated between people – places, peoples names, company names across the whole corpus of data provided. Just click on the heat map see the entities



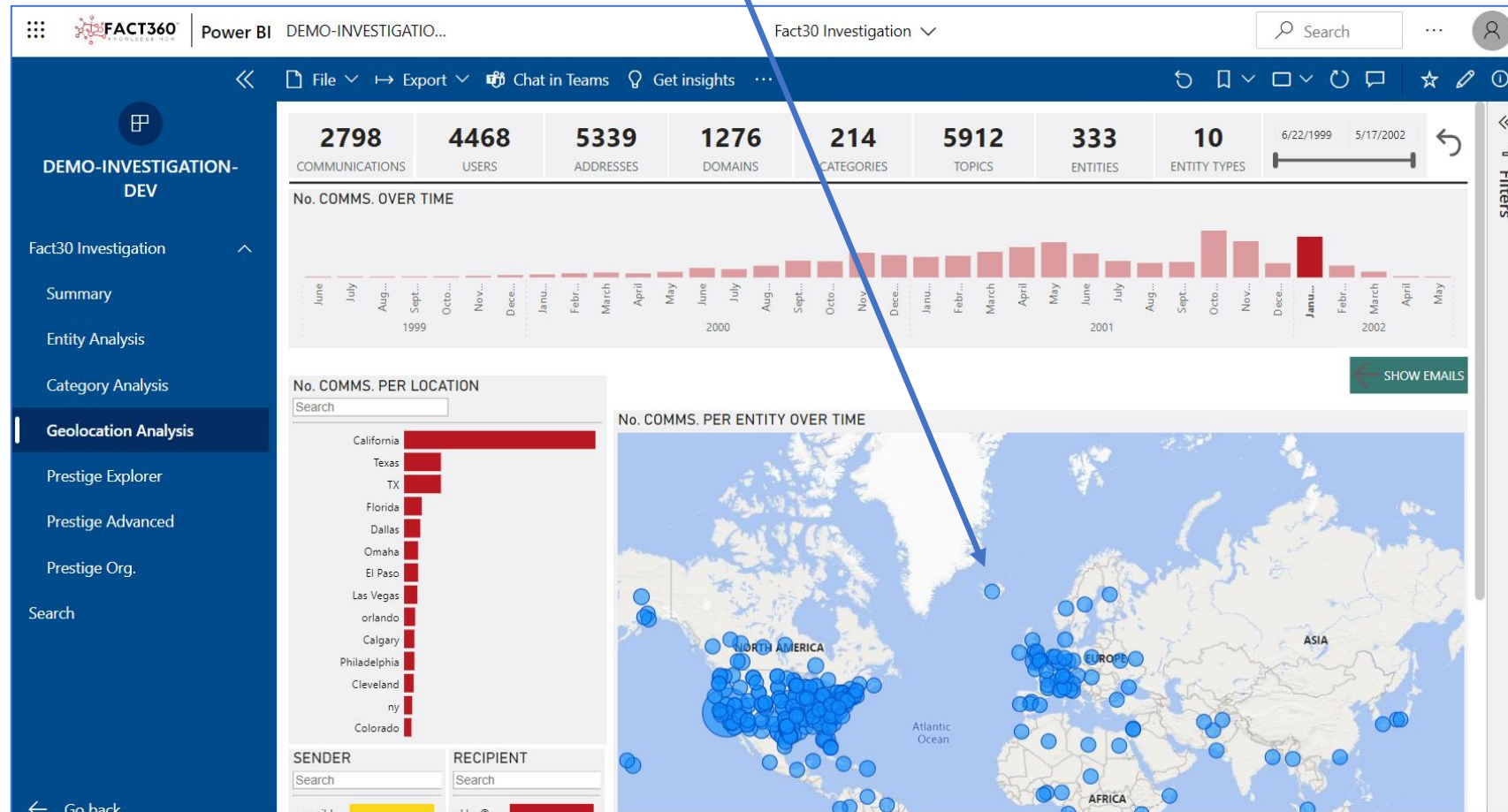
Categories

Category classification allows FACT360 to drill into the heat map categories that allow questions like: “show me all communications that refer to a social engagement” – we have the ability to group things into a standard hierarchy that gives the user all comms that mention lunch, beer, dinner or food types for example



Geo- Location

Geo-location shows all of the communication origination or destination from data held in the communication itself – footer address or meta data around the communication (varies by email or voice or text message)



Full Text Search

The full text search allows you to search for any word in the data set or the word in an attachment. For example below we have search for 'xmas AND party'. We could also search for 'Engagement' in the attachment field for any attachments that have the work engagement in the title. All results are shown at the bottom of the screen

The screenshot displays the FACT360 Power BI interface. The search bar at the top contains the query 'xmas AND party'. Below the search bar, there are filters for 'From Date', 'To Date', 'Recipient', 'Email Id', and 'Attachments'. The main area shows a bar chart titled 'No. COMMS OVER TIME' with a prominent bar for December 2016. Below the chart is a table of search results.

Email Id	Sender	Recipients	Date Time	Subject	Email Text
226620	Seatrans Shipping Ltd.	Alvaro Agosti; Andres Cabeza; B.Wenzel@shell.com; Catherine Halpin; commercial.operations.L NG@knutsenoas.com; EGLMarineSupt@eglng.com; Ewa Gubala; Franz Doerfler; Geoffrev	22 Dec 2017 11:01:37	Sestao Knutsen / EQQ.17.64 / New Voyage Orders	22/12/2017 From : Seatrans Shipping Ltd. To : Shell Markets (Middle East) Ltd. Dubai Attn : Jai Coppen Re : LNG 'Sestao Knutsen'