

## Quick Guide to Using DiscoveryPartner's Sherlock AI

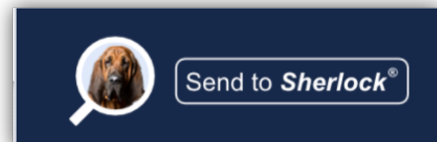
DiscoveryPartner operates in two basic modes: 1) keyword search and 2) AI mode. This is a guide on sending documents to DiscoveryPartner or otherwise using Sherlock in AI mode.

DiscoveryPartner, powered by Sherlock, integrates a series of machine learning algorithms that analyze documents you send and finds other relevant ones to further your investigation.

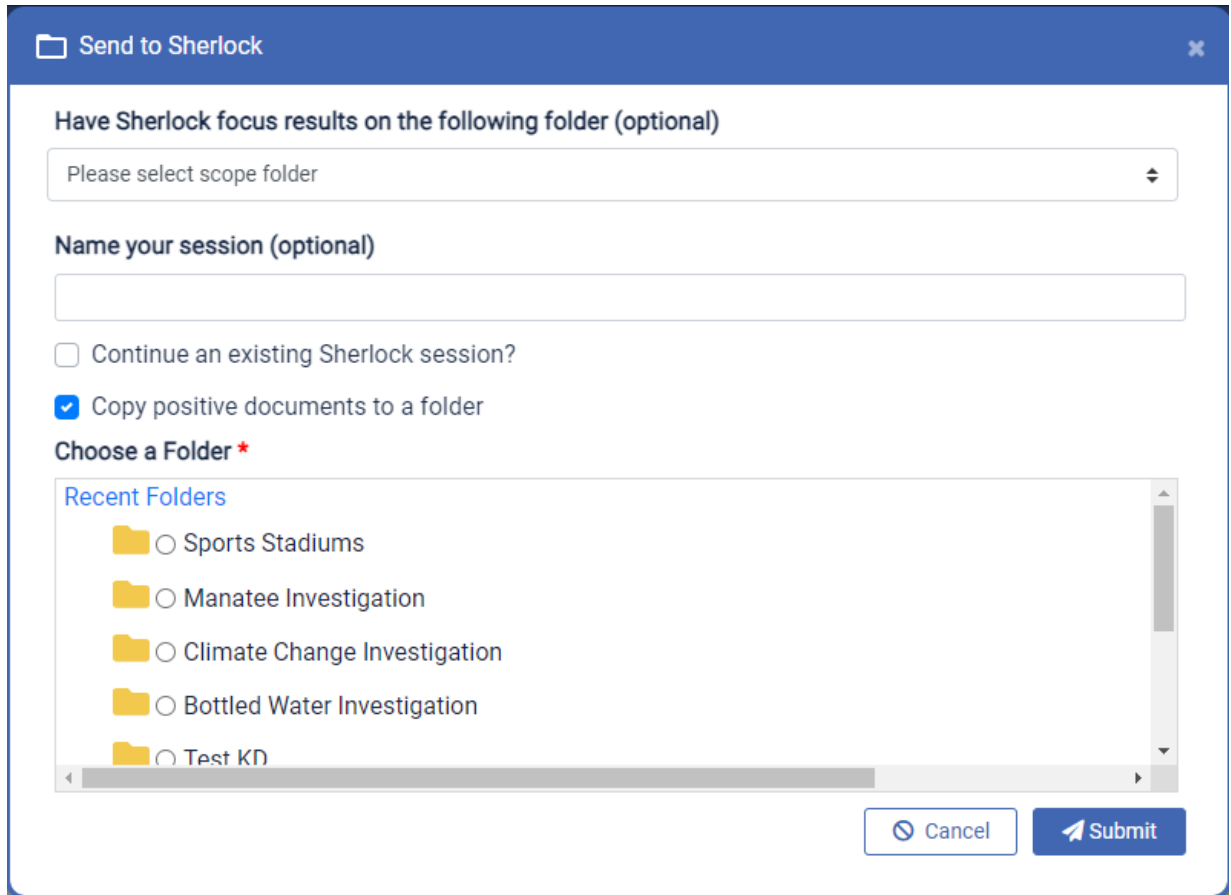
As you work through a Sherlock session, the signals you send about positive or negative documents train the algorithm. As the training progresses, Sherlock gets better and better about finding relevant documents. When Sherlock stops finding relevant documents, it is probably time to end that session.

### Sending Documents to DiscoveryPartner (single document)

The easiest and most basic way to begin is to send a positive document to Sherlock. Initial documents can be found in many ways but one of the most common is through a keyword search. Simply run a search, view your results and find a good document. Then send it to Sherlock by clicking on the "Send to Sherlock" link at the top of the review page.



When you do, Sherlock will present you with several options:



Send to Sherlock

Have Sherlock focus results on the following folder (optional)

Please select scope folder

Name your session (optional)

Continue an existing Sherlock session?

Copy positive documents to a folder

Choose a Folder \*

Recent Folders

- Sports Stadiums
- Manatee Investigation
- Climate Change Investigation
- Bottled Water Investigation
- Test KD

Cancel Submit

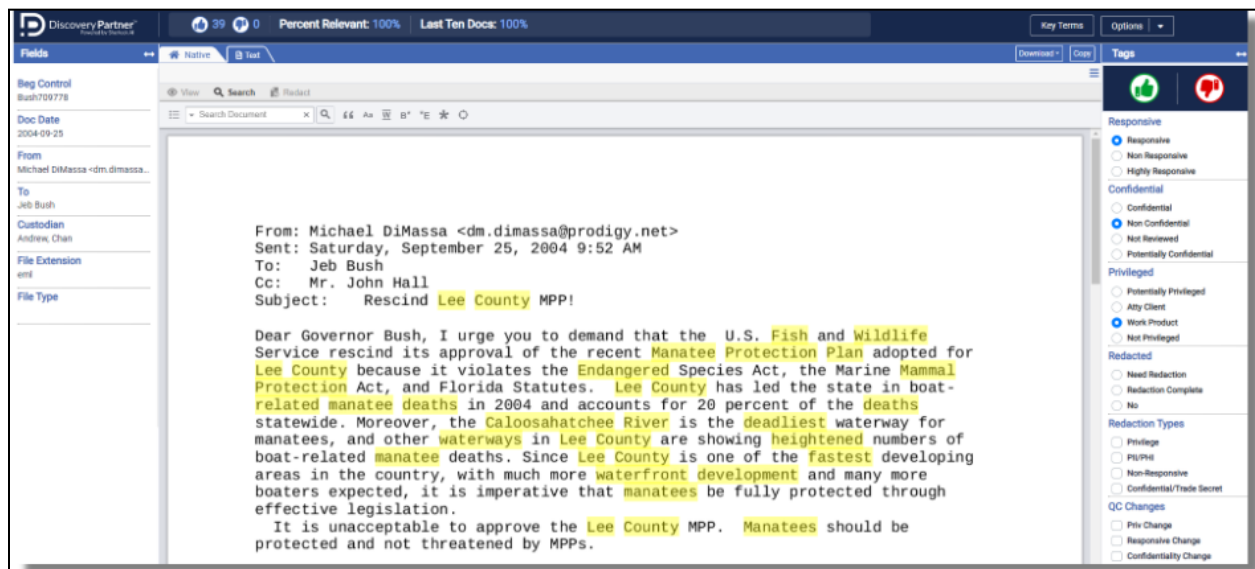
**Have Sherlock focus results on a folder (optional):** The first option allows you to copy results to a scope folder.

**Name a Session:** The second option is to name your session. Doing so will allow you to return to the session at a later time and take advantage of earlier training examples. It will also allow other users to contribute training documents and share in the session. Name your session anything that will help you and others recall its purpose.

**Folding Positive Documents:** The next option is to direct Sherlock to store positive documents (“Thumbs Up”) in a specific folder (existing or new). This will allow you to automatically save interesting documents for later review and analysis.

### Submitting Documents to Sherlock

Once you have made your decision on these options , click on “Submit” to send the document to Sherlock. In response, you should see something like this:



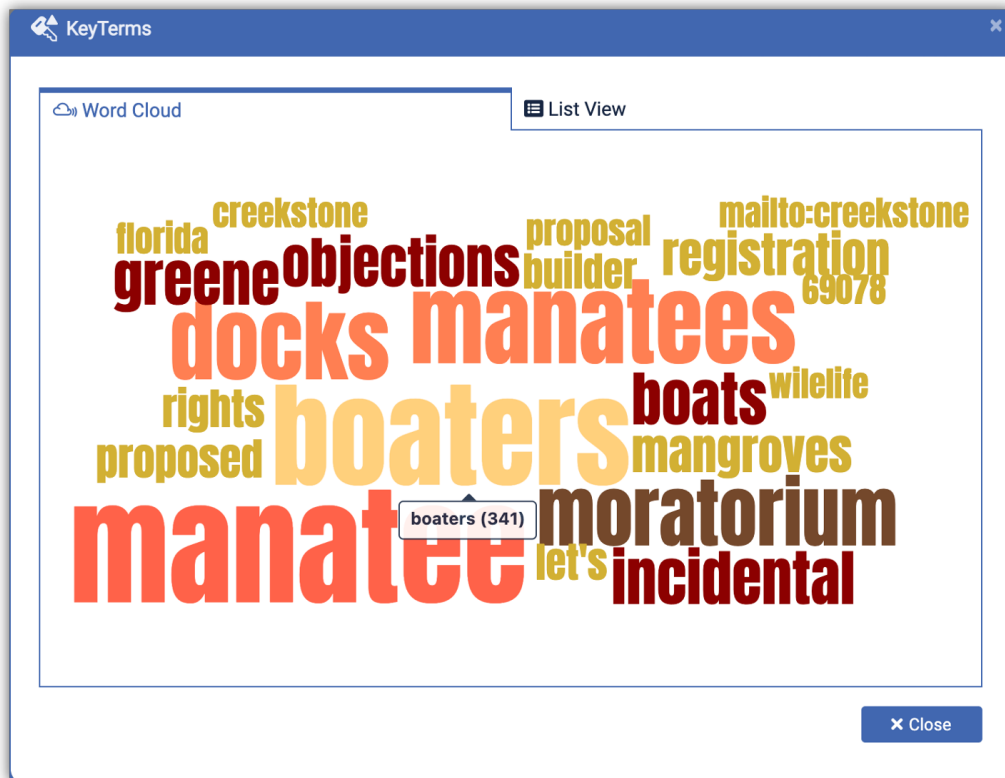
Notice that information about your session is displayed at the top. You can see the session name along with a summary of documents submitted to Sherlock and the percentage of relevant documents Sherlock retrieves.

Review the document and give Sherlock a “thumbs up” for a positive document and a “thumbs down” for a negative one.

### Key Terms: Word Cloud

Sherlock sends the top Key Terms (about 30) with every document. Click on the Key Terms link at the top right of your screen to see a list of the terms expressed as a word cloud.





The score or ranking of the terms is shown by size. The greater the size the higher the ranking.

### Key Terms: List View

You can also view Key Terms in a list format. The list is displayed in order of importance with the ranking provided alongside.



The screenshot shows the 'KeyTerms' window with a 'List View' tab selected. It displays a table of terms with their scores and boost settings. Below the table are sections for 'Boost Terms', 'Suppress Terms', and 'Add Terms to Boost'.

#	Term	Score	Boost
1	manatee	2055	+ 1
2	mpp	1581	+ 0
3	ice	1444	+ 0
4	deadliest	1409	+ 1
5	manatees	1399	+ 1
6	protection	1337	+ 1
7	deaths	1282	+ 1
8	waterways	1185	+ 1
9	endangered	1078	+ 1
10	threats	992	+ 1
11	county	942	+ 0
12	propeller	790	+ 1
13	boat	688	+ 0
14	act	323	+ 0

**Boost Terms:** manatee x, deadliest x, manatees x, protection x, deaths x, waterways x, endangered x, threats x, propeller x

**Suppress Terms:**

**Add Terms to Boost:** enter additional terms to be boosted separated by commas.

You can instruct Sherlock to boost or suppress individual terms by clicking on the plus or minus buttons. The boost or suppressions can go from 1 to 3, positive or negative. These choices can be revised at a later time. You can also type on additional terms that are relevant to your search.

Once you have made your decisions, save your choices. Then you can continue and enter a judgment about the document. Boosted, suppressed and additional terms will be transmitted to Sherlock and taken into account when it looks for its next document to present.

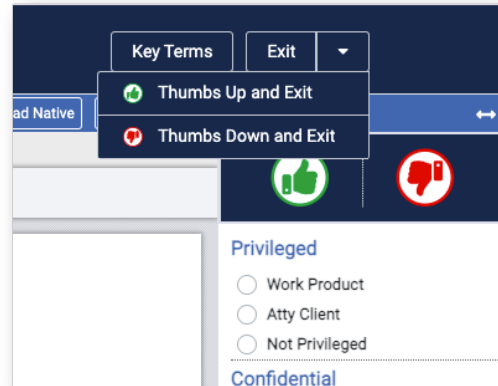
**Note:** We recommend using the boost and suppress option sparingly. Sherlock is good at ranking documents and gets better as you train. Good terms will naturally rise in the rankings as you tag more documents. Bad terms will fall. Manual intervention may cause Sherlock to perform worse rather than better.

## Finishing the Session

When you are ready to finish your session, click on the Exit button to be returned to the place where you started.

**How do I know when to stop?** Unfortunately, there is no magic formula to determine when to stop. Here are a couple of answers.

1. Stop when you have found what you are looking for, like in a Google search.
2. Stop when you no longer find relevant information. There is no rule of thumb we can give you but as the percentage of irrelevant documents grows, that could be a sign that Sherlock is not likely to find more relevant documents for this session.

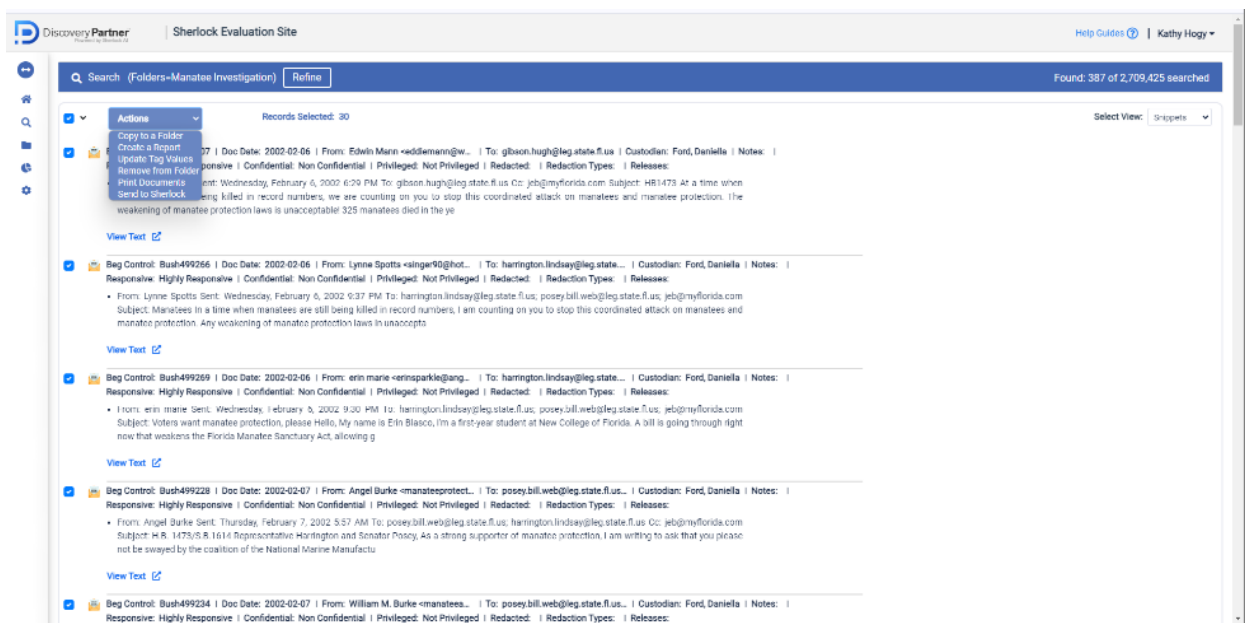


We liken using Sherlock to mining a vein of gold. When it peters out, move on to another spot and try again.

## Sending Multiple Documents to Sherlock

You can also send multiple documents to Sherlock either to start a new session or continue an existing one. You can do this by selecting documents from a folder or selecting them from search results.

Here is an example:



When you click send to Sherlock, all of the selected documents will be sent either as initial training examples or added as positive examples to an existing session.

This method works from a folder as well as a search. For best results, make sure all of the documents are on topic and appropriately included as positive training examples.