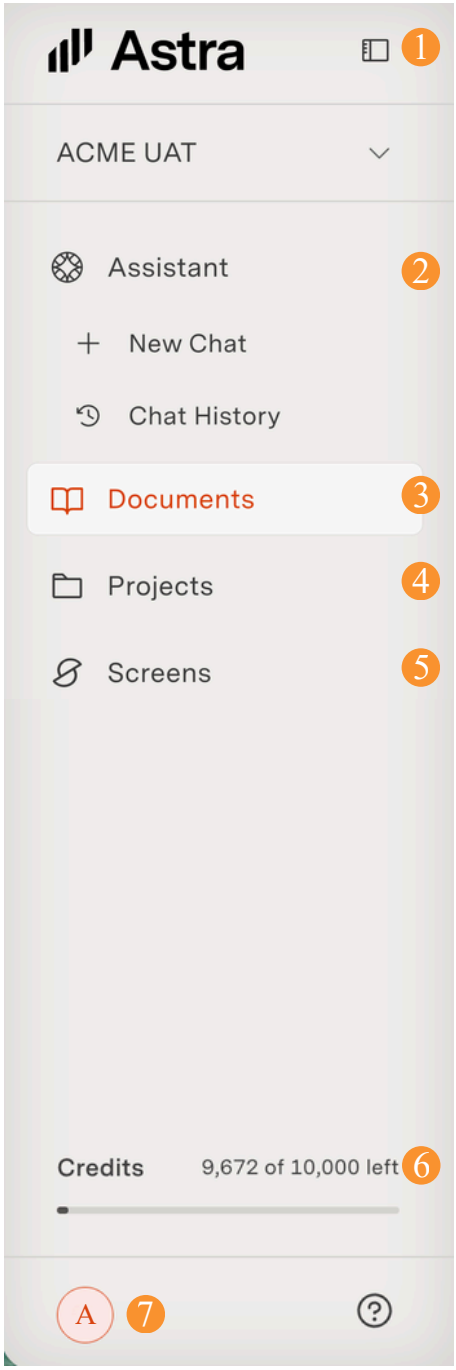
Agiloft Astra

Overview

Workspace Orientation



1 **Navigation Bar**
Click to expand or collapse the Navigation Bar.

2 **Assistant**
Ask questions about your documents or run complex tabular analyses, all using conversational language.

3 **Documents**
Upload documents, find contracts, validate Core Data Field extractions, and review single-document Screen results. Click on a document to show the Screen results.

4 **Projects**
Run complex tabular analyses using pre-built Screens or custom columns.

5 **Screens**
Check contracts against defined standards.

6 **Credits**
Keep track of your credit usage.

7 **Profile**
Confirm your account or sign out.

Common Workflows

1 Documents → Assistant → Projects

Most users start in Documents, ask questions in Assistant, and then use Projects for structured results.

- Upload or select the documents you want to work with.
- Ask questions about your documents in conversational language.
- Review and compare results in a table.

2 Screens → Contracts → Results

Contract reviewers start in Screens, define their review criteria, and then run the Screen against contracts in the web app or Word add-in.

- Build or select a Screen to define what Astra should check.
- Run the Screen against your contracts in the web app or Word add-in.
- Review and compare results.

