Agiloft Astra

Projects

What Is a Project?

An Astra Project **applies a Screen or set of custom columns** to a selection of contracts, **running the same analysis across every document at once**. When a project runs, **Astra evaluates each contract against every standard, question, or custom column in your project** and populates a results table, one row per contract, one column per criterion.

Use Case: Your team needs to understand how obligations, renewal terms, and liability caps are handled across your active portfolio, regardless of contract type. Instead of reviewing each document separately, you run a single analysis across all of them at once. Every contract is analyzed in the same results table, so patterns surface immediately.

Key Terms

- **Screen:** A set of standards or questions used to analyze contracts. A Screen defines what Astra looks for across every document in your project. Screens can include standards, questions, or custom columns.
- **Project:** A structured analysis that applies a Screen, custom columns, or a combination of both to a group of documents simultaneously. Projects produce a results table showing how each document performs against every criterion.
- **Standards Score:** A summary score indicating how well a contract aligns with the standards or questions in your project.
- **Label**: A tag applied to documents in your workspace. Labels can be used to automatically include newly uploaded documents in a matching project, enabling ongoing monitoring of your contract portfolio.

About Credits

- Uploading a document costs 5 credits.
- Each contract + each data point/column extracted = 1 credit

Before You Begin

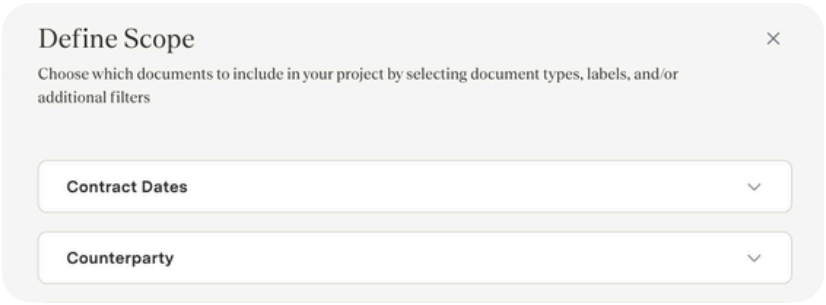
- ✓ Upload documents

Create a Project & Define Its Scope

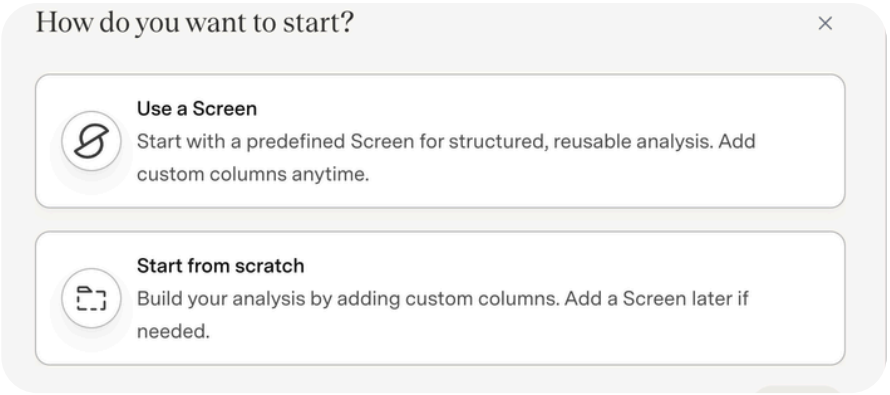
1. Click **Projects** and click **New Project**.



2. Define your **project scope** by choosing which documents to include.

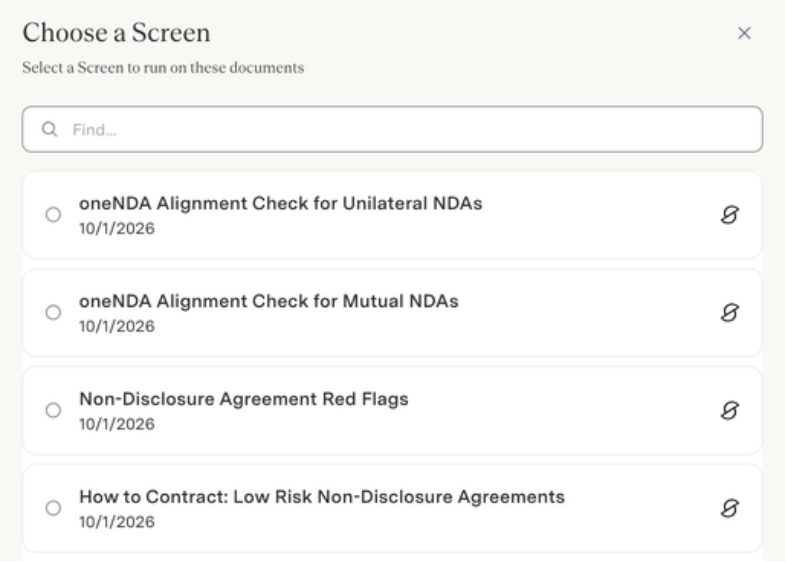


3. Choose how to build your project. You can either:
   - **Select an existing Screen** to apply its predefined standards and questions across all documents
   - **Start from scratch** and add custom columns to define what Astra analyzes.



4. **If using a Screen**, **review** the document list and **confirm** the project scope, then click **Run Project**. Astra analyzes every document and populates the results table.

   If starting from scratch, the project is created and your documents appear in the results table. You will need to add custom columns to define what Astra analyzes. See next page.



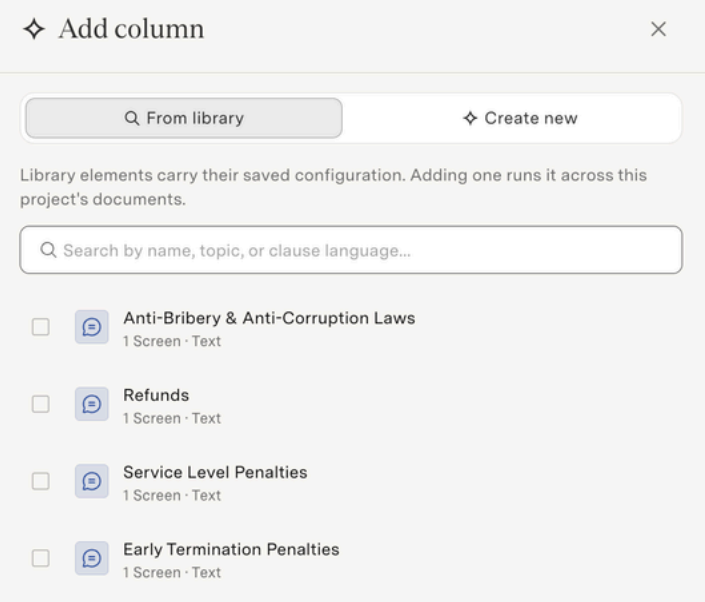
Add Custom Columns

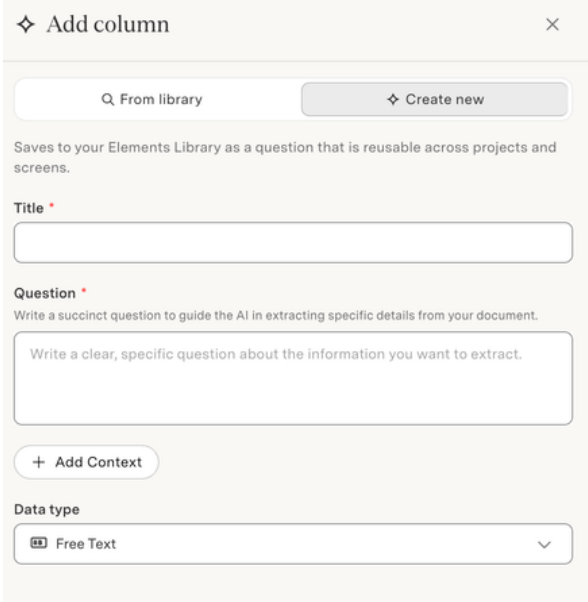
Custom columns let you **define what Astra analyzes across every document in your project**. If you used a Screen, custom columns let you extract additional data points not covered by your original criteria. If you started from scratch, adding custom columns is how you define your analysis. Custom columns can be pulled from the Elements Library or created on the fly.

1. Click **Add Column** in the top right of the results table.



2. Choose how to add your column:
   - Select **From library** to search and select an **existing standard or question**
   - Select **Create new** to **write your own**.
     - If creating a new column, enter a title and write a succinct question to guide Astra in extracting specific details from each document.





3. Astra will populate the new column across all documents in the project. Repeat for each additional column you want to add.

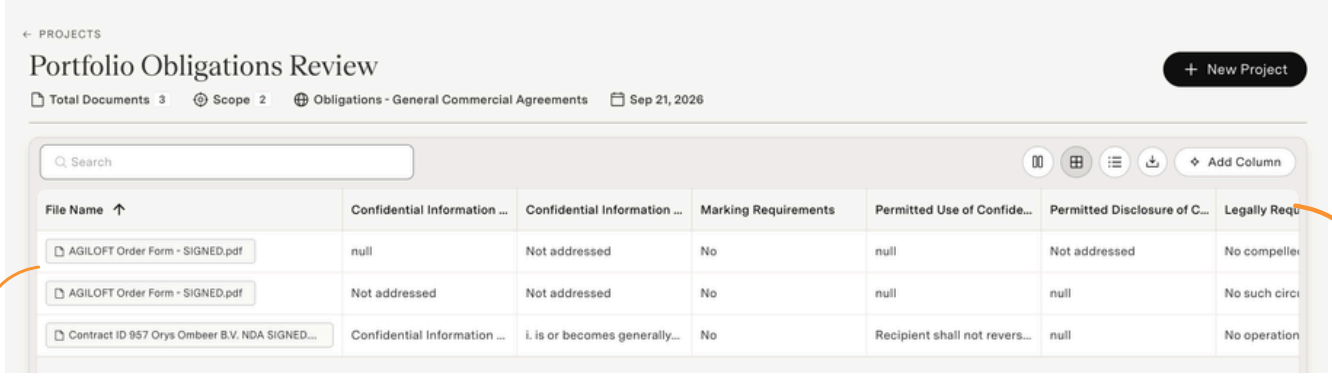
Custom Column Tips

- Each custom column consumes approximately one credit per document in your project.
- Write a clear, specific question to get consistent results across all document types.
- To export results per standard or question including citations and reasoning, switch to List View, click Breakdown, and use the export option in the top right.

Reading Your Results

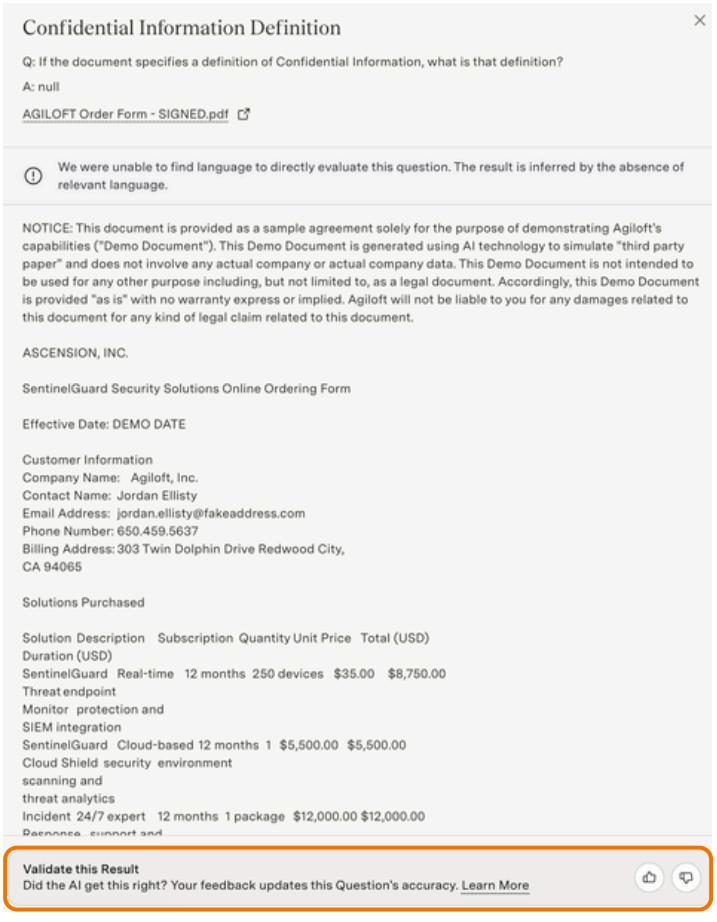
After your project runs and custom columns are populated, the results table will populate.

- Each **row** in the results table represents one **document**.
- Each **column** represents a **standard, question, or custom column** from your project.
- The value in each cell is Astra's answer for that document against that criterion.
- Cells may show extracted text:
  - **Not addressed:** the topic is present but not covered in the document
  - **Null**: no relevant language was found in the document



Click any cell to open the **detail view**. The detail view shows:

- The name of the standard or question Astra evaluated
- The full question text
- Astra's answer
- A link to the source document.



Tip: Validate Results as You Review

In the cell detail view, use the **thumbs up** or **thumbs down** icon to validate Astra's result. Thumbs up indicates the result was accurate. **Thumbs down lets you change the column**, including the standard or question itself, so you can refine your criteria and get better results on your next run.