Agiloft Astra

Astra Assistant

What Is Astra Assistant?

Astra Assistant is an **agentic tool** that lets you perform **contract review and analysis** through natural language. Ask a question, and the Assistant searches the documents in your workspace, executes the analysis, and returns results. It can answer specific contract questions, run bulk analyses across your documents, and generate results tables you can save as a Project and build on over time.

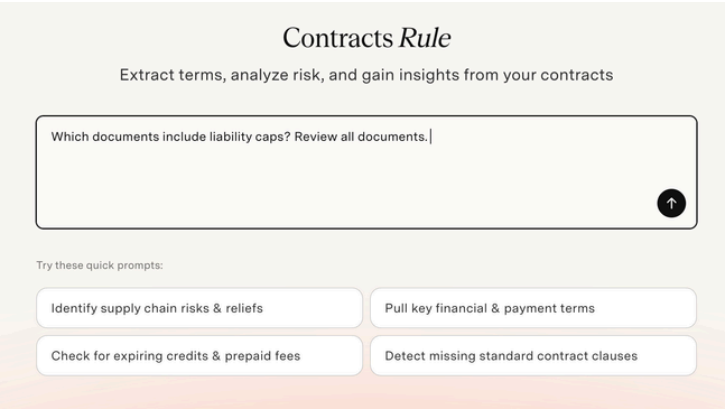
Use Case: Your team has uploaded a set of documents and needs to identify common patterns or specific clause language. You open Astra Assistant, type your question, and receive a table of findings from across your documents in one place. You can save this as a Project and continue to refine it.

Upload Your Documents

Before you start, you need to **upload the documents** you want Astra to analyze. All users in the workspace can see and analyze all uploaded documents.

Ask a Question

Open **Assistant** and **type your question** in the "What would you like to analyze?" field. Astra may return a **written response, a results table, or a visual** depending on what you asked. You can ask follow-up questions to refine or redirect the analysis without starting over.



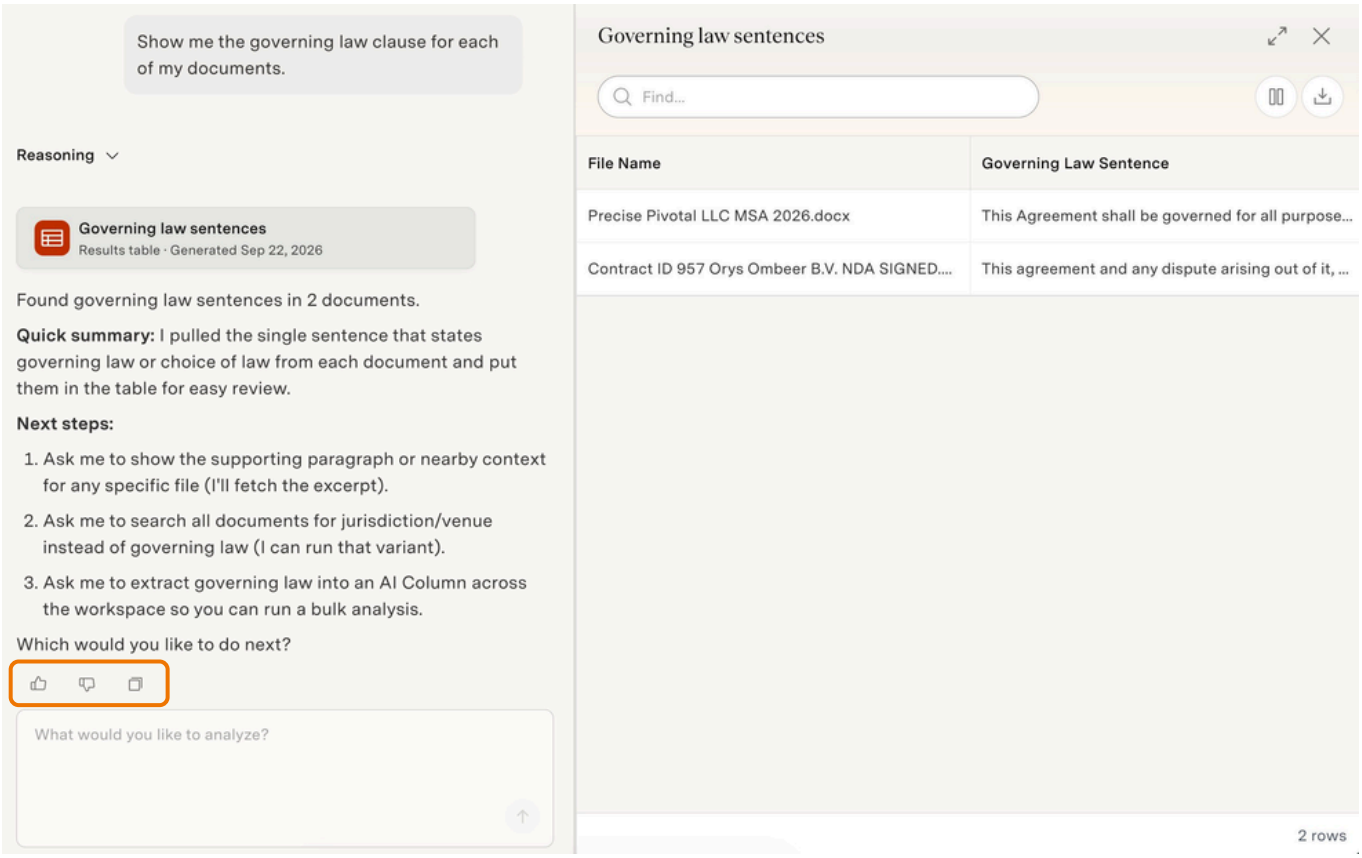
Examples:

- What are the payment terms across these documents?
- Which documents include liability caps?
- Do any documents have automatic renewal language?

Tip: You can filter your analysis by document label. If your documents are tagged by category or type, include the tag in your question to focus Astra's search.

Read Your Results

- Astra may return results as a **table, written response, or visual** depending on your question.
- The results table shows **one row per document** and **one column per data point**.
- Each **cell** contains the information Astra extracted.
- To open the full results panel, select **View Results**.
- To view more detail, **click any cell to open** the cell detail view.
- When Astra generates a results table from a bulk analysis, you can **save it as a Project** to revisit and build on over time.



Validate Your Results

- You can give feedback on individual results using the **thumbs up** and **thumbs down icons**.
- Clicking thumbs down prompts you to edit the standard or question to improve future results. Review the source and reasoning in the detail view before validating.