



Manage Lists

Define and manage lists of words, patterns, and character sequences which can be used as building blocks for rules.



Vague and Forbidden Words

Define rules relating to vague or forbidden word choice, with the ability to suggest improvements.



Unacceptable Symbols

Define rules relating to symbols or character sequences which should be used with care or not used at all.



Required Language

Require specific words or phrases to occur in the same sentence or step as other words or phrases.



Sentence Thresholds

Set thresholds for the occurrence of certain words or phrases within a single sentence.



Step Thresholds

Set thresholds for the occurrence of certain words or phrases within a single step.



Generic Thresholds

Define rules that govern the recommended lengths for sentences and steps.

Evolve With Business Needs

SAM allows adding, deleting, or modifying rules based on specific writing guidelines.

Valuable Procedure Information

SAM provides easy-to-read reports with useful measurements and charts, allowing reviewers to spot problem areas at a glance.

Advanced Procedure Analysis

ATR's Step Analyzer Module (SAM) revolutionizes procedure analysis. Streamlining the review and writing process, SAM electronically scours each procedure and each step for violations of best practices rules.

Example Rule Violations

- Lengthy steps
- Two or more action statements per step
- Complex instructions
- Excessive use of negatives
- Vague or confusing words and phrases
- High ratio of Warning and Caution to Action steps
- Not starting action steps with action verbs
- Vague safety references
- Action steps contained in warnings
- Inappropriate words and phrases
- Multiple equipment references not in bulleted lists

User Configurable

Write new rules for discovering procedure violations using an easy syntax that lets you build on best practice rules and word lists. SAM lets you add, delete or modify rules based on your specific guidelines.

Risk Rank Violations

Assign varying degrees of risk to violations and SAM automatically calculates a composite risk score for each procedure.

Procedure Statistics

SAM calculates standard measurements of complexity and readability per procedure: reading index, words per sentence, words per action step, sentences and steps per procedure, equipment references and more.

Batch Analysis

Analyze all procedures in a batch and receive a report outlining which procedures by type are most in need of review and potential revision. SAM red-flags high-risk procedures and can provide automated e-mail notification to procedure owners.

SAM

Advanced Procedure Analysis

SAM scours procedures for rule violations providing comprehensive reports for high quality standards and consistency.

Procedure Score

Number of Steps	31
Number of Deviations	12
Deviations per step	0.4
Normalized Deviation Score (high is bad)	34
Normalized Deviations Per Step	1.1
Weighted Deviation Score (high is bad)	1144
Weighted Deviations Per Step	36.9

Procedure Complexity

Ratio of non-action to action steps	1 : 0.6
Raw word complexity in action steps	1.9
Words per action step	6.5
Action step complexity rating	12.2
Procedure Ease of Use Index (high is better)	117.8

Procedure Statistics

Word Count	340
Number of Sentences	13
Number of Syllables	621
Average syllables per word	1.8
Average words per step	11
Average sentences per step	0.4
Flesch-Kincaid Readability Score	25.47
Flesch-Kincaid Grade Level	16.2

Better

- Increase procedure quality and consistency
- Enforce writer's rules and guidelines
- Ensure procedures are written to consistent quality standards

Faster

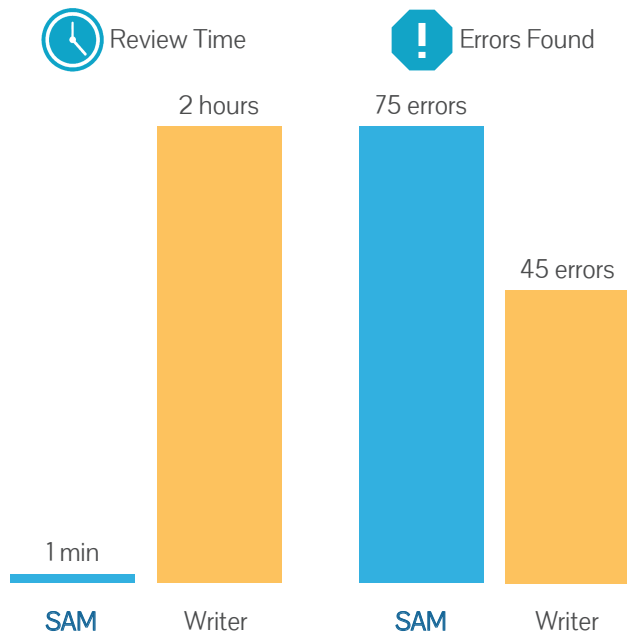
- Significantly speed up procedure writing and reviews
- One click to check style guide adherence
- Find errors and violations in minutes not hours

Flexible

- User configurable with an easy-to-use rule engine
- Apply rules to specific procedure types or step types
- Easily add rules to match your company's style guide
- Comprehensive reports by procedure writer and procedure type

Analytical

- Many preconfigured best practice rules
- Score procedures based on risk-ranked rules
- Check procedure complexity and ease of use
- Analysis by procedure type and step type
- Calculate the number of violations per step, per procedure



SAM finds more errors in a fraction of the time, freeing up procedure writers to focus on quality content.



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