

CoCounsel Release Notes: 8/11/23

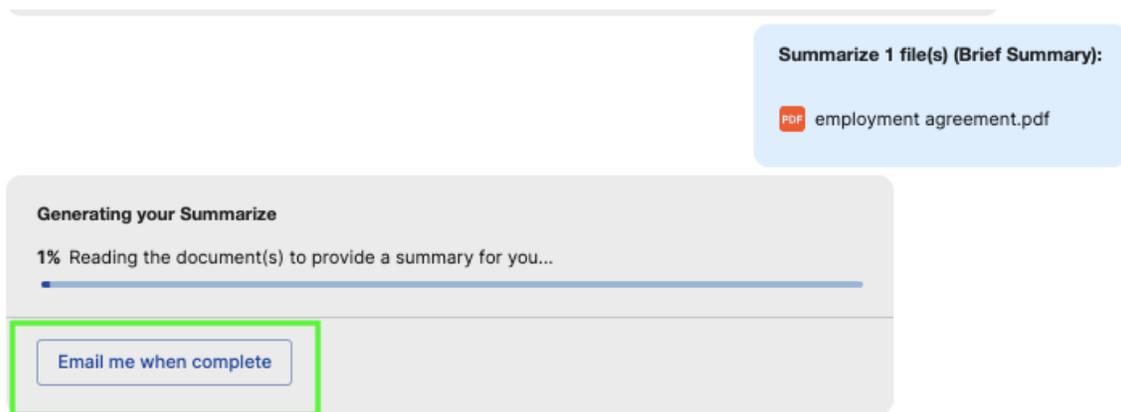
Released:

Skill completed & failed notification emails

After completing a query in CoCounsel, you will now have the ability to receive email notifications once your skill run is completed.

Step 1: Enter your query in CoCounsel, select “Email me when complete”

After choosing your skill and triggering your skill run, you will see a button called “**Email me when complete**,” shown in the **green** box in the screenshot below. **Click on this button to receive an email notification:**

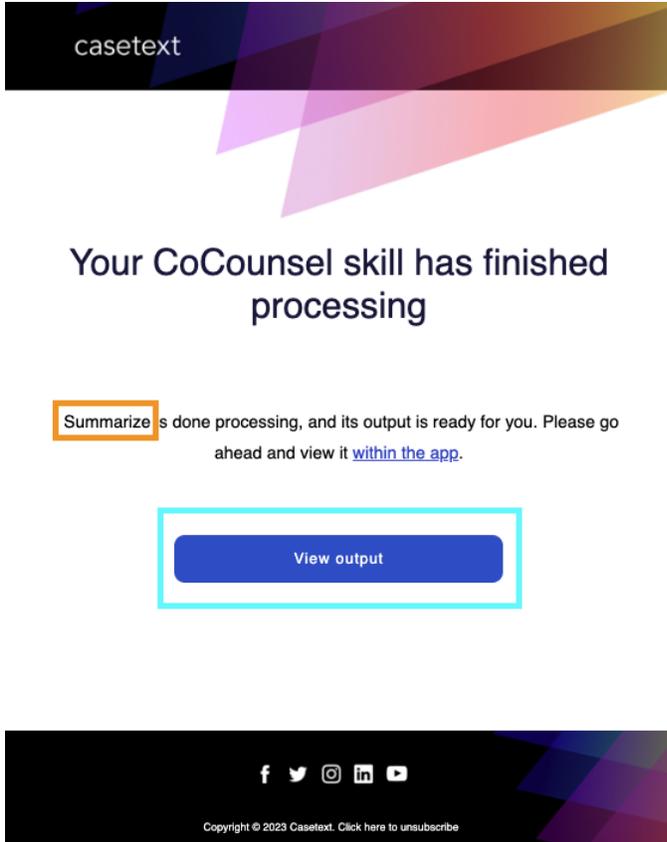


Step 2: Open email, click on “View Output” or “Go back to CoCounsel”

There are 2 options for being notified of your skill run being completed. The skill run can either succeed, where your result is ready to view, or it can fail, where you can view and troubleshoot with our support team.

Option A: Skill run succeeded email

If your skill run succeeds, you can click on “View Output”, shown in the **blue** box in the screenshot below. The body of the email will say which skill it is referring to for clarity, shown in the **orange** box in the screenshot:



Here is where you can view your results. **Note: you must be logged into CoCounsel in order to view your results in the application:**

Summarize 1 file(s) (Brief Summary):

PDF employment agreement.pdf

Summarize completed.

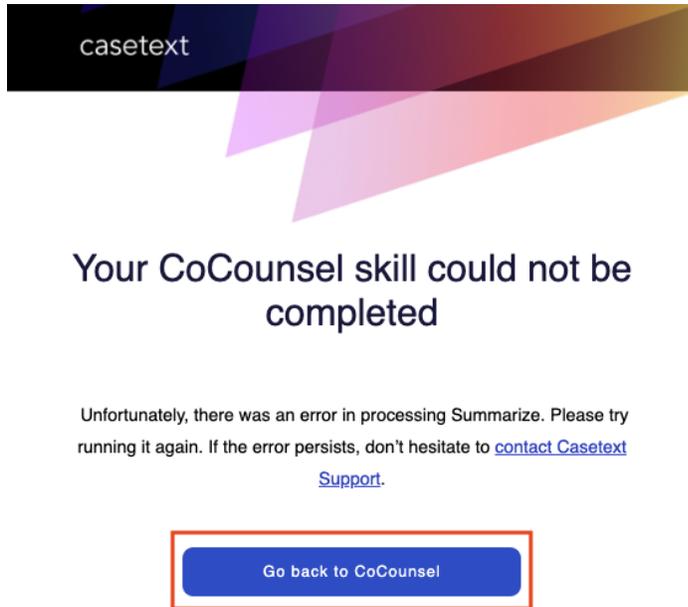
Brief Summary:

employment agreement.pdf

The document is an employment agreement between John O'Keefe and Verdisys, Inc. that went into effect on January 6, 2004. As the Executive Vice President and Chief Financial Officer, O'Keefe is expected to devote his full business efforts and time to the company, and must comply with company policies and rules. He is restricted from rendering services to any other person or entity without prior written approval. O'Keefe will receive a

Option B: Skill run failed email

If your skill run fails, you can click on “Go back to CoCounsel”, shown in the red box in the screenshot below:



Here is where you can view the error identification number for this skill run, shown in the red box in the screenshot below. In this example, a password-protected document was uploaded - a common cause for errors. You can either try to retry the skill run or troubleshoot the issue by contacting support. **Note: you must be logged into CoCounsel in order to view your results in the application:**

