

# Scribe - Corporate Intelligence

## Support Manual

This is a support manual covering functionality for the Word add-in component of Scribe - Corporate Intelligence. For any technical issues or further support requirements, please reach out by email to [support@scribelabs.ai](mailto:support@scribelabs.ai), or via the Intercom icon within the online platform.

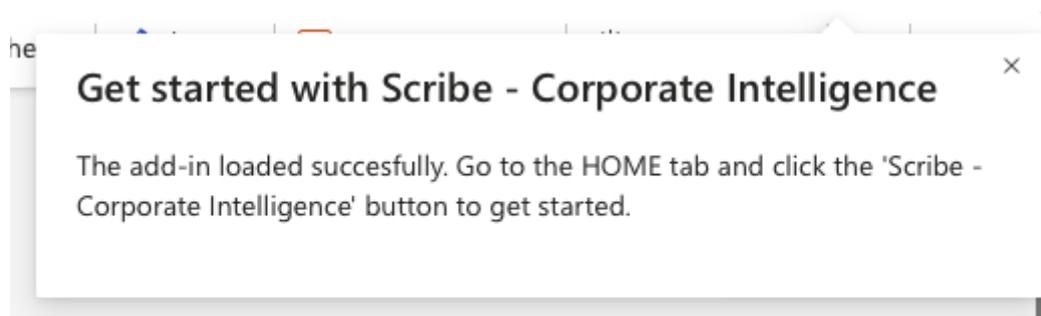
### Preliminaries:

Scribe is a data platform for private company information. We extract, structure and aggregate information from company filings, covering c. 3.5 million companies in the UK. The main access to this data is through our platform (<https://platform.scribelabs.ai>) and our API. Specifically data contained is a mixture of financial data, ownership data and further textual written information about companies.

This add-in is an interface to our database, allowing access directly through the API, without using our web platform. Using this add-in, you can inject this data directly into your financial analysis. This add-in can only be accessed in Word, it cannot be used with Excel.

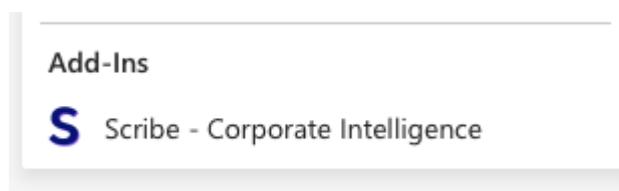
### Loading the add-in and signing in:

Once the add-in has been installed and loaded, you will see a pop-up (Picture 1).



**Picture 1:** Loading pop-up

You can then open the add-in by clicking on the Scribe logo depending on your screen size (Pictures 2-3).



**Picture 2:** add-in button, but on a smaller screen



**Picture 3:** add-in button, larger screen

Input your credentials (see “Credentials” section below) in the form and click “Sign in” (Picture 4).

**Picture 4:** sign in form

### **Troubleshooting:**

- *The add-in does not load, or I cannot see the sign-in form.*

Uninstall and then reinstall the add-in from the marketplace. If this does not solve the issue, contact us at [support@scribelabs.ai](mailto:support@scribelabs.ai).

### **Credentials:**

As a Scribe user, you have been provided with credentials upon subscribing to the service. Use the same credentials you use when connecting to the online platform.

## Troubleshooting:

- *I do not have credentials and I do not see a sign-up button.*

This add-in is provided as part of an ongoing subscription to our service. If you wish to subscribe to the service and have access to the add-in, please contact [contact@scribelabs.ai](mailto:contact@scribelabs.ai), referring to the add-in.

- *I have just subscribed and it tells me my password is incorrect.*

Upon subscription, you will receive by email a temporary password that needs to be changed immediately. If you have not received this email, check your spam folder and contact us at [support@scribelabs.ai](mailto:support@scribelabs.ai)

- *I have 2-factor authentication (2FA/MFA) activated, will it work?*

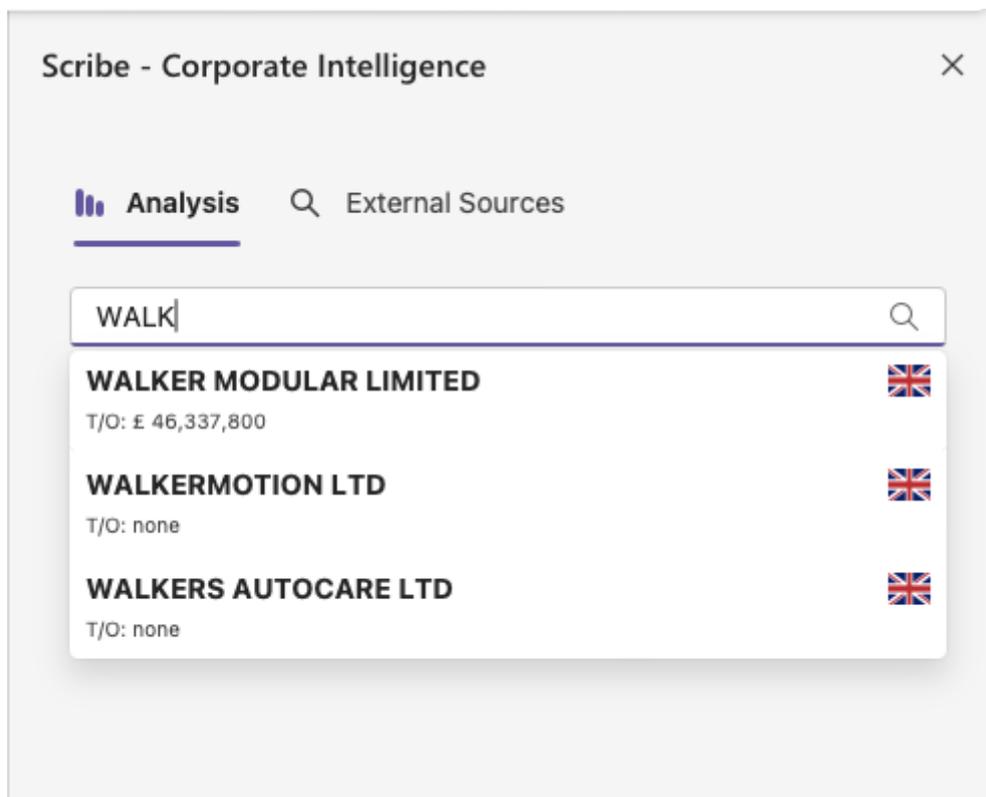
Yes, the authentication form you see in the add-in is identical to the one on the platform and provides the same functionalities.

## Using the add-in:

The add-in consists of two tabs, a company search, retrieving data about specific companies, and an external sources retriever, currently summarising the content of a company's website to highlight its activity.

### 1. Company Search

You can search for companies by their name. One example of such a company is WALKER MODULAR (Picture 5). By clicking on the name, you can load the information for this company (Picture 6).



Picture 5: Search for WALKER MODULAR

The screenshot shows a search interface for 'Scribe - Corporate Intelligence'. At the top, there are tabs for 'Analysis' and 'External Sources'. A search bar contains the text 'WALKER MODULAR LIMITED'. Below the search bar, the results for 'WALKER MODULAR LIMITED' are displayed, including a UK flag icon. The 'Financial Summary' section contains a text box with the following text: 'In 2021, revenue fell by 32.3% to £46.3m (vs. £68.5m in 2020). Gross profit margin decreased to 5.2% (vs. 10.5% in 2020). Operating profit fell by 91.6% to £410k (vs. £4.9m.i'. Below this text are two buttons: 'See More' and 'Insert'. The 'Financial Items' section contains three buttons: 'Insert Income Statement', 'Insert Balance Sheet', and 'Insert Cash Flow'. The 'Captable' section contains two buttons: 'Insert Captable' and 'Insert Chart'.

Picture 6: All information for WALKER MODULAR

All the buttons will insert suggestions in the current document, at the current location of the cursor, containing the related pieces of information.

- **Financial Summary:** "Insert" will insert a few paragraphs depending on the data available.
- **Financial Items:** Each button will insert a table containing the financial information.
- **Ownership Information:** "Insert Cap Table" will insert the table of the shareholders and "Insert Chart" will insert a pie chart.

## Troubleshooting:

- *I cannot find the company I am looking for.*

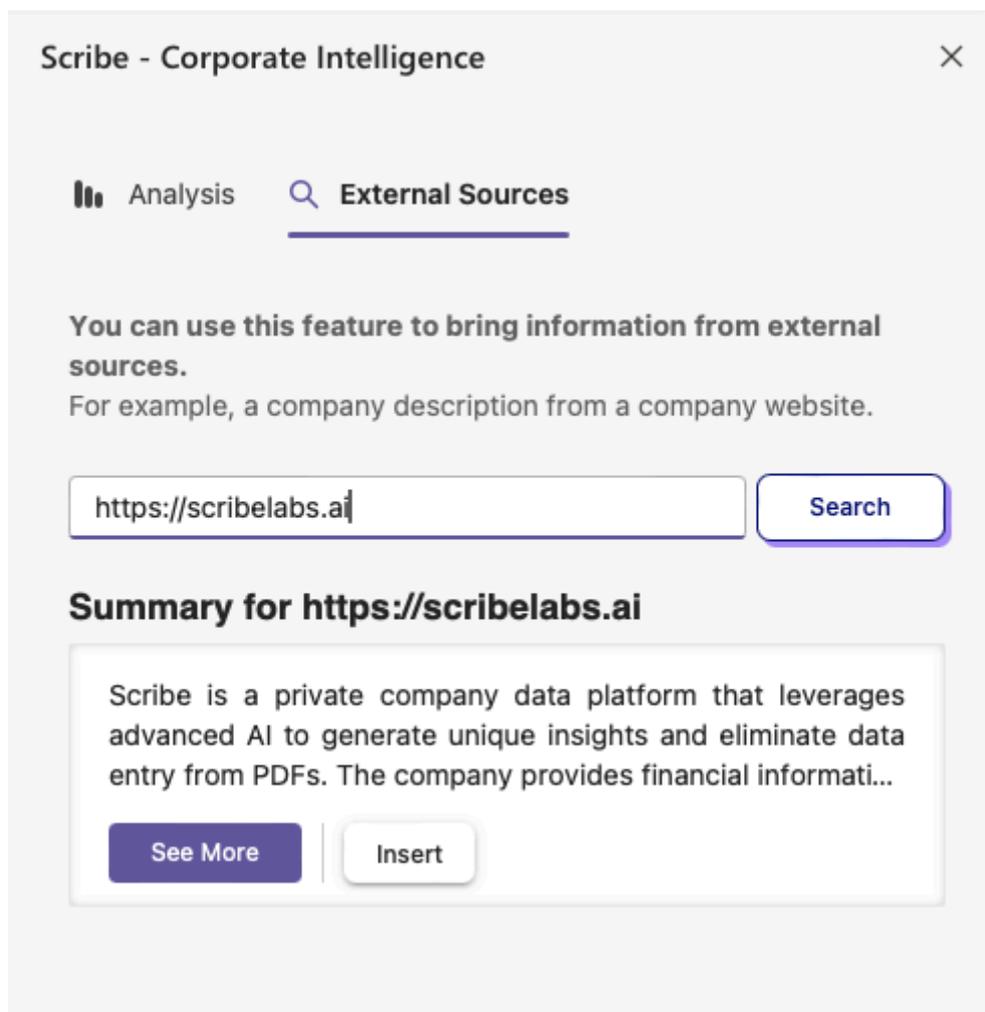
Our platform covers 3.5m companies in the UK, meaning some of them will be missing, as we focus on companies that are most relevant to our users, excluding most listed businesses and self-employed entities. Make sure you search by name starting from the beginning of the legal entity name.

- *The data cannot be loaded.*

We ingest companies in real time as they are incorporated on Companies House. It means some of them have not published any sets of accounts. Check the same company on the platform (<https://platform.scribelabs.ai>) and contact us at [support@scribelabs.ai](mailto:support@scribelabs.ai), if needed. We regularly add companies to our database at the request of our clients.

## 2. External sources

This feature allows for inserting a description of a company, based on its website. First input the URL, wait for the summary to be generated and then insert it at the location of the cursor (Picture 7). This feature is currently only available for websites. Any other URL will likely have unexpected output.



Picture 7: External sources

## Troubleshooting:

- *I can generate a description but it is not useful.*

We are constantly improving the feature to improve the generated text and also cover more types of URLs. Contact us at [contact@scribelabs.ai](mailto:contact@scribelabs.ai) for more details.

- *I wrote the URL of a website but I cannot generate the description.*

Please contact us at [support@scribelabs.ai](mailto:support@scribelabs.ai) so we can investigate.