

RegDelta User Guide

2023



Contents

- 1. Horizon Scanning & Documents..... 1
 - 1.1 Advanced search 1
 - 1.2 Find what you need in a document..... 2
 - 1.2.1 View metadata 2
 - 1.2.2 Workflow functionality & tags 2
- 2. Rule interpretations 4

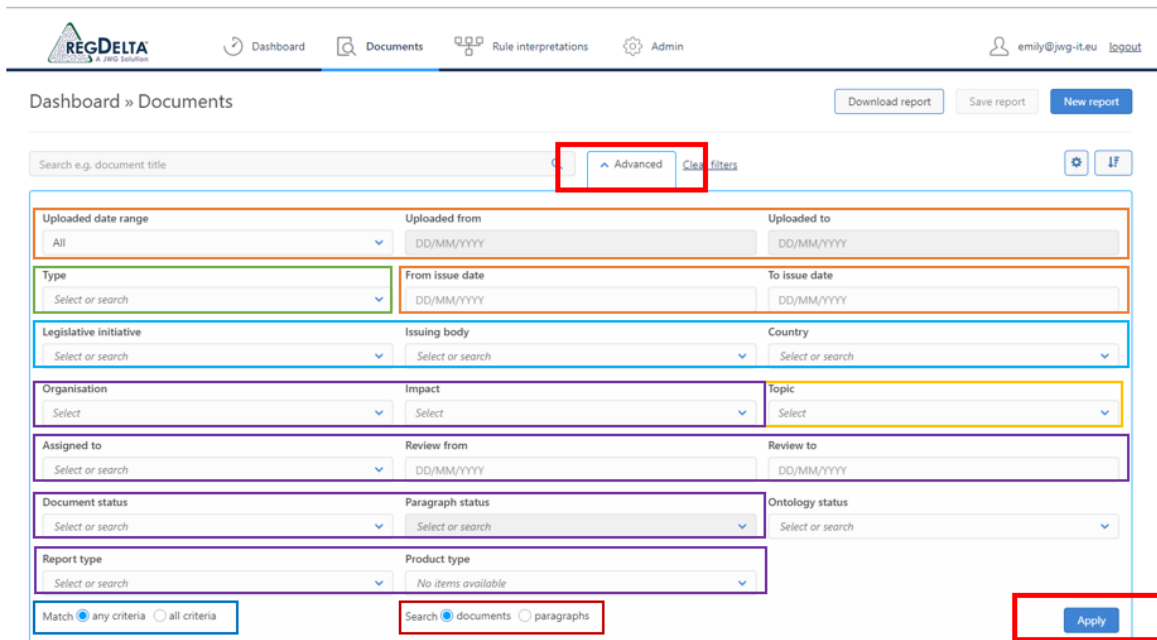
1. Horizon Scanning & Documents

Click on the 'Documents' tab at the top.

You can **search** for exact documents, for example by document name, if you have a particular document in mind that you want to find. You can also narrow down the number of documents through our **advanced search function**.

1.1 Advanced search

Advanced document queries are run from the Documents tab:

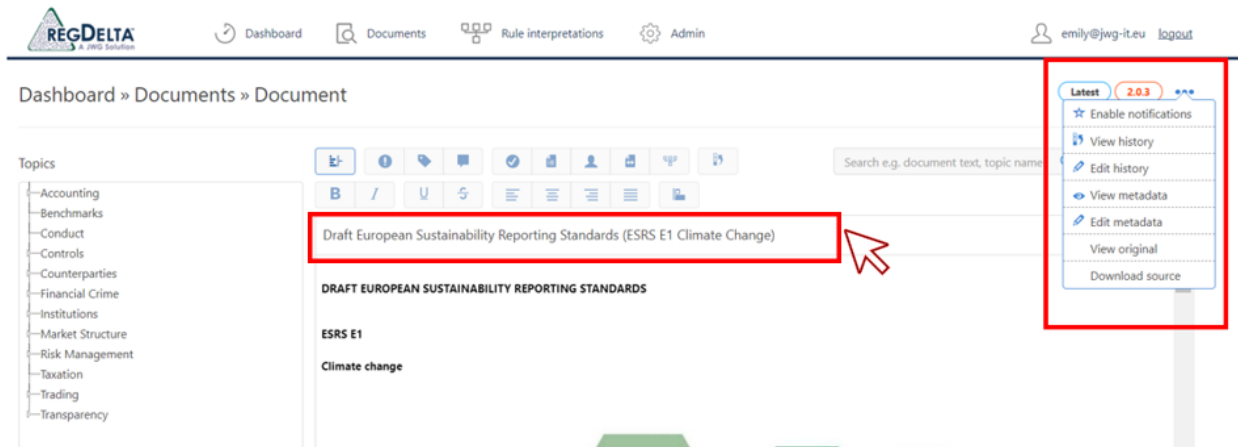


1. We have different **date filters**, **JWG upload** and **issue dates**
2. **Document types** are assigned by JWG to 130 unique regulatory classifications
3. **Legislative initiatives**, **issuing bodies** and our **countries** of the documentation
4. RegDelta's NLP (natural language processor) assigns **topics** to identify concepts which industry experts need to manage regulatory implementation
5. **Client-assigned / bespoke filters**, such as organisation hierarchy enable filtering

6. You can also search at a **document level or paragraph level**.
7. Select whether you want to see results that match **any of your criteria, or all of it**.
8. Once you have put your filters in you hit **apply** to run the query.

1.2 Find what you need in a document

You can select the document title to unlock your document level tags and view more document context by examining the metadata.



1.2.1 View metadata

You can see the document **name**, the **source** URL, the JWG **summary** of the document, **state** (either final or draft), any captured **dates** (our analysts will capture effective or public response dates as appropriate), **page count**, **country**, **issuing body**, **legislative initiative(s)**, document **type**, and **topics**.

You can **edit** any **milestones** and **events** to keep you and your team on track, and you can **add in your own business interpretation** of the document.

1.2.2 Workflow functionality & tags

RegDelta documents have multiple **tags** and **workflow** to build out the **commentary** and/or interpretation. Adding in commentary and tags at a paragraph level keeps full **auditability** and **transparency** across documents throughout your enterprise.

This is also a **collaborative space**! You can work with a team by tagging them (see below). Here's a bit more information on our tags:



- **Impact tags** are customisable fields that you can request us to customise for you. This means you can assign your own impact tags that make sense for your business. – *not available at a document level*.
- **Organisation hierarchy tags** are customisable fields that you can build out – these help you map your processes, teams etc.

- You can add **comments** and tag users who are on your RegDelta instance.
- You can add the **document status** – these are customisable in the admin tab.
- You can add in your **report type** – these are also configured in admin – *not available at paragraph level*.
- You can **assign documents to users** on RegDelta and set review dates.
- You can **edit relationships**. You would use this if there were multiple documents that you wanted to link together. You can also link paragraphs to documents, documents to paragraphs, and paragraphs to paragraphs.
- Finally, you can include or exclude a paragraph from a **rule interpretation**.

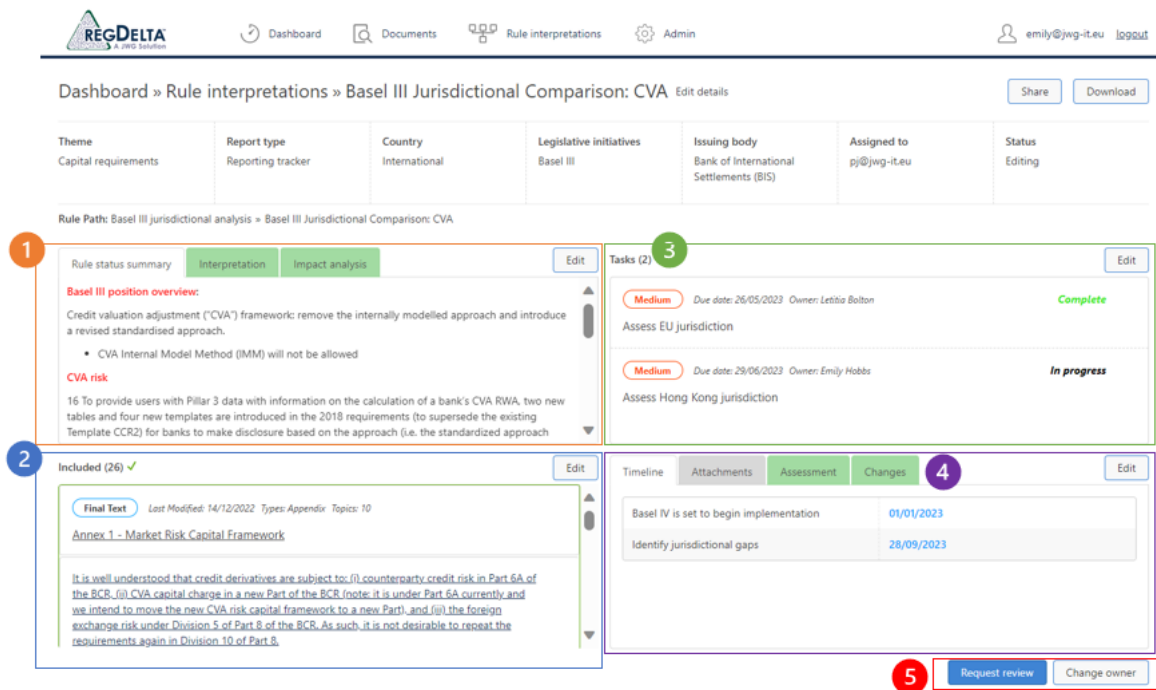
2. Rule interpretations

Rule interpretations are where you can **house your business truth**.



Within a rule interpretation you can see the **themes**, any assigned **report types**, the **jurisdiction**, **legislative initiatives**, **issuing body**, who it's **assigned** to, and the **status**.

You can **share** your rule with anyone in the RegDelta instance. They'll receive a link directly to the rule via email. You can also **download** a report of the rule in whatever format you need.



1. Your **rule status summary** – this is a summary of the rule interpretation and provides your internal snapshot of the rule. You also have your **interpretation**, and finally in this section you have the **impact analysis**. These are all free text fields.
2. Your **included paragraphs**, all fully **hyperlinked** so you can jump back into that document and straight to the paragraph you need. Any documents that you have excluded appear when you edit the rule and go to 'exclude'. Here you need to input a reason to exclude the document. Excluded paragraphs will also appear on your report downloads.
3. **Tasks**, and **timeline**. This is an overview of your **milestones**, events and any tasks to keep track of, giving you a complete picture of the progress you or your team are making. You can edit these to add in as many as you want.

4. **Add attachments** in any format, keeping everything in one place. You then have your **assessment tags**, these are your impact tags and organisation hierarchy tags, so you can keep track of the affected areas. A full **audit trail** of any changes is kept any time someone edits the rule.
5. You can **change the owner** of the rule and **request review**. The owner can send the rule back if it needs more work or sign it off. This will also be tracked in your 'changes' tab, so you don't have to separately track your **review and approval process**.