This is a document for annotation tool.

IMPORTABTS:

For the part of email tagging:

1. After selecting the options, DO NOT forget to click the “add matter” button to add your selection into the list of matters.
2. If the list of matters is empty, when you click the “Final submit” button, the popup will let you go back to re-analysis it.
3. If this email is not related to any category, please select ‘other’ in the first question. In this case, you still need to click the “add matter” button for the final submit.
4. If you need to add a new keyword, please select the last option in the drop list to activate the add new key word module. IMPORTANT: please carefully add a new key word because 1. all people will also see it in the following annotations. 2. If the keyword is chaos or complicated, it will confuse everyone.
5. 