



The seamless integration between human creativity and machine efficiency.

Guide VerbNoun Portal Employee March 8, 2018



## 1. Access the Portal

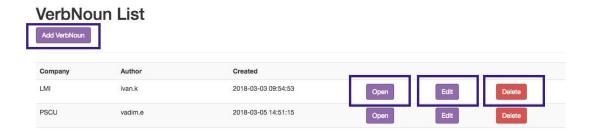
- 1. Your account for the Xentaurs VerbNoun Portal has to be created by the administrator. You will receive an e-mail with your credentials for the Portal.
- 2. Access the Xentaurs VerbNoun Portal located at <a href="https://verbnoun.xentaurs.com/">https://verbnoun.xentaurs.com/</a> and enter your username and password then select "Login" to enter the system.



3. Once you have successfully logged into the system you will see the documents that you have created.

# 2. Create the document

1. Once you have logged in the system you can "Open", "Edit", "Delete" the existing documents or create a new one by clicking on the "Add VerbNoun" button.



- 2. In order to create a new document you have to follow the steps:
  - a. Step 1. Select customer

In this step you should choose the customer that will receive the document that you are about to create. You can choose the customer from the list or you can add a new one by typing the name of the customer in the following box. After you have selected the customer click on the "Next" button.

Step 1. Select customer



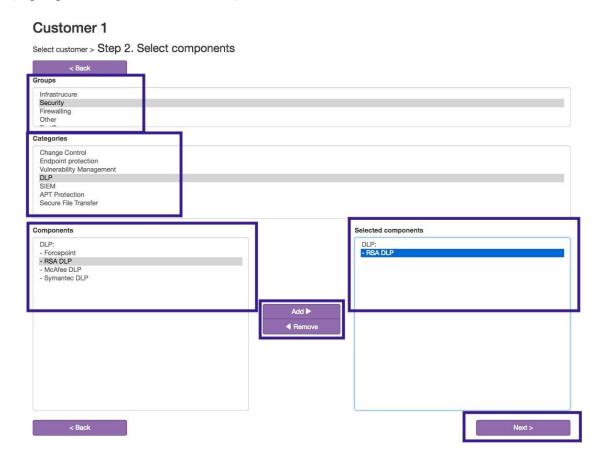
b. Step 2. Select components

Revision: 1.0

First of all you should choose one group or groups. In order to select more than one group press the ctrl button and select the ones that you need. Then you should select category or categories from the list



the same way as the groups. After category or categories are selected, you should add the components that are necessary for your document. You should choose one or several components from the list on the left and click on the "Add" button in the middle. Components that you have selected will appear in the list on the right. If you want to remove the component from the right list, you should select the component and click on the "Remove" button. When you have selected the required components press on the "Next" button. You can always go to the previous steps by clicking on the "Back" button at the top of the page right under the name of the step.

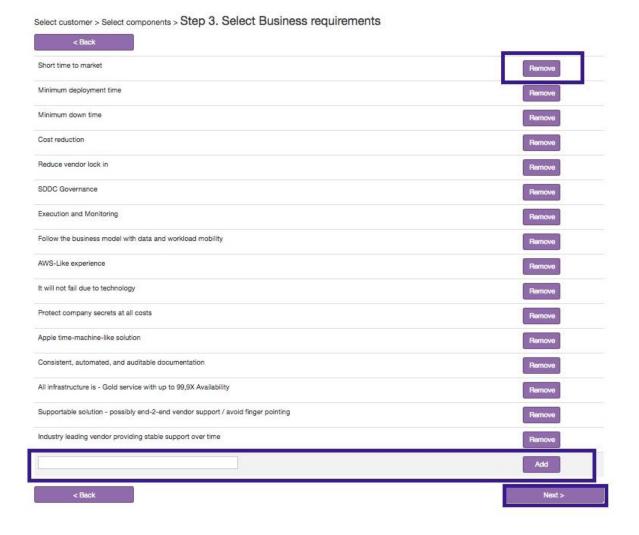




#### c. Step 3. Select Business requirements

On the page you will see the list of the requirements. If you don't need any of them you should click on the "Remove" button next to the name of the requirement. If you don't see the requirement that you need, you can add a new one by typing it in the white box at the bottom of the page and clicking "Add" button.

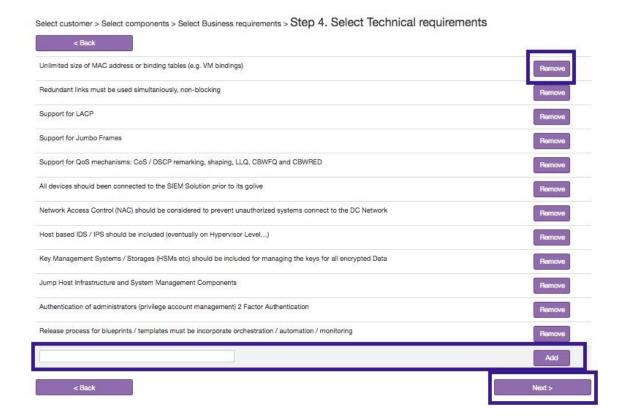
Click the "Next" button when you are finished. You can always go to the previous steps by clicking on the "Back" button at the top of the page right under the name of the step.





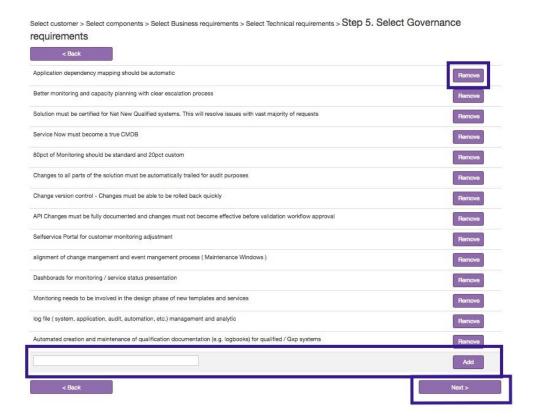
#### d. Step 4. Select Technical requirements

In this step you have to choose technical requirement. Follow the same procedure as in the Step 3. Click the "Next" button.





e. Step 5. Select Governance requirements In this step you should choose governance requirements. Follow the same steps as in the Step 3. Click the "Next" button.



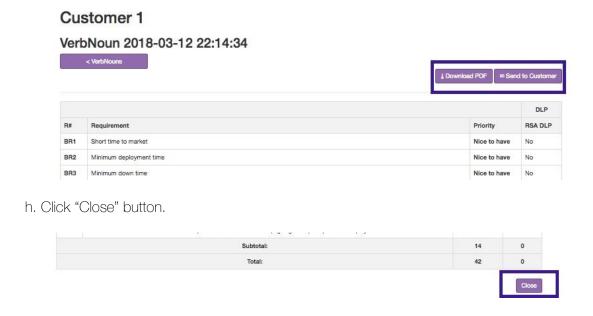


f. On the next page you will see the list of the requirements that you have selected in the previous steps. For each of the requirement you should choose the priority from the drop-down list (Nice to have, Whish list, Based on policy, Best Practice or Must Have). Also you have to define how each component will be used (No, Partial, Yes). Weights are calculated automatically under each group of requirements. Total weights are also calculated automatically in the bottom of the page. Click the «Save» button after you are finished.

#### **Customer 1** DLP RSA DLP Short time to market Minimum deployment time \$ Nice to have \$ No SDDC Governance Nice to have \* Execution and Monitoring Nice to have \* Follow the business model with data and workload mobility Nice to have # No BR9 AWS-Like experience # Nice to have BR10 It will not fail due to technology # Nice to have No BR11 Protect company secrets at all costs \$ Nice to have BR12 Apple time-machine-like solution Nice to have BR13 Consistent, automated, and auditable documentation Nice to have All infrastructure is - Gold service with up to 99,9X Availability Supportable solution - possibly end-2-end vendor support / avoid finger pointing BR16 Industry leading vendor providing stable support over time Subtotal: GR13 log file (system, application, audit, automation, etc.) management and analytic Nice to have GR14 Automated creation and maintenance of qualification documentation (e.g. logbooks) for qualified / Gxp systems ♦ No Nice to have Total: 42 0



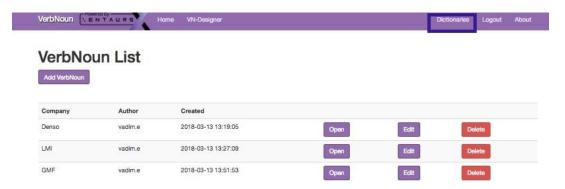
g. You have now created the document. You can download it by clicking the «Download PDF» button or send directly to the customer that you have selected in the Step 1 by clicking «Send to Customer» button at the top of the page.



Note: Until you start creating a new VerbNoun or editing an already existing one, all current results will be saved, even if you shut down your computer.

# 3. Dictionaries management

1. You can manage your dictionaries by clicking on the "Dictionaries" button at the top of the page.



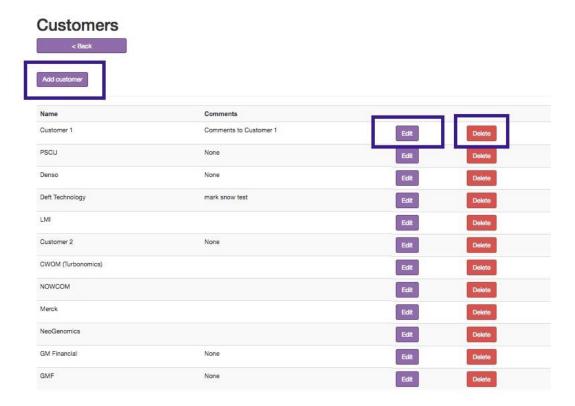


2. You will see 4 dictionaries that you can manipulate with: customers, groups, categories and components.



#### 3. Editing "Customers" dictionary

Click on the first purple box with the word "Customers" on it. You will see the list of the existing customers. You can add a new customer by clicking on the "Add customer" button and typing in the name and any comments for the customer and clicking on the "Create" button. You can edit or delete existing customer by clicking the corresponding buttons near the name of the customer.







### 4. Editing "Groups" dictionary

Click on the second purple box with the word "Groups" on it. You will see the list of the existing groups. You can add a new group by typing in the name of the group in the white box in the bottom of the page and clicking on the "Add" button afterwards. You can edit or delete existing group by clicking the corresponding buttons near the name of the group.

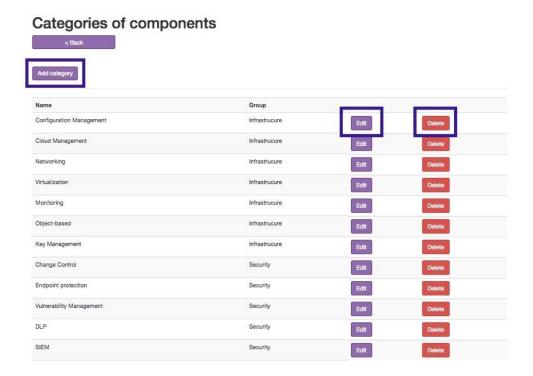
# Groups of categories





#### 5. Editing "Categories" dictionary

Click on the third purple box with the word "Categories" on it. You will see the list of the existing categories. You can add a new category by clicking on the "Add category" button and typing in the name and of the category and selecting the group from the drop-down menu and clicking on the "Save" button. You can edit or delete existing category by clicking the corresponding buttons near the name of the category.





#### 6. Editing "Components" dictionary

Click on the fourth purple box with the word "Components" on it. You will see the list of the existing components. You can add a new component by clicking on the "Add component" button and selecting the group from the drop-down menu, category from the drop-down menu, typing in the name of the component, adding the link and clicking on the "Save" button. You can edit or delete existing category by clicking the corresponding buttons near the name of the category.

