

AIDA Functional User Guide

Last Updated: 1/8/2026

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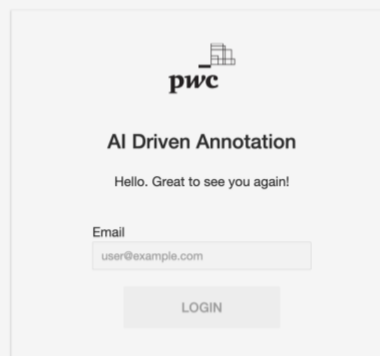
1. Getting Started

1.1 What is AIDA?

PwC's AIDA (AI-Driven Annotation) is a solution built on AWS that transforms documents into digital intelligence, both on demand and at scale. Using AWS large language models (LLMs), tech-enabled services can help accelerate your ability to extract the insights you need from your documents securely and with confidence. Simply upload your document into the solution, review the data and follow the prompts to publish new information quickly and easily. Users can also leverage our GenAI chat feature to ask questions about their documents and get answers immediately. For more information on AIDA, visit [our website](#) and/or the [AWS Marketplace](#).

1.2 Logging into AIDA

- Navigate to <https://aidrivenannotation.pwc.com/login>
- Enter your email address in the respective field
- Click the Login button to authenticate



The screenshot shows a login interface for 'AI Driven Annotation'. At the top is the PwC logo. Below it, the text 'AI Driven Annotation' is displayed. A friendly message 'Hello. Great to see you again!' follows. There is an 'Email' label above a text input field that contains the placeholder text 'user@example.com'. At the bottom of the form is a 'LOGIN' button.

After clicking the Login button:

- If your credentials are valid, you will be directed to the Home page
- If your credentials are invalid, an error message will appear
 - Please contact AIDA support at us_aida_support@pwc.com with a description and screenshot of the error

2. Projects

Projects are the primary containers for managing configuration, team access, and all files and tasks related to a single customer project. Projects form the foundation of work organization in AIDA, allowing teams to:

- Configure custom templates and labels
- Manage team access and role-based permissions
- Engineer prompts
- Upload and process documents
- Extract and query data

2.1 Creating a Project

A new project in AIDA can be created from the Home page. To begin:

1. Click the New Project button
2. Fill out the project information
3. Click “Save” to create your project

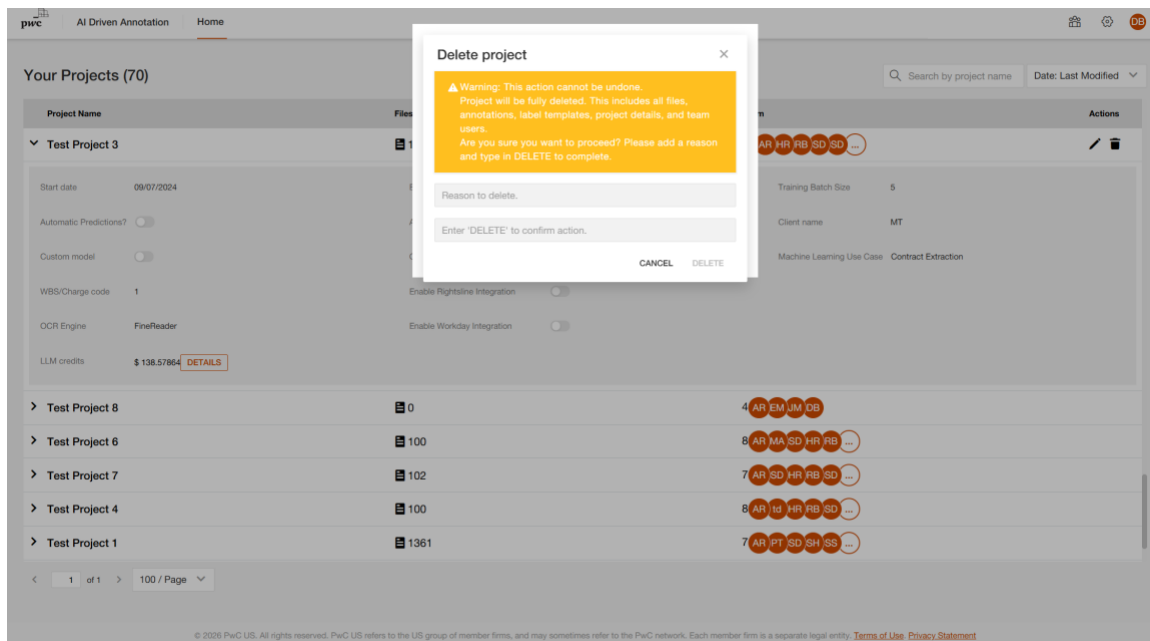
The screenshot shows the 'Project Details' modal form in the AIDA application. The modal is overlaid on a background showing a list of projects. The form fields include:

- Project Name ***: A text input field with a placeholder 'Enter unique project name...'.
- Document Type ***: A dropdown menu with 'Contract Extraction' selected.
- Client Name ***: A text input field with a placeholder 'Enter a client name...'.
- Project Description (200 char limit)**: A text area with a placeholder 'Briefly describe the project'.
- Project start date**: A date picker field.
- Project end date**: A date picker field.
- WBS/Charge code ***: A text input field with a placeholder 'Enter a WBS/Charge code...'.
- Allow Duplicate File Uploads? ***: Radio buttons for 'Yes' and 'No'.
- Does this project use a customized model? ***: Radio buttons for 'No, default information extract model' (selected) and 'Yes, customized machine learning model'.
- Automatic Predictions? ***: Radio buttons for 'Yes' and 'No'.
- Have your Client onboarding letters been reviewed and approved for reusability of these services? ***: A checkbox.

At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. The background shows a list of projects with columns for 'Project Name', 'Start date', 'Automatic Predictions?', 'Custom model', 'WBS/Charge code', 'OCR Engine', and 'LLM credits'.

2.2 Deleting a Project

1. Select the trash can icon next to the project name
2. Provide a reason for deletion
3. Type "DELETE" to confirm



Note: Project deletion cannot be undone, so ensure all necessary data has been exported or archived before proceeding.

2.3 Navigating Projects

Each project in AIDA is organized around five core components, represented as tabs, including (1) Files and Tasks, (2) Team, (3) Templates and Labels, (4) Training, and (5) Dashboard.

2.3.1 Files and Tasks

The **Files and Tasks** page opens by default when you access a project, and serves as your primary workspace for managing documents across AIDA's custom data extraction and/or querying workflows.

Files represent the actual documents that have been uploaded to a given project. AIDA generates a unique Task ID for each File (or document) uploaded to the project space. Files can also be grouped into Cases, which represent a unique grouping of related documents (e.g., a contract and related amendments). Similar to Files, each Case is assigned a unique Task ID upon creation.

Uploading Files:

1. Click the 'ADD FILE' button on the top left corner of the screen
2. In the upload window:
 - Click 'Choose your files' to select files from your system
 - Select an assignee for the document (optional)

- Confirm template
- Select a folder location for organization (optional)

Once uploaded, files appear in the Files and Tasks tab and will automatically navigate through the following statuses.

- OCR Processing: Initial status indicating that the optical character recognition (OCR) process is running on the file.
- Predictions in Progress: Indicates the Claude LLM is running “predictions” or extracting data from the file based on the assigned template and prompts.
 - **Note:** Users cannot stop the Predictions in Progress operation
 - **Note:** If “Enable Automatic Predictions” was disabled on the project creation page, AIDA will skip this step and display ‘Unreviewed.’ A user would have to select the file(s) and click the  button to manually start predictions.

The screenshot displays the PwC AI Driven Annotation interface. The top navigation bar includes 'AI Driven Annotation', 'Home', 'Dashboard', 'Files and Tasks', 'Team', 'Templates and Labels', and 'Training'. The 'Files and Tasks' section is active, showing a table of 11 tasks. The table columns are Task ID, File Name, File Path, Assignee, Status, Template, Modified, and Actions. An 'Add Files' modal is open, providing instructions on file formats and sizes, and options to add an assignee, select a template, and choose a folder location.

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
71635	2024-01-01 SOW -Company SOW_Counter_SIGNED.pdf	All Items/Contracts	Emily Molina	Approved	Contract	11/11/2025	[Icons]
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		In Progress	Contract	11/17/2025	[Icons]
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts	Emily Molina	In Progress	Contract	11/11/2025	[Icons]
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts		Unreviewed	Contract	11/11/2025	[Icons]
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts		In Progress	Contract	11/14/2025	[Icons]
71640	SOW - Company -Agreement 2024 (Final).pdf	All Items/Contracts	Sanjana Chopra	In Progress	Contract	11/11/2025	[Icons]
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baciccio	Unreviewed	Contract	11/17/2025	[Icons]
71642	ABC_SafeStor_Invoice_july2025.pdf	All Items/Invoices		Unreviewed	Invoice	11/11/2025	[Icons]
71643	Rovant_Invoice_with_Expenses_Nov2025.pdf	All Items/Invoices	Dominic Baciccio	Unreviewed	Invoice	11/17/2025	[Icons]
71688	SOW Amendment - Vorentis and Rovant Facilities (2).pdf	All Items	Dominic Baciccio	Unreviewed	Contract	11/17/2025	[Icons]

2.3.2 Team

The **Team** page within each project allows users to manage access to the project. The following project-level user roles are available for selection:

1. **Project Owner:** Typically used to designate project managers who can:
 - Manage project settings and configurations
 - Add, remove, and edit user roles and permissions
 - Create, view, update, delete project assets (files, cases, folders, etc.)
 - Create and edit templates

- Create, edit, and remove labels
- Publish files downstream (if custom integrations are enabled)
- Create tags and comments on files
- Update assignee/status of file

Note: Project Owners cannot create or delete projects unless they are AIDA System Admins.

2. **Data Scientist:** Typically assigned to users responsible for prompt engineering and configuration. Data Scientists maintain the same permissions as Project Owners except:
 - Cannot delete files, cases or folders
3. **Contributor:** Typically assigned to users responsible for reviewing and organizing documents. Contributors maintain the same permissions as Data Scientists except:
 - Cannot edit project details
 - Cannot edit user roles/remove users from project
 - Cannot create, edit, or delete folders
 - Cannot delete files or cases
 - Cannot move files from folders to different folders
 - Cannot publish files to client integrations
 - Cannot access the Templates & Labels or Training tabs (including any actions within those tabs)
4. **Read-Only:** Typically assigned to users responsible for reviewing specific documents, only assigned to them. Read-Only users maintain the same permissions as Contributors except:
 - Cannot access the Teams, Templates & Labels, or Training tabs (including any actions within those tabs)
 - Cannot leave tags or comments on files
 - Cannot CRUD cases or folders
 - Cannot change the status/assignee of file
 - Cannot upload files
 - Cannot download files
 - Cannot utilize any chat functionality

Adding Team Members to a Project

To add new users to a specific project:

1. Click on your project and select “Team” tab
2. Click the " Add User " button on the top right-hand corner of the Team page
3. Type in the user’s name in the field bar (at least 3 letters must be typed)
4. Select the user
5. Click “Save”

Removing Team Members from a Project

To remove users from a specific project:

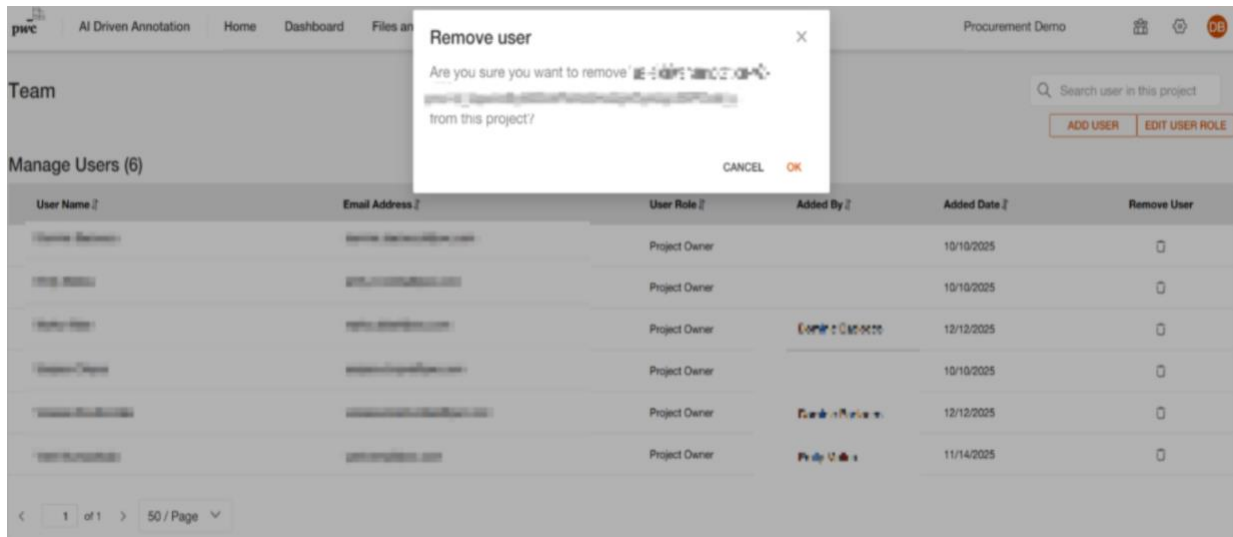
1. Click on your project and select “Team” tab
2. In the “Remove User” column, click the trash button
3. On the confirmation popup modal, click “OK” to delete the user from the project
 - a. A user can be readded to a project at any time

The screenshot shows the PwC Team management interface. The top navigation bar includes links for Home, Dashboard, Files and Tasks, Team (selected), Templates and Labels, and Training. The right side of the header shows 'Procurement Demo' and user profile icons. The main content area is titled 'Team' and includes a search bar 'Search user in this project' and buttons for 'ADD USER' and 'EDIT USER ROLE'. Below this is a section 'Manage Users (6)' with a table listing users. The table has columns for User Name, Email Address, User Role, Added By, Added Date, and Remove User. The users listed are: Loretta Harrison (Project Owner, 10/10/2025), Emily Wilson (Project Owner, 10/10/2025), Marko Alkan (Project Owner, 12/12/2025), Stephen Chocho (Project Owner, 10/10/2025), Vanessa Kradomiles (Project Owner, 12/12/2025), and Yoon Munchoo (Project Owner, 11/14/2025). Below the table is a pagination control showing '1 of 1' and '50 / Page'. Underneath is a section 'Manage API Keys' with a table that is empty, displaying the message 'Table is Empty.' and a pagination control showing '1 of 1' and '50 / Page'. At the bottom, there is a copyright notice: '© 2025 PwC US. All rights reserved. PwC US refers to the US group of member firms, and may sometimes refer to the PwC network. Each member firm is a separate legal entity. Terms of Use Privacy Statement'.

User Name	Email Address	User Role	Added By	Added Date	Remove User
Loretta Harrison	lorretta.harrison@pwc.com	Project Owner		10/10/2025	
Emily Wilson	emily.wilson@pwc.com	Project Owner		10/10/2025	
Marko Alkan	marko.alkan@pwc.com	Project Owner		12/12/2025	
Stephen Chocho	stephen.chocho@pwc.com	Project Owner		10/10/2025	
Vanessa Kradomiles	vanessa.kradomiles@pwc.com	Project Owner		12/12/2025	
Yoon Munchoo	yoon.munchoo@pwc.com	Project Owner		11/14/2025	

API Key	API ID	API Value	API Role	Added By	Added Date	Remove API Key
Table is Empty.						

This screenshot shows the same PwC Team management interface as the previous one, but with an 'Add User' modal open in the center. The modal has a search bar 'Add user', a close button 'X', and two buttons at the bottom: 'CANCEL' and 'SAVE'. The background content is slightly dimmed. The 'Team' section and 'Manage Users (6)' table are visible behind the modal. The table lists the same six users as before. The pagination control shows '1 of 1' and '50 / Page'.



2.3.3 Templates and Labels

The **Templates and Labels** page within each project allows users to configure custom templates based on the types of documents they plan to process in AIDA.

Templates serve as reusable frameworks within a project that defines what information should be extracted from documents. Each template contains a collection of labels, making it easier to maintain consistency when processing similar document types across your project.

Default Templates

Within each project, a template named “Default” is automatically created. This Default template will serve as the primary template for the files you upload to AIDA and where the collection of labels will originally be stored.

The Default template is automatically applied to any file you upload. Only 1 template can be default at a time.

Changing Default Template

Users can also change the default template that is applied to files that are uploaded.

1. Under the Templates and Labels tab, find a different template that has been created for that project
2. Under the “Actions” column, click the “Start” button
3. The message will display: “The **Default** template is the default. Do you want to select the [xx] template as the default? Only one template can be default at a time.”

4. Click “OK.”

5. The [xx] template will now be designated as the default template

Procurement Demo

AI Driven Annotation Home Dashboard Files and Tasks Team Templates and Labels Training

Templates and Labels NEW TEMPLATE

Template Name ↕	Default ↕	Total Labels ↕	AI Powered Labels ↕	Custom Labels ↕	Documents Applied ↕	Created By ↕	Last Modified By ↕	Actions
Contract	Yes	10	0	10	9	Dominic Baciocco 11/14/2025	Dominic Baciocco 12/18/2025	
Default	No	0	0	0	0	Dominic Baciocco@pwc.com 12/18/2025	Dominic Baciocco 12/18/2025	 
Invoice	No	6	0	6	2	sanjama.chopra@pwc.com 12/12/2025	sanjama.chopra@pwc.com 12/18/2025	 
Purchase Order	No	0	0	0	0	sanjama.chopra@pwc.com 12/18/2025	Dominic Baciocco 12/18/2025	 

< 1 of 1 > 25 / Page

Procurement Demo

AI Driven Annotation Home Dashboard Files and Tasks

Templates and Labels NEW TEMPLATE

Template Name ↕	Default ↕	Total Labels ↕	AI Powered Labels ↕	Custom Labels ↕	Documents Applied ↕	Created By ↕	Last Modified By ↕	Actions
Contract	No	10	0	10	9	Dominic Baciocco 11/14/2025	Dominic Baciocco 12/18/2025	 
Default	Yes	0	0	0	0	Dominic Baciocco@pwc.com 12/18/2025	Dominic Baciocco 12/18/2025	
Invoice	No	6	0	6	2	sanjama.chopra@pwc.com 12/12/2025	sanjama.chopra@pwc.com 12/18/2025	 
Purchase Order	No	0	0	0	0	sanjama.chopra@pwc.com 12/18/2025	Dominic Baciocco 12/18/2025	 

< 1 of 1 > 25 / Page

Mark As Default

The Default template is the default. Do you want to select the Contract template as the default? Only one template can be default at a time.

CANCEL OK

Creating a New Template

1. Navigate to the Templates and Labels page
2. Click 'NEW TEMPLATE'
3. In the Create new template modal:
 - Enter Template Name: Use a descriptive name that identifies the template's purpose

- Add Template Description: Provide details about the template
- Build Template From (optional): Choose an existing template as a starting point

4. Click 'CREATE'

Create new template

NAME OF THE TEMPLATE *

Insert the name

DESCRIPTION OF THE TEMPLATE *

Enter a description and details about this template here

0/300

BUILD TEMPLATE FROM

Select template (if not selected, template will be blank)

CANCEL CREATE

Template Name	Default	Total Labels
Contract	Yes	10
Default	No	0
Invoice	No	6
Purchase Order	No	0

Created By	Last Modified By	Actions
Dominic Baciocco 11/04/2025	Dominic Baciocco 11/10/2025	✎
dominic.baciocco@pwc.com 10/10/2025	dominic.baciocco@pwc.com 11/04/2025	✎ 🔍
sanjana.chopra@pwc.com 10/12/2025	sanjana.chopra@pwc.com 10/12/2025	✎ 🔍
sanjana.chopra@pwc.com 10/10/2025	Dominic Baciocco 11/10/2025	✎ 🔍

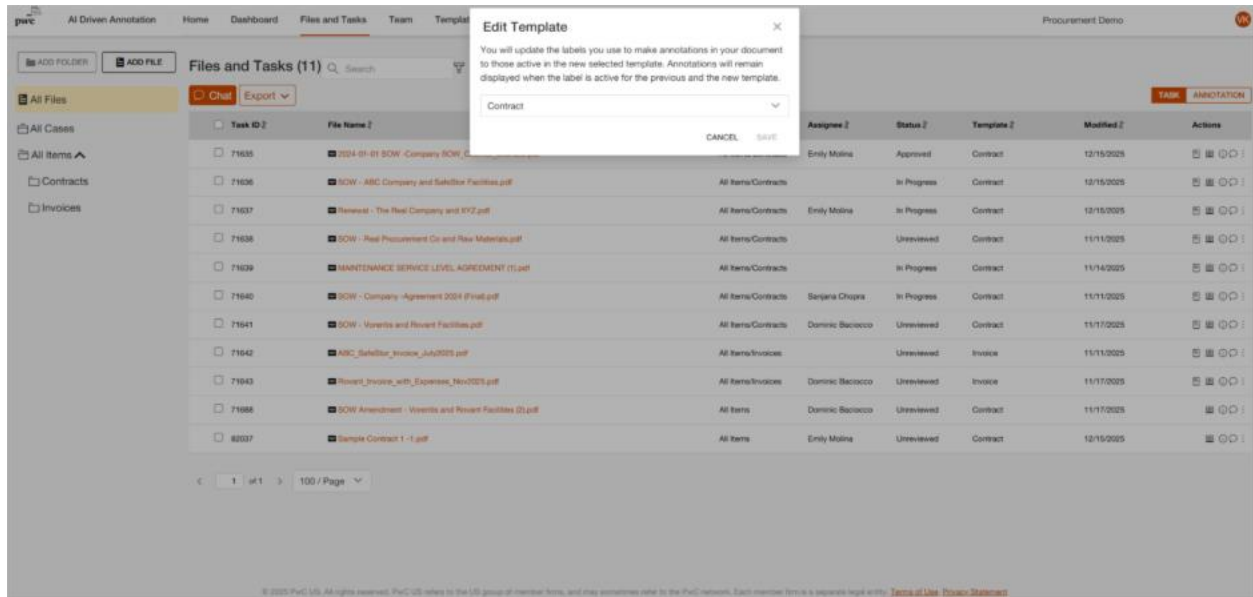
1 of 1 25 / Page

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Applying Templates to Files

To assign a template during file upload, refer to the guidance in Section 2.3.1.

1. After file upload:
 - a. Select file(s) in Files and Tasks view
 - b. Click "More Actions" (three dots)
 - c. Choose "Edit Template"
 - d. Select desired template



Understanding Labels

Labels are the building blocks of templates, used to identify and extract specific types of information from documents. Within a project, you can utilize both ‘Existing Labels’ and ‘New Labels.’

Existing Labels are labels that have already been created in other templates and can be reused in the current template. When an Existing Label is used, it retains the exact same prompt defined in the original template. As a result, any client-specific terminology or project-specific language included in that prompt will also carry over to the current project.

New Labels is the page where users can create a new label for the first time in a specific project. Labels created here can then be used across templates for a specific project.

pwc | AI Driven Annotation | Home | Dashboard | Files and Tasks | Team | **Templates and Labels** | Training | Procurement Demo

🏠 / [Templates and Labels](#) / Contract

Contract

Procurement

EXISTING LABELS | NEW LABELS

Manage your available labels here. Check the box or drag and drop to the list.

AVAILABLE FIELDS

☒ Company

☒ Contract End Date

☒ Contract Start Date

☒ Currency

☐ Customer

☐ Customer Contact Information

☒ Description of Goods and Services

☒ Document Date

☐ Invoice Company

ADDITIONAL INFORMATION

CUSTOM

Selected Labels

Drag and Drop Labels to the template and reorder as needed.

1. Company
2. Supplier
3. Document Date
4. Contract Start Date
5. Contract End Date
6. Currency
7. Total Contract Value
8. Payment Terms
9. Description of Goods and Services

NEW LABELS

Drag and drop a label type into the form builder to create a custom field.

Annotation Name

Dropdown

Yes/No Label: ☐ Yes ☐ No

☐ Multiselect Label

Date picker

Table

Unstructured Table

Question and Answer

CUSTOM

Selected Labels

Drag and Drop Labels to the template and reorder as needed.

1. Company
2. Supplier
3. Document Date
4. Contract Start Date
5. Contract End Date
6. Currency
7. Total Contract Value
8. Payment Terms
9. Description of Goods and Services

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To create new labels:

1. Navigate to the Templates and Labels tab
2. Select an existing template from the list
3. Click 'New Labels'
4. From the left side panel:
 - Drag the 'Question and Answer' label to the Selected Labels space

- Enter a unique label name
 - Provide a clear label description
5. Click 'Save'

The screenshot displays the PwC 'Templates and Labels' interface for a 'Contract' template. The top navigation bar includes 'pwc', 'AI Driven Annotation', 'Home', 'Dashboard', 'Files and Tasks', 'Team', 'Templates and Labels' (active), 'Training', and 'Procurement Demo'. The breadcrumb trail shows 'Templates and Labels' / 'Contract'. The main section is titled 'Contract' and includes a 'Procurement' sub-header. Below this, there are tabs for 'EXISTING LABELS' and 'NEW LABELS'. A instruction states: 'Drag and drop a label type into the form builder to create a custom field.' The 'NEW LABELS' section on the left lists various input types: 'Annotation Name', 'Dropdown', 'Yes/No Label' (with radio buttons for Yes and No), 'Multiselect Label' (with a checkbox), 'Date picker', 'Table', 'Unstructured Table', and 'Question and Answer' (highlighted with a red box). At the bottom of this section are 'CANCEL' and 'SAVE' buttons. The 'Selected Labels' section on the right lists 9 labels: '1.Company', '2.Supplier', '3.Document Date', '4.Contract Start Date', '5.Contract End Date', '6.Currency', '7.Total Contract Value', '8.Payment Terms', and '9.Description of Goods and Services'. Each label has a 'CUSTOM' button and an edit icon. The footer contains copyright information for PwC US and links to 'Terms of Use' and 'Privacy Statement'.

2.3.4 Training

The **Training** page within each project allows Project Owners and Data Scientists to engineer prompts which drive the extraction of data for each label previously configured in the Templates and Labels page.

Through the Training interface, Project Owners and Data Scientists can:

- Import prompts for created labels
- Activate/deactivate prompts for created labels
- Delete prompts

Training

This is where you manage your model and its training within this project.

Search

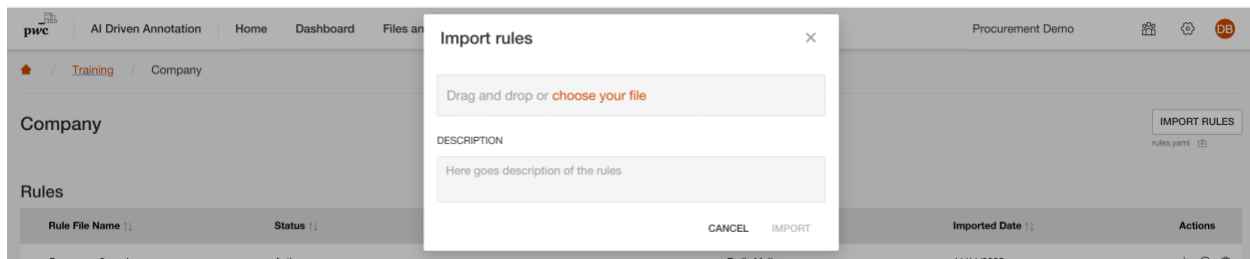
Status	Type	Name	Parent Label Name	Accuracy - Precision (P) and Recall (R)		Dataset
Active	Label	Company		P: NA	R: NA	3 annotations in 1 document
Annotated	Template	Contract		P: NA	R: NA	27 annotations in 1 document
Active	Label	Contract End Date		P: NA	R: NA	3 annotations in 1 document
Active	Label	Contract Start Date		P: NA	R: NA	3 annotations in 1 document
Active	Label	Currency		P: NA	R: NA	2 annotations in 1 document
New	Template	Default		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Description of Goods and Services		P: NA	R: NA	4 annotations in 1 document
Active	Label	Document Date		P: NA	R: NA	3 annotations in 1 document
New	Template	Invoice		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Invoice Company		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Invoice Currency		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Invoice Date		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Invoice Due Date		P: NA	R: NA	0 annotations in 0 documents
Active	Label	Invoice Supplier		P: NA	R: NA	0 annotations in 0 documents

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Uploading Prompts

Uploading prompts in AIDA is a version-controlled process.

- Go to the Training Tab
- Engineer prompts:
 - Create a .yaml file on your local device with your desired prompt
 - Upload the file as a rule into the label by click the 'Import Rules' button



Users can activate/deactivate/download prompts for labels. Uploading multiple .yaml files for one label is supported, and the user has control over which version of the prompt they would like AIDA to use during annotations.

Activating prompts:

- Go to the Training Tab
- Click a label
- Click the  button to activate the prompt

- a. This will apply the specific prompt to the label that has been created

Deactivating prompts:

1. Go to the Training Tab and select a label
2. Click the  button to deactivate the prompt. This will remove the prompt from affecting the label it is uploaded to and therefore, will not influence the annotations that occur
3. An alternative to deactivate a prompt is by activating another prompt within the same label. Only one prompt can be active per label at a time

Downloading prompts:

1. Go the Training Tab and select a label
2. Locate the desired .yaml file and click the  button to download the .yaml file to your local machine

YAML File Tips

The YAML file must be created in a plain-text editor (e.g., Notepad on Windows or TextEdit on macOS), and its structure must match the following format. This includes preserving all letter cases outside quotation marks, indentation, quotation marks, colons, underscores, and spacing. YAML files are sensitive to formatting, so even small deviations—such as changing `llm_q` to `LLM_Q`, removing a space, or altering quotation styles—can cause prediction failures.

Example YAML file:

LLM:

```
llm_q: "Who are the legal parties in this lease agreement?"
```

2.3.5 Dashboard

The customizable Dashboard provides real-time visibility into key project metrics to inform decision-making related to workload management and prioritization.

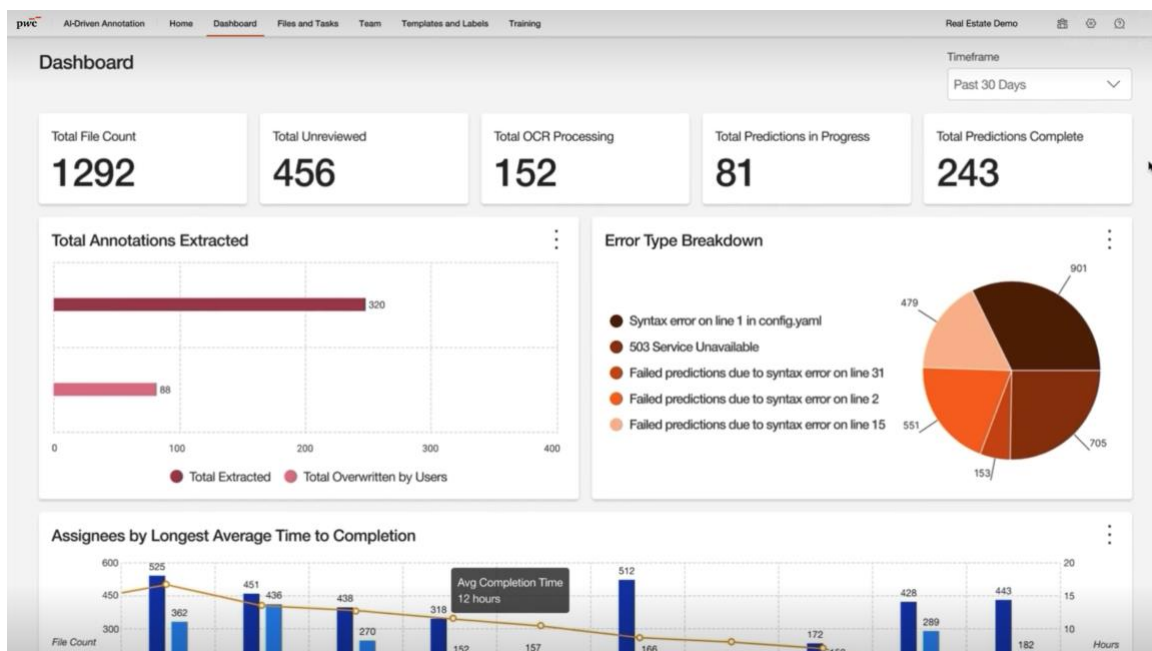
Key Metrics

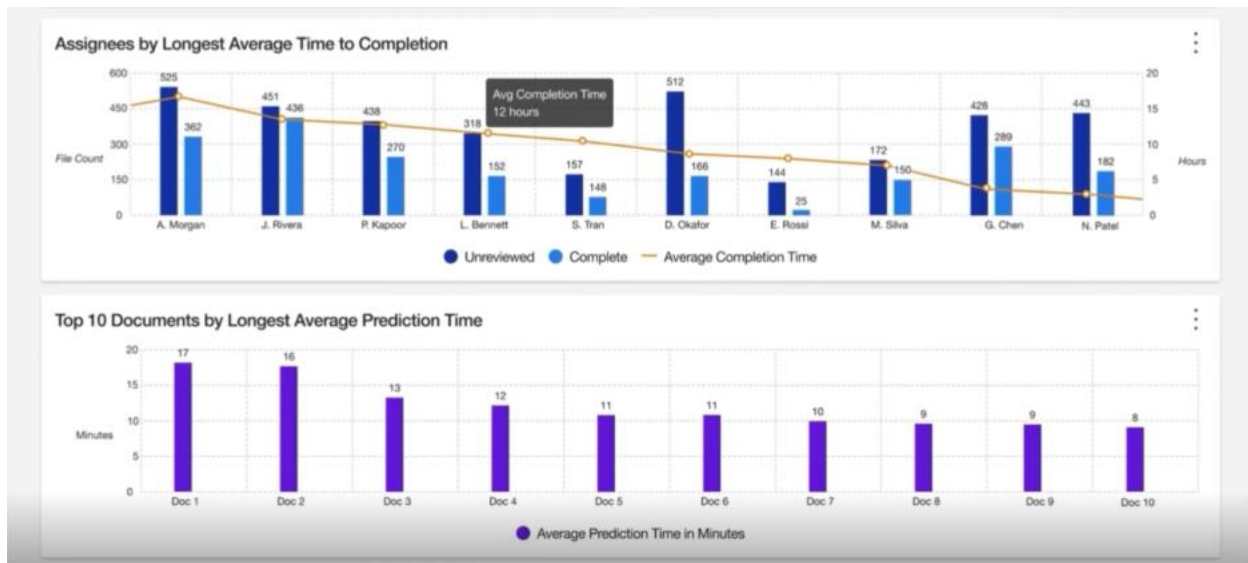
1. Document Processing
 - Document Processing Analytics
 - Processing status by document type
 - OCR completion rates

- Annotation progress tracking
 - Quality control metrics
2. Team Performance Analysis
 - User activity metrics
 - Annotation accuracy rates
 - Processing time analytics
 - Workload distribution

Interactive Features

1. Custom Date Range Filtering:
 - Set specific date ranges
 - Compare periods
 - Save frequent date ranges
2. Data Visualization Tools:
 - Hover over data points for detailed tooltips
 - Export specific visualizations to CSV
 - Customize view preferences
3. Report Generation:
 - Export dashboard data
 - Schedule automated reports
 - Share analytics with team members





4. File and Task Management

This section covers how to organize and manage files within your projects, including creating cases, establishing folder structures, and performing various file operations.

4.1 Creating and Managing Cases

Cases in AIDA allow you to group related files together, such as contracts and related amendments, to simplify search, navigation, and querying.

To create a case:

1. Navigate to the Files and Tasks tab
2. Select multiple files that need to be grouped together
3. Click the "Case" button that appears beside "Export"
4. Enter a Case Name and click SAVE

Procurement Demo

Case

Case Name *

Case 1

2024-01-01 SOW -Company SOW_Counter_SIGNED.pdf

SOW - ABC Company and SafeStor Facilities.pdf

Renewal - The Real Company and XYZ.pdf

CANCEL SAVE

Files and Tasks (11)

3 Files are selected Clear Selection

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
71635	2024-01-01 SOW -Company SOW_Counter_SIGNED.pdf	Items/Contracts	emmy moria	In Progress	Contract	11/11/2025	
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		Unreviewed	Contract	11/11/2025	
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts		In Progress	Contract	11/11/2025	
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts		Unreviewed	Contract	11/11/2025	
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts		In Progress	Contract	11/14/2025	
71640	SOW - Company -Agreement 2024 (Final).pdf	Sanjana Chopra	In Progress	Contract	11/11/2025		
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baclocco	Unreviewed	Contract	11/17/2025	
71642	ABC_SafeStor_Invoice_July2025.pdf	All Items/Invoices		Unreviewed	Invoice	11/11/2025	
71643	Rovant_Invoice_with_Expenses_Nov2025.pdf	All Items/Invoices	Dominic Baclocco	Unreviewed	Invoice	11/17/2025	
71688	SOW Amendment - Vorentis and Rovant Facilities (2).pdf	All Items	Dominic Baclocco	Unreviewed	Contract	11/17/2025	

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Procurement Demo

Files and Tasks (3)

Chat Export

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
30	Case 1	All Items/Contracts		In Progress	Contract	11/17/2025	

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Once a case is created, you can:

- Move additional files into the case
- View all files within the case by clicking on the case name
- Track the processing status of all files in the case
- Delete or dissolve a case (see below)

To dissolve a case:

1. Click the Pencil icon under the Actions column OR click the  button
2. Select DISSOLVE
3. Click CONFIRM

Note: When a case is dissolved, all files return to their original location.

To delete a case:

1. Click “All Items” on the left
2. Right click on the desired case
 - a. User can also select the Folder and click the  button
3. Click ‘DELETE’

4.2 Creating and Managing Folders

Folders are an optional feature in AIDA to help further organize your files in a hierarchical folder structure.

To create a new folder:

1. Click “All Items” on the left
2. Click ADD FOLDER
3. Enter a folder name in the text box
4. Click Save

Procurement Demo

Files and Tasks (11)

ADD FOLDER ADD FILE

All Items(11)

Chat Export

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
	Contracts	All Items/Contracts					
	Invoices	All Items/Invoices					
71688	SOW Amendment - Vorentis and Rovant Facilities (2).pdf	All Items	Dominic Baciocco	Unreviewed	Contract	01/05/2026	
82037	Sample Contract 1 -1.pdf	All Items	Emily Molina	Unreviewed	Contract	01/05/2026	

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ADD FOLDER

Files and Tasks (11)

All Items(11)

Chat Export

Enter folder name...

CANCEL SAVE

Note: To create a nested sub folder, right click on the existing parent folder and select 'Add Sub Folder'

Procurement Demo

Files and Tasks (7)

ADD FOLDER ADD FILE

All Items(11) > Contracts(7)

Chat Export

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
71635	2024-01-01 SOW -Company SOW_Counter_SIGNED.pdf	All Items/Contracts	Emily Molina	Approved	Contract	12/15/2025	
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		In Progress	Contract	12/15/2025	
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts	Emily Molina	In Progress	Contract	12/15/2025	
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts	Vanessa Koutourides	Unreviewed	Contract	12/22/2025	
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts	Vanessa Koutourides	In Progress	Contract	12/22/2025	
71640	SOW - Company -Agreement 2024 (Final).pdf	All Items/Contracts	Sanjana Chopra	In Progress	Contract	11/11/2025	
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baciocco	Unreviewed	Contract	11/17/2025	

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ADD FOLDER

Files and Tasks (7)

All Items(11) > Contracts(7)

Chat Export

Contracts

Add Sub Folder

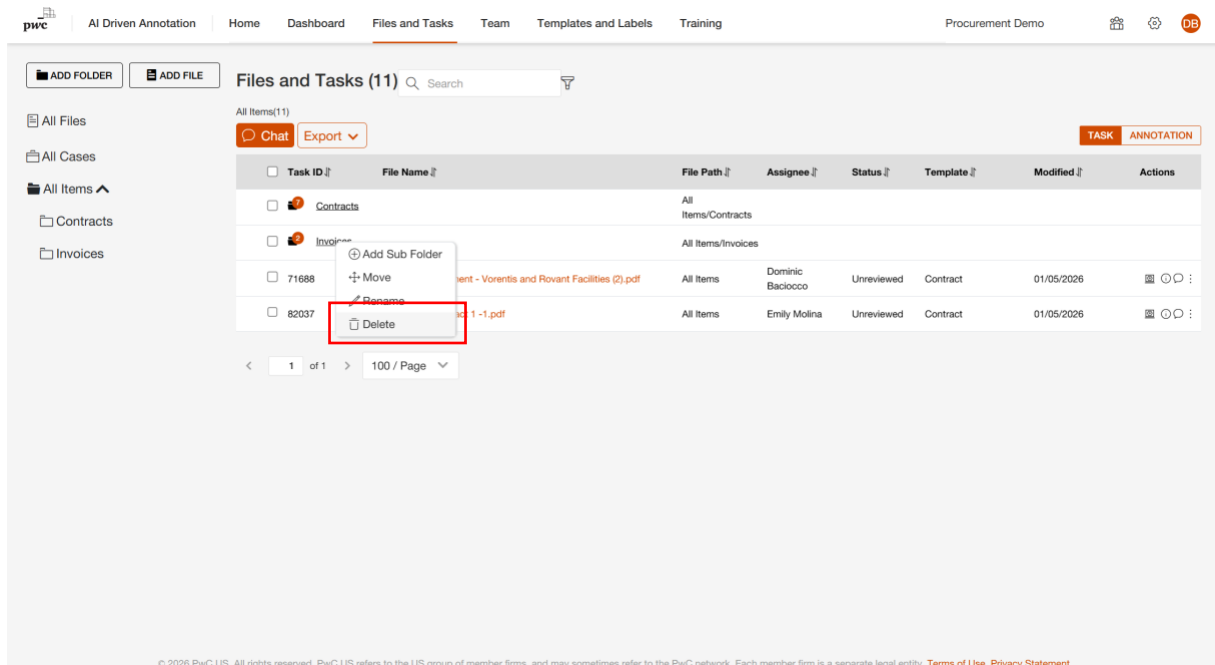
Move

Rename

Delete

To delete a folder:

1. Click “All Items” on the left
2. Right click on the desired folder
 - a. User can also select the Folder and click the  button
3. Click ‘DELETE’



The screenshot shows the PwC Files and Tasks interface. On the left, there is a sidebar with navigation options: All Files, All Cases, All Items (selected), Contracts, and Invoices. The main area is titled 'Files and Tasks (11)' and contains a table of tasks. A right-click context menu is open over the task '82037', showing options: Add Sub Folder, Move, Rename, and Delete (highlighted in red). The table has columns: Task ID, File Name, File Path, Assignee, Status, Template, Modified, and Actions. The task '82037' is assigned to Emily Molina, has a status of 'Unreviewed', and a template of 'Contract'. The footer contains copyright information for PwC US.

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
	Contracts	All Items/Contracts					
	Invoices	All Items/Invoices					
71688	Contract - Vorentis and Rovant Facilities (2).pdf	All Items	Dominic Baciocco	Unreviewed	Contract	01/05/2026	
82037	Contract - 1-1.pdf	All Items	Emily Molina	Unreviewed	Contract	01/05/2026	

To rename a folder:

1. Click “All Items” on the left
2. Right click on the desired folder
 - a. User can also select the Folder and right click to select 'Rename’
3. Click ‘Rename’

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Files and Tasks (11)

TASK **ANNOTATION**

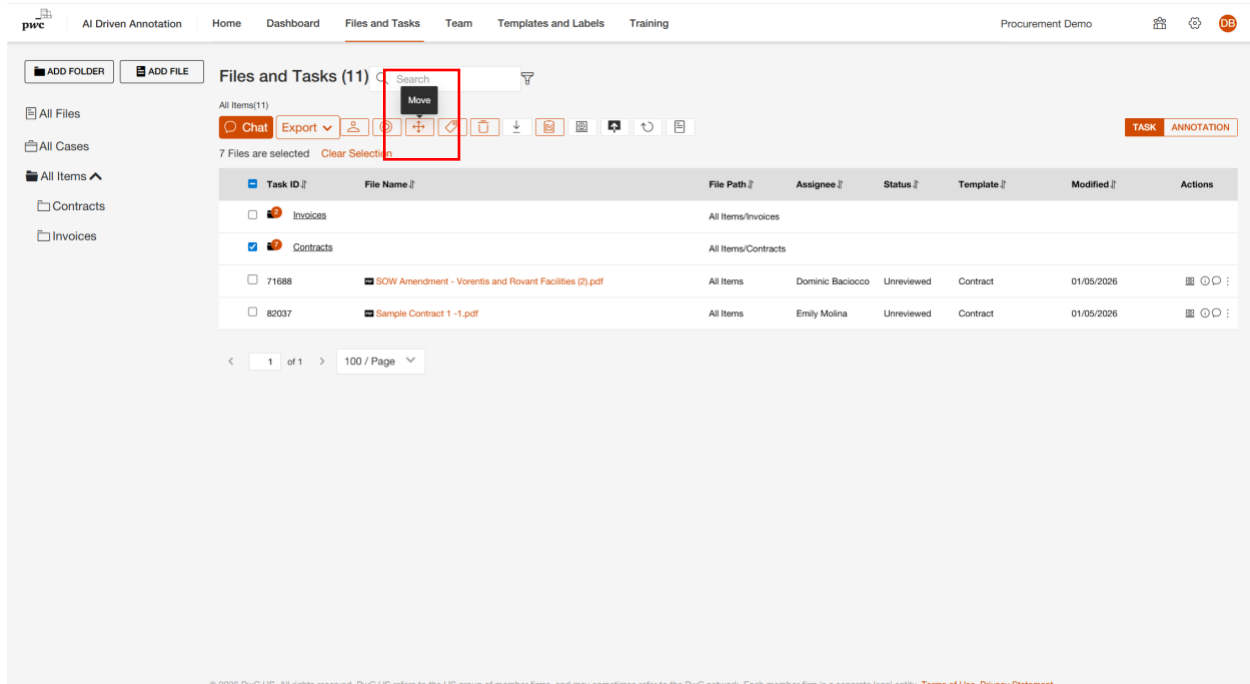
Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
☐	Contracts	All Items/Contracts					
☐	Item - Vorentis and Rovant Facilities (2).pdf	All Items/Invoices					
☐ 71688	Item - Vorentis and Rovant Facilities (2).pdf	All Items	Dominic Baciocco	Unreviewed	Contract	01/05/2026	
☐ 82037	Item - Vorentis and Rovant Facilities (2).pdf	All Items	Emily Molina	Unreviewed	Contract	01/05/2026	

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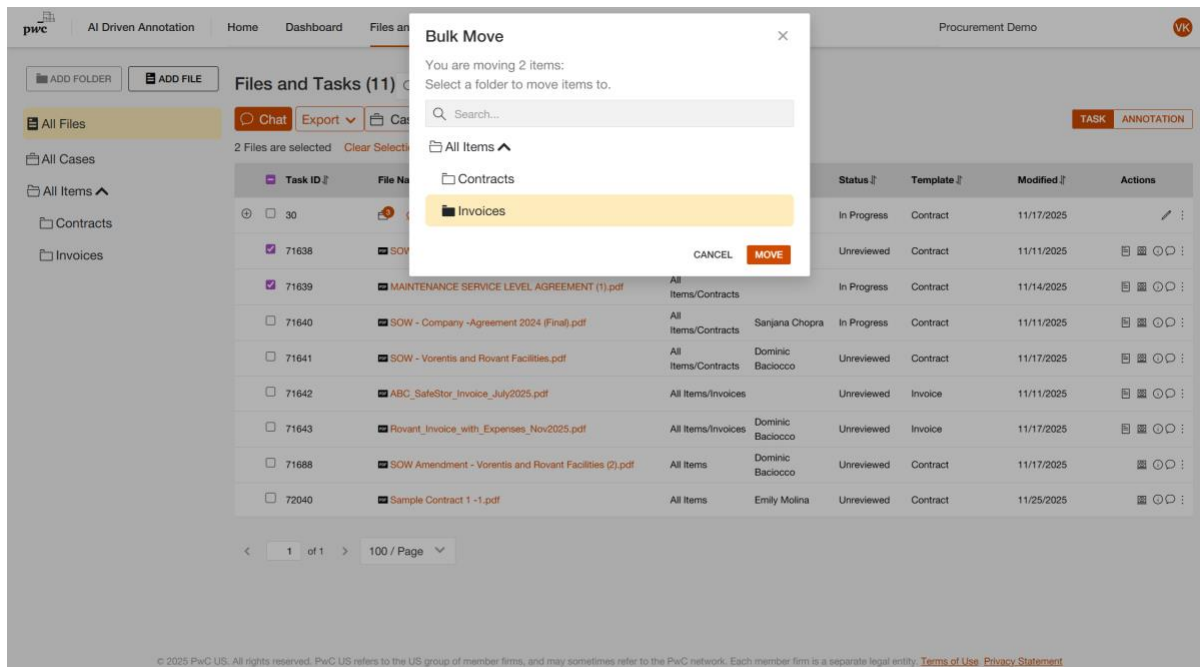
To move folders:

1. Click “All Items” on the left
2. Right click on the desired folder
 - a. User can also select the Folder and right click to select ‘Move’
3. Click ‘Move’ to move folder to desired location
 - a. Users can move folders inside other folders to create nested sub folders



To move files across or into new folders:

1. Select the file(s) by clicking the checkbox beside each file name
2. Click the Move icon in the task bar
3. Select the destination folder
4. Click 'Move' to complete the transfer



5. Human-in-the-Loop (HITL) Review

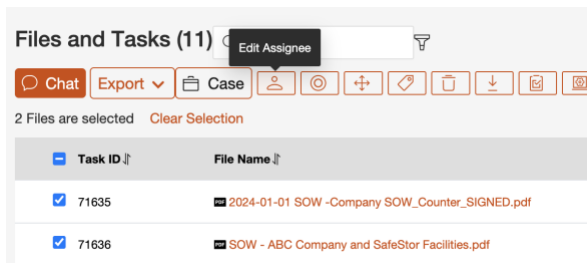
Users can leverage AIDA's built-in HITL workflow process to review, edit, and/or annotate AI-extracted data before publishing or exporting it for downstream processing.

5.1 Workflow Features

As indicated in Section 2.3.1, AIDA's workflow functionality allows users to assign files to individual team members for review, and update statuses to track progress throughout the course of their review.

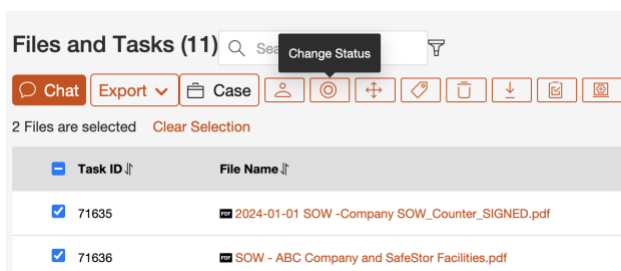
Assignees

Files can be assigned to individual reviewers at the time of upload as indicated in Section 2.3.1. After a file has been uploaded, assignees can be managed in bulk within the 'Files and Tasks' page by selecting the relevant files/tasks and clicking the 'Edit Assignee' button:



Statuses

Similarly, statuses can be managed individually or in bulk by selecting the relevant files/tasks and clicking the 'Change Status' button.



Status options include:

- **Unreviewed:** As indicated in Section 2.3.1, this is the final auto-generated status which indicates that the OCR and Predictions processes are complete. Files in an 'Unreviewed' status are ready for HITL review.
- **In Progress:** Manually selected by HITL reviewer to indicate a file is actively being worked on.

- **Complete:** Manually selected by HITL reviewer to indicate that the initial review is complete and pending elevated approval (if applicable).
- **Approved:** Manually selected by approver to indicate the final review is complete, and the file is approved.
- **Rejected:** Manually selected by approver to indicate the final review is complete, and the file is rejected.

5.2 Reviewing Annotations

1. Navigate to the Files and Tasks tab within your project
2. Access annotations in two ways:
 - Single document view: Click directly on a document to open it
 - Multiple document view: Click the ANNOTATION button on the top right of the Files and Tasks page. Users can toggle between specific templates and/or labels using the two dropdown menus in the top right.

pwc AI Driven Annotation Home Dashboard **Files and Tasks** Team Templates and Labels Training Procurement Demo

ADD FOLDER ADD FILE Files and Tasks (9) Search

ACTIVE FILTERS: Template Contract X RESET FILTERS

Chat Export

TASK ANNOTATION

Contract (Default) All selected

Task ID	File Name	Company	Supplier	Document Date	Contract Start Date	Co
71635	2024-01-01 SOW - Company SOW_Counter_SIGNED.pdf	CLIENT PRODUCTIONS, LLC SOW is between ABC Media, LLC, with offices located at 3900 W. Sunset Blvd., Los Angeles, California, 90028, USA ("Supplier") and CLIENT PRODUCTIONS, LLC with offices at 5745 13th Ave S Minneapolis, MN 55417 ("Company") and is	ABC Media, LLC provide Monthly Social Retainer for Social team Monthly Deliverable Company shall the following Services Company to serve as end-to-end product on resources for Social team. This shall include limited long form content idea on, edit resources and post produc on management and delivery...	01/01/2024 2024 Statement of Work This Statement of Work ("SOW") is between ABC Media, LLC, with offices located at 3900 W. Sunset Blvd., Los Angeles, California, 90028, USA ("Supplier") and CLIENT PRODUCTIONS, LLC with offices at 5745 13th Ave S Minneapolis, MN 55417 ("Company") and is	01/01/2024 2024 Statement of Work This Statement of Work ("SOW") is between ABC Media, LLC, with offices located at 3900 W. Sunset Blvd., Los Angeles, California, 90028, USA ("Supplier") and CLIENT PRODUCTIONS, LLC with offices at 5745 13th Ave S Minneapolis, MN 55417 ("Company") and is	
71636	SOW - ABC Company and SafeStor Facilities.pdf	ABC Company Co Statement of Work (SOW) This Statement of Work ("SOW") is between ABC Company Co 501 Market Street, San Francisco, CA 94105, United States Email: contract@procurementco.com Phone: 818 555-0142 AND SafeStor Facilities Inc. 980 Logistics Drive, Sacramento, CA, .	SafeStor Facilities Inc. Statement of Work (SOW) This Statement of Work ("SOW") is between ABC Company Co 501 Market Street, San Francisco, CA 94105, United States Email: contract@procurementco.com Phone: 818 555-0142 AND SafeStor Facilities Inc. 980 Logistics Drive, Sacramento, CA, .	12/20/2024 Deliverables Deliverable Due Date Monthly facility inspection and maintenance report By the 5th day of each following month Quarterly safety and compliance audit summary April 15, July 15, October 15, and January 15 of following year	01/01/2025 Statement of Work (SOW) This Statement of Work ("SOW") is between ABC Company Co 501 Market Street, San Francisco, CA 94105, United States Email: contract@procurementco.com Phone: 818 555-0142 AND SafeStor Facilities Inc. 980 Logistics Drive, Sacramento, CA, .	
71637	Renewal - The Real Company and XYZ.pdf	The Real Company, LLC and The Real Company International, B.V. Licensed Ar cide) The Licensed Ar cide) shall be for consumers aged 13 years of age and older, and limited to the following products only: 1. For the Licensed Territory excluding the United States: i. Wall Art - posters, canvases, prints, 3D art, wood, metal, and such other formats as pre-approved by	Client XYZ Ltd d/b/a Client XYZ International Licensed Ar cide) The Licensed Ar cide) shall be for consumers aged 13 years of age and older, and limited to the following products only: 1. For the Licensed Territory excluding the United States: i. Wall Art - posters, canvases, prints, 3D wall art, wood, metal, and such other formats as pre-approved by	11/30/2022 Licensed Ar cide) The Licensed Ar cide) shall be for consumers aged 13 years of age and older, and limited to the following products only: 1. For the Licensed Territory excluding the United States: i. Wall Art - posters, canvases, prints, 3D wall art, wood, metal, and such other formats as pre-approved by	01/01/2023 Sta onery - notebooks, diaries, pencil cases, sta onery sets for college age consumers; i. Accessories - binders, 3D note keepers, keychains, i. planners, padlocks, baggag doormats, drink coasters; v. G s - assorted sets comprised of two (2) or more of the sta onery, accessories, and/or drinkwa	
71638	SOW - Real Procurement Co and Raw Materials.pdf	The Real Procurement Co Raw Materials On Demand LLC Name: Kevin Lee Phone: 555-555-5678 The Real Procurement Co Name: Sarah Patel Phone: 123-456-7890 IN WITNESS WHEREOF, the parties	Raw Materials On Demand LLC Raw Materials On Demand LLC Name: Kevin Lee Phone: 555-555-5678 The Real Procurement Co Name: Sarah Patel Phone: 123-456-7890 IN WITNESS WHEREOF, the parties	The Document Date is not specified in the document. Raw Materials On Demand LLC Name: Kevin Lee Phone: 555-555-5678 The Real Procurement Co Name: Sarah	01/01/2025 2025 Statement of Work This Statement of Work ("SOW") is between The Real Procurement Co with at 501 Market Street, San Francisco, CA 94105, United States and Raw	

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Files and Tasks (7) Search

ACTIVE FILTERS: Template: Contract X RESET FILTERS

All Items(11) Contracts(7)

Chat Export

Contract (Default) All selected

Task ID	File Name	Company	Supplier	Document Date
71635	2024-01-01 SOW - Company SOW_Counter_SIGNED.pdf	CLIENT PRODUCTIONS, LLC	ABC Media, LLC	01/01/2024
71636	SOW - ABC Company and SafeStor Facilities.pdf	ABC Company Co	SafeStor Facilities Inc.	12/20/2024
71637	Renewal - The Real Company and XYZ.pdf	The Real Company, LLC and The Real Company International, B.V.	Client XYZ Ltd d/b/a Client XYZ International	11/30/2022
71638	SOW - Real Procurement Co and Raw Materials.pdf	The Real Procurement Co	Raw Materials On Demand LLC	01/01/2025

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5.2 Editing Annotations

HITL reviewers can edit/overwrite annotations if needed. This functionality is commonly used to address ad hoc extraction issues caused by illegible handwriting, typos, or other data quality issues related to the source document itself.

Editing annotations from the single document view

1. Click the annotation to make the label editable
2. Overwrite (to edit) or clear (to delete) the existing text. You can also edit the source of each annotation by highlighting the “new” source text (within the document itself) while in edit mode.
3. Click anywhere on the screen, outside of the annotation, to save your changes.

Editing annotations from the multiple document view

1. Click Edit next to the annotation
2. Update the AI-extracted text and/or adjust highlighted text source.
3. Save changes
4. Users can also Click the Trash icon beside the Edit icon to delete the annotation if needed.

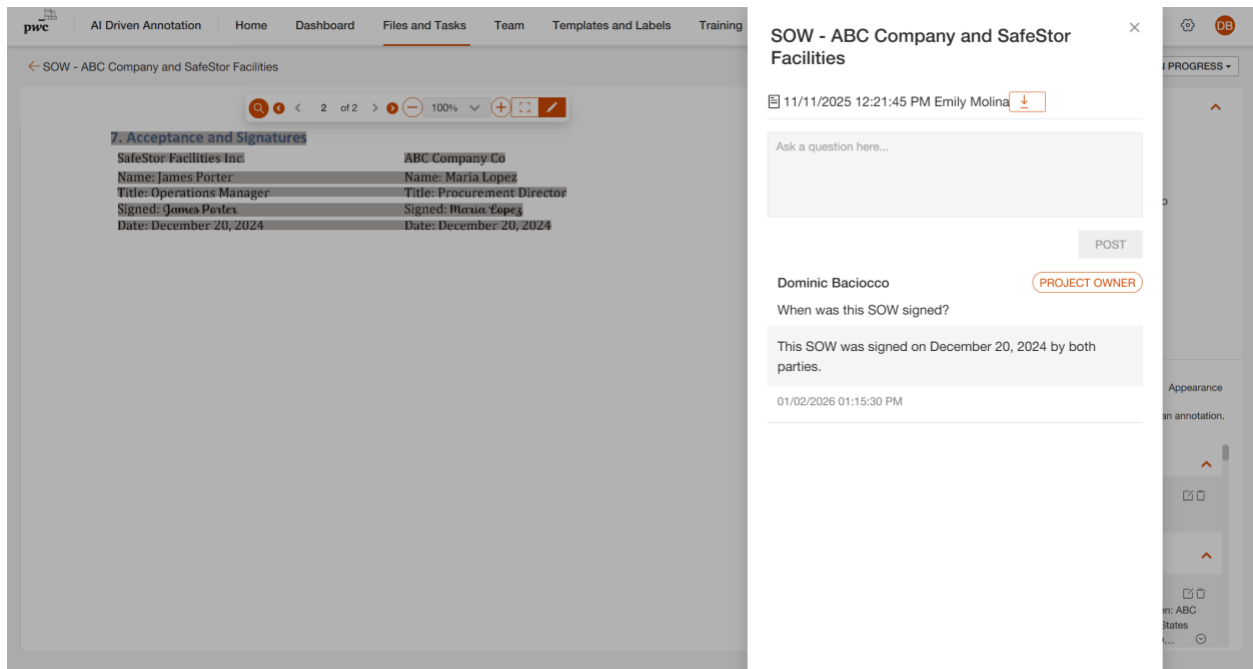
6. Chat

AIDA's chat functionality enables users to query one, many, and/or all documents in their project – accelerating your ability to answer complex, business-critical questions in seconds.

6.1 Single Document Chat

The single document chat enables users to ask questions about one document, within the document view, and get answers in seconds.

1. Locate an individual document within the Files and Tasks tab
2. Click on the 'CHAT' button in the top right corner
3. Enter your chat question in natural language
4. Click 'POST' and review the auto-generated response.
5. If needed, users can download their chat history by clicking the download button.



6.2 Global Chat

The global chat enables users to query multiple documents and/or cases at once, within the **File and Tasks** view, and get answers in seconds.

1. Navigate to Files and Tasks tab
2. If you'd like to query *all* documents in your project, skip this step. Otherwise, select the specific documents and/or cases you'd like to query.
3. Click the CHAT button in the top left to open the chat window in the right-hand panel
4. Enter natural language prompts for your query and hit enter or click the arrow button.

5. Review the auto-generated response, including citations linked to each source document supporting that response.
6. If needed, users can also...
 - a. Copy responses: Click the copy icon at the bottom right of any response
 - b. Download responses: Use the download button to save individual responses as a .txt file
 - c. Download entire chat: Click 'Download Entire Chat' to save the complete conversation
 - d. Verify source: Hover over citations to view the original source content in an overlay
 - e. Access history: Access previous conversations for up to 30 days through the 'Chat History' tab

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ADD FOLDER

ADD FILE

All Files

All Cases

All Items ^

Contracts

Invoices

Files and Tasks (11)

Chat Export

TASK ANNOTATION

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
71635	2024-01-01 SOW - Company SOW_Counter_SIGNED.pdf	All Items/Contracts	Emily Molina	Approved	Contract	12/15/2025	
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		In Progress	Contract	12/15/2025	
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts	Emily Molina	In Progress	Contract	12/15/2025	
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts	Vanessa Koutourides	Unreviewed	Contract	12/22/2025	
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts	Vanessa Koutourides	In Progress	Contract	12/22/2025	
71640	SOW - Company - Agreement 2024 (Final).pdf	All Items/Contracts	Sanjana Chopra	In Progress	Contract	11/11/2025	
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baciocco	Unreviewed	Contract	11/17/2025	
71642	ABC SafeStor_Invoice_July 2025.pdf	All Items/Invoices		Unreviewed	Invoice	11/11/2025	
71643	Rovant_Invoice_with_Expense Memo/2025.pdf	All Items/Invoices	Dominic Baciocco	Unreviewed	Invoice	11/17/2025	

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Chat

Select files or cases to chat with. You will chat with all files in the project if none are selected.

New Chat Chat History

Generating responses from: All files in the project

What is the total value of the Vorentis contract?

The total value of the Vorentis contract is \$2,610,000.00 USD. This amount was established in Amendment #1 to Statement of Work #2 (PI-2024-890), which increased the original contract value from \$2,310,000.00 USD to \$2,610,000.00 USD. The amended contract includes \$2,500,000.00 USD for service fees and \$110,000.00 USD for expenses. [1] [2]

Download Entire Chat

Ask AIDA anything

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ADD FOLDER | ADD FILE

Files and Tasks (11)

Chat | **Export** ▾

All Files

- All Cases
- All Items ▾
 - Contracts
 - Invoices

Task ID	File Name	File Path	Assignee	Status	Template	Modified	
71635	2024-01-01 SOW - Company SOW_Counter_SIGNED.pdf	All Items/Contracts	Emily Molina	Approved	Contract	12/15/25	
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		In Progress	Contract	12/15/25	
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts	Emily Molina	In Progress	Contract	12/15/25	
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts		Unreviewed	Contract	11/11/25	
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts		In Progress	Contract	11/14/25	
71640	SOW - Company - Agreement 2024 (Final).pdf	All Items/Contracts	Sanjana Chopra	In Progress	Contract	11/11/25	
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baciocco	Unreviewed	Contract	11/17/2025	
71642	ABC_SafeStor_Invoice_July 2025.pdf	All Items/Invoices		Unreviewed	Invoice	11/11/2025	
71643	Rovant_Invoice_with_Expenses Nov/2025.pdf	All Items/Invoices	Dominic Baciocco	Unreviewed	Invoice	11/17/2025	

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chat-message-3 (7).txt 331 B • Done

chat-message-3 (6).txt 331 B • Done

chat-message-3 (5).txt 331 B • Done

chat-message-3 (4).txt 331 B • Done

chat-message-3 (3).txt 331 B • Done

chat-history-2025-12-16 (1).txt 986 B • Done

chat-message-3 (2).txt 331 B • Done

chat-message-3 (1).txt 331 B • Done

chat-message-3.txt

Full download history

Statement of Work, which increased the total not-to-exceed amount from the original \$2,310,000 to \$2,610,000. The contract includes \$2,500,000 in service fees (not to exceed) and \$110,000 in expenses (not to exceed). [1]

Download Entire Chat

Ask AIDA anything

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ADD FOLDER | ADD FILE

Files and Tasks (11)

Chat | **Export** ▾ | **TASK** | **ANNOTATION**

All Files

- All Cases
- All Items ▾
 - Contracts
 - Invoices

Task ID	File Name	File Path	Assignee	Status	Template	Modified	Actions
71635	2024-01-01 SOW - Company SOW_Counter_SIGNED.pdf	All Items/Contracts	Emily Molina	Approved	Contract	12/15/2025	
71636	SOW - ABC Company and SafeStor Facilities.pdf	All Items/Contracts		In Progress	Contract	12/15/2025	
71637	Renewal - The Real Company and XYZ.pdf	All Items/Contracts	Emily Molina	In Progress	Contract	12/15/2025	
71638	SOW - Real Procurement Co and Raw Materials.pdf	All Items/Contracts	Vanessa Koultourides	Unreviewed	Contract	12/22/2025	
71639	MAINTENANCE SERVICE LEVEL AGREEMENT (1).pdf	All Items/Contracts	Vanessa Koultourides	In Progress	Contract	12/22/2025	
71640	SOW - Company - Agreement 2024 (Final).pdf	All Items/Contracts	Sanjana Chopra	In Progress	Contract	11/11/2025	
71641	SOW - Vorentis and Rovant Facilities.pdf	All Items/Contracts	Dominic Baciocco	Unreviewed	Contract	11/17/2025	
71642	ABC_SafeStor_Invoice_July 2025.pdf	All Items/Invoices		Unreviewed	Invoice	11/11/2025	
71643	Rovant_Invoice_with_Expenses Nov/2025.pdf	All Items/Invoices	Dominic Baciocco	Unreviewed	Invoice	11/17/2025	

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Chat

Select files or cases to chat with. You will chat with all files in the project if none are selected.

New Chat | Chat History

2026-01-05

What is the total value of the Vorentis contract? →

2025-12-16

Wie hoch ist der Gesamtwert des Vorentis-Vertrags? Bitte geben Sie die Antwort auf Deutsch an. →

Wie hoch ist der Gesamtwert des Vorentis-Vertrags? Bitte geben Sie die Antwort auf Deutsch an. →

Wie hoch ist der Gesamtwert des Vorentis-Vertrags? →

What is the total value of the Vorentis contract? →

Is Rovant Facilities accurately billing →

7. Data Export

AIDA provides flexible options for exporting annotations and chats.

To export annotations:

1. Navigate to the Files and Tasks tab

2. Select the file(s) you want to export
3. Click the Export dropdown button
4. Select 'Export Selected Tasks'
5. Choose your desired output format and settings (see more details below)
6. Click Export
7. Click the Export dropdown button
8. Click "View Exports and Downloads"
9. Locate your export(s) in the list
10. Download to your device

Data Export Options

1. Simplified Export: Only export the file name, task ID, and labels
2. Annotation Cross Tabbed View: Exports all labels and related annotations in a standard format
3. Annotation Detailed View: Allows users to select specific labels to export along with its annotations
4. Task Summary: Export task metadata only.

The screenshot displays the PwC AI Driven Annotation interface. The 'Export' dialog box is open, showing the following options:

- Report Title:** Procurement_Demo_Exports
- Exporting 2 file(s)**
- Output Options:**
 - ☒ **Simplified Export:** only export the file name, task ID and labels
 - ☐ **Annotation Cross Tabbed View:** extract all labels and annotations in a standard format
 - ☐ **Annotation Detailed view:** extract a more detailed view of labels and annotations. Select labels by checking available labels box
 - ☐ **Task Summary:** export task metadata only from the task dashboard
- Settings:**
 - ☒ Include the data source in the export
 - ☒ Include Hyperlinks
 - ☒ Include Page References
- Buttons:** CANCEL, EXPORT

The background interface shows a 'Files and Tasks' section with a list of tasks. Two files are selected: '71635' and '71636'. The 'Annotations' table on the right lists the following data:

Assignee	Status	Template	Modified	Actions
Emily Molina	Approved	Contract	12/15/2025	[Icons]
	In Progress	Contract	12/15/2025	[Icons]
Emily Molina	In Progress	Contract	12/15/2025	[Icons]
	Unreviewed	Contract	11/11/2025	[Icons]
	In Progress	Contract	11/14/2025	[Icons]
Sanjana Chopra	In Progress	Contract	11/11/2025	[Icons]
Dominic Baciocco	Unreviewed	Contract	11/17/2025	[Icons]
	Unreviewed	Contract	11/17/2025	[Icons]
Emily Molina	Unreviewed	Contract	12/15/2025	[Icons]

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pwc

AI Driven Annotation

Home

Dashboard

Files and Tasks

Team

Template

ADD FOLDER

ADD FILE

Files and Tasks (9)

Search

ACTIVE FILTERS:

Template Contract

RESET FILTERS

Chat

Export

All Files

All Cases

All Items

Contracts

Invoices

☐	Task ID	File Name
☐	71635	2024-01-01 SOW -Company SOW_S
☐	71636	SOW - ABC Company and SafeStor
☐	71637	Renewal - The Real Company and XYZ
☐	71638	SOW - Real Procurement Co and Real
☐	71639	MAINTENANCE SERVICE LEVEL AG
☐	71640	SOW - Company -Agreement 2024 #
☐	71641	SOW - Vorentis and Rovant Facilities
☐	71688	SOW Amendment - Vorentis and Ro
☐	82037	Sample Contract 1 -1 .pdf

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1 of 1

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View All Exports and Downloads

Export

Procurement_Demo_Exports

12/15/2025 03:00:57 PM

Exporting 2 tasks

Requested By - Vanessa Koulourides

COMPLETE

Download

Renewal - The Real Company an

11/11/2025 03:29:27 PM

Downloading 1 tasks

Requested By - Emily Molina

COMPLETE

Export

Test Export

11/11/2025 03:28:14 PM

Exporting 7 tasks

Requested By - Emily Molina

COMPLETE

Download

2024-01-01 SOW -Company SO

11/11/2025 03:27:47 PM

Downloading 1 tasks

Requested By - Emily Molina

COMPLETE

CANCEL

Procurement Demo

TASK

ANNOTATION

Assignee	Status	Template	Modified	Actions
Emily Molina	Approved	Contract	12/15/2025	
	In Progress	Contract	12/15/2025	
Emily Molina	In Progress	Contract	12/15/2025	
	Unreviewed	Contract	11/11/2025	
	In Progress	Contract	11/14/2025	
Sanjana Chopra	In Progress	Contract	11/11/2025	
Dominic Baciocco	Unreviewed	Contract	11/17/2025	
Dominic Baciocco	Unreviewed	Contract	11/17/2025	
Emily Molina	Unreviewed	Contract	12/15/2025	

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