

Comprehensive User Manual

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1. Introduction

This guide provides a comprehensive overview of how to use these features effectively.

Overview of features

Nura Discover offers automated recording (NuraNote), intelligent analysis, and detailed reporting features, providing an overview of effective usage. It includes high-fidelity ASR, accurately transcribing speech with diverse accents and real-time nuances.

Nura also uses transformer-based NLP models like BERT and GPT, along with proprietary algorithms, to detect linguistic biases and adapt to language trends. Our advanced machine learning algorithms include sentiment analysis and bias detection for real-time insights, and predictive analytics that leverage historical data for accurate decisions.

2. Account Management

Create your Nura Suite account

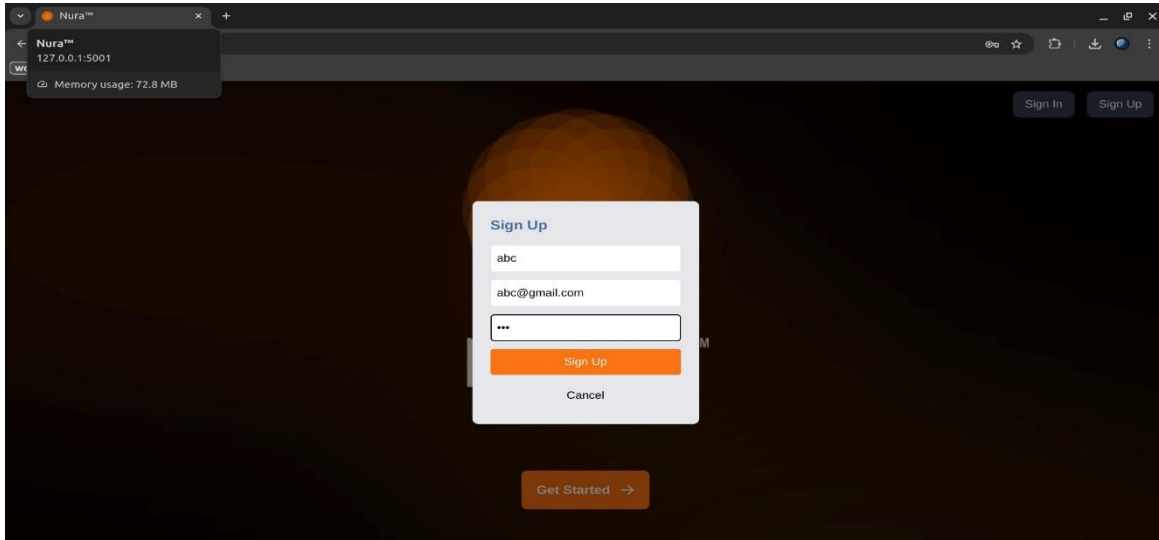
Step 1 Locating Nura Suite homepage.

- At www.unbiasly.com (formerly www.hireintel.io) hover over **'Nura'** in the navigation menu, and in the drop down, select **'Nura Suite'**. Alternatively, you can go directly to www.nurasuite.com.
- Click the "Sign Up" button at the top-right of the screen.
- You'll be redirected to the registration form.



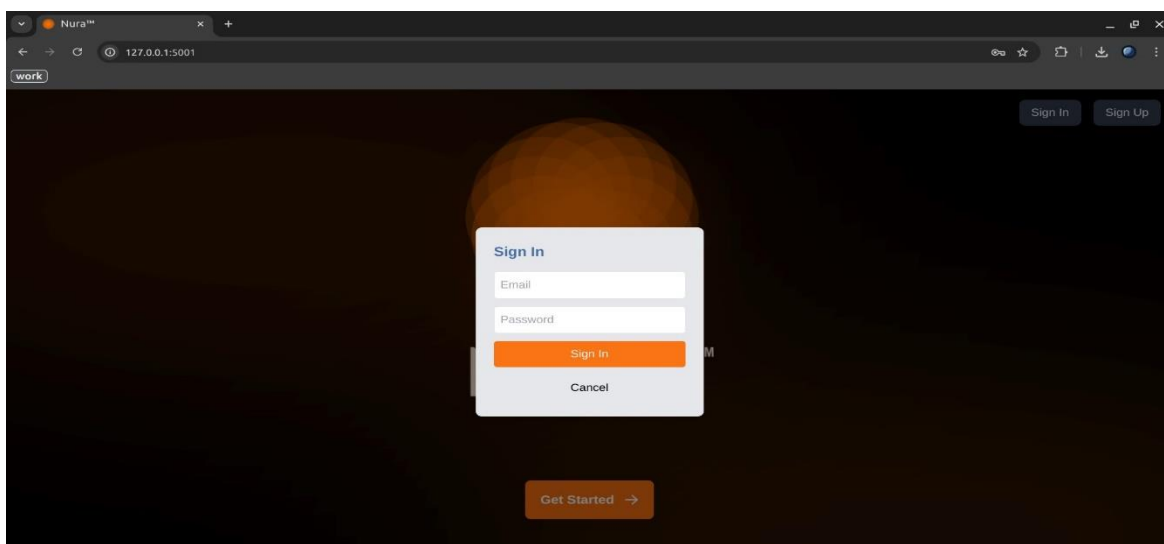
Step 2 - Fill in the required information

- Username (must be unique for every account)
- Email Address
- Create a Password
- Click **"Sign Up"**



Step 3 - Signing in to your account

- At the Nura Suite homepage Click **"Log In"** at the top-right of the screen.
- Enter your username
- Enter your password
- Click **"Sign In"**

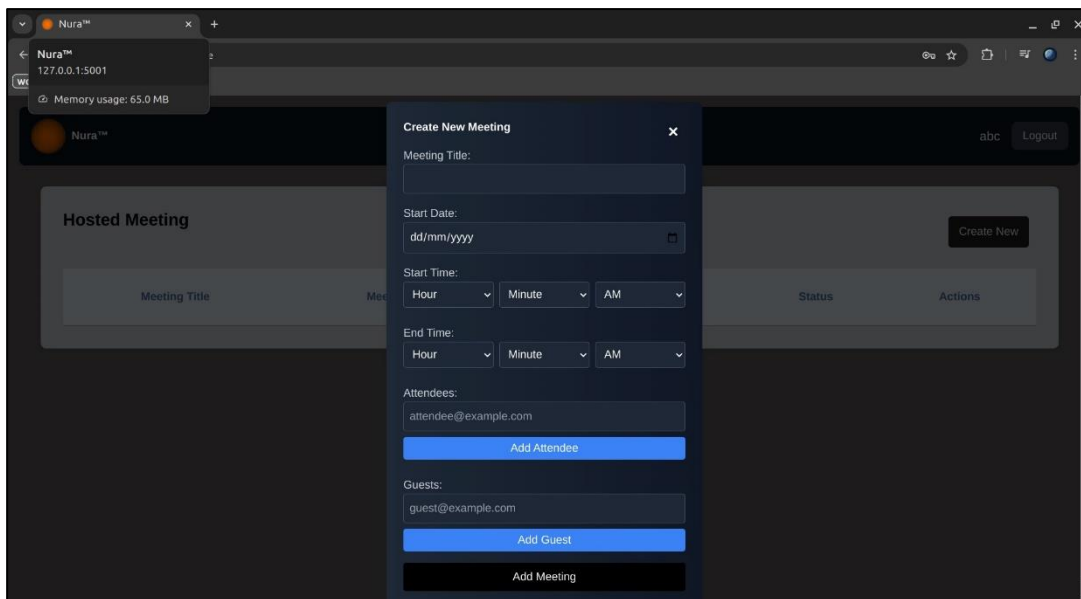


3. Creating and Scheduling Meetings

Step-by-Step Meeting Creation

Step 1 - Initiate Meeting Creation

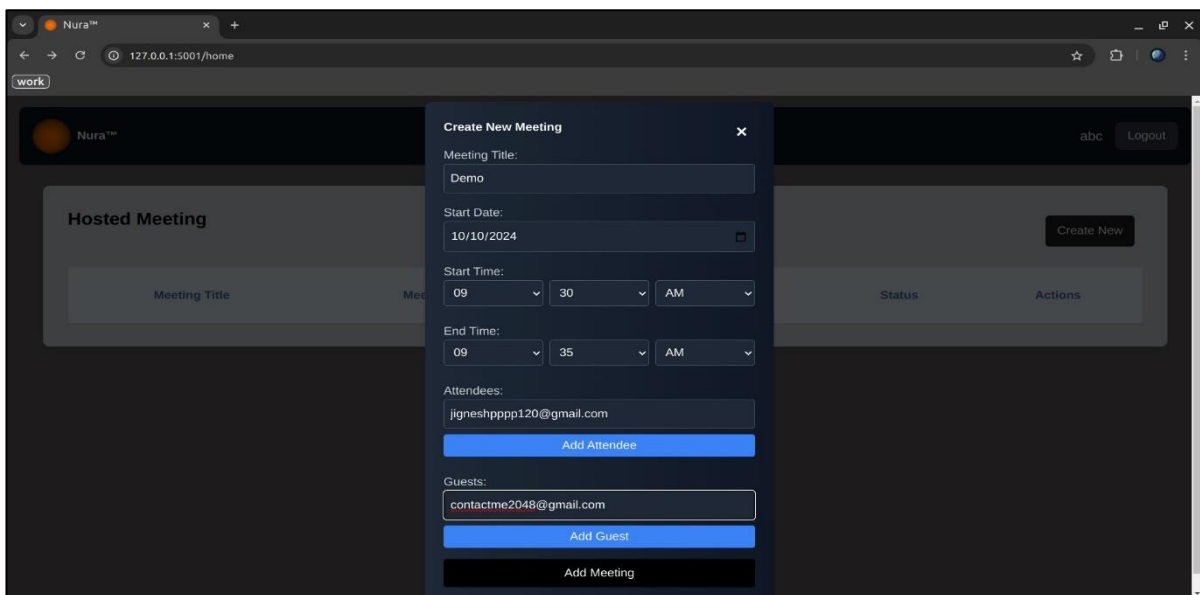
- Log into your account
- Click the "Create New Meeting" button on the dashboard
- Select "Schedule Meeting" for future meetings or "Start Instant Meeting" for immediate sessions



Step 2 - Essential Meeting Details

- **Meeting Title**
 - Choose a clear, descriptive title
 - Example: "Q4 Sales Review Meeting"
 - Character limit: 100 characters
- **Date Selection**
 - Click the calendar icon
 - Select future date (past dates are greyed out)
- **Time Settings**
 - Set Start Time
 - Set End Time (minimum duration: 15 minutes)

- **Participant Management**
 - Add Attendees (required participants)
 - > Enter email addresses
 - > One email per line or comma-separated
 - > Maximum 50 attendees per meeting
 - Add Guests (optional participants)
 - > Enter email addresses
 - > One email per line or comma-separated
 - > Maximum 20 guests per meeting



Validation and Error Prevention

The system automatically checks for:

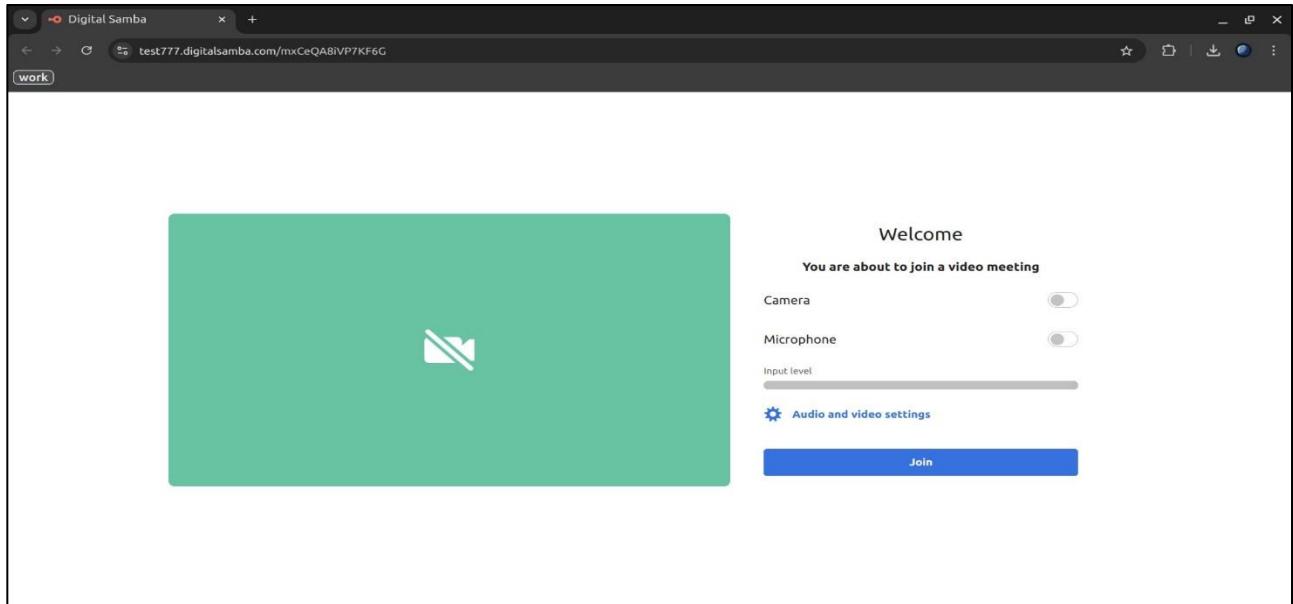
1. **Email Validations**
 - Duplicate emails between attendees and guests
 - Valid email format
2. **Required Fields**
 - System highlights missing required information
 - Prevents submission until all required fields are completed

4. Meeting Participation

For Meeting Hosts

1. Pre-Meeting Preparation

- Log in 5-10 minutes before start time
- Check audio and video settings



- Review participant list

2. Starting the Meeting

- Click the "Start Meeting" button
- Select audio and video preferences
- Admit participants from the waiting room (if enabled)

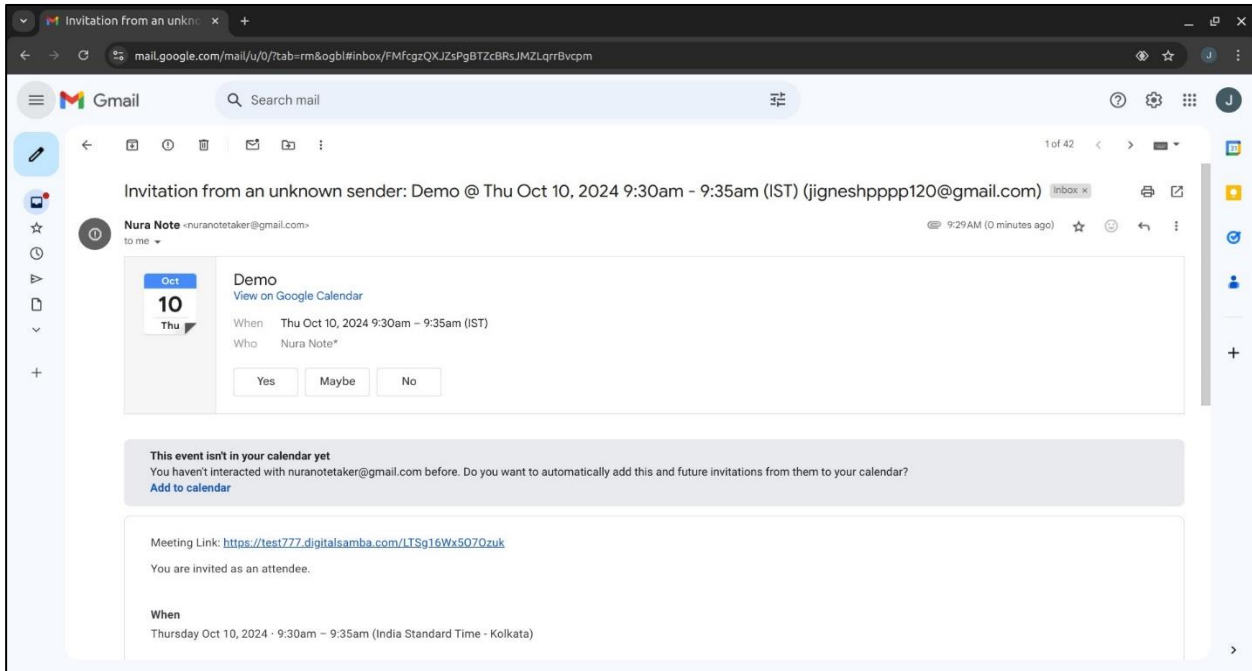
3. Host Controls

- Mute/unmute participants
- Remove participants if necessary
- Share screen or documents
- Enable/disable chat
- End meeting for all

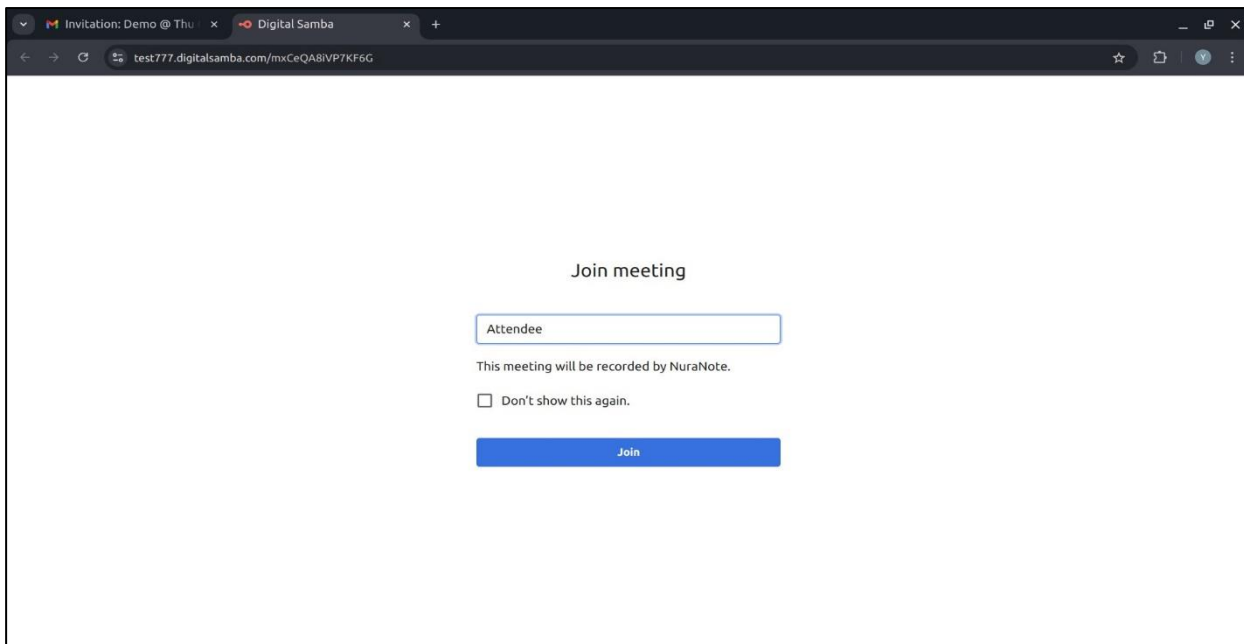
For Participants

1. Joining the Meeting

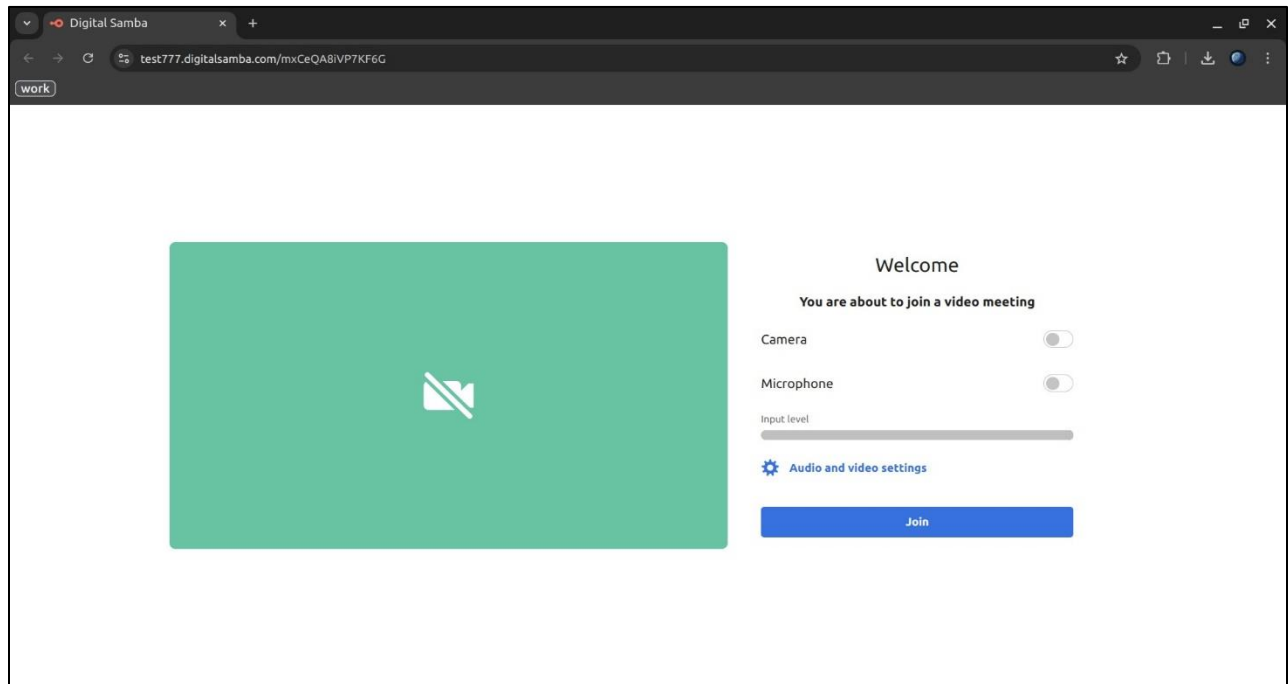
- Click the link received in the email invitation



- Enter display name



- Test audio and video
- Join meeting room



2. During the Meeting

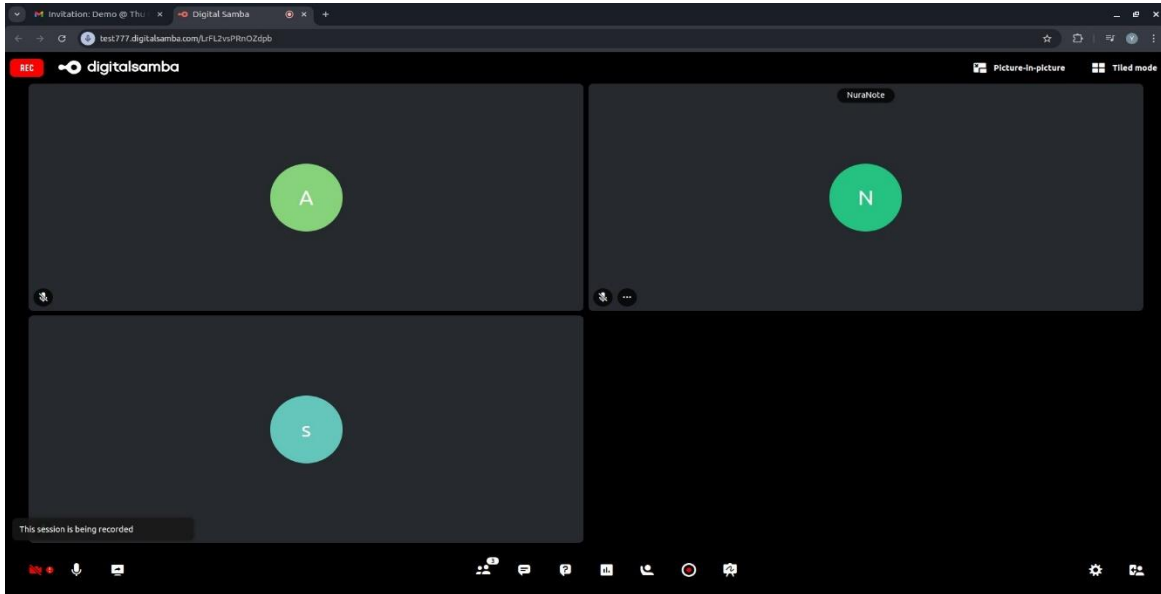
- Use mute/unmute button for audio control
- Enable/disable camera as needed

5. Automated Recording System

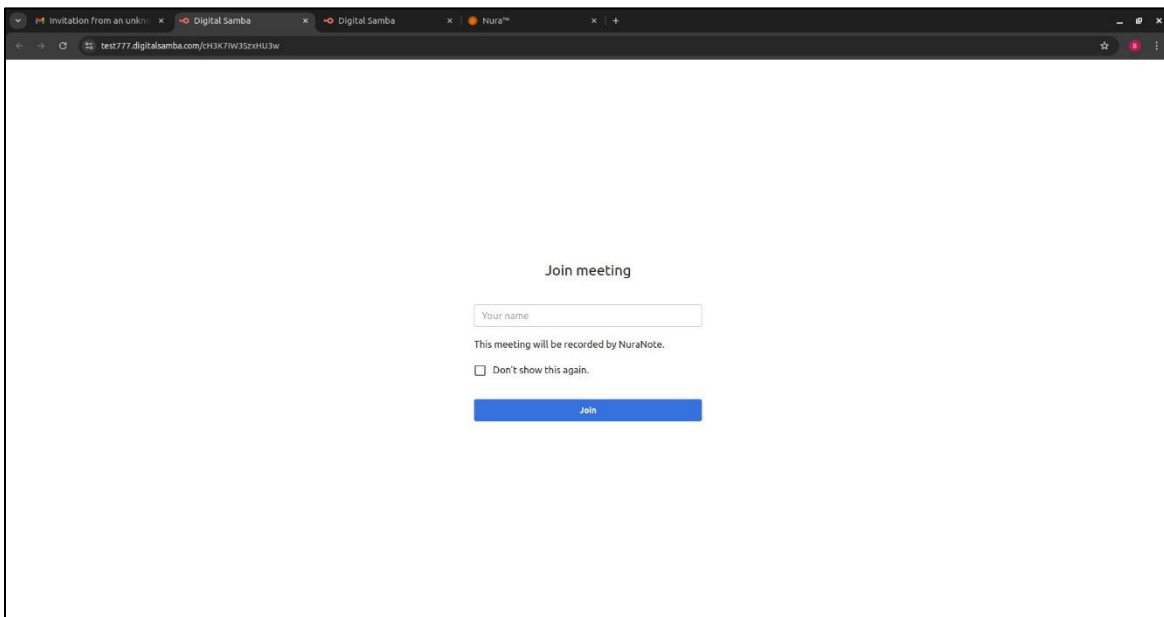
Nura's Recording Feature (NuraNote)

1. Automatically joins

- NuraNote joins 1-2 minutes after the meeting starts, automatically
 - > This provides an opportunity for verbal disclosure to the candidate

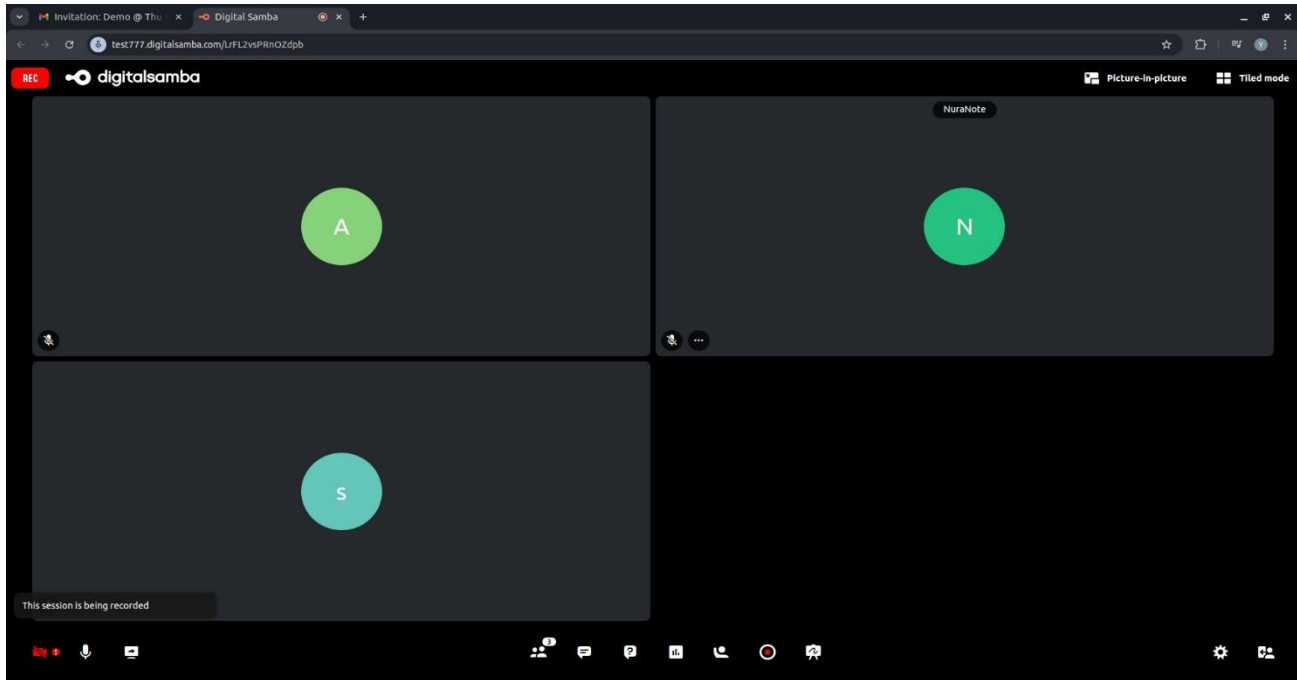


- No host action required, other than the above best practice
- Notification appears when recording starts



2. Recording Process

- Captures audio, video, and shared screens



- Creates automatic timestamps
- Generates real-time transcription

3. Storage and Security

- Encrypted storage
- Automatic backup
- Compliance with data protection regulations

6. Meeting Analysis and Reports

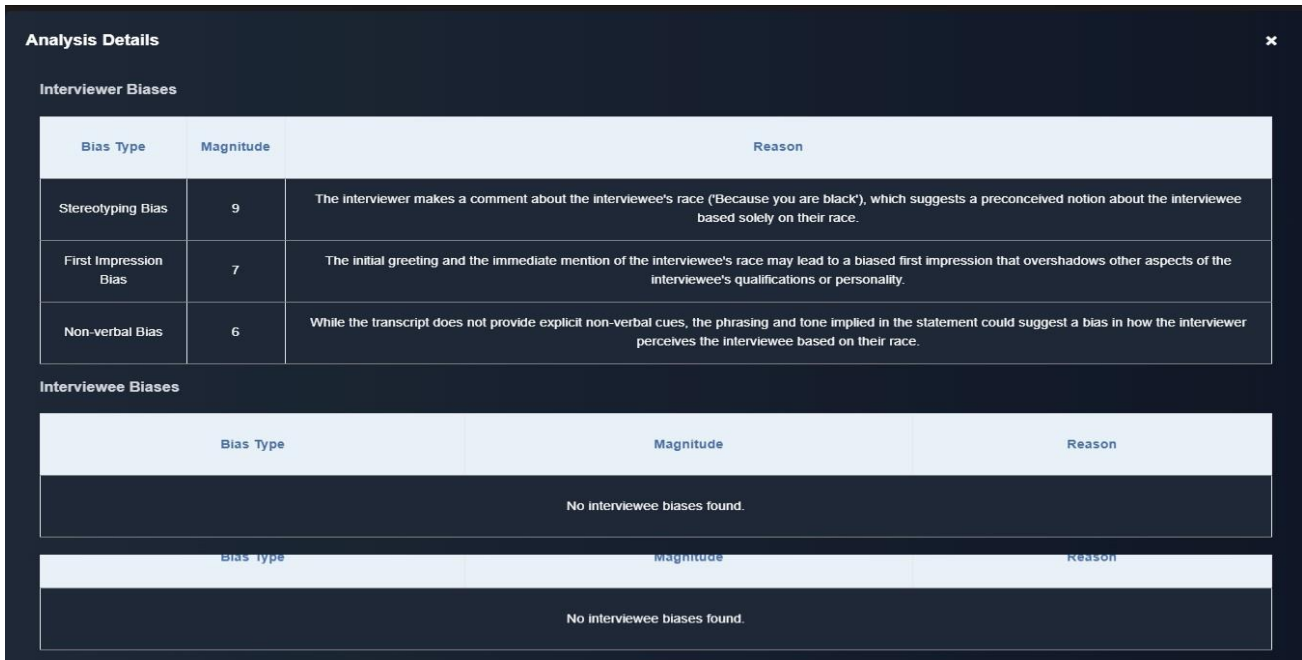
Available Analysis Features (Screen shots are from actual interviews during internal testing. Some analysis features and parameters will not accessible directly)

1. Keyword Extraction

- Important topics discussed
- Frequency of key terms

2. Social Bias Detection (some capabilities shown)

- Language analysis
- Interruption patterns
- Gender and cultural bias indicators



Analysis Details ✕

Interviewer Biases

Bias Type	Magnitude	Reason
Stereotyping Bias	9	The interviewer makes a comment about the interviewee's race ("Because you are black"), which suggests a preconceived notion about the interviewee based solely on their race.
First Impression Bias	7	The initial greeting and the immediate mention of the interviewee's race may lead to a biased first impression that overshadows other aspects of the interviewee's qualifications or personality.
Non-verbal Bias	6	While the transcript does not provide explicit non-verbal cues, the phrasing and tone implied in the statement could suggest a bias in how the interviewer perceives the interviewee based on their race.

Interviewee Biases

Bias Type	Magnitude	Reason
No interviewee biases found.		

Interviewee Biases

Bias Type	Magnitude	Reason
No interviewee biases found.		

3. Meeting Metrics

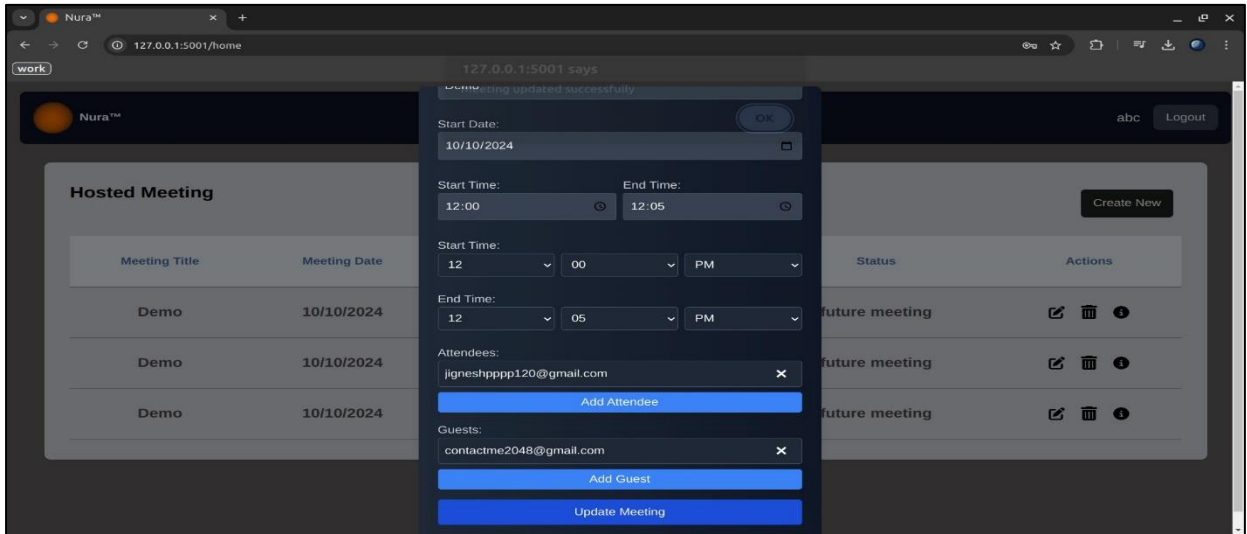
- Participant engagement levels
- Speaking time per participant
- Interaction patterns
- Attendance duration

7. Meeting Management Features

Modifying Meetings

1. Edit Meeting Details

- Access from dashboard
- Update any meeting parameter



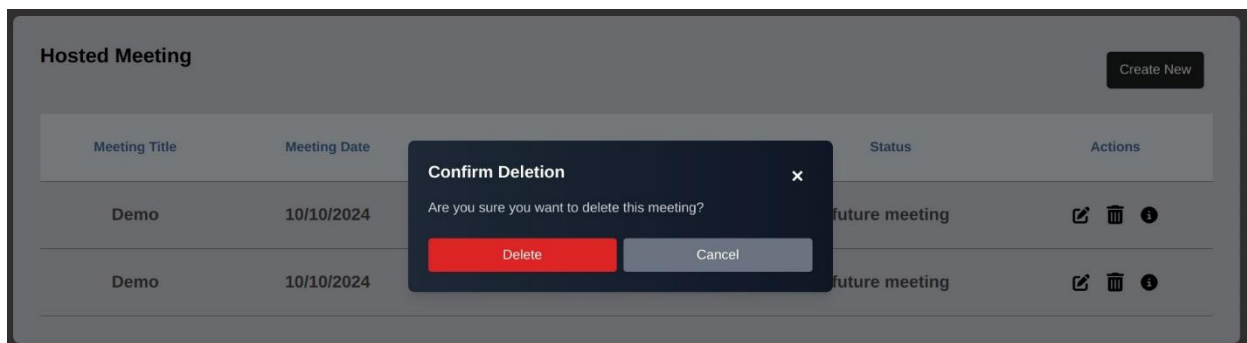
- System automatically notifies participants of changes

2. Managing Participants

- Add/remove participants
- Change participant roles
- Send reminder emails

3. Cancelling Meetings

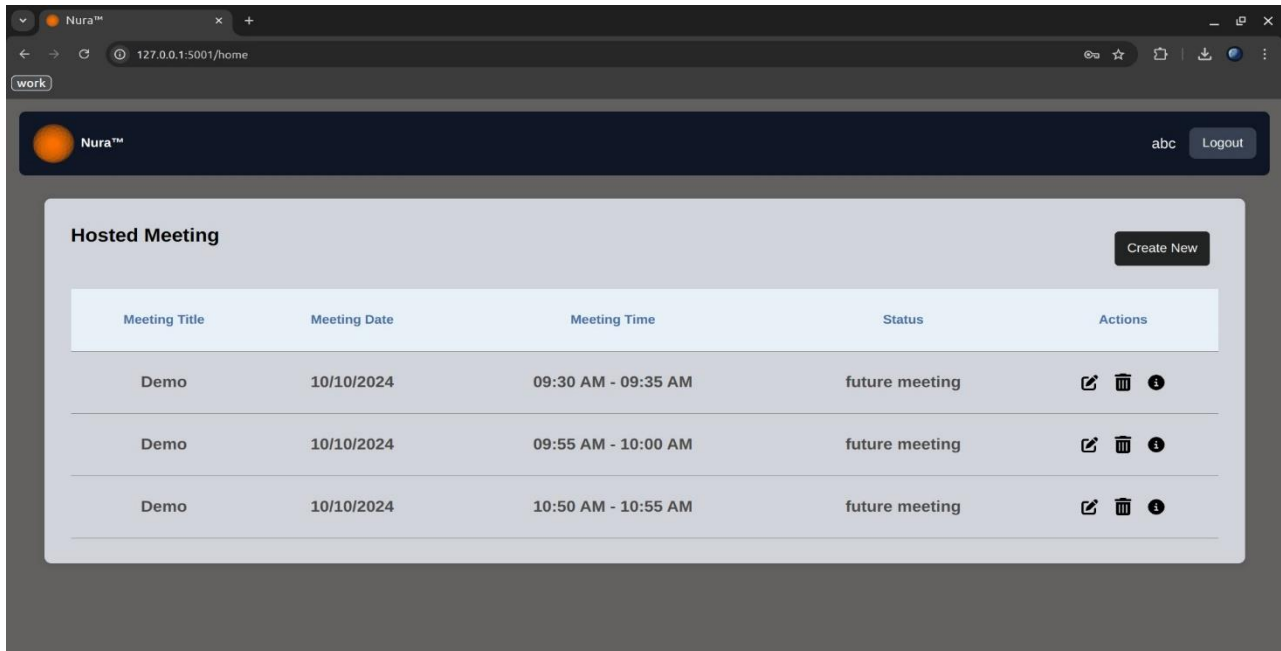
- Cancel individual or recurring meetings












Meeting History and Records

1. Viewing Past Meetings

- Complete meeting list



The screenshot shows a web browser window with the URL 127.0.0.1:5001/home. The application header includes the Nura logo, the text 'Nura™', and a 'Logout' button. The main content area is titled 'Hosted Meeting' and features a 'Create New' button. Below this is a table with the following data:

Meeting Title	Meeting Date	Meeting Time	Status	Actions
Demo	10/10/2024	09:30 AM - 09:35 AM	future meeting	  
Demo	10/10/2024	09:55 AM - 10:00 AM	future meeting	  
Demo	10/10/2024	10:50 AM - 10:55 AM	future meeting	  

8. Troubleshooting Guide

Common Issues and Solutions

1. Connection Problems

- Check internet connection
- Clear browser cache
- Use recommended browsers
- Disable VPN if possible

2. Audio/Video Issues

- Verify device permissions
- Test audio/video before joining
- Update browser and system settings

3. Recording Issues

- Ensure a stable internet connection
- Check storage space

Important Notes:

- Regular system updates may add new features
- Keep your browser and system updated
- Check email for important system notifications

For queries or support, contact nurasupport@unbiasly.com