A getting started guide to Using Conversation Intelligence

# Conversation Intelligence extracts valuable insights from your calls

We personally built our Conversation Intelligence platform using millions of phone calls to ensure our scoring and categorizing methods are relevant to you, your business, and the customers we serve. These features were created from a human-scored dataset that analyzed and organized millions of insights from phone calls for an unmatched level of conversation analytics.

Eliminate hours spent tediously reviewing every call recording. Use call transcriptions to understand what happens on your calls and correlate your marketing channels with high-value leads.

# Get an automated, detailed analysis of your conversations

Our Conversation Intelligence engine automatically qualifies phone leads on your behalf by reviewing and transcribing your inbound calls. Using specific details about your calls, we'll show you which callers are leads and which keywords were used during your calls.

### Spot trends and opportunities

Using your call transcriptions, we'll instantly categorize and score your calls, and identify keywords that are meaningful to your business.

Each call recording we capture is a dual-channel recording. This means we've separated the caller's side of the audio from your agent's side of the audio and isolated background noise before our system transcribes the call.

### In this quick getting started guide for Conversation Intelligence, you'll learn:

How to set up Conversation Intelligence

Best practices for analyzing the data you collect

How to download and report on the transcriptions

#### SECTION ONE

## **Setting up Conversation Intelligence**

Conversation Intelligence is a suite of features that enable you to better understand your lead quality. Conversation Intelligence includes CallScore, Transcripts, and Keyword Spotting. Throughout this guide, we'll show you tips and tricks for setting up and maximizing each aspect of using Conversation Intelligence.

In this section you'll learn how to set up:

- CallScore
- Transcripts
- Keyword Spotting for Calls, Texts and Forms
- Tags for Calls and Form Submissions

All of our conversation intelligence technology is powered through call recordings. Before we begin, ensure you have call recording turned on for tracking numbers that you wish to use these features on. For more information on setting up call recording, read these <u>instructions</u>.

#### CallScore

#### Qualify and score calls automatically with CallScore.

CallScore utilizes our automated conversation intelligence technology to qualify and score calls as soon as they end. Our specialized conversation intelligence engine discovers the marketing campaigns bringing the most valuable leads so you can understand how your inbound calls turn into appointments, opportunities, and sales.

Once a call is automatically scored, you can see the caller's score within your activity dashboard, email notifications, and call details pages.

Call recording will need to be enabled for tracking numbers that use CallScore.

Follow these <u>instructions</u> for each company where you'd like activate CallScore.

Once you've activated CallScore for your account, you can view and change any call's score from your call log, caller timeline, or Lead Center. Use this set of <u>instructions</u> to learn how to find or updated a call's score on the log.



### Transcripts

### Read full conversations using Transcripts.

Built on voice recognition software, our Transcripts feature relies on machine transcription technology to give you instant results that would take humans hours to uncover. By using Transcripts, you'll be able to gather the content of any call without having to spend time reviewing the call's recording. We'll automatically transcribe calls and find keywords, giving you the additional context you want about your phone call leads. You'll now be able to search all calls from any campaign, PPC search keyword, or geographic location for the words that matter to your business.

You can measure customer satisfaction, understand the context of a call without listening to a recording, and further streamline your process of categorizing and scoring calls.

Available in the caller's timeline, you can snap to important points in the conversation by clicking on the call recording's waveform and read the entire call transcript without having to listen to the call. A preview of each call's transcription is available in the call notification email you receive. You can click the link in the email to be redirected to the caller's timeline, where you can read the full transcript of the call.

Follow these instructions to learn how to set up Transcripts.

#### Keyword Spotting for Calls, Texts, and Forms

#### Use Keyword Spotting to target specific words in your calls and forms.

Keyword Spotting pulls from your transcripts to instantly identify custom keywords and categorize calls for automated, detailed analysis of conversations. After the criteria and keywords associated with leads and customers are identified, Transcripts will automatically tag relevant calls. Gain deeper insights by seamlessly integrating spotted keywords with analytics platforms.

When you set up Keyword Spotting, you'll choose which words or phrases you want to target, and can then add specific tags, score the call as a qualified or unqualified lead, and apply a value based on your own customized workflows.

agration Triggers	Keyword Sp	otting is active.			
RKFLOW	Interaction	Keywords	Actions		About Keyword Spotting
oring yword Spotting	If any of the following keywords are included	real estate and sean terry	score as qualified lead and tag as "Real	0 🗊	For more information on Keyword Spotting,
ST PER LEAD					article.
L Sources TIFICATIONS II & Text Alerts	IF any real e	<ul> <li>of the following keywords are incl state, sean terry</li> </ul>	uded 🗸	×	Keyword Spotting Support Article
nmary Emails m Alerts at Alerts	AND in AND +	teraction type is calls \vee Add Criteria	×		
	THEN add tag:	Real Estate × + Tag	×		
	score lea	ad: 📹 📉	×		
	AND +	Add Action			

Use these <u>instructions</u> for each company where you'd like to activate Keyword Spotting for calls and text messages.

Nov 14, '18 •	Form Subm	ission 🔟		
	Completed: Source:	6 of 6 Google Organic	Form Contents	
	Keywords Spotted:	appointment	*First Name	Evelyn
	Referrer:	https://www.google.com.au/	*Last Name	Jackson
	Form URL:	https://www.callrail.com/request-a-demo/	*Work Email	Evelyn@ignitevisibility.com
	Qualified:		*Company Name	Ignite Visibility
	Tag:	+	*Phone Number	832-258-1944
			Comments	I'm looking forward to scheduling an appointment with you to learn more.

Keyword Spotting also automatically identifies specific words submitted in a form for easier organization and reporting on your leads. You can choose which words to target from your form submissions and tag, score, and apply values to those leads based on your own customized workflows. Keyword Spotting for Forms is included in all plans that include our Form Tracking product.

Keywords Spotted 🖉	Report Options 🗸	All Companies V during Recent (Last 30 Day	s+Today) 🗸 by Keywords 🗸	showing Total Calls 🗸	by Crotal V and	+ Add Filter
$\label{eq:all companies} \begin{tabular}{c} $All companies $v$ during $Recent Last 30 Days + Today$v$ spoken by $Any Speaker $v$ by $($$Total $v$ and $(+ Add Tither)$)$ and $(+ Add Tither)$ and $(+ Add Tither)$ and $(+ Add Titler)$ and $($		Calls for Mar 9, 2020 - Apr 8, 2020 Eastern 1	sports store dallas	1 1	1	
Total Calls for Apr 14, 2020 - May 14, 2020 Eastern Time			neon shop texas			
			neon shop near me			
action and action and action a			0	2 4	6 8 10	12 14
					Edit Colu	Imns Export 🗸
thank security number one		Keywords	Total Calls 🔻	First-Time Callers	Qualified Calls	Average Duration
		sports store dallas	12	6	8	4m 33s
		neon shop texas	10	5	8	3m 56s
Edit Colur	mns Export ~	custom neon signs	9	4	7	5m 21s
Keyword Spotted Total Calls V Inbound Calls Outbound Calls Answered Calls Missed Calls Volcemails Oualified Calls First-Time Calle	rs Returning Callers	neon shop near me	8	4	4	4m 47s
you 56 52 4 36 20 20 48	7 49	cost of neon sign	τ	3	3	3m 58s

Use these instructions for each company you'd like to activate Keyword Spotting for form submissions.

### **Call Highlights**

Call Highlights are relevant words from the call transcription that are automatically spotted. Once you receive calls to tracking numbers that are using Transcripts, you can read and interact with the caller's transcript and see highlighted keywords on their timeline. With little to no insight into your organic searches, Call Highlights lets you see trends and popular words from your calls to better optimize your SEO without guessing.

07 CallDail Amanda Raglow Direct LIS	
🕲 Mary Jones Total Calls: 1 First Call: Sep 4, 18	Call Back View Timeline * ×
	Transcription Edit
	CallRail, this is Zack.
📲 📕 JAMAR, Mala, Mala, Mala, Ana, I., Mala, J., Mala, J., Mala, J., Mala, J., Mala, J., Mala, A., Mala, A., Mala, A., Kata,	Hi there, how's it going?
and the line of the state of the line of t	Doing well, doing well.
• Agent: 59 % 00:01/08:25	Awesome. Can you give me a break down of what your business does?
Customer: 41%     Download MP3	
	Yeah, for sure, kind of in a nutshell, what we do is we give you tracking numbers that you can

To learn more about Call Highlights, read these instructions.

### **Tags for Calls and Form Submissions**

Tags are a helpful way to sort and categorize your calls and form submissions. Each company in your account has its own set of tags that can be created, edited, and color-coded to help you sort your data faster. There's no limit to how many tags you're able to add to a company—you can also assign multiple tags to a single call or form.

Applying colors to each of your tags lets you quickly differentiate between the types of calls and forms you receive—by default, the background color of any tag is gray, but you can choose different colors to each set of tags in each company. Once a color has been assigned to a tag, all assigned tags will update to reflect the new color.

Follow these <u>instructions</u> to configure
tags for a specific company within your
account.

You can apply a tag to a call or form submission from several places within CallRail—read these <u>instructions</u> to learn more.

Conversion							
Customer Service		а	а	а	а	а	а
		а	а	а	а	а	а
Existing Customer		а	а	а	а	а	а
0		а	а	а	а	а	а
	l			-	_		0

Additionally, to learn more about adding a call value, check out these instructions.

# Viewing the data

### **Visitor Timeline**

To learn more about an individual call, text, or form submission, you'll view their Visitor Timeline. This will show you person-level information on how a lead has interacted with your business over time. You'll see what source originally drove the lead, as well as keyword and web session data, if you're taking advantage of our Keyword-Level Call Tracking.

When diving into an individual call, this is where you'll see Conversation Intelligence come to life. Below the call recording, to the right you'll see Transcripts in action. You can quickly scroll to read the conversation and see



what important keywords and phrases have been spotted in your call. To the left, you'll see where CallScore has qualified or unqualified the lead, as well as see where you can add a note, tag, and value to the phone call.

### **Transcripts Search**

Transcripts Search is a tool for quickly searching your call transcriptions for important information. You can search your transcribed calls from the past year to find specific words, phrases, or set of search terms for a deeper analysis of your calls and to quickly return a list of relevant calls from your call log.

Please note, Transcripts and call recording must be activated in your account before you can use Transcripts Search. Use these <u>instructions</u> to access Transcripts Search in your account.

You can search your call transcriptions for any terms, whether or not you've added them to one of your keyword spotting sets. Using Transcripts Search might help you discover new keyword sets to leverage or even new PPC keywords and/or ad copy for better audience targeting.

All Companies V during Recent (Last 30 Days + Today) V spoken by Customer V and $\bigcirc$	) Add Filter
Search transcriptions for important words and phrases Use a comma to separate multiple search terms and quotation marks for exact matches.   appointment	

#### SECTION THREE

## Reporting

To see higher-level information about your most common spotted keywords and call highlights, you can use our Keyword Spotted and Call Highlights reports.

### **Keyword Spotted Report**

The Keyword Spotted report provides a full breakdown of the targeted keywords that are used in most calls to your business. The report also shows how many of the calls featuring your keywords were marked as qualified leads. You can use the Keywords Spotted report to see all of the calls where a specific keyword was used and to further optimize your marketing process.

QUISITION ad Attribution	Keywords Spotted					
ads ulti-Touch CPL Ill Attribution	All Companies V during Recent (Last 30 D	nys+Today) → spoken by Any Speaker → s	howing Total Calls 🗸 a	and + Add Filter		
ext Attribution orm Attribution Ills by Number	Total Calls for Apr 29, 2020 - May 29, 2020	) Eastern Time				
Is by Company HAVIOR IIs by Agent	3					
ls by Tag Is by Day & Time I Highlights words Spotted	0 appointment	question	customers	ervice	security number	test
ом te Report						Edit Columns Export ~
	Keyword Spotted		Total Calls 🔻	Qualified Calls	First-Time Callers	Average Duratio
	appointment		5	5	0	1m 6
	question		2	1	0	21
	customer service		2	2	0	1
	security number		2	2	0	3
	test		2	0	0	1

Keyword Spotting must be activated in your account before you can access the Keywords Spotted report. Follow these <u>instructions</u> to access your Keywords Spotted report for a specific company.

### **Call Highlights Report**

The Call Highlights report provides a full breakdown of the important keywords that are automatically spotted in calls your business receives. The report can also display how many of the calls featuring highlighted words were marked as leads. You can use the Call Highlights report to see all of the calls where important keywords were automatically spotted and to further optimize your marketing process.



Transcripts must be activated in your account before you can see your Call Highlights or access the Call Highlights report. Use these <u>instructions</u> to access your Call Highlights report for a specific company.