



ZyLAB ONE 6.9 Manual

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For full contact details, visit the ZyLAB website - <http://www.zylab.com>

Ask us any question about installing, configuring and using ZyLAB at <https://help.zylab.com> with a support request. We offer a variety of information, a knowledge base, resources and a user community.

Follow our online training program - <https://zylab.litmos.com>

For our latest, **most complete and up to date documentation**, please refer to
<https://docs.zylab.com>

Disclaimer

ZyLAB assumes no responsibility or liability and makes no guarantees, either explicit or implicit, with respect to the information presented in this manual and/or for any errors, incompatibility issues, inoperability or inaccuracies that may appear in this software.

The contents of this manual is subject to change in the future without notice. We made every effort to ensure the accuracy of the contents of this manual.

Contents

Get Started	1
Log In and Select Matter.....	2
Matter Overview.....	4
Create Matter	7
Upload	9
File Upload	14
Cloud Upload: Microsoft Exchange.....	14
Cloud Upload: Google G Suite.....	16
Continue Review	19
Batch Search.....	21
Assigned Values	23
Batch Update Fields	25
Reports	26
Available Reports.....	27
Configuration	31
Tags.....	31
User Management	35
Role Management	37
Functional Document Security	39
Create Document Security Rules.....	39
Create Roles.....	39
Assign Roles to User(s) or User Group(s).....	40
Document Security	41
Keyword Highlighting	42

Auto Redactions	44
Auto Classification	46
Deduplication.....	48
Review Status	53
 Search	54
Timeline.....	55
Browse.....	61
Manage Facets.....	65
Search Documents	67
Search Email	73
Search Hits Preview	74
 Document List.....	75
Columns, List Options, Views	77
Bulk Tagging	81
Review Batches	86
Create Review Batches	86
Batch Downloads.....	91
Productions.....	95
Production Overview	111
Productions in Document View	115
Sampling	116
Sampling Overview / Sampling Management Page	116
Sampling Wizard.....	116
Reports	119
Connected Tabs/Windows	121
Delete Documents/Families or Selection	123

Document View	124
Conversation.....	127
Document Family.....	128
Properties.....	129
Tagging	130
Redactions & Annotations	133
Quick Redact (Q).....	137
Redact Page (P).....	137
Annotate (A).....	138
Reviewer Remarks	141
Near-Duplicates	142
Audit	144
Audit Log	145
Media View	149
Assisted Review	150
Create New Project.....	150
Delete Project	162
Delete Issues	163
Create Reports.....	163
Validation Set.....	164
Validation Set Statistics.....	166
Stop Condition related to Recall Goal	168
Assisted Review Progress	169
Topic Modeling.....	172
Create an Issue from Topic	176
Ignore Topic	178
Recalculate Vectors	179

ZyLAB ONE 6.9 Manual

Get Started

As a reviewer, you will analyze complex information and make judgment calls with respect to responsiveness, relevance, privilege and confidentiality. The available review options may vary, depending on whether you are participating in a Preliminary, First Pass, or Additional Pass review. Or depending on the permissions set by your Administrator.

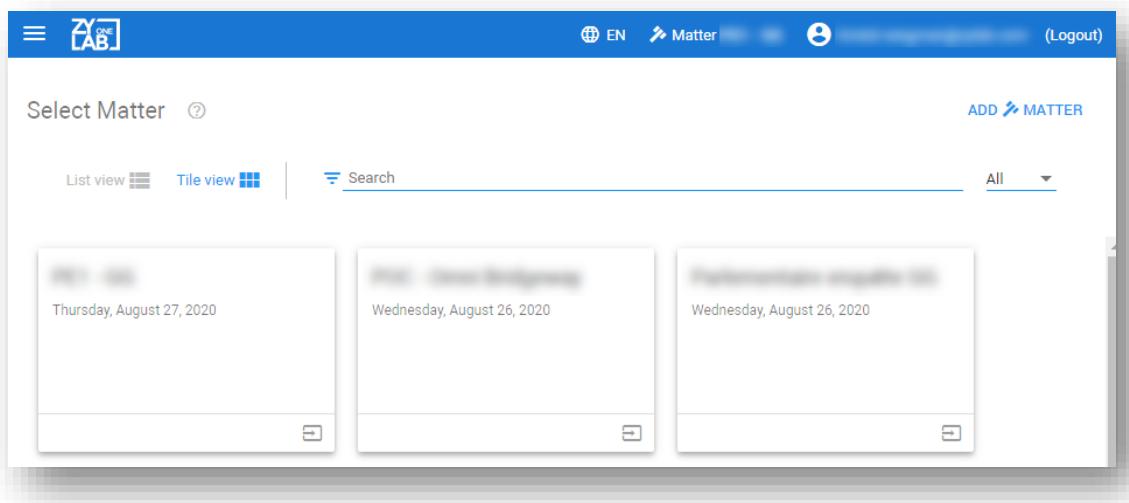
Log In and Select Matter

Conditions

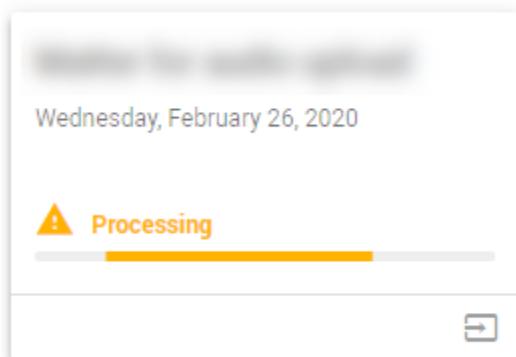
- The ZyLAB ONE user interface is entirely web-based.
- One or more accounts have been created by the Administrator.

Instructions

1. Browse to your ZyLAB ONE website and log in. If you do not know the correct address, contact your Administrator.
The Login screen appears.
2. Enter your **user name** and **password**. If you do not know your user name and password, contact your Administrator.
3. The Select Matter screen appears:



4. When the processing bar is shown, data is still being processed for that matter. This means that not all data is available for review yet.



5. Select a Matter to start or continue.

View all Matters via List View or Tile View. Filter the Matters via the Search field.

6. To Continue Review, select 

Result

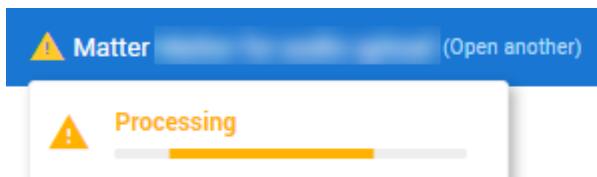
You have started a review session or continued with an existing one.

Notes

- The matter name can always be seen in the top right corner of the screen.
Click [\(Open another\)](#) to select another matter.
- By default, three user interface languages are available: English, Dutch and German.



- When hovering above the  icon, you can see the processing bar of the matter. When this icon disappears, all data is available for review.



Matter Overview

The screenshot shows the ZyLAB ONE Matter Overview page. At the top left is the navigation bar with 'Matter' selected. Below it are three main menu items: 'Home', 'Overview' (which is highlighted with an orange oval), and 'Browse'. The main content area displays several key statistics:

- Documents:** 9,3k (9.276)
- Families:** 5,8k (5.785)
- Custodians:** 1
- Sources:** 1
- Reviewed:** 62 (1 %)
- Not Reviewed:** 9,2k (99 %) (9.214)

Below these stats are two sections: 'Tags' and 'Timeline'.

Tags:

Tag Type	Count
Responsive	54
Not Responsive	8
Privileged	44
Confidential	1
French	0

Timeline: A bar chart showing activity from March 1, 2013, to March 31, 2013. The Y-axis represents count (0 to 30), and the X-axis represents dates. The chart shows a significant peak around March 15th.

At the bottom of the page are three horizontal bar charts:

- Assigned To (top 5):** Shows 'Not Assigned' with a value of approximately 10k.
- Reviewed (top 5):** Shows 'No' with a value of approximately 10k and 'Yes' with a value of approximately 1k.
- Custodian (top 5):** Shows 'alex' with a value of approximately 10k.

Documents Tile

Click to view all matter documents in Document List as Flat List.

Families Tile

Click to view all matter documents in Document List as Family Tree.

Custodians and Sources Tile

View the number of related custodians and sources.

Reviewed and Not Reviewed Tile

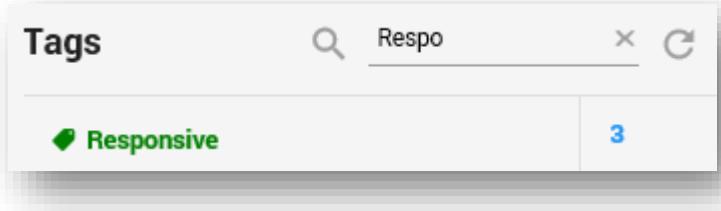
Click to view documents with either the review status Reviewed or Not Reviewed.

Tags

- View five of the available tags.
The tags are sorted according to the order used in Document View.
Click [Show More](#) to view all available tags.
- The number of labeled documents is displayed behind each tag.
- Click on a tag to open the documents labeled with this tag in the Document List.

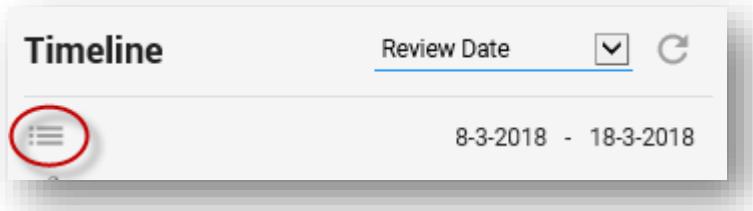


- Refresh the list for the latest information.
- Search the list of tags:



Timeline

- View the files in the matter according to Review Date, Created, Modified, Accessed, Email Sent Time, Email Creation Time, Email Delivery Time, Appointment Start, Appointment End
- Open the files displayed in the Timeline in the Document List:



- Or drill down, by clicking on a bar. For example, click on the bar with files created in 2014 (year):

Timeline



- Select the arrow to go back one step. Click a bar to drill down even more (month). Or, click the Document List icon to view all documents displayed in the timeline.



- You can drill down the bars until you have reached the bottom one (days). Then the Document List will be opened.
Tip: For a time range search, it is advised to use Date Search.

Facet Values

The first 3 facets from Facet View are displayed here, with the top 5 values per facet. Click on a bar to open these documents in the Document List.

Create Matter

A matter includes electronic data that is converted to TIFF and a link to the data in its native format is provided. For review, only the TIFF image is used to avoid spoliation; The integrity of the native file (and its metadata) is retained. Text and metadata is extracted and entered into a database (matter) so that the documents are searchable. Due to the uniform state of the data, reviewers can move from item to item quickly and efficiently.

You have logged in (see *Log in (page 2)*), with the user name and password provided by your Administrator. Or, you selected [\(Open another\)](#) on the ZyLAB One Home page (top right corner).

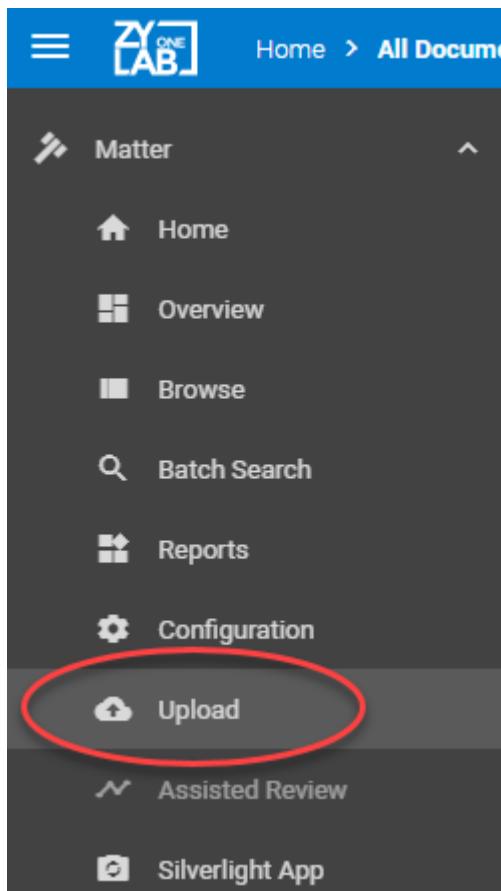
Instructions

1. Go to the Select Matter page via [\(Open another\)](#) or [Open Another Matter](#) and click **ADD MATTER**
2. The Create Matter screen appears.

The screenshot shows a modal dialog box titled "Create Matter". It has two main input fields: "Matter name:" with a text input field containing a single vertical bar character, and "Select Process Template" with a dropdown menu icon and a question mark icon. Below the inputs are two buttons: "CANCEL" and "SAVE". The "SAVE" button is in a light gray state, while "CANCEL" is in blue. A red "0/100" label is positioned between the two input fields.

3. Define a Matter name and select a Process Template.
This can be a default or customized template.
4. Click Save.

5. Upload data to your matter.



Upload

Upload data directly to save valuable time in making data accessible for review.

View former uploads by clicking [Open Legacy Upload](#)

Search for a specific upload with  [Filter](#)

While waiting for your upload(s) to be processed, please continue with review by clicking  [Open Home in new tab](#)

Create a .csv report of all listed uploads by clicking [Download File Upload Report](#)

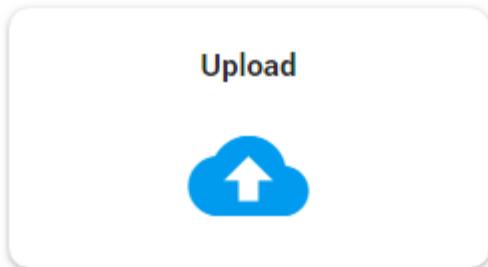
Create a .csv report of one upload (with all uploaded files) by clicking  [Download CSV](#)

Recommendation

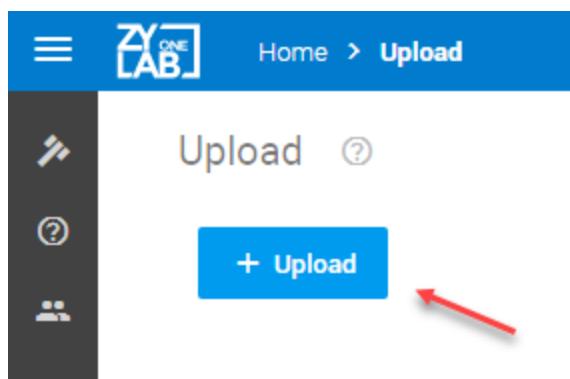
- Upload less than 100.000 documents per instance, with a maximum of 500 GB (total file size).

Add New Upload

1. On the Home page, select



2. On the Upload page, select **+ Upload**



3. Select File Upload or Cloud Upload: Microsoft Exchange or Google G Suite. File Upload allows you to upload files (PST, ZIP, etc.) or folders. Cloud Upload is only available for new matters. Also, the user performing the upload has to have a role with the following permission: Manage Cloud Upload. Additional work is required on the client side to be able to collect items.

Status

After defining and starting your upload, you will return to the main Upload page. Here you can view the status and progress of all uploads.

The status of an upload can be one of the following:

- Uploading
The files/folders are being uploaded.
- Upload complete, waiting for transfer to processing
The uploaded files/folders are pending to get started with processing.
- Upload complete, processing
The uploaded files/folders are being processed.
- Abandoned
The upload has been interrupted or timed-out.
- Deleting
The upload is being deleted.
- Upload complete, waiting for review
The uploaded files/folders are processed and are ready to be reviewed.
- Upload complete, in review
The uploaded files/folders are processed and being reviewed.

Options per Upload

You can choose to pause/resume, delete, retry an upload or download the uploaded files/folders using the icons behind each upload.

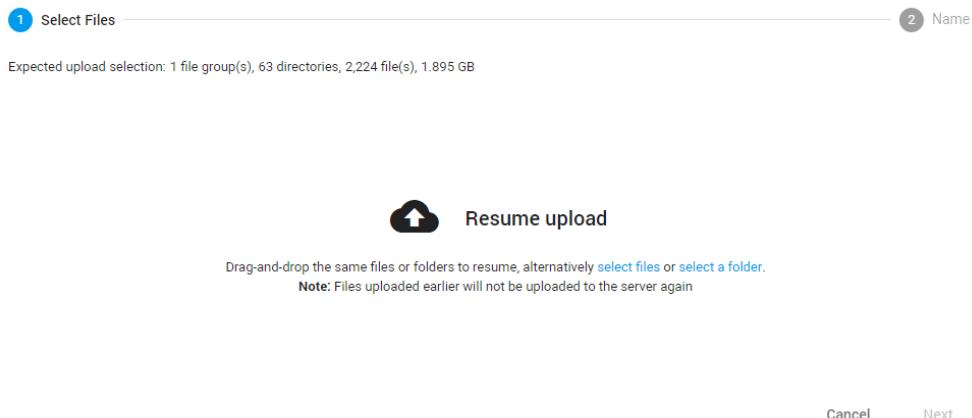
The available options depend on the status of the upload.

- Pause an upload by clicking Pause upload:



- Resume by clicking Resume upload When you resume after navigating to another page in ZyLAB ONE, define Resume upload. Select the same files/folders again (files already uploaded, will not be uploaded again), define the custodian/source again and start the upload.

Resume upload "Jul 9, 2019, 2:59:05 PM (ZYL...)



- Delete an upload by clicking Delete upload:



- Retry failed files by clicking Retry to upload failed files: 
- By default, only two uploads can be in progress (are active) simultaneously. When a third upload is added, it will be paused (inactive) until one of the two previous uploads is finished.
Note 1: If you pause an active upload, the inactive upload that is next in queue will start automatically.
Note 2: If you start an inactive upload, an active upload will be paused.

Status: Uploading

 Paused / 0% / Speed: 0 B/s / Time elapsed: 0.0 second(s)
 Uploaded: 0 out of 2 / Processed: 0 / Completed: 0



Status: Uploading

 In Progress / 0% / Speed: 0 B/s / Time elapsed: 25 second(s)
 Uploaded: 0 out of 2 / Processed: 0 / Completed: 0



Status: Uploading

 In Progress / 0% / Speed: 0 B/s / Time elapsed: 43 second(s)
 Uploaded: 0 out of 5 / Processed: 0 / Completed: 0



- During uploading, you can view how many documents are already uploaded, processed or completed.

Status: Uploading

 In Progress / 38% / Speed: 654 KB/s / Time elapsed: 1 minute(s) 10 second(s) / Time remaining: 3 minute(s) 14 second(s)
 Uploaded: 1 out of 5 / Processed: 0 / Completed: 0

- When some files are not completed (for example, corrupted or password protected), the progress line and status line text is orange to warn you.

Status: Upload complete, in review

Upload completed on: Nov 26, 2019, 10:20:51 AM

Uploaded: 1 out of 1 / Processed: 1 / Completed: 1

Status: Upload complete, in review

Upload completed on: Nov 26, 2019, 9:47:58 AM

Uploaded: 1 out of 1 / Processed: 0 / Completed: 0

- When an error occurs during upload, you will be warned with a yellow background and red text. Also, the number of errors is shown.

Status: Uploading

✓ Upload completed with errors / Upload time: 18 second(s)
Uploaded: 0 out of 2 / Processed: 0 / Completed: 0 / Failed: 2

⚠ 2 error(s)  

Status: Uploading

✓ Upload completed with errors / Upload time: 1 minute(s) 1 second(s)
Uploaded: 0 out of 2 / Processed: 0 / Completed: 0 / Failed: 2

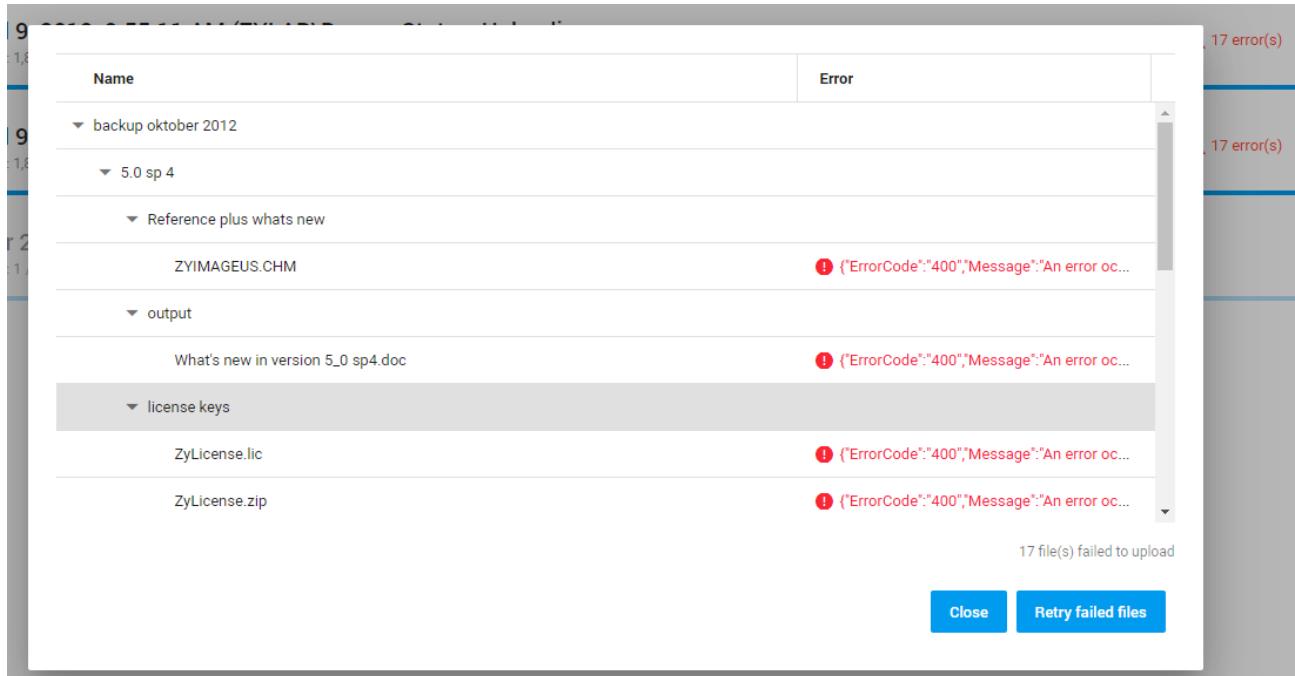
⚠ 2 error(s)  

Status: Uploading

⌚ In Progress / 38% / Speed: 654 KB/s / Time elapsed: 1 minute(s) 10 second(s) / Time remaining: 3 minute(s) 14 second(s)
Uploaded: 1 out of 5 / Processed: 0 / Completed: 0

- View errors that were found during upload by clicking the red warning sign: 17 error(s)



Close the log file or Retry failed files.

File Upload

- Drag-and-drop files or folders to upload, alternatively select files (ZIP, PST, etc.) or select folders.



Select files (ZIP, PST, etc.), select folders or drag-n-drop a folder for creating a new upload

- Click Upload.
- View what is going to be uploaded.

1 Select Files

Upload: 1 file group(s), 169 directories, 1,862 file(s), 1.779 GB

- Add more files/folders, or clear all files/folders.

[Add files](#) | [Add folders](#) | [Clear all](#)

or only remove selected files/folders:

[Add files](#) | [Add folders](#) | [Remove selected items](#)

- Select one or more file (group). If nothing is selected, all files will be uploaded.
- Add and/or select the Custodian and Source.

Set Custodian and Source: ▼ + ▼ +

- Click **Next**
- Adjust the Upload Name when needed.

Upload Name * 41 / 200

- Click **Start**
 - View the status and progress of your upload on the main Upload page.

Cloud Upload: Microsoft Exchange

Attention: You'll require full read access to all mailboxes residing in Microsoft Exchange. To accomplish this, it is necessary to create an account in Microsoft Exchange with read rights across all mailboxes. The steps for configuring Exchange Impersonation are dependent on the particular version of Exchange used.

Connection

Connect with Exchange

- Login Account

Fill out the (ExCon Admin) account.

- Login Password

Fill out the password.

- Login Domain

Fill out the domain for authentication.

Exchange Version

- Exchange Version

Make sure the correct Exchange Version is selected.

- Exchange Web Services URL

Exchange Web Services URL is optional if the Autodiscover service has been configured correctly. Using Autodiscover service is necessary in environments with multiple Client Access Servers.

By default: <https://outlook.office365.com/EWS/Exchange.asmx>

- When ready, click Next.

Data Selection

Define Date Range

- Date Range Type

Select a Date Range Type from the dropdown list.

- Date Range

Define the Date Range that must be searched. Use the calendar.

Define Exchange Data

- Subject

Define the subject to filter the messages you collect.

- Body

Define the body to filter the messages you collect.

- Mailboxes

Define the mailboxes accounts that must be collected. Make sure accounts are split with either a comma or a semicolon.

For example: user01@zylab.com, user02@zylab.com

- Checkbox: Skip Journal Body

Choose Skip Journal Body to skip journal items and only archive the attachments from journal items.

- When ready, click Next.

Settings

Assign Custodian and Source

- Set the custodian(s) and source(s) at the bottom of the screen.

Tip: First select the custodian/source that needs to be assigned to all or most mailboxes. Then, select one or more mailboxes in the table for which a different custodian/source needs to be assigned.

Attention: Please note that whenever no mailboxes are selected and you assign another custodian/source, all previously assigned custodians/sources will be overwritten.

- View the list of assigned custodian(s) and source(s) in the table.
- When ready, click Save.

Set Custodian and Source

- Custodian

Select a Custodian from the dropdown list or create a new one.

- Source

Select a Source from the dropdown list or create a new one.

Cloud Upload: Google G Suite

Attention: You need Service Account credentials to connect to GMail API. Also, you need access to specified domains to collect. To get it, you need a GSuite account with access to:

<https://console.developers.google.com/>- Google API Console

<https://admin.google.com/>- Google Admin Console.

1. Service account creation:
 - a. Go to <https://console.developers.google.com/>
 - b. Create project if needed.
 - c. Go to hamburger-button → IAM & admin → Service accounts.
 - d. Click "Create service account".
 - e. In "Service account details" window
 - i. enter name ("gmail-reader-1" for example)
 - ii. continue.
 - f. In "Grant this service account access to project" window:
 - i. skip roles granting
 - ii. continue.
 - g. In "Grant users access to this service account" window:
 - i. "Create key"
 - ii. select JSON format
 - iii. json file will be downloaded automatically, store it securely!
 - iv. done.
 - h. In list of all service accounts:
 - i. open your new account
 - ii. Copy Unique ID somewhere

2. GMail API enabling:
 - a. Go to <https://console.developers.google.com/>
 - b. Go to Library
 - c. Go to GMail API
 - d. Click Enable
3. Giving access to gmail api of organisation:
 - a. Go to <https://admin.google.com> → Security → Advanced settings → Manage API client access
 - b. Create new client access:
 - i. Client Name - previously copied Unique ID
 - ii. API Scopes - "<https://www.googleapis.com/auth/gmail.readonly>"

Connection

Connect with Gmail

- Service Account JSON Key
Enter the content of the JSON key file.
- Click Next.

Data Selection

Select GSuite Data

• Search Query

Enter the same query that is used in the search box of Gmail website. Avoid using queries that are specific to a particular mailbox - this query will be applied to all mailboxes.

Attention: Please note that text queries used in Gmail will become exact in ZyLAB ONE, which may lead to different results. For example, where the text query 'invite' in Gmail will also find the word 'invitation', in ZyLAB ONE it will only find the word 'invite'.

• Mailboxes

Define the mailboxes accounts that must be collected. Make sure accounts are split with either a comma or a semicolon.

For example: user01@zylab.com, user02@zylab.com

- Checkbox: Include spam and trash
- Checkbox: Skip mailboxes validation

Select this checkbox, if you want to skip the verification of settings and validation of all mailboxes. You might want to do this if you are collecting from many mailboxes.

- Click Next.

Settings

Assign Custodian and Source

- Set the custodian(s) and source(s) at the bottom of the screen.

Tip: First select the custodian/source that needs to be assigned to all or most mailboxes. Then, select one or more mailboxes in the table for which a different custodian/source needs to be assigned.

Attention: Please note that whenever no mailboxes are selected and you assign another custodian/source, all previously assigned custodians/sources will be overwritten.

- View the list of assigned custodian(s) and source(s) in the table.
- When ready, click Save.

Set Custodian and Source

- Custodian

Select a Custodian from the dropdown list or create a new one.

- Source

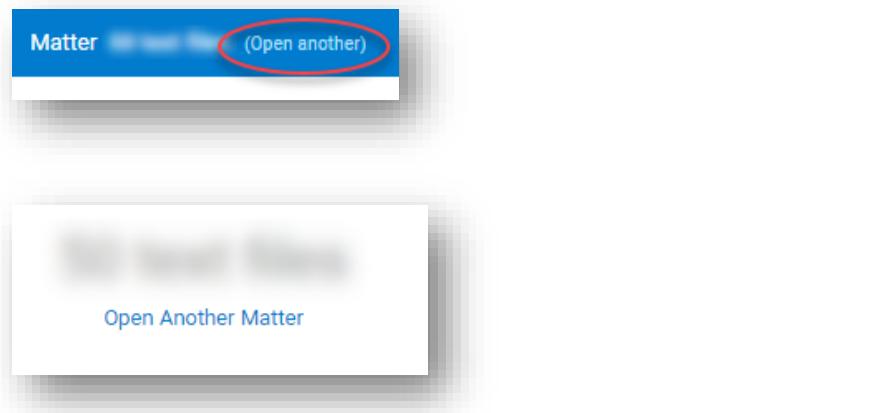
Select a Source from the dropdown list or create a new one.

Continue Review

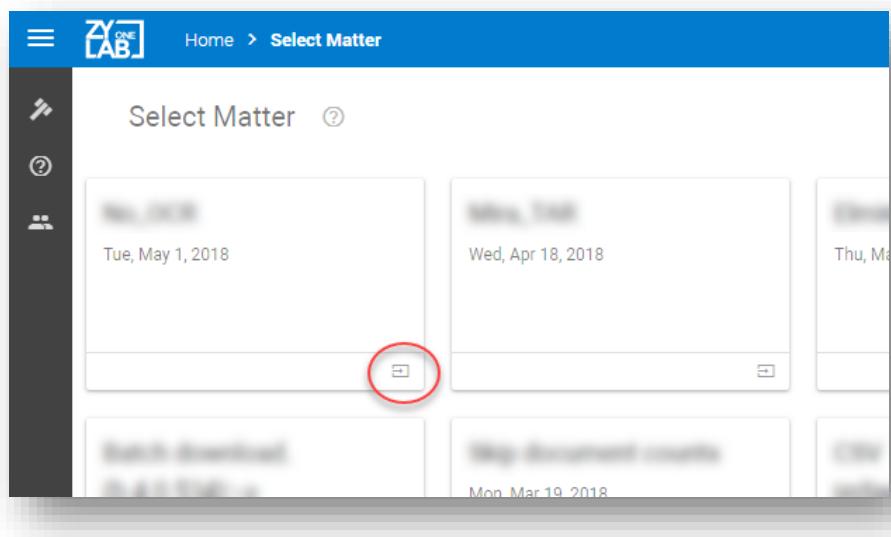
You have two options to continue review:

1. Via the Select Matter page.

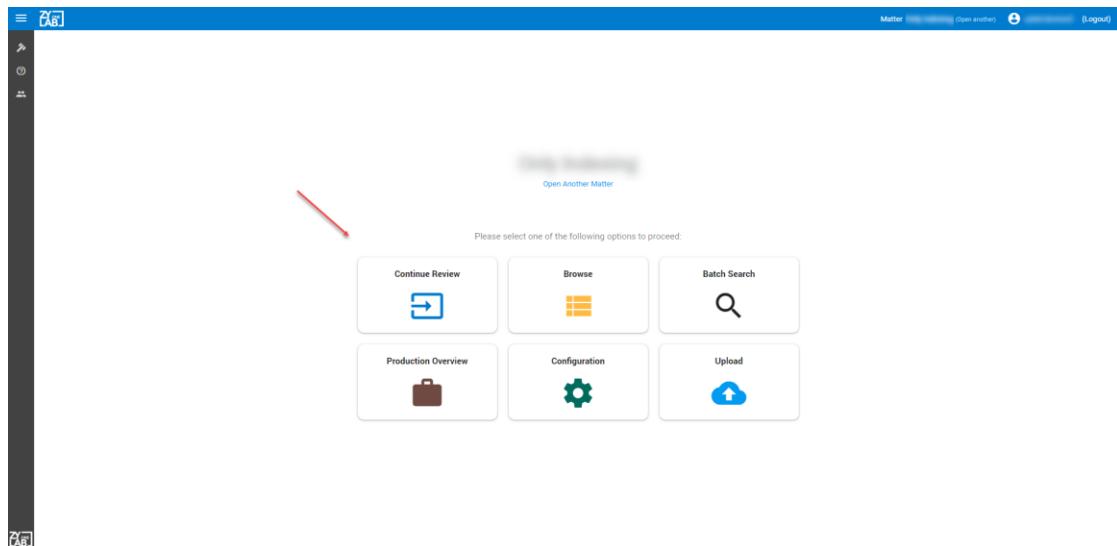
- Select Open another in the menu bar or Open another Matter beneath the Matter name.



- For the correct matter, select Continue Review.



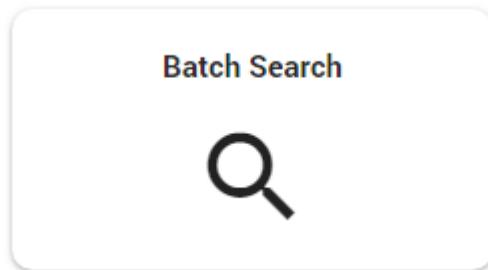
2. On the Home page.



Batch Search

Perform Batch Search (multiple queries at once) on your Matter.

The permission 'Bulk Field Update' allows users to use the Batch Update function in Batch Search. If the user does not have a role with this permission, the update functionality and columns (Updated Documents, Value) are hidden.



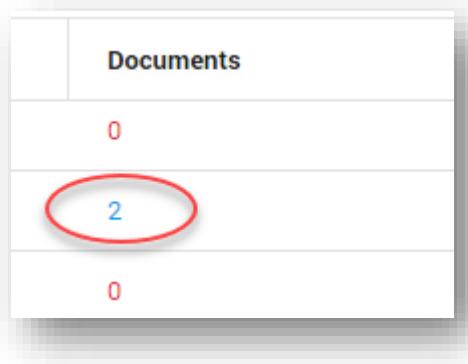
- On the Home page, select
- Open your data sheet with queries (and assigned values).
- Copy (a selection of) them.
- Select the Batch Search section in ZyLAB One and paste your queries.

A screenshot of the ZyLAB One software interface. At the top, there's a blue header bar with the ZYLAB logo, navigation links like 'Home > Batch Search', and account information. Below the header is a white main area titled 'Batch Search'. In the center of this area is a large text input field with a clipboard icon and the placeholder text 'Use Ctrl+V to paste your copied queries'. Above the input field are four buttons: 'COPY FAILED ONLY', 'COPY', 'CLEAR', and 'SEARCH'. The 'SEARCH' button is highlighted with a blue background and white text.

Values assigned to queries in your data sheet will be listed in the **Value** column.

- Click **SEARCH** to view the search results of each query.

- Select the found documents of a query to view them in the result list.



- Click **COPY** if you want to copy all information (queries, values, search results, etc.). You can paste this information in a new data sheet.
- Click **COPY FAILED ONLY** if you want to copy only information about the failed searches. Paste this information in a new data sheet to evaluate the queries.
- Click **CLEAR** to remove all queries from ZyLAB One and start over again.

Assigned Values

Assign values to your queries. Each query will return a number of found documents. The assigned values can be added to those documents as metadata. The values will be added to a selected field.

Assign Values to your Queries

- When using a spreadsheet, leave an empty column between the queries and assigned values.

A	B	C	D
1	queries	values	
2	koln	germany	
3	paris	france	
4	london	england	
5			
6			

- When using a text document, leave two tabs between the queries and assigned values.

Queries → → values
Koln → → germany
Paris → → france
London → → england

- Copy and paste the queries and their assigned values to Batch Search. The assigned values will be added to the Value column.

Query	Query Fields	Value	U
File Koln		germany	
File Paris		france	
File London		england	

- Click **SEARCH**
- For each query a number of documents/families will be found.
For example, the query "Koln" returns 16 found documents. These documents can be

updated with the value "germany". This value will be added to a selected field. The value "france" will be added to documents found with the query "Paris".

Query	Query Fields	Value	Updated Documents	Documents	Families	Error
koln		germany	0	16	16	
paris		france	0	267	267	
london		england	0	386	386	

- Select a field from the dropdown listbox. For example, the field Remarks. Click Update. Click OK.

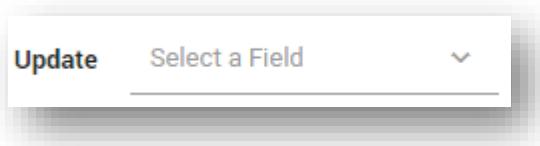
- The values are added to the field Remarks.

Query	Query Fields	Value	Updated Documents	Documents	Families
Koln		germany	16	16	16
Paris		france	267	267	267
London		england	386	386	386

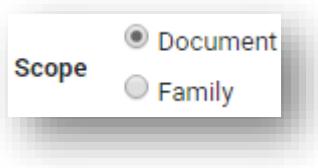
Batch Update Fields

Enhance your found documents in Batch Search with [the values assigned to your queries](#).

- Select a Field to add the listed values to.



- Select the scope.



Document: Only the found documents.

Family: The found documents plus related documents (for example, all documents from an email conversation).



- Click **Update**

The values will be added to the selected field.

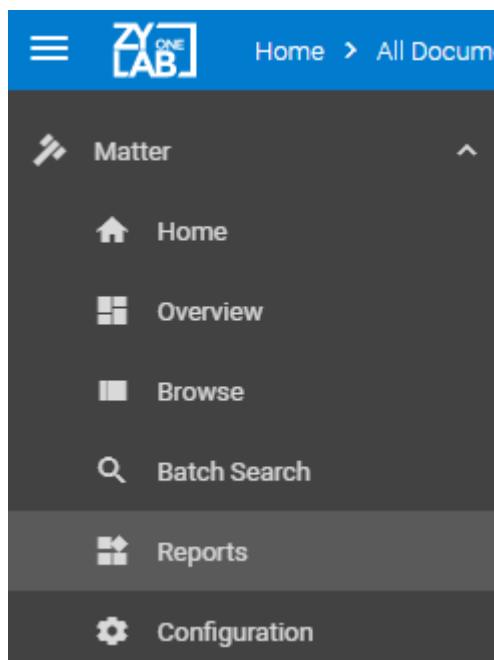
The added field values can be used to sort data. For example, when creating Review Batches.

- View the **Updated Documents** column for the number of updated documents.

Reports

There are multiple options to create/view reports:

- Export to CSV
To create a report on your Uploads or the documents in the Document List.
- Matter Overview
To view all available information on the documents in your matter.
- Reports



Via the menu option Reports, create one or more reports.

For each report the following options are available:



- Page navigation options
First page, former page, specific page, next page, last page.
- Refresh the contents of the report
- Go back
- Enlarge or reduce the size of the report page

- Save to Word, Excel, PowerPoint, PDF, TIFF, MHTML, CSV, XML or data feed
- Print the report
- Search for content in the report

Available Reports

Processing

Processing reports provide information on the performance of processing jobs and act as a control mechanism to ensure that all files have been handled correctly. To meet the needs of project management, it is important to track the work performed on all items submitted for processing. Every item has tracking information as to the various tasks that have been performed on it. Item level tracking information can result in reports representing overall status or status of any particular item or group of items whether they are ultimately moved forward into review or not. For more information on Legal Processing, please refer to the ZyLAB ONE 5.2 Legal Processing User Manual (PDF). This manual can be found on our Help portal.

- **Failed Actions Details**

The current failed actions of the selected matter and the reasons of failure are listed (with an error message of the performer). With the Refresh button, the latest situation will be displayed. Failed actions that succeed after restart, no longer appear in the report. The following information is provided in the report:

- Action Id
ID of the failed action
- Retries (number of restarts)
If there are several errors for one action, only the last one will be displayed with information about the number of retries for this action.
- Job Id
- Document Id
- Error Message

Failures can be caused by - for example - password protected files, corrupt files or not supported file types.

Failed actions of the Email Extractor are often related to an Invalid TNEF signature. This means that the file is either not a valid TNEF file (outlook attachment) or it is corrupted.

Failed actions of both the Object Extractor and the Field Appender are often related to the Content Reader (which purpose is to read a file and return a representation of it). There can be various causes for a failed ContentReader action.

Failed actions of the Archive Extractor are often related to an invalid password.

- Performer Name
- Configuration Name
- Machine Name
- Custodian
- Source
- Mimetype
- Execution Time (ms)
- File Size

- **Filtered Items Details**

A list of all documents that are filtered during processing and not processed. This reporting works for all Legal Processing collectors. Categories of filtered documents are:

- No Processing Rule Assigned
If no processing rule is associated with a document, then that document is skipped during processing. In the Filtering Items Details report you can view which files existed in the original collection, but were excluded.
- NSRL Exclusions
In the Filtering Report you can view which files existed in the original collection, but were excluded due to NSRL (or NIST) exclusions.

- **Matter Actions Summary**

Details about the processing jobs (status) for a specific matter. Specifically, how many documents are scheduled/started/failed/completed and/or canceled, sorted by machine name/performer.

- **Collected Locations Summary Expanded**

Shows you the locations of the files and volume processed for each custodian in the matter. The following information is provided in the report:

- Job Id
- Start Time
- End Time
- Custodian
- Source
- Location
- Extension
- Collected Count
- Collected Volume
- Zip Expanded Count
- Zip Expanded Count (Processed - Deletions)
- LP Expanded Count (Deduplicated)
- LR Expanded Count (Processed - Deletions)
- LR Current Volume (Current)

Review

Review reports provide information on the progress of the review, if/how files are tagged and/or annotated or if there are duplicates. There are also reports on emails in a matter (who sent/received them and the count).

- **Email From Details**

Details about who sent an email (Email From) and how many times emails were sent from each email address/name (Count).

- **Reviewer Daily Summary**

An overview (categorized per review date) of how many documents a reviewer has reviewed and tagged as responsive, non responsive, privileged and/or confidential. This report can be used for tracking the progress.

- **Privileged Log**

A list of all files that were tagged as privileged. The following information is provided in the report:

- ID
- Original File Name

- Hash Value
 - Custodian
 - Date
 - In case of an electronic file the modified date.
 - In case of an email the sent date.
 - Privileged Reason
 - Privileged Category
 - Mime Type
 - Extension
 - Email Subject
 - Email From
- **Senders Domain Details**
Details about the origin (Senders Domain) of the emails and how many times emails were sent from that domain (Count).
 - **Annotations Report**
A list of all documents that are annotated. The following information is provided in the report:
 - Document Id
 - Name
 - Page Number
 - Content
 - Author Name
 - Editor Name
 - Last Modification Date
 - **Email to Details**
Details about who received an email (Email To) and how many times emails were received from each email address/name (Count).
 - **Reviewer Summary**
An overview of how many documents each reviewer has reviewed and tagged as responsive, non responsive, privileged and/or confidential.
This report can be used for tracking the progress.
 - **Duplicates Report**
A list of all duplicate documents in the matter. The following information is provided in the report:
 - Hash Value
 - Duplicate Count (Total number of copies)
 - Custodian
 - Mimetype
 - Name
 - Id
 - **Recipient Domain Details**
Details about the receiver (Recipient Domain) of the emails and how many times emails were sent from that domain (Count).

Other

- **Matter Overview**
Details about the matter. The following information is provided in the report:
 - Matter Name
 - Creation Date

- Days Active
- Review Template
- Number of Documents
- Number of Families
- Number of Custodians
- Number of Sources
- Percentage Reviewed
- Percentage Not Reviewed
- Tag: Responsive
- Tag: Not Responsive
- Tag: Privileged
- Tag: Confidential

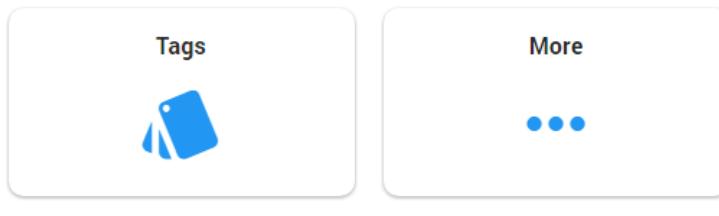
Configuration

Tags

Tagging Configuration enables the (Litigation Support) Administrator to define the tags a Reviewer is allowed to add. The Administrator can make changes while Reviewers are active in the Matter.

Instructions

1. On the ZyLAB ONE Home page, go to Configuration > Tags.



2. To create a new tag, select
3. The New Tag page appears.

The screenshot shows the 'Configure Tags' page. On the left, there is a sidebar with a 'Tags' section and a 'New Tag' item highlighted with an orange background. On the right, there is a main form titled 'New Tag'. It includes fields for 'Name' (set to 'New Tag'), 'Color' (set to 'rgb(51,105,30)'), 'Shortcut Key' (empty), 'Interaction Contract' (set to 'None'), and two sections for 'Show Tag' and 'Hide Tag' with radio button options. A color picker is also visible next to the color field.

4. Define the Tag Properties:

- Name
Define a name for the tag. This is how the Reviewers will see it.
On the Configure Tags page, Administrators can also see the Field Name of the tag.
- Color
Use the color picker to select a unique color for the tag.

- **Shortcut Key**
Define a shortcut key for the tag. This should be a single letter (Alphanumeric, Arrow or Page buttons).
- **Interaction Contract**
Select the Interaction Contract type. Choose from:
 - **None**
The tag will have no additional value. Continue with step 7.
 - **Single select**
The tag can be given an additional value.
 - **Multi select**
The tag can be given multiple additional values.

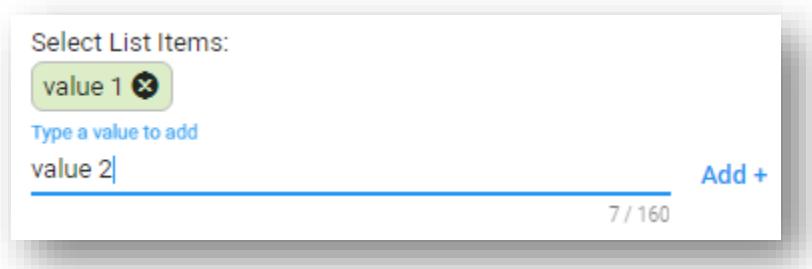
5. To add additional value(s), select Single select or Multi select.

- **Reviewer can add options**
If Reviewers should be able to add their own additional value(s) to the tag, select 'Reviewer can add options'. If not selected, List Items should be created (see step 6).
- If Reviewers should not be forced to add an additional value to the tag, select 'Allow empty response'.
- **Preamble**
Explain the options the Reviewer can choose from. For example, 'Please select a department:'.
- **List-type (Single select)**
Define if Reviewers can select a box or a radio button.
- **Number of items to display (Multi select)**
Define the maximum number of List Items Reviewers can select.

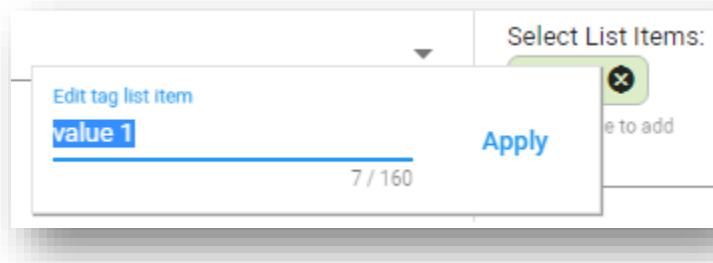
6. **Select List Items**

Define the tag options a Reviewer can choose from.

Type an item to add and click Add.



To edit a Tag List Item, select it. Remove it by clicking the cross. After editing, click Apply.



7. Define when the tag is shown to the Reviewer.

- Always show this tag
Reviewer always sees this tag.
- When certain tags apply
Reviewer only sees this tag after he selected another tag.
 - All of these tag(s) apply
Only if **all** these tag(s) are selected first, new tag is shown.
For example, the Reviewer first selected the tag Privileged. After that, he can see the new tag.
 - And any of these tag(s) apply
And if one of these tag(s) are selected, the new tag is shown.
For example, the Reviewer first selected the tag Privileged, and also the tag German or French. Only after those two selections, he can see the new tag.

8. Define when the tag is hidden from the Reviewer.

- Never hide this tag
Reviewer always sees this tag.
- When certain tags apply
Reviewer cannot see this tag after he selected another tag.
 - All of these tag(s) apply
Only if **all** these tag(s) are selected first, new tag is hidden.
For example, the Reviewer first selected the tag Responsive. After that, the new tag is hidden and cannot be selected anymore.

- And any of these tag(s) apply
And if **one** of these tag(s) are selected too, new tag is hidden.
For example, the Reviewer first selected the tag Responsive, and also the tag Confidential or Privileged. Only after those two selections, the new tag is hidden.

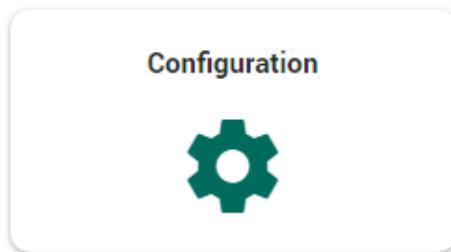
9. When you are finished, click Save.

Result

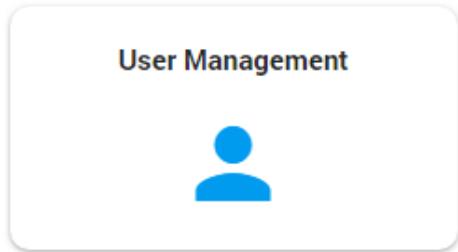
After ZyLAB ONE is restarted, Reviewers can use the new Tag.
Each listed tag can be deleted or edited.

User Management

Add or delete users/groups and assign roles to them.



- On the Home page, select



- Select

Add User/Group



Select the **+ Add** button to add a user/group from the Active Directory.

Delete User/Group

Delete a user/group from User Management, if it is no longer needed. You can always add the user/group again from the Active Directory.



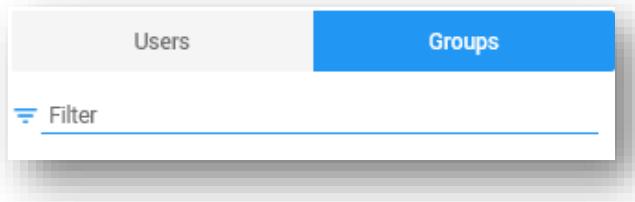
Assign Role to User/Group

Global roles assigned to users/groups apply to all matters.

Matter roles apply to one specific matter. Global roles override Matter roles.

Users and groups are derived from the Active Directory.

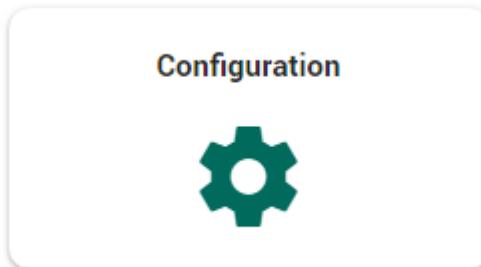
1. Select a User/Group from the tabs on the left.
Filter if needed.



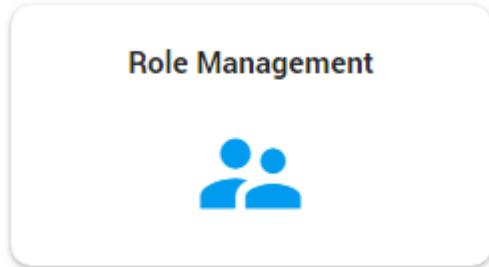
- For a selected group, select the **Related Users** tab for an overview of all users in this group.
You can select and copy this list and paste it into a spreadsheet.
2. Assign/remove a Global role via the **Global Roles** tab.
Assign/remove a Matter role via the **Matter Roles** tab.
 3. For an overview of all assigned roles to a user or group, select the **Overview** tab.

Role Management

Create roles and add permissions to them. Roles are assigned to users.



- On the Home page, select



- Select

Create Role

1. Select the scope (role type).

Global roles (eDiscovery or Legal Review) assigned to users/groups apply to all matters.
Matter roles apply to one specific matter. Global roles override Matter roles.
Filter on the role types if needed.



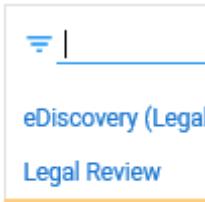
2. Select **Create a New Role**.



3. Define a name for the role.
4. In the Role Permissions tab, select the permissions for this role.
5. Click Apply.

Delete Role

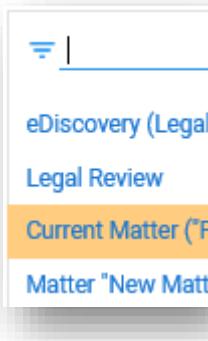
1. Select a role type (filter if needed).



2. Select a role (filter if needed).
3. Select the Delete icon.

View and/or Edit Role

1. Select a role type (filter if needed).



2. Select a role (filter if needed).
3. In the Overview tab, see the selected permissions for this role.
4. In the Role Permissions tab, change the permissions.
5. Click Apply.

Functional Document Security

Functional Security allows Administrators to control access to (sets of) documents. Roles and Document Security Rules can be combined to create complex user access profiles.

Create Document Security Rules

Start by creating Document Security Rules that define document sets.

You could, for example, create 2 different Document Security Rules:

- **Custodian A**
This rule will allow access to all documents from Custodian A
- **Custodian B**
This rule will allow access to all documents from Custodian B.

Create Roles

Once the Document Security Rules have been defined, define the Roles. A role is a selection of permissions.

Administrators can create two different types of Roles:

- **Functional Roles**
Roles with application rights , like Open Matter, Change Configuration, Create Productions, Batch Fields, Batch Field Updates, Create Sample Set, Create Review Set, etc.
Functional roles are often defined as Global Roles (which makes them available accross matters).
The following Functional Roles might be defined:
 - **User**
Access Matter, Access Fields, Search, etc.
 - **Manager**
All functional rights.
 - **Admin**
All configuration/audit rights.
- **Document Security Roles**
Documents Security Roles can be created in combination with Document Security Rules.
This allows you to define access to a set of documents.
Document Security Roles can only be defined as a Matter Role (for a specific matter only).
The following document rights can be selected: Access Document, Access Document Contents, Access Production View, Add/Edit Remarks, Annotate Document, Redact Document, Download Document, and Delete Document.

New Role

Name
Search Results Only

This Role can be assigned in combination with Document Security Rules

This can result in, for example, the following Document Security Roles:

- **Limited Access**

This role might consist of the following permissions: Access Matter, Access Documents and Delete Document. A user that has been assigned with this role, is allowed to search for documents and view them in the Document List, but not open them. He can however delete documents.

- **Reviewer**

This role might consist of the following permissions: Access Matter, Access Documents, Access Document Contents, Annotate Document, Redact Document. A user that has been assigned with this role, is allowed to search for documents, view and open them and perform actions. This user cannot delete documents.

Assign Roles to User(s) or User Group(s)

Once the Document Security Rules and all the Roles have been defined, you can assign them to user(s) or user group(s). Rules and Roles can be combined endlessly.

For example:

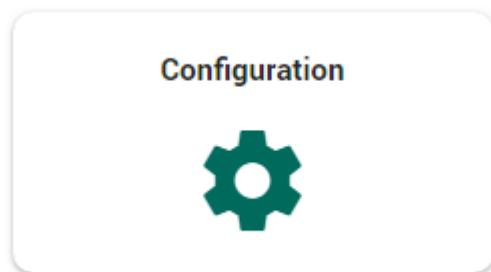
	Document Security Rule	Functional Role	Document Security Role
User Group K	Custodian A	User	Reviewer
User Group L	Custodian B	User	Reviewer
User Group M	None (access to all documents in the matter)	Manager	Reviewer
User Group N	None (access to all documents in the matter)	Admin	Limited Access

Document Security

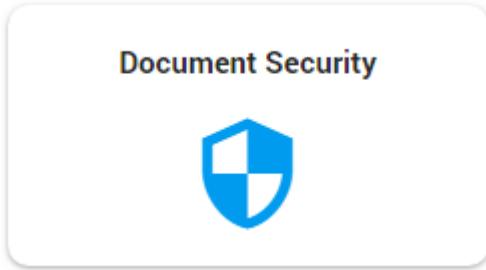
Authorize content access on document level. Queries enable you to control the search results; Display only documents that users are authorized to see.

Note 1: When no queries (rules) are defined, all users can view all documents.

Note 2: Security is set per role, not per user. A Document Security rule is added to a role. Roles are assigned to users.



- On the Home page, select



- Select

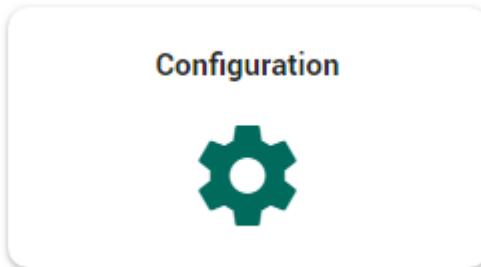
Add New Document Security Rule



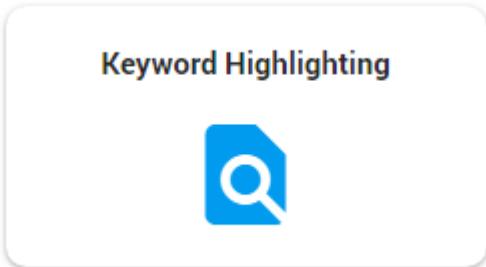
1. Select
2. Define a name.
3. Specify one or more queries.
Do not use full text queries.
For more information, please refer to the ZyLAB One Search Language Guide.
4. Click Apply.
The new rule is added to the pane on the left.
5. Once you have created one or more rules, you can filter them. You can also edit or remove them.
6. Add this rule to a role:
 - Go to Configuration > Role Management.
 - Select a Matter Role and go to Role Permissions tab.
 - Select Access Documents > Granted for specific documents.
 - Select the correct rule.
 - Click OK and click Apply.

Keyword Highlighting

Define a keyword rule that will find and highlight terms in a specific (other than the default yellow) color.



- On the Home page, select



- Select
- Select **Create New Item**
- Define the **Name**.
- Define one or more **Keyword Queries**.
- Click **APPLY**

Query Syntax Help

For more information, please refer to ZyLAB One Search Language Guide.

- **Fuzzy**
finds variations of a term.
Example: dutch~1, will find dutch, ditch, duich, durch, etc.
- **Question Mark ?**
matches a single character.
Example: wom?n, will find woman and women.
- **Asterisk ***
matches zero or more characters.
Example: *most, will find most and almost.
- **AND**
finds related terms and narrows your search.
Example: president AND america, will only find files with both terms.
- **OR**
finds one or all terms and broadens your search.
Example, car OR transportation, will find files with only the term car or transportation, and files with both terms.

- **NOT**
allows you to exclude terms.
Example: NOT apple, will find all files that do not contain the term apple.
- **TO**
finds occurrences of a term/query falling between two other terms/queries.
Example: dear TO sincerely {John}, will find the term John falling between dear and sincerely.
- **Within**
finds related terms within a defined range.
Example: Tom w/2 John, will find the term Tom within two positions (terms) from John (Tom knows John because Tom is his brother).
- **Precedes**
finds preceding terms within a defined range.
Example: live p/2 work, will find 'live to work' but not 'work to live'.
- **Number Range**
finds numbers or number ranges.
Example: (>1 : <10), will find all values between 1 and 10.
- **Quorum**
finds a specified number of terms from a list.
Example: 1 of {blue, green, red}, will find at least one or more colors from the list in a file.
- **Character Patterns []**
matches a single character and/or range that is contained within the brackets.
Example: m[a-z]n, will find all terms with three letters that start with an m and end with an n.
- **Negation [']**
negates a single character and/or range that is contained within the brackets.
Example: ['b]pple, will find apple, but also –pple, cpple, dpple, cpple, etc. But not bapple.
- **Preceding Element +**
matches the preceding element one or more times.
Example: ab+c, will find abc, abbc, abbbc, abbbb, etc. But not ac.
- **Preceding Element {m,n}**
matches the preceding element at least m and not more than n times.
Example: ba{2,3}b, will find baab, baaab, but not bab, baaaab.
- **Preceding Element {m}**
matches the preceding element exactly m times.
Example: [0-9]{3}-[0-9]{4}, will find local phone number 123-4567.
- **Preceding Element {m,}**
matches preceding element at least m times.
Example: ba{0,}b, will find bb, bab, baab, baaab, etc.

Auto Redactions

Automatically find and redact keywords, phrases, and personal information (names, social security numbers, credit card numbers, email addresses, and more).

scribed in the superimposed circle.

gave by **Example Auto Redaction** who desc
enacolo di Leonardo da Vinci libri q
with the *Vitruvian Man* and publishe

Add New Auto Redaction Rule

Configuration



1. On the Home page, select

Auto Redactions



2. Select



3. Select

4. Define a name.

5. Specify the Redaction Text and/or Code Set/Code Entry.

6. Select a Fill Color and a Font Color.

Note: The appearance of redactions can be adjusted for productions. For more information, see Image Settings.

7. Select a Font Family and a Font size.

8. Specify one or more queries.

We have a few Example Queries (see next page). For more information, please refer to the ZyLAB One Search Language Guide.

9. Define the Redaction Filter. You can choose from:

- None
No filter will be applied; The complete search hit will be redacted.
- First part email only
Though the entire email address will be found, you can choose to only redact the first part (before the @ sign).
- All except last n characters
This will redact the entire search hit except the last n (defined number) characters.
Make sure to define the number of characters not to redact: The Redaction Filter Parameter (n).
- First n characters only
This will only redact the first n (defined number) characters of the search hit.
Make sure to define the number of characters to redact: The Redaction Filter Parameter (n).
- Last n characters only
This will only redact the last n (defined number) characters of the search hit.
Make sure to define the number of characters to redact: The Redaction Filter Parameter (n).

10. Click Apply.

The new rule is added to the pane on the left.

The redactions will be applied immediately on all affected documents. Adjacent hits that belong together will be merged.

Example Queries

These queries are based on the ZyLAB search syntax and can be used in Auto Classification or Auto Redaction.

Dutch Mobile Numbers

- (([06]{1,2}[0-9]{8} or [06]{1,2} [0-9]{8}) w/2 ?[0-9]{1,2}) or ([06]{1,2}[0-9]{8} or [06]{1,2} [0-9]{8})

Credit Cards

- (?#American_Express)(\b3[47][0-9]{13}\b)|(\b3[47][0-9]{2}[]*[0-9]{6}[]*[0-9]{5}\b)
converts to
([3][47][0-9]{13}) OR ([3][47][0-9]{2} [0-9]{6} [0-9]{5})
- (?#China_UnionPay)(\b(62|88)[0-9]{13}[0-9]{1,4}\b)|(\b(62|88)[0-9]{2}([]*[0-9]{4}){3}\b)
converts to
([6][2][0-9]{13}[0-9]{1,4}) OR ([6][2][0-9]{2} [0-9]{4} [0-9]{4} [0-9]{4} [0-9]{4}) OR ([8][8][0-9]{13}[0-9]{1,4}) OR ([8][8][0-9]{2} [0-9]{4} [0-9]{4} [0-9]{4} [0-9]{4})
- (?#Master_Card)\b5[1-5][0-9]{2}([]*[0-9]{4}){3}\b
converts to
([5][1-5][0-9]{2} [0-9]{4} [0-9]{4} [0-9]{4}) OR ([5][1-5][0-9]{14})

IBAN

- [a-z]{2}[0-9]{2}[a-z0-9]{4}[0-9]{7}[a-z0-9]{0,16}

Auto Classification

Classify documents with field values and/or tags. This classification is automatically executed when a document matches an Auto Classification Rule.

Important: When using Auto-Classification Rules it is important to know that the existing 'data wins'. This means that a new Auto-Classification Rule will not overwrite (does not have precedence over) any tags that conflict.

New: Reuse Auto Classification Rule(s) with copy & paste to quickly create new rule(s). Select the Copy All or Copy Rule icon.

 Copy All  Paste Rule(s)

 Copy Rule

Add New Auto Classification Rule

Configuration



1. On the Home page, select

Auto Classification



2. Select



3. Select
4. Define a name.
5. Select a Rule Type.

- **Intake Only**

The field values/tags specified in this rule are set only once when a document comes into the system and matches the specified query.

This type of rule is useful when you want to pre-set certain field values/tags based on the document content, but the reviewers will be able to change it later. For

example, you might want to mark some documents as irrelevant/spam based on a certain filter.

- **Continuous**

The field values specified in this rule are set when a document matches the specified query. The query is evaluated both when the document initially comes into the system and when the document changes.

This type of rule is useful when you want to set certain fields to certain values based on criteria that change as the document goes through the review process. As an example, mark a document as reviewed when a certain combination of tags is applied.

6. Define the query.

Note: You cannot define a full-text query when you selected Continuous as the Rule Type. You can always search for Fields and/or Tags.

We have a few Example Queries. For more information, please refer to the ZyLAB One Search Language Guide.

7. Define When Matches.

Found documents will be labeled with the field value(s) and Tag(s) defined here.

Note: You cannot define Tag(s) when you selected Continuous as the Rule Type.

8. Click Apply.

The new rule is added to the pane on the left.

9. Once you have created one or more rules, you can filter them. You can also edit or remove them.

Deduplication

Start your own deduplication and detect duplicate files on matter level or per custodian. Reviewers will be able to review and produce only one version.

Duplicates remain present in ZyLAB ONE, which allows the reviewer to view if there are multiple custodians who possess a file and/or if there are multiple sources where a file is present.

Deduplication needs to be started manually.

Normally, the Binary Hash code is used to detect duplicates. However, this code is not sufficient for detecting duplicate emails as it is calculated based on all available data (including metadata like time sent, email program or browser used, email server, etc). As a result all emails, calculated with the Binary Hash code, are unique. In order to detect duplicate emails you need another Hash code: the Deduplication Hash code. This code only looks at main content information (like sender, recipient(s), subject and body) and is used during the Deduplication process.

Instructions

Deduplication can be found via the Home page. Select Configuration and then Deduplication.

Configuration



Deduplication



- To detect duplicate files on matter level (the whole data set in a matter is processed), select Matter Level Deduplication.
- To detect duplicate files per custodian (only the data of a specific custodian is processed), select Custodian Level Deduplication.

When choosing Custodian Level Deduplication, another custodian might possess a duplicate file (shown in the All Custodians field, see below) or a duplicate file might be present in another source (shown in the All Sources field). However,

duplicate files will only be added to the Duplicates Count field if it is in possession of the selected custodian.

Deduplication Settings:

- Matter Level Deduplication
- Custodian Level Deduplication

Start

- Click Start and wait until all files are processed.


✓ Completed
 Started on: Mar 19, 2021, 12:13:11 PM
 Completed on: Mar 19, 2021, 12:13:20 PM

- In the Document List, you can select one to five columns containing all information extracted with the deduplication process:

All Custodians	All Sources	Duplicates Count	Duplicate Type By Documents	Duplicate Type By Families
Larry	Email	0	Unique	Unique
Larry; Moe	Email; Other Email	2	Main	Unique
Larry; Moe	Email; Other Email	3	Main	Unique

- All Custodians
Shows all custodians who are in possession of a file.
- All Sources
Shows all sources where a file is present.
- Duplicates Count
Shows the number of duplicates, where zero (0) means there is only one version of the file. When the duplicate count is 1, there are two versions (the original and the duplicate). When the duplicate count is 2, there are three versions (the original and two duplicates). Etc.
- Duplicate Type by Documents
Shows whether a file is unique (a single occurrence of the original file), main

(the first detected file of multiple occurrences), a duplicate or unknown (this is a file without a hash code and should not normally happen, it could indicate an error during processing).

- Duplicate Type by Families
File hashes within a family are compared with file hashes of other families to check if those families are duplicates.

An example to explain the difference between Duplicate Type by Documents or By Families:

A unique email contains two attachments (see screenshot below).

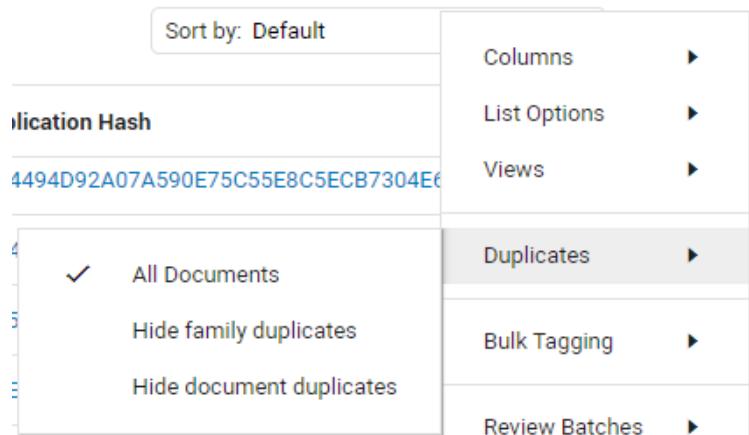
Within the family (email + attachments), these attachments are also unique (no other family has the same email + the same two attachments).

However, both attachments do occur in another unique email, which makes each attachment a duplicate on document level.

<input type="checkbox"/> C	Name	Duplicate Type By Documents	Duplicate Type By Families
<input type="checkbox"/>	✉ Mail for Dedup.msg	Unique	Unique
<input type="checkbox"/>	📷 image001.jpg	Duplicate	Unique
<input type="checkbox"/>	📄 some file.txt	Duplicate	Unique

- Filter the result list on All Documents, Hide family duplicates, Hide document duplicates. Once duplicates are hidden, reviewers can concentrate on the main/unique files. Review batches can be created based on this result list.

We offer two methods for filtering the result list. One method is via the Settings icon > Duplicates.



The other method is via 'Show Duplicates Count'. With nothing selected, all documents are shown. By default, duplicates count is not shown.

Select 'Show Duplicates Count' to view the number of duplicate documents and families.

Documents: 240092 / Families: 155662

Show Duplicates Count

- Search on duplicates via the fields Duplicates Count, Duplicate Type by Documents and/or Duplicate Type by Families:

The screenshot shows the ZyLAB ONE search interface. At the top, there are navigation links: Aa (font), Saved Searches (dropdown), Save Query, Clear, and Help. On the right, there's a 'View as' dropdown set to 'Fa' (Family). Below the header is a search bar labeled 'Enter Keywords' with an 'AND' button to its left. Underneath is a section for 'Fields' and 'Tags'. In the 'Fields' section, a search bar contains 'du'. Below it, a list of fields is shown: 'Duplicate Type By Documents' (highlighted in orange), 'Duplicate Type By Families', 'Duplicates Count', 'Multimedia Duration (sec)', and 'Productions Overview'. To the right of the fields are three dropdowns, each set to 'Unset'. At the bottom right of the search interface are 'CLOSE' and 'SEARCH' buttons.

- After review, you can produce the documents that are present in your result list. In the settings, the option Produce all duplicates is selected by default. All duplicates present in your matter will be produced. When this option is deselected only the files that are currently present in the result list will be produced.
- When defining the load file(s), you can add all fields related to Deduplication (All Custodians, All Sources, Duplicates Count, Duplicate Type by documents and Duplicate Type by families).
- Please note that with the Produce all duplicates checkbox not selected, it might be necessary to define three additional fields to prevent data leakage. For example, when adding the All Custodians field, it will show all custodians who possess a duplicate of that a file. Or when adding the All Sources field, it will show all sources where a duplicate file is present. And when adding the Duplicates Count field, it will show the number of times a copy is present (even when duplicates are not produced). You might not

want to share that information.

Therefore, to prevent data leakage, we have added the following fields:

- All Custodians in this production
Will only show the custodians that are present in this production and had a copy that is present in this production.
- All Sources in this production
Will only show the sources that are present in this production and contain a copy that is present in this production.
- Duplicates Count in this production
Will only show the number of times a copy is present in this production.
Please note this field is not available when the option Produce all duplicates is selected. In that case, you can use the Duplicates Count field.

Review Status

Mark a document automatically as reviewed when it matches the selected tags and/or defined fields.

- On the Home page, select 
- Select 
- Select a saved search and/or one or more tags and/or fields.
Note: The query may not contain a full text query, only tags and/or fields.
- Click Apply.
All documents with the selected tags/defined fields, will automatically receive the Reviewed status.

NOT REVIEWED 5 of 6 < PREVIOUS NEXT > ⓘ

Document Info ⓘ

Tagging

All Applicable Tags:

◆ Responsive	SHIFT + F
◆ Not Responsive	SHIFT + D
◆ Simple Tag	SHIFT + S

Search

Depending on the permissions you have received, you may not be able to search.

Different search methodologies can be used to search your data set, which usually contains documents in many forms. Not only the text in these documents, but also the information about these documents (the metadata), can and should be searched.

Browse

Explore documents from global searches. If you do not know yet what you are looking for exactly, you can, for example, explore by custodian and obtain an overview of all documents of that custodian. In addition, facets (pie charts) will help the reviewer to make a mental picture of all the work that needs to be done, and make an estimation of the time needed to complete the review.

Search

Search for one or more words within a data set. Keyword searches are prone to produce over- and under-inclusive results. Nevertheless, keyword searches are used in many ways. Use keyword search techniques to improve your result set. Also, use field search in order to limit search results.

Batch Search

Perform multiple queries at once on your Matter.

Search Email

Search through all collected email messages and attachments. Email search and retrieval is an important task.

View your search results in Facets View/Browse or Document List.

Timeline

View the distribution of the files on a timeline for a more dynamic and adjustable view of the files. Select the Timeline button.

The **Search** button in the top left corner will toggle the search component: Show/hide and will be clearing the search query when hiding.

The **Timeline** button next to the Search button will toggle the timeline: Show/hide and clear timeline filter when hiding. dynamic and adjustable view of the files. Select the Timeline button.



When both Search and Timeline are hidden, all Search and Timeline components are hidden:

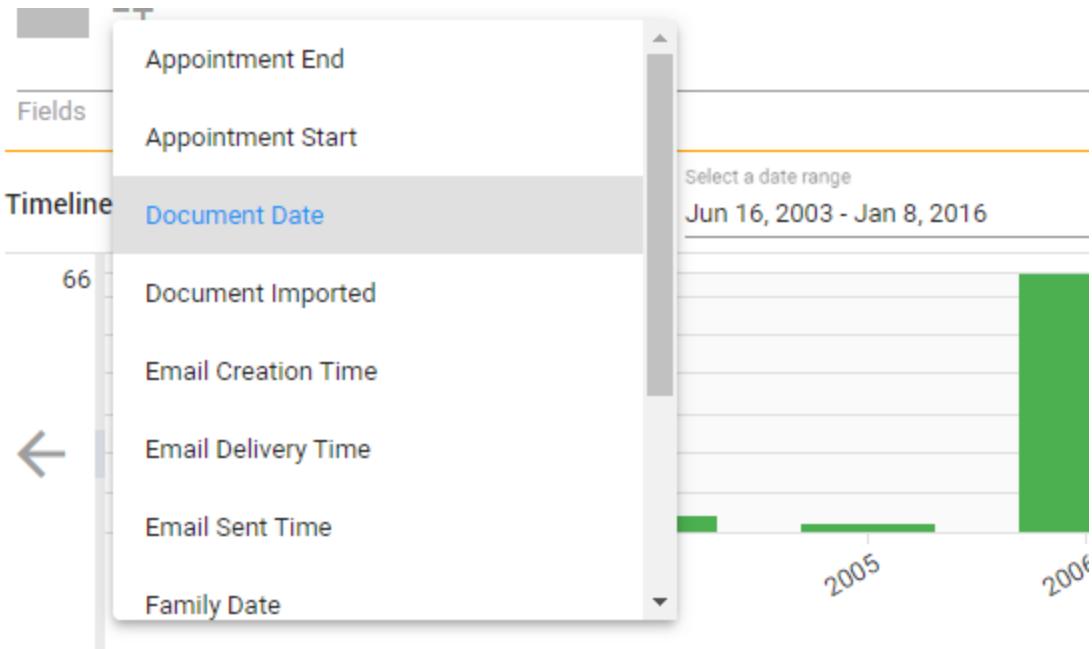
A screenshot of the ZyLAB ONE interface. The top navigation bar shows 'Home > All Documents'. On the left, there is a sidebar with icons for Home, Search, Timeline, Text Query, and Query Builder. The 'Search' and 'Timeline' buttons are now white, indicating they are collapsed. The 'Text Query' and 'Query Builder' sections are also collapsed, represented by triangle icons. The main content area displays a list of documents with columns for Name and Document Date. The first document is '300dpiBW-1-Halftone.pdf' (September 19, 2017) and the second is 'The Competitive Environment_short.ppt' (January 14, 2020).

Name	Document Date
300dpiBW-1-Halftone.pdf	September 19, 2017
The Competitive Environment_short.ppt	January 14, 2020

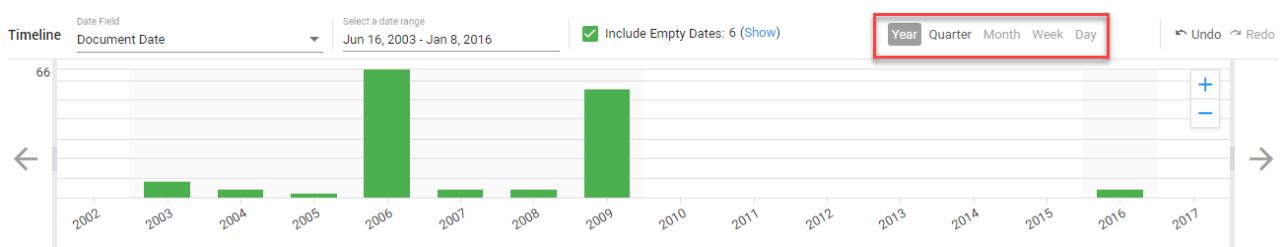
Use the arrows to collapse/expand either the Search or Timeline options, without losing your query/filter:

A screenshot of the ZyLAB ONE interface. The 'Timeline' button is now blue, indicating it is expanded. The 'Search' button is white. The expanded 'Timeline' section includes fields for 'Enter Keywords', 'Date Field' (set to 'Email Creation Time'), 'Select a date range' (set to 'Mar 19, 2010 - Mar 19, 2010'), and a checked checkbox for 'Include Empty Dates: 28 (Show)'. Below this, the 'Text Query' section is expanded, showing 'Documents: 29 / Families: 10'.

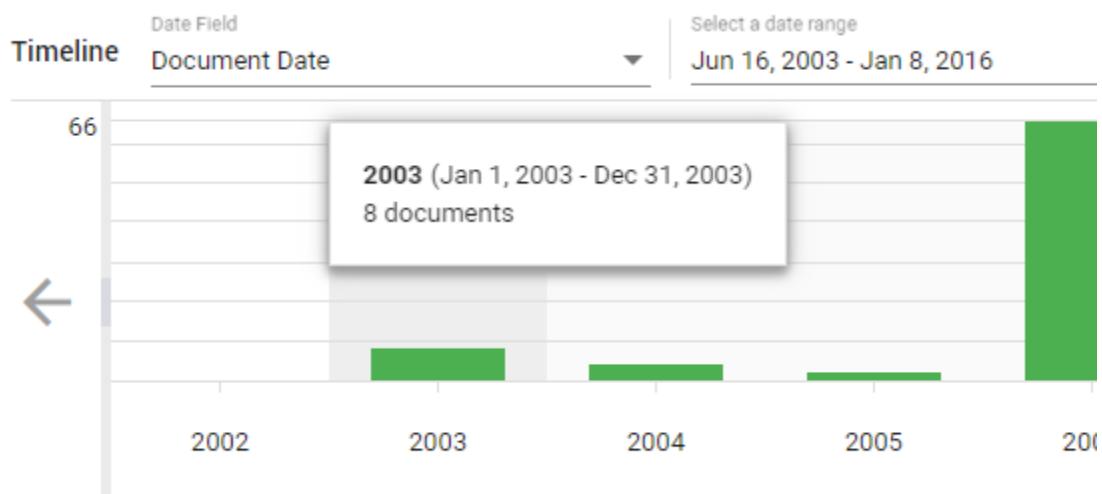
By default, the Document Date field is shown. You can select any other date field present in your matter.



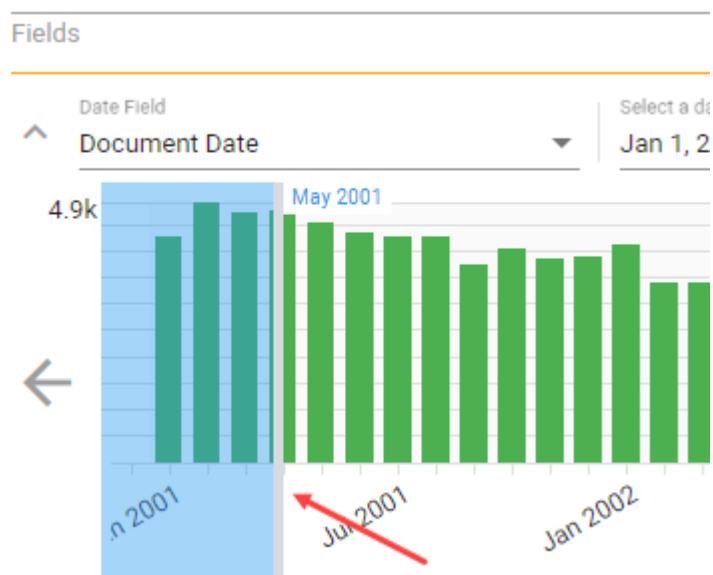
Dates will be aggregated per year/quarter/month/week and day. You will see the distribution of the related documents in the defined date range.



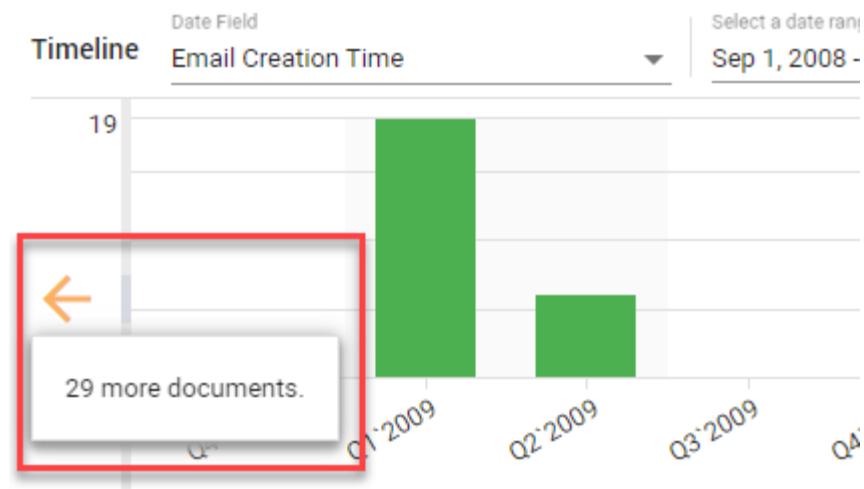
Move your mouse over the bars to see the number of documents in those sets. The same documents will be present in the facets/result list.



Filter by dragging the left/right side or zoom in by selecting a position on the timeline. You can also zoom in and zoom out via the buttons. Results will be updated in real-time. The executed filter/zoom is reflected in the breadcrumbs.

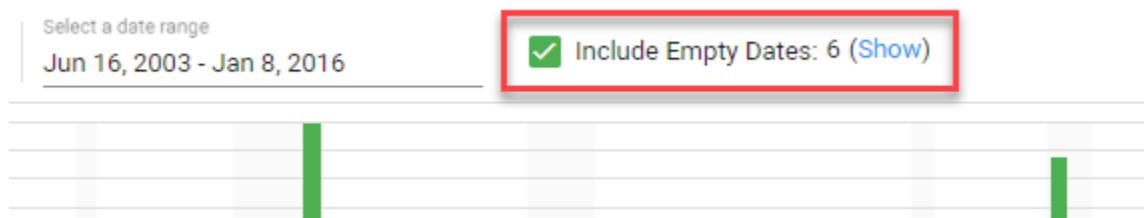


Scroll to the left or right of the timeline, to move quickly to documents not far up or down the current time frame.

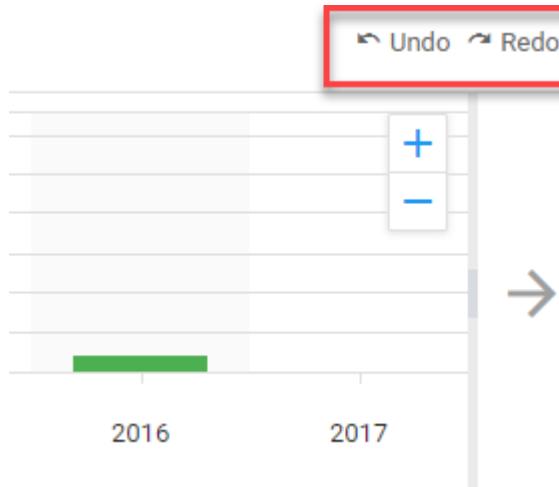


Please note that if a document does not have a date, it will not be shown in the results. Therefore, we included an option to include these documents with so-called empty dates. By default, this option is enabled. When turned off, documents without a date will be excluded from the results.

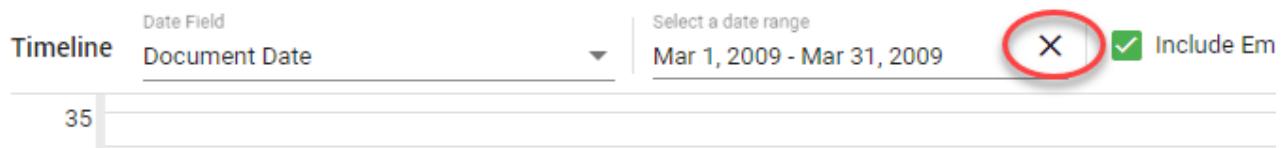
It is also possible to switch to the documents that have no date. This allows you to review only the documents without a date. Click Show.



Select Undo or Redo to go back or forth one step.

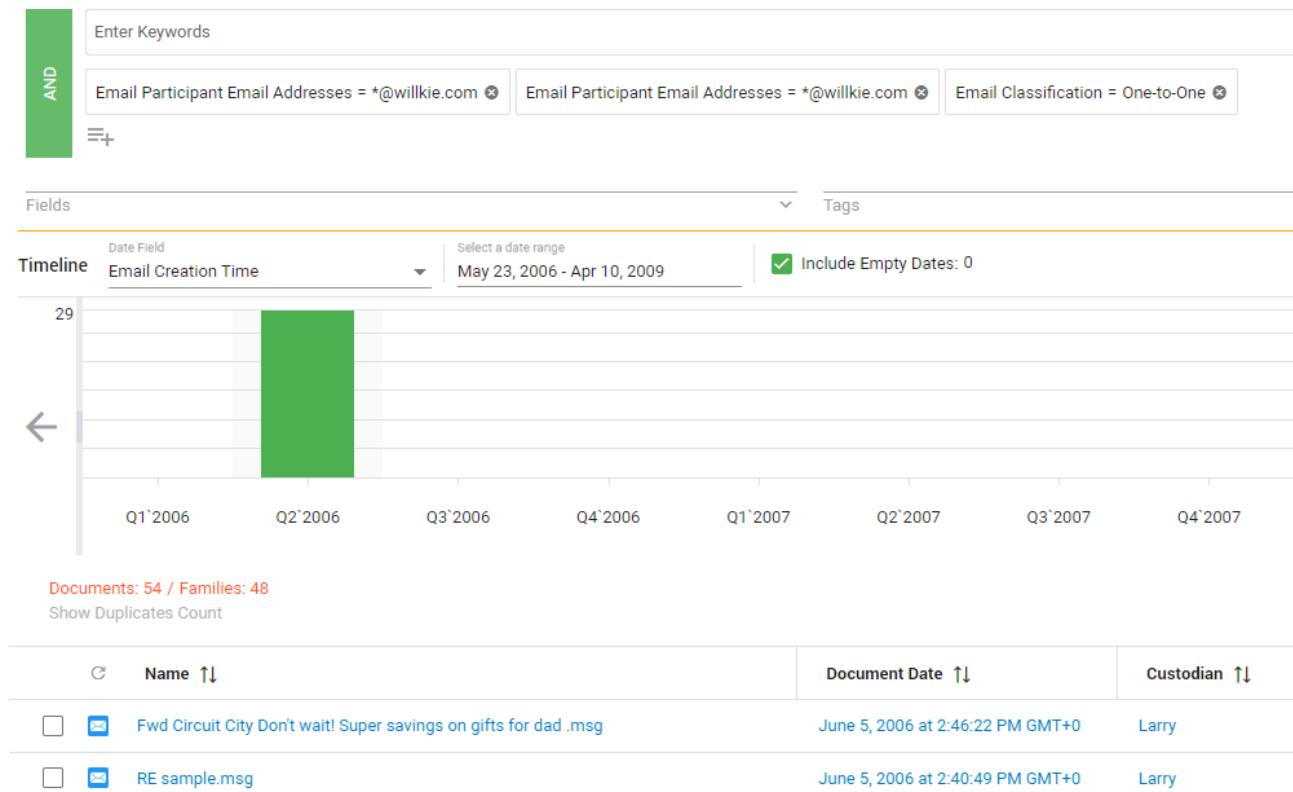


When you remove the filter entirely (x) you return to the full set of documents.



ZyLAB ONE 6.9 Manual

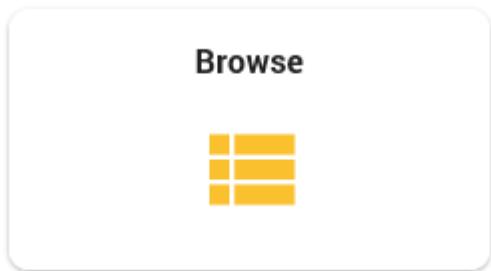
The timeline and the full-text search can be used together. For example, you can search for 2 people sending emails to each other and you will be able to see the time frame in which they sent the most emails or the distribution of their emails to each other over time.



Browse

Instructions

1. Click Browse.

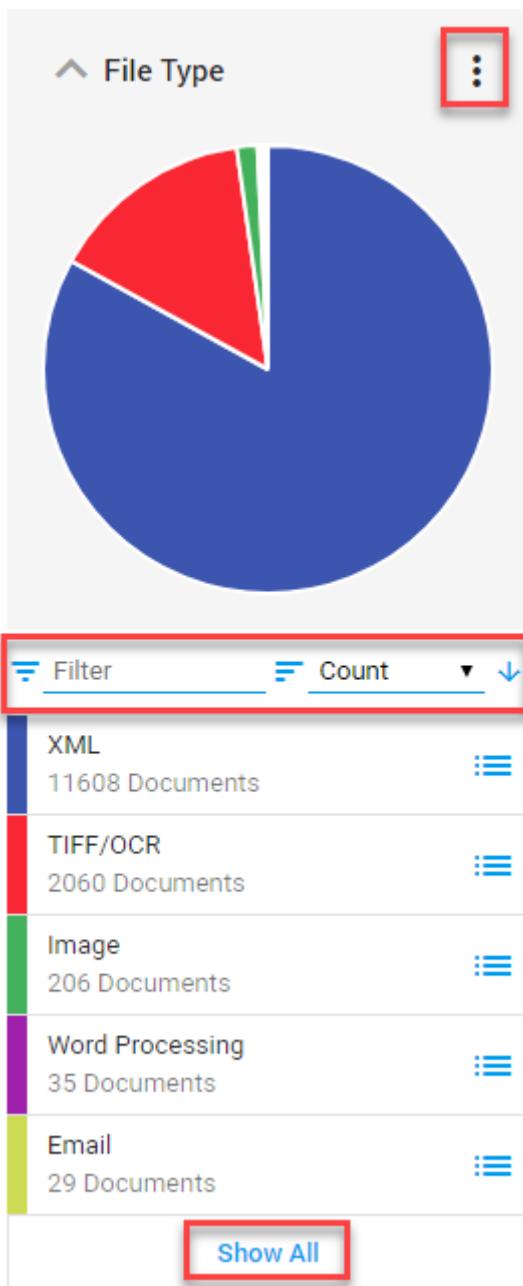


2. Select a subgroup from one of the available groups or facets (Assigned To, Reviewed (Yes or No), Custodian, etc.), by clicking on one of the boxes or a part of the facet (pie chart).

 - For example, select the documents that are available of one custodian:

A screenshot of the ZyLAB ONE search interface. The top navigation bar shows 'Home > All Documents > Custodian:c'. A red arrow points to the 'Custodian:c' link. On the right side, there are search filters for 'Enter Keyword', 'AND', and 'Fields'. Below the navigation, it says 'Documents: 13979 / Families: 12396'. There are two pie charts labeled 'Potentially Responsive...' and 'Potentially Privileged ...'.

- If not all subgroups can be viewed on the main page, select Show All. Filter (select the Filter box and type what you are looking for) or sort on Count (number of documents) or Name. Both Count and Name can be sorted ascending and descending. Download Values and Counts from Facets with Export to CSV (via three dots in top right corner of a facet).



3. After you have selected a subgroup, you can select another subgroup. Alternatively, you can decide to not narrow down your search, skip this step and go directly to Document List by clicking the Switch to Document List button.



4. Document List will contain the Result Set:

ZyLAB ONE 6.9 Manual

The screenshot shows the ZyLAB ONE 6.9 software interface. At the top, there's a navigation bar with 'Home > All Documents'. Below it is a search bar with 'Saved Searches', 'Save Query', 'Clear', and a help icon. To the right are 'View as' options (grid or list), 'Matter' dropdown, '(Open another)', and '(Logout)'. The main area is titled 'All Documents' with 'Documents: 81 / Families: 23'. It features a search bar with 'Enter Keywords' and an 'AND' operator. Below is a table with columns: 'Name', 'Review Status', and 'Custodian'. The table lists various document entries, such as 'Duplicate Word Document.docx', 'Email w Duplicate Attachment.msg', and 'FW Email w Duplicate Attachment.msg'. Each entry includes a checkbox, a preview thumbnail, and status information. At the bottom right, there are 'Page Size' and 'Sort by: Default' dropdowns.

To organize the Result Set, you can define which columns you want to see, group related documents (family tree is particularly useful with complex email chains) and/or save your own view via the Settings icon:

This screenshot shows a modal dialog for column settings. At the top is a 'Settings' icon with a red box around it. Below is a 'Sort by: Default' dropdown and a help icon. The main area contains two columns: 'Status' and 'Custodian'. Under 'Status', there's a green checkmark next to 'REVIEWED' and the name 'Mira'. The entire dialog has a light gray background.

For more information on sorting the columns, select the context-sensitive help icon

Adjust the Result Set, by removing a filter from the breadcrumbs on top:

This screenshot shows the top navigation bar with a blue header. It includes 'Home', 'All Docume...', 'Reviewed Category: Privil...', a red box around the 'x' icon, 'Custodian: John ...', another 'x' icon, 'File Type: E...', and a help icon. Below the header is a search bar with 'Saved Searches', 'Save Query', 'Clear', and a help icon.

To bulk select multiple contiguous items from the list, select an item, press the Shift button and select another item from the list (Shift+Click). The selected documents and all documents in between will be selected. Add individual items to this group by selecting them. Deselect items by selecting them again.

The screenshot shows a document list interface with the following details:

- Header:** A toolbar with icons for search, filter, and other functions.
- Table:** A list of documents with columns for selection (checkbox), preview thumbnail, and name.

	Name
<input checked="" type="checkbox"/>	1.2.html
<input checked="" type="checkbox"/>	1.21_gigawatts.html
<input checked="" type="checkbox"/>	1.1.html
<input checked="" type="checkbox"/>	1.21GW_a409.html
<input checked="" type="checkbox"/>	1.21_GW_2243.html
<input type="checkbox"/>	1.1_-Demolition_6644.html
<input type="checkbox"/>	1.22.03.Acoustic_ee00.html
- Footer:** A summary bar at the bottom left showing "Documents: 14946 / Families: 2861" and "9 document(s) selected". It also includes a "Reset" button and a note: "For more information on Document List, see Document List (page [75](#))."

Manage Facets

Manage Facets via the options on the right side of the page:

[Expand All](#) | [Collapse All](#) |  Filter 

Expand or Collapse Facets

Select Expand All to view all complete facets.

Select Collapse All to view only the facet names.

Note: Facets with no values will be shown as well.

Filter Facets

To quickly find a facet, filter by defining the name of the facet.

Add and Sort Facets

Select the Manage Facets icon 

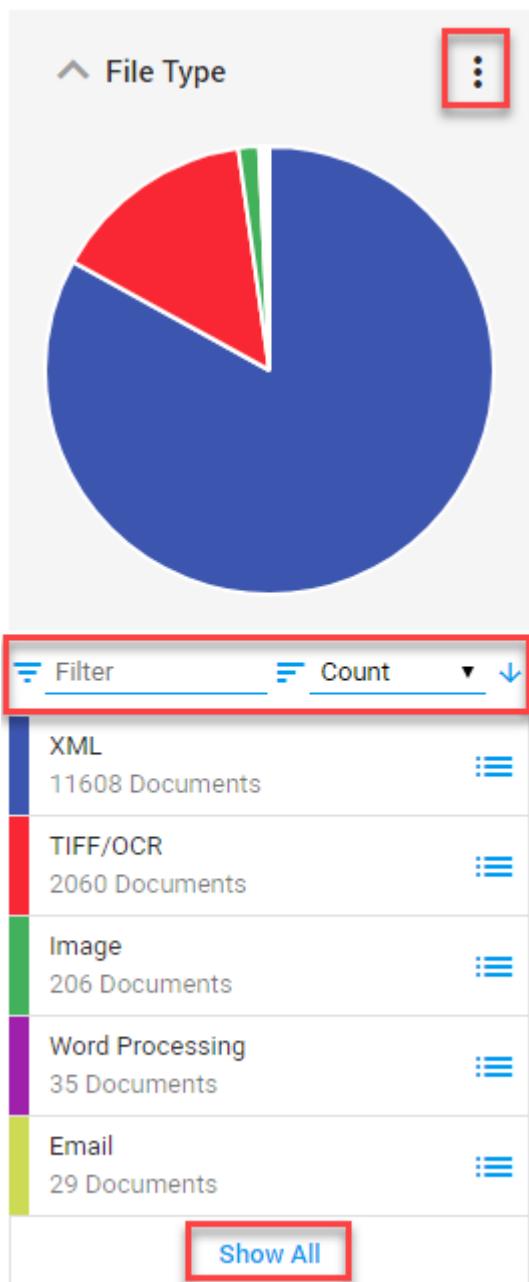
In the Manage Facets dialog, filter and/or move facets from Available Facets to Selected Facets or back. Only selected facets are displayed in the overview.

Change the order in which facets are displayed by moving them up/down in the Selected Facets pane.

View Documents/Families count of all displayed facets combined.

Documents: 13979 / Families: 12396

Download Values and Counts from Facets with Export to CSV (via three dots in top right corner of a facet).



Search Documents

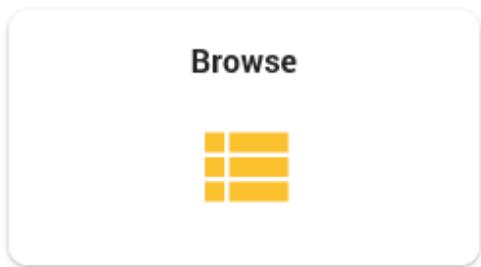
Search for one or more words within a data set. Keyword searches are prone to produce over- and under-inclusive results. To resolve this issue several keyword search techniques have been designed. For example, wildcard searches to help you find common word variations, or Boolean searches to specifically include or exclude certain search terms.

Keyword searches are used in many ways in eDiscovery. The two most common are: (1) analysis or case assessment: finding the hot documents and understanding the matter by determining who knew what, when, how and why; and (2) culling: removing non-responsive documents and/or identifying potentially privileged documents in order to reduce a large, starting set of documents to a smaller set before the second or next pass.

Culling needs to be transparent. You need to be able to get agreement with or at least explain to the opposing side and the court exactly how you have culled the data set. This is why the typical method of culling is to use keyword search and either agree on the set of search terms with the opposing side or to use eDiscovery search best practices (the producing party tests, samples, and iteratively refines searches so that they can demonstrate they have taken reasonable measures to reduce over- and under-inclusive results) to perform keyword searches on your own.

Instructions

1. Click Browse.



2. Insert a search query (or skip this step and continue with defining Fields (to search the metadata), Tags and/or Review Status). Audio & Video files will also be searched (and opened in the Media View tab). For more information about defining queries, please refer to the Search Language Guide (see <https://help.zylab.com> > Resources).



- In Build Query Mode, combine full-text and Fields/Tags/Review Status queries with AND or OR. Select the button to switch from AND to OR and back.
The AND/OR button is gray when not active (that is, not combined with another query).
 - Select **=+** to add a sub query (nested query), with a maximum of 7 levels for sub queries within sub queries. A sub query can be added to the highest/first level, or nested within sub queries.

Note: You can add more than 7 sub queries to the highest level.
Current limitation: You cannot add Tags/Review Status queries to sub queries.
- Text Query Mode is for simple searches, Build Query Mode is for complex searches.



- Once you have defined your search query, you can save (and share) it by clicking Save Query:

es | **Save Query** | x
d romans and matterhorn

The search query will be stored in the SAVED tab (select **Saved Searches**). You can view executed (unsaved) search queries in the HISTORY tab (via Saved Searches). If you want, you can still save (and share) them. Filter a long list of queries via the Filter box (select the box and

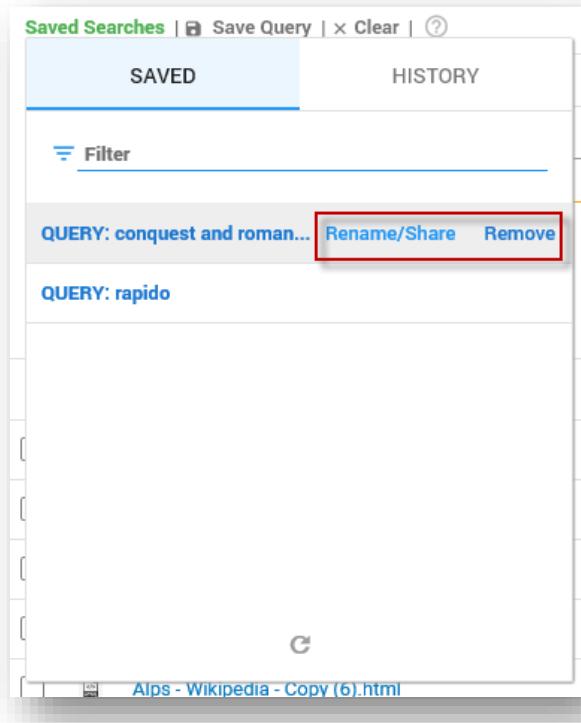
type what you are looking for).

The screenshot shows a list of saved search queries. The 'HISTORY' tab is active. A red box highlights the 'Save' button next to the query 'conquest'. The list includes:

- 22-08-2017 12:42 QUERY: conquest and r...
- 22-08-2017 12:42 conquest and romans
- 22-08-2017 12:42 conquest **Save**
- 22-08-2017 12:42 QUERY: rapido
- 22-08-2017 12:41 fiction and comic
- 22-08-2017 12:41 fiction
- 22-08-2017 12:41 mandarin
- 22-08-2017 12:40 pocahontas

- Via the SAVED tab, share your search query by hovering above it with your mouse and clicking the Rename/Share button. Give the search query a name and select users/groups to share the search query with. Click Save to share.

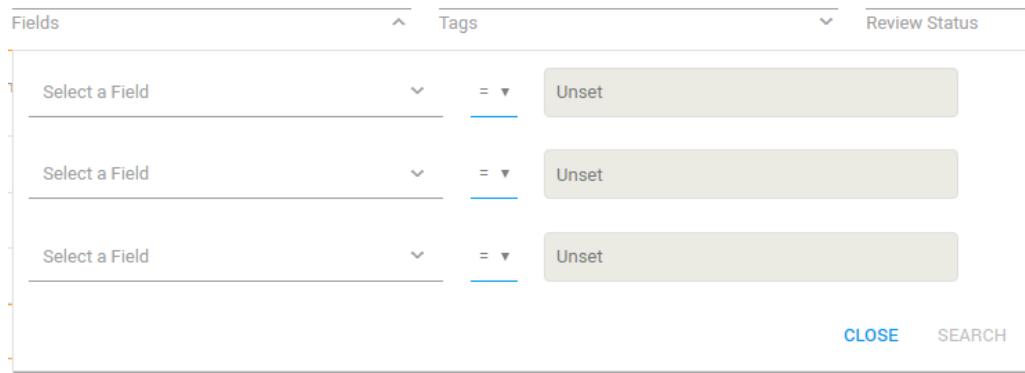
Only the owner can rename or delete the search query.



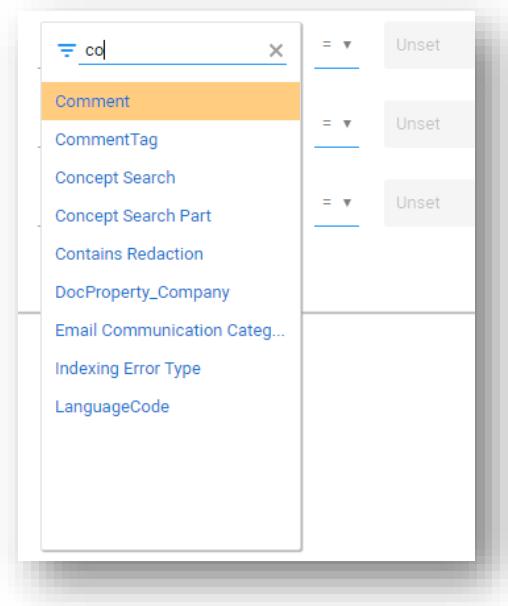
- Via the SAVED tab, delete your search query by hovering above it with your mouse and clicking the Remove button.
- Via the HISTORY tab, save your search query by hovering above it with your mouse and clicking the Save button.

A user may also use keywords directly in the Search field (see step 2). For example, insert from=john or from=null (in the first example you search for the value 'john' in the field 'from', in the second example you search for empty field values in the field 'from'). Be sure to use the field names displayed in the second list, where no spaces are used (accessed, appointmentend, appointmentstart, assignedto, etc.).

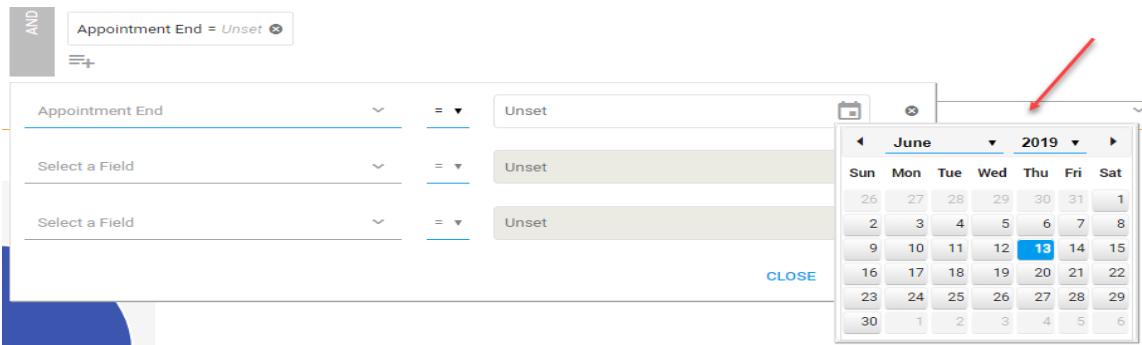
Important Notice: The syntax used for date fields is different when used in the Search in all text documents field. Instead of dd-mm-yyyy use mm/dd/yyyy. For example, Appointment Start = 22-4-1999 will be - when typed in the Search in all text documents field - appointmentstart=04/22/1999



- Select a field from the list.
Filter the list via the Filter box.



- Set a value and a logical operator (equal, not equal to, greater than, less than, etc.).
- When you are finished, click SEARCH.
- Search quickly on years/months within Fields.



6. Click Tags to search for documents with or without tags.

The screenshot shows a 'Tags' filter interface. At the top is a 'Filter' button. Below it is a list of tags with checkboxes:

- Confidential ▾
- NOT File ▾
 - ICSME
- NOT Hot Document
- NOT Issue(s) ▾

To search for documents with a certain tag, select the tag.

To search for documents without a certain tag, select the tag, then select NOT.

7. Click Review Status to search for documents that are or are not reviewed.

The screenshot shows a 'Review Status' interface. At the top is a 'Search Hits' counter showing 16 hits, with arrows for navigating through them and a 'Disable' link.

Search Email

Most eDiscovery requests include a request for emails of parties involved in the case. Email data is often the best resource for establishing a timeline of communications in the case. In addition, email can be an especially valuable source of evidence in civil or criminal litigation, because people are often less careful in these exchanges than in hard copy correspondence such as written memos and postal letters.

Within ZyLAB One, several methods are available for searching (related) email. This starts with the possibility to configure a batch assignment rule so all emails in an email thread are assigned to one person (similar to families). This option is enabled by default and will ensure that a reviewer has access to all emails in the conversation.

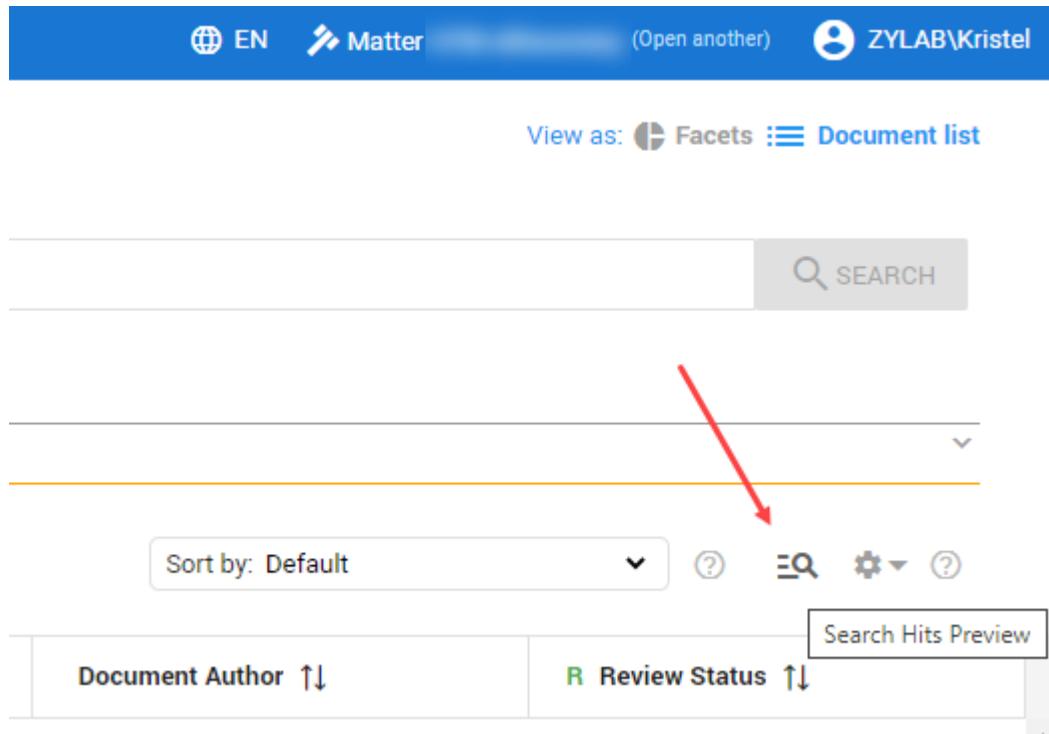
When a reviewer opens an email in Document View, the email thread will be shown in the Conversation panel (on the left side of the screen). An email thread makes it easier to understand the overall structure of a conversation and to make faster and more consistent tagging decisions. An email or conversation thread is an email message and a list of all of the subsequent replies related to the original email. The messages are visually grouped and organized in chronological order.

Threads are dynamically built when email messages are processed by ZyLAB Legal Processing. When a new message is processed, it will be put in the right place of the thread it belongs to. For more hands-on information, see *Conversation* (page [127](#)).

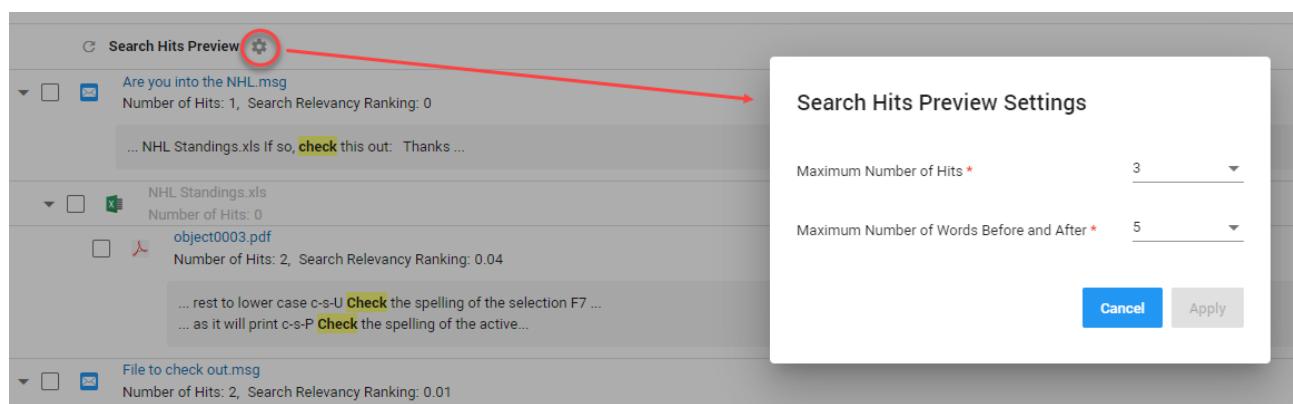
It is also possible to search for specific emails and email addresses using keyword searches.

Search Hits Preview

The Search Hits Preview shows you the context of hits to easily decide without opening a file whether it is relevant. Search and select the Search Hits Preview icon.



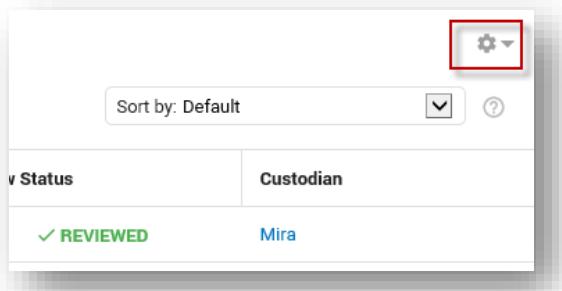
Adjust the maximum number of hits that are shown as a preview and the maximum number of words before and after each hit via the Settings icon:



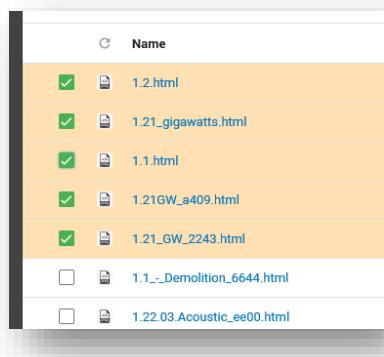
Document List

Your search results are displayed in the Document List. Organize the Result Set using the different techniques that are available in the Document List and gain a better understanding of the documents at hand. Define which information about the documents is shown, see if and how documents are related to each other, filter on tags and perform actions such as bulk tagging and documents sorting by selecting one or multiple columns.

You can define which columns you want to see, group related documents (family tree is particularly useful with complex email chains) via List Option, save your own customized view, bulk tag Families, Review Batches, create Reports and/or Delete Documents/Families or Selection via the Settings icon:



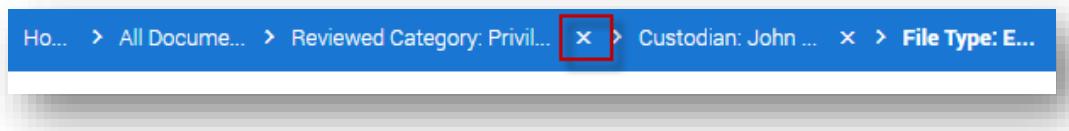
To bulk select multiple contiguous items from the list, select an item, press the Shift button and select another item from the list (Shift+Click). The selected documents and all documents in between will be selected. Add individual items to this group by selecting them. Deselect items by selecting them again.



Click Reset to deselect all items:

Documents: 14946 / Families: 2861 9 document(s) selected [Reset](#)

Remove a filter applied during Browse, by removing it from the breadcrumbs at the top of this page.



Search for specific files using the search field.

A screenshot of the ZyLAB ONE search interface. At the top, there are buttons for "Aa" (text style), "Saved Searches" (green), "Save Query" (grey), "Clear" (grey), and a help icon. To the right are "View as:" and a three-dot menu. Below this is a search bar with "Enter Keywords" placeholder text and a "SEARCH" button with a magnifying glass icon. On the left, there's a grey panel labeled "AND" with a plus sign icon. Below the search bar are three dropdown menus: "Fields", "Tags", and "Review Status", each with a dropdown arrow. A horizontal orange line separates these from the main search results area.

Show/hide duplicates count. For performance reasons we advise to only show duplicates count when needed. Select 'Show Duplicates Count'.

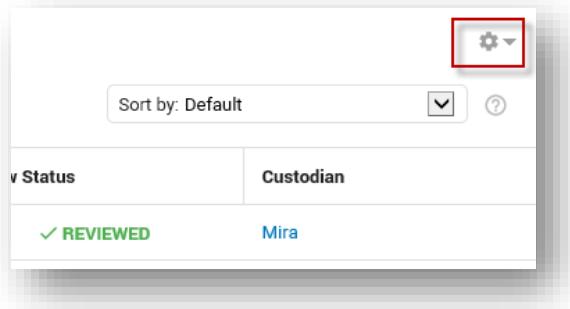
Documents: 240092 / Families: 155662

Show Duplicates Count

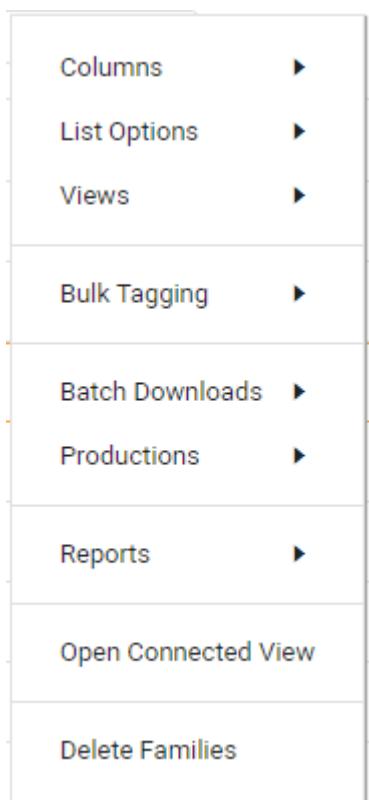
Columns, List Options, Views

Instructions

1. Via the Settings icon, you can select Columns, List Options or Views to define how the Result Set is organized.



2. Click on the icon to view your options:



3. For Columns, select the check boxes of the columns you want to see.

The screenshot shows the ZyLAB ONE interface with a sidebar on the left containing a 'Filter' section. The 'Filter' section lists various tags and status items, each with a checkbox. Some checkboxes are checked (e.g., 'Review Status', 'Accessed', 'Appointment End'), while others are not. To the right of the sidebar is a vertical stack of menu items:

- Columns
- List Options
- Views
- Bulk Tagging
- Review Batches
- Batch Downloads
- Reports

Sort on one column: Click on a column header.

Click again to switch between ascending/descending.

Sort on multiple columns: Ctrl+Click successive column headers.

Ctrl+Click again to switch between ascending/descending.

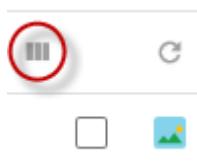
Tip: View fields above Document List to check sorting order.

Sort on one column again: Click on a column header.

Change location of column: Drag&drop column headers for your preferred order.

Change width of a column: Select vertical border and drag&drop.

Return to evenly distributed column widths: Click 'Reset Column Sizes' icon:

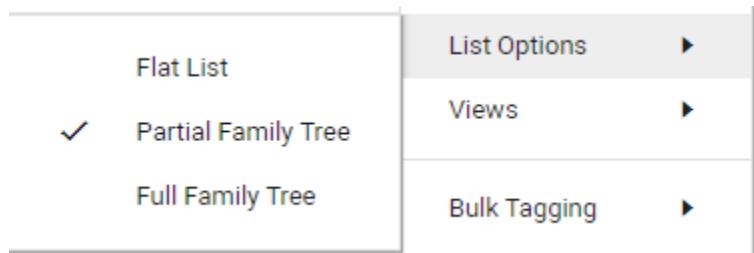


Add/remove columns via the Settings icon:

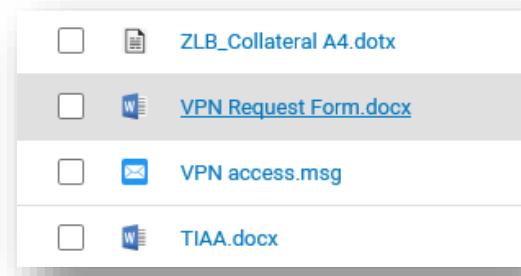
Or click:

[Add more sorting](#)

4. For viewing related documents, select List Options > Flat List, Partial Family Tree or Full Family Tree.

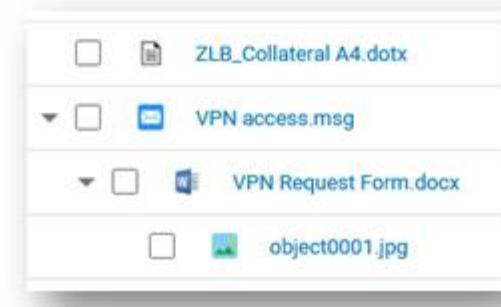


- **Flat List** to see no relations between documents at all.

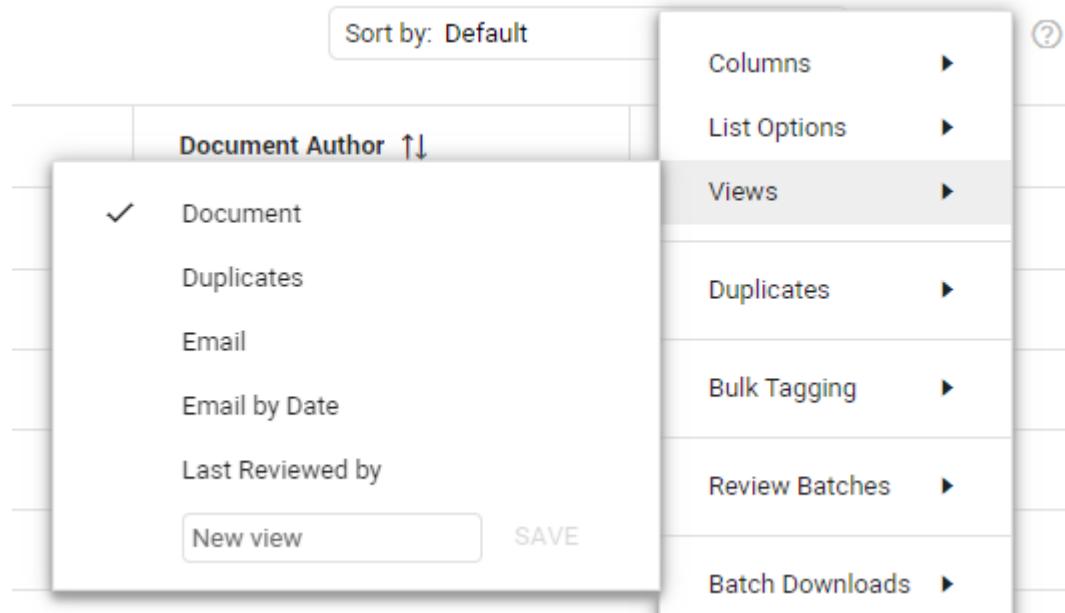


Even if you select Flat List in the Document List, you will see the Family Tree in Document View (but only when the document is related to other documents).

- Select **Partial Family Tree** to view only the parents (and the parents of the parents etc.) of the matched documents.
- Select **Full Family Tree** to view all family relations of the matched documents. Grouping document families is particularly useful with complex email chains, with attachments and nested attachments or emails attached to emails attached to emails. A full family tree allows you to quickly and directly navigate to any item in the chain. The chain's custodian, the file type, ID number, and other information can be viewed immediately if the correct columns are selected.



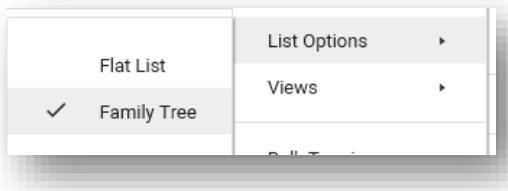
5. Select a default view or adjust how you see the Document List and save it as a new view.



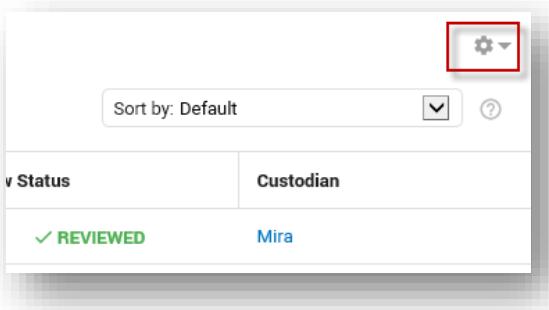
Bulk Tagging

Instructions

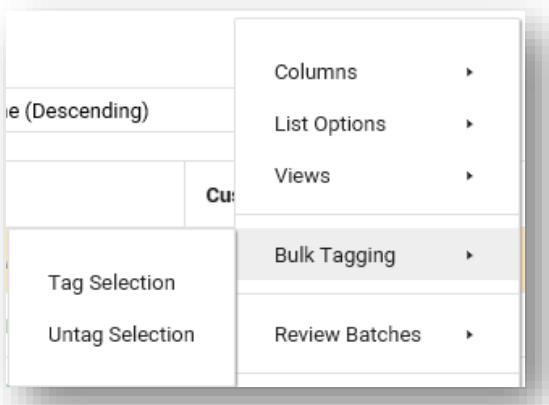
1. In Document List, select the items you would like to bulk (un)tag. If you do not select any items, the operation will be performed on all documents/families in Document List including items not visible to you on the page due to paging.



2. Via the Settings icon, you can select Bulk Tagging to (un)tag multiple documents/families at once.

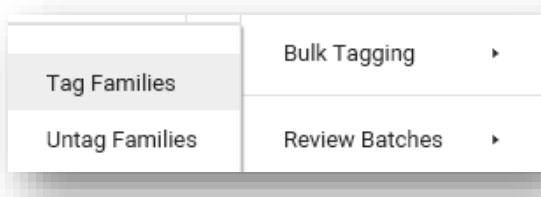


3. Select Bulk Tagging.



If you are viewing a Flat List and did not select any documents, all documents will be (un)tagged. If you did make a selection, only those documents will be (un)tagged.

If you are viewing a Family Tree and you did not select any documents, you can (un)tag all families.



If you did make a selection in Family Tree view, only those documents will be (un)tagged.

4. Select Tags: Click or press Shift + (key specified on the tag) to select a tag.

For example:

F: Responsive The documents are relevant to the case.

D: Not Responsive The documents are not relevant to the case.

5. When a tag is selected, you can add other applicable tags that are defined. Tags can be added by the Administrator.

6. If the documents are privileged, define a privileged category and reason.

Privilege Category

Please select one of the categories below:

LPD
 Redact
 Withheld

Privilege Log Reason

Please select the reason for privilege:

-

OR, if you don't see the reason above, please specify it here:

CANCEL (Esc) **DONE (Enter)**

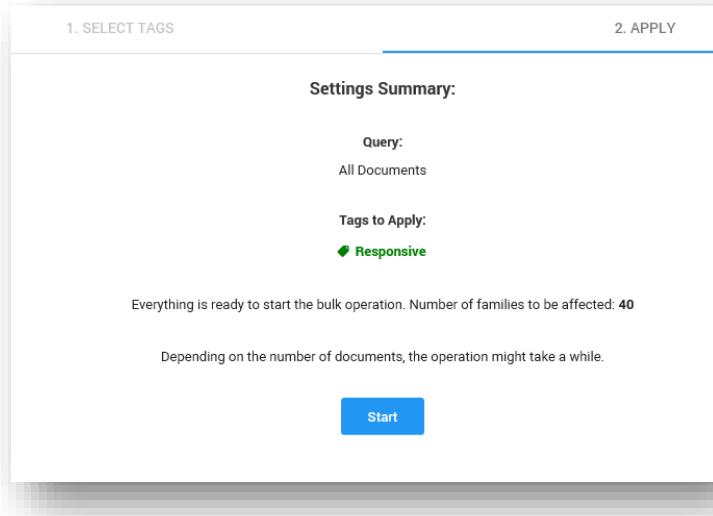
- Select a privileged category.
- Select a privileged log reason from the dropdown list box.

Privileged Categories and Privileged Log Reasons are created separately for each matter; this means you probably have a different set of categories/log reasons to choose from than the ones shown in the example above.

- If you do not see the correct reason, specify one.
- If you are done, click the Done button or push the Enter key.
- If you are having second thoughts, click the Cancel button or push the Escape key.

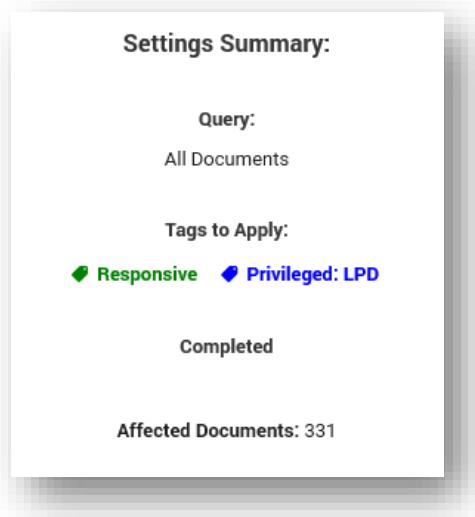
7. Click Next.

The Apply tab (step 2) will appear.



8. Click Start.

The number of Tagged Documents/Families will appear.



9. Click Done.

You will return to the Document List, with all the targeted documents tagged and marked as

being reviewed.

All Documents				
Documents: 340 / Families: 40			Sort by: Name (Ascending) <input checked="" type="checkbox"/>	Add more sort
	Name	Review Status	Custodian	
<input type="checkbox"/>	01. Confidentiality clauses.docx	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0001.png	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0002.png	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0003.png	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0004.png	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0005.png	✓ REVIEWED	Yasmina	
<input type="checkbox"/>	object0006.png	✓ REVIEWED	Yasmina	

- To untag, select Bulk Tagging > Untag Families (or Untag Selection).
 - In the next screen, you will see a list of all the tags applicable to the selected items.

1. SELECT TAGS

2. APPLY

Select tags that you would like to remove

 **Responsive** (6)

 **Privileged** (6)

No tags selected

Click on the checkbox or anywhere on the tag in order to select it for removal

Back Next >

12. Select the tags you would like to remove. This can be Parent (for example, Responsive, Not Responsive) and/or Child tags (for example, Privileged, Confidential).

1. SELECT TAGS 2. APPLY

Select tags that you would like to remove

Responsive (6)
 Privileged (6)

1 tag marked to be removed ([Reset](#))

[< Back](#) [Next >](#)

Please note that you do not need to select all of the tags - you can choose to remove one or more tags from the selection.

13. Click Next.

14. Click Start.

1. SELECT TAGS 2. APPLY

Settings Summary:

Query:
in id {210005 or 210011 or 210012 or 210013 or 210014 or 210114}

Tags to Remove:
Privileged

Everything is ready to start the bulk operation. Number of documents to be affected: 6

Depending on the number of documents, the operation might take a while.

Start

[< Back](#) [Done](#)

15. Click Done.

Review Batches

Create Review Batches

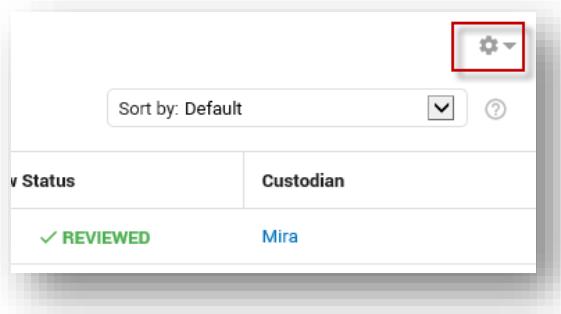
Review batches are workloads for reviewers. They are created based on the (selected) documents in the Document List (result set). Review Sub-batches can be assigned to users.

Tip: Sort the Document List. For example, sort on tags or fields.

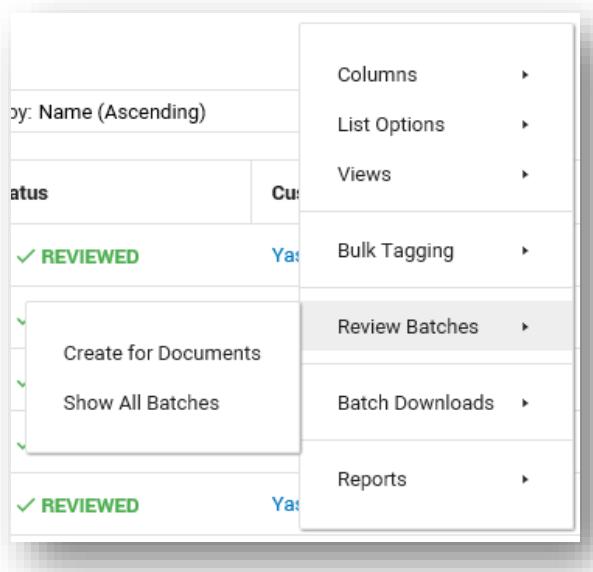
When splitting the batch into sub-batches, this sorting order is used.

Instructions

1. Create Review Batches in the Document List via the Settings icon.



2. Select Review Batches.



3. For an overview of all created batches, click Show All Batches. Here you can delete previously created batches, select Add Batch to create a new one, and assign Review Batches to Users.

- To immediately create a new Review Batch, select Create for Documents/Selection.

1. DEFINE BATCH

2. SUMMARY

Query:
All Documents

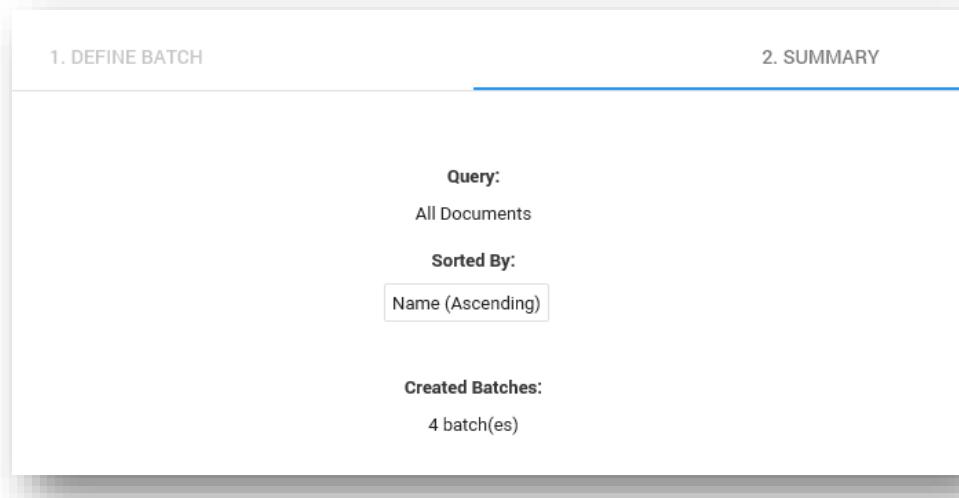
Sorted By:
Default

Name *	<input type="text" value="-0001"/>
Batch Split *	<input type="radio"/> Number of sub-batches <input type="radio"/> Number of documents per sub-batch
Email	<input type="checkbox"/> Keep email conversations in one batch <input type="checkbox"/> Include complete email conversations
Family	<input type="checkbox"/> Keep families in one batch <input type="checkbox"/> Include complete families
Duplicates	<input type="radio"/> Include Duplicates <input checked="" type="radio"/> Exclude Duplicate Documents <input type="radio"/> Exclude Duplicate Families

Batches will be created based on the (sorted) documents in the Document List (result set).

- Define a Name for the Batch.
- Select a method to split your batch into sub-batches:
 - Number of sub-batches
For example, 8 sub-batches for 8 reviewers.
 - Number of documents per sub-batch
For example, a maximum of 500 documents per reviewer.
- Define how email messages should be handled:
 - Keep email conversations in one batch
Items **with** hits and belonging to one conversation are combined in one of the sub-batches.
 - Include complete email conversations
Items **without** hits (not part of the Document List) and belonging to one conversation are combined in one of the sub-batches.
- Define how items from a family should be handled:
 - Keep families in one batch
Items **with** hits and belonging to one document family are combined in one of the sub-batches.
 - Include complete families
Items **without** hits (not part of the Document List) and belonging to one document family are combined in one of the sub-batches.

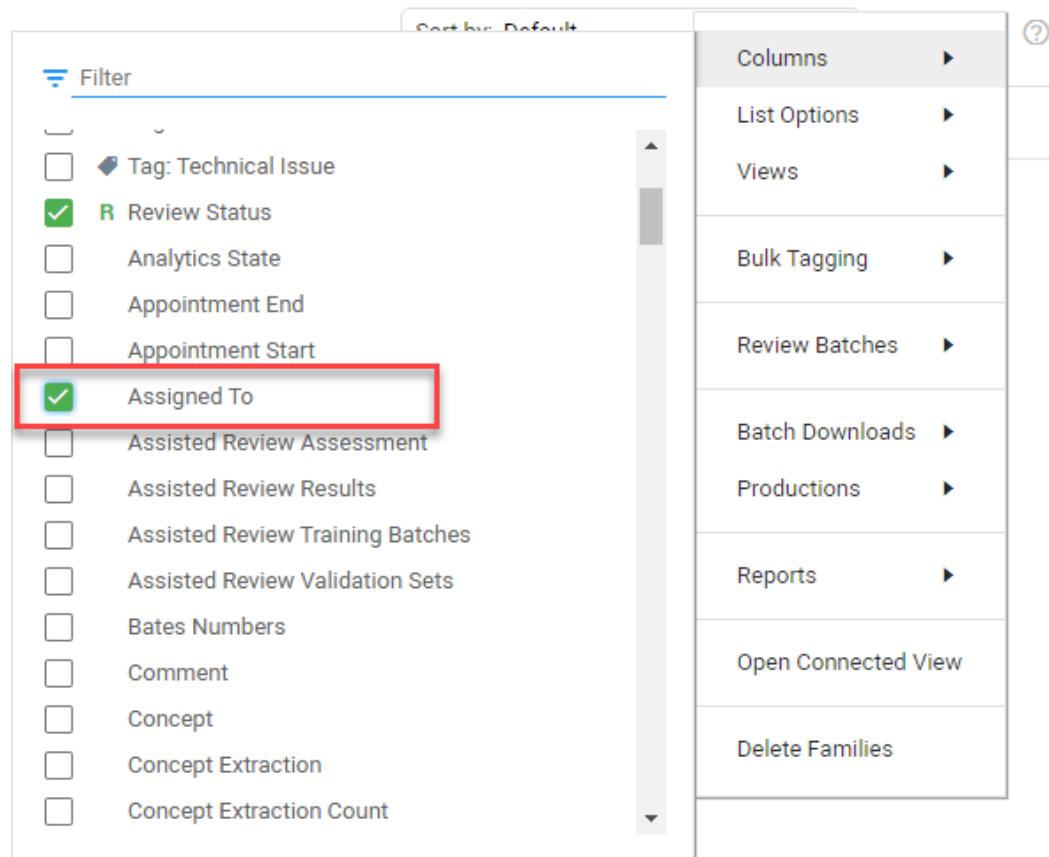
9. Include or exclude duplicates in Review Batches for improved data handling. Define how to handle duplicates when creating new Review Batches.
10. Click Create.
A summary is shown.



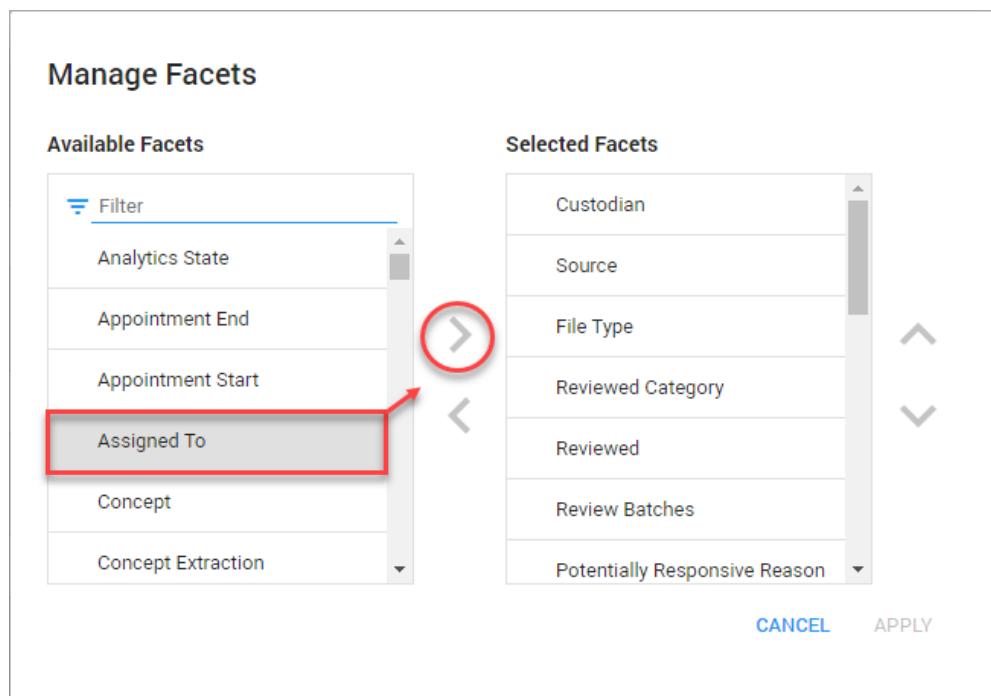
11. Click Done.
This will show you an overview of all created batches. Also, you can click Add Batch to create a new one.
Assign Review Batches to users by opening a Review Batch and selecting a user for each sub-batch.

Batches	Documents	Creation Date	
test	4389	Jul 6, 2020	Add Batch +
Sub-Batches	Documents		
test-0001	1463		No user selected
test-0002	1463		No user selected
test-0003	1463		

12. In the Document List, select the column 'Assigned To' to view and sort the persons who have been assigned a review batch.



In Browse (Facet View), add 'Assigned To' to the Selected Facets to get an overview of/sort and select all persons who have been assigned a review batch.

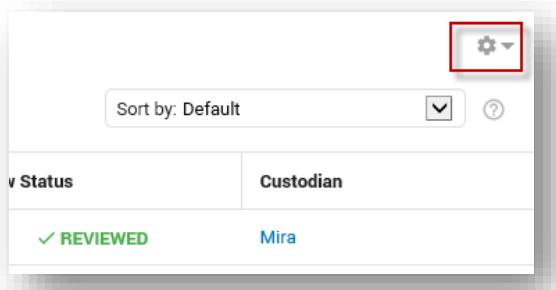


Batch Downloads

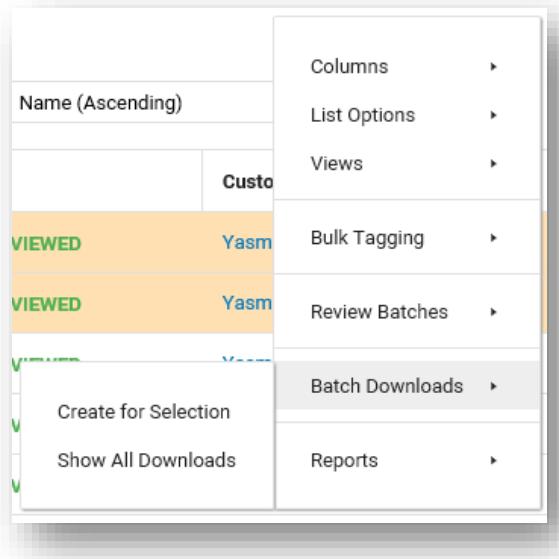
Batch Downloads offers the same functionality as Mini-Productions in ZyLAB Legal Review (version 3.11/3.12). Depending on the permission you have received, you can either create, download, view and work on your own batch downloads or you can work on all batch downloads created in a matter.

Instructions

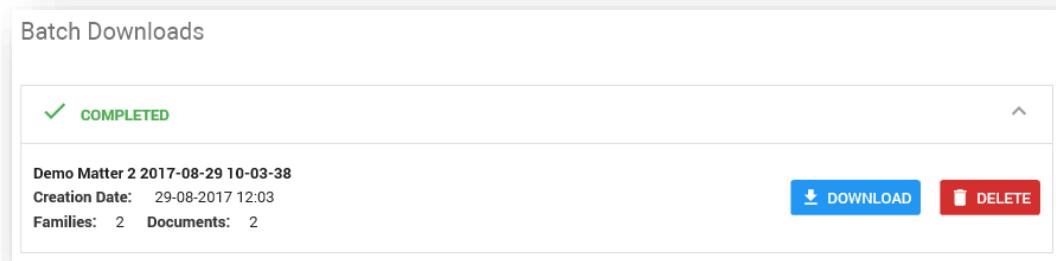
1. Via the Settings icon, select Batch Downloads.



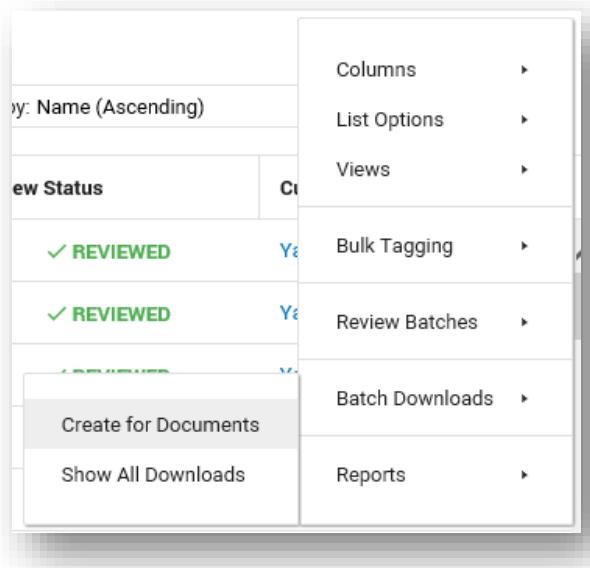
2. For an overview of all created downloads, click Show All Downloads.



On the Batch Downloads page you can view all batches (in progress, completed, or failed). You can delete batches or download them as a zip file.



3. To immediately create a new Batch Download, select Create for Selection/Documents.



You can either Create for **Documents** or **Selection**. If you did not select specific documents from the list, you will download all documents present in the result list.

4. Define the batch you want to download.

Create Batch Download

1. DEFINE BATCH DOWNLOAD 2. SUMMARY

Query:
All Documents

Name * Demo Matter 2 2017-08-29 10-09-06

Produce Document Numbers

Document Number Settings

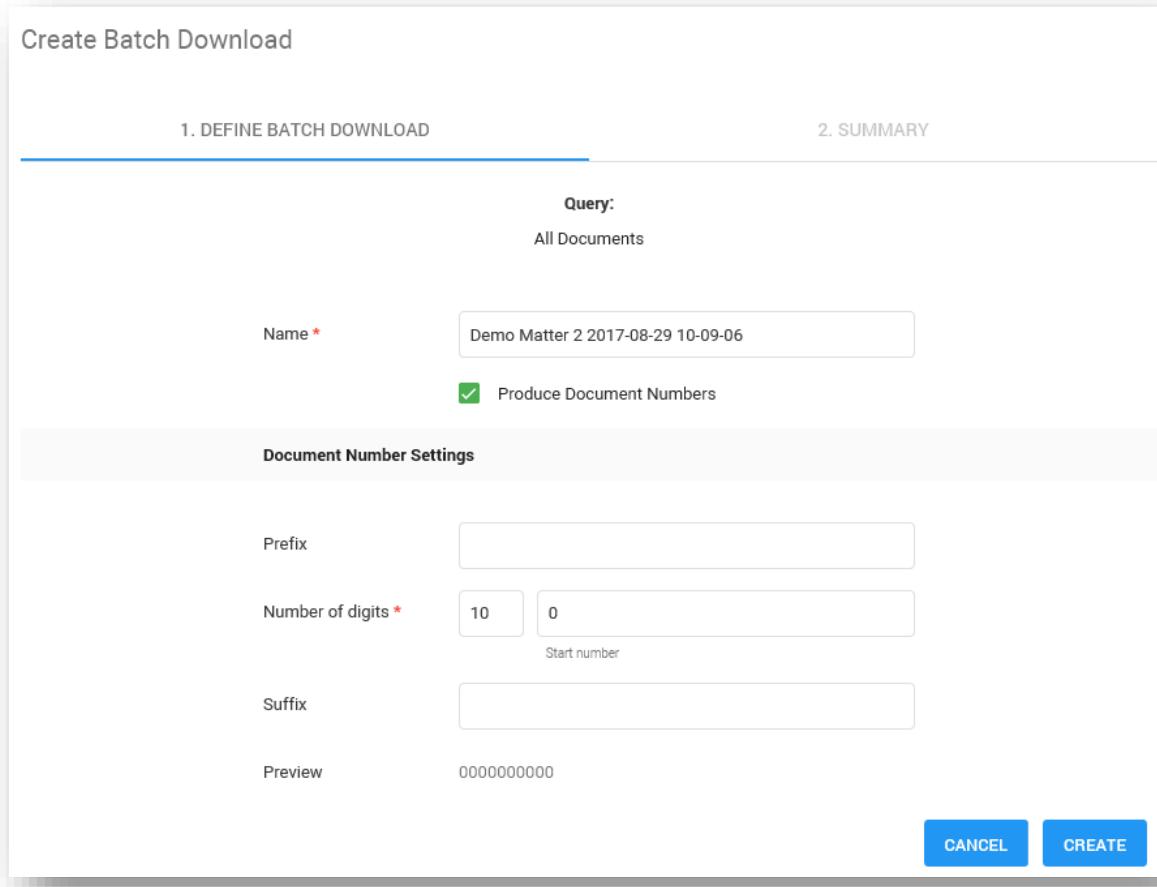
Prefix

Number of digits * 10 0
Start number

Suffix

Preview 0000000000

CANCEL **CREATE**

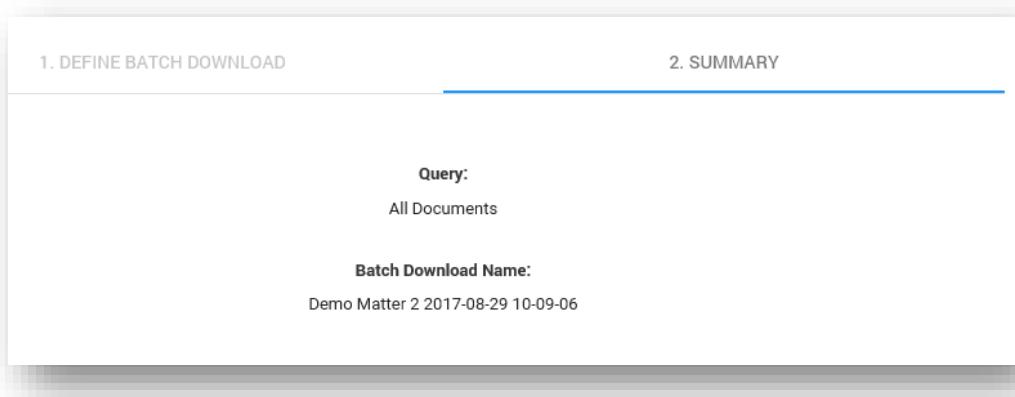


5. Adjust the Name if needed.
6. To produce numbered PDF files, make sure the check box 'Produce Document Numbers' is selected. If this check box is not selected, the original name of the document is used.
Define the Document Numbers Settings. This is how the PDF files will be numbered.
7. Click Create.
8. A summary is shown.

1. DEFINE BATCH DOWNLOAD 2. SUMMARY

Query:
All Documents

Batch Download Name:
Demo Matter 2 2017-08-29 10-09-06



9. Click Done.

On the Batch Downloads page you can view all batches (in progress, completed, or failed). You can delete batches or download them as a zip file.

Productions

Start a Production

1. Search for the documents that you want to include in your production.
You can skip this step, if you want to include all documents from your matter.
2. In Document List, select the documents that you want to include in your production.
You can skip this step, if you want to include all documents displayed in Document List.
3. Keep the default sort order, or customize it.
4. Now, you are ready to start the Production Wizard.

Note: Depending on the permissions you have received, you may not be able to produce.

- Select the Settings icon 
- Select Productions.
- Select Create for Documents or Create for Selection.
The Production Wizard will appear.

Show All Productions

For an overview of all productions:

- Select the Settings icon 
- Select Productions.
- Select Show All Productions.
The Production Overview will appear.

Define Production

Definition

Define a production **Name**.

Number of **Documents** originates from Document List.

- All documents will be produced.
No documents were selected in Document List.
- A number of documents will be produced.
Some documents were selected in Document List.

Sort By also originates from Document List.

- Default
Sort order was not adjusted in Document List.
- Other
Sort order was adjusted in Document List.

Template

Select a **Production Template**.

Create, modify, delete and use production templates to export processed data from a matter.

In the last step of the Production Wizard, you can save the modified (default) production template with a new name and use that template for your next production.

Bates Label Settings

Define the unique identifying bates numbers that are assigned to each page of a produced document. These numbers provide prove that no pages were skipped during production. They can also be used for reference and retrieval.

Image Settings

Define *if* and *how* documents are produced as images.

Produce

Produce as Images

- **All Documents**

All documents added to this production, will be produced as images.

+ **Exceptions:** Selected file types will be produced as natives.

- **No Documents**

No documents added to this production, will be produced as images.

However, there will be image placeholders.

When selected, continue with Native Settings.

Naming

Define how you want to name your images. The first three options are most commonly used.

- **Bates Number**

Bates Number as defined in step 1 of the Production Wizard.

- **Bates Number + Extension**

The extension (file type) of each document will be added to the bates number.

- **Bates Number + Original Name + Extension**

The original name of the document will be placed between the bates number and the extension (file type).

- **Bates Number + Confidentiality + Original Name + Extension**

If all images are confidential, you can add that to the naming.

- **Custom**

Alternatively, define your own naming convention. Add metadata (fields) from your matter.

Folder Properties

Define where you want to store your images.

- **Name**

The name of the folder in which the images will be saved.

- **Subfolder prefix**

The subfolder prefix will always be followed by a number.

- **Max documents**

Define the maximum number of documents allowed in a folder.

Each image is one page of a document. The images of one document will never be split over two folders. The first document that is too large to fit in one folder, will be placed in its entirety in the new following folder. If the document is still too large for this new folder, it will be placed in this folder nevertheless.

Image Settings

- **Orientation**

Produce all images with the Portrait, Landscape or Auto-detect orientation. With Auto-detect, images can be produced based on the detected orientation of the original

document.

Images are downscaled to fit (keeping the aspect ratio). They will never be cropped.

- **Output format**

Choose from Singlepage Tiff, Multipage Tiff, Searchable PDF and Searchable PDF (Quality). Each PDF profile has a different impact on the quality and performance of the OCR process used to create the searchable PDF. It will have no influence on the quality of images. It will mostly be noticeable with the text in files of an already lower quality.

- **Searchable PDF**

Creates a PDF that can be searched. Choose this option for fast performance, but slightly lower quality (mostly noticeable with the text in files of an already lower quality).

- **Searchable PDF (quality)**

Creates a PDF that can be searched. Use this option for high quality, but slower performance.

- **Image size**

Choose from Letter (8.5x11.0 in/216x279 mm), A4 (8.3x11.7 in/210x297 mm), Legal (8.5x14.0 in/216x356 mm) or Auto (the original image size will be produced; this will overrule the Orientation setting).

- **Resolution**

The lower the resolution, the less disk space you will need. However, the risk of data loss will increase. Choose from 100, 200, 300, 400, 500 or 600 dpi.

- **Color settings**

When data loss might be an issue, for example when converting from color to black and white, it is advised to produce color images. However, be careful, because the resulting files will take up more space.

- **+ Produce as Full Color**

If you selected 1 or 8 bit, you can produce - as an exception - a number of images in full color (24 bit).

Select the file types you want to be produced as full color.

- **Units and Margin**

The margin can be set in inches or centimeters. Fields are burned next to the image. If the margin is set too small, fields will be burned (partly) on top of the image.

- **Compression**

You do not need to define the Compression, as it is related to the chosen color setting. It is displayed here for your convenience.

- **Remove blank pages**

This option is often used for spreadsheets. As spreadsheets can be very large, they are often divided into several pages. Information may appear on only a few pages. The remaining blank pages can be removed. Sometimes it is not advised to remove blank pages, as this may in itself be important information. For example, someone might have deleted incriminating content.

Burn-in Fields

Burn-in fields (electronic stamping) cannot be removed and will always appear when the document is printed.

The image is shrunk slightly and the stamp is applied to a small margin on each page.

Burn-in Settings

Type [or **Ctrl+space** to select a field.



Appearance

Define the font family, font size, date format and the margin.

It is recommended to always define a small distance from the edge of the paper, so no information will be lost when the page is printed.

Redactions

Include Redactions

Redactions are defined during the review process. During production, the redactions to the sensitive information can be included.

Redaction Appearance

Change the appearance of the redaction. Choose from

- Custom
- As on document
- White with black borders
- Transparent with black borders

Include Redactions Exemptions

Reviewers may have added reasons to explain why the information has been redacted/obscured, the redaction exemption reasons. These reasons can be added to the production and burned into the image.

Select position of the Redaction Exemption

Choose from In left margin or On top of a redacted area.

Note: If redactions are added to documents produced as images, the related text files will not be produced, since it is not possible to redact text files. Even if only a single word is redacted, the related text file will not be produced. Please note that fields cannot be redacted. Fields that contain text that should have been redacted should not be included in the production. Exclude those fields from the load file.

Placeholders

Placeholder documents replace and define the unprocessed files. A file might not be produced for various reasons, most commonly for privileged or technical reasons. When files are only produced in the native and/or text format, an image placeholder will be produced for each file. In this placeholder, information about the file (that is not produced as an image) will be included. A placeholder document is an image Tiff file.

Default Placeholder

Select one or more default placeholders.

- File name
This will be the file name used after production, with Bates number.
- File path
This will be the file path used after production.
- Original file name
- Original file size
- Original file path

Custom Placeholders

Custom placeholders can contain document field expressions.

Every field and production metadata can be added as output.

Example:

"This document could not be produced. Please see the production log for the exact reason. Bates number: [docproperties:bates]; Original file path: [docproperties:path]"

Native Settings

Produce as Natives

- **All Documents**
All documents added to this production, will be produced as natives.
- **Some Documents**
+ **Extensions:** Selected file types will be produced as natives.
- **No Documents**
No documents added to this production, will be produced as natives.

Naming

Define how you want to name your natives. The first three options are most commonly used.

- **Bates Number**
Bates Number as defined in step 1 of the Production Wizard.
- **Bates Number + Extension**
The extension (file type) of each document will be added to the bates number.
- **Bates Number + Original Name + Extension**
The original name of the document will be placed between the bates number and the extension (file type).
- **Bates Number + Confidentiality + Original Name + Extension**
If all natives are confidential, you can add that to the naming.
- **Custom**
Alternatively, define your own naming convention. Add metadata (fields) from your matter.

Folder Properties

Define where you want to store your natives.

- **Name**
The name of the folder in which the natives will be saved.
- **Subfolder prefix**
The subfolder prefix will always be followed by a number.
- **Max documents**
Define the maximum number of documents allowed in a folder.

Text Settings

Produce as Text

- **All Documents**
All documents added to this production, will be produced as text.
- **No Documents**
No documents added to this production, will be produced as text.

Naming

Define how you want to name your text files. The first three options are most commonly used.

- **Bates Number**
Bates Number as defined in step 1 of the Production Wizard.
- **Bates Number + Extension**
The extension (file type) of each document will be added to the bates number.
- **Bates Number + Original Name + Extension**
The original name of the document will be placed between the bates number and the extension (file type).
- **Bates Number + Confidentiality + Original Name + Extension**
If all text files are confidential, you can add that to the naming.
- **Custom**
Alternatively, define your own naming convention. Add metadata (fields) from your matter.

Folder Properties

Define where you want to store your text files.

- **Name**
The name of the folder in which the text files will be saved.
- **Subfolder prefix**
The subfolder prefix will always be followed by a number.
- **Max documents**
Define the maximum number of documents allowed in a folder.

Load File

A load file organizes and allows access to the data that has been produced. It is used by the receiving party to import the produced data into their own database. A load file contains information that allows the software to carry out certain functions with the data found in the load file.

Electronic data files contain what is commonly referred to as fielded data or metadata. Fielded data is additional, and often valuable, information about the electronic data. It is found in email messages, word processing documents, spreadsheets, and other computer files. In word processing documents, metadata may include prior revisions, revision dates, authors, and other information. Email metadata may identify who was sent a blind copy of a message, which computer created or generated a message, and who opened and viewed a message. Whether fielded data is produced, must be discussed before production starts. It is important for the attorneys to agree to a list of fields that will (not) be produced. Use this list to map the fields.

It is not possible to redact fielded data. Fields that should have been redacted should be withheld from production.

Add the used Redaction codes (code set)/reasons (code entry) and/or redaction text to the load file.

Make sure to map the redaction fields correctly, for example, like this:

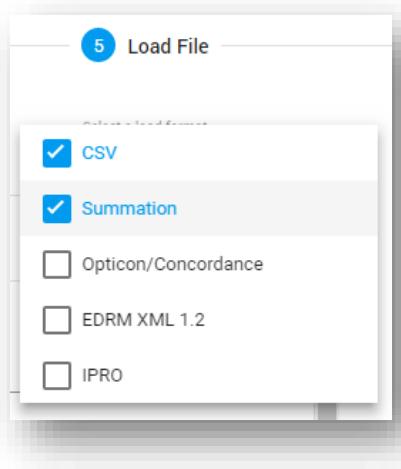
Source Field	Field Type	Map To Field	Default Value
Redaction Code 1 Summary [docprop:redactioncode1]	String	redactcode	
Redaction Code 2 Summary [docprop:redactioncode2]	String	redactreason	
Redaction Justification Sum... [docprop:redactionjustificati...]	String	redacttext	

After the load file has been produced, you can view the added redactions for each produced document (grouped per code/reason and/or text).

A	B	C	D	E	F	G
1 redactcode	redactreason	redacttext				
2 (UKFOIA)(s)(24);(USFOIA)(b)(1)(1.5)(a);(USFO (1.5)(a): Military;(b)(9): Geological and ge	another example text;example redaction text					
3 (USFOIA)(b)(2)(low);(USFOIA)(b)(7)(1.5)(e)	(1.5)(e): Investigative techniques and prc	another example redaction text;example redaction				
4						

Select a Load Format

Select one or more load formats. There are various load file formats depending on the software application. Some of the common load files include .DII (Summation) and .OPT/.DAT (Opticon/Concordance).



Define a Load Format

Link the source field names to the fields used in the load file.

Prior to production agree to a list of fields that will (not) be produced. Use this list to map the fields. It is not possible to produce redacted fielded data. Fields that have been redacted should be withheld from production.

- **CSV**

A CSV (comma-separated values) file that stores tabular data (numbers and text) in plain-text form. This file format is often used to exchange data between disparate applications.

Each line within a .CSV file contains a row of values, which can be numbers or letters, and each value is separated by a comma (or another delimiter). The very first line is a header row containing a list of labels. These labels refer to different columns of values.

.CSV example file

```
Bates Number, File Name, Creation Date
ZY0000A1, ZY00001.TIF, 02/02/2009
ZY0000A2, ZY00002.TIF, 02/02/2009
```

- **Summation**

To load images and data into a Summation database, a .DII (Document Image Information) file is used. Summation recognizes a large number of data fields, mostly containing metadata.

.DII example file

```
@FULLTEXT DOC

;Record 1
@T AA000001
@C FIELDNAME FIELDVALUE
@C DOCTYPE Fax
@C DOCDATE DDMMYYYY
@C PGCOUNT 3
@D @I
AA000001.TIF
```

```
;Record 2
@T AA000002
@C DOCTYPE Fax
@C DOCDATE DDMMYYYY
@C PGCOUNT 10
@D @I AA000002.TIF
```

A short explanation follows of the fields (tokens) used above:

- **@Fulltext**
Tells Summation that there are OCR documents attached to the record.
- **;**
Comment line. Comments can be typed in for reference. They will not be loaded into the database.
- **@T**
Image Tag. Creates a new database record or overwrites an existing one.
- **@C**
Column to Link. @C is used to load data into specified fields in the database.
- **@D**
@D designates the location where the image file(s) for a database record is stored.
- **@I**
@I refers to the default IMAGES subfolder under the case directory.
- **Image Files**
The last line(s) of each DII record is always the image filename(s).

For more information and a complete, up-to-date list of DII tokens, consult your vendor.

• **Opticon/Concordance**

The load file for a Concordance database with an Opticon (or, more recently called, a Concordance Image) image viewer an .OPT file is used. The Opticon load file is a page level load file, with each line representing one image. For the searchable text that gets loaded in the Concordance database, a separate .DAT file is produced.

.OPT File

The load file for a Concordance database with an Opticon (or, more recently called, a Concordance Image) image viewer is called an .OPT file. The Opticon load file is a page level load file (see the .OPT example line below), with each line representing one image.

.OPT example line:

ZY00001,ZY01,D:\IMAGES\001\ZY00001.TIF,Y,,3

The fields are, from left to right:

- Image Key – (ZY00001) – The image (page) identifier
- Volume Name – (ZY01) – The volume identifier (the volume name is not required, but must have comma (blank fields are two consecutive commas with no other text in between, e.g. ",")
- Full path to image – (D:\IMAGES\001\ZY00001.TIF) – a path to the image to be loaded
- Image type – (Y) – Document marker – a "Y" indicates the start of a unique document

- Doc Break – (blank) – unused
- Box break – (blank) – unused
- Number of pages in document – (3) – often used to store page count

.DAT File

For the searchable text that gets loaded in the Concordance database, a separate .DAT file is produced. The first line of the .DAT file contains a 'header row' (with delimiters) that lists the field names that correspond to the data type between each delimiter in each row. When loading a .DAT file, this is the simplest way to see if the data loaded correctly.

Each row in the file is equal to a record in the database. Concordance displays records in the same order in which they were loaded. Therefore, a disordered load file results in a disordered database. Each value between a delimiter is equal to a field within a record in the database.

For more information, consult your vendor.

- **EDRM XML 1.2**

The EDRM XML interchange format provides an XML schema to facilitate the movement of electronically stored information (ESI) from one step of the electronic discovery process to the next, from one software program to the next, and from one organization to the next.

EDRM XML 1.2 example file

```

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<Root RootFilePath="/temp/"
      MinorVersion="0" MajorVersion="1"
      Locale="US" Description="Test Case"
      DataInterchangeType="Update" CaseId="Case1">
  <Batch name="Sample Batch">
    <Documents>
      <Document MimeType="text/plain" DocType="Text File" DocID="1">
        </Document>
      <Document MimeType="text/plain" DocType="Text File 2" DocID="2">
        <Tags>
          <Tag TagValue="Tag Value??" TagName="Tag Name??">
            TagDataType="LongText" ModifiedBy="Jane Doe"
          </Tag>
        </Tags>
        <Files>
          <File FileType="7bit ASCII Doc">
            <ExternalFile MergeFileNum="0" MergeFileCount="0"
              Hash="MD5" FileSize="1000"
              FilePath="c:\\" FileName="data.txt">
            </ExternalFile>
          </File>
        </Files>
        <Reviews>
          <Review ReviewId="1">
            <Tag TagValue="Tag Value??" TagName="Tag Name??">
              TagDataType="LongText" ModifiedBy="Jane Doe"
            </Tag>
          </Review>
        </Reviews>
        <Locations>
          <Location>
            <Custodian
              xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
              xmlns:xs="http://www.w3.org/2001/XMLSchema"
              xsi:type="xs:string">
              John Doe
            </Custodian>
            <LocationURI>ATL</LocationURI>
          </Location>
        </Locations>
      </Document>
    </Documents>
    <Relationships>
      <Relationship Type="NearDupe" ParentDocId="2" ChildDocId="1">
        </Relationship>
    </Relationships>
    <Folders>
      <Folder FolderParentName="" FolderName="SampleFolder">
        <Folder FolderParentName="SampleFolder" FolderName="SampleFolder2">
          </Folder>
        <Document DocId="1">
          </Document>
        <Document DocId="2">
          </Document>
        </Folder>
      </Folders>
    </Batch>
  </Root>

```

- **IPRO**

An IPRO load file (LFP) instructs IPRO View how to display a project's images. Different commands in the LFP files provide:

- The image's file location, file type, boundary, and Bates number

- The position, size, and color of redactions or highlights
- The content of any information only fields
- Any embedded text or sticky notes
- The search words and their position on the image (if your project supports highlighted searching in IPRO View)

You can view and edit an LFP file using a text editor. Each record (or line) in the LFP file begins with a 2-letter code that determines the action that line will perform. Commas separate each part of the record. The sequence of the records in the file does not matter.

The commands in the LFP file take effect after you load or import the LFP file (Import > Import LFP File from the IPRO Tech Utility menu).

IPRO Example File

```
IM,MSC-00001,S,0,@MDEMO;IMAGES\00\00;001.PDF;6
IM,MSC-00002,C,0,@MDEMO;IMAGES\00\00;002.PDF;6
IM,MSC-00003,C,0,@MDEMO;IMAGES\00\00;003.PDF;6
IM,MSC-00004,,0,@MDEMO;IMAGES\00\00;003.PDF;6
IM,MSC-00005,D,0,@MDEMO;IMAGES\00\00;005.JPG;4
IM,MSC-00006,,0,@MDEMO;IMAGES\00\00;006.JPG;4,0
IM,MSC-00007,D,0,@MDEMO;IMAGES\00\00;007.TIF;2,0
IM,MSC-00008,,0,@MDEMO;IMAGES\00\00;008.TIF;2,0
IM,MSC-00009,,0,@MDEMO;IMAGES\00\00;009.TIF;2,0
IM,MSC-00010,D,0,@MDEMO;IMAGES\00\00;010.TIF;2,0
```

A sample LFP file record such as

```
IM,MSC-00014,D,0,@MDEMO;IMAGES\00\00;014.TIF;2,1
```

consists of:

IM - import code identifier (Importing New Page)

MSC-00014 - an image key

D - Document; a boundary flag

@MDEMO;IMAGES\00\00;014.TIF - volume name, directory path and filename for the image

The boundaries in the LFP file are used for navigating in IPRO View.

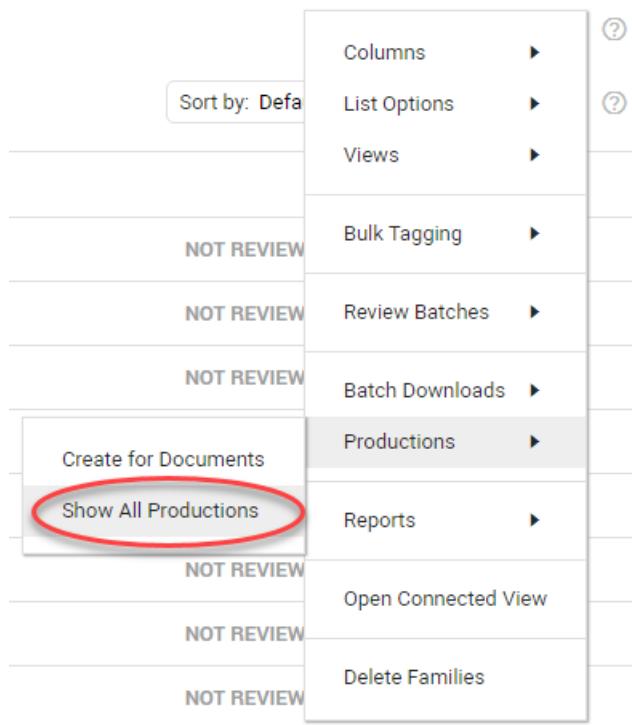
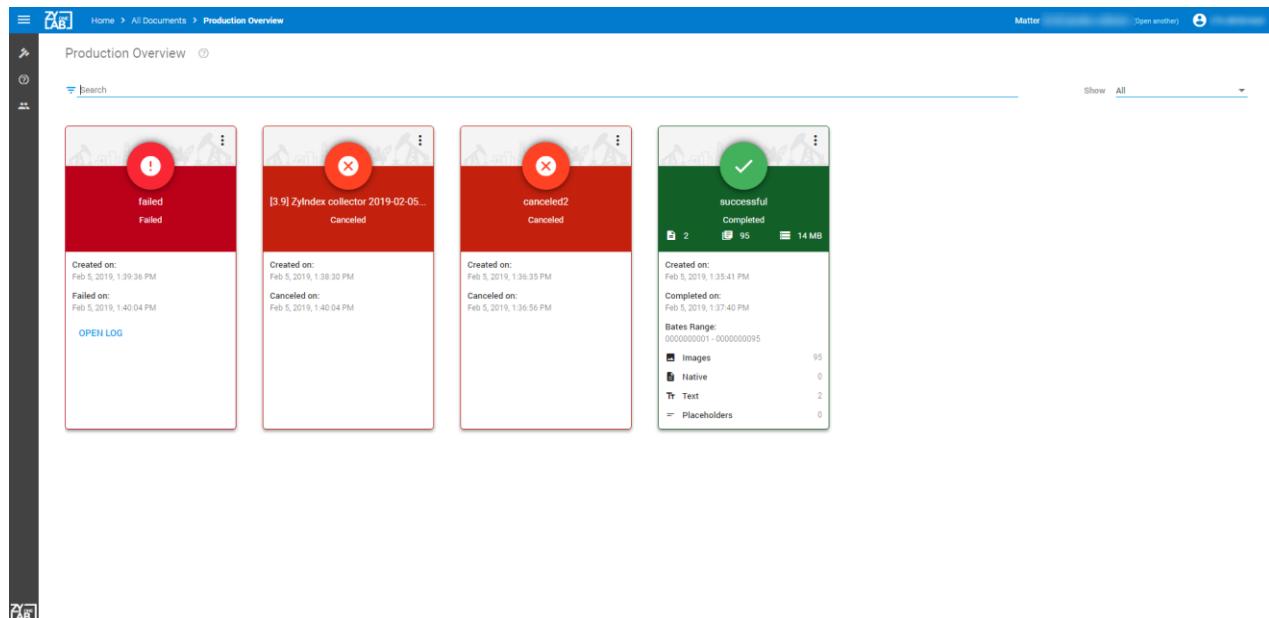
For more information, consult your vendor.

Production Summary

View all production settings one final time before you click Start.

Production Overview

View all productions of the currently open matter. In Document List, select the Settings icon , then select Productions > Show All Productions. The Production Overview will appear. All necessary information is displayed at first glance.

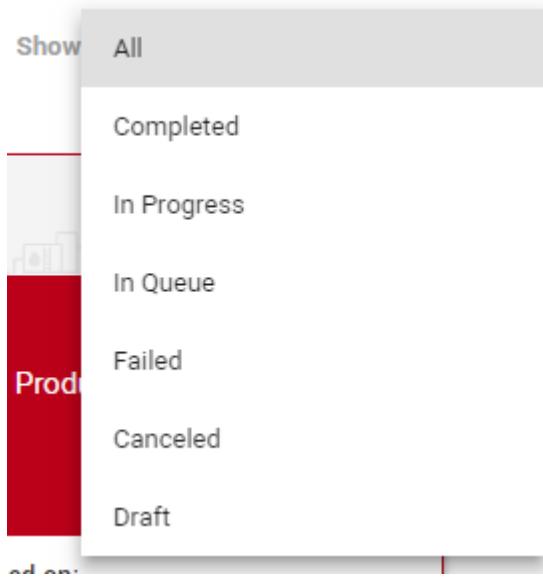
Status	Details								
Failed	Created on: Feb 5, 2019, 1:39:36 PM Failed on: Feb 5, 2019, 1:40:04 PM OPEN LOG								
Canceled	Created on: Feb 5, 2019, 1:38:30 PM Canceled on: Feb 5, 2019, 1:40:04 PM								
Canceled2	Created on: Feb 5, 2019, 1:38:35 PM Canceled on: Feb 5, 2019, 1:38:56 PM								
successful	Created on: Feb 5, 2019, 1:38:41 PM Completed on: Feb 5, 2019, 1:37:40 PM Bates Range: 0000000001 - 0000000095 <table border="1"> <tr> <td>Images</td> <td>95</td> </tr> <tr> <td>Native</td> <td>0</td> </tr> <tr> <td>Text</td> <td>2</td> </tr> <tr> <td>Placeholders</td> <td>0</td> </tr> </table>	Images	95	Native	0	Text	2	Placeholders	0
Images	95								
Native	0								
Text	2								
Placeholders	0								

Search or Filter

If there are many productions, use the search field to search for a specific production.



Or, filter to show only a subset of all productions.



Production States

Each production card shows the state color (for example, green for Completed), date on which the production was created, date on which the production was ended (for completed, failed and canceled productions), the total number of produced pages and the production size on disk for completed productions.

Other information can include the produced Bates Range and number of produced Images, Natives, Text and Placeholders. Also, the number of skipped documents is displayed.

- Completed (green)
The production has been completed successfully.
The number of produced documents is displayed.

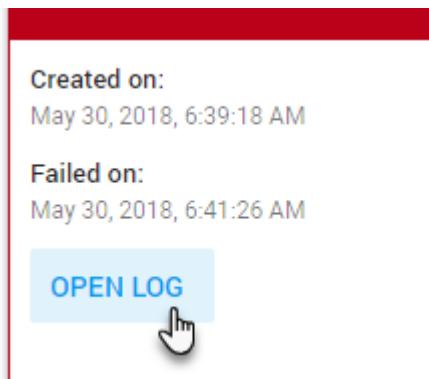


- In Progress (blue)
The production is not yet finished.
- In Queue (orange)
The production is not yet started.

- Failed (red)

The production did not succeed due to an error. You can see the date/time when the production failed (stopped).

Click Open Log to view the log file.



You can copy this log file and share it with your administrator.

Production Request 2018

COPY

Bates range: -

Total number of families: 6

Total number of documents: 6

Number of documents both successfully tiff printed and produced in native format: 0

Number of successfully tiff printed documents: 0

Number of documents that have been produced in native format: 0

Total number of families: 6

You can also delete this failed production (click the ! button):



- Canceled (dark orange)

The production has been terminated.

- Draft (black)

The production wizard has not been finished yet.

Production Card Options

Each production card has a number of options for further actions.



Note: Not all options are available for all Production Card states.

- Download
Download the entire production, including all related files.
- Load Files
Download or Edit the load files.
- Show Location
Show (and copy the link to) the location of the production.
- Reuse Settings
Reuse the settings of this production for a new one.
- Delete
Delete the production.
For a completed production, you can choose to delete **All** related files.
Or delete **Output Only**; This deletes the produced files but keeps the production bates numbers available on the documents (which shows that they were part of this production).

Productions in Document View

View if and how the currently open document has been produced.

Toggle between Image/Media View and Produced View.

Note 1: View all produced documents of a production via Facet View (Browse). Make sure the Productions facet is selected via Manage Facets.

Note 2: You can only view Productions if you have a role with the proper permission (Access produced document content) assigned to you.

- In Document View, on the right side of the screen, select Productions.

The screenshot shows the 'Document Info' tab selected in the top navigation bar. On the left, a sidebar menu lists several options: Tagging, Redactions & Annotations, Reviewer Remarks, Near-Duplicates, Download, and Productions. A red arrow points to the 'Productions' option. Below the sidebar, two production details are listed in a card format:

- Request #897**
Bates Numbers: DS0000000052 - DS0000000052
Produced As: Image, Native, Text
Placeholder: No
- Request #86754**
Bates Numbers: JS0000000132 - JS0000000132
Produced As: Image, Native, Text
Placeholder: No

- Select a production of the currently open document (a selected production has a blue border). View the production name, bates numbers, how the document has been produced (as an image, native and/or textfile) and placeholders.
- Toggle between Image View (shows you the currently open document and all additions made during review)/Media View (audio/video files) and Produced View (shows you how the currently open document was actually produced for the selected production). Produced View allows you to check if redactions are in place, if the bates numbers are OK, if the quality of the produced image is OK, etc.

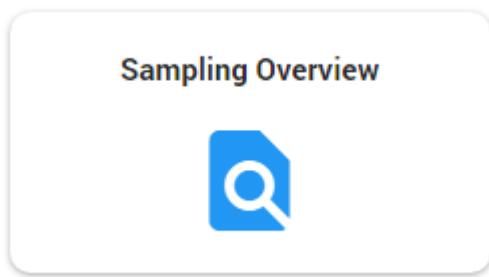
Sampling

Use Sampling to evaluate the results of the review process. For example, evaluate the tagging results of individual users.

Sampling Overview / Sampling Management Page

View your own or - with sufficient rights - all sample sets that have been created.

On the Home page, select Sampling Overview.



Of each sample set, you can see who created it and when. By default, sample sets are sorted by Creation Date. The columns Sample Name, Created By and Creation Date are clickable and sortable.

The status shows whether sampling is completed, in progress or aborted.

Also, you can see how many documents (in numbers and percentages) were evaluated correct or incorrect.

The amounts of documents in the corresponding columns are clickable. The documents will be shown on a separate page.

You can view how many documents were not reviewed, and the total number of documents in the sample set.

Finally, you can perform some actions: **View Sample Documents** or **Delete Sample**

will take you to the Document List, showing all documents of that specific sample.

Sample sets that are In Progress can be resumed by clicking

Sampling Wizard

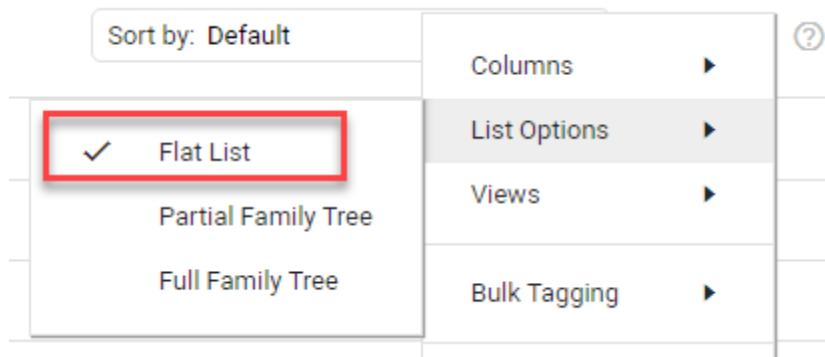
A sample will be created from all documents currently available in the Document List (after filtering/searching).

Select **Settings** > Sampling > Create for Documents/Selection.

1 - Sampling

- Define the Sample Name.
- Define the Sample Description (the purpose of the sample).
- Define the Sample Size (in percentages) and the Sample Split (documents or families).
- Include or exclude duplicates in Sampling for improved data handling. (De)select 'Exclude duplicates' when creating a sample.

Note: With the Flat List option in Document List selected, only documents will be sampled.



- Click Next.

2 - Preview

- Evaluate each document in the sample set with either Incorrect or Correct.

Note: Most features will be disabled, however you will be able to download files that cannot be displayed in Document View. This allows you to determine whether the file was correctly reviewed or not.



- Though related documents are shown and can be viewed via the Conversation/Document Family panes (to allow for a better evaluation), they are not part of the sample set.

Return to the sample set via 'Go back to the original sample document'.

[Go back to the original sample document](#)

- After each evaluation, the next document is shown automatically.

- Also, after each evaluation, the Sampling Statistics are updated.

Sampling

Statistic

Correct	10.26%	(4 documents)
Incorrect	0.00%	(0 documents)
To Do	89.74%	(35 documents)

Best Case Estimate **100.00%**

- When all documents have been evaluated, step 3 - Apply appears.
- Abort will result in a partially reviewed sample set, which cannot be finished later. You will need to create a new sample.

Abort

3 - Apply

- The Sampling Statistics are shown.
- You can choose to change the sampling settings. If you choose to do so, the current sampling results will be lost.

Change Sampling Settings

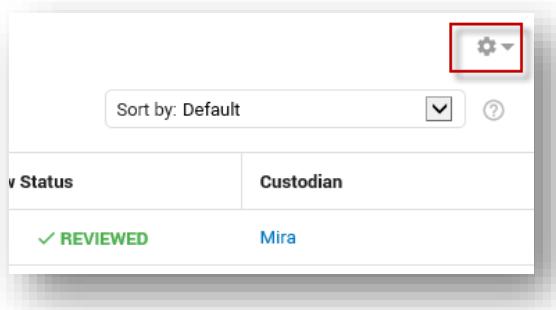
- If you are satisfied with the results of the sampling, click Save. The sample will be saved on the Sampling Management Page.

Reports

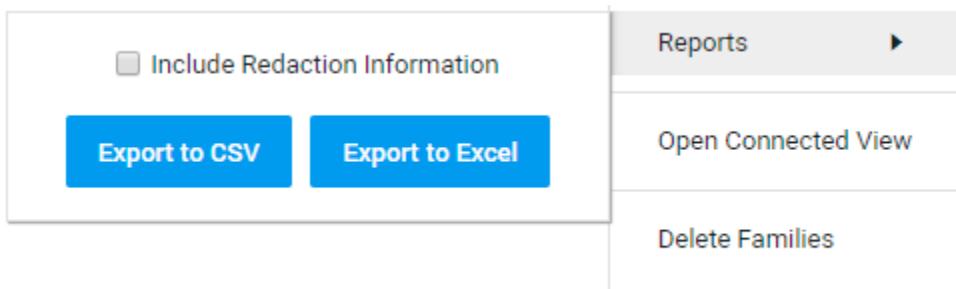
Create custom views in Document List (via the Settings icon, select Views), and generate reports in CSV format for those views. This includes the ability to create a view such as the Privilege Log, and export that to CSV.

Usage

1. In Document List, select the Settings icon.



2. Select Reports.



3. Select the check box 'Include Redaction Information' if you want to include redaction information (on which page, who redacted it and when it was redacted, redaction/exemption code and justification). All information of manual redactions will always be added. However, when creating the report, not all auto redactions might have been processed already. Therefore, for auto redactions, most fields can be empty, only indicating that auto redaction will be performed on that document.

- The export of redaction codes is available **summarized** (grouped per document) and **detailed** (full/exported per redaction) list:

An example of summarized redaction information:

```
ID,Name,RedactionCode, RedactionText
12321, Mydoc.doc, 10.a.3;10.a.4,
12322, Mydoc1.doc, 10.a.3;10.a.4, personal
12323, Mydoc2.doc, ,personal
```

4. Click Export to CSV or Export to Excel.
 - If no documents are selected, all documents in the Document List will be included in the report.
5. After the report is created, an Audit entry will be created that includes the Query, Affected Documents, Affected Family, a Query Result Snapshot, Date, and User Account.

The report is generated faster if you select 'Flat List' via the Settings icon > Views. Exporting the 'Family Tree' list is much more resource consuming, especially on matters with 10+ mln of documents and when a large number of documents (more than 1 million) is being exported.

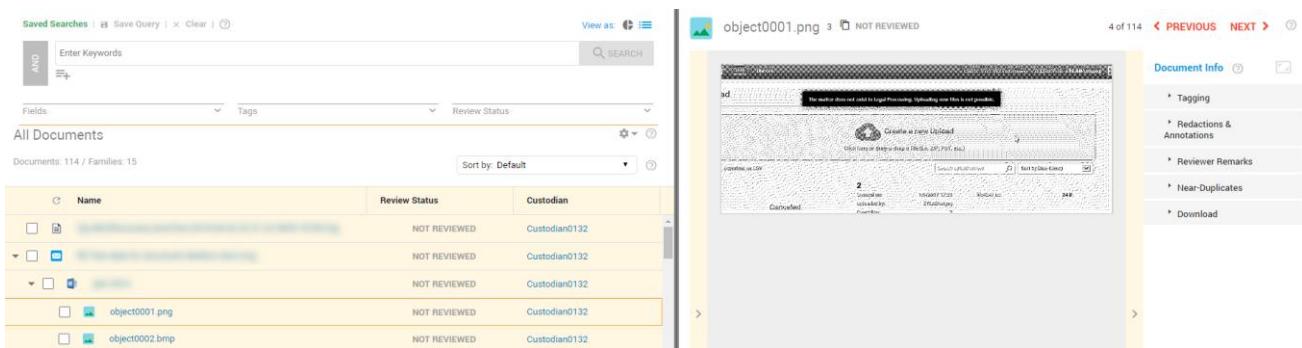
Connected Tabs/Windows

Keep an eye on the Document List, while simultaneously reviewing a document in Document View in a second window (on another monitor) or in a new tab.

Recognize connected tabs/windows by the yellow background. There is always only one connected tab/window (Document View) linked to the Document List.

Click on another document in the Document List to open it in the connected tab/window (Document View) or click Previous/Next in Document View.

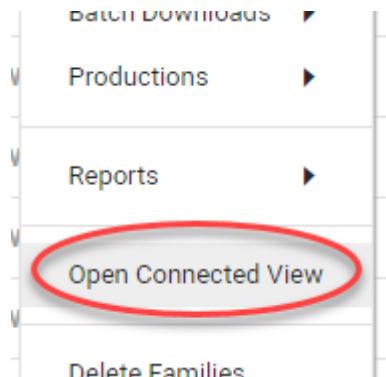
An added tag or a changed review status in Document View is immediately reflected in the Document List.



Enable Connected Tabs/Windows

- **Alt + click** on a document in the Document List
Opens the document in a (new) connected tab.
Note: If there is already a connected window, the document will be opened there. Disconnect/close the connected window to open a new connected tab.
- **Shift + Alt + click** on a document in the Document List
Opens the document in a (new) connected window.
Note: If there is already a connected tab, the document will be opened there. Disconnect/close the connected tab to open a new connected window.
- Select Open Connected View via the Settings icon
Opens a document from the Document List (with orange borders) in a new connected tab.





Disconnect Tabs/Windows

Connected tabs/windows can be disconnected by the following actions:

- Changing the context (for example, the sort order)
- Navigating away from the Document List or Document View

Note 1: Make sure all changes are saved before disconnecting.

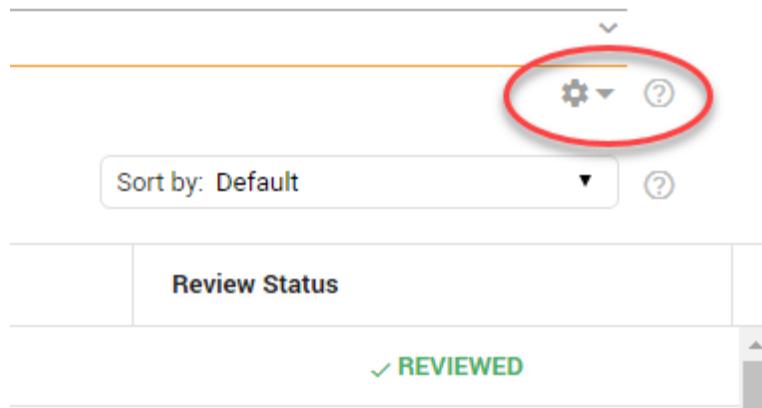
Note 2: You will always get a warning before disconnecting.

Delete Documents/Families or Selection

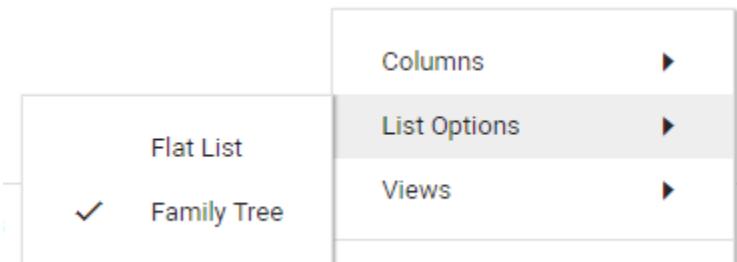
Delete Documents/Families or a selection of documents in Document List.

New: Before/after document deletion users are informed about the number of documents to better assess the impact of the delete action. Start the Delete action to view the impact.

- In Document List, select the Settings icon.



- Select a List Option (Flat List or Family Tree).



- Depending on the selected List Option or manually selected documents, select Delete Documents/Families or Selection.
 - List option Flat List:
All documents in Document List are deleted.
 - List option Family Tree:
All items belonging to a Family are deleted, including items *not* present in Document List.
 - Manually selected documents:
Only selected documents in Document List are deleted.

Document View

Use Document View to review each page of a document. Customize the layout of your screen, analyze the document properties, assign tags, add remarks, view related documents and add redactions/annotations.

Depending on the permissions you have received, you may not be able to use all options.

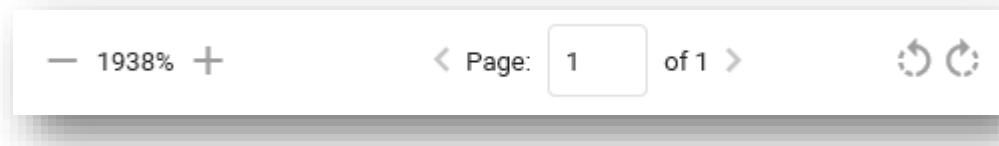
- Press Ctrl+F to search within a document. Hits will be highlighted. For more information on how to search, please refer to the ZyLAB One Search Language Guide.
- View number of **duplicates** (if any) next to document name.
Select the  icon to view the list of duplicates.



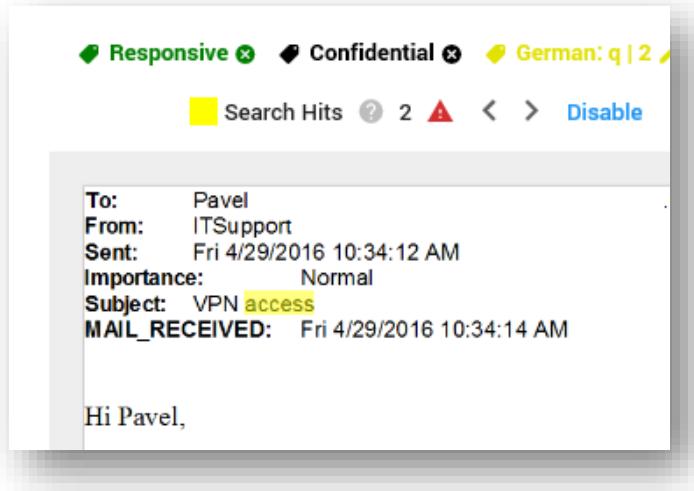
- Show/hide panels with these arrows: 
- (Un)collapse panels with these arrows: 
- Increase/decrease Document Info size with  or 
- **New:** Resize the panels on the left/right and the document itself for more flexibility and an improved view. Select and move the vertical beams on the left and right side of the document.
- **New:** Jump from the Conversation or Document Family pane in Document View to the Document List and quickly display all related files. Select the Document List icon in either the Conversation or Document Family pane.



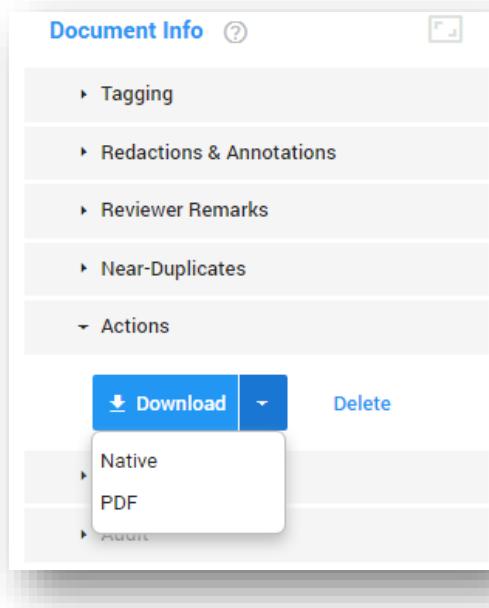
- See bottom of page to zoom in/out, navigate through the pages of the document and/or rotate your document.



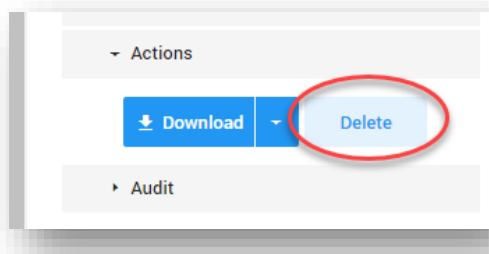
- Searched keyword(s) are highlighted, so the reviewer can focus on that part(s) of the document.



- Download the native or PDF version of your document.



- Delete the document.



Before each deletion, you need to confirm. If you delete a parent document, you will delete all child documents too (and thus delete multiple documents at once). If it is a child document, or not related to other documents, you will delete only 1 document.

Document Deletion

You are about to delete 1 document(s). Click Delete button to start the deletion.

[Close](#) [Delete](#)

When the document is deleted, the next document in the queue will be shown. If it was the last document in the queue, you will be redirected to the Document List.

Tip: You do not need to wait until completion of deletion. Just close and navigate to the next document. The document(s) will be deleted anyway.

- Skip to the previous or next document.

[< PREVIOUS](#) [NEXT >](#)

Read the following topics on Document View

Conversation (page [127](#))

Document Family (page [128](#))

Properties (page [129](#))

Tagging (page [130](#))

Redactions & Annotations (page [133](#))

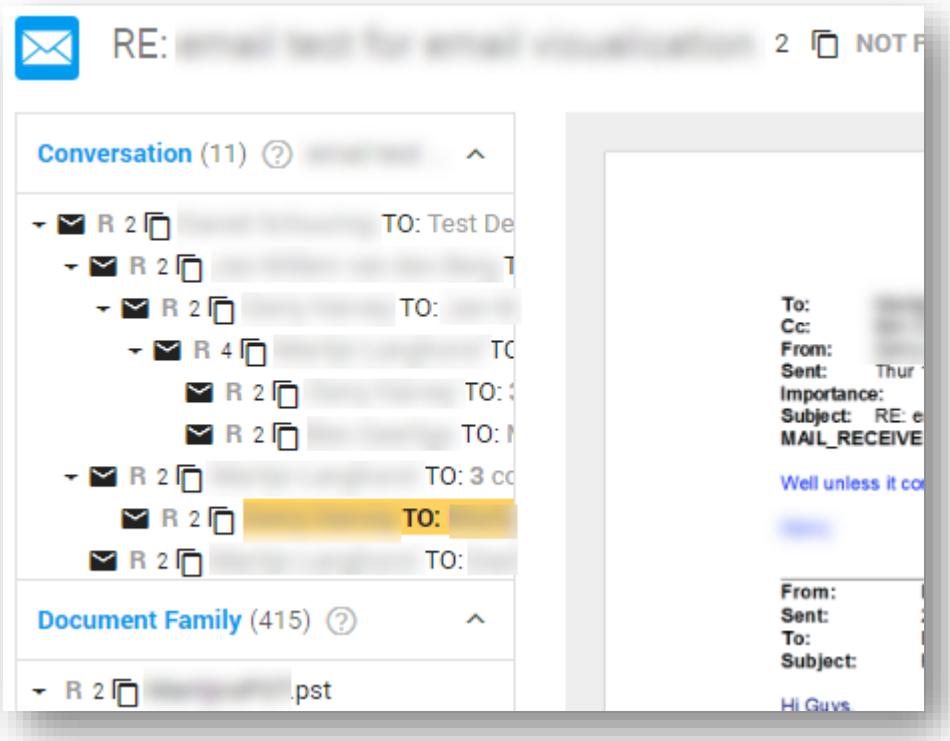
Reviewer Remarks (page [141](#))

Near-Duplicates (page [142](#))

Conversation

Instructions

1. In Document View, on the left side of the screen, the Conversation panel is displayed. The displayed email message in Document View is orange in the Conversation overview.



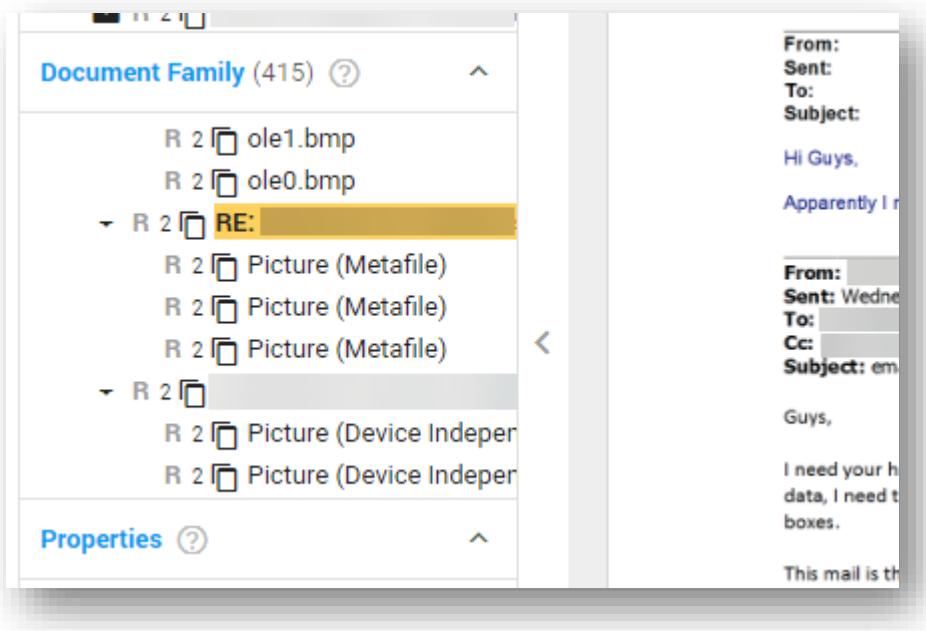
The conversation panel consists of an email thread. An email or conversation thread is an email message and a list of all of the subsequent replies related to the original email. For more background information, see *Search Email* (page [73](#)).

2. When tagging, you have the possibility to tag only the currently opened email, the current branch or the entire conversation. For more information, see *Tagging* (page [130](#)).

Document Family

Instructions

1. In Document View, on the left side of the screen, you can view the Document Family panel. The displayed document in Document View is orange in the Document Family overview. You might need to scroll to see it in a large Document Family.



2. To open a document from the family, double click on it.

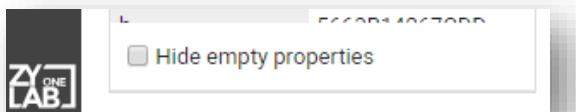
Properties

Instructions

1. In Document View, on the left side of the screen, you can view the Properties.

Please keep in mind that UTC times for container files (like zip, tar, rar, etc.) might not be the actual UTC time. Some container files do not have UTC available in their metadata (this can happen in some situations, like how the file was saved/modified), in which case Local time will be stored and treated as if it was UTC.

2. If there are duplicates, warning signs indicate different properties. Hover with your mouse above a warning sign, to view the different values.
3. You can choose to Hide empty properties with the checkbox at the bottom of the panel.



4. To filter the Properties, define what you want to see. For example, 'email' fields.

Properties	
<input type="checkbox"/>	email
Email BCC	
Email Body Hash	F173D56DACD7A 1E5DB85C878A3 1822B2BDB2E06 E0565BCCEC104 4E0A28ADB70E5 C0DA16AB09663 CBBA5E1E49003 8A4252F10E4079 81B169136F46E2 089F7FEAA
Email CC	

This filter will be saved and applied to other documents in Document View, until you change the Properties filter.

Tagging

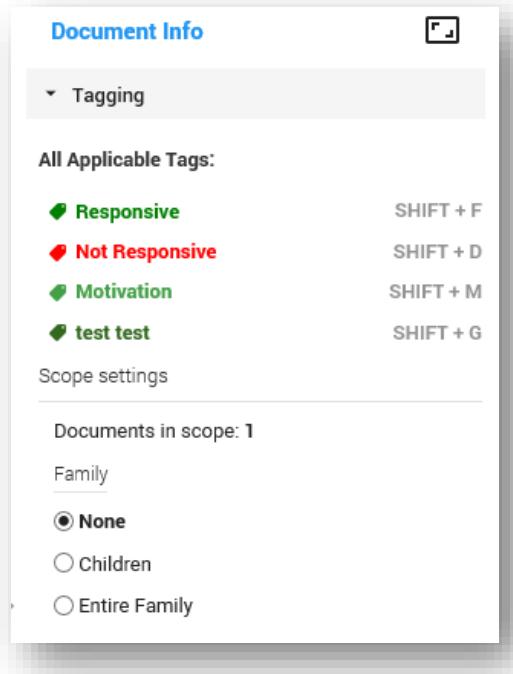
Tagging will make it easy to filter, sort and retrieve a document. When you tag a document, you add a piece of information that defines the contents of the document. Depending on the permissions you have received, you may not be able to use all tags.

If you want to apply tags to a group of documents at once, see Bulk Tagging in Document List.

When there is a tagging error or conflict, you will be notified and you will be able to open the document that caused it.

Instructions

1. Click or press Shift + (key specified on the tag).



F: Responsive The document is relevant to the case.

D: Not Responsive The document is not relevant to the case.

2. Use the Scope Settings to configure the involved files when adding or removing a tag. For example, tag all documents in a family/conversation or only this document.

If and how documents/emails are related to each other, can be viewed in the Document Family/Conversation panel (on the left side of the screen). Related documents with a parent-child relationship are typically emails (parent) and their attachments (child), and a

persistent question on review projects is whether to tag these related documents consistently or to treat them individually. This is particularly confusing when dealing with, for example, an email that constitutes a privileged communication and an attachment that is not privileged on its own. Proactively address this issue with opposing counsel during meet-and-confer sessions. Once a decision has been made, use quality checks to make sure that related documents with a parent-child relationship are consistently tagged. Inconsistently categorizing parent-child documents can call into question the defensibility of your entire process.

- The documents in scope are the total number of involved files when adding or removing a tag.
 - Define if the selected tag must be applied to/removed from the entire family, the children or the currently opened document only (None, no tags are applied to related files).
 - For emails, define if the selected tag must be applied to/removed from
 - None
Only the email currently open in Document View will be (un)tagged.
 - Current Branch
The email currently open in Document View plus all emails up in the reply/forward chain and all emails down in the reply chain (replies to this email, replies to those replies, etc.) will be (un)tagged.
 - Entire Conversation
All emails in the email thread will be (un)tagged.
 - For documents, define if the selected tag must be applied to/removed from
 - None
Only the document currently open in Document View will be (un)tagged.
 - Children
The document currently open in Document view plus all children (attachments, images, etc.) will be (un)tagged.
 - Entire Family
All documents in the Document Family will be (un)tagged.
 - For Duplicates, define if the selected tags must be applied to/removed from all duplicates or none (only the currently open email/document will be (un)tagged).
3. If the document is relevant to the case (Responsive), you can add a tag defining whether the document is Confidential (Shift + C) and/or Privileged (Shift + P).

4. If the document is privileged, define a privileged category and reason.

The screenshot shows a software window titled "Privilege Category". Inside, there's a sub-section titled "Privilege Log Reason". Both sections contain instructions and input fields. At the bottom right of the main window are "CANCEL (Esc)" and "DONE (Enter)" buttons.

Privilege Category

Please select one of the categories below:

LPD
 Redact
 Withheld

Privilege Log Reason

Please select the reason for privilege:

-

OR, if you don't see the reason above, please specify it here:

CANCEL (Esc) DONE (Enter)

- Select a privileged category.
- Select a privileged log reason from the dropdown list box.

Privileged Categories and Privileged Log Reasons are created separately for each matter; you will likely have a different set of categories/log reasons to choose from than the ones shown in the example above.

- If you do not see the correct reason, specify one.
- If you are done, select the Done button or click the Enter key.
- If you are having second thoughts, select the Cancel button or click the Escape key.

Redactions & Annotations

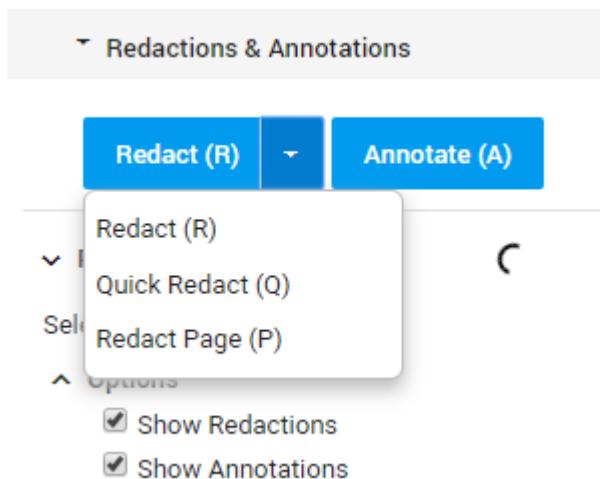
Redactions help to protect sensitive, privileged and confidential information by hiding selected content. Specified sections are blacked out or replaced with something else, text, for example. Redactions can be accompanied with 'exemption codes' to identify the regulations under which the redaction is made. The redacted document can be printed out or used electronically. Native files cannot be redacted. Redacting native files changes their character, which is akin to spoliation. Depending on the permissions you have received, you may not be able to add redactions.

Annotations allow you to add comments to parts of the document. Reviewers are able to reply to each other's comments. You can only delete/edit your own comments.

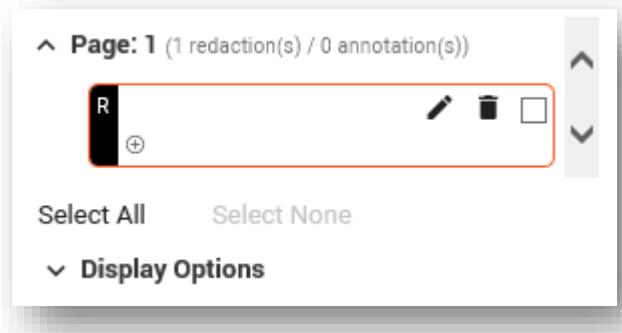
New: Quickly add codes/recent redactions to reduce the time spent on adding/updating redactions. Select a redaction and click the right mouse button.

Instructions

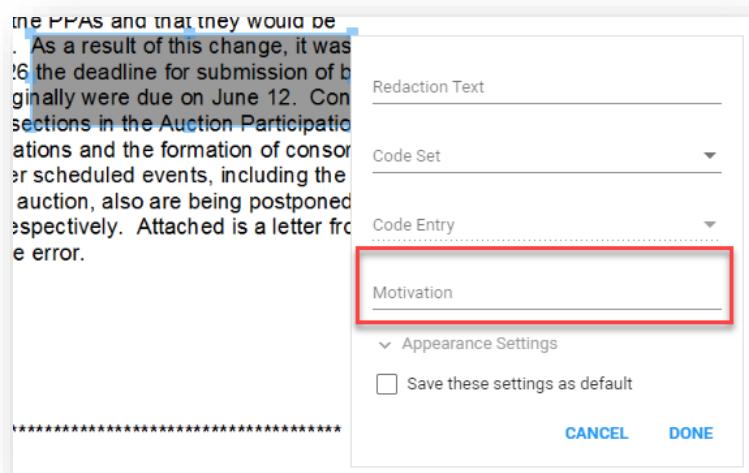
1. To add a redaction, press the R, Q or P on your keyboard or click the Redact (R), Quick Redact (Q) or Redact Page (P) button. To add an annotation, press the A on your keyboard or click the Annotate (A) button.



2. We will start with regular Redact (R): Draw a rectangle over the area you would like to redact or annotate (or press ESC to cancel).

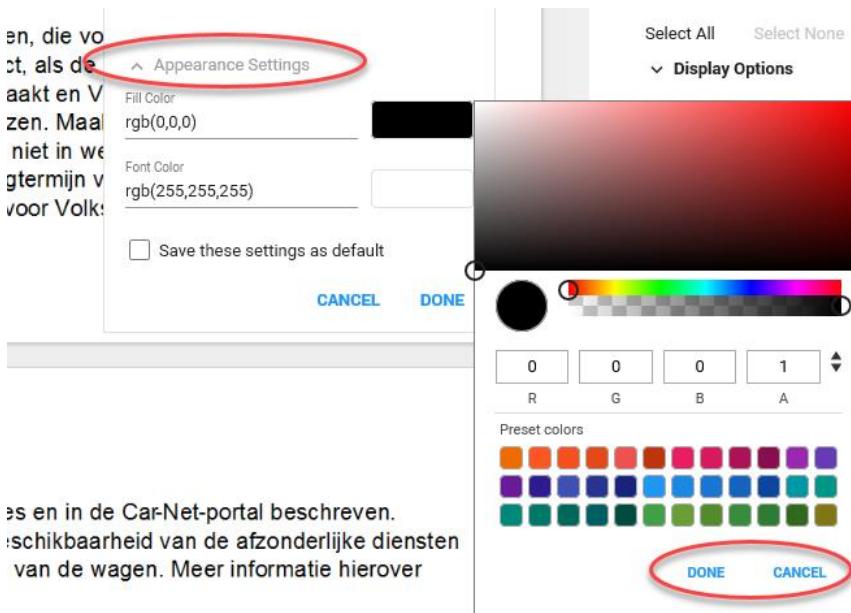


- Double click inside the box or click the Edit icon to add text and/or a code. You can now add a Motivation too. This motivation will also be included in the detailed Excel report.

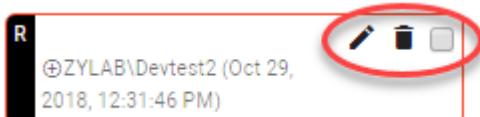


G	H	I	J
Redaction Code 1	Redaction Code 2	Redaction Justification	Redaction Motivation
CONF	Confidential	test	TEST MOTIVATION TEXT
		PII	
		PW	

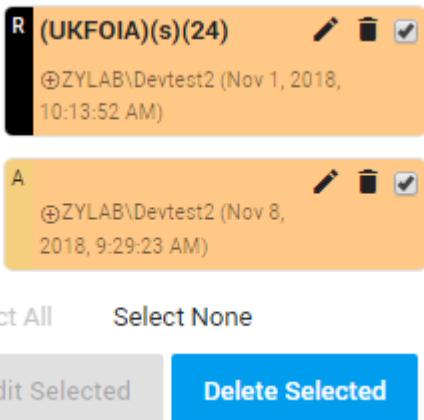
- If needed, change the Appearance Settings. You can change the fill and font color. Click Done when finished.
The selected fill color will match the redaction summary color in the right pane.



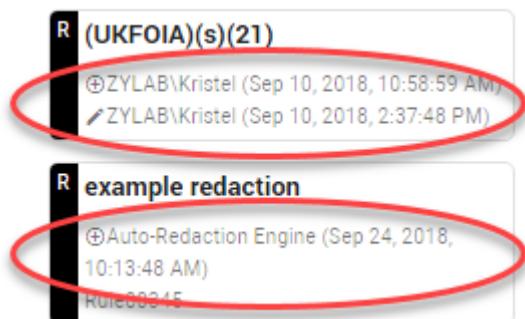
- To save all your settings for the next redaction, select 'Save these settings as default'. Each next redaction will have the same redaction txt, code set/entry and appearance settings.
3. To approve, click Done.
 4. To reject, click Cancel.
 5. You can Edit, Delete or Select your own Redactions via the summaries in the right pane.



- In the summary of the Redaction you see the (overlay) text/code (if defined), who redacted and when (including edits).
 - You can also edit/delete your own redaction by double-clicking on it in the document. Select the Delete icon or edit the settings of the highlighted (red border) Redaction.
6. **Shortcut:** Delete (a selected) redaction with the Delete button on your keyboard (inactive (Quick) Redactions mode).
 7. Select All to edit or delete all redactions and/or annotations.
- Note:** A selection of both redactions and annotations cannot be edited all at once.



- View if redactions have been made manually or via an Auto Redaction rule.



- Old redactions covered by new redactions are still visible when hovering above them.
- Hits are visible in redacted areas:



Hover above a hit to read it:

oard approved the issue of one billion
tions, computerisation, and refurbishir

- Move (your own) Redaction by clicking on it and dragging it to another position on the same page.
- Resize (your own) Redaction by clicking on it, holding a corner or side with the mouse and dragging it to a new position.

13. Define if/how the redactions and/or annotations are shown with Display Options.

▼ Redactions & Annotations

Redact (R) **Annotate (A)**

▼ Page: 1 (11 redaction(s) / 0 annotation(s))

Select All Select None

▲ Options

Show Redactions
 Quick Redact Mode (Q)
 Show Annotations
 Show Annotations Alongside the Document

Quick Redact (Q)

For Quick Redact, press Q and draw a box immediately and repeatedly (if necessary). Press Q again to leave the Quick Redact mode. Settings and appearance of redactions can be changed at a later time by double clicking on them.

Note 1: When double clicking on a Quick Redaction to change the settings/appearance, make sure you are outside Quick Redact mode (the plus sign is not active/checkbox is not selected).

Note 2: Quick Redact mode is not saved when navigating to another document. Press Q again to continue.

▲ Options

Show Redactions
 Quick Redact Mode (Q)

The checkbox 'Quick Redact Mode (Q)' is automatically (de)selected when pressing Q.

For more information, for example on changing the appearance settings, see the information above for regular redactions.

Redact Page (P)

For Redact Page, press P and the current (full) page will be redacted. Settings and appearance of redactions can be changed by double clicking on the page.

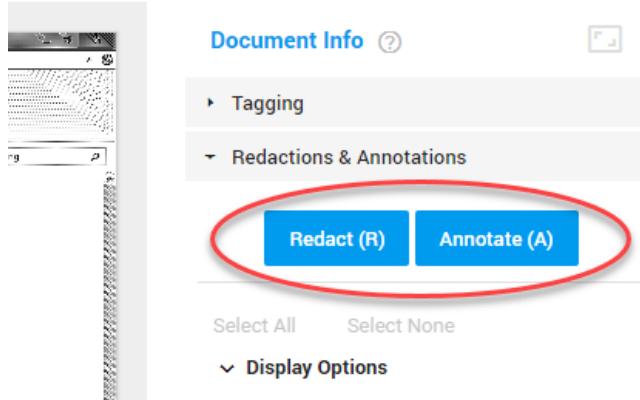
For more information, for example on changing the appearance settings, see the information above for regular redactions.

Annotate (A)

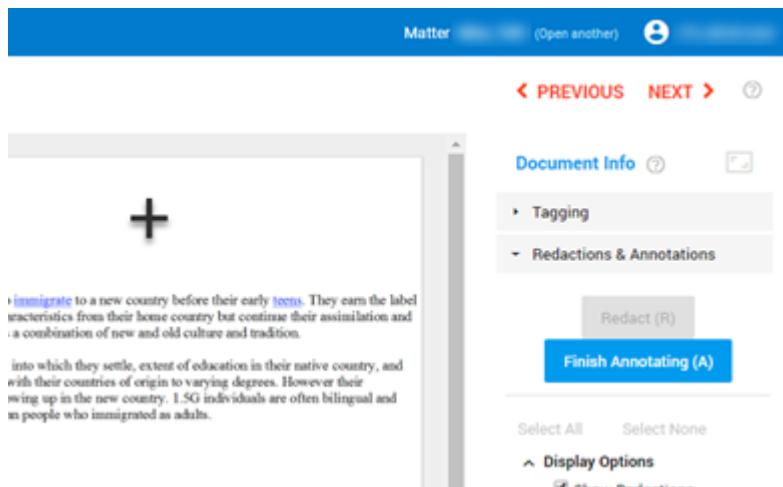
Annotate (shortcut: A) to add comments to parts of the document. Reviewers are able to reply to each other's comments. You can only delete/edit your own comments.

Instructions

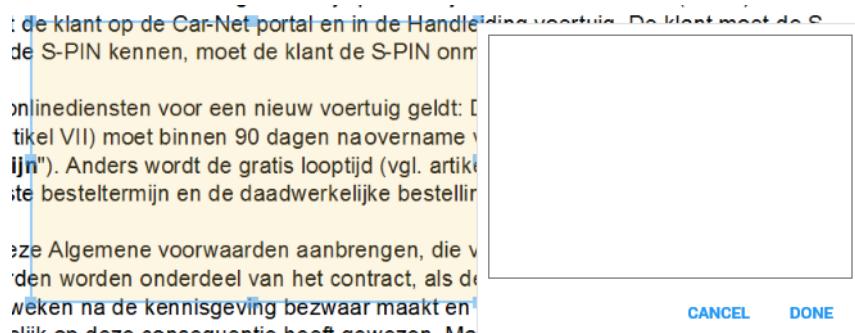
- Select **Annotate (A)** in Document View.



- Use the plus sign to draw a box.



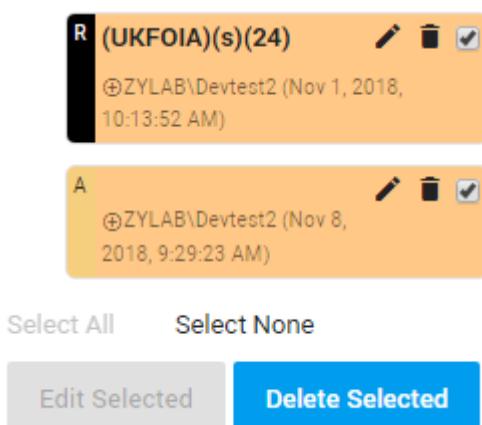
- Double click inside the box to add a note (annotation).



- You can Edit, Delete or Select your own Annotation via the summaries in the right pane.



- In the summary of the Annotation you see the (overlay) text, who annotated and when (including edits).
 - You can also edit or delete your own annotation by double-clicking on it in the document. Select the Delete icon or edit the settings of the highlighted (red border) Annotation.
 - Shortcut:** Delete (a selected) annotations with the Delete button on your keyboard (inactive Annotations mode).
 - Select All to edit or delete all redactions and/or annotations.
- Note:** A selection of both redactions and annotations cannot be edited all at once.



- Move (your own) Annotation by clicking on it and dragging it to another position on the same page.
- Resize (your own) Annotation by clicking on it, holding a corner or side with the mouse and dragging it to a new position.

Display Options

Define if and how Annotations are shown.

▼ Redactions & Annotations

Redact (R)

Annotate (A)

▼ **Page: 1** (11 redaction(s) / 0 annotation(s))

Select All Select None

▲ Options

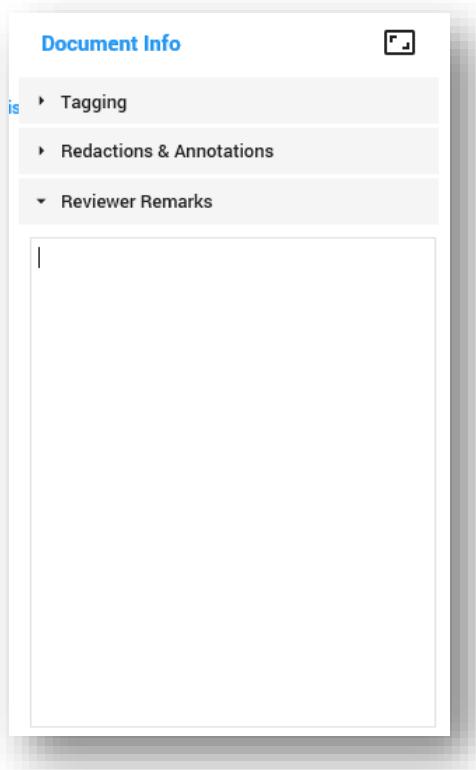
- Show Redactions
- Quick Redact Mode (Q)
- Show Annotations
- Show Annotations Alongside the Document

Reviewer Remarks

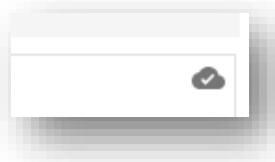
Depending on the permissions you have received (see [Configure \(page 26\)](#)), you may not be able to add remarks.

Instructions

1. To add a remark, click in the Reviewer Remarks box.



2. Insert your remark.
3. When your remark is saved, the cloud icon appears.

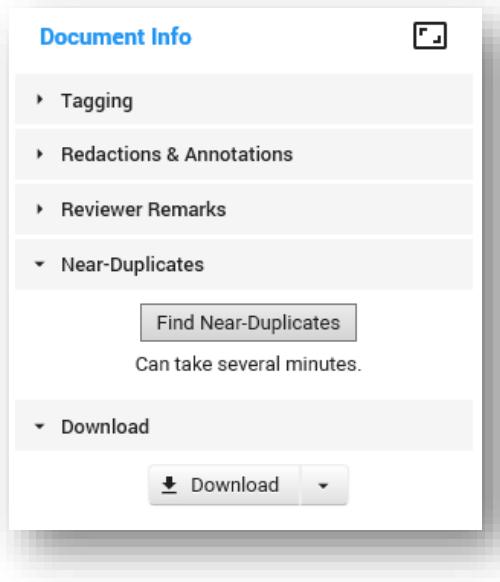


Near-Duplicates

The Near-Duplicates panel enables you to search for near-duplicates of the document you are currently viewing. Since it is a time-consuming operation, it must be triggered manually.

Instructions

1. In Document View, on the right side of the screen, you can view the Near-Duplicates.



2. Click Find Near-Duplicates.

Results are by default sorted by the percentage of similarity, with the highest percentage on top. You can also sort on one of the other columns. Use the horizontal scroll bar.

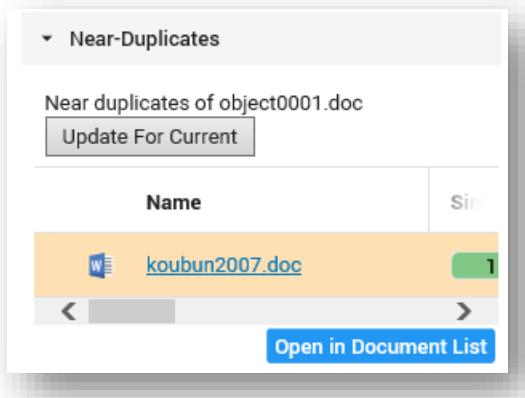
A screenshot of a table titled 'Near-Duplicates' showing results for 'Near duplicates of current document'. The table has two columns: 'Name' and 'Similarity'. One row is visible, showing 'koubun2007.doc' with a similarity of '100%'. At the bottom of the table is a blue 'Open in Document List' button.

Name	Similarity
koubun2007.doc	100%

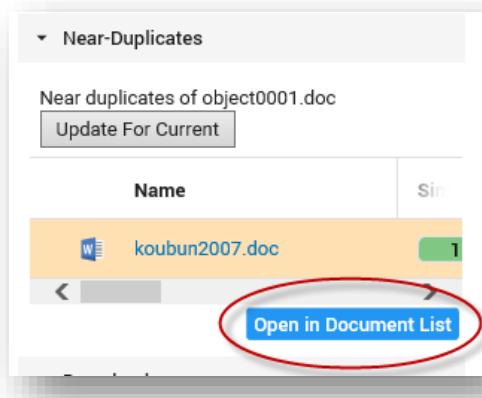
3. You can view a near-duplicate by selecting it.

The list of near-duplicates can differ depending on the document you start with. For example, if you request near-duplicates of document A, then the result will contain documents B and C. However, if you request near-duplicates of document B, then you might get A, C and some additional documents that are not similar to A, but similar to B.

4. Select Update For Current, to return to the current document.



- Alternatively, you can open all near-duplicates in the Document List.



This enables you to review all near-duplicates one by one or to perform Bulk Tagging on all near-duplicates. It will also enable you to filter the list, sort, etc.

Audit

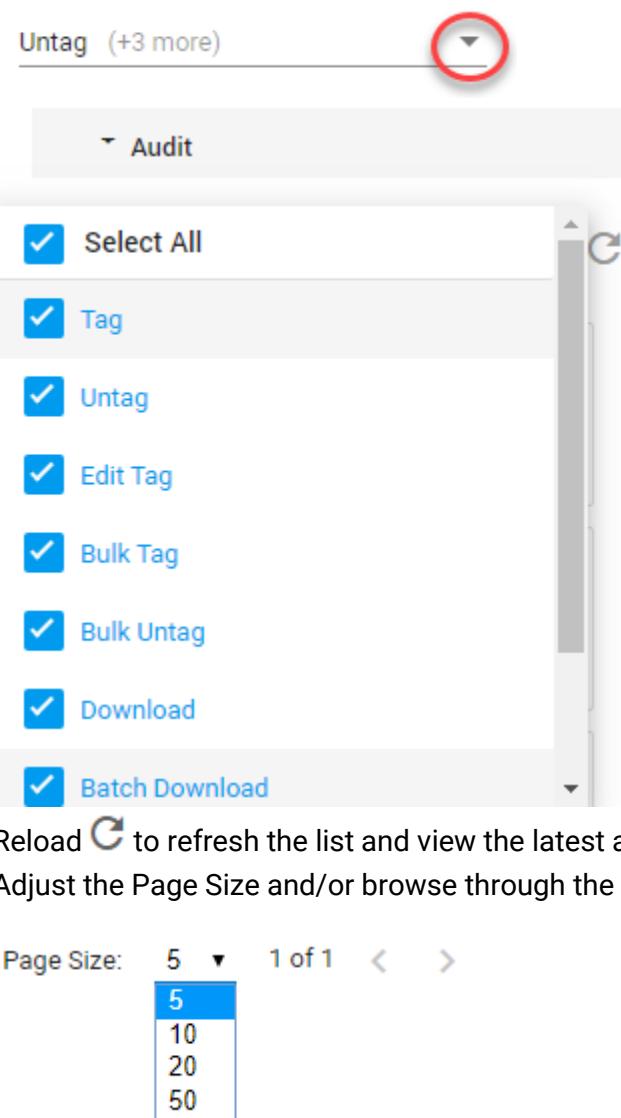
View Audits for a document within Document View (only when you have a role with the proper audit permission assigned to you).

The screenshot shows the 'Document Info' pane of the ZyLAB ONE 6.9 interface. On the left, there is a vertical sidebar with partially visible text: 'of', '1', 'low', 'St.', 'ink,', 'ised', 'R'. The main area is titled 'Document Info' with a help icon. Below it is a list of audit categories: Tagging, Redactions & Annotations, Reviewer Remarks, Near-Duplicates, Download, and Audit. The 'Audit' item is circled in red. Underneath this list is a 'Show All' dropdown and a refresh button. The main content area displays three audit entries in cards:

- Action: Tag | User: ZYLAB\Devte... | Date: Aug 6, 2019 | Time: 3:42:44 PM | Status: Not Responsive (red)
- Action: Untag | User: ZYLAB\Devte... | Date: Aug 6, 2019 | Time: 3:42:39 PM | Status: Responsive (green)
- Action: Tag | User: ZYLAB\devte... | Date: Aug 6, 2019 | Time: 3:25:54 PM | Status: Responsive (green)

At the bottom, there is a 'Page Size:' dropdown set to 5, and navigation buttons for '1 of 1'.

- Each time an action is performed on the currently shown document, it is listed here (including User name, Date executed, Time executed).
- Filter on specific actions supported in Document View.

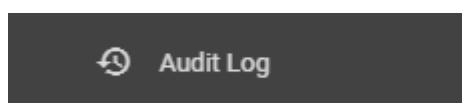


Audit Log

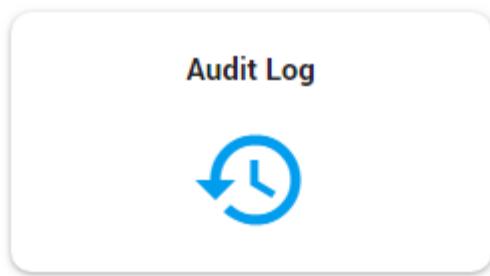
View all logged events on the Audit Log overview page.

Instructions

1. Select Audit Log from the menu on the left side of the screen.



Or select Audit Log on the Home page.



- The following overview page appears:

This screenshot shows the ZyLAB ONE Audit Log interface. On the left, there's a sidebar with filters for Event Type (Select All, Search, Tag, Untag, Edit Tag, Bulk Tag, Bulk Untag, Bulk Field Update, Download, Batch Download, Produce, Document List Export, Delete Documents, Tagging Configuration Change, Auto-Classification Rule Change, Role Change, Principal Roles Change, Create Matter), User (Select users, filter: <All Users>), Time Frame (Sep 3, 2019 - Oct 3, 2019), and Scope (Specify Document ID). The main area is a table titled "Audit Log" with columns: Event Type, Time Stamp, User, Search, and Event Details. The "Event Type" column shows various event types like Search, Tag, Untag, etc., with the first one selected. The "User" column shows "ZYLAB\devtest2" for all events. The "Search" column contains complex queries. The "Event Details" column provides detailed logs for each event.

- By default, all event types are selected (with Select All).

Audit Log

Event Type

Select All

Deselect the checkbox of Select All, to deselect all event types. Now you can select one or more event types. The logged events will appear in the panel in the middle of the screen.

- You can filter the logged events by selecting a user, defining a time frame and/or defining the scope.

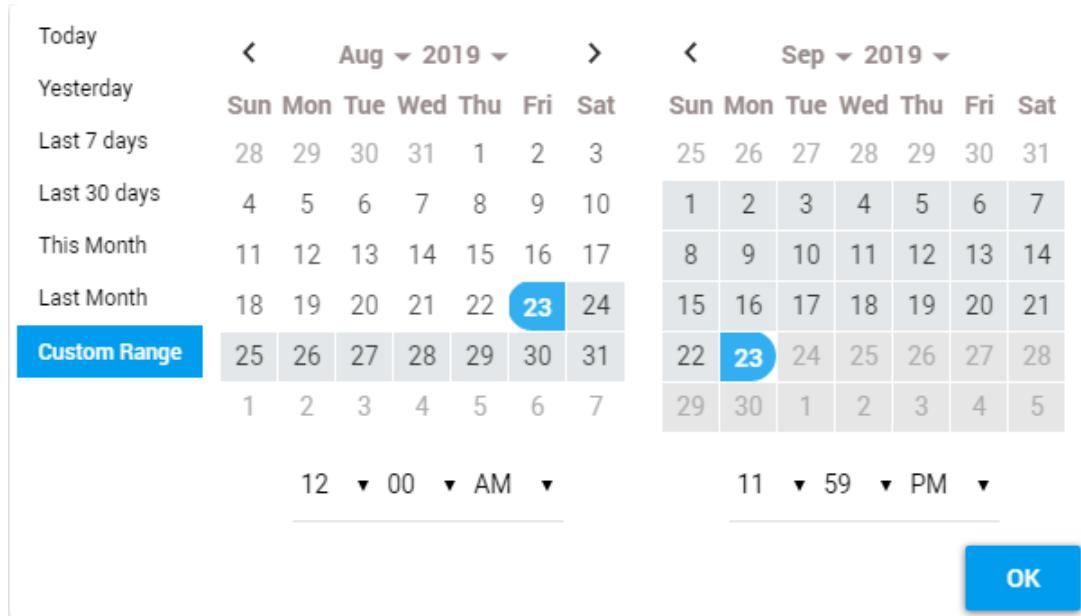
- By default, all users are selected.

Click **Select Users** to select one or more users. If there is a long list of users, you can filter that list (type the name of a user in the Filter field).

User

<input type="checkbox"/> Filter
<input type="checkbox"/> ZYLAB\D
<input type="checkbox"/> ZYLAB\K
<input type="checkbox"/> ZYLAB\R
<input type="checkbox"/> ZYLAB\s

- Click the default date range to change it. Click OK when done.



- Click **Specify Document ID** to define the scope.

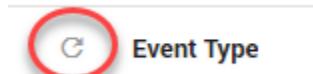
Scope

[Specify Document ID](#)

5. Click on a logged event in the middle of the screen, to view the details of that event.

Event Type	Time Stamp	User	Search	Event Details
Auto-Classification Rule Change	Sep 10, 2019, 3:35:55 PM	[REDACTED]		Event Type: Auto-classification Rule Create Time Stamp: Sep 10, 2019, 3:35:55 PM User: User IP Address: 10.10.101.19
Auto-Classification Rule Change	Sep 10, 2019, 3:34:50 PM	[REDACTED]		Auto-classification Rule Details Name: Voorbeeld 2 Type: Intake Only
Search	Sep 2, 2019, 9:32:33 AM	[REDACTED]	<All Documents>	Query test2 When Matches

6. Click Refresh to update the list with logged events.



7. You can adjust the width of the columns.
Select **Reset column sizes** to return to the default settings.



8. Drag&drop column headers from left to right and vice versa.
9. Adjust the page size.

Page Size: **100** ▾ 1 of 1 < >

10. Download the resulting overview list as CSV.

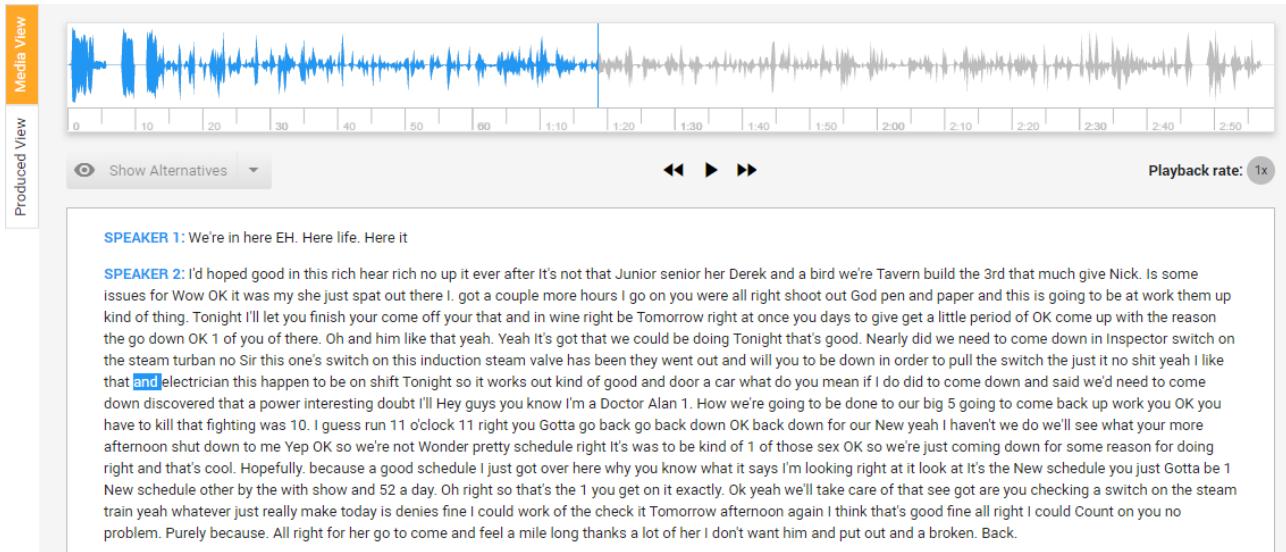
 [Download CSV](#)

Media View

- Various audio and video formats can be viewed in Media View.
- Audio and video files can be transcribed to text, which is searchable within the review (additional option). Hits are searchable in the transcribed text via the main search box. Please note that Ctrl+F is not available in Media View.
- When enabled, you can view alternative words for some of the transcribed spoken content. Hits in alternative words are also highlighted.

that a power interesting doubt III Hey guys you know I'm
ghting was 10. I guess I'm down lock 11 right you Gotta
wn to me Yep OK so we're not Wonder pretty schedule

- New audio and video viewer to support transcribed audio and video files which includes full sync between transcription and audio.
- Extraction of additional audio and video properties metadata.
- Please note that Redactions & Annotations are not available in Media View.



Assisted Review

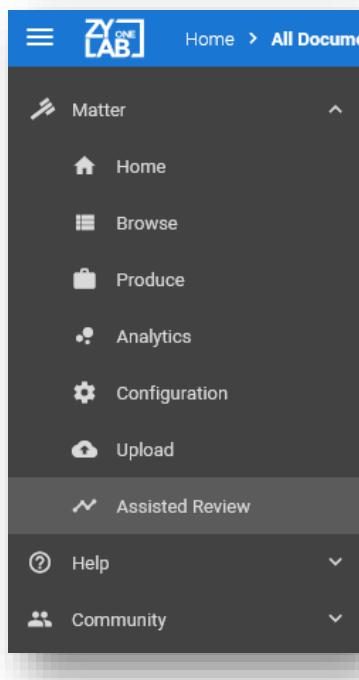
Create New Project

Conditions

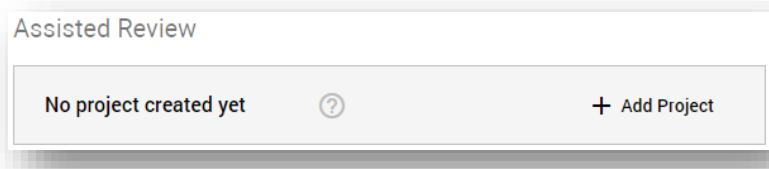
You want to find as many relevant documents as possible with the least manual review effort. Create and analyze subsets of documents from a matter until the desired level of precision and recall is reached. This will be done in various rounds of machine learning. A project defines the subset of documents, issues within the project define/describe the information need.

Instructions

1. In the navigation panel of ZyLAB One, select Assisted Review.



2. On the Assisted Review Home page select **+ Add Project**.

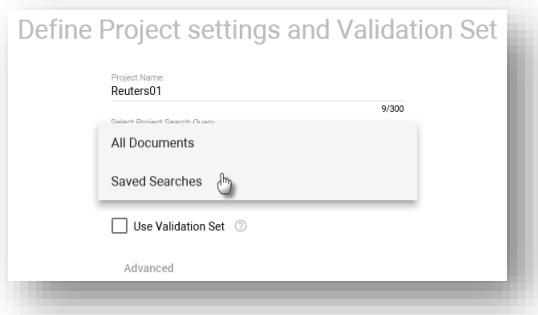


3. The Create Project Wizard will help you to define the subset of documents you want to analyze. First, define the Project Setup:

The screenshot shows the 'Define Project settings and Validation Set' page of the ZyLAB ONE 6.9 Project Setup wizard. At the top, there are three tabs: '1. Project Setup' (which is active and highlighted in blue), '2. Define Issues', and '3. Confirm'. Below the tabs, the page title 'Define Project settings and Validation Set' is centered. On the left, there is a 'Project Name:' input field containing 'Reuters01' with a character count of '0/300'. To the right of the input field is a dropdown menu labeled 'Select Project Search Query' with a downward arrow icon. Underneath the input field are two checkboxes: 'Use Topic Modeling' with a question mark icon and 'Use Validation Set' with a question mark icon. At the bottom of the page are two buttons: '< BACK' on the left and 'CREATE >' on the right.

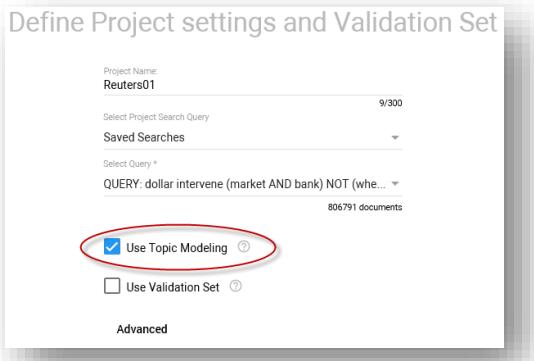
Define the Project Name.

Select a project search query. Select All Documents or Saved Searches. If you have no saved queries here, create them in your Legal Review Matter first.

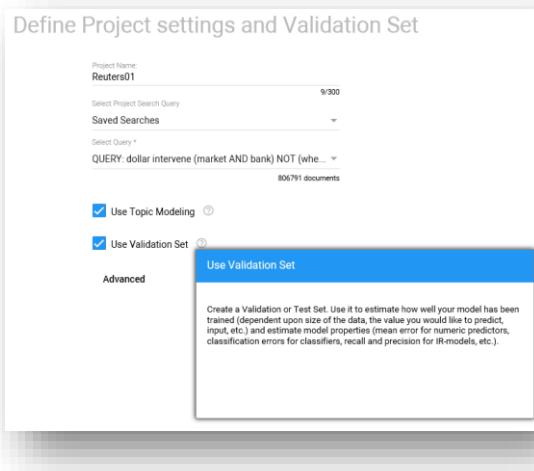


Select "Use Topic Modeling" to discover clusters of words (topics) that frequently occur together to identify patterns. Topics are the most important words spread

among the documents in a project.

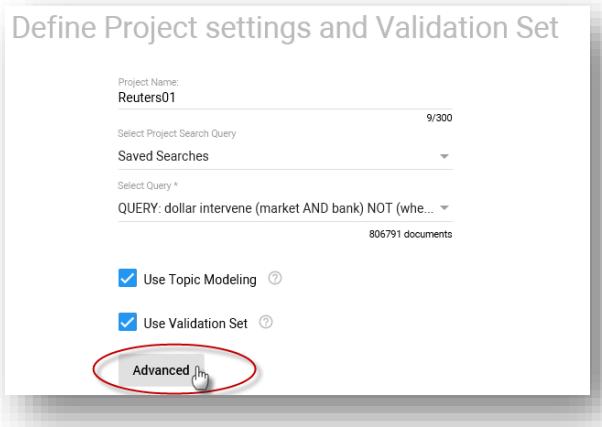


Select “Use Validation Set” to create a Validation or Test Set. Use this to estimate how well your model has been trained and provide estimates for issues.

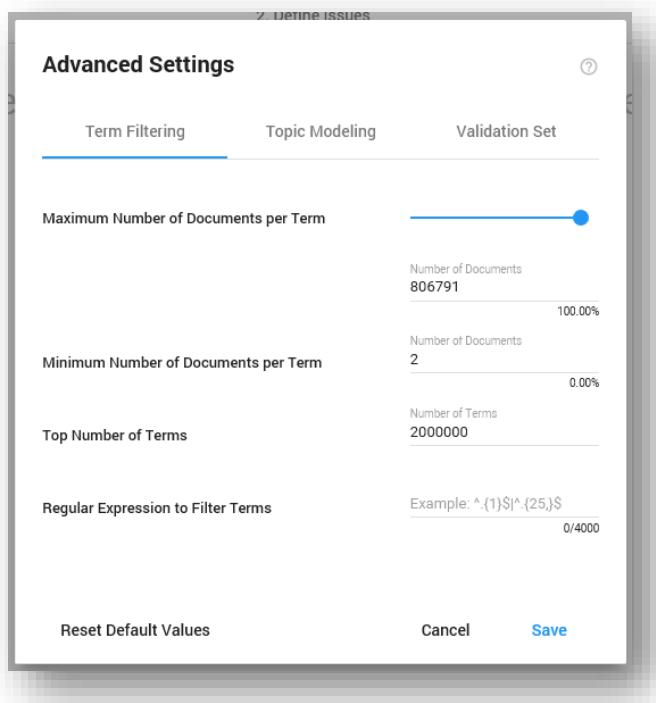


For additional information, click the question mark icons. These icons are spread among the application for your convenience.

Click the Advanced button to define more settings and prepare the classification process even more.



In the “Term Filtering” tab you can determine the number of terms (dimensions) for the tf-idf vectors that are used for classification.



Maximum Number of Documents per Term

Default: 100% of the total number of documents in the project

Maximum document frequency for a term (number of documents the term occurs in). Terms with a document frequency higher than this value will be excluded for the creation of tf-idf vectors.

Minimum Number of Documents per Term

Default: 2

Minimum document frequency for a term. Terms with a document frequency lower than this value will be excluded for the creation of tf-idf vectors. Default setting is 2, because terms that occur in only 1 document do not add information that can be used to classify other documents.

Top Number of Terms

Default: 2.000.000

Number of terms that will be used in document vectors.

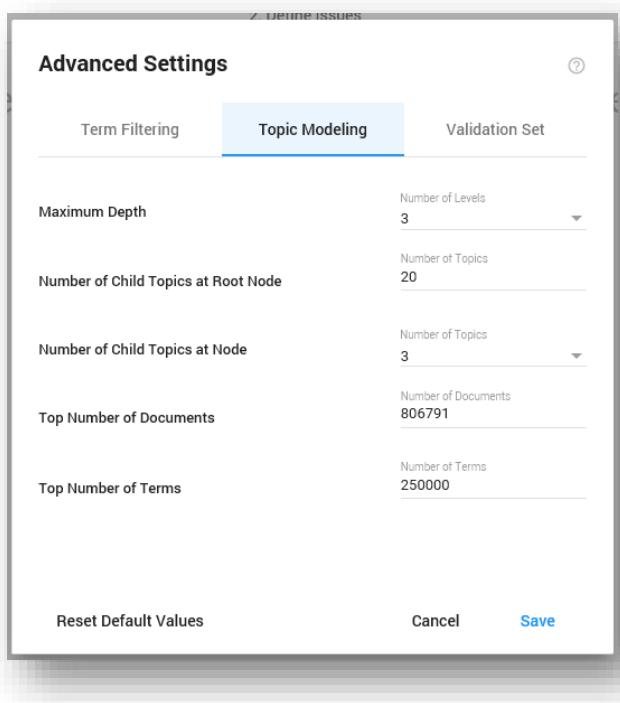
Ranking is based on inverse document frequency: terms with a lower document frequency will be ranked higher.

Regular Expression to Filter Terms

Default: empty string

Terms that match the provided regular expression will be excluded for the creation of tf-idf vectors.

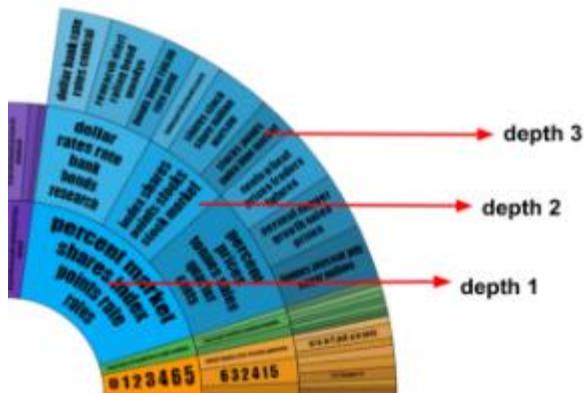
Use the “Topic Modeling” tab to discover clusters of words that frequently occur together to identify patterns.



Maximum Depth

Default: 3

The first discovered topics are at depth 1, child topics are at depth 2 and further. When the maximum depth is reached, no further calculations are performed. Calculations can already stop before that (for example, when child topics of the current level are too similar). In the example below, the maximum depth was set to 3. Calculation for the purple subtree was stopped at depth 2 and will not be processed any deeper.



Number of Child Topics at Root Node

Default: 20

The number of topics at depth 1. In the example above, this value is set to 5 topics.

Number of Child Topics at Node

Default: 3

The number of topics at any depth > 1. In the example above, this value is set to 3 topics.

Top Number of Documents

Default: 100% of the total number of documents in the project

The number of documents used in the calculation of the topic modeling. The documents are ranked based on their content value from high to low. Only the top documents with the highest content value are used for the topic modeling (content value of the document is the euclidean norm of the tf-idf vector before normalization: square root of sum of squares of tf-idf values).

Top Number of Terms

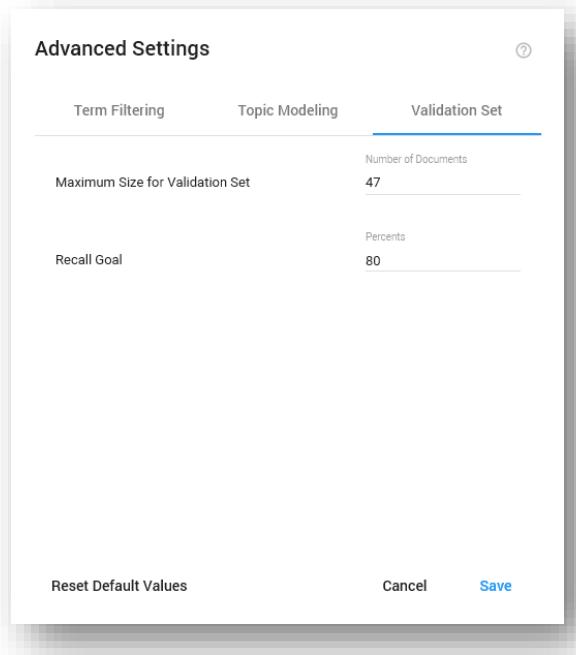
Default: 250.000

Number of terms that will be used for Topic Modeling.

Add additional filtering to the Top number of terms defined in the Term Filtering tab. This can be done if the value for this setting is lower than the number of dimensions in the tf-idf vector. The ranking of the terms is based on the sum of tf-idf values for a term in all documents.

Ranking is based on inverse document frequency: terms with a lower document frequency will be ranked higher.

Use the “Validation Set” tab to define the maximum size for the validation set and the recall goal. The recall goal is the stop condition for each issue in a project. Once the recall goal for an issue has been reached, the system can classify all remaining documents.



Maximum Size for Validation Set

Default: 1% of the total number of documents in the project

Size of the random sample in number of documents.

Recall Goal

Default: 80% recall

Define the stop condition for each issue in this project. When this goal is reached, the remaining documents can be classified by the system.

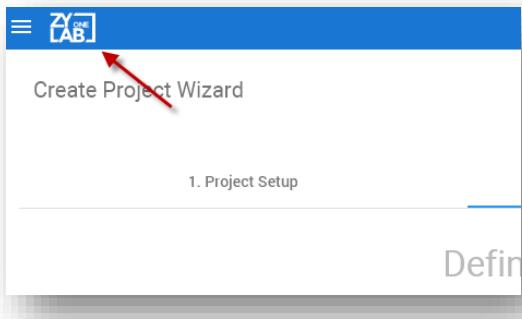
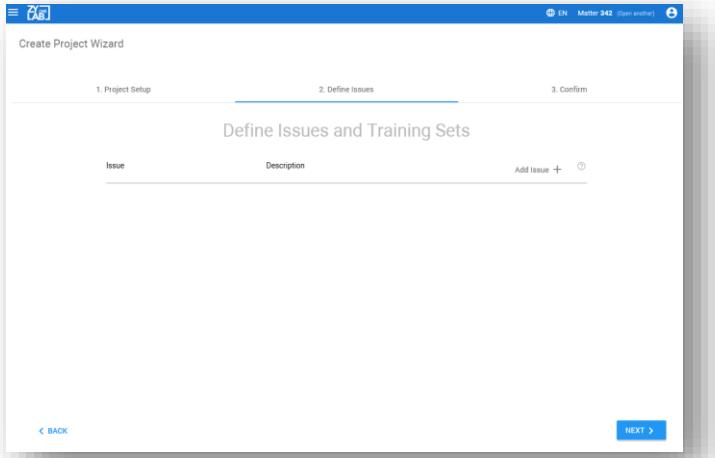
At any moment, you can Reset to the default values, stop with what you are doing by clicking the Cancel button, or Save your changes with the Save button.



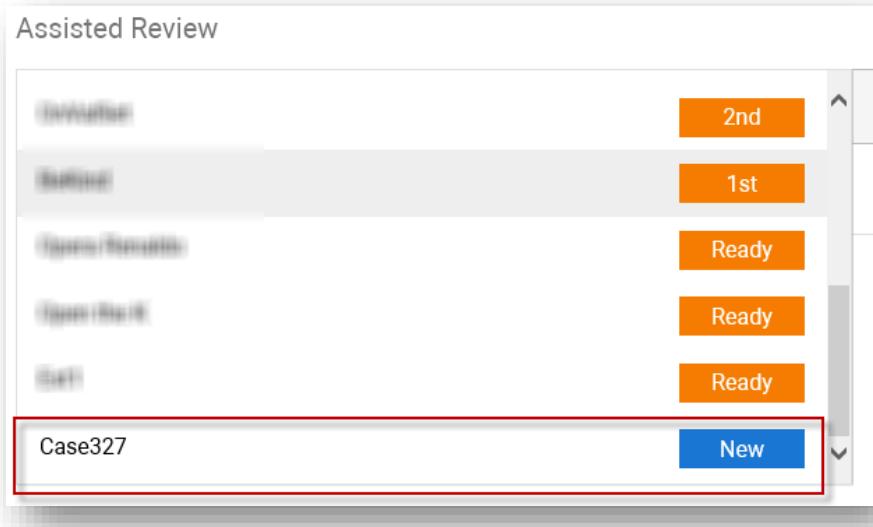
4. Select the Create button.

A screenshot of the ZyLAB Create Project Wizard. The top navigation bar shows 'Create Project Wizard' and 'EN'. Below it, there are three tabs: '1. Project Setup' (selected), '2. Define Issues', and '3. Confirm'. The main area is titled 'Define Project settings and Validation Set'. It includes fields for 'Project Name' (set to 'Reuters01'), 'Select Project Search Query' (set to 'Saved Searches'), and 'Select Query' (set to 'QUERY: dollar intervene (market AND bank...)'). There are two checked checkboxes: 'Use Topic Modeling' and 'Use Validation Set'. At the bottom right is a blue 'CREATE >' button, which is circled with a red oval.

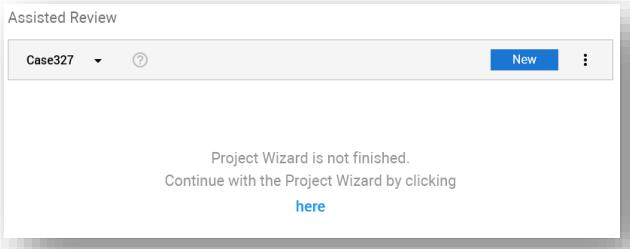
5. In step two of the Create Project Wizard: Define Issues you can continue or leave the wizard (click the ZyLAB Home button) and continue at a later moment.



6. The newly created project can be found in the project overview. Click on ▾ to view all projects. At this moment, no documents are added and classification has not been started yet.

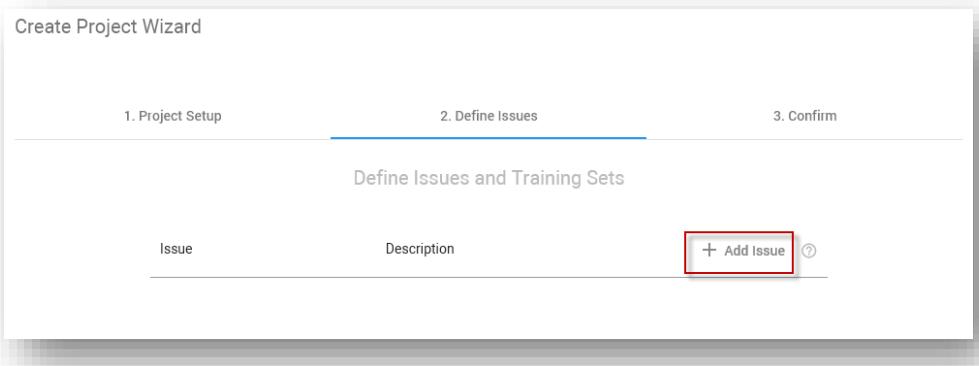


- Click on your project name and select “here” to continue with the wizard.



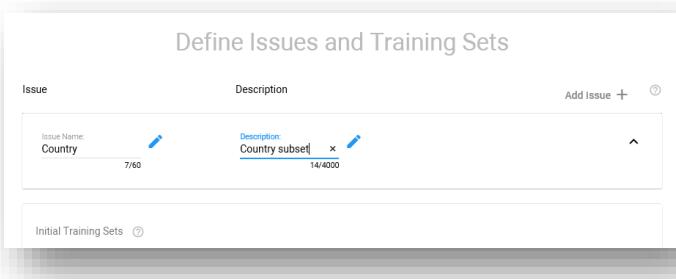
- Click **+ Add Issue** to define issues. The project defines the subset of documents, an issue defines/described the information need.

Note: You do not need to create an issue if you selected Topic Modeling in step 1. In that case, you can create issues in the Topic Modeling tab.

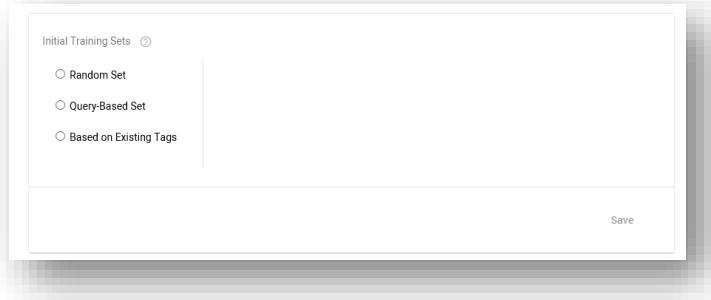


- Add an Issue Name and a Description.

For the Issue Name you can use a maximum of 60 characters, for the Description you can use a maximum of 4000 characters.

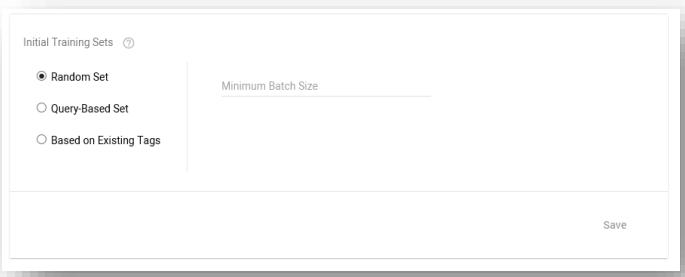


10. Define the Initial Training Set (this set will be used to start training of a new classifier).

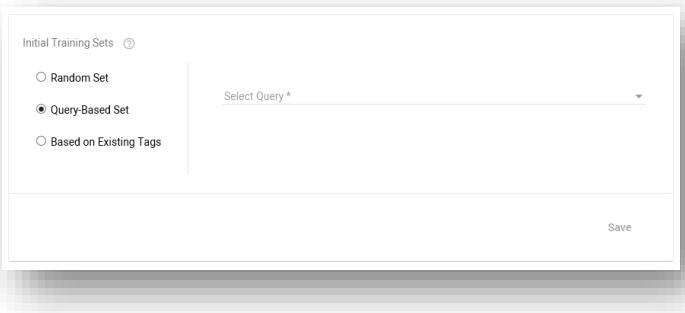


You can select:

A Random set, where you can define the minimum batch size (between 2 and 1000 documents).

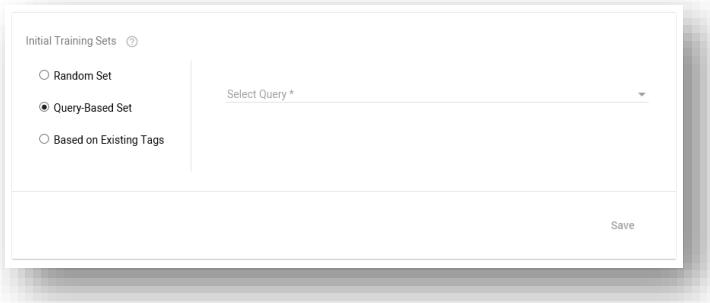


A Query-Based Set, where you select a search query that was saved in Legal Review.



Existing Tags, where you select saved queries from Legal Review for Responsive and Not Responsive documents (the system will take the batch size of random documents)

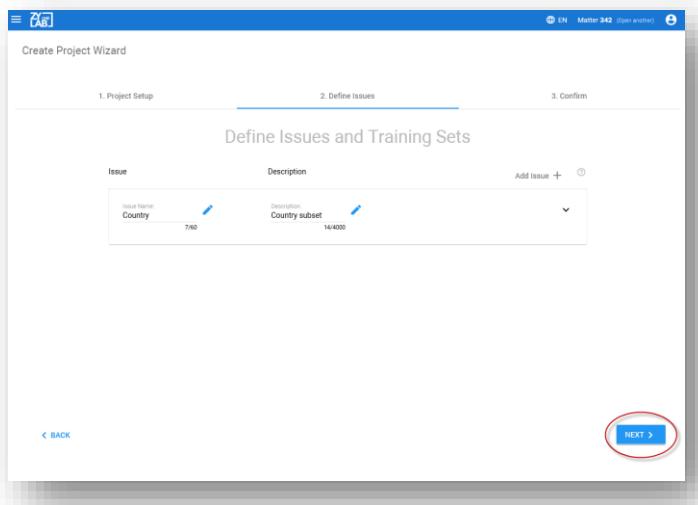
of the results of this query).



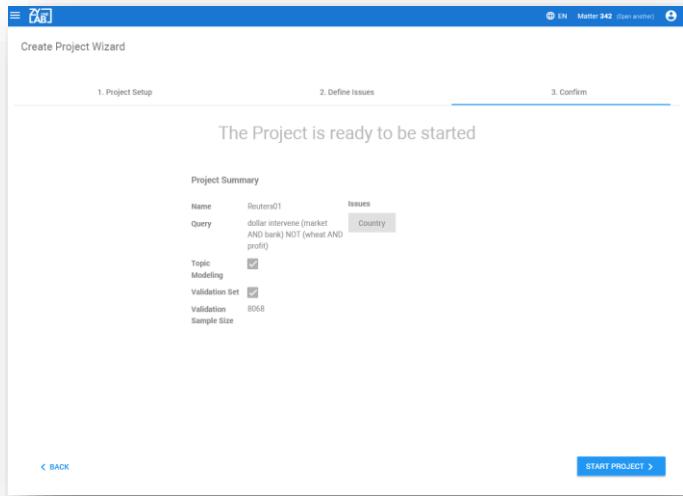
11. Click Save.



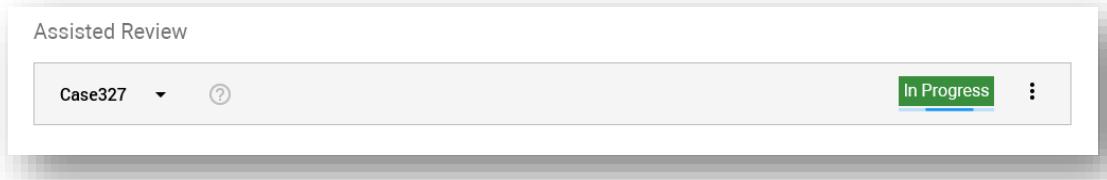
12. Click Next.



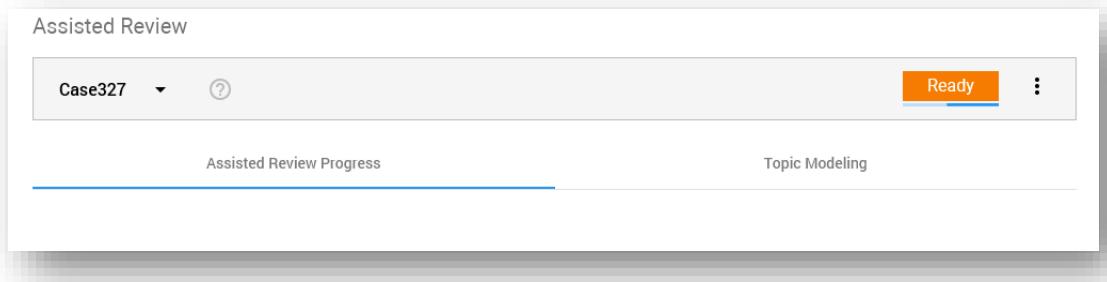
13. In step 3 of the Create Project Wizard: Confirm, review the Project Summary and click the Start Project button.



14. The classification process will be started. Your project will be In Progress. See the blue bar beneath the In Progress button, indicating that the project is running.

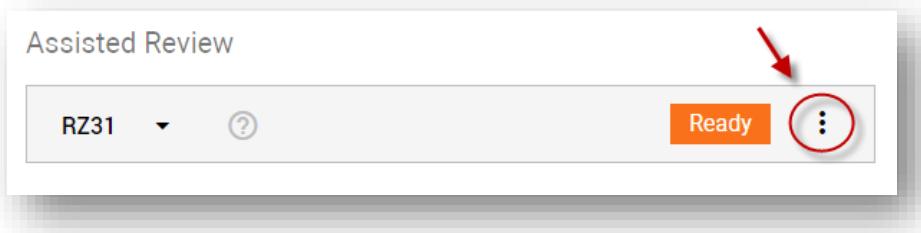


15. This can take some time. Please wait until the project will be Ready. Now the vector calculation process will be started. You can view the progress in the Assisted Review Progress tab. Until the blue bar has stopped moving, you can do nothing.



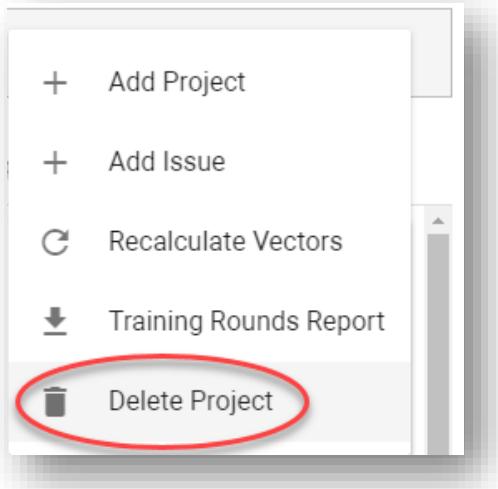
Delete Project

Once a project has been added, click ⚡ for all Project Actions.



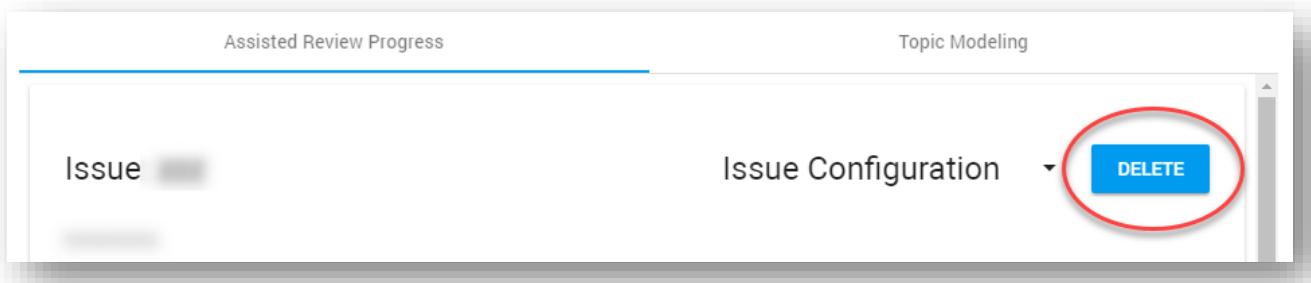
Click Delete Project to remove it.

All information from the project will be deleted, including issues/tags.



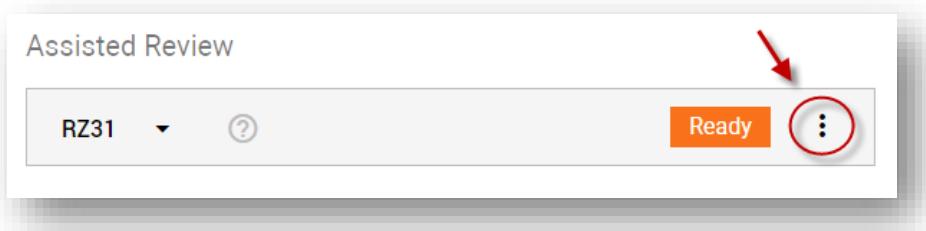
Delete Issues

In the Assisted Review Progress tab of a project, you can delete an issue.



Create Reports

Create a report of the project. Select and click Project Report or Training Rounds Report.



Project Report

Click Project Report to download a pdf report containing data about the project and general statistics about the classification process at the moment of the report request.

Training Rounds Report

Click Training Rounds Report to download a csv report containing data about the reviewed documents at the moment of the report request. The documents are listed by id number, document name, hash value, file type, issue name, responsiveness (Responsive/Not Responsive), training round number and reason (added, removed, changed).

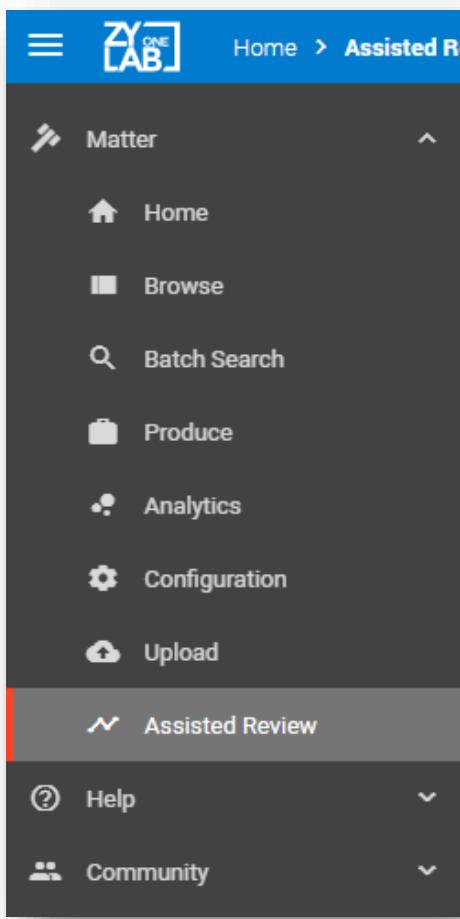
Validation Set

The Validation Set or Test Set is used to determine how well the classifier performs.

Select Use Validation Set when adding a project to Assisted Review (**note:** you cannot add a Validation Set to an existing project). All documents in this Validation Set will be reviewed by a human, preferably a Subject Matter Expert. The results of each new training batch, will be compared with the results of the Validation Set. Only when you have added a Validation Set to your project, the Recall Goal can be set and the Estimated Current Recall can be calculated.

Add a Validation Set to your Project

1. In the navigation panel of ZyLAB One, select Assisted Review.



2. Select **+ Add Project** (or, when other projects have been created already, select **⋮** and then select **+ Add Project**).

3. Define the Project Settings.

Define Project settings and Validation Set

Project Name:

0/300

Select Project Search Query ▾

Use Topic Modeling [?](#)

Use Validation Set [?](#)

Advanced

- Define a Project Name.
- Select the arrow next to Select Project Search Query, click Saved Searches and select the Saved Search for the data to include in this project. Or include All Documents from your matter.

0/300

Select Project Search Options

All Documents

Saved Searches

- Select Use Validation Set.
 - Click Create.
4. Define one ore more issues.
 5. Click Next.
 6. Review the project summary and click the Start Project button.
 7. The classification process will be started. The progress can be viewed in the Assisted Review Progress tab.

Validation Set Statistics

The screenshot shows the ZyLAB ONE Assisted Review interface. At the top, there's a navigation bar with 'Home > Assisted Review' and a 'Matter' dropdown. Below the navigation is a header with 'Assisted Review' and a progress bar indicating '5th'. The main area is titled 'Issue: [REDACTED]'. It contains several sections: 'Training Batch Status' (Completed: 93, To Do: 50), 'Training Statistics' (Precision for Recall Goal: 13.57%, Recall Goal: 80.00%, Estimated Current Recall: 0.00%), 'Training Results' (Responsive Documents Found: 8, Classified as Responsive: 324), and a 'Validation Set Status' section. The 'Validation Set Status' section is highlighted in red and features a large green arrow icon pointing upwards, labeled 'EXTEND SET'. It shows 'Completed: 7' and 'To Do: 290'. Below this is a 'Validation Set Results' section with two tables: one for 'Responsive' documents (0 (0.0%)) and one for 'Not Responsive' documents (7 (100.0%)). A 'DELETE' button is visible in the top right corner of the validation set status panel.

Validation Set Status

Completed

Total reviewed documents (Responsive or Not Responsive Assisted Review tag applied) of the Validation Set for this issue.

To Do

Total *not* yet reviewed documents of the Validation Set for this issue

Extend Set

You can extend the Validation Set. Please review the Validation Set completely before extending it. Extend Set will extend Validation Sets for all project issues.

Click Extend Set and click OK. The size of the Validation Set will be extended with 10% of the current Validation Set (with a minimum of 50 documents). Click Extend Set again to add another 10%.

Validation Set Results

Responsive

Documents of the Validation Set with Responsive Assisted Review tag applied.

Not Responsive

Documents of the Validation Set with Not Responsive Assisted Review tag applied.

Precision for Recall Goal

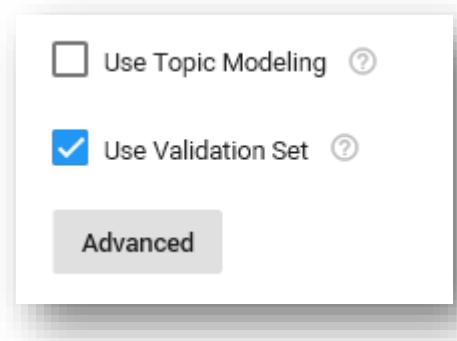
Precision value for the user-defined recall goal in precision recall curve on Validation Set.

Stop Condition related to Recall Goal

The Recall Goal is the user-defined goal (stop condition). It is the desired amount (percentage) of responsive documents you want to find in the whole project.

Define the Recall Goal

- Create a project in Assisted Review with a Validation Set.



- Click the Advanced button and select the Validation Set tab.
- Define the desired percentage you want the classifier to achieve.

A screenshot of the 'Advanced Settings' dialog. At the top, there are two tabs: 'Term Filtering' and 'Validation Set'. The 'Validation Set' tab is selected and highlighted in blue. Below the tabs, there are two sections. The first section, 'Maximum Size for Validation Set', has a text input field with the placeholder 'Number of Documents' and a note below it stating 'valid range: [2, 2366]'. The second section, 'Recall Goal', has a text input field with the placeholder 'Percents' and a note below it stating 'valid range: [1, 100]'. Both input fields are currently empty.

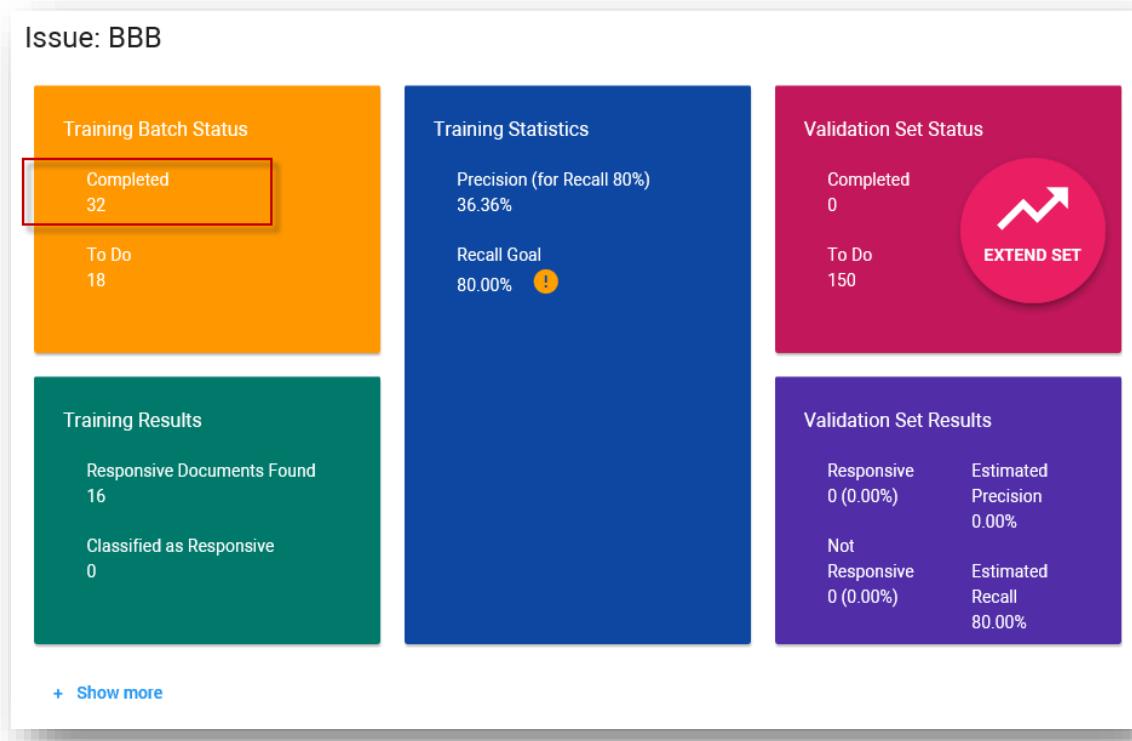
Assisted Review Progress

Conditions

Monitor your progress.

Instructions

- When you have completed the first batch, you can view that in the Assisted Review Progress tab.



- Completed**

Total reviewed documents (Responsive or Not Responsive Assisted Review tag applied), for the Training Batch Status and Validation Set Status.

- To Do**

Documents that were not reviewed with Assisted Review tag, for the Training Batch Status and the Validation Set Status.

- Responsive Documents Found**

Documents with Responsive Assisted Review tag applied, excluding validation set. If you request a new training batch, ToDo will only be reset and a new training batch will only be calculated when:

- At least the number of documents specified in the wizard by initial training set size, are reviewed.
- The reviewed documents contain at least a Responsive and a Not Responsive document.

- **Classified as Responsive**

Documents that are classified as responsive by the last trained classifier.

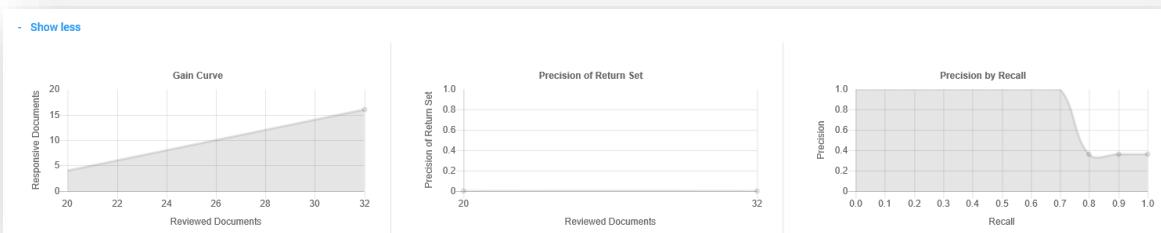
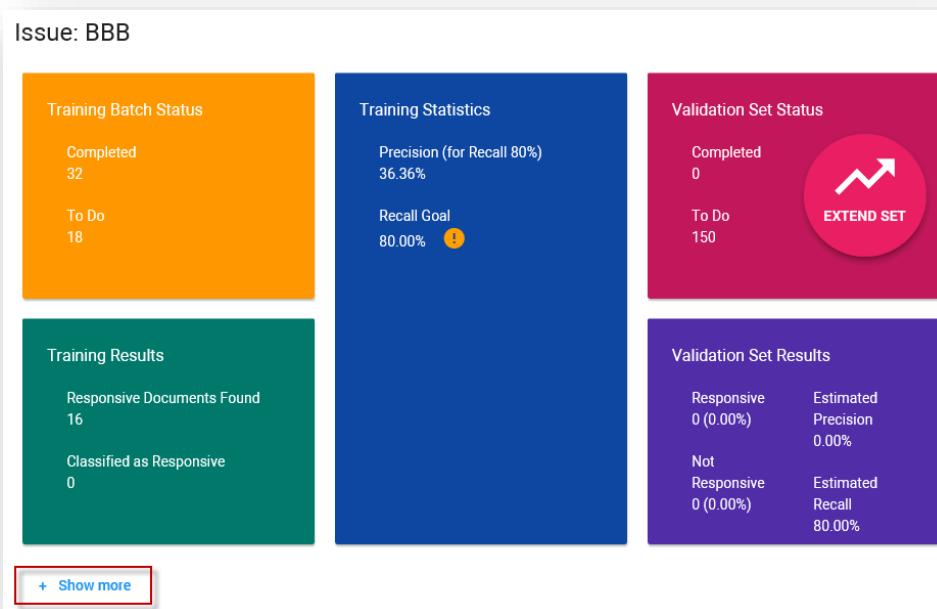
- **Precision and Recall Goal**

Precision is a measure of result relevancy, while recall is a measure of how many truly relevant results are returned. High scores for both precision and recall show that the classifier is returning accurate results (high precision), as well as returning a majority of all positive results (high recall).

When all documents are reviewed, but the issue is still not ready for training (for example, only responsive documents or only not-responsive documents), new documents will be added to be reviewed, equal to the requested iteration size.

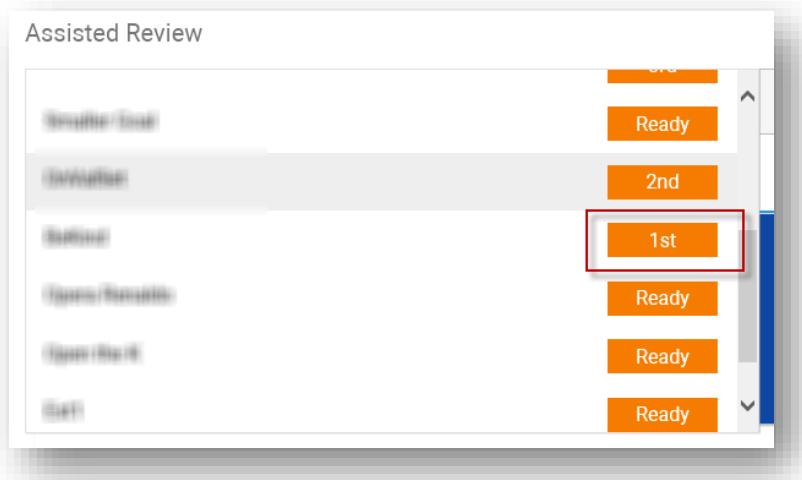
- You can extend the Validation Set. Click **Extend Set** and click OK. The size of the Validation Set will be extended.

2. Click Show more to view the statistics.

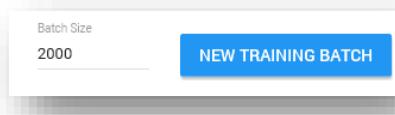


3. In the Project list, you can see in which round you are. The next round starts when you create a new batch by clicking “Next Review Batch” and ends when the documents of the batch are

reviewed in Legal Review.



4. Define the Batch size for the next batch, and click the New Training Batch button.



5. Wait until the new training batch is created and continue.
6. Once you have reached the recall goal, click Classify Remaining. All remaining documents will be classified by the system.



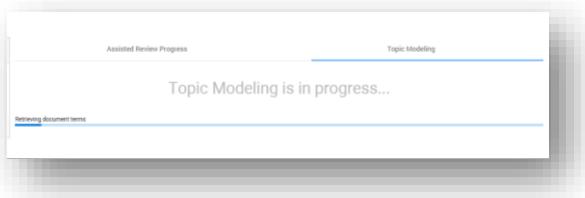
Topic Modeling

Conditions

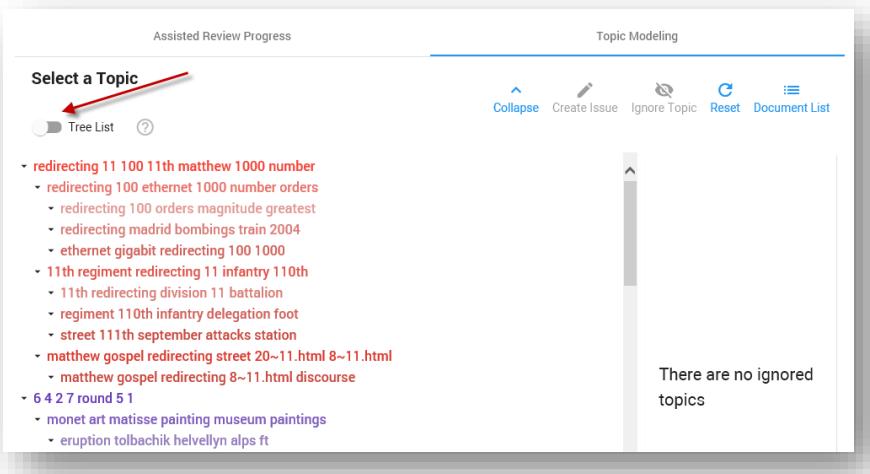
Use Topic Modeling as a first exploration of the data set.

Instructions

1. In the Topic Modeling tab you can see the progress of calculation of topic models/clustering retrieving the document terms.



2. When this is finished, you can view your results in a Tree List.



Select a Topic

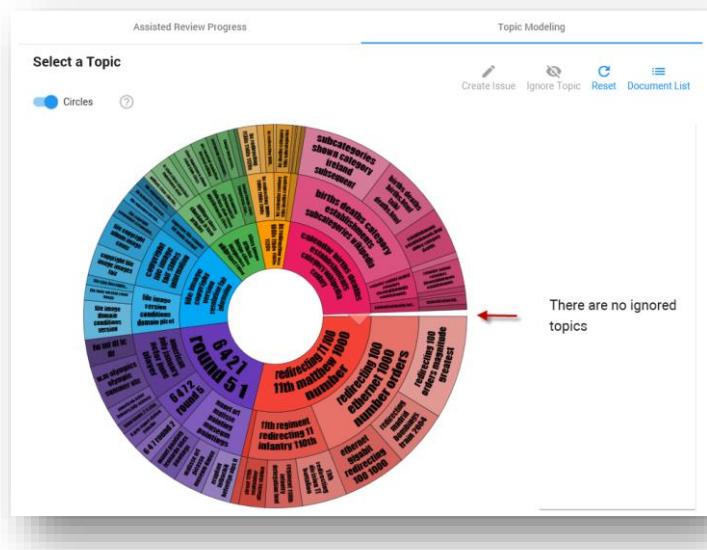
Tree List

Topics:

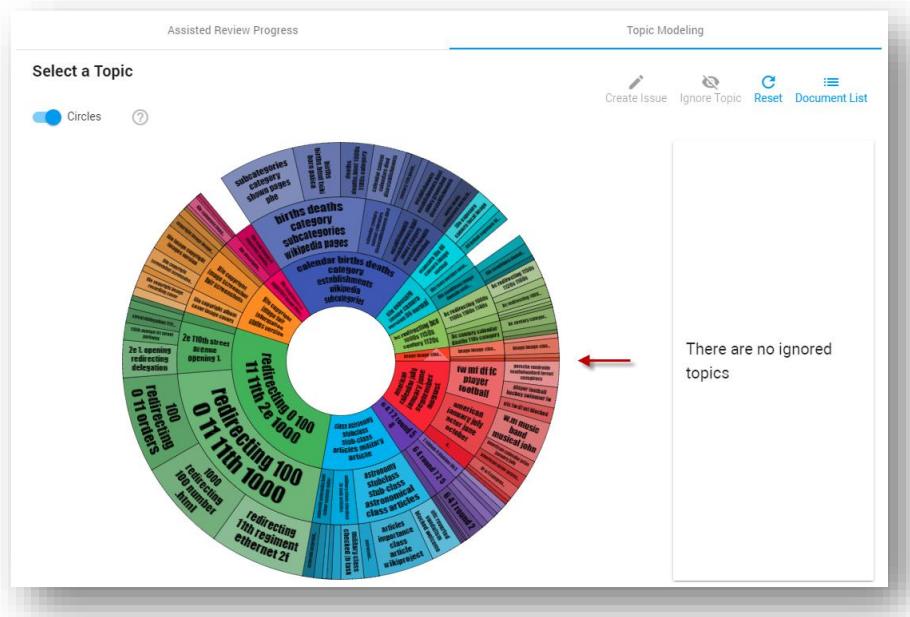
- redirecting 11 100 11th matthew 1000 number
 - redirecting 100 ethernet 1000 number orders
 - redirecting 100 orders magnitude greatest
 - redirecting madrid bombings train 2004
 - ethernet gigabit redirecting 100 1000
 - 11th regiment redirecting 11 infantry 110th
 - 11th redirecting division 11 battalion
 - regiment 110th infantry delegation foot
 - street 111th september attacks station
 - matthew gospel redirecting street 20~11.html 8~11.html
 - matthew gospel redirecting 8~11.html discourse
 - 6 4 2 7 round 5 1
 - monet art matisse painting museum paintings
 - eruption tolbachik helvellyn alps ft

3. Or in a Circle.

Click the Arrow for more topics.



4. Click the Arrow again to go back to the first Circle View.

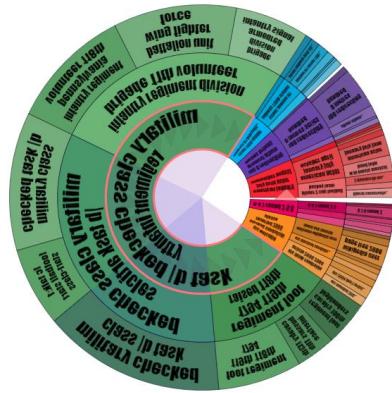


5. Double click on a topic to visually expand it.

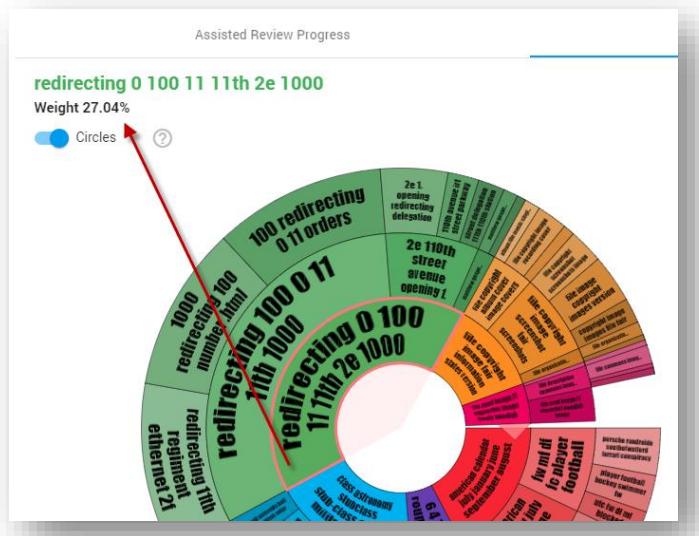
Before



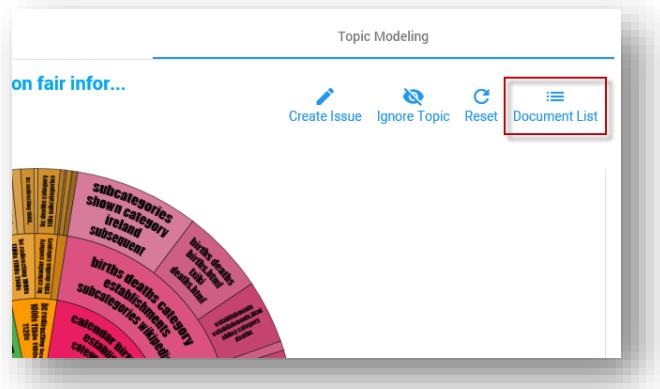
After



6. Select a Topic. Look at the weight of the selected topic (terms). This indicates the relative proportion of the number of documents within this topic compared to his siblings in the Circles or Tree List.



- To view the documents that are most characterized by the selected topic, select **Document List**. Top terms are highlighted.



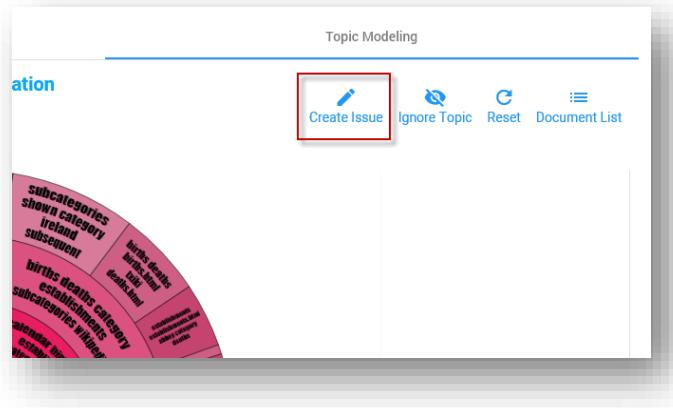
- Now you can start reviewing. Tag documents as responsive or not responsive. You can also use all other review features. In the first round, you need to review all documents before you can continue with the second round.

The screenshot shows the ZyLAB ONE 6.9 Review Status interface. At the top, there are search filters for 'Saved Searches', 'Save Query', 'Clear', 'View as' (grid or list), and a search bar. Below that are dropdowns for 'Search by' (set to 'Tags') and 'Review Status' (set to 'NOT REVIEWED'). A 'Sort by' dropdown is also present. The main area is titled 'Search Results' and shows 'Documents: 675 / Families: 675'. The table lists 15 documents, each with a checkbox, a preview icon, a file name, a 'Review Status' column (all listed as 'NOT REVIEWED'), and a 'Custodian' column (all listed as 'sef'). The document names include '1.1_75_(28mm)_gun_1255.html', '11001001.html', '110_film.html', '1171_Production_Group_8d8f.html', 'Image~1.09_Brain_Drain.jpg_33f3.html', 'Image~1.10_Substitutes.jpg_8de1.html', 'Image~1.11_Chain_of_Command.jpg_721a.html', 'Image~1.22.03Acoustic_cover.jpg_beae.html', 'Image~1.5.07_v1.4.jpg.html', 'Image~1.5_stars.svg.html', 'Image~11.02-06_2124.jpg.html', 'Image~1.festivalvallenatoonaate.png.html', and 'Image~1.jpg.html'. At the bottom right, there are page controls for 'Page Size' (set to 50), '1 of 14', and navigation arrows.

- When you have tagged all documents in the batch, return to Assisted Review. Refresh or click F5 to see your progress in the Assisted Review Progress tab.

Create an Issue from Topic

- To minimize the number of documents you need to review, you can create another issue, based on a topic. To create an issue based on a selected topic, click the Create Issue button.



- Create an issue. For more information about the settings, click 

Create Issue from Topic 

Topic Label
government press company power digest minister india

Topic Id
3

Issue Name _____ **0/60**

Issue Description _____ **0/4000**

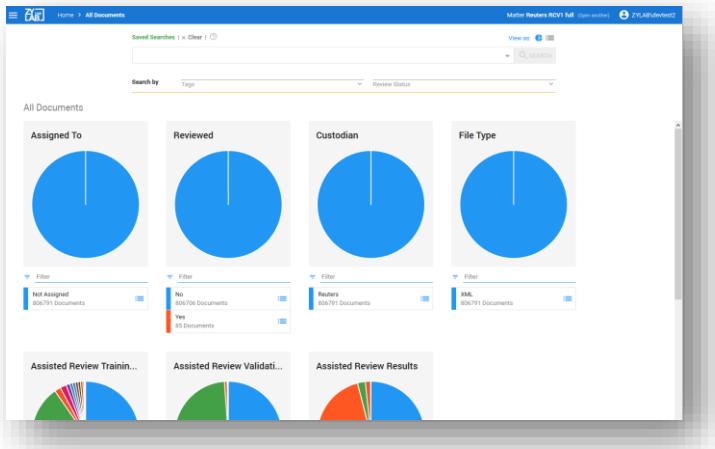
Batch Size _____ Number of Documents _____

Cancel **Save**

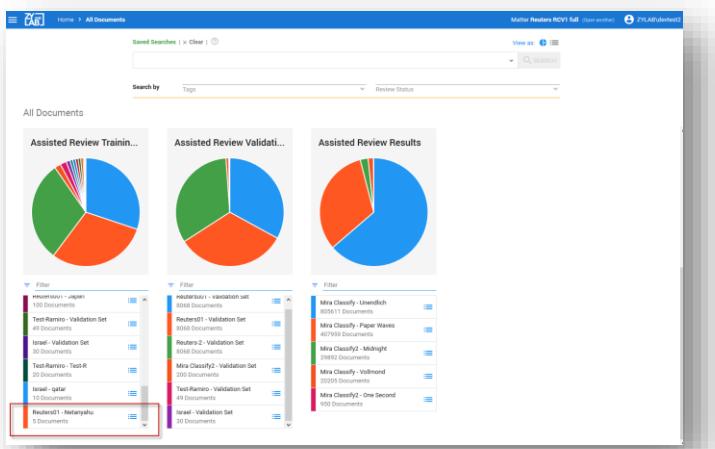
- Topic Label**
Topic on which you want to base your new issue.
- Topic Id**
Identification number of the topic.
- Issue Name**
The new issue name.
- Issue Description**
A description of the new issue.
- Batch Size**
Size of the Initial Training Set. Select a value between 2 and 1000.

ZyLAB ONE 6.9 Manual

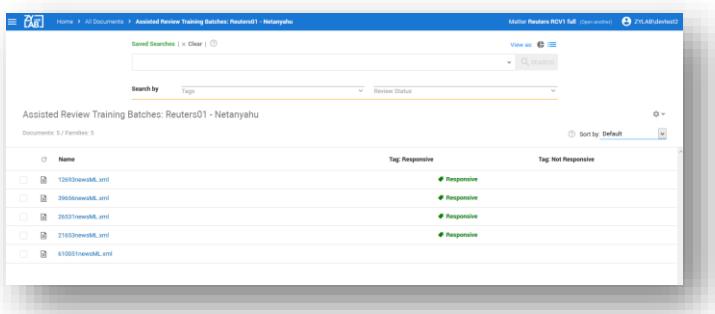
3. Click Save.
4. Go to Legal Review (via the navigation bar), and go to Facets.



5. Scroll down to Assisted Review Training Batches, and select the correct issue.



6. Switch to the Document List and start Reviewing.



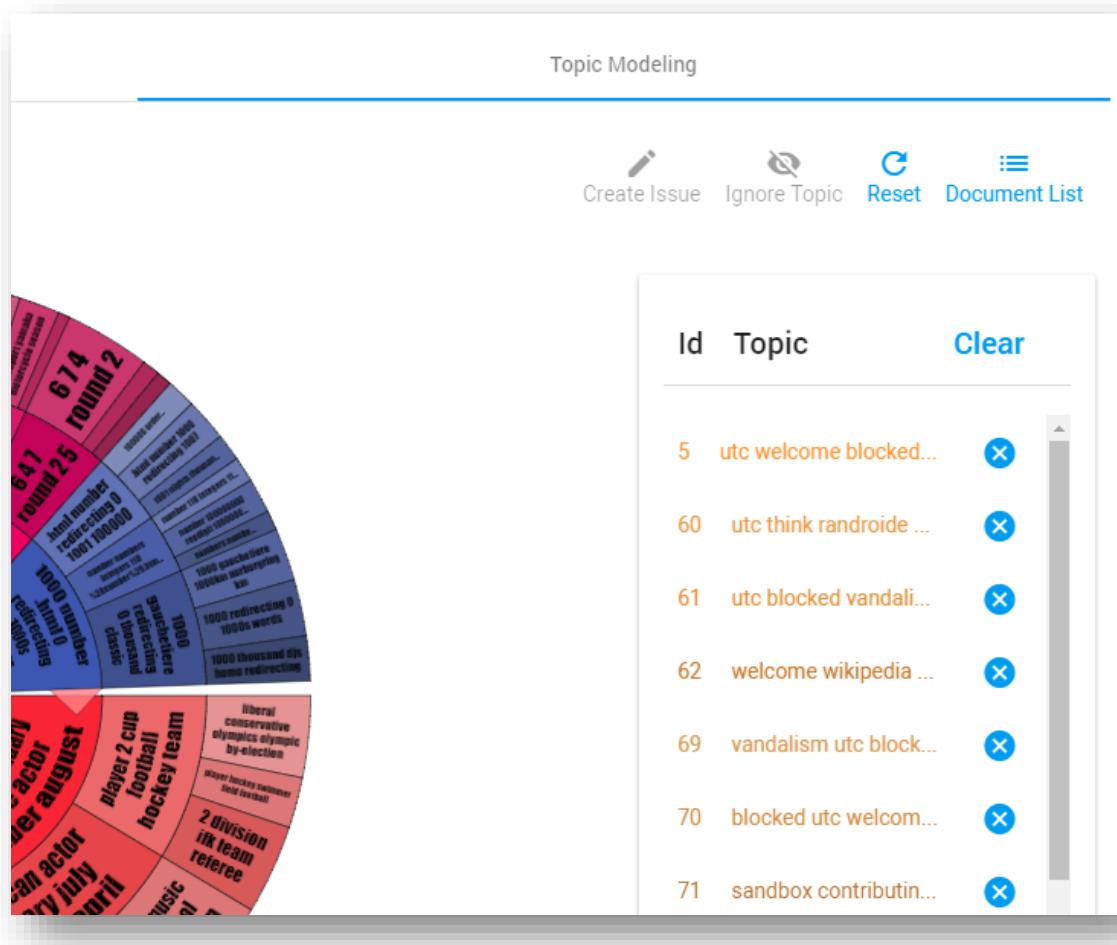
7. Use the tags that were created for this training batch.
8. When you have tagged all documents in the batch, return to Assisted Review. Refresh or click F5 to see your progress in the Assisted Review Progress tab.

Ignore Topic

1. To prevent not relevant topics from dominating the visualization, ignore them. Select a topic.



2. Click **Ignore Topic**

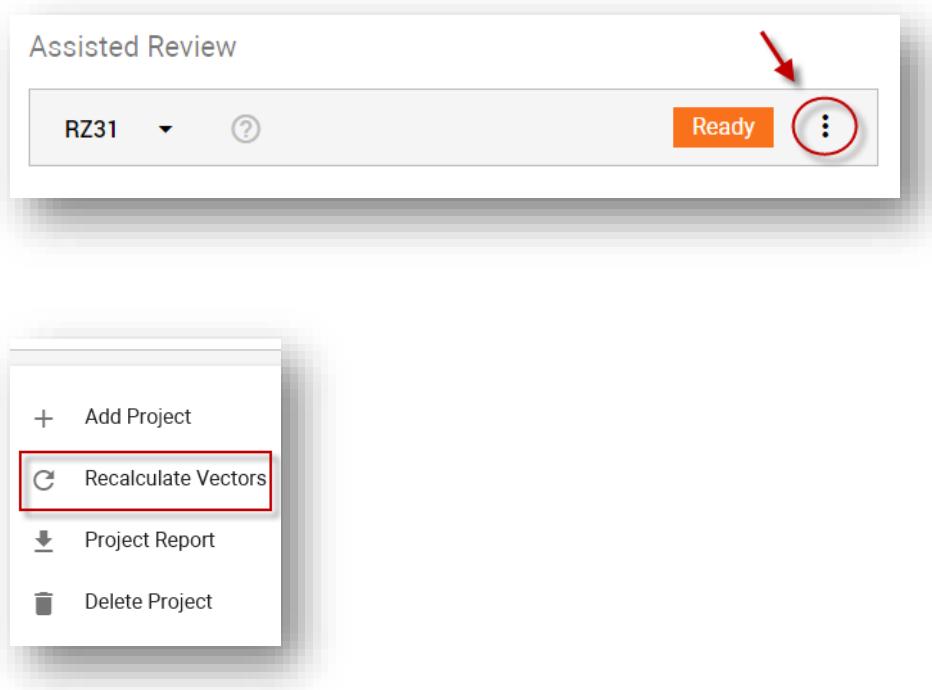


3. Click to add one ignored topic to the visualization again.
4. Click **Clear** to add all ignored topics to the visualization again.



5. Click **Reset** to add all ignored topics to the visualization again, and return to the original visual state (for example, after double clicking a topic to expand it visually).

Recalculate Vectors



Text documents are converted to a document vector representation suitable for the classifier.

New documents might be added to the matter on which your project was based. To ensure these documents can be used by the Assisted Review process, document vector representation needs to be recalculated.