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## LOG IN

- 1. Open the invitation email you received to join ZyLAB ONE.
- 2. Follow the instructions to register and/or log in.
- 3. ZyLAB ONE will open on the **Select Matter** page.
- 4. Select the matter you are going to work on.
- 5. Save the ZyLAB ONE website as a favorite. Next time, go to your favorites to log in.

**Note:** You might not have access to all features. This depends on the role that has been assigned to you.



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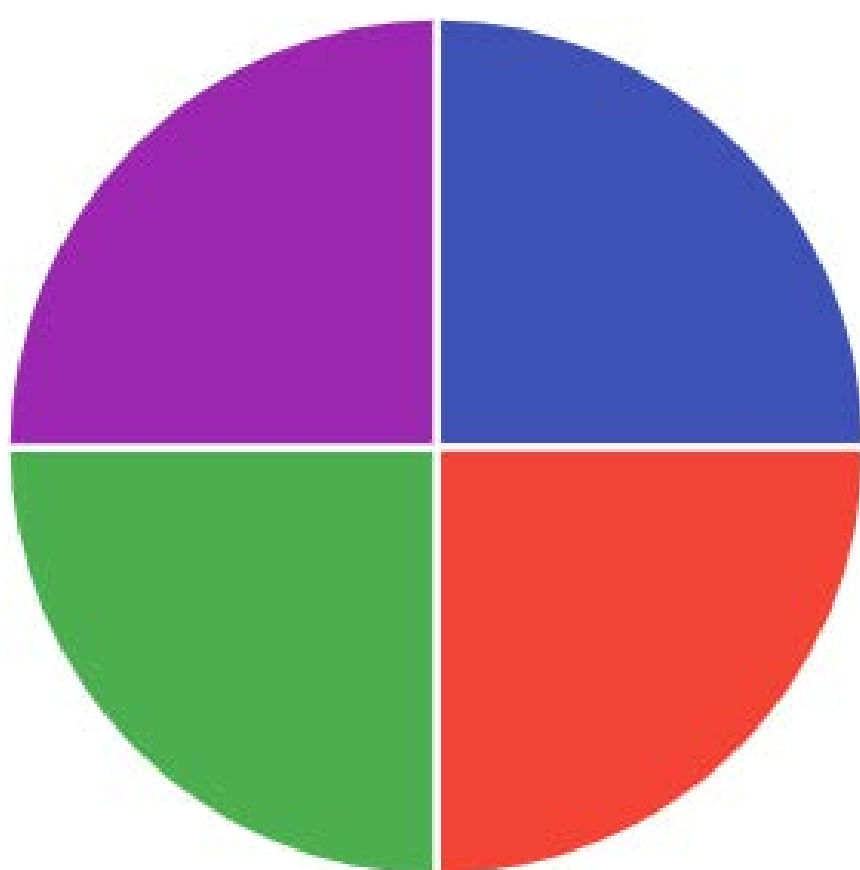
## UPLOAD

- 1. On the **Home** page, select **Upload**
- 2. Click
- 3. Click File upload
- 4. Drag-and-drop files/folders or select them.
- 5. Set **Custodian/Source**.
- 6. Click **Next**.
- 7. Define the **Upload Name** and click **Start**.
- 8. View the status and progress of all uploads.

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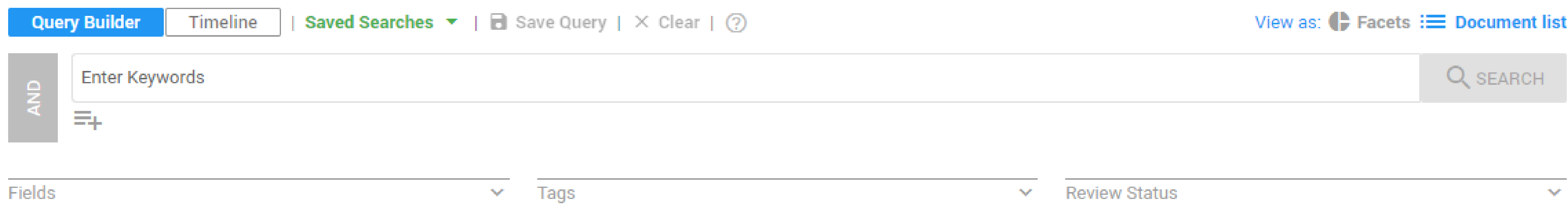
## BROWSE

- 1. On the **Home** page, select **Browse**
- 2. Navigate through the data set by clicking the facets (pie charts).
- 3. View more or less facets with **Expand All** or **Collapse All**. You can also filter for a specific facet.
- 4. Click on the **Document List** icon to go directly to all the files of a specific facet selection.



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## SEARCH



- 1. On the **Home** page, select **Browse**
- 2. Enter keywords in the search box.
- 3. Combine with search operators (for example: AND/OR).
- 4. Select **Query Builder** to add (nested) subqueries with
- 5. Combine with none, one or several **Fields, Tags** and/or **Review Status** (see bottom row of image above).

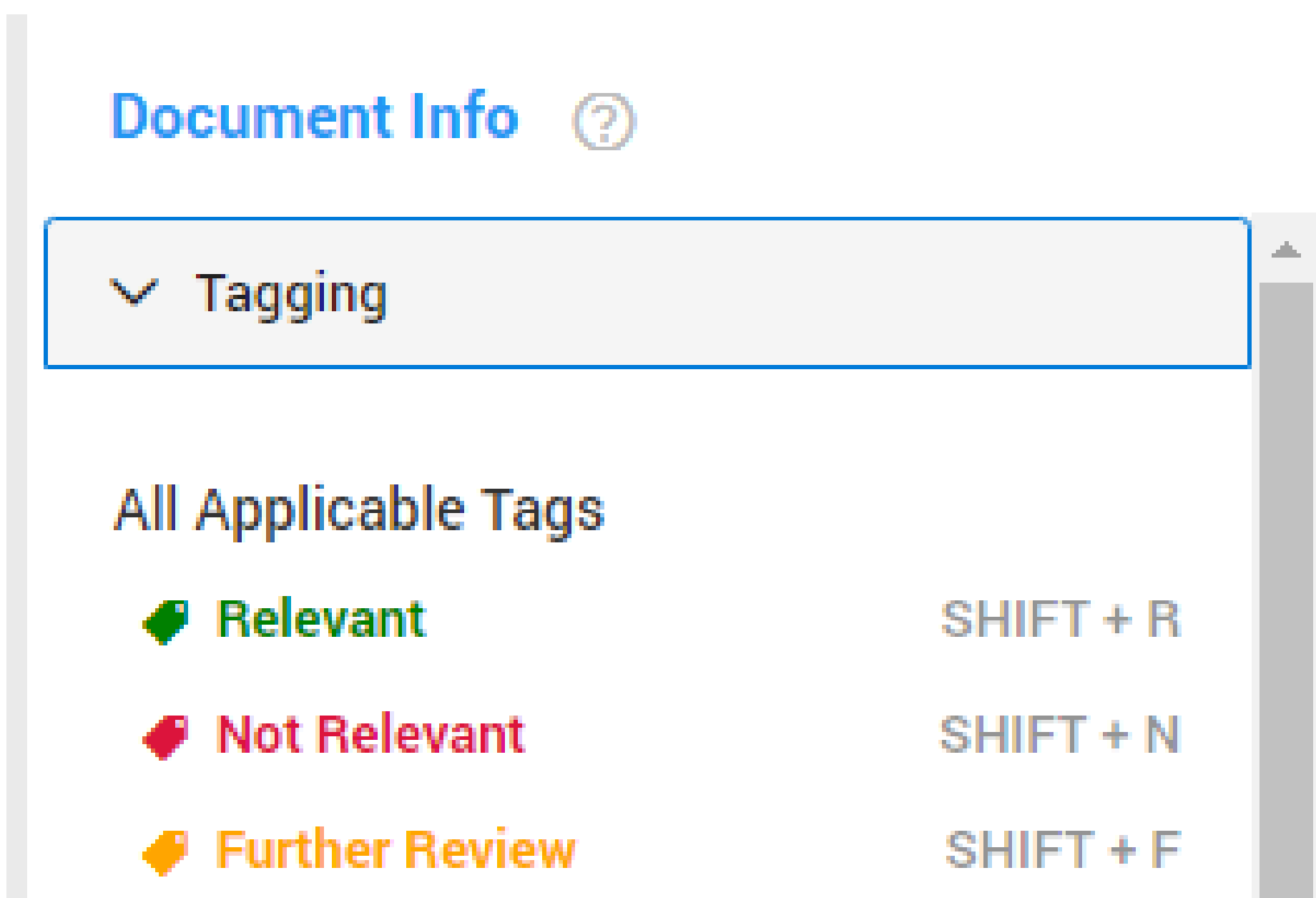
- 6. Click
- 7. Save queries so you can use them again.
- 8. At any time, switch from **Browse/Facets** to **Document List**: [View as: Facets Document list](#)

**Note:** Searches (and search operators) are not case-sensitive. A search for DOC returns Doc, dOc, dOC, etc.

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## TAG

- 1. Switch from **Browse/Facets** to **Document List**
  - 2. Click on a document to open it in **Document View**.
  - 3. Select one or more tags you would like to apply to this document. After selecting one tag, more related tags can appear.
- Note 1:** You might not have permission to use (all) tags.  
**Note 2:** You will be notified of tagging errors or conflicts.  
**Note 3:** Use **Bulk Tagging** to tag multiple documents at once.



DISCOVER MORE OF ZyLAB ONE ON [DOCS.ZYLAB.COM](https://docs.zylab.com)





MULTIPLE WORDS

With operators AND, OR, NOT, W/n, n of {subquery1, subquery 2, ...}

Query	Results Explained
computer program	First word immediately followed by second word
computer and program	Both words are present, in no particular order/location
computer or program	At least one word is present
computer w/2 program	Both words must be present, within 2 words from each other
computer and not program	First word must be present, second word must not be present
3 of {blue, red, green, yellow, purple, black}	At least 3 or more words, from the list between the {} brackets, are present



TIPS & TRICKS

- In **Document View**, press Ctrl+F to search within a document. Hits are highlighted in pink.
- Avoid queries like \*co\*. Be specific.
- Use the ? wildcard instead of \* for more accurate results.
- Hyphenated versions of search terms are also found. For example, query 'email' also finds 'e-mail'



FUZZY SEARCH

Allow 1 to 4 characters to be misspelled

Query	Result Examples
computer~1	computer, compute, commuter, etc.
computer~2	computer, compute, commuter, computw, comput, etc.



EMAIL ADDRESSES

Query	Results Explained
j.doe@company.com	Matches a single email address
*@company.com	Matches all email addresses from one company/domain



WILDCARDS

Replace missing and/or misspelled characters

Wildcard	Results Explained
*	Matches zero or more characters. For example: <ul style="list-style-type: none"><li>• *most returns: most and/or almost</li><li>• ch*ter returns: charter, character, chapter</li></ul>
?	Matches a single character. For example: <ul style="list-style-type: none"><li>• wom?n returns: women and/or woman</li><li>• 60? returns: 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 60a, 60b, 60c, 60d, etc.</li></ul>



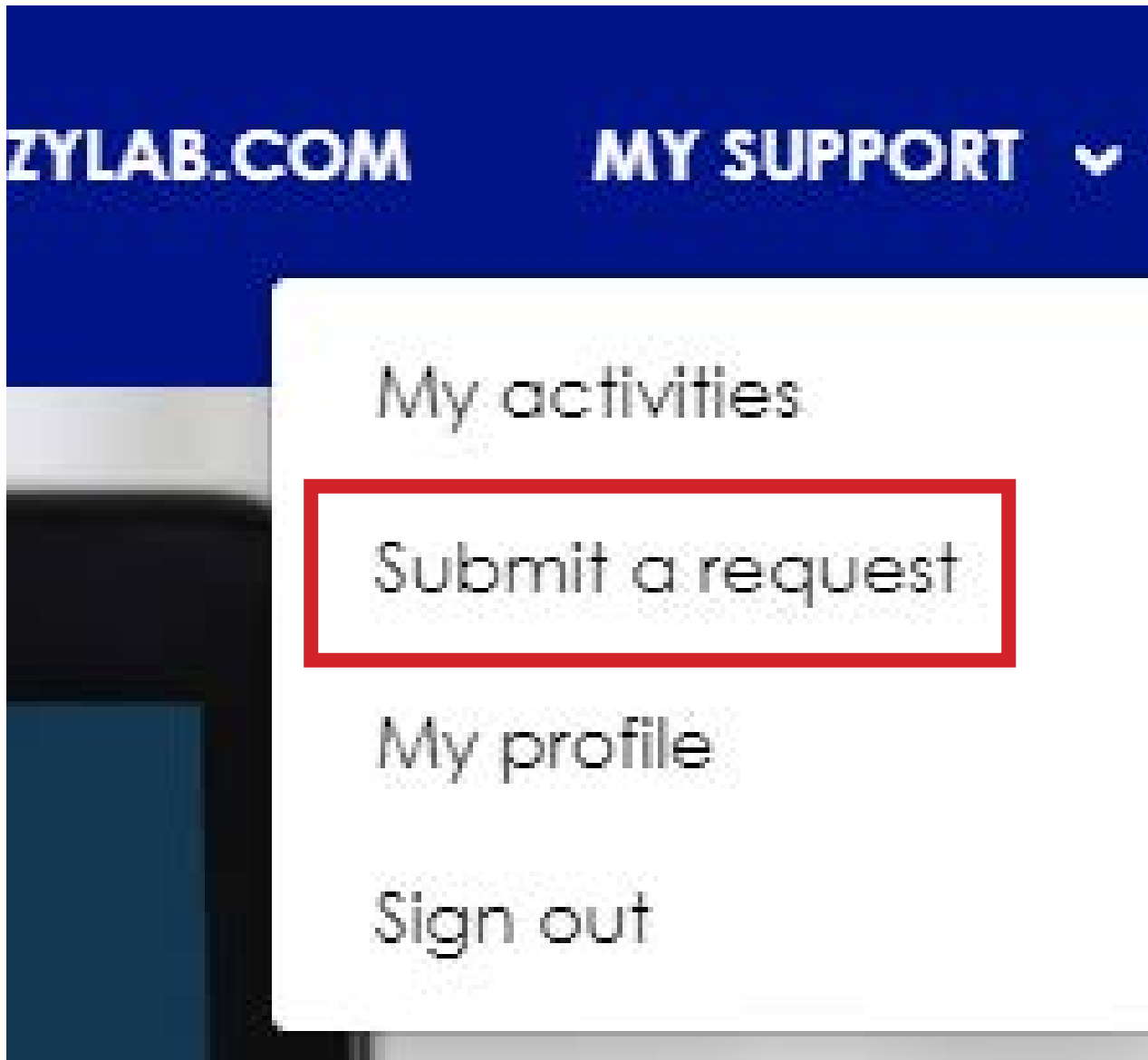
EXPERT SEARCH

- Become a search expert: Go to docs.zylab.com and select Search. Select the **ZyLAB ONE Search Language Guide** link.
- Boost your search with Artificial Intelligence. Use **Assisted Review** for a thorough and efficient analysis of your data and find everything. For more information, go to docs.zylab.com, scroll down and select Assisted Review.



EXPERT ASSISTANCE

1. Sign in to <https://help.zylab.com>
2. In the upper right corner, expand the **My Support** menu.
3. Select **Submit a request**.
4. At a minimum, define the subject, description, priority and matter name.



5. Keep colleagues informed by adding their email addresses in the CC field.
6. Add attachments like screenshots or log files, if you have them.
7. Click **Submit** to save your Support Ticket.

An alert will be sent to our SaaS team; they will follow up on your request.