



# ZyLAB ONE 6.9

## What's New

ZyLAB ONE 6.9 - What's New  
For more information, please refer to <https://docs.zylab.com>

[Contact.](#) [Help.](#) [Training.](#) [Documentation.](#)

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, resources and a knowledge base.

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

For our latest, most 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.

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# ZyLAB ONE 6.9 - What's New

In this ZyLAB ONE 6.9 - What's New guide we shortly describe the new features that have been added since version 6.0 (on premise). For a more detailed description, please refer to the ZyLAB ONE 6.9 Manual.

All information in this guide (and more) can be found on the Documentation Portal:  
<https://docs.zylab.com>

Please note that the information on the Documentation Portal is continuously updated and might not reflect the ZyLAB ONE 6.9 On Premise release.

# General

## Create Matter

You can now select a Matter Template and the Matter Processing Rules when creating a Matter.

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

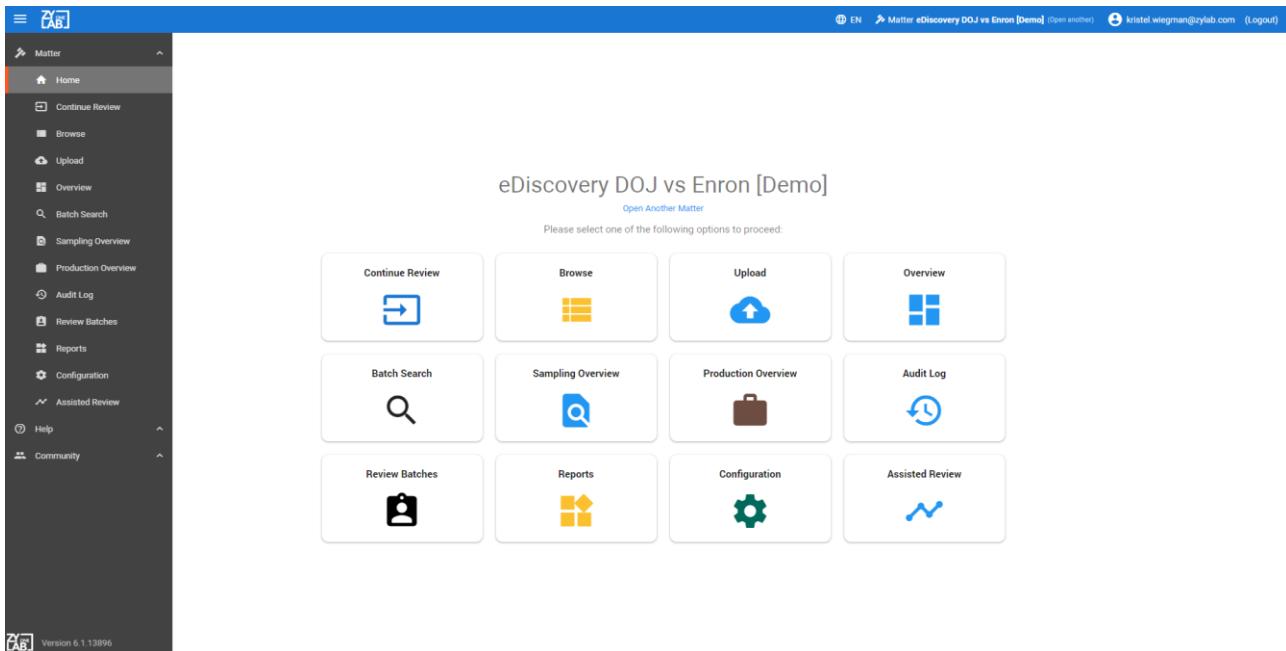
The screenshot shows the 'Create Matter' dialog box. It has a title bar 'Create Matter'. Below it, there is a 'Matter name:' field containing 'Test Matter'. To the right of this field is a character count '11/50'. Below the name field is a 'Matter Template' dropdown menu showing 'eDiscovery\_EU'. To the right of the dropdown is a help icon (a question mark inside a circle). Below the template selection is a 'Matter Processing Rules' dropdown menu showing 'eDiscovery\_OCR'. At the bottom of the dialog are two buttons: 'CANCEL' on the left and 'SAVE' on the right.

- Define a Matter Name.
- Select a Matter template.
  - eDiscovery\_EU
  - eDiscovery\_US
  - FOIA\_US
  - IMPlatform
  - latest
  - latest\_tar
  - Platform\_Information\_Management
  - Wob
  - ZyLAB\_ONE\_Information\_Management

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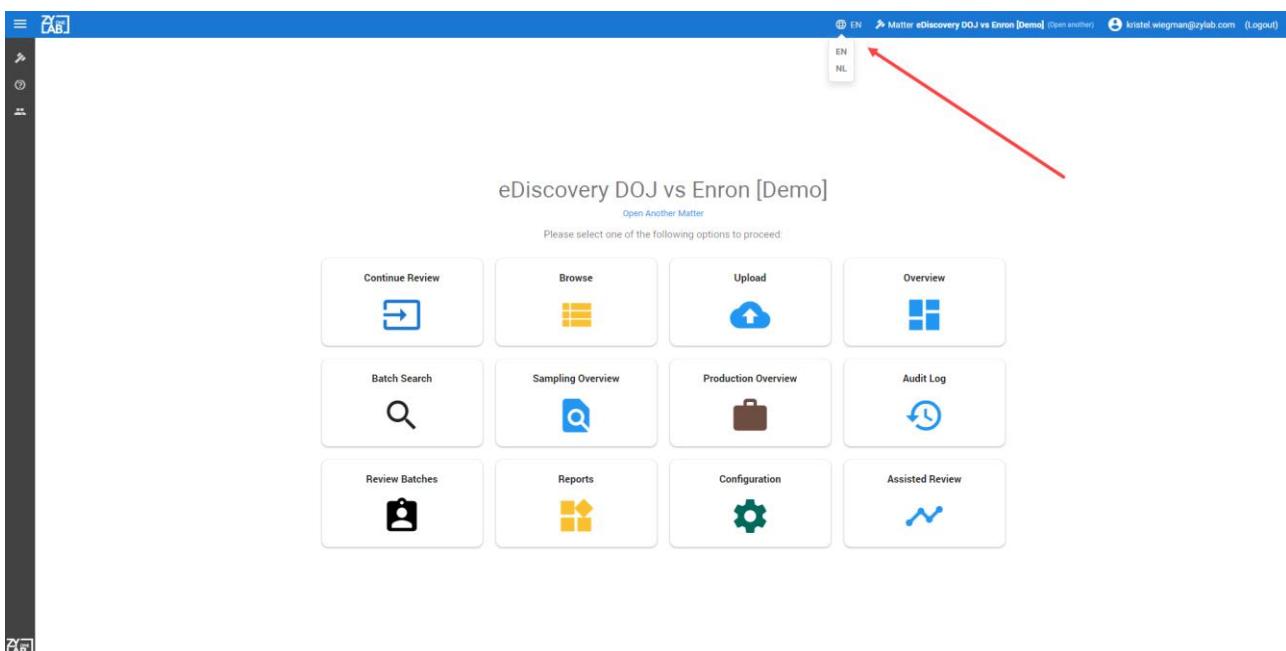
- Select a Processing Rule.
  - eDiscovery\_NoOCR
  - eDiscovery\_NoOCR\_NoDedup
  - eDiscovery\_OCR
  - eDiscovery\_OCR\_AudioSearch
  - eDiscovery\_OCR\_AudioSearch\_NoDedup
  - eDiscovery\_OCR\_NoDedup
  - eDiscovery\_OCRTesseract
  - eDiscovery\_OCRTesseract\_AudioSearch
  - eDiscovery\_OCRTesseract\_AudioSearch\_NoDedup
  - eDiscovery\_OCRTesseract\_NoDedup
  - IM\_Add\_On
  - IM\_Add\_OnTesseract
  - IndexAll
- Click Save.  
Open your newly created matter from the Select Matter screen.  
**Note:** New matters are always displayed in the top left corner as matters are sorted on last created date.

## Menu Synchronized



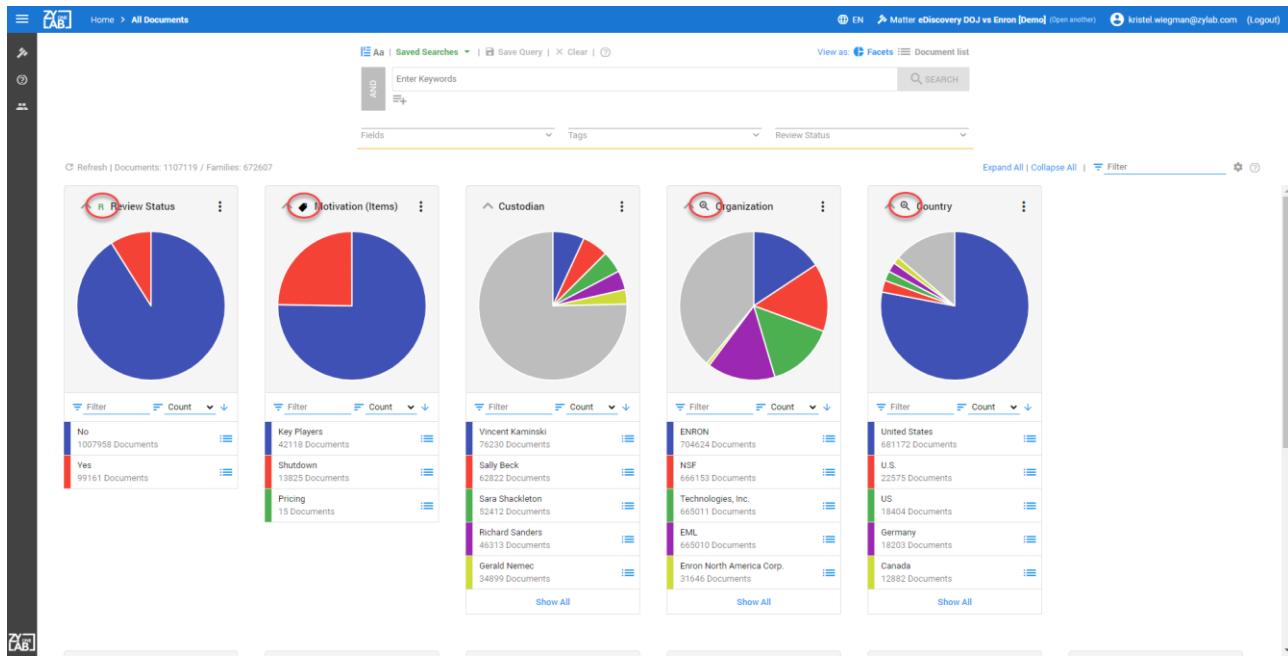
The menu on the left hand side is synchronized with the tiles on the Home page. This makes it easier to finds the main features via the menu. Select the **Matter** icon  in the menu to view all features.

## Select Language



Select the English, Dutch or German user interface language to navigate in your prefered language. Select the language via the world icon at the top.

## Facet Icons



Facets created based on Review Status, Tags and Extracted Entities have their own specific icons for easier identification. View the new icons in Facet View (Browse).

## Page Count

The screenshot shows the ZyLAB ONE 6.9 interface in 'Document list' view. It displays a table of documents with columns for Name, Review Status, Custodian, and Page Count. The 'Page Count' column is highlighted with a red box.

Name	Review Status	Custodian	Page Count
Re P&L	NOT REVIEWED	Darron C Giron	1
EMW1221.xls	NOT REVIEWED	Darron C Giron	15
Re: P&L	NOT REVIEWED	Darron C Giron	1
EMW1221.xls	NOT REVIEWED	Darron C Giron	15
EOL.Bridge	NOT REVIEWED	Darron C Giron	1
12/21 Physical Forward Detail	NOT REVIEWED	Darron C Giron	1
Midwest12-21FwdDetail.xls	NOT REVIEWED	Darron C Giron	333
Re: 12/21 DPR	NOT REVIEWED	Darron C Giron	1
March	NOT REVIEWED	Darron C Giron	1
12/26	NOT REVIEWED	Darron C Giron	1
EMWP&L.xls	NOT REVIEWED	Darron C Giron	15
EMWHedgeStrips.xls	NOT REVIEWED	Darron C Giron	17
object0001.emf	NOT REVIEWED	Darron C Giron	1

Page count allows users to quickly view the number of pages per file. View the page count by adding the column **Page Count** to the Document List.

## List Views

The screenshot shows a document list interface. At the top, there are search and filter options. On the right, there are columns for 'Fields', 'Review Status', and 'Custodian'. A red box highlights the 'Views' dropdown menu in the 'Custodian' column, which contains several options: Default View (selected), Duplicate, Email Default, Email Partial, New view, and Review Batches.

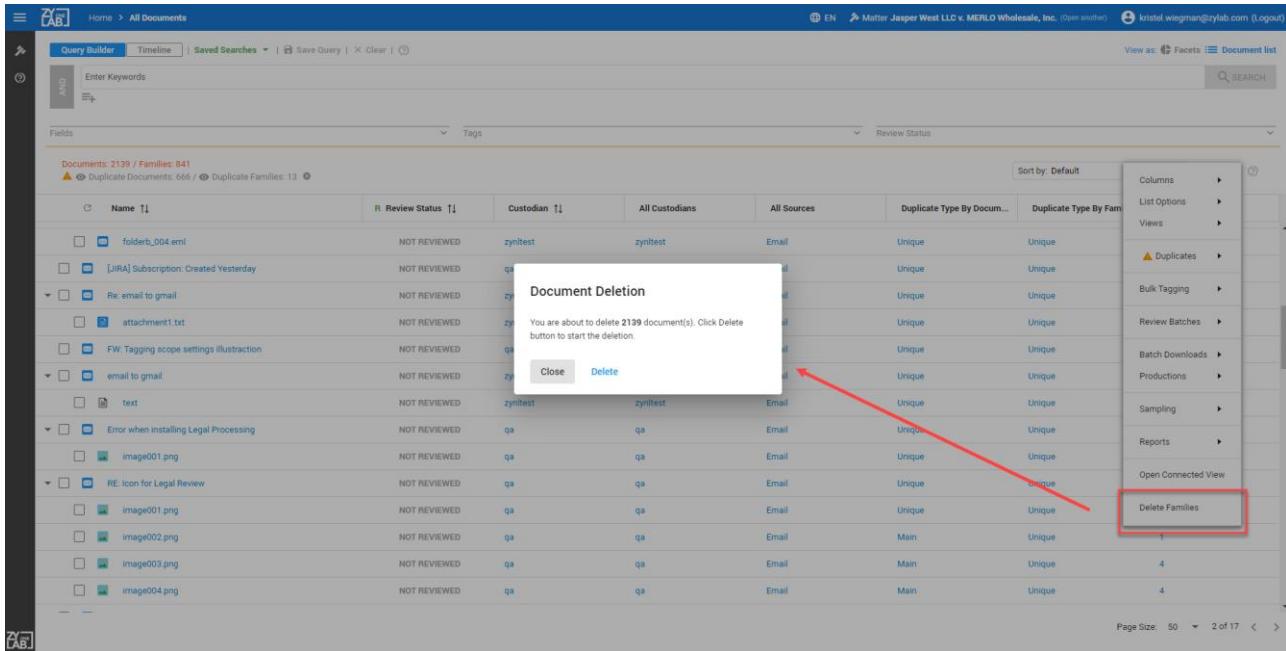
Templates can include Views that allow all (new) users to easily select commonly used Views. First select the Settings icon, then Views and finally the preferred view.

## New Metadata Fields

The screenshot shows a document list interface with a query builder at the top. The main area displays a table of documents with columns for 'Name', 'Document Date', 'Custodian', 'Review Status', and three new metadata fields: 'Is Top Level Document', 'Is Parent Document', and 'Family Date'. A red box highlights these three new columns.

Three new meta data fields are added: Is Top Level Document, Is Parent Document & Family Date. They show how documents are related to each other. View the information in those fields via the Facets or add them as columns to the Document List.

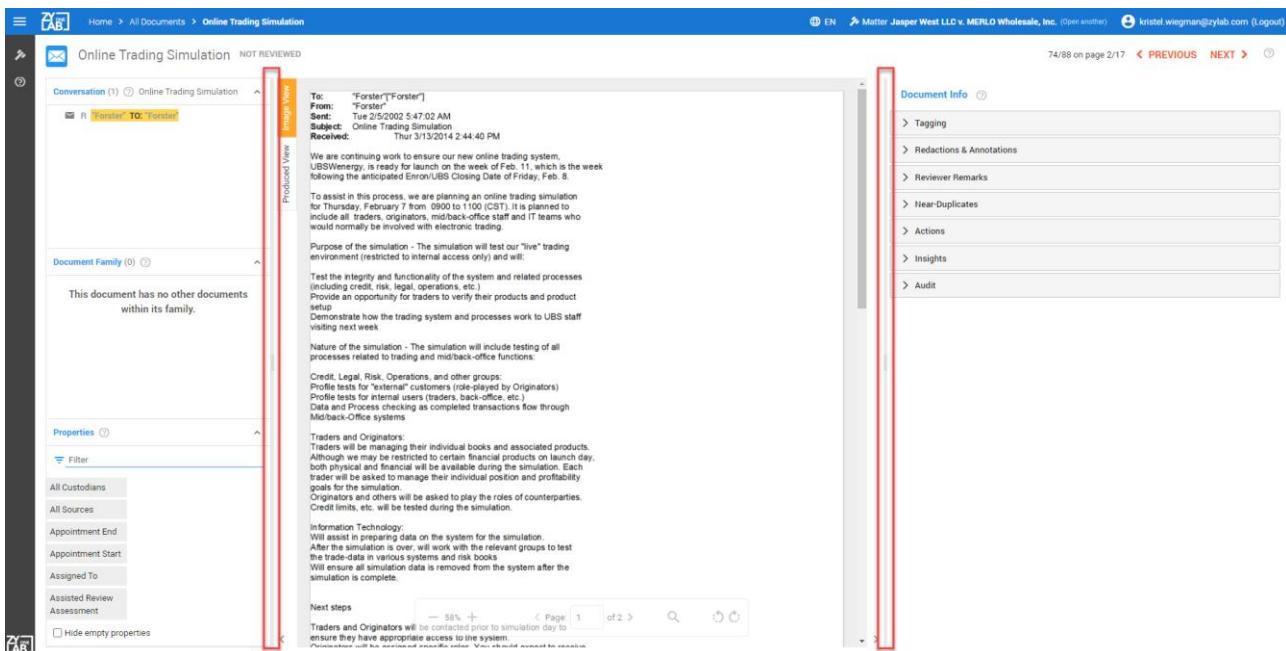
## Document Deletion Information



The screenshot shows a list of documents in the ZyLAB interface. A modal dialog titled "Document Deletion" is open, displaying the message: "You are about to delete 2139 document(s). Click Delete button to start the deletion." Below the message are two buttons: "Close" and "Delete". A red arrow points from the "Delete" button to a red box highlighting the "Delete Families" option in the sidebar menu.

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.

## Resize Document View



The screenshot shows a detailed view of a document titled "Online Trading Simulation". The interface includes a left sidebar with navigation links like "Home", "All Documents", and "Online Trading Simulation". The main content area displays the document's content, which includes a conversation log, a "Document Family" section, and various properties. On the right side, there is a "Document Info" panel containing sections such as "Tagging", "Redactions & Annotations", and "Reviewer Remarks". Red vertical beams are visible on both the left and right sides of the main content area, indicating that the panels can be resized. The bottom of the screen shows a navigation bar with page numbers and search functions.

Resize the panels on the left and 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.

## Redaction Improvement

The screenshot shows the ZyLAB ONE interface with a document open. A context menu is displayed over a section of text. The menu items include 'Recent', '(empty)', and '(GDPR Personal)'. On the right side of the screen, there is a 'Document Info' panel with sections for 'Tagging', 'Redactions & Annotations', and 'Reviewing'. Under 'Redactions & Annotations', there is a button labeled 'Redact (R)'.

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

## Jump to Document List

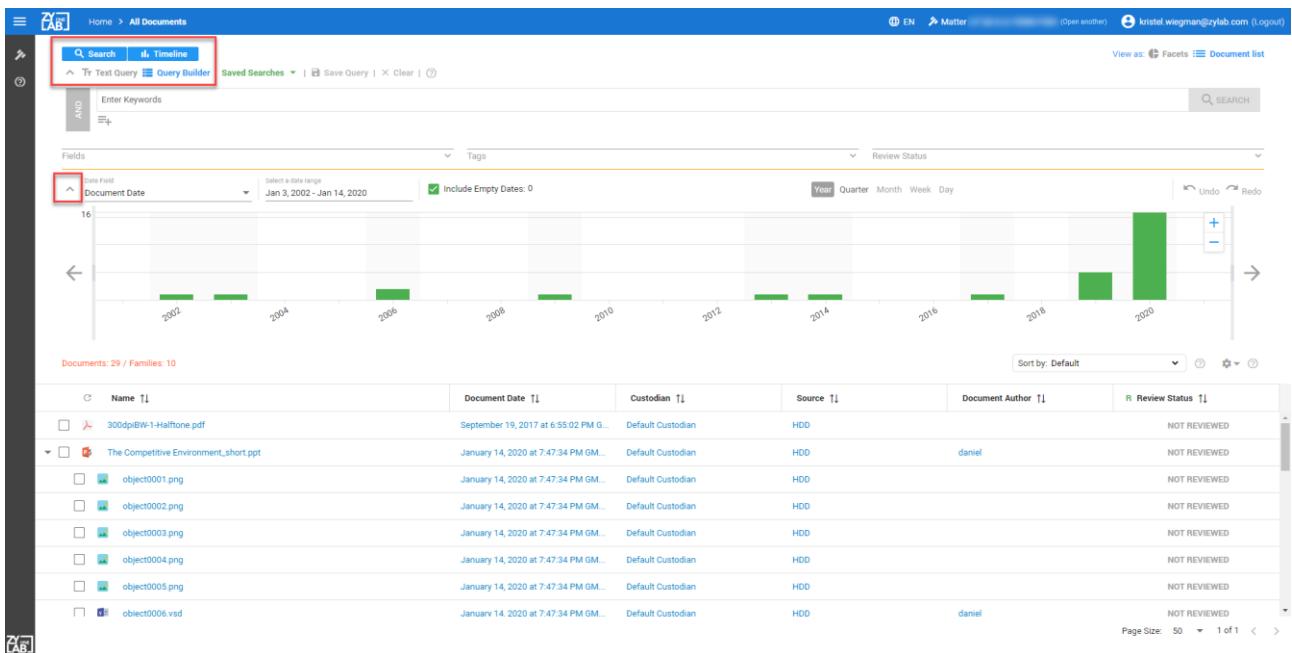
The screenshot shows the ZyLAB ONE interface with a document open. A context menu is displayed over a section of text. The menu items include 'Recent', '(empty)', and '(GDPR Personal)'. On the right side of the screen, there is a 'Document Info' panel with sections for 'Tagging', 'Redactions & Annotations', 'Reviewer Remarks', 'Near-Duplicates', 'Actions', 'Insights', and 'Audit'. Below the main window, there is a navigation bar with icons for back, forward, search, and other document-related functions.

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.

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# Search

## Timeline



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

## Search Relevance Ranking

The screenshot shows the ZyLAB ONE interface with the search bar containing 'Search Relevancy Ranking > 2'. A red box highlights this search term. The results table includes columns for Name, Review Status, and Custodian. A context menu on the right is open, with the 'Search Relevancy Ranking' option checked and highlighted with a red box.

The Search Relevance Ranking field/column allows you to search/sort on relevance to refine your results. Add the column to the Document List view or search the field.

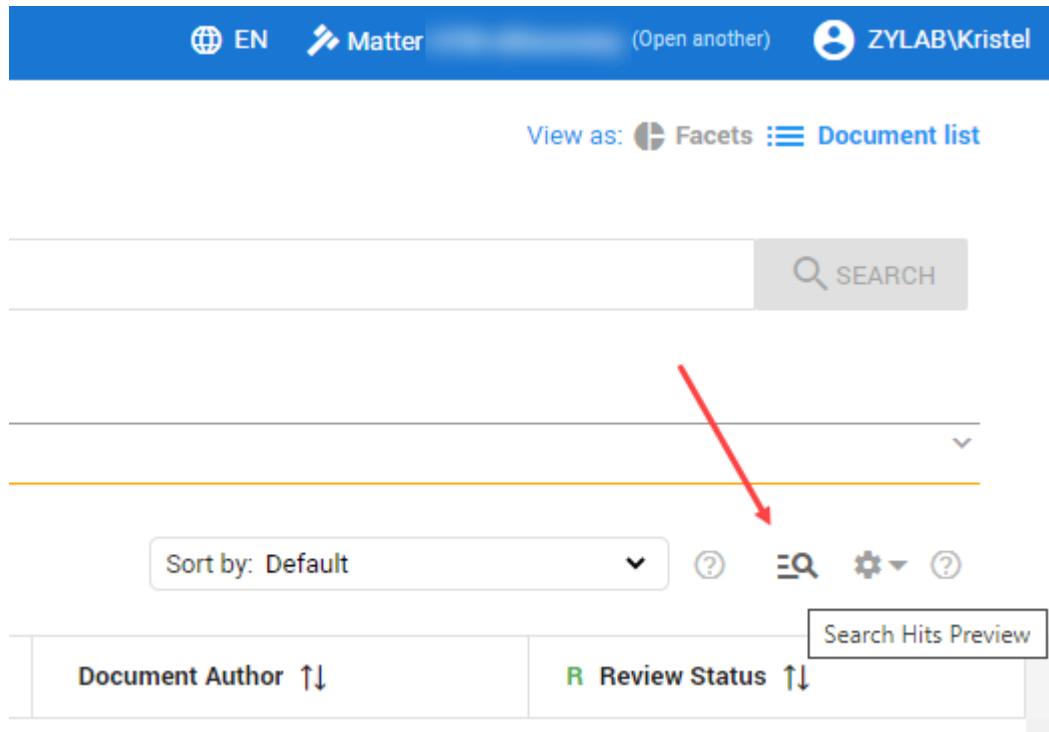
## Hit Count

The screenshot shows the ZyLAB ONE interface with the search bar containing 'Hit Count > 3'. A red box highlights this search term. The results table includes columns for Name, Review Status, and Custodian. A context menu on the right is open, with the 'Hit Count' option checked and highlighted with a red box.

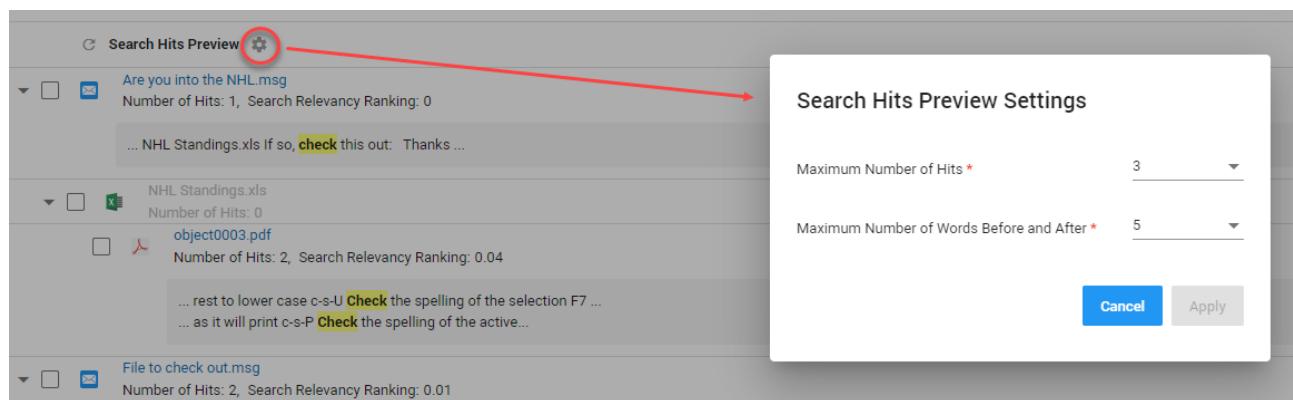
The Hit Count field/column allows you to search/sort on hit counts to refine your results. Add the column to the Document List view or search the field.

## 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:



# Sampling

## Sampling Update

The screenshot shows the ZyLAB ONE Sampling Management Page. The page has a header with the ZyLAB logo, navigation links (Home, Sampling Management Page), language selection (EN), a matter link (Matter eDiscovery DOJ vs Enron [Demo]), and a user session (kristel.wiegman@zylab.com). A dropdown menu for 'Filter By' is also present.

The main content is a table titled 'Sampling Management Page' with the following columns: Sample Name, Sample Id, Created By, Creation Date, Status, Correct, Incorrect, Not Reviewed, Total, and Action. There are two rows of data:

Sample Name	Sample Id	Created By	Creation Date	Status	Correct	Incorrect	Not Reviewed	Total	Action
Demo-ML	31	matthijs.luisman@zyla...	Jan 29, 2021	Completed	9 (81.82%)	2 (18.18%)	0 (0.00%)	11	<span>grid icon</span> <span>list icon</span> <span>print icon</span>
QC - Travel NR	30	daniel.schuring@zyla...	Jan 22, 2021	Completed	29 (100.00%)	0 (0.00%)	0 (0.00%)	29	<span>grid icon</span> <span>list icon</span> <span>print icon</span>

Various sampling improvements for a better user experience. View Sampling Management Page.

## Download Report Button

The screenshot shows the ZyLAB ONE Sampling Management Page. A completed sample set is listed in the table:

Sample Name	Sample Id	Created By	Creation Date	Status	Correct	Incorrect	Not Reviewed	Total	Action
QC - Travel NR	30	daniel.schuring@zyla...	Jan 22, 2021	Completed	29 (100.00%)	0 (0.00%)	0 (0.00%)	29	

A red arrow points from the text below to the "Download Report" button in the "Action" column.

A Download Report button has been added for completed sample sets to share the sample set results. Select the button to generate the report.

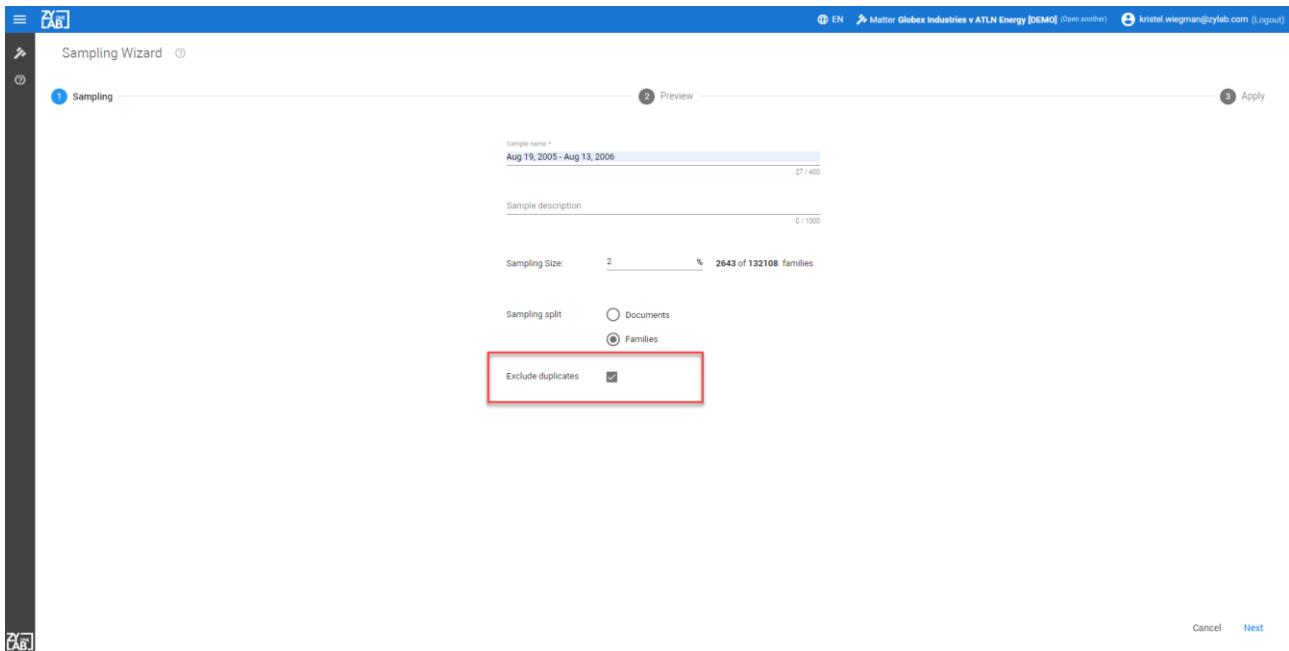
# Deduplication

## Deduplication in Review

The screenshot shows the ZyLAB ONE 6.9 interface for deduplication. The top navigation bar includes 'Home', 'All Documents', and a search bar with 'Saved Searches'. The main area displays a table of deduplicated documents. The columns include 'All Custodian', 'All Sources', 'Duplicates Count', 'Duplicate Type By Documents', 'Duplicate Type By Families', 'Review Status', 'Document Date', 'Name', and 'Custodian'. The table lists various entries, such as 'Larry, Larry2' appearing multiple times with different file types (Mail, Mail2) and counts (1, 6). The 'Review Status' column indicates 'NOT REVIEWED' for most entries. The 'Document Date' column shows dates ranging from June 20, 2006, to May 30, 2006. The 'Name' column lists file names like 'FW New Slide.msg', 'LS - Presentation - Services Handout.PPT', and 'RE New Slide.msg'. The 'Custodian' column consistently shows 'Larry'. The bottom right of the interface shows page navigation with 'Page Size: 50', '1 of 3', and arrows.

Start your own deduplication. Filter duplicates and concentrate your review on the main files. Start Deduplication via Configuration > Deduplication.

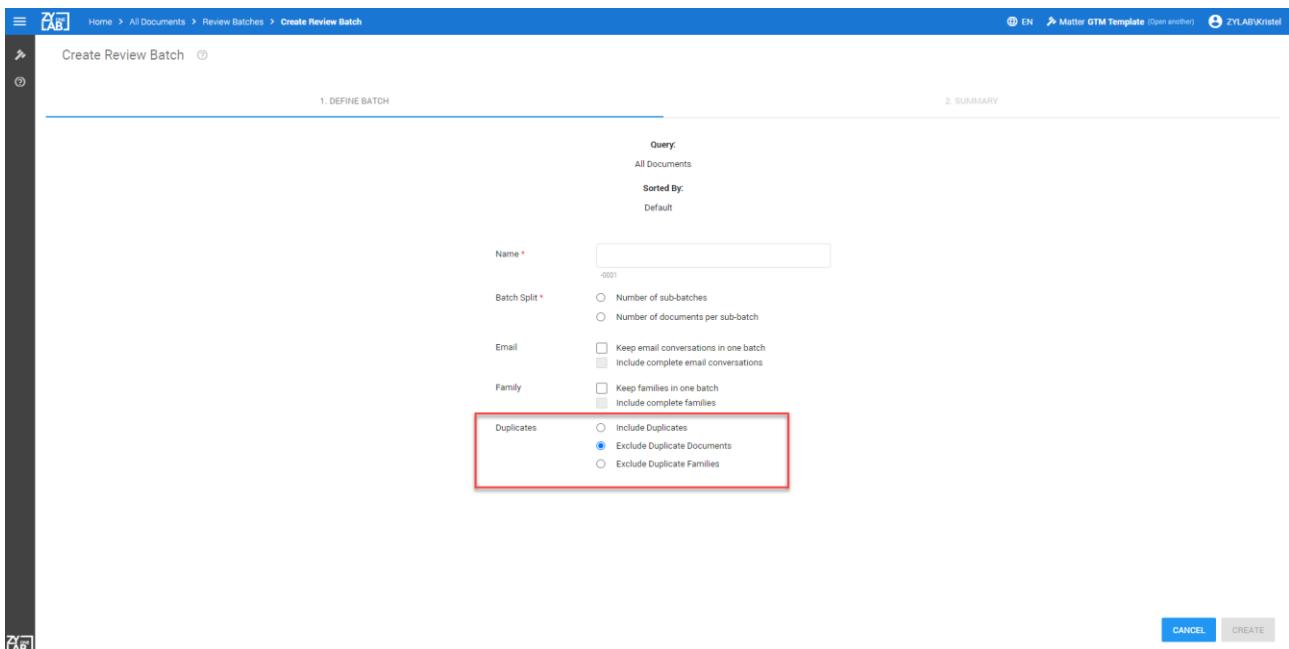
## Duplicates in Sampling



The screenshot shows the ZyLAB Sampling Wizard interface. At the top, it says "Sampling Wizard" and "Sampling". There are three tabs: "Sampling" (selected), "Preview", and "Apply".  
**Sampling Name:** Aug 19, 2005 - Aug 13, 2006 (27 / 400)  
**Sampling Size:** 2 % 2643 of 132108 families  
**Sampling split:**  Documents  Families  
**Exclude duplicates:**

Include or exclude duplicates in Sampling for improved data handling. (De)select 'Exclude duplicates' when creating a sample.

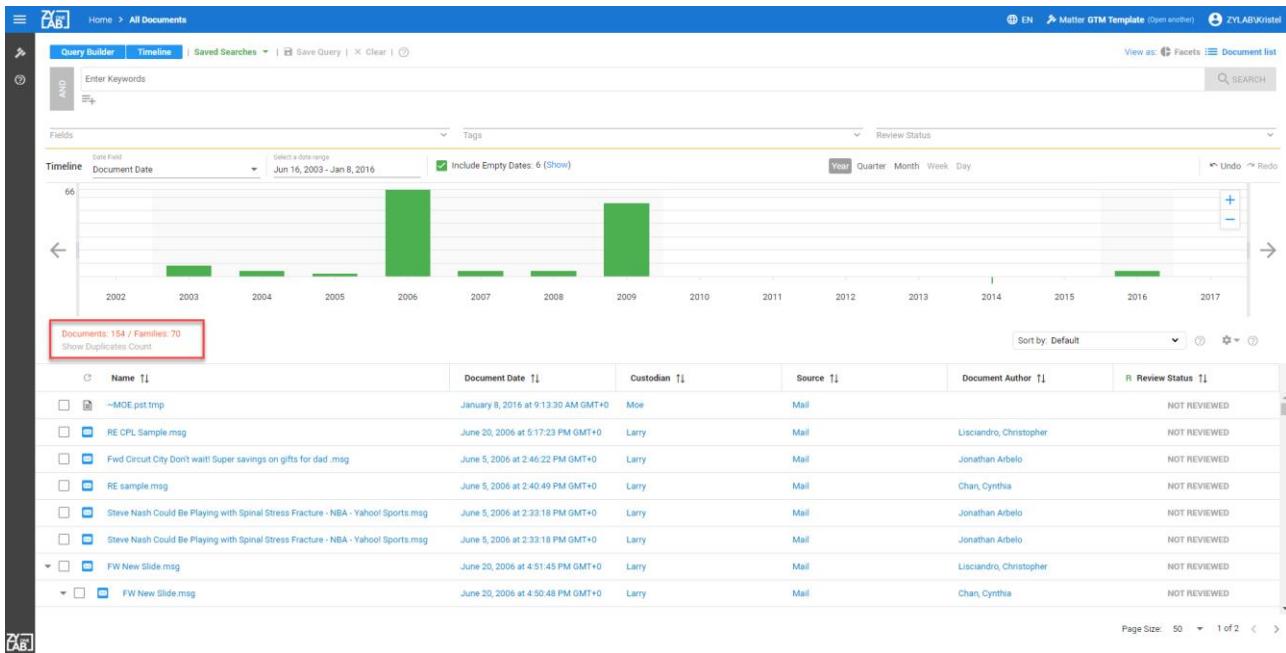
## Duplicates in Review Batches



The screenshot shows the ZyLAB Create Review Batch interface. At the top, it says "Create Review Batch".  
**1. DEFINE BATCH**  
**Query:** All Documents  
**Sorted By:** Default  
**Name:** 0001  
**Batch Split:**  Number of sub-batches  Number of documents per sub-batch  
**Email:**  Keep email conversations in one batch  Include completed email conversations  
**Family:**  Keep families in one batch  Include complete families  
**Duplicates:**  Include Duplicates  Exclude Duplicate Documents  Exclude Duplicate Families

Include or exclude duplicates in Review Batches for improved data handling. Define how to handle duplicates when creating new Review Batches.

## Show/Hide Duplicates Count



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

# Configuration

## Reuse Auto Classification Rules

The screenshot shows the ZyLAB ONE 6.9 configuration interface for auto classification rules. On the left, a sidebar lists various classification rules under 'Auto Classification Rules'. On the right, a detailed view of a specific rule, 'Email Classification - Personal Email', is shown. This view includes fields for 'Name' (set to 'Email Classification - Personal Email'), 'Query Builder' (with a 'Text Query' field containing 'Email Communication Classification = Personal'), and 'When Matches' (with conditions for 'Email Classification' and 'Select a Field'). At the top right of the main window, there are 'Copy All' and 'Copy Rule' buttons, which are highlighted with a red box and a red arrow pointing to them.

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

## Functional Document Security

The screenshot shows the ZyLAB ONE User Management interface. On the left, there is a sidebar with a 'Users' tab selected. In the main area, a user named 'ZYLAB\Kristel' is selected. The right side of the screen is divided into three tabs: 'OVERVIEW', 'MATTER ROLES', and 'GLOBAL ROLES'. The 'MATTER ROLES' tab is active. A red box highlights the 'Function Security (Current)' section under 'MATTER ROLES'. This section contains two expanded categories: '(All Documents)' and 'Public'. Under '(All Documents)', there are three checkboxes: 'Search Documents', 'Search and View Documents', and 'Search, View and Redact Documents'. Under 'Public', there are also three checkboxes: 'Search Documents', 'Search and View Documents', and 'Search, View and Redact Documents'. Red arrows point from the text annotations to these specific sections. The text annotations are: 'Roles with access to all documents in the matter' pointing to the '(All Documents)' section, and 'Roles with access to documents found with the Document Security Rule 'Public'' pointing to the 'Public' section. At the bottom right of the interface are 'CANCEL' and 'APPLY' buttons.

Assign roles that are linked to a set of documents for more control over access and actions that can be performed. Combine Document Security with Role and User Management.