Desktop Client Guide

v7.3

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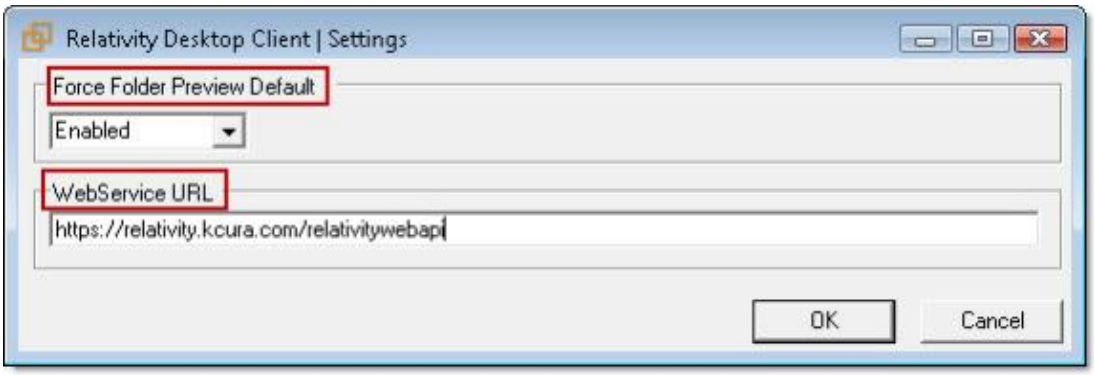
1 Overview

The Relativity Desktop Client (RDC) provides the functionality for importing document load, image, and production files, as well as for exporting production sets, saved searches, and folders. You can also use this utility to import and export custom Relativity applications and object information.

See the Relativity Admin Manual for more information about installing the RDC and working with custom applications.

2 Running the RDC

To open the RDC, double-click on the shortcut installed on your desktop. When you open the application for first time, the Settings dialog box is displayed.



Options dialog box

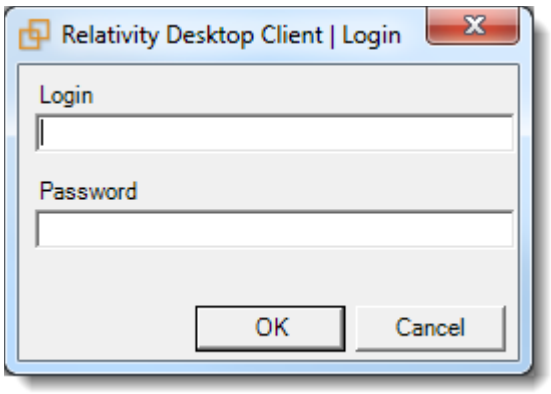
Select or enter settings for the following options:

- **Force Folder Preview Default** includes options to enable or disable this feature. When it is enabled, the RDC will check the first 1000 records of the load file after you click **Import**. It then displays the number of folders that will be created. You can use this information to ensure that the load process is behaving as expected. If a large number of folders are listed, you can stop the load file, and verify that the **Folder Info** field is set correctly. By default, this feature is **Enabled**. For more information, see the section Importing.
- **WebService URL** allows you to enter the URL provided by your Relativity Administrator. This URL is used to establish a connection between the RDC and your server. If the URL path is entered incorrectly, you will be unable to connect the RDC to your database.

Click **OK**. These settings are stored in your machine registry and they are retained when you upgrade the RDC.

2.1 Logging in to the RDC

To log in, enter your **Login** name and **Password**. These are the same credentials you use to log in to Relativity.

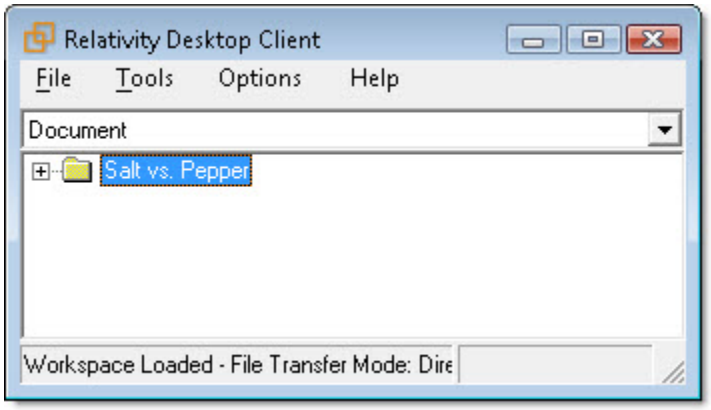


Relativity Desktop Client Login

After you log in, the RDC displays a list of workspaces where you have access rights. Use the filter bar to narrow the list.

By default, a wildcard is used to filter workspaces in the RDC. For example, enter ELA to find workspaces named ELAN and RELATIVITY.

Highlight your workspace and click **OK** to open it in the RDC. The folder structure of your workspace displays. A new workspace will contain only a root folder, while an existing workspace may contain subfolders that you can display by clicking the plus sign.



Workspace Folder Structure

2.2 RDC Menu Bar

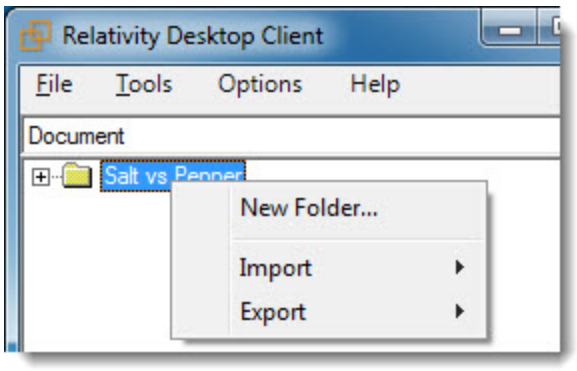
The RDC menu bar is displayed above the workspace folder structure. The following table lists the available menu options.

Menu Option	Description
File	
Open	Allows you to switch between different workspaces.

Menu Option	Description
Exit	Closes the RDC.
Refresh	Updates the folder browser.
Tools | Import	
Image File	Imports images from a page-level load file.
Document Load File	Imports native files, document metadata, and extracted text from a document-level load file.
Production File	Imports production data and images from a page-level load file.
Application	Imports Relativity object applications from a load file. For more information, see the Relativity Applications in the Relativity Admin Manual.
Tools | Export	
Production Set	Exports a production set.
Saved Search	Exports from a saved search.
Folder	Exports from a specific folder.
Folder and Subfolders	Exports from a specific folder and its subfolders.
Options	
Settings	Allow you to change the default value for Force Folder Preview and to enter a WebService URL.
Check Connectivity	Assists in troubleshooting any network and system configuration errors that were encountered while importing and exporting.
Help	
About	Displays the version of the RDC.

2.3 Right-click Options for Workspace Folders

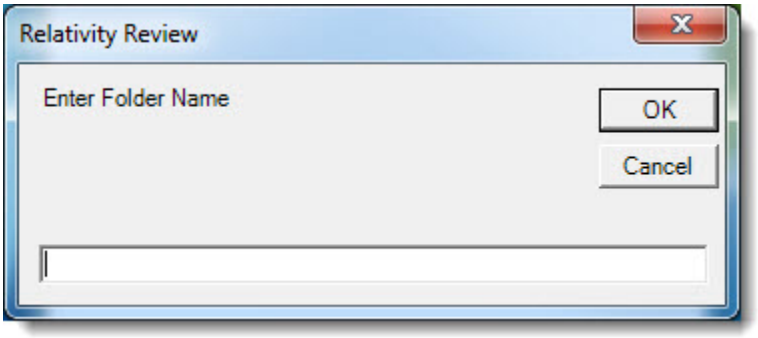
The RDC also provides **right-click options** on folders, which you can use to build the workspace folder structure, or to import and/or export directly to and from a folder. For more information on these features, see the sections Importing, and Exporting.



Workspace Folder Options

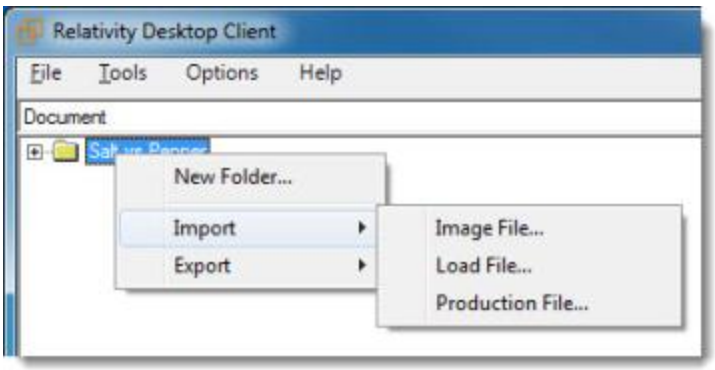
When you right-click on a workspace or folder, the following menu options are displayed:

- **New Folder:** Use this option to create subfolders. In the Add New Folder pop-up, enter a folder name and click **OK**. The new folder will be added to the workspace through the RDC.



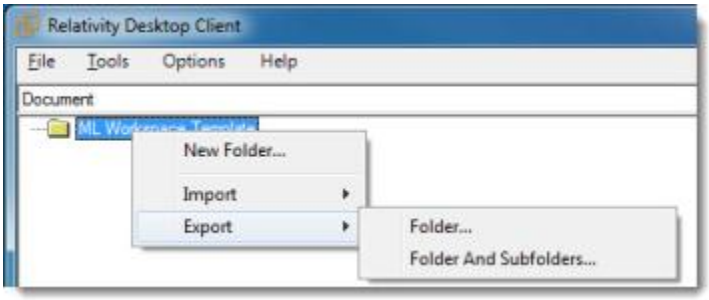
Add New Folder

- **Import:** Use this option to import an image file, document load file, production file, or application into a specific folder. Highlight the folder, point to **Import**, and select a file type. If you have metadata, natives and images to load, run the load file import first, then the image file import. For more information, see the section Importing.



Import file

- **Export:** Use this option to export a specific folder, or a folder and its subfolders. For more information, see the section Exporting.



3 Importing

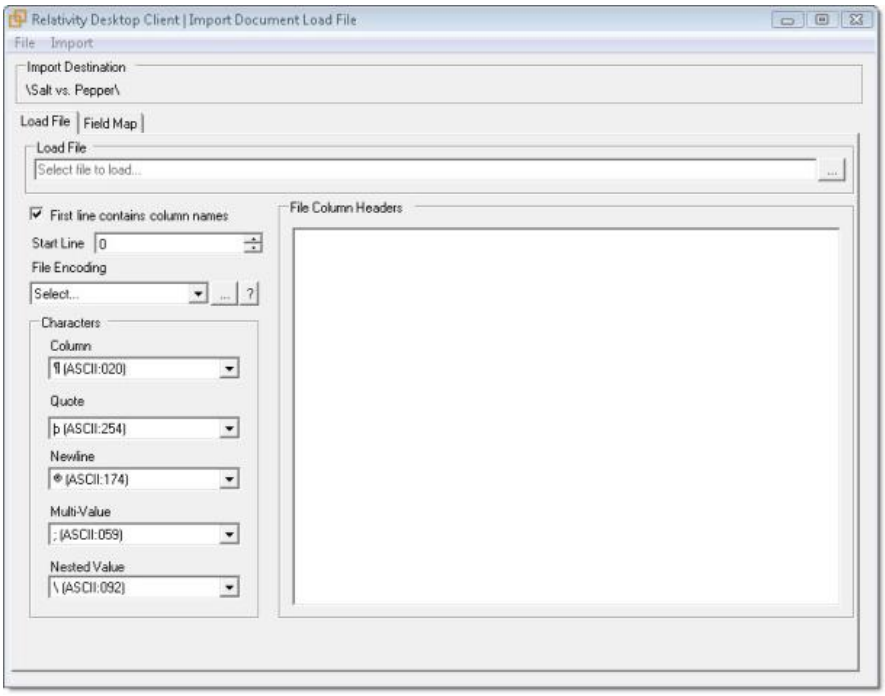
You can control how document load files, images, and productions are imported into Relativity by the options selected in the RDC. This section describes how to use the features in the RDC installed on your local machine to perform importing and other related tasks.

3.1 Importing a Load File

You can use a document-level load file to import document metadata, native files, and extracted text.

The RDC imports only metadata for native files with the size of 0 KB. In the RDC, the Warnings tab displays a message indicating that the file is empty and only metadata has been loaded for the record. In the viewer, users will see extracted text when it exists for the file. If the file has no extracted text, users will see a blank placeholder, and no viewer options will be available. For more information, see Configuration Settings for the RDC.

Click **Tools** on the menu bar, and select **File | Document Load File** to display the Load File tab.

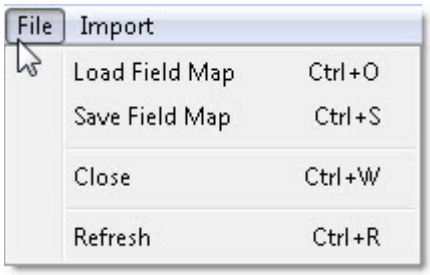


Load File tab

3.1.1 File and Import Menu Options

This section describes the **File** and **Import** menu options available on the Import Document Load File window.

- **File** menu includes these options:
  - **Load field map** recalls all settings saved from the previous load. You may choose the settings saved in the ".kwe" file, or you may use another load file.
  - **Save field map** saves the setting from your current load file for later use. The file created has a ".kwe" extension.
  - **Close** exists the import load file window.
  - **Refresh** reloads the application refreshing the view.

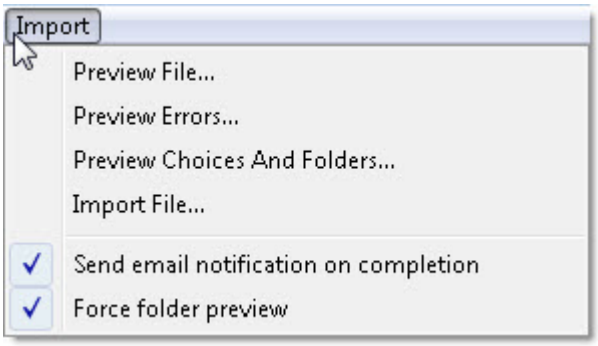


File Menu

- **Import** menu includes these options:
  - **Preview file** displays the first 1000 documents in the load file. Only matched fields are shown.
  - **Preview error** checks the entire file for potential loading errors.

- **Preview choices** and folders is a pop-up that displays:
  - The number of folders you create in the browser.
  - The number of choices you create by importing the records.
  - Run this preview to ensure that you have matched the correct fields. For instance, if you were expecting to create 20 or so folders in the browser during your import, but the preview shows 13,342, you know you have selected the wrong field.
- **Import file** loads the documents into the database.
- **Send email notification upon completion** will send an email to the logged in user when the import is completed. If a check mark sits to the left, it is enabled. To enable or disable, simply click on the setting once.
- **Force folder preview** will check the first 1000 records of the load file and report the number of folders created. It is initiated when you begin the import. If more folders are going to be created than expected you might wish to cancel the import and verify your folder information field. Relativity does not allow for mass deletion of folders in the browser if they are incorrect.

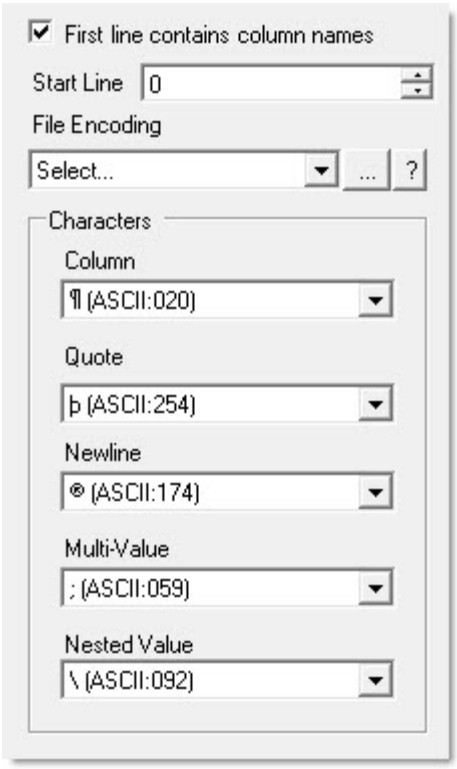
  Note: If a checkmark displays to the left, the option is enabled. Click on the option to enable or disable it.



Import Menu

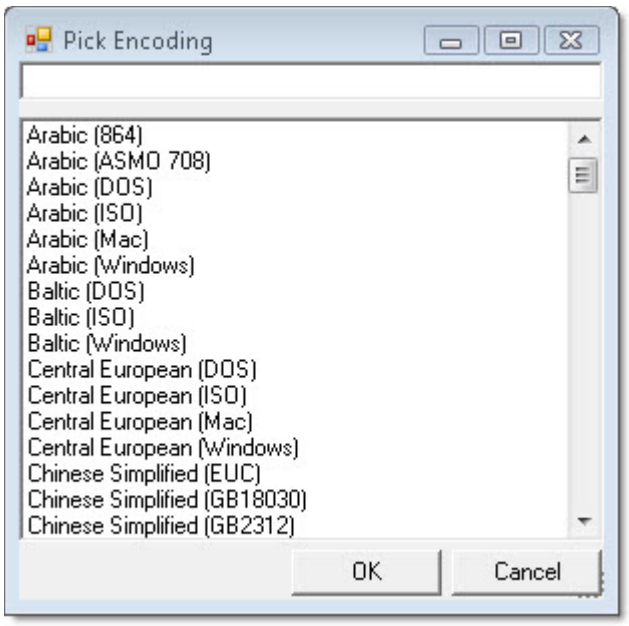
3.1.2 Selecting Settings for a Document Level Load File

To select your document level load file, click on the load file **ellipsis (…)**. Enter the correct settings for the load file. The Relativity defaults are shown below.



Load file defaults

- Check the **first line contains column names** option if your load file has a header.
- **Start Line** is the line of the load file where the import process will begin. The default value is 0, and will load the entire load file.
- **Source Encoding** is a drop-down containing the most common encodings for load files. Choose the encoding for your file. This setting does not have a default value. If your file contains foreign languages, you may need to use one of Relativity's Unicode options. If necessary, consult your processing vendor or department to determine the correct encoding option. Use the following guidelines:
    - Relativity uses auto-detection when determining the encoding of your text files. If it finds a different file type in your text files it will change to the appropriate method.
    - If you change the load file's encoding, the change is applied immediately and displayed in the column header preview.
    - You can audit the encoding of the load file.
    - When previewing your import file, you can also preview the encoding of the extracted text files.
    - The ellipsis next to the encoding drop-down brings up a Pick Encoding window displaying additional encoding types.



Pick Encoding Window

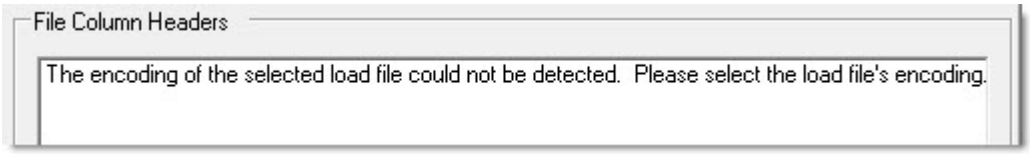
- The question mark icon (?) next to the Pick Encoding ellipsis provides additional information on the different features and considerations of Unicode encoding.
- Use the **characters** section to set your load files delimiters.
  - **Column delimiter** is the character used to separate columns
  - **Quote** is the character used as the text qualifier
  - **Newline** is the character used to indicate the end of a line in any extracted text or long text field.
  - **Multi-value delimiter** is the character used to separate choices within a field.
  - **Nested value** is the character used to separate the different levels of a multi-choice hierarchy.

Consider a field that is imported with the following values: “Hot\Really Hot\Super Hot; Look at Later”

With the multi-value delimiter set as “;” and the nested value delimiter set as “\””, the choices would appear as:

- [x] Hot
  - [x] Really Hot
    - [x] Super Hot
      - [ ] en fuego
- [ ] 정
- [ ] 박사 (Med Expert)
- [x] Look at Later

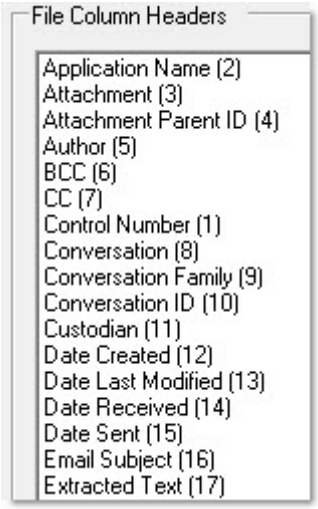
The File Column Headers section may display the following message when you first select the load file:



File Column Headers

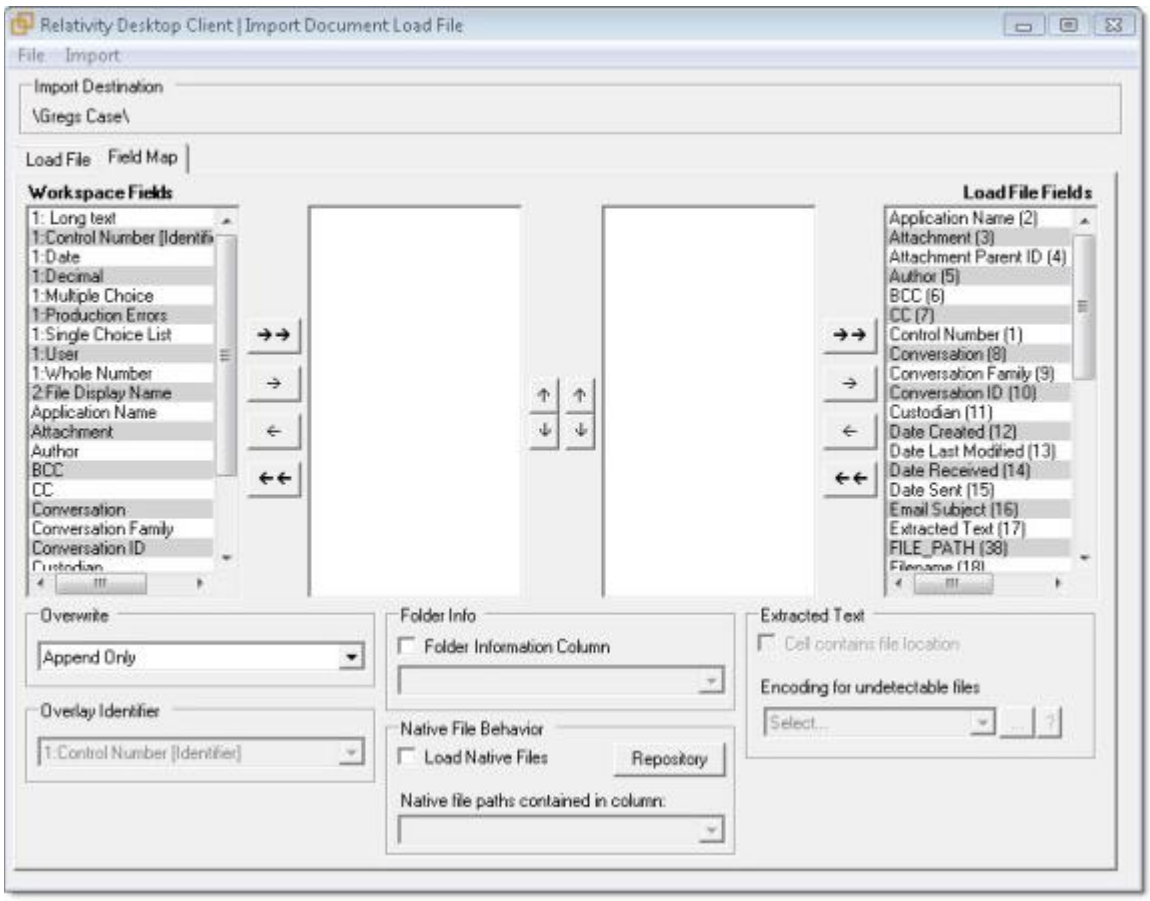
After you specify the encoding, the headers section displays the fields in the load file; this parsing is based on the delimiters set. If your file columns headers are not lined up on top of each other in a list, you will see the delimiters in the file and the load delimiters need to be changed to match the load file. Check your load file and update your delimiters as needed.

The fields will be displayed in alphanumeric order. Each field has a numeric value in parentheses that indicates the position on the field within the file. In the following example, control number is the first column; Application Name is the second.



Headers List

When you have the **load file tab** settings selected, click on the field map tab. The **field map tab** allows you to configure how your data is loaded into Relativity.

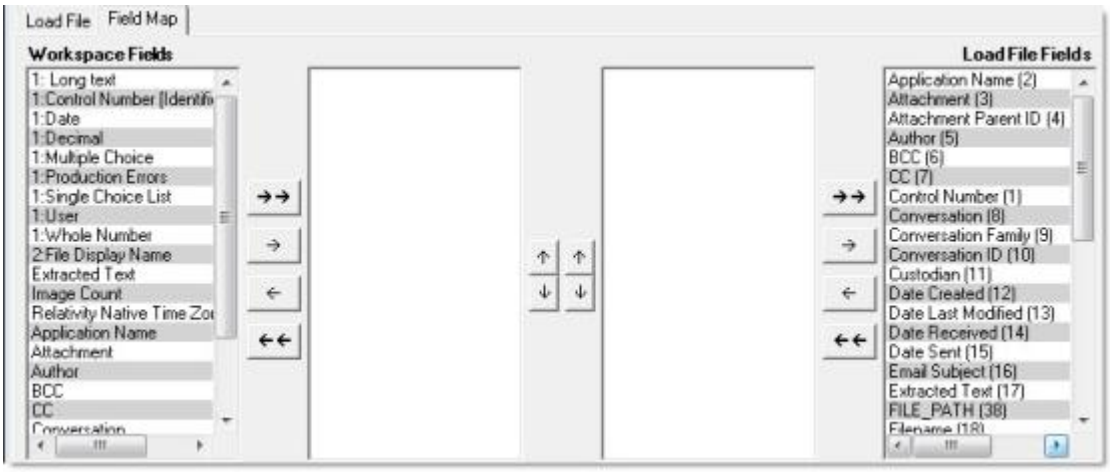


Field Map tab

3.1.3 Field Matching

As illustrated below, the field map tab is divided into different sections. The field matching section determines which fields are loaded from your load file into your database, and which workspace fields they are loaded into.

Before importing relational fields, you may want to review the Import Behavior option on the New or Edit Field form. This option allows you to determine how blank values are handled in relational fields. See the section Relational Field Properties.



Field Matching Display

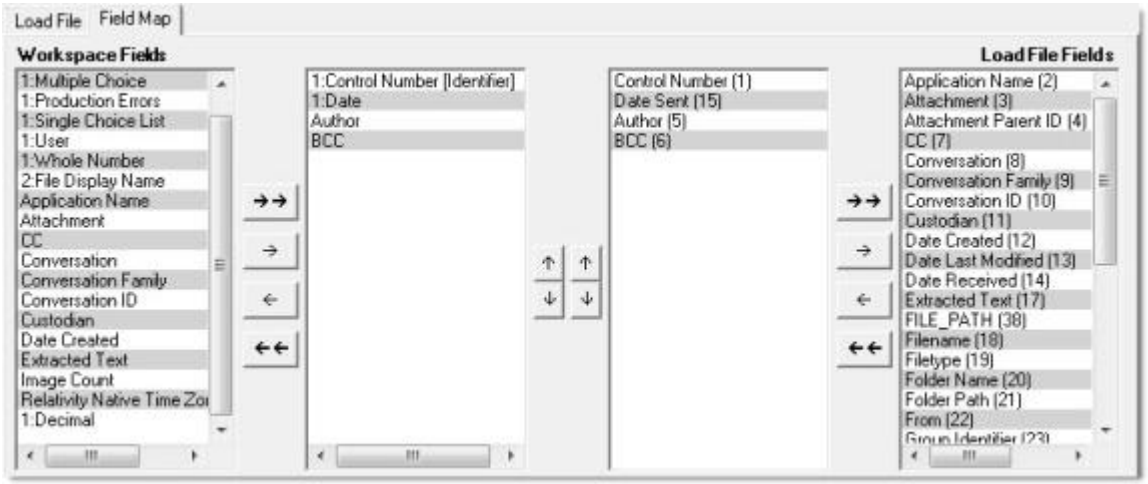
The **Case Fields** window (far left), contains all fields available in your workspace.

If you are importing a field that contains more than 200 choices, these choices will automatically be displayed in a Popup Picker.

The **Load File** Fields window (far right), contains all fields available in the load file.

Each row has contrasting colors. This is intended to ease the matching process for large numbers of fields and has no impact on how data appears in the workspace.

To select fields to import into the workspace, match them in the center windows. In the example below, Control Number in the file would be loaded into Control Number in the workspace, and Date Sent from the file would be loaded into 1: Date in the workspace.



Field matching

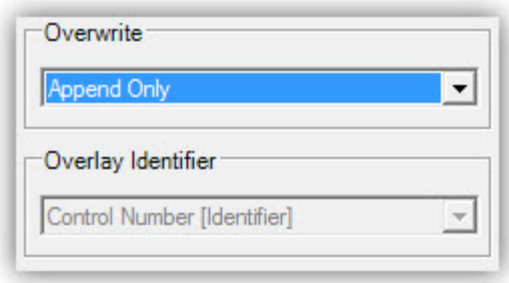
Only fields matched in the center two sections are loaded into the workspace; the fields remaining in Case Fields and Load File Fields are ignored. Control Number or identifier field must be matched in every load.

The order in which fields are matched has no impact on what fields a user sees, or in what order the fields are displayed.

Users see and interact with database fields through views and layouts; both are completely customizable.

3.1.4 Overwrite | Overlay Identifier

The **Overwrite** section determines the type of load.



Overwrite Drop-down

Select one of these options:

- **Append Only** loads only new records.
- **Overlay Only** loads updates existing records only. You must include the workspace identifier in an overlay load. This acts as a linking field and is necessary to ensure that Relativity knows where to import the data.
- **Append/Overlay** adds new records and overlays data on existing records.

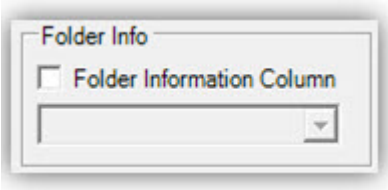
When performing an overlay, the Overlay Identifier section becomes available. The overlay identifier allows you to specify the field that links your overlay load file to the workspace.

The fields in the drop-down are fixed-length fields with a manually-applied SQL index. Note that this is NOT the same as adding the field to the full-text index.

Contact your SQL database administrator to apply an index to a field.

3.1.5 Folder Info

The **Folder Info** section, in the upper-left corner of the Field Map tab, is used to create the folder structure for your workspace based on a field of metadata.



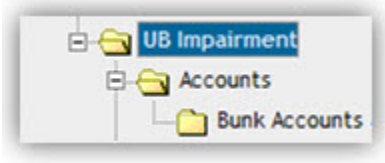
Folder info

If you have built, or plan to build your own folder structure that is not based on any metadata, leave the folder info box unchecked. If the box is left unchecked, all documents are loaded directly into the folder indicated by the import destination.

If you would like to use a field of metadata to build the folder structure for the workspace, check the box in Folder Info. The drop-down below the checkbox will then become available, allowing you to select any field from your load file.

Relativity uses the selected field to build the folder structure. Traditionally, this field is a source or folder path field. Relativity looks for backslashes to indicate a new sub-folder. All folders are built under the Import Destination folder.

If the selected field contained a value of "UB Impairment\Accounts\Bunk Accounts", Relativity would build this folder structure:

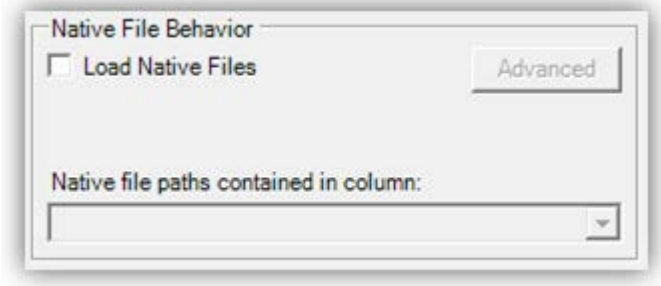


Folder structure

Before beginning your load, use the option Preview Choices and Folders, as described above. This tool reports the number of folders that will be created by the load.

3.1.6 Native File Behavior

The Native File Behavior section determines whether native files are loaded along with the database records.



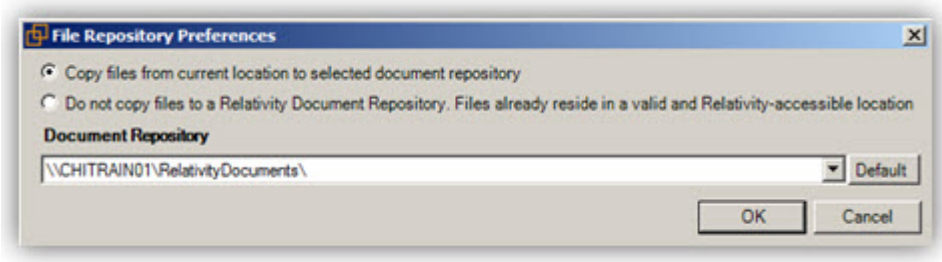
Native File Behavior

If there are no native files to load, leave load native files unchecked.

If you have native files to load, click the **Load native Files** checkbox. When you check the box, the **Native file paths contained in column** drop-down becomes available. Select the field from your load file that contains a path (relative or absolute) to the native file.

If your files are on your desktop/laptop, or if you are a consulting partner loading data into the **kCura's hosting environment, ignore the Repository section**.

The Repository section should only be used if the native files for the workspace already reside in a valid Relativity-accessible location.



File Repository Preferences Display

The following options are available:

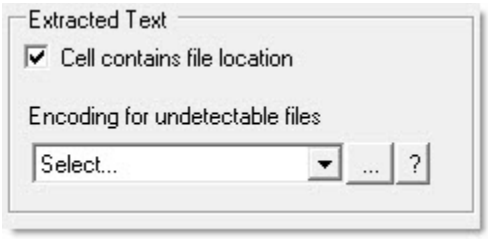
- **Copy files from current location to selected document repository** copies the files from the location in the selected load file field to the selected document repository.
- **Do not copy files to a Relativity document repository. Files already reside in a valid and Relativity-accessible location**. This option should be used if the native files have already been copied to their final location, accessible by Relativity. This location must not be the Relativity document repository.

The default option can be set on an environment wide level. For more information, refer to the Relativity Configuration Table.

Using either option, the selected native file path field should point to the current location of the native files.

3.1.7 Extracted Text

The **Extracted Text** section controls how the Full Text or OCR is loaded into the database.



Extracted Text

If your extracted text is a field in your load file, leave **Cell contains file location** unchecked.

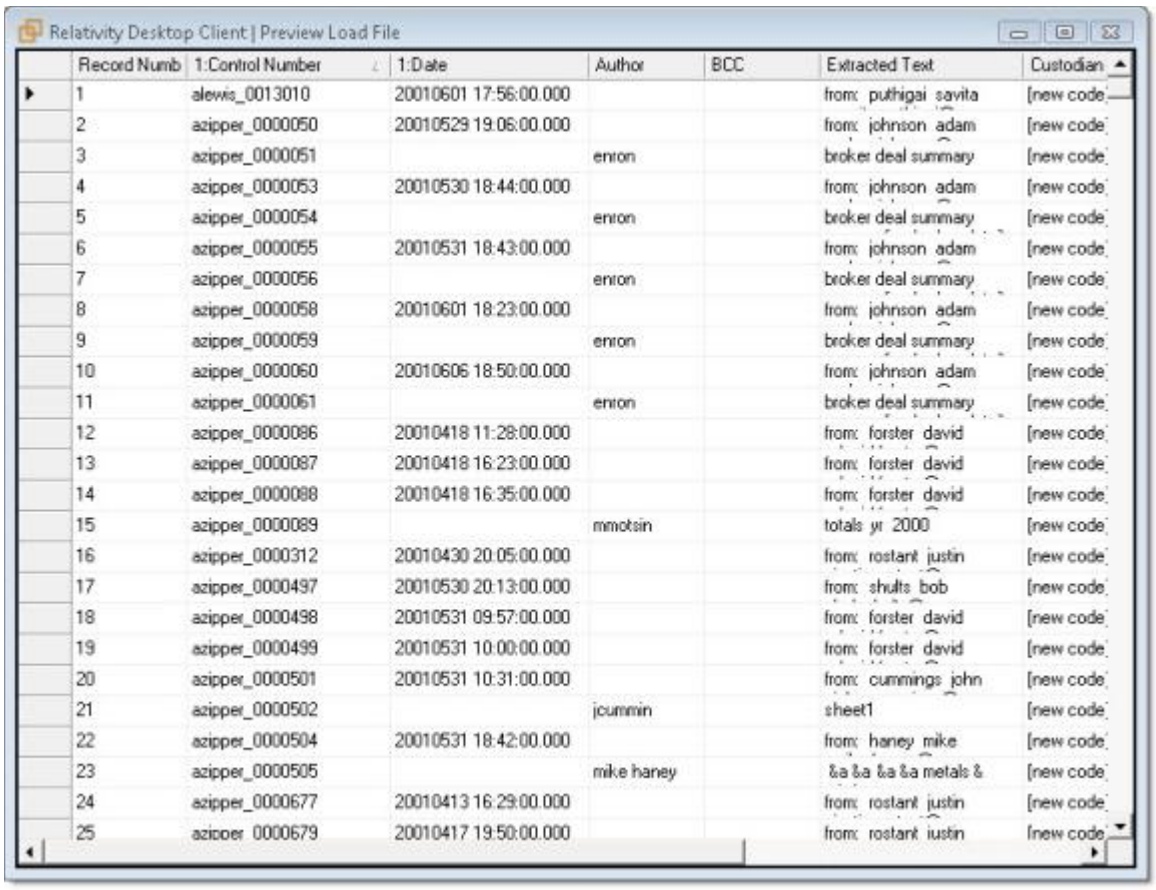
If your extracted text is in document-level text files, and your load file contains a path to those text files, check the **Cell contains file location** checkbox. Select the correct **Encoding for undetectable files** option from the drop-down, or click the **ellipsis (…)** button for additional language-specific options. Note that the question mark icon sits to the right of the ellipsis; this takes you to the same Unicode information launched via the icon in the Load File tab.

The options available for Text File Encoding include:

- **Western European (Windows)** is windows standard encoding for English.
- **Unicode** consists of more than 107,00 characters covering 90 scripts.
- **Unicode (Big-Endian)** is the same as Unicode, except that the byte order is reversed.
- **Unicode (UTF-7)** represents Unicode text using a stream of ASCII character. This guarantees that the high bit will always be zero.
- **Unicode (UTF-8)** another system for storing a string of Unicode code points in memory using 8-bit bytes.

3.1.8 Loading

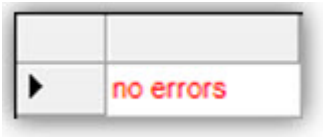
You can begin importing documents after you select your load settings. On the Import menu, click **Preview File** to view the first 1,000 records of the file. Before continuing, make sure that matched fields displayed in the preview are correct.



	Record Numb	1:Control Number	1:Date	Author	BCC	Extracted Text	Custodian
▶	1	alewis_0013010	20010601 17:56:00.000			from: puthigai savita	[new code
	2	azipper_0000050	20010529 19:06:00.000			from: johnson adam	[new code
	3	azipper_0000051		enron		broker deal summary	[new code
	4	azipper_0000053	20010530 18:44:00.000			from: johnson adam	[new code
	5	azipper_0000054		enron		broker deal summary	[new code
	6	azipper_0000055	20010531 18:43:00.000			from: johnson adam	[new code
	7	azipper_0000056		enron		broker deal summary	[new code
	8	azipper_0000058	20010601 18:23:00.000			from: johnson adam	[new code
	9	azipper_0000059		enron		broker deal summary	[new code
	10	azipper_0000060	20010606 18:50:00.000			from: johnson adam	[new code
	11	azipper_0000061		enron		broker deal summary	[new code
	12	azipper_0000086	20010418 11:28:00.000			from: forster david	[new code
	13	azipper_0000087	20010418 16:23:00.000			from: forster david	[new code
	14	azipper_0000088	20010418 16:35:00.000			from: forster david	[new code
	15	azipper_0000089		mmotsin		totals yr 2000	[new code
	16	azipper_0000312	20010430 20:05:00.000			from: rostant justin	[new code
	17	azipper_0000497	20010530 20:13:00.000			from: shults bob	[new code
	18	azipper_0000498	20010531 09:57:00.000			from: forster david	[new code
	19	azipper_0000499	20010531 10:00:00.000			from: forster david	[new code
	20	azipper_0000501	20010531 10:31:00.000			from: cummings john	[new code
	21	azipper_0000502		jcummin		sheet1	[new code
	22	azipper_0000504	20010531 18:42:00.000			from: haney mike	[new code
	23	azipper_0000505		mike haney		&a &a &a &a metals &	[new code
	24	azipper_0000677	20010413 16:29:00.000			from: rostant justin	[new code
	25	azipper_0000679	20010417 19:50:00.000			from: rostant justin	[new code

Preview File Display

On the Import menu, click **Preview Errors** to check the entire file for errors. If there are no errors, the message below appears:

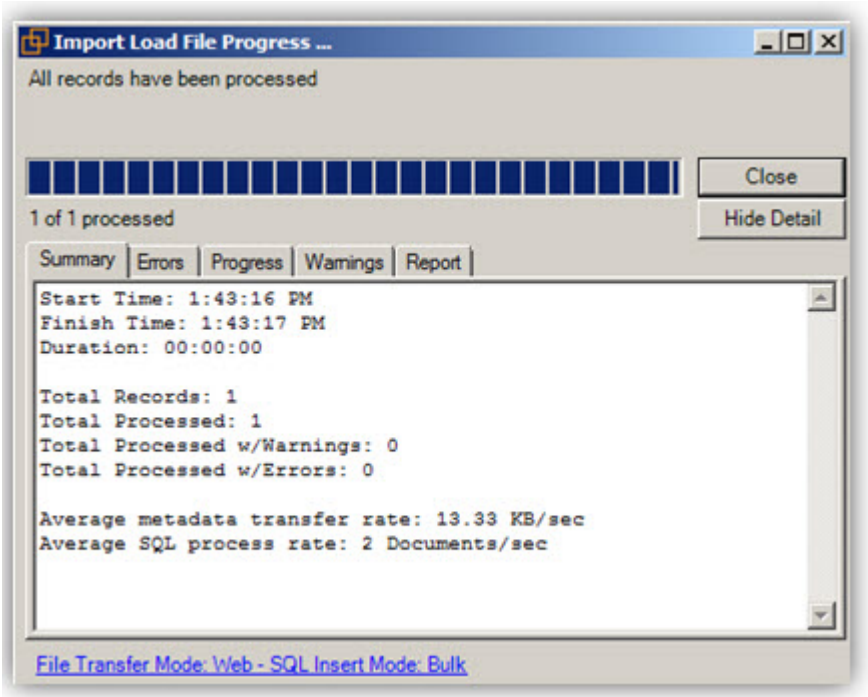


Preview errors

If you see any errors, use the error report to correct the errors, and then re-add the file(s) to the RDC.

Proceed with your load. As detailed in the error handling section below, Relativity will load only valid records. Erroneous records will be skipped and can be exported for correction and reload.

Click **Import Files**. A progress bar indicates the progress of the load.



Import Load File Progress Display

In addition to the default **Summary** tab, the following tabs are available:

- **Errors** details any errors encountered during the load.

> Only records with no errors will be imported into the workspace.

- **Progress** is a detailed view of the load progress.
- **Warnings** notify you of any loading or connection issues.
- **Report** provides you the option to export the following:
  - Error report, which is a summary of the errors.
  - Error file, which is a document-level load file of only erroneous records.

3.1.8.1 File Transfer Mode

At the bottom of the import load file progress box, the file transfer mode is indicated:

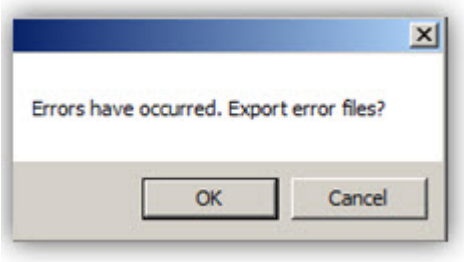
- **Web mode** goes through the web server and is the standard.
- **Direct mode** is significantly faster, but requires a connection to the network hosting the data, as well as specific Windows group permissions to be used. Contact your Relativity administrator for more information about loading in direct mode.

3.1.8.2 SQL Insert Mode

SQL insert mode always shows Bulk.

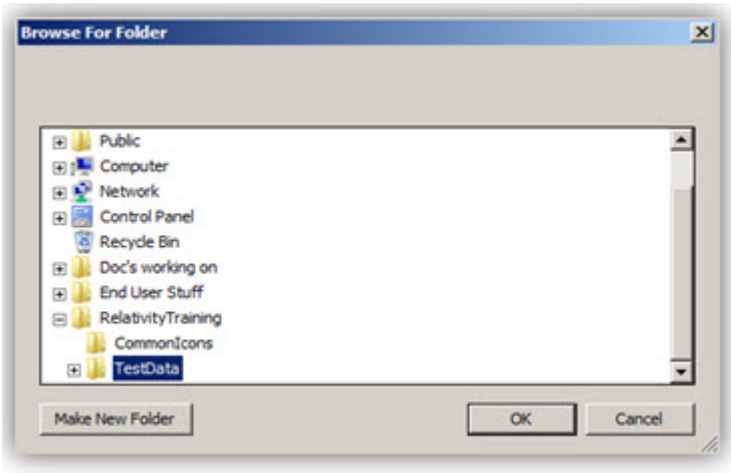
3.1.9 Error Handling

If Relativity encounters an error during the loading process, it will skip the erroneous record completely. After all the correct records have been loaded, Relativity warns you that errors were encountered.



Error Notification

Clicking **OK** in the error warning box creates a new document-level load file with only the erroneous records. You will be prompted to save these records to prevent any loss of data. Choose a path to save your error file and click **OK**.

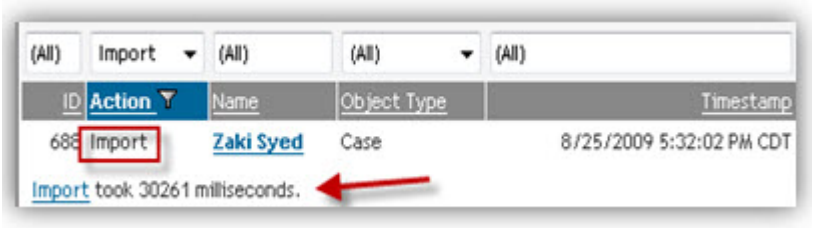


Error File Path folder

After you have saved your error file, you can make any necessary corrections to those records, and then perform an **Append Load**. A record of these errors is also available in the Errors tab, referencing the workspace name and Artifact ID.

3.1.10 Import Auditing

Once you have imported your file, the RDC records and audits this instance in the History tab, including the import's settings and load file transfer rate.



History Tab - Import Audit

3.1.11 Saving Import Settings

If you commonly work with your own internal processing tools or the same vendor, you may want to save the settings used to import a load file. You can save your settings in a .kwe file. This file contains the settings used by the RDC for a load file import. While most settings are saved, the following settings are not included in a .kwe file:

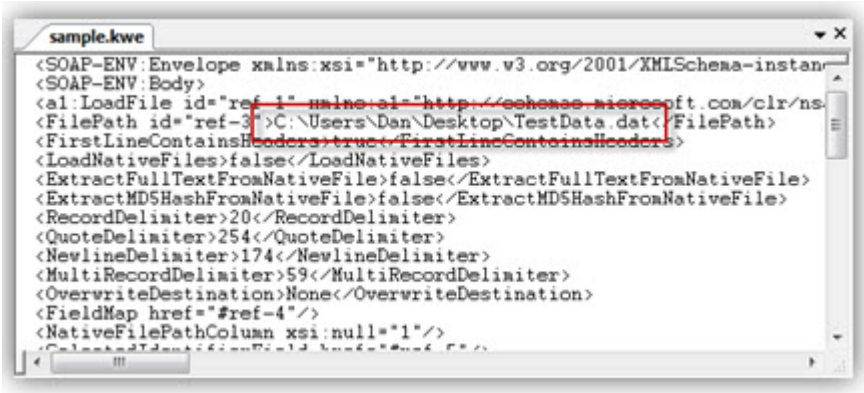
- Selected destination path
- Advanced settings – copy files to repository

To create a .kwe file, click **Save Field Map**.

Save Field Map

The next time you have an identically formatted load file, use your .kwe. When you open the .kwe file you will be prompted to select the file being loaded or you update the path in the .kwe file.

Below is the text of a .kwe file. The fourth line contains an absolute path to the document-level load file to be loaded. Update this section to point to your new load file.



.kwe file

After you have updated your .kwe file, select **File** and **Load Field Map.** Be sure to test for any errors, and then load the file.

3.2 Importing an Image File

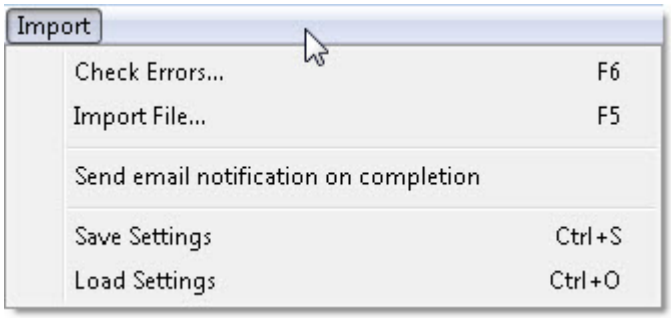
You can import an Opticon-formatted page-level import load file to Relativity. Relativity only accepts single page, Group IV TIFs, or JPGs. Select **Tools | Import |Image Load File.**

Import Image Load File Display

3.2.1 Import Menu Options

This **Import** menu options available on the Import Image Load File window include:

- **Check Errors** goes through your load file and checks for errors.
- **Import File** imports the file into Relativity.
- **Send email notification on completion**, when checked, sends an email to the address you used to log into the RDC when the image file has been loaded.
- **Save Settings** saves your image load settings.
- **Load settings** loads your previously saved image load settings.

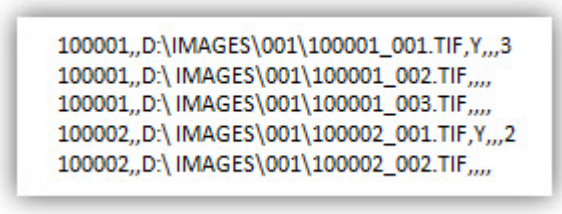


Import Menu Options

3.2.2 Selecting Settings for an Image File

Before you can import an image file, you must select settings for the options in the Image Load File window:

- **Load File** provides an ellipsis with which you select an image file to load.
- **Start Line** is the line of the load file where the import process will begin. The default value is 0, and will load the entire load file.
- **Overwrite** elects the type of load. There are three options:
  - Append only loads only new records.
  - Overlay only updates existing records only.
  - Append/overlay adds new records and overlays images for existing records.
- **General | Support Image Auto-Numbering** is to be used when you are importing a set of TIFFs that share a page identifier for each record. For example:



Shared Page Identifier

Because the page identifiers are shared per document and are not unique - you need to select Support Image Auto-Numbering. This applies a .01, .02, and so on to the page-level identifier, creating a unique number per page. Use the **load file ellipsis (…)** button to browse to your page-level load file. Relativity accepts Opticon format image load files.

Extracted Text | Load Extract Text loads any extracted text into the database when checked.

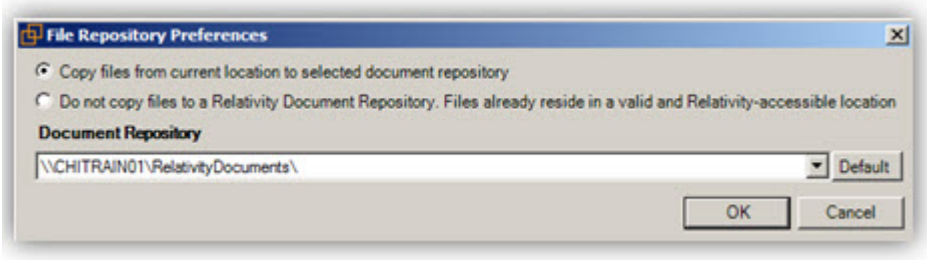
The text files must be:

- .txt extension files
- Stored in the same directory as TIFF files
- Named in the same way as the TIFF files

If your files are on your desktop/laptop, or if you are a consulting partner loading data into kPlex, ignore the Repository section. The default selection is to copy files from current location to the server.

Encoding for undetectable files is a drop-down that allows you to select an encoding for your undetectable image files. The ellipsis next to the drop-down brings up a window containing more encodings. The question mark icon takes you to more information on Unicode encoding.

The **Repository section** should only be used if the image files for the workspace already reside in a valid Relativity-accessible location.



File Repository Preferences Display

The following options are available:

- **Copy files from current location to selected document repository** copies the files from the location in the selected load file field to the selected document repository.
- **Do not copy files to a Relativity document repository. Files already reside in a valid and Relativity-accessible location**. This option should be used if the native files have already been copied to their final location, accessible by Relativity.

The default option can be set on an environment wide level. For more information, refer to the Relativity Configuration Table.

Using either option, the selected native file path field should point to the current location of the native files.

When performing an overlay, the **Overlay Identifier** section becomes available. The overlay identifier allows you to specify the field that links your overlay load file to the workspace.

The fields in the drop-down are fixed-length fields with a manually-applied SQL index. Note that this is NOT the same as adding the field to the full-text index.

Contact your SQL database administrator to apply an index to a field.

3.3 Importing a Production File

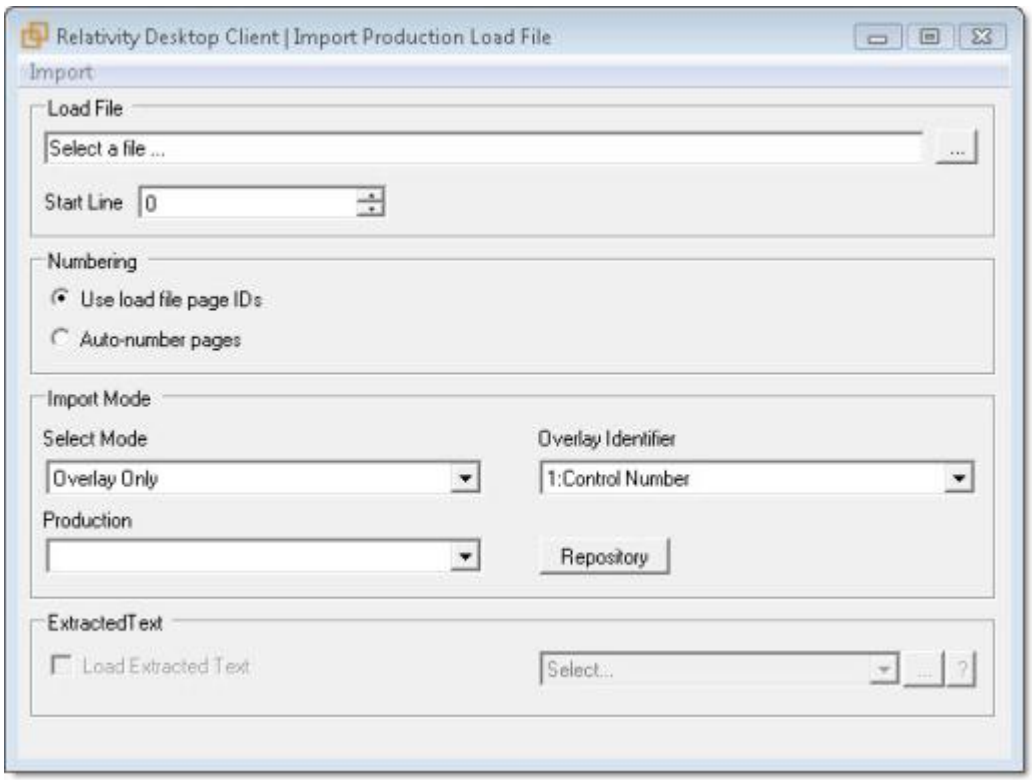
Relativity allows you to import productions in order to use an external tool to execute your production, but still use the results in your workspace. Follow these general steps for working with productions:

- Create your **production set** in Relativity.

For more information about creating productions, see the section Creating a New Production Set.

Note that the Bates label setting in your imported production will not be used. The numbering imported in your Opticon file becomes the Bates numbering.

- Run the production in your internal tool and generate two files:
  - A document-level control file that contains, at minimum:
    - An identifier field present in your workspace
    - The new Bates values
  - A page-level Opticon file using the Bates numbering scheme
- Overlay the document-level load file into Relativity.
- Import in your Opticon load file according to the following steps.
- Select **Tools | Import |Production Load File.**

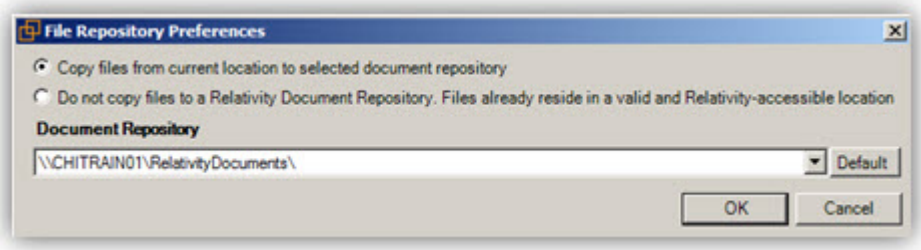


Import Production Load File dialog box

3.3.1 Selecting Settings for an Production File

Before you can import a production file, you must select settings for the options in the Import Production Load File window. The Import menu options are similar to those for image files.

- Click the **load file ellipsis (…)** button to browse to your page-level load file. Relativity accepts Opticon format image load files.
- **Start Line** is the line of the load file where the import process begins. The default value is 0, and will load the entire load file.
- **Numbering** defaults to use load file page IDs, however if page IDs in the production are not unique you may want to auto-number pages.
- **Select Mode** is set to **Overlay Only** because you are overlaying production images onto existing documents.
- **Production** is the Relativity production to which the images you are uploading corresponds. Only new, empty production sets appear in this list.
- **Overlay Identifier** is where the field that stores overlaid document-level Bates information on the document is set.
- **Repository** button opens a separate dialog box with location of images.



File Repository Preferences Display

The following options are available:

- **Copy files from current location to selected document repository** copies the files from the location in the selected load file field to the selected document repository.
- **Do not copy files to a Relativity document repository. Files already reside in a valid and Relativity-accessible location**. This option should be used if the native files have already been copied to their final location, accessible by Relativity.

- **Extracted Text** allows you to load new text for Production documents that may be revised based on redactions.

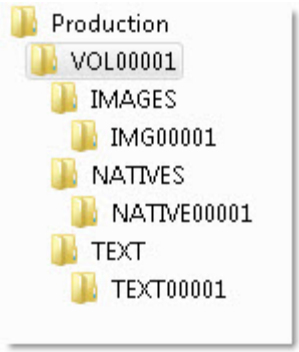
3.4 Importing with Command Line Import

You can use the Windows Command Line to import documents into Relativity. This allows you to automate document importing along with other parts of your processing and integration process.

For more information, see the Relativity Command Line Import Guide.

4 Exporting

You can use the RDC to export production sets, search results, and folders. When performing an export, the RDC will automatically create top level folders for images, text and natives as illustrated below.



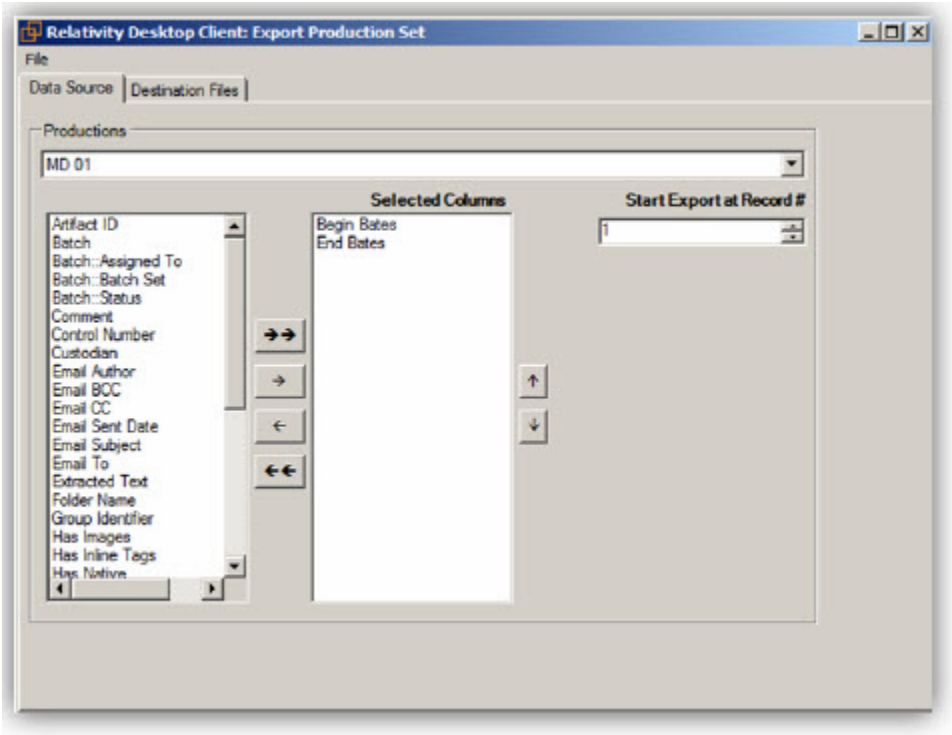
Folder Structure of an Export

4.1 Exporting a Production Set

You can export the contents of a production set created in Relativity through the RDC. For more information about productions, see the section Production Sets.

When you export a production, the Data Source and Destination Files tabs on the Export Production Set window are displayed. This section describes the options available on these tabs, and how to configure them for exporting a production set.

To export a production set, open the RDC. From the **Tools** menu, select **Export | Production Set**.



Start Export Display

4.1.1 Using Saved Export Settings

You can use settings from a previous export of a production set if you created an export settings file. To use this file, click **File**, and then select **Load Export Settings**. Browse for your export settings file (.kwx) in the Open dialog. For more information, see Saving Export Settings.

4.1.2 Data Source Tab

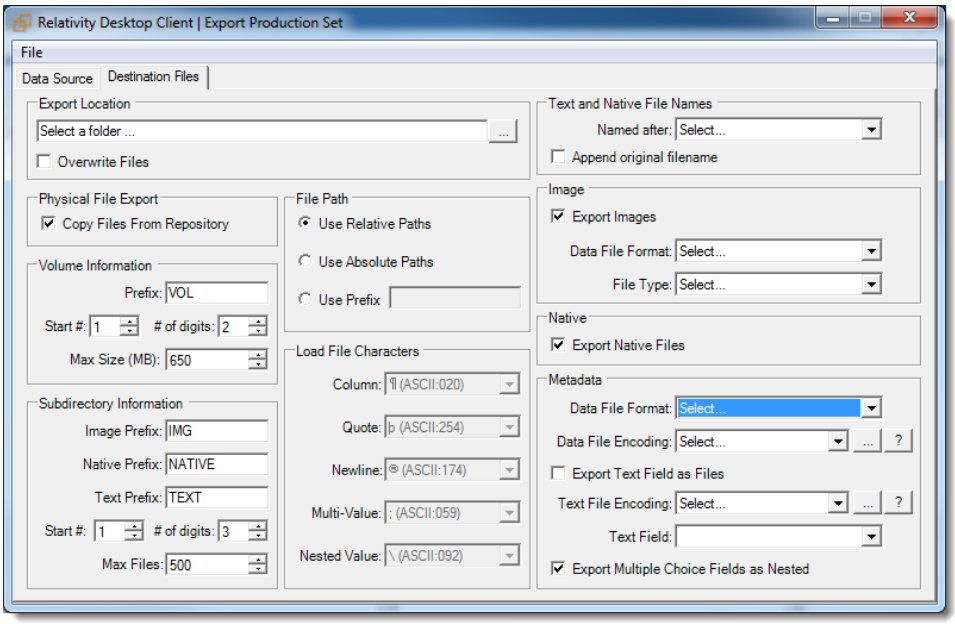
The Data Source tab allows you to define the data for your export:

- The **Productions** drop-down allows you to select which production to export.

- The **Selected Columns** section defines which fields you'd like to export for that search. These boxes work in the same way as adding a field to a view in Relativity. All available fields are in the right-side box. Fields on the left will be exported.
- The **Start Export at Document #** section allows you to identify which record begins your export by selecting its document number.

4.1.3 Destination Files Tab

The Destination Files tab allows you to configure how the files are exported. The following subsections describe how to use the options available on this tab.



Destination Files Tab Display

4.1.3.1 Export Location

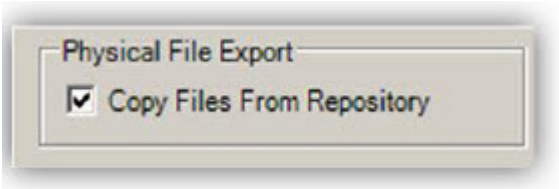
Export Location allows you to select the target window directory for the export. Click the **ellipsis ...** to browse and select the location.

Export Location Display

Select **Overwrite Files** to overwrite any existing files of the same name in the target export directory.

4.1.3.2 Physical File Export

Physical File Export controls whether the files will be copied from the Relativity file repository.



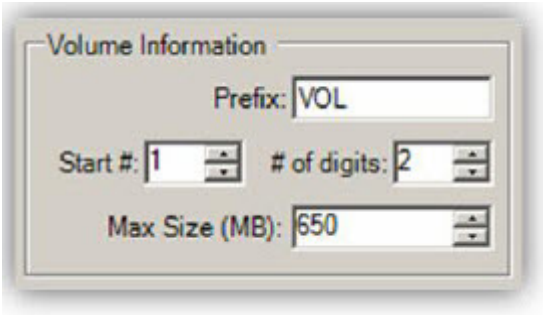
Physical File Export Display

Copy Files From Repository option functions as described below:

- If the box is checked (default) the files will be copied from the file server to the specified export location.
- If the box is unchecked, the files will not be copied to the export location. Instead, the exported load files will reference the repository location of the files.

4.1.3.3 Volume Information

Volume Information controls the naming and size of the volume identifier.



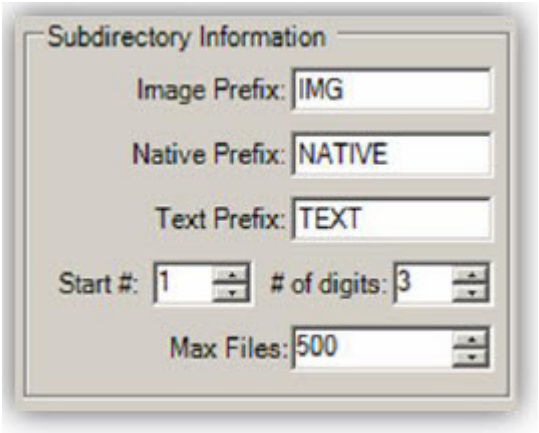
Volume Information Display

This section includes the following options:

- **Prefix** is the volume identifier's alpha prefix.
- **Start #** is the first number used for the numeric section of the volume identifier. If multiple volumes are created during the export, the number will increment, creating unique volume identifiers.
- **# of Digits** represents the amount of numerals attached to the prefix (e.g., if 2 were selected, the output would be VOL001, VOL002.)
- **Max size** is the maximum size allowed for each volume in MBs.

4.1.3.4 Subdirectory Information

The **Subdirectory Information** controls the naming and size of volume subfolders.



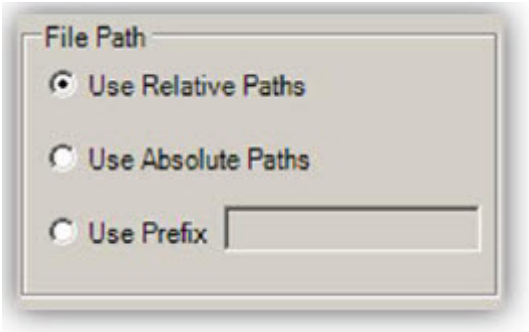
Subdirectory Information Display

This section includes the following options:

- **Image Prefix** is the alpha prefix for the subdirectory used to store exported images.
- **Native Prefix** is the alpha prefix for the subdirectory used to store exported native files.
- **Text Prefix** is the alpha prefix for the subdirectory used to store exported extracted text files.
- **Start #** sets the starting number for the subdirectories.
- **# of Digits** represents the amount of numerals attached to the subdirectory prefix (e.g., if 3 were selected, the output would be IMG001, IMG002, etc.)
- **Max Files** sets the number of files that will be stored in each subdirectory.

4.1.3.5 File Path

The **File Path** section controls the paths used to reference exported files.



File Path Display

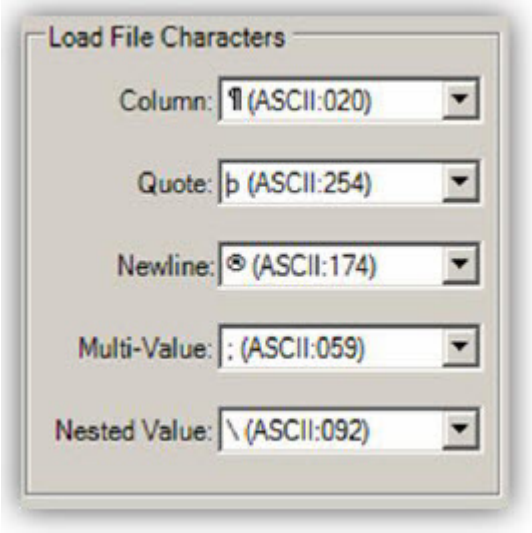
This section includes the following options:

- **Use absolute paths** exports out paths to exported files as absolute paths:
  - C:\ Desktop\VOL001\NATIVE001\AS000001.msg
- **Use relative paths** exports out paths to exported files as relative paths.
  - .\VOL001\NATIVE001\AS000001.msg

- **Use prefix** allows you to add a prefix to the relative path, such as a cd drive letter.
  - D:\VOL001\NATIVE001\AS000001.msg

4.1.3.6 Native Load File Characters

Native Load File Characters controls which delimiters are used when exporting a document-level load file where the Data File Format is set to Custom. For more information on Data File Formats see that section.



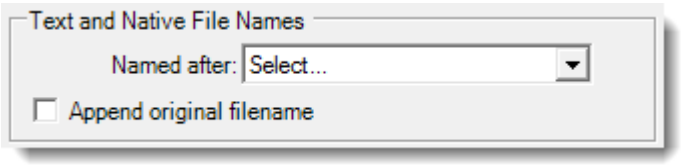
Native Load File Characters Display

This section includes the following options:

- The **Column** delimiter separates columns in the load file.
- The **Quote** delimiter qualifies the text in each field on the load file.
- The **Newline** delimiter signifies the end of any extracted text or long text field in the load file.
- The **Multi-Value** delimiter separates different choices within a choice field.
- The **Nested Value** delimiter shows the hierarchy of choices within a choice field.

4.1.3.7 Text and Native File Names

Text and Native File Names determines how exported native and extracted text files will be named.



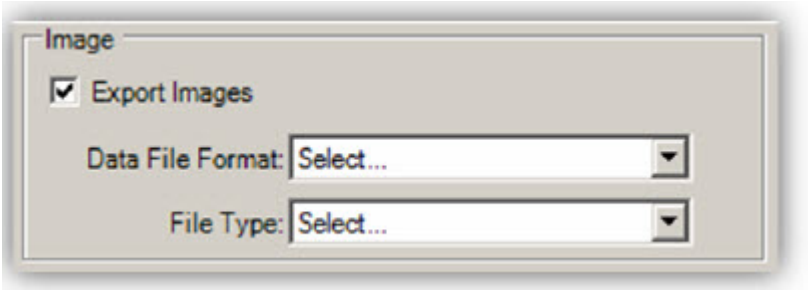
Text and Native File Names Display

This section includes the following options:

- **Named after** sets the naming convention for the exported files.
  - Select identifier to name the files after your workspace's identifier.
  - Select beginning Bates to name the files after the production's Bates number.
- Check **Append original filename** to append the file's original name to the end of the exported file's name.

4.1.3.8 Image

Image sets whether images are exported, and if so, how the export is formatted.



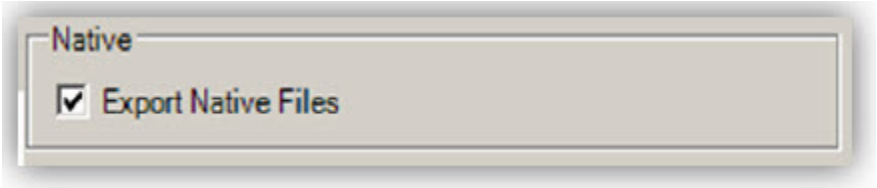
Export Images Checkbox

This section includes the following options:

- **Check Export Images** if images are included in the export.
- **Date File Format** is the format of the image-level load file. Select from the following formats:
  - Opticon
  - IPRO
  - IPRO (FullText)
- **File Type** is the type of images that are exported.
  - Single-page TIF/JPG will export out the files as they were loaded or created in Relativity.
  - Multi-page TIF will export out the files as multi-page TIFs, with one file per document.
    - Documents with only black and white images will use Group IV compression.
    - Documents that include color images will contain LZW compression.
  - PDF will export out the files as multi-page PDFs, with one file per document.
    - The PDFs are not searchable.
    - Color pages will remain in color.

4.1.3.9 Native

Native determines if native files are exported.

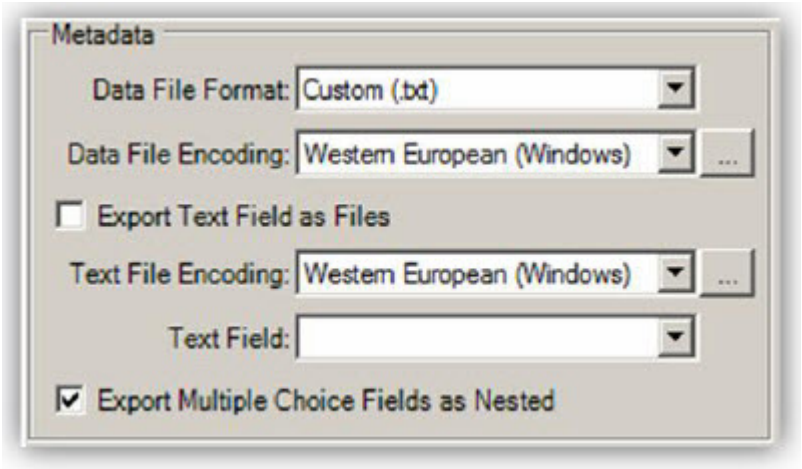


Export Native Files Checkbox

When **Export Native Files** is checked, the natives are exported.

4.1.3.10 Metadata

Metadata determines how the document-level load file and extracted text are exported.



Metadata Options

This section includes the following options:

- **Data File Format** determines the document-level load file format.
  - Comma separated (.csv) exports out a load file in csv format.
  - Tab Delimited (.txt) exports out a load file in tab delimited format.
  - Concordance exports out a load file with the standard Concordance delimiters.
  - Custom allows you to set your own custom delimiters, which you can set in the native load file characters section, found above.
  - HTML exports out an HTML load file with hyperlinks to launch any exported files.
- **Data File Encoding** is the encoding of the document-level load file.
- **Export Text Field** as files is a checkbox that indicates how the extracted text or OCR will be exported.
  - If the box is checked, the files are exported as individual document-level text files, with one file per document.
  - If the box is not checked, the text is included as part of your load file.
- **Text File Encoding** is the encoding of the document-level text files.
- **Text Field** allows you to select which field you'd like to export.

- If you leave the box blank, extracted text contents are exported.
- If you select one of your workspaces' long text fields, that field is exported.

The text field export is used to export a secondary OCR field. This secondary OCR field might store the OCR for the redacted version of an image.

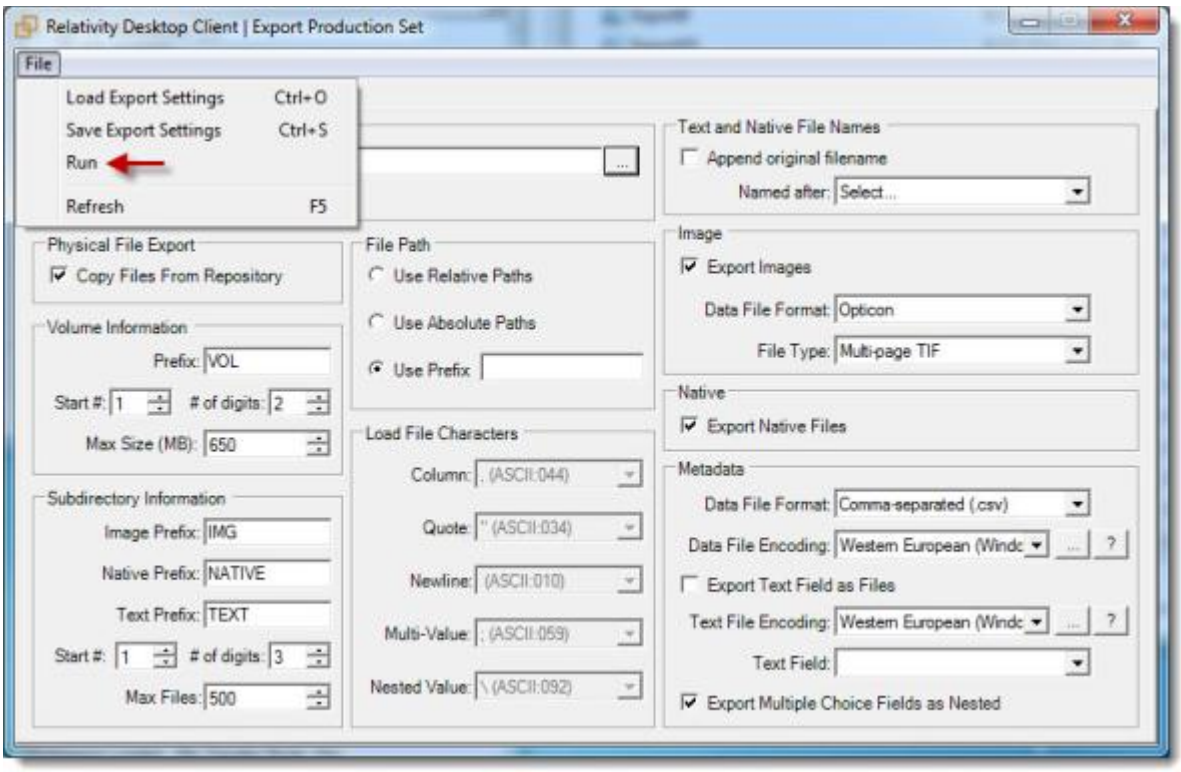
- **Export Multiple-Choice Fields as Nested** maintains the hierarchy of Relativity multiple-choice lists, when applicable. Child choices are separated by the nested value delimiter, a backslash by default.

For example, say a document was tagged with the following issue field values:

When exported, the doc would show as "Hot\Really Hot\Super Hot; Look at Later"

4.1.4 Running an Production Set Export

After you have selected your export settings, select **File** and click **Run**.



Run Export Display

Note: If you are missing any information needed to successfully perform the export, a warning dialog box appears outlining the issue.

Export Warning

Click **OK**. Return to your export dialog box to make the necessary adjustments, then select **File** and click **Run** to complete the export.

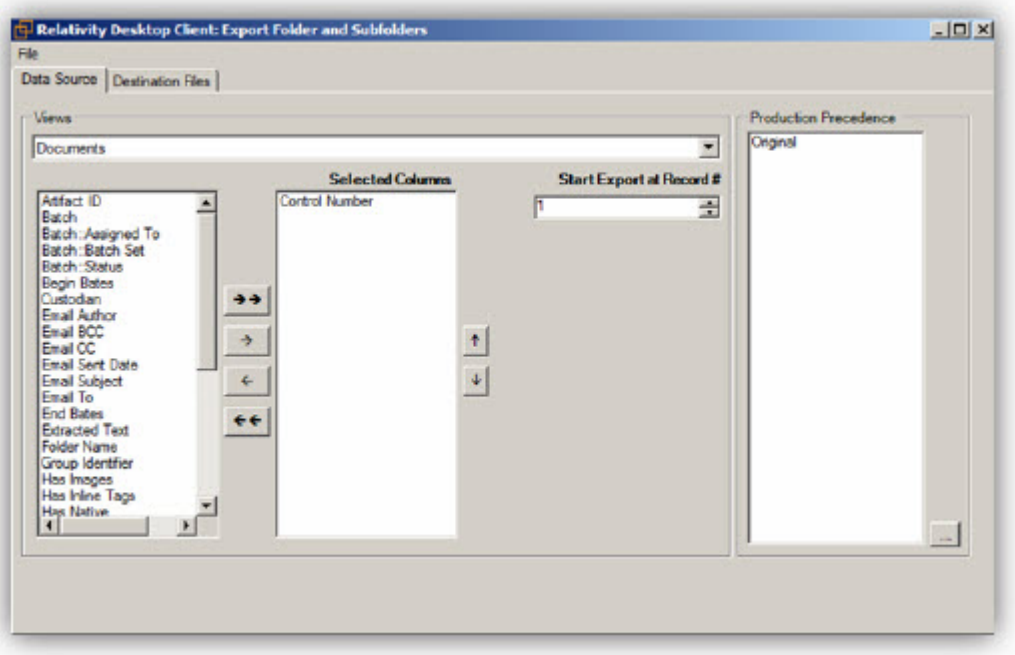
4.2 Exporting a Saved Search

You can export the current results of a saved search through the RDC. For more information about searches, see the Searching Manual.

When you export a saved search, the Data Source and Destination Files tabs on the Export Saved Search window are displayed. This section describes the

options available on these tabs, and how to configure them for exporting a saved search.

To export a search, open the RDC. From the **Tools** menu, select **Export | Saved Search**.



Data Source Tab

4.2.1 Using Saved Export Settings

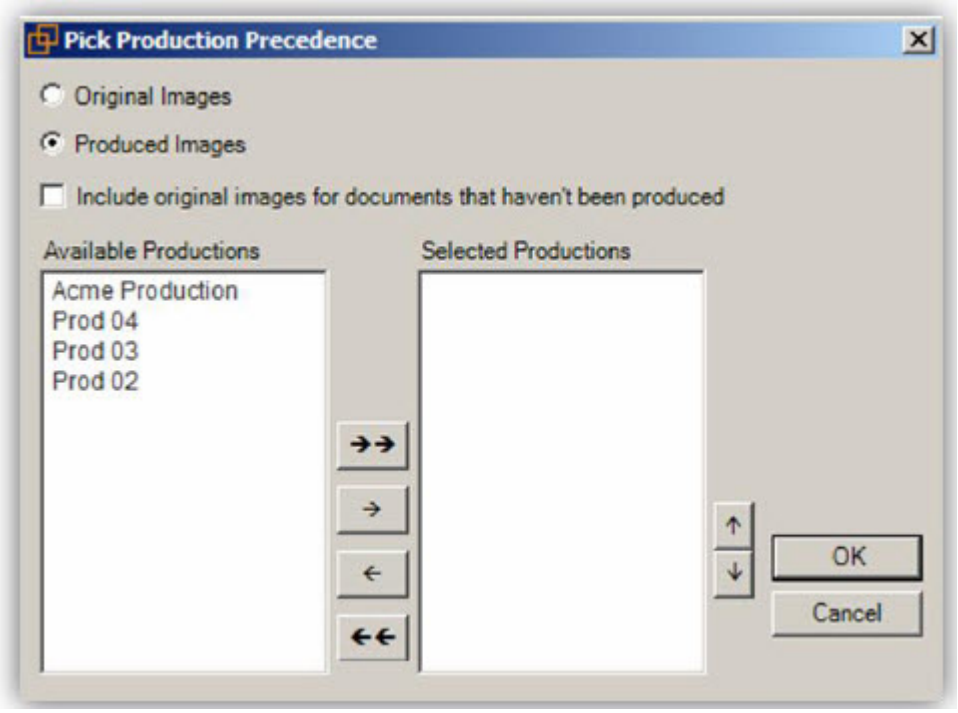
You can use settings from a previous export of a saved search if you created an export settings file. To use this file, click **File**, and then select **Load Export Settings**. Browse for your export settings file (.kwx) in the Open dialog. For more information, see Saving Export Settings.

4.2.2 Data Source Tab

The Data Source tab allows you to define the data for your export:

- The **Searches** drop-down allows you to select the search you would like to export. Select from a drop-down of available saved searches. The documents in the selected views are exported. If your saved search references a dtSearch or Relativity Analytics index, that index must be active.
- The **Selected Columns** section defines which fields you'd like to export for that search. These boxes work in the same way as adding a field to a view in Relativity. All available fields are in the right-side box. Fields on the left are exported.
- The **Production Precedence** section allows you to set which, if any, produced version of the produced documents is exported in place of the

original image. In this section, click the **ellipsis...** to display the Pick Production Precedence window where you can make your selections.



Pick Production Precedence

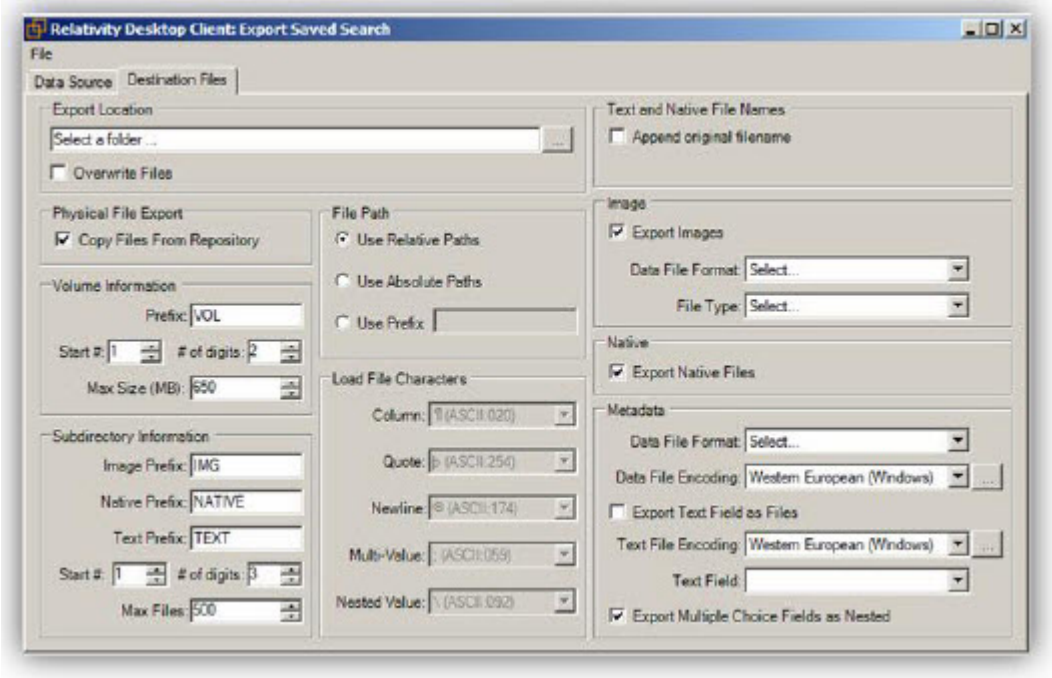
- **Original Images** exports only the original, non-produced images.
- **Produced Images** exports a produced version of the images.
- Click **Include original images…** to include original versions of images for documents that are not in a specified production.

  Note: Only one version of each document will be produced. If the document is in the top selected production, that version is exported. If not, Relativity will look to the second production and so on. If the document is not a part of any of the selected productions, then the original document is produced – if the **Include Original** box is checked.

- Move productions from **Available** to **Selected** to define productions eligible for export. Use the up and down arrows to the right of the selected productions box to set the precedence.

4.2.3 Destination Files Tab

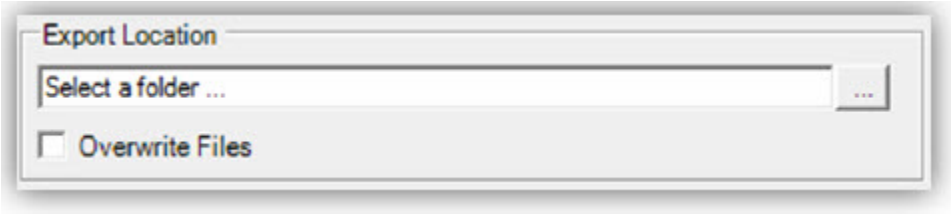
The **Destination Files** tab allows you to control how the files are exported. The following subsections describe how to use the options available on this tab.



Destination Files Tab

4.2.3.1 Export Location

Export Location allows you to select the target window directory for the export. Click the **ellipsis...** to browse and select the location.

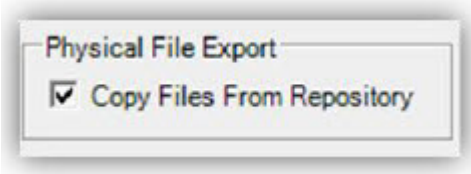


Export Location Display

Select **Overwrite Files** to overwrite any existing files of the same name in the target export directory.

4.2.3.2 Physical File Export

Physical File Export controls whether the files will be copied from the Relativity file repository.



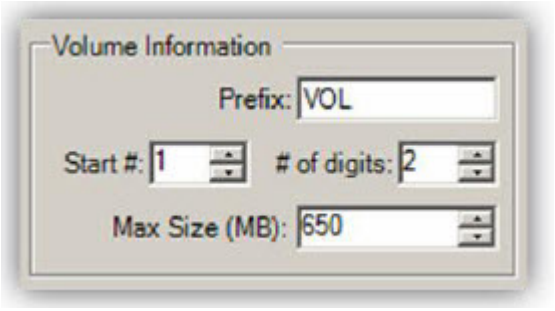
Physical File Export Display

Copy Files From Repository option functions as described below:

- If the box is checked (default) the files will be copied from the file server to the specified export location.
- If the box is unchecked, the files will not be copied to the export location. Instead, the exported load files will reference the files' repository location.

4.2.3.3 Volume Information

Volume Information controls the naming and size of the volume identifier.



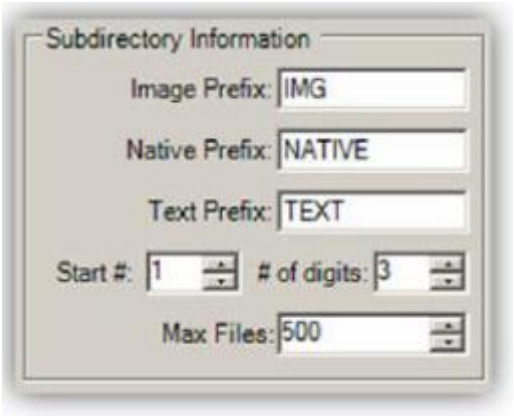
Volume Information Display

This section includes the following options:

- **Prefix** is the volume identifier's alpha prefix.
- **Start #** is the first number used for the numeric section of the volume identifier. If multiple volumes are created during the export, the number will increment, creating unique volume identifiers.
- **# of Digits** represents the amount of numerals attached to the prefix (e.g., if 2 were selected, the output would be VOL001, VOL002.)
- **Max size** is the maximum size allowed for each volume in MBs.

4.2.3.4 Subdirectory Information

The **Subdirectory Information** controls the naming and size of volume subfolders.



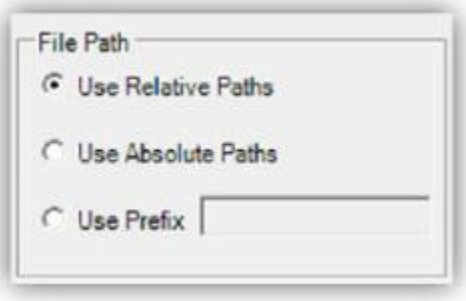
Subdirectory Information Display

This section includes the following options:

- **Image Prefix** is the alpha prefix for the subdirectory used to store exported images.
- **Native Prefix** is the alpha prefix for the subdirectory used to store exported native files.
- **Text Prefix** is the alpha prefix for the subdirectory used to store exported extracted text files.
- **Start #** sets the starting number for the subdirectories.
- **# of Digits** represents the amount of numerals attached to the subdirectory prefix (e.g., if 3 were selected, the output would be IMG001, IMG002, etc.)
- **Max Files** sets the number of files that will be stored in each subdirectory.

4.2.3.5 File Path

The **File Path** section controls the paths used to reference exported files.



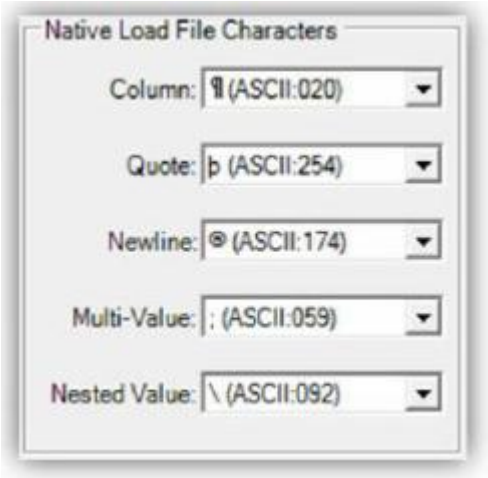
File Path Display

This section includes the following options:

- **Use absolute paths** exports out paths to exported files as absolute paths.
  - C:\ Desktop\VOL001\NATIVE001\AS000001.msg
- **Use relative paths** exports out paths to exported files as relative paths.
  - .\VOL001\NATIVE001\AS000001.msg
- **Use prefix** allows you to add a prefix to the relative path, such as a cd drive letter.
  - D:\VOL001\NATIVE001\AS000001.msg

4.2.3.6 Native Load File Characters

Native Load File Characters controls which delimiters are used when exporting a document-level load file where the Data File Format is set to Custom. For more information on Data File Formats see that section.



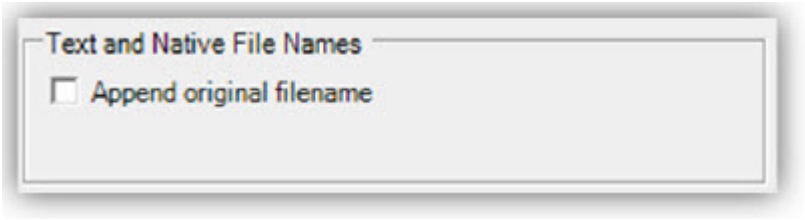
Native Load File Characters Display

This section includes the following options:

- The **Column** delimiter separates columns in the load file.
- The **Quote** delimiter qualifies the text in each field on the load file.
- The **Newline** delimiter signifies the end of any extracted text or long text field in the load file.
- The **Multi-Value** delimiter separates different choices within a choice field.
- The **Nested Value** delimiter shows the hierarchy of choices within a choice field.

4.2.3.7 Text and Native File Names

Text and Native File Names determines how exported native and extracted text files will be named.

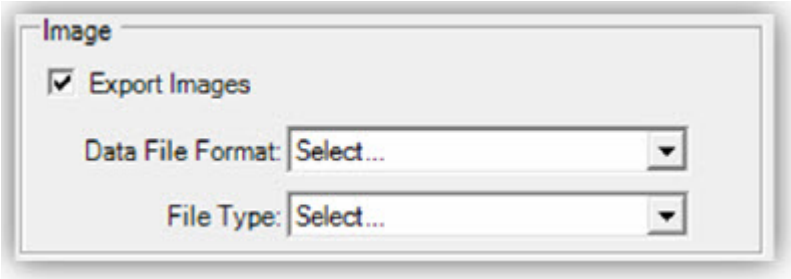


Text and Native File Names Display

Check **Append original filename** to append the file's original name to the end of the exported file's name.

4.2.3.8 Image

Image sets whether images are exported, and if so, how the export is formatted.



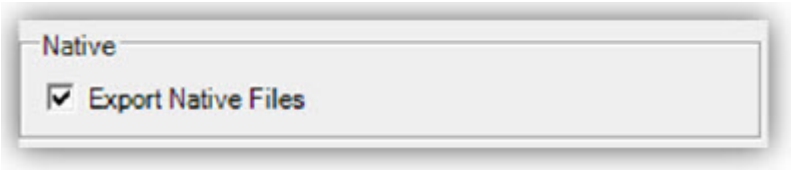
Export Images Checkbox

This section includes the following options:

- **Check Export Images** if images are included in the export.
- **Date File Format** is the format of the image-level load file. Select from the following formats:
  - Opticon
  - IPRO
  - IPRO (FullText)
- **File Type** is the type of images that are exported.
  - Single-page TIF/JPG will export out the files as they were loaded or created in Relativity.
  - Multi-page TIF will export out the files as multi-page TIFs, with one file per document.
    - Documents with only black and white images will use Group IV compression.
    - Documents that include color images will contain LZW compression.
- **PDF** will export out the files as multi-page PDFs, with one file per document.
  - The PDFs are not searchable.
  - Color pages will remain in color.

4.2.3.9 Native

Native Load File Characters determines if native files are exported.

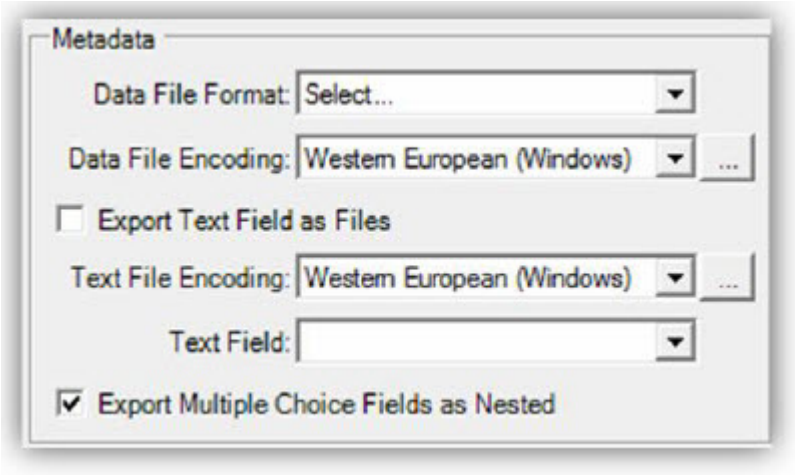


Export Native Files Checkbox

When **Export Native Files** is checked, the natives are exported.

4.2.3.10 Metadata

Metadata determines how the document-level load file and extracted text are exported.



Metadata Options

This section includes the following options:

- **Data File Format** determines the document-level load file format.
  - Comma separated (.csv) exports out a load file in .csv format.
  - Tab Delimited (.txt) exports out a load file in tab delimited format.
  - Concordance exports out a load file with the standard Concordance delimiters.
  - Custom allows you to set your own custom delimiters, which you can set in the native load file characters section, found above.
  - HTML exports out an HTML load file with hyperlinks to launch any exported files.
- **Data File Encoding** is the encoding of the document-level load file.
- **Export Text Field as files** is a checkbox that indicates how the extracted text or OCR will be exported.
  - If the box is checked, the files are exported as individual document-level text files, with one file per document.
  - If the box is not checked, the text is included as part of your load file.
- **Text File Encoding** is the encoding of the document-level text files.
- **Text Field** allows you to select which field you'd like to export.
  - If you leave the box blank, extracted text contents are exported.
  - If you select one of your workspaces' long text fields, that field is exported.

The text field export is used to export a secondary OCR field. This secondary OCR field might store the OCR for the redacted version of an image.

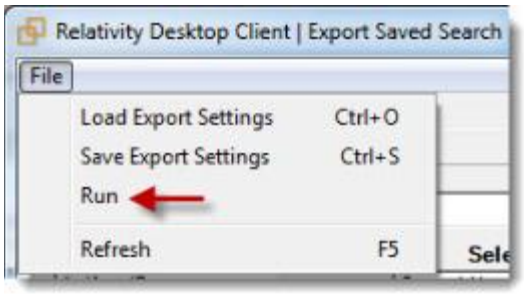
- **Export Multiple-Choice Fields as Nested** maintains the hierarchy of Relativity multiple-choice lists, when applicable. Child choices are separated by the nested value delimiter, a backslash by default.

For example, say a document was tagged with the following issue field values:

When exported, the doc would show as "Hot\Really Hot\Super Hot; Look at Later"

4.2.4 Running an Saved Search Export

After you have selected your export settings, select **File** and click **Run**.



Run Export Display

Note: If you are missing any information needed to successfully perform the export, a warning dialog box appears outlining the issue.

Export Warning

Click **OK**. Return to your export dialog box to make the necessary adjustments, then select **File** and click **Run** to complete the export.

4.3 Exporting a Folder

You can export the contents of a workspace folder through the RDC. To export a folder, open the RDC. Right-click on a folder in the browser, and select **Export | Folder**. (You can also highlight the folder in the browser, click **File** in Tool menu, and select **Export | Folder**.) The Data Source and Destination Files tabs on the Export Folder window are displayed.

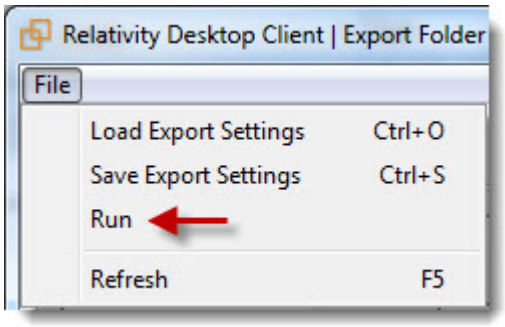
When you select this option, only the contents of the current folder are exported, but not its subfolders. For information about export settings, see the section Exporting a Folder and Subfolders.

4.3.1 Using Saved Export Settings

You can use settings from a previous export of a folder if you created an export settings file. To use this file, click **File**, and then select **Load Export Settings**. Browse for your export settings file (.kwx) in the Open dialog. For more information, see Saving Export Settings.

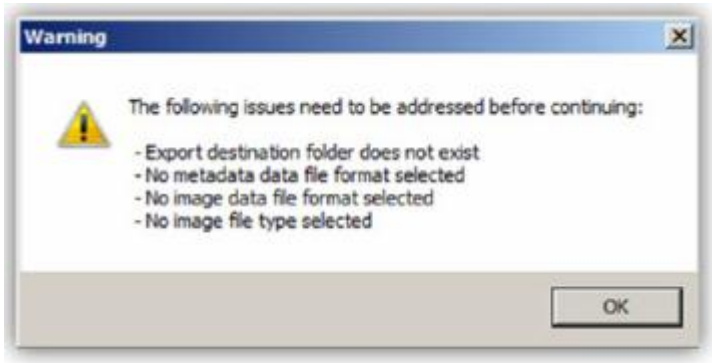
4.3.2 Running a Folder Export

After you select your export settings, click **File** and then **Run**.



Run Export Folder Display

If you are missing any information needed to successfully perform the export, a warning dialog box appears.



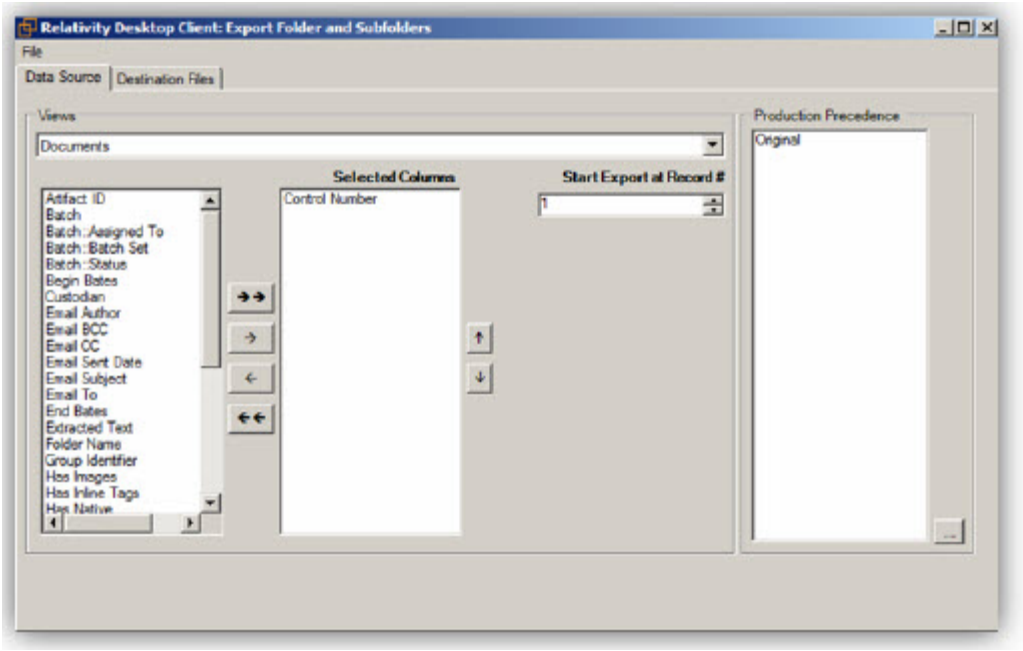
Export Folder Warning Display

Click **OK**. Return to your export dialog box to modify your settings, and then select **File | Run** to complete the export.

4.4 Exporting a Folder and Subfolders

You can export the contents of a folder and its subfolders as well as an entire workspace. To export an entire workspace, highlight the root folder in the browser. When you export a folder and its subfolders, the Data Source and Destination Files tabs on the Export Folder and Subfolders window are displayed. This section describes the options available on these tabs, and how to configure them for exporting folders and subfolders.

To export a folder and its subfolders, open the RDC. From the **Tools** menu, click **File**, and select **Export | Folder and Subfolders**. You can also use the right-click menu for the folder.



Data Source Display

4.4.1 Using Saved Export Settings

You can use settings from a previous export if you created an export settings file. To use this file, click **File**, and then select **Load Export Settings**. Browse for your export settings file (.kwx) in the Open dialog. For more information, see Saving Export Settings.

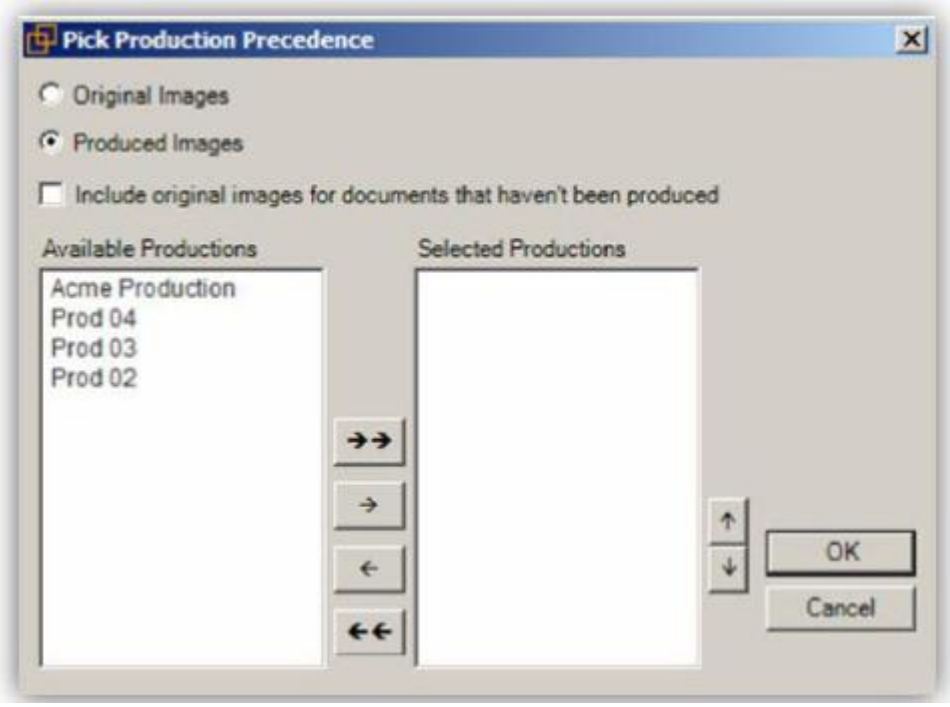
4.4.2 Data Source Tab

The **Data Source** tab allows you to define the data for your export:

- The **Views** drop-down allows you to select the view you'd like to export.
- The **Selected Columns** section defines which fields you'd like to export for that search. These boxes work in the same way as adding a field to a view in

Relativity. All available fields are in the right-side box. Fields on the left will be exported.

- The **Start Export at Record #** section allows you to identify which record begins your export by selecting its document number.
- The **Production Precedence** section allows you to set which, if any, produced version of the produced documents is exported in place of the original image. In this section, click the **ellipsis...** to display the Pick Production Precedence window where you can make your selections.



Produced Images Precedence

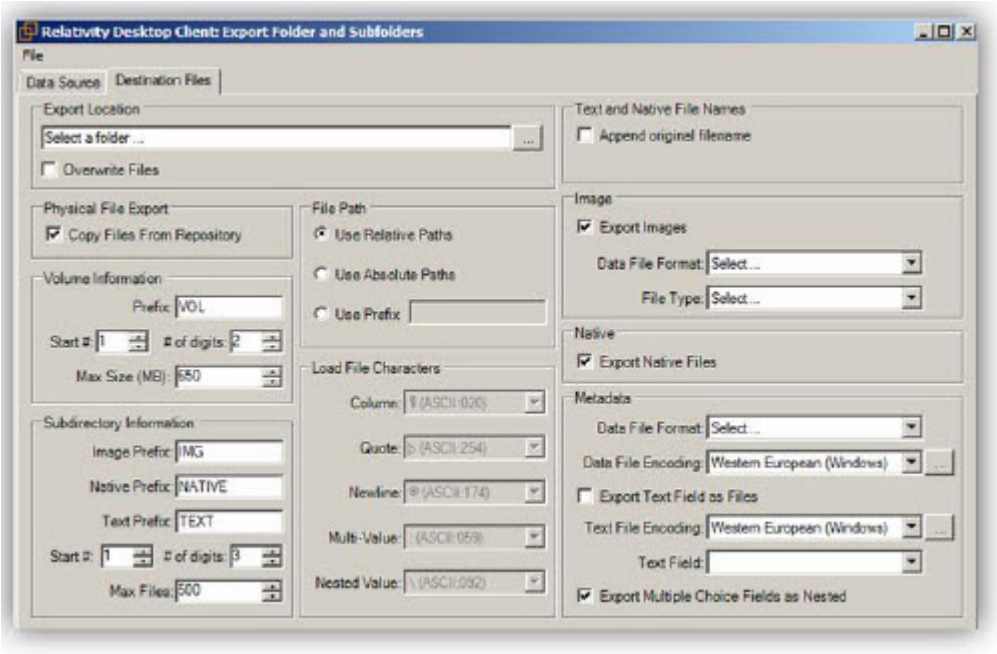
- **Original Images** exports only the original, non-produced images.
- **Produced Images** exports a produced version of the images.
- Click **Include Original…** to include original versions of images for documents that are not in a specified production.

  Note: Only one version of each document will be produced. If the document is in the top selected production, that version is exported. If not, Relativity will look to the second production and so on. If the document is not a part of any of the selected productions, then the original document is produced – if the Include Original box is checked.

- Move productions from **Available** to **Selected** to define productions eligible for export. Use the up and down arrows to the right of the selected productions box to set the precedence.

4.4.3 Destination Files Tab

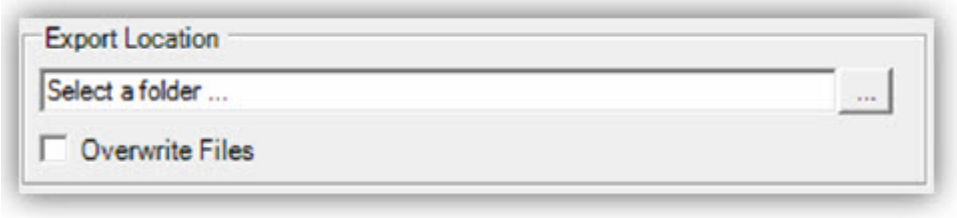
The **Destination Files** tab allows you to control how the files are exported. The following subsections describe how to use the options available on this tab.



Destination Files Tab

4.4.3.1 Export Location

Export Location allows you to select the target window directory for the export. Click the **ellipsis...** to browse and select the location.

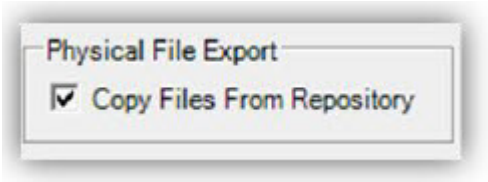


Export Location Display

Select **Overwrite Files** to overwrite any existing files of the same name in the target export directory.

4.4.3.2 Physical File Export

Physical File Export controls whether the files will be copied from the Relativity file repository.



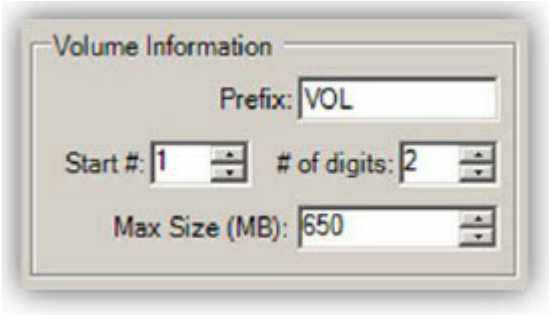
Physical File Export Display

Copy Files From Repository option functions as described below:

- If the box is checked (default) the files will be copied from the file server to the specified export location.
- If the box is unchecked, the files will not be copied to the export location. Instead, the exported load files will reference the files' repository location.

4.4.3.3 Volume Information

Volume Information controls the naming and size of the volume identifier.



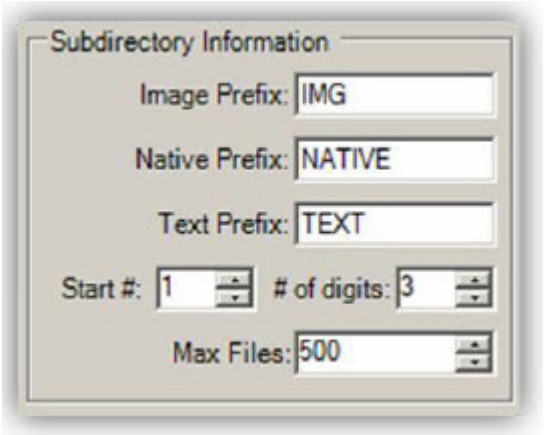
Volume Information Display

This section includes the following options:

- **Prefix** is the volume identifier's alpha prefix.
- **Start #** is the first number used for the numeric section of the volume identifier. If multiple volumes are created during the export, the number will increment, creating unique volume identifiers.
- **# of Digits** represents the amount of numerals attached to the prefix (e.g., if 2 were selected, the output would be VOL001, VOL002.)
- **Max size** is the maximum size allowed for each volume in MBs.

4.4.3.4 Subdirectory Information

The **Subdirectory Information** controls the naming and size of volume subfolders.



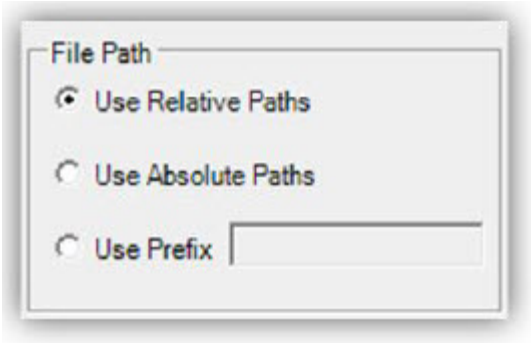
Subdirectory Information Display

This section includes the following options:

- **Image Prefix** is the alpha prefix for the subdirectory used to store exported images.
- **Native Prefix** is the alpha prefix for the subdirectory used to store exported native files.
- **Text Prefix** is the alpha prefix for the subdirectory used to store exported extracted text files.
- **Start #** sets the starting number for the subdirectories.
- **# of Digits** represents the amount of numerals attached to the subdirectory prefix (e.g., if 3 were selected, the output would be IMG001, IMG002, etc.)
- **Max Files** sets the number of files that will be stored in each subdirectory.

4.4.3.5 File Path

The **File Path** section controls the paths used to reference exported files.



File Path Display

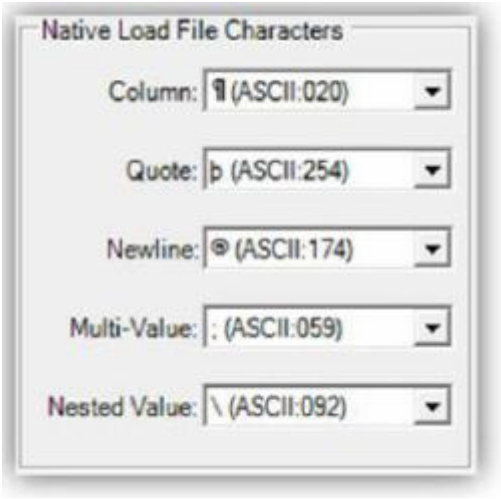
This section includes the following options:

- **Use absolute paths** exports out paths to exported files as absolute paths.
  - C:\ Desktop\VOL001\NATIVE001\AS000001.msg
- **Use relative paths** exports out paths to exported files as relative paths.
  - .\VOL001\NATIVE001\AS000001.msg

- **Use prefix** allows you to add a prefix to the relative path, such as a cd drive letter.
    - D:\VOL001\NATIVE001\AS000001.msg

4.4.3.6 Native Load File Characters

Native Load File Characters controls which delimiters are used when exporting a document-level load file where the Data File Format is set to Custom. For more information on Data File Formats see that section.



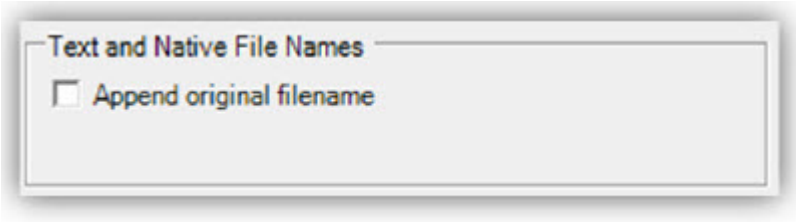
Native Load File Characters Display

This section includes the following options:

- The **Column** delimiter separates columns in the load file.
- The **Quote** delimiter qualifies the text in each field on the load file.
- The **Newline** delimiter signifies the end of any extracted text or long text field in the load file.
- The **Multi-Value** delimiter separates different choices within a choice field.
- The **Nested Value** delimiter shows the hierarchy of choices within a choice field.

4.4.3.7 Text and Native File Names

Text and Native File Names determines how exported native and extracted text files will be named.



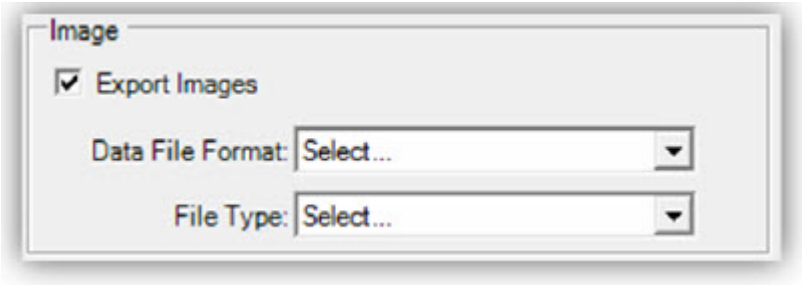
Text and Native File Names Display

This section includes the following options:

- Check **Append original filename** to append the file's original name to the end of the exported file's name.
- **Named after** sets the naming convention for the exported files.
  - Select identifier to name the files after your workspace's identifier.
  - Select beginning Bates to name the files after the production's Bates number

4.4.3.8 Image

Image sets whether images are exported, and if so, how the export is formatted.



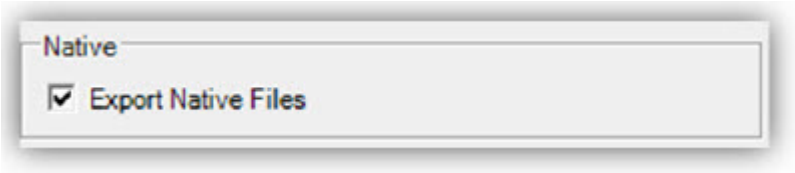
Export Images Checkbox

This section includes the following options:

- **Check Export Images** if images are included in the export.
- **Date File Format** is the format of the image-level load file. Select from the following formats:
  - Opticon
  - IPRO
  - IPRO (FullText)
- **File Type** is the type of images that are exported.
  - Single-page TIF/JPG will export out the files as they were loaded or created in Relativity.
  - Multi-page TIF will export out the files as multi-page TIFs, with one file per document.
    - Documents with only black and white images will use Group IV compression.
    - Documents that include color images will contain LZW compression.
  - PDF will export out the files as multi-page PDFs, with one file per document.
    - The PDFs are not searchable.
    - Color pages will remain in color.

4.4.3.9 Native

Native Load File Characters determines if native files are exported.

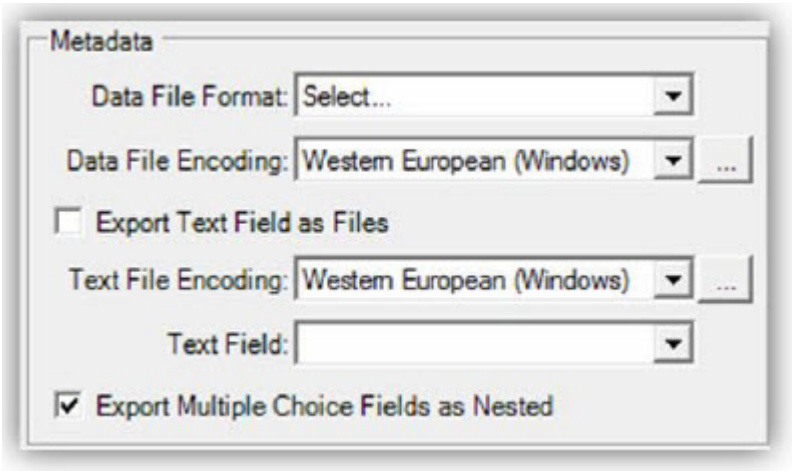


Export Native Files Checkbox

When **Export Native Files** is checked, the natives are exported.

4.4.3.10 Metadata

Metadata determines how the document-level load file and extracted text are exported.



Metadata Options

This section includes the following options:

- **Data File Format** determines the document-level load file format.
  - Comma separated (.csv) exports out a load file in .csv format.
  - Tab Delimited (.txt) exports out a load file in tab delimited format.
  - Concordance exports out a load file with the standard Concordance delimiters.
  - Custom allows you to set your own custom delimiters, which you can set in the native load file characters section, found above.
  - HTML exports out an HTML load file with hyperlinks to launch any exported files.
- **Data File Encoding** is the encoding of the document-level load file.
- **Export Text Field** as files is a checkbox that indicates how the extracted text or OCR will be exported.
  - If the box is checked, the files are exported as individual document-level text files, with one file per document.
  - If the box is not checked, the text is included as part of your load file.
- **Text File Encoding** is the encoding of the document-level text files.
- **Text Field** allows you to select which field you'd like to export.

- If you leave the box blank, extracted text contents are exported.
- If you select one of your workspaces' long text fields, that field is exported.

The text field export is used to export a secondary OCR field. This secondary OCR field might store the OCR for the redacted version of an image.

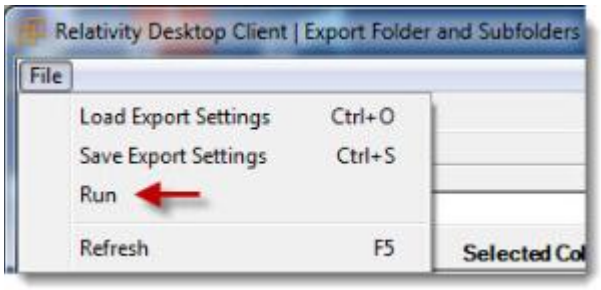
- **Export Multiple-Choice Fields as Nested** maintains the hierarchy of Relativity multiple-choice lists, when applicable. Child choices are separated by the nested value delimiter, a backslash by default.

For example, say a document was tagged with the following issue field values:

When exported, the doc would show as “Hot\Really Hot\Super Hot; Look at Later”

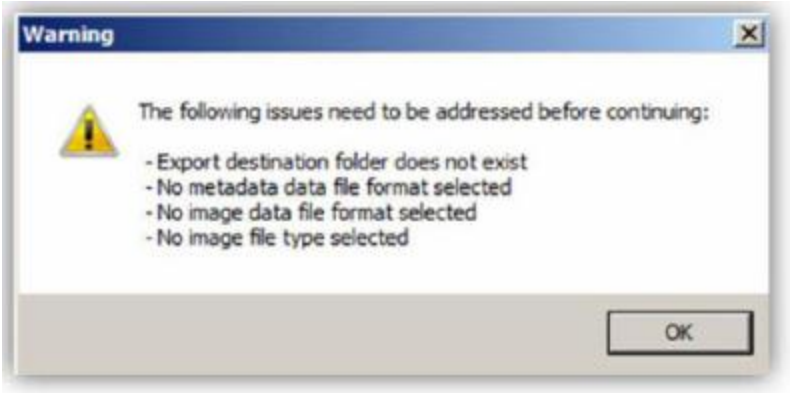
4.4.4 Running an Folder and Subfolders Export

After you have selected your export settings, select **File** and click **Run**.



Run Export Display

Note: If you are missing any information needed to successfully perform the export, a warning dialog box appears outlining the issue.



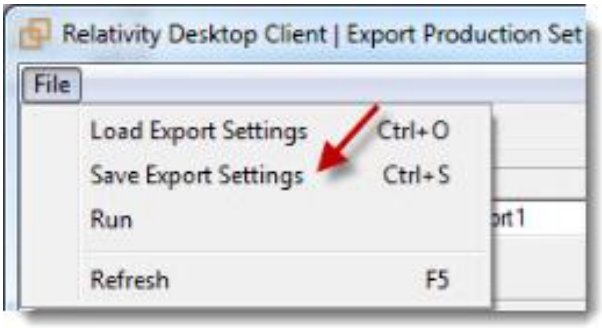
Export Warning

Click **OK**. Return to your export dialog box to make the necessary adjustments, and then select **File | Run** to complete the export.

4.5 Saving Export Settings

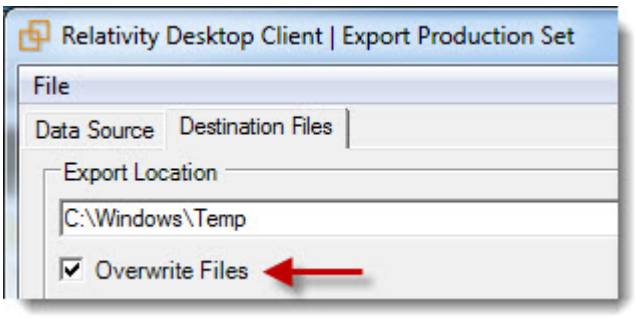
You can save the settings that you selected when exporting a production set, saved search, or group of folders for reuse at a later time. The RDC will create a .kwx file, which contains the settings for the export job.

To create an export file, click **File**, and choose **Save Export Settings**. Select a folder and enter a name for the file in the Save As dialog box. The .kwx file will be added to this location.



Save Export Settings Option

When you want to run an export using the saved settings, select **Load Export Settings** from the **File** menu. You may need to select **Overwrite Files** if you re-exporting the same group of files to the previously used **Export Location**.



Overwrite Files Option

5 Configuration Settings for the RDC

You can fine-tune the performance of RDC in your environment by adjusting its configuration values. Several of these configuration values control how the RDC uses batches to load records in the database. When you have a very large import job, it uses dynamic batch resizing to prevent any interruptions to the loading process due to system timeouts. The RDC reduces the batch size by 100 until it determines the optimum number of records for import. It will also reduce the number of records when the data size (in bytes) for the batch approaches the value set for the ImportBatchMaxVolume as described below.

Use these instructions to update your configuration file:

1. Exit the RDC if it is currently open.
2. Navigate to the **kCura.EDDS.Winform.exe.config** file on the machine where the RDC is installed. By default, this configuration file is located in the following directory:

   [Installation_Directory]\kCura Corporation\Relativity Desktop Client

   Note: Make a backup copy of this file in case you need to rollback any configuration changes made to it.

3. Open the **kCura.EDDS.Winform.exe.config** file in a text or XML editor.
4. Delete the opening comment tag **<!** -- displayed before the tag <kCura.WinEDDS>, and the closing tag **-->** displayed after the tag </kCura.WinEDDS>. See the following illustration.

```
<!--  ←Delete comment tag
<kCura.WinEDDS>
    <add key="ImportBatchMaxVolume" value="10485760" />
    <add key="ImportBatchSize" value="1000" />
    <add key="ExportBatchSize" value="1000" />
    <add key="DynamicBatchResizingOn" value="True" />
    <add key="MinimumBatchSize" value="100" />
    <add key="WaitTimeBetweenRetryAttempts" value="30" />
    <add key="CreateErrorForEmptyNativeFile" value="False" />
</kCura.WinEDDS>
-->  ←Delete comment tag
```

5. Edit the attribute values as necessary. Modify only the characters bolded in the previous code sample.

   - **ImportBatchMaxVolume:** This value represents the maximum data size (in bytes) for a batch. When the data size approaches this value, the RDC reduces the batch size by 100 using dynamic batch resizing. The default value is 10485760 bytes (or 10 MB).
   - **ImportBatchSize:** This value represents the initial number of records in an import batch. If dynamic batch resizing is enabled, this value may be reset for a job to accommodate the number of records or the size of the data. The default value is 1000 records.
   - **ExportBatchSize:** This value represents the number of records in an export batch. The default value is 1000 records.
   - **DynamicBatchResizingOn:** When default value of **True** is set, the RDC will automatically use dynamic batch resizing to decrease the batch size by 100 records and retry the import job. When the value is set to **False,** the RDC will timeout when the import job is too large to complete.
   - **MinimumBatchSize:** When DynamicBatchResizingOn is set to True, this value represents lower bound on the batch size. Batch sizes cannot be smaller than this value. The default value is 100 records.
   - **WaitTimeBetweenRetryAttempts:** This value represents the time interval in seconds between import attempts made by the RDC. The default value is 30 seconds.
   - **CreateErrorForEmptyNativeFile:** When the default value of **False** is set, the RDC imports only the metadata for the record associated with an empty file (of 0 KB), and it displays a message on the Warning tab. When this value is set to **True**, the RDC does not import the metadata for the empty file, and the Error tab displays a message.

     Note: The RDC does not import empty files. This configuration value controls only the import of metadata, and where information about an empty file is displayed.

6. Save your changes to the file. You can now log in to the RDC.

6 NOTIFICATION OF ADMINISTRATIVE ACCESS AND CONSENT

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