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Access e-Discovery Progress Tracker

Use this guide to track your progress through the Relativity Access e-Discovery program.

* *Name*: Lists the name of each training or exam.
* *Content Duration*: Lists the length of time of the content. (If N/A, timing may vary.)
* *Registered*: Enter the date in which you’ve registered to take the applicable training or exam. (If N/A, there is no registration required.)
* *Completed*: Enter an “X” when you have finished the training or exam.

| **Name** | **Content Duration** | **Registered (Date)** | **Completed (X)** |
| --- | --- | --- | --- |
| Module 1 – e-Discovery Essentials | | | |
| Program Overview video | 4 m | 03-08-2023 | x |
| What is e-Discovery video | 8 m | 03-08-2023 | x |
| EDRM: Information Governance video | 7 m | N/A |  |
| EDRM: Preservation video | 9 m | N/A |  |
| EDRM: Data Collection video | 8 m | N/A |  |
| EDRM: Processing video | 13 m | N/A |  |
| EDRM: Review video | 10 m | N/A |  |
| EDRM: Analysis video | 11 m | N/A |  |
| EDRM: Production video | 11 m | N/A |  |
| Planning Your e-Discovery Project video | 9 m | N/A |  |
| Ethical Considerations for e-Discovery video | 9 m | N/A |  |
| Module 2 – e-Discovery Bootcamp | | | |
| Sixty Minute e-Discovery Bootcamp | 1 h | N/A |  |
| Sixty Minute e-Discovery Bootcamp – Information Governance | 1 h | N/A |  |
| Sixty Minute e-Discovery Bootcamp – Identify, Preserve, and Collect | 1 h | N/A |  |
| Sixty Minute e-Discovery Bootcamp – Processing | 1 h | N/A |  |
| Sixty Minute e-Discovery Bootcamp – Review | 1 h | N/A |  |
| Sixty Minute e-Discovery Bootcamp – Analysis | 1 h | N/A |  |
| Getting Started in Relativity video | 9 m | N/A |  |
| Navigating Case Documents video | 9 m | N/A |  |
| Reviewer Webinar: *Virtual with Trainer* | 1.5 h |  |  |
| Module 3 - Intro to e-Discovery in Relativity | | | |
| Processing Set Up video | 8 m | N/A |  |
| Running a Processing Job video | 8 m | N/A |  |
| Relativity 101 Training: *In-person* | 8 h |  |  |
| Admin Essentials I Training: *In-person* | 8 h |  |  |
| Active Learning: Unlocking AI to Tackle Document Review video | 1 h | N/A |  |
| Data Loading & Production Training: *Virtual with Trainer* | 2.5 h |  |  |
| Import/Export Overview video | 46 m | N/A |  |
| Study for and take RelativityOne Certified Pro Exam | N/A |  |  |
| Module 4 - Building On Your Relativity Skills | | | |
| Processing Training: *In-person* | 8 h |  |  |
| Analytics & Active Learning Training: *In-person* | 8 h |  |  |
| Introduction to Investigations in RelativityOne video | 38 m | N/A |  |
| Study for and take RelativityOne Review Pro Exam | N/A |  |  |
| Module 5 - Relativity Certified Administrator (RCA) Prep | | | |
| Create Workspaces and Manage Instance Objects documentation + 4 videos | 2 h | N/A |  |
| Set up and manage security and permissions documentation | 2 h | N/A |  |
| Create and modify workspace objects, Configure applications documentation + 1 video | 3 h | N/A |  |
| Manage Audits, Demonstrate knowledge of repository workspaces documentation + 1 video | 1 h | N/A |  |
| Use RSMF Files and the Short Message Viewer, Set up and run imaging documentation + 3 videos | 2.5 h | N/A |  |
| Run mass operations, Run scripts documentation | 1 h | N/A |  |
| Run searches, Create, and modify indexes documentation + 4 videos | 4 h | N/A |  |
| Set up and run structured analytics sets documentation + 10 videos | 5 h | N/A |  |
| Use data transfer applications documentation + 1 video | 3 h | N/A |  |
| Run processing, Use case strategy tools, Use Simple File Upload documentation + 3 videos | 2 h | N/A |  |
| Prepare data post-review documentation + 2 videos | 2.5 h | N/A |  |
| Complete Practice Workbook | N/A | N/A |  |
| Complete Hands-On Exercise Practice | N/A | N/A |  |
| Take Relativity Certified Administrator Exam | N/A |  |  |

