eDiscovery Platform User Interface Navigation Quick Reference Card

Changes to Review User Interface 9.5 - 10.1.2

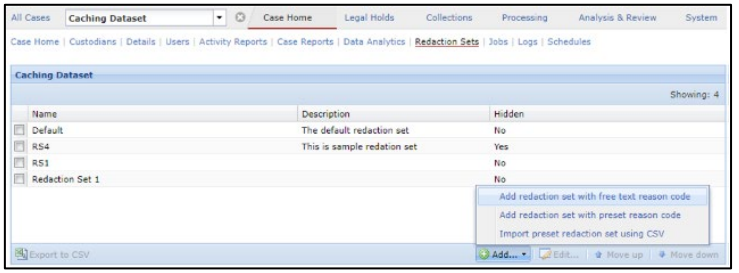
1. Preset Redaction Reason Codes

When the default redaction set is not sufficient, a redaction set with preset codes can be created, so users can apply codes consistently.

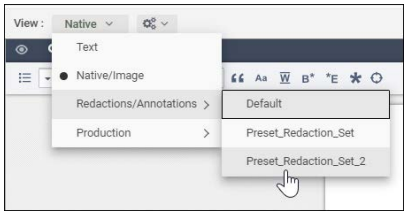
See the Review/Redaction User Reference Card for the basic controls.

- Redaction set creation requires the Case Administrator to choose from free text or preset reason codes.
- For full redaction set creation requirements, see the Case Administration Guide, "Setting Up Redaction Sets".
- For Preset Reason Code instructions for use, see the User Guide, "Redacting Items."

Case Administrator



Case Reviewer

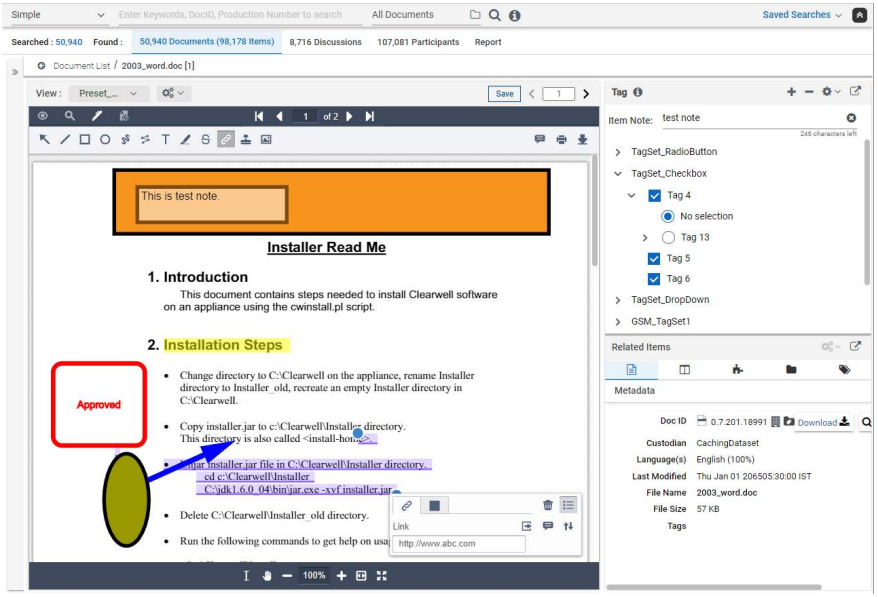


2. Annotation

Annotation allows groups of reviewers to collaborate with increased detail about documents, employing a selection of editing tools that are distinct from the redaction tools. Reviewers can toggle between Annotate or Redact. See the Review/Redaction User Reference Card for the basic controls.

- For redaction set creation requirements, see the Case Administration Guide.
- For Annotation details, see the User Guide, "Annotate an Item".

Case Reviewer



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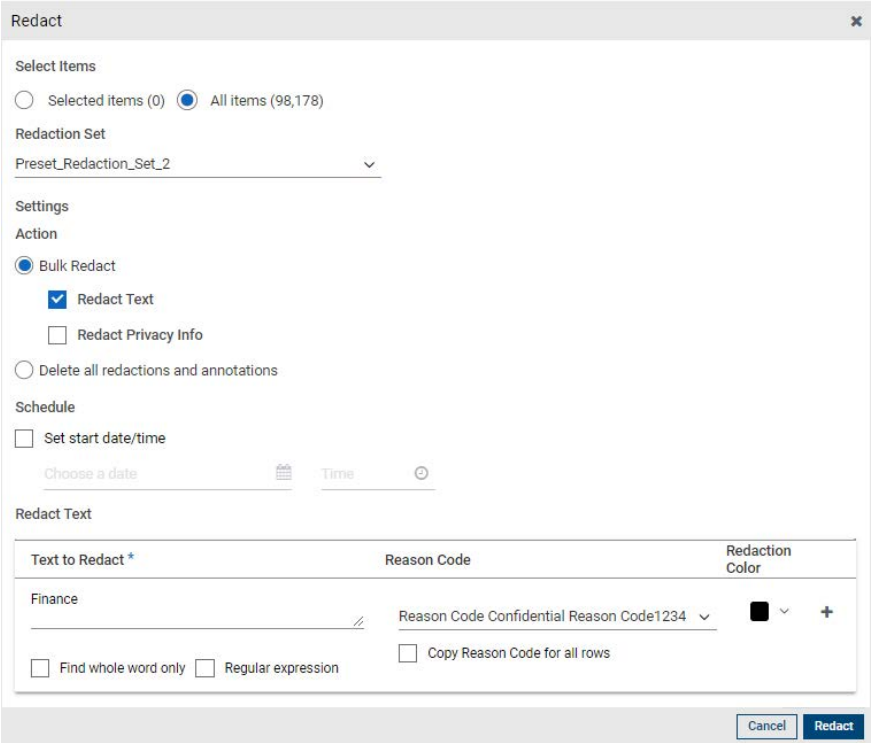
3. Bulk Redaction

Bulk Redaction allows reviewers to redact multiple documents in a search result without reviewing each document in Native Viewer. Bulk redaction works on redaction sets with preset reason codes or with free-text reason codes.

- Any user with the "Allow Redacting" privilege can perform bulk redaction and delete bulk redaction operations.
- The System administrator will be able to see Bulk Redaction and Bulk Redaction Deletion in the Activity/Events reports.

For bulk redaction considerations, corpus preparation, workflow, and job monitoring, see the User Guide, "Bulk Redaction".

Case Reviewer



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