



Open Admin Training



200 West Jackson Blvd
Suite 800
Chicago, IL 60606
(312) 263-1177

1 Open Admin Training

Relativity is currently accepting reservations for a two day Administrative Training classes. Spots will be reserved on a first come, first served basis. Contact training@kcura.com to reserve your spot.

1.1 What

Hands-on Administrative Training, walking the attendee through the entire Relativity Case Lifecycle. See Appendix A for a detailed agenda.

1.2 Where

kCura's Chicago office:
200 W. Jackson Boulevard, Suite 800
Chicago, IL 60606

More information about transportation and hotels is provided below.

1.3 What to bring

Since the training is very hands on, each attendee should bring a laptop.

1.4 Hotels

kCura does not have a special rate at any area hotels. Any hotel in the Loop will be a reasonable walk or \$5 – 10 cab ride to the office.

1.5 Transportation

kCura's office is located in the west end of Chicago's Loop business district. Getting to the Loop from Midway or O'Hare is equally easy, either by cab or public transit.

1.5.1 Cabs

From O'Hare to downtown will run around \$50.
From Midway to downtown will run around \$35.

1.5.2 Public Transportation

You can easily get from the either airport to downtown using Chicago's 'L' train service. The fare is \$2.25 per passenger.

- From O'Hare
 - Take the Blue Line

- If you are going to kCura’s office directly, exit at the Jackson stop, highlighted with a blue box in the below map.
- From Midway
 - Take the Orange Line
 - If you are going to kCura’s office directly, exit at the Quincy/Wells stop, highlighted with an orange box in the below map.

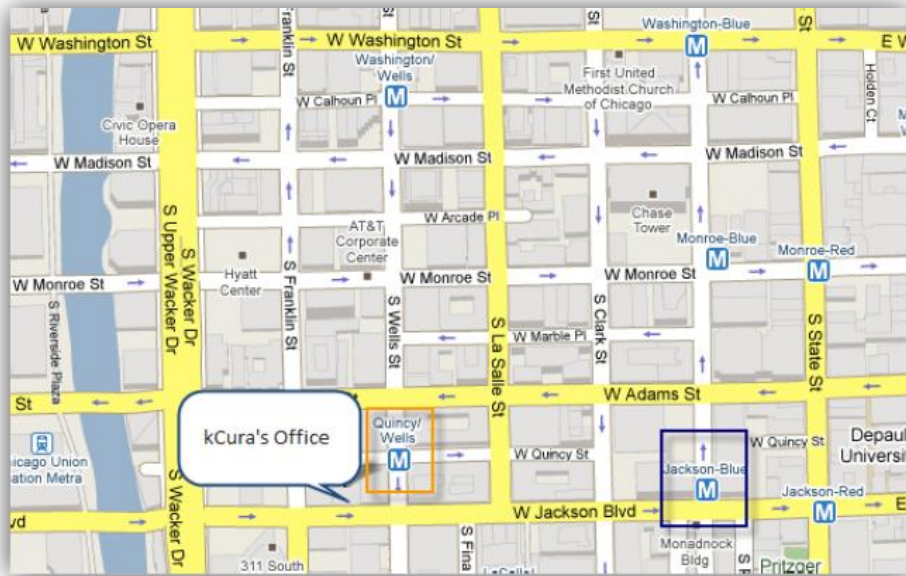


Figure 1-1: Downtown Chicago Map

2 Appendix A – Administrative Training Agenda

Note that this agenda represents general guidelines, and is subject to change.

Day One	
Time	Topic
9:00 am – 10:30	Relativity Overview
10:30 – 10:45	Break
10:45 – 11:30	Organizing Pre-Case objects: <ul style="list-style-type: none"> - Clients and matters - Users and groups

11:30 – 12:00 pm	Case creation
12:00 – 1:00	Lunch
1:00 – 1:45	Importing: <ul style="list-style-type: none"> - What can you import? - Importing methods
1:45 – 2:30	Field creation <ul style="list-style-type: none"> - Field Types - Best practices - Special field properties
2:30 – 3:00	Import completion and Mass operations
3:00 – 3:15	Break
3:15 – 4:15	Creating a review interface: <ul style="list-style-type: none"> - Creating coding fields - Building intuitive layouts
4:15 – 4:30	Coding documents
4:30 – 4:45	Summary Reports
4:45 – 5:00	Customer Support / Customer Portal
Day Two	
9:00 am – 10:30	Document Views <ul style="list-style-type: none"> - Using views to drive workflow - Using views to drive reporting <p>Other views</p> <ul style="list-style-type: none"> - Non-document views - System document views
10:30 – 10:45	Break
10:45 – 11:15	Overlay loads
11:15 – 11:45	Relational fields and propagation
11:45 – 12:45pm	Lunch
12:45 – 1:30	Productions
1:30 – 2:00	Exporting
2:00 – 2:15	Break
2:15 – 3:00	Security <ul style="list-style-type: none"> - Object level - Item level - Security vs. Visibility
3:00 – 3:30	Index Creation

	<ul style="list-style-type: none"> - dtSearch - Analytics
3:30 – 4:00	Filtering & searching
4:00 – 4:30	Workflow <ul style="list-style-type: none"> - Document assignment - Batching
4:30 – 5:00	Exercise – putting the pieces together

Table 1-1: Administrative Training Agenda

3 Disclaimer

This documentation is proprietary information of kCura Corporation and may be modified, altered, or repurposed only in accordance with written consent from kCura.

© 2010. All rights reserved.