



Open Administrative Training

February 27-28, 2012 – London

1 Open Administrative Training

kCura is currently accepting reservations for our two-day Relativity Administrative Training class to be held in London, UK. Spots are limited to 12 trainees per session and will be reserved on a first-come, first-served basis. To register for training, please email training@kcura.com.

This hands-on training walks the attendee through the entire Relativity Case Lifecycle. Attendees will be required to bring their own laptop computer.

1.1 Training Agenda

This agenda represents general guidelines and is subject to change.

Day One Time	Topic
9:00 – 9:30 a.m.	Course Overview and Relativity Objects
MODULE 1 – CREATION AND SETUP	
9:30 – 10:00	Creation and Setup <i>Exercise: Creating Client, Matter, and Workspaces</i>
10:15 – 10:30	Groups and Users <i>Exercise: Creating Groups and Users</i>
Break	
10:45 – 11:30	Fields and Choices <i>Exercise: Creating Fields and Choices</i>
11:30 – 12:00	Layouts (Coding Forms) <i>Exercise: Creating Reviewer Layouts</i>
12:00 – 1:00 p.m.	Lunch
MODULE 2 – DATA LOADING	
1:00 – 1:15	Relativity Desktop Client Overview <i>Exercise: Installing the Desktop Client</i>
1:15 – 2:00	Importing Data <i>Exercise: Importing Case Data</i>

2:00 – 2:15	Quality Assurance and Data Preparation <i>Exercise: QA Data Using Pivot, Mass Operations, and Search Term Reports</i>
2:15 – 2:45	Search Indexes <i>Exercise: Create Indexes and Perform Searches</i>
2:45 – 3:00	Search Team Reports <i>Exercise: Create Search Term Reports</i>
3:00 – 3:15	Data Overlay <i>Exercise: Import Translated Documents</i>
Break	
3:45 – 4:00	Relativity Scripts <i>Exercise: Add and Run a Script</i>
4:00 – 4:15	Relativity Messaging <i>Exercise: Add Message of the Day and Notify System Users</i>
4:15 – 4:30	Quiz and Q & A
5:00 – Happy Hour	Drinks Hosted by kCura
Day Two	
MODULE 3 – REVIEW MANAGEMENT	
9:00 – 9:30 a.m.	Security <i>Exercise: Apply Users' Permissions</i>
9:30 – 10:00	Views and Workflow <i>Exercise: Create, Edit, and Secure a View</i>
10:00 – 10:15	Persistent Highlight Sets <i>Exercise: Create Persistent Highlighting</i>
10:15 – 10:30	Markup Sets <i>Exercise: Create Markup Set and Apply Redactions</i>
Break	
10:45 – 11:15	Batching <i>Exercise: Create Reviewer Batches</i>

11:15 – 11:30	Relational Fields and Propagation <i>Exercise: Creating Relational Fields and Apply Propagation</i>
11:30 – 11:45	Imaging Documents <i>Exercise: Create an Image Profile and Set</i>
11:45 – 12:00	Reporting <i>Exercise: Create Summary Report</i>
12:00 – 1:00 p.m.	Lunch
MODULE 4 – PRODUCTION AND EXPORT	
1:00 – 1:30	Production Profiles and Sets <i>Exercise: Create a Production Profile and Sets</i>
1:30 – 2:00	Preparing Documents for Production <i>Exercise: Add Documents to Production and Run a Conflict Check</i>
2:00 – 2:15	Running a Production <i>Exercise: Creating Markup Requirements</i>
2:15 – 3:00	OCR <i>Exercise: Run OCR on Produced Documents</i>
Break	
3:15 – 3:45	Exporting <i>Exercise: Export a Production Set</i>
3:45 – 4:00	History Logs <i>Exercise: View Document and User History</i>
4:15 – 4:30	Other Admin Features
4:30 – 5:00	Q & A

2 Location

This training will be hosted at **Ernst & Young LLP, 1 More London Place, London, SE1 2AF, United Kingdom.**



2.1 Hotels

The hotels listed below are near Ernst & Young LLP.

Hilton

www1.hilton.com

5 More London Place, Tooley Street, London UK SE1 2BY

PH: +44 203-002-4350

Premier Inn

www.premierinn.com

Bankside, 34 Park Street, London SE1 9EF

PH: + 44 871-527-8676

Hotel All Season

www.accorhotels.com

43-47 Southwark Bridge Road, SE1 9HH London

PH: +44 207-015-1480

Apex Hotel

www.apexhotels.co.uk

No 1 Seething Lane, London EC3N 4AX

PH: +44 131-441-0440

Grange City Hotel

www.grangehotels.com

8-14 Cooper's Row, London EC3N 2BQ

PH: +44 207-863-3700

3 Disclaimer

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