



Open Administrative Training

March 5-6, 2012 – Boston

1 Open Admin Training

kCura is currently accepting reservations for our two-day Relativity Administrative Training class to be held in Boston, MA. Spots are limited to ten 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. Training computers are provided.

1.1 Training Agenda

This agenda represents general guidelines and is subject to change.

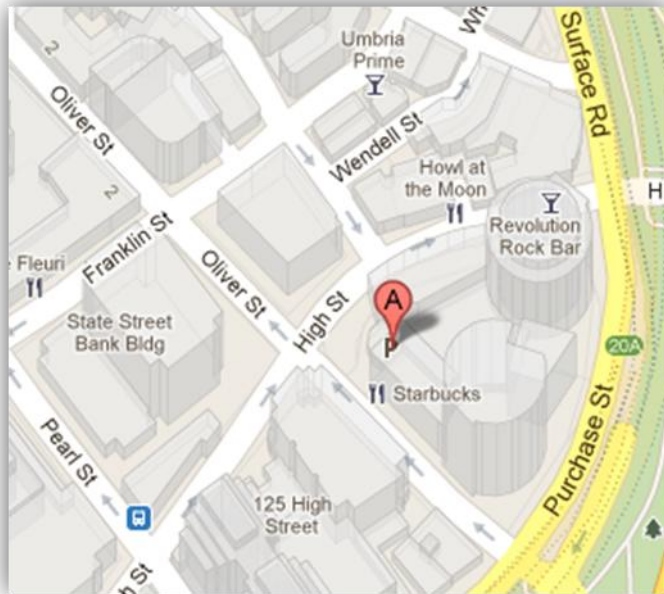
Day One Time	Topic
9:00 – 9:30 a.m.	Course Overview and Relativity Objects
MODULE 1 – CREATION AND SETUP	
9:30 – 10:00	Creation and Setup <i>Exercise: Create Clients, Matters, and Workspaces</i>
10:15 – 10:30	Groups and Users <i>Exercise: Create Groups and Users</i>
Break	
10:45 – 11:30	Fields and Choices <i>Exercise: Create Fields and Choices</i>
11:30 – 12:00 p.m.	Layouts (Coding Forms) <i>Exercise: Create Reviewer Layouts</i>
12:00 – 1:00	Lunch
MODULE 2 – DATA LOADING	
1:00 – 1:15	Relativity Desktop Client Overview <i>Exercise: Install the Desktop Client</i>
1:15 – 2:00	Importing Data <i>Exercise: Import 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 Term 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: Create 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 p.m.	Reporting <i>Exercise: Create Summary Report</i>
12:00 – 1:00	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: Create 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 **Littler Mendelson, P.C., One International Place, Suite 2700, Boston, MA 02110.**



2.1 Hotels

The hotels listed below are near Littler Mendelson, P.C.

[The Langham Hotel](#)

250 Franklin Street
Boston, MA 02110
(+1) 617-451-1900

[Hilton Boston Financial District](#)

89 Broad Street
Boston, MA 02110
(+1) 617-556-0006

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.

© 2012. All rights reserved.