



Open Administrative Training

March 13-14, 2012 – Washington, D.C.

1 Open Admin Training

kCura is currently accepting reservations for our two-day Relativity Administrative Training class to be held in Washington, D.C. 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.

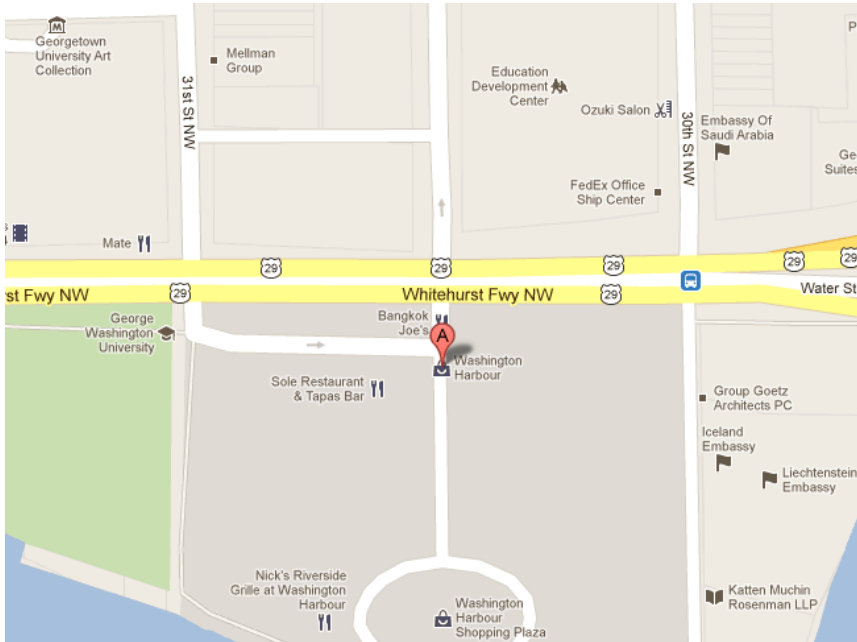
Day One Time	Topic
9:00 – 9:30	Course Overview and Relativity Objects
MODULE 1 – CREATION AND SETUP	
9:30 – 10:00	Creation and Setup <i>Exercise: Creating Client, Matter, and Workspace</i>
10:15 – 10:30	Groups and Users <i>Exercise: Creating Groups and Users</i>
Break	
10:45 – 11:30	Fields and Choices <i>Exercise: Creating Fields and Choices</i>
11:30 – 12:00	Layouts (Coding Forms) <i>Exercise: Creating Reviewer Layouts</i>
12:00 – 1:00	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 Report</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 Report</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	<i>Quiz and Q & A</i>
5:00 – Happy Hour	Drinks Hosted by kCura
Day Two	
MODULE 3 – REVIEW MANAGEMENT	
9:00 – 9:30	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	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 **Foley & Lardner LLP, 3000 K Street N.W., Suite 600, Washington, D.C. 20007-5109.**



2.1 Hotels

The hotels listed below are near Foley & Lardner LLP.

[The Ritz-Carlton](#)

3100 South Street Northwest
Washington, D.C. 20007
1-202-912-4100
Around \$411/night

[Georgetown Suites Harbour](#)

1000 29th Street Northwest
Washington, D.C. 20007
1-202-298-1600
Around \$108/night

[Hotel Monticello](#)

1075 Thomas Jefferson Street Northwest
Washington, D.C. 20007
1-202-337-0900
Around \$200/night

3 Disclaimer

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