



# Open Administrative Training

# 1 Relativity Administrative Training

kCura is currently accepting reservations for our two-day Relativity Administrative Training class to be held in our Chicago office. 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](mailto:training@kcura.com).

This hands-on training walks attendees 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	
9:00 - 9:30 a.m.	Course Overview, Case Scenario, and Relativity Basics
<b>MODULE 1 – CREATION AND SETUP</b>	
9:30 - 10:00	Creation and Setup <i>Exercise: Create a Client, Matter, and Workspace</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	Layouts (Coding Forms) <i>Exercise: Create Reviewer Layouts</i>
12:00 - 12:45 p.m.	Lunch
<b>MODULE 2 – DATA LOADING</b>	
12:45 - 1:00	Relativity Desktop Client Overview <i>Exercise: Install the Desktop Client</i>

1:00 - 1:45	Importing Data <i>Exercise: Import Case Data</i>
1:45 - 2:30	Reporting, Quality Assurance, and Data Preparation <i>Exercise: QA Data Using Reports and Mass Operations</i>
2:30 - 3:00	Search Indexes <i>Exercise: Create Indexes and Perform Searches</i>
Break	
3:15 - 3:45	Search Term Reports <i>Exercise: Create a Search Term Report</i>
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 - 4:45	<b>Quiz and Q &amp; A</b>
5:00 – Happy Hour	Drinks Hosted by kCura
<b>Day Two</b>	
<b>MODULE 3 – REVIEW MANAGEMENT</b>	
9:00 - 9:30 a.m.	Security <i>Exercise: Apply User 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>
Break	
10:30 - 10:45	Imaging <i>Exercise: Create an Image Profile and Set</i>

10:45 - 11:00	Markup Sets <i>Exercise: Create a Markup Set and Apply Redactions</i>
11:00 - 11:30	Batching <i>Exercise: Create Reviewer Batches</i>
11:30 - 12:00	Relational Fields and Propagation <i>Exercise: Create Relational Fields and Apply Propagation</i>
12:00 - 12:45 p.m.	Lunch
12:45 - 1:15	Application Overview
<b>MODULE 4 – PRODUCTION AND EXPORT</b>	
1:15 - 1:45	Production Profiles and Sets <i>Exercise: Create a Production Profile and Set</i>
1:45 - 2:30	Preparing Documents for Production <i>Exercise: Add Documents to Production and Run a Conflict Check</i>
2:30 - 2:45	Running a Production <i>Exercise: Create Markup Requirements</i>
Break	
3:00 - 3:15	OCR <i>Exercise: Run OCR on Produced Documents</i>
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 - 4:45	Other Admin Features
4:45 - 5:00	<b>Q &amp; A</b>

## 2 Travel Arrangements

### 2.1 Hotels

The hotels listed below are within a few blocks of our office. Please note that our corporate rates are available at the Club Quarters.

#### **Club Quarters**

111 West Adams Street  
Chicago, IL 60603  
(312) 214-6400

To get our rates, visit: [www.clubquarters.com](http://www.clubquarters.com)  
Enter Password: **KCURA**

#### **W Chicago - City Center**

[www.whothels.com/citycenter](http://www.whothels.com/citycenter)  
172 West Adams Street  
Chicago, IL 60603  
(312) 332-1200

#### **Hotel Allegro**

[www.allegrochicago.com](http://www.allegrochicago.com)  
171 West Randolph Street  
Chicago, IL 60601  
(800) 643-1500

#### **La Quinta Inn**

[www.lq.com](http://www.lq.com)  
1 South Franklin Street  
Chicago, IL 60606  
(312) 558-1020

### 2.2 Transportation

kCura's office is located downtown in Chicago's Loop business district at 175 West Jackson Blvd., Suite 1000, Chicago, IL 60604. Getting downtown from Midway or O'Hare is equally easy, either by cab or public transit.

#### 2.2.1 Cabs

- Traveling from O'Hare to downtown will cost around \$50.
- Traveling from Midway to downtown will cost around \$35.

## 2.2.2 Public Transportation

You can easily travel from 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.



## 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.

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