



# **Assisted Review Installation & User Manual**

v1.0

December 22, 2011

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## 1 Overview

Relativity Assisted Review leverages a small group of documents reviewed by a high level reviewer to execute a first pass review by the system. This first pass review allows lead attorneys to quickly identify potentially responsive material and concentrate reviewers on priority documents.

Assisted Review offers an alternative to a traditional process in which reviewers are required to manually examine huge quantities of irrelevant materials to identify items of genuine significance to a case.

Assisted Review v1.0 is compatible with Relativity versions 7.1 and 7.2.

## 2 Installing Assisted Review

To install Assisted Review, you must be part of the Relativity Script Admin group. This is because you will be importing Assisted Review as an application through the Relativity Dekstop Client, and only Script Administrators can import applications.

To install Assisted Review, you must have the following:

- The location of the Assisted Review installer
- The instance name of your primary SQL server, as well as the EDDSDBO SQL account password
- The location of the directory on which Relativity agents are installed
- Access to the WebAPI
- The Relativity Desktop Client (64-bit only)

You will run the installer on an existing Relativity Agent server that has the Relativity Desktop client (64-bit) installed.

### 2.1 Best Practices - Upgrading

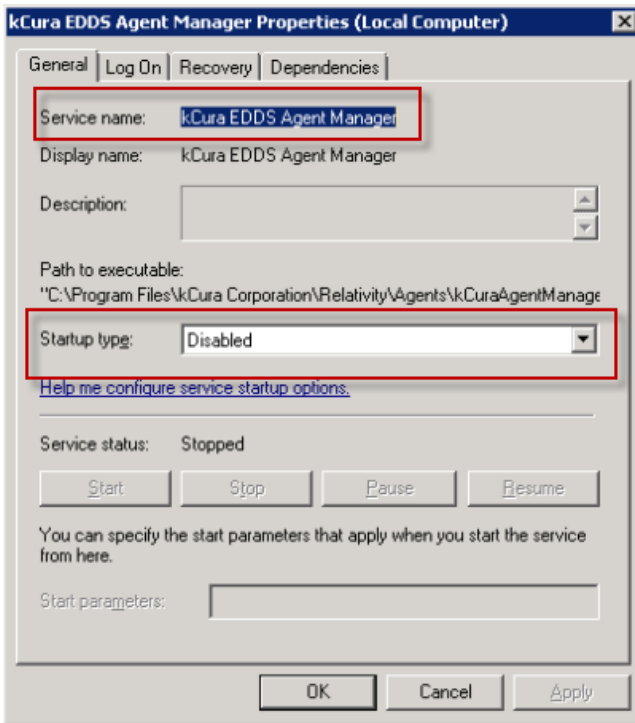
Do not upgrade to a new version of Relativity or Relativity Assisted Review while any existing Assisted Review rounds are in progress. Upgrade only when all projects are in between rounds. Errors could result otherwise.

### 2.2 Pre-Install Recommendations – Single Server

If you are installing Assisted Review on a single server, your agents will be turned on prior to the Assisted Review schema being updated. This will lead to issues when operating in Assisted Review.

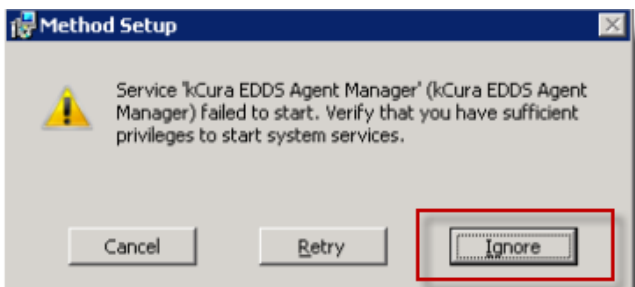
To prevent such issues, take the following steps:

1. Prior to installing Assisted Review, disable the kCura EDDS Agent Manager by going into the manager's properties and selecting **Disabled** in the **Startup type** drop-down.



Disabled Startup Type

2. During the installation process, click **Ignore** when the installer attempts to turn on the agents and yields a permissions error.



Ignore Permissions Error

3. After Assisted Review installation has completed, turn the agents back on.

These steps are not required when Assisted Review agents are installed on a separate server because agent installation would take place after that of all other Assisted Review components.

## 2.3 Installation Steps

To install Assisted Review, perform the following:

1. Download the installer and open it. Click **Next**.

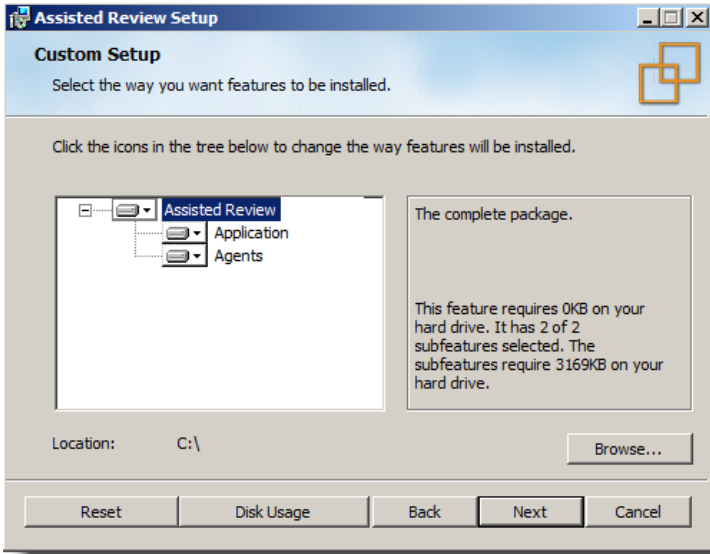


Download Welcome

2. Select the **Assisted Review (####)** option and click **Next**. If you don't have access to your SQL server from the agent server, you will need to install the **Application** and **Agents** features separately on each individual server.

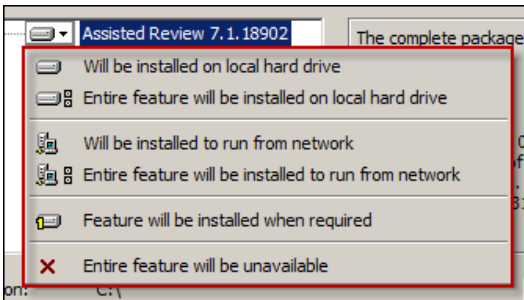
Note that the default Location is the C:\ drive. This location does not need to be specified because the installer will automatically detect where agents need to be installed.

If you are required to install the Application and Agents separately, read the rest of step 2. If not, proceed to step 3.



Custom Setup

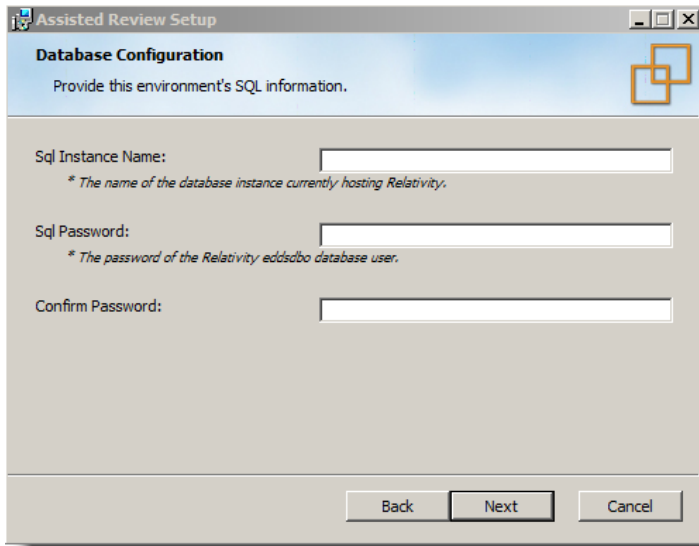
- a. When you click on the down arrow next to the Assisted Review setup option, you will see the following options:
  - Will be installed on local hard drive
  - Entire feature will installed on local hard drive
  - Will be installed to run from network (not available for Application or Agents)
  - Entire feature will be installed to run from network (not available for Application or Agents)
  - Feature will be installed when required
  - Entire feature will be unavailable
    - When installing on the agent server, select this option for the Application feature.
    - When installing on the SQL server, select this for the Agents feature.



Setup Options

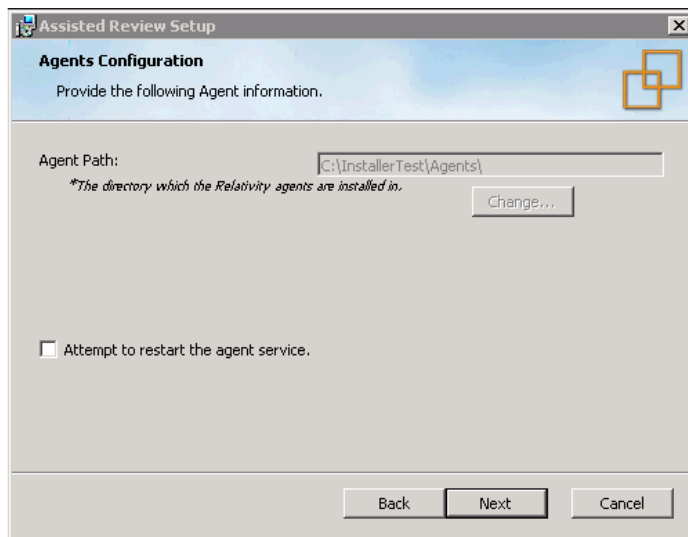
3. Clicking Next on the Custom Setup display brings you to the Database Configuration window. Here you must provide a valid

**SQL Instance Name** and **SQL Password**. This password is for the EDDSDBO account. Once you confirm the password, click **Next**.



Database Configuration

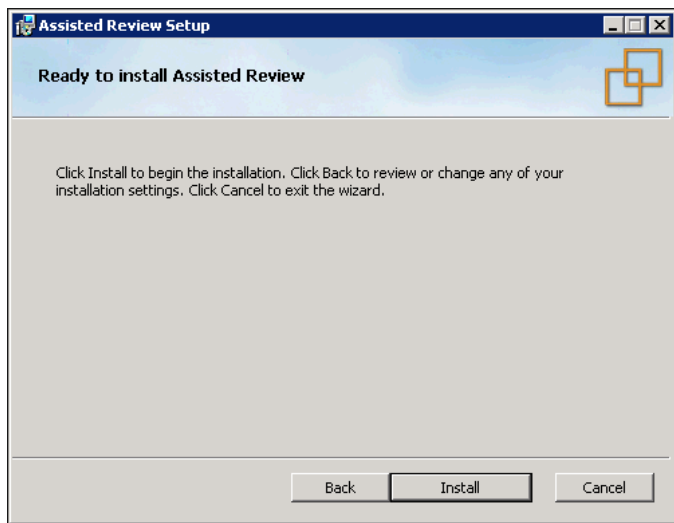
4. Clicking Next on the Database Configuration display brings up the required Agents Configuration information. In the **Agent Path** field, verify the directory in which Relativity agents are installed. Check the box for **Attempt to restart the agent service**. If you do not check this box, you will have to manually restart Assisted Review agents whenever they are stopped – these agents will not work until you manually restart the agent manager.



Agents Configuration

5. Clicking Next on the Agents Configuration allows you to install Assisted Review with all the settings you specified in the

previous screens. Click **Install** to install Assisted Review on your machine.



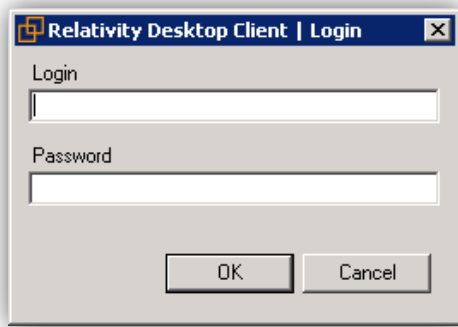
Ready to Install Assisted Review

- If, after clicking Install, you encounter a failure message for the kCura EDDS Agent Manager, it is recommended that you click **Ignore** and manually restart the agent manager, which you can do after completing the installation. Restarting the agent manager is covered starting in step 13.



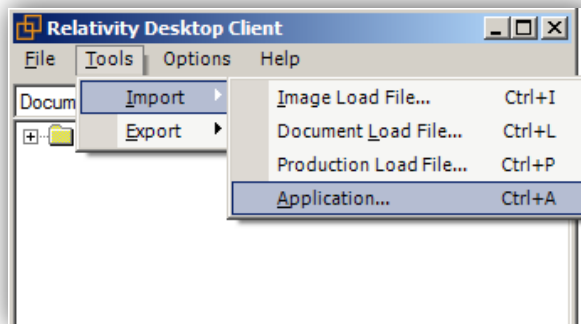
Agent Manager Failed

6. The Assisted Review installer will open up the Relativity Desktop Client (RDC) for you. If the RDC is not installed on your machine, you will receive an error. The RDC allows you to import Assisted Review as an XML file in the same way Relativity imports applications into a workspace. To deploy Assisted Review using the RDC, first log in to the Desktop client. Login is skipped if the WebAPI is in WinAuth mode.



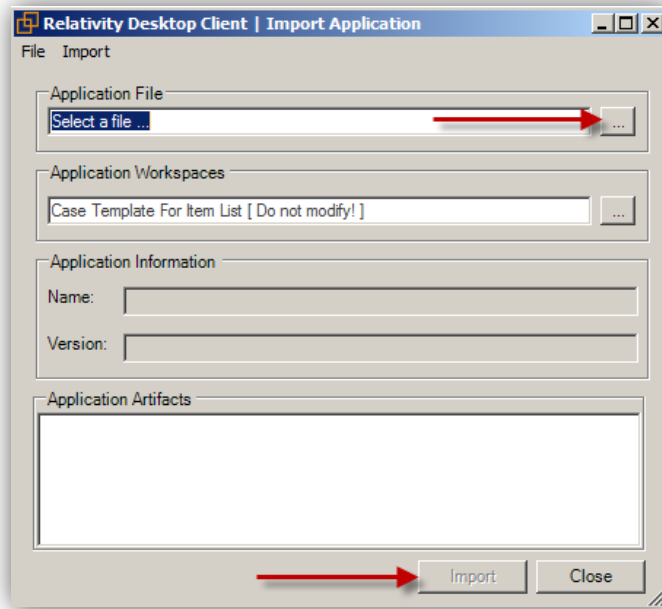
RDC Login

7. Select the workspace into which you want to deploy this instance of Assisted Review.
8. Select **Import | Application**.



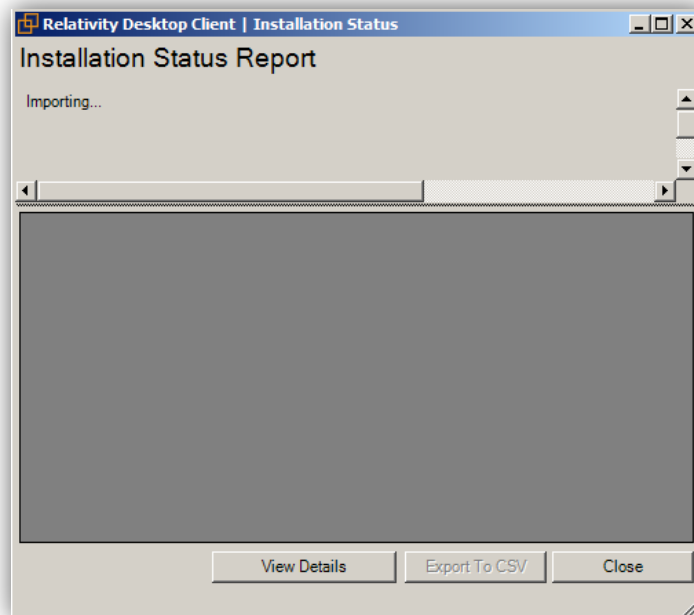
Import Application

9. Select the Assisted Review template file located in the RDC install directory's Application folder (typically C:\Program Files\kCura Corporation\Relativity Desktop Client\Applications). The number on the Assisted Review schema file may not match the exact version of Relativity into which you are importing. Once the file name is displayed in the Application File field, click the **Import** button at the bottom right of the screen.



Select Application File

10. Clicking the Import button brings up the Installation Status Report window, which displays whether the installation was successful or failed. Import failures are accompanied by error descriptions.



Installation Status Report

11. Exit the RDC completely – the Assisted Review installer will wait for the RDC to close. Make sure to not only click the Close

button on the Installation Status Report but also exit the RDC main screen entirely. Doing this allows you to finish installation of Assisted Review.

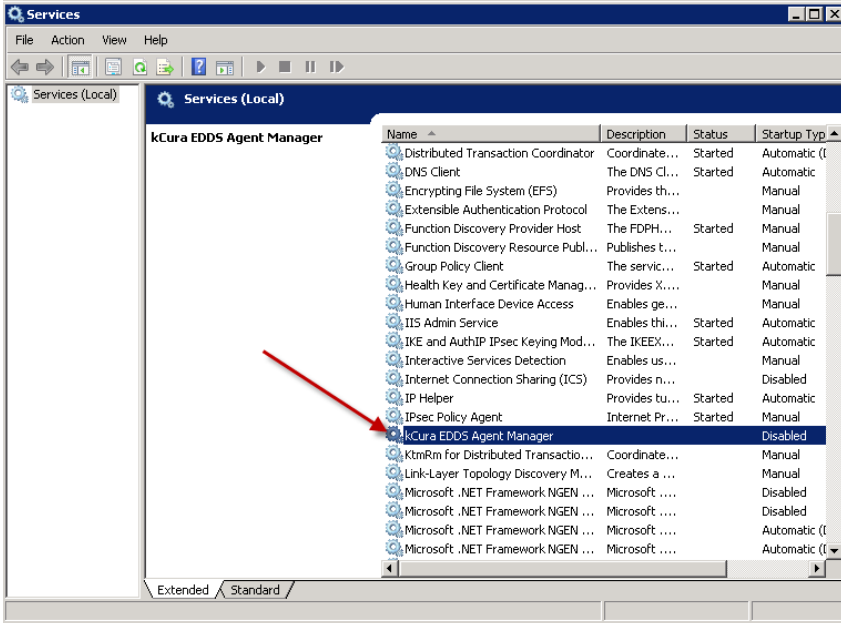
For more information on importing Relativity Applications with the RDC, please see the Relativity Applications section of the Relativity Admin Manual.

12. Once you close the RDC completely, Assisted Review is installed on your machine. To exit the setup wizard, click the **Finish** button.



Finish Setup

13. If you need to manually restart the kCura EDDS Agent Manager, following these steps:
  - a. Select the **Control Panel** on your machine
  - b. Select **Administrative Tools**
  - c. Select **Services**
  - d. In the Services window, locate the kCura EDDS Agent Manager.



kCura EDDS Agent Manager

- e. Right-click on the kCura EDDS Agent Manager and select **Restart**.

## 2.4 Assisted Review Agents

Assisted Review agents are installed automatically during installation of Assisted Review. The information in this section is provided for reference purposes only.

Assisted Review functionality depends on two agents:

- Relativity Assisted Review Worker
- Relativity Assisted Review Manager

The environment hosting Assisted Review may have only one Worker and one Manager agent installed on it.

**Note:** You may need to modify the following instructions to accommodate the number of agents running in your installation of Relativity.

Add the new agents through the following steps:

1. Navigate to the following file:  
`<installdir>\Relativity\Agents\kCuraAgentManager.exe.config`
2. Locate the tags `<configSections>...<configSections>` in the file.  
 You will add new elements between these tags.

- For each new agent, add a new **<section>** element updated with the agent number. The following sample code illustrates the **<section>** elements for Agent #.

**Note:** Replace the hash (#) symbol with the agent number.

```
<section name="kCura.Agent.Agent#"
type="System.Configuration.DictionarySectionHandler, System,
Version=1.0.3300.0, Culture=neutral,
PublicKeyToken=b77a5c561934e089"></section>
<section name="kCura.Agent.Agent#"
type="System.Configuration.DictionarySectionHandler, System,
Version=1.0.3300.0, Culture=neutral,
PublicKeyToken=b77a5c561934e089"></section>
```

- Locate the element **<kCura.Agent.AgentManager>** in the file. Update the **value** associated with the **key="Number of Agents"** attribute. See the following sample code:

```
<kCura.Agent.AgentManager>
  <add key="NumberOfAgents" value="#"></add>
```

- Add Agent# at the end of the agent list in the file:

```
<kCura.Agent.Agent#>
  <add key="AssemblyPath" value="C:\Program
Files\kCura Corporation\Relativity\Agents\bin\SpeedCode.Agents.dll">
</add>
  <add
key="ClassName" value="SpeedCode.Agents.ManagerAgent"></add>
  <add key="Interval" value="5000"></add>
  <add key="UseFixedInterval" value="false"></add>
</kCura.Agent.Agent#>
```

- Add Agent# at the end of the agent list in the file:

```
<kCura.Agent.Agent#>
  <add key="AssemblyPath" value="C:\Program Files\kCura
Corporation\Relativity\Agents\bin\SpeedCode.Agents.dll"></add>
  <add key="ClassName"
```

```

value="SpeedCode.Agents.WorkerAgent"></add>

  <add key="Interval" value="5000"></add>

  <add key="UseFixedInterval" value="false"></add>
</kCura.Agent.Agent#>

```

### 3 Using Assisted Review

The following sections walk you through each component of the Assisted Review process, including project creation, execution, and completion.

#### 3.1 Glossary of Terms

To gain a better understanding of Assisted Review’s various components, refer to the following list of terms and concepts.

Term	Definition
<b>Batch</b>	The group of documents parsed out to reviewers to be reviewed and coded.
<b>Categorize</b>	To classify a document. Examples of categorization include Responsive and Non-responsive. Reviewers manually categorize documents using the Relativity Viewer for training and QC purposes. Assisted Review automatically categorizes documents using Relativity Analytics.
<b>Data Set</b>	The group of documents ingested into Relativity for the purposes of being processed by Assisted Review. Once inside Assisted Review, elements of a Data Set will either be manually reviewed and categorized as part of a batch, or automatically categorized by Assisted Review.
<b>Finalizing Results</b>	The process of marking documents processed in Assisted Review as complete and locking their Category values, so they are in a state ready for Production.
<b>Finalization Set</b>	A snapshot of a project Universe at a given time where the categorization values for documents in the universe are preserved from further changes by being copied to a separate database field. During Finalization the categorization values are prepended with a Finalization Set prefix to indicate their distinction from other Finalization Sets which may be created.

<b>Overturn</b>	A document that was coded one way in one finished round and then coded another way in a subsequent finished round.
<b>Production</b>	Documents identified as important to the case and provided to opposing counsel.
<b>Project Manager</b>	The individual in charge of administering the Assisted Review project. The Project Manager defines Saved Searches, receives and acts upon Assisted Review e-mail alerts, sets Assisted Review configuration options, monitors the overall Assisted Review process, and reviews the results of categorization rounds to determine level of accuracy and completeness in Assisted Review.
<b>QC Documents</b>	Generally refers to those documents that have been categorized by Assisted Review and are checked by a Reviewer for accuracy.
<b>Round</b>	The Assisted Review cycle that includes Sample Set creation, manual review, auto- categorization and report generation. The end deliverable of the round is a series of reports that the Project Manager and the client can review.
<b>Sample Set</b>	The group of documents produced by Assisted Review to be submitted to Reviewers as a means of training the system. A Sample Set is randomly created by Assisted Review. The number of documents in the Sample Set is determined by the overall size of the Data Set, in conjunction with one of the following sampling types: statistical sampling, percentage sampling, or fixed sample size.
<b>Training the System</b>	<p>Teaching Assisted Review how to interpret uncategorized documents so that the system is more likely to successfully categorize others with a high level of confidence and accuracy. The system is trained as Reviewers manually review documents and assign them to categories. They may be uncategorized documents, in which case the reviewer helps to train the system by assigning a category to a previously-unanalyzed document.</p> <p>These documents may also be previously system-categorized documents, in which case any changes reviewers make to machine-categorized documents help to train the system for future categorizations.</p>

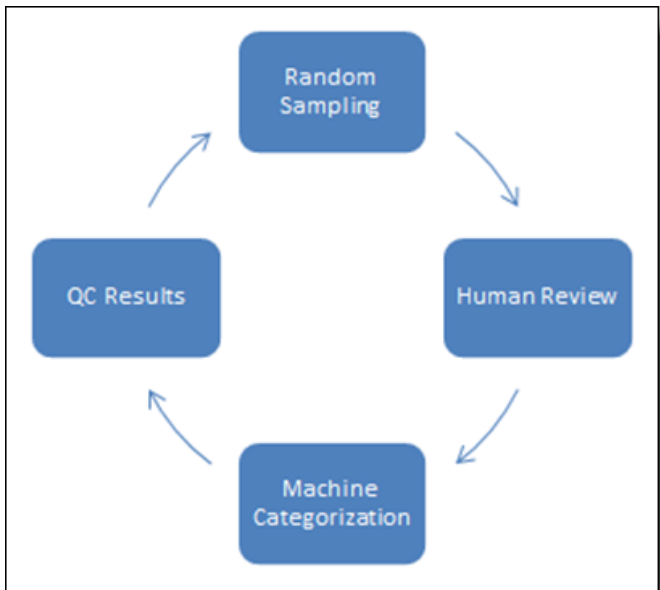
<b>Universe</b>	The overall collection of all data that has been ingested into Assisted Review for the purposes of document categorization. Information is brought into the Assisted Review Universe through Data Sets. Some of the documents in the Universe will be manually categorized by Reviewers. The majority of documents will be auto-categorized by Assisted Review. Certain documents may remain uncategorized, to be manually reviewed. Some of the information will also be used as training data within and across Data Sets for Assisted Review auto-categorization.
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### 3.2 Basic Assisted Review Workflow

Assisted Review uses a reiterative process that utilizes a small representative group of documents manually coded by a high level reviewer to categorize documents based on representative text.

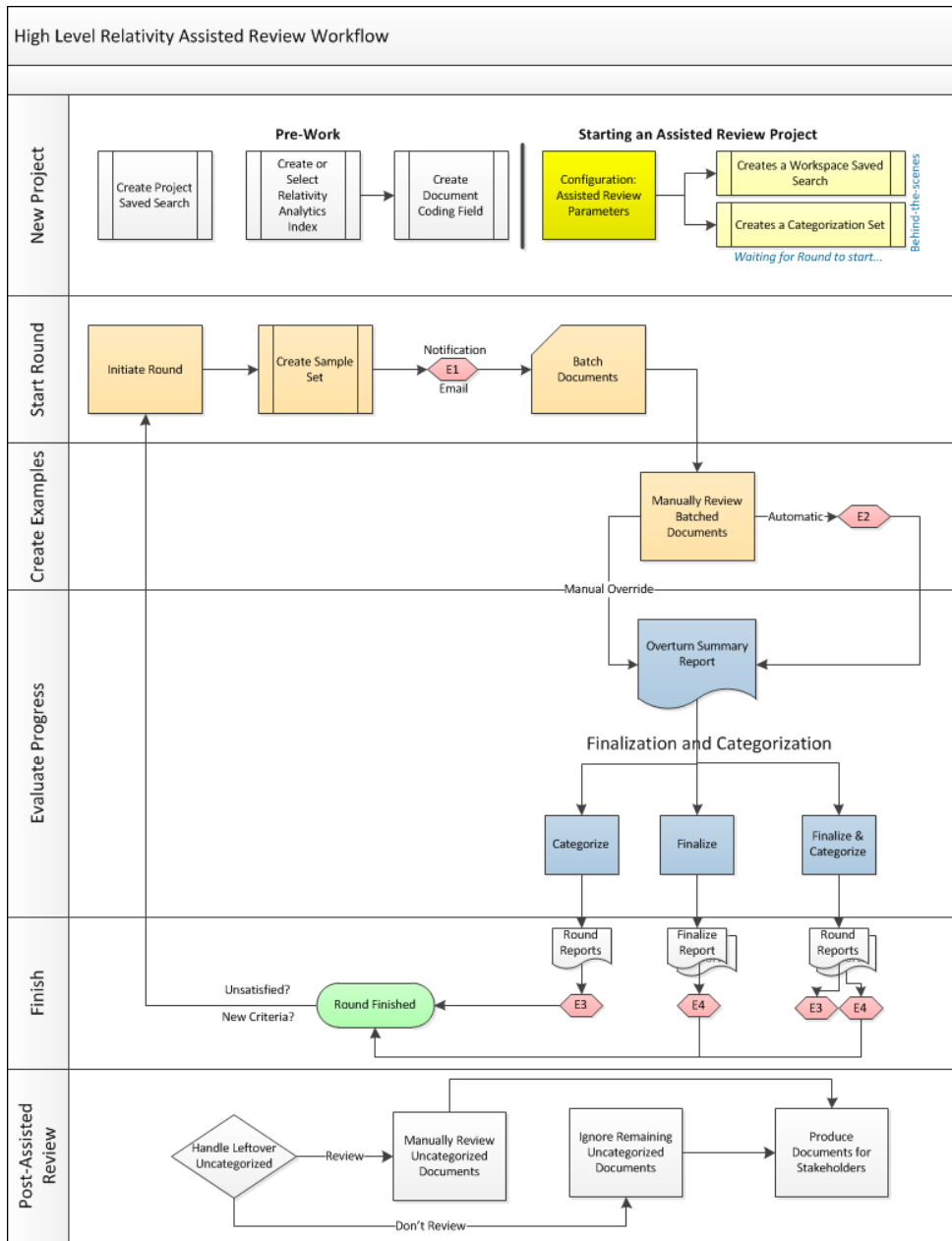
The process is defined by these basic steps:

1. Identify representative samples
2. Code samples of documents
3. Categorize remaining documents
4. Sample documents categorized



Basic Workflow

The diagram below provides a full picture of the Assisted Review process from start to finish.



High-Level Workflow

### 3.2.1 Workflow Pre-Requisites

In order to save a new Assisted Review Project, you must complete fields that require selecting values generated outside of the Assisted Review tab.

To make these values available, you will need to create the following before creating a new Assisted Review project. Even if there are existing instances of the items below, you may want to create a new instance of each specifically for your new project.

**Note:** You must have Relativity Analytics installed on your machine in order to execute an Assisted Review Project.

- **Analytics Index** requires you to select an active Analytics Index for the new project. If no indexes were created in this workspace, you will have to leave the Assisted Review Project Layout and go to the Search Indexes tab, where you will have to create an Analytics Index. For information on creating an Analytics Index, see the Analytics and Admin Manuals.
- **Saved Search** requires you to select a public saved search for the new project in order to determine your default sampling universe. If no Public saved searches have been created in this workspace, you will have to leave the Assisted Review Project Layout and create one. For information on creating a saved search, see the Saved Searches chapter of the Searching Manual.
- **Document Coding Field** requires you to select a single choice field on the document object. If there are no fields of this kind in the workspace, you will have to leave the project layout and create a new field in the Fields tab. For more information, see the Fields section of the Admin Manual.
- **“Use as an Example” field** requires you to select a Yes/No Non-System Document field that will act as the Example Indicator on the Categorization Set. This field should never be renamed or deleted from the workspace – preserving this field will avoid a negative impact on future actions in Relativity. For more information on creating Fields, see the Admin Manual.

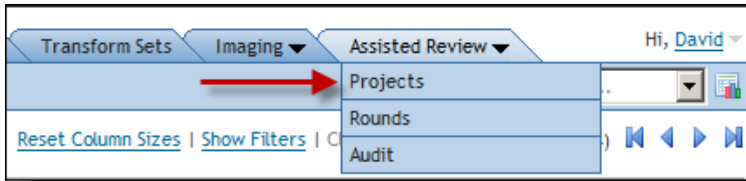


#### **Best Practice**

Makes sure your SMTP server is configured before starting an Assisted Review project. You can do this through the Relativity SMTP Configuration script, which you can run to set up the available SMTP fields in the kCura.Notification section of the configuration table.

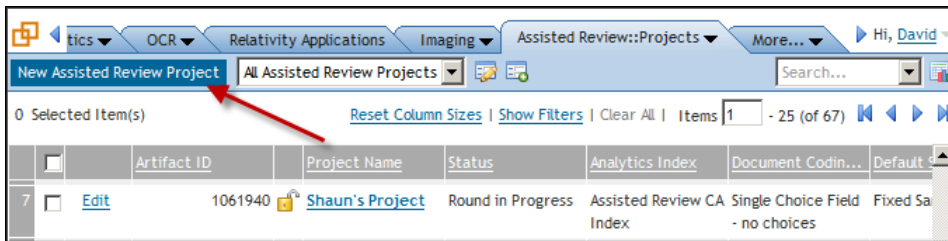
### 3.3 Creating an Assisted Review Project

Once Assisted Review is installed, you can create and execute a new project. A workspace can include multiple Assisted Review projects. Setting up the components required to execute an Assisted Review project takes place in the **Assisted Review | Project** tab.



Assisted Review Projects Tab

Clicking the Assisted Review | Setup tab brings up the default Assisted Review view. To create a new Assisted Review project, click **New Assisted Review Project**.



New Assisted Review Project

You will define your new project in the Assisted Review layout. All properties in orange are required to save the Assisted Review.

Assisted Review Layout

Complete the following properties:

- **Assisted Project Name** is the name of the Assisted Review project. It is recommended that you make this unique to differentiate it from other Assisted Reviews in the workspace.
- **Project Prefix** is the group of letters used to identify the project in various reports and layouts. Use a distinctive project prefix to make it easy to identify later when looking through multiple projects and rounds.
- **Status** is an automatically populated read-only display of the current state of the Assisted Review project.
- **Analytics Index** is the Relativity Analytics Index that will be used to categorize documents during the Assisted Review process. If there are no active indexes in the workspace, or if you want to create an index specifically for the purposes of this Assisted Review, you will have to navigate to the Search Indexes tab and created a New Analytics Index before beginning the project. For more information, refer to the Relativity Analytics section of the Admin Manual. Clicking the ellipsis brings up a popup picker of all Analytics indexes.

## Review Project Settings

- **Documents to be Categorized** is the saved search drawn from to create a sample set and eventually a batch set. Only Public saved searches are available in this field. Private searches are not available.
- **Document Coding Field** is the field used to code each document in a batch. Click this ellipsis to bring up a popup picker of available coding fields. If the desired field is not available, you may have to create it in the Fields tab; however, this will often be a standard Designation or Responsiveness field. If you have multiple projects in the same workspace, you should use a different document coding field for each project.
- **“Use as an Example” Field** is used to populate the optional Example Indicator Field on the Categorization Set when that set is automatically created. This field is set to Yes by default on all documents in the Sample Set to indicate that those document will be used as examples. If it is determined that a document should not be used as an example, the reviewer will de-select this field on that document. Doing this prevents documents that are not good examples from being included in the Analytics Examples. An example field cannot be used across projects.
- **Description** is an optional text box in which you can further describe the Assisted Review project.

## Default Sampling Methodology

The values you enter for the following fields will appear as the default values for the fields on the Start Round layout.

- **Desired Confidence Level** is the measure of how sure you can be that a document coding reflects the universe. This contains three percentages:
  - **99%** will make for 99% certainty.
  - **95%** will make for 95% certainty.
  - **90%** will make for 90% certainty.
- **Sampling Type** is the method by which the sample set is generated. The sample set is the randomly-selected group of documents produced by Assisted Review to be used for manual review as a means of training the system. There are three options for the Default Sampling Type:
  - **Statistical Sampling** will create a sample set based on statistical sample calculations, which determines how many documents your reviewers need to code in order to get results that reflect the universe as precisely as needed. Selecting this option will make the Margin of Error field below required.
  - **Percentage** will create a sample set based on a specific percentage of documents from the universe. Selecting

- this option will make the Sampling Percentage field required.
  - **Fixed Sample Size** will create a sample set based on a specific number of documents from the universe. Selecting this option will make the second Fixed Sample Size field required.
- **Margin of Error** is a plus-or-minus figure used to indicate the reliability of an estimate. The options are:
  - +/- 1.0%
  - +/- 2.5%
  - +/- 5.0%
- **Sampling Percentage** is the percentage of documents from the saved search you want to serve as the sample set. This value must be greater than 0 and cannot exceed 100. Any invalid input for this whole number field will receive an error message.
- **Fixed Sample Size** is the specific number of documents from the saved search that you want to serve as the sample set. This must be greater than 0. Any invalid input for this whole number field will receive an error message.



#### Best Practice

Do not use the same Document Coding Field or “Use as an Example” field value for more than one Assisted Review project. Doing so will distort the information presented later in your reports.

## E-Mail Alerts

- **Enter Email Addresses** is an optional text box in which you can list the email addresses of all recipients you want to receive notifications of when various parts of the project have completed. Separate email addresses with a semi-colon. Email notifications will be sent after the following are completed:
  - Sample Set creation
  - Manual review of batched documents
  - Categorization and Round Report generation
  - Finalization and Finalization Report generation
  - Error

The following action buttons appear at the top of the new project:

- **Save** stores the new Assisted Review setup information and brings up two consoles on the right side of the window. You will use these consoles to work through your project. In addition, the Status of the project is Creating Categorization Set.
- **Save and New** stores the new project and takes you to a new, cleared layout where you can create another new project.

- **Save and Back** stores the new project and takes you back to the previous window. This window may be the saved layout of the project you just created.
- **Cancel** stops the creation of the new project and takes you back to the default assisted review projects view.

Clicking Save stores the new project and kicks off categorization set creation. You cannot delete a project in version 1.0 of Assisted Review. It is recommended that you not make a copy of an existing Assisted Review project using the Copy mass operation.

On the saved project layout, you will see the Assisted Review Tasks console to the right. Clicking Refresh Page on the console once the categorization set has been created changes the project status to Waiting for Round to Start and activates the Start Round button, as seen below. From here you can begin executing your Assisted Review Project.

The screenshot shows the 'Assisted Review Project Settings' and 'Assisted Review Tasks' console. The project name is 'DB - Project' with a prefix 'DBA P'. The status is 'Waiting for Round to Start'. The analytics index is 'Assisted Review CA Index' and the document coding field is 'Responsiveness'. The sampling methodology is 'Fixed Sample Size' with a 95% confidence level and a 10% margin of error. The console on the right includes buttons for 'Start Round', 'Batch Documents', 'Finish Round', 'Refresh Page', 'Overturned Documents', 'Overturn Summary', 'Round Summary', 'Finalization Report', and 'Audit History'.

Saved Assisted Review

The console to the right provides the following options for executing the project:

### Assisted Review Tasks

- **Start Round** initiates the Assisted Review cycle. Starting a round is described in the next section.

- **Batch Documents** (optional) takes you to the Batch Set object, where you will batch out documents for reviewers to perform a manual review. Batching is not required in order for a reviewer to code a document. It is therefore optional for the project in that you can finish a round and finalize without batching.
- **Finish Round** marks the completion of the round at its current state. This also allows you to categorize and finalize results, depending on how many rounds you've completed and where you are in the project. Finishing a round is covered in more detail in a later section.
- **Refresh Page** updates the page to its current status. After first saving the new project, you must click this at least once in order to enable the Start Round button at the top of the console. Clicking Refresh Page after you kick off a round also allows you to see the current state of the round in the Status field in the Assisted Review Round object.

### Assisted Review Reports

The Assisted Review Reports console allows the Project Manager to view the following reports throughout the life of the project to gauge its progress.

- **Overtuned Documents** provides details on documents coded during validation rounds that were then manually coded by a reviewer differently from the value the system applied. This report is only available if documents have been overturned.
- **Overturn Summary** provides a summary of overturned documents and percentages per round. This is only available if documents have been overturned.
- **Round Summary** provides a summary of the project by round and how documents were coded during manual review.
- **Finalization Report** provides all finalization details for the project.
- **Audit History Report** provides information on all audits within the project.

Reports are discussed in detail later in this document.

#### 3.3.1 Error Scenarios When Saving or Editing a Project

If you attempt to do any of the following, you will receive an error message:

- Save a new project under the name of an existing project
- Save a new project with an existing prefix
- Edit the prefix of an existing project
- Edit the Document Coding field of an existing project

- Save a project with a Document Coding Field that does not contain any choices

### 3.4 Starting an Assisted Review Round

Immediately after saving the project, the Refresh Page button is the only button enabled on the console. To enable the Start Round button, click Refresh Page. Clicking Start Round at any point in the life of the project brings up the option of overriding the parameters for that round and that round only through the following layout:

Add Assisted Review Round

Many of these fields are identical to the ones you encounter when setting up the project initially, the only difference being that these apply only to the round you are about to kick off. This means that editing the properties on this layout will not change those of the entire Assisted Review Project, they will only be used for the impending round.

By default, the values displayed are those already specified for the project as a whole. If you wish to keep the project settings for this specific round, simply click **Save** at the top of the layout and the round is initiated. To change the settings for this round, edit any of these properties (except for the Project Name field) and click Save to kick off the round.

Once you initiate a round you can view its details in the Assisted Review Round object on the project layout. The information here corresponds to that found in the default view in the Rounds tab.

Assisted Review Round						
<input type="checkbox"/>	Name	Status	Description	Universe Size (Round)	Universe Size (Project)	Sample Set Size
<input type="checkbox"/>	<a href="#">DBP 001</a>	Creating Sample Set		4951	4954	10

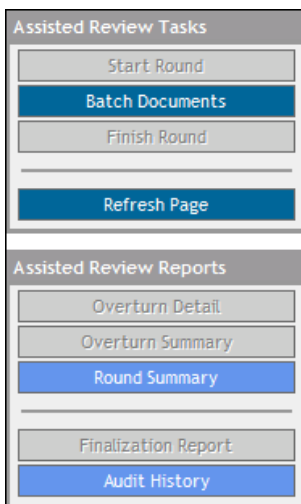
0 Selected Item(s) Select Page Size: 10

#### Assisted Review Round Object

The Status field on the project layout has an initial value of Round in Progress once the round is started. The status field in the Assisted Review Round object below has a status of Creating Sample Set.

Clicking the link under the Name field takes you to a layout for that specific round.

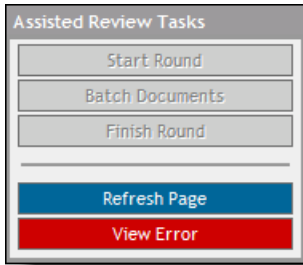
Once the round displays a status of Ready for Document Review, you have the option of batching out documents for review through the Batch Documents button on the console.



#### Updated Console

### 3.4.1 Errors Scenarios During a Round

It is possible to receive errors after creating a new project. If these occur, a View Errors button displays in the console and all other options except Refresh Page and Audit History are disabled. Clicking View Errors will display the error message in full detail.



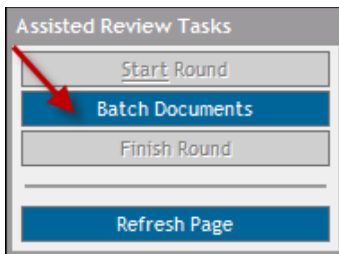
View Error

If any of the following occur within a project, you will receive an error that is viewable through this console button:

- There are no documents in the Saved Search selected when creating the project.
- There are no choices for the Document Coding field selected when creating the project.
- A round finishes and the Analytics Index selected when creating the project is inactive.

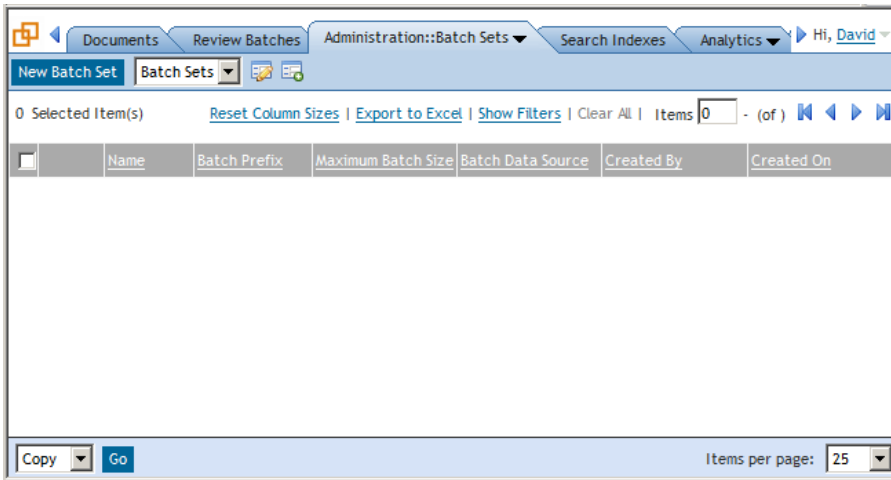
### 3.5 Batching Documents for Review (Optional)

To batch out documents to reviewers for coding, click the **Batch Documents** button on the console. This step is optional. Reviewers can begin manually reviewing documents without batching.



Batch Documents

This brings up the default Batch Sets view, which allows you to create a new Batch Set specifically for this Assisted Review Project.

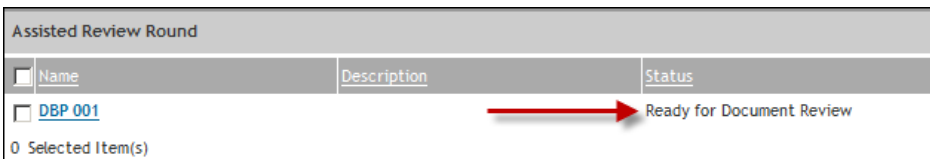


Batch Sets View

For more information on batching out documents to reviewers, please refer to the Batching chapter of the Relativity Admin Manual.

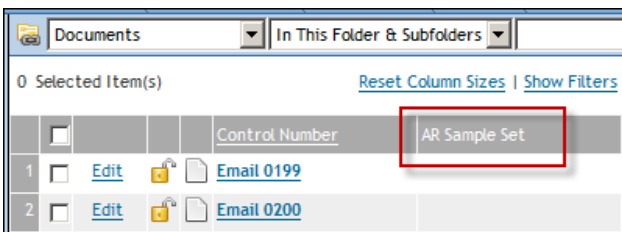
### 3.6 Coding Documents

Whether or not you batch out documents, your reviewers can begin coding at any point after the project round has a status of Ready for Document Review.



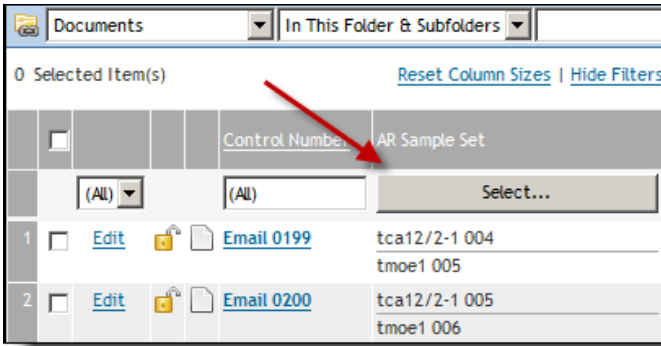
Ready For Document Review Status

To access documents designated for a specific project round, reviewers can filter on the AR Sample Set field on the document view.



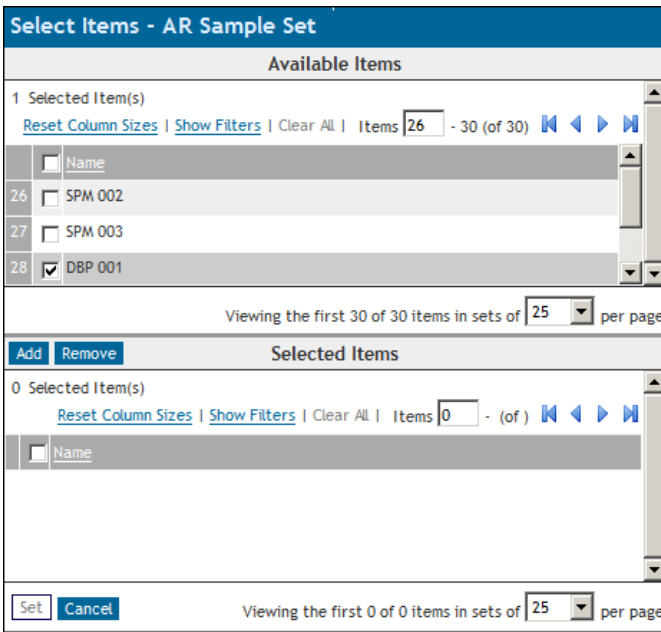
AR Sample Set Field

Clicking Show Filters changes this field heading to a button that allows reviewers to select the specific project round to which their coding decisions will apply.



Select Sample Set

Clicking **Select** brings up a popup picker of all available assisted review rounds.



Select Items – AR Sample Set

Reviewers can put a check mark next to the round name, click the Add button and then click the Set button to return only documents for that round.

From here, reviewers can code documents normally. The Document Coding Field decided upon during project creation must be available on the document layout and the reviewer must give a value to that field in order to yield meaningful project results.

As the document review progresses, the Status in the Assisted Review Round object on the project layout will be updated accordingly. When the Sample Set Size and Reviewed Count fields contain the same value, it means that all documents in the sample set were coded and the document review is complete.

Assisted Review Round					
<input type="checkbox"/>	Name	Description	Status	Sample Set Size	Reviewed Count
<input type="checkbox"/>	<a href="#">DBP 001</a>		Document Review Complete	10	10
0 Selected Item(s)					

Document Review Complete Status



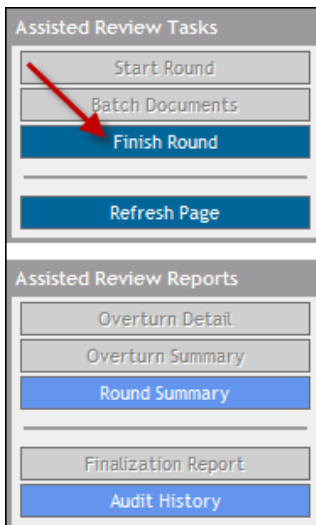
#### Best Practice

Do not leave projects hanging in a state of either “Document Review in Progress” or “Document Review Complete,” as this will negatively affect performance throughout your workspace.

### 3.7 Finishing a Round

Once at least one document in the sample set has been coded, a project manager can elect to finish that round. This means that a round can be finished even if it has a status of Document Review in Progress.

To finish an Assisted Review round click the **Finish Round** button on the console. Note that the Round Summary button is now available near the bottom of the console. The Round Summary report is covered later in this manual.



Finish Round

Clicking this button brings up the Add Assisted Review Finish Round Options layout.

Finish Round Layout

This layout contains the following options:

### Project and Round Information

- **Project Name** displays the project you are currently working in. Do not change this value.

### Round Completion Actions

- **Categorize** allows you to categorize the complete document universe. You must select the Categorize option after the first round – you are not obligated to Categorize after subsequent rounds. Put a check in this box in order to categorize. Both a blank and shaded (null) box will prevent categorization from occurring.
- **Finalize** writes all results in the project categorization to another separate field. Categorization overwrites previous values each time it is executed. You cannot finalize an Assisted Review project after only one round. Both a blank and shaded (null) box will prevent finalization from occurring. Checking this box brings up additional fields with which to specify finalization set information.

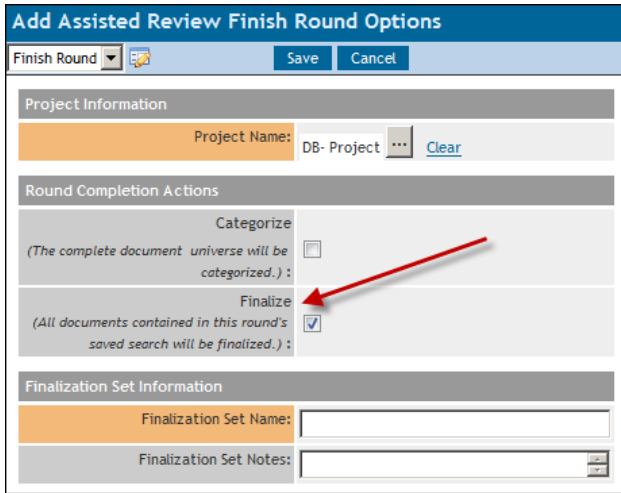
Click **Save** at the top of the finish round layout to save these settings. Clicking **Cancel** cancels the finishing of the round.

If you select both Categorize and Finalize, finalization will be performed first, then categorization. The Round Summary report will then be generated.

## 3.8 Finalizing Assisted Review Results

After you have finished at least two rounds in your Assisted Review project, you can finalize your results. Finalization normally comes once

you are confident enough in the accuracy of the results to preserve them. Finalization is done through Finalize checkbox on the Finish Round layout. Checking the Finalize box brings up additional fields.



Finalization Set Information

To finalize results and create finalization set, complete the following fields:

- **Finalization Set Name** (required) is the name of the finalization set containing the finalized results of this round.
- **Finalization Set Notes** allows you to add notes about the finalization set.

Upon completing the above finalization fields, the finalization set creation will begin and the round status will read Finalization in Progress. When finalization is complete, the Finalization Report button on the console will be available for you to view the details of the Finalization Set.



Finalization Report Button

Clicking this button launches a report containing all finalization details.

Only the first 1000 of 4391 items displayed.

Assisted Review Finalization Details					
AR Finalized Docu...	Category Name	Category Rank	Seed Document	Finalization Set	System Created On
<input type="checkbox"/> Email 0002	Nonresponsive	100	Email 1536	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0003	Responsive	53	Email 0543	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0004	Nonresponsive	72	Email 1176	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0005	Responsive	93	Email 2104	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0006	Responsive	82	Email 0787	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0007	Nonresponsive	68	Email 3494	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0008	Responsive	100		DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0009	Responsive	81	Email 0537	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0010	Responsive	80	Email 0220	DBP Final	12/2/2011 3:08 PM C
<input type="checkbox"/> Email 0011	Responsive	78	Email 0526	DBP Final	12/2/2011 3:08 PM C

0 Selected Item(s) Select Page Size: 10

### Finalization Details



#### Best Practice

Do not Finalize multiple Assisted Review projects at the same time. Doing this will have a negative impact on performance.

### 3.8.1 Special Considerations – Finalization

Please note the following about finalizing a project:

- A project can be finalized more than once. Each finalization produces a new Finalization Set.
- Any subsequent finalization will not overwrite the results of the prior ones. In this sense, a finalization is a snapshot of the Universe.
- Finalization copies the current categorization field values to a separate field associated with that Finalization Set.
- The content of the field value is the Finalization Set prefix plus the categorization value.
- Each Finalization Set is created from categorization values determined by Analytics, using the currently active Training Set.
- Each Finalization Set contains all categorized documents from the Universe:
  - FS #1 may contain 1M documents.
  - FS #2 may contain 1.5M documents (orig. 1M + 500K new documents).
  - A Production may contain all docs from FS #2, or
  - A Production may contain 1M docs from FS #1 AND only those docs new in FS #2 (500K).

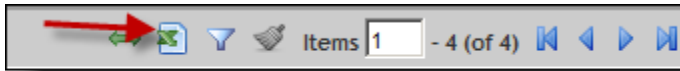
## 3.9 Using Assisted Review Reports

Assisted Review's reporting structure provides a project manager with a total picture of how the project is progressing.



Assisted Review Reports

Among the options available at the top of each report is **Export the list**, which allows you to transfer the fields and values of the report to a printable Excel spreadsheet.



Export the List

### 3.9.1 Overturned Documents

The Overturned Documents report provides detailed information on all documents where coding values disagreed with the values the system applied. This report contains the following fields:

- **Overturned Document** is the control number of the document that was overturned.
- **Prior Category Value** is the original categorized value before that value was changed in a subsequent round.
- **New Category Value** is the manually coded value applied to the Document Coding field.
- **Overturning User** is the reviewer who applied a different value from the original categorization value.
- **Seed Document** is the document originally human-coded and used by Analytics as an example.
- **System Created On** is the date and time at which the overturn was created.
- **Category Rank** is a number ranking of how close the document is to the category it has been placed in.



#### Best Practice

The system default value for Category Rank in Analytics is 50 – it is recommended that you use this default in your Assisted Review project.

If you encounter an abundance of low Category Ranks values while looking through overturned documents, this could be an indication of bad example documents. An abundance of high rank values could indicate that near duplicates are being categorized differently during review.

- **Round Overturned** is the round of the project in which the overturn took place.

### 3.9.2 Overturn Summary

The Overturn Summary report provides information on the overturn count and percentage per round. This report contains the following fields:

- **Name** is the name of the round. Clicking on this link takes you to that round's layout.
- **Sample Set Size** is the number of documents in the sample set, as determined by the Sampling Type field when you started the round.
- **Confidence Level** is the value set in the Desired Confidence Level field when the round was started.
- **Desired Margin of Error** is the value set in the Desired Margin of Error when the round was started.
- **Reviewed Count** is the number of documents reviewed during the round. If this value is not equal to that of the Sample Set, then the round contains uncategorized documents and the Margin of Error status will be ineligible.
- **Overturned Count** is the number of documents that were coded differently in one round than they were in a previous round.
- **Overturned %** is the percentage of documents from the Sample Set that were overturned.
- **Eligible Sample Population** is the number of documents that could have been included in the Sample Set.
- **Estimated Defect Count** is the statistically-based estimation of the number of incorrectly coded documents in the universe.
- **Estimated Defect %** is the estimated percentage of incorrectly coded documents in the universe.



#### Best Practice

Low values on the Overturn % and Calculated Margin of Error fields may be indications that it is a good time to cease running more rounds and finalize the project.

### 3.9.3 Round Summary

The Round Summary report provides a general picture of the round as a whole. The fields found in this report also occur in the Overturn Summary report, with the exception of the following:

- **Categories::Breakdown** lists the percentages of documents that fall under each choice of the Document Coding Field, as well as those that remain uncategorized. This allows the project manager to measure the progress of the project from round to round.

Categories::Breakdown
Nonresponsive:5.6%
Responsive:17.6%
UnCategorized:76.8%

Breakdown

### 3.9.4 Finalization Report

The Finalization Report provides details on each document finalized. This report provides the following fields:

- **AR Finalized Document** is the control number of the document that was finalized.
- **Category Name** is the coding value that the document was designated as during manual review.
- **Category Rank** is a number ranking of how close the document is to its assigned category.
- **Seed Document** is the document originally coded and used by Analytics as an example based on its coding.
- **Finalization Set** is the name of the Finalization Set in which the finalized document is found.
- **System Created On** is the date and time at which the Finalization Set was created.

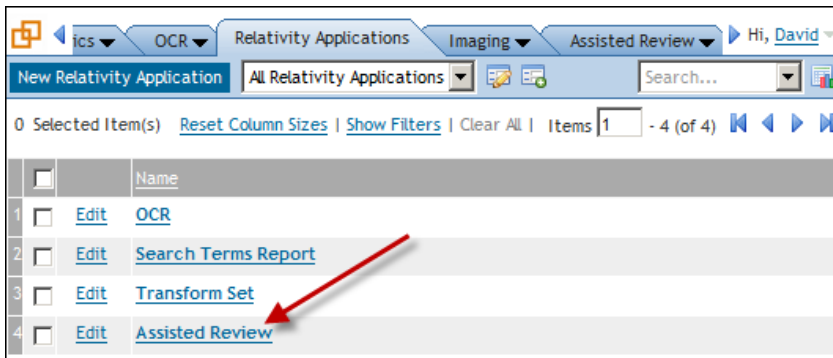
### 3.9.5 Audit History

The Audit History report allows a project manager to see a breakdown of all audit actions and details for the entire project. This report provides the following fields:

- **Audit Action** is the action performed during the project. The following are auditable Assisted Review actions:
  - Categorization Set Created
  - Round Initiated
  - Sample Set Created
  - Sample Set Size
  - End Manual Review By Reviewer
  - Categorization Finished
  - Round Finished
- **Audit Details** is the corresponding detail to the Audit Action. For example, if the action is Round Initiated, the Audit Detail will be the name of that round.
- **Action By** is the name of the user who performed the action. If the action was automatically performed by the system, then the value for this field will be System.
- **Assisted Review Round** is the round in which the Audit Action occurred.
- **System Created On** is the date and time at which the Audit Action was performed.

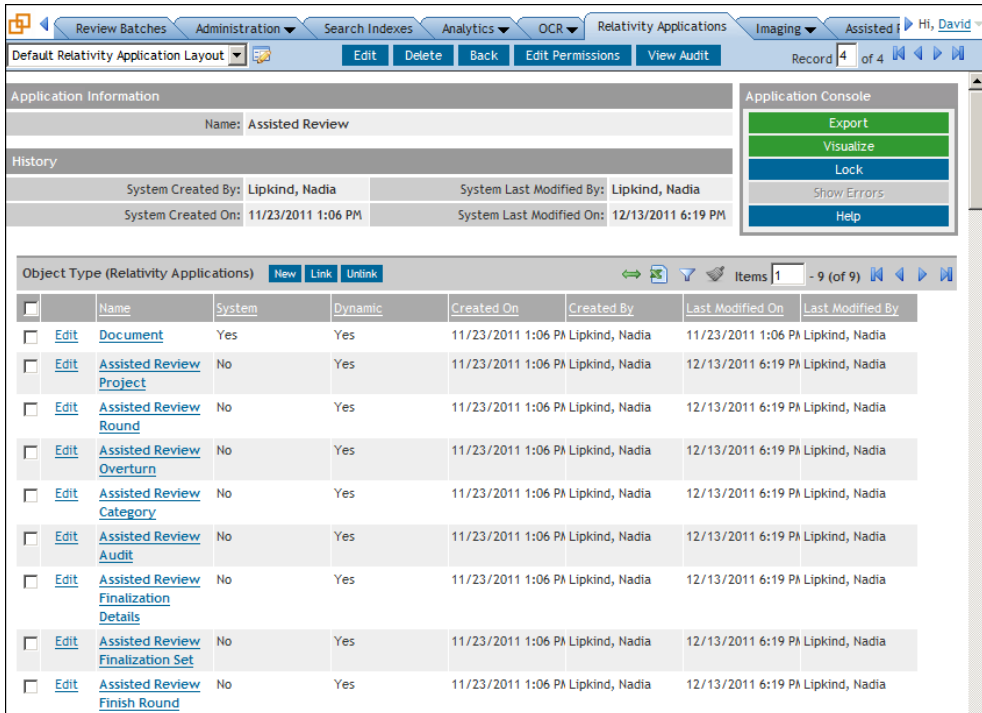
## 4 Assisted Review as a Relativity Application

Once installed, Assisted Review is available as an application in the Relativity Applications tab.



Assisted Review Application

Opening the Assisted Review application brings up a layout containing all Assisted Review components, as well as an Application Console from which you can perform a number of actions.



Assisted Review Application Layout

For more information on Relativity Applications, see the Relativity Applications manual.

## 5 Smoke Test

The goal of smoke testing is to verify that Relativity Assisted Review is configured and operating properly. To ensure this, please complete the actions below and mark that each one is done.

Before creating a smoke test project in a live case, note that you cannot delete an Assisted Review project.

Smoke Test	Done
Navigate to the Agents tab; verify that the Relativity Assisted Review Manager and Relativity Assisted Review Worker agents are listed and are not in an error state	
Verify that the Assisted Review Projects, Rounds, and Audit tabs are present in your test workspace	
Navigate to the Object Type tab; verify that the Speed.Code.EventHandlers is present on the Document object under Event Handlers	
Navigate to the Relativity Applications tab; verify that the Assisted Review application is present	

Smoke Test	Done
Create a new Assisted Review project (this cannot be deleted once it is saved)	
Create a new Assisted Review round	
Create a new Batch Set for the new Assisted Review project	
Code at least one document in the AR Set corresponding to the first round	
Finish the first round of the new project with only Categorize checked on the Finish Round layout	
Create a 2 <sup>nd</sup> Assisted Review round	
Code at least one document in the AR Set corresponding to the second round	
Change the coding value of one document in the AR Set corresponding to the first round	
View the Overturned Documents report	
View the Overturn Summary report	
View the Round Summary report	
Finish the 2 <sup>nd</sup> round with Finalize checked on the Finish Round layout	
View the Finalization Report	

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