



Reproducing Documents with the Same Production Number

Introduction

Occasionally, you may need to alter a production set for items such as redactions without changing the production number. By building a copy of the production set, you can make changes to specific documents and export the edited documents.

Recipe Overview

This recipe will show you how to copy a production set and export only certain files from that production.

Requirements

- Applicable to all versions of Relativity
- Relativity Desktop Client (RDC)

Directions

1. Build a new production.
2. Copy the original production set.
 - a. Under the **Administration** tab, click **Production Sets**. Check the production set that contains the documents you wish to reproduce. Choose **Copy** in the lower left-hand corner of Relativity.
 - This will build a duplicate production and add a (1) to the end of the production's name.
 - All settings will be identical; however, no documents will be added at this time.
3. Make changes to the documents in the original production set, as needed.
 - a. If necessary, create a new markup set to show the differences between the productions. Make sure to switch over to the newly created markup set prior to production.
4. Add **all of the documents** that were in the original production to the new copy of the original production set.
 - a. To find the previously produced items, set up a search for the **is set** field in the original production. This field will be named after your previous production set.
5. Produce this production set.
6. Export changed documents only.
 - a. Create a search for only the items that you would like to export from this production, and add the fields you would like to export.
 - b. In the RDC, choose to export a saved search.
 - Choose the search you created earlier that contains only the items you want to produce.
 - Make sure to remove **Control Number** from **Selected Columns**, and add your production numbering fields and any other necessary fields.
 - In the lower right-hand corner, click the ellipsis button under **Production Precedence**.
 - Choose **Produced Images**, and then move the newly created production to the **Selected Production** section.
 - Choose your **Destination File** settings.

References

Relativity – Admin Manual



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Tags

- Field Tree
- Relativity Desktop Client