



# Open Admin Training

February 13- 14, 2012 - San Francisco



# 1 Open Admin Training

kCura is currently accepting reservations for our two-day Relativity Administrative Training class to be held in San Francisco, CA. Spots are limited to 10 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 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.

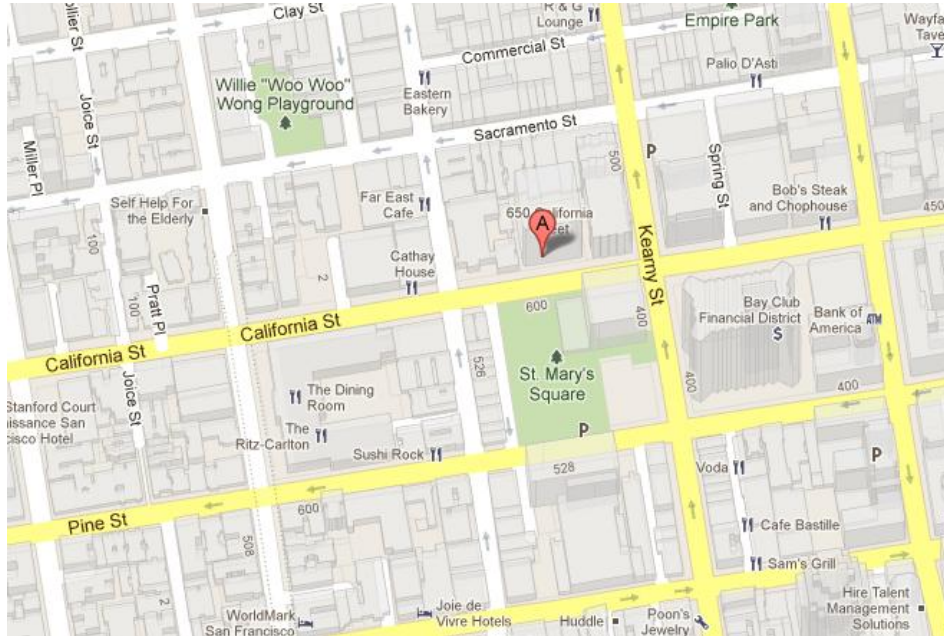
Day One Time	Topic
9:00 – 9:30	Course Overview and Relativity Objects
<b>MODULE 1 - CREATION AND SETUP</b>	
9:30 – 10:00	Creation and Setup <i>Exercise: Creating Client, Matter and Workspace</i>
10:15 – 10:30	Groups and Users <i>Exercise: Creating Groups and Users</i>
Break	
10:45 – 11:30	Fields and Choices <i>Exercise: Creating Fields &amp; Choices</i>
11:30 – 12:00	Layouts (Coding Forms) <i>Exercise: Creating Reviewer Layouts</i>
12:00 – 1:00	Lunch
<b>MODULE 2 - DATA LOADING</b>	
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

	<b><i>Exercise: QA Data Using Pivot, Mass Operations and Search Term Report</i></b>
<b>2:15 – 2:45</b>	Search Indexes <b><i>Exercise: Create Indexes and Perform Searches</i></b>
<b>2:45 – 3:00</b>	Search Team Reports <b><i>Exercise: Create Search Term Report</i></b>
<b>3:00 – 3:15</b>	Data Overlay <b><i>Exercise: Import Translated Documents</i></b>
<b>Break</b>	
<b>3:45 – 4:00</b>	Relativity Scripts <b><i>Exercise – Add and Run a Script</i></b>
<b>4:00 – 4:15</b>	Relativity Messaging <b><i>Exercise: Add Message of the Day and Notify System Users</i></b>
<b>4:15 – 4:30</b>	Quiz <b>Q &amp; A</b>
<b>5:00 - Happy Hour</b>	Drinks Hosted by kCura
<b>Day Two</b>	
<b>MODULE 3 – REVIEW MANAGEMENT</b>	
<b>9:00 – 9:30</b>	Security <b><i>Exercise: Apply Users Permissions</i></b>
<b>9:30 – 10:00</b>	Views and workflow <b><i>Exercise: Create, Edit and Secure a View</i></b>
<b>10:00 – 10:15</b>	Persistent Highlight Sets <b><i>Exercise: Create Persistent Highlighting</i></b>
<b>10:15 – 10:30</b>	Markup Sets <b><i>Exercise: Create Markup Set and Apply Redactions</i></b>
<b>Break</b>	
<b>10:45 – 11:15</b>	Batching <b><i>Exercise: Create Reviewer Batches</i></b>

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
<b>MODULE 4 – PRODUCTION AND EXPORT</b>	
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>
<b>Break</b>	
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	<b>Q &amp; A</b>

## 2 Location

This training session will be hosted at **Littler Mendelson, P.C., 650 California Street, 20th Floor, San Francisco, CA 94108-2693.**



### 2.1 Hotels

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

The Huntington Hotel  
1075 California Street  
San Francisco, CA 94108  
1-800-230-4134  
[www.huntingtonhotel.com](http://www.huntingtonhotel.com)

Baldwin Hotel  
321 Grant Ave  
San Francisco, CA 94108  
1-800-997-5148  
<http://baldwinhotel.com>

Executive Hotel Vintage Court  
650 Bush Street  
San Francisco, CA 94108  
<http://vintagecourt.executivehotels.net/vintagecourt/800.htm>

Grand Hyatt  
345 Stockton Street  
San Francisco, CA 94108  
<http://grandsanfrancisco.hyatt.com>

### 3 Disclaimer

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