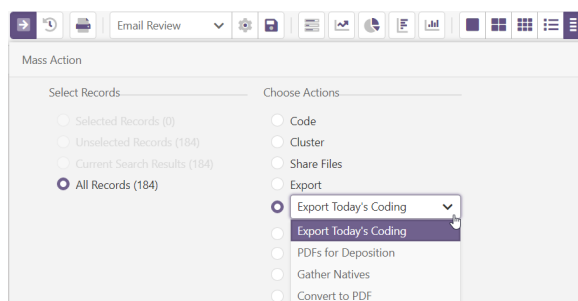
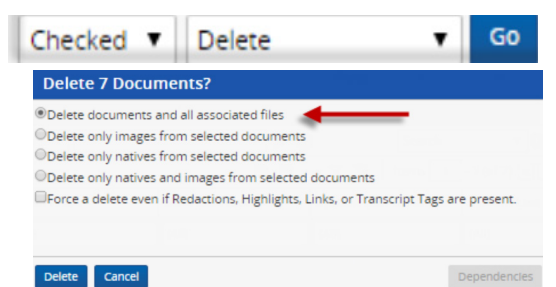


TRANSFERABLE SKILLS

You know more than you think. A guide to transitioning your Relativity skill set to your next iCONNECT project.

Mass Actions

Mass actions are powerful tools. They allow a user to apply an action to a small or large set of documents with a couple of clicks. Mass Actions are essential, but should be used with caution because they are so powerful. The ability to change thousands (or perhaps millions) of records with a few clicks saves time and creates efficiencies that make any Administrator, Project Manager or Reviewer better at their job!



RELATIVITY | HOW IT'S DONE

MASS CODE RECORDS - Applies coding from specific fields to a set of documents, for example relevance, issue or privilege coding

MASS REDACT - Not available

MASS EDIT - Modify fields and coding

MASS PRINT - Available in Relativity 9.0; newer versions print to PDF first, then print to paper

MASS GATHER NATIVES - Not available

Basic features available in Relativity to perform mass actions, although other tools may be available through a third-party tool at additional cost.

iCONNECT | HOW IT'S DONE

MASS CODE RECORDS - Applies coding from specific fields to a set of documents, for example relevance, issue or privilege coding

MASS REDACT - Bulk redact any privileged content or PII such as credit card numbers and social security numbers

MASS EDIT AND FIND/REPLACE - Modify fields and coding; normalize names, numbers, document types and descriptions

MASS PRINT - Batch print documents to PDF or paper to create documents briefs

MASS GATHER NATIVES - Gathers searched or selected native files and compresses them into a file for download

TRANSFERABLE SKILLS



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Contact iCONNECT for more information.

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