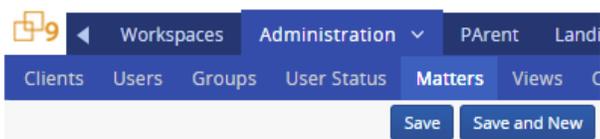


TRANSFERABLE SKILLS

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

Creating a NEW Project/Case

Administrative tasks such as creating new Clients and Projects in any platform should be simple and straight forward; Many organizational layers and required and optional details can introduce error. Getting to review quickly with minimal clicks allows iCONNECT Administrators to focus on the review itself, not the setup.



RELATIVITY | HOW IT'S DONE

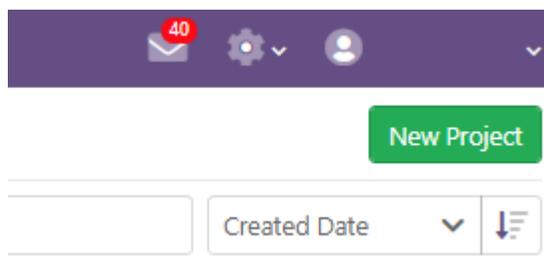
OVERVIEW - Administrative objects under a Client are organized as Matters and Workspaces.

CLIENT - the organization or individual that is involved in a dispute or investigation, e.g. ABC Company

MATTER - high level organization of workspace (project or case)

TABS AND NESTED MENUS

TEMPLATES - Templates can be used however, the Workspace Admin has myriad details to enter: many are required and others are optional which may lead to some confusion for administrators.



iCONNECT | HOW IT'S DONE

OVERVIEW - A Project belongs to a Client. A matter is not required.

CLIENT - the organization or individual that is involved in a dispute or investigation, e.g. ABC Company

MATTER - Not required

DASHBOARD WITH VISIBLE TILES

TEMPLATES - A NEW project can use a template. The new project will then include everything from the template which could include: security, folders/tags, workflow rules and Dashboard tiles

BONUS: An Administrator has master control over Clients and Projects. Project Manager access can be restricted to individual or multiple projects for each Client.

TRANSFERABLE SKILLS ✓

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Contact iCONNECT for more information.
www.iconect.com | info@iconect.com | 1-855-915-8888

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