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1 Relativity Objects

Relativity contains two kinds of objects: System objects, and Relativity Dynamic Objects (RDOs), also called dynamic objects. Both kinds, collectively called objects, are the building blocks of Relativity applications. Objects connect together, whether implicitly resulting from a workflow, or explicitly by you defining the connections. Through these connections or links, you extend functionality by storing data and making efficient use of its organization. You can attach many kinds of objects to additional features or functionality, such as object rules and event handlers. This lets Relativity, third party, or in-house developers introduce custom features specific to your needs.

As an example of using objects to extend data reach, from within a workspace, you can create your own RDO for storing custodian information, including not only custodian names but also their emails, sent and received dates, and recipients. This information can then link to other documents or for greater granularity in sorting, searching, or listing those documents.

This page contains the following sections:

- System objects below
- Relativity Dynamic Objects (RDOs)
- Programatically using Relativity objects and RDOs on the next page

1.1 System objects

System objects are objects that come with Relativity applications by default. They are predefined objects that either load during installation, you can create during a Relativity session, or Relativity creates automatically during a process or because of a workflow. They include items such as workspaces, documents, fields, and OCR sets. However, Relativity sets their capabilities and you cannot change the design of them. For example, a system object may limit the number of fields that attach to it, or prohibit adding event handlers and object rules.

1.2 Relativity Dynamic Objects (RDOs)

RDOs are objects you define. You can set their capabilities, such as specifying fields attached to them, managing data links to other objects, and allowing additional features including attaching event handlers and object rules. You create RDOs in a workspace, or by a system admin in the Home page, through the Relativity UI directly, such as from the Create New Object button of the Object Types tab, or indirectly, such as through the Event Handler Express application. Examples include question, and custodian objects. See Editing Relativity Objects on page 7.

Read a scenario for Relativity Dynamic Objects

Using Relativity Dynamic Objects

Imagine you're a system admin and your firm's latest case involves email exchanges between many people with various roles at many different companies. The lead attorney approaches you with ideas for organizing all the custodians, their companies, and their various roles within those companies. You decide to use RDOs to store information about a custodian by creating a custodian object. This object stores information about the custodian - their name, company, role, start date, and so on.
You then connect the custodian object to any related objects such as the document and company objects in the following example.

Using objects in your workspace helps keep items organized in your doc set.

1.3 Programmatically using Relativity objects and RDOs

You can also create and use objects programmatically with the Services API. For information about programmatically working with objects, see Using the Services API on the Relativity 9.2 Developers site.
2 Editing Relativity Objects

RDOs are object types that you create and manage from within any Relativity application. They help process and organize data. For example, you can assign information to them and create new data structures. You can also attach external applications such as event handlers and rules to extend their functionality.

The following sections are available:

- Creating an object from a workspace below
- Creating an object from home below
- Deleting an object from a workspace on the next page
- Deleting an object from home on the next page
- Fields for an object type on page 9
- Adding an event handler on page 11
- Adding an object rule on page 11
- Adding a custom mass operation on page 17
- Adding information to objects on page 19

For information about programmatically working with RDO types, see ObjectType in DTO reference and code samples on the Relativity 9.2 Developers site.

2.1 Creating an object from a workspace

To create an object from a workspace:

1. Click the Workspace Admin tab, and click Object Type.
2. Click New Object Type to display the Object Type form.
3. Complete the fields on the Object Type Information panel. See Fields for an object type on page 9.
4. Click Save.

2.2 Creating an object from home

To create an object from home:

1. Click the Admin Workspace Configuration tab, and click Object Type. Only system admins can create objects in this area.
2. Click New Object Type to display the Object Type form.
3. Complete the fields on the Object Type Information panel. See Fields for an object type on page 9. Some fields may not be available for Home objects.
4. Click Save.
2.3 Deleting an object from a workspace

To delete an object from a workspace:

1. Click the Workspace Admin tab, and click Object Type.
2. Select the checkbox next the object you want to delete. You may select more than one object at a time.
3. Select Delete from the Mass Operations menu near the bottom left of the page.
4. Click Go.
   A confirmation dialog displays. If the object has any dependencies, the Dependencies button will be active.
5. Click Delete.

2.4 Deleting an object from home

To delete an object from Home:

1. Click the Admin Workspace Configuration tab, and click Object Type. Only system admins can delete objects in this area.
2. Select the checkbox next the object you want to delete. You may select more than one object at a time.
3. Select Delete from the Mass Operations menu near the bottom left of the page.
4. Click Go.
   A confirmation dialog displays. If the object has any dependencies, the Dependencies button will be active.
5. Click Delete.

For every Relativity object, you can view details about it as well as change certain characteristics such as permitting pivot or sampling. Some objects may have additional restrictions or allowances, such as associating them with event handlers, object rules, and mass operations. The following screen shot shows a typical Objects details page.

The objects details page appears in one of two ways:

- When you create a new object. The details page appears after you click Save on the Object Type form for a newly created object. See Editing Relativity Objects on the previous page
- From the objects list. Click the object’s name from the Object Type object list. Clicking Edit partially displays the details page but the additional actions of event handlers, rules, or mass operations do not appear.

The information page displays in two parts. The first part displays the Action bar near the top of the page followed by several categories about the object type settings.

You can use the Action buttons near the top of this page to perform these tasks:
- **Edit** - edits certain object type details. You can't change some details after you create an object.
- **Delete** - removes the object type from Relativity. After you click **Delete**, a confirmation message appears. If the object has dependencies, that is, the object uses or links with other objects, the Dependencies button is active. See Deleting object dependencies on page 20.
- **Back** - redirects you back to the Object Type list page.
- **Edit Permissions** - opens a window that lets you set access rights on the object. These rights modify only the security for the current object. The object is secured with the following default rights:
  ○ If the object was created within a workspace, it inherits workspace-level rights, unless it inherits permissions from a parent object.
  ○ If the object was created within Home, it inherits the client rights, unless it inherits permissions from a parent object.

  See the Admin guide for more information on security.
- **View Audit** - displays the update history for the object type.

The second part displays additional actions that you can attach to the RDO. Not all RDOs will have additional actions, and only the available actions appear. Before adding any actions, consult your system admin. When present, you can attach the following actions:

- **Event Handlers** - adds special functionality or conditions to layouts. See Adding an event handler on page 11.
- **Rules** - adds special functionality or conditions with user configurable options to layouts. See Adding an object rule on page 11.
- **Mass Operations** - provides the ability to add functionality for mass operations using mass operation handlers or custom pages. See Adding a custom mass operation on page 17.

### 2.5 Fields for an object type

When creating or editing an object, the object type form contains the following fields:

- **Name** - the designation used to identify the object.
- **Parent Object Type** - used to select the object type the object links to. That is, the object that you are creating is a child of the selected object type. The list of available parent objects displays in the drop-down menu.
- **Dynamic** - indicates whether you can extend an object by adding fields, views, and other items. This is a Relativity set field and cannot be edit. It is set to **Yes** for Document objects and all RDOs. It is set to **No** for system objects, excluding Document objects.
- **Enable Snapshot Auditing On Delete** - used to capture audit information about the values stored in object fields. The following options are available:
  ○ **Yes** - the default setting, which results in Relativity capturing a snapshot of the current field values for the object. By capturing this data, the size of the delete audit record increases, but the field values are available when querying the workspace history.
  ○ **No** - indicates that Relativity deletes the object without capturing its field values.
- **Pivot** - enables or disables pivot functionality on the object. The default value is **Enabled**, which displays the Pivot icon on the object tab. Pivot runs on only the object fields when enabled. Select **Disabled** to remove the icon from the object tab.

- **Sampling** - determines if sampling functionality is enabled on the object you are creating or editing. The default is Enabled for a new RDO. It is also enabled for the Document object, which means you can create a sample of documents for QC purposes using the settings in the sampling menu. The options are:
  - **Disabled** - hides the sampling menu on the object you are creating or editing.
  - **Enabled** - displays the sampling menu on the object you are creating or editing.

- **Lists** - determines if the user has the ability to save a list of this object's items as a persistent list. The options are:
  - **Disabled** - hides the Persistent Lists icon on the object you are creating or editing.
  - **Enabled** - makes the Persistent Lists icon available on the object you are creating or editing.

- **Copy Instances On Workspace Creation** - determines whether Relativity copies instance of an object when you create a workspace. Relativity copies RDOs from the template workspace regardless of this field's value. The **Copy Instances On Workspace Creation** field only controls whether or not Relativity copies object **instances** to the new workspace. Consider the following when setting this value:
  - If the template workspace contains an object with **Copy Instances On Workspace Creation** set to **Yes**, but one of its associative objects has this same field set to **No**, the instances are unlinked from the object. The new workspace copies the object type but none of the instances.
  - An instance of an object type doesn't copy if its parent object is set to **No**.
  - An instance of an object type doesn't copy if its parent object contains a File field.
  - Instances can't be copied if the template workspace contains an object that is associated with a Document object.

- **Copy Instances On Parent Copy** - copies all child objects when the parent object is copied. This option only copies child objects that do not have Workspace as their parent object. This option is also disabled on parent objects.
  - **Yes** - copies all child objects if the parent object is copied.
  - **No** - does not copy any child objects attached to the parent object.

- **Relativity Applications** - used for associating the object type with an application created on the Relativity Applications tab. Click the **ellipsis (…)** button to select an existing application. To use this option, you must have the permission **Manage Relativity Applications** in the Admin Operations section of the Security page.

- **Keywords** - used to filter on the object type in a view, as well as for other identification purposes.

- **Notes** - used to enter additional comments about the object type.
2.6 Adding an event handler

An event handler is a process or action that attaches to an RDO. The event handler permits special or additional functions but without user configurable options. It introduces restrictions, limitations, or addition actions, such as displaying a non-system provided dialog, or a confirmation screen. It activates explicitly on a user event, such as clicking a specific button, or implicitly such as receiving a message or encountering a data limitation. You may need to consult your system admin for additional information.

You can add an event handler at the time you create an RDO or edit an object:

1. Create an RDO or see the Editing Relativity Objects on page 7 section.
2. On the Object Type Details page, click New in the Event Handlers category.
   The Select Event Handlers dialog appears. All the available event handlers display as DLL files. It's possible no event handlers display.
3. Select the checkbox for each event handler that you want to add.
   The list may contain several event handlers with the same name, so select one with the appropriate execution type and application. You may need to consult your system admin for additional information.
4. Click OK.
   The event handler file name appears in the DLL column. Its action becomes immediately available and invokes the condition is met.

2.6.1 Deleting an event handler

To delete an event handler:

1. Click the name of an object to display the Object Type Details page.
2. Select the checkbox for each event handler that you want to delete.
3. Click Delete in the Event Handlers' category.
4. Confirm the action by clicking OK.

2.7 Adding an object rule

An object rule is a Relativity-provided action that permits special or additional functions with user configurable options. An example is the New Button Override that redirects an object's New button action to another Relativity page or other URL as directed by the user.

Permissions do not control restrictions or allowances granted by an object rule. For example, if the object rule Mass Action Visibility hides the Edit option in the Mass Actions menu, adjusting permissions will not make that option visible. In the same way, if that rule shows the Edit option, removing permissions will not hide it. This applies to all users including the system admin.

To add an object rule:

1. Create an RDO or display the Editing Relativity Objects on page 7 page.
2. Click New in the Rules category.
   The Add New Rule dialog displays.
3. Select the Rule Type.
   Each Rule Type has a unique set of conditions or configuration and are listed individually.

4. Complete the fields for the selected Rule Type. See Editing Relativity Objects on page 7.

5. Click Save.

The following object rule types are available:

- **Default Layout**
- **Custom Single Object Add Link Visibility on the next page**
- **Default Layout on New on the next page**
- **Global Button Visibility on the next page**
- **Mass Action Visibility on page 14**
- **New Button Override on page 16**
- **Choice Behavior on page 15**
- **Sub-List Button Visibility on page 15**

### 2.7.1 Default Layout

The Default Layout rule determines which layout that a reviewer sees by default, or if the reviewer can see any layout at all.

The field choices are:

- **Rule Type** - specifies using a Default Layout
- **Name** - the designation used to identify the rule. This is the friendly name for the rule.
- **Field** - the Relativity field containing the value driving the rule behavior. The drop-down list contains the complete set of fields available.
- **Value** - the field value that drives the rule behavior. The drop-down list contains the complete set of values available for the selected field.
- **Action** - the layout that displays based on the Field and Value conditions. The drop-down list contains the complete set of layouts available for the parent object.
- **User can select another layout** - determines the layouts reviewers can see:
  - If checked, reviewers see the layout selected in the Action field by default. They are also able to move to another layout.
  - If not checked, reviewers see only the layout selection in the Action field.

Write an Example

You want a rule controlling the layout that a reviewer sees in first and second pass reviews. Assume the workspace contains:

- A First Pass Review Complete single choice field with Yes and No values.
- A First Level Review layout.
- A Second Level Review layout.

When the First Pass Review Complete field is equal to Yes for a document, the reviewer is taken to the Second Level Review layout automatically and is able to see only that layout. For this case:

1. Add a rule to a Document object, selecting Default Layout for the Rule Type.
2. Set Field to First Pass Review Complete.
3. Set Value to Yes.
4. Set Action to Second Level Review.
5. Uncheck User can select another layout.

### 2.7.2 Custom Single Object Add Link Visibility

You can control the availability of the Add link button to add RDO instances to existing custom single objects from a layout.

The field choices are:

- **Custom Single Object Add Link Visibility** - controls availability of the Add link button to add object instances to existing custom single objects from a layout. When you apply the Custom Single Object Add Link Visibility object rule to an object, clearing the Show Add Link checkbox means that the Add link won't display the custom single object field pointing to that object, and you won't be able to add object instances from a layout.

- **Name** - the designation used to identify the rule. This is the friendly name for the rule.

- **Visibility** - determines if the Add link is visible for the object.
  - If checked, the Add link is visible.
  - If not checked, the Add link is not visible.

**Note:** System single object fields and custom single object fields of Document object type will not display the Add link.

### 2.7.3 Default Layout on New

You can determine which layout displays when a user creates a new custom object.

The field choices are:

- **Default Layout on New** - determines which layout displays when a user creates a new custom object.

- **Name** - the designation used to identify the rule. This is the friendly name for the rule.

### 2.7.4 Global Button Visibility

You can determine the visibility of specific buttons or action options available on an object type.
The field choices are:

- **Global Button Visibility** - determines the visibility of specific buttons or action options available on an object type.
- **Name** - specifies the friendly name for the rule.
- **Visibility** - determines the visibility of specific buttons or action options available for an object type. The following table outlines the effect of clearing these checkboxes.

<table>
<thead>
<tr>
<th>Visibility Option</th>
<th>When You Clear this Check box…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show New</td>
<td>The following options do not display:</td>
</tr>
<tr>
<td></td>
<td>- New button on the Object List page</td>
</tr>
<tr>
<td></td>
<td>- Mass Copy on the Object List page, and on any other page where the mass operation is available for this object type</td>
</tr>
<tr>
<td></td>
<td>- Save &amp; New button on the edit page for an object instance</td>
</tr>
<tr>
<td></td>
<td>- New button on child or associative object lists of this object type</td>
</tr>
<tr>
<td>Show Delete</td>
<td>The following options do not display:</td>
</tr>
<tr>
<td></td>
<td>- Mass Delete on the Object List page, and on any other page where the mass operation is available for this object type</td>
</tr>
<tr>
<td></td>
<td>- Delete button on the details page for an object instance</td>
</tr>
<tr>
<td>Show Link</td>
<td>The Link button does not display on associative objects lists added to the layout of another object associated by a multiple or single object field to the current object type. See the Admin guide for more information on Adding child and associative object lists.</td>
</tr>
<tr>
<td>Show Unlink</td>
<td>The Unlink button does not display on associative objects lists added to the layout of another object associated by a multiple or single object field to the current object type. See the Admin guide for more information on Adding child and associative object lists.</td>
</tr>
</tbody>
</table>

**Note:** A **Sub-List Button Visibility** rule will override a **Global Button Visibility** rule when a conflict occurs between the two.

### 2.7.5 Mass Action Visibility

You can control the visibility of buttons for the mass operations for an object type.

The field choices are:

- **Mass Action Visibility** controls the visibility of the **Edit, Replace, Copy** and **Tally/Sum/Average** mass operations for an object type.
- **Name** - specifies the friendly name for the rule.

- **Visibility** - determines the visibility of specific buttons or action options available on an object type. When you add a Mass Action Visibility rule, the visibility check boxes are clear by default. If you don't select the visibility check box for a given mass operation, then that option won't be available in the mass operations drop-down list for the object.

  **Note:** If the object has a Global Button Visibility rule with the Show New visibility option disabled, then the Copy mass operation will not display even if the Show Copy check box is selected.

2.7.6 Choice Behavior

You can control whether the users can add or delete choices for fields.

The field choices are:

- **Choice Behavior** - controls whether your users can add or delete choices for fields.
- **Name** - specifies the friendly name for the rule.
- **Field** - specifies the field the choice behaviors affect.
- **Behavior** - specifies which actions apply to the choices. The following table describes the expected behavior when applying a Choice Behavior object rule to a single- or multiple-choice field.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>When You Clear this Check box…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Add</td>
<td>- the Add hyperlink doesn't appear for the selected single- or multiple-choice field</td>
</tr>
<tr>
<td></td>
<td>- the field you configured in the object rule is unavailable in the Field drop-down menu when creating a new choice in Administration::Choices</td>
</tr>
<tr>
<td></td>
<td>- a user can't perform a Mass Copy action on choices</td>
</tr>
<tr>
<td>Allow Delete</td>
<td>- the Delete button doesn't appear in Administration::Choices form</td>
</tr>
<tr>
<td></td>
<td>- a user can't perform a Mass Delete action on choices</td>
</tr>
<tr>
<td>Allow Rename</td>
<td>- users don't have the ability to rename choice names</td>
</tr>
</tbody>
</table>

2.7.7 Sub-List Button Visibility

You can provide granular control over the display of the buttons for child and associative object lists.

The field choices are:

- **Sub-List Button Visibility** - provides granular control over the display of the buttons for child and associative object lists. You can define a condition that determines the availability of these options, or you can create a rule that targets these options for a specific associative or child list without defining any condition.

- **Name** - specifies the friendly name for the rule.
- **Associative/Child Object** - displays all child or associative objects lists for the object type. You control the button visibility for this object type. See the Admin guide for more information on Adding child and associative object lists.

- **Field** - optional field setting a condition for controlling the display of the **Visibility** options. Only single choice fields appear in the Field drop-down menu.

- **Field and Value** - optional field specifying the value of the selected field that affects the button visibility.

- **Visibility** - the list of options controlling the display of specific buttons. The list of button options depend on the Associative/Child Object type:
  - If **Associative/Child Object** is a child object list, only the **Show New** and **Show Delete** options display.
  - If **Associative/Child Object** is an associative object list, only the **Show New**, **Show Link**, and **Show Unlink** options display.

The following table describes how to hide a button by clearing its checkbox. If **Field** and **Value** are blank, the buttons are always hidden or displayed, depending on the selected checkboxes.

<table>
<thead>
<tr>
<th>Visibility Option</th>
<th>When You Clear this Check box…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show New</td>
<td>The New button does not display on the list selected in the Associative/Child Object option.</td>
</tr>
<tr>
<td>Show Delete</td>
<td>The Delete button does not display on the child object list selected in the Associative/Child Object option.</td>
</tr>
<tr>
<td>Show Link</td>
<td>The Link button does not display on the associative object list selected in the Associative/Child Object option.</td>
</tr>
<tr>
<td>Show Unlink</td>
<td>The Unlink button does not display on the associative object list selected in the Associative/Child Object option.</td>
</tr>
</tbody>
</table>

### 2.7.8 New Button Override

You can override the page that displays by default when clicking the **New** button on the object page. Enter a URL in the **Link** field. Clicking **New** on the object page will bypass the default Edit page and launch this URL.

The field choices are:

- **New Button Override** - overrides the page displayed by default when clicking the **New** button on the object page.

- **Name** - specifies the friendly name for the rule.

- **Link** - specifies the URL when you click the **New** button. This follows the standard URL notation.

The link double encodes the text so if you use text replacements, you have to also include in the **DirectTo** definition the ASCII character hex values for symbols. Common symbols include:

- %25 for "%"
- %2f for "/"
Creating Relativity Dynamic Objects

- %3f for "?"

See Example 2 for a sample usage.

As an alternative to using text replacement, copy and paste the URL of the destination page into the Link value.

Examples:

1. You are creating and RDO. In order to complete the fields properly, you would like users and developers to read your documentation about that object. Use a Link value like, but specific to your actual page: https://www.example.com/CustomObjectInformation.

2. You are creating an RDO. You want users to go to a Relativity custom page instead of being able to create new object. This example uses the GUID of the object. Use a Link value like, but specific to the actual page: %apPLICATIONPATH%/ExTERNAL.aspx?%AppID%&DirectTo=%25APPLICATIONPATH%25%2fCustomPages%2f1601ea45-5ac3-47f0-92e7-92f04fe91e91%2f%3f%25AppID%25&SelectedTab=1044864.

2.8 Adding a custom mass operation

You can associate a custom mass operation with your new object type. You can create a custom page that appears when the user runs the custom mass operation, or you can develop your own mass operation handler assembly that uses a standard Relativity layout. For more information, see Mass Operation handlers or Custom pages in the Relativity 9.2 Developers site.

**Note:** Relativity adds your custom mass operation to the Mass Actions section of the security page for a workspace. You can control the groups with access to the mass operation from this page. By default, all groups have access to your custom mass operation unless you restrict them from using it.

Use the following procedure to add a mass operation:

1. On the **Object Type Information** page, click **New** in the **Mass Operations** category.
2. Complete the fields on the Add New Mass Operation dialog. See **Mass operation fields below**.
3. Click **Save**.

2.8.1 Mass operation fields

- **Name** - determines the name of the mass operation that appears in the Relativity user interface.
- **Relativity Applications** - used to link the mass operation to one or more applications. The Select Item dialog lists only applications that are currently unlocked. Relativity displays the mass operation on the details view of any applications that you select. This mass operation is also included in an application when you lock or export it.
**Note:** If you are adding a mass operation that uses a mass operation handler, you should select only one application. This application must include the assembly that contains the class with the code for the mass operation. Failure to use the appropriate application causes an error. To view this error, click **Show Errors** in the Relativity Application console on the application details view.

If your mass operation requires a custom page tied to a specific application, you should select this application. For custom pages, you need to verify that the URL or page works properly, since you won’t see an error if you select a mass operation that isn’t tied to the domain.

- **Pop-up Directs To** - select one of the following and then complete the additional fields for your selection.
  - **Custom Page** - selects a custom page as the target for the mass operation. See [Additional fields for custom pages below](#).
  - **Mass Operation Handler** - select a mass operations handler as the target for the mass operation. See [Additional fields for mass operation handler below](#).

### 2.8.1.1 Additional fields for custom pages
When you select **Custom Page**, Relativity displays the following additional fields as illustrated here:

- **Custom Page URL** - indicates the URL of the page after clicking **Go** on the mass operations bar.

  **Note:** When you develop your mass operation, you can create your own custom page or use the Relativity custom page framework. For more information, see Customize the UI on the Relativity Developers site.

- **Set Default Pop-up Height (in pixels)** - indicates the number of pixels used to display the height of the custom page. The default value is 250 pixels.

- **Set Default Pop-up Width (in pixels)** - indicates the number of pixels used to display the width of the custom page. The default value is 250 pixels.

### 2.8.1.2 Additional fields for mass operation handler
When you select **Mass Operation Handler**, Relativity displays the following additional fields as illustrated here:

- **Select Mass Operation Handler** - click to choose an assembly containing the class that provides functionality for your mass operation. When you select a mass operation handler, make sure that it is associated with the correct Relativity Application. Check the **Application Name** column on the **Select Mass Operation** dialog to confirm that you have the correct handler. If you aren’t using a mass operation for a specific application, you can select one associated with the Default application. You may also check with your system admin for additional details.

  To display your custom mass operation handlers in this list, add them to Relativity as resource files. See Resource files in the Relativity 9.2 Documentation site and Mass Operation handlers in the Developers site.

- **Select Layout** - click to choose the layout that appears after the user clicks **Go** on the mass operations bar. You can define custom layouts for your mass operations on this object type. When you create a layout, select your new object type in the Object Type field. If you are adding this mass
operation to an application, make sure that the layout and object type are components of this application.

After you click **Save**, the **Class Name** column in the Mass operations section displays the class containing the code for the handler. The **Application Name** column displays the application domain where the assembly containing the class for handler has been loaded.

### 2.9 Adding information to objects

You can add information to Dynamic Objects in the same way you add information to documents in Relativity. In addition, the Relativity Desktop Client can export this information to an external file for further review.

A new object has default fields, a default view and a default layout. You can add fields to Dynamic Objects and place those fields on layouts and views. To learn more about adding information to objects, see the following in the Admin guide:

- Fields
- Layouts
- Views
3 Deleting object dependencies

Deleting object dependencies removes any object dependencies from the documents or Dynamic Objects you want to delete. With the delete object dependencies permission, you can force the deletion of the current object, which includes deleting its children and unlinking associative objects.

These actions are required to remove an object completely when child and associative relationships exist. Instead of manually removing dependencies, the forced deletion feature automatically performs these actions for you.

3.1 Force deleting object dependencies

The option to delete object dependencies displays only when you have the corresponding delete object dependencies security permission. See the Admin guide for more information on Security Permissions.

To force delete one or more documents or Dynamic Objects:

1. Navigate to the parent or child tab of the object you want to delete.

2. **To delete a single object:** Click the name of the single object that you want to delete, and then click the Delete button on the object details page.

3. **To mass delete objects:** Select the items you want to delete, and select Delete from the mass operations menu. Click Go. See the Admin guide for more information on Mass delete.

4. Before force deleting the object, you should:
   - View a report listing the affected objects by clicking Dependencies. For more information, see Displaying and interpreting the dependencies report below.
   - Think about the fields of the selected object before forcing a delete. For more information, see Considering the fields of force deleted objects on the next page.

5. Click Delete to remove the object and its children, as well as unlink associative objects.

**Note:** If the Delete button is disabled, then you don’t have the security permission delete object dependencies. See the Admin guide for more information on Security Permissions.

For information about programmatically deleting dependent objects, see RDO in DTO reference and code samples on the Relativity 9.2 Developers site.

3.2 Displaying and interpreting the dependencies report

The dependencies report helps you understand how deleting an object affects its child and associative objects. You can run this report before deleting an object or group of objects to determine how this operation changes your workspace.

The dependencies report is available for workspace-level objects in Relativity, including documents. You can display this report when you delete a single object or perform a mass delete operation.

To display the dependencies report, click the Dependencies button in the force delete dialog window.

If the object(s) you’re trying to delete doesn't have any children or associative objects, the Dependencies button is disabled.
The dependencies report generates a list of the object's child and associative objects as well as a count of each object type.

Use Relativity’s filter, sort, and page features to manage your report results. You can also mass export the report results to an Excel file. See the Admin guide for more information on Mass export to file.

A dependency report contains the following fields:

- **Object Type** - identifies child and associative objects that have a dependency on the selected object.
- **Action** - displays Delete for child objects and Unlink for most associative objects. When you force delete the selected object, Relativity automatically performs these actions on child and associative objects.

  **Note:** To complete these actions, you must have the delete object dependencies security permission.

- **Count** - indicates the number of object instances for each object type dependency on the selected object.
- **Connection** - indicates the type of dependency that exists between the selected object and the object type listed in the report.

### 3.3 Considering the fields of force deleted objects

The dependencies report provides information about the relationship between the selected object and other child or associative objects. However, it doesn't list objects that reference the fields on the selected object because they're not identified as children or linked by association.

When you force the deletion of an object, Relativity may modify the content of the object's fields or delete them. Since other objects may reference these fields, make sure that you have a clear understanding of how they're used in Relativity.

The following examples illustrate how the forced deletion of an object affects references to its fields.

#### 3.3.0.1 Analytics categorization set example

When you create a categorization set, Relativity generates a **Category Set Result** field, which users can add to searches, views, Pivot profiles, etc.

If you force delete the categorization set, the Category Set Result field becomes blank.

As a result, any saved searches referencing this field are blank, and any views using this field as a condition no longer list it.

#### 3.3.0.2 Search terms reports example

Relativity generates a **Search Terms Results** field when you create a search terms report. You can use terms from the search terms report to create a persistent highlight set.

If you force delete the search terms report, Relativity also deletes the **Search Terms Results** field, and the viewer no longer displays persistent highlights based on the search terms report.

In this case, the persistent highlight set still references the **Search Terms Results** field, but it doesn’t contain any results.
Creating a custodian object

While custodians exist within every document, the current custodian field only houses the name of each individual. Custodian objects represent structured data related to the individuals themselves, housing anything from their contact information, length of employment, and others.

As an example, custodian objects can be useful during a review process that's centered around specific custodians who meet certain criteria. In order for the review team to conduct an effective document audit, they must have detailed background information related to workspace custodians; specifically, each custodians' role within the company, as well as their hire date.

You must first create a new Custodian Dynamic Object to house the required information. This new document object creates a field to take the place of your original document object Custodian field.

To create a custodian object:

1. Select the Object Type tab.
2. Click the New Object Type button.
3. In the Name <type: Custodian>.
4. In the Parent Object Type, select Workspace.
   The Custodian and Document objects are under the Workspace object. If you make Custodian a child of the Document object you won’t have the ability to link with multiple documents.

5. In the Enable Snapshot Auditing On Delete drop-down menu, select Yes.

   **Note:** If Enable Snapshot Auditing On Delete is set to Yes when deleting items from the object, Relativity captures a snapshot of the item's current field values. This increases the size of the delete audit for the record, but may be useful when querying the workspace history. If Enable Snapshot Auditing On Delete is set to No when deleting items from the object, Relativity deletes the item without capturing its field values.

6. In the Pivot drop-down menu, select Enabled.
7. In the Copy Instance On Workspace Creation drop-down menu, select Yes.
   (Click to expand)

8. Click Save and Back.
9. The Object Type named Custodian appears in the Object list.
   (Click to expand)

4.1 Editing items to include objects

When you create a new object, the system automatically creates an associated field layout and view. Let’s now examine these fields, layouts and views.

To edit field and layout views:
1. Select the **Fields** tab.

2. In the drop-down box, select **All Fields** and click the pencil icon. When you click pencil, the Views tab displays so that you can modify the list of fields displayed on the All Fields view. In addition, the Fields form displays the Set Fields section listing available and selected fields.

3. Leave Name in the **All Fields** view to display all system fields that pertain to the Custodian Object. (Click to expand)

4. Confirm the **Selected Fields** column lists **Object Type**. If it doesn’t, select **Object Type** from Available Fields and move it to Selected Fields using the single blue arrow in the center. If you wish to adjust its position left to right in the view use the Up arrow on the right-hand side. Higher on list is farther left in the view.

5. Click **Save**.

6. Click on the **Show Filters** links. In the Object Type you are now able to filter and view on “Custodian”.
   After editing your field view, you must do the same for your layout view.

7. Select the **Layouts** tab and click the pencil button.

8. Leave Name as **All Layouts** to view all system layouts that pertain to the Custodian object. (Click to expand)

9. Select **Object Type** from list of fields on the left Available Fields column and move right to Selected Fields using the single blue arrow in the center. Adjust its position using the Up arrows on the right-hand side.

10. Click **Save**.

11. Click on the **Show Filters** link. In the Object Type, you are now able to filter and view on Custodian.

### 4.2 Creating custodian fields

Now that the Custodian Object has been created, its corresponding fields to hold detailed custodian information must be created. As required, custodians’ roles and hire dates are added.

To create custodian-related fields:

1. Select the **Fields** tab. If you have custodian information already in your database follow steps 2-8. If not, you can skip ahead to step 9 below. You will edit the document object Custodian field. This will be exported and not used any longer for the custodian information so you will rename it to CustodianOld. Don’t delete it, as you will export the current custodian data.

2. Find Custodian field from list and click **Edit**.

3. In the name field rename Custodian to **CustodianOld**.

4. Click **Save and Back**.
5. Click **Show Filters**, filter on the Object type **Custodian**. Various fields are automatically created when you create an object. The Name field is your new custodian field. You will create other custodian-related fields. The custodian object creates a field to hold custodian data but this is not yet connected to the document object. Since it is not connected to the document object you aren't able to see this on the documents view or import data to this field from the Desktop Client. You will rename it to custodian to hold the name information.

6. Click **Edit** next to the Name field.

7. In the Name field change Name to custodian.

8. Click **Save and Back**.

9. Click **New Field**.

10. Create fields related to Custodian roles as follows:
    - Object Type: **Custodian**
    - Name: **Company**
    - Field Type: **Fixed-Length Text**
    - Length: 255
    - Required: Yes
    - Include in Text Index: No
    - Linked: No
    - Filter Type: **Textbox**
    - Open to Associations: Yes

11. Click **Save and New**.

12. Create another field related to custodian Start Date as follows:
    - Object Type: **Custodian**
    - Name: **Start Date**
    - Field Type: **Date**
    - Required: Yes
    - Formatting: **Date**
    - Include in Text Index: No
    - Linked: No
    - Filter Type: **Textbox**
    - Open to Associations: Yes

13. Click **Save and New**. Your custodian-related fields are created.

14. Add a field called Custodian that you use to create a one-to-many relationship between a Custodian and a Document object.
Creating this object connects the Custodian object to the Document Object. In the field type, we select the object field. This allows for a one to many connection to the documents. One custodian to many documents. You cannot attach multiple custodians to one document using this field type. You can’t attach multiple custodians to one document using this field type.

Use these settings for the Custodian field:

- Object Type drop-down menu: Document
- Name: Custodian
- Field Type: Single Object
- Associative Object Type: Custodian
- Required: Yes
- Include in Text Index: No
- Linked: Yes

15. Click Save.
   (Click to expand)

4.2.1 Applying custodian-related fields to a layout

After creating custodian-related fields, you must apply them to your Custodians layout.

To apply custodian-related fields to a layout:

1. Select the Layouts tab and filter Object Type to Custodian.
2. Click the Custodian Layout hyperlink. This layout was automatically created with your Custodian Object.
3. Click Build Layout to begin.
4. Click Default Category and customize the Title field to Custodian Information.
5. Click Save.
6. The Custodian field which was originally named Name is added to the layout by default. Click the Add Field button.
7. Add the role field with the following specifications:
   - Category: Custodian Information
   - Field: Company
   - Read-Only: No
   - Order: 20
   - Column: Both Columns
   - Row: 1
   - Display Type: Text
8. Click **Save and New**.

9. Add the hire date field as follows:
   - Category: **Custodian Information**
   - Fields: **Start Date**
   - Read-Only: **No**
   - Order: **30**
   - Column: **Both Columns**
   - Display Type: **Date**

10. Click **Save**. When you create a new object field you also get the option of connecting to another object by adding the Associative Object list in your layout. Since you are in the Custodian Object layout, adding the Associative Object adds the Document object list.

11. Click on **Add Associative Object List**.
   - Associative Object: **Document - Custodian**
   - View: **Documents**
   - Links Point to Popup: **No**
   - Order: **10**

   **Note:** By selecting “Yes” in the “Links Point to Pop-up” drop-down menu, Relativity will open a dialog beside the document view. By selecting “No”, Relativity will navigate away from the document and redirect the reviewer to another page.

12. Click **Save**. We are done with the custodian layout.

13. Click **Close**.
5 Creating a question object

Custodians can have multiple documents linked to them, but documents can have only one custodian. This is a one-to-many relationship – many documents to one custodian.

A reviewer may have one or many questions about a document, and each question may be associated with one or many documents – another many-to-many relationship.

For such a case, you can use the following steps to build a question and answer object that functions as a conversation about a document.

1. Select the **Object Type** tab.
2. Click the **New Object** button.
   - Name: **Question**.
   - Parent Object Type: **Workspace**.
   - Enable Snapshot Auditing On Delete: **Yes**.
3. Click **Save & Back**. The new Object Type Question appears in the list.

5.1 Editing views

After creating a Question object type, browse through other tabs in the system to view and verify the impacted changes. To do this, edit the views within each tab to see which fields and layouts pertain to the object type.

If you’ve already created a custodian object, you can skip this procedure and go to [Creating a question object above](#).

To edit field and layout views:

1. Select the **Fields** tab and click the **Edit View** button.
   The View Information form opens on Step 2.
2. Leave Name as **All Fields** to view all system fields that pertain to the Question object.
   (Click to expand)
3. Select **Object Type** from Available Fields and move it to Selected Fields using the single blue arrow in the center. Adjust its position using the Up arrow on the right-hand side.
4. Click **Save**.
5. Click on the **Show Filters** links. In the Object Type you are now able to filter and view on Question.
   (Click to expand)

   After editing your field view, you must do the same for your layout view.
6. Select the **Layouts** tab and click the **Edit View** button.
7. Leave Name as **All Layouts** to view all system layouts that pertain to the Question object.
8. Select **Object Type** from list of fields on the left Available Fields column and move right to Selected Fields using the single blue arrow in the center. Adjust its position using the Up arrows on the right-hand side.
9. Click **Save**.
10. Click on the **Show Filters** link. In the Object Type, you are now able to filter and view on Question.

### 5.2 Question object field layout creation

You have an object to store data but you need question and answer fields to hold the information for that object. The question can be about a document, and the answer is completed later by another reviewer, most likely a higher level reviewer.

To add fields to the question object:

1. Select the **Fields** tab.
2. Filter the fields to show the **Question** Object Type.
3. The **Name** field was created with the Object.  
   (Click to expand)
4. Click **Edit** and change the Name field to **Question**.
5. Click **Save**.
6. Create an Answer field:
   - Click the **New Field** button
   - **Object Type:** **Question**
   - **Name:** **Answer**
   - **Field Type:** **Long Text**
   - **Open to Associations:** **Yes**
7. Click **Save and New**.
8. Create a multiple object field on a Document object field that connects the fields you just created:
   - **Object Type:** **Document**
   - **Name:** **Questions**
   - **Field Type:** **Multiple Object**
   - **Associative Object Type:** **Question**
9. Click **Save**.

### 5.3 Question views

Let’s look at how the Question object can be used and create some views and layouts to help us see the object fields.

1. Select the **Question** tab. Make some questions so you can visualize how the objects work together.
2. Click **New Question**. Type a question in the field and save it.
3. There is no way to answer it yet, so add the Answer field to this layout. Click the Layouts Tab and filter on the Question object type.

4. Select the Question Layout.

5. Click Build Layout.

6. Click on the Add Field link first and select the Answer field.
   - Category: Default Category
   - Field: Answer
   - Read Only: No
   - Order: 10

7. Click Save. The Answer field appears on the layout.

8. Next click Add Associative Object List to add the documents view to the layout.
   - Associative Object: Questions
   - View: Documents
   - Link View: Documents
   - Links to Popup: No
   - Order: 10

9. Click Save.

10. Click on Views tab and filter Object Type to Question.

11. Click Edit for the All Questions view.
    The Basic Information form opens on Step 1.

12. Click Next.

13. Double Click on Answer field in the left column to move it to the right, and then click Save. (Click to expand)

   While in the Views tab, you can create views for documents without answers to Questions or documents with Questions. If you have a senior level reviewer it might be helpful to have a list of questions that need answering and limit senior review only to those documents.

14. Go to the Layouts tab and select the Default document layout.

15. Click Build Layout.

16. Click Add Associative Object List.
   - Associative Object: Questions
   - View: All Questions
   - Link View: All Questions
   - Links Point to Popup: No
   - Order: 10
17. Click **Save**.

**Note:** By selecting **Yes** in the **Links Point to Pop-up** drop-down menu, Relativity opens a dialog beside the document view. By selecting **No**, Relativity navigates away from the document and redirects the reviewer to another page.

18. Click on the **Documents** Tab and open a Document.

19. Select the Basic layout from the coding drop-down menu. The Question section appears.

20. Click **New** to add a Question and answer to this document.

21. Return to the document list.

22. Click on the **Edit View icon** and include **Q&A** and the **Q&A::Answer** field.

23. Click **Done**.

The documents and their corresponding questions and answers are listed. You can create layouts to show only the questions without answers for higher level reviewers. You can add questions and answers to layouts for reviewers to note comments or answers regarding certain documents. You can shape your Question object from here.
6 Updating new custodian field

If you’re using a workspace with custodian data already present follow the steps below to move that data to the new custodian field. If not, go to Applying custodian data on page 33.

In order to use the new custodian object you need to populate the custodian information. When using an existing workspace, any existing custodian data must be exported out of the current document object custodian field. Then the exported data is loaded into the new custodian field in the document object. This field replaces the standard CustodianOld field.

6.1 Preliminary steps

There are two scenarios that affect the way Custodian data is loaded:

- Data has already been loaded into your workspace.
- Data has not been loaded into your workspace. See Applying custodian data on page 33.

Note: Regardless of whether data has been loaded into your workspace, Applying custodian data on page 33 is always available.

6.2 Exporting custodian data

If you are working on an existing workspace with existing Custodian information, you want to transfer that information from its existing field to your object field. This is accomplished by exporting the old data and importing into the new field.

To export custodian data:

1. Set the Custodian field to occur in your document view:
   - In the document tab, click Edit View next to the drop-down menu.
   - Click Next on the Enter Basic Information screen.
   - With the arrows, shift CustodianOld from the Available Fields to the Selected Fields box on the right.
   - Click Done. Note that the custodian name now occurs in the document view. (Click to expand)

2. In Mass Operation bar select All ### then Export to File. Export all your custodian and control number data to an external file. Click Go.
   While you can export all your fields in view and only load the custodian field, the export goes faster with only the Control number and custodian fields in view.

3. The Export dialog appears. Set the Format drop-down menu to Concordance DAT format (.dat), and the Encoding drop-down menu to Western European (Windows).
4. Click **Run. Save** the .dat file to your local machine. This information is re-imported in **Applying custodian data on the next page.**
7 Applying custodian data

Once the new Custodian field has been created, corresponding data must be applied. As covered in the Updating new custodian field on page 31 procedure, there are two scenarios that affect the way custodian data is loaded:

- Data has already been loaded into your workspace
- Data has not been loaded into your workspace

7.1 Importing custodian data

If data is present in your workspace, you need to import the previously saved .dat file containing your custodian information.

**Note:** Continue to Applying custodian data above if you haven’t exported data previously loaded data in your workspace.

To import custodian data:

1. Open the Relativity Desktop Client and browse to your workspace.
3. In the Load File tab, browse to and select the .dat file. Control Number and Custodian appear in the File Column Headers box.

4. In the Field Map tab, select Custodian and Control Number from the Workspace Fields and CustodianOld and Control Number from the Load File Fields. Map in the center, adjust their positions by using the Up arrow buttons.
5. In the Overwrite drop-down menu, select Overlay Only.
7. You can close out of the Desktop Client when this has completed.

7.2 Manual custodian entry

Regardless of whether data has been loaded into your workspace, manual custodian entry is always available. This procedure guides you through adding a custodian manually and assigning them to documents. We need to add a layout to the document object with our custodian information. The previous layout we edited was for the custodian object.

7.2.1 Creating a layout in the document object

To create a custodian-related layout in the document object:
1. Select the **Layouts** tab and click the **New Layout** button.

2. Create a layout using the following:
   - **Object Type**: **Document**
   - **Name**: **Custodian Info**
   - **Order**: **80**

3. Click **Save**.

4. Click the **Build Layout** button.

5. Click the **Add Field** button.

6. The Add Field to Layout Dialog opens. Complete as follows:
   - **Field**: **Custodian**
   - **Read-Only**: **No**
   - Leave other fields as default

7. Click **Save**. The field appears in the layout.

To add custodian information:

1. Select the **Custodian** tab.

2. Click the **New Custodian** button.

3. Fill in the information for a new custodian including custodian name, role and hire date. If you have imported the old custodian information, click on the **Edit** link to complete the new custodian object fields.

4. Click **Save**.

If you've manually added custodians to your workspace, you must associate them with their corresponding documents.

Once you have created your custodian-associated layout, you can manually associate custodians with specific documents. The imported custodian information already has custodians associated to documents.

### 7.2.2 Associating custodians and documents

To associate custodians and documents:

1. Select the **Documents** tab and select the **checkboxes** of a few documents in the list.

2. In the Mass Operations bar, select **Checked** and **Edit**.

3. Click **Go**. The Mass Operations dialog appears.

4. Select **Custodian Info** layout in the drop-down menu and select the **Custodian Object checkbox**. Use the Custodian dropdown menu to select a custodian if the custodian already exists. Otherwise, Click the **Add** button and enter the custodian's information.
5. Click **OK** and then **Save**. The custodian has been applied to the selected documents. To view the custodian’s information within the document view, open a document associated with your custodian.

6. In the coding drop-down menu, select the **Custodian** layout. The custodian link appears in the view.

7. Click the custodian link. The editable information and documents associated to this custodian appear in the view.

### 7.2.3 Editing custodian information

Within the Custodians tab, values for the “Company” and “Start Date” fields may be coded.

To edit custodian information:

1. Select the **Custodian** tab and click on the **Edit** hyperlink next to a custodian.

2. Code each custodian’s information in the fields.

3. Click **Save**.

4. View your custodian information with all the corresponding documents below. This is the Custodian Object.

5. After you update the company information go to the Documents tab and add Custodian::Company to the view. Notice edits in the Custodian tab carry over to the document tab.
8 Building Media Tracker with RDOs

Media Tracker is an application that you can build using Relativity Dynamic Objects (RDOs). With Media Tracker, users can track media received from vendors, clients, and opposing counsel. After you build and deploy the application in a workspace, users can manually input the media and related metadata.

Complete the following steps to create a Media Tracker application and then import it into Relativity workspaces.

8.1 Create a new application

To begin, create a new application in the target workspace. To create a new application:

1. Select the Relativity Applications tab.
2. Click the New Relativity Application button.
3. Leave the Application Type as Create new Application. For New Application Name, enter Media Tracker and click Save.

The Media Tracker application information page displays.

8.2 Link and create object types

Next, add object types to the application from the Media Tracker application information page. For more information, see Editing Relativity Objects on page 7.

1. Under the Object Type section, click Link and select the Document object type. Click Add and then Set to complete the link.
2. Under the Object Type section, click the New button to create the following new object types. (For each new object type, set Parent Object Type to Workspace and Relativity Applications to Media Tracker.)
   a. Media Received - stores information about each delivery including a scanned PDF copy of the letter received
   b. Source Media - serves as a record of each disk or hard drive received
   c. Processed Media - records the volume of data on the disks or the hard drive and relate back to the documents in the database

The four object types now appear on the Media Tracker application information page.

8.3 Update and create fields

Next, create and edit fields for the Media Tracker application. See the Admin guide for more information on Fields.

1. Open the Fields tab in the target workspace.
2. Select All Fields from the View drop-down menu.
3. Click Show Filters, then type Name in the Name column filter. Press Enter.
4. Click **Edit** to rename the **Name** fields for the following object types. (Filter by Object Type to find each object type.)
   - **Source Media** - change name to **Media ID**
   - **Media Received** - change name to **Media Received ID**
   - **Processed Media** - change name to **Processed Volume**

   Click **Save** to apply each name change.

5. Click **New Field** to create the following fields. For each field, set the object type, name, and field type as specified in the table below. Set Relativity Applications to **Media Tracker**, and leave the rest of the options as the default values.

<table>
<thead>
<tr>
<th>Object Type</th>
<th>Name</th>
<th>Field Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Received</td>
<td>Letter Date</td>
<td>Date</td>
</tr>
<tr>
<td>Media Received</td>
<td>Letter From</td>
<td>Fixed-Length Text : 255</td>
</tr>
<tr>
<td>Media Received</td>
<td>Letter Scan</td>
<td>File</td>
</tr>
<tr>
<td>Media Received</td>
<td>Letter Title</td>
<td>Fixed-Length Text : 255</td>
</tr>
<tr>
<td>Media Received</td>
<td>Letter To</td>
<td>Fixed-Length Text : 255</td>
</tr>
<tr>
<td>Media Received</td>
<td>Received From</td>
<td>Single Choice</td>
</tr>
<tr>
<td>Media Received</td>
<td>Received On</td>
<td>Date</td>
</tr>
<tr>
<td>Media Received</td>
<td>Type</td>
<td>Single Choice</td>
</tr>
<tr>
<td>Source Media</td>
<td>Custodians</td>
<td>Multiple Choice; Set <strong>Open to Associations</strong> to Yes.</td>
</tr>
<tr>
<td>Source Media</td>
<td>Media Scan</td>
<td>File</td>
</tr>
<tr>
<td>Source Media</td>
<td>Media Type</td>
<td>Single Choice</td>
</tr>
<tr>
<td>Source Media</td>
<td>Media Received</td>
<td>Single Object with Associative Object Type: <strong>Media Received</strong></td>
</tr>
</tbody>
</table>
8.4 Update views

In the Relativity Applications tab, go to the Media Tracker application information page. Using the new fields, you can now update the application’s views. See the Admin guide for more information on Layouts.

1. Under the View section, click Link and select the Document view. Click Add and Set to complete the link.

   **Note:** Adding the Document view requires adding all fields referenced by the Document view to the application.

2. Under the View section, click Edit to update the following views. For each view, set the fields as listed below. Click Save to apply the view settings.
   a. Name: **All Media Received**
      - Object Type: **Media Received**
      - Fields:
        - Edit
        - Security
        - Media Received ID
        - Type
        - Received From
        - Received On
b. Name: **All Source Media**  
   - Object Type: **Source Media**  
   - Fields:  
     - Edit  
     - Security  
     - Media ID  
     - Media Type  
     - Media Received  
     - Source Media Storage Location  
     - Custodians

c. Name: **All Processed Media**  
   - Object Type: **Processed Media**  
   - Fields:  
     - Edit  
     - Security  
     - Processed Volume  
     - Processed Media Storage Location  
     - Processed By  
     - Source::Custodians

### 8.5 Build layouts

Finally, you can build the layouts that drive the Media Tracker workflow. See the Admin guide for more information on Layouts.

To build a layout for Media Tracker:

1. Click **Edit** to add order in drop-down values (using increments of 10) to each of the following layouts.
   a. **Media Received Layout** (Object Type of Media Received)  
   b. **Source Media Layout** (Object Type of Source Media)  
   c. **Processed Media Layout** (Object Type of Processed Media)  
   d. Click **Save** to apply the changes.

2. Build the **Media Received Layout** using the following steps:
   a. Click **Build Layout** in the Layout console. Add all layout elements using order increments of 10.  
   b. Click **Default Category** to change its name to Media Received. Click **Save**.
c. Click **Add Field** and add the following fields below Media Received.
   - Received From (Read Only: No)
   - Received On (Read Only: No)
   - Type (Read Only: No)

d. Click **Create New Category** and name the new category **Letter Information**.

e. Click **Add Field** and add the following fields below Letter Information.
   - Letter From (Read Only: No)
   - Letter To (Read Only: No)
   - Letter Date (Read Only: No)
   - Letter Title (Read Only: No)
   - Letter Scan (Read Only: No)

f. Click **Add Associative Object List** and enter the following:
   - Associative Object: **Source Media - Media Received**
   - View: **All Source Media**
   - Links Point to Popup: No
   - Order: 10

g. Click **Save** and close the Building Layout window.

3. Build the **Source Media Layout** using the following steps:
   a. Click **Build Layout** in the Layout console. Add all layout elements using order increments of 10.

   b. Click **Default Category** to change its name to Media. Click **Save**.

   c. Click **Add Field** and add the following fields below Media.
      - Media ID (Read Only: No)
      - Media Received (Read Only: No)
      - Media Type (Read Only: No)

   d. Click **Create New Category** and name it **Custodians**.

   e. Click **Add Field** and add the following fields below Custodians.
      - Source Media Storage Location (Read Only: No)
      - Media Scan (Read Only: No)

   f. Click **Add Associative Object List** and enter the following:
      - Associative Object: **Processed Media - Source**
      - View: **All Processed Media**
4. Build the **Processed Media Layout** through the following steps:
   a. Click **Build Layout** in the Layout console. Add all layout elements using order increments of 10.
   b. Click **Default Category** to change its name to Processed Media.
   c. Click **Add Field** and add the following fields below Processed Media.
      - Processed Volume (Read Only: No)
      - Processed By (Read Only: No)
   d. Click **Create New Category** and name it **Source Media**.
      - Click **Add Field** to add the Source field (Read Only: No) below Source Media.
   e. Click **Create New Category** and name it **Storage Location**.
      - Click Add Field to add the Processed Media Storage Location field (Read Only: No) below Storage Location.
   f. Click **Add Associative Object List** and enter the following:
      - Associative Object: **Document - Processed Volume**
      - View: **Processed Documents** (You may have to create this view. Set the Processed Volume field you created as the field for this view.)
      - Links Point to Popup: **No**
      - Order: **30**
   g. Click **Save** and close the Building Layout window.

8.6 Export Media Tracker application

You can now export the Media Tracker application. Export the application file to import the configured application into another workspace.

1. Click **Export Application** on the Application Console.
2. Save the application as an XML file or a RAP file to a folder on your machine.
3. Install the application to a workspace or to the Application Library from Home.

**Note:** Media Tracker is only one way that Relativity applications can support your workflow and data management needs. After you create this sample application and become familiar with its functionality, try modifying its views, field names, and/or layouts to best fit your needs.
9 Creating a tab to bookmark an object

You can create a new tab that links you directly to any web page or a location within Relativity. This is useful for bypassing list views or for going to specific locations. In both cases, it potentially saves navigation steps.

If the target is a Relativity page or object, you need the ArtifactID. To get the ArtifactID:

1. From within a workspace, navigate to the page or object. System admins may navigate to pages or objects in the Admin Mode area. The ArtifactID appears in the browser’s URL for that page.

2. The ArtifactID value follows the string beginning with ArtifactID=.

In the screen below, this text is ArtifactID=1049970 and ArtifactID value is 1049970. This ArtifactID value is needed for the Artifact field for Step 2.

To create a bookmark tab:

1. Open a workspace and select the Tabs tab and click New Tab.
   The New Tab form appears with required fields in orange and optional fields in gray.

2. Complete the following fields:
   - **Name** - the name for the new tab. The name must be between 1 and 50 characters.
   - **Order** - the numerical position of the tab. The lower the Order value is, the more the new tab appears to the left in the tab strip. Click View Order to display a list of active tabs and their current order.
   - **Link Type** - select External from the menu. The Link field displays below the Parent field.
   - **Parent** - optionally specifies the parent workspace tab for this new tab to appear under. Leave as Select..., the default value, for the new tab to appear as a separate tab in the tab strip.
   - **Link** - enter one of following options:
     - The URL of a non-Relativity target webpage. For example, enter http://www.example.com or http://www.example.com/Instructions.
     - The ArtifactID of a Relativity page or object, specified in this format: ObjectArtifactIdentifier=identifier, where identifier is the ArtifactID.
       - For example, in the dialog below, the Link value is ObjectArtifactIdentifier=1049970
   - **Is Default** - select Yes to set this tab as the default when a reviewer logs in; otherwise, select No.
   - **Relativity Applications** - optionally click to associate this tab with an application.

3. Click Save.
   The tab appears immediately in the tab strip.
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