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1 Fact Manager

Note: The following content is applicable to Fact Manager installations 8.0.316.2 and above.

Relativity Fact Manager assists in organizing and analyzing case details such as facts, issues, organizations, people, interview questions, and documents. This analysis helps identify strengths and weaknesses in litigation strategy, and leads to better preparation for depositions, interviews, and trial.

Using Fact Manager

Imagine you’re an attorney preparing for the biggest, and most complicated case of your career. You’re already using Relativity as your document review system, but with all the case details you’re gathering, you need a centralized place to organize the people, facts, issues, organizations, and documents pertaining to the case. You’re using a generic filing system, but are having trouble keeping your information synced with the case documents.

Using Fact Manager, you start tracking case details right in the workspace. You create new facts, or pieces of information about the case, and link existing facts to documents on-the-fly during the document review phase. This helps you associate information with particular documents in Relativity.

As you prepare for the deposition, track client interview questions and answers in Fact Manager for future case reference. You generate a time line report with color-coded facts in Fact Manager to manage and view the case as it progresses. Link existing facts to a report, then generate the report to show your client during the deposition.

Once you’ve trimmed your document set and it’s time for trial, generate an offline report in HTML file format, where you can dynamically access documents in the courtroom for presentation using the report hyperlinks.

1.1 Fact Manager compatibility matrix

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- Fact Manager 9.4
- Fact Manager 9.3
- Fact Manager 9.1/9.0
- Fact Manager 8.2

**1.2 Fact Manager life cycle**

Fact Manager correlates facts and issues in all stages of the case life cycle. Fact Manager assists in the following areas of case preparation:
- **Case Outline**
  - Organize ideas about case or investigation
  - Prioritize important facts about case
  - Collaborate with colleagues on case strategy

- **Document Review Preparation**
  - Define document review protocol
  - Identify initial possible issues, people, etc.

- **Document Review**
  - Include additional issues and people
  - Add facts to support case
  - Tag documents with details
Case Analysis
  - Add supporting documentation
  - Organize and analyze case details

Interview and Deposition Prep
  - Use pre-organized case details to prepare witnesses
  - Add additional details

Trial Prep
  - Use information gathered to organize and analyze details for trial preparation

### 1.3 Installation and upgrade

Installing the Fact Manager application on your current Relativity instance involves the following:

- [Fact Manager on page 4](#)
- [Upgrading on page 14](#)

**Note:** Only a user with the appropriate system admin rights can import application schema.

**Note:** You must have valid Relativity Community credentials in order to download any Community file linked to the documentation site. You’ll need to enter those credentials on the Community login screen if you’re not already logged in. If you’re already logged in to the Community at the time you click a link, the file is automatically downloaded in the bottom left corner of your screen. If you get an error message stating "URL No Longer Exists" after clicking a Community link, it may be due to a single sign-on error related to the SAML Assertion Validator, and you should contact your IT department.

The Fact Manager application is available for download in the [Relativity Community](#). Use the steps below to import Fact Manager using the Import from file option.

1. Click the [Relativity Applications](#) tab.
2. Click the [New Relativity Application](#) button.
3. Click [Import From File](#) for Application Type.
4. Click on the ![file icon](#) and navigate to the place of your Fact Manager Schema and select it. The following categories on the form should auto-populate: Application Information, Application Artifacts, and Map Fields.

   **Note:** You can link the unlinked fields to existing fields, or you can proceed with the import and all unlinked fields automatically populate.

5. Click [Import](#). If the install is successful, the Fact Manager tab is visible and Fact Manager is listed on the All Relativity Applications view.

### 1.3.1 Security configuration

You must configure certain permissions for proper functionality of Fact Manager.
To configure these security settings:

1. Check the following tabs:
   a. Fact Manager
   b. Fact
   c. Issues
   d. Organization
   e. People
   f. Interview Question
   g. Report Set
   h. Timeline Builder
   i. Printing Profile
   j. Listview Fact
   k. Listview Issues
   l. Listview Organization
   m. Listview People
   n. Listview Interview Questions

2. Check the following Mass Actions:
   a. Mass Copy

3. Check the following Security Permissions with Delete and Add status:
   a. Fact
   b. Issues
   c. Organization
   d. People
   e. Interview Question
   f. Report Set
   g. Email Alias
   h. Printing Profile
   i. Report File
   j. Production Set MOObject
   k. Field MOObject
   l. Timeline Condition
   m. Custom Date Box
   n. Custom Legend
4. Save group permissions and close. Fact Manager is now successfully installed. All other Relativity permissions behave in standard fashion within Fact Manager.

1.3.2 Migrate data
Fact Manager for Relativity versions 7.4 and higher contain a Migrate Data button in the console of the Configuration tab. The migrate data functionality is designed to transfer data from Fact Manager for Relativity 7.3 and lower to the newly upgraded version.

Once you've upgraded Fact Manager from a version 7.3 or lower, you must configure the application. Once configured, use the Migrate Data button to transfer the data from the previous version into the newly upgraded version of Fact Manager.

**Note:** Use the Migrate Data functionality before entering information into Fact Manager, because the entered data is overwritten during migration.

1.3.3 Upgrading
To upgrade the application, download the newly released schema from the Relativity Community and import it into the Application Library. You can find information about Fact Manager product updates in the Relativity release notes.

**Note:** If you have made any modifications to Fact Manager Case Dynamics, those will be lost upon upgrade.

1.4 Accessing Fact Manager
Access Fact Manager using the Fact Manager tab located in the workspace where you installed the application.

**Note:** The Fact Manager application must be installed on each workspace.

The Fact Manager application uses libraries where you can enter and store information in relation to the case. These libraries are:

- Fact
- [Issues on page 18](#)
- Organizations
- People
- Interview Questions
- Printing Profiles
- Report Set
- Timeline Builder

The guide addresses Report Set, Printing Profile, and Timeline Builder in later sections.

### 1.4.1 Viewing a library item

**Note:** This guide illustrates screen content based on the Fact sub-tab. The data entry screens and practices for the libraries are similar.

To view a library item:

1. Click the **Fact Manager** tab.
2. Click the **Fact** tab.
3. View the list of previously entered facts. To view additional details, click.

![Fact Manager View](image)

#### 1.4.1.1 Setting a default viewing mode

You can set Parent Mode or List Mode as the default inline view by clicking the **Parent Mode** or **List Mode** button.
1.4.2 Adding and editing a fact

To add a new fact, use one of the following methods:

- Keyboard shortcut Ctrl + A
- Click New Fact.

Add or edit fact information from the Fact Detail screen. See Fact detail fields on the next page.

To edit an existing fact, use one of the following methods:

- Click a row.
- Click eye, then click Edit.

To save a fact, use one of the following methods:

- From a layout, click Save.
- From a row, use the keyboard shortcut Ctrl + S. Use the keyboard shortcut Ctrl + N to save and open a new fact row.

1.4.2.1 Inline coding keyboard shortcuts and icons

Use the following shortcuts and icons when inline coding.

<table>
<thead>
<tr>
<th>Keyboard shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + S</td>
<td>Save</td>
</tr>
<tr>
<td>Ctrl + N</td>
<td>New fact row/Save and new fact row</td>
</tr>
</tbody>
</table>
1.5 Fact detail fields

The Fact Detail layout contains the following fields:

- **Fact** - A brief title for the fact. This is a required field.
- **Issues** - Association field to link issues to the fact.
- **Impact** - Indicates importance of the fact to the case - the choice selections can be customized to a user’s workflow.
- **Status** - Displays the status of the fact - the choice selections can be customized to a user’s workflow.
- **Description** - A field for describing fact in greater detail.
- **Date Type** - Designates whether the event occurred on or around a single date, or between two dates.
- **Primary Fact Date** - Denotes the date when the fact occurred, or the start date for an event that occurred between certain dates.
- **End Date** - Records the completion of a fact that took place over a period of greater than one day.
- **Excerpt** - Stores extracted relevant document text supporting the fact.
- **Fact Document** - Links workspace documents to the fact.
- **Fact Organizations** - Links a party or multiple parties, usually corporate entities to the fact.
- **Fact People** - Links people to the fact.
- **Fact Interview Question** - Links interview questions to the fact.
- **Comments** - Additional information, mental impressions or messages to colleagues, related to the fact.
- **System Last Modified By** - The name of the user who last modified the entry.
- **System Last Modified On** - The date and time the entry was last modified.

For other library items, see [Library data entry fields on page 37](#).

### 1.5.1 Adding a Child

You can nest or add a Child Fact to Facts, Issues, and Interview Questions.

To add a Child:

1. Click the + next to the Parent Fact name in the row.
2. Save the child using shortcut keys Ctrl + S once you populate the fields or save and add a new child using Ctrl + N.
3. Once you've created a Child Fact, the icon appears next to the Parent Fact. Click the arrow to collapse or expand the Child Facts.

### 1.6 Issues

You can organize issues in the Issues tab using several methods, including nesting, numeric outlining, drag and drop, and color coding.

#### 1.6.0.1 Infinite nesting

You can create issues and nest sub-issues, also known as creating parent/child relationships. There is no nesting level cap.

The numeric ordering functionality occurs when creating an issue.

![Image of issues interface](image-url)
The values auto increment and are editable. As you build issues out, the numbering takes the highest number value and increments it by 1 for the next issue. Children or sub-issues also inherit the color of the parent issue.

1.6.0.2 Drag and drop
To drag and drop an issue, click and drag the issue's row to:

- Nest the item in another issue
- Reorder the item above or below an issue

A blue bar indicates where the item will go when you release your mouse click.

In the following nesting example, dropping 2.4 Brazil into 2.3 Peru will nest Brazil as a sub-item of Peru.
In the following reordering example, dropping 2.3 Brazil in between will renumber Brazil to 2.2.

The item that you click and drag automatically is associated with the parent item to which you assign.
Deleting issues
If you delete a parent item with children, Fact Manager will unlink any associated children instead of deleting the child objects. You can delete the child issues by selecting the checkbox(es) next to the child item and performing a mass delete.

1.6.0.3 Color coding
Use color coding to visually distinguish the parent issues and any of its children from the other parent issue groups.

1. To create a new issue, click New Issues or press Ctrl + A. By default, a new issue is gray.

2. Select to apply a new issue color from the palette. You can change the parent issue color at any point by selecting the issue, then .

3. Click Save when finished.

The chosen parent issue color is delineated with the same colored line at the bottom of each parent item.
1.6.0.4 Keyboard shortcuts
Keyboard shortcuts in the Issues tab only work within the issue group level in which you're currently working. For more information, see Inline coding keyboard shortcuts and icons on page 16.

1.6.0.5 Issues views
By default, the Fact Manager Issue view is configured to correctly display Issues. If creating a new Issue view, ensure that the following Set Sort fields are in this order:

**Family Order** - This whole number field contains the numeric value of parent issues only.

**Order** - This fixed-length text field contains the numeric values for parent and child issues.

**Family Structure Order** - This whole number field helps create the outline structure of all the issues.
1.6.0.6 Issues RDC import

(Optional) You can import an Excel file containing Issues with assigned numeric order and color coding. The example below shows how each issue and sub-issue corresponds to the import file.

Download a sample Nested Issues Import Template file for use on the 9.2 Documentation site, and refer to the below list of color coding hex values when customizing your Issues import.

<table>
<thead>
<tr>
<th>Hexadecimal value</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Gray</td>
<td>#e0e0e0</td>
</tr>
<tr>
<td>Dark Gray</td>
<td>#807e7e</td>
</tr>
<tr>
<td>Pink</td>
<td>#fff0d8</td>
</tr>
<tr>
<td>Red</td>
<td>#cc0000</td>
</tr>
<tr>
<td>Yellow</td>
<td>#ffe060</td>
</tr>
<tr>
<td>Orange</td>
<td>#ff8c00</td>
</tr>
<tr>
<td>Light Blue</td>
<td>#a4d9f3</td>
</tr>
<tr>
<td>Dark Blue</td>
<td>#1d5ab8</td>
</tr>
<tr>
<td>Light Green</td>
<td>#addfae</td>
</tr>
<tr>
<td>Dark Green</td>
<td>#3f3f3f</td>
</tr>
</tbody>
</table>
To import issues into Fact Manager using the Relativity Desktop Client (RDC).

1. Ensure that you’ve formatted the Excel import file correctly.
2. Open the RDC and select the Fact Manager workspace to which you are importing issues.
3. Select the Issues object, then click Tools > Import > Issues Load File...

4. Ensure the following settings are selected.
5. Map the fields as shown below and ensure **Append/Overlay** is selected before import.

![Field Mapping Diagram]

6. Click **Import > Import File**.

### 1.7 Printing Profile

In order to print from Fact Manager, you must create a Printing Profile.

To create a Printing Profile:

1. From the Printing Profile sub-tab, click **New Printing Profile**.
2. Add information in the Printing profile layout. See [Printing profile layout fields on the next page](#).
3. Click **Save**.
4. Click the **Facts** sub-tab.
5. Select the facts you want to print.
6. From the mass actions drop-down, select **Print**.
7. Select the profile that you just created.
8. Click Print.

1.8 Printing profile layout fields

The Printing Profile layout contains the following fields:

- **Name** - the name of the printing profile.
- **Orientation** - select an orientation for the printout sheet.
- **Object Type** - select an object type from the drop-down list. The selected object type determines the available fields to choose from.

- **Fields** - click to select available object fields to include on the fact printout sheet.

- **Header** - the profile name appears here.
  - **None** - select this option to not include a header name.
  - **Workspace Name** - select this option to use the Workspace Name as the printing profile name.
  - **Text** - select to enter a custom header.

- **Header position** - select a position for the header.

- **File type** - select an Image or Produced file type.

- **Print control number on images** - select whether to print the control number on imaged documents.

- **Include document placeholders** - select whether to include placeholders for documents that have not been imaged or produced.

### 1.9 Working with documents in Fact Manager

When reviewing a document, you can create a new fact and link it directly to the active document. You can also link the following to an existing fact:

- An excerpt from a document
- Issues
- People
- Organizations

**Note:** You can't edit Fact Manager layouts because the application is designed to capture only fields that are related to the application.

### 1.9.1 Add an excerpt to a new or existing fact

To add an excerpt to a new fact:

1. Click the **Document** tab.
2. Click the document link.
3. On the document, highlight the excerpt, then right-click. A menu appears.
4. Click **Fact Manager > Add Excerpt to New Fact**.
5. In the Layout pane, the **Create New Fact** window opens. This contains the same New Fact Details fields used when entering a new fact, and should be completed in the same way.
6. Enter the information and click **Save** or **Save and Next** to add another fact to the document.

To add an excerpt to an existing fact:

1. Click the **Document** tab.
2. Click the documents link.
3. On the document, highlight the excerpt, then right-click. A menu appears.
4. Click **Fact Manager > Add Excerpt to Existing Facts**.
5. A pop-up containing existing facts appears.
6. Check the boxes next to the Fact(s) that apply to the excerpt.
7. Click **Add**, then click **Set**.

You can view the excerpts when you view Facts from the Facts tab.

### 1.10 Timeline Builder

Being able to visualize the chronology of Facts adds value during the stages of a case life cycle. You can use timeline reports to:

- Document the basic flow of events after an initial client consultation.
- Identify behavioral patterns that aid case strategy development.
- Pinpoint where to search for documents during discovery.
- Prepare witnesses for deposition.
- Serve as a color-coded illustrative exhibit during trial.

1.10.1 Creating a Timeline Report

To create a Timeline Report:

1. Click the Fact Manager tab.
2. Click the Timeline builder sub-tab.
3. Enter a Name.
4. Enter a Report Title.
5. Select Show Report Title if you want to include the Report Title on the report.
6. (Optional) Enter Conditions based on a selected field. Conditions behave as a hybrid between saved searches and keyword searches. Therefore, whatever field you select, the corresponding operator appears. See the Relativity Searching guide. For example, the following condition returns all applicable facts to the selected user(s).
   - Field - Fact People.
   - Operator - In.
   - Value - click to select the available values. In this case, user(s).
   - AND or OR Operators - Use these operators to connect the criterion in each row.

7. (Optional) Click Add another condition to build out your conditions, and select AND or OR between multiple conditions to set additional logic. See

8. Click Save.
9. If you did not add conditions, you can display existing Facts, by clicking Link/Unlink.
10. From the pop-up picker, select the Fact(s) you want to appear in the timeline.

11. Click **Add**, then **Set**.

12. To add a new Fact, click **Add New**.

13. Fill in the fields in the pop-up and click **Save**. The fact is added to your timeline report. **Fact** - A brief title for the fact.

   **Date Type** - Designates whether the event occurred on or around a single date, or between two dates.

   **Primary Fact Date** - Denotes the date when the fact occurred, or the start date for an event that occurred between certain dates.

   **End Date** - Records the completion of a fact that took place over a period of greater than one day.

   **Timeline Color** - (Optional). Select a color to apply to the new fact. See **Applying a color to a fact** on page 32.
Click **Saved Report(s)** to access all other Fact Manager reports.

### 1.10.2 Timeline Builder options

The following Timeline Builder options are available to customize your Timeline report. The option is orange when selected and blue when de-selected.

- **Draw Mode.** This is the default mode, click and drag facts around on the timeline to your specification.

- **Paint Mode.** Select this mode to apply a color to a fact. See [Applying a color to a fact on the next page](#).

- **Horizontal Timeline.** This is the default display mode, and displays the timeline horizontally.

- **Vertical Timeline.** Display the timeline vertically.

- **Enable /Disable Borders.** Select this mode to enable the dotted border guidelines when saving the report to a PDF. Any fact outside of the border won't appear in the PDF report.

- **Enable/Disable Color Legend.** Select this mode to show/hide the color legend. Only used colors appear in the legend.
To edit a color name, click the color in the legend and enter a new name.

- Email the Timeline report URL to someone. The person that you send this email to must have Relativity access.

- Export the report in the selected file type format (PDF, XLS, CSV, IMAGE). For XLS exports, the report columns that appear here are controlled by the Timeline Facts view in the Facts sub-tab.

Create Offline Report - Select this button to create your offline report containing all of the pre-selected facts from your timeline report. See Offline report below.

1.10.2.1 Applying a color to a fact
To apply a color to a fact:

1. Ensure that you’re in Paint Mode. The color palette appears.

2. Select a color from the palette.
3. Locate and click the fact that you wish to change color.
4. The fact color is now changed.

To change the fact to a different color, repeat steps 2-4.

Note: You can select the default light gray color to "reset" the fact color.

1.11 Reports

1.11.1 Offline report
You can view Facts, Issues, People, Interview Questions, and Related Documents without Internet access with an Offline Fact report. This is a convenient feature for reviewing case information while preparing for and during interviews, depositions, and trial.

To create an Offline Fact report:
1. Click the Fact Manager tab.
2. Click the Report Set sub-tab.
3. Click the New Report Set button.

   **Note:** The Include document files in offline reports field is set to Yes by default. If you don't want to include documents in the report, select No and proceed to step 7.

7. Click Save when finished.

   **Note:** The order numbers that appear next to the selected productions in the Production precedence field are not a part of the actual production set name. These numbers are only applied to reflect the order precedence for this report.

8. Select Link to include any facts, issues, people, or questions. The Select Items pop-up displays.
9. Select the check boxes next to the fact(s), issue(s), people, or question(s).
10. Click Add, then click Set. Once linked, the facts, issues, people, or questions appear under the Fact (Report Facts) and/or the issues (Report issues) sections.

To run the report:


![Offline Report Progress](image)

2. Save this to a desired location.
3. Open and extract the .ZIP file to view the fact, issues, people, or question files.
4. In the .HTML report page, click the hyperlinks to view the applicable document in the desired original format.

The Documents folder in the .ZIP file is contains sub document fact, issue, people, or question folders, depending on the object type selected in the Offline report settings. Use this to associate documents to the applicable facts, issues, people, or question files.
For example, if you opened the Facts sub folder, you’d see a document numbering convention starting with F1.0_AZipper_0007293.htm. On the .html report page, you can use the ID column to match up all of the F1 documents to the files listed on the .html report.

1.11.2 Report Set fields
The Report Set layout contains the following fields:

- **Name** - the report file name in Fact Manager.
- **Report title** - the report title that appears on the offline report.
- **Show report title** - select yes or no to include the report title on the final report.

1.11.3 Offline Report Settings fields
The Offline Report Settings layout appears when you select Offline Report from the Report set type drop-down and contains the following fields:
- **Include document files in offline reports** - determine whether to include documents in the offline report. The field is set to Yes by default and contains additional file type options below.

- **File type** - the document version included in the Offline report.
  - **Image** - this option only includes the imaged version of the documents. If an image doesn’t exist, a document won’t be included.
  - **Image or provide native, if no image exists** - this option tells Fact Manager to first look for an imaged version of a document, and if found the image is included in the report. If no image exists, Fact Manager looks for a native and if a native exists, the native is included in the report.
  - **Native** - this option only includes the native version of the documents linked to Facts and/or Issues.
  - **Produced** - this option is used to set a production precedence.
- **Production precedence** - click to select the desired production(s) in the workspace.

![Production precedence screenshot](image)

- Click **Add**, then use the up or down arrows to set a production order precedence.
- Click **Save**.

- **When no production is available include** - the document version included in the Offline report. Use these options in conjunction with the Production precedence field.
  - **Image** - this option tells Fact Managers to look for documents to be a part of the previously selected production sets. If the document is not in any of the production sets, then Fact Manager looks for an imaged version of the document. If the image exists, it is included in the report. If no image exists, no document is included in the report.
  - **Image or provide native, if no image exists** - this option tells Fact Manager to look for an imaged version of a document, and if found the image is included in the report. If no image exists, Fact Manager looks for a native and if a native exists, the native is included in the report.
  - **Native** - this option only includes the native version of the documents linked to Facts and/or Issues.
  - **None** - this option tells Fact Manager to only include produced documents. If a Fact or an Issue is linked to a document that is not produced, the document is not included in the report; only a control number displays.

### 1.11.4 Master report

You can select views for exporting with the master report. With this report you can select all Fact Manager views, including user created views, in one operation. This report can come in handy when archiving a case or if you need to review all the items in Fact Manager. When generating this report, the output is an
Excel document with workbook tabs for each selected view. View conditions and sorting settings are respected in the Excel output.

1.11.4.1 Creating a master report
To create a master report:

1. Click the Fact Manager tab.
2. Click the Report Set sub-tab.
4. Click Save.
5. Check the Views for exporting.
6. Click Generate Report.

1.12 Resources

1.12.1 Prior installations of Fact Manager
For installations of Fact Manager on Relativity 7.4 and earlier, locate the following resources on the Relativity Community:

- Installation Guide
  - Provided in the Installation Package .zip file
- Reference Guide
  - Provided in the Installation Package .zip file

1.13 Library data entry fields
The following sections describe the library data entry fields used when adding or editing an Issue, Organization, People item, and Interview question.

1.13.1 Issue fields

- Issue - a brief title of the issue
- Parent Issue - provides a list of parents for an issue entry
- Facts - association field to link facts to the issue
- Issue Description - field for describing the issue in greater detail
- Issues Documents - association field to link documents to the issue
- Issues People - association field to link people to the issue
- **Comments** - field for notes, mental impressions, or messages to colleagues that are related to the issues
- **System Last Modified By** - the name of the user who last modified the entry
- **System Last Modified On** - the date and time the entry was last modified

### 1.13.2 Organization fields

- **Organization** - the name of party or company involved in the case
- **Office Location** - office address
- **Website** - website address for organization
- **Organization People** - association field to link people to the organization
- **Organization Documents** - association field to link documents to the organization
- **Comments** - field for notes, mental impressions, or messages to colleagues that are related to the organizations
- **System Last Modified By** - the name of the user who last modified the entry
- **System Last Modified On** - the date and time the entry was last modified

### 1.13.3 People fields

- **Last Name** - the last name of the individual involved in the case
- **First Name** - the first name of the individual involved in the case
- **Organization People** - association field to link organizations to the person
- **Phone number** - contact phone number for person
- **Primary Email Address** - contact email address for person
- **Role in Litigation** - displays the roles for the person. The choice selections can be customized for your workflow.
- **Corporate Title** - displays the titles for the person. The choice selections can be customized for your workflow.
- **Comments** - field for notes, mental impressions, or messages to colleagues that are related to the person
- **System Last Modified By** - the name of the user who last modified the entry
- **Date Last Modified By** - the date and time the entry was last modified

### 1.13.4 Interview question fields

- **Interview Question** - question for interview or deposition use
- **Parent Interview Question** - provides a list of parents for an Interview Question entry
- **Question Answer** - response from interview or deposition
- **Interview Question People** - association field to link person to the interview question
- **Interview Question Document** - association field to link document to the interview question
- **Fact Interview Questions** - association field to link facts to the interview question
- **System Last Modified By** - the name of the user who last modified the entry
- **Date Last Modified On** - the date and time the entry was last modified
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