

# Case Dynamics

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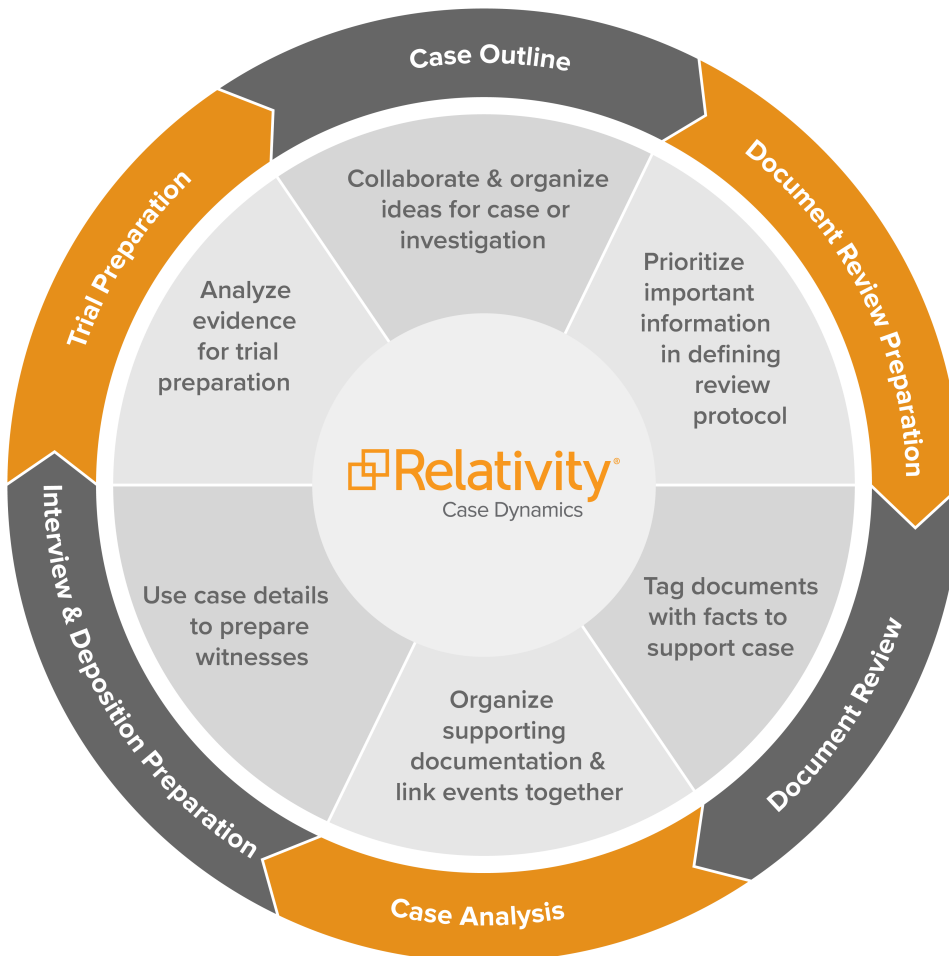
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# 1 Case Dynamics

Case Dynamics, formerly Fact Manager, assists in organizing and analyzing case details such as facts, issues, key organizations, key 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.

Access Case Dynamics using the Case Dynamics tab located in the workspace where you installed the application.

## 1.1 Case Dynamics life cycle



Case Dynamics correlates facts and issues in all stages of the case life cycle.

Case Dynamics 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 preparation
  - Use information gathered to organize and analyze details for trial preparation.

## 2 Installing and upgrading Case Dynamics

The Case Dynamics application must be installed in each workspace that you want to use application.

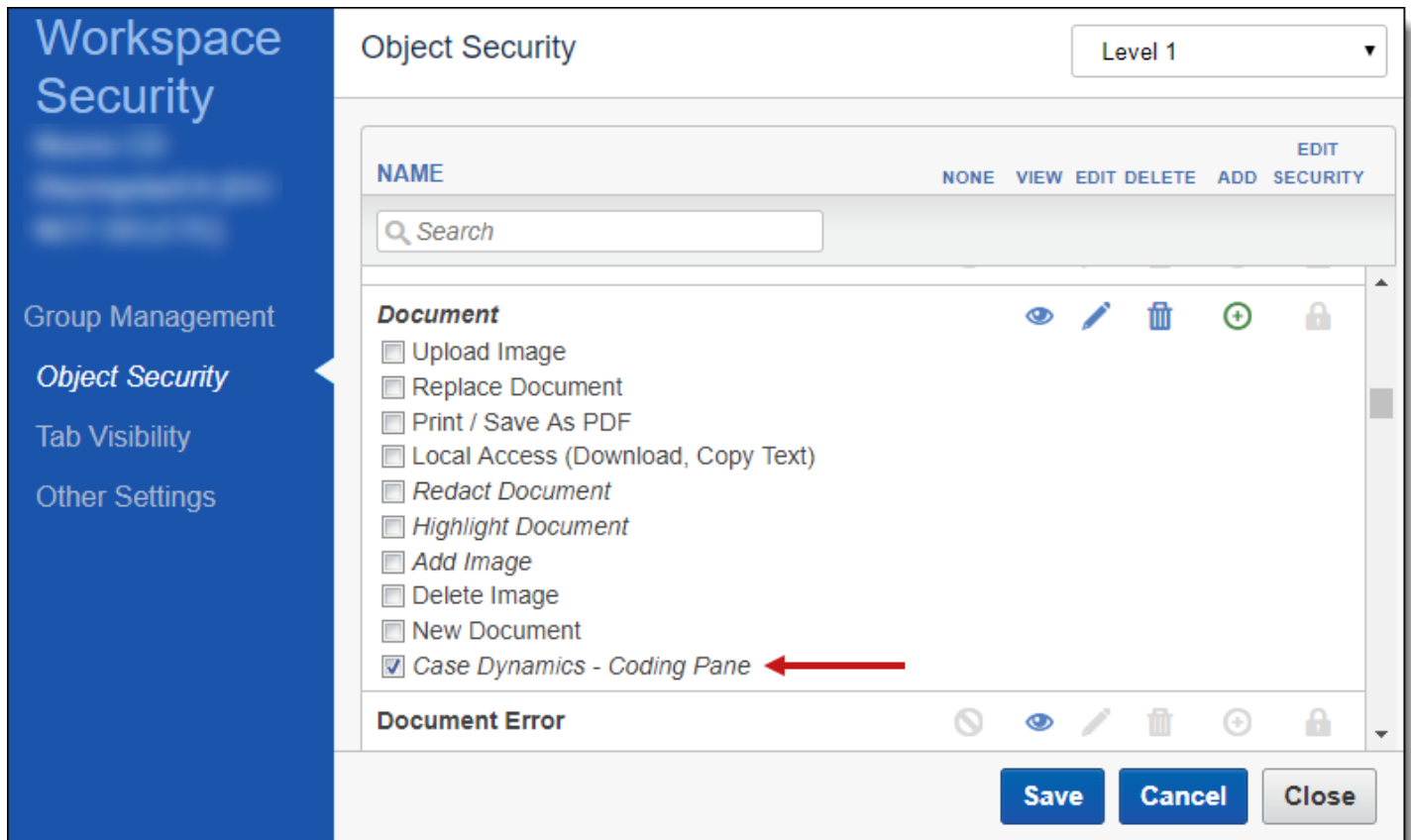
### 2.1 Case Dynamics compatibility matrix

Case Dynamics version
14.0.210

### 2.2 Special considerations

Keep the following considerations in mind when installing and upgrading Case Dynamics:

- Only a user with the appropriate system admin rights can import application schema.
- You should install/upgrade during off-hours as this disrupts workspaces services and causes them to be inaccessible during the install/upgrade period.
- Ensure that you have access to the **Case Dynamics - Coding Pane** permission. This permission allows group members to use the Case Dynamics coding pane. Without this permission, you will not be able to see the Case Dynamics coding pane link that allows you to access the Case Dynamics coding pane when reviewing documents.



## 2.3 Installing Case Dynamics

The latest version of the Case Dynamics application can be found in the Application Library and is part of the upgrade process. This application is also available for download in the [Relativity Community](#). Search for the name of the file, and then select the **Files** tab in the search results.

The installation process follows the same steps used to install other Relativity applications. For more information, see [Installing applications](#).

You must have system admin permissions to install an application. See [Workspace security](#).

## 2.4 Upgrading Case Dynamics

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 Case Dynamics product updates in the Relativity release notes.

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

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## 2.5 Security permissions

You must configure certain permissions for proper functionality of Case Dynamics.

1. Navigate to the **Workspace Details** tab.
2. Click **Manage Workspace Permissions**.
3. Click **Edit Permissions** for a group on the Group Management tab. Or, click **Object Security** and select a group from the **Current Group** drop-down menu.
4. Enable the following security permissions:

Object Security	Tab Visibility	Other settings
<ul style="list-style-type: none"><li>▪ <b>Alias object</b> - Delete, Add</li><li>▪ <b>Custom Date Box</b> - Delete, Add</li><li>▪ <b>Custom Legend</b> - Delete, Add</li><li>▪ <b>Document</b> (parent) - View, Edit<ul style="list-style-type: none"><li>◦ <b>Case Dynamics</b> - Coding Pane (child)</li></ul></li><li>▪ <b>Email Alias</b> - Delete, Add</li><li>▪ <b>Entity object</b> - Delete, Add</li></ul>	<ul style="list-style-type: none"><li>▪ Case Dynamics (parent)<ul style="list-style-type: none"><li>◦ Entities (child)</li><li>◦ Fact (child)</li><li>◦ Interview Questions (child)</li><li>◦ Issues (child)</li><li>◦ Listview Fact (child)</li><li>◦ Listview Interview Question (child)</li><li>◦ Listview Issues (child)</li><li>◦ Listview Outlines (child)</li><li>◦ Outlines (child)</li><li>◦ Printing profile (child)</li><li>◦ Report Set (child)</li><li>◦ Timeline Builder (child)</li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ Admin Operations<ul style="list-style-type: none"><li>◦ Delete Object Dependencies</li><li>◦ Use Pivot/Chart</li></ul></li></ul>



Object Security	Tab Visibility	Other settings
<ul style="list-style-type: none"> <li>▪ <b>Excerpt</b> - View, Edit, Delete, Add</li> <li>▪ <b>Export History</b> - Delete, Add</li> <li>▪ <b>Fact</b> - Delete, Add</li> <li>▪ <b>Fact Attachment</b> - Delete, Add</li> <li>▪ <b>Field</b> - Edit</li> <li>▪ <b>Field MO Object</b> - Delete, Add</li> <li>▪ <b>Interview Question</b> - Delete, Add</li> <li>▪ <b>Interview Questions Attachment</b> - Delete, Add</li> <li>▪ <b>Issues</b> - Delete, Add</li> <li>▪ <b>Issues Attachment</b> - Delete, Add</li> <li>▪ <b>Outline</b> - Delete, Add</li> <li>▪ <b>Pivot Profile</b> - Delete, Add</li> <li>▪ <b>Printing Profile</b> - Delete, Add</li> <li>▪ <b>Production Set MO Object</b> - Delete, Add</li> <li>▪ <b>Report File</b> - Delete, Add</li> <li>▪ <b>Reports</b> - Delete, Add</li> <li>▪ <b>Timeline Condition</b> - Delete, Add</li> </ul>	<ul style="list-style-type: none"> <li>○ Outlines (child)</li> <li>○ Printing profile (child)</li> <li>○ Report Set (child)</li> <li>○ Timeline Builder (child)</li> <li>▪ Entities (parent) <ul style="list-style-type: none"> <li>○ Aliases (child)</li> <li>○ Entities (child)</li> </ul> </li> </ul> <hr/> <p><b>Note:</b> When you install the Analytics application in your workspace, a parent level Entities tab and a child Aliases tab are created. Additionally, the Entities child tab of the parent Case Dynamics tab will be moved under the Entities parent tab.</p> <hr/>	

Case Dynamics is now successfully configured. All other Relativity permissions behave in standard fashion within Case Dynamics.

## 2.5.1 Control mass actions

Case Dynamics is permission-aware, meaning that system admins can control which items a user can use. For example, if the user does not have Delete permissions on the Fact item, they will not see the Mass Delete option.

The following table includes the mass actions that system admins can control on a particular item:

View	Edit	Edit and Add	Edit, Delete, and Add
<ul style="list-style-type: none"><li>Export to XLS</li><li>Export to CSV</li></ul>	<ul style="list-style-type: none"><li>Edit</li><li>Print</li><li>Replace</li><li>Export to XLS</li><li>Export to CSV</li></ul>	<ul style="list-style-type: none"><li>Edit</li><li>Copy</li><li>Print</li><li>Replace</li><li>Export to XLS</li><li>Export to CSV</li></ul>	<ul style="list-style-type: none"><li>Edit</li><li>Copy</li><li>Print</li><li>Replace</li><li>Delete</li><li>Export to XLS</li><li>Export to CSV</li></ul>

## 3 Working with Case Dynamics objects

You can use objects in Case Dynamics to store information related to your case. Object types include:

- **Entities** - functions as the central location for people, companies, organization groups, and their metadata. Case Dynamics, Legal Hold, Processing, and Analytics all leverage the Entity object.
- **Facts** - statements that can be shown to be real or true. You can link other objects and documents to your facts to help build out your case.
- **Issues** - disputed topics within the case. You can link other objects and documents to your issues to help build out your case.
- **Interview Questions** - compose questions and link them to facts and documents in preparation of depositions.
- **Report Set** - enables you to view Case Dynamics objects without internet access or export Case Dynamics views into an Excel document.
- **Outlines** - a rich text editor where you can build case narratives, create free-form outlines, and link to existing or create new Case Dynamics objects and documents.

The following tabs can also be used to store information related to your case:

- **Printing Profiles** - allows you to specify what Case Dynamics information you would like to print. You can print facts, issues, interview questions, and outlines along with associated information, such as documents and excerpts.
- **Report Set** - enables you to view Case Dynamics objects without internet access or export Case Dynamics views into an Excel document.
- **Timeline Builder** - displays the facts of a case in chronological order.

### 3.1 Importing Case Dynamics objects

You can import a .csv file with facts, key people, or issues with assigned numeric order and color coding to the corresponding Case Dynamics object. For example, you might import a contact list to the Key People object or a list of issues to the Issues object.

We recommend using Import/Export with Express Transfer because there is no data limit on an import. Before you begin, ensure that the .txt or .csv load file is in a standalone folder. Otherwise, Express Transfer may upload other documents in that folder.

The import file must be either a .txt or .csv file and it should include headers for each field type that you would like to include with your fact.

The workflow described below can be used for other Case Dynamics objects such as issues and interview questions.

To import issues into Case Dynamics using Import/Export:

1. Install the Import/Export application to your workspace.
2. Download and install the Express Transfer application. .
3. Navigate to the **Import/Export Jobs** tab.
4. Click **New Import/Export Job**.
5. Select the **Structured (Processed) Data** option.
6. Select the **RDO** option.

7. Fill out the Import/Export modal, including:
  - Enter a **Name** for the job.
  - For the Relativity Object Type field, select **Fact**.
  - Click the **Load File** field, and select a .csv or .txt file that contains headers for each field associated with your Case Dynamics object.
8. Click **Continue**.
9. Set Delimiters and Encoding values as desired and review the File Column Headers Preview to ensure accuracy.
10. Click **Continue**.
11. Either click **Auto Map Fields** to automatically map the Load File Fields to Workspace Fields or manually assign them.
12. Click **Continue**.
13. Enter your **Start Line**. This option can be left blank if the headers are in Row 1.
14. For the Import Mode field, select **Append/Overlay**.
15. For the Overlay Identifier field, select **Facts**.
16. Click **Import**.  
The facts are loaded into the Facts tab.

## 3.2 Viewing a Case Dynamics object

**Note:** The following illustrates screen content based on the Facts sub-tab. The data entry screens and practices for other objects are similar.

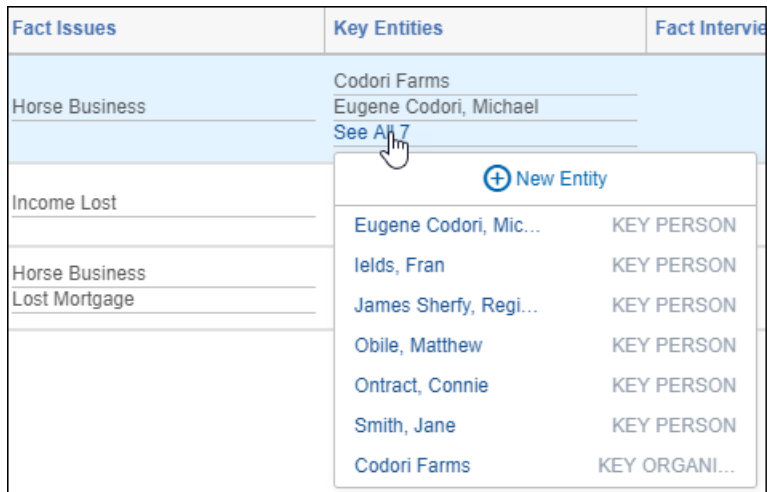
To view a Fact:

1. Click the **Case Dynamics** tab.
2. Click the **Facts** tab.

View	Add Child	Fact	Description	Date Type	
<input type="checkbox"/>			2	Fact 2	
<input type="checkbox"/>			2.1	Fact 2-2	
<input type="checkbox"/>			2.2	Fact 2-2	
<input type="checkbox"/>			5	Fact 5	
<input type="checkbox"/>			5.1	Fact 5-1	
<input type="checkbox"/>			7	Fact 7	

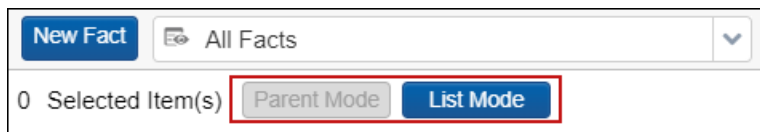
3. To view additional details, click the **View** icon.

To streamline the inline coding process, Case Dynamics caps how many linked objects display in a field in inline views. If you hover over the number below the last linked object for a field, a pop-up dialog box displays the additional linked objects. You can click on an object's name to see the object's info in a pop-up window. You can also create new issues, entities, and interview questions, or link facts and documents from the pop-up dialog box.



### 3.2.1 Setting a default viewing mode

Click **Parent Mode** or **List Mode** to set the default inline view.



Inline view considerations:

- You can add reflective fields to inline views.
- To streamline the inline coding process, Case Dynamics caps how many linked objects display in a field in inline views.

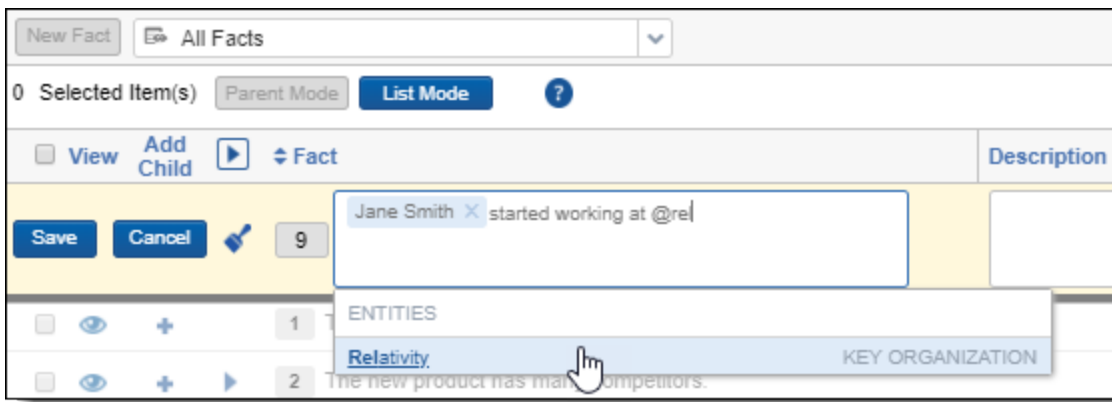
### 3.3 Adding and editing a fact


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.

In the Fact field, type the "@" symbol followed by one or more letters to bring up the type ahead feature. Case Dynamics presents a pop-up list of Entities based on the letters you type. Click the name of the Key Person or Key Organization to add them to the details of your Fact. You can use the type ahead feature on the Facts tab, the Timeline Builder, and the Case Dynamics coding pane.



If an existing entity option displays , go to the Entities tab, and edit the entity with the warning icon. Be sure to fill out all required fields.

Click the **X** to the right of a key entity to remove an auto-filled key person or key organization from your fact.

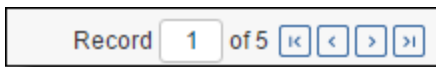
To edit an existing fact, use one of the following methods:

- Click a row.
- Click the **View** icon, 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**.

To browse between facts on the Fact Detail layout, use the navigation bar in the top right corner. Click the arrows to go to the first, previous, next, or last fact.




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**Note:** Facts are referred to as records in the navigation bar.

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### 3.4 Adding and editing an issue

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

- Keyboard shortcut **Ctrl + A**
- Click **New Issue**.
- Click the Add icon in the inline view pop-up dialog box.

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

- Click a row.
- Click the View icon, then click **Edit**.
- Click an issue from the pop-up dialog box, then click **Edit** in the pop-up window.

To save an issue, use one of the following methods:

- From a layout, click **Save**.
- From a row, use the keyboard shortcut, **Ctrl + S**.

## 3.5 Adding a Child

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

To add a Child:

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

### 3.5.1 Issues views

By default, the Case Dynamics 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:

The screenshot shows a 'Set Sort' configuration window with five rows. Each row contains a dropdown menu for a field name and a dropdown menu for a sort order. The field names are 'Family Order', 'Order', 'Family Structure Order', and two empty fields. All sort orders are set to 'Ascending'.

Field Name	Sort Order
Family Order	Ascending
Order	Ascending
Family Structure Order	Ascending
	Ascending
	Ascending

- **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.

## 3.6 Attaching supporting documents to an object

When viewing an object, you can use the **Attachments** field to attach documents directly from your desktop without importing them into Relativity via Import/Export.

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**Note:** Custom fields of type File, Currency, Decimal, and User are not supported in Inline Edit lists.

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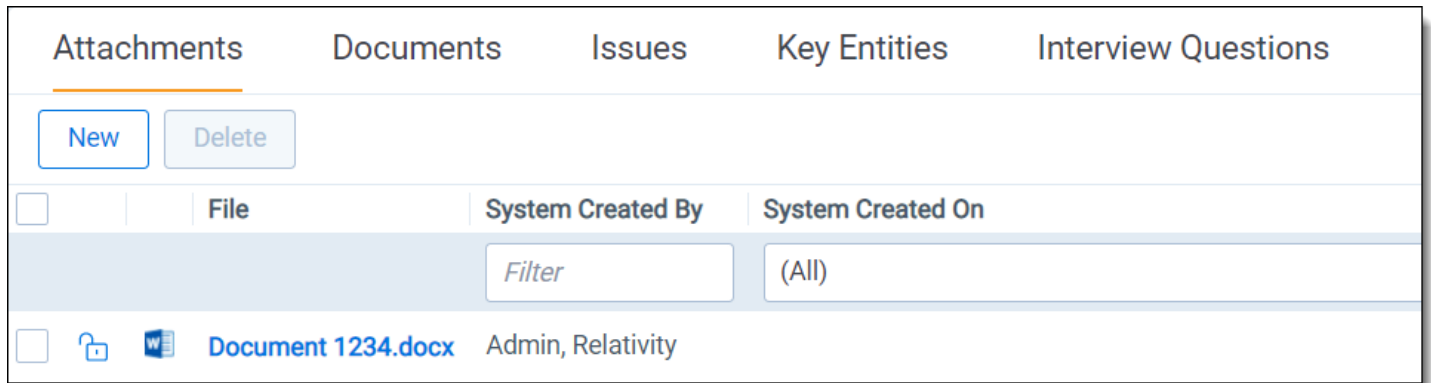
To attach a document to an object:

1. Click the object's tab, for example, the **Facts** tab.
2. Select a Fact and click the **View** icon. The Fact Basic layout appears.
3. In the **Attachments** field, click **New**.
4. The Fact Attachment Layout appears. Click **Choose File**.

5. Navigate to and select the file you want to upload.
6. Click **Save**. The document appears in the **Attachments** field.

To delete an attached document:

1. Click the object's tab, for example, the **Facts** tab.
2. Select a Fact and click the **View** icon. The Fact Basic Layout appears.
3. In the **Attachments** field, select the checkbox next to the appropriate documents and click **Delete**.



4. A pop-up confirmation appears. Click Delete again.

### 3.7 Linking a document to an object

To link a document to an object from the inline list:


1. Click the **Add** icon in the inline view document pop-up dialog box.
2. In the pop-up window, select the document(s) you would like to link.
3. Click **Set**.

If there are no documents linked to the object, you will see . Click  and select the documents you would like to link from the pop-up window.



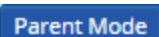
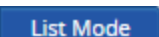
Once the document is linked, you can click on the document name, and the Standalone Document Viewer will appear.

### 3.8 Inline coding keyboard shortcuts and icons

Use the following shortcuts and icons when inline coding.

Keyboard shortcut	Action
Ctrl + S	Save
Ctrl + A	New fact
Esc	Cancel
	Add Child.



Keyboard shortcut	Action
	View full details of object
	Expand/ Collapse
	Shows nested relationships
	Removes nesting

# 4 Organizing facts and issues

You can organize facts and issues using several methods, including nesting, numeric ordering, drag and drop, and color coding.

## 4.1 Customizing Case Dynamics

You can create custom fields, views, and layouts on any facts, issues, interview questions, or entity object. For example, imagine you have a case with three rounds of investigation. You create a custom field called **Investigation Type** with choices for each round - Investigation A, Investigation B, and Investigation C. Then, you create a custom view called Investigation A which returns all facts tagged with Investigation A on the Investigation Type field.

The screenshot shows the 'Case Dynamics' interface for a case titled 'Salt vs. Pepper'. The 'Facts' tab is active, and a search filter 'Investigation A' is applied. A table lists five facts, each with a unique icon, a description, and a date. The 'Investigation Type' column for all facts is 'Investigation A'. Two red arrows point to the 'Investigation A' dropdown menu and the 'Investigation Type' column header.

View	Add Child	Fact	Description	Investigation Type	Date Type	Primary Fact Date	Fact Color	
<input type="checkbox"/>			Enron employees lose their jobs.	In total, about 90,000 people lost their jobs. Enron employees lost two billion due to investing in company retirement plan that used Enron shares. Stockholders lost seventy billion as well.	Investigation A	On	15/12/2023 12:00 AM	Red
<input type="checkbox"/>			Fraudulent 10-K filed for 1999.	CEO, Kenneth Lay files fraudulent annual 10-K for 1999.	Investigation A	On	16/12/2023 12:00 PM	Light Blue
<input type="checkbox"/>			Entities setup for personal enrichment.	CFO Andrew Fastow begins committing crimes by creating entities for personal enrichment.	Investigation A	On	18/12/2023 11:21 AM	Red
<input type="checkbox"/>			Fraudulent letters for 1999 financial data.	Jeffrey Skillings allegedly signs fraudulent letters to Arthur Andersen LLC about 1999 financial data.	Investigation A	Around	26/12/2023 10:00 AM	Green
<input type="checkbox"/>			Enron board members waive conflict of interest requirements.	Enron board members waive conflict of interest requirements to allow Andrew Fastow to run private companies that do business with Enron. Fastow creates LJM that buys poorly performing Enron assets. LJM is used to hide debts and inflate profits for Enron.	Investigation A	On	17/01/2024 12:00 AM	Blue

- You can't add a custom File type field to a Case Dynamics object.
- Do not modify the fields, views, or layouts that are part of Case Dynamics. If modified, all changes revert upon upgrade. We recommend creating custom views and layouts to customize Case Dynamics workflows.

### 4.1.1 Customizing object layouts

When you are viewing a Case Dynamics object, you may want to customize the Fact fields that display in a modal like in the image below.

Select Items - Facts

#	Fact	Description	Fact Color
1	Ben indicates that cap options are to the discretion of the sales team		Potentially Negative
2	Russian wood sourcing knowledge becomes public several weeks after Bills' team knew		Negative
3	Staff movements occur, potentially to reduce poor behavior on team		Positive

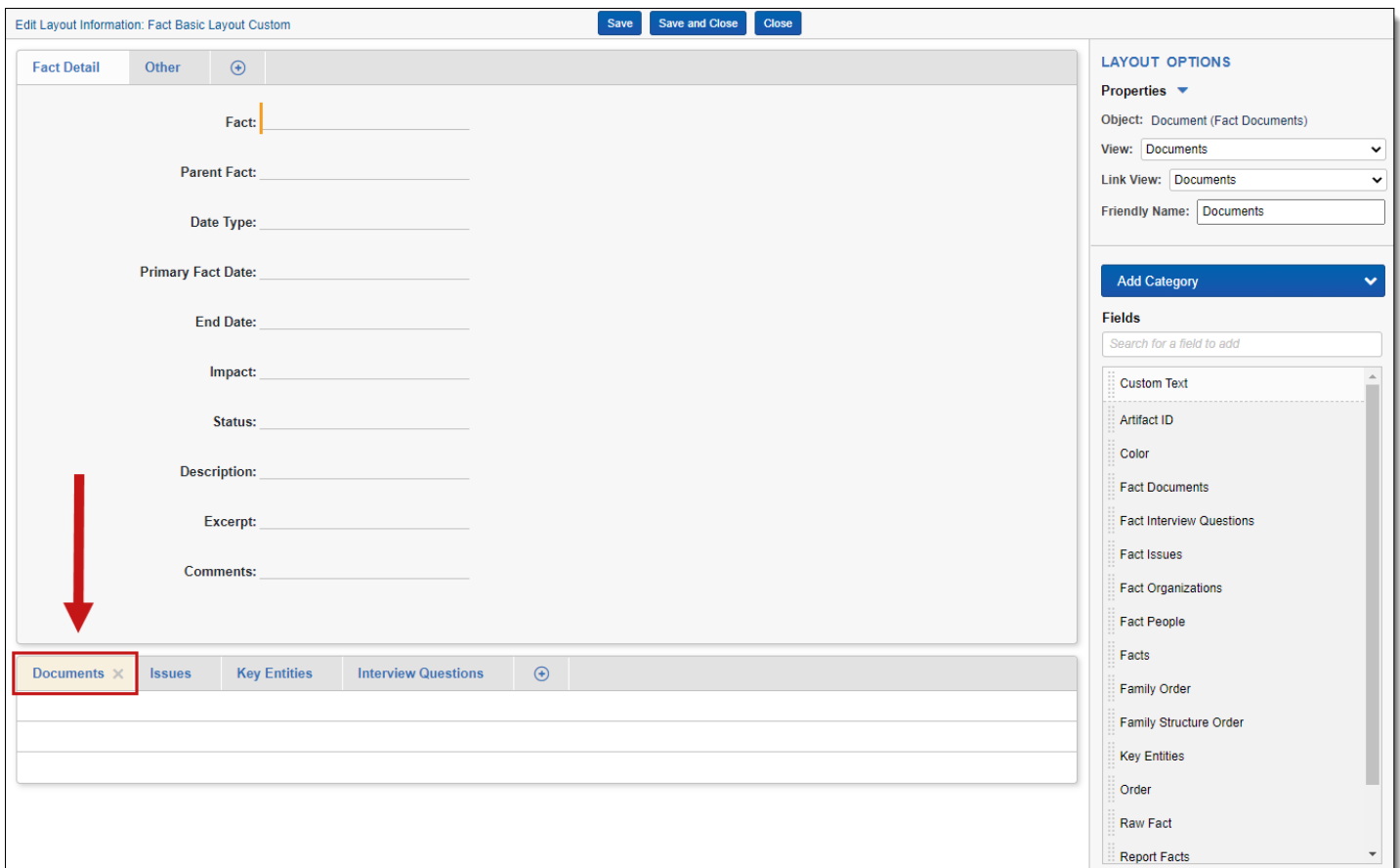
#	Fact	Description	Fact Color
1	Team presented Asia recap		Neutral
2	Team indicates that prices were "destroyed" following collusion		Negative
3	Team begins discussing butcher block sales following price destruction		Potentially Negative
4	Team openly admits to collusion at		Negative

Apply Cancel

Fortunately, you can add, remove, or reorder fields that relate to a Case Dynamics object by creating a custom layout and selecting a default view for your Case Dynamics object. The view that you select should contain the fields you wish to see to make it easier to find the information you're looking for.

To create a custom layout with the desired view for a Case Dynamics object, do the following:

1. Navigate to the **Layouts** tab.
2. Either create a copy of a Case Dynamics object layout that you will customize or create a new layout with the desired Case Dynamic object selected for the **Object Type** field.
3. Click the **Build Layout** button.
4. Either select the desired object list in the layout if it already exists or if you are using a newly created layout, add the desired object list and then select it.



5. Select the desired **View** option in the upper-right. The View field determines what you will see when you use the custom layout.
6. Select the desired **Link View** option in the upper-right. The Link View field determines what you will see when you click a Link button on the Case Dynamics object.
7. If desired, continue customizing other objects in the layout by repeating steps 4-6.
8. Once you are done customizing the layout, click **Save and Close**.
9. Navigate to the Case Dynamics object's tab.
10. Click the **View** icon in the row of the object that you wish to see additional information about.
11. Ensure your custom layout is selected and then select the desired object tab such as Documents. The fields included in the view you previously selected will display to give you additional information about the selected object(s).

Fact Basic Layout Custom Edit Delete Back Edit Permissions View Audit Record 1 of 1

**Fact Detail** Other

Fact: Example Fact from the Sample Outline

Parent Fact: \_\_\_\_\_

Date Type: \_\_\_\_\_

Primary Fact Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Impact: \_\_\_\_\_

Status: \_\_\_\_\_

Description: Example Fact from the Sample Outline

Excerpt: \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Documents** Issues Key Entities Interview Questions

Link Unlink Items 1 - 3 (of 3)

	Control Number	Document Extension	Responsive Designation	Privilege Designation	Confidential Designation	Issue Designation	Artifact ID	System Created By	System Created On
<input type="checkbox"/>	(All)	(All)	(All)	Select...	Select...	Select...	(All)	(All)	(All)
<input type="checkbox"/>	Edit SAM0000001	*.dat	Responsive	Attorney Client Communication; Attorney Work Product	Confidential Subject to Protective Order		1039659	Admin, Relativity	30/03/2021 16:14 GMT
<input type="checkbox"/>	Edit SAM0000002	*.dat	Responsive	Attorney Client Communication	Attorneys' Eyes Only	Hot	1039660	Admin, Relativity	30/03/2021 16:14 GMT
<input type="checkbox"/>	Edit SAM0000003	*.dat	Needs Further Review	Attorney Work Product	Attorneys' Eyes Only		1039661	Admin, Relativity	30/03/2021 16:14 GMT

0 Selected Item(s) Select Page Size: 10

## 4.2 Infinite nesting and numeric ordering

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

The numeric ordering functionality occurs when creating a fact or issue. The values auto increment and are editable. As you build objects out, the numbering takes the highest number value and increments it by 1 for the next object. Children or sub-facts/sub-issues no longer inherit the fact color from the parent and can be assigned whichever color you like.

View Add Child Issue

<input type="checkbox"/>		+	▶	<b>1</b>	South America
<input type="checkbox"/>		+	▼	<b>2</b>	Europe
<input type="checkbox"/>		+	▼	<b>2.1</b>	Germany
<input type="checkbox"/>		+		<b>2.1.1</b>	Berlin
<input type="checkbox"/>		+	▼	<b>2.2</b>	Italy
<input type="checkbox"/>		+		<b>2.2.1</b>	Rome
<input type="checkbox"/>		+		<b>2.2.2</b>	Venice
<input type="checkbox"/>		+	▼	<b>2.3</b>	Spain

2.3.1

Save Cancel

## 4.3 Drag and drop

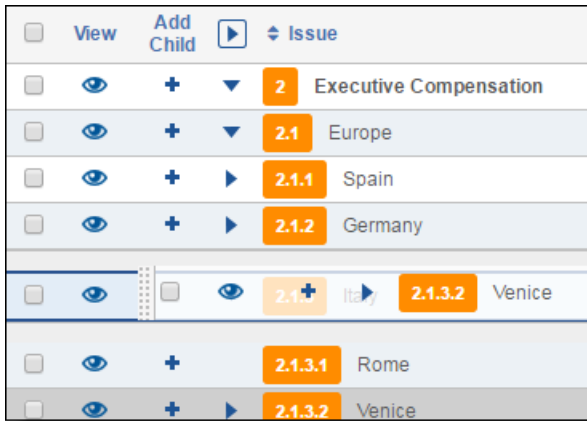
To drag and drop a child fact or issue, click and drag the object's row to:

- Nest the object in another fact/issue.
- Reorder the object above or below a fact/issue.

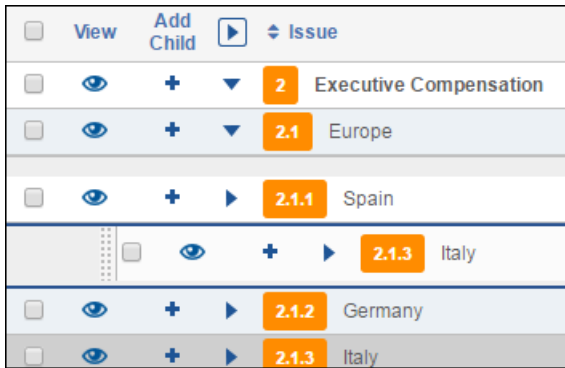
A blue bar indicates where the object will go when you release your mouse click.

**Note:** The drag and drop functionality is only available on the child level. Parent topics cannot be reordered via drag and drop. To reorder parent topics, change their numeric value and refresh the page.

In the following nesting example, dropping 2.1.3.2 Venice into 2.1.3 Italy will nest Venice as a sub-object of Italy.



In the following reordering example, dropping 2.1.3 Italy between Spain and Germany will renumber Italy to 2.1.2 and Germany to 2.1.3.



The object that you click and drag is automatically associated with the parent object to which you assign.

### Deleting facts and issues

If you delete a parent object with children, Case Dynamics will unlink any associated children instead of deleting the child objects. You can delete the child facts/issues by selecting the checkbox(es) next to the child object and performing a mass delete.

## 4.4 Assign a color to a new fact

Use color coding to visually distinguish the parent facts/issues and any of its children from the other parent groups.

1. Create a new fact or issue, or press **Ctrl + A**. By default, a new fact/issue is gray.

<input type="checkbox"/> View	Add Child	Fact	Description	Fact Color
<input type="checkbox"/>	<input type="checkbox"/>	7		

2. In the new fact's row, click on the **Fact Color** drop-down menu and select the desired fact color.
3. Click **Save** when finished.

## 4.5 Inline list view organization

The pop-up dialog box in the inline list view helps you visualize hierarchies within facts, issues, and interview questions to demonstrate parent/child relationships. It also facilitates linking objects. When you create a new object through the inline list, it is automatically linked.

# 5 Working with Outlines

With the Outlines feature in Case Dynamics, you can easily build case narratives, create free-form outlines, and link to existing or create new Case Dynamics objects and documents.

The Outlines tab includes a sample outline that gives a brief overview of how to use the feature and lets you test creating and linking objects to the outline.

## 5.1 Adding an outline

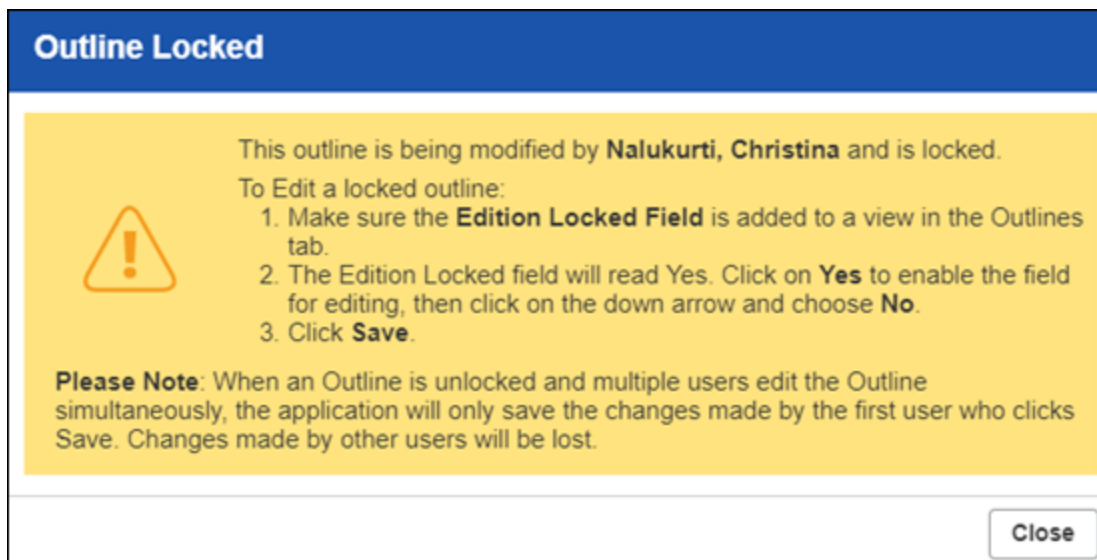
To add a new outline from the Outlines tab, click **New Outline**. Enter a title for your outline, and then click **Save**. You can also apply a color to an outline.

## 5.2 Editing an outline

To edit an outline, click the Edit icon in the row of the outline you wish to edit. The Outline layout appears. Enter your text in the rich text editor. You can also copy and paste directly from Word into the outline. See Using the rich text editor.

### 5.2.1 Locked outlines

If one user is editing an outline, the outline will be locked and available as read-only. A warning message appears to let users know the outline is being modified and who is editing the outline.



You can edit a locked outline.

---

**Note:** Before unlocking an outline, we recommend making sure no one is currently making edits. If you unlock an outline while edits are in progress, you may lose those changes.

---

To edit a locked outline:

1. Make sure the Edition Locked field is added to a view in the Outlines tab.
2. The Edition Locked field will read Yes. Click **Yes** to enable the field for editing.
3. Click **Yes** again to edit the field.



4. Select **No**.

5. Click **Save**.

You can now edit the outline.

---

**Note:** We recommend not editing Outline layouts as this may have adverse effects on Outlines functionality.

---

## 5.2.2 Adding new objects to an outline

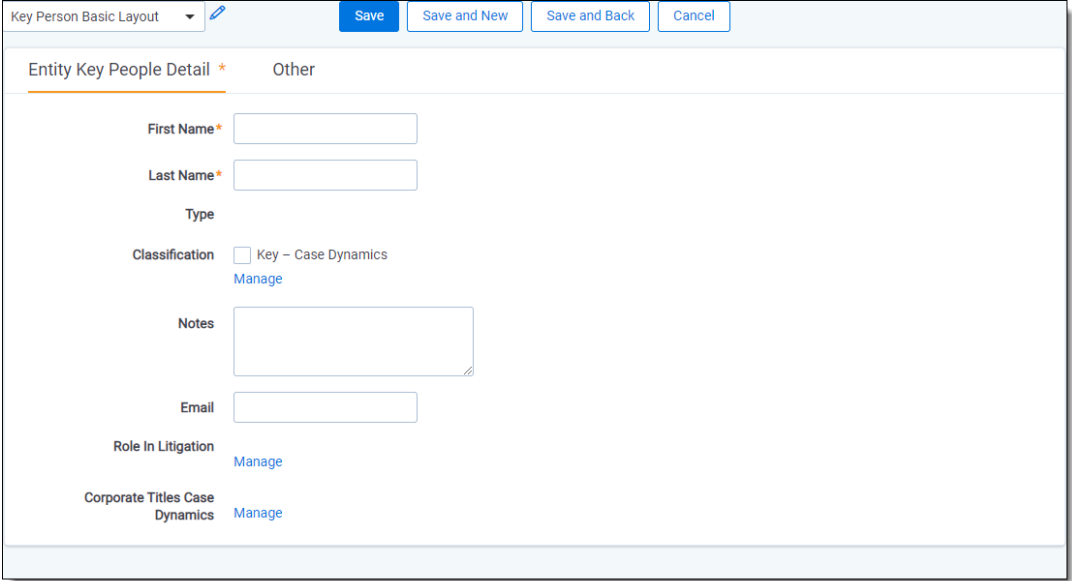
You can create facts, key people, key organizations, and interview questions from within your outline.

To create a new Case Dynamics object from within an outline, complete the following steps:

1. Highlight a section of text.
2. Right-click and then select the Case Dynamics object you want to create.  
You can also create a new Case Dynamics object from within an outline using keyboard shortcuts.
3. (Optional) If you selected Key Person or Key Organization as your object type, Relativity compares the highlighted text to existing entities in the workspace to see if there is a possible match.

Match types table

Match type	Pop-up name	Options
Key entity match	Key Entity Match	<div data-bbox="444 877 1333 1178"><p><b>Key Entity Match</b></p><p>Smith, Rob is already classified as a Key Person. Do you want to link this instance or Create a New Entity?</p><p><input type="button" value="Link Entity"/> <input type="button" value="Create New Entity"/></p></div> <ul style="list-style-type: none"><li>▪ <b>Link this Key Entity</b> - the key entity becomes linked to the document.</li><li>▪ <b>Create New Entity</b> - creates a new key entity and links the key entity to the document.</li><li>▪ <b>Cancel</b> - closes the pop-up and does not link the highlighted text to an existing entity or create a new entity.</li></ul>

Match type	Pop-up name	Options
No match found	Create New Entity	 <ul style="list-style-type: none"> <li>▪ <b>Create New Entity</b> - creates a new key entity and links the key entity to the document.</li> <li>▪ <b>Cancel</b> - closes the pop-up and does not create a new entity.</li> <li>▪ <b>Search Existing Entities</b> - enables you to search existing entities to see if the entity already exists under a different spelling variation. Through the view that opens, you can search and filter on fields.</li> </ul>

**Note:** For an entity to appear in Case Dynamics, it must be classified as **Key - Case Dynamics** and required fields must be set. See Entity object.

4. Optionally, if you selected Fact as your object type, complete the fields for which you have data.
5. Click **Save** to create your object. Click **Cancel** to return to your outline without creating a new object.

### 5.2.2.1 Outlines' keyboard shortcuts

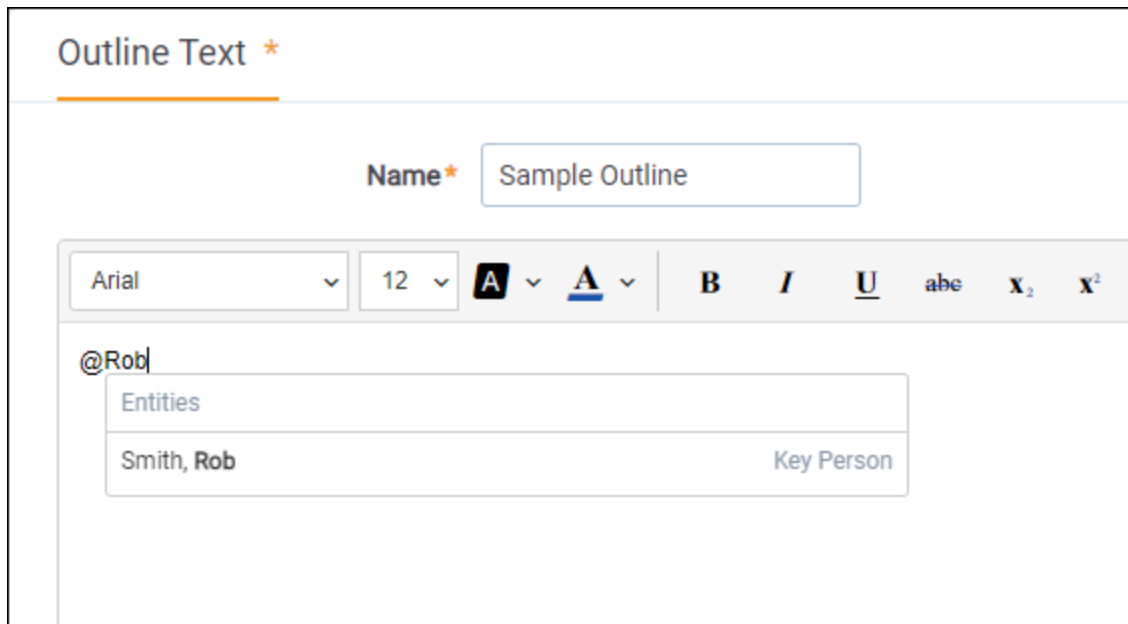
Keyboard shortcut	Action
Alt + F	Create Fact
Alt + I	Create Issue
Alt + P	Create Key Person (Entity)
Alt + O	Create Key Organization (Entity)
Alt + Q	Create Interview Question

### 5.2.3 Linking an outline to existing objects

You can link to existing Case Dynamics objects as you type using the auto-fill feature. In the text editor, type the "@" symbol followed by one or more letters to bring up the auto-fill feature. Case Dynamics presents a pop-up list of facts,

issues, entities, or interview questions based on the letters you type.

**Note:** For an entity to appear in Case Dynamics, it must be classified as **Key - Case Dynamics** and required fields must be set. See Entity object.



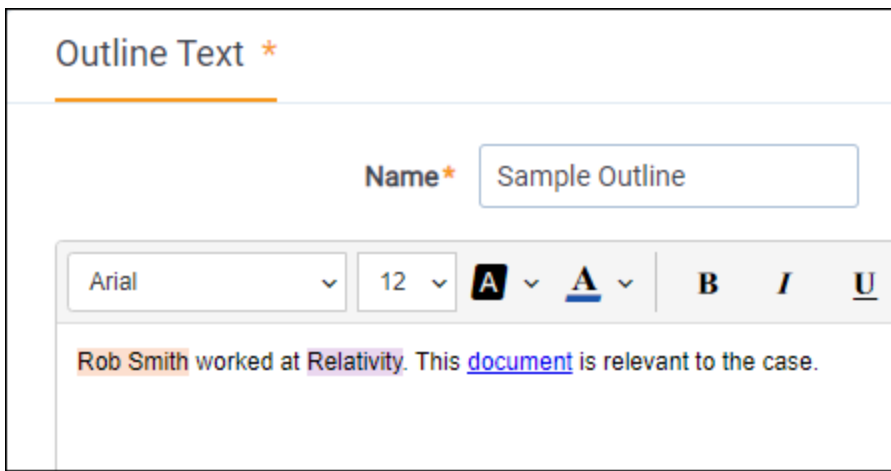
If you want to view and/or edit the full object details of an object within an outline, right-click on the object tag, and then click **View**. If a document is linked to an object, that document is automatically linked to the outline. If an object is tagged within an Outline tag, the tags are automatically linked to each other.

To remove an object tag from within an outline, right-click on the object tag, and then click **Remove Tag**. Any documents linked to that object will also be unlinked from the outline.

### 5.2.4 Linking a document from within an outline

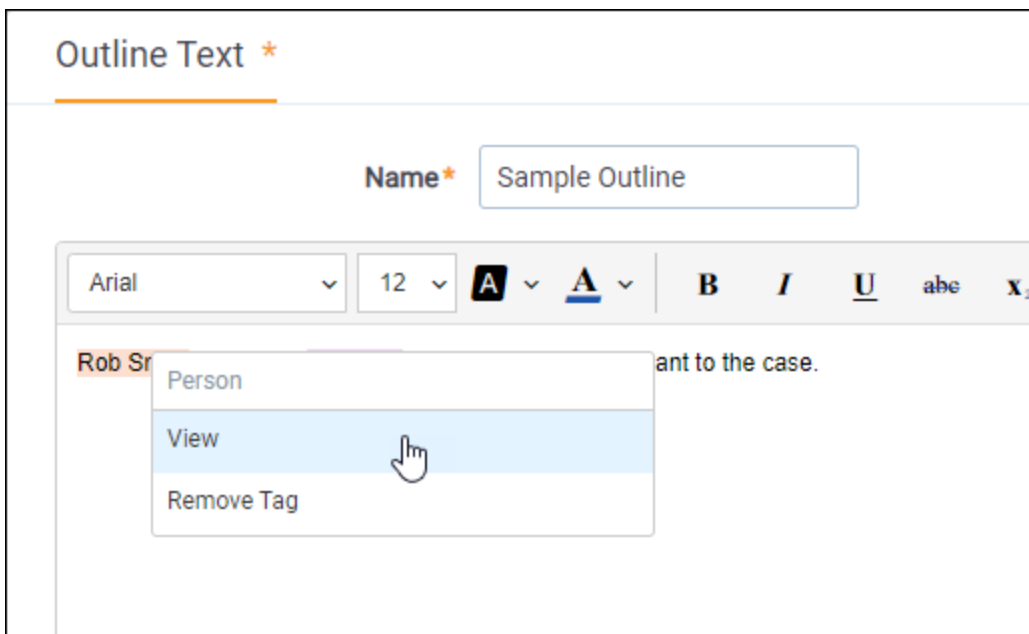
To link a document from within an outline, complete the following steps:

1. Highlight a section of text.
2. Right click and select **Link to document**.
3. A pop-up window appears. Navigate to and select the document within Relativity you would like to link to the outline.
4. Click **Set**.
5. A hyperlink in the outline appears linking directly to the document.




## 5.2.5 Viewing and editing object details

If you want to view and/or edit the full object details of an object within an outline, right-click on the object tag, and then click **View**.



To remove an object tag from within an outline, right-click on the object tag, and then click **Remove Tag**.

## 5.3 View mode

When you save an outline, the outline appears in View mode. You can also open View mode by clicking  from the Outlines tab. From View mode, you can view the full details of an outline including all facts, issues, people, organizations, and interview questions linked to the outline. You can also link documents to the outline and export the outline as a Word document. An option to download export history of Outline export date, user, and files is also available.

### 5.3.1 Linking documents to an outline

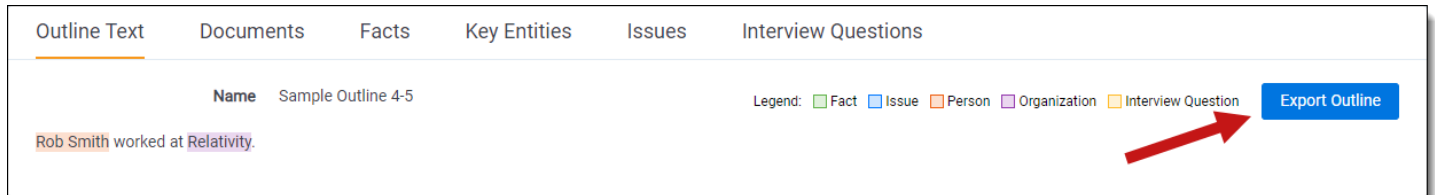
To link documents to an outline while in View mode, complete the following steps:

1. Click **Link**. a pop-up appears.
2. Select the documents you want to link to your outline, and then click **Add**.
3. Click **Set**.

To unlink documents from an outline, select the documents you want to unlink, and then click **Unlink**.

### 5.3.2 Exporting an outline

To export an outline while in View mode, click the **Export Outline** button.

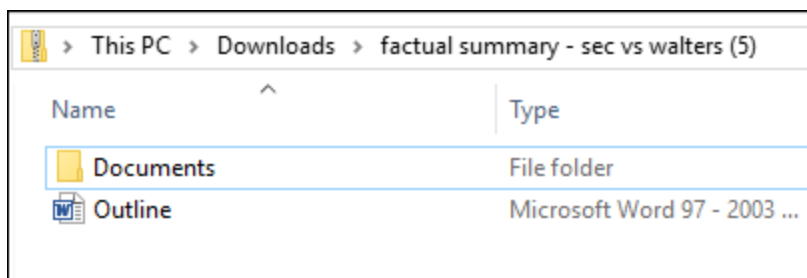


The exported documents display in the Export History section. Click on the desired document to download it to your workstation.

---

**Note:** Only the native file version of the documents linked to the outline are downloaded in the zip file. If you have linked image files in your outline, they are not downloaded.

---



If you linked any documents within the outline, they will appear as hyperlinks. Clicking on the hyperlinks opens the documents in the zip file.

#### 5.3.2.1 Export History

The Export History section contains the following fields:

- **Export File** - the files exported along with the Outline export.
- **System Created By** - the user who completed the export.
- **System Created On** - the date the files were exported.

You can export a list of the Export history as a .csv file by clicking the export icon.

## 6 Reviewing documents with Case Dynamics

When reviewing documents in the Review Interface, you can link the active document to Case Dynamics objects, which store information related to your case.

Object types include:

- Facts
- Issues
- Entities
- Interview Questions
- Outlines

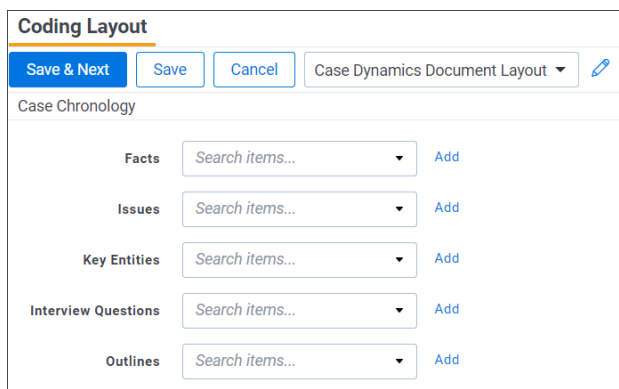
### 6.1 New review workflow with Case Dynamics

The new, streamlined Case Dynamics makes it easier for attorneys to create facts and annotate documents to build out the fact chronology using the evidence stored in Relativity.

**Note:** The Classic Case Dynamics coding pane was deprecated on Feb. 28, 2024. Data that was created using the Classic coding pane will be preserved in Relativity.

To continue using Case Dynamics, verify that users have permissions to use Case Dynamics and excerpts so that they can immediately begin using the new workflow.

To start using the new workflow while in the Viewer, select the Case Dynamics Document Layout. To learn more about this new layout, see [Case Dynamics Document Layout](#). Alternatively, you can add any new Case Dynamics fields to one of your existing custom Document layouts. Attorneys can then use these fields to create facts and other case information.



The screenshot shows a 'Coding Layout' window with a title bar containing 'Save & Next', 'Save', 'Cancel', and a dropdown menu set to 'Case Dynamics Document Layout'. Below the title bar is a section titled 'Case Chronology' which contains five rows of controls. Each row has a label on the left and a search box with an 'Add' button on the right. The rows are: Facts, Issues, Key Entities, Interview Questions, and Outlines. Each search box contains the text 'Search items...' and a downward arrow.

The following Case Dynamics fields can be added to an existing layout to try the new enhancements without having to create a new layout from scratch:

- Fact Case Dynamics
- Issue Case Dynamics
- Key Entities Case Dynamics
- Interview Questions Case Dynamics
- Outlines Case Dynamics

Adding the Document Excerpt Object to either a document layout or a document view can cause errors and a loss of data.

Adding the Fact Excerpt field to a fact view can also cause errors. The Fact Excerpt field should only be added to fact layouts so users can see the Fact Excerpt preview. To view excerpts on the Facts tab or other fact views, add the "Fact Excerpts::Location" field or the "Fact Excerpts::Document Text" field.

Mass operations cannot be used on either the Fact Excerpt or Document Excerpt fields.

Attorneys can create facts and other case information using the new fields. They can also select key text from documents and create facts with corresponding non-editable excerpts. Each excerpt contains a link that you can use to navigate to its location within the document. Additionally, you can assign the fact a color so that the selected text of a document is highlighted in the chosen color. To speed up fact creation, Relativity provides a date suggestion based off the document Sort/Date Time metadata.

## 6.2 Excerpts

As part of the fact creation process, you can also create excerpts. Excerpts are non-editable pieces of text that preserve evidence from a document as part of a fact. They can also conveniently be used to create a fact in the Viewer.

To view excerpts in a document, add the Fact Excerpts field to a fact layout and select that layout in the Viewer.

Adding the Document Excerpt Object to either a document layout or a document view can cause errors and a loss of data.

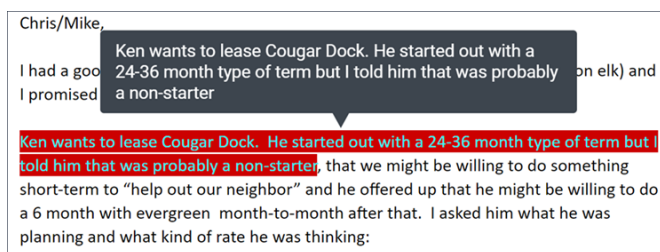
Adding the Fact Excerpt field to a fact view can also cause errors. Adding the Fact Excerpt field to a fact view can also cause errors. The Fact Excerpt field should only be added to fact layouts so users can see the Fact Excerpt preview. To view excerpts on the Facts tab or other fact views, add the "Fact Excerpts::Location" field or the "Fact Excerpts::Document Text" field.

Mass operations cannot be used on either the Fact Excerpt or Document Excerpt fields.

Excerpts that are associated with a fact are highlighted in that fact's fact color. We recommend choosing a fact color that is distinct from nearby persistent highlights to prevent confusion. You can choose to display or hide excerpt highlights as well. To learn more, see [Displaying or hiding excerpt highlights](#).

Alternatively, you can turn persistent highlight sets off in the Viewer or edit the highlight colors for a persistent highlight set to better differentiate them from nearby facts.

If a fact has an excerpt associated with it, you can view the excerpt by hovering your cursor over the fact. The Fact title will then display as a tooltip.



### 6.2.1 Excerpt considerations

Before using excerpts, please note the following:

- Deleting a document will remove excerpts but not any facts that were created from that document.
- We do not recommend uploading excerpts using Import/Export, as doing so may result in a loss of data.
- Excerpt hyperlinks are not supported in offline reports or list pages other than Case Dynamics.
- Excerpts cannot be copied.

- If an excerpt is not found on a document, for example, the native document was replaced, a message displays that identifies the missing facts. To re-link an excerpt, either delete the affected facts and create new ones or append a new excerpt to the existing fact.

## 6.2.2 Excerpt permissions

**Note:** If a user is not granted the permissions described below, the **New Fact from Excerpt** and **Append Excerpt to Fact** options in the context menu will display but cannot be selected.

The following permissions are needed to use each part of excerpts:

Object Security	Tab Visibility	Mass Operations
<ul style="list-style-type: none"> <li>▪ <b>Excerpt</b> - View, Edit, Delete, Add</li> <li>▪ <b>Fact</b> - View, Edit, Delete, Add</li> <li>▪ <b>Document</b> <ul style="list-style-type: none"> <li>◦ Local Access (Download, Copy Text)</li> </ul> </li> </ul>		

## 6.2.3 Creating a fact from an excerpt

To create a new fact using an excerpt you've selected in the Viewer:

1. Navigate to the **Documents** tab and select a document.
2. Click-and-drag your cursor over the text that you wish to create an excerpt and fact with.
3. Right-click and choose the **New Fact from Excerpt** option from the menu. The Fact pop-up displays.
4. Ensure that a Fact layout that contains the Fact Excerpts and Fact Color field is selected.

**Note:** The Excerpt field is associated with the old Case Dynamics pane and is scheduled for future deprecation. We do not recommend adding this field to a fact layout because it does not have the new excerpt functionality.

5. Enter the desired text in the Fact field.
6. Optionally, complete the remaining fields as desired.
7. Click **Save**.  
A new fact is created and linked with the excerpt.

## 6.2.4 Appending an excerpt to a fact

To add an excerpt to a fact that has already been created:

1. Navigate to the **Documents** tab and select a document.
2. Click-and-drag your cursor over the text that you wish to create as an excerpt and link to a fact.
3. Right-click and choose the **Append Excerpt to Fact** option from the menu. The Select Item - Facts modal displays.



---

**Note:** You can customize which fields display in this modal and in what order. To learn more, see [Customizing object layouts](#).

---

4. Select the desired fact from the list.
5. Click **Set**.  
A new excerpt is created and linked to the selected fact.

### 6.2.5 Displaying or hiding excerpt highlights

A user can choose to display or hide the excerpt highlights as needed while in the Viewer. Toggling the excerpt highlights to display or be hidden only affects the user that performs the action. The highlights will display or remain hidden as a user navigates from document to document and if they change Viewers. The excerpt highlights revert back to displaying when a user refreshes their browser or logs out of Relativity.

---

**Note:** Displaying or hiding excerpt highlights is not supported in the Standalone Viewer or Document Preview Panel.

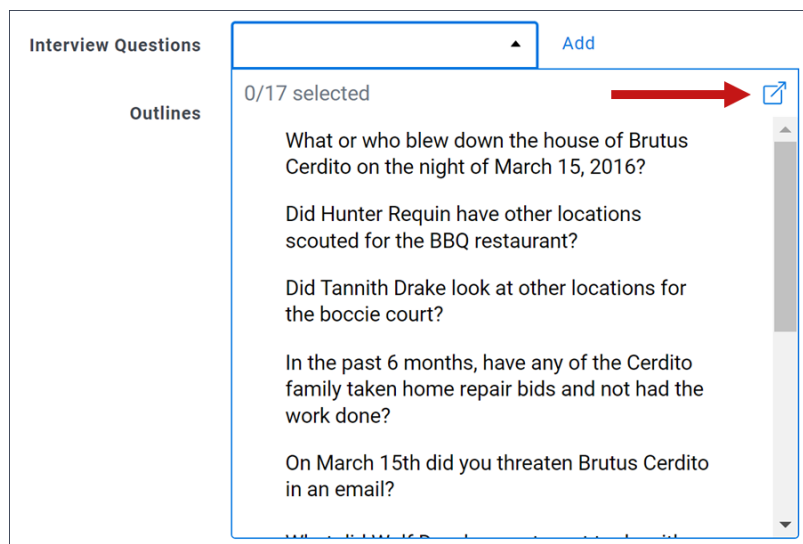
---

To display or hide excerpt highlights, right-click in the Viewer and select the **Toggle Excerpt Highlights Off** or **Toggle Excerpt Highlights On** option.

If excerpt highlights are hidden and you add new excerpts to a document, they will not display until the excerpt highlights display again.

## 6.3 Case Dynamics Document Layout

To make finding the desired objects easier, the Case Dynamics fields in this layout have typeahead functionality. The drop-down menus also filter the results as you enter information on your keyboard. If you would like to see the related Case Dynamics fields for an object before making any selections, click on the drop-down menu and then click on the **Open list picker** icon.



---

**Note:** The Excerpt field is associated with the old Case Dynamics pane and is scheduled for future deprecation. We do not recommend adding this field to a fact layout because it does not have the new excerpt functionality.

---

While viewing facts, you can hover your cursor over a fact object to see the entire fact at a glance. To edit a fact from the Case Dynamics Document Layout, do either of the following:

To edit a fact using the View Fact icon:

1. Click inside the **Facts** field and then hover your cursor over the fact you want to edit.
2. Click on the **View Fact** icon on the right side of the drop-down menu.  
The Fact pop-up displays.
3. Click **Edit**.
4. Make the desired edits and click **Save**.

To edit a fact using Open list picker icon:

1. Click inside the **Facts** field and then click on the **Open list picker** icon.
2. Click the **Edit** icon in the row of the fact you wish to edit.
3. Make the desired edits and click **Save** to stay on the fact page or **Save and Back** to return to the Viewer.

You can create a new Case Dynamics object by clicking the **Add** icon and completing the required fields in the pop-up. Alternatively, if you have selected Case Dynamics objects and want to remove them all, click **Clear All** on the right side of the drop-down menu.

## 6.4 Date suggestion

To speed up fact creation for attorneys, you can display a date suggestion for the Primary Fact Date field based on the Sort Date/Time metadata for each document. To display the date suggestion, ensure your workspace has a document object field that is associated with the Processing Sort Date/Time field. If there isn't one, you can create a new field that is associated instead. Then, after discovering and publishing documents using Import/Export, the Sort Date/Time field on the document object will be populated and the date suggestion appears when creating a new fact. If you do not use Import/Export to upload documents, the Sort Date/Time field won't be populated, and the date suggestion does not display.

The screenshot shows the 'Fact Detail' form with the following fields and values:

- Fact \***: [Empty text box]
- Date Type**: Choose... [Dropdown menu]
- Primary Fact Date**: dd/mm/yyyy [Text box] + 06/02/2018 [Suggestion box]
- End Date**: dd/mm/yyyy [Text box]
- Description**: [Text box]
- Excerpt**: [Text box]
- Comments**: [Text box]

A red arrow points to the date suggestion '+ 06/02/2018' in the Primary Fact Date field.

To create the field required for enabling date suggestions on the fact:

1. Navigate to the **Fields** tab.
2. Click **New Field**.

3. Enter the following in the Field Information section:
  - **Name**—Enter a name for the field.
  - **Object Type**—Document
  - **Field Type**—Date
4. In the Advanced Settings section, select **Sort Date/Time** for the Source field.
5. Leave the remaining fields as default.
6. Click **Save**.
7. Discover documents in the workspace.
8. Publish the documents in the workspace.

## 6.5 Fact color options

As part of the redesigned coding pane, fact colors have also been enhanced. When you create a new fact during document review in the Viewer or from the Facts tab, you can assign the fact a color to categorize it and annotate documents. The assigned color will be used throughout the application, including the Timeline Builder to make it easy to track facts.

Fact Color is a new single choice field added to the fact object. To view and select a fact color while creating a new fact, select a layout that includes the Fact Color field.

The screenshot shows a 'Fact Detail' form with the following fields and options:

- Fact:** Mexico becomes a republic i
- Fact Color:** Choose... (dropdown menu open showing: Blue, Green, Gray, Light Blue, Light Green, Red, Light Gray)
- Date Type:** (empty)
- Primary Fact Date:** (empty) 12:00
- End Date:** (empty) 13:00
- Description:** (empty)
- Excerpt:** (empty)
- Comments:** (empty)

From the Facts tab, you can select a view that includes the Fact Color field to see the fact colors.

New Fact		Fact List - Color Workflow						Items 1 - 4 (of 4)		
0 Selected Item(s)		Parent Mode	List Mode							
View	Add Child	Description	Fact Color	Date Type	Primary Fact Date	End Date	Impact			
<input type="checkbox"/>					Please submit this submission form by e-mail to eia@enron.com no later than 12 PM Thursday prior to the next Monday's mailing.	Orange	Between	02/02/2023 01:00 PM	02/02/2023 03:00 PM	Medium
<input type="checkbox"/>					Location: Grappino's Wine Room - Nino's Restaurant 2817 West Dallas 713-522-5120	Green	On	02/02/2023 02:30 PM		Low
<input type="checkbox"/>					Please include a call to action, contact information, date and time of the event or deadline, brief description of the event/item, links to internal or external websites, etc. in the space provided.	Red	On	15/02/2023 09:00 AM		High
<input type="checkbox"/>					Below are the details to the ENA Trading Track Dinner When: Tuesday, October 16, 2001	Yellow	Around	17/02/2023 12:00 AM		Low
<input type="checkbox"/>					I was wondering if you had some time to sit down and talk to me. Basically I'm trying to figure out what my options are after EOL.	Green	On	24/02/2023 10:00 AM		Low

### 6.5.1 Editing fact color names

A system administrator can edit the name of fact color choices to make them more descriptive and tailor them to your review workflow. You can edit fact color names from either the Documents tab or the Fields tab.

To rename a fact color choice from the Documents tab:

1. Navigate to the **Documents** tab and select a document.
2. On the coding layout, select the **Case Dynamics Document Layout** from the drop-down menu.
3. Click **Edit** on the coding layout.
4. On the Facts field, click **Add**.  
The New Fact pop-up displays.
5. Ensure that **Fact Layout - Color Workflow** is selected on the layouts drop-down menu.
6. Click **Manage** on the Fact Color field.  
The Choices - Fact Color modal displays.

---

**Note:** To save time, you can also add new fact colors from this tab at the same time by adding the fact color names you wish to create as choices. To learn more, see [Adding new fact colors](#).

---

7. Click on the fact color you wish to edit and enter the desired name change using your keyboard.
8. Repeat the previous step until all fact colors have been edited.

To rename a fact color choice from the Fields tab:

1. Navigate to the **Fields** tab.
2. Ensure that the **All Fields** view is selected from the views drop-down menu.
3. Filter as needed and select **Fact Color** from the list.
4. In the Choices section, click on the fact color that you would like to edit and enter the desired name change using your keyboard.

5. Repeat the previous step until all fact colors have been edited.

---

**Note:** To save time, you can also add new fact colors from this tab at the same time by adding the fact color names you wish to create as choices. To learn more, see [Adding new fact colors](#).

---

## 6.5.2 Adding new fact colors

A system administrator can add new fact colors to enhance your review workflow. A user must have the **Tab Visibility - Color Map** permission granted to view the Color Map tab. You can create new fact colors from either the Documents tab or the Fields tab.

To create a new fact color from the Documents tab:

1. Navigate to the **Documents** tab and select a document.
2. On the coding layout, select the **Case Dynamics Document Layout**.
3. Click **Edit** on the coding layout.
4. On the Facts field, click **Add**.  
The New Fact pop-up displays.
5. Ensure that **Fact Layout - Color Workflow** is selected on the layouts drop-down menu.
6. Click **Manage** on the Fact Color field.  
The Choices - Fact Color modal displays.
7. Click **Add Choice**.
8. Enter the new fact color name using your keyboard and press **Enter**.
9. Navigate to the **Choices** tab and locate the artifact ID for the fact color you just created. You may need to add the Artifact ID field to a Choices view to see this information. The new fact color's artifact ID will be entered into a field shortly.
10. Navigate to the **Color Map** tab.
11. Click **New Color Map**.
12. Enter the following field information:
  - **Name**—Enter a name for the fact color.
  - **Field**—Select the **Fact Color** option.
  - **Field Value**—Enter the fact color's artifact ID.
  - **Foreground Color**—We recommend entering black using the following hexadecimal code: `#000000`.
  - **Background Color**—Enter the hexadecimal code for the color you wish to assign to this fact color.
13. Click **Save**.  
The fact color is created and available to assign to new facts in the Fact Color field.

To create a new fact color from the Fields tab:

1. Navigate to the **Fields** tab.
2. Ensure that the **All Fields** view is selected from the views drop-down menu.
3. Filter as needed and select **Fact Color** from the list.
4. In the Choices section, click **Add Choice**.
5. Enter the new fact color name using your keyboard and press **Enter**.

6. Navigate to the **Choices** tab and locate the artifact ID for the fact color you just created. You may need to add the Artifact ID field to a Choices view to see this information. The new fact color's artifact ID will be entered into a field shortly.
7. Navigate to the **Color Map** tab.
8. Click **New Color Map**.
9. Enter the following field information:
  - **Name**—Enter a name for the fact color.
  - **Field**—Select the **Fact Color** option.
  - **Field Value**—Enter the fact color's artifact ID.
  - **Foreground Color**—We recommend entering black using the following hexadecimal code: `#000000`.
  - **Background Color**—Enter the hexadecimal code for the color you wish to assign to this fact color.
10. Click **Save**.

The fact color is created and available to assign to new facts in the Fact Color field.

## 7 Working with the Timeline Builder

You can use the Timeline Builder to visualize the chronology of facts. 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.

### 7.1 Creating a Timeline Report

To create a Timeline Report:

1. Navigate to the **Timeline Builder** tab.
2. Enter the following fields:
  - **Name** - Enter the desired name for the timeline.
  - **Report Title** - Enter the desired name for the report.
  - **Show Report Title** - Optionally, select if you want to include the Report Title on the report.
3. Optionally, enter **Conditions** based on a selected field.

---

**Note:** Custom fields of type File, Currency, Decimal, and User are not supported when adding conditions.

---

For example, the following condition returns all applicable facts to the selected users.

- **Field** - Key Entities.
  - **Operator** - any of these.
  - **Value** - click **Select** icon to select the available values. In this case, users.
  - **AND or OR Operators** - use these operators to connect the criterion in each row.
4. Optionally, click **Add another condition** to build out your conditions, and select AND or OR between multiple conditions to set additional logic.
  5. Click **Save**.
  6. If you did not add conditions, you can display existing facts in the timeline by clicking **Link/Unlink**. The Select Fact modal displays.
  7. Select the desired facts from the list, click **Move selected from left to right**, and then click **Apply**.
  8. To add a new Fact, click **Add New**.
  9. Fill in the fields in the pop-up and click **Save**. Fields include:
    - **Fact** - A brief title for the fact.  
Optionally, type the @ symbol followed by one or more letters to bring up the type ahead feature. Case Dynamics presents a pop-up list of Entities based on the letters you type. Click the name of the Key

Person or Key Organization to add them to the details of your 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. You can also select a specific time.
- **End Date** - Records the completion of a fact that took place over a period of greater than one day. You can also select a specific time.
- **Timeline Color** - Optionally, select a color to apply to the new fact.

The fact is added to your timeline report.

---

**Note:** If a user assigns a Fact Color earlier in their workflows, the selection will automatically be applied if that fact is generated on a timeline.

---

Click **Saved Report(s)** to access all other Case Dynamics reports.

## 7.2 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.



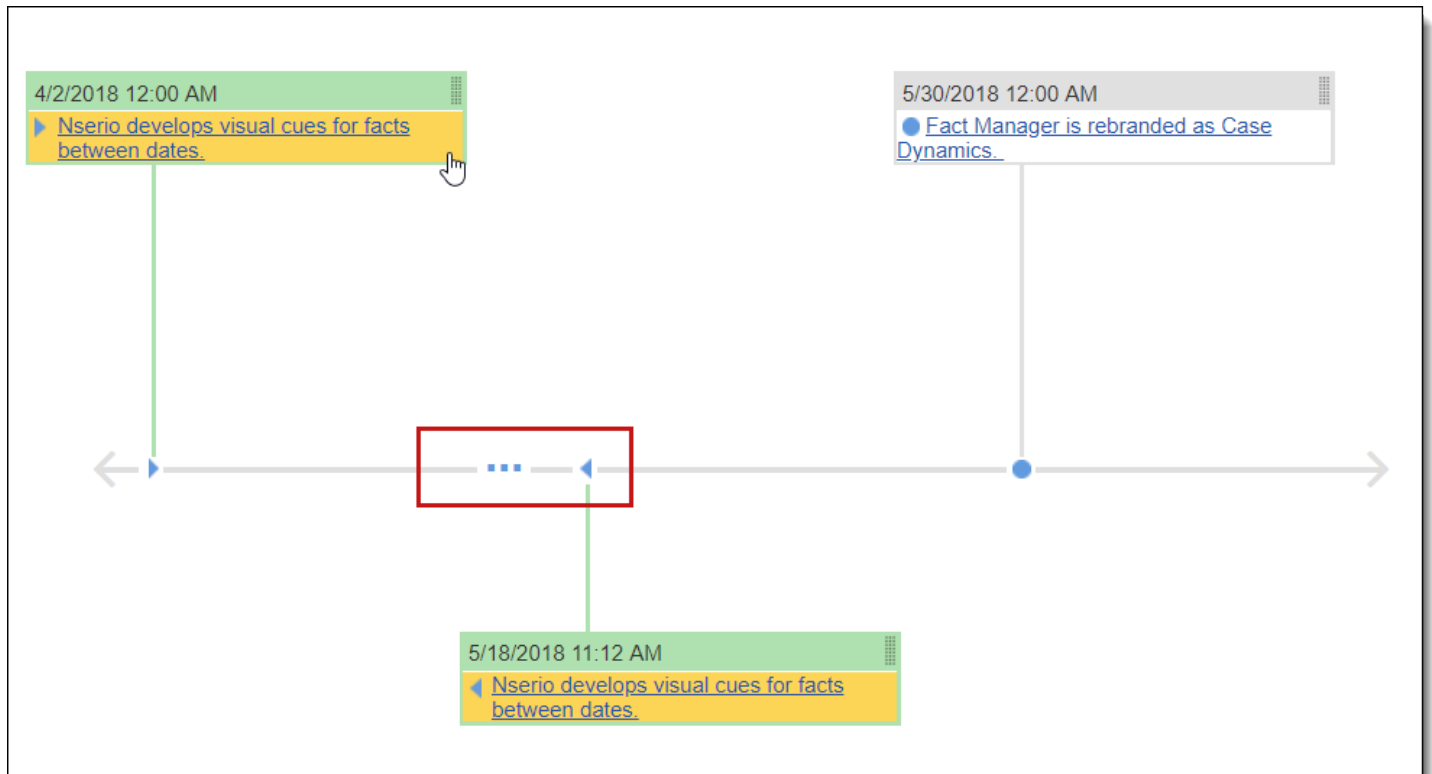
- **Draw Mode** - This is the default mode, click and drag facts around on the timeline to your specification.
- **Paint Mode** - Select this mode to apply a color to a fact.
- **Horizontal Timeline** - This is the default display mode, and displays the timeline horizontally.
- **Vertical Timeline** - Display the timeline vertically.
- **Enable/Disable Color Legend** - Select this mode to show/hide the color legend. Only used colors appear in the legend.
- **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.
- To edit a color name, click the color in the legend and enter a new name.
- **Compress** - Select this mode to compress the number of facts that fit on your timeline.
- **Organize by Time** - Select this mode to organize facts on the timeline by time.
- **Organize by Date** - Select this mode to organize facts on the timeline by date.
- **Email** - Email the Timeline report URL to someone. The person that you send this email to must have Relativity access.
- **Export** - 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. For image exports, reports are saved as a JPG.



- **Create Offline Report** - Select this button to create your offline report containing all of the pre-selected facts from your timeline report. See [Working with the Timeline Builder on page 39](#).

For a fact that spans two or more weeks, the timeline:

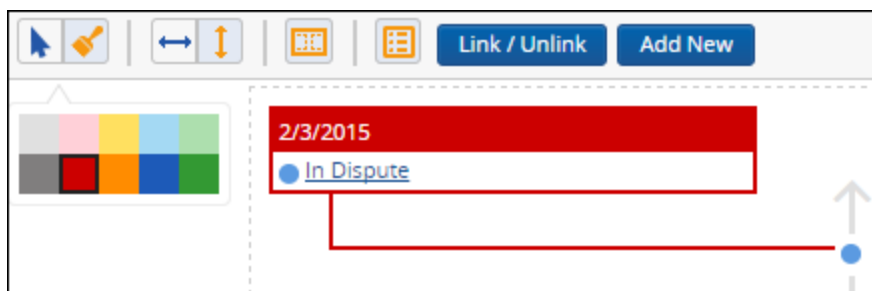
- Lists the fact twice, once at the fact's start date and once at the fact's end date.
- Includes arrows between the fact's start and end dates.
- Displays three dots between the fact's start and end dates.
- Highlights the fact in yellow when you hover your mouse over the fact.



### 7.2.0.1 Applying a color to a fact

To apply a color to a fact on the timeline:

1. Click the **Paint Mode** icon.
2. Select a color from the palette.
3. Locate and click the fact that you wish to change color.



To change the fact to a different color, repeat steps 2-3.

---

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

---

## 8 Printing from Case Dynamics

You can print specific facts, issues, interview questions, and outlines along with associated information, such as documents and excerpts.

---

**Note:** Trying to print facts or documents that have a File Size field value of 0 may result in an error. To troubleshoot, we recommend populating this field with a value greater than 0 using mass edit.

---

### 8.1 Creating a Printing Profile

In order to print from Case Dynamics, you must create a Printing Profile. To create a Printing Profile:

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

### 8.2 Printing profile layout fields

The Printing Profile layout contains the following fields:

## Fact Printing Profile Settings

**Name\***

**Orientation\***  Portrait  
 Landscape

**Object Type\***

**Fields\*** 01. Fact  
02. Description  
03. Primary Fact Date  
04. Fact Issues  
05. Key Entities

**Header\***  None  
 Workspace Name  
 Text

**Header position\***  Center  
 Left  
 Right

**File type\***  Image  
 Produced

**Print control number on images**  Yes  
 No

**Include document placeholders\***  Yes  
 No

- **Name** - enter 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 the **Select** button to select available object fields to include on the fact printout sheet.
- **Header** -
  - **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 this option 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.

This page is a placeholder  
REL0000000001 does not have an associated image

## 9 Creating Case Dynamics reports

You can create offline reports to view objects like facts, issues, key people, interview questions, and related documents. The report can be customized to display the objects you wish to view as well as any relevant fields using a custom view. You can also hide objects that do not need to be included in the report by creating a custom layout. This is a convenient feature for reviewing case information while preparing for and during interviews, depositions, and trial.

### 9.1 Offline report date formatting

The date formatting in offline reports is determined by your internet browser settings and not your operating system. The date format that is selected in your browser when creating an offline report will persist even if you email the report to someone else who has a different date format selected for their internet browser or operating system.

---

**Note:** You can change the date format of an exported offline report by opening it in Excel. Click the **Number format** option from the Number section of the Home tab. Select the **Date** category and select a date format option from the **Locale (location):** drop-down menu.

---

### 9.2 Create an offline report

To create an offline report:

1. Navigate to the **Report Set** tab.
2. Click **New Reports**.
3. Enter field information in the Settings section.
4. Click **Save**.
5. Click on the object tab you would like to include in the offline report.
6. Click **Link**.
7. Select the desired data you'd like to include in the report and click on the **Move selected from left to right** icon.
8. Click **Apply**. The selected fact, issue, person, question, or document appears under their respective tab.
9. Select a view for the tab that contains the fields you wish to see in the offline report. If you select a default view, facts are sorted in the report by date in ascending order (oldest to most recent). Issues, key people, and interview questions are sorted by name in alphabetical order. The default views are Offline Facts, Offline Issues, Offline People, Offline Interview Question, and Offline Report Key People Case Dynamics. Optionally, you can edit a view or create a new view using the drop-down menu. Using either of these options takes you to the View tab and you can return to the Report Set tab when done.

Fact	Description	Primary Fact Date	Fact Issues	Key Entities	Key Entities::Compa...	Fact Interview Questions
<input type="checkbox"/> <a href="#">Brutus Cerdito</a>	MR. CAVANAGH: Dave, I'll object to the tone of the question. You make it sound like it's unbelievable to you that he wouldn't know what the definition of a photocopy machine is. MR. MARBURGER: I didn't ask him to define it.	14/06/2015, 00:00	Paint Drying Wolf's Defense	Cerdito, Brutus		Where was Maxine Wolf on the night of March 23, 201
<input type="checkbox"/> <a href="#">Homes of Brutus and Mallory Ce</a>	Homes of Brutus and Mallory Cerdito visited by representative of Wolf Development in February to provide home improvement project estimates	20/02/2016, 12:00		Drake, Tanith Wolf Development		Did Hunter Requin have other locations scouted for th Did Tannith Drake look at other locations for the bocce

10. Repeat steps 5-9 until you have finished linking all of the objects you wish to see in the offline report.

11. From the Report Set Console, click **Generate Report**.

---

**Note:** The aggregate file size limit for an offline report is 1 GB.

---

12. Save the .zip file to a desired location.

13. Open and extract the .zip file to view the offline report.

14. In the .xlsx report file, you can click on hyperlinks to view the applicable document in the desired original format. To view information about a different object, click on the tabs in the Excel file.

---

**Note:** The file type fields are not displayed in offline reports.

---

## 9.3 Create a custom layout

Optionally, you can customize which objects display in the report by creating and selecting a custom layout. You can simplify the report to show as few as one object with a custom layout to simplify the report creation process. While creating the custom layout, you can also choose one view for viewing an object using that layout and a different view for linking objects to the report.

To create a custom layout with the desired view for a Case Dynamics object, do the following:

1. Navigate to the **Layouts** tab.
2. Create a copy of the Reports Layout that you will customize. We recommend giving the copy a lower order number than other layouts so that it displays by default on the Report Set tab.

---

**Note:** Other report layouts, including Master Report Layout, Timeline By Criteria Report Layout, and Timeline Report Layout should not be copied.

---

3. Click the **Build Layout** button.
4. Optionally, remove any tabs that you do not wish to include in the custom layout by clicking **X**. You can also rearrange the order of the tabs by clicking on a tab and dragging it to where you would like it to display.

Edit Layout Information: Transcripts\_Custom Test Save Save and Close Close

Deponent Name: \_\_\_\_\_

Deponent Type: \_\_\_\_\_

Deposition Date: \_\_\_\_\_

Volume: \_\_\_\_\_

Status: \_\_\_\_\_

Transcript Source: \_\_\_\_\_

Taking Attorney: \_\_\_\_\_

Defending Attorney: \_\_\_\_\_

Party: \_\_\_\_\_

Comment: \_\_\_\_\_

Is Transcript: \_\_\_\_\_

**LAYOUT OPTIONS**

Add Category ▼

**Fields**

Search for a field to add

- Custom Text
- Alert
- Alias BCC
- Alias CC
- Alias Email Bcc Domain
- Alias Email Cc Domain
- Alias Email From Domain
- Alias Email Recipients Domain
- Alias Email To Domain
- Alias From
- Alias Participant
- Alias Recipient
- Alias To
- All Custodians
- All Custodians (Script)
- All Paths/Locations
- All Source Locations (Script)
- Artifact ID

Exhibits × Designations × Notes × URLs × Video Clips × +

5. Select the desired **View** option in the upper-right. The View field determines what you will see when you use the custom layout.
6. Select the desired **Link View** option in the upper-right. The Link View field determines what you will see when you click a Link button on the Case Dynamics object.
7. If desired, continue customizing other objects in the layout by repeating steps 4-6.
8. Once you are done customizing the layout, click **Save and Close**.



---

**Note:** We do not recommend editing the fields in the Settings section of the Reports Layout. The custom layout should have at least one associated object list. We also recommend including the Report File object to ensure the offline report downloads correctly.

---

9. Navigate to the **Report Set** tab.
10. Click **New Reports**.
11. Ensure that the custom layout is currently selected for the new offline report.



Fact Basic Layout Custom  Edit Delete Back Edit Permissions View Audit Record 1 of 1 

**Fact Detail** Other

Fact: Example Fact from the Sample Outline

Parent Fact: \_\_\_\_\_

Date Type: \_\_\_\_\_

Primary Fact Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Impact: \_\_\_\_\_

Status: \_\_\_\_\_



Description: Example Fact from the Sample Outline




Excerpt: \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Documents** Issues Key Entities Interview Questions

[Link](#) [Unlink](#)  Items 1 - 3 (of 3) 

<input type="checkbox"/>	Control Number	Document Extension	Responsive Designation	Privilege Designation	Confidential Designation	Issue Designation	Artifact ID	System Created By	System Created On
<input type="checkbox"/>	(All) <input type="text" value="(All)"/>	(All) <input type="text" value="(All)"/>	(All) <input type="text" value="(All)"/>	Select...	Select...	Select...	(All) <input type="text" value="(All)"/>	(All) <input type="text" value="(All)"/>	(All) <input type="text" value="(All)"/>
<input type="checkbox"/>	Edit  SAM0000001	*.dat	Responsive	Attorney Client Communication; Attorney Work Product	Confidential Subject to Protective Order		1039659	Admin, Relativity	30/03/2021 16:14 GMT
<input type="checkbox"/>	Edit  SAM0000002	*.dat	Responsive	Attorney Client Communication	Attorneys' Eyes Only	Hot	1039660	Admin, Relativity	30/03/2021 16:14 GMT
<input type="checkbox"/>	Edit  SAM0000003	*.dat	Needs Further Review	Attorney Work Product	Attorneys' Eyes Only		1039661	Admin, Relativity	30/03/2021 16:14 GMT

0 Selected Item(s) Select Page Size: 10

## 9.4 Adding a Bates field to a custom view

When viewing an offline report, it can be helpful to have a hyperlinked Bates field included in the report so that reviewers can easily access the documents

To assign a Bates field to a custom view, do the following:

1. Navigate to the **Production Sets** tab.
2. Optionally, you can create a new production set or select an existing one that contains the documents that you wish to create a new Bates number for.
3. In the Production console, click **Copy To Legacy Document Field**.
4. Enter the following field options. The remaining fields can be left as default.
  - **Production** - Select the desired production set from the drop-down menu.
  - **Begin Bates Field** - Select the beginning Bates field that you wish to include in the offline report.
  - **End Bates Field** - Select the ending Bates field that you wish to include in the offline report.
5. Click **Run**.
6. Navigate to the **Fields** tab.
7. Select the Bates field that you wish to include in the offline report.
8. Click **Edit**.
9. On the Advanced Settings tab, enable **Open to Associations**.
10. Click **Save**.
11. Navigate to the **Views** tab.
12. Click the **Edit** icon in the row the custom view you previously created.

13. Add the Bates field to the custom view that you wish to include in the offline report. Optionally, you can remove any other document fields from the custom view so that there is only one field that includes hyperlinks to documents.
14. Navigate to the **Report Set** tab.
15. Select the custom view and click **Generate Report**.

Primary Fact Date	Fact	Description	Key Entities	Fact Issues	Bates Beg	Fact Color
15/06/2015 12:00	Cassidy Cerdito's brick home at 919 Campbell obtains 2015 certificate of excellence for windproof construction in 2015	Cassidy Cerdito's brick home at 919 Campbell obtains 2015 certificate of excellence for windproof construction in 2015 nd. But what about that brick house at 919? We c	George Huan Xjhuan, X Cerdito, Cassidy Wolf, Maxine	Predatory Behavior	TLP0016 TLP0042 TLP0045 TLP0039 TLP0030 TLP0037	Positive
20/02/2016 12:00	Homes of Brutus and Mallory Cerdito visited by representative of Wolf Development in February to provide home improvement project estimates	Homes of Brutus and Mallory Cerdito visited by representative of Wolf Development in February to provide home improvement project estimates	George Huan Xjhuan, X Drake, Tanith Wolf Development	Predatory Behavior	TLP0038 TLP0037 TLP0016 TLP0039 TLP0040 TLP0041 TLP0049	Negative
14/03/2016 10:07	Wolf proposes offer to acquire 915 Campbell	Wolf proposes offer to acquire 915 Campbell	George Huan Xjhuan, X Wolf, Maxine	Threats issued	TLP0044 TLP0048	Positive
15/03/2016 07:46	M. Wolf communicates veiled threats of home destruction	M. Wolf communicates veiled threats of home destruction	George Huan Xjhuan, X Wolf, Maxine	Predatory Behavior Threats issued	TLP0042 TLP0032 TLP0052 TLP008 TLP0092	Negative
15/03/2016 12:00	Maxine Wolf purchases industrial grade wind machine at Fans R Us on March 15	Maxine Wolf purchases industrial grade wind machine at Fans R Us on March 15	George Huan Xjhuan, X Wolf, Maxine	Threats issued	TLP0032	Neutral
16/03/2016 22:45	Data from the National Weather Service indicates that the storm struck the area just after 10:45 p.m.	Data from the National Weather Service indicates that the storm struck the area just after 10:45 p.m.	George Huan Xjhuan, X	Homes Destroyed by Weather	TLP0082	Positive
17/03/2016 10:16	Email from Tanith Drake to Maxine Wolf and Hunter Requin on March 17 notes destruction of both 915 and 917 Campbell ("our luck has been unbelievable")	Email chain between WD employees discussing the development project slated for 915,917,919 Campbell	George Huan Xjhuan, X Drake, Tanith Requin, Hunter Wolf, Maxine	Community improvement through development	TLP0090 TLP0056 TLP0098 TLP0028 TLP0040 TLP0046 TLP0088 TLP0015 TLP0038 TLP0078	Neutral
18/03/2016 10:01	Wolf issues a 48-hour ultimatum to Cassidy Cerdito	C:\Users\tony.velikova\Documents\1Transcript Files\Transcripts and	George Huan Xjhuan, X	Threats issued	TLP0078	Positive

### 9.4.1 Settings fields

The Settings section contains the following fields:

**Settings**

Report title\*

Confidentiality statement

Document version to export

- Produced
- PDF
- PDF or provide native, if no PDF exists
- Image
- Image or provide native, if no image exists
- Native
- None

Production precedence

When no production is available include

- PDF
- PDF or provide native, if no PDF exists
- Image
- Image or provide native, if no image exists
- Native
- None

- **Report title** - Enter the name of the offline report.
- **Document version to export** - Determine which documents are included in the report by selecting one of the following options:
  - **Produced** - Select to include produced documents in the offline report. Selecting this option causes the **Production precedence** and **When no production is available include** fields to display in the Settings section.
  - **PDF** - Select to include only PDF documents in the offline report.
  - **PDF or provide native, if no image exists** - Select to include PDF documents in the offline report. If there is not a PDF document but there is a native document, that will be included in the report instead.
  - **Image** - Select to include only imaged documents that have not been produced in the offline report.
  - **Image or provide native, if no image exists** - Select to include imaged documents in the offline report. If a document is not imaged but there is a native document, that will be included in the report instead.
  - **Native** - Select to include native documents that are linked to facts or issues in the offline report.
  - **None** - Select to include only produced documents in the offline report. 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.
- **Production precedence** - click **Select** and choose the desired productions in the workspace.

---

**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.

---

- Click **Add**, then use the up or down arrows to set a production order precedence.
- Click **Save**.
- **When no production is available include** - Select which documents are included in the report when there are no produced documents available. Use these options in conjunction with the Production precedence field.
  - **PDF** - Select to include PDF documents in the offline report for any documents that have not been produced.
  - **PDF or provide native, if no image exists** - Select to include PDF documents in the offline report. If there is not a PDF document but there is a native document, that will be included in the report instead.
  - **Image** - Select to include only imaged documents in the offline report for any documents that have not been produced.
  - **Image or provide native, if no image exists** - Select to include imaged documents in the offline report. If a document is not imaged but there is a native document, that will be included in the report instead.
  - **Native** - Select to include native documents in the offline report for any documents that have not been produced.
  - **None** - Select to include only produced documents in the offline report. 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.

## 10 Case Dynamics fields

The following sections describe the object data entry fields used when adding or editing a fact, issue, key organization, key person, or interview question.

### 10.1 Fact fields

You can view fact details using two different layouts. The Fact Basic Layout organizes item information using tabbed display, and the Fact Extended Layout organizes item information as a list. Both layouts contain the same fields.

- **Fact** - a brief title for the fact. This is a required field.
- **Fact Color** - a color coded field that can be applied to a fact.
- **Fact Excerpt** - a non-editable piece of document text that is associated with a fact. It also contains a hyperlink to a Standalone Viewer containing the excerpt.
- **Fact 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, including time.
- **End Date** - records the completion of a fact that took place over a period of greater than one day, including time.
- **Excerpt** - a legacy field to store extracted relevant document text supporting the fact. We recommend using Fact Excerpt field with the new workflow.
- **Fact Documents** - links workspace documents to the fact.
- **Key Entities** - links key entities to the fact. Key entities are usually key people or organizations.
- **Raw Fact** - tracks the Artifact ID of entities linked to the fact through typeahead (@).
- **Fact Interview Questions** - 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.

### 10.2 Issue fields

You can view issue details using two different layouts. The Issues Basic Layout organizes item information using tabbed display, and the Issues Extended Layout organizes item information as a list. Both layouts contain the same fields.

- **Issue** - a brief title of the issue.
- **Parent Issue** - provides a list of parents for an issue entry.
- **Issue 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.
- **Key Entities** - association field to link key entities 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.

## 10.3 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.
- **Key Entities** - association field to link key entities 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.

## 10.4 Document object fields

These are Case Dynamics fields added to the Document object. We recommend adding these fields to your views:

- **Facts Case Dynamics** - lists facts linked to the document.
- **Interview Questions Case Dynamics** - lists interview questions linked to the document.
- **Issues Case Dynamics** - lists issues linked to the document.
- **Key Entities Case Dynamics** - lists key entities linked to the document.
- **Outlines Case Dynamics** - lists outlines linked to the document.

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