Review Center - Reviewer quick reference guide

This guide provides step-by-step instructions for accessing your Review Center queue and reviewing documents. This guide is intended as a quick reference, and it does not explain the features in depth.

For more detailed instructions, see the Review Center section of the documentation site.

Reviewing documents

1. Navigate to the **Review Queues** tab.
2. Each queue you are assigned to has a separate row. Locate the row with the same name as the queue you want.
3. For batched queues:
    1. Click the arrow beside a queue name to expand the list of batches underneath it.
    2. If there are unassigned batches, you can check them out to claim them. Click **Check Out** on the batch row.
4. Click **Start**. This button brings you into the document viewer where you can review documents.

If you do not see a Start button, either the queue is paused, or the admin has not started the queue. Talk to your administrator to find out when the queue will be ready.

Checking in batches

When you reach the last document in a batch, a modal appears with some options. You can:

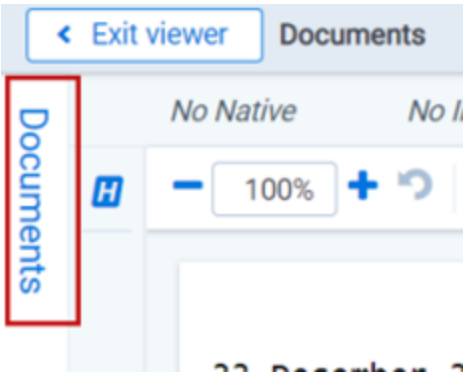
- **Check in as complete & start next batch**—mark this batch as completed and start reviewing the next assigned batch.
- **Check in as pending & start next batch**—mark this batch as pending and start reviewing the next assigned batch. Pending batches go to the bottom of the batch list for that queue.

You can mark batches as either complete or pending, even if you have not finished reviewing every document. However, completed queues will disappear from the Review Queues tab.

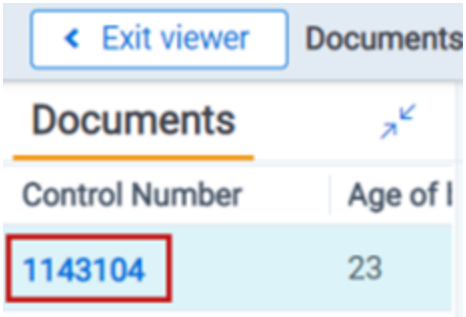
Navigating the queue

As you review, you can click on **Documents** on the left-hand navigation. This opens the Documents panel.

- For linear queues, this shows you documents you already reviewed in the queue.
- For batched queues, this shows you the other documents in the batch.



To view a document, click on its control number in the panel. To return to your current document, click on the bottommost control number.



Review Center dashboard

Your admin may choose to give you access to the Review Center dashboard. The dashboard provides insight into how the review is progressing, including statistics and visualizations.

1. Navigate to the **Review Center** tab.
2. You will see the following:
    - **Queue Type**—how the queue sorts documents to serve to reviewers.
        - **Saved Search**—the queue serves up documents from a saved search, according to one of the following delivery methods:
            - **Batches**—the document set is divided into groups, then checked out to reviewers group by group.
            - **Linear**—documents are automatically checked out to reviewers a few at a time, according to the sort order of the saved search.
        - **Prioritized Review**—the queue uses artificial intelligence to predict which documents are most likely to be coded positive, and it serves those up first.
    - **Review Progress leaderboard**—statistics about the review, including the numbers of coded and uncoded documents.
    - **Charts and tables**—switch among several types of charts and tables to see review progress.
        - **Coding Progress**—shows the count of documents that have been coded over time.
        - **Relevance Rate**—shows the relevance rate over time. This can be shown overall or by user.
        - **Review Speed**—shows the number of documents coded per hour. This can be shown overall or by the user.
        - **All Documents**—shows the statuses and coding decisions of all documents in the queue.
        - **Batches**—shows the statuses of all batches in a batched queue.

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