



Solving Review Case Challenges with Analytics

November 24, 2021 | Version Server 2021

Table of Contents

1 Solving review case challenges with Analytics	3
1.1 Getting started with Analytics	3
2 Going faster with Analytics	4
2.0.1 Reviewing documents under time and SME constraints	4
2.0.2 Identifying and prioritizing the opposition's hot documents	4
3 Working smarter with Analytics	6
3.0.1 Identifying additional privileged documents prior to production	6
3.0.2 Identifying unknown relevant terms	6
4 Analytics resources	8
4.0.1 Documentation	8
4.0.2 Educational resources	8
4.0.3 Solutions team	8
Appendix A: Implementing clustering with batching	9
Creating clusters	9
Creating batches from clusters	10
Assigning and coding	11
Appendix B: Implementing categorization	12
Appendix C: Finding similar documents	14
Appendix D: Using keyword expansion	15

1 Solving review case challenges with Analytics

Using Analytics speeds up review and identifies critical documents in a case by searching and quickly organizing document sets. Search results depend on how and where similar ideas and concepts in a document collection intersect. You can leverage Analytics throughout the review workflow to go faster and work smarter.

1.1 Getting started with Analytics

Analytics provides a powerful document searching and organizing toolset. Understanding real-world situations when Analytics cuts review costs, improves review speed, or aids in quickly identifying hot documents for a case is the key to unlocking the potential for Analytics to effectively improve your overall review process.

One common solution to case review challenges is implementing Analytics. To implement Analytics as a powerful solution for any case, the first required step is to create an Analytics index. See the Analytics Guide for more information.

You can use Analytics to:

- **Go faster** - Use Analytics to automatically cluster similar documents together. Organize discovery documents based on similarity to increase user doc-to-doc review speed and improve accuracy without changing your existing review workflow or requiring additional user input. The Analytics search engine does the additional work.
 - Apply clustering to review a large number of documents with limited time and limited access to subject matter experts (SMEs). See [Implementing clustering with batching on page 9](#).
 - Apply categorization to identify and prioritize hot documents from opposing counsel. See [Implementing categorization on page 12](#).
- **Work smarter** - Building the facts of a case is not always a linear process. With the average case today consisting of enormous numbers of documents, the task of following a pattern of thought within the documents quickly and effectively becomes increasingly difficult. Analytics provides tools to facilitate an investigative thought process despite a large number of case documents.
 - Use Find Similar Documents to identify additional documents that match items in your Privilege log before producing documents for opposing counsel. See [Finding similar documents on page 14](#).
 - Use Keyword Expansion to identify relevant terms unknown at the start of a case review. See [Using keyword expansion on page 15](#).

Analytics helps you move past discovery and tell a client's story by giving an overview of the document collection through clustering, helping users find similar documents with a right-click, allowing users to build example sets of key issues, and running advanced keyword analysis.

2 Going faster with Analytics

Complete document reviews more efficiently by leveraging tools such as clustering and categorization. Clustering and categorization analyze and group documents together for you automatically. Grouping documents by conceptual relationships simplifies the review process and reduces the effort and resources required to complete document reviews.

The following example scenarios demonstrate the benefits of applying clustering and categorization to common document review scenarios you may encounter.

2.0.1 Reviewing documents under time and SME constraints

The challenge: You must review a large number of documents quickly, for example approximately 40,000 documents, with limited time, and limited or no access to Subject Matter Experts (SME).

Factors and assumptions:

- Large number of documents (thousands, tens of thousands)
- Limited time to complete review
- Limited number of reviewers (fewer reviewers than normally required to perform a full manual review)

Solution: Clustering

Clustering groups conceptually similar documents together without the need for example documents. In this scenario:

1. Use clustering to automatically organize documents into groups of related data.
2. Batch documents and assign to reviewers based on the cluster groups.
3. Bulk code groups of clustered documents

In some cases, you may find clusters of documents clearly irrelevant to your case, such as spam emails. Instead of reviewing hundreds, maybe thousands, of junk emails one at a time, reviewers can eliminate impertinent documents with minimal time, effort, or subject matter expertise.

For implementation steps, see [Implementing clustering with batching on page 9](#).

2.0.2 Identifying and prioritizing the opposition's hot documents

The challenge: You received documents from opposing counsel and must identify the opposition's hot documents as soon as possible.

Factors and assumptions:

- Review of your own case documents is complete.
- Reviewed documents were coded with a multiple choice field for issues designation and set with a value of Hot when applicable.

Solution: Categorization

Categorization identifies and groups similar documents together based on a set of example documents. In this scenario, you will:

1. Create a categorization set and use your designation multiple choice field as the categories and examples source.
2. Click one button to use the Synchronize feature for your new categorization set.
3. Click one button to categorize the opposing counsel's documents with your categorization set to identify opposing counsel documents similar to your Hot documents.

Setting the available Categories and Examples Source option to use your multiple choice designation field enables the Synchronize feature for categorization. The Synchronize feature automatically creates categories for all choices associated with the specified field and designates example records for all documents with this field coded. With the example document records identified in your data set, categorization identifies and organizes similar documents in the opposing counsel's data set.

For implementation steps, see [Implementing categorization on page 12](#).

3 Working smarter with Analytics

Analytics provides tools that help you find the needle in a haystack more efficiently. Find Similar Documents and Keyword Expansion allow you to hone in on the unknown in your case documents without the need for additional review resources.

The following example scenarios demonstrate the benefits of using Find Similar Documents and Keyword Expansion for the purpose of analyzing documents outside of the typical review process.

3.0.1 Identifying additional privileged documents prior to production

The challenge: You must ensure that you identified all privileged documents possible in order to avoid producing privileged documents and giving them to opposing counsel.

Assumption: You've already identified a set of privileged documents.

Solution: Find similar documents

Use the following steps to locate documents conceptually related to previously identified privileged documents:

1. Open a document from your current privilege log in the Documents view.
2. Right-click on the document in the Viewer and click **Find Similar Documents**.
3. Click to open each similar document from the **Similar Documents** pane on the left-hand side.
4. Review the similar documents and add items to your privilege log as necessary.

For implementation steps, see [Finding similar documents on page 14](#).

3.0.2 Identifying unknown relevant terms

The challenge: Your document set may contain unknown relevant terms you have not yet identified. You must research and identify any unknown relevant terms to organize the case data more accurately and improve the effectiveness of your document review.

Assumption: You've identified a starting list of keywords in your data set to expand upon.

Solution: Keyword expansion

Keyword Expansion identifies terms conceptually related to a specified word or highlighted text in a document. In this scenario, you will:

1. Initiate a keyword expansion search for terms conceptually related to your current list of keywords using one of two methods:
 - a. Open the Conceptual Keyword Expansion dialog from the Documents tab and perform your keyword search.
 - b. In the viewer, highlight a keyword in a document and select Keyword Expansion from the Analytics right-click menu.
2. Review the list of conceptually related keywords and identify additional relevant or potentially relevant terms.

Use the Conceptual Keyword Expansion search dialog to also perform keyword expansion searches on search results. Terms returned in your search results appear in the list with a hyperlink. Click the hyperlink to initiate a keyword expansion search for a selected term. Use this seamless process to build your list of relevant terms for your case.

For implementation steps, see [Using keyword expansion on page 15](#).

4 Analytics resources

4.0.1 Documentation

For more information on Analytics, see the Analytics Guide.

4.0.2 Educational resources

Analytics educational videos, tutorials, and webinars are available in the Training Center:
<https://www.relativity.com/relativity/ediscovery-resources/training>.

4.0.3 Solutions team

The Relativity Solutions team offers specialized Analytics workflow guidance with backgrounds consisting of extensive Relativity product knowledge, litigation support expertise, and custom development capabilities. Contact the Relativity Solutions team for custom workflow development and implementation assistance, and visit the [Relativity blog](#) page on relativity.com.

By email: solutions@relativity.com

Appendix A: Implementing clustering with batching

The steps required to complete a large document review with limited time and limited access to subject matter experts involve creating document clusters automatically with Analytics, followed by batching documents for review based on the resulting clusters. The following sets of steps explain how to:

- Create document clusters
- Batch documents to users according to the clusters

Note: You must have an Analytics index in order to use clustering. For information on creating an Analytics index, see the Admin Guide.

Creating clusters

To create a new cluster:

1. Select the **Documents** tab.
2. Select the container in which the documents to cluster reside:
 - a. Select the top-level folder in the Folder browser to choose from all workspace documents.
 - b. Select a subfolder in the Folder browser to choose from a specific subset of workspace documents.
3. Select one of the following mass operation options:
 - a. **Checked** - requires you to select target documents using the document checkboxes.
 - b. **All** - includes all documents in the selected container.
 - c. **These** - includes items in the current returned set.
4. Select **Cluster** from the mass actions drop-down menu.
5. Click **Go**.
6. Select **Create New Cluster** for the Mode setting.
7. Enter a cluster name in the Name field.
8. Select an Analytics index that contains the selected documents for the Relativity Analytics Index setting.
9. Click **Submit for Clustering**.

Note: The Cluster Documents form also provides configuration control for advanced options, including maximum hierarchy depth, minimum coherence, and generality. See the Admin Guide for details on these advanced clustering options.

Creating a new cluster also creates the following new fields automatically:

- Multiple choice field with the naming convention **Cluster :: clusterName**—stores cluster node names.

- Decimal field with the naming convention **Cluster :: clusterName :: Score**—stores cluster score values.

The multiple choice and decimal fields created for each cluster allow you to:

- Search for documents contained in a specific cluster.
- Use the score threshold as search or view criteria.
- Add a cluster to the choice tree with the multiple choice field.

Creating batches from clusters

In this scenario, the multiple choice field is the key ingredient in batching documents to reviewers based on clusters created by Analytics. The remaining steps only require the creation of a new saved search and a batch set in your workspace.

To create a new saved search:

1. Select the **Documents** tab.
2. Select the **Saved Searches** browser.
3. Click **New Search**.
4. Configure the new saved search with the following:
 - a. Type a name in the **Name** field.
 - b. Add a new condition in the **Conditions** section with the following settings:
 - **Field** - select the new cluster multi-choice field, Cluster :: clusterName.
 - **Operator** - select **is set**.
5. Add the **Cluster :: clusterName** field to the list of included fields in the Fields section. Leave the default included fields: Edit, File Icon, and Control Number.
6. Click **Save**.

To create a new batch set:

1. Select the **Batch Sets** tab (Administration::Batch Sets).
2. Click **New Batch Set**.
3. Type a name in the **Name** field.
4. In the **Maximum Batch Size** field, type a maximum number of documents to include in each batch.
5. In the **Batch Prefix** field, type a batch numbering prefix. For example, CLS.
6. Select the new saved search from the Batch Data Source drop-down menu.
7. Select the **Cluster :: clusterName** field as the Batch Unit Field.
8. Click **Save**.
9. Click **Create Batches** on the Batch Set console.

Assigning and coding

After completing a brief set of steps to create document clusters with Analytics, and to create document batches based on the clusters, you are ready to assign the batches to reviewers.

Since Analytics automatically clusters documents based on conceptual similarities, each batch may now potentially be bulk-coded with very little review effort from your review team.

Appendix B: Implementing categorization

You must use categorization to identify the opposition's hot documents based on coding values assigned to your existing documents. In this scenario, your reviewers have already identified hot documents in your data set and coded them as hot with a multiple choice field. The coded documents serve as example documents for categorization to automatically find the opposition's hot documents.

The following sets of steps explain how to:

- Create a new saved search for use with creating the Analytics categorization set.
- Create a new Analytics categorization set.
- Synchronize and categorize all documents in your saved search.

Note: The Analytics Categorization feature requires an Analytics search index. See the Analytics Guide for more information.

Categorizing an opponent's documents based on existing document coding requires you to first identify all the opponent's documents in your workspace with a saved search. Create a saved search for use when creating the Analytics categorization set:

1. On the Documents tab, open the **Saved Searches** browser.
2. Click **New Search**.
3. Configure a new saved search with the following settings:
 - a. **Name** - type the name of your new saved search. Be sure to use a relevant, unique name.
 - b. **Condition** - select a **Field** and **Operator** combination that identifies only the opponent's documents in your workspace. For example, assuming the opponent's documents are not yet coded in your workspace, set Field to use the multiple choice field that includes the Hot choice used to code your documents. In some cases this field name may be "Issues". Set Operator to **is not set**.
 - c. **Fields** - the default field selection is sufficient. Add additional fields if desired.
4. Click **Save & Search** to save and execute the new saved search.

Use the following steps to implement categorization:

1. Select the **Analytics Categorization Set** tab.
2. Click **New Analytics Categorization Set**.
3. Configure the following Categorization Setup options:
 - a. **Name** - type a name for your new Analytics categorization set.
 - b. **Documents to Be Categorized** - click the ellipsis and select your new saved search that includes only the opponent's documents not yet coded.
 - c. **Analytics Index** - click the ellipsis and select an Analytics index that includes the opponent's

documents.

d. **Categories and Examples Source** - choose the field that indicates hot documents.

4. Click **Save**.
5. Click **Create Categories and Examples** on the Categorization Set console.
6. Click **OK** to generate new categories and examples.
7. (Optional) Click **Refresh Page** on the console to update the page and view the most current categorization status.
8. Once synchronization completes, click **Categorize All Documents** on the console.
9. Click **OK** to run categorization.

Appendix C: Finding similar documents

You can use the Analytics Find Similar Documents feature to perform a more thorough search for documents that may belong on your Priv Log. In this scenario, your reviewers have already identified privileged documents during document review.

Note: The Find Similar Documents feature requires a conceptual analytics index. See the Analytics Guide for more information.

Use the following steps to automatically locate documents conceptually related to the current Priv Log documents:

1. Open a document from your current privilege log in the Documents view.
2. Right-click on the document in the Viewer and click **Find Similar Documents**.
3. Click to open each similar document from the **Similar Documents** pane on the left-hand side.
4. Review the similar documents and add items to your privilege log as necessary.

Appendix D: Using keyword expansion

The steps required to identify relevant terms currently unknown in your document set involve using the Analytics Keyword Expansion feature. In this scenario, you already identified a starting list of keywords in your data set.

Use either of the two following methods to initiate a keyword expansion search to discover additional key terms applicable to your case review:

- Perform a keyword search from the Conceptual Keyword Expansion dialog.
- Perform a keyword search with selected text in the document Viewer.

Note: Keyword expansion requires an Analytics index. See the Analytics Guide for more information.

Follow these steps to use keyword expansion from the Documents tab:

1. Select the **Documents** tab.
2. Select an Analytics index from the search index drop-down menu.
3. Click **Expand** next to the Concepts search box.
4. Type a keyword in the search box with which you wish to perform a keyword expansion search.
5. Click **Expand**.

The Conceptual Keyword Expansion dialog lets you easily review the related keywords identified by Analytics. You also have the option to click the hyperlink for each related keyword in order to perform a keyword expansion search for a related term.

Follow these steps to use keyword expansion from the Viewer:

1. Open a document from the **Documents** tab.
2. In the Viewer, select text in the document with which you wish to perform a keyword expansion search.
3. Right-click on the selected text and select the desired Analytics index..
4. Click **Keyword Expansion**.

The Conceptual Keyword Expansion dialog lets you easily review the related keywords identified by Analytics. You also have the option to click the hyperlink for each related keyword in order to perform a keyword expansion search for a related term.

Proprietary Rights

This documentation (“**Documentation**”) and the software to which it relates (“**Software**”) belongs to Relativity ODA LLC and/or Relativity’s third party software vendors. Relativity grants written license agreements which contain restrictions. All parties accessing the Documentation or Software must: respect proprietary rights of Relativity and third parties; comply with your organization’s license agreement, including but not limited to license restrictions on use, copying, modifications, reverse engineering, and derivative products; and refrain from any misuse or misappropriation of this Documentation or Software in whole or in part. The Software and Documentation is protected by the **Copyright Act of 1976**, as amended, and the Software code is protected by the **Illinois Trade Secrets Act**. Violations can involve substantial civil liabilities, exemplary damages, and criminal penalties, including fines and possible imprisonment.

©2021. Relativity ODA LLC. All rights reserved. Relativity® is a registered trademark of Relativity ODA LLC.