



Case Dynamics

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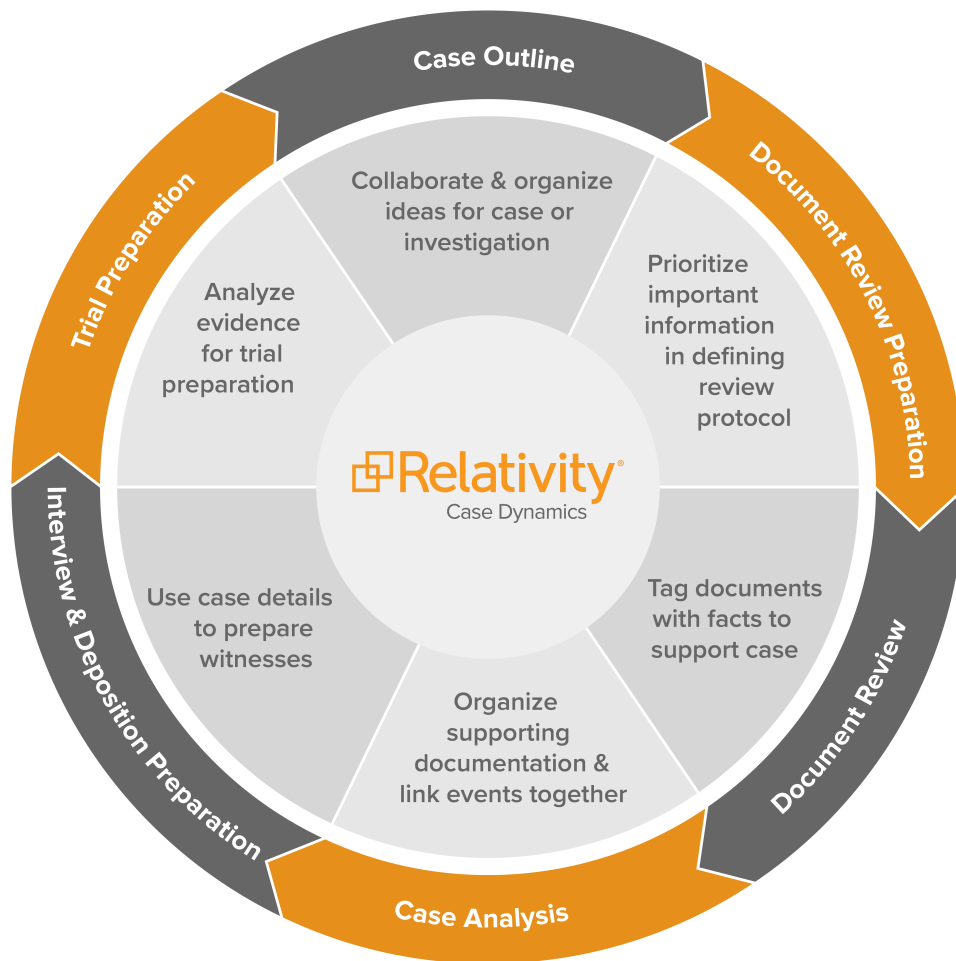
1 Case Dynamics

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.

| Topic | Description |
|--|--|
| Installing and upgrading Case Dynamics | |
| Working with Case Dynamics objects | You can use objects in Case Dynamics to store information related to your case. Object types include entities, facts, issues, interview questions, printing profiles, report sets, timeline builder, and outlines. |
| Organizing facts and issues | You can organize facts and issues using several methods, including nesting, numeric ordering, drag and drop, and color coding. |
| 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. |
| Reviewing documents with Case Dynamics | |
| Working with the Timeline Builder | |
| Printing from Case Dynamics | |
| Creating Case Dynamics reports | With Case Dynamics reports, you can view Case Dynamics objects without internet access or export Case Dynamics views into an Excel document. |
| Case Dynamics fields | This topic lists the object data entry fields used when adding or editing a fact, issue, organization, person, or interview question. |

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.

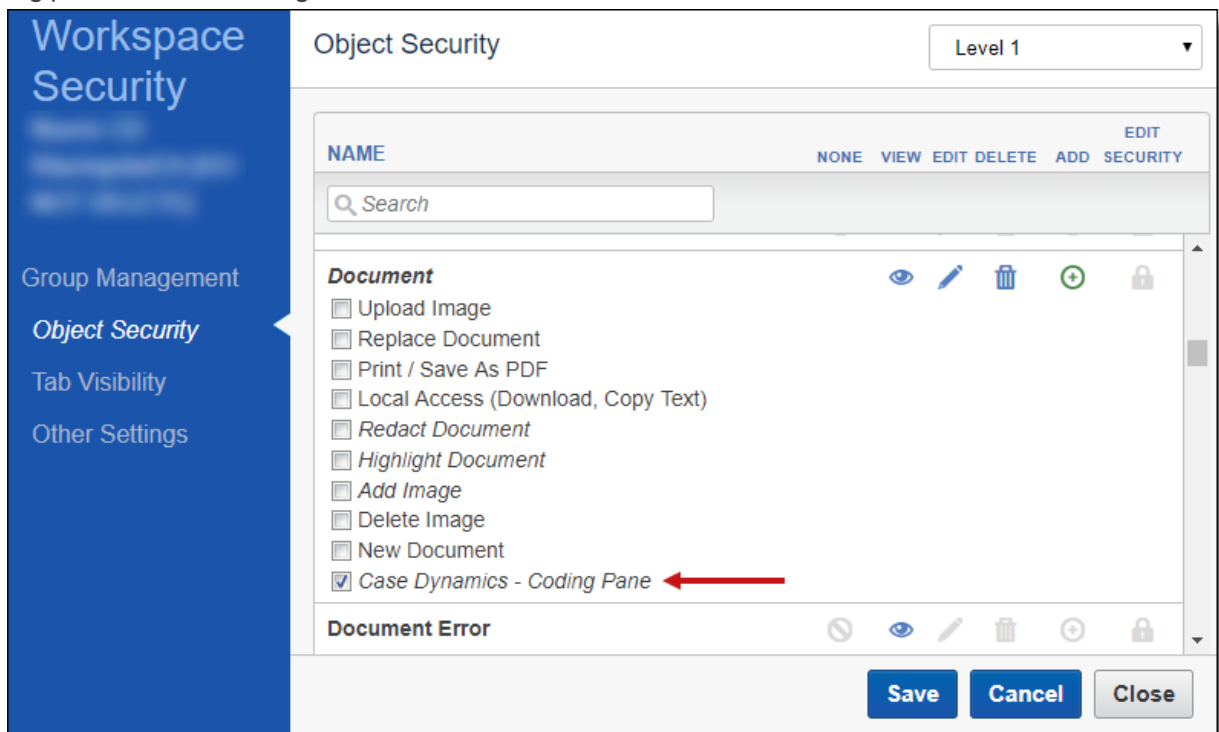
2.1 Case Dynamics compatibility matrix

| Case Dynamics Version | Relativity Server 2023 |
|------------------------|------------------------|
| Case Dynamics 12.1.521 | X |

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](#).

Note: If you are on a version of Relativity where Case Dynamics uses the Person and Organization objects (Relativity 10.1 or below) and are upgrading to a Relativity version where Case Dynamics is integrated with the Entity object (Relativity 10.2 or above), Relativity recommends running the Case Dynamics Pre-Entity Integration Script before upgrading the application. The script aims to detect possible upgrade conflicts, data truncation, and customization on the Person and Organization objects that may need to be re-created on the Entity object.

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

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">▪ Alias object - Delete, Add▪ Custom Date Box - Delete, Add▪ Custom Legend - Delete, Add▪ Document (par- | <ul style="list-style-type: none">▪ Case Dynamics (parent)<ul style="list-style-type: none">○ Entities (child)○ Fact (child)○ Interview Questions (child)○ Issues (child)○ Listview Fact (child)○ Listview Interview Question | <ul style="list-style-type: none">▪ Admin Operations<ul style="list-style-type: none">○ Delete Object Dependencies○ Use Pivot/Chart |

| Object Security | Tab Visibility | Other settings |
|--|--|--|
| <ul style="list-style-type: none"> ent) - View, Edit <ul style="list-style-type: none"> ◦ Case Dynamics <ul style="list-style-type: none"> - Coding Pane (child) | (child) | <ul style="list-style-type: none"> ◦ Listview Issues (child) ◦ Listview Outlines (child) ◦ Outlines (child) ◦ Printing profile (child) ◦ Report Set (child) ◦ Timeline Builder (child) ◦ Outlines (child) ◦ Printing profile (child) ◦ Report Set (child) ◦ Timeline Builder (child) |
| <ul style="list-style-type: none"> ▪ Email Alias - Delete, Add | <ul style="list-style-type: none"> ▪ Entities (parent) <ul style="list-style-type: none"> ◦ Aliases (child) ◦ Entities (child) | <hr/> <p>Note: 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/> |
| <ul style="list-style-type: none"> ▪ Entity object - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Export History - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Fact - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Fact Attachment - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Field - Edit | | |
| <ul style="list-style-type: none"> ▪ Field MO Object - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Interview Question - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Interview Questions Attachment - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Issues - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Issues Attachment - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Outline - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Pivot Profile - Delete, Add | | |
| <ul style="list-style-type: none"> ▪ Printing Profile - Delete, Add | | |

| Object Security | Tab Visibility | Other settings |
|--|----------------|----------------|
| <ul style="list-style-type: none"> ▪ Production Set MO Object - Delete, Add ▪ Report File - Delete, Add ▪ Reports - Edit ▪ Report Set - Delete, Add ▪ Timeline Condition - Delete, Add | | |

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"> ▪ Edit ▪ Print ▪ Replace | <ul style="list-style-type: none"> ▪ Edit ▪ Copy ▪ Print ▪ Replace | <ul style="list-style-type: none"> ▪ Edit ▪ Copy ▪ Print ▪ Replace |
| <ul style="list-style-type: none"> ▪ Export to XLS ▪ Export to CSV | <ul style="list-style-type: none"> ▪ Export to XLS ▪ Export to CSV | <ul style="list-style-type: none"> ▪ Export to XLS ▪ Export to CSV | <ul style="list-style-type: none"> ▪ Delete ▪ Export to XLS ▪ Export to CSV |

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.
- **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 an Excel 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. The example below uses Issues to show how each issue and sub-issue corresponds to the import file.

| | A | B | C | D |
|----|-------|--------------|---------------|---------|
| 1 | Order | Family Order | Issue | Color |
| 2 | 1 | 1 | South America | #cc0000 |
| 3 | 1.1 | 1 | Argentina | #cc0000 |
| 4 | 1.1.1 | 1 | Buenos Aires | #cc0000 |
| 5 | 1.2 | 1 | Peru | #cc0000 |
| 6 | 1.2.1 | 1 | Lima | #cc0000 |
| 7 | 2 | 2 | Europe | #ff8c00 |
| 8 | 2.1 | 2 | Germany | #ff8c00 |
| 9 | 2.1.1 | 2 | Berlin | #ff8c00 |
| 10 | 2.2 | 2 | Italy | #ff8c00 |
| 11 | 2.2.1 | 2 | Rome | #ff8c00 |
| 12 | 2.2.2 | 2 | Venice | #ff8c00 |
| 13 | 2.3 | 2 | Spain | #ff8c00 |
| 14 | 2.3.1 | 2 | Madrid | #ff8c00 |

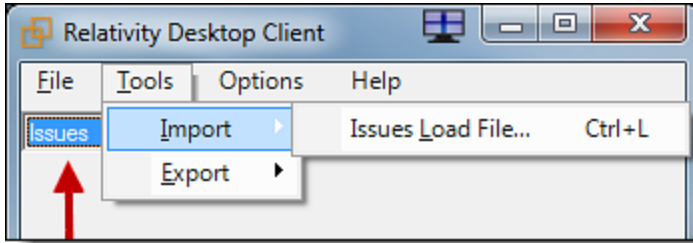
Use the hexadecimal values listed in the table to customize your Issues import.

| | Hexadecimal value |
|-------------|-------------------|
| Light Gray | #e0e0e0 |
| Dark Gray | #807e7e |
| Pink | #ffd0d8 |
| Red | #cc0000 |
| Yellow | #ffe060 |
| Orange | #ff8c00 |
| Light Blue | #a4d9f3 |
| Dark Blue | #1d5ab8 |
| Light Green | #addfae |
| Dark Green | #339933 |

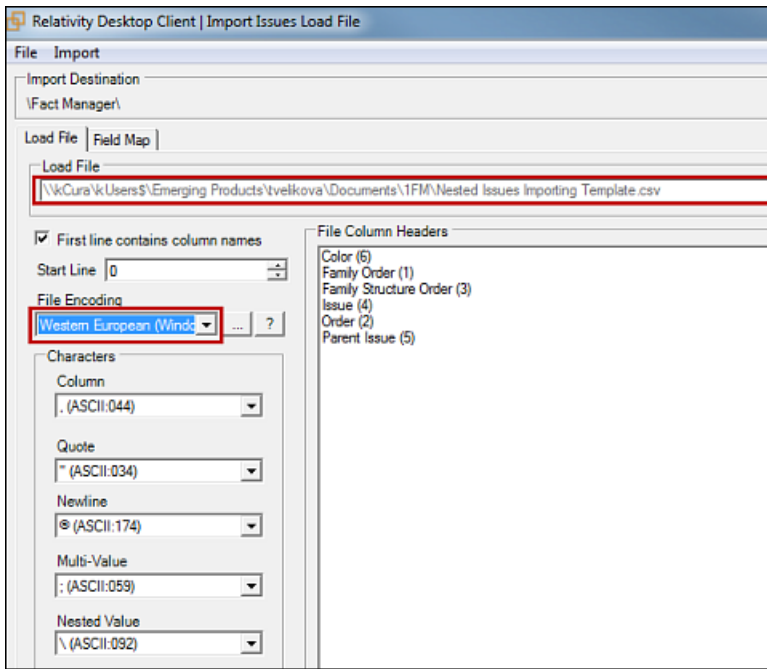
To import issues into Case Dynamics using the Relativity Desktop Client (RDC).

1. Ensure that you have formatted the Excel import file correctly.
2. Open the RDC, and select the Case Dynamics workspace to which you are importing issues.

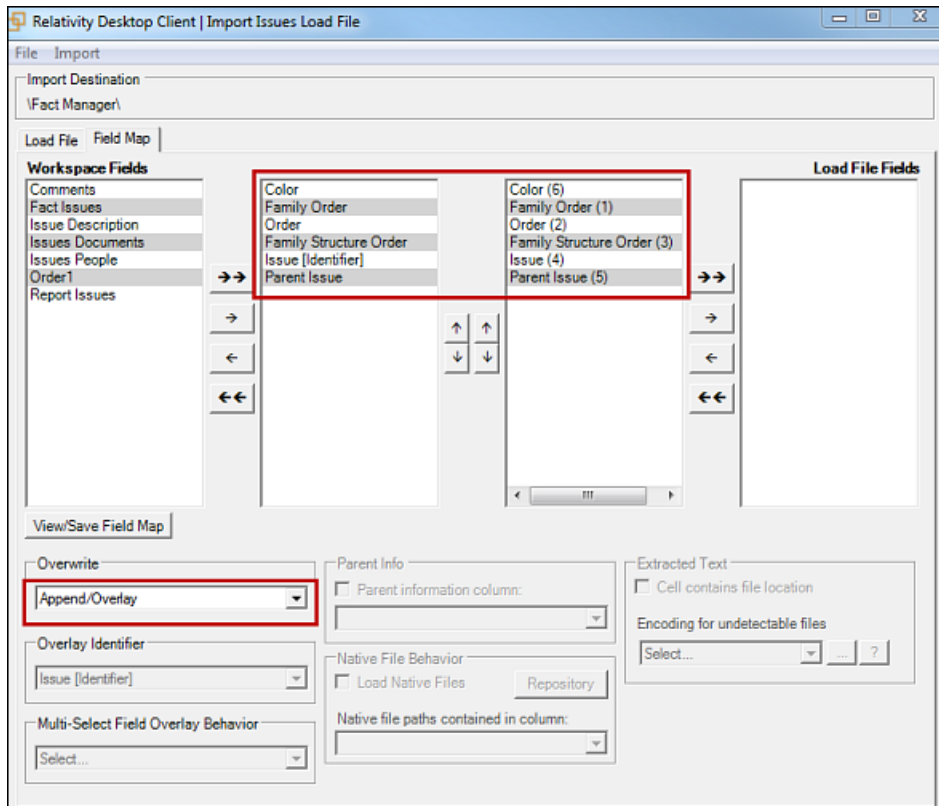
3. Select the item you want to import to, then click **Tools > Import > [Item] Load File...**



4. Ensure the following settings are selected.



5. Map the appropriate fields and ensure **Append/Overlay** is selected before import.



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

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

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.

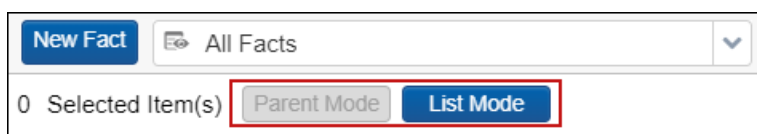
| Fact Issues | Key Entities | Fact Interview |
|----------------|---|----------------|
| Horse Business | Codori Farms Eugene Codori, Michael See All 7 | |
| Income Lost | | |
| Horse Business | | |
| Lost Mortgage | | |

+ New Entity

| | |
|-----------------------|---------------|
| Eugene Codori, Mic... | KEY PERSON |
| Ields, Fran | KEY PERSON |
| James Sherfy, Regi... | KEY PERSON |
| Obile, Matthew | KEY PERSON |
| Ontract, Connie | KEY PERSON |
| Smith, Jane | KEY PERSON |
| Codori Farms | KEY ORGANI... |

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.

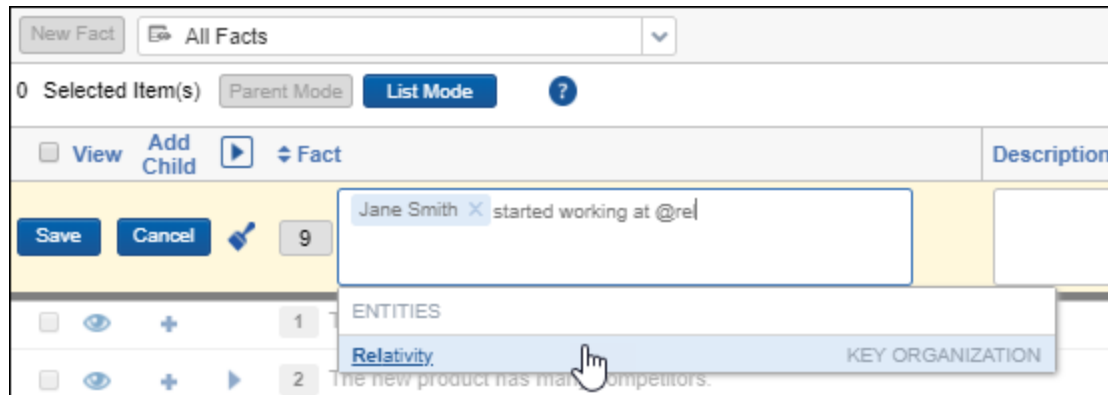
3.3 Adding and editing a fact


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 , 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.


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

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  in the inline view pop-up dialog box.

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

- Click a row.
- Click , 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  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  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:

- **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 the RDC or Web Import.

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

To attach a document to an object:

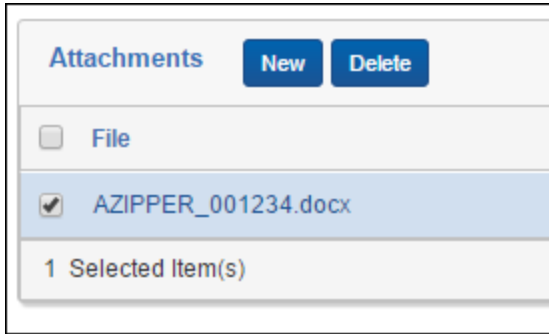
1. Click the object's tab, for example, the **Facts** tab.
2. Select a Fact and click the **View** icon. The Fact Basic layout appears.
3. In the **Attachments** field, click **New**.

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  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. |
|  | View full details of object |
|  | Expand/ Collapse |
| Parent Mode | Shows nested relationships |

| Keyboard shortcut | Action |
|-------------------|-----------------|
| List Mode | Removes nesting |

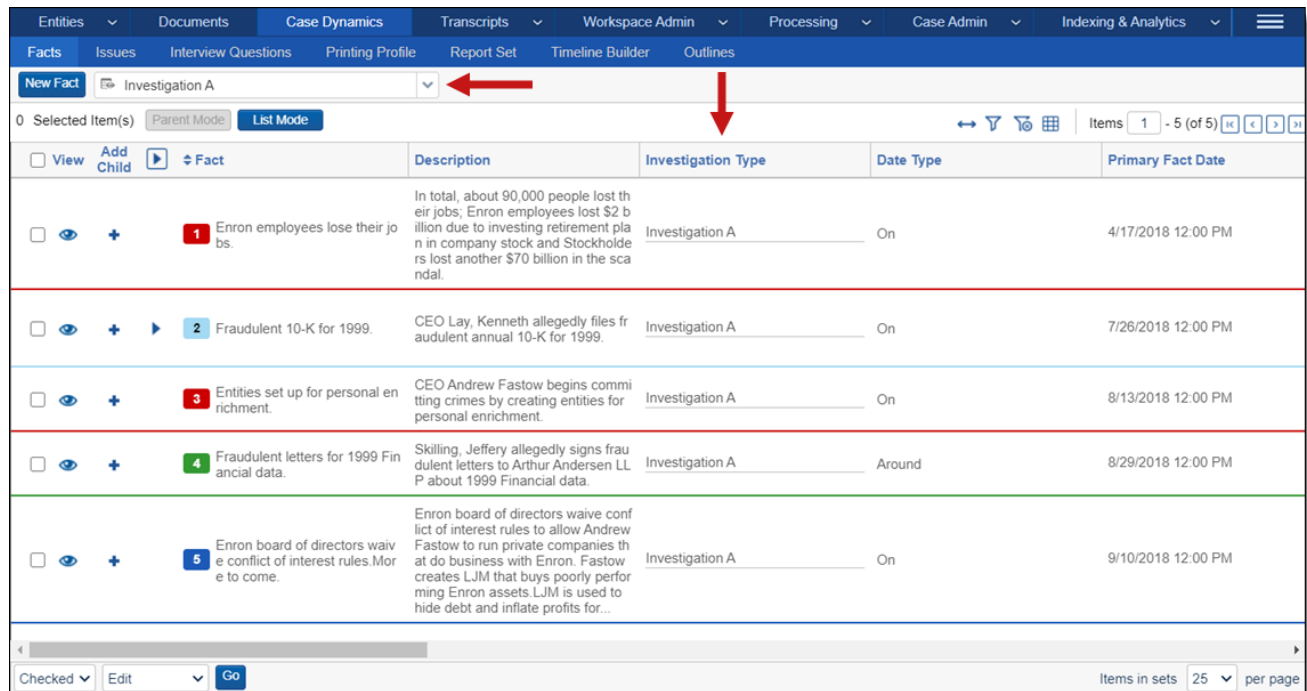
4 Organizing facts and issues

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.

(Click to expand)



The screenshot shows the Case Dynamics interface with a table of facts. The table has columns for 'Description', 'Investigation Type', 'Date Type', and 'Primary Fact Date'. The 'Investigation Type' column is highlighted in blue, and a red arrow points to it from the top. The table contains five rows of facts, each with a unique 'Investigation Type' value (Investigation A) and a 'Primary Fact Date'.

| View | Add Child | Fact | Description | Investigation Type | Date Type | Primary Fact Date |
|--------------------------|-----------|------|---|--------------------|-----------|--------------------|
| <input type="checkbox"/> | | | 1 Enron employees lose their jobs. | Investigation A | On | 4/17/2018 12:00 PM |
| <input type="checkbox"/> | | | 2 Fraudulent 10-K for 1999. | Investigation A | On | 7/26/2018 12:00 PM |
| <input type="checkbox"/> | | | 3 Entities set up for personal enrichment. | Investigation A | On | 8/13/2018 12:00 PM |
| <input type="checkbox"/> | | | 4 Fraudulent letters for 1999 Financial data. | Investigation A | Around | 8/29/2018 12:00 PM |
| <input type="checkbox"/> | | | 5 Enron board of directors waive conflict of interest rules. More to come. | Investigation A | On | 9/10/2018 12:00 PM |

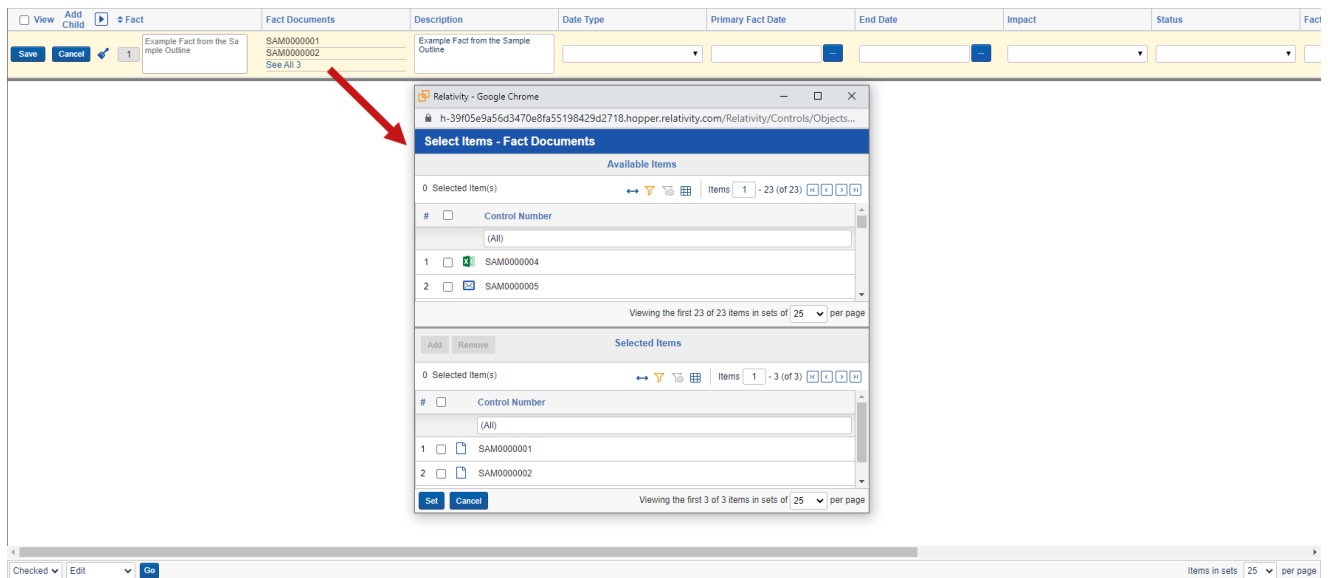
Notes:

- 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.

4.1.1 Viewing additional information with custom layouts

When you are editing a Case Dynamics object, such as a fact, you may find that there are additional fields that you would like to view like in the image below.


(Click to expand)

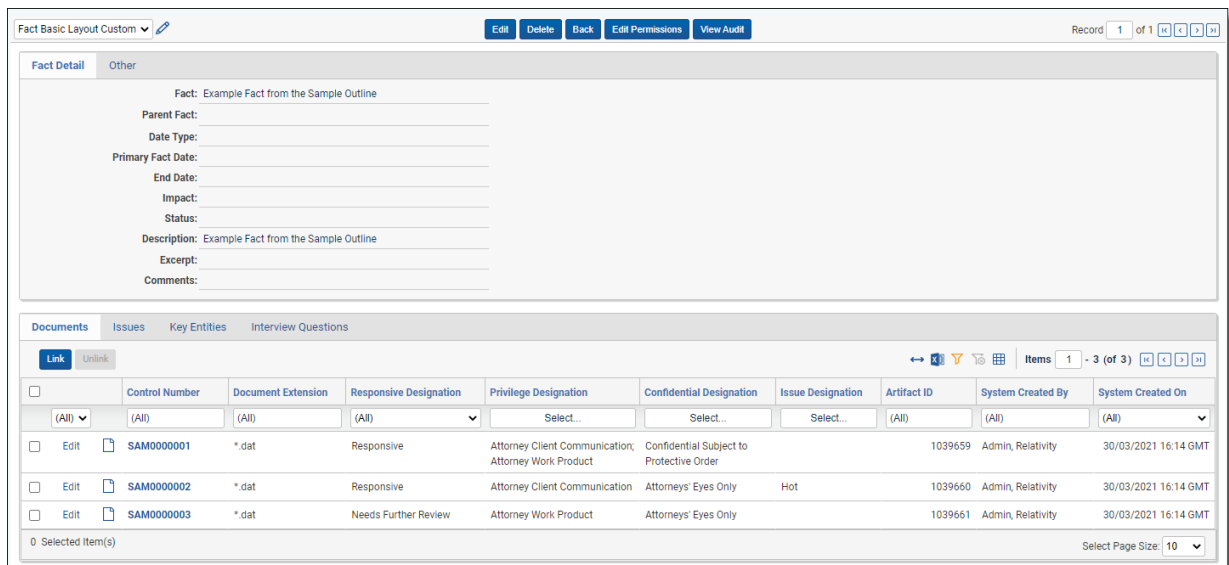


Fortunately, you can view additional fields that relate to a Case Dynamics object by creating a custom layout that utilizes a view. The view that you select should contain the fields you wish to see to make it easier to find the information you're looking for.

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. (Click to expand)

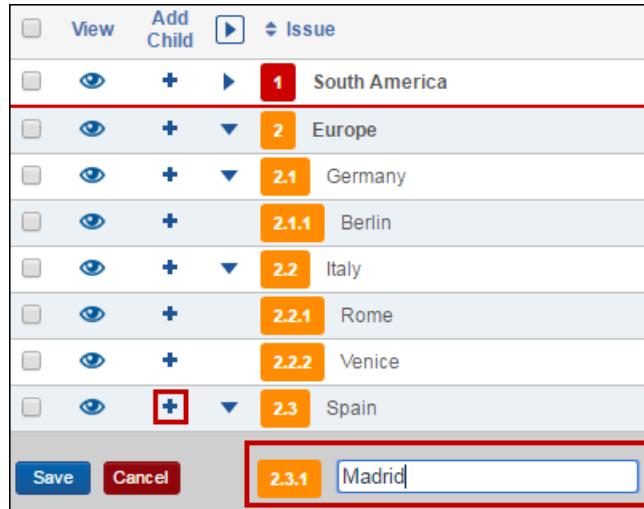
5. Select the desired **View** option in the upper-right. The View field determines what you will see when you use the custom layout.
6. Select the desired **Link View** option in the upper-right. The Link View field determines what you will see when you click a Link button on the Case Dynamics object.
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  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).
(Click to expand)



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 also inherit the color of the parent fact/issue.



4.3 Drag and drop

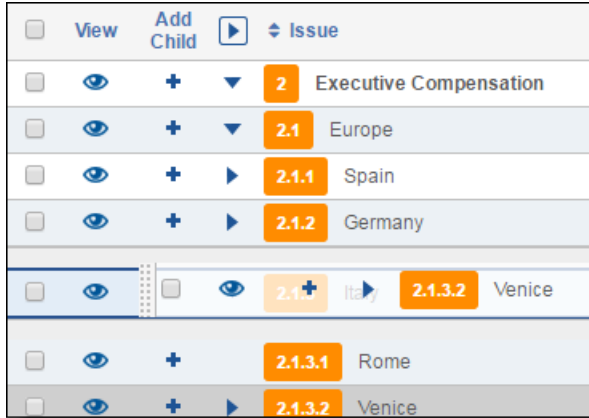
To drag and drop a child fact or issue, click and drag the object's row to:

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

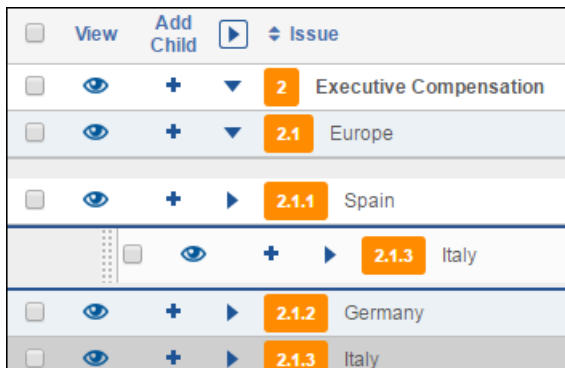
A blue bar indicates where the object will go when you release your mouse click.

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.

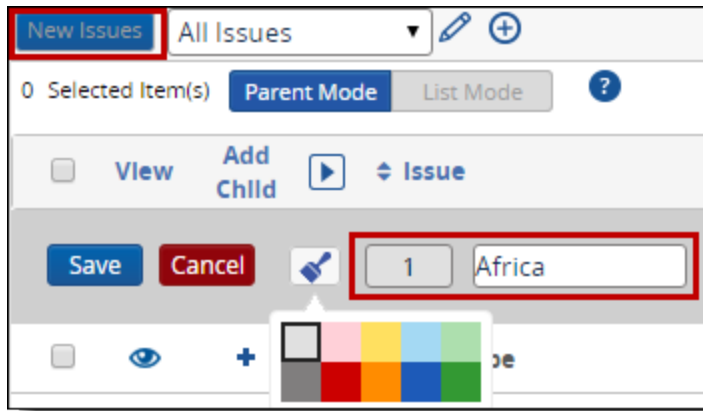
Deleting facts and issues



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 Color coding

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.



2. Select  to apply a new color from the palette. You can change the parent object color at any point by selecting the object, then .
3. Click **Save** when finished.

The chosen parent object color is delineated with the same colored line at the bottom of each parent object.



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

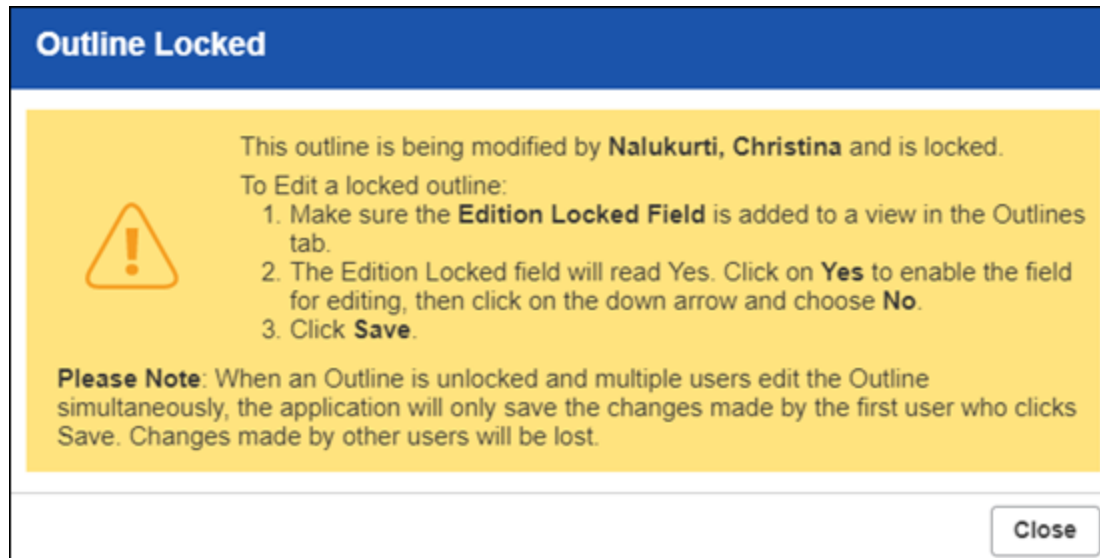
To add a new outline from the Outlines tab, click **New Outline**. Enter a title for your outline, and then click **Save**. You can also apply a color to an outline.

5.2 Editing an outline

To edit an outline, click . The 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.



Beginning in 9.6.50.31, 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.

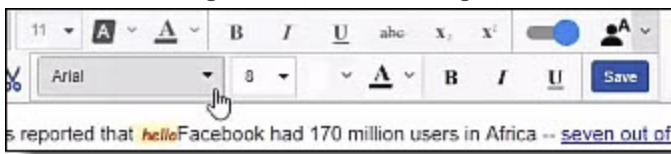
Note: We recommend not editing Outline layouts as this may have adverse effects on Outlines functionality.

5.2.2 Setting up a saved font color and style for users

Beginning in 9.6.50.31, you can set up a saved font color and style for users.

To set up or edit a saved font color and style:

1. Edit an outline.
2. Click the **User format settings** toggle () found along the top of the rich text editor.
3. The font icon () is highlighted. Click the drop-down arrow to open the font options.
4. Choose the designated font formatting for the user.



5. Click **Save**.

To remove the saved font, click the **User format settings** toggle to turn it off.

5.2.3 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 style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Key Entity Match</div> <p>Jane Smith is already classified as a Key Person. Do you want to link this instance or Create a New Entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Link this Key Entity Create New Entity Cancel </div> </div> <ul style="list-style-type: none"> ▪ Link this Key Entity - the key entity becomes linked to the document. ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not link the highlighted text to an existing entity or create a new entity. |
| Entity match | Possible Match | <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Possible Match</div> <p>An Entity Jane Smith already exists in Relativity. Do you want to classify as a Key Person or Create a New Entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Classify as Key Person Create New Entity Cancel </div> </div> <ul style="list-style-type: none"> ▪ Classify as Key Person or Classify as Key Organization - classifies the existing entity as key and links the key entity to the document. ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not classify an existing entity as key or create a new entity. |
| No match found | Create New Entity | <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Create New Entity</div> <p>Last Name: <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p> <p>First Name: <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Search Existing Entities <div style="display: flex; justify-content: flex-end; gap: 10px;"> Create New Entity Cancel </div> </div> </div> |

| Match type | Pop-up name | Options |
|------------|-------------|---|
| | | <ul style="list-style-type: none"> ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not create a new entity. ▪ Search Existing Entities - 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. |

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. (Optional) If you selected Fact as your object type, complete the following fields:

- **Fact** - a brief title for the fact. This field auto-populates with the text you highlighted.
 - **Date Type** - designates whether the event occurred on or around a single date, or between two dates.
 - **Primary Fact Date** - the date when the fact occurred, or the start date for an event that occurred between certain date.
 - **End Date** - the completion of a fact that took place over a period of greater than one day.
5. Click **Add [object name]** to create your object. Click **Cancel** to return to your outline without creating a new object.

5.2.3.1 Outlines' keyboard shortcuts

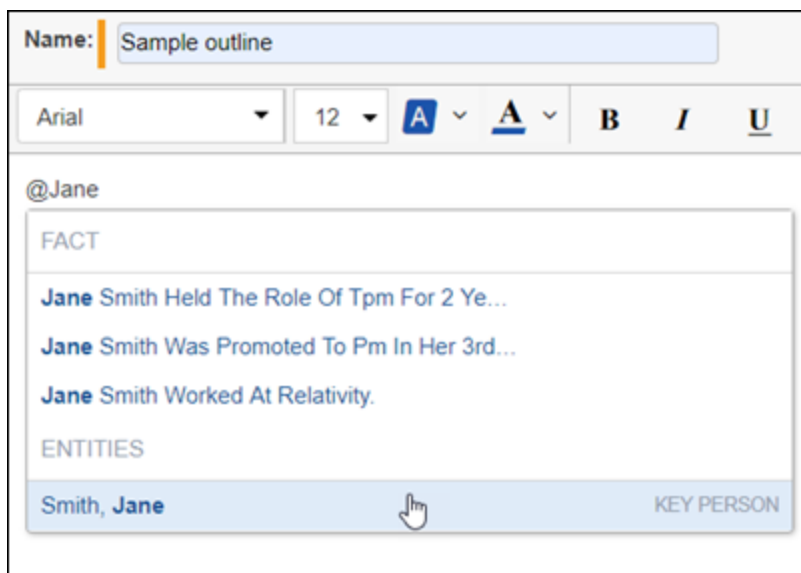
| Keyboard shortcut | Action |
|-------------------|--------------|
| Alt + F | Create Fact |
| Alt + I | Create Issue |

| Keyboard shortcut | Action |
|-------------------|----------------------------------|
| Alt + P | Create Key Person (Entity) |
| Alt + O | Create Key Organization (Entity) |
| Alt + Q | Create Interview Question |

5.2.4 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.



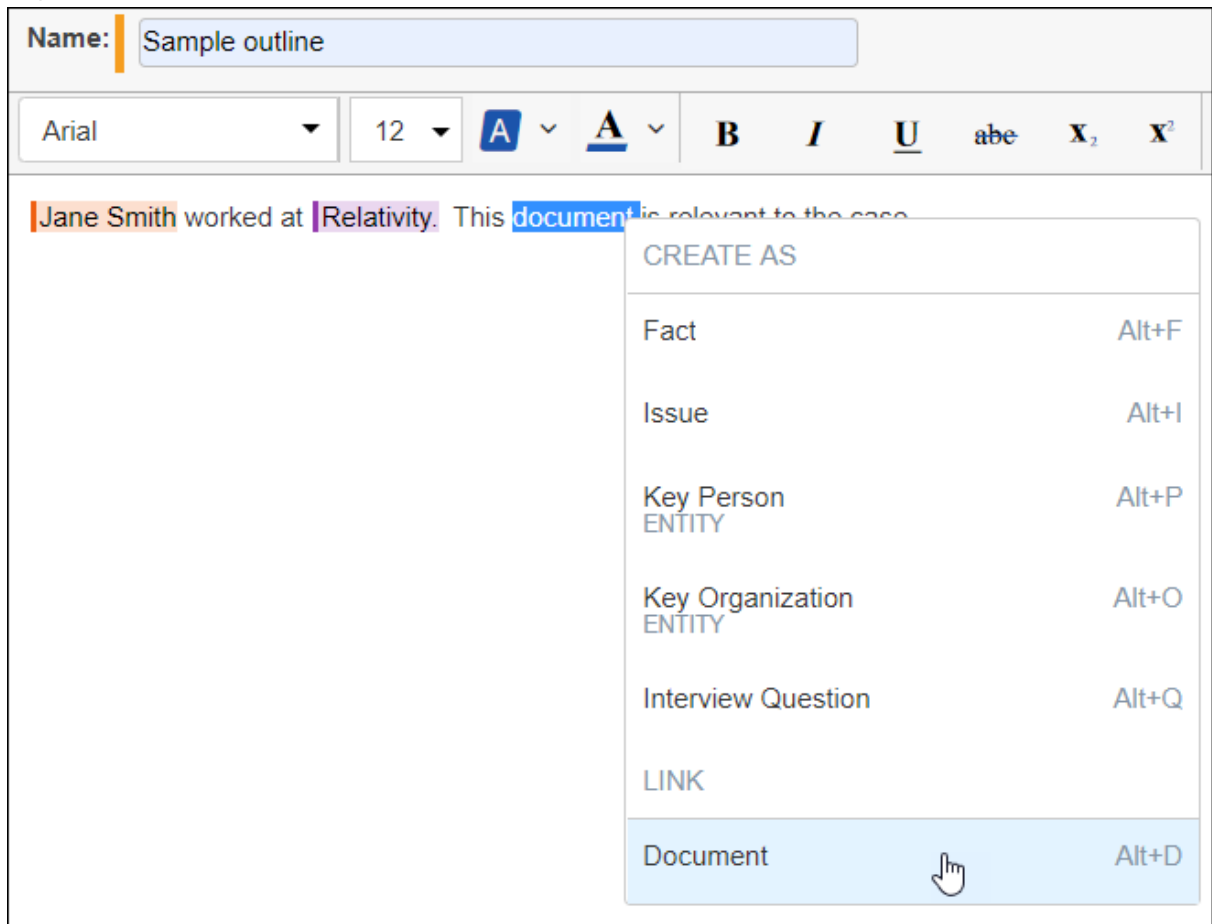
If you want to view and/or edit the full object details of an object within an outline, right-click on the object tag, and then click **View**. If a document is linked to an object, that document is automatically linked to the outline. If an object is tagged within an Outline tag, the tags are automatically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

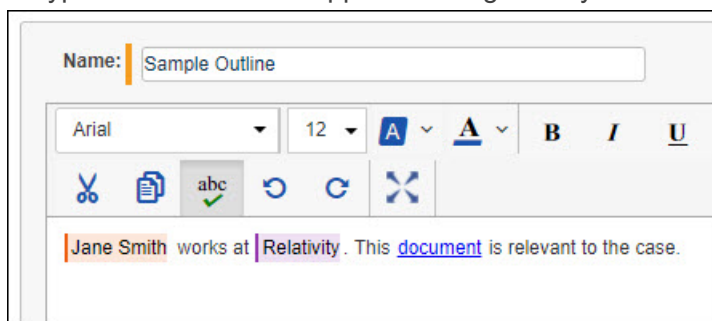
5.2.5 Linking a document from within an outline

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**.

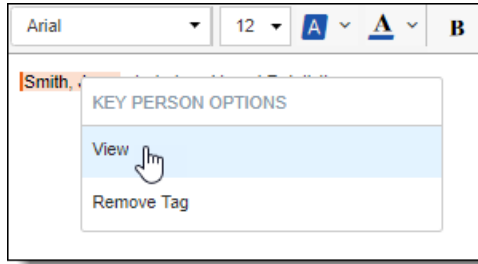


3. A pop-up window appears. Navigate to and select the document within Relativity you would like to link to the outline.
4. Click **Set**.
5. A hyperlink in the outline appears linking directly to the document.



5.2.6 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**.



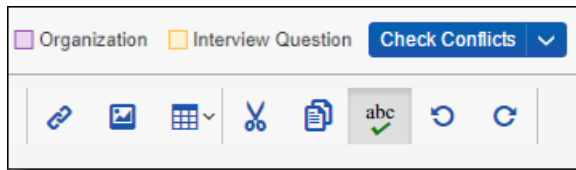
To remove an object tag from within an outline, right-click on the object tag, and then click **Remove Tag**.

5.2.7 Running a conflict check

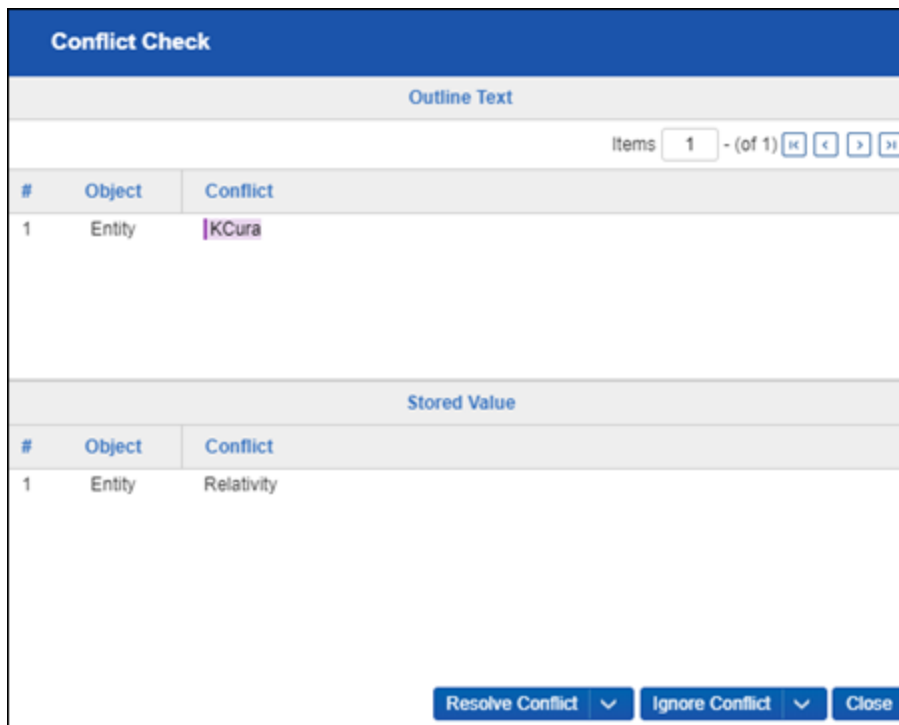
If you tag a Case Dynamics object in the text editor and then update or delete that object outside the outline, the outline doesn't update automatically.

To resolve or ignore the conflicts:

1. Click **Check Conflicts**.



The Conflict Check window opens. The Conflict Check window has two sections: the Outline Text section and the Stored Value section. The Outline Text section reflects content from the outline. The Stored Value section contains the modified object.




- (Optional) Click **Resolve Conflict** to update the Outline Text to match the Stored Value. For example, if you clicked **Resolve Conflict** in the screenshot above, *Relativity* would replace *KCura* in the Outline.

Note: To change the Stored Value, close the Check Conflicts window and edit the object outside of the Outline.

- (Optional) Click **Ignore Conflict** to keep the Outline Text the same.

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:

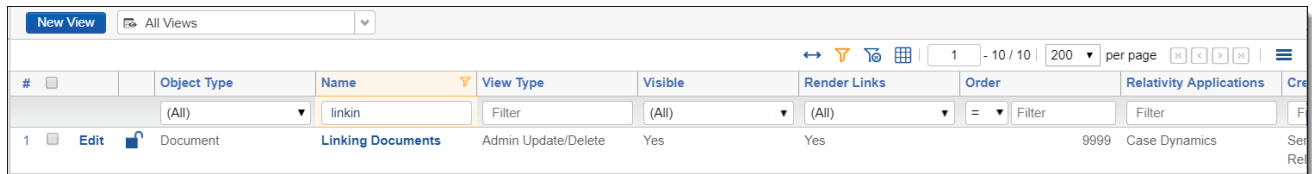
- Click **Link**. a pop-up appears.
- Select the documents you want to link to your outline, and then click **Add**.
- Click **Set**.

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

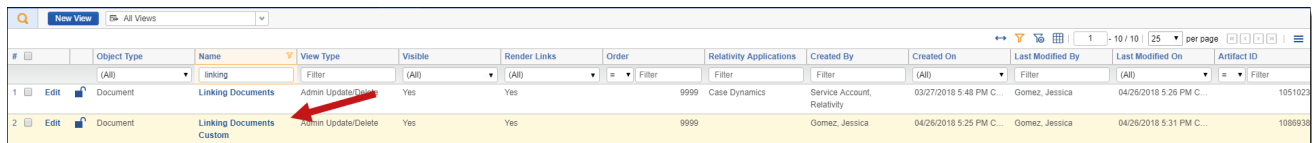
5.3.2 Editing the view when linking to documents

Beginning in 9.6.134.78, you can edit the view when linking to documents.

When you link documents to an outline, a pop-up view appears. You can edit this view by unlocking the application and editing the **Linking Documents** view:



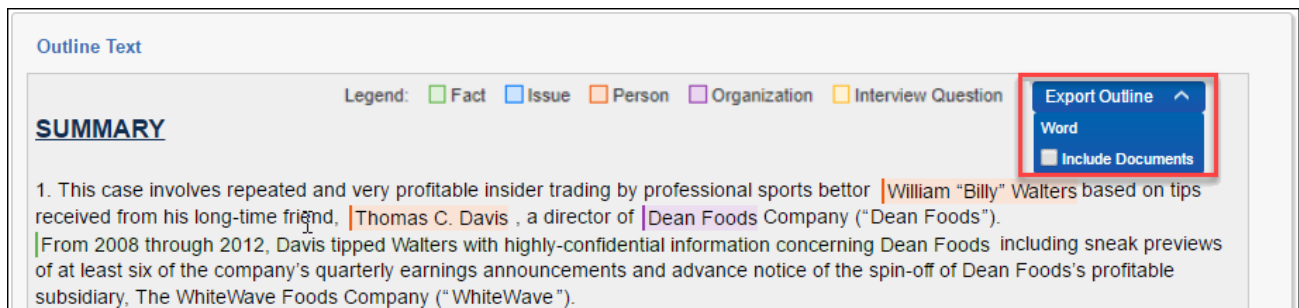
If you would like to keep the changes made to the Linking Documents view upon upgrading Case Dynamics, you must copy the existing Linking Documents View and name it **Linking Documents Custom**. This way, you do not have to unlock the application again to make changes.



5.3.3 Exporting an outline

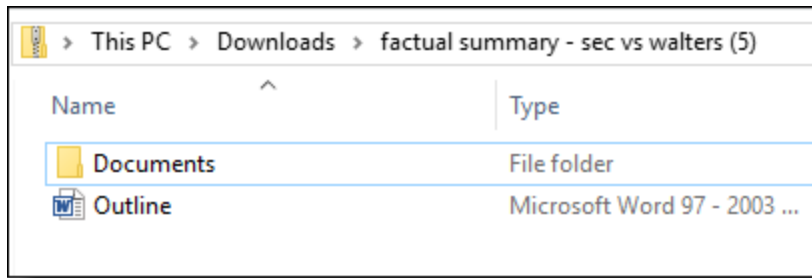
To export an outline while in View mode, click the **Export Outline** drop-down arrow in the Outline Text section, and then click **Word**.

You can export documents linked to an outline by checking **Include Documents**.



The documents will download as a zip file along with the outline text.

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.

5.3.3.1 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 button .

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

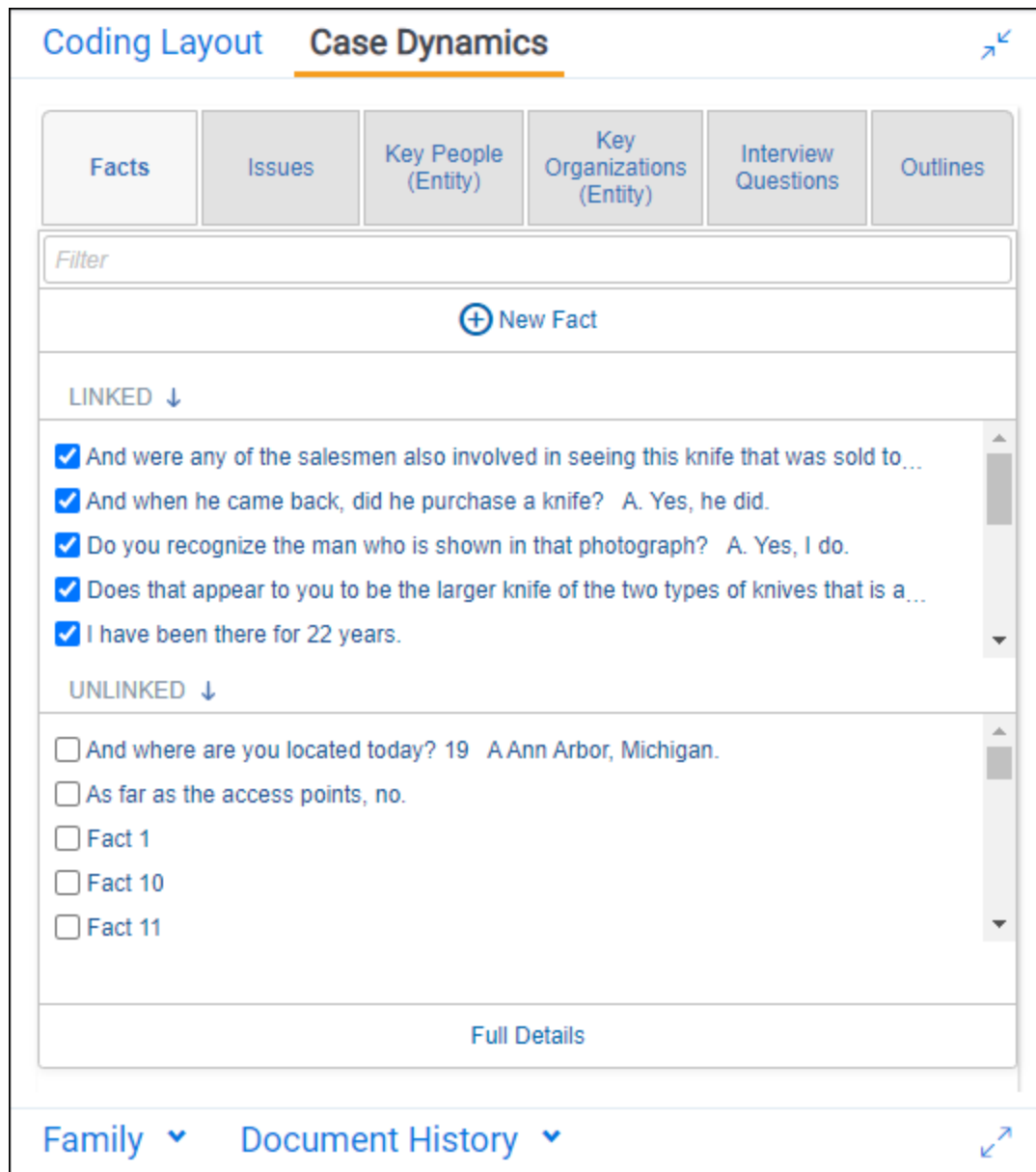
6.1 Case Dynamics coding pane




Click  in the coding layout to access the Case Dynamics coding pane. You can also access this functionality from the Transcripts layout when working with transcripts in the Transcripts application. For more information, see the Transcripts application documentation.

Notes:

- To use the coding pane, you must have the **Case Dynamics - coding pane** security permission assigned. Without this permission, you can only view the coding pane and cannot make edits.
 - If you want to see the full document while using Case Dynamics, you can open the document in the pop-out viewer and still use the coding panel.
-



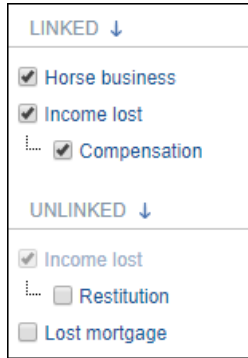
On every tab of the Case Dynamics coding pane, the Linked section contains objects that are linked to the active document, and the Unlinked section contains objects that are not linked to the active document. You can search for objects in the filter box and sort objects alphabetically by clicking .

By default, objects appear in descending alphabetical order, and the arrow on the icon points down. To sort in ascending alphabetical order, click the icon. The arrow on the icon points up when objects are sorted in ascending alphabetical order.

If you click on a checkbox next to an object in the coding pane, that object moves to the top of either the Linked or Unlinked section and is automatically saved. Saved objects will be highlighted in blue until you move to the next document or leave the coding pane.

If a parent object is linked but the child object is unlinked, the text of parent object is light gray in the Unlinked section of the coding pane. This helps maintain family relationships while also noting that the


parent object is linked. In the example below, Restitution, a child of Income lost, is not linked; however, Income lost is linked. This enables you to see that Restitution is a child of Income lost, which is unlinked.



6.2 Creating a new object

6.2.1 Creating a new object in the Case Dynamics coding pane

To create a new object in the Case Dynamics coding pane:


1. Click the tab in the coding pane where you want to add a new object.
2. Click . A pop-up window opens.



3. Fill out the details for the new object in the pop-up window. Objects are automatically linked to the document, and you can link to a description, excerpt, or comment by editing the object.

(Optional) If you selected **Key Person (Entity)** or **Key Organization (Entity)** as your object type in the first step, the **Create New Entity** pop-up opens. When you start typing the entity name that you want to add in the **Create New Entity** pop-up, the auto-complete feature returns a list of existing entities that match what you typed. Select the entity you want from the list or finish typing the name of the new entity that you want to create. If the entity you select is not classified as Key - Case Dynamics, it becomes classified as Key - Case Dynamics once you save it.

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.

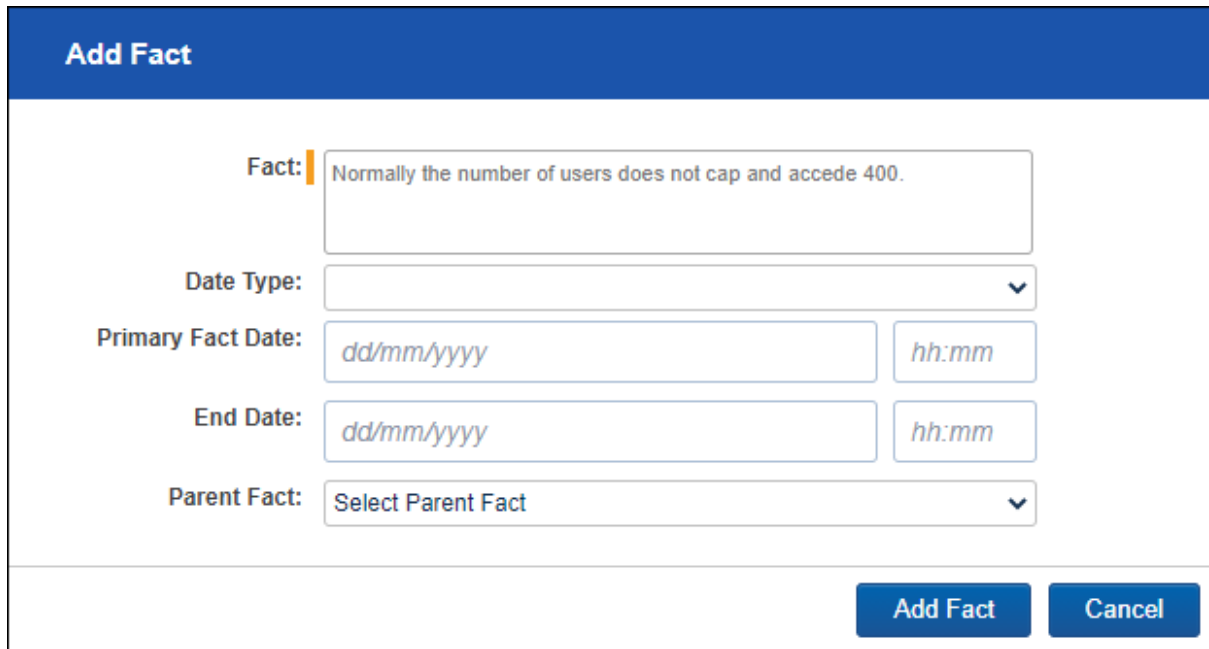
If an existing entity option displays , go to the Entities tab, and edit the entity with the warning icon. Be sure to fill out all required fields.

6.2.2 Creating a new object in the Viewer

Note: Case Dynamics objects can be created in the Native, Extracted Text, Transcripts, and Short Message Viewer. Case Dynamics objects cannot be created in the Image, Productions, Pop Out, and Standalone Viewer.

To create a new object in the Viewer:

1. Highlight text in the active document and right click.
2. Select **Add Case Dynamics Item**. A list of objects that you can add opens.
3. Select the object that you want to add. A pop-up window opens.



4. Fill out the details for the new object in the pop-up window. Objects are automatically linked to the document, and you can link to a description, excerpt, or comment by editing the object. 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. Optionally, if you selected Key Person (Entity) or Key Organization (Entity) as your object type, Relativity compares the highlighted text to existing entities in the workspace to see if there is a possible match. The table below lists the possible match types and the actions available to you based on the match 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.

Match types table

| Match type | Pop-up name | Options |
|------------------|-------------------|---|
| Key entity match | Key Entity Match | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Key Entity Match</div> <p>Jane Smith is already classified as a Key Person. Do you want to link this instance or Create a New Entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Link this Key Entity Create New Entity Cancel </div> </div> <ul style="list-style-type: none"> ▪ Link this Key Entity - the key entity becomes linked to the document. ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not link the highlighted text to an existing entity or create a new entity. |
| Entity match | Possible Match | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Possible Match</div> <p>An Entity Jane Smith already exists in Relativity. Do you want to classify as a Key Person or Create a New Entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Classify as Key Person Create New Entity Cancel </div> </div> <ul style="list-style-type: none"> ▪ Classify as Key Person or Classify as Key Organization - classifies the existing entity as key and links the key entity to the document. ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not classify an existing entity as key or create a new entity. |
| No match found | Create New Entity | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Create New Entity</div> <p>Last Name: <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p> <p>First Name: <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> 🔍 Search Existing Entities Create New Entity Cancel </div> </div> |

| Match type | Pop-up name | Options |
|------------|-------------|---|
| | | <ul style="list-style-type: none"> ▪ Create New Entity - creates a new key entity and links the key entity to the document. ▪ Cancel - closes the pop-up and does not create a new entity. ▪ Search Existing Entities - 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. |

6.3 Linking Case Dynamics objects from the Case Dynamics coding pane

You can link two Case Dynamics objects such as a fact and an issue while reviewing documents in the Viewer. To link two Case Dynamics objects:

1. Navigate to the **Documents** tab and select a document from the list.
2. Select the **Case Dynamics** coding pane.
3. Select the desired Case Dynamics object tab in the coding pane.



4. Select a linked object in the Case Dynamics coding pane. The View Case Dynamics object pop-up displays.
5. Select a layout that includes Case Dynamics object sections such as the Case Dynamics object Basic or Extended layout.

The screenshot displays the 'Fact Basic Layout' window. At the top, there are buttons for 'Edit', 'Delete', 'Edit Permissions', 'Cancel', and 'View Audit'. Below this, the 'Fact Detail' tab is active, showing a fact description: 'After the explosion, Dyatlov ordered the control rods to be inserted by hand; too late, he attempted to revoke his order'. It also shows the 'Primary Fact Date' as '26/04/1986 05:00'. Below the fact detail, there are tabs for 'Documents', 'Issues', 'Key Entities', 'Interview Questions', 'Outlines', and 'Attachments'. A table below these tabs lists linked objects:

| Issue | Issue Description | Issue Facts | Key Entities | Issue Documents | Comments |
|--------------------------|--|--|--------------|-------------------------|----------|
| <input type="checkbox"/> | Control rod design | After the explosion, Dyatlov ordered the control rods to be inserted by hand; too late, he attempted to revoke his order | | Chernobyl disaster - WI | |
| <input type="checkbox"/> | Inadequate safety cult | After the explosion, Dyatlov ordered the control rods to be inserted by hand; too late, he attempted to revoke his order | | Chernobyl disaster - WI | |

6. Click the **Link** button in the Case Dynamics object section that you wish to link.
7. Select the checkbox next to the object that you wish to link and click **Add**.
8. Click **Set**.
The two selected Case Dynamics objects are linked.

6.4 Linking the active document to an existing object

To link the active document to existing objects, use one of the following methods:

- In the applicable tab of the coding pane, check the box of the object that you want to link. The object moves to the top of the Linked objects list and is automatically saved. Saved objects will be highlighted in blue until you move to the next document or leave the coding pane.
- You can also link objects from the **Full Details** link found along the bottom of the coding pane. The Full Details pop-up window provides more information on linked and available objects.

To link facts:

- Click **Full Fact Details**. A pop-up appears.
- Select objects in the Available Items section.
- Click **Set**. The linked fact is automatically saved and will be highlighted in blue until you move to the next document or leave the coding pane.
- Highlight text in the document, right click, and then select **Link Case Dynamics Item**. Use this method to link objects one at a time. The changes are automatically saved and will be highlighted in blue until you move to the next document or leave the coding pane.

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  to select the available values. In this case, users.
- **AND or OR Operators** - use these operators to connect the criterion in each row.

Saved Reports Save Save and New Cancel

Information

Name:

Report Title: Show Report Title

Conditions ▾

Add Condition

| Field | Operator | Value | | | |
|---|---|--|------------------------------------|----------------------------------|--------------------------------------|
| <input type="text" value="Key Entities"/> | <input type="text" value="any of these"/> | <input type="text" value="Smith, Jane"/> | <input type="button" value="..."/> | <input type="text" value="AND"/> | <input type="button" value="Clear"/> |
| <input type="text" value="End Date"/> | <input type="text" value="is before"/> | <input type="text" value="5/20/2019"/> | <input type="button" value="..."/> | <input type="text" value="AND"/> | <input type="button" value="Clear"/> |

- Optionally, click **Add another condition** to build out your conditions, and select AND or OR between multiple conditions to set additional logic.
- Click **Save**.
- If you did not add conditions, you can display existing Facts, by clicking **Link/Unlink**. The Select Fact modal displays.
- From the pop-up picker, select the facts you want to appear in the timeline.
- Select the desired facts from the list, click **Move selected from left to right**, and then click **Apply**.
- To add a new Fact, click **Add New**.

Create new fact

Fact:

Date Type:

Primary Fact Date:

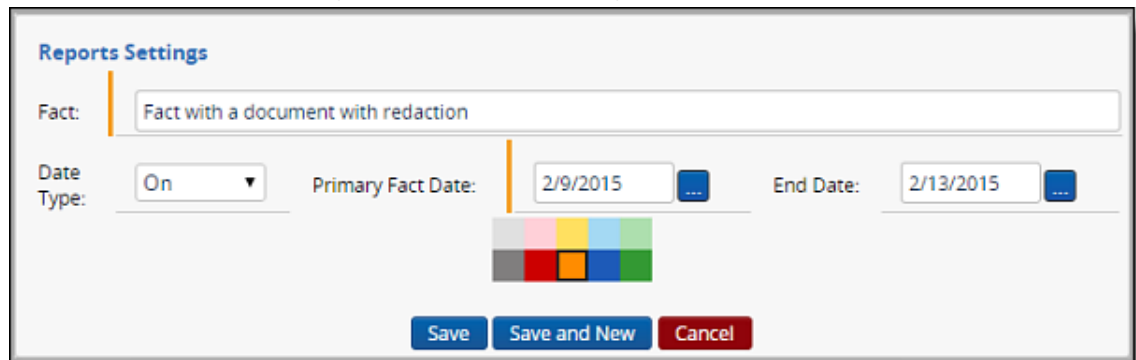
End Date:

Fact Color:

Save Save and New Cancel

10. 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.









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.

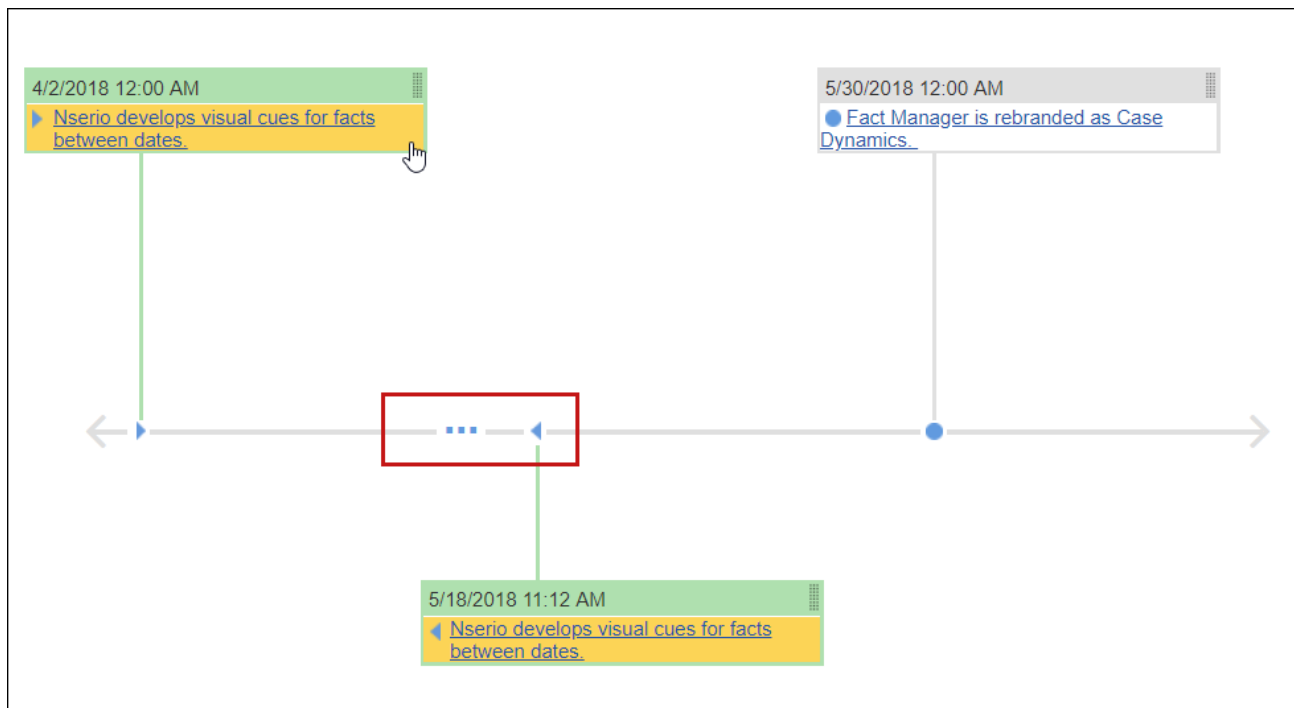


-  - **Draw Mode**. This is the default mode, click and drag facts around on the timeline to your specification.
-  - **Paint Mode**. Select this mode to apply a color to a fact.
-  - **Horizontal Timeline**. This is the default display mode, and displays the timeline horizontally.

-  - **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. You can select this mode beginning in Beginning in 4.6.202.3.
-  - **Organize by Date.** Select this mode to organize facts on the timeline by date. You can select this mode beginning in Beginning in 4.6.202.3.
-  - Email the Timeline report URL to someone. The person that you send this email to must have Relativity access.
-  - Export the report in the selected file type format (PDF, XLS, CSV, IMAGE). For XLS exports, the report columns that appear here are controlled by the Timeline Facts view in the Facts sub-tab. 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 46](#).


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.



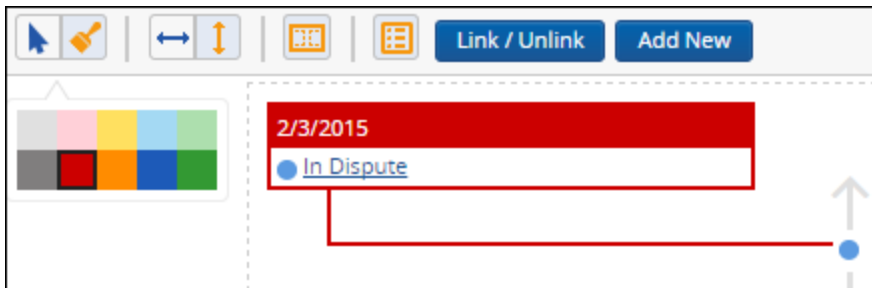
7.2.0.1 Applying a color to a fact

To apply a color to a fact on the timeline:

1. Click  to enter Paint Mode.
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.


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:


Printing Profile Layout 

Fact Printing Profile Settings

Name:

Orientation: Portrait
 Landscape

Object Type:


Fields: Interview Question
Interview Answer 

Header: None
 Workspace Name
 Text

Header position: Center
 Left
 Right

File type: Image
 Produced

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  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.



9 Creating Case Dynamics reports

You can create two types of reports with Case Dynamics:

- **Offline report** - view Case Dynamics objects without internet access.
- **Master report** - export Case Dynamics views into an Excel document.

9.1 Offline report

Offline reports allow you to view Facts, Issues, Key People, Interview Questions, and Related Documents without Internet access. This is a convenient feature for reviewing case information while preparing for and during interviews, depositions, and trial. Offline reports cannot be customized. The aggregate file size limit for an offline report is 2 GB.

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.

Note: If you would like dates in the offline report to appear with UK date formatting, change your language settings in your browser to English (United Kingdom).

To create an Offline Fact report:

1. Navigate to the **Report Set** tab.
2. Click on **New Report Set**.
3. Enter information in the Report Set fields. See [Report Set fields on the next page](#).
4. From the Report set type drop-down menu, select **Offline Report**. The Offline Report Setting options display.

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

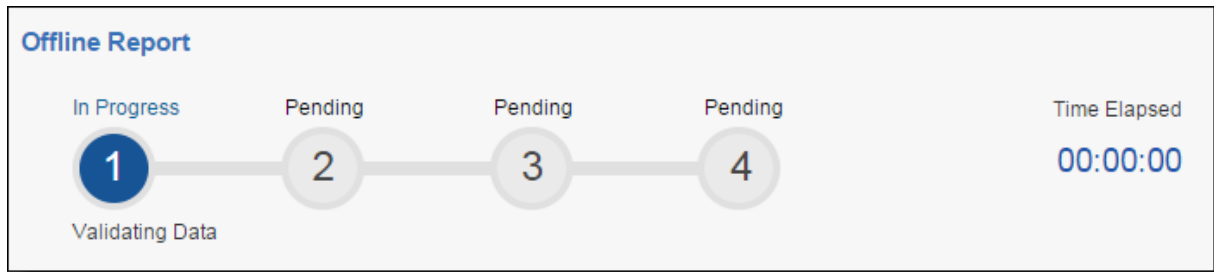
5. Enter information in the Offline Report Settings fields. See [Offline Report Settings fields on page 57](#).
6. Click **Save** when finished.

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

7. Select **Link** to include any facts, issues, people, or questions.
8. Select the check boxes next to the fact(s), issue(s), people, or question(s).
9. Click **Add**, then click **Set**. Once linked, the facts, issues, people, or questions appear under the Fact (Report Facts) or the issues (Report issues) sections.

To run the report:

1. From the Report Set Console, click **Generate Report**. A .ZIP dialog displays.



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

The Documents folder in the .ZIP file contains a list of files that are referenced in the offline report. There is only a single copy of a referenced file in the ZIP. Therefore, if you have multiple facts or facts and issues linked to the same document, Relativity will only export a single copy of the file.

| ID | Fact |
|----|--|
| 1 | Andy Fastow meets w/Ken Lay and Jeff Skilling to discuss establishment of LJM Cayman L.P |
| 2 | Andy Fastow steps down |
| 3 | Andy Fastow appointed Chief Financial Officer of Enron |
| 4 | Andy Fastow proposes creation of LJM2 Co-Investment L.P. to Enron board |

9.1.1 Report Set fields

The Report Set layout contains the following fields:

Report Set

Name: Report title:

Report set type: Show report title:

- **Name** - the report file name in Case Dynamics.
- **Report title** - the report title that appears on the offline report.
- **Show report title** - select yes or no to include the report title on the final report.
- **Report set type** - select Offline Report or Master Report. See [Master report on page 59](#).

9.1.2 Offline Report Settings fields

The Offline Report Settings layout appears when you select Offline Report from the Report set type drop-down menu and contains the following fields:

Offline Report Settings

Include document files in offline reports: Yes No

File type: Image Image or provide native, if no image exists Native Produced


Production precedence:

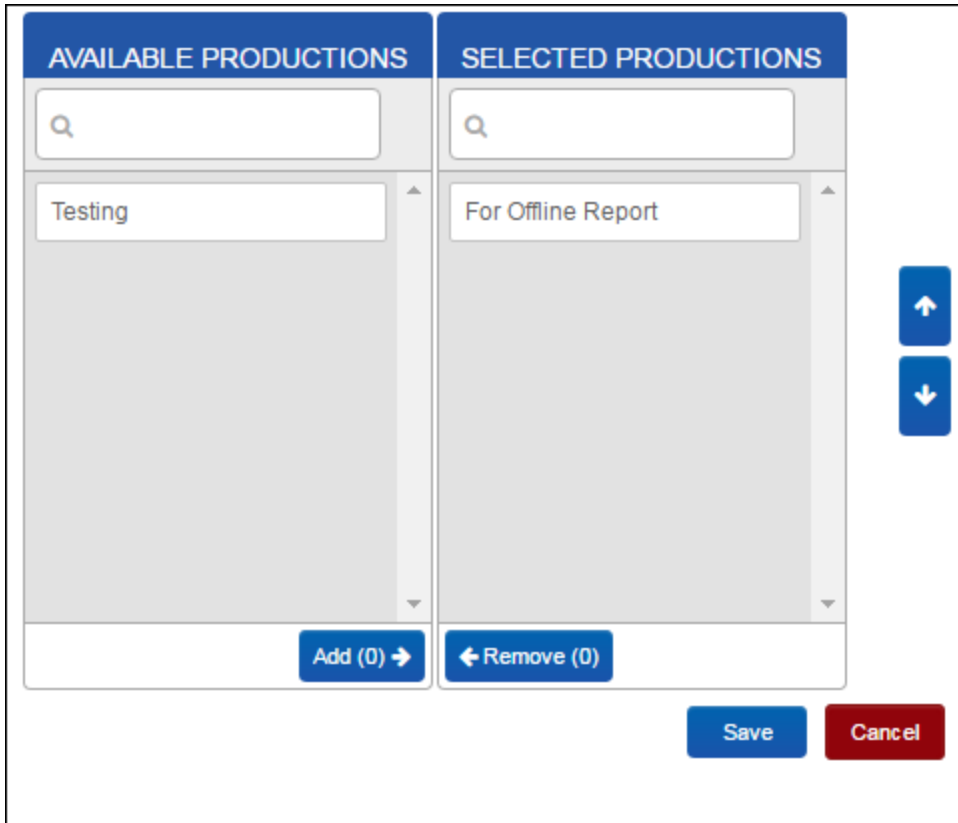
When no production is available include: Image Image or provide native, if no image exists Native None

- **Include document files in offline reports** - determine whether to include documents in the offline report. The field is set to Yes by default and contains additional file type options below.
- **File type** - the document version included in the Offline report.
 - **Image** - this option only includes the imaged version of the documents. If an image doesn't exist, a document won't be included.
 - **Image or provide native, if no image exists** - this option tells Case Dynamics to first look for an imaged version of a document, and if found the image is included in the report. If no image

exists, Case Dynamics looks for a native and if a native exists, the native is included in the report.

- **Native** - this option only includes the native version of the documents linked to Facts or Issues.
- **Produced** - this option is used to set a production precedence.

- **Production precedence** - click  to select the desired production(s) in the workspace.



The screenshot shows a dialog box for selecting production precedence. It is divided into two main sections: 'AVAILABLE PRODUCTIONS' on the left and 'SELECTED PRODUCTIONS' on the right. Each section has a search bar at the top and a list of production sets below. In the 'AVAILABLE PRODUCTIONS' list, 'Testing' is visible. In the 'SELECTED PRODUCTIONS' list, 'For Offline Report' is visible. Below the lists are two buttons: 'Add (0) →' and '← Remove (0)'. To the right of the lists are two blue buttons with up and down arrows. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

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

- **When no production is available include** - the document version included in the Offline report. Use these options in conjunction with the Production precedence field.
 - **Image** - this option tells Case Dynamics to look for documents to be a part of the previously selected production sets. If the document is not in any of the production sets, then Case Dynamics looks for an imaged version of the document. If the image exists, it is included in the report. If no image exists, no document is included in the report.
 - **Image or provide native, if no image exists** - this option tells Case Dynamics to look for an imaged version of a document, and if found the image is included in the report. If no image exists, Case Dynamics looks for a native and if a native exists, the native is included in the report.

- **Native** - this option only includes the native version of the documents linked to Facts or Issues.
- **None** - this option tells Case Dynamics to only include produced documents. If a Fact or an Issue is linked to a document that is not produced, the document is not included in the report; only a control number displays.

9.2 Master report

You can select views for exporting with the master report. With this report you can select all Case Dynamics views, including user created views, in one operation. This report can come in handy when archiving a case or if you need to review all the objects in Case Dynamics. When generating this report, the output is an Excel document with workbook tabs for each selected view.

To create a master report:

1. Navigate to the **Report Set** tab.
2. Click **New Report Set** and select Master Report from the Report Set Type drop-down menu.
3. Click **Save**.
4. Check the Views for exporting.
5. Click **Generate Report**.
6. The generated report appears in the Report File section.

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 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** - stores extracted relevant document text supporting the fact.
- **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:

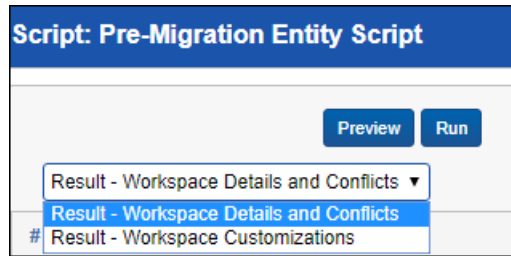
- **Facts Case Dynamics** - lists facts linked to the document.
- **Interview Questions Case Dynamics** - lists interview questions linked to the document.
- **Issues Case Dynamics** - lists issues linked to the document.
- **Key Entities Case Dynamics** - lists key entities linked to the document.
-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

11 Case Dynamics Pre-Entity Integration Script

If you are on a version of Relativity where Case Dynamics uses the Person and Organization objects (Relativity 10.1 or below) and are upgrading to a Relativity version where Case Dynamics is integrated with the Entity object (Relativity 10.2 or above), run the Case Dynamics Pre-Entity Integration Script. The script aims to detect possible upgrade conflicts, data truncation, and customization on the Person and Organization objects that may need to be re-created on the Entity object.

11.1 Information captured by the script

The script return two sets of results:



- [Result - Workspace details and conflicts below](#)
- [Result - Workspace Customizations \(second tab\) on page 64](#)

11.1.1 Result - Workspace details and conflicts

The Workspace details and conflicts result tab contains this information:

- The number of workspaces with Case Dynamics at the instance level
- The number of workspaces with the Case Dynamics application locked
- The number of workspaces with the Case Dynamics application unlocked
- Potential data truncation
Fields listed in the table have a higher character limit on Relativity 10.1 and below than they do in Relativity 10.2 and above. Relativity reduced the character limits to increase database performance. This means that in fields where data exceeds the new lower limits, there will be truncation unless measures are taken to store the additional information in another field.

| Field name | Old character limit | New character limit |
|--------------------------------|----------------------|-------------------------|
| Organization - Office Location | Long text field type | 255 (Fixed-length text) |
| Person - First Name | 222 | 125 |
| Person - Full Name | 450 | 255 |
| Person - Last Name | 222 | 125 |
| Phone Number | Long text field type | 255 (Fixed-length text) |

- Number of relationships for these pairs:

- Fact – Organization
- Fact – Person
- Issue – Person
- Organization – Outline
- Organization – Person
- Person – Interview Question
- Person – Outline
- Person - ReportSet

Note: This information may help you to better estimate your migration time.

■ Possible conflicts with existing data

Naming conflicts occur during upgrades when fields, views, and layouts that are being used by Case Dynamics are implemented in a workspace. For example, if you have a custom field called Key Entities, a naming conflict will result upon upgrade because the custom field name matches the name of one of the fields used by the Case Dynamics application. Relativity recommends renaming custom fields that conflict with the application.

Note: The script operates under the assumption that no other application which uses Entity is installed. If you see a conflict for “Entity,” it is very likely that you have another application that uses entities, such as Analytics, installed.

Possible naming conflict types

- Object Types
 - Name conflicts for Object Types that are going to be created
 - Name changes/removal on existing Object Types which are going to be migrated
- Fields
 - Name conflicts for Fields that are going to be created
 - Name changes/removal on existing Fields which are going to be migrated
- Views
 - Name conflicts for Views that are going to be created
 - Name changes/removal on existing Views which are going to be migrated
- Layouts
 - Name conflicts for Layouts that are going to be created
 - Name changes/removal on existing Layouts which are going to be migrated
- Choices

- Name conflicts for Choices that are going to be created
- Name changes/removal on existing Choices which are going to be migrated

11.1.2 Result - Workspace Customizations (second tab)

The Case Dynamics views, fields, and layouts are re-created on the Entity object upon upgrade, but custom work needs to be evaluated. The Result - Workspace Customizations tab displays the customization made on the Person and Organization objects that need to be migrated after the upgrade. For example, the data in custom fields needs to be exported and re-imported in the custom field that is now on the Entity object. See [Step 2 - Export custom data on page 66](#) and [Step 3 - Upgrade Case Dynamics and import custom data on page 68](#).

Note: For security, the names of these customizations are not shown by default. However, you can adjust the script to display the friendly custom names. See [Step 2 - Export custom data on page 66](#).

11.1.3 Tips for filtering results on select workspaces

The script only filters on workspaces that have Case Dynamics installed. If you want to further target or limit your search, follow one of these tips:

- Export the results to a .csv file.
 - Navigate to the **Result** tab.
 - Select **All** and **Export to File**.
 - Click **Go**.
- Modify the script to enable SQL syntax filtering of the results based on a list of specific workspaces. See [Step 1 - Execute the script below](#).

11.2 Upgrade Case Dynamics

To upgrade Case Dynamics, follow the steps in these sections:

- [Step 1 - Execute the script below](#)
- [Step 2 - Export custom data on page 66](#)
- [Step 3 - Upgrade Case Dynamics and import custom data on page 68](#)

11.2.1 Step 1 - Execute the script

To execute the script:

1. Download the Case Dynamics Pre-Entity Integration Script from the Relativity Community.

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

2. (Optional) Modify the script to show the friendly names of customizations made on the Person and Organization objects.

Note: If you don't want to modify the script, you can use the **Case Dynamics Pre-Entity Integration Script _ Friendly Names** from the Relativity Community. See [Relativity Community](#).

- a. Open the script in a text editor.
- b. Search the text for:

```
SELECT DISTINCT Workspace_Detail, Item_Detail FROM #_CUSTOM ORDER BY  
Workspace_Detail
```

Searching the text, will take you to this portion of the script:

```
----- FINISH IT  
SELECT DISTINCT Workspace_Detail, Item_Detail FROM #_CUSTOM ORDER BY Workspace_Detail  
-- SELECT DISTINCT Workspace_Detail, Item_Detail, Item_Name FROM #_CUSTOM ORDER BY Workspace_Detail  
-- NOTE: if client wants names and gives okay, swap comment "--" on previous two lines
```

- c. Read the NOTE carefully.
- d. Use SQL syntax to comment out the active line and to uncomment the following line. The script should now look like this:

```
----- FINISH IT  
-- SELECT DISTINCT Workspace_Detail, Item_Detail FROM #_CUSTOM ORDER BY Workspace_Detail  
SELECT DISTINCT Workspace_Detail, Item_Detail, Item_Name FROM #_CUSTOM ORDER BY Workspace_Detail  
-- NOTE: if client wants names and gives okay, swap comment "--" on previous two lines
```

3. (Optional) Modify the script to enable SQL syntax filtering of the results based on a list of specific workspaces.

1. Open the script in a text editor.
2. Search for the first occurrence of "Interactive" in the text. Searching the text, will take you to this portion of the script:

```
DECLARE Workspaces_Cursor CURSOR FOR  
SELECT [CaseID],[ServerName] FROM #_CIDS  
-- Interactive (per-workspace)  
-- In order to search one, or a group of workspaces, replace <INSERT_WORKSPACE(S)_HERE> with your workspace ArtifactID(s) and uncomment the following line  
-- WHERE [CaseID] in (<INSERT_WORKSPACE(S)_HERE>)  
-- i.e.: WHERE [CaseID] in (1017099, 1017100, 1017101)  
OPEN Workspaces_Cursor
```

3. Add a where clause that follows this sample SQL syntax:

```
WHERE [CaseID] in (Workspace Artifact ID, Workspace Artifact ID,  
Workspace Artifact ID)
```

```
SELECT [CaseID],[ServerName] FROM #_CIDS  
-- (interactive) (per-workspace)  
-- In order to search one, or a group of workspaces  
-- WHERE [CaseID] in (<INSERT_WORKSPACE(S)_HERE>)  
WHERE [CaseID] in (1017099, 1017100, 1017101)
```

Note: After running the modified script, you will be able to filter results on the list of Workspace Artifact IDs that pass in this WHERE clause.

4. Copy the WHERE clause you wrote.
5. Search for the second occurrence of “Interactive” in the text.
6. Paste the copied WHERE clause beneath the notes following the second occurrence of “Interactive”.

See [Tips for filtering results on select workspaces on page 64](#).

4. Add the script to Relativity.
 1. Navigate to the **Relativity Script Library** tab.
 2. Click **New Relativity Script**.
 3. Clear all existing content from the **Script Body**.
 4. Copy and paste the entire content of the Case Dynamics Pre-Entity Integration Script into the **Script Body**.
 5. Click **Save**.
5. Execute the script.
 1. Click **Run Script**. A pop-up window opens.
 2. Click **Run**.
 3. Click **Ok**.

The script generates two results:

- **Result – Workspace Details and Conflicts** - detects conflicts and possible data truncation.
- **Result – Workspace Customizations** - identifies customized items which require manual migration.

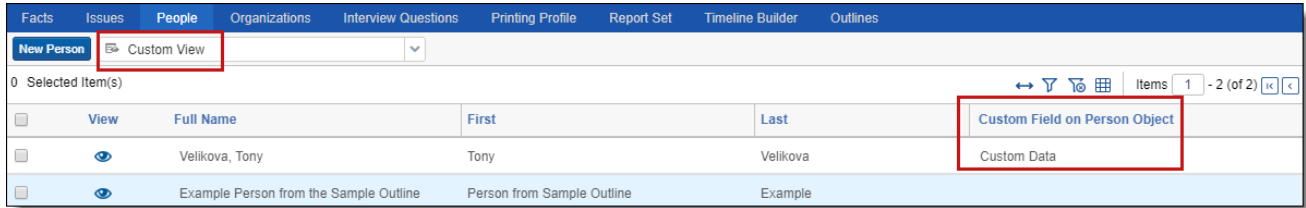
See [Information captured by the script on page 62](#).

11.2.2 Step 2 - Export custom data

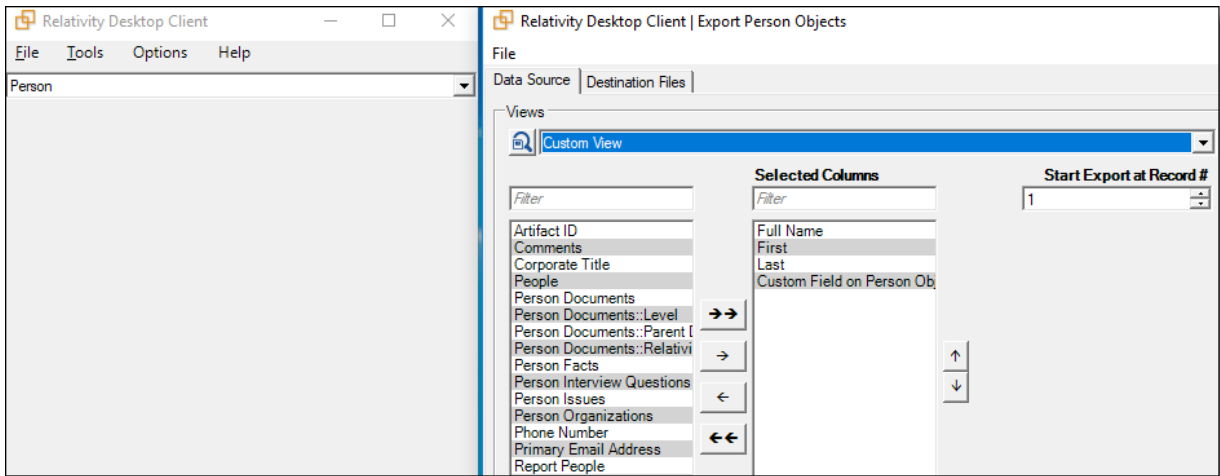
If you have custom data from the Person and/or Organization objects, then you need to export that data before you upgrade.

Note: The instructions below illustrate how to export custom data on the Person object. The instructions for the Organization object are similar.

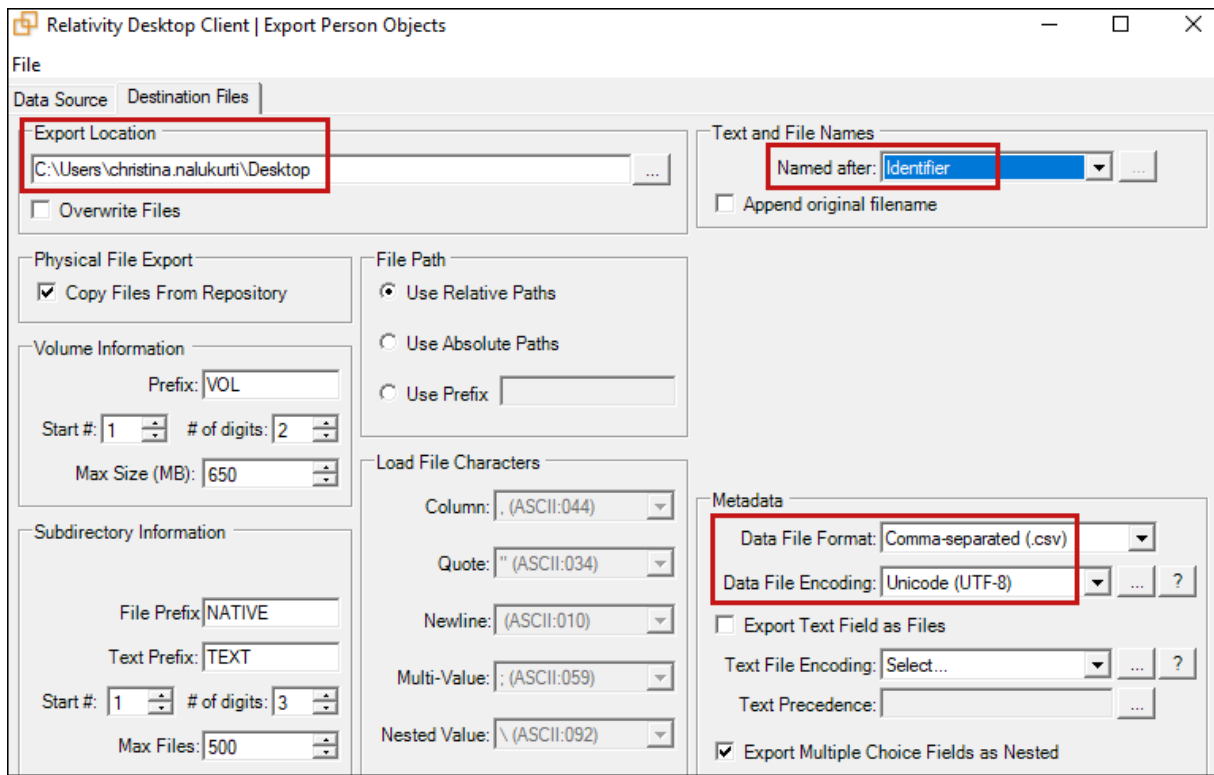
To export the custom fixed-length text field on the person object called "Custom Field on Person Object" and the custom view on the person object called "Custom View":



1. Open the **Relativity Desktop Client (RDC)**.
2. Select the **Person** object from the RDC drop-down.
3. Select the custom view that has your custom field. In this example, the custom view is called **Custom View**.
4. Map the following fields in the **Data Source** tab:



- a. Full Name
 - b. First Name
 - c. Last Name
 - d. Custom Field on Person Object
5. In the **Destination Files** tab, complete the following:



- a. In the **Export Location** section, select an export location. In this example, the export will be stored on the desktop.
- b. In the **Named after** field of the **Text and File Names** section, select **Identifier**.
- c. In the **Metadata** section, select the following:
 - i. Comma-separated (.csv)
 - ii. Unicode (UTF – 8)

11.2.3 Step 3 - Upgrade Case Dynamics and import custom data

After exporting the custom data, you can upgrade Case Dynamics and set up customizations on the Entity object.

Note: All custom data needs to be exported by this step for both the Person and Organization objects.

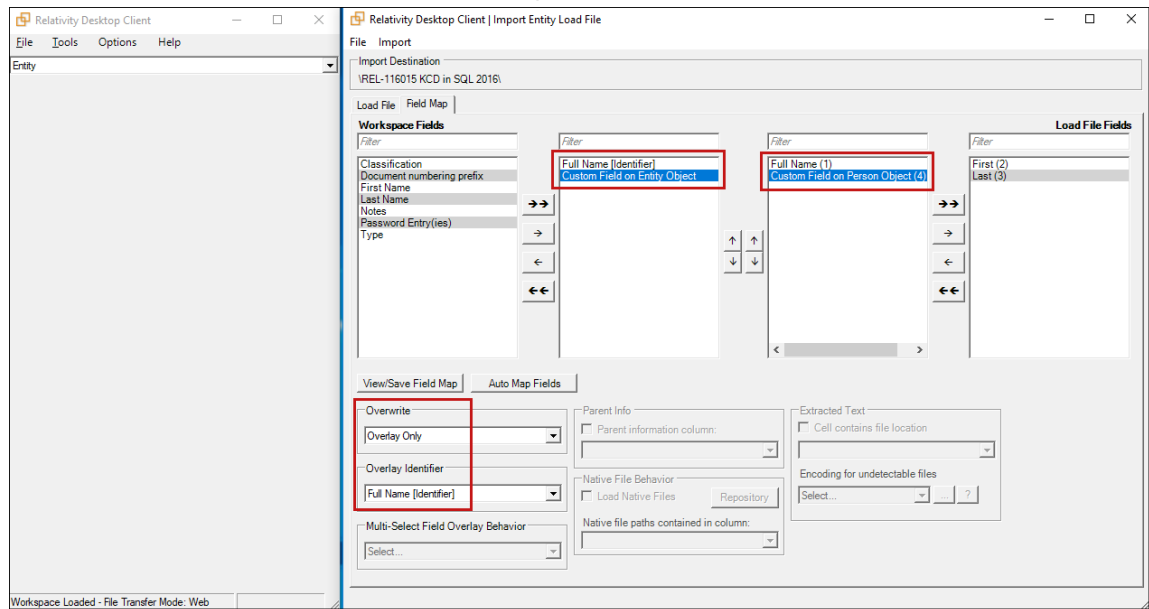
To upgrade Case Dynamics and set up customization on the Entity object:

Note: The instructions below illustrate how to import custom data from the Person object. Example custom data includes a fixed-length text field called "Custom Field on Person Object" and a custom view called "Custom View." The instructions for the Organization object are similar.

1. Upgrade Case Dynamics.
2. Create the same custom field and view on the Entity object.

| # | Full Name | Last Name | First Name | Custom Field on Entity Object |
|---|----------------|-----------|------------|-------------------------------|
| 1 | Velikova, Tony | Velikova | Tony | Custom Data |

- a. "Custom Field on Entity Object" created of type fixed-length text.
- b. Create a custom view that has the following fields:
 - i. Full Name
 - ii. Last Name
 - iii. First Name
 - iv. Custom Field on Entity Object
3. Import the custom Person object data you exported:
 - a. Open the RDC.
 - b. Select the Entity object from the RDC drop-down.
 - c. Select your exported load file from Step 2 - Export custom data. See [Step 2 - Export custom data on page 66](#).
 - d. In the **Field Map** tab, complete the following:



- i. Map these fields:
 - i. “Full Name [Identifier]” to “Full Name”
 - ii. “Custom Field on Entity Object” to “Custom Field on Person Object”
 - ii. In the Overwrite section, select **Overlay Only**.
 - iii. In the Overlay Identifier section, select **Full Name [Identifier]**.
4. Run the import. The data from the “Custom Field on Person Object” imports into the “Custom Field on Entity Object”.

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