



# ZyLAB ONE 6.9

## What's New

## ZyLAB ONE 6.9 - What's New

For more information, please refer to <https://docs.zylab.com>

[Contact](#). [Help](#). [Training](#). [Documentation](#).

For full contact details, visit the ZyLAB website - <http://www.zylab.com>

Ask us any question about installing, configuring and using ZyLAB at <https://help.zylab.com> with a support request. We offer a variety of information, resources and a knowledge base.

Follow our online training program - <https://zylab.litmos.com>

For our latest, most up to date documentation, please refer to <https://docs.zylab.com>

### Disclaimer

ZyLAB assumes no responsibility or liability and makes no guarantees, either explicit or implicit, with respect to the information presented in this manual and/or for any errors, incompatibility issues, inoperability or inaccuracies that may appear in this software.

The contents of this manual is subject to change in the future without notice. We made every effort to ensure the accuracy of the contents of this manual.

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# ZyLAB ONE 6.9 - What's New

In this ZyLAB ONE 6.9 - What's New guide we shortly describe the new features that have been added since version 6.0 (on premise). For a more detailed description, please refer to the ZyLAB ONE 6.9 Manual.


All information in this guide (and more) can be found on the Documentation Portal:  
<https://docs.zylab.com>

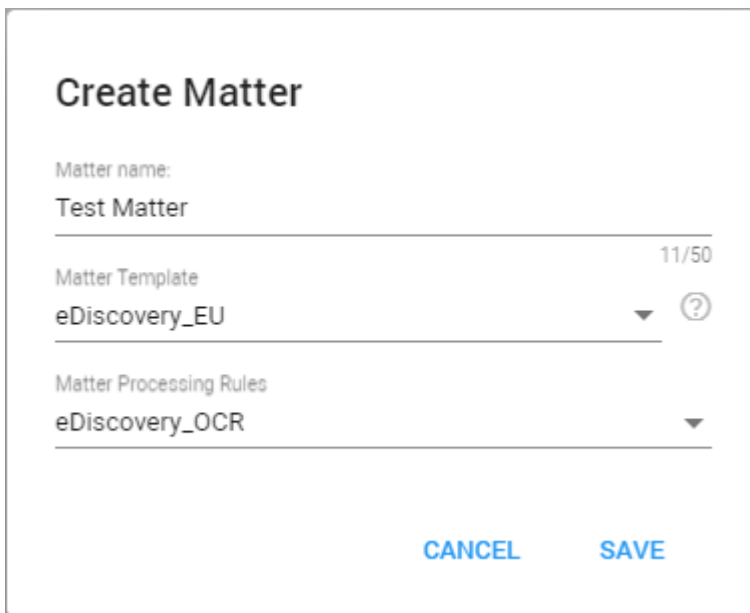
Please note that the information on the Documentation Portal is continuously updated and might not reflect the ZyLAB ONE 6.9 On Premise release.

# General

## Create Matter

You can now select a Matter Template and the Matter Processing Rules when creating a Matter.

- Go to the Select Matter page via [\(Open another\)](#) or [Open Another Matter](#) and click **ADD  MATTER**  
The Create Matter screen appears.



**Create Matter**

Matter name:  
Test Matter

Matter Template 11/50  
eDiscovery\_EU

Matter Processing Rules  
eDiscovery\_OCR

**CANCEL** **SAVE**

- Define a Matter Name.
- Select a Matter template.
  - eDiscovery\_EU
  - eDiscovery\_US
  - FOIA\_US
  - IMPlatform
  - latest
  - latest\_tar
  - Platform\_Information\_Management
  - Wob
  - ZyLAB\_ONE\_Information\_Management

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For more information, please refer to <https://docs.zylab.com>

- Select a Processing Rule.
  - eDiscovery\_NoOCR
  - eDiscovery\_NoOCR\_NoDedup
  - eDiscovery\_OCR
  - eDiscovery\_OCR\_AudioSearch
  - eDiscovery\_OCR\_AudioSearch\_NoDedup
  - eDiscovery\_OCR\_NoDedup
  - eDiscovery\_OCRTesseract
  - eDiscovery\_OCRTesseract\_AudioSearch
  - eDiscovery\_OCRTesseract\_AudioSearch\_NoDedup
  - eDiscovery\_OCRTesseract\_NoDedup
  - IM\_Add\_On
  - IM\_Add\_OnTesseract
  - IndexAll
- Click Save.

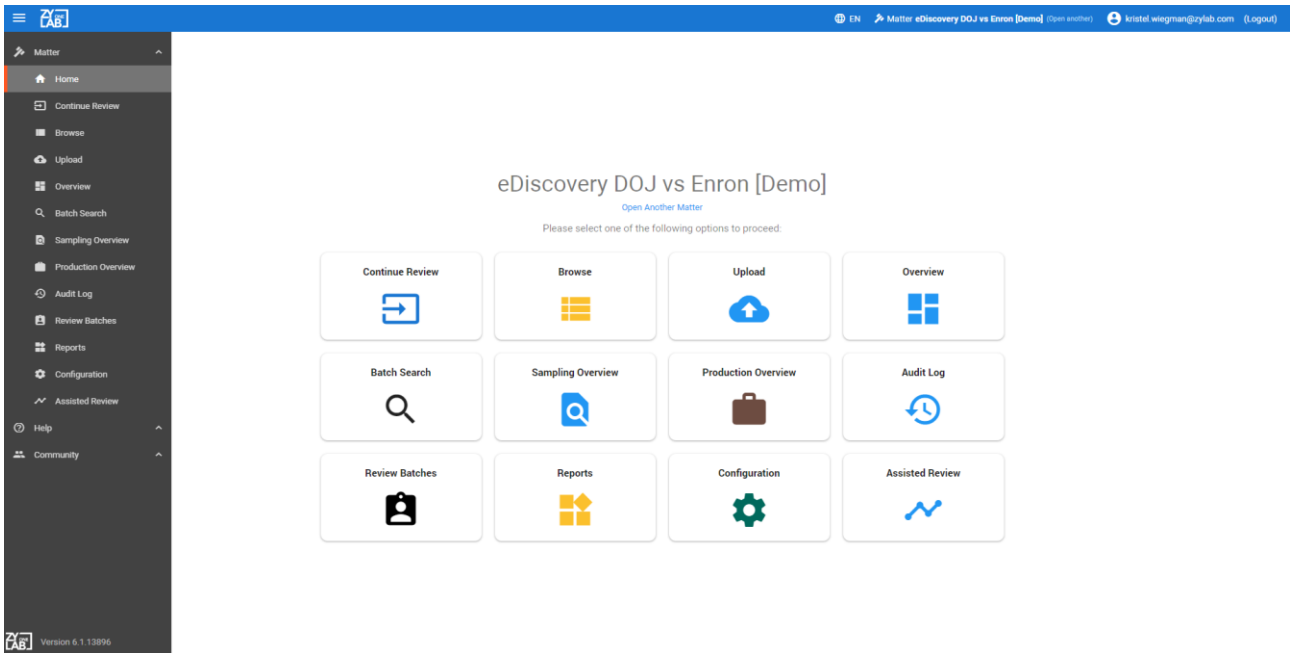
Open your newly created matter from the Select Matter screen.


**Note:** New matters are always displayed in the top left corner as matters are sorted on last created date.

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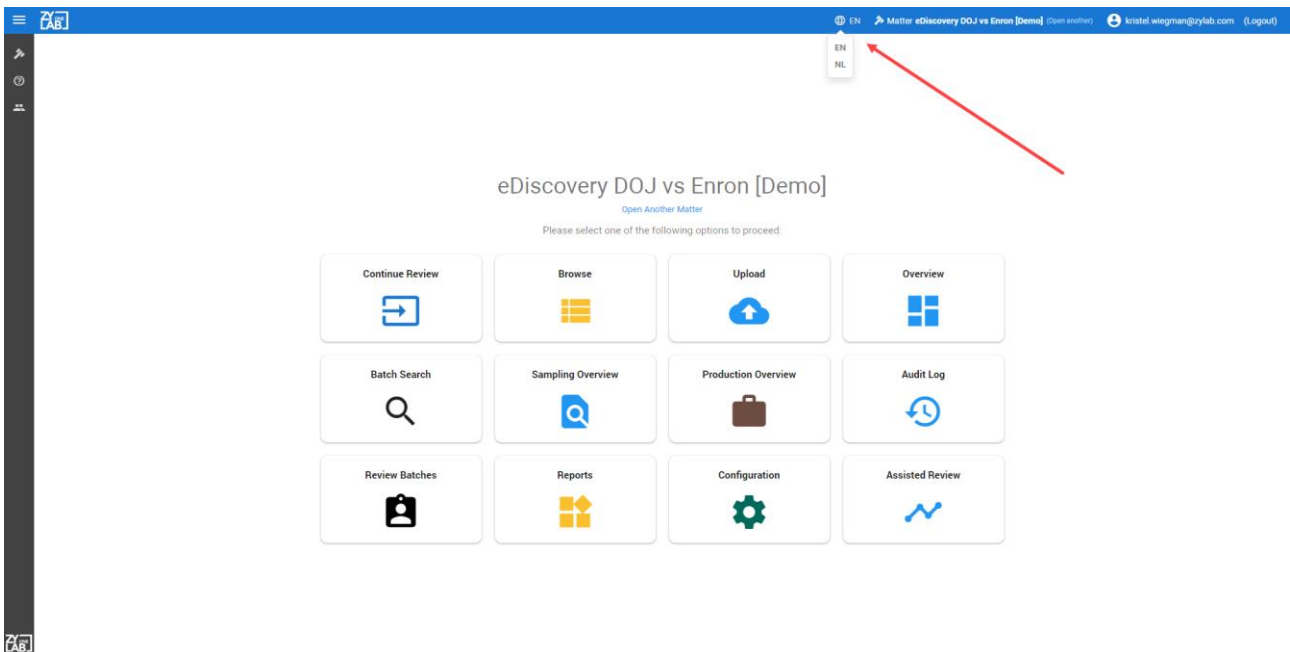
For more information, please refer to <https://docs.zylab.com>

### Menu Synchronized



The menu on the left hand side is synchronized with the tiles on the Home page. This makes it easier to find the main features via the menu. Select the **Matter** icon  in the menu to view all features.

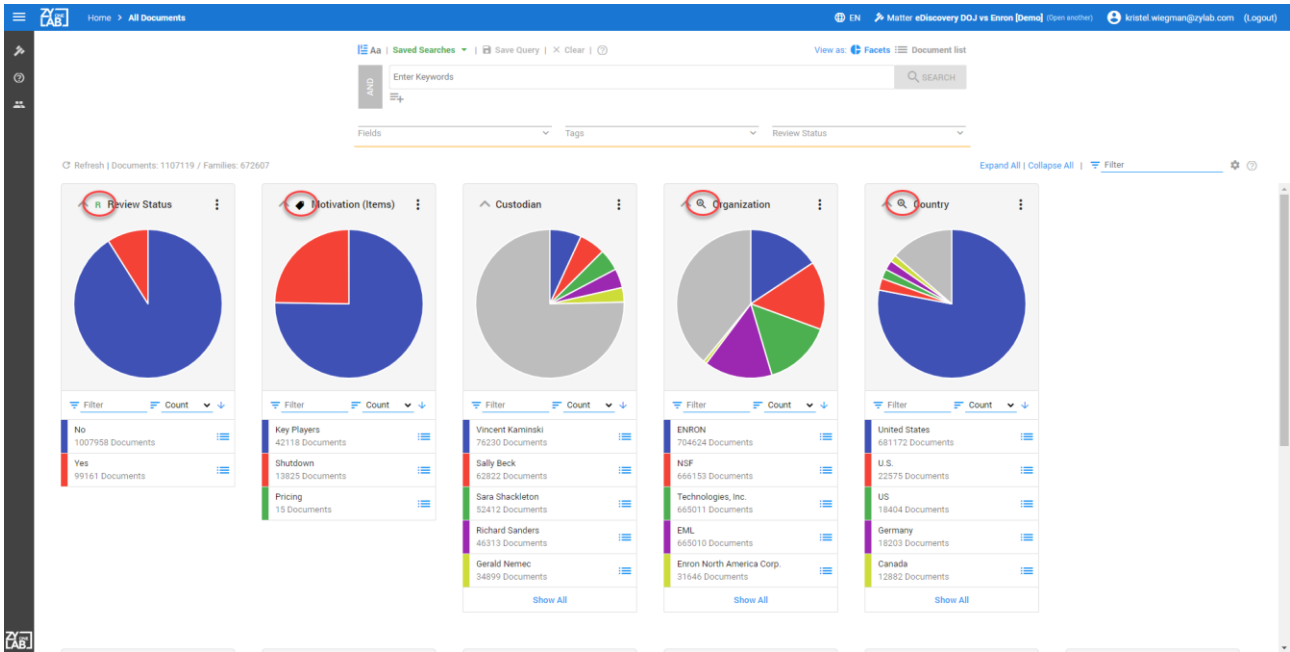
### Select Language



Select the English, Dutch or German user interface language to navigate in your preferred language. Select the language via the world icon at the top.



## Facet Icons



Facets created based on Review Status, Tags and Extracted Entities have their own specific icons for easier identification. View the new icons in Facet View (Browse).

## Page Count

The screenshot shows the Document List interface with a table containing document information. The 'Page Count' column is highlighted with a red box. The table data is as follows:

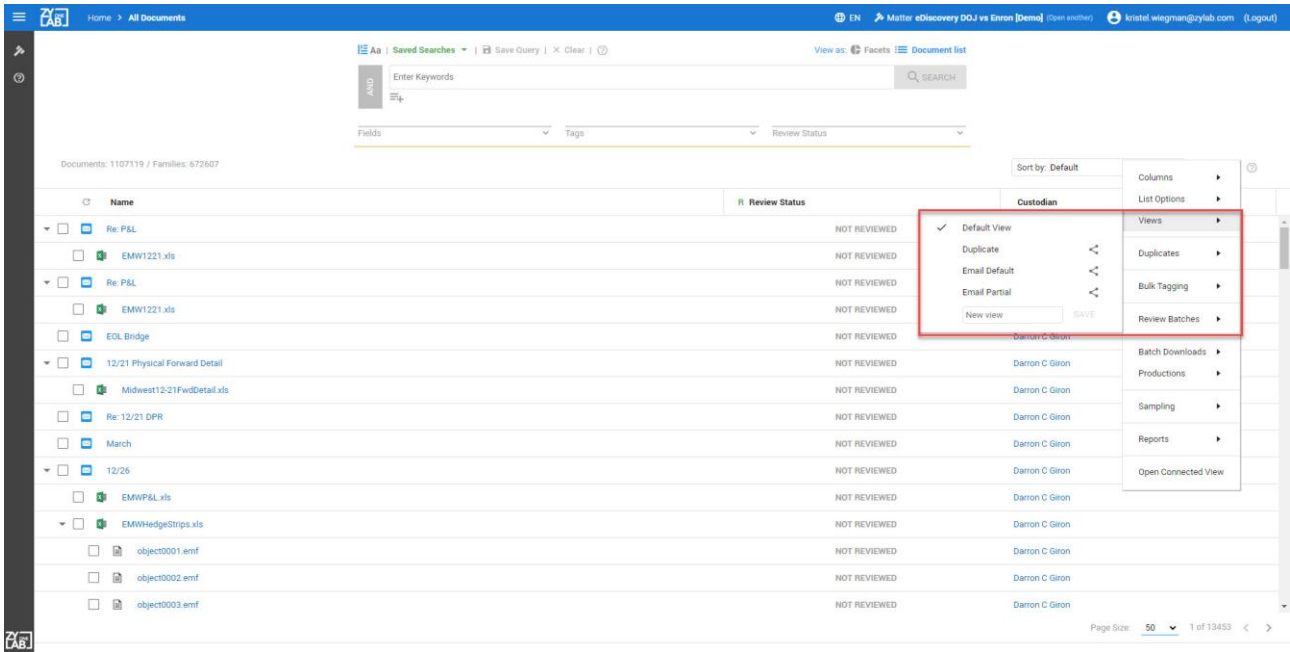
Name	Review Status	Custodian	Page Count
Re: P&L	NOT REVIEWED	Darron C Geon	1
EMW1221.xls	NOT REVIEWED	Darron C Geon	15
Re: P&L	NOT REVIEWED	Darron C Geon	1
EMW1221.xls	NOT REVIEWED	Darron C Geon	15
EDL Bridge	NOT REVIEWED	Darron C Geon	1
12/21 Physical Forward Detail	NOT REVIEWED	Darron C Geon	1
Midwest12-21FwdDetail.xls	NOT REVIEWED	Darron C Geon	333
Re: 12/21 DPR	NOT REVIEWED	Darron C Geon	1
March	NOT REVIEWED	Darron C Geon	1
12/26	NOT REVIEWED	Darron C Geon	1
EMWPA&L.xls	NOT REVIEWED	Darron C Geon	15
EMWHedgeStrips.xls	NOT REVIEWED	Darron C Geon	17
object0001.emf	NOT REVIEWED	Darron C Geon	1

Page count allows users to quickly view the number of pages per file. View the page count by adding the column **Page Count** to the Document List.

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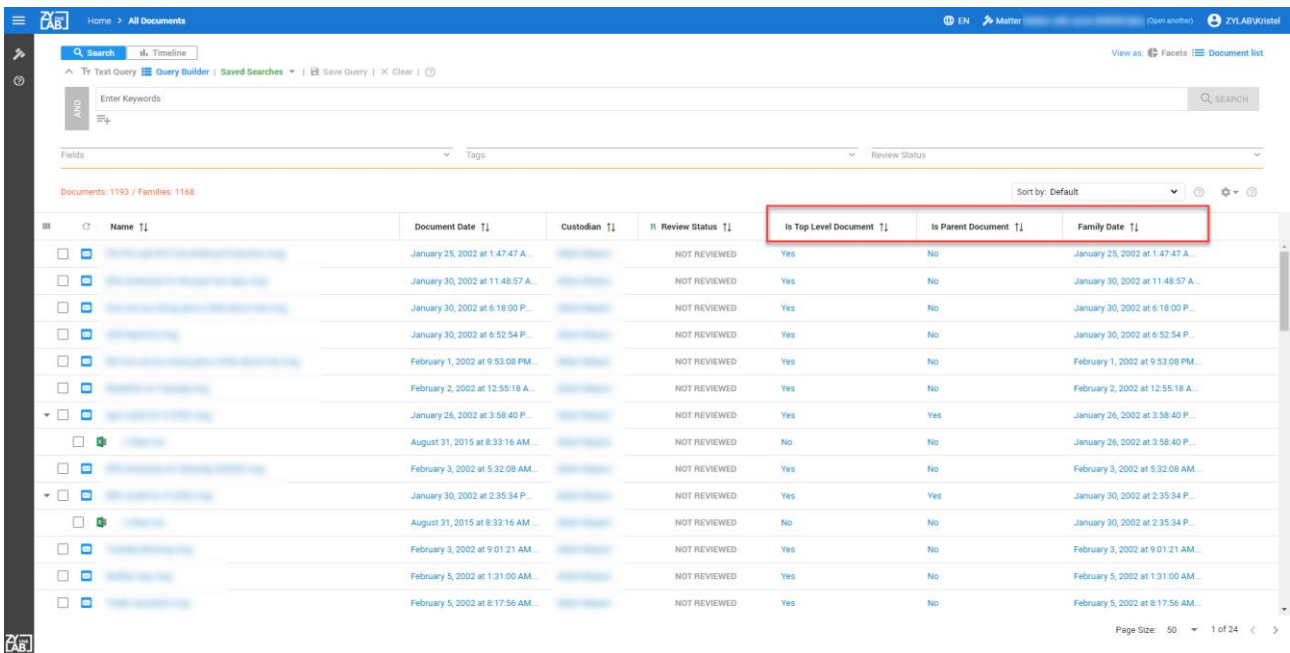
For more information, please refer to <https://docs.zylab.com>

## List Views



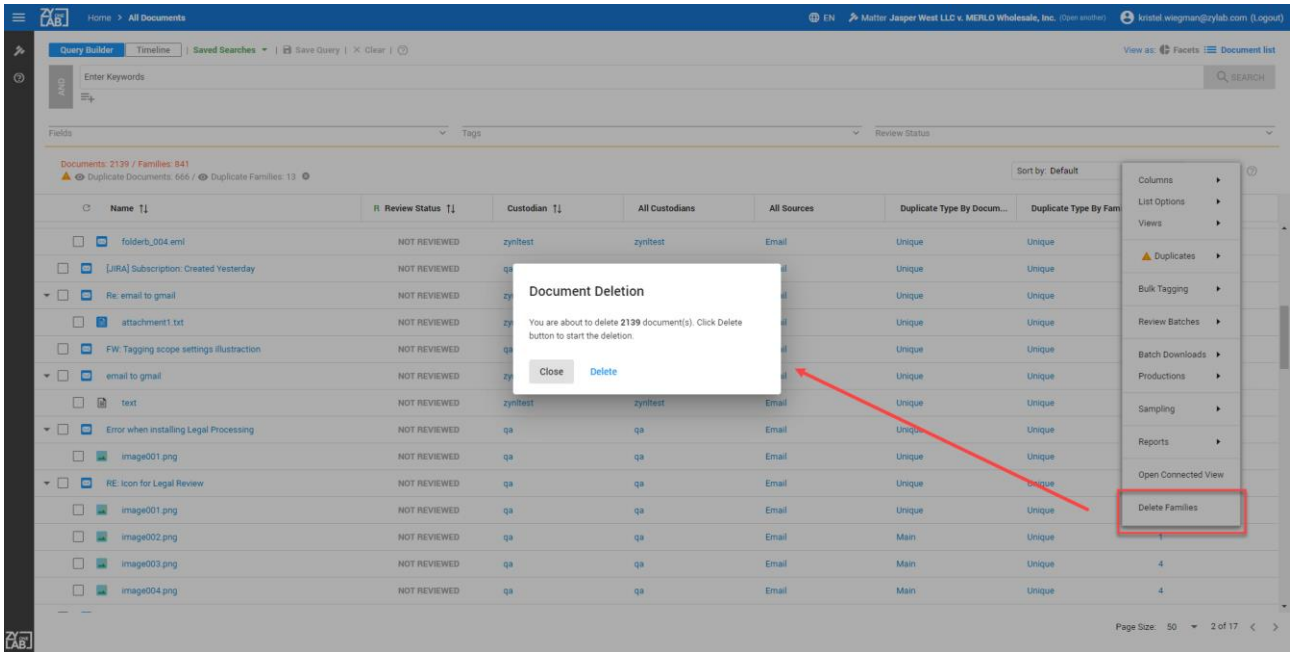
Templates can include Views that allow all (new) users to easily select commonly used Views. First select the Settings icon, then Views and finally the preferred view.

## New Metadata Fields



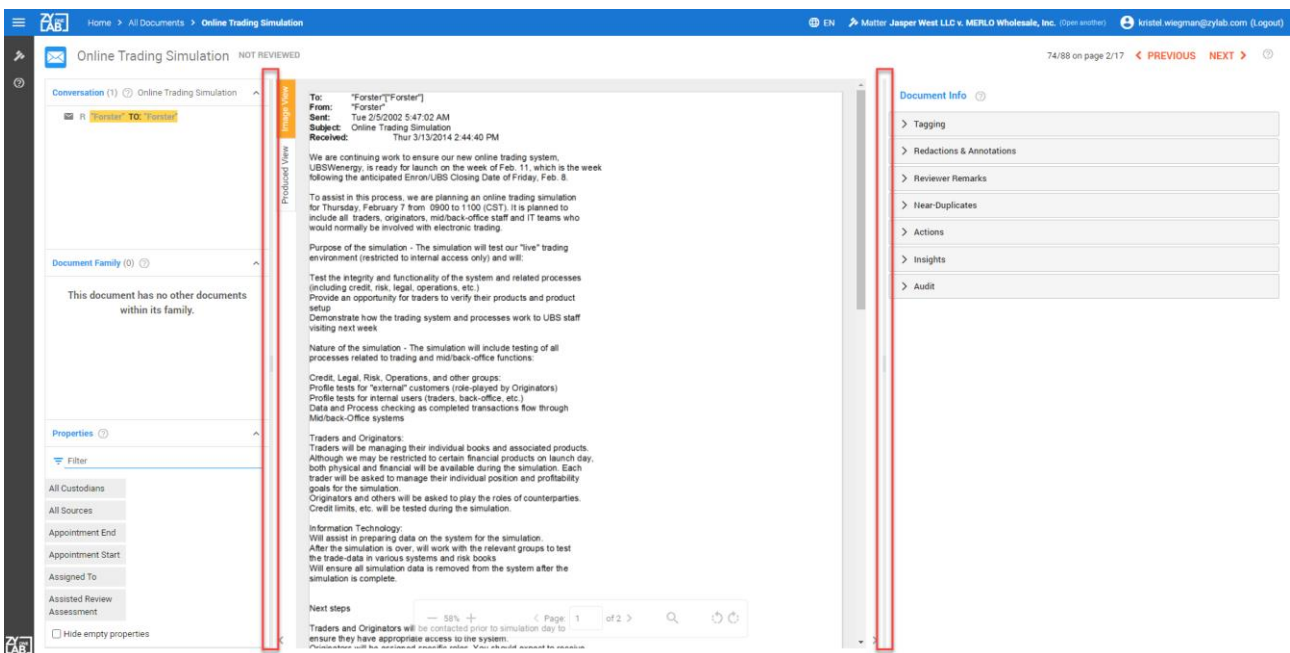
Three new meta data fields are added: Is Top Level Document, Is Parent Document & Family Date. They show how documents are related to each other. View the information in those fields via the Facets or add them as columns to the Document List.

## Document Deletion Information



Before/after document deletion users are informed about the number of documents to better assess the impact of the delete action. Start the Delete action to view the impact.

## Resize Document View

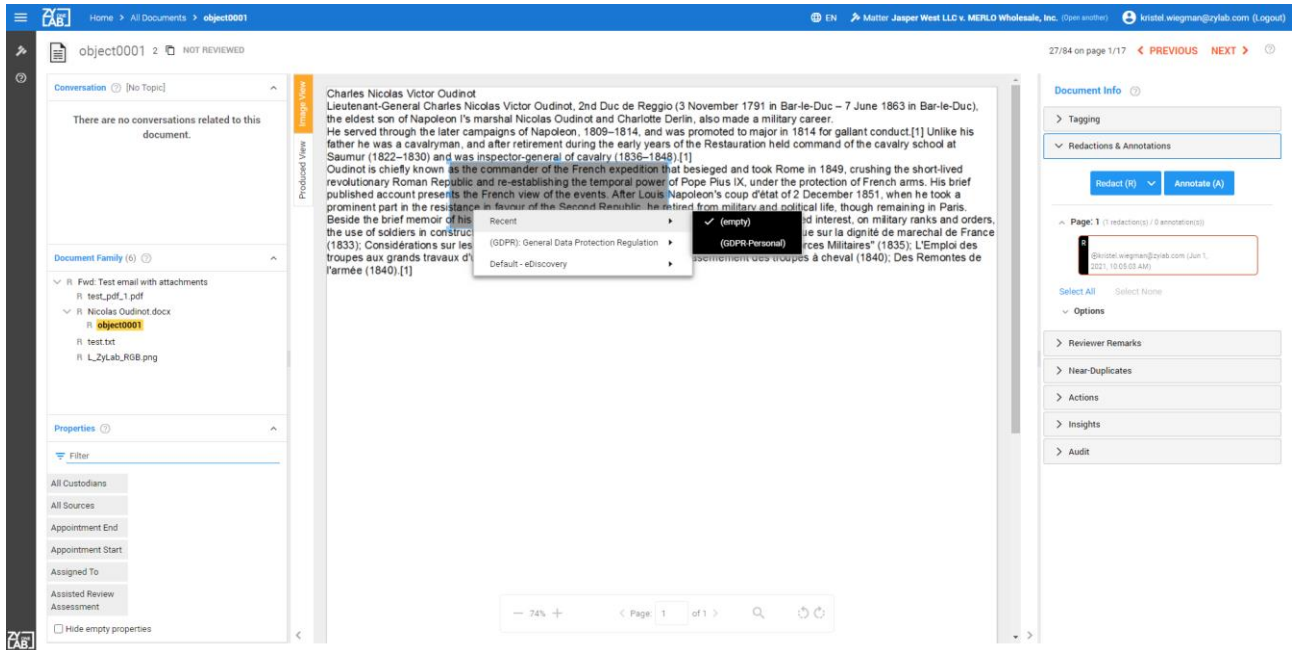


Resize the panels on the left and right and the document itself for more flexibility and an improved view. Select and move the vertical beams on the left and right side of the document.

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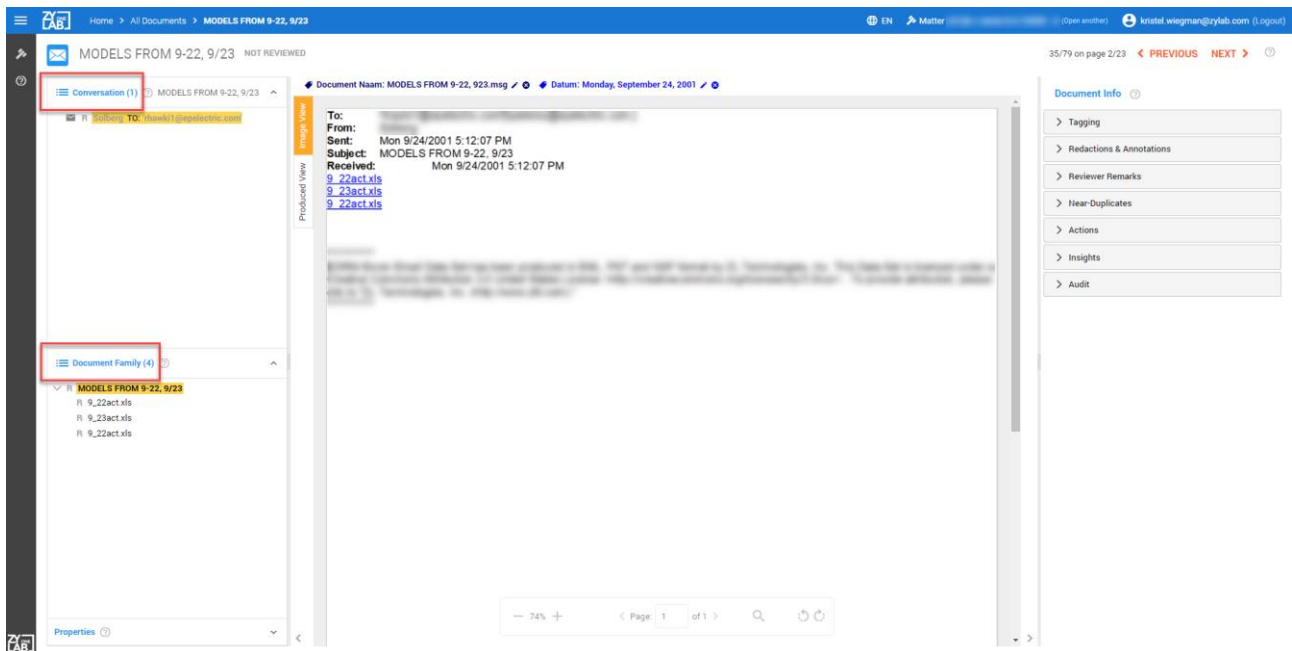
For more information, please refer to <https://docs.zylab.com>

## Redaction Improvement



Quickly add codes/recent redactions to reduce the time spent on adding/updating redactions. Select a redaction and click the right mouse button.

## Jump to Document List

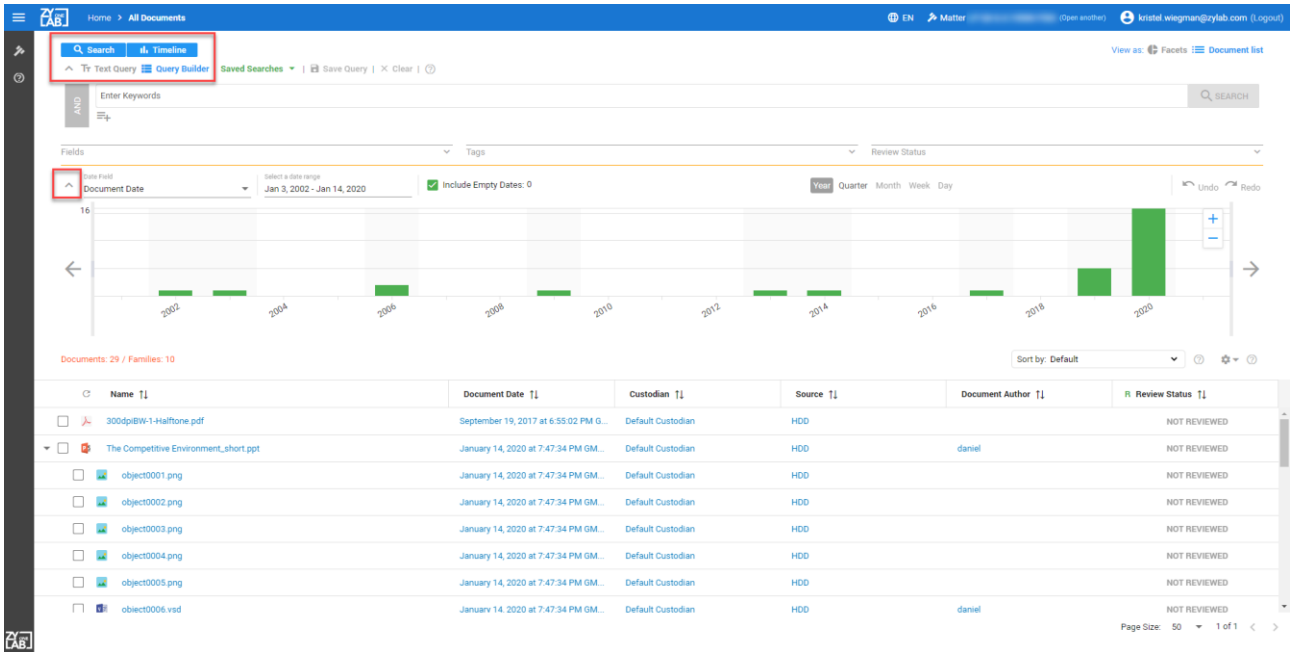


Jump from the Conversation or Document Family pane in Document View to the Document List and quickly display all related files. Select the Document List icon in either the Conversation or Document Family pane.

ZyLAB ONE 6.9 - What's New  
For more information, please refer to <https://docs.zylab.com>

# Search

## Timeline



View the distribution of the files on a timeline for a more dynamic and adjustable view of the files. Select the Timeline button.

## Search Relevance Ranking

The screenshot shows the ZyLAB ONE 6.9 interface. In the search bar, the field "Search Relevance Ranking > 2" is highlighted with a red box. Below the search bar, a table of documents is displayed with columns for Name, R Review Status, and Custodian. A dropdown menu is open, showing the "Search Relevance Ranking" field selected with a checkmark. The table contains the following data:

Name	R Review Status	Custodian
0000000005 Council_Meeting_Minutes-Aug_2017.doc.DOC	NOT REVIEWED	Zoe
0000000004 TIAA.docx.DOCX	NOT REVIEWED	Zoe
0000000003 JPMorgan.Doc1.docx.DOCX	NOT REVIEWED	Zoe
object0001.png	NOT REVIEWED	Zoe
object0002.png	NOT REVIEWED	Zoe
object0003.png	NOT REVIEWED	Zoe
object0004.png	NOT REVIEWED	Zoe
object0005.png	NOT REVIEWED	Zoe
object0006.png	NOT REVIEWED	Zoe
object0007.jpg	NOT REVIEWED	Zoe
0000000001 AIG.docx.DOCX	NOT REVIEWED	Zoe
0000000002 Ernst_Young.doc1.docx.DOCX	NOT REVIEWED	Zoe
0000000006 0527.pdf.PDF	NOT REVIEWED	Zoe
0000000010 research_minist... 2013102016.pdf.PDF	NOT REVIEWED	Zoe

The Search Relevance Ranking field/column allows you to search/sort on relevance to refine your results. Add the column to the Document List view or search the field.

## Hit Count

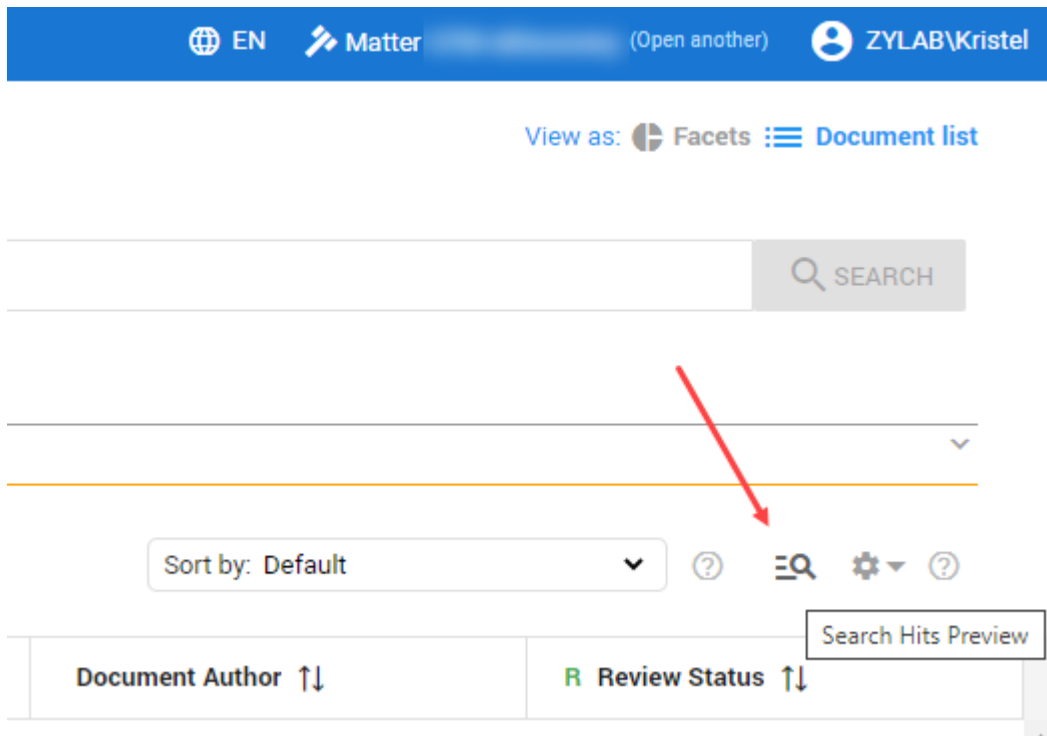
The screenshot shows the ZyLAB ONE 6.9 interface. In the search bar, the field "Hit Count > 3" is highlighted with a red box. Below the search bar, a table of documents is displayed with columns for Name, R Review Status, and Custodian. A dropdown menu is open, showing the "Hit Count" field selected with a checkmark. The table contains the following data:

Name	R Review Status	Custodian
0000000005 Council_Meeting_Minutes-Aug_2017.doc.DOC	NOT REVIEWED	Zoe
0000000004 TIAA.docx.DOCX	NOT REVIEWED	Zoe
0000000003 JPMorgan.Doc1.docx.DOCX	NOT REVIEWED	Zoe
object0001.png	NOT REVIEWED	Zoe
object0002.png	NOT REVIEWED	Zoe
object0003.png	NOT REVIEWED	Zoe
object0004.png	NOT REVIEWED	Zoe
object0005.png	NOT REVIEWED	Zoe
object0006.png	NOT REVIEWED	Zoe
object0007.jpg	NOT REVIEWED	Zoe
0000000001 AIG.docx.DOCX	NOT REVIEWED	Zoe
0000000002 Ernst_Young.doc1.docx.DOCX	NOT REVIEWED	Zoe
0000000006 0527.pdf.PDF	NOT REVIEWED	Zoe
0000000010 research_minist... 2013102016.pdf.PDF	NOT REVIEWED	Zoe

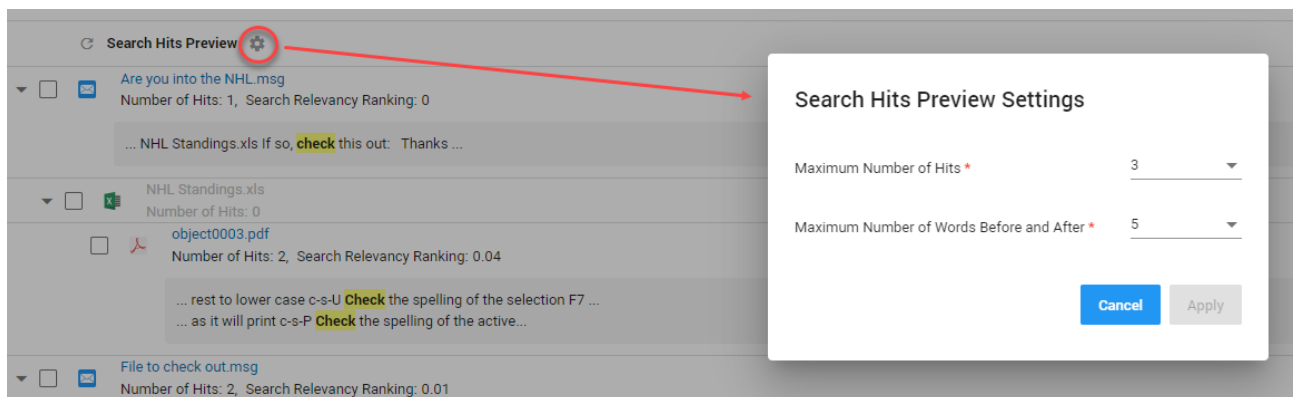
The Hit Count field/column allows you to search/sort on hit counts to refine your results. Add the column to the Document List view or search the field.

## Search Hits Preview

The Search Hits Preview shows you the context of hits to easily decide without opening a file whether it is relevant. Search and select the Search Hits Preview icon.



Adjust the maximum number of hits that are shown as a preview and the maximum number of words before and after each hit via the Settings icon:





# Sampling

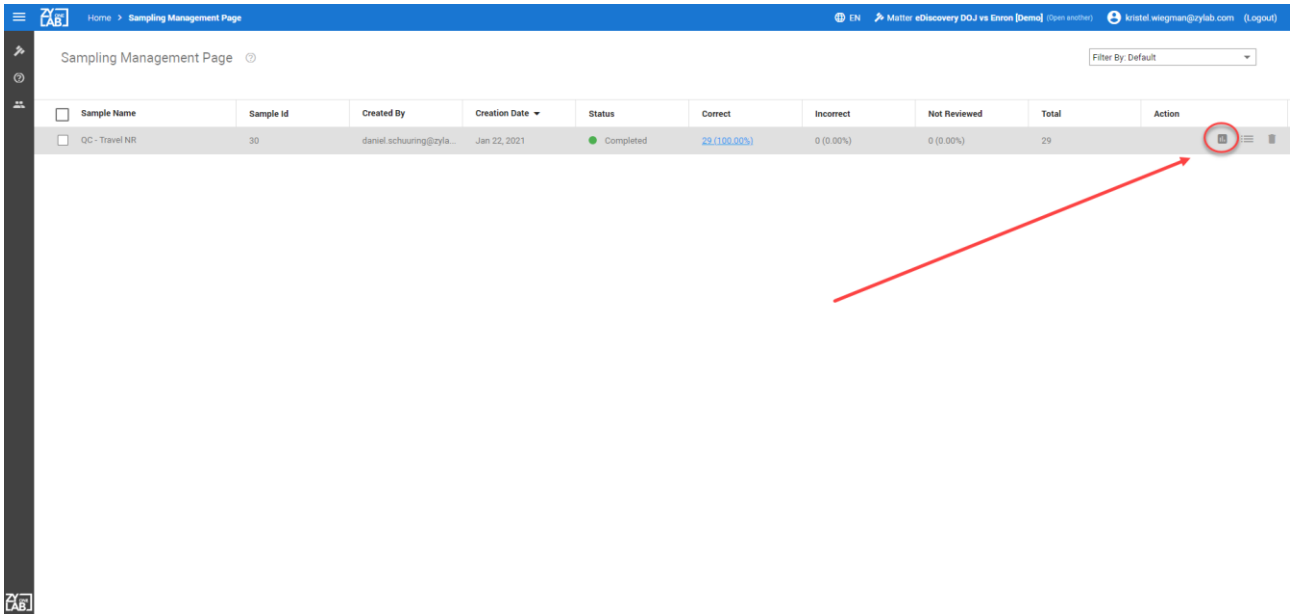
## Sampling Update


The screenshot displays the 'Sampling Management Page' interface. At the top, there is a navigation bar with the ZyLAB logo, a breadcrumb trail 'Home > Sampling Management Page', and user information including 'EN', 'Mettler eDiscovery DOJ vs Exxon [Demo]', and 'kristel.wingman@zylab.com (Logout)'. Below the navigation bar, the page title 'Sampling Management Page' is shown next to a 'Filter By: Default' dropdown menu. The main content area features a table with the following data:

<input type="checkbox"/>	Sample Name	Sample Id	Created By	Creation Date	Status	Correct	Incorrect	Not Reviewed	Total	Action
<input type="checkbox"/>	Demo-ML	31	mattijns.luisman@zyla...	Jan 29, 2021	Completed	9 (81.82%)	2 (18.18%)	0 (0.00%)	11	
<input type="checkbox"/>	QC - Travel NR	30	daniel.schuurin@zyla...	Jan 22, 2021	Completed	29 (100.00%)	0 (0.00%)	0 (0.00%)	29	

Various sampling improvements for a better user experience. View Sampling Management Page.

## Download Report Button



A Download Report button has been added for completed sample sets to share the sample set results. Select the  button to generate the report.

# Deduplication

## Deduplication in Review

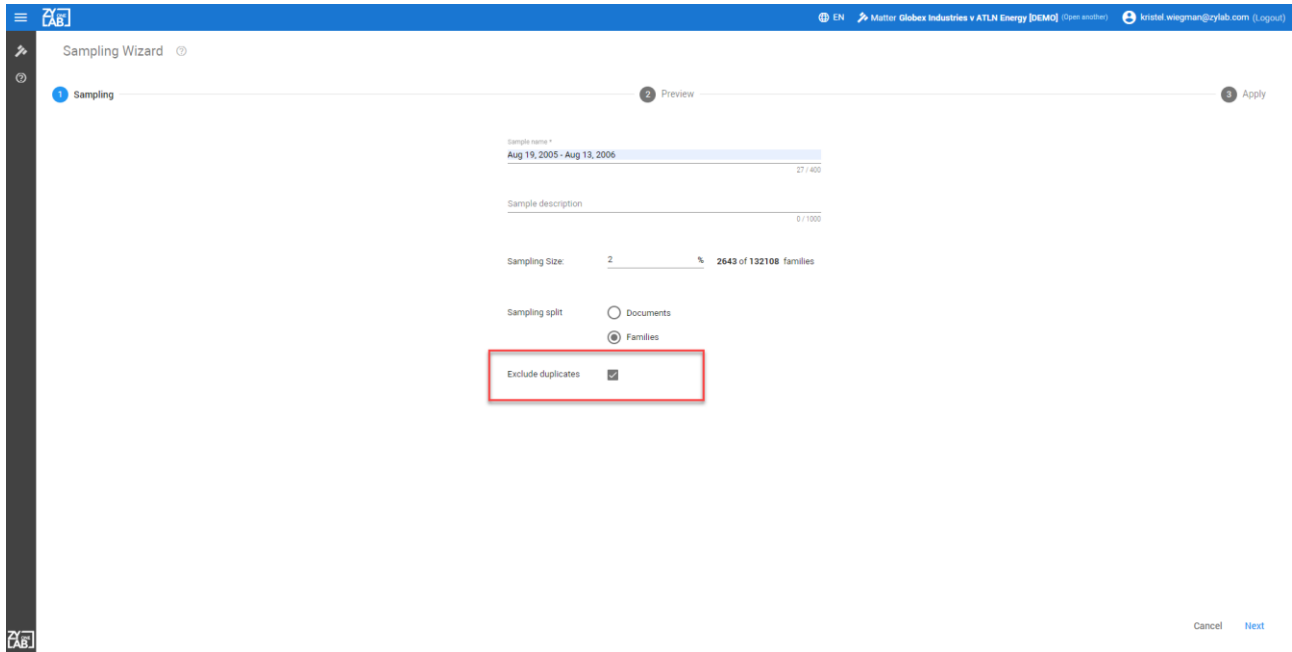
Documents: 261 / Families: 123  
Duplicate Documents: 139 / Duplicate Families: 58

All Custodians	All Sources	Duplicates Count	Duplicate Type By Documents	Duplicate Type By Families	R Review Status	Document Date	Name	Custodian
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	June 20, 2006 at 4:50:48 PM GMT+0	FW New Slide.msg	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	June 20, 2006 at 4:50:48 PM GMT+0	LS - Presentation - Services Handout.PPT	Larry
Larry, Larry2, Moe	Mail, Mail2	6	Duplicate	Main	NOT REVIEWED		object0001	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	June 20, 2006 at 4:49:45 PM GMT+0	RE New Slide.msg	Larry
Larry, Larry2, Moe	Mail, Mail2	4	Main	Main	NOT REVIEWED	June 20, 2006 at 4:51:45 PM GMT+0	LS - Presentation - Services Handout.PPT	Larry
Larry, Larry2, Moe	Mail, Mail2	6	Main	Main	NOT REVIEWED		object0001	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	May 23, 2006 at 1:08:33 PM GMT+0	Train delay.msg	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	May 25, 2006 at 8:12:35 PM GMT+0	Upcoming Summer Concerts!.msg	Larry
Larry, Larry2, Moe	Mail, Mail2	2	Main	Main	NOT REVIEWED	June 17, 2006 at 8:48:02 AM GMT+0	Not read CaseSoft.msg	Larry
Larry, Larry2, Moe	Mail, Mail2	2	Main	Main	NOT REVIEWED	June 19, 2006 at 1:31:54 PM GMT+0	Read RE That save was excellent!.msg	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	May 30, 2006 at 10:20:23 PM GMT+0	Accepted Vince Rotondi.msg	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	June 20, 2006 at 5:19:21 PM GMT+0	BBC.msg	Larry
Larry, Larry2	Mail, Mail2	1	Main	Main	NOT REVIEWED	June 20, 2006 at 5:16:04 PM GMT+0	BBC.htm	Larry
Larry, Larry2, Moe	Mail, Mail2	2	Main	Main	NOT REVIEWED	June 20, 2006 at 5:30:05 PM GMT+0	RE Vacation.msg	Larry

Page Size: 50 1 of 3

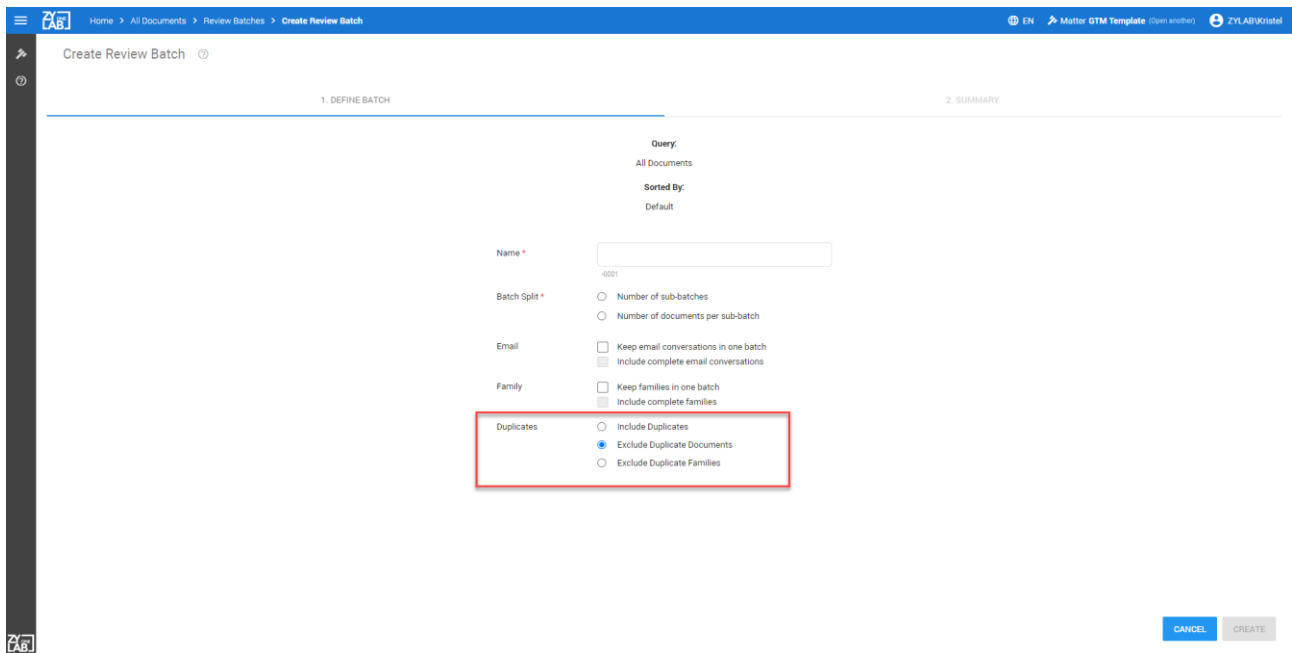
Start your own deduplication. Filter duplicates and concentrate your review on the main files. Start Deduplication via Configuration > Deduplication.

## Duplicates in Sampling



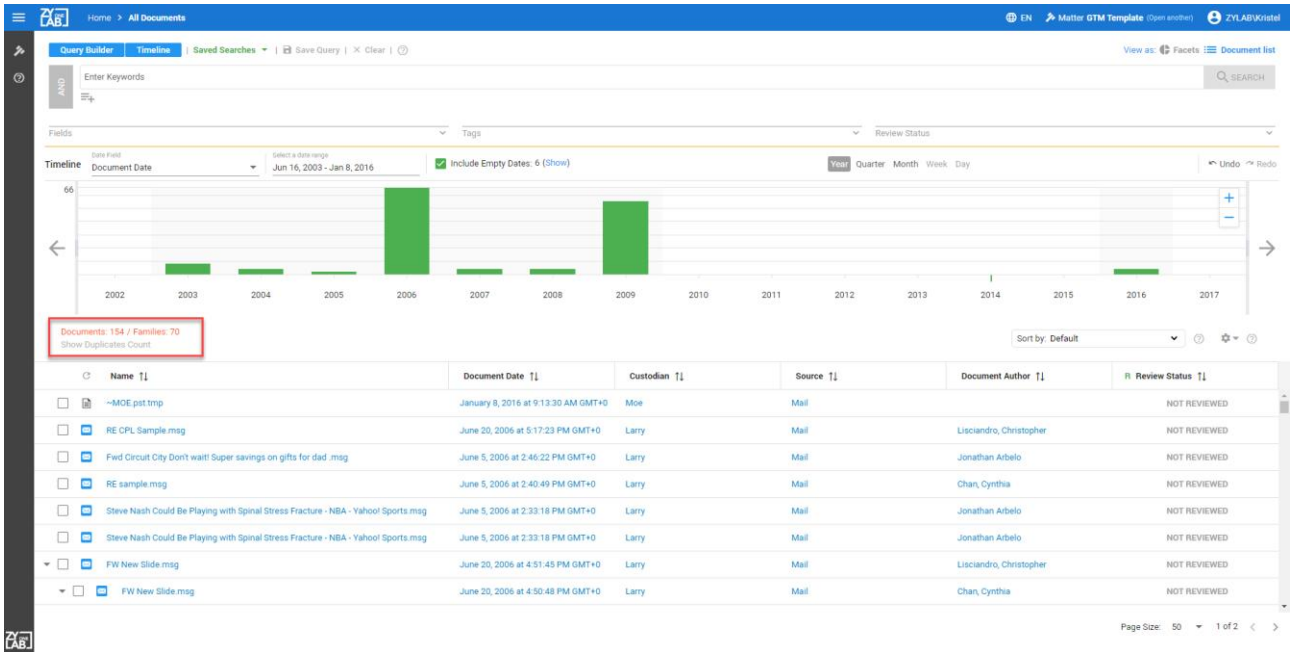
Include or exclude duplicates in Sampling for improved data handling. (De)select 'Exclude duplicates' when creating a sample.

## Duplicates in Review Batches



Include or exclude duplicates in Review Batches for improved data handling. Define how to handle duplicates when creating new Review Batches.

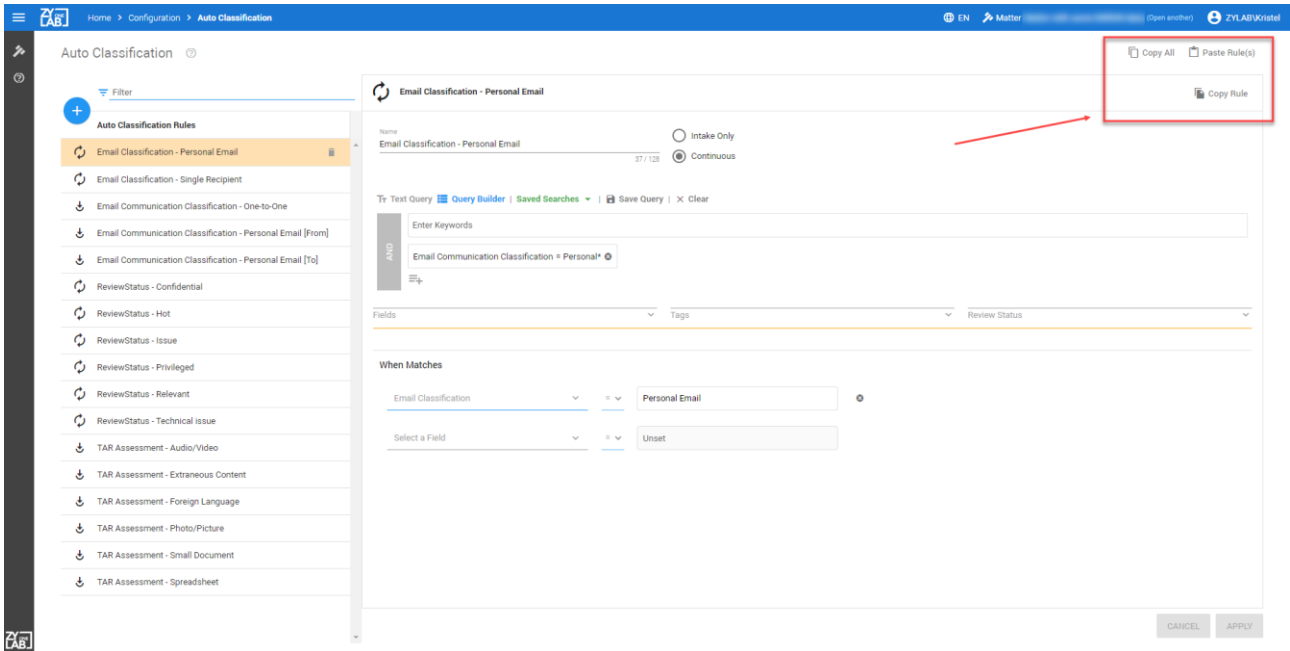
## Show/Hide Duplicates Count



Show/hide duplicates count. For performance reasons we advise to only show duplicates count when needed. Select 'Show Duplicates Count'.

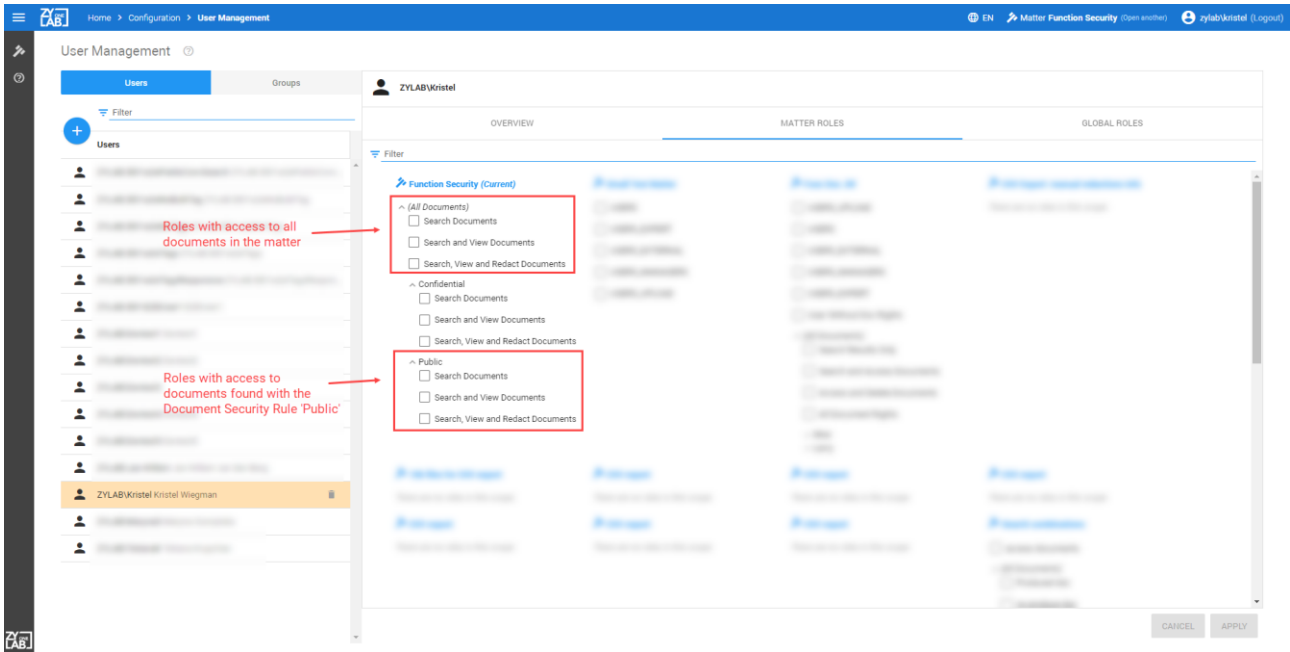
# Configuration

## Reuse Auto Classification Rules



Reuse Auto Classification Rule(s) with copy & paste to quickly create new rule(s). Select the Copy All or Copy Rule icon.

## Functional Document Security



Assign roles that are linked to a set of documents for more control over access and actions that can be performed. Combine Document Security with Role and User Management.