



# ZyLAB ONE 6.0

## What's New

ZyLAB ONE 6.0 - 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.

# Contents

ZyLAB ONE 6.0 - What's New .....	1
Review .....	2
Select Matter in List View or Tile View.....	2
View Processing Status of a Matter .....	3
Interface Language .....	3
Export report information to Excel.....	4
Improved Fields Search.....	5
Refined Batch Downloads Permission.....	5
Delete Documents from Document View .....	5
Added Redaction Motivation.....	6
Sampling.....	8
Sampling Overview / Sampling Management Page .....	8
Sampling Wizard.....	8
Assign Review Batches to Users.....	10
Various User Interface Improvements .....	12
Audio and Video .....	13
Processing.....	14
Collection: Improved Upload .....	15
Cloud Upload: Microsoft Exchange.....	15
Cloud Upload: Google G Suite.....	17
File Upload .....	18
Audit.....	20

ZyLAB ONE 6.0 - What's New

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

Audit Log .....	21
Production .....	25
Configuration .....	26
Tagging .....	26
Role & User Management .....	26
Information Management Add-On.....	27

# ZyLAB ONE 6.0 - What's New

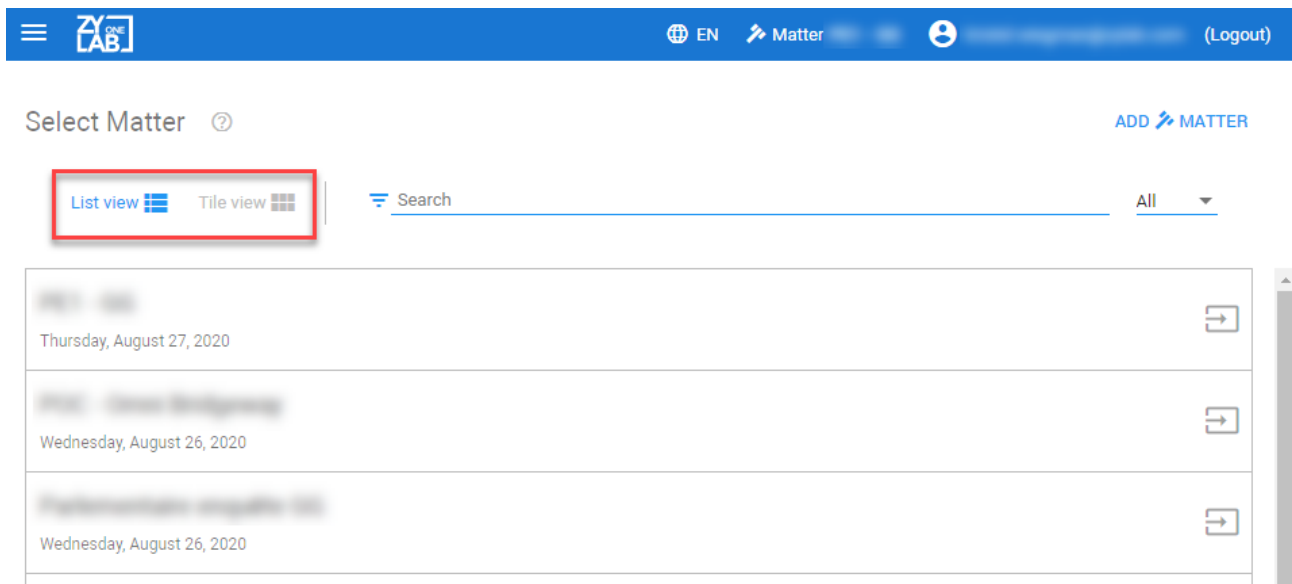
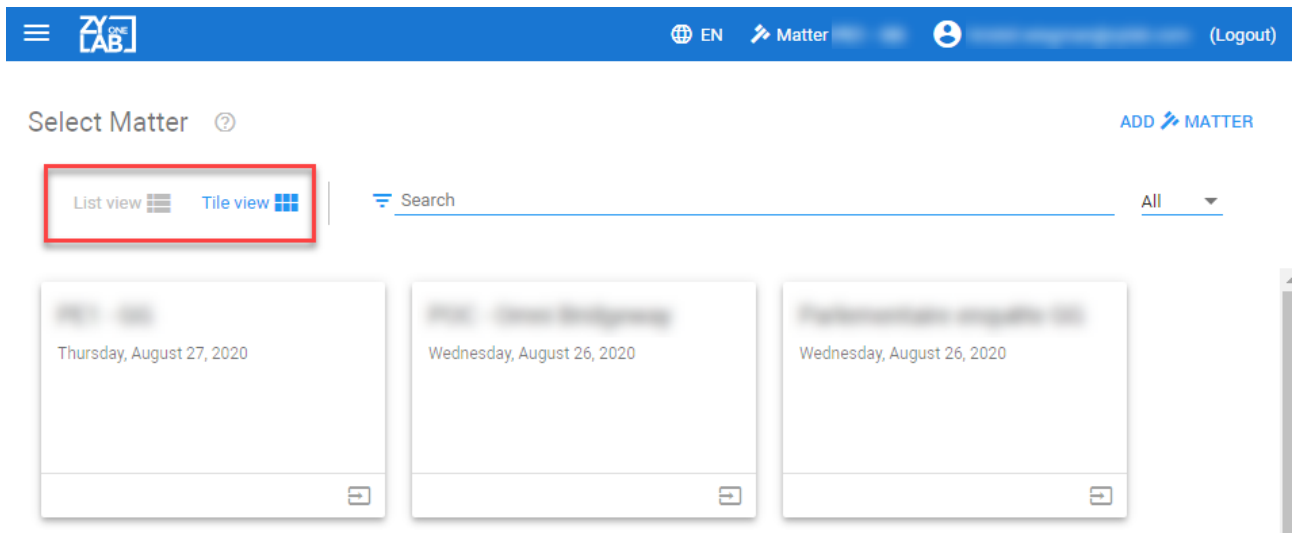
In this ZyLAB ONE 6.0 - What's New guide we describe the new features that have been added since version 5.2 (on premise).

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


# Review

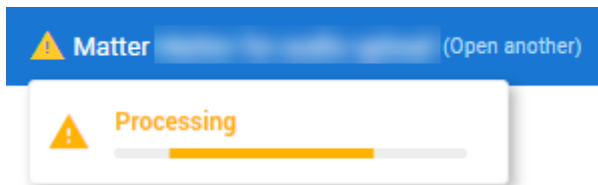
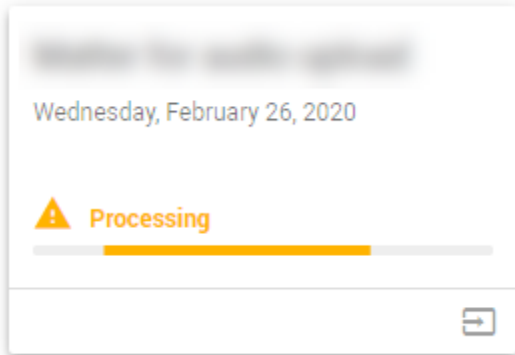
## Select Matter in List View or Tile View

When selecting a matter, you can now switch between List View and Tile View.



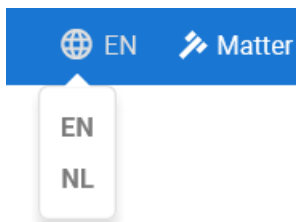
## View Processing Status of a Matter

Processing bar is shown for newly created matters on two locations: On the Select Matter screen and in the menu (when hovering above the  icon). When the processing bar is shown, data is still being processed for that matter. This means that not all data is available for review yet.





## Interface Language

By default two interface languages are available: English and Dutch.



## Export report information to Excel

Option to export the report information (filtered and sorted Document List) to Excel format.

View as:  Facets  Document list

SEARCH

Review Status

Sort by: Default

Review Status
NOT REVIEWED
NOT REVIEWED

Include Redaction Information

[Export to CSV](#) [Export to Excel](#)

- Columns
- List Options
- Views
- Bulk Tagging
- Review Batches
- Batch Downloads
- Productions
- Reports**
- Open Connected View
- Delete Families



## Improved Fields Search

Changing searches for fields is improved, you can double-click the field search to change this.

## Refined Batch Downloads Permission

The Batch Downloads permission has been refined to two permissions:

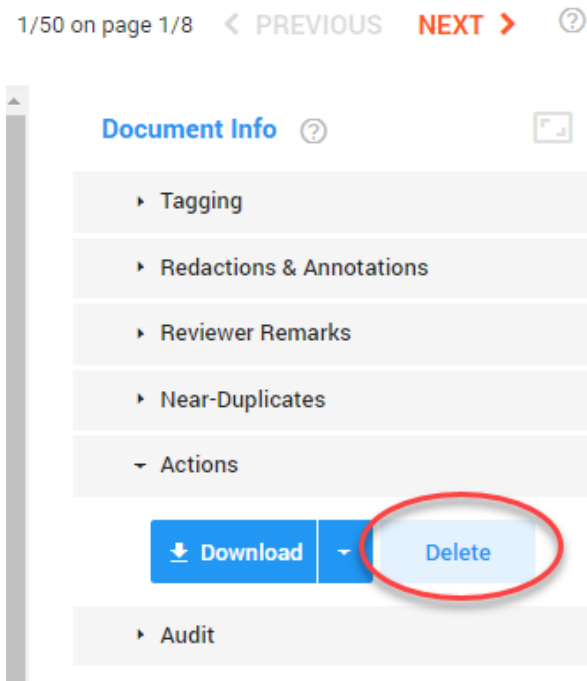
- Create Batch Downloads
- Manage Batch Downloads from other users

**Create Batch Downloads** allows users to create, download, view and work on their own batch downloads (selection of documents).

**Manage Batch Downloads from other users** allows users (administrators) to view/work on batch downloads created by other users. So with this role permission you can work on all batch downloads created in a matter.

## Delete Documents from Document View

Each user that has been assigned a role with the permission 'Delete Documents' can now delete documents in Document View.



Before each deletion, you need to confirm. If you delete a parent document, you will delete all child documents too (and thus delete multiple documents at once). If it is a child document, or not related to other

documents, you will delete only 1 document.

## Document Deletion

You are about to delete 1 document(s). Click Delete button to start the deletion.

Close      Delete

When the document is deleted, the next document in the queue will be shown. If it was the last document in the queue, you will be redirected to the Document List.

**Tip:** You do not need to wait until completion of deletion. Just close and navigate to the next document. The document(s) will be deleted anyway.

## Added Redaction Motivation

Added additional option to add a redaction motivation and report on that.

the PPAS and that they would be  
. As a result of this change, it was  
!6 the deadline for submission of b  
ginally were due on June 12. Con  
sections in the Auction Participati  
ations and the formation of consor  
er scheduled events, including the  
auction, also are being postponed  
respectively. Attached is a letter fro  
e error.

The screenshot shows a dialog box for redaction. It contains the following fields and options:

- Redaction Text: A text input field.
- Code Set: A dropdown menu.
- Code Entry: A dropdown menu.
- Motivation: A text input field, which is highlighted with a red border in the image.
- Appearance Settings: A section with a downward arrow.
- Save these settings as default: A checkbox.
- CANCEL and DONE: Two buttons at the bottom right.

\*\*\*\*\*

This motivation will also be displayed when creating a detailed Excel report (via the Document List > Settings > Reports). See screenshot on next page.

The screenshot shows a data table with a 'Custodian' column containing the name 'John Lavorato'. A dropdown menu is open, displaying various actions: Columns, List Options, Views, Bulk Tagging, Review Batches, Batch Downloads, Productions, Reports, Open Connected View, and Delete Families. A modal window is overlaid on the table, containing a checked checkbox for 'Include Redaction Information', radio buttons for 'Detailed' (selected) and 'Summarized', and two buttons: 'Export to CSV' and 'Export to Excel'.

See the Motivation column in the detailed Excel report:

G	H	I	J
<b>Redaction Code 1</b>	<b>Redaction Code 2</b>	<b>Redaction Justification</b>	<b>Redaction Motivation</b>
CONF	Confidential	test PII su	TEST MOTIVATION TEXT

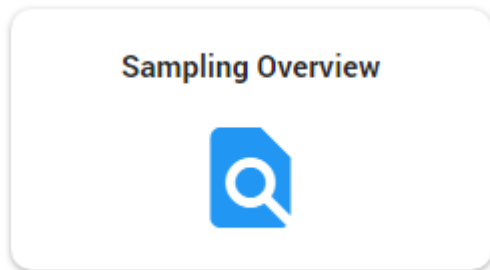
## Sampling

Added Sampling option to sample and review selections of documents and report on that.

### Sampling Overview / Sampling Management Page

View your own or - with sufficient rights - all sample sets that have been created.

On the Home page, select Sampling Overview.




Of each sample set, you can see who created it and when. By default, sample sets are sorted by Creation Date. The columns Sample Name, Created By and Creation Date are clickable and sortable. The status shows whether sampling is completed, in progress or aborted.

Also, you can see how many documents (in numbers and percentages) were evaluated correct or incorrect. The amounts of documents in the corresponding columns are clickable. The documents will be shown on a separate page.

You can view how many documents were not reviewed, and the total number of documents in the sample set.

Finally, you can perform some actions: **View Sample Documents**  or **Delete Sample** 


 will take you to the Document List, showing all documents of that specific sample.

Sample sets that are In Progress can be resumed by clicking 

### Sampling Wizard

Use Sampling to evaluate the results of the review process. For example, evaluate the tagging results of individual users.

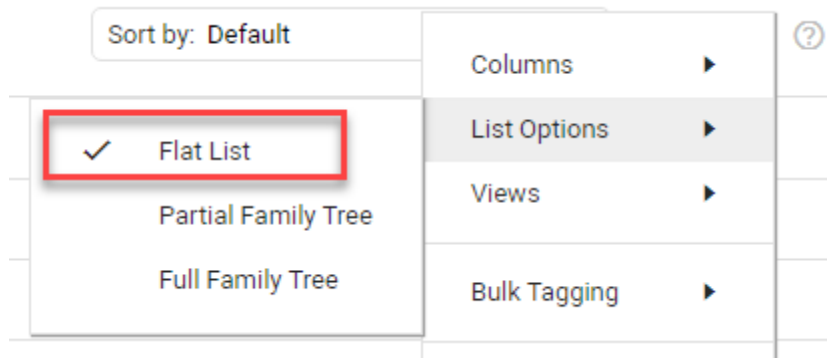
A sample will be created from all documents currently available in the Document List (after filtering/searching).

Select **Settings**  > Sampling > Create for Documents/Selection.

#### 1 - Sampling

- Define the Sample Name.
- Define the Sample Description (the purpose of the sample).

- Define the Sample Size (in percentages) and the Sample Split (documents or families).  
**Note:** With the Flat List option in Document List selected, only documents will be sampled.



- Click Next.

## 2 - Preview

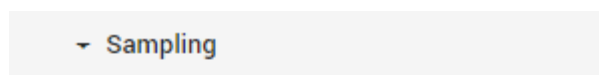
- Evaluate each document in the sample set with either Incorrect or Correct.  
**Note:** Most features will be disabled, however you will be able to download files that cannot be displayed in Document View. This allows you to determine whether the file was correctly reviewed or not.



- Though related documents are shown and can be viewed via the Conversation/Document Family panes (to allow for a better evaluation), they are not part of the sample set. Return to the sample set via 'Go back to the original sample document'.

[Go back to the original sample document](#)

- After each evaluation, the next document is shown automatically.
- Also, after each evaluation, the Sampling Statistics are updated.

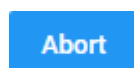


### Statistic

Correct	10.26%	(4 documents)
Incorrect	0.00%	(0 documents)
To Do	89.74%	(35 documents)

Best Case Estimate 100.00%

- When all documents have been evaluated, step 3 - Apply appears.
- Abort will result in a partially reviewed sample set, which cannot be finished later. You will need to create a new sample.



### 3 - Apply

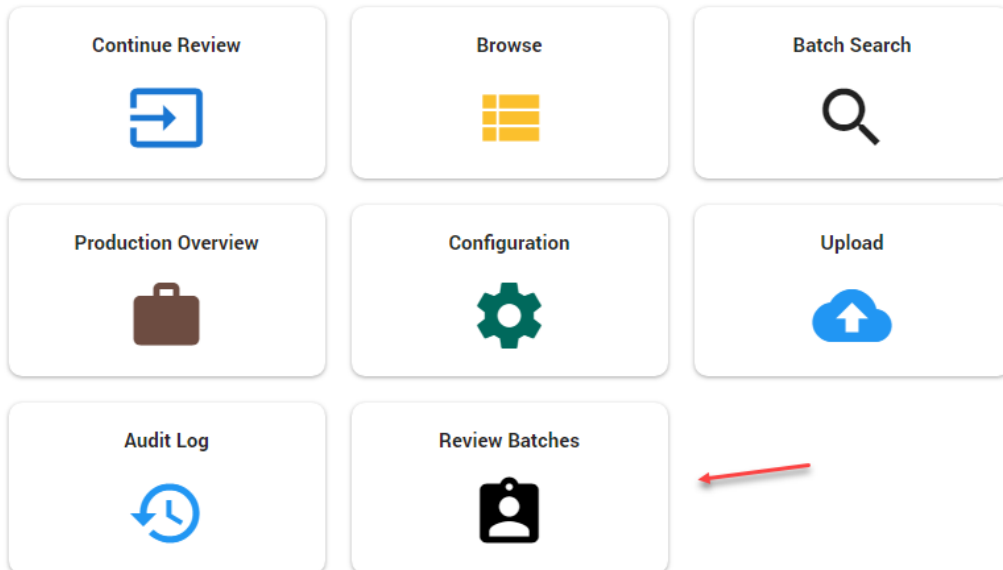
- The Sampling Statistics are shown.
- You can choose to change the sampling settings. If you choose to do so, the current sampling results will be lost.

**Change Sampling Settings**

- If you are satisfied with the results of the sampling, click Save. The sample will be saved on the Sampling Management Page.

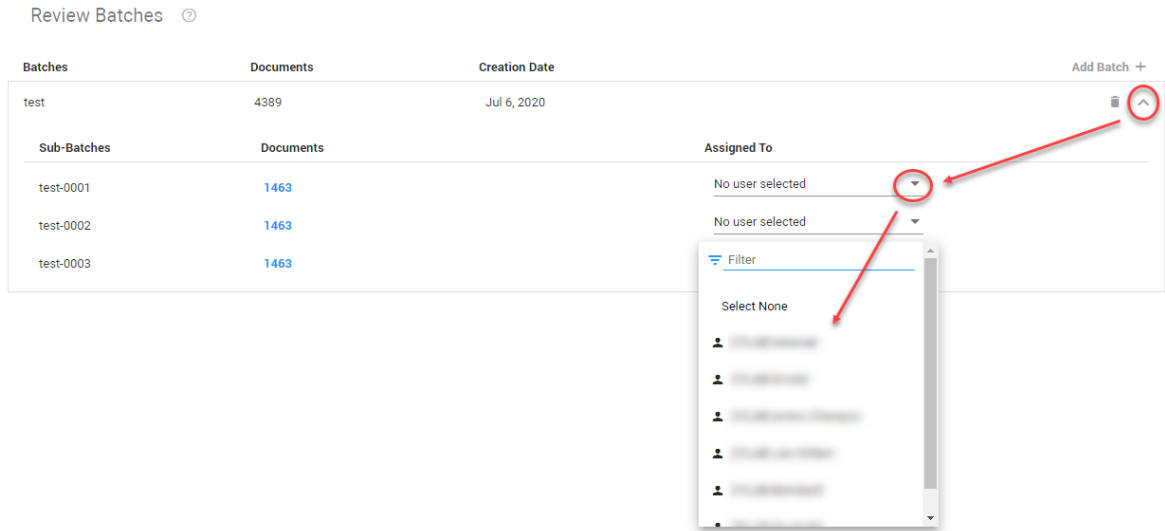
## Assign Review Batches to Users

- Go directly to an overview of all [Review Batches](#) with the new tile on the Home page:

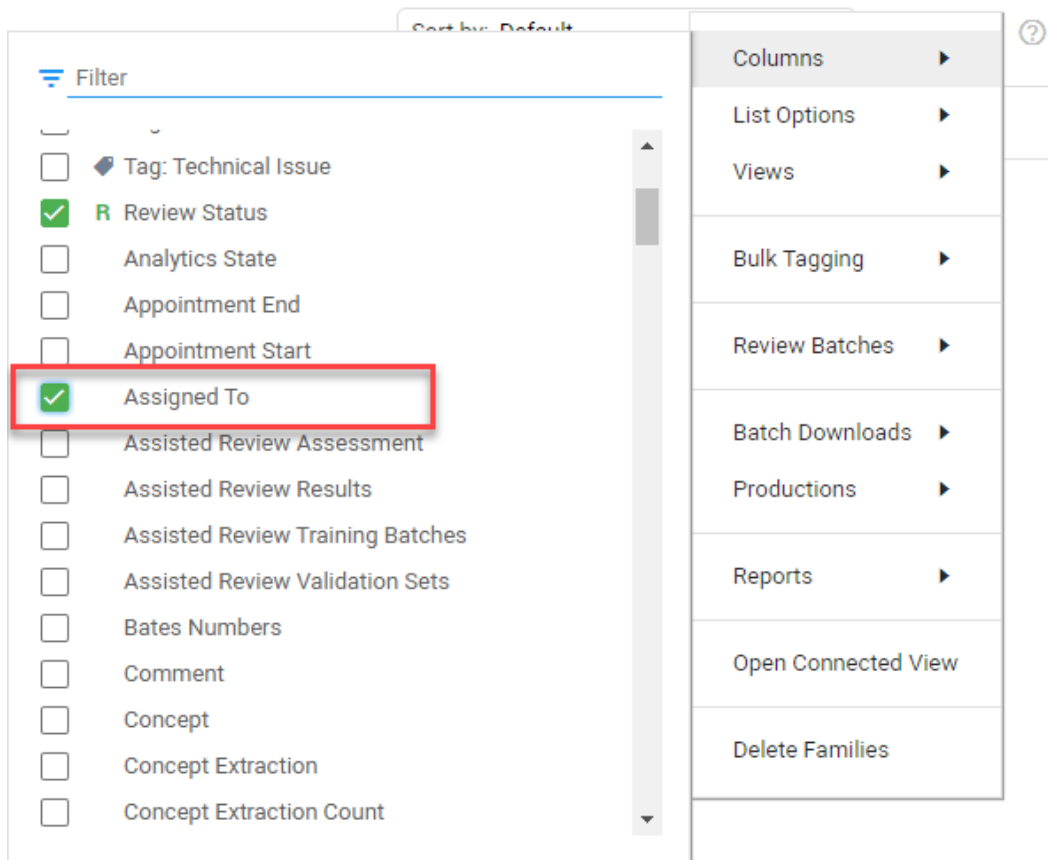


- Assign Review Batches to users:

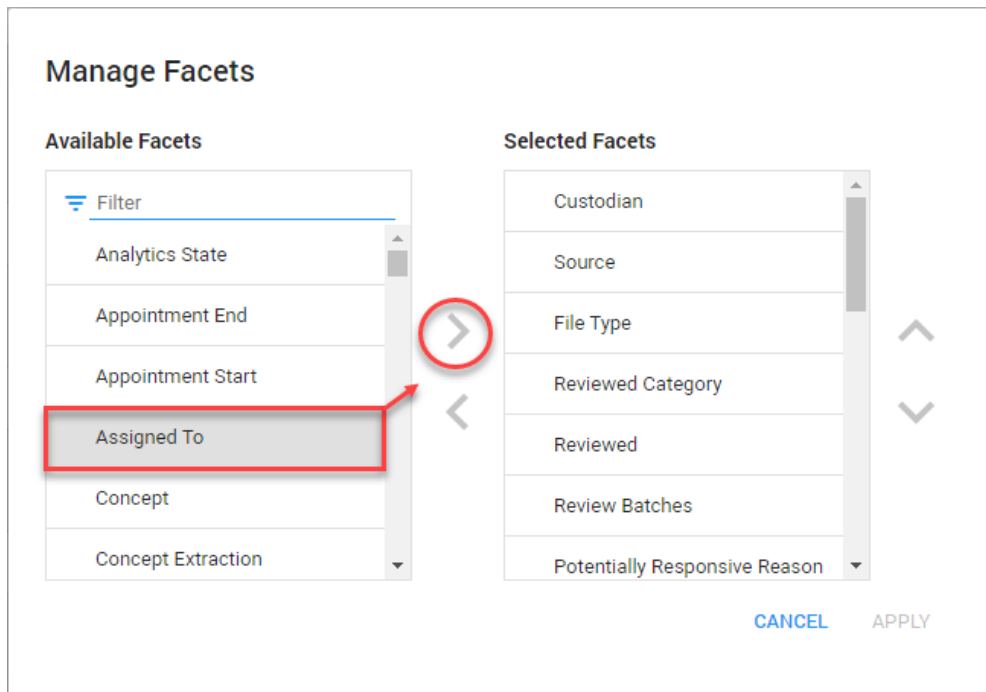
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For more information, please refer to <https://docs.zylab.com>



- In the Document List, select the column 'Assigned To' to view and sort the persons who have been assigned a review batch.



- In Browse (Facet View), add 'Assigned To' to the Selected Facets to get an overview of/sort and select all persons who have been assigned a review batch.




## Various User Interface Improvements

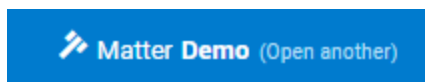
- Labels added to Switch to Facets and Switch to Document List button.

View as:  Facets  Document list

- Refresh button added to Facet View.

 Refresh | Documents: 8999 / Families: 8999

- Matter icon added to matter name.



- Select multiple values from a facet with multiple possible values for one field (like, for example, Email To), while the facet remains open. So, you can drill down to emails that have been sent to person1 AND person2 AND person3 etc. View the path taken in the breadcrumb trail:





# Audio and Video

- Improved processing of various audio and video formats to support viewing these in Media View.
- Audio and video files can be transcribed to text, which is searchable within the review (additional option). Hits are searchable in the transcribed text via the main search box. Please note that Ctrl+F is not available in Media View.
- When enabled, you can view alternative words for some of the transcribed spoken content. Hits in alternative words are also highlighted.

that a power interesting doubt I'll Hey guys you know I'r  
ighting was 10. I guess r down lock 11 right you Gotta  
wn to me Yep OK so we're not Wonder pretty schedule

- New audio and video viewer to support transcribed audio and video files which includes full synch between transcription and audio.
- Extraction of additional audio and video properties metadata.
- Please note that Redactions & Annotations are not available in Media View.



The screenshot displays the Media View interface. At the top, there is a vertical orange bar labeled "Media View" and a grey bar labeled "Produced View". The main area features a blue audio waveform with a time axis from 0 to 2:50. Below the waveform is a control bar with a "Show Alternatives" dropdown, playback controls (play, stop, back, forward), and a "Playback rate: 1x" indicator. The transcribed text is shown in a white box with a grey border. It includes two speaker segments: "SPEAKER 1: We're in here EH. Here life. Here it" and "SPEAKER 2: I'd hoped good in this rich hear rich no up it ever after It's not that Junior senior her Derek and a bird we're Tavern build the 3rd that much give Nick. Is some issues for Wow OK it was my she just spat out there I. got a couple more hours I go on you were all right shoot out God pen and paper and this is going to be at work them up kind of thing. Tonight I'll let you finish your come off your that and in wine right be Tomorrow right at once you days to give get a little period of OK come up with the reason the go down OK 1 of you of there. Oh and him like that yeah. Yeah it's got that we could be doing Tonight that's good. Nearly did we need to come down in Inspector switch on the steam turban no Sir this one's switch on this induction steam valve has been they went out and will you to be down in order to pull the switch the just it no shit yeah I like that and electrician this happen to be on shift Tonight so it works out kind of good and door a car what do you mean if I do did to come down and said we'd need to come down discovered that a power interesting doubt I'll Hey guys you know I'm a Doctor Alan 1. How we're going to be done to our big 5 going to come back up work you OK you have to kill that fighting was 10. I guess run 11 o'clock 11 right you Gotta go back go back down OK back down for our New yeah I haven't we do we'll see what your more afternoon shut down to me Yep OK so we're not Wonder pretty schedule right It's was to be kind of 1 of those sex OK so we're just coming down for some reason for doing right and that's cool. Hopefully, because a good schedule I just got over here why you know what it says I'm looking right at it look at It's the New schedule you just Gotta be 1 New schedule other by the with show and 52 a day. Oh right so that's the 1 you get on it exactly. Ok yeah we'll take care of that see got are you checking a switch on the steam train yeah whatever just really make today is denies fine I could work of the check it Tomorrow afternoon again I think that's good fine all right I could Count on you no problem. Purely because. All right for her go to come and feel a mile long thanks a lot of her I don't want him and put out and a broken. Back.

# Processing

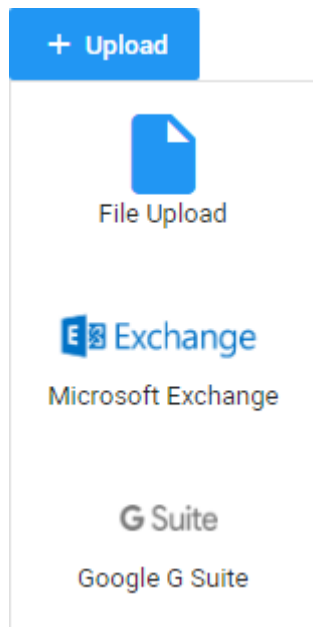
Improved scalability for OCR processes to improve performance.  
Added support for AD1 and AFF(v3) forensic formats.

## Collection: Improved Upload

- Added Microsoft Office 365 (Microsoft Exchange) and G Suite Gmail collection options (Cloud Upload).

**Note 1:** Cloud Upload is only available for new matters. Also, the user performing the upload has to have a role with the following permission: Manage Cloud Upload.

**Note 2:** Additional work is required on the client side to be able to collect items.



- File Upload shows more information about progress and processing status.

### Cloud Upload: Microsoft Exchange

**Attention:** You'll require full read access to all mailboxes residing in Microsoft Exchange. To accomplish this, it is necessary to create an account in Microsoft Exchange with read rights across all mailboxes. The steps for configuring Exchange Impersonation are dependent on the particular version of Exchange used.

#### Connection

##### Connect with Exchange

- Login Account  
Fill out the (ExCon Admin) account.
- Login Password  
Fill out the password.
- Login Domain  
Fill out the domain for authentication.

### Exchange Version

- Exchange Version  
Make sure the correct Exchange Version is selected.
- Exchange Web Services URL  
Exchange Web Services URL is optional if the Autodiscover service has been configured correctly. Using Autodiscover service is necessary in environments with multiple Client Access Servers. By default: <https://outlook.office365.com/EWS/Exchange.asmx>
- When ready, click Next.

### Data Selection

#### Define Date Range

- Date Range Type  
Select a Date Range Type from the dropdown list.
- Date Range  
Define the Date Range that must be searched. Use the calendar.

#### Define Exchange Data

- Subject  
Define the subject to filter the messages you collect.
- Body  
Define the body to filter the messages you collect.
- Mailboxes  
Define the mailboxes accounts that must be collected. Make sure accounts are split with either a comma or a semicolon. For example: user01@zylab.com, user02@zylab.com
- Checkbox: Skip Journal Body  
Choose Skip Journal Body to skip journal items and only archive the attachments from journal items.
- When ready, click Next.

### Settings

#### Assign Custodian and Source

- Set the custodian(s) and source(s) at the bottom of the screen.  
**Tip:** First select the custodian/source that needs to be assigned to all or most mailboxes. Then, select one or more mailboxes in the table for which a different custodian/source needs to be assigned.  
**Attention:** Please note that whenever no mailboxes are selected and you assign another custodian/source, all previously assigned custodians/sources will be overwritten.
- View the list of assigned custodian(s) and source(s) in the table.
- When ready, click Save.

#### Set Custodian and Source

- Custodian  
Select a Custodian from the dropdown list or create a new one.
- Source  
Select a Source from the dropdown list or create a new one.

## Cloud Upload: Google G Suite

**Attention:** You need Service Account credentials to connect to GMail API. Also, you need access to specified domains to collect. To get it, you need a GSuite account with access to:

<https://console.developers.google.com/>- Google API Console

<https://admin.google.com/>- Google Admin Console.

1. Service account creation:
  - a. Go to <https://console.developers.google.com/>
  - b. Create project if needed.
  - c. Go to hamburger-button → IAM & admin → Service accounts.
  - d. Click "Create service account".
  - e. In "Service account details" window
    - i. enter name ("gmail-reader-1" for example)
    - ii. continue.
  - f. In "Grant this service account access to project" window:
    - i. skip roles granting
    - ii. continue.
  - g. In "Grant users access to this service account" window:
    - i. "Create key"
    - ii. select JSON format
    - iii. json file will be downloaded automatically, store it securely!
    - iv. done.
  - h. In list of all service accounts:
    - i. open your new account
    - ii. Copy Unique ID somewhere
2. GMail API enabling:
  - a. Go to <https://console.developers.google.com/>
  - b. Go to Library
  - c. Go to GMail API
  - d. Click Enable
3. Giving access to gmail api of organisation:
  - a. Go to [https://admin.google.com](https://admin.google.com/) → Security → Advanced settings → Manage API client access
  - b. Create new client access:
    - i. Client Name - previously copied Unique ID
    - ii. API Scopes - "<https://www.googleapis.com/auth/gmail.readonly>"

### Connection

#### Connect with Gmail

- Service Account JSON Key  
Enter the content of the JSON key file.
- Click Next.

### Data Selection

#### Select GSuite Data

- Search Query  
Enter the same query that is used in the search box of Gmail website. Avoid using queries that are specific to a particular mailbox - this query will be applied to all mailboxes.  
**Attention:** Please note that text queries used in Gmail will become exact in ZyLAB ONE, which may lead to different results. For example, where the text query 'invite' in Gmail will also find the word 'invitation', in ZyLAB ONE it will only find the word 'invite'.

- **Mailboxes**  
Define the mailboxes accounts that must be collected. Make sure accounts are split with either a comma or a semicolon.  
For example: user01@zylab.com, user02@zylab.com
- **Checkbox: Include spam and trash**
- **Checkbox: Skip mailboxes validation**  
Select this checkbox, if you want to skip the verification of settings and validation of all mailboxes. You might want to do this if you are collecting from many mailboxes.
- **Click Next.**

## Settings

### Assign Custodian and Source

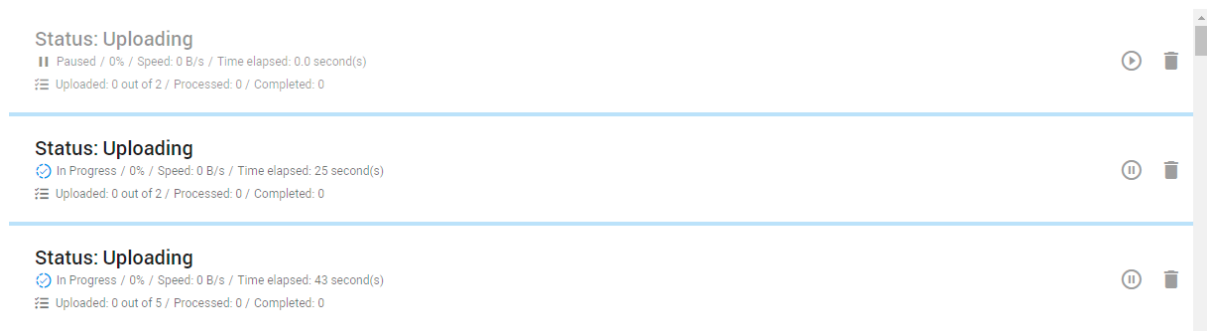
- **Set the custodian(s) and source(s) at the bottom of the screen.**  
**Tip:** First select the custodian/source that needs to be assigned to all or most mailboxes. Then, select one or more mailboxes in the table for which a different custodian/source needs to be assigned.  
**Attention:** Please note that whenever no mailboxes are selected and you assign another custodian/source, all previously assigned custodians/sources will be overwritten.
- **View the list of assigned custodian(s) and source(s) in the table.**
- **When ready, click Save.**

### Set Custodian and Source

- **Custodian**  
Select a Custodian from the dropdown list or create a new one.
- **Source**  
Select a Source from the dropdown list or create a new one.

## File Upload

- **By default, only two uploads can be in progress (are active) simultaneously. When a third upload is added, it will be paused (inactive) until one of the two previous uploads is finished.**  
**Note 1:** If you pause an active upload, the inactive upload that is next in queue will start automatically.  
**Note 2:** If you start an inactive upload, an active upload will be paused.



- **During uploading, you can view how many documents are already uploaded, processed or completed.**

### Status: Uploading

In Progress / 38% / Speed: 654 KB/s / Time elapsed: 1 minute(s) 10 second(s) / Time remaining: 3 minute(s) 14 second(s)

Uploaded: 1 out of 5 / Processed: 0 / Completed: 0

- When some files are not completed (for example, corrupted or password protected), the progress line and status line text is orange to warn you.

### Status: Upload complete, in review

Upload completed on: Nov 26, 2019, 10:20:51 AM

Uploaded: 1 out of 1 / Processed: 1 / Completed: 1

### Status: Upload complete, in review

Upload completed on: Nov 26, 2019, 9:47:58 AM

Uploaded: 1 out of 1 / Processed: 0 / Completed: 0

- When an error occurs during upload, you will be warned with a yellow background and red text. Also, the number of errors is shown.

#### Status: Uploading

✓ Upload completed with errors / Upload time: 18 second(s)

Uploaded: 0 out of 2 / Processed: 0 / Completed: 0 / Failed: 2

▲ 2 error(s)



#### Status: Uploading

✓ Upload completed with errors / Upload time: 1 minute(s) 1 second(s)

Uploaded: 0 out of 2 / Processed: 0 / Completed: 0 / Failed: 2

▲ 2 error(s)



#### Status: Uploading

In Progress / 38% / Speed: 654 KB/s / Time elapsed: 1 minute(s) 10 second(s) / Time remaining: 3 minute(s) 14 second(s)

Uploaded: 1 out of 5 / Processed: 0 / Completed: 0



# Audit

- Improved management and search of audits.
- Ability to view audits for a document within Document View (only when you have a role with the proper audit permission assigned to you).

The screenshot shows the 'Document Info' sidebar on the left with the 'Audit' option circled in red. The main content area displays a list of audit actions:

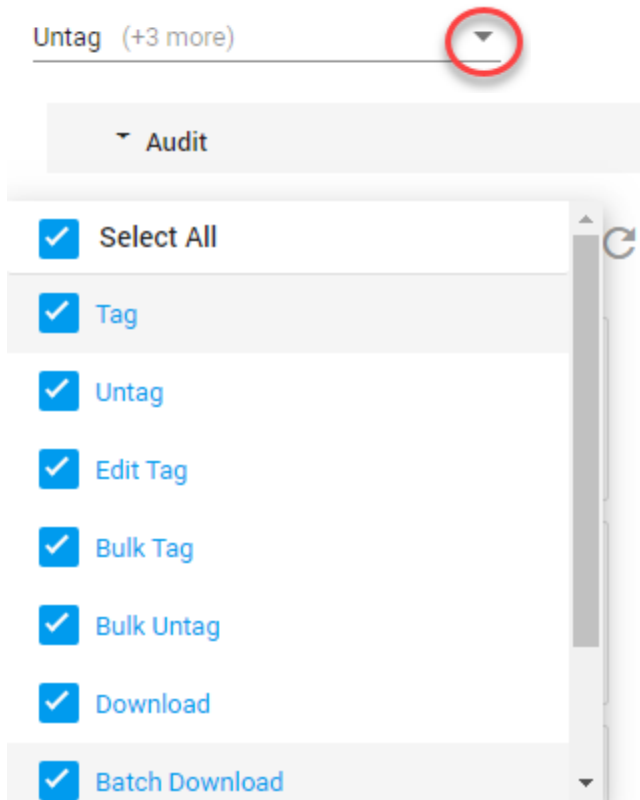
Action	User	Date	Time
Tag Not Responsive	ZYLAB\Devte...	Aug 6, 2019	3:42:44 PM
Untag Responsive	ZYLAB\Devte...	Aug 6, 2019	3:42:39 PM
Tag Responsive	ZYLAB\devte...	Aug 6, 2019	3:25:54 PM


At the bottom, the page size is set to 5, and it shows 1 of 1 items.

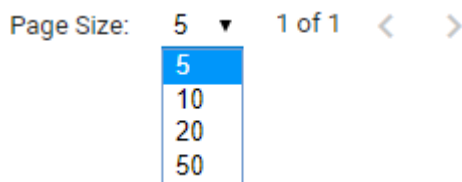
- Each time an action is performed on the currently shown document, it is listed here (including User name, Date executed, Time executed).



- Filter on specific actions supported in Document View.



- Reload  to refresh the list and view the latest actions.
- Adjust the Page Size and/or browse through the result pages.

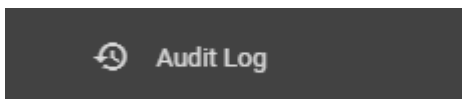


## Audit Log

View all logged events on the Audit Log overview page.

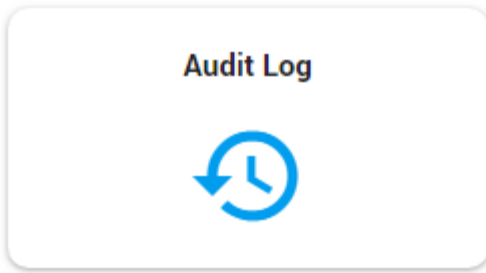
### Instructions

1. Select Audit Log from the menu on the left side of the screen.

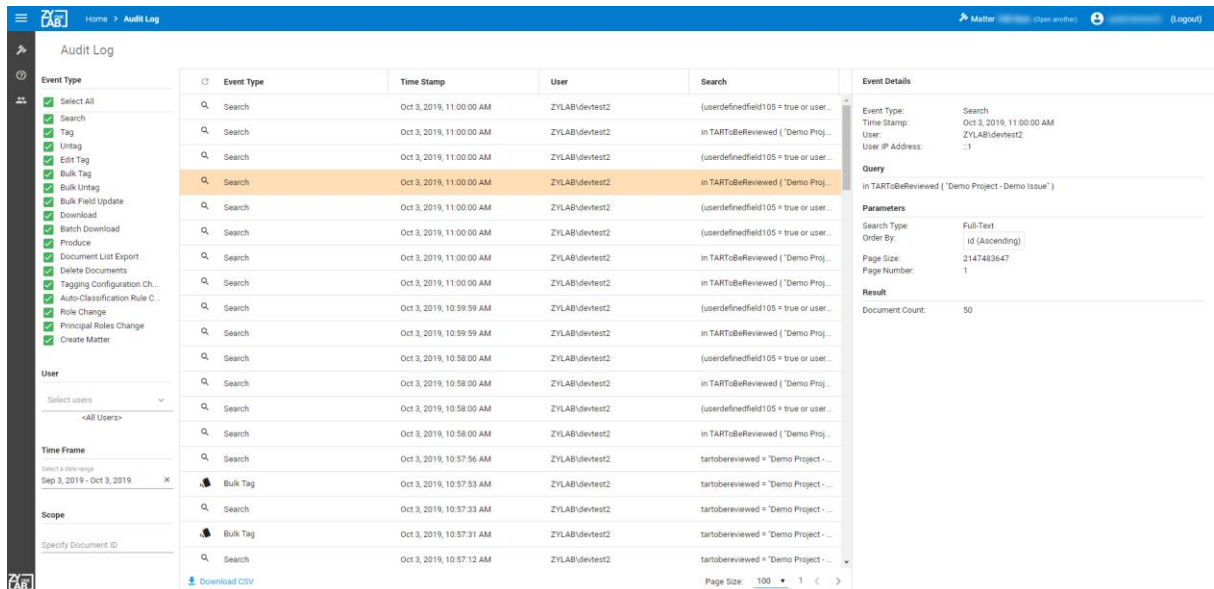


Or select Audit Log on the Home page.

ZyLAB ONE 6.0 - What's New  
For more information, please refer to <https://docs.zylab.com>



2. The following overview page appears:



Event Type	Time Stamp	User	Search
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 11:00:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 10:59:59 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 10:58:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 10:58:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 10:58:00 AM	ZYLAB\devtest2	(userdefinedfield105 = true or user...
Search	Oct 3, 2019, 10:58:00 AM	ZYLAB\devtest2	in TARToBeReviewed ( 'Demo Proj...
Search	Oct 3, 2019, 10:57:56 AM	ZYLAB\devtest2	tartobereviewed = 'Demo Project - ...
Bulk Tag	Oct 3, 2019, 10:57:53 AM	ZYLAB\devtest2	tartobereviewed = 'Demo Project - ...
Search	Oct 3, 2019, 10:57:33 AM	ZYLAB\devtest2	tartobereviewed = 'Demo Project - ...
Bulk Tag	Oct 3, 2019, 10:57:31 AM	ZYLAB\devtest2	tartobereviewed = 'Demo Project - ...
Search	Oct 3, 2019, 10:57:12 AM	ZYLAB\devtest2	tartobereviewed = 'Demo Project - ...

3. By default, all event types are selected (with Select All).

### Audit Log

#### Event Type

Select All

Deselect the checkbox of Select All, to deselect all event types. Now you can select one or more event types. The logged events will appear in the panel in the middle of the screen.

4. You can filter the logged events by selecting a user, defining a time frame and/or defining the scope.

- By default, all users are selected.

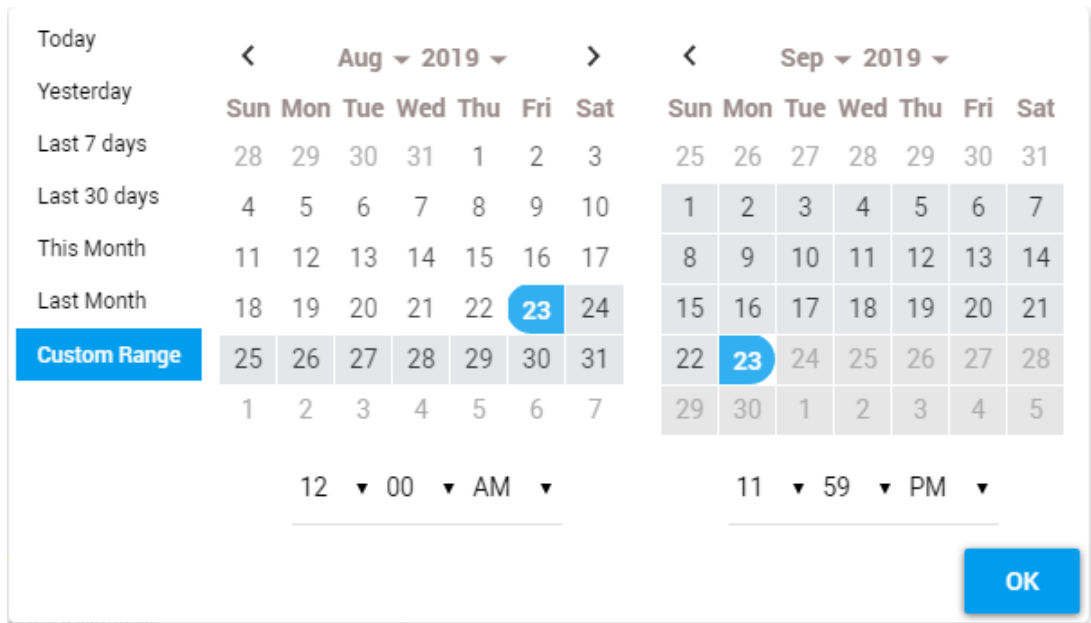
Click **Select Users** to select one or more users. If there is a long list of users, you can filter that list (type the name of a user in the Filter field).

#### User

Filter

- ZYLAB\D
- ZYLAB\K
- ZYLAB\R
- ZYLAB\s

- Click the default date range to change it. Click OK when done.



Aug 23, 2019 - Sep 23, 2019 ×

- Click **Specify Document ID** to define the scope.

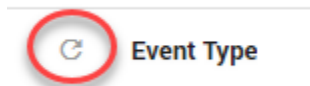
### Scope

Specify Document ID

5. Click on a logged event in the middle of the screen, to view the details of that event.

Event Type	Time Stamp	User	Search	Event Details
Auto-Classification Rule Change	Sep 10, 2019, 3:35:55 PM	[Redacted]		Event Type: Auto-classification Rule Create Time Stamp: Sep 10, 2019, 3:35:55 PM User: [Redacted] User IP Address: 10.10.101.19
Auto-Classification Rule Change	Sep 10, 2019, 3:34:50 PM	[Redacted]		
Search	Sep 2, 2019, 9:32:33 AM	[Redacted]	<All Documents>	Auto-classification Rule Details Name: Voorbeeld 2 Type: Intake Only  Query test2  When Matches Not Responsive

6. Click Refresh to update the list with logged events.



7. You can adjust the width of the columns.  
 Select **Reset column sizes** to return to the default settings.



8. Drag&drop column headers from left to right and vice versa.

9. Adjust the page size.

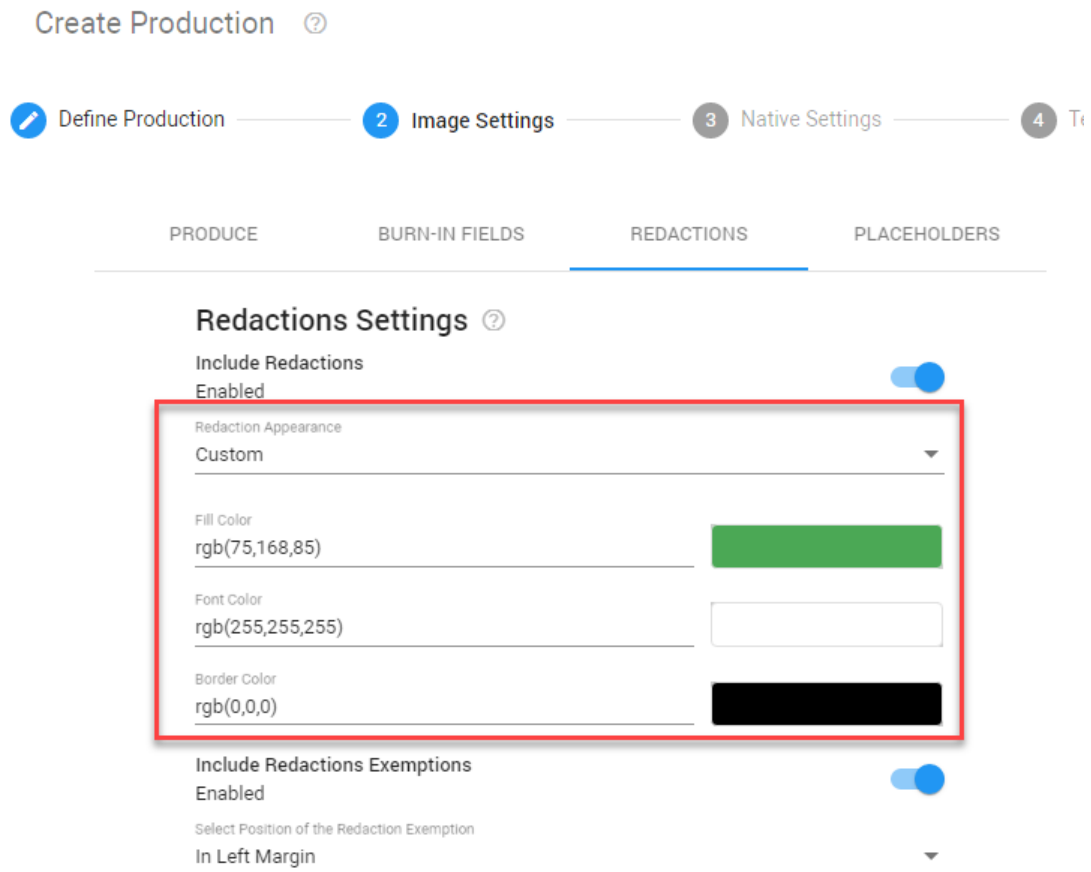
Page Size: 100 ▼ 1 of 1 < >

10. Download the resulting overview list as CSV.

[↓ Download CSV](#)

# Production

- For all redactions, you can set a new layout (fill color, font color, border color) during production. Adjust the colors of redactions in the Production Wizard > Image Settings > Redactions tab.



- Improved speed for producing documents.
- Productions is by default using the shared matter location.
- When defining a production (Image Settings > Produce > Image Settings > Output format), you can now choose to produce a Searchable PDF or a Searchable PDF (quality). Each profile has a different impact on the quality and performance of the OCR process used to create the searchable PDF. It will have no influence on the quality of images. It will mostly be noticeable with the text in files of an already lower quality.
  - Searchable PDF**  
Creates a PDF that can be searched.  
Choose this option for fast performance, but slightly lower quality (mostly noticeable with the text in files of an already lower quality).
  - Searchable PDF (quality)**  
Creates a PDF that can be searched.  
Use this option for high quality, but slower performance.

# Configuration

Updated Tagging, Role Management and User Management configuration.

## Tagging

Configure Tags


Filter

Tags

- New Tag

New Tag

Name  
New Tag 7 / 65

Color  
rgb(51,105,30) 

Shortcut Key

Interaction Contract  
None

Show Tag ?

Always  
 When certain tags apply:

Hide Tag ?

Never  
 When certain tags apply:


## Role & User Management

Small user interface improvement to User Management and Role Management. Button to add users/groups or roles is now in line with other Configuration options.

User Management ?

Users Groups

Filter

 Users

# Information Management Add-On

- Additional option for managing uploads and meta data.
- Allows organizing documents in files/binders.
- Add multiple documents to on registration record.
- Archive directly from Microsoft Outlook.
- Connections to third party systems like CRM.