



What's new

ZyLAB ONE 7.0

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://learn.ipro.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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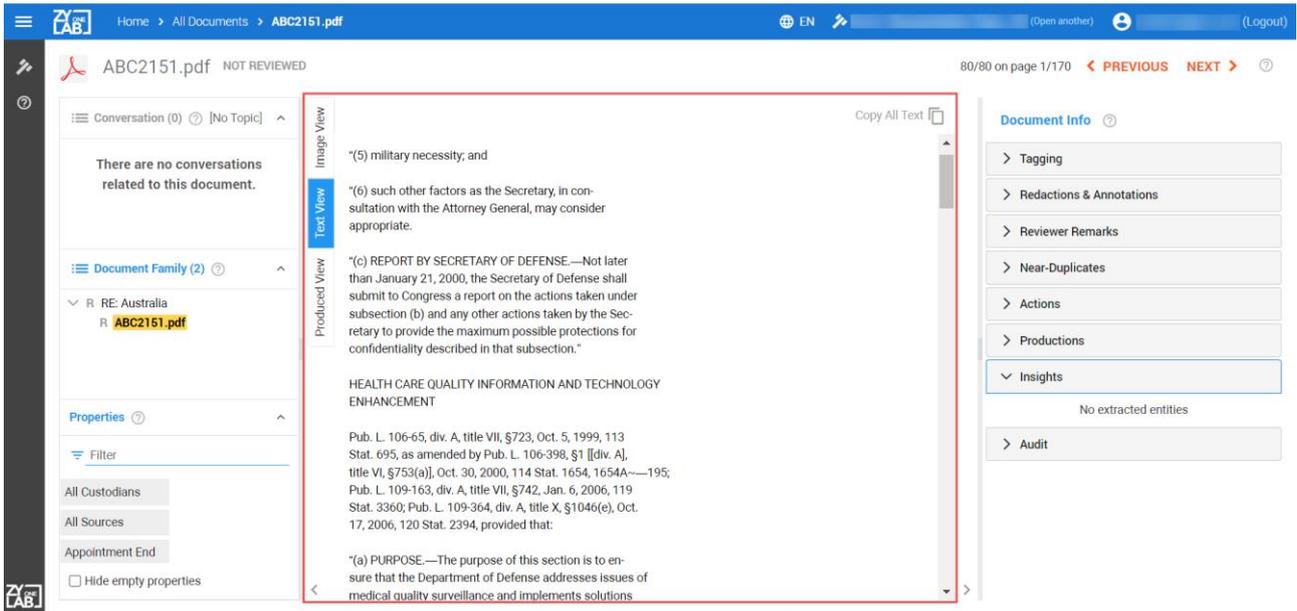
In this ZyLAB ONE 7.0 - What's New guide, we shortly describe the new features that have been added since version 6.0 (on premise). For a more detailed description, please refer to the ZyLAB ONE 7.0 Manual.

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 7.0 On Premise release.

General

Text View Tab



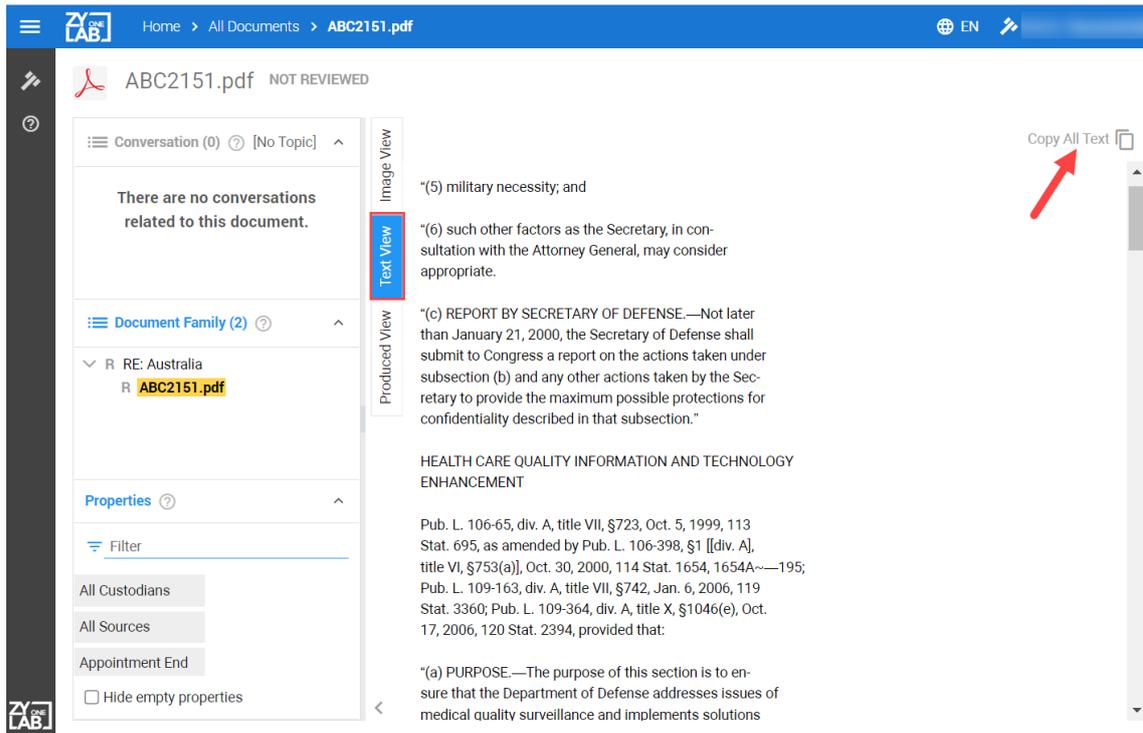
In Document View, the Text View tab shows the full extracted, plain text. Access to document text is required; users must be assigned the Access document text permission.

In Document view, select the **Text View** tab. Choose one of the following:

ZyLAB ONE 7.0 - What's New

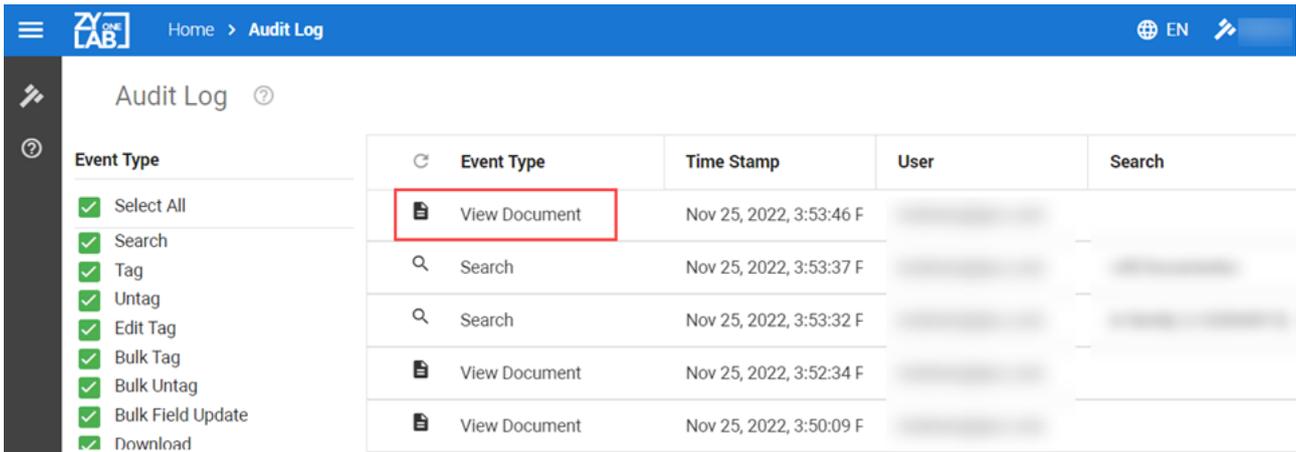
For more information, please refer to <https://docs.zylab.com>

- Select **Copy All Text** to copy all extracted text to clipboard. Paste the copied text into another environment.



- Select a segment of the extracted text and use the shortcut keys (Ctrl C + Ctrl V) to copy and paste the selected text into another environment.

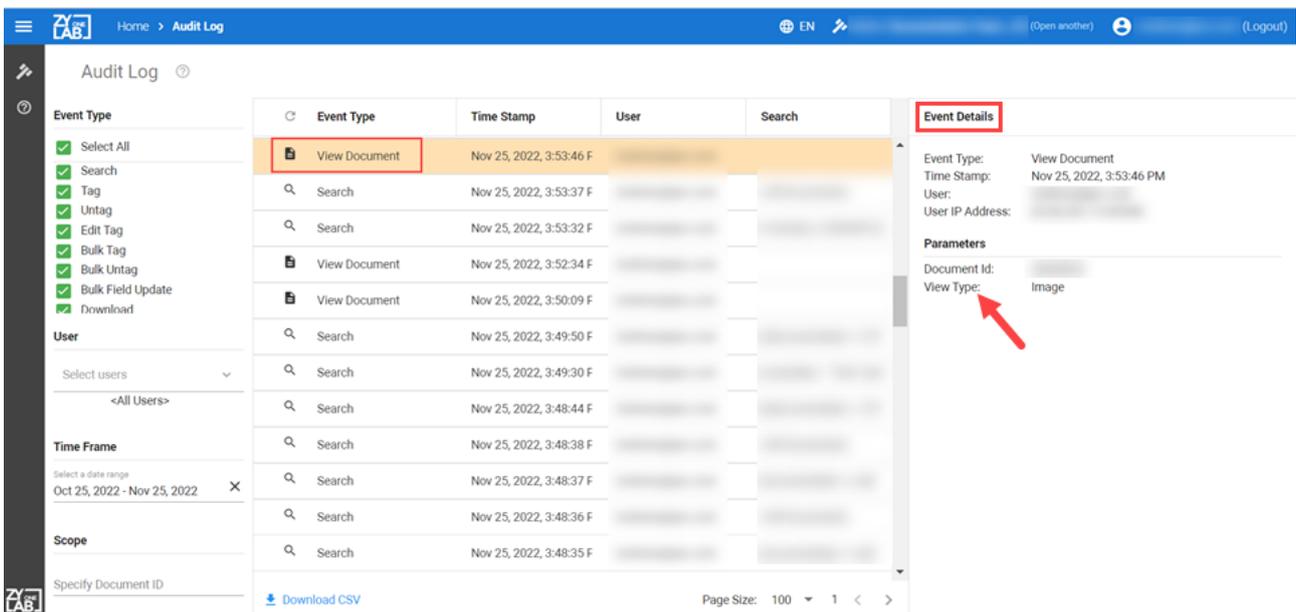
View Document Audit Event



The screenshot shows the 'Audit Log' page with a list of events. The 'View Document' event is highlighted with a red box. The table below represents the data shown in the screenshot.

Event Type	Time Stamp	User	Search
View Document	Nov 25, 2022, 3:53:46 F		
Search	Nov 25, 2022, 3:53:37 F		
Search	Nov 25, 2022, 3:53:32 F		
View Document	Nov 25, 2022, 3:52:34 F		
View Document	Nov 25, 2022, 3:50:09 F		

See who viewed which document, when. The event type View Document is logged in the Audit Log.



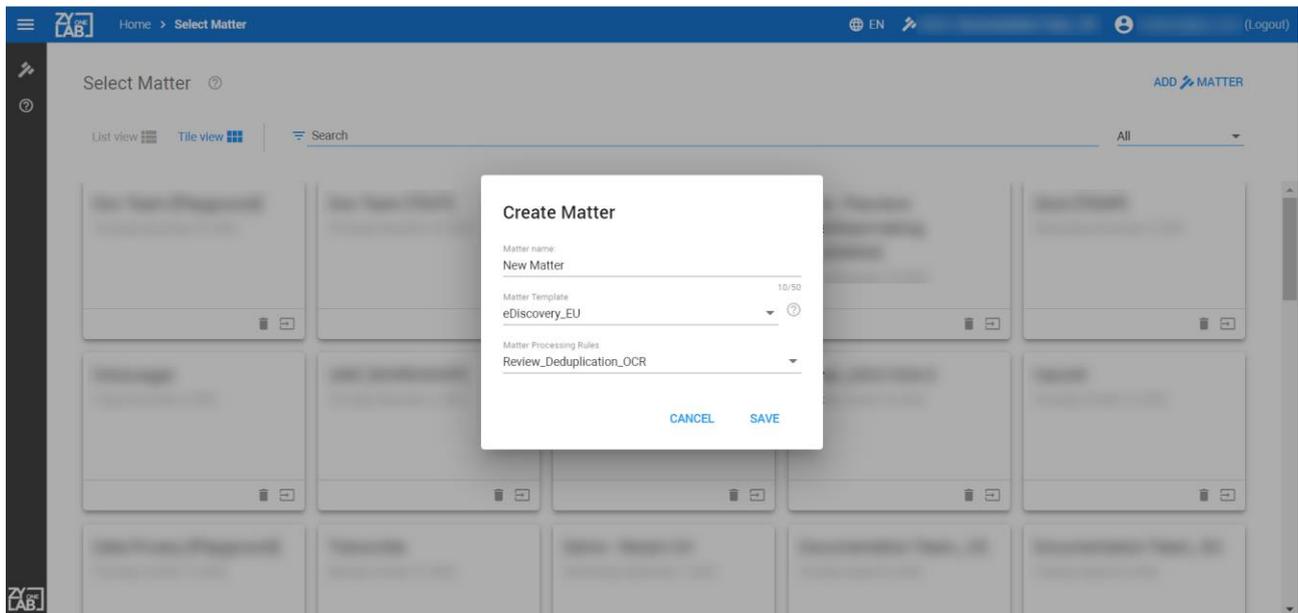
The screenshot shows the 'Audit Log' page with the 'View Document' event selected. The 'Event Details' panel is open on the right, showing the event type, time stamp, user, and user IP address. The 'Parameters' section shows the document ID and the view type, which is 'Image'. A red arrow points to the 'View Type: Image' field.

Event Type	Time Stamp	User	Search
View Document	Nov 25, 2022, 3:53:46 F		
Search	Nov 25, 2022, 3:53:37 F		
Search	Nov 25, 2022, 3:53:32 F		
View Document	Nov 25, 2022, 3:52:34 F		
View Document	Nov 25, 2022, 3:50:09 F		
Search	Nov 25, 2022, 3:49:50 F		
Search	Nov 25, 2022, 3:49:30 F		
Search	Nov 25, 2022, 3:48:44 F		
Search	Nov 25, 2022, 3:48:38 F		
Search	Nov 25, 2022, 3:48:37 F		
Search	Nov 25, 2022, 3:48:36 F		
Search	Nov 25, 2022, 3:48:35 F		

The View Type – Image, Text, Production, or Multimedia – is displayed in the Events Details pane.

Matter Creation and Deletion

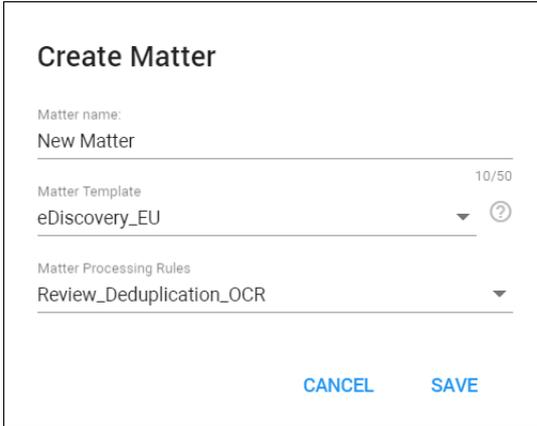
Create Matter



New Matter Templates and Matter Processing Rules are available in Matter creation.

- From the Select Matter page, click [ADD !\[\]\(a743bcd2fd08184fdf39c4feba1f7eb3_img.jpg\) MATTER](#)

The Create Matter screen appears.



Create Matter

Matter name:
New Matter

Matter Template 10/50
eDiscovery_EU

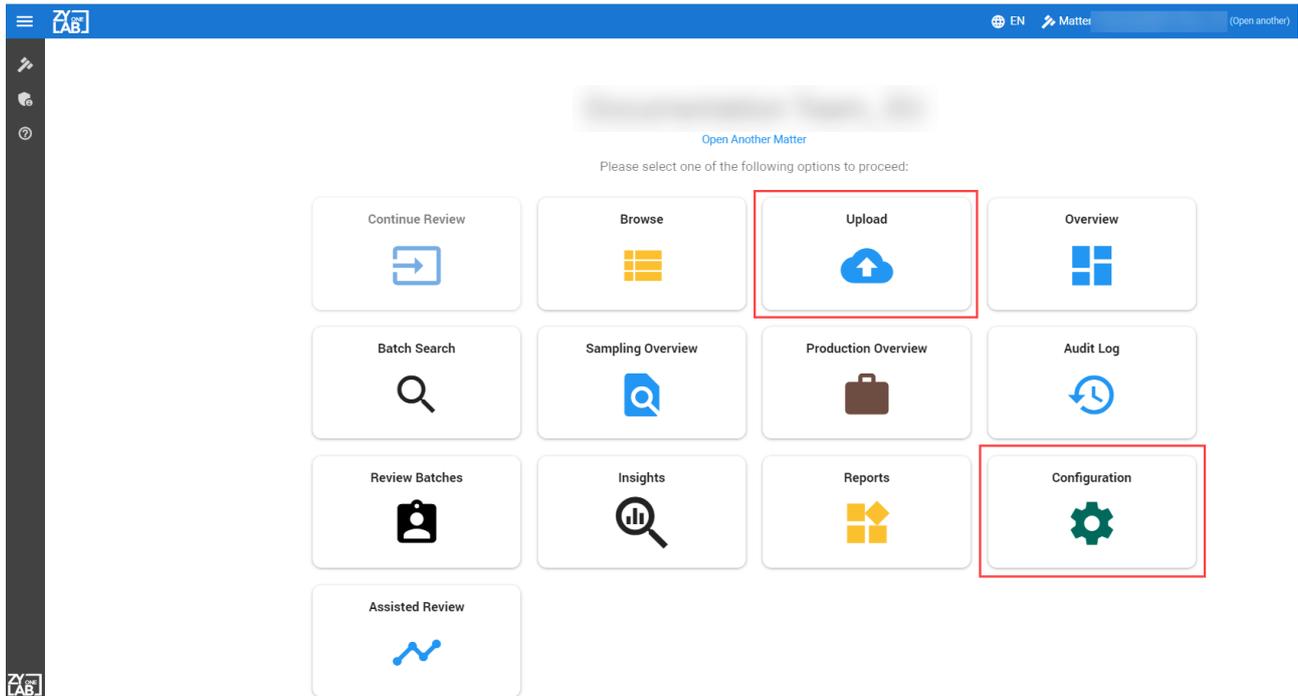
Matter Processing Rules
Review_Deduplication_OCR

[CANCEL](#) [SAVE](#)

- Define the **Matter Name**.
- Select the **Matter Template**.
 - eDiscovery_EU
 - eDiscovery_US
 - FOIA_US
 - Wob
 - Woo_Actief
 - Woo_Passief
 - Platform_Information_Management
 - ZyLAB_ONE_Information_Management
- Select the **Matter Processing Rules**.
 - Processing_Deduplication_NoOCR
 - Processing_Deduplication_NoOCR_AudioSearch
 - Processing_Deduplication_OCR
 - Processing_Deduplication_OCR_AudioSearch
 - Review_Deduplication_NoOCR
 - Review_Deduplication_NoOCR_AudioSearch
 - Review_Deduplication_OCR
 - Review_Deduplication_OCR_AudioSearch
- Click **Save**.

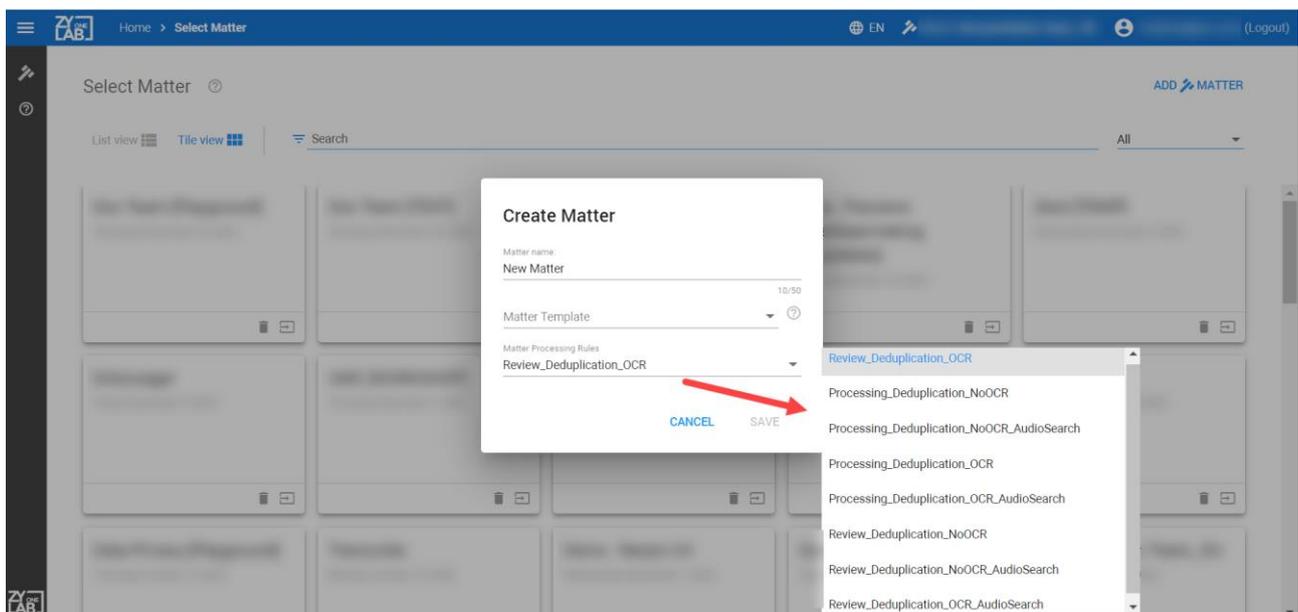
Open the newly created matter from the Select Matter screen.

Matter Creator is Matter Administrator



By default, the Matter creator is now the Matter administrator. Matter creators can perform all actions requiring Administration rights. This includes, but is not limited to, uploading data and managing security.

Create Matter Processing Rules

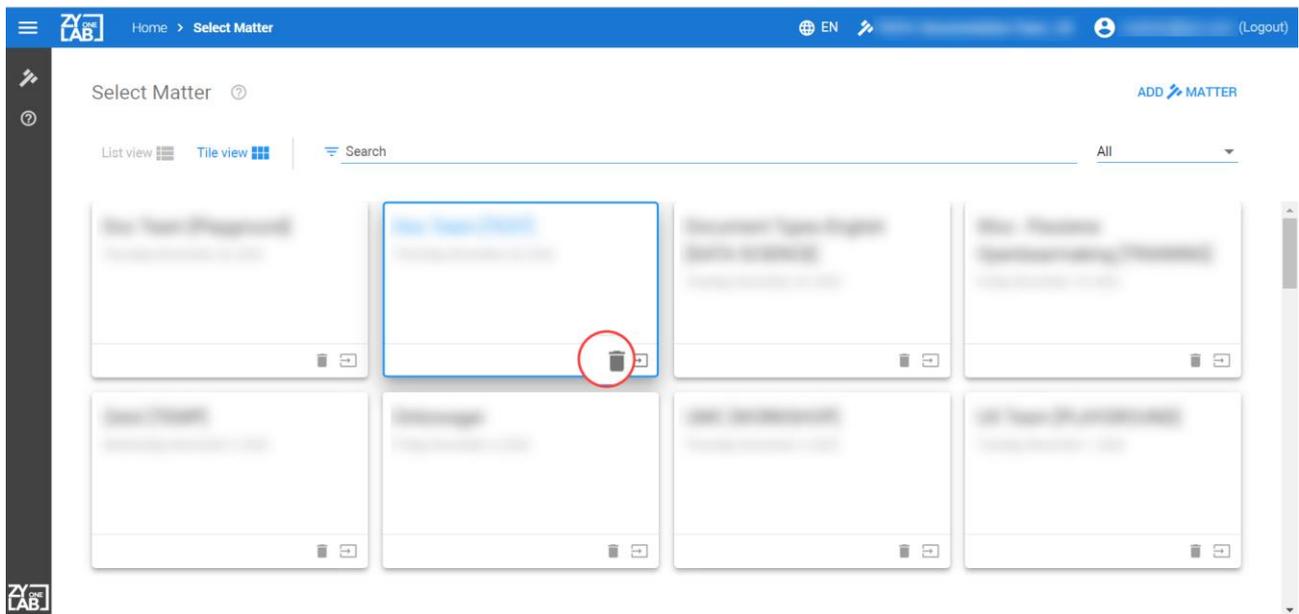


Matter Processing Rules are renamed.

In Create Matter, choose from the following **Matter Processing Rules**:

- Processing_Deduplication_NoOCR
- Processing_Deduplication_NoOCR_AudioSearch
- Processing_Deduplication_OCR
- Processing_Deduplication_OCR_AudioSearch
- Review_Deduplication_NoOCR
- Review_Deduplication_NoOCR_AudioSearch
- Review_Deduplication_OCR
- Review_Deduplication_OCR_AudioSearch

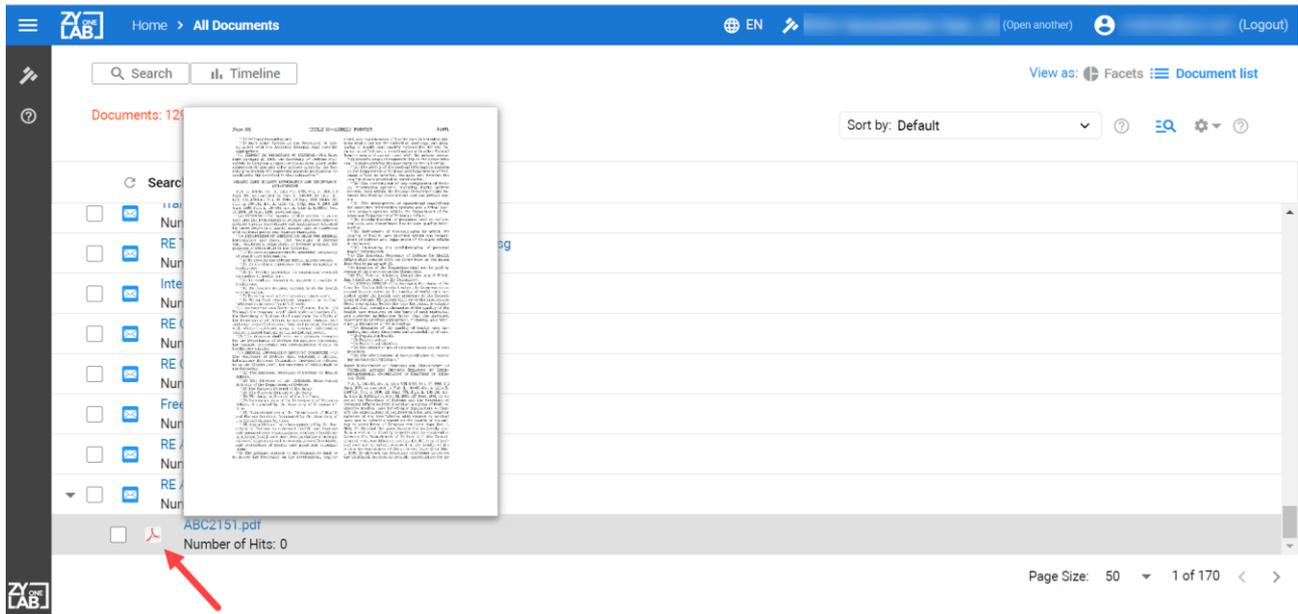
Delete Matter



Delete a matter from the Select Matter screen. Click the delete icon  at the bottom of the Matter card.

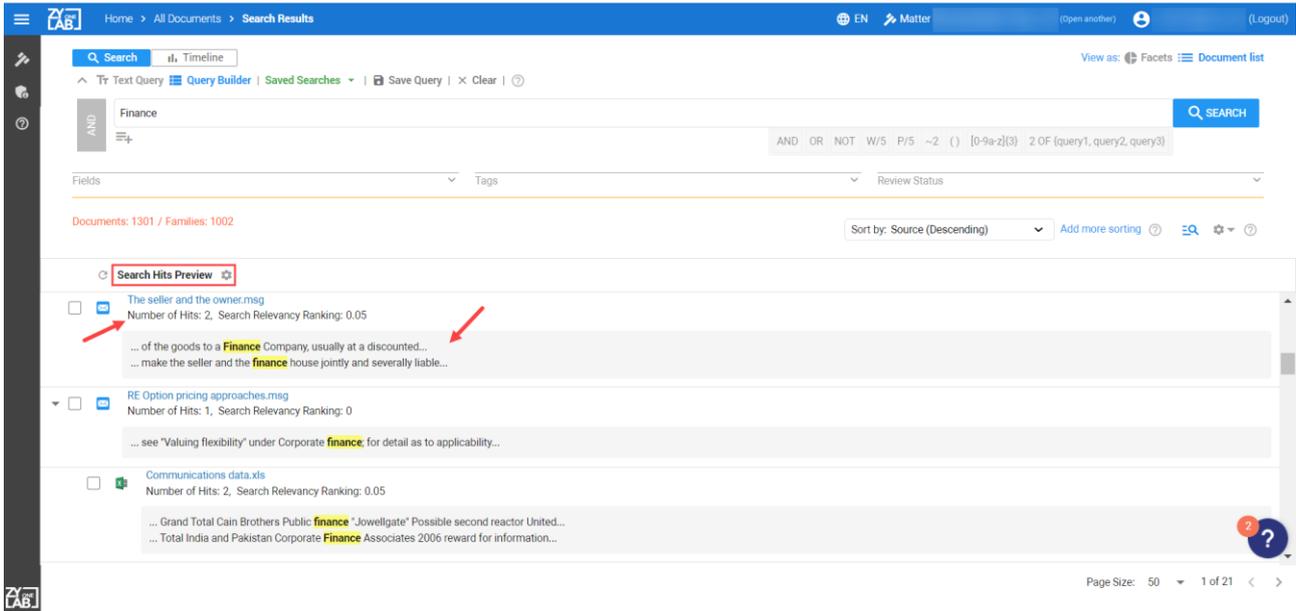
Search

Document Preview



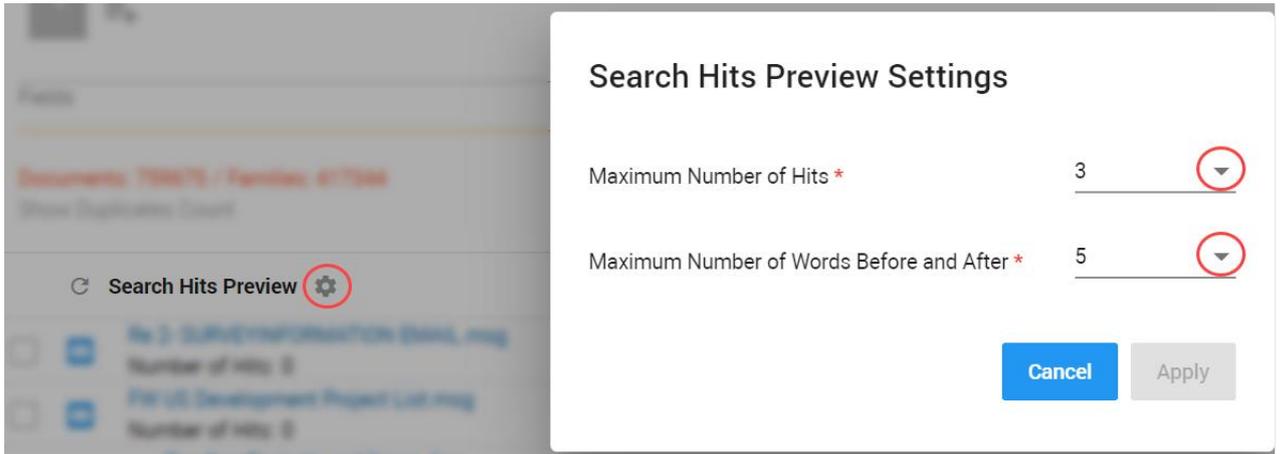
Quickly preview the first page of a document by hovering your cursor over the document icon. Access to document content is required for preview; users must be assigned the Access document content permission.

Search Hits Preview



Use Search Hits Preview to view the context of a search hit and determine the relevancy of a file without opening it. Access to document text is required for Search Hits Preview; users must be assigned the Access document text permission.

- Click the **Settings** icon  to specify Search Hit Preview preferences. Adjust the **Maximum Number of Hits** to limit the hits shown for each file preview. Adjust the **Maximum Number of Words Before and After** to limit the words shown surrounding the hit.

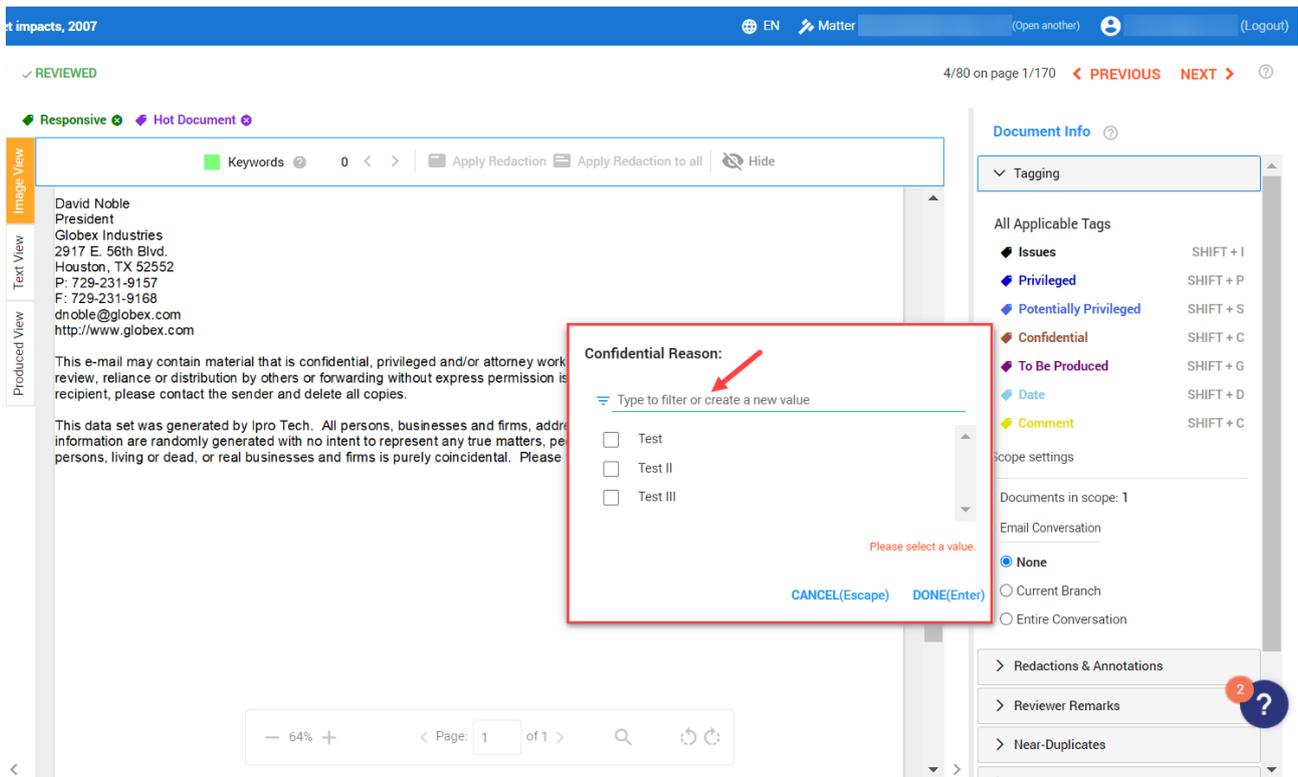


- Click the **Search Hits Preview** icon to view the search hits.



Tagging

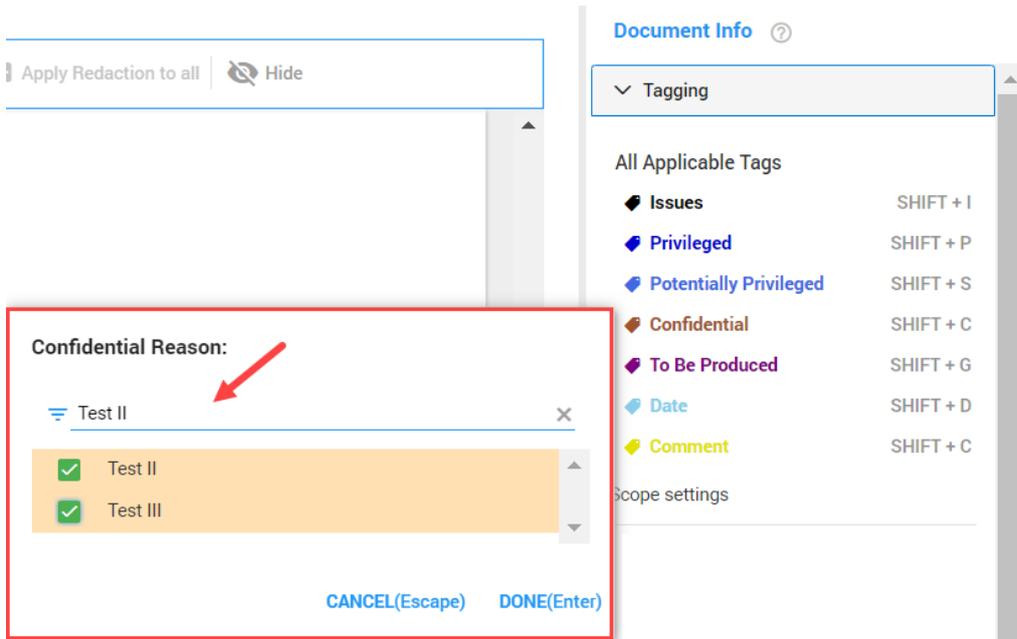
Filter and Create Tag Values



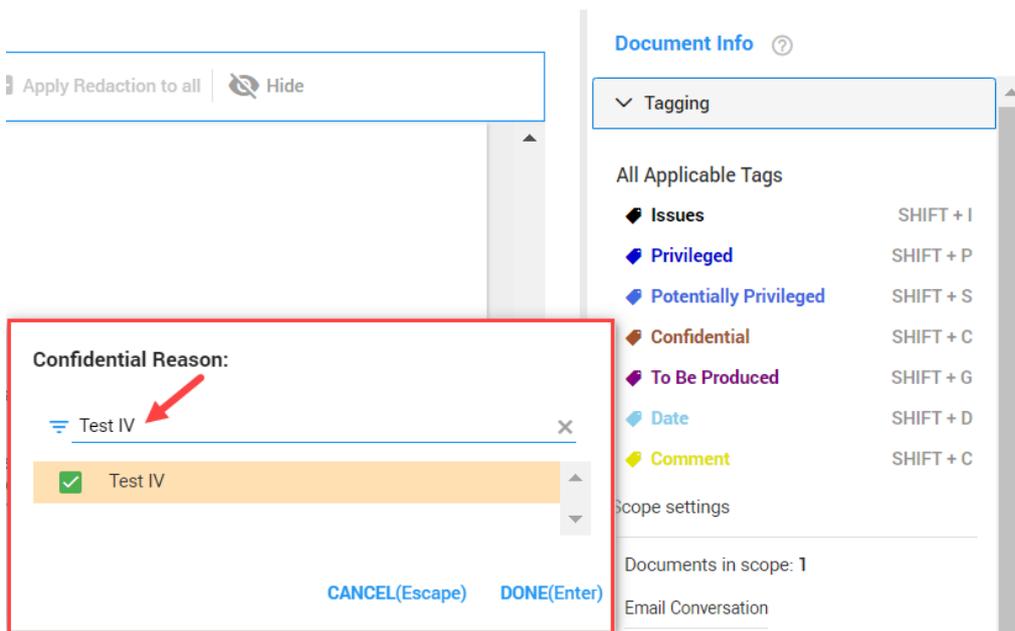
Specify and select tag values. Use the Filter grid to search the values associated with a tag and select value(s) to apply to the tag, or create a new value to add to the tag.

In Document View, expand **Tagging**. When performing tagging and specifying the tag value(s), use the Filter grid. Choose one of the following:

- Search existing values. Enter the relevant value and select it. Repeat this to select multiple values. To apply the selected value(s) to the tag, click **DONE(Enter)** or press Enter.

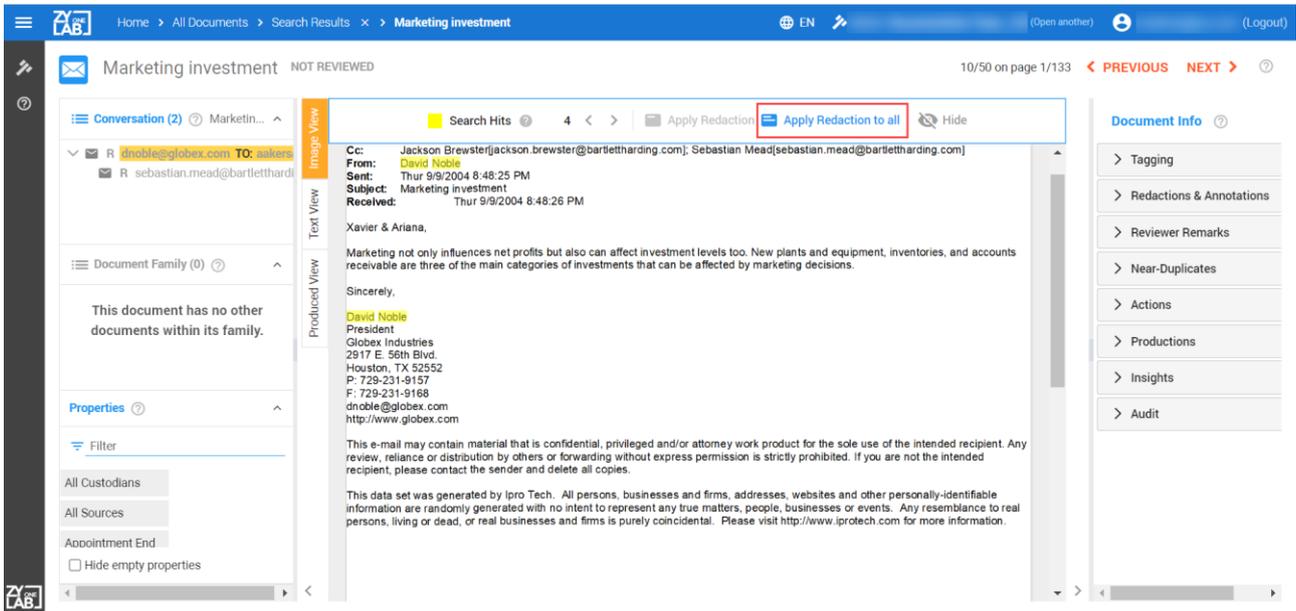


- Create a new value. Enter the new value and select it. To add the value to the tag, click **DONE(Enter)** or press Enter.



Redactions and Annotations

Redact Search Hits

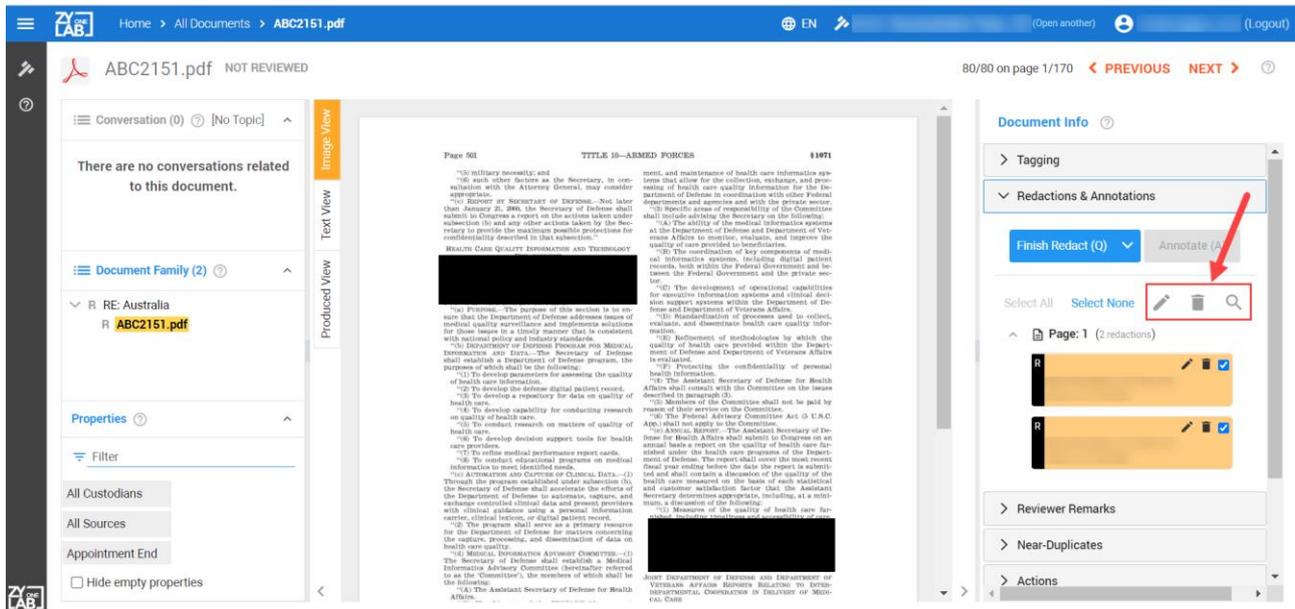


Apply a redaction to a single Search Hit or redact all Search Hits at once.

Perform a search and open a search hit. In Document View, choose one of the following:

- To redact a single hit, select the **Apply Redaction** icon  or  **Apply Redaction**
- To redact all search hits, select the **Apply Redaction to all** icon  or  **Apply Redaction to all**

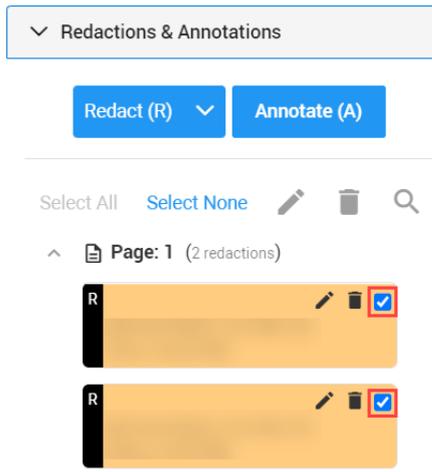
Manage Redactions & Annotations



Edit or delete multiple redactions and annotations at once.

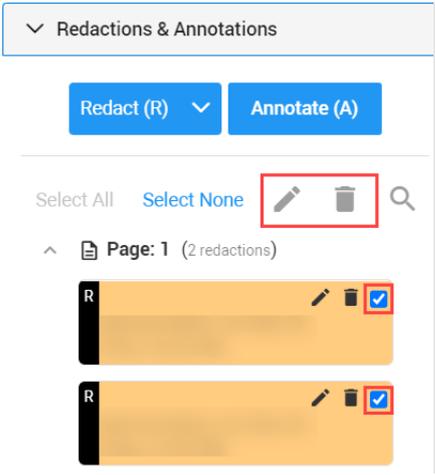
In Document View, expand **Redactions & Annotations**.

- Select the relevant redactions or annotations.

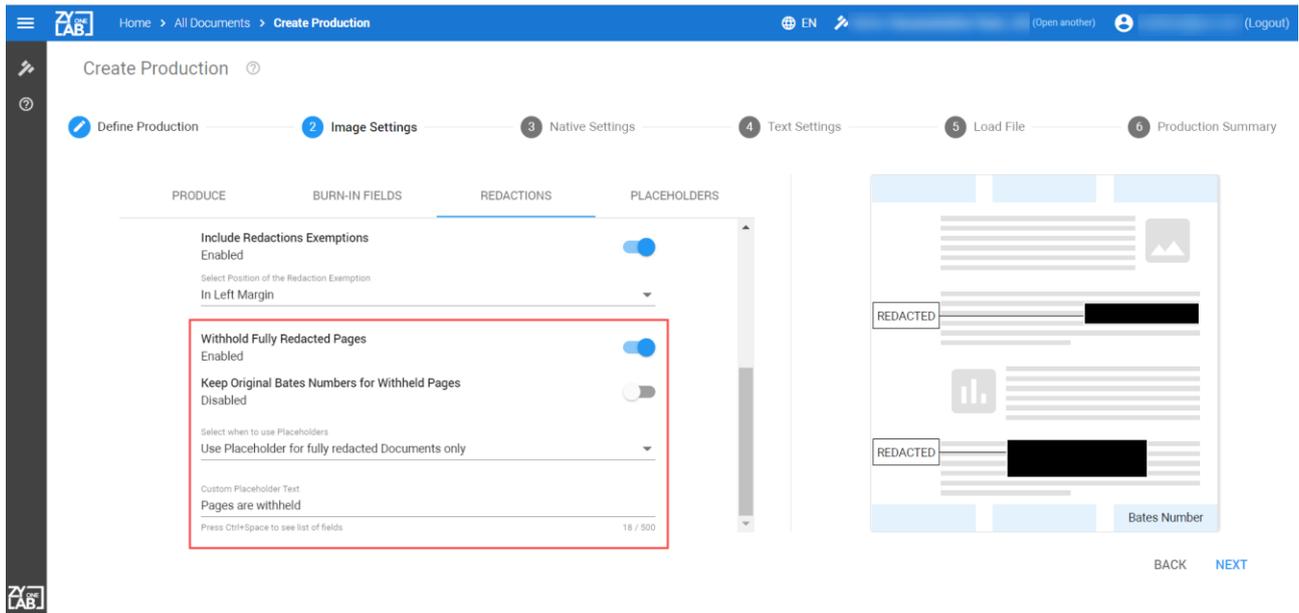


- In Show Options, edit or delete the selection.

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



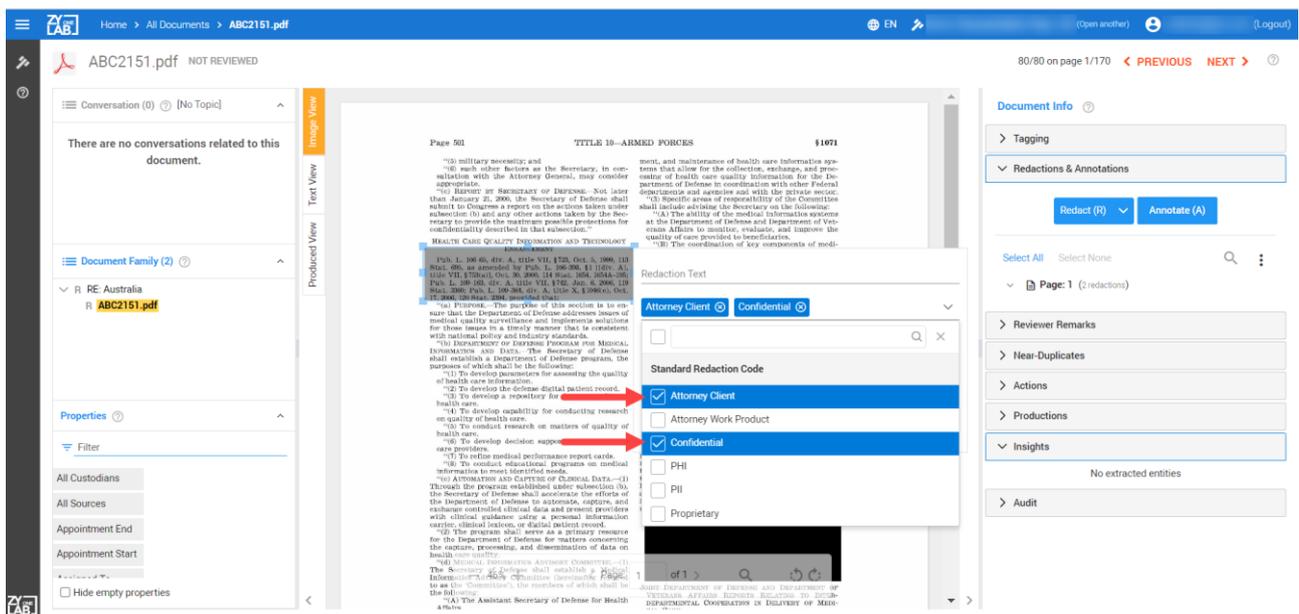
Withhold Redacted Pages



Withhold fully redacted pages from production to enhance the visibility of relevant information.

- In the Production Wizard, open **Image Settings**.
- Select the **Redactions** tab.
- Enable **Withhold Fully Redacted Pages**.

Select Multiple Redaction Codes



Select one or more Standard Redaction Code(s) when adding a redaction.

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- Double-click on the redaction applied.
- From the **Code Entry** drop-down, select one or more **Standard Redaction Code(s)**.

HEALTH CARE QUALITY INFORMATION AND TECHNOLOGY ENHANCEMENT

Pub. L. 106-65, div. A, title VII, §723, Oct. 5, 1999, 113 Stat. 635, as amended by Pub. L. 106-398, §1 (div. A), title VII, §723(a), Oct. 30, 2000, 114 Stat. 1654, 1654A-165; Pub. L. 109-163, div. A, title VII, §742, Jan. 6, 2006, 119 Stat. 3360; Pub. L. 109-364, div. A, title X, §1046(e), Oct. 17, 2006, 120 Stat. 2284, provided that:

“(a) PURPOSE.—The purpose of this section is to ensure that the Department of Defense addresses issues of medical quality surveillance and implements solutions for those issues in a timely manner that is consistent with national policy and industry standards.

“(b) DEPARTMENT OF DEFENSE PROGRAM FOR MEDICAL INFORMATICS AND DATA.—The Secretary of Defense shall establish a Department of Defense program, the purposes of which shall be the following:

“(1) To develop parameters for assessing the quality of health care information.

“(2) To develop the defense digital patient record.

“(3) To develop a repository for data on quality of health care.

“(4) To develop capability for conducting research on quality of health care.

“(5) To conduct research on matters of quality of health care.

“(6) To develop decision support tools for health care providers.

quality of care provided to beneficiaries.

“(B) The coordination of key components of medi-

Redaction Text

Please select a Code Entry

Motivation

Appearance Settings

Save these settings as default

CANCEL DONE

HEALTH CARE QUALITY INFORMATION AND TECHNOLOGY ENHANCEMENT

Pub. L. 106-65, div. A, title VII, §723, Oct. 5, 1999, 113 Stat. 635, as amended by Pub. L. 106-398, §1 (div. A), title VII, §723(a), Oct. 30, 2000, 114 Stat. 1654, 1654A-165; Pub. L. 109-163, div. A, title VII, §742, Jan. 6, 2006, 119 Stat. 3360; Pub. L. 109-364, div. A, title X, §1046(e), Oct. 17, 2006, 120 Stat. 2284, provided that:

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“(3) To develop a repository for data on quality of health care.

“(4) To develop capability for conducting research on quality of health care.

“(5) To conduct research on matters of quality of health care.

“(6) To develop decision support tools for health care providers.

“(7) To refine medical performance report cards.

“(8) To conduct educational programs on medical informatics to meet identified needs.

“(c) AUTOMATION AND CAPTURE OF CLINICAL DATA.—(1) Through the program established under subsection (b), the Secretary of Defense shall accelerate the efforts of the Department of Defense to automate, capture, and exchange controlled clinical data and present providers with clinical guidance using a personal information service clinical lexicon or digital patient record

quality of care provided to beneficiaries.

“(B) The coordination of key components of medi-

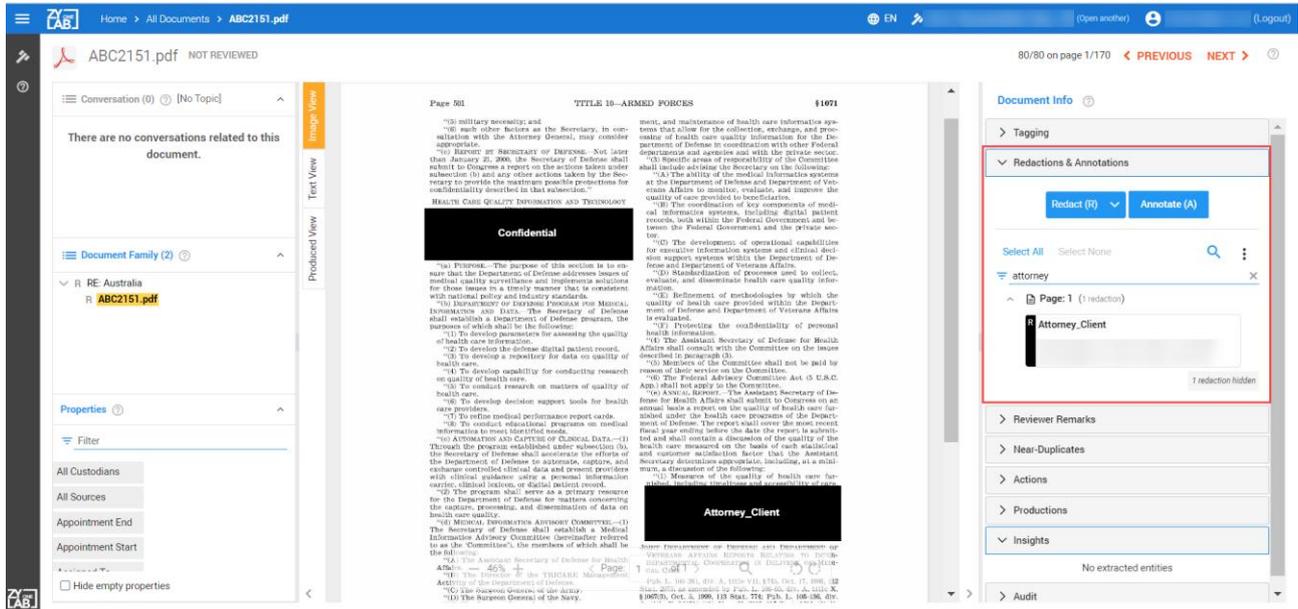
Redaction Text

Please select a Code Entry

Standard Redaction Code

- Attorney Client
- Attorney Work Product
- Confidential
- PHI
- PII
- Proprietary

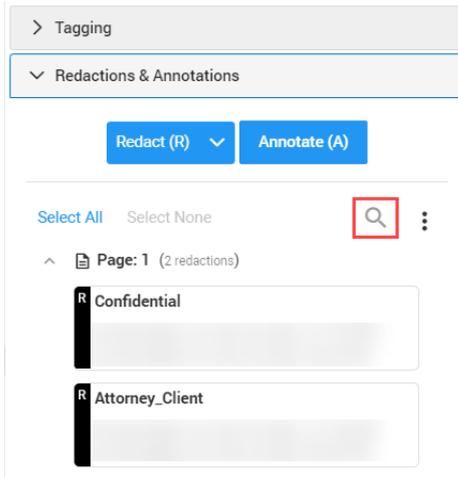
Filter Redactions & Annotations



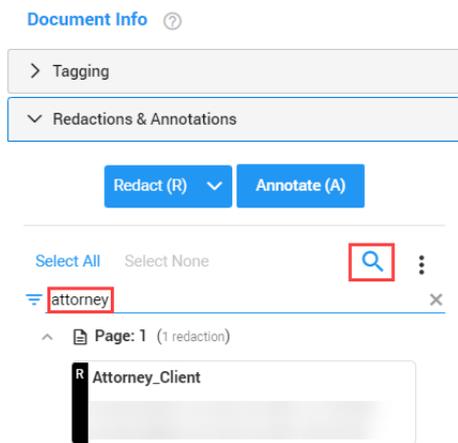
Filter the redactions and annotations applied to a document to quickly locate the ones you need.

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

- In Document View, expand **Redactions & Annotations**.
- Select the **Search** icon 

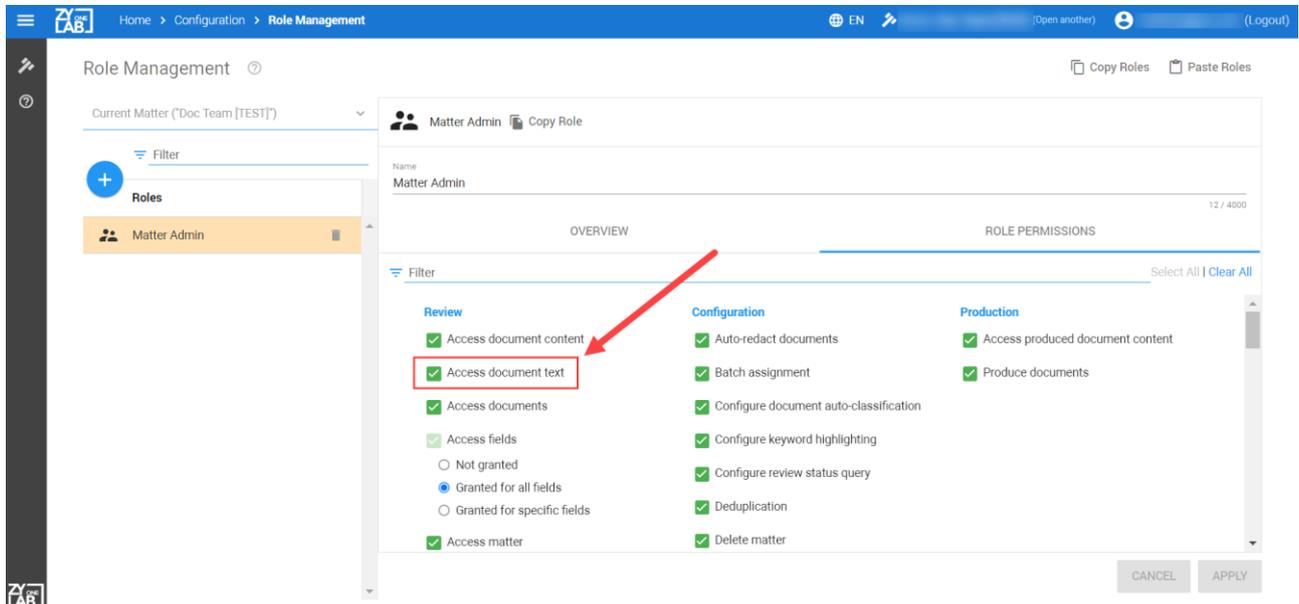


- Enter your search in the filter field.



Configuration

Access Document Text Permission



Assign the **Access document text** permission to enable Search Hits Preview and Text View.

- Open Configuration. Select **Role Management**.
- In Roles, select a role.
- In the Role Permissions tab, check **Access document text** and click **Apply**.

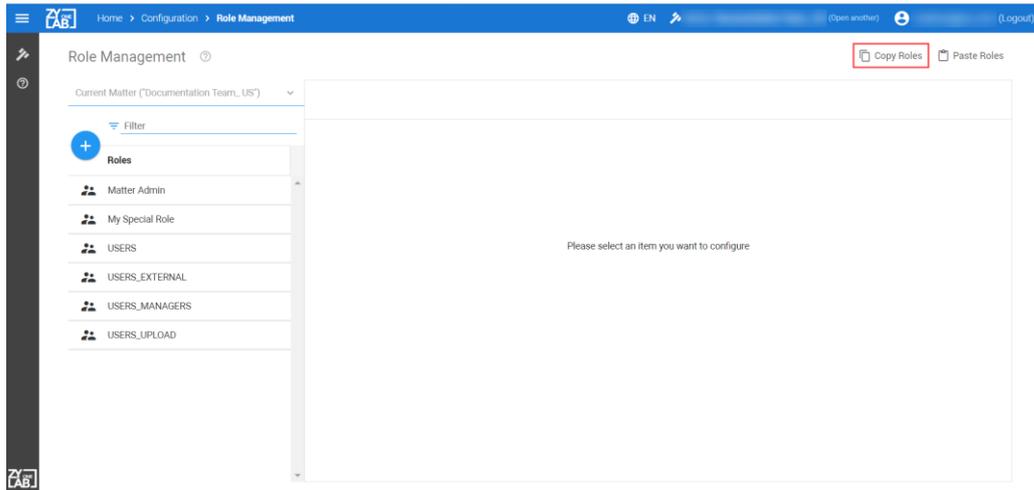
Copy/Paste Matter Roles

The screenshot displays the 'Role Management' interface in ZyLAB ONE 7.0. The top navigation bar includes the ZyLAB logo, 'Home > Configuration > Role Management', language settings (EN), and a user profile icon with a '(Logout)' link. The main content area is titled 'Role Management' and shows a list of roles on the left sidebar, with 'Matter Admin' selected. The main panel displays details for the 'Matter Admin' role, including its name and a 'Copy Role' button, which is highlighted with a red box. Below the role name, there are two tabs: 'OVERVIEW' and 'ROLE PERMISSIONS'. The 'OVERVIEW' tab is active, showing a list of permissions under the heading 'Review'. The 'ROLE PERMISSIONS' tab is also visible, showing a list of permissions under the heading 'Configuration'. At the bottom right of the main panel, there are 'CANCEL' and 'APPLY' buttons.

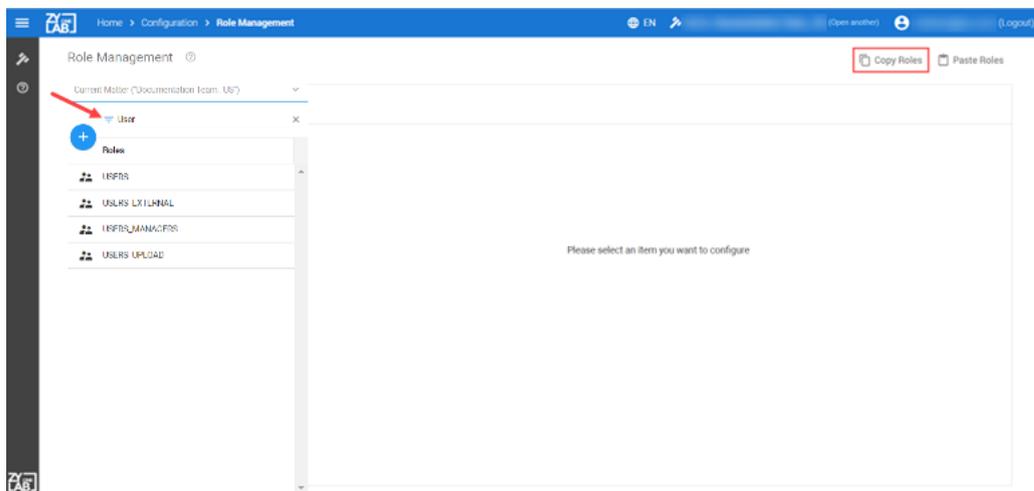
Copy the configuration of one or more roles into additional matters.

First, open **Configuration** and select **Role Management**. Choose one of the following:

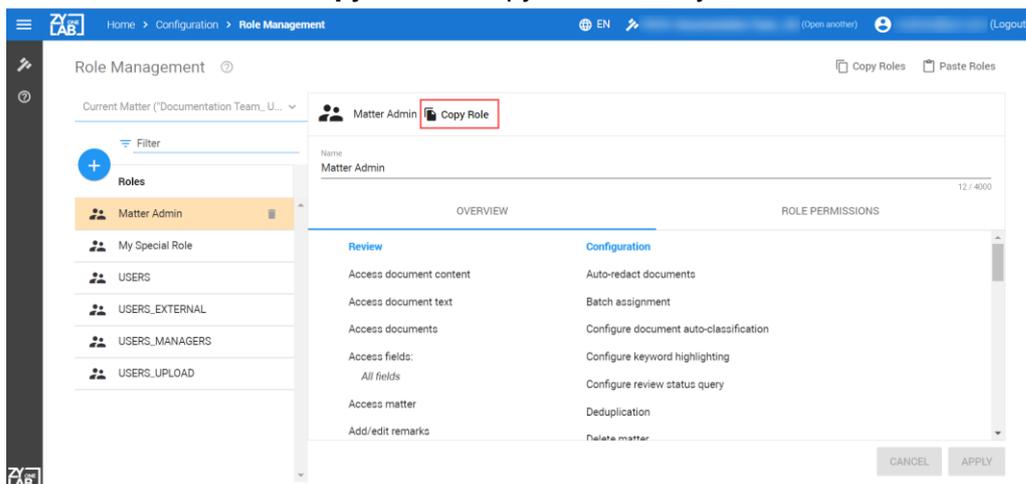
- From the overview page, click **Copy Roles** to copy all roles.



- Use the Filter function to search for and include only specific Role(s). Click **Copy Roles** to copy this filtered selection of roles.



- Select a role and click **Copy Role** to copy this role only.



Next, open the matter in which you would like to paste the copied role configurations.

- Open the target matter. Open **Configuration** and select **Role Management**.
- Click **Paste Role(s)** to add the copied role(s). Duplicate roles are not allowed; roles that already exists, will be ignored. If the role is assigned specific properties that do not exist in the target matter, then the copied role will be pasted without these permissions.