ZY LAB
an IPRO company

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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ZyLAB ONE 7.0 - What's New

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.

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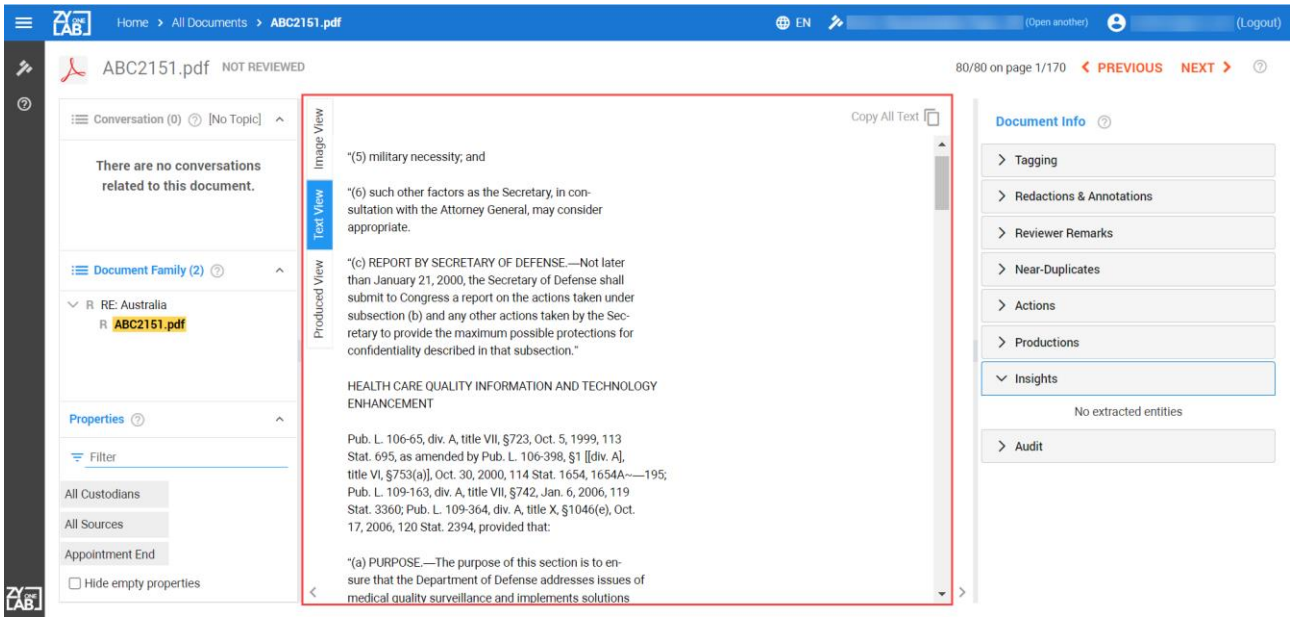
General

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:

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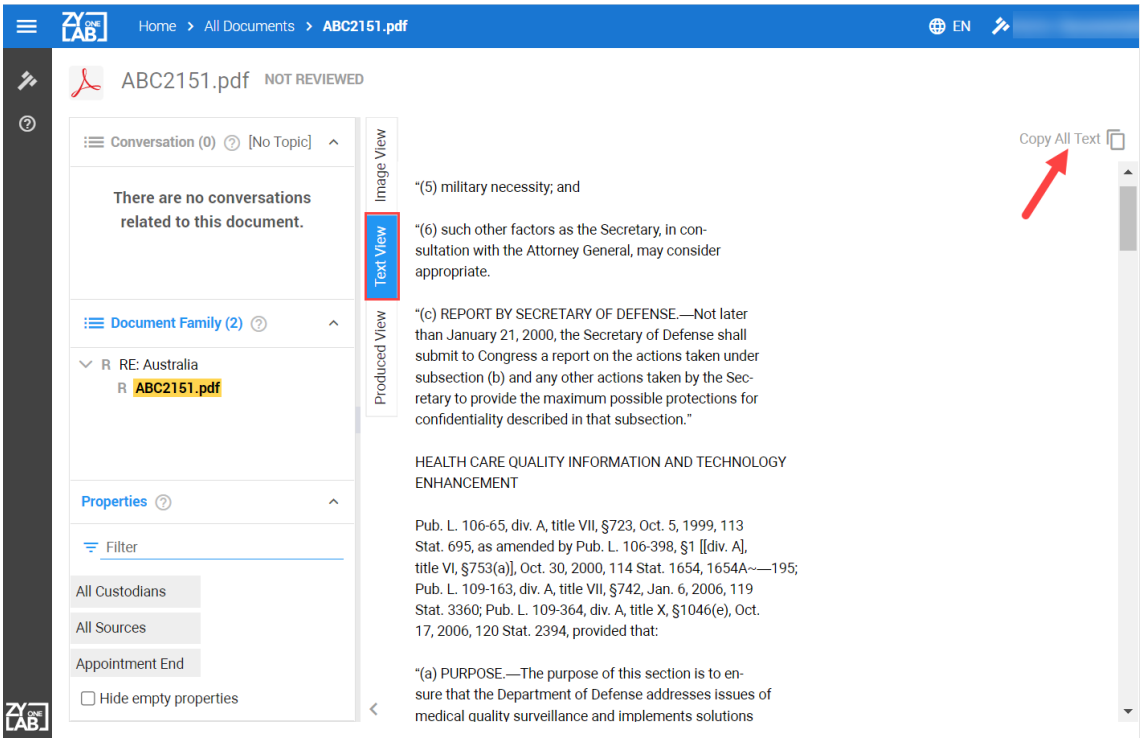
- Select **Copy All Text** to copy all extracted text to clipboard. Paste the copied text into another environment.



- 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.

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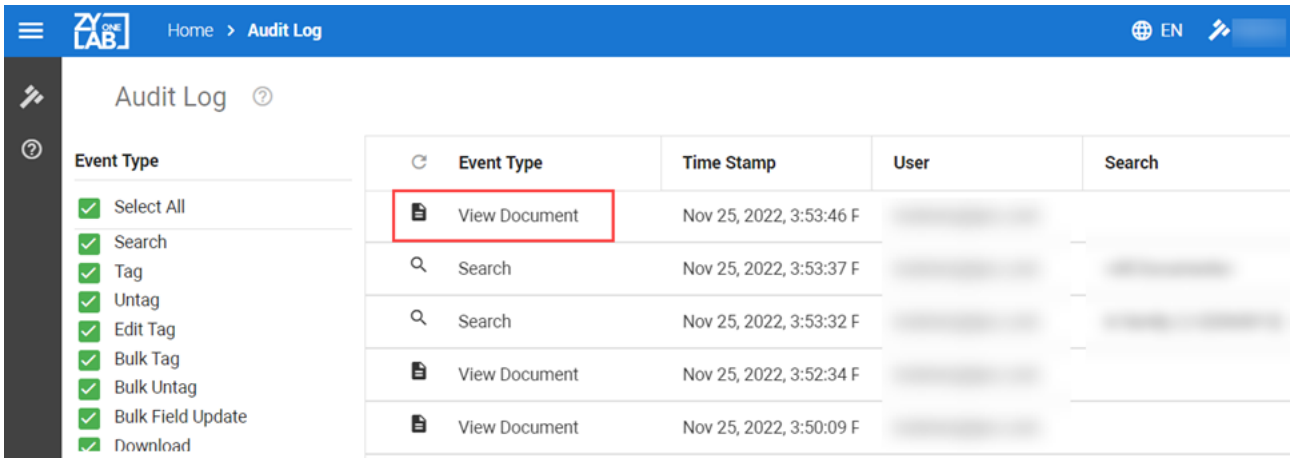
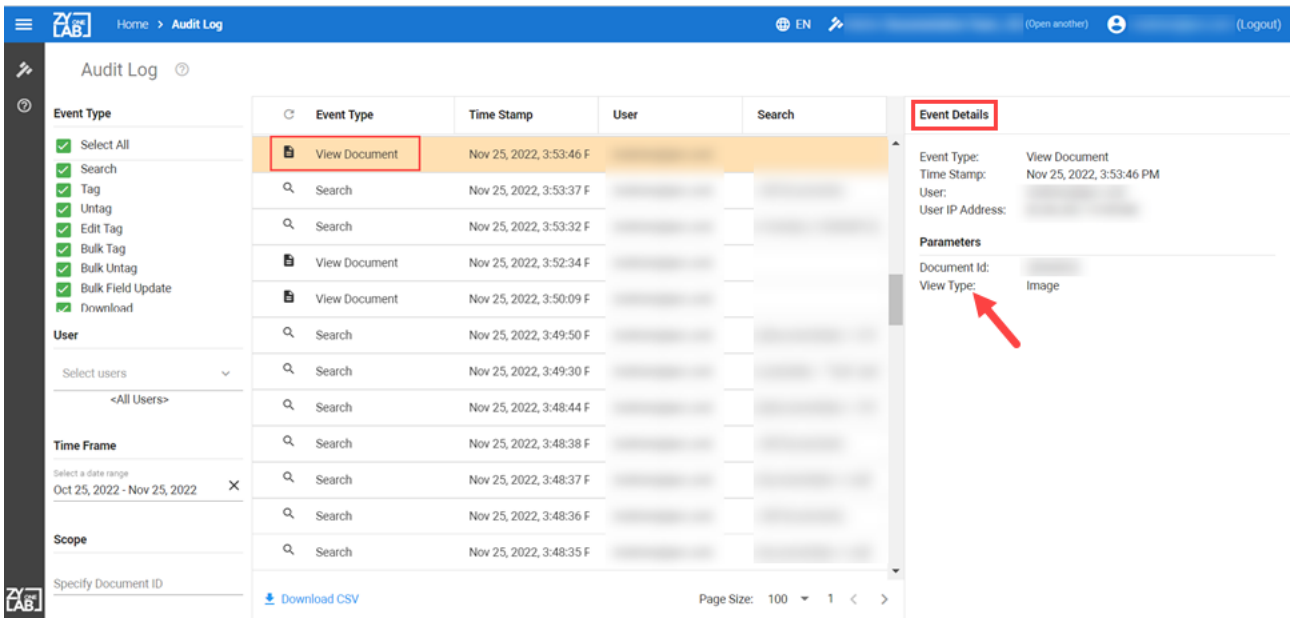
View Document Audit Event



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



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

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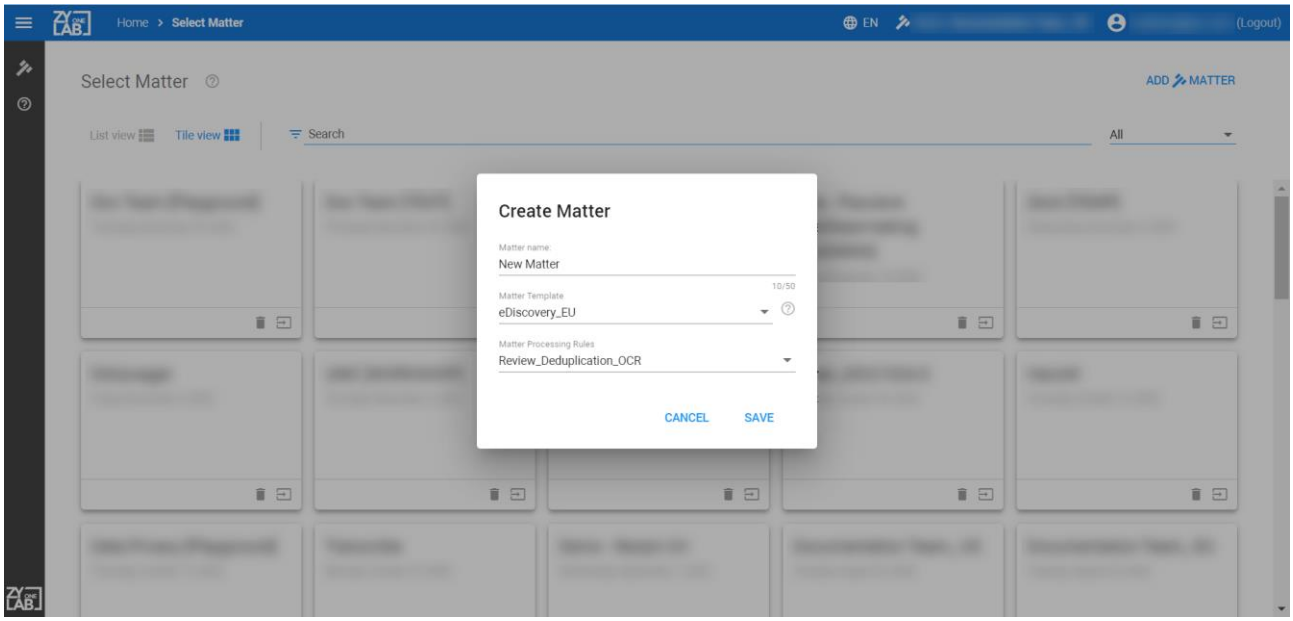
Matter Creation and Deletion

Create Matter



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

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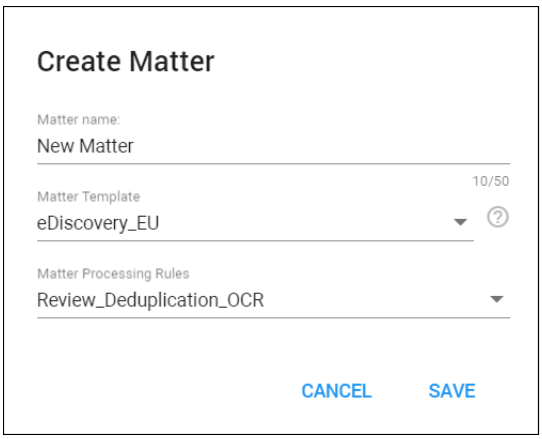
- From the Select Matter page, click ADD MATTER

  The Create Matter screen appears.



- 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.

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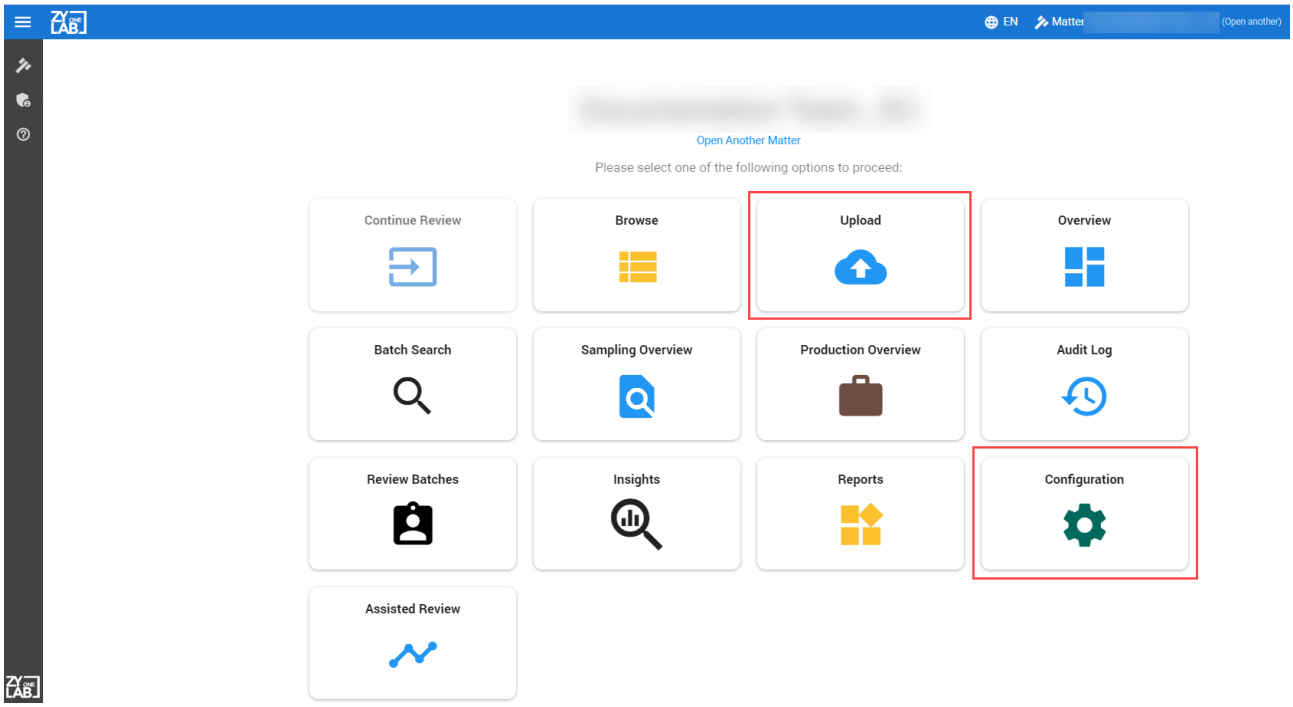
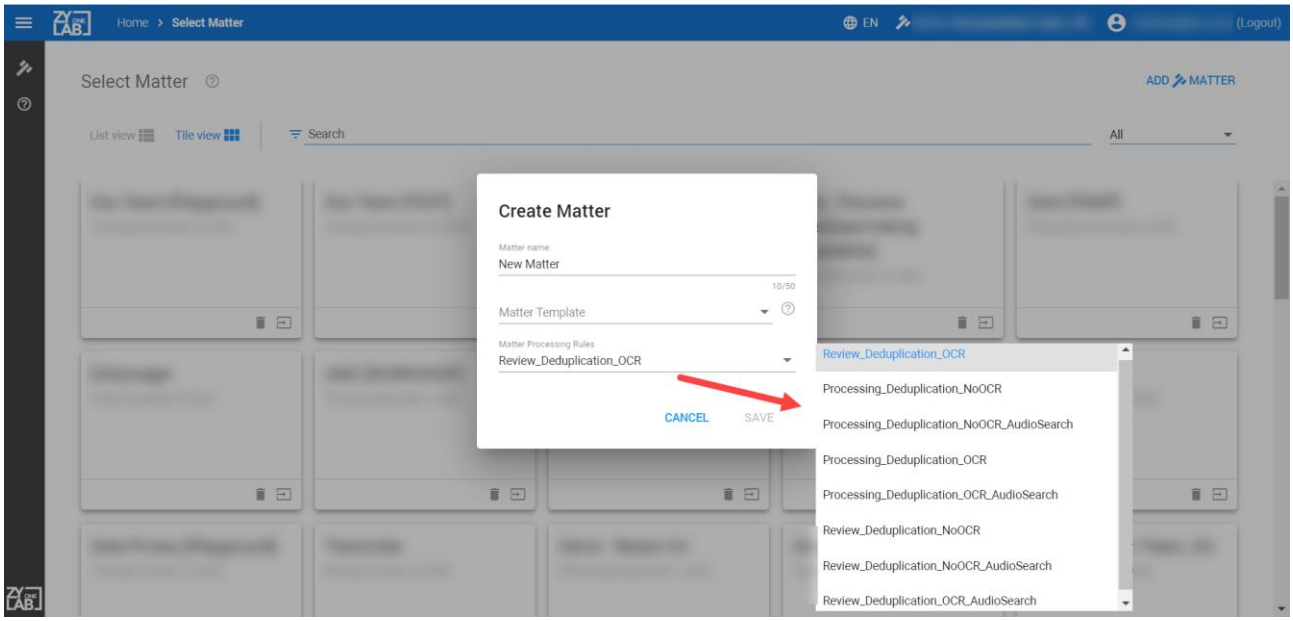
Matter Creator is Matter Administrator



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.

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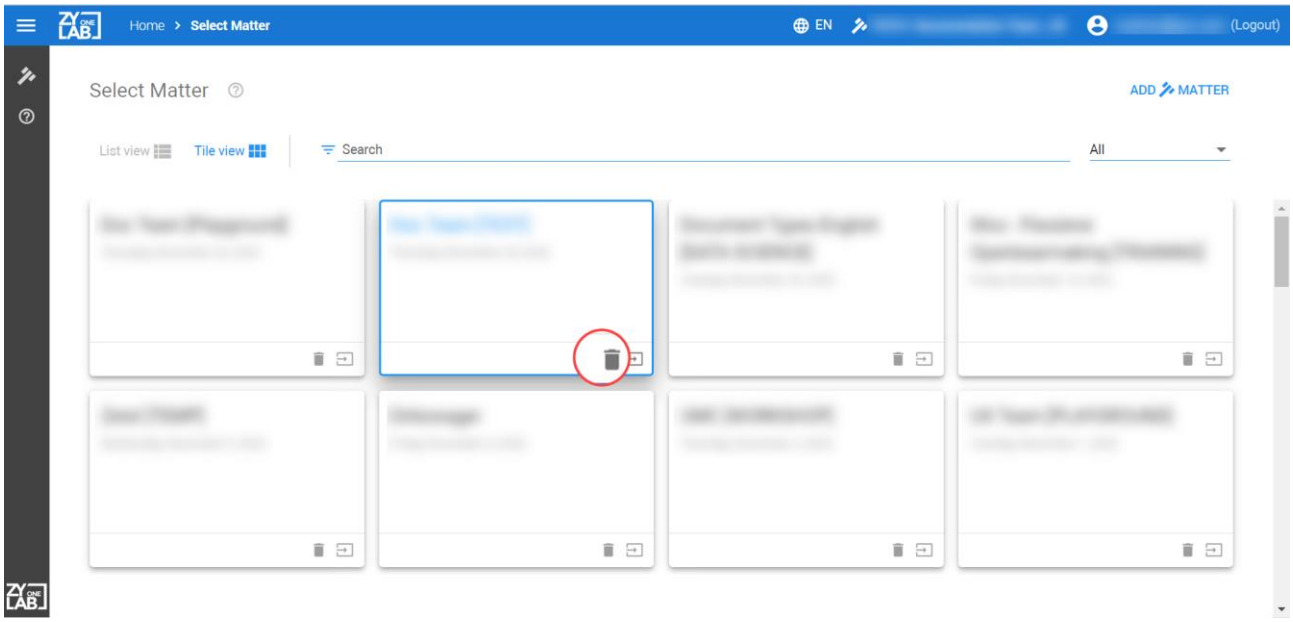
In Create Matter, choose from the following **Matter Processing Rules**:

- 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.

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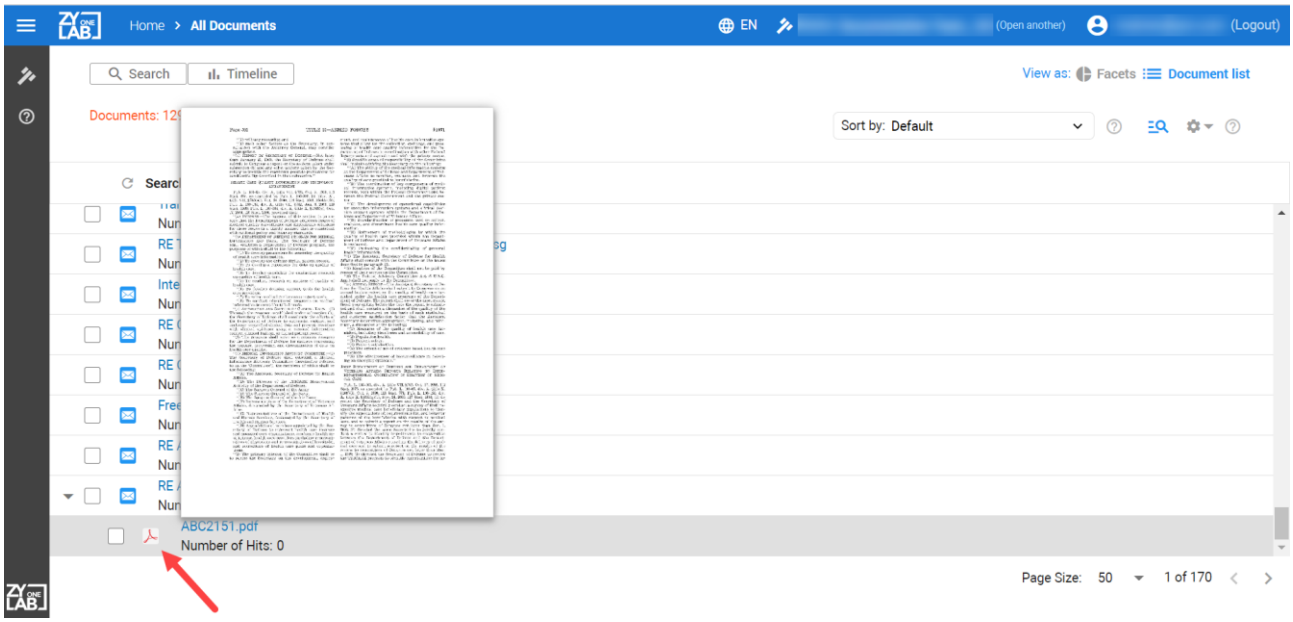
Search

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.

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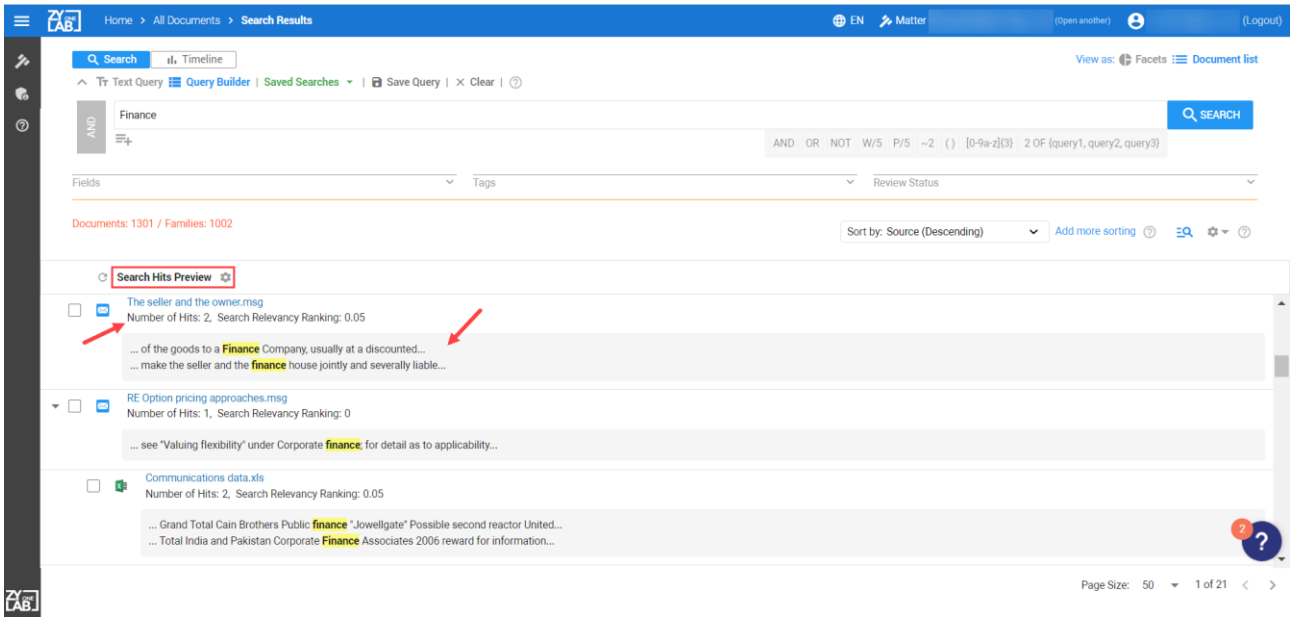
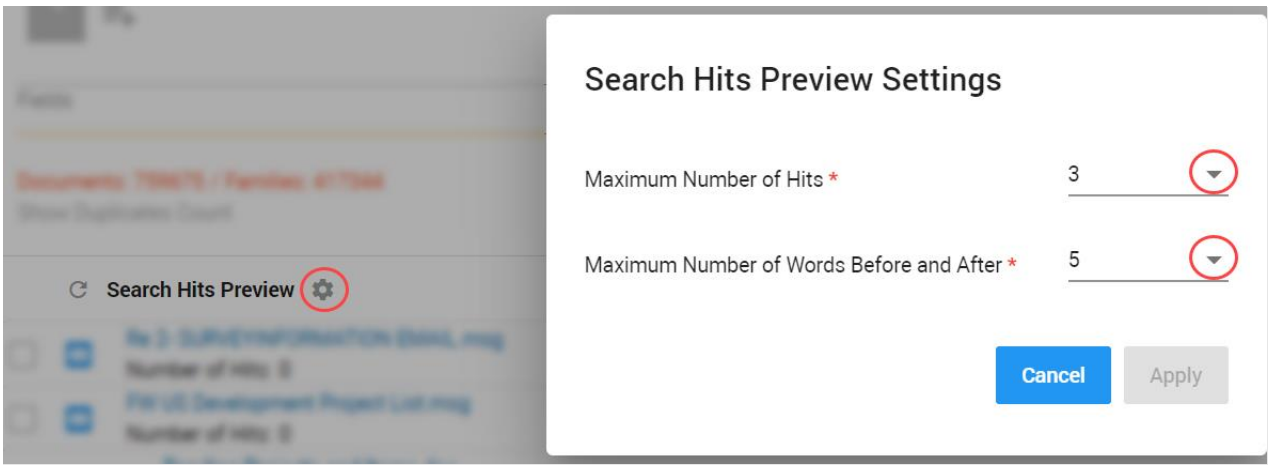
Search Hits Preview



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.

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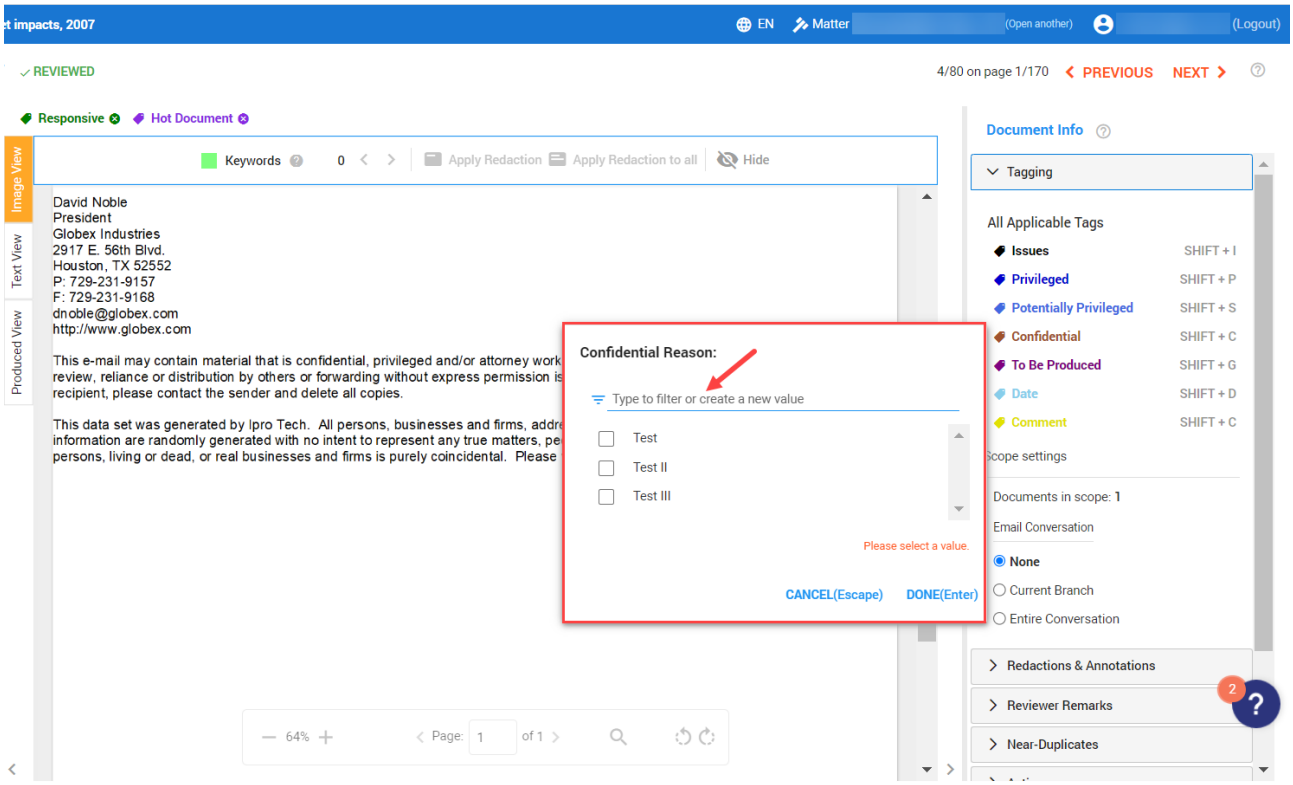
Tagging

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.

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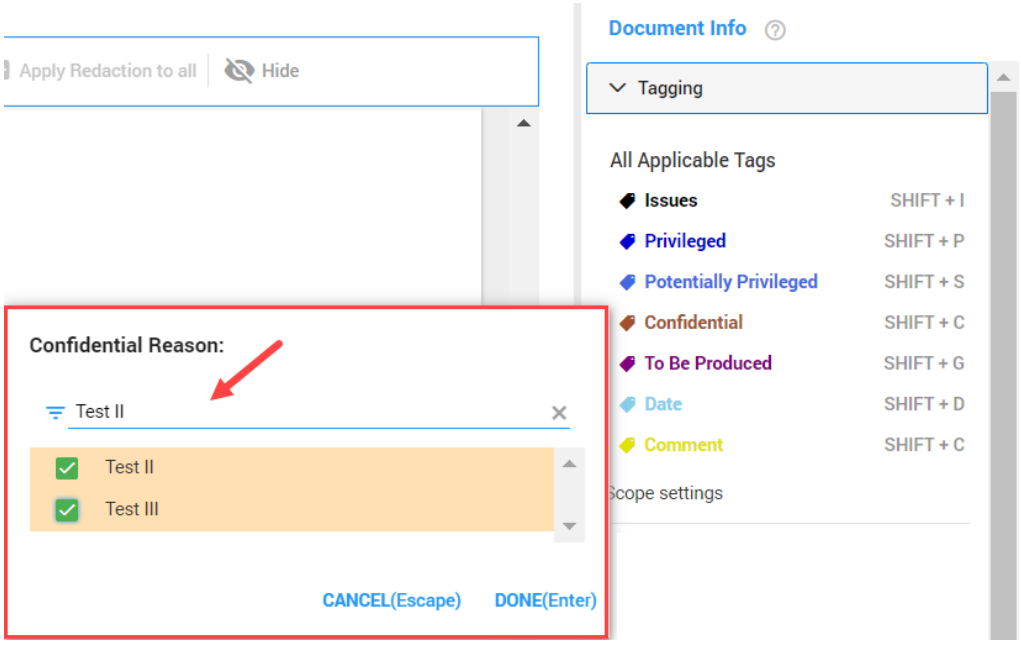
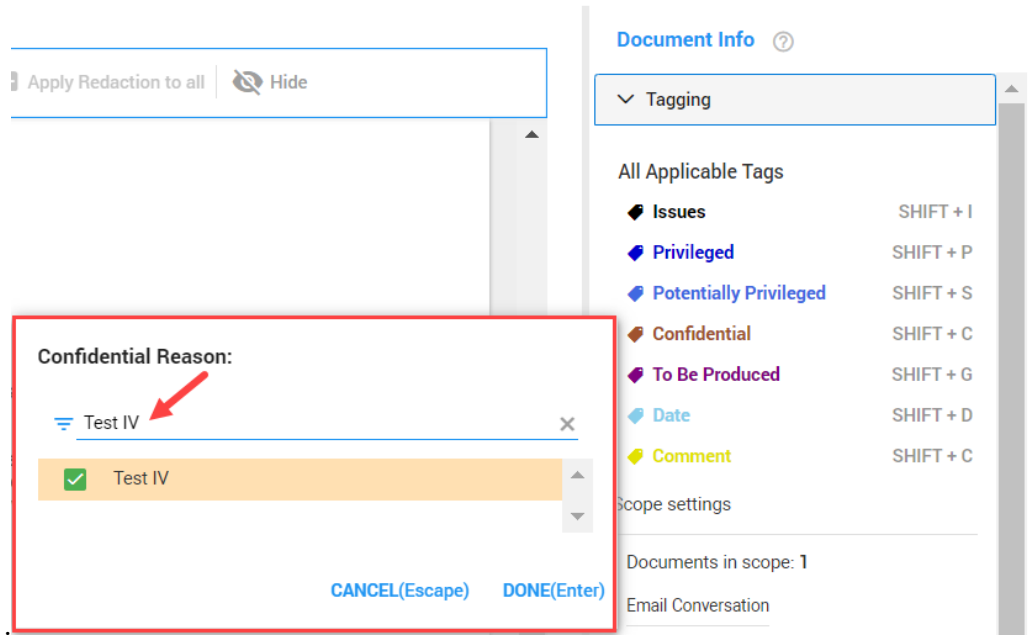


- Create a new value. Enter the new value and select it. To add the value to the tag, click DONE(Enter) or press Enter.



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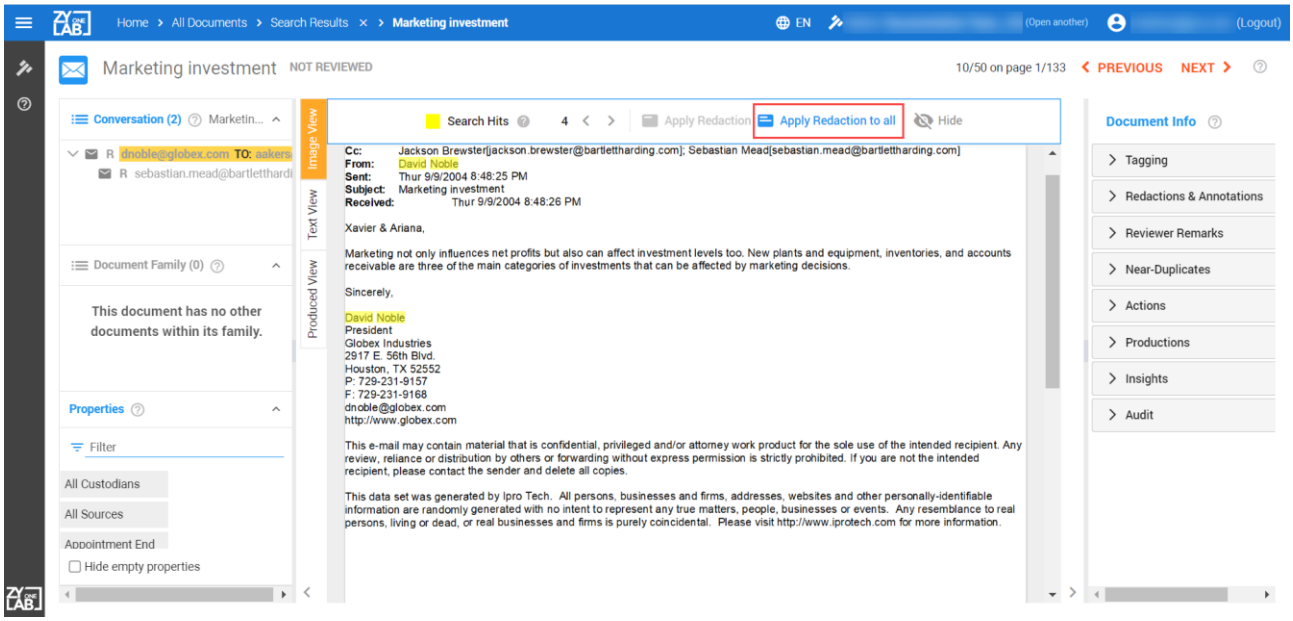
Redactions and Annotations

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

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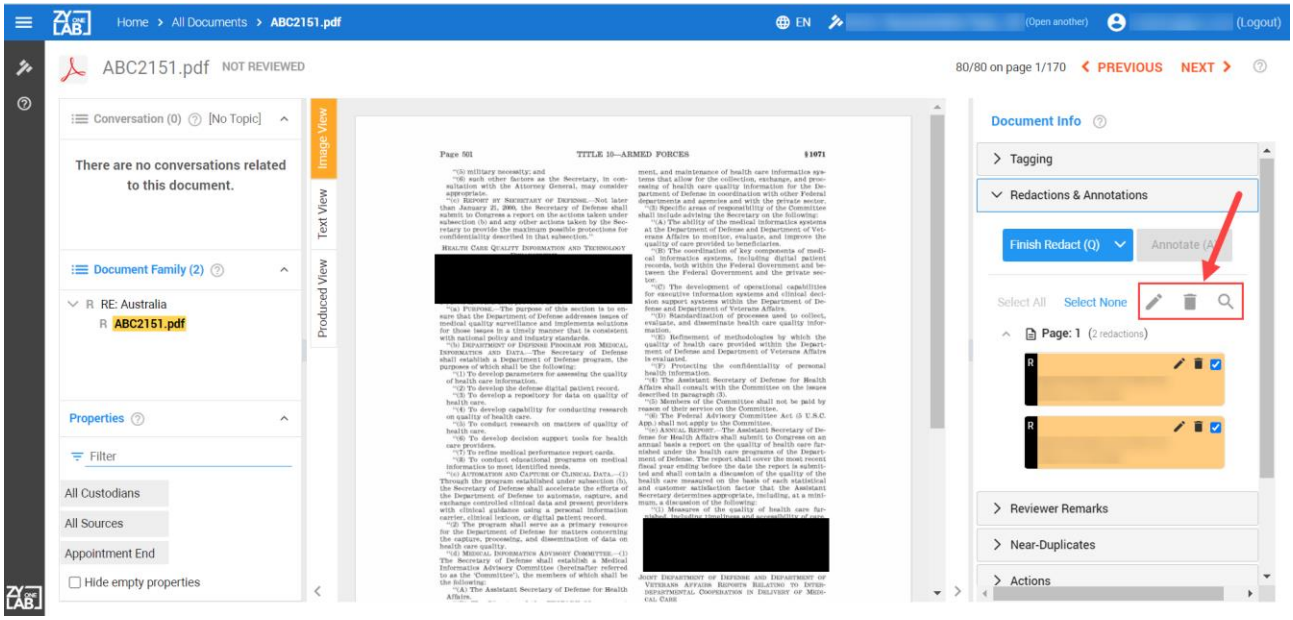
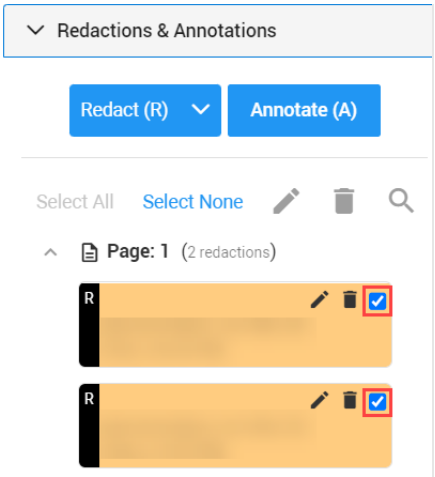
Manage Redactions & Annotations



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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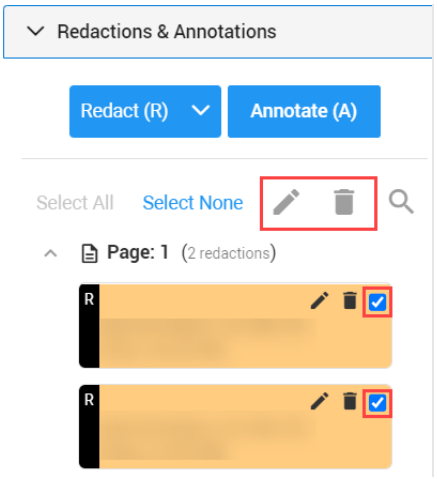

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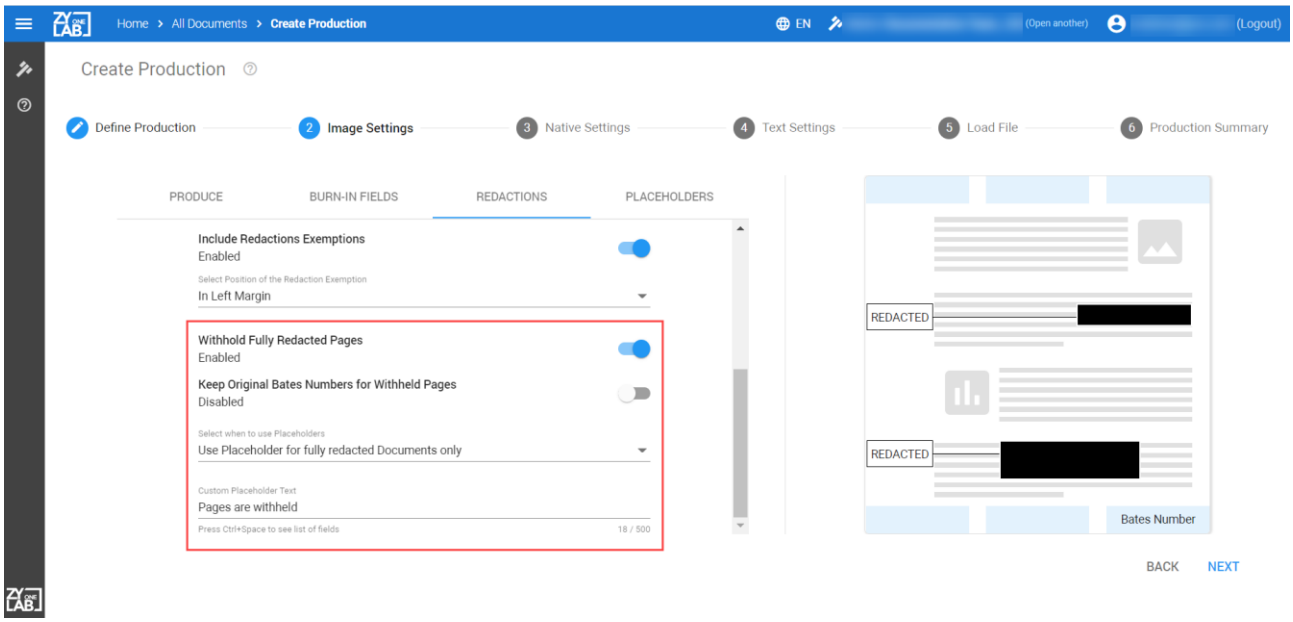
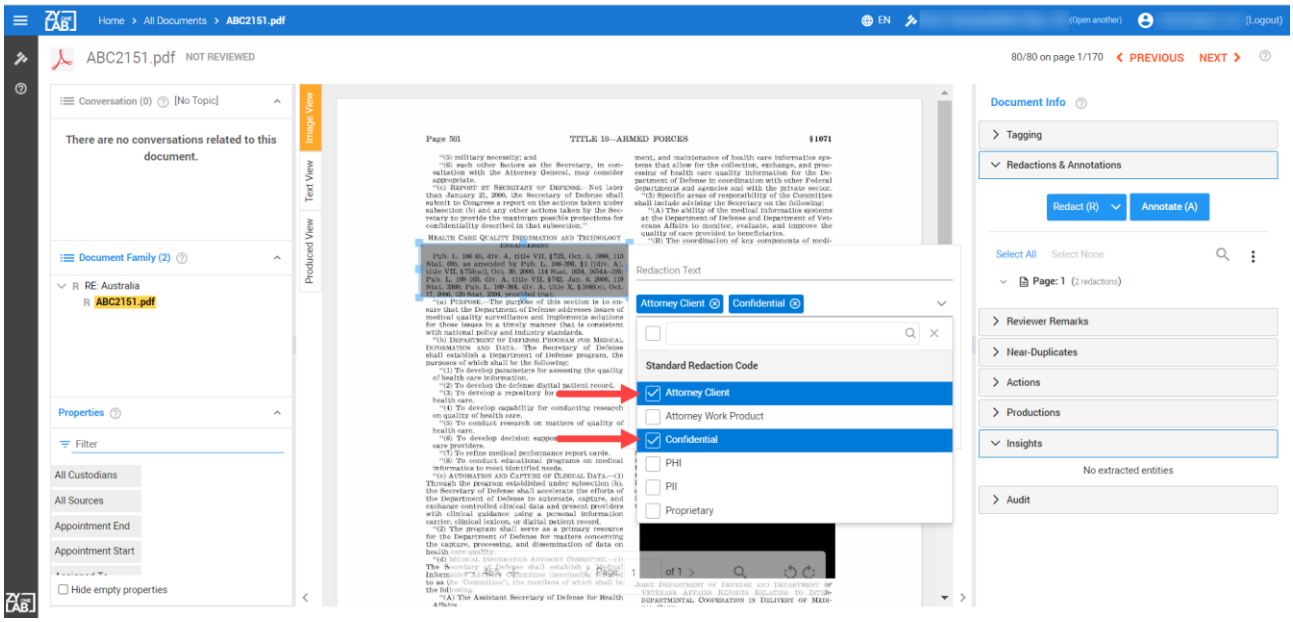
Withhold Redacted Pages



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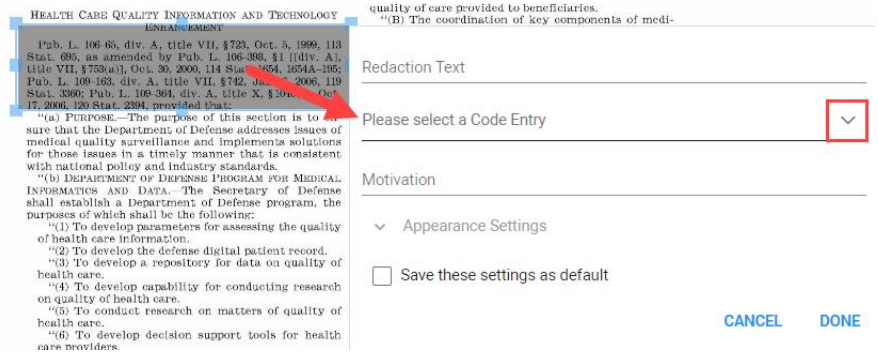
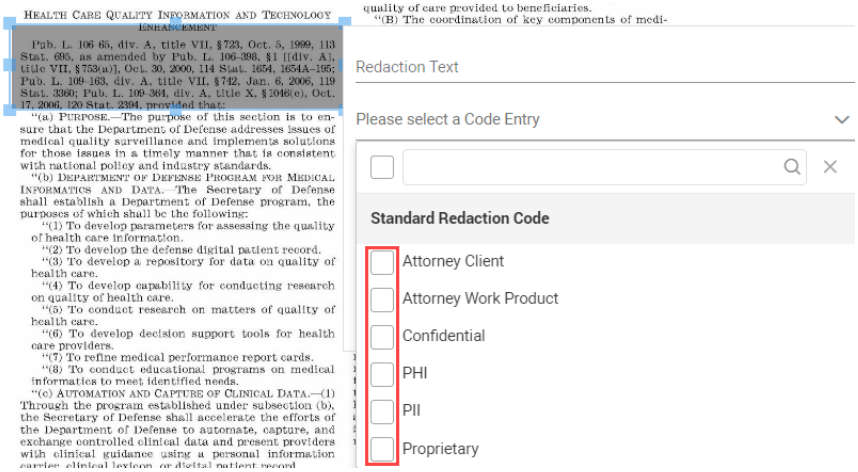
- Double-click on the redaction applied.
- From the **Code Entry** drop-down, select one or more **Standard Redaction Code(s)**.





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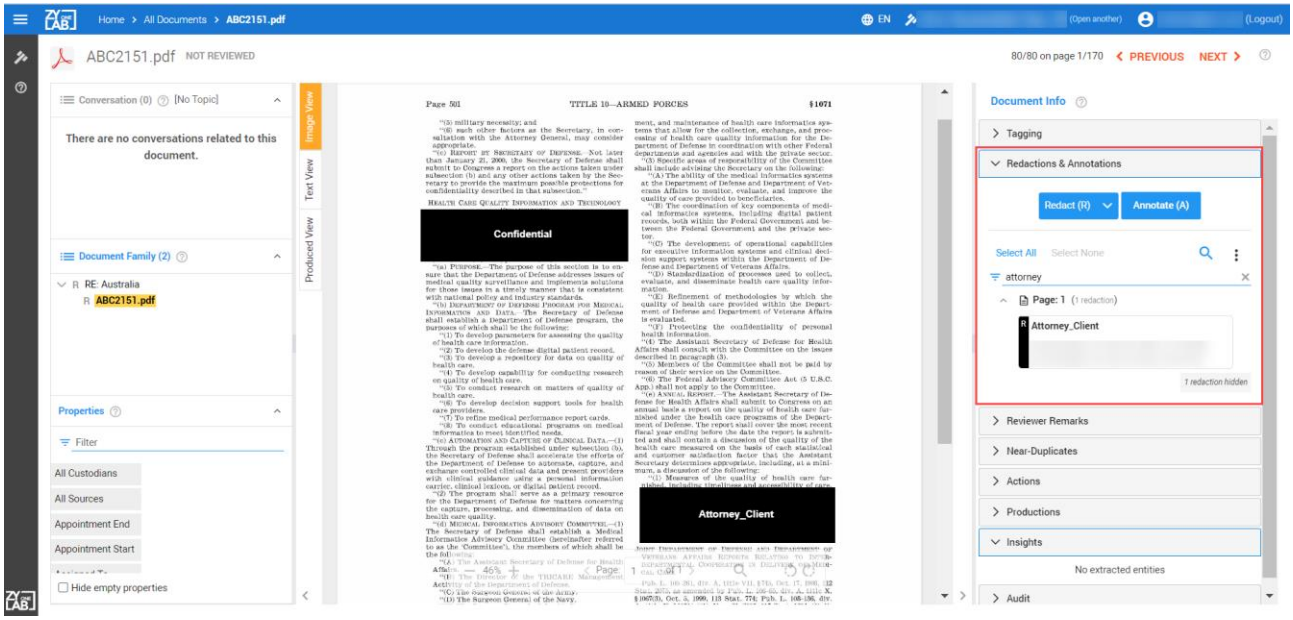
Filter Redactions & Annotations



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

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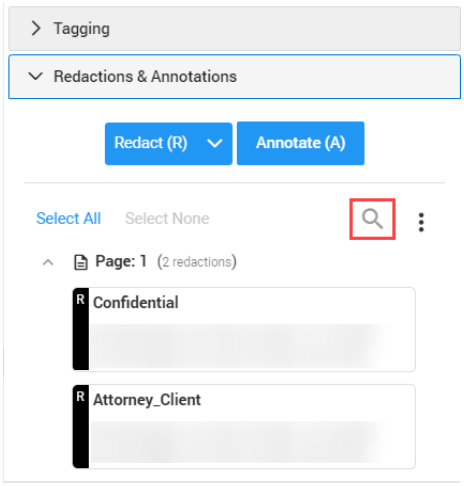
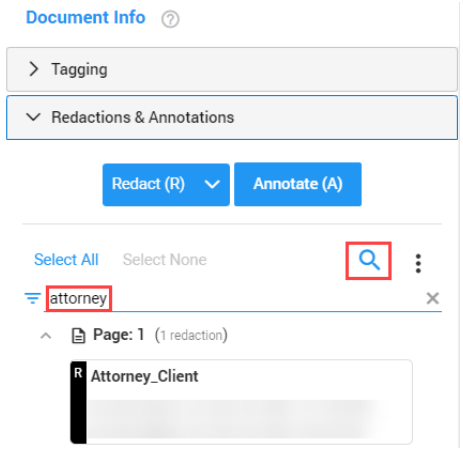
- In Document View, expand **Redactions & Annotations**.
- Select the **Search** icon



- Enter your search in the filter field.



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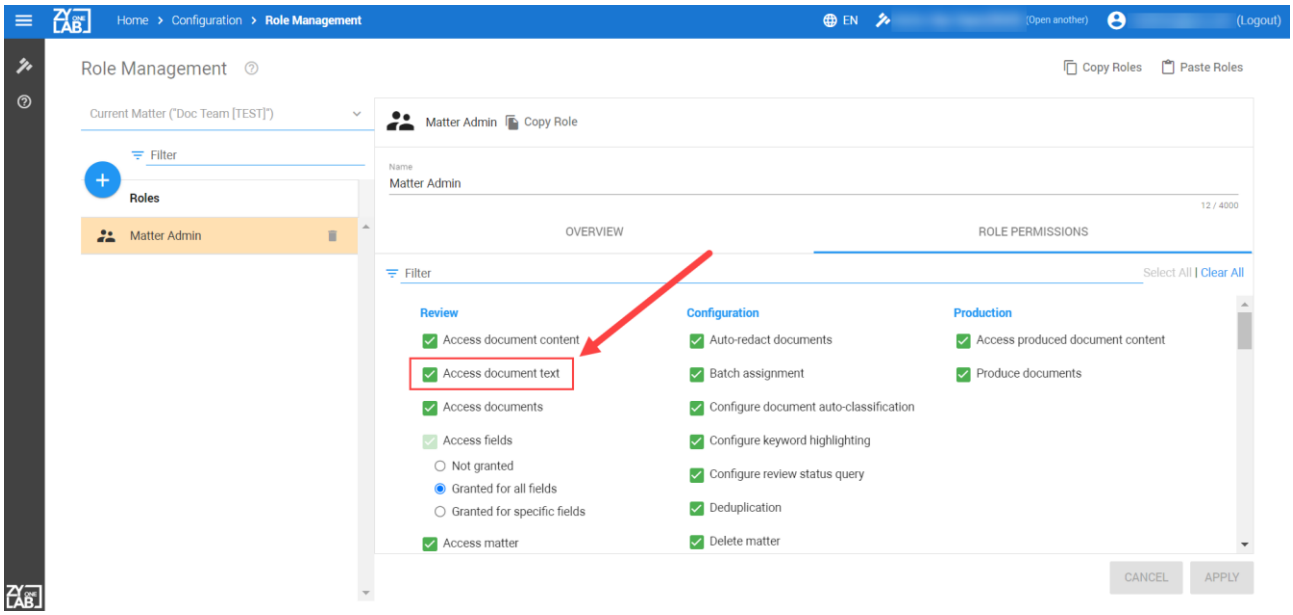
Configuration

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**.

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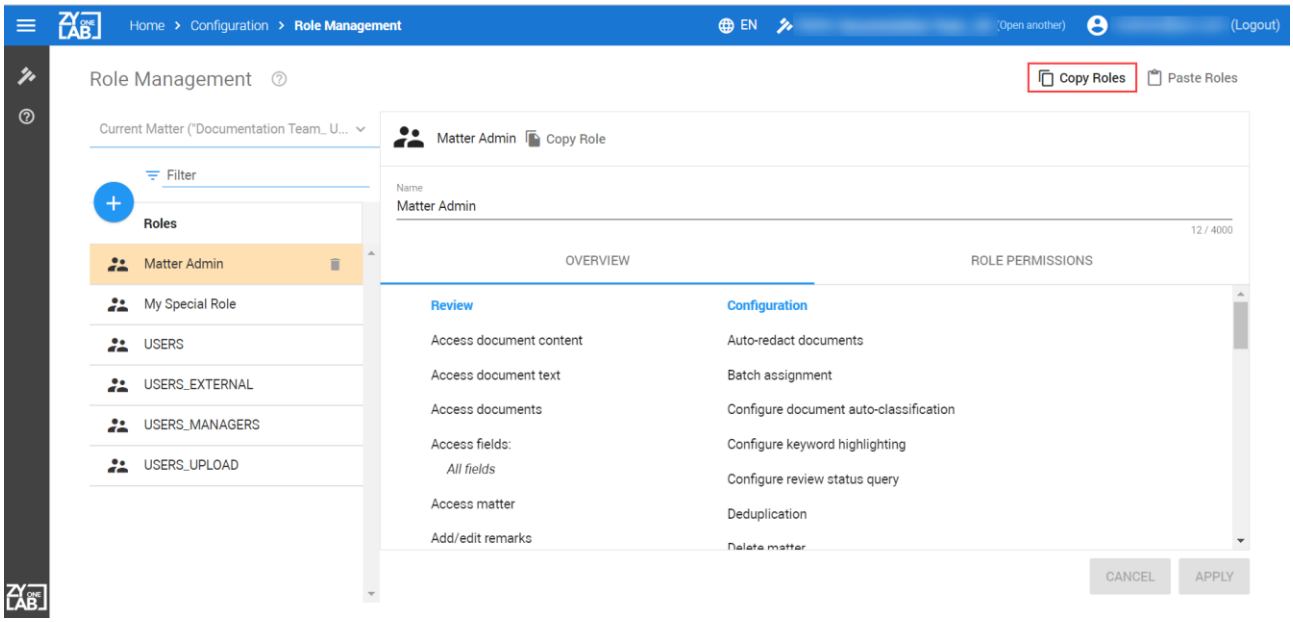
Copy/Paste Matter Roles



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

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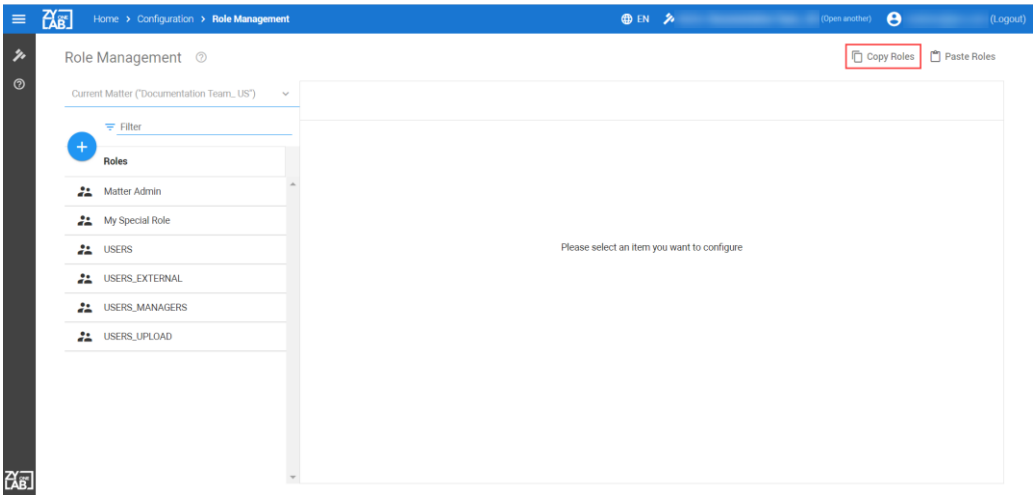
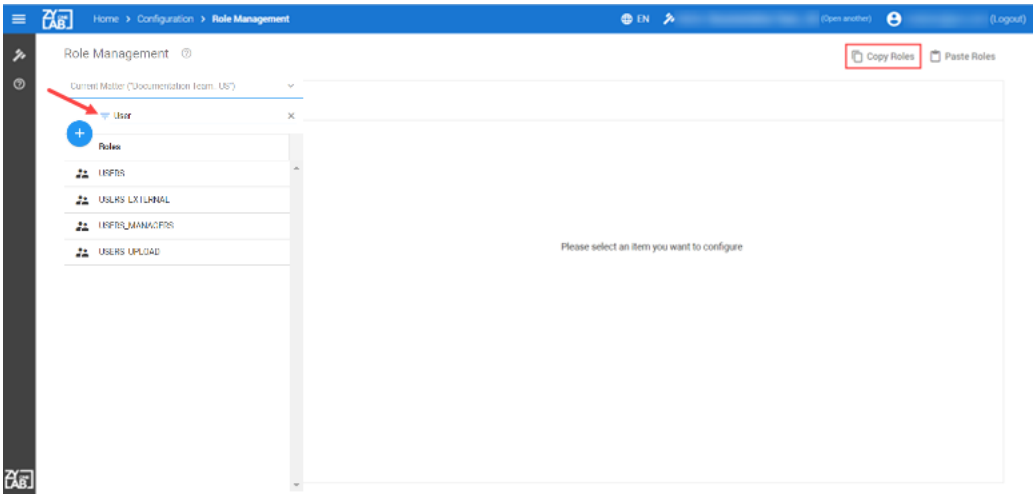
First, open **Configuration** and select **Role Management**. Choose one of the following:

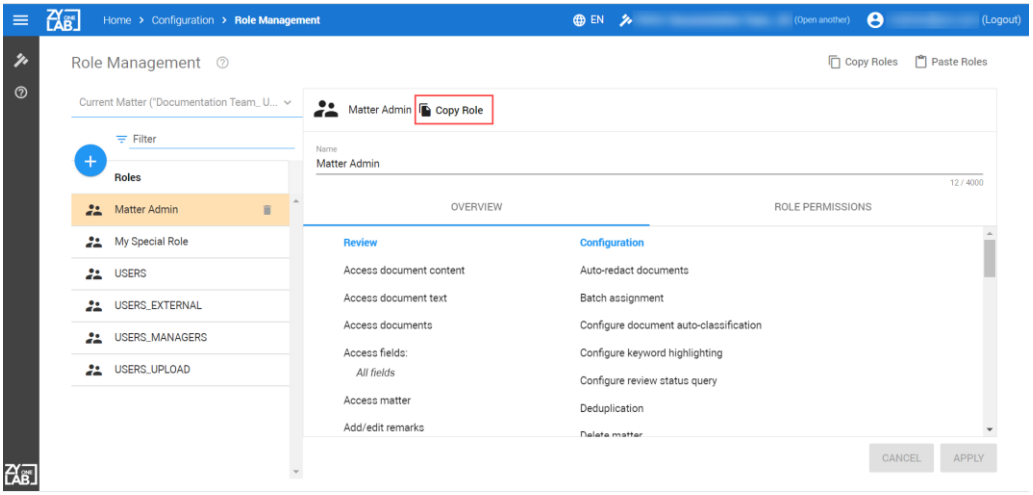
- From the overview page, click **Copy Roles** to copy all roles.



- 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.



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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.

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