

nunix training

NUIX DISCOVER END USER ONE DAY · INSTRUCTOR LED CLASS

The Nunix Discover End User certification class is designed to introduce students to Nunix Discover basics for review and search, including the following:

- Navigate Discover and browse document sets
- Perform quick and advanced searches
- Work with review assignments and document views
- View, annotate, and code documents
- Work with produced documents
- Print and report

Students will be enrolled in the Nunix Discover End User exam. The Nunix Discover End User is a requisite class for the Nunix Discover Certified Master pathway.

MODULE 1: COURSE INTRODUCTION & GETTING STARTED

- Class introductions
- Course Objectives
- Log in and Case Selection
- Online Help
- Log Out

MODULE 2: NAVIGATING DISCOVER & BROWSING DOCUMENT SETS

- Case Home Page
 - Navigation Toolbar
- Case Security Roles Overview
- Browse Documents
- Workspaces
- Document Options Menu
- List Pane
 - Columns & Templates
 - Filter & Sort Options
- Browse Pane

MODULE 3: PERFORMING QUICK SEARCHES

- Search Preferences
 - Threading
 - Sources and Attachments
 - Renditions
 - Line Numbers
- Quick Search
 - Search Options
- List Pane
- View Pane
- Load Search File

MODULE 4: PERFORMING ADVANCED SEARCHES

- Search Page
 - Create Search Query
 - Search Parameters
 - Search Operator

MODULE 5: WORKING WITH REVIEW ASSIGNMENTS

- Document Review Workflow
- Documents Page
 - Accessing & Retrieving Assignments
 - Opening Assignments
 - Managing Individual Assignments
- Review Setup Page
 - Managing Multiple Assignments
 - My Assignments

MODULE 6: VIEWING, ANNOTATING & CODING DOCUMENTS

- View Pane
 - Formatted & Unformatted Content
 - Office Online Viewer
 - Image Viewer
 - Image Annotation
 - Find and Redact
 - Document View History
 - Download
- Audio Pane
- Conditional Coding Pane
 - Active Quick Code
 - All Values
 - Binders
 - Issues
 - Mass Code Field
 - Templates
- Coding History Pane

MODULE 7: WORKING WITH PRODUCED DOCUMENTS

- Produced Documents
- Search Preferences
 - Renditions
- Production Levels
- Production Fields
- Document Display
 - Base docs / Renditions
- Witness Kits

MODULE 8: PRINTING & REPORTING

- Printing
 - Single Document
 - Multiple Documents
 - Batch Print Settings
- Reporting
 - Column Templates

For a complete listing of scheduled courses, please visit: [nuix.com/training](https://www.nuix.com/training)

nuix

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APAC

Australia: +61 2 8320 9444

EMEA

UK: +44 203 934 1600

NORTH AMERICA

USA: +1 877 470 6849