

# NUIX DISCOVER® END USER ONE DAY INSTRUCTOR LED CLASS

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

- Navigate Discover and browse document sets
- Perform simplified document review and coding
- Analyze email conversations, text messages and chat
- Work with review assignments and document views
- Perform quick and advanced searches

Students will be enrolled in the Nuix Discover End User exam. Passing of the Nuix Discover End User exam is a requisite for the Nuix Discover Certified Master pathway.

## & GETTING STARTED

- Class Introductions
- Course Objectives
- Logging In and Out
- Viewing Notifications
- Selecting Cases
- Accessing Online Help

## MODULE 2: NAVIGATING DISCOVER & BROWSING DOCUMENT SETS

- Navigating the Case Home Page
- Groups and Permissions Overview
- Browsing Documents
- Using Workspaces
- Opening Documents in a Linked

- List Pane
  - Viewing Document Details in the List Pane
  - Using the List / Working List
  - Configuring Columns & Templates
  - Filtering & Sorting
- Browse Pane
  - Selecting & Filtering
  - Customizing Sections

## MODULE 3: SIMPLIFIED DOCUMENT REVIEW

- View Pane
  - Viewing Keyword Highlights & Performing Ad Hoc Searches
  - Viewing Native Documents & Hidden Content

- o Applying Highlights & Redactions
- List Pane
  - o Using Quick Codes & Inline Editing to Code Documents
- Conditional Coding Pane
  - o Using Conditional Coding Templates to Code Documents
  - o Applying Coding Macros
  - o Bulk Coding to Review Fields, Binders & Issues
- Memo Editor Pane
  - o Creating Hyperlinks & Auto-Search Linking

## MODULE 4: ANALYZING CONVERSATIONS & COMMUNICATIONS

- Reviewing Email Threads
  - o Email Threading Overview
  - o Using Search Preferences
  - o Visualizing & Working with Email Threads
- Related Pane
- Compare Pane
- Reviewing Text Messages

- Reviewing Bloomberg Chat

## MODULE 5: WORKING WITH REVIEW ASSIGNMENTS

- Review Workflow Overview
- Working with Assignments in the Browse Pane
  - o Getting Your Assignments
  - o Managing Your Assignments

## MODULE 6: SEARCHING FOR DOCUMENTS

- Selecting Search Preferences
- Search Query Syntax for Search Boxes
  - o Boolean Search Operators
  - o Regular Expressions
- Performing a Quick Search
- Load Search File
- Performing an Advanced Search
  - o Using Search Parameters & Operators
  - o Grouping Search Queries
  - o Saving a Search

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

# nuix

Nuix ([www.nuix.com](https://www.nuix.com)) creates innovative software that empowers organizations to simply and quickly find the truth from any data in a digital world. We are a passionate and talented team, delighting our customers with software that transforms data into actionable intelligence and helps them overcome the challenges of litigation, investigation, governance, risk, and compliance.

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