

ONE-DAY INSTRUCTOR LED CLASS



END USER – ESSENTIALS

The Nuix Discover End User – Essentials certification course 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 AI
- Work with review assignments and document views
- Perform quick and advanced searches

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

MODULE 1: COURSE INTRODUCTION & GETTING STARTED

- Class Introductions
- Course Objectives
- Logging In and Out
- Portal Home Page
- Viewing Notifications
- Selecting Cases
- Online Help
- Navigating the Case Home Page
- Groups and Permissions Overview
- Browsing Documents
- Using Workspaces
- Opening Documents in a Linked Workspace for Dual Monitors

MODULE 2: NAVIGATING DISCOVER & BROWSING DOCUMENT SETS

- The Browse Pane
- Documents Review Workflow
- Assignments
- Technical Elements and Assignment States
- Visual Triage

- Facets Dashboard

MODULE 3: SIMPLIFIED DOCUMENT REVIEW

- List Pane
- View Pane
- Perform Ad-hoc Content Search
- Image Viewer
- Using Codes
- Memo Editor Pane

MODULE 4: ANALYZING CONVERSATIONS & COMMUNICATIONS

- Threading
- Related Pane
- Compare Pane
- Reviewing Text and Chat Messages
- Audio Pane – Transcribed Files
- The View Pane

MODULE 5: WORKING WITH AI

- AI Enrichment
- View results in the Browse Pane
- View results of Enrichment In Conditional Coding Pane
- Entity Extraction and Interaction
- AI Review
- Reviewing Conflicts

MODULE 6: SEARCHING FOR DOCUMENTS

- Selecting Search Preferences
- Search Query Syntax for Search Boxes
- Performing a Quick Search
- Load Search File
- Performing an Advanced Search
- Return to the Search Page
- Saving a Search
- Search Hits and Content Relevance Score

For a complete listing of scheduled courses, please visit nuix.com/training.

Nuix (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.

APAC

Australia: +61 2 8320 9444

EMEA

UK: +44 203 934 1600

NORTH AMERICA

USA: +1 877 470 6849

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