

## How to create a Batch Set

Using Review Batches to control how documents are delivered to the reviewers is a best practice and can provide better tracking of the review process.

### The Batch Set

Batches are created or edited in the **Batch Sets** tab. All batches start with a Saved Search that returns the documents that need to be batched. Then a Batch Set is created that holds the instructions or criteria used to control how the batches are created and grouped.

Relativity supports the ability to batch the same document across multiple Batch Sets however, the system will not allow the same document to be batched more than once within the same batch set. When batching documents, the following four items need to be considered.

- The Search
- The Layouts
- The Views
- The Reviewed Field

Once batches are created, batches can be assigned to reviewers, or the reviewers may be allowed to check out batches independently using the Review Batches tab.

### The Search

Batching begins with a Search. Searches can range from the very complex EQUIVIO Unique Thread Family and Relativity Analytics results, to the simple, documents responsive to terms in the search, or all documents except those that have already been reviewed.

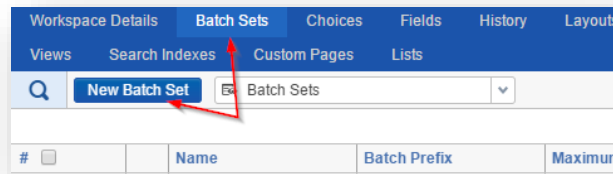
Using Relativity's Mass Actions Tally/Sum/Average among other functions is a great way to preview how the batch will function. For example, a search returns 6,433 documents that need to be batched. Using Tally as shown below on the Custodian field, shows how many documents need to be reviewed for each custodian.

Tally/Sum/Average of 6,433 Documents	
Function:	Tally
Field:	Custodian
Items 1 - 40 (of 40) [Reset] [Previous] [Next]	
Value	Count
Semperger, Cara	23
Forney, John	3
Schwieger, Jim	24
Rapp, Bill	8
Mckay, Brad	6
Germany, Chris	139
Schoolcraft, Darrell	279

## Creating a Batch Set

In this example, a saved search called **Batch Training 11-16** is returning 6,433 documents including attachments that should be batched for a 1<sup>st</sup> level review. The default views **My Unreviewed Documents** and **My Assigned documents** can be used in this case, however if this batch set will use a different field to show documents have been reviewed, new views should be created to make sure the reviewers can verify what they see in their views matches what's displayed under the Review Batches tab. In this case, we will use the **Responsive** field as the Reviewed field in this batch set. Let's begin with creating the Batch Set.

1. Hover over **Administration** and click on **Batch Sets** next click on **New Batch Set** as shown below.



2. Next in the **Name** field, enter a name in this example we entered **Level 1 Training**.
3. Next in the **Maximum Batch Size** we entered **100** for the batch size.
4. Under **Batch Prefix** we entered **1<sup>st</sup> Pass**.
5. Under **Batch Data Source** we select the search from the drop-down window **Batch Training 11-16**.
6. Under **Batch Unit Field** we selected **Custodian**.
7. Under **Family Field** we selected **BegAttach**.
8. Under **Reviewed Field** we selected **Responsive** as shown below.

Save		Save and New		Save and Back		Cancel	
<b>Batch Set Information</b>							
Name:	<input type="text" value="Level 1 Training"/>			Batch Unit Field:	<input type="text" value="Custodian"/>		
Maximum Batch Size:	<input type="text" value="100"/>			Family Field:	<input type="text" value="BegAttach"/>		
Batch Prefix:	<input type="text" value="1st Pass"/>			Reviewed Field:	<input type="text" value="Responsive"/>		
Batch Data Source:	<input type="text" value="Batch Training 11-16"/>						

Below the **Batch Set Information** section, **Auto Batching** settings can be defined. Auto Batching when enabled, runs the above defined search, at the **Auto Create Rate: (minutes)** setting looking for the results of the search to reach the Minimum Batch Size. Once that minimum batch size is reached, batches are then created. We will not be using Auto Batching in this example. For additional information on Auto Batching contact your Project Manager.

**Auto Batching**

Auto Batch:

Minimum Batch Size:

Auto Create Rate:(minutes)

9. With the **Batch Set** created click **Save and Back**.

**Batch Set Information**

Name:

Maximum Batch Size:

Batch Prefix:

Batch Data Source:

Batch Unit Field:

Family Field:

Reviewed Field:

10. Next select the batch set we have just created, **Level 1 Training** from the list of batch sets as shown below.

Batch Sets

#		Name	Batch Prefix	Maximum Batch Size
1	<input type="checkbox"/> Edit	Level 1	LV1	100
2	<input type="checkbox"/> Edit	Batch Training 11-16	REF-11-16	150
3	<input type="checkbox"/> Edit	2nd pass	2ndPass-	500
4	<input type="checkbox"/> Edit	Level 1 Training	1st Pass	100

11. Once the batch set is open, find on the right hand of the screen the **Create Batches** button. Click **Create Batches** as shown below.

[Edit](#) [Delete](#) [Back](#) [Edit Permissions](#) [View Audit](#)

**Batch Set Information:**

Name:

Maximum Batch Size:

Batch Prefix:

Batch Data Source:

Batch Unit Field:

Family Field:

Reviewed Field:

**BATCH SET**

**Manage Batches**

[Create Batches](#)

[Purge Batches](#)

**Report**

[View Batch Summary Report](#)

12. This may take a few moments to complete but once it is complete the bottom of the screen will display the created batches.

**Batches** Items 1 - 10 (of 82)

	Batch	Batch Status	Batch Unit	Assigned To	Reviewed	Batch Size
(All) ▼	(All)	(All) ▼	(All) ▼	(All) ▼	(All)	(All)
<a href="#">Edit</a>	1st Pass00001		Arnold, John		0	32
<a href="#">Edit</a>	1st Pass00002		Arora, Harry		0	18
<a href="#">Edit</a>	1st Pass00003		Dasovich, Jeff		0	100
<a href="#">Edit</a>	1st Pass00004		Dasovich, Jeff		0	100
<a href="#">Edit</a>	1st Pass00005		Dasovich, Jeff		0	100
<a href="#">Edit</a>	1st Pass00006		Dasovich, Jeff		0	100
<a href="#">Edit</a>	1st Pass00007		Dasovich, Jeff		0	114

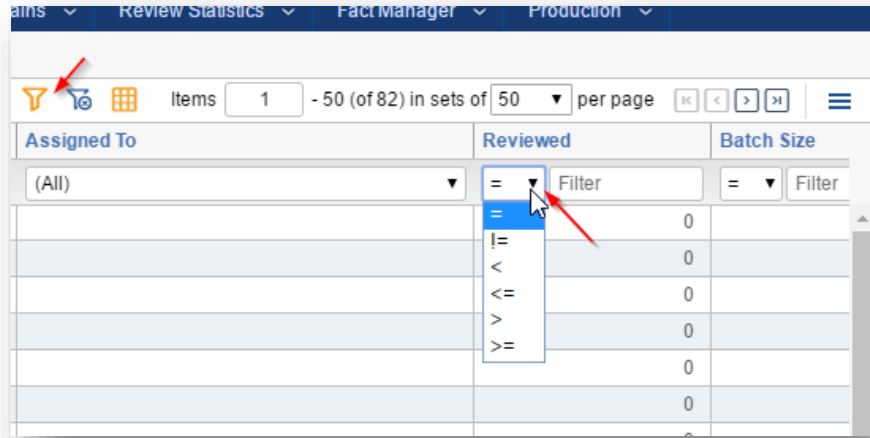
This window can be used to monitor the progress of the review, assign and re-assign batches to reviewers and exported to Excel for additional tracking. However, while this window can be used for tracking, viewing and managing the review progress, using the **Review Batches** tab does provide additional filters that are not available in this window.

As shown below, selecting the **Review Batches** tab and using Filters to narrow to a batch set, the **Reviewed** and **Batch Size** columns provide more advanced filter options as shown below.

Items 1 - 50 (of 82) in sets of 50 per page

#	Batch Set	Batch	Batch Status	Batch Unit	Assigned To	Reviewed	Batch Size
1	Level 1 Training (1) ▼	Filter	(All) ▼	(All) ▼	(All) ▼	= ▼ Filter	= ▼ Filter
<a href="#">Edit</a>	Level 1 Training	1st Pass00001		Arnold, John		=	0
<a href="#">Edit</a>	Level 1 Training	1st Pass00002		Arora, Harry		=	0
<a href="#">Edit</a>	Level 1 Training	1st Pass00003		Dasovich, Jeff		=	0
<a href="#">Edit</a>	Level 1 Training	1st Pass00004		Dasovich, Jeff		=	0
<a href="#">Edit</a>	Level 1 Training	1st Pass00005		Dasovich, Jeff		=	0
<a href="#">Edit</a>	Level 1 Training	1st Pass00006		Dasovich, Jeff		=	0

Here we have zoomed in on the Reviewed and Batch Size columns to show the advanced operators that can be used.



Operator	Definition	Supported by
=	Equals	Both
!=	Does not Equal	Review Batches
<	Less than	Review Batches
<=	Less than and Equal to	Both
>	Greater than	Review Batches
>=	Greater than and Equal to	Both

**Note:** Some of the operators shown in the chart above are available for number fields like Image Count or Reviewed as shown here.

For additional assistance contact your Lighthouse team member.