

Fios Prevail Review Set Assignment Procedures

Following are instructions to create document review set assignments in Fios Prevail.

Summary of Steps to create Document Set Assignments in Fios Prevail:

1. Identify Custodian (Group) you want to subdivide into document review sets
2. Decide how many docs/chains you want to assign per document set
3. Identify FENS numbers of first and last items in document set range
4. Enter FENS range numbers back into search criteria
5. Save Search and name Saved Search appropriately
6. Assign reviewers to open their "Saved Search" group of documents and review

1. Identify a custodian you would like to subdivide into review sets.
 - a) Go to Search page by clicking *Search* tab.
 - b) Use drop down menu at top of page, and drop down to *Category, Group or Media*, and choose *Group*.
 - c) Select *Group* (which will be equivalent to a custodian) you want to subdivide into document review sets.
2. Decide how many documents/chains you want to assign per document set.
 - a) Run the Search for Group and see how many total documents this custodian has (*note that this number might increase if more documents are loaded to Fios Prevail*).
 - b) Decide the number of documents/chains you want to subdivide the custodian into (Example: Custodian A has 4,000 documents. You may decide to subdivide those items into 10 sets of 400 items each.)
3. Identify FENS numbers of first and last items in document set range (by taking the FENS number of item 1, and then taking down the FENS number of item 400, assuming document sets of 400 items).
 - a) After you've run the search for a given Group, open the first item on the Item view, and capture the FENS number in the upper right hand corner of the header information of an item (you can jot it down on a sheet of paper or copy the number by highlighting and hitting Ctrl+c).
 - b) Access FENS number for item 400 in your list by going to lower right hand corner of page, entering your cursor into the Item number field (which currently reads "Item 1 of 4000"), and entering Item number 400, and click Enter.
 - c) Jot down the FENS number for Item 400.
 - d) To get the FENS range for your second document set, go to Item 401, capture the FENS number, and then go to Item 800 and capture this FENS number (this will return a second document set of 400 items).
 - e) Repeat this process to gather the FENS ranges for all document sets (you'd do this for 10 document sets going by our example).

Option: if the custodian has a large number of documents, a good option is to choose to Download List from the Search Results page, which allows you to open a csv file of the list of documents. This makes the selection of the necessary FENS number ranges more efficient.

4. Enter FENS range numbers into Search criteria
 - a) Click *Search* tab to go back to Search page.
 - b) The Group criteria will still be present in the 2. *Select search criteria* field.
 - c) Add FENS range criteria as a second criteria in the 2. *Select search criteria field* (go to drop down menu by 1. *Create search criteria*, select FENS/Bates option, click FENS radio button, enter FENS number from item 1 into first field and FENS number from Item 400 into second field, then click Add to Criteria button).
 - d) Add Result options or Sort options, if you wish.

5. Save Search and name the Saved Search appropriately

Option: before saving search, you can check the search totals by clicking Search to run the search. This will allow you to check that the Saved Search you've created returns the correct number of documents (in our example, it should return 400 items).

 - a) From Search page, click Save Search, which opens up new Web Page Dialog box.
 - b) Name the search and click Save (you can choose to name the Saved Search by the custodian, such as *JDoe set 01, JDoe set 02, JDoe set 03*, etc., or you can name search by reviewer, as in *Reviewer Name A Docs, Review Name B Docs*, etc., or you can combine the custodian and reviewer names, as in *JDoe Set 01 – Reviewer Name A*).

6. Assign Reviewers to open their “Saved Search” group of documents and review all documents.
 - a) Instructions for reviewers are to go to *Search* page, click *Open Saved Search*, select the Saved Search that has been assigned to them, run the search, and review the resulting group of documents.
 - b) Because these document sets will not necessarily be mutually exclusive, all reviewers should set their Review filter to *Show: Not Reviewed*, which will cause any reviewed items to be filtered out of their list, and thereby eliminate any redundant review. (See Option 1 below for another way to manage this.)

Option 1: Subdivide Items by Document Chain to Create Mutually Exclusive Sets

If you want to make sure that all Saved Search review sets are mutually exclusive in Fios Prevail – that is, you would eliminate the chance that there is an email message in one person’s review set, and the attachment to this email is in another person’s review set – then you need to take a few additional steps when creating review set assignments.

You can accomplish this goal by creating Saved Searches on “Top of Chain” or “parent” items, with the qualification that your review team is reviewing all documents in the document chain to ensure all documents get reviewed.

To accomplish this, do the following:

- a) For a given custodian (Group), run a search for the designated Group, and use *Result Options* to *Redirect to: Top of Chain* (*Result Options* button is in lower right hand corner of Search page...in web page dialog, click box that reads *Redirect to: Top of Chain*).
- b) Bulk categorize all results into a category named *Parent*, or some other appropriate category name (this indicates that these items are tops of chain, or parent items, and facilitates clean review sets).
- c) Include this *Parent* category as a criteria in your search (along with the designated custodian) before dividing up the items into FENS ranges, and also include in every Saved Search you are creating. (You can do this by selecting *Category, Group or Media* on Search page, selecting *Category*, and choosing the category named *Parent*, and clicking *Add to Criteria*).

*One minor disadvantage with this option is that you will not see an exact total of **items** in each document set (unless you put in extra effort to track exact item counts). You will see the exact number of **chains** (for example, you may choose to create a Saved Search that returns 400 chains), but this only represents how many parent items there are – it does not include the attachments in this count. If your Saved Search returned 400 items, the total number of items a reviewer ends up reviewing in this set might be around 500-700 items, depending on how many attachments there are to the parent items.*

*The assumption with this approach is that reviewers are using the Chain Explorer as they review documents, and are therefore reviewing and categorizing all documents in each chain – which makes it unnecessary to include the attachments in the list results. (You can apply the Result Option named *Expand to Include All documents in chain* if you’d like to capture exact items counts for each review set.)*