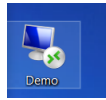
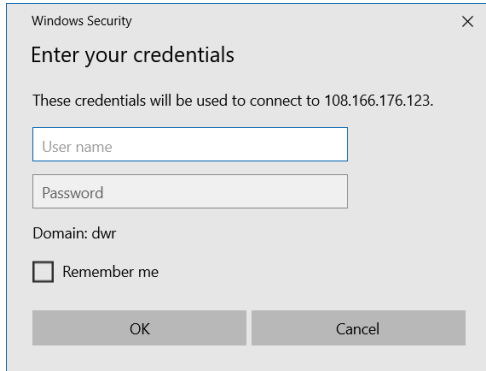


## LOGGING INTO DWR

Double click on the DWR icon.



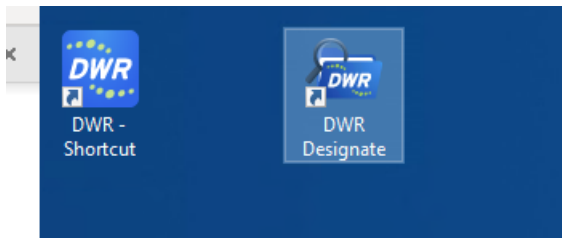
Enter the login information provided:



Press OK to connect

## DESIGNATE VS WORKGROUP

The server desktop may have two icons on the desktop.



## DESIGNATE

Designate is limited to review functions only and does not allow the user to process documents or image and endorse productions.

Most users who are reviewing only will choose this icon. In Designate users can mark documents as produce, privileged, Non-Responsive, etc. and redact documents.

## WORKGROUP

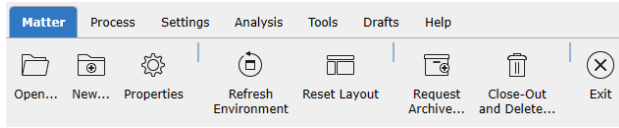
Workgroup icon has the full options available in Digital WarRoom including the Process and Policy tabs and as well as image, endorse and finalize productions.

## OPENING THE APPLICATION

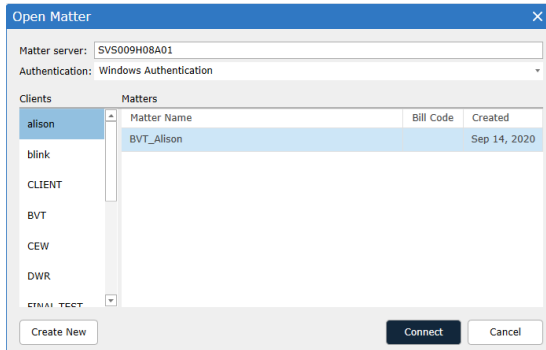
Double click on the icon for the level of review assigned. The database will open to the last matter accessed or to the assigned matter if the first time to log in.

## OPENING A MATTER

Under Matter, choose “Open”



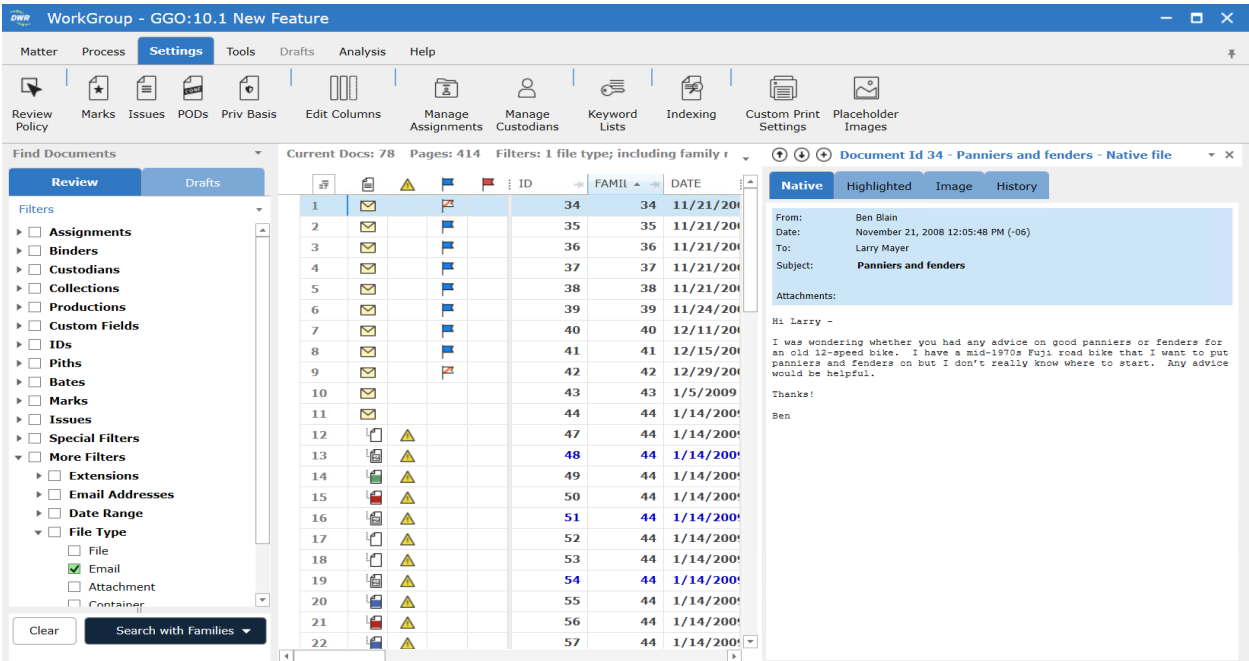
The Open Matter dialog will appear listing the accessible matters.



To open a file, click on the line that contains the Matter and then click Connect.

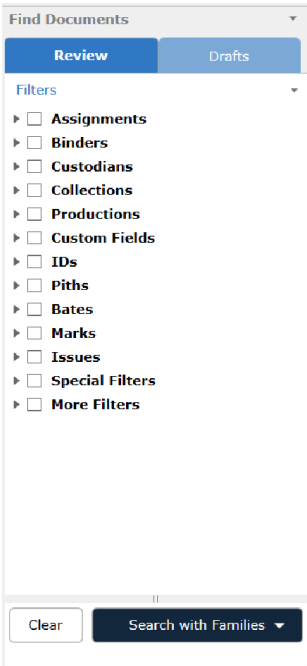
## DIGITAL WAR ROOM INTERFACE

The DWR interface is divided into several sections.



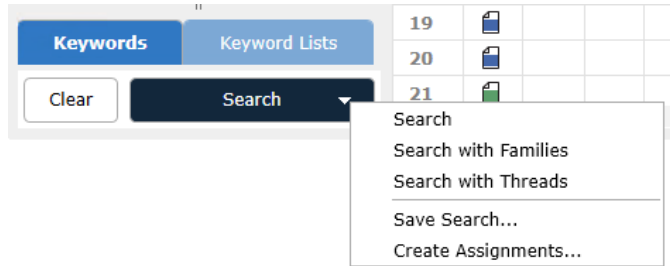
With multiple monitors, it can be useful to move certain parts of the interface to a second screen (like the Document Browser) to make review more efficient.

## REVIEWING DOCUMENTS IN DIGITAL WAR ROOM

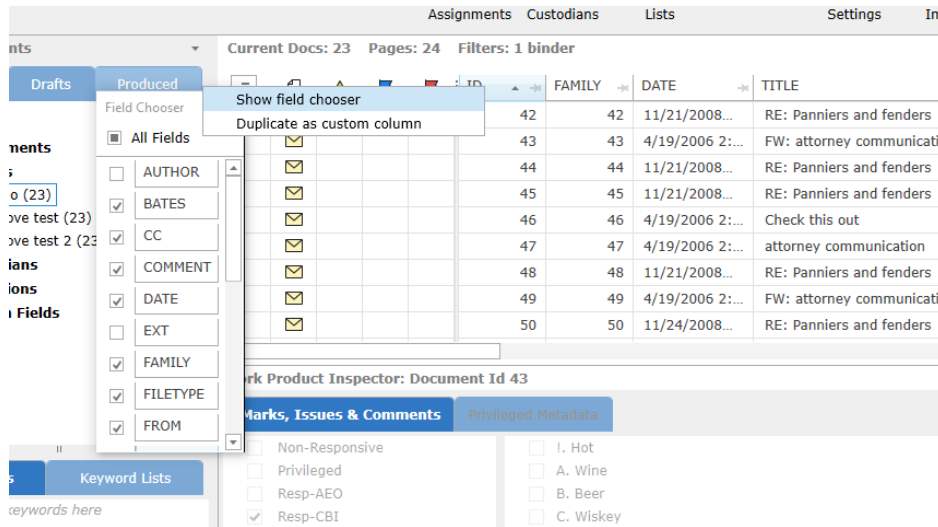


Select Binders, Collections, Custodians, Productions and other filter criteria on the filter tree and click the search button at the bottom of the screen to apply the filtered choices.

To the right of the search button use the drop down arrow to choose Search with Families, Search with Threads, Save Search, or Create Assignments.



Once these selections are made, and the Search button has been selected, the Current Docs grid screen will be updated with those documents which meet the filter criteria.



The Current Docs grid screen is customized for each reviewer by right clicking on any column header and selecting the Field Chooser. From the Field Chooser select those columns needed for review. The column layout is specific for each reviewer.

Clicking any header will sort the filtered set by that header (i.e. Date will put the results in chronological order). Hold down the CTRL key and select additional headers to add to the sort (i.e. by Date - by Family).

The screenshot shows a document review interface with a table of documents. A context menu is open over document ID 37, listing various actions like 'Unmark', 'Issues', 'Flag for redaction', and 'Comments...'. The table columns include ID, FAMIL, and DATE.

ID	FAMIL	DATE
1	34	11/21/2001
2	35	11/21/2001
3	36	11/21/2001
4	37	11/21/2001
	38	11/21/2001
	39	11/24/2001
	40	12/11/2001
	41	12/15/2001
	42	12/29/2001
	43	1/5/2009
	44	1/14/2001
	47	1/14/2001
	48	1/14/2001
	49	1/14/2001
	50	1/14/2001
	51	1/14/2001
17	52	1/14/2001
18	53	1/14/2001
19	54	1/14/2001
20	55	1/14/2001
21	56	1/14/2001
22	57	1/14/2001

From the Right Click menu reviewers can Mark, apply Issues, Flag for Redaction and add Comments to the documents. By holding down the SHIFT key, rows in the list can be selected in sequence (the CTRL + click for out of sequence) for the work product to be applied in bulk.

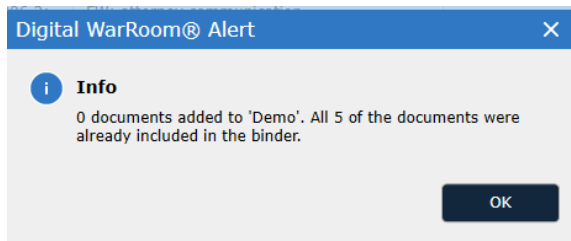
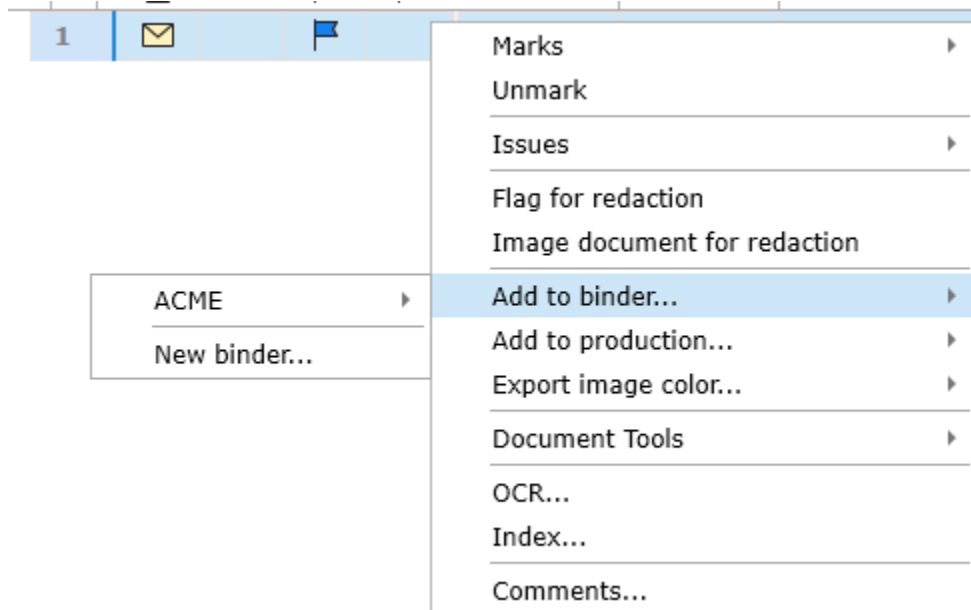
The screenshot shows the 'Work Product Inspector' for Document ID 37. It has two columns: 'Marks' and 'Issues'. The 'Marks' column includes checkboxes for Non-Responsive, Privileged, Resp-AEO, Resp-CONF, Resp-Public, Don't Know, Junk, and Technical Difficulty. The 'Issues' column includes checkboxes for Breach, Damages, Hot, Mitigation, and Prior Breach. Below these are sections for 'Privilege Basis', 'Comments', and a checkbox for 'Propagate comment to duplicates (will overwrite)'.

Another method for applying work product on an individual document is by the Work Product Inspector available under the Tools menu (or CTRL+SHIFT+W).

By making a selection in the Work Product Inspector the Marks, Issues or Comments are instantly applied and saved for that document.

For documents marked privileged a privilege basis can be selected for the privilege log.

To add documents to a Binder from the right click menu in the Current Documents List documents select Add to binder... to add to an existing binder or create a new binder.



Additional documents can be added to the binders and the tool will report if the documents are already in the binder creating a single set of documents to review or export.

If accessing Digital WarRoom from our servers please Signout at the end of your review session by selecting the Start Menu – your profile – Signout.

