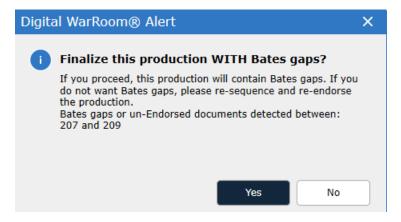
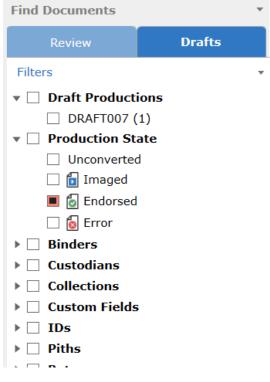


Multiple options are available to resolve Bates gaps upon receiving the report at finalizing a production.



Before a production is finalize each document must be endorsed. The Production State filter can be used to confirm all endorsements.



When a Bates Gap is identified, sort the production by pages and identify those documents with a page count less than 1. These documents cannot be endorsed until the page count is a positive number. Flag for re-conversion and prepare the production. Check the Error column and resolve any errors.



## **Resolving Bates Gaps**

Matter Process Sett	ings Tools	Drafts Analy	rsis Help							Ŧ
▶ ★ =	•			Dol	2		Þ		°	
Review Marks Issues Policy	PODs Priv Basis	Edit Colum			Manage Istodians	Keyword Lists	Indexing	Custom Prin Settings	t Placeholder Images	
Find Documents	•	Current Docs	: 37 Pag	es: 208 Fi	lters: 1 draft	production	on	-		ime - ×
Review	Drafts	<b>1</b> 7	€ <u>∧</u> ⊧	seq →	PAGE: 🔻 🐳	ERR( +	REDACT STA	H BATE	Image Histo	ory
Filters	•	1	! <b></b> _	3	0		Flagged		Native Hid	P. 1.4. 1
Draft Productions		2	-	32	42			DWR	Native High	nlighted
DRAFT007 (30)		63	! <b>-</b>	33	12			DWF		
Production State		<b>6</b> 4	Ľ	36	8			DWR		^
▶ □ Binders		5	1	2	6			DWF		
Custodians		6		34	5			DWF	The Arrive States	
Collections		6 7		23	4		Approved	DWF	New Charles of the second seco	
Custom Fields		8		24	4			DWF	Annual Strength of Spring and Spring	12.529
▶ □ IDs		<b>0</b> 9		29	3			DWR		
<ul> <li>Piths</li> <li>Bates</li> </ul>		<b>o</b> 10		30	3			DWR		

Confirm the REDACT STATE for all documents reads Approved. Documents in a Fagged or Pending state will cause a Bates gap alert as they cannot be endorsed.

If all documents have a positive page count and a proper redaction state, note the Bates number referenced in the DWR warning message. Sort by sequence and right click on the document above this Bates number where the gap is noted and select "Clear Bates Numbers from Here Down". Endorse the production and confirm all documents endorsed.

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Review <b>Drafts</b> Produced	17		Δ	-	SEQ -	PAGE: 🔺 🐳	ERROR -	REDACT ST			
Filters	• 1	$\sim$			1	0					
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✓ DRAFT024 (38)	<b>1</b> 3				29	1					
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Production State	6	$\leq$		Flag for re-endorsement Clear errors							
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→ □ Piths	<b>1</b> 1				Types			•			
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Marks	<b>=</b> 13			Witn	ess			<u> </u>			
I	■ 15			Flag	for redaction						
Keywords Keyword Lists	<b>1</b> 5			Rem	ove from proc	luction					
aste or type keywords here	<b>1</b> 6			Add	to production			•			
aste or type keywords here	10			Docu	•						
	<b>1</b> 17			Clear							
	<b>1</b> 19	1		OCR.	proved						
	<b>1</b> 20			Index Comments							
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Alternatively, right click the production to Resequence the production "Tools - Re-Sequence production". This will clear all the bates information for the entire production set.

Prepare production			ſ	4
Endorse production		3 CONTROL-00000213 - 00000312 (5		5
Production settings		State	6	6
Tools	×.	Resequence production		7
Finalize production		Synchronize PODs	6	8
Abandon production		Synchronize production types		9
Properties		Check for Bates gaps	6	10
OCR				11
Index				12

Once you have Resequenced the Production, right click on the Production again and choose Endorse production.

Find Documents	•						
Review	Drafts						
Filters	•						
Draft Productions     Prepare production							
Endorse production							
Production settings Tools							
Finalize production Abandon production							
Properties							
OCR Index							
<ul> <li>Special Filters</li> <li>More Filters</li> </ul>							