



# User Guide

v2.0 (revised January 2023)

Milyli Inc.  
415 N Sangamon St. Chicago, IL 60642  
support@milyli.com  
312.265.0136  
milyli.com/Chronicle

© 2023 Milyli, Inc. All Rights Reserved

# Contents

<b>Installing Chronicle .....</b>	<b>4</b>
System requirements.....	4
Installing Chronicle.....	4
Before you begin.....	4
Installation.....	4
Licensing.....	4
Adding the Chronicle Agent .....	5
Optional Instance Configuration .....	5
<b>Chronicle at a glance .....</b>	<b>6</b>
Product overview.....	6
Quick look.....	6
Accessing Chronicle.....	6
The Privilege Log Tab.....	7
The Privilege Log.....	7
Privilege log actions.....	8
Editing and filtering.....	8
Chronicle Name Normalization Tab.....	8
The Settings Tab.....	9
Admin Tabs .....	9
System Logs.....	9
License .....	9
<b>Name Normalization .....</b>	<b>10</b>
Analysis Projects.....	10
Running a Name Normalization Analysis.....	11
Normalizing Values.....	11
Original Values.....	12
Creating a New Normalized Value.....	13
Adding an Original Value to an existing Normalization.....	13
Normalized Values .....	13
Applying Normalizations.....	15
<b>Creating a log.....</b>	<b>16</b>
Creating a template.....	16

Simple columns.....	16
Plain text.....	16
Relativity fields.....	17
Putting it together.....	17
Managing columns.....	18
Dynamic columns.....	19
Simple conditions.....	19
Advanced conditions.....	20
Putting it all together.....	21
Relativity name normalization.....	24
<b>QC and log review.....</b>	<b>25</b>
General review tools.....	25
Infinite scrolling.....	25
Relativity document quick nav.....	26
Sticky layouts.....	26
Filtering the privilege log.....	27
Putting it together.....	28
Editing the privilege log.....	29
<b>Early and active log review.....</b>	<b>32</b>
Early review scenario.....	32
Reviewing a document.....	33
Coding the document.....	34
<b>Importing and exporting templates.....</b>	<b>36</b>
Downloading the template.....	36
Importing a template.....	36
<b>Entity tagging.....</b>	<b>38</b>
Setting up an Entity Tag.....	38
<b>Writing custom columns to Relativity.....</b>	<b>40</b>

# Installing Chronicle

## System requirements

- Relativity 10.3 and newer
- All browsers supported by Relativity 10.3 and newer are supported

## Installing Chronicle

### Before you begin

1. Contact [support@miluli.com](mailto:support@miluli.com) to get access to download the Chronicle RAP from our secure file sharing platform.
2. Chronicle must be installed through the **Relativity Application Library**.

### Installation

1. Log in as a Relativity Administrator.
2. Navigate to the **'Relativity Application Library'** admin tab.
3. Click **'Upload Application'**.
4. Click the **'Choose File'** button.
5. In the dialog box, navigate to and select the Chronicle RAP file shared from Milyli.
6. After successfully uploading, click the **'Install'** button next to Workspaces Installed to push the application to any workspace that Chronicle will be utilized on.

### Licensing

1. Log in as a Relativity Administrator.
2. On the admin tabs, navigate to the **Chronicle > License** admin tab.
3. Click on the **'Generate License Request'** button.
4. Copy the Chronicle License Request and email it to [support@miluli.com](mailto:support@miluli.com) requesting a license key.
5. The Milyli Customer Advocate team will respond with a license key.
6. Click on the **'Apply License'** button.
7. Paste in the license key.
8. Click on **'Apply Chronicle License'**.
9. Chronicle will be successfully licensed.

## Adding the Chronicle Agent

Chronicle includes a useful feature that allows custom privilege log columns to be written back to the **Relativity Document** object. For example, if the privilege log has a **Subject Matter** column that concatenates multiple Relativity fields together, the final concatenated form will be written back to a new document field of the users choosing.

Writing to a large number of documents can take time, up to 30 minutes for 10,000 documents, so a Relativity agent is used to perform this work. To install the Chronicle Agent, follow these steps. While the work does take some time, it is not resource intensive and can be run alongside any other agent.

1. Log into Relativity as a Relativity Administrator
2. On the admin tabs, navigate to **Server & Agent Management > Agents**
3. Click on **New Agent**
4. For **Agent Type** browse and select the **Chronicle Agent**
5. Use the defaults for the remainder of the options and pick an agent server
6. Click **Save**

## Optional Instance Configuration

Chronicle provides the ability for users to code documents from a user interface other than the coding panel when reviewing a privilege log. For some organizations, this functionality may not be required for a variety of reasons. In this case, the ability to disable edit and write functionality can be controlled through a Relativity instance setting.

To disable the functionality, add a Relativity instance setting with the following properties and set the value to true.

<b>Section</b>	Milyli.Chronicle
<b>Name</b>	DisallowEditingOnPrivilegeLogView
<b>Type</b>	True/False
<b>Initial Value</b>	False

# Chronicle at a glance

## Product overview

Chronicle is a supplementary Relativity application designed for templating Relativity document fields into tabulated columns. Data can either be displayed as-is or concatenated with plain text or multiple Relativity document fields. Templates provide fast and live construction of privilege logs, production logs, or easy-to-read coding logs.

Once templates are defined, Chronicle aids the finalization of logs through filtering and quick editing. If templates are defined early in a review, Chronicle supplements the review by providing output previews for reviewers to quickly see what more complex columns, such as a privilege narrative, may look like.

Chronicle Name Normalization is a new feature that will help recover valuable time by helping simplify processes, expand who can be involved with name clean-up, and promote reuse of work-product as often as possible. You can organize subsets of your data for review by creating an unlimited number of projects. Create one large project with everything or utilize smaller individual projects to help parallelize your teams' efforts.

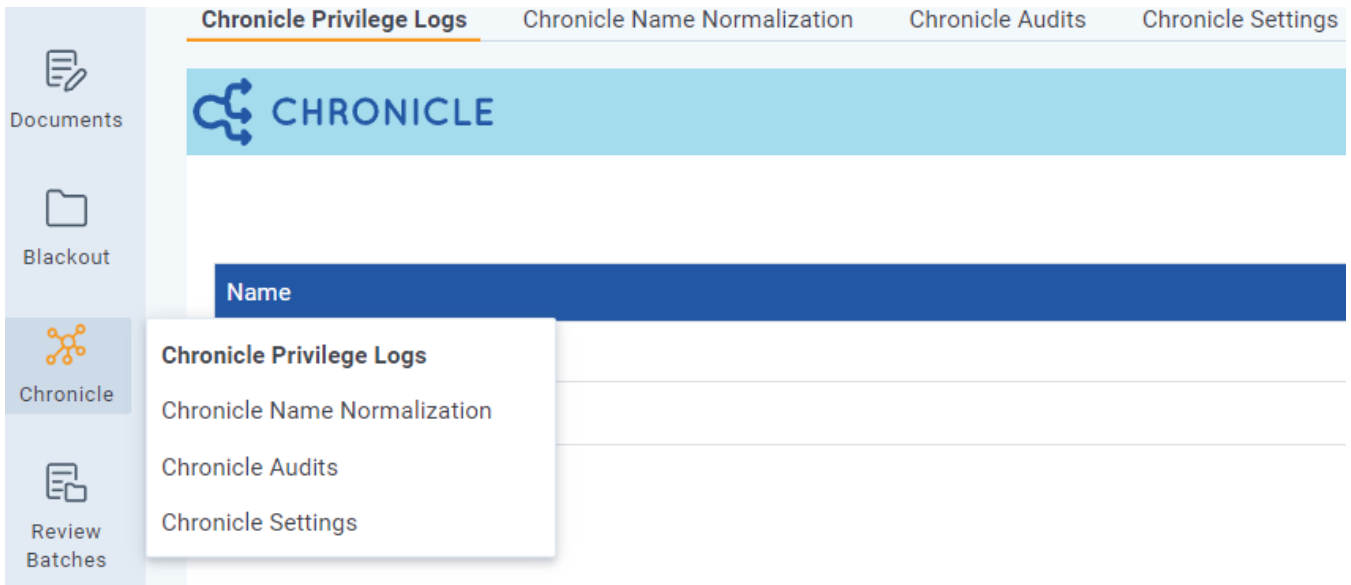
This guide will demonstrate simple workflows for implementing Chronicle with a review team's workflows and enable those teams to build and edit logs efficiently, all while maintaining the integrity of the document source.

## Quick look

Once installed in an environment, Chronicle can be pushed to any workspace and is immediately available for use without additional configuration.

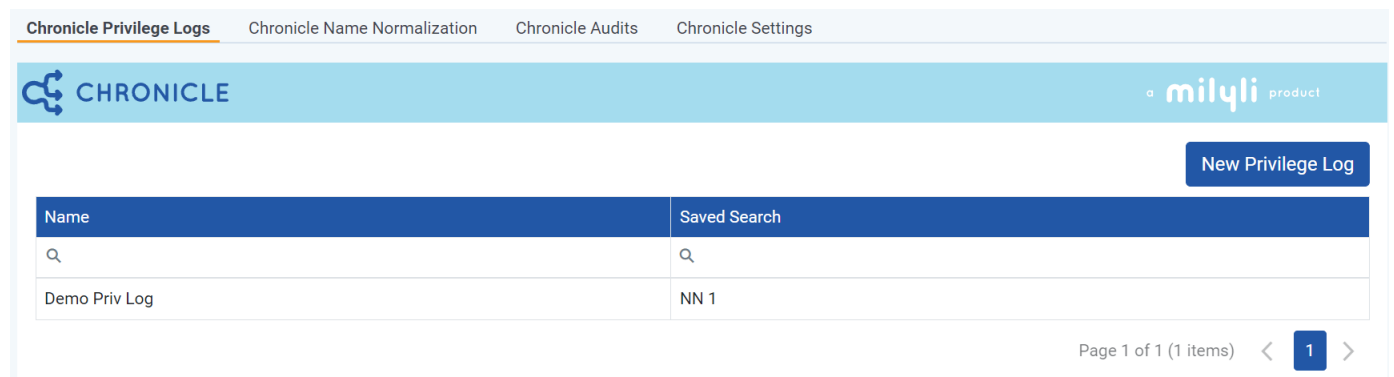
## Accessing Chronicle

Once pushed to a workspace, a new tab is added named Chronicle. This tab has two sub-tabs privilege logs and settings.



## The Privilege Log Tab

The privilege log tab serves as the launch point for building templates, reviewing templates, and granting access to perform QC.



- Clicking **'New Privilege Log'** opens a form for creating a new privilege log template.
- Clicking on **any row** in the table will navigate to the privilege log output.

## The Privilege Log

After creating a privilege log template, the privilege log can be reviewed. Clicking on the log will display the compiled log for review. There are several areas of note on the privilege log that will be discussed in greater detail in this document.

Privilege Logs Settings

CHRONICLE a milyli product


### Sample E-mail Collection

Write Column to Field Download Edit Delete



#	Date Sent	Email From	Email To	Email CC	Privilege Designation	Privilege Description	
1	10/1/2019 12:00 AM	jelevinson@me.com	emad4815@gmail.com	jeffrey@milyli.com	Attorney Client Communication	Email sent from Jeffrey to attorney concerning the sale of the business pertaining to the case.	<a href="#">Edit</a>
2	4/30/2005 11:51 AM	mlemos@acm.org	mlemos@linux.local	jeffrey@milyli.com	Attorney Client Communication	Email sent from Jeffrey to attorney concerning the sale of the business pertaining to the case.	<a href="#">Edit</a>
3	11/21/2008 7:42 AM	test@lindsaar.net	raasdnl@gmail.com	jeffrey@milyli.com	Attorney Client Communication	Email sent from Jeffrey to attorney concerning the sale of the business pertaining to the case.	<a href="#">Edit</a>
4	7/14/2009 5:18 AM	raasdnl@gmail.com	test@lindsaar.net	jeffrey@milyli.com	Attorney Client Communication	Email sent from Jeffrey to attorney concerning the sale of the business pertaining to the case.	<a href="#">Edit</a>

▼ Create Filter

## Privilege log actions

- All Relativity fields will be mapped to the log based on the live values from the document
  - If the coding changes, the log will change!
- **‘Write Column to Field’** will write the value of a single column to a new Relativity document field
- **‘Download’** will build a CSV of the privilege log and begin the download shortly after clicking
- The  icon will delete the privilege log

## Editing and filtering

- The  icon displays a form for editing the row
- The  **Create Filter** icon displays a form for filtering the log based on different fields on the log

## Chronicle Name Normalization Tab

New to Chronicle with the 2.0 Update is Name Normalization. In this tab you can create Analysis Projects to normalize fields across your workspace.



## The Settings Tab

The settings tab can be used to configure **Entity Tags** which annotate entities throughout the log with prefixes and suffixes of your choosing. For example, this would be a quick way of adding an asterisk to lawyer names.

Demo Priv Log ▼

Column Name	Column Value
Control Number	EN000001
Document Type	E-mail
Author	Allen, Paul
Recipients	
Privilege Claimed	

Priv Logs

## Admin Tabs

### System Logs

The system logs tab is where all system errors or warnings generated by issues in Chronicle are written. All common debugging will start here. When contacting Milyli support, supplying these logs will help the team more quickly diagnose any issues.

- Every column in the log can be expanded, searched, and filtered using the button.
- System logs may also be exported using the **'Export Log'** button to the right of the screen. Clicking this will download a CSV file containing all system logs.

### License

The license tab is where a license request can be generated, and a license key can be applied. This is where general information can also be found if a license has already been applied.

# Name Normalization

## Analysis Projects

To get started, navigate to the Name Normalization tab in the workspace where Chronicle is installed. This page will show the existing Name Normalization projects and allow you to create new projects.

Click **New Project**.

Chronicle Privilege Logs **Chronicle Name Normalization** Chronicle Audits Chronicle Settings

CHRONICLE milqli product

Define Project Cancel Save Save and Run Analysis

**Project Name**  
test

**Project Description**  
test

**Project Details**

Saved Search  
Documents Requiring Quality Review

Fields  
Select all fields that should be analyzed for values to normalize.  
Select fields to normalize

Selected Fields

Field	Delimiter
System Created By	<input type="checkbox"/> Do field values contain commas? (e.g. "Lastname, Firstname")

Field	Description
Project Name	Name used to Identify the Project.
Project Description	Explanation of the Project.
Saved Search	List of saved searches used to specify which documents have values that should be normalized.
Fields	List of Fields used to specify which fields contain values that should be normalized.
Delimiter	Appears after a field has been added. This is an Optional setting to indicate the values in a field are delimited. Available delimiter options include - comma, semicolon, and tab.

Once selected Fields and Options are selected choose **Save** or **Save and Run Analysis**.

- Save - Save will save the project but not run analysis
- Save and Run Analysis - will save and immediately kickoff the analysis process

## Running a Name Normalization Analysis

After saving the project you will be taken to the Project Information Page. From this page you can Run the Analysis, Edit the Project, or Delete the Project.

Click the Run Analysis button to run the project. Once the analysis is completed the page will update to show the results of the analysis - the number of documents analyzed, the run duration, and total amount of fields containing values that were analyzed. Access to the Normalize Values and Apply Normalizations tabs will also be available after analysis is complete.

The screenshot shows a project page for 'Micah Test'. At the top right, there are 'Delete' and 'Edit Project' buttons. A light blue banner indicates '173 warnings occurred during Analysis'. Below this are three tabs: 'ANALYSIS' (Last analyzed on 2023-01-23 04:28:09PM), 'NORMALIZE VALUES' (1205 / 1733 original values normalized), and 'APPLY NORMALIZATIONS' (0 / 9463 documents updated). The 'ANALYSIS' tab is active. Below the tabs is a 'Run Analysis' button. The main content area is titled 'Project Information' and contains a table with the following data:

Project Information	
Project setup and analysis run details	
Saved Search	NN 1
Status	Analyzed
Fields	Email CC, Email To, Email From
Last Analysis	2023-01-23 04:28:09PM
Documents Analyzed	9463
Analysis Details	Duration: <1 minute Field values processed: 28389

## Normalizing Values

When the analysis is completed for the project click on the Normalize Values tab to begin the normalization step. Here you will see all the original values generated from the selected fields during analysis.

This screenshot shows the same project page as above, but with the 'NORMALIZE VALUES' tab selected. The 'ANALYSIS' tab now shows 'Last analyzed on 2023-01-13 09:36:16AM'. The 'NORMALIZE VALUES' tab shows '3978 / 3978 original values normalized'. The 'APPLY NORMALIZATIONS' tab shows '9463 / 9463 documents updated'.

This page contains 2 sections: the Original Values table on the left side of the page and the Normalized Values table on the right side of the page.

## Original Values

This table is where you will normalize the data. Use the filtering and check boxes to search for and select multiple values at a time. As values are normalized, that will be populated in the Normalized Value column. You can also see a count for how many occurrences the original field value was found during analysis.

Original Values Display Normalized

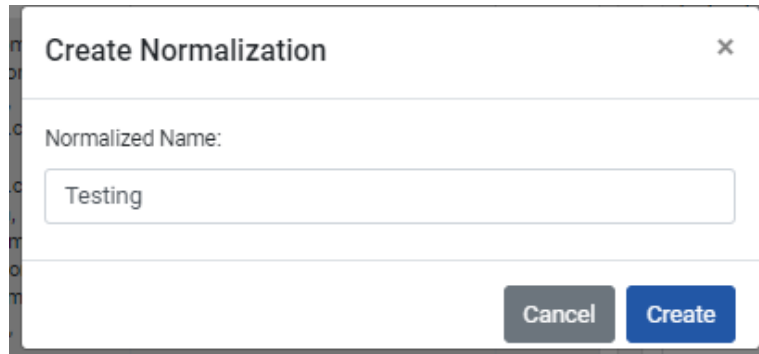
<input type="checkbox"/>	Original Field Value	Normalized Value	Count
	Q tre	Q	
<input type="checkbox"/>	rebecca.cantrell@enron.com	Enron.com Domain	17
<input type="checkbox"/>	w.cantrell@enron.com	Enron.com Domain	8
<input type="checkbox"/>	connie.estrems@enron.com	Enron.com Domain	1
<input type="checkbox"/>	customerservice@apartmenttrends.com	Junk values	1
<input type="checkbox"/>	chris.luttrell@enron.com	Enron.com Domain	4
<input type="checkbox"/>	j.vitrella@enron.com	Enron.com Domain	4
<input type="checkbox"/>	greg.trefz@enron.com	Enron.com Domain	9
<input type="checkbox"/>	trena.mcfarland@enron.com	Enron.com Domain	3
<input type="checkbox"/>	trevor.woods@enron.com	Enron.com Domain	2
<input type="checkbox"/>	zachary.streight@enron.com	Enron.com Domain	13
<input type="checkbox"/>	reese.trejo@enron.com	Enron.com Domain	10
<input type="checkbox"/>	trey.comiskey@enron.com	Enron.com Domain	6
<input type="checkbox"/>	wall_street_journal@xmr3.com	Junk values	1
<input type="checkbox"/>	thestreet@offers2.mail-thestreet.com	Junk values	2
<input type="checkbox"/>	trey.hardy@enron.com	Enron.com Domain	1
<input type="checkbox"/>	isoclientrelations@caiso.com	Junk values	66
<input type="checkbox"/>	rtreinen@caiso.com	Caiso.com Domains	12

Normalize selected values to: ---Already Normalized--- Normalize

Field	Description
Original Field Value	The original value of the field you wish to be normalized.
Normalized Value	If a normalized value has been added for the original value, it will display here. If not, this field will be blank.
Count	Count of the original field values found in the analysis saved search.
Display	This dropdown allows you to filter by all values found in the analysis, values already Normalized, or values Not Normalized.

## Creating a New Normalized Value

To Normalize a value double click on the original field value you wish to normalize. A new window will appear prompting you to enter a normalized name for the value.



The image shows a dialog box titled "Create Normalization". It contains a text input field with the value "Testing" and two buttons at the bottom: "Cancel" and "Create".

Once you have created the normalization it will be added to the table on the right under the Normalized Values.

## Adding an Original Value to an existing Normalization

To add an original value to an already normalized value:

1. Click the Checkbox next to the original field value
2. Choose the Normalized Value from the dropdown at the bottom of the original values table
3. Click Normalize

This will add the checked values to an existing normalization.

## Normalized Values

The table on the left side will begin populating as you create new normalizations. This table will be used to see how many values exist for each normalized value created and allow you to view and edit the original values tied to the normalization for QC purposes. You can also delete a normalized value you no longer want.

### Normalized Values

Value	↑	Count	
Q		Q	
intcx.com Domain		39	<a href="#">Edit</a>
Junk values		976	<a href="#">Edit</a>
Other Energy Company emails		140	<a href="#">Edit</a>
Random Left overs didn't try to group		631	<a href="#">Edit</a>
sarah.novosel@enron.com, christi.nicolay@enron.com, james.steffes@enron.com, joe.hartsoe@enron.com, mary.hain@enron.com, pallen@enron.com, pkaufma@enron.com, richard.sanders@enron.com, richard.shapiro@enron.com, steven.kean@enron.com, susan.mara@enron.com		2	<a href="#">Edit</a>
Testing		2	<a href="#">Edit</a>
With Law in value		3	<a href="#">Edit</a>
Yahoo & AOL .com emails		133	<a href="#">Edit</a>

Field	Description
Value	The entered normalized value.
Count	The total count of fields that will be normalized to the new value.
Edit	Allows you to remove original values from that normalization, change the normalized name, and delete the normalization from the list.

Users can edit Normalized Values in one of two ways, clicking on the Edit button for the row or by double-clicking on the row.

From the Edit Normalization window, you can:

- Change the value of the normalized name
- See a list of Original Values that are Mapped to this Normalized Value
- Delete the Normalized Value

### Edit Normalization ✕

Normalized Name:

Steve Ankenbrandt

Associated Original Values:

Mapped Original Value	↑ Count	
Stephen Ankenbrandt	10	<a href="#" style="color: #0056b3; text-decoration: none;">Remove</a>

Delete
Cancel
Save

## Applying Normalizations

Once you have completed the normalization process the next step is to write the normalized values into Relativity fields.

<b>ANALYSIS</b> <small>Last analyzed on 2023-01-13 09:36:16AM</small>	<b>NORMALIZE VALUES</b> <small>3978 / 3978 original values normalized</small>	<b>APPLY NORMALIZATIONS</b> <small>9463 / 9463 documents updated</small>
--------------------------------------------------------------------------	----------------------------------------------------------------------------------	-----------------------------------------------------------------------------

To begin the 3rd step, navigate to the **Apply Normalizations** tab. On this tab you will see the Original Field Names configured for the project and the New Field Names where the normalized values will write to.

**Write to Fields** Write values to Fields

Last Application: 2023-01-20 01:06:23PM  
Duration: 10 minutes  
Documents Updated: 9463

Original Field Name	New Field Name
Email To	Normalized - Email To
Email From	Normalized - Email From
Email BCC	Normalized - Email BCC
Email CC	Normalized - Email CC
Custodian - Text	Normalized - Custodian - Text

After clicking Write values to Fields the process will begin, and the page will display a progress bar with the start time and number of documents being updated.

**Note:** If a similar field name already exists, Chronicle will write to that field instead of creating a new field. Newly generated fields will be created as long text fields in Relativity.

Original Field Name	New Field Name
Email CC	Normalized - Email CC
Email To	Normalized - Email To
Email From	Normalized - Email From

## Creating a log

The core functionality of Chronicle is comprised of defining how documents in a saved search will appear on a log. A log is comprised of a saved search, custom named columns, and a definition for how each column should appear for each document in the saved search.

### Creating a template

1. Navigate to the Privilege Log tab in a workspace with Chronicle installed.
2. Click **New Privilege Log**.
3. **(Required)** Input a name to easily identify the log.
4. **(Required)** Select the saved search of documents that should appear on the log.

### Simple columns

Flexibility in the log comes from creating and defining columns. A column is comprised of two key ingredients - the name, which appears as the header of the column on the log, and the outcome, which is the definition of the value that should be displayed for the column.

#### Plain text

A column can have plain text entered in the outcome. Whatever plain text is input will be displayed for each document.



Name

Plain Text Column

Outcome

The typed text will be displayed as is for each document.

## Relativity fields

A column can have one or many Relativity fields entered in the outcome. Whatever fields are selected will be filled in based on the coding of that field on the document. To insert a field, begin by typing {{ to view a list of all of the valid fields.

Relativity fields are always displayed live on the log. The current coding of the document will be used every time the log is downloaded allowing flexibility in corrections and edits. Invalid or incorrectly entered fields are displayed with an orange underline.

Name

Relativity field column

Outcome

{{File Type}} {{File Name}} {{field that doesn't exist}}

## Putting it together

Plain text and Relativity fields can be combined for additional flexibility.

Name

Plain text + Document field

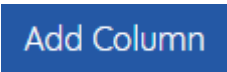


Outcome

This document is a {{File Type}} and is named {{File Name}}.

This example also demonstrated using multiple document fields. This type of concatenation can be used to combine multiple field coding together into a single column.

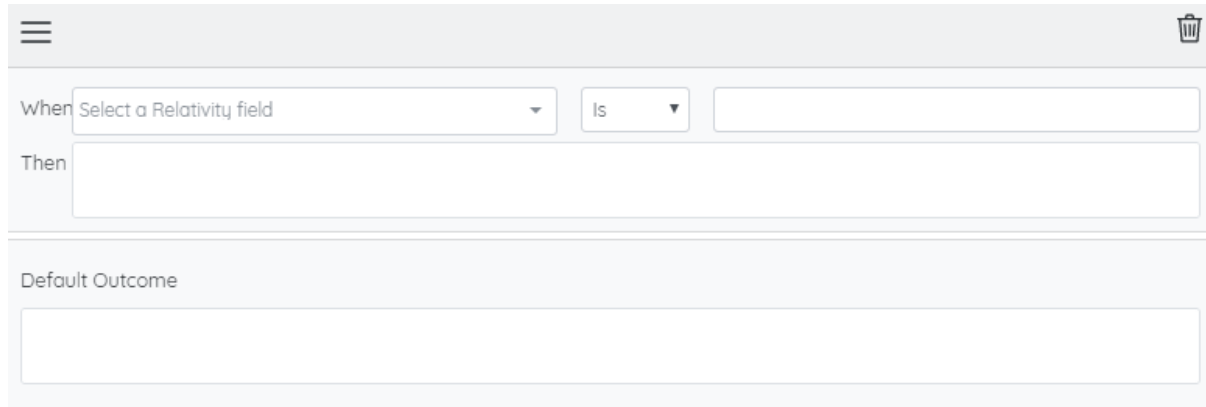
### Managing columns

Columns can be added, removed, and rearranged. There will always be a minimum of one column.

	Adds an additional column
	Removes additional columns down to a minimum of one column
	Used to rearrange columns--columns in the template editor are listed top to bottom and subsequently display left to right on the log

## Dynamic columns

Additionally, flexibility can be added to a column by determining the outcome based on a set of conditions. This results in a logical approach to the column value that follows a “When **X** is **Y** then **Z**” statement pattern. To add this type of outcome, click the **Add Outcome** button.



<b>When</b>	The Relativity field that will be evaluated for the outcome
<b>Is / Is Not</b>	The comparator for the field
<b>Value (blank box)</b>	The value that will be compared to
<b>Then</b>	The conditional outcome constructed just like the outcome of a simple column
<b>Default Outcome</b>	The outcome that will be used for a document if no successful comparison is made in the comparator

## Simple conditions

Depending on the Relativity field selected, the comparator will dynamically change to make selection easy.

- Single choice Relativity fields will display the comparison as a drop down
- Multiple choice Relativity fields will display the comparison as a multi-select box
- Yes/No fields will display as a dropdown
- All other fields will display as a text box

The following sample shows a comparator that evaluates the Relativity document field **Responsive Designation** and checks to see if the field for the document is coded as **Responsive**.

If the field is responsive, the log will display the phrase “This document is named {{File Name}} and is responsive.” where the File Name tag will be replaced with the file name. Otherwise, if the document is not responsive, the default outcome will be displayed.

When	Responsive Designation x ▾	is ▾	Responsive ▾
And	Select a Relativity field ▾	is ▾	
Then	This document is named {{File Name}} and is responsive.		
Default Outcome			
This document is named {{File Name}} and is not responsive			

### Advanced conditions

Multiple conditions can be used with each having their own independent configuration. There are no limits to how many or how complex these comparisons can be, allowing for a near infinite amount of flexibility in defining the logs outcome.

The following sample shows a column that utilizes multiple outcomes with multiple conditional statements.

The image displays two screenshots of a search rule configuration interface. Each screenshot shows a rule configuration with the following structure:

- When:** Responsive Designation (with a multiplier 'x') is Responsive.
- And:** Privilege Designation (with a multiplier 'x') is Attorney Client Communication (selected from a dropdown menu that also includes Attorney Work Product).
- And:** Select a Relativity field is (with a dropdown menu).
- Then:** This document is privileged due to attorney client communication.

The second screenshot shows a similar rule configuration but with the following differences:

- When:** Responsive Designation (with a multiplier 'x') is not Responsive.
- And:** Privilege Designation (with a multiplier 'x') is Attorney Client Communication (selected from a dropdown menu that also includes Attorney Work Product).
- And:** Select a Relativity field is (with a dropdown menu).
- Then:** This document is not responsive but has been flagged as privileged in some way.   
 e.g. type {{Artifact ID}} to add the Artifact ID field

The end result will be evaluated from top to bottom. The first condition that is true will be display the corresponding outcome on the log.

### Putting it all together

Using the techniques demonstrated here provides flexibility in constructing the log in the manner that the review team needs. Utilizing field tokens enables documents to be re-coded or updated with corrections and have those immediately reflected on the log. Additionally, any documents that are added to the saved search will automatically be added to the log.

A sample template is included below that demonstrates what a template may look like and the corresponding outcome for a simple privilege log.

## Name and saved search

Name

Saved Search

## Columns

### Document Type

Name

Outcome

Add Outcome

### Author/Originator

Name

Outcome

Add Outcome

### Recipients

Name

Outcome

Add Outcome

## Date

Name

Date

Outcome

Add Outcome

{{Date Sent}}

## Subject Matter

Name

Subject Matter

Outcomes

Add Outcome

☰ 🗑️

When  x ▾  ▾

And  ▾  ▾

Then

Default Outcome

## Privilege Claimed

Name

Privilege Claimed

Outcome

Add Outcome

{{Privilege Designation}}

## The final result

### Privilege Sample

#	Docume... Type	Author/Origina...	Recipients	Date	Subject Matter	Privilege Claimed
1	SMTP E-Mail Message	Randall, Tim	Monaghan, Scott, Nachtsheim, Peter, Peter Brown	8/29/2017 4:10 PM	Portion of email to in-house counsel seeking advice on contract negotiations redacted.	Attorney Client Communication
2	SMTP E-Mail Message	Randall, Tim	Monaghan, Scott, Nachtsheim, Peter, Peter Brown	8/29/2017 3:44 PM	Portion of email to in-house counsel to CEO regarding options for litigation	Attorney Client Communication
3	SMTP E-Mail Message	Randall, Tim	Beredjick, Arthur, Nachtsheim, Peter	10/24/2018 1:43 PM	Email to in-house counsel seeking advice on contract negotiations redacted.	Attorney Client Communication
4	SMTP E-Mail Message	Randall, Tim	Nachtsheim, Peter	7/22/2019 8:20 PM	Portion of email to in-house counsel pertaining to legal issues regarding the liquidation of the business	Attorney Client Communication
5	SMTP E-Mail Message	Randall, Tim	June Sery, Nachtsheim, Peter	5/8/2019 7:27 PM	Portion of email to in-house counsel pertaining to legal issues regarding the liquidation of the business	Attorney Client Communication
6	SMTP E-Mail Message	Randall, Tim	Nachtsheim, Peter	5/8/2019 7:27 PM	Portion of email to in-house counsel pertaining to legal issues regarding the liquidation of the business	Attorney Client Communication
7	SMTP E-Mail Message	Randall, Tim	Monaghan, Scott, Nachtsheim, Peter	8/17/2017 9:10 PM	Portion of email to in-house counsel pertaining to legal issues regarding the liquidation of the business	Attorney Client Communication

▼ Create Filter

## Relativity name normalization

Chronicle has been optimized to work with Relativity's name normalization. After running Relativity's name normalization and cleaning up entities to the quality required by the case, several fields will be populated by Relativity analytics as a result. Both Alias fields and Entity fields can be used with Chronicle.

For example, the Entity Recipients field is a powerful Relativity field that combines the entities placed in the To, CC, and BCC fields into a single field. This field when used with Chronicle is a quick shortcut for populating recipient columns on the privilege log.



## QC and log review

After creating the privilege log, reviewing the output of the log can be performed directly within the privilege log tab of Chronicle. Chronicle provides several tools for quickly reviewing, filtering, and modifying the log directly from Chronicle while safely updating the document in Relativity.

The tools that aid in quality review fall into three different categories--general tools, filtering, and editing. Each of these will be explained in greater depth below.

### General review tools

Several quality-of-life tools are incorporated into the privilege log view that aid review. Some of these are customizations specific to each user, while others are simple helpful shortcuts.

#### Infinite scrolling


When the privilege log is first clicked from the Privilege Logs tab, all the documents in the saved search are available in the log and the log can be exported. However, since many of these documents should be reviewed before export, it would take a long time to load all of this data at once.

Chronicle uses an infinite scrolling function to quickly load documents behind the scenes as they are needed rather than all at once.

## Privilege Sample

Write Column to Field   Download      

#	Docume... Type	Author/Origina...	Recipients	Date	Subject Matter
<a href="#">106</a>	SMTP E-Mail Message	Randall, Tim	Kinnan, Charles, Nachtsheim, Peter	10/18/2017 4:01 PM	Email to outside counsel pert liquidation of the business
<a href="#">107</a>	SMTP E-Mail Message	Randall, Tim	Nachtsheim, Peter	10/10/2017 1:09 PM	Email to outside counsel pert liquidation of the business
<a href="#">108</a>	SMTP E-Mail Message	Randall, Tim	Kristy Sullivan	2/25/2019 5:21 PM	Email to in-house counsel see
<a href="#">109</a>	SMTP E-Mail Message	Randall, Tim	Kristy Sullivan	2/25/2019 5:17 PM	Email to in-house counsel see

 Create Filter

### Relativity document quick nav

Each document in the log has an index number. This number does not appear on the exported log but serves as an easy-to-use placeholder for review as well as a link to the Relativity document. Clicking on the index will navigate the user to the document in the Relativity viewer. Clicking the browser back button from the navigated to document will return the user to the privilege log.

### Sticky layouts

Chronicle utilizes sticky layouts for each user to review the privilege log. This includes both the scrolled to position and column width.

To change the width of the columns, hover the mouse cursor right to the left of the column to rearrange and drag it left or right.

Document Type	Author/Originator	Recipients	Date
message			

Changing the width is specific to each user and will automatically be loaded into the user's browser cache. This means when the user returns to the log, the column width will automatically be remembered!

Additionally, when scrolling down the page, the location that was scrolled to will automatically be remembered for each user. That means, if the user is reviewing the document on row 1,000, when they leave and return to the privilege log, they will automatically start at row 1,000.



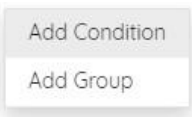
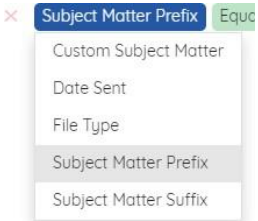
## Filtering the privilege log

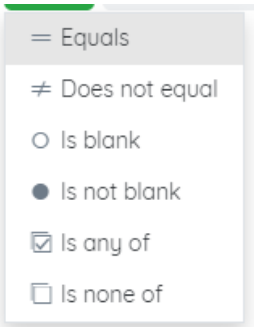
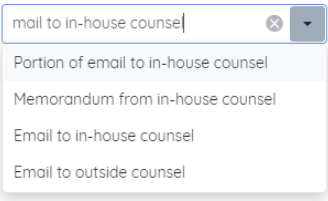
A filter can be applied to quickly reduce the reviewable set of the log. This can be used to review just specific rows, or, more importantly, filter the privilege log down to a set of documents that need to be corrected.

If spelling errors or coding mistakes are identified, filtering the log to just the entries that share these issues is a quick way to edit and correct the problematic rows.

To create a filter, click the **Create Filter** button in the bottom left of the log.

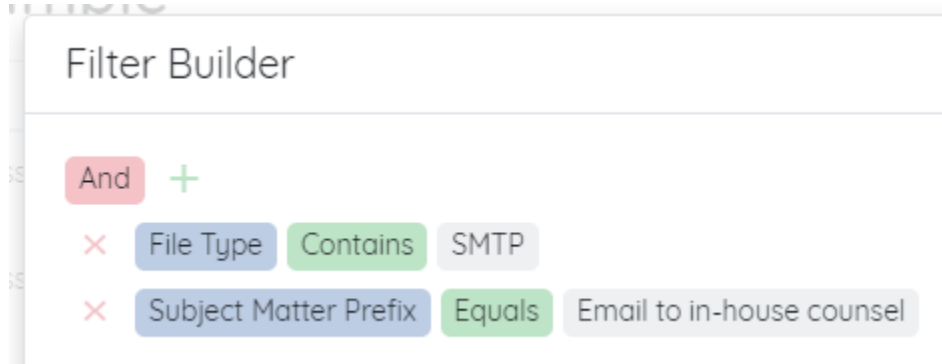
A filter builder screen will be displayed that provides a similar filtering complexity to a Relativity saved search.

	Indicates that the row must meet this condition
	Indicates a condition that can match exclusively opposite another condition. This does not function if there isn't at least one And condition.
	<p>Selecting <b>Add Condition</b> adds a filter for a specific Relativity field in the privilege log template</p> <p>Selecting <b>Add Group</b> adds another set of conditions that must be matched as a whole to be evaluated for the filter</p>
	The Relativity field that will be used for the condition. Due to limitations in the Relativity API on the minimum supported Relativity version, only <b>Text</b> and <b>Single Choice</b> fields can be filtered on at this time.

	<p>The comparators that can be used for the condition.</p>
	<p>The values that are available for the selected Relativity field. Similar to the privilege log template creation, the available values will be displayed for selection.</p>

### Putting it together

After adding a condition and selecting the fields the filter builder will look like this.



In this sample, the file type field will be filtered for any document that has SMTP in the file type and any document that has the Subject Matter Prefix field coded as Email to in-house counsel.

After the results have been filtered, the filter is displayed in the bottom left of the privilege log.

 [File Type] Contains 'SMTP' And [Subject Matter Prefix] Equals 'Email to in-house counsel'

Clicking the link will show the filter builder and the filter can be changed. Clicking the checkbox will toggle the filter off and on without removing the filter.

Finally, in the bottom right of the privilege log, a clear button is available for removing the filter.

## Editing the privilege log

In general, big changes to the privilege log can be made at any time by editing the template. This will regenerate the privilege log on the fly with the corrections.

However, many of the Relativity fields that are used to construct the privilege log can be edited directly from Chronicle without navigating to the document.

This functionality provides the ability to make coding corrections on a document quickly and ensure that those changes are reflected directly in the document database and can act as an ongoing source of truth for the case.

After identifying a document to be corrected, click the edit button to the right of the row on the document.

Subject Matter	Privilege Claimed	
Email to in-house counsel seeking advice on contract negotiations redacted.	Attorney Client Communication	<a href="#">Edit</a>

A dialogue will be displayed with the Relativity fields associated with the privilege log that can be edited from Chronicle.

The screenshot shows a dialog box titled "Edit Document Fields". It is organized into two columns under the heading "Document Type".

- Left Column:**
  - File Type:** SMTP E-Mail Message
  - Subject Matter:**
    - Custom Subject Matter: (empty text box)
    - Subject Matter Prefix: Email to in-house counsel
    - Subject Matter Suffix: seeking advice on contract negotiations redacted.
- Right Column:**
  - Date:** 10/24/2018, 1:43 PM

At the bottom right, there are three buttons: "Save and Next", "Save", and "Cancel".

Each field type will be arranged by the column that they are associated with. This also includes the fields that are included as outcomes for any conditional statements. In this sample, the Subject Matter had a condition that checked to see if the Relativity document text field **Custom Subject Matter** had a value, and if it did not, it concatenates the prefix and suffix fields.

For this sample, the Custom Subject Matter will be edited.

## Subject Matter

The screenshot shows the "Subject Matter" section with three input fields:

- Custom Subject Matter:** Custom text input instead
- Subject Matter Prefix:** Email to in-house counsel
- Subject Matter Suffix:** seeking advice on contract negotiations redacted.


After inputting the text, the reviewer can click either **Save** which will update the field immediately and return to the user to the privilege log, or **Save and Next** which will update

the field and navigate the reviewer to the next document automatically.

After saving, the coding of the document will be updated, and the change will be reflected on the privilege log immediately. All document edits performed through Chronicle are reflected in all audits as if the action was performed directly from the document viewer.

Subject Matter	Privilege Claimed
Custom text input instead	Attorney Client Communication <a href="#">Edit</a>


On the edit screen, each field type will have a corresponding control to make coding the field easier. For example, a Date/Time field will have a date time picker and single choice fields will have a dropdown.


Date Sent: 10/24/2018, 1:43 PM 

< **OCTOBER 2018** >

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<b>24</b>	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today



01 : 43 

OK Cancel

Finally, it is important to note that some fields cannot be edited directly by Chronicle due to limitation in the Relativity API for the minimum supported Relativity version. These fields include **Single** and **Multiple Object Fields** and **Multiple Choice Fields**.

## Early and active log review

After a template is created, there is no requirement to have all the documents in the saved search coded, or even qualifying for the saved search.

One of Milyli's goals with Chronicle was providing new possibilities and approaches for creating a privilege log. To accomplish this, a Chronicle pane was added to the Relativity document viewer that shows how the current document would appear in the privilege log as it's coded.

### Early review scenario

In section 3 a sample privilege log was created that had the following column and field relationships:

Column Name	Relativity Field
Document Type	File Type (Default Relativity Field)
Author/Originator	Entity From (Default Relativity Name Normalization Field)
Recipients	Entity Recipient (Default Relativity Name Normalization Field)
Date	Date Sent (Default Relativity Field)
Subject Matter	Conditional field using: <ul style="list-style-type: none"><li>• Subject Matter Prefix (Custom Single Choice Field)</li><li>• Subject Matter Suffix (Custom Single Choice Field)</li><li>• Custom Subject Matter (Customer Text Field)</li></ul>
Privilege Claimed	Privilege Description (Default Relativity Field)

After this template is created it can be used as a basis for other cases through template export and import (detailed in section 7). By doing so, a potential scenario could look something like this.

- Collection has taken place and document loaded into the case
- The privilege log requirements have been confirmed with the review team
- The privilege log template has been created or imported into Chronicle
- Review is beginning



## Reviewing a document

As reviewers are working on documents, a document may be flagged as confidential and need to be coded for the privilege log. In this sample, the reviewer has come to a document that is both responsive and marked as attorney's eyes only.

The document is mostly coded with information from Relativity Name Normalization and the original collection. The first pass review marked the document as responsive and attorneys' eyes only.

Default Category	
Control Number:	milyli_0000020958
File Type:	SMTP E-Mail Message
Entity From:	Randall, Tim
Entity To:	Monaghan, Scott Nachtsheim, Peter Peter Brown
Entity CC:	
Entity BCC:	
Responsive Designation:	Responsive
Confidential Designation:	Attorneys' Eyes Only
Privilege Designation:	
Subject Matter Prefix:	
Subject Matter Suffix:	
Custom Subject Matter:	

Next, we can see how this document appears right now on the privilege log by opening the Chronicle pane.



Privilege Sample ▾

Column Name	Column Value
Document Type	SMTP E-Mail Message
Author/Originator	Randall, Tim
Recipients	Monaghan, Scott, Nachtsheim, Peter, Peter Brown
Date	8/29/2017 4:10 PM
Subject Matter	
Privilege Claimed	

Both the Subject Matter and Privilege Claimed columns are empty, while the other columns are filled in with the metadata from the document.

### Coding the document


To demonstrate the live review scenario, we will code the **Privilege Designation**, **Subject Matter Prefix**, and **Subject Matter Suffix**, to see the final entry for the privilege log.

**Privilege Designation:**  Attorney Client Communication  
 Attorney Work Product  
[Manage](#)

**Subject Matter Prefix:** Portion of email to in-house counsel ▾ [Manage](#)

**Subject Matter Suffix:** to CEO regarding decisions for upcoming litigation ▾  
[Manage](#)

After saving the new values, clicking the refresh on the Chronicle pane will update the preview.

Chronicle Document Preview 	
Column Name	Column Value
Privilege Sample	
Document Type	SMTP E-Mail Message
Author/Originator	Randall, Tim
Recipients	Monaghan, Scott, Nachtsheim, Peter, Peter Brown
Date	8/29/2017 4:10 PM
Subject Matter	Portion of email to in-house counsel to CEO regarding decisions for upcoming litigation
Privilege Claimed	Attorney Client Communication

Using this workflow is a great way to both code and quality control the privilege log at the same time. Additionally, it can be used to validate log entries on the fly and validate coding changes without having to go back and forth between Chronicle and the document viewer constantly.

## Importing and exporting templates

After creating a privilege log, a template can be downloaded that contains all the information to load that template again as a new privilege log or into another workspace or Relativity instance altogether. This can speed up privilege log creation considerably by eliminating the need to create a fresh template each time a privilege log is created.

### Downloading the template

1. Navigate to the **Chronicle > Privilege Logs** tab
2. Click on an existing privilege log
3. Click the edit button for the privilege log
4. Click the Download Template button
5. A file named ChronicleTemplate.json will be downloaded
  - o Rename this as something that is easy to remember!
6. The file can then be used to load into other workspaces or used to create a new template in this workspace

### Importing a template

1. Navigate to the **Chronicle > Privilege Logs** tab
2. Click the **New Privilege Log** button.
3. Click the **Import/Export** button and select **Import Template**
4. Select the previously saved template file and click **Open**
5. The privilege log will be loaded

After the template has been loaded, corrections may need to be made. For example, if certain fields don't exist, they will need to be updated to fields that exist in that workspace. Generally, if workspaces are created from a template in the presiding Relativity instance, this work will be minimal.

The following list of corrections may need to be made after importing the template.

Name and saved search are both required and are not stored with a template

Name

Privilege log name is required

Saved Search

Saved search is required

Outcome fields may not be properly named or exist in the importing workspace

Outcome

Relativity fields in conditions may not exist and need to be updated

When

Select a Relativity field

Relativity field is required

Then

{{Subject Matter Prefix}} {{Subject Matter Suffix}}

After correcting any noted errors, the privilege log can be saved.

## Entity tagging

Entity tagging is a simple tool for mass appending additional text to different words throughout the privilege logs in a workspace. For example, if a list of Am Law 100 lawyers is added to an entity tagging rule, all their names can have an asterisk appended throughout each privilege log automatically denoting them as a lawyer on the case.

### Setting up an Entity Tag

1. To create a new entity tag, a list of entities must be created. This is accomplished by creating a text document with the extension **.txt** that contains each entity on a new line.
  - o The text that is included in this file will be matched exactly
  - o Each entity must be on a separate line

#### Example:

```
jelevinson@me.com  
raasdnil@gmail.com  
Jeffrey  
jeffrey@milyli.com
```

2. Navigate to the **Chronicle > Settings** tab
3. Click **New Entity Tag**
4. Enter in the tag that will be placed on the entity in text box under **'Tag'**
  - o This will be the text that will be appended either before or after each entity
  - o A sample of the outcome is displayed under the text box
5. Select either **Before** or **After** to the right of the tag box
  - o The preview will update accordingly
6. Enter a brief description for the entity tag in the **Tag Description** box
7. Under **Alias File**, click on **Choose a file...** or **Browse** button then navigate to and select the text file created previously
8. Click **Submit** to upload the file
9. The tag will then be immediately applied to all privilege logs in the workspace
10. No Relativity field coding will be changed by this process

## Tag



Apply " \* " after the entity

## Description

Place an asterisk after lawyer names

## Aliases

tagstext.txt	<a href="#">Download</a>
<ol style="list-style-type: none"><li>1. Nicolasa Beech</li><li>2. Jacob Malliet</li><li>3. Tim Randall</li></ol>	

Entity tags can be edited or deleted at any time using the Edit and Delete icons after selecting an entity tag from the Settings tab.

## Writing custom columns to Relativity

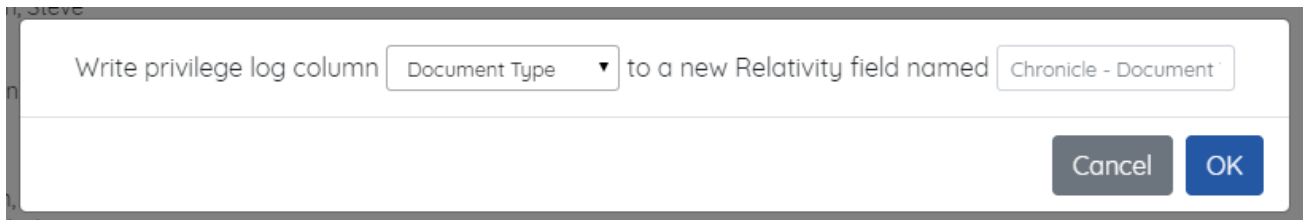
A powerful feature in Chronicle is retaining custom privilege log columns in Relativity. Often times subject matters or privilege reasons are complex concatenations of multiple fields that are built or constructed in the final version of the privilege log using functionality such as column merges in Excel.

Chronicle not only provides a great way to concatenate fields, but it also makes retaining the concatenated form of the fields indefinitely in a new Relativity document field.

To accomplish this, the **Write Column to Field** option was added to the privilege log field.

1. Navigate to the **Chronicle > Privilege Logs** tab
2. Select a privilege log from the privilege log list
3. Click the **Write Column to Field** button at the top of the log

A dialogue will display asking the user to select the column and name the new Relativity field.



Write privilege log column  to a new Relativity field named

A default name is provided including the original column name and prepended by Chronicle to make it easy to identify. This can be changed to whatever the case requires.

---

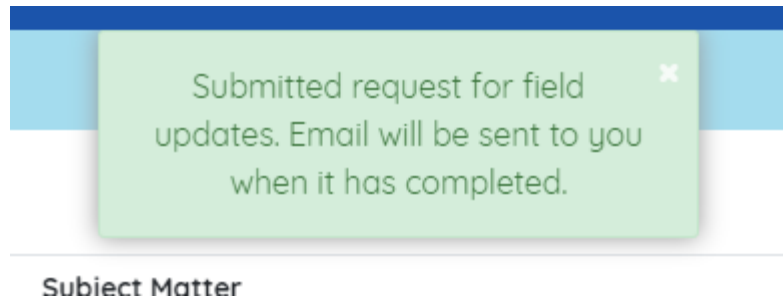


Write privilege log column  to a new Relativity field named

Once the desired field name is input, click the Ok button. This operation can take a long time to complete - upwards of 30 minutes per 10,000 documents. The work will be queued with the Chronicle agent as a first in first out operation. Any additional requests will be queued behind it.



The user will be notified of this work.



After the work is completed, an email will be sent to the user who submitted the request.



## About Milyli

Milyli is an eDiscovery software development firm with a broad range of experience developing products from the ground up, as well as creating custom solutions both inside and outside of the Relativity eDiscovery platform. To learn more about Milyli, take a look at our website!

<https://www.milyli.com/ediscovery-technology-experts>

## Milyli Customer Advocacy

The Milyli Customer Advocacy team is our team dedicated to supporting you, our customer! We are here to help you make the best of the software. Whether you need help with developing a new workflow, discuss an upcoming case, or just have a question about the product, we are here to help.

### Support Hours

Support is available Monday through Friday from 8:00 AM CST to 6:00 PM CST.

### Support Contacts

[support@milyli.com](mailto:support@milyli.com)  
312.265.0136

a **milyli** product