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DISCOVERY PORTAL

RELATIVITY-LAW BRIDGE SEND NATIVE FILES

Relativity to CloudNine LAW

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Contents

OVERVIEW

CloudNine Discovery Portal enables secure, two-way data transfer between CloudNine LAW and Relativity. The **Relativity to LAW connector** is a quick and easy solution for sending native files to CloudNine LAW. Once in LAW, generate images for the native files using either Turbo Imager or TIFF Conversion. Complete any additional processes, such as Numbering, Endorsing, OCR, etc, based on your workflows and the scope of the project. Once LAW processing is complete, use CloudNine Discovery Portal's **LAW to Relativity connector** to push the imaged files into Relativity, updating the existing records.

ASSUMPTIONS

This document assumes that CloudNine Discovery Portal is installed and the connection between CloudNine LAW and Relativity is established. It further assumes that the add-on licenses for the Relativity bridge have been added to your CloudNine LAW License Server.

RESOURCES

The following links provide additional information for CloudNine Discovery Portal and CloudNine LAW.

CloudNine Discovery Portal: System Requirements and Installation

CloudNine Discovery Portal: LAW to Relativity Bridge

CloudNine Discovery Portal: Global Monitoring Console

CloudNine LAW: Turbo Imager

CloudNine LAW: Image Conversion

SEND NATIVE FILES FROM RELATIVITY TO CLOUDNINE LAW

Preparing your Relativity Workspace

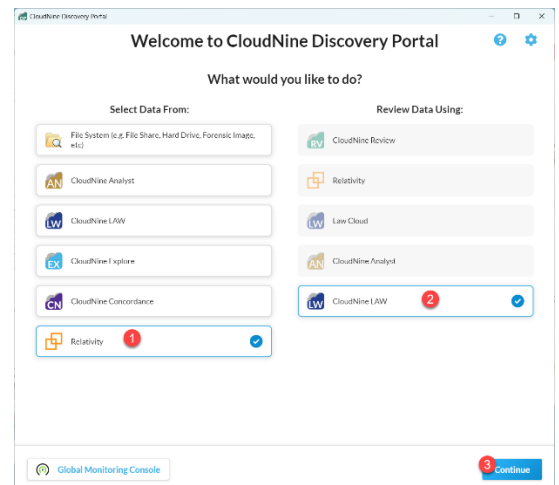CloudNine Discovery Portal uses saved searches in Relativity to send native files to CloudNine LAW.

1. In the Relativity workspace, create a **Saved Search** containing the native file records you wish to send to LAW for imaging and other processing options.
2. Once you have created and verified the saved search in Relativity, you can send native files to CloudNine LAW.

Step 1: Selecting the Relativity to CloudNine LAW workflow

You have installed CloudNine Discovery Portal and have configured the LAW to Relativity connection. In the Relativity workspace, you have a saved search for the records you wish to push to CloudNine LAW.

Open CloudNine Discovery Portal, the first screen is the **Welcome** screen, and is where you will initialize the Relativity to CloudNine LAW workflow.

1. Under **Select Data From:** choose **Relativity**.
2. Beneath **Review Data Using:** select **CloudNine LAW**.
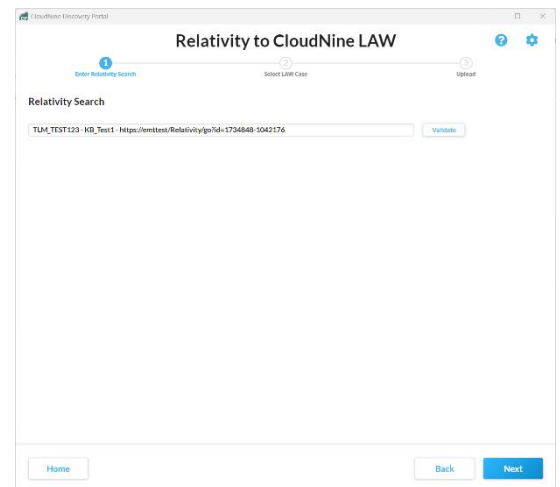3. Click **Continue**.

Step 2: Relativity Search

On this screen, you will enter and validate the Relativity Saved Search.

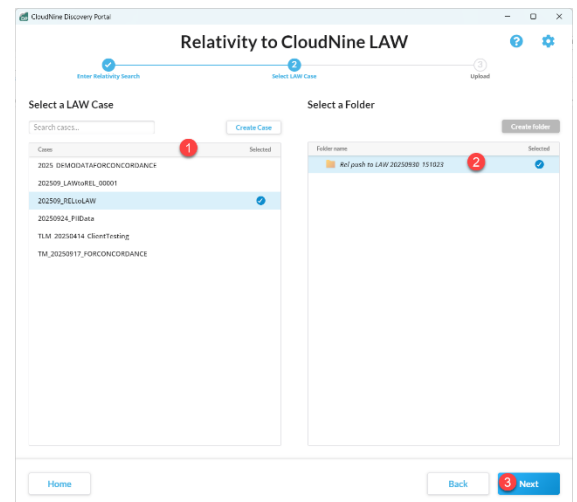**Hint:** In Relativity, use the **Copy Link to Clipboard** option to copy the saved search URL.

1. Paste or type the saved search url into the *Enter relativity search url* text box.
2. Click **Validate** to check the Saved Search url.
3. Once the URL is validated, the Next button is available. Click **Next** to advance to the next screen.

Step 3: Select LAW Case

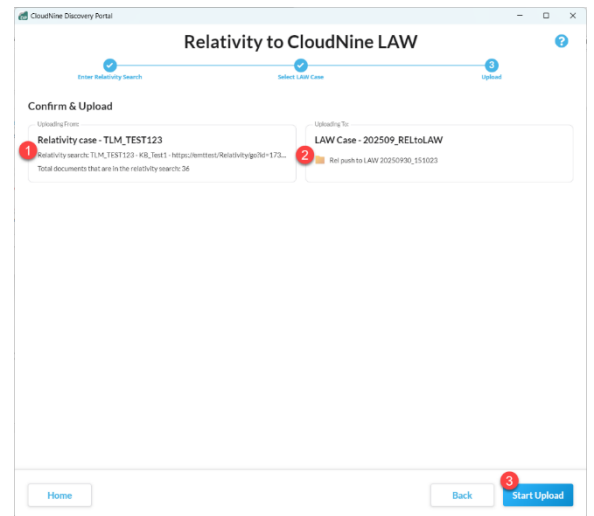Next, you will select the LAW Case and Folder to send the Relativity Data.

1. Use the **Search Case…** option or Cases list to locate the existing LAW Case you wish to send Relativity data to. If the LAW case does not exist, the **New Case** option can be used to create a LAW Case.
2. Select or Create the LAW folder to which the Relativity native file will be imported.
   a. **Note:** When a new case is created, a folder "Rel push to LAW <Date> ID" is automatically created.
3. Once the LAW Case and Folder are selected, click **Next**.

Step 4: Confirm & Upload

The Confirm & Upload screen allows you to review the Relativity push to CloudNine LAW. Verify the accuracy of the data push.

1. Hover over the Relativity search to see and verify the saved search URL. Confirm the Total Documents in the search.
2. Verify the LAW Case and Folder you are uploading to.
3. Click **Start Upload**.

The **Global Monitoring Console** can be used to track the progress of the upload. Once complete, the native files are in the CloudNine LAW case and ready for processing.