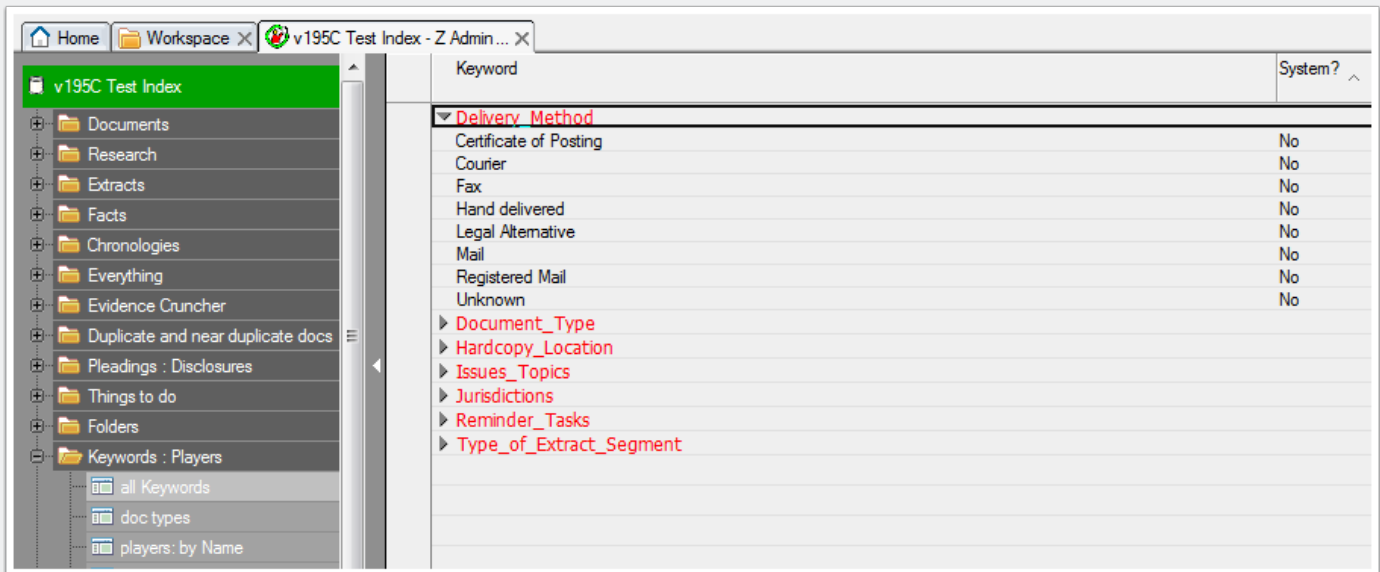


Soft deleting extraneous keywords

Click on [L+] > Keywords : Players > all Keywords

All keywords are displayed in categorized views.



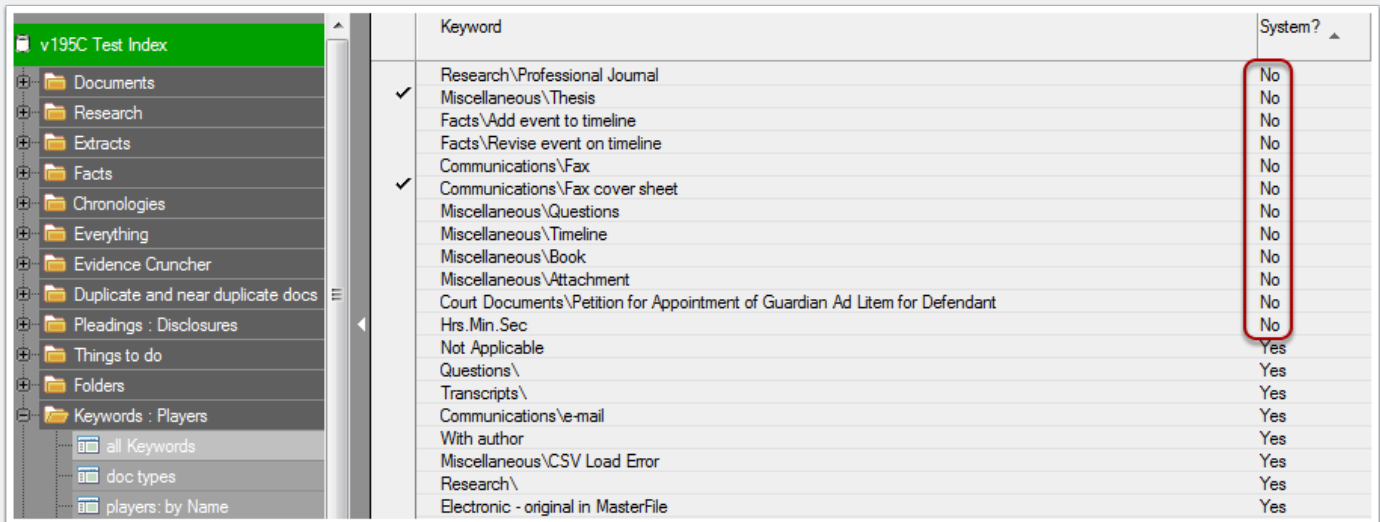
The screenshot shows the 'v195C Test Index - Z Admin' interface. On the left, a sidebar lists various categories under 'v195C Test Index', including 'Documents', 'Research', 'Extracts', 'Facts', 'Chronologies', 'Everything', 'Evidence Cruncher', 'Duplicate and near duplicate docs', 'Pleadings : Disclosures', 'Things to do', 'Folders', and 'Keywords : Players'. Under 'Keywords : Players', there are three sub-views: 'all Keywords', 'doc types', and 'players: by Name'. The main area displays a table of keywords categorized under 'Delivery Method'. The table has two columns: 'Keyword' and 'System?'. The 'Delivery Method' category is expanded, showing a list of keywords and their status in the system.

Keyword	System?
Delivery Method	
Certificate of Posting	No
Courier	No
Fax	No
Hand delivered	No
Legal Alternative	No
Mail	No
Registered Mail	No
Unknown	No
Document_Type	
Hardcopy_Location	
Issues_Topics	
Jurisdictions	
Reminder_Tasks	
Type_of_Extract_Segment	

Soft deleting extraneous keywords

Click on the System? column

The view becomes 'flat' and the System keywords ('Yes') are seen at the bottom of the list. Any other keyword can be deleted from the db if not required as shown next. We're going to delete the two selected (checked) keywords.



Keyword	System? ▲
Research\Professional Journal	No
✓ Miscellaneous\Thesis	No
Facts\Add event to timeline	No
Facts\Revise event on timeline	No
Communications\Fax	No
✓ Communications\Fax cover sheet	No
Miscellaneous\Questions	No
Miscellaneous\Timeline	No
Miscellaneous\Book	No
Miscellaneous\Attachment	No
Court Documents\Petition for Appointment of Guardian Ad Litem for Defendant	No
Hrs.Min.Sec	No
Not Applicable	Yes
Questions\	Yes
Transcripts\	Yes
Communications\e-mail	Yes
With author	Yes
Miscellaneous\CSV Load Error	Yes
Research\	Yes
Electronic - original in MasterFile	Yes

Soft deleting extraneous keywords

Soft delete the selected keywords

Click on [R+] > Profile Maintenance > Delete / Un-delete. You are asked to confirm and the keywords are soft deleted. They can be restored if needed from [L+] > Miscellaneous > Deletions and Exclusions > deleted keywords.

	Keyword	System? ▲	Colour
✓	Research\Professional Journal	No	No
	Miscellaneous\Thesis	No	No
	Facts\Add event to timeline	No	
	Facts\Revise event on timeline	No	
	Communications\Fax	No	No
✓	Communications\Fax cover sheet	No	No
	Miscellaneous\Questions	No	No
	Miscellaneous\Timeline	No	No
	Miscellaneous\Book	No	No
	Miscellaneous\Attachment	No	No
	Court Documents\Petition for Appointment of Guardian Ad Litem for Defendant	No	No
	Hrs.Min.Sec	No	
	Not Applicable	Yes	
	Questions\	Yes	
	Transcripts\	Yes	No
	Communications\e-mail	Yes	No
	With author	Yes	
	Miscellaneous\CSV Load Error	Yes	
	Research\	Yes	No
	Electronic - original in MasterFile	Yes	

v195C Test Index

Create

General

Document and E-mail Loading

Review and Revision Tools

Evidence Cruncher

Doc-link Functions

Issue/Topic Folders

Intake : Reporting : Send

Profile Maintenance

- Extract Refresher
- Move extracts
- Attachment processing
- Exclude / Un-exclude
- Delete / Un-delete

Administration