

# **Relativity RCA**

**Relativity Certified Administrator**



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## **Product Version**

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# Latest Version: 6.0

## Question: 1

What option cannot be configured when you create a new production data source?

- A. The field to use for production numbering.
- B. The markup set to apply.
- C. The placeholder to apply.
- D. Whether or not to burn redactions on the documents.

**Answer: A**

Explanation:

The correct answer is The field to use for production numbering. Relativity's documentation distinguishes between production set settings and production data source settings . The production set defines overarching settings such as document numbering , appearance of numbering, and related production-wide behaviors. By contrast, the production data source page includes settings such as production type , placeholder image format , burn redactions , burn native redactions , burn PDF redactions , and markup set .

This means the field used for production numbering is not configured at the individual data source level; it belongs to the production set itself. The other options are all part of production data source configuration. The documentation explicitly shows Burn Redactions and Markup Set , and placeholder behavior is also configured within the production data source settings.

Therefore, the option that cannot be configured when creating a new production data source is the field to use for production numbering , because that is a production-set-level setting rather than a data-source-level one.

## Question: 2

What dtSearch syntax properly creates a phonic search for the word pear to return pair and pare?

- A. pear\*
- B. 'pear
- C. #pear
- D. \$pear

**Answer: C**

Explanation:

The correct answer is #pear . Relativity's Using dtSearch syntax options documentation states that phonic searching uses the pound sign (#) in front of a word. The documentation gives the exact example that a phonic search for pear also finds pair and pare , which directly matches the question.

The other choices represent different or invalid syntax. pear\* is a wildcard-based pattern, not a phonic search. The apostrophe form is not the documented phonic operator, and \$pear is not the phonic syntax in Relativity dtSearch. Therefore, the correct syntax for a phonic search returning pair and pare is #pear .

### Question: 3

How can you configure users to be automatically disabled?

- A. At the User level, use the Disable on Date settings.
- B. At the Instance level, set an expiration date for the SSO identity provider.
- C. At the User level, use the User Activity settings.
- D. At the Instance level, use the User Expiration settings.

**Answer: A**

Explanation:

The correct answer is At the User level, use the Disable on Date settings. Relativity's Users documentation states that Disable on Date (UTC) is the field used to auto-disable users on a specific future date. It also explains that you can set this field when creating or editing an individual user, and that users will be automatically logged out and disabled on the specified date and time. The other options are not the documented built-in mechanism for this feature. User Activity in Security Center allows admins to inspect and disable users, but it is not the setting used to preconfigure automatic disablement on a future date. Likewise, the question's instance-level settings in options B and D are not the Relativity feature described in the official Users documentation for automatic disablement. Therefore, the correct answer is Disable on Date at the user level .

### Question: 4

What tool replaces a native or image within the Reviewer Interface?

- A. Simple File Upload
- B. Mass Replace
- C. Relativity Processing
- D. Native Imaging Sets

**Answer: A**

Explanation:

The correct answer is Simple File Upload. Relativity's Simple File Upload documentation states that the Viewer supports the ability to replace natives and images from the Document Actions menu. The same documentation ties this replacement workflow to Simple File Upload , explaining that if you want to replace a document rather than upload a new one, you use the Replace document native function in the Review Interface. Relativity's review interface guide also shows that reviewers can replace the native file of the current document and replace the images for the current document from the Viewer. The other tools do not match this Viewer-based replacement workflow. Mass Replace updates field values, not the native or image file itself. Relativity Processing is for ingestion and extraction workflows,

not replacing a currently loaded document in the Reviewer Interface. Native Imaging Sets image groups of documents but are not the tool identified for replacing a native or image from within the Viewer. Therefore, the correct answer is Simple File Upload .

### Question: 5

How can you ensure a video will be synced to a transcript?

- A. Videos cannot be synced to a transcript.
- B. Import the video file as part of the larger .pst.
- C. The video must be synced to one .MP4 video and uploaded at the same time.
- D. The video and text files must be uploaded separately and synced through a mass action.

**Answer: C**

Explanation:

The correct answer is The video must be synced to one .MP4 video and uploaded at the same time. Relativity's official Transcripts application documentation explicitly states that the video can be played in the Viewer in sync with the text of the transcript, and further notes: you must import videos at the same time you are uploading transcripts or the video and transcript cannot sync . The documentation also describes uploading the video as an .mp4 alongside the transcript during the transcript upload workflow.

This directly eliminates the other options. Option A is false because Relativity clearly supports synced transcript video playback. Option B is wrong because this is not a PST-based workflow. Option D is also incorrect because the documentation does not describe a later mass action that separately syncs already uploaded video and text files; instead, the sync relationship is established during the same upload process. Relativity even distinguishes that videos are not stored as normal documents in the document list, but rather as a file field within a transcript, reinforcing that the transcript upload workflow is the correct path.

From a case administration standpoint, this is important because transcript/video synchronization affects deposition and interview review usability. To ensure successful synchronization, the transcript and its associated .mp4 video must be uploaded together. Therefore, the correct answer is C .

### Question: 6

Any change to the priority of a job in the production queue also changes its priority in which other queue?

- A. Processing and Imaging queue
- B. OCR queue
- C. Branding queue
- D. Import/Export queue

**Answer: C**

Explanation:

The correct answer is Branding queue . Relativity's official Production queue documentation states that during a production job, Relativity sends a job to the branding queue for stamping redactions, headers, or other image modifications, and any change to the priority of a job in the production queue changes its priority in the branding queue . This is a direct match to the question.

This linkage exists because branding is a dependent production-stage activity. When administrators reprioritize a production job, Relativity keeps the related branding work aligned so that downstream stamping and production preparation happen in the proper order. The other queues listed in the answers are separate queue systems and are not documented as automatically inheriting production queue priority changes. Therefore, from a Productions administration perspective, the queue whose priority is also changed is the Branding queue .

### Question: 7

What are the default settings for the Regional Settings Date and Time field in the document load file import workflow?

- A. YYYY/DD/MM and HH:MM:SS AM/PM
- B. YYYY/MM/DD and HH:MM:SS AM/PM
- C. MM/DD/YYYY and HH:MM AM/PM
- D. MM/DD/YYYY and HH:MM:SS AM/PM

**Answer: D**

Explanation:

The correct answer is MM/DD/YYYY and HH:MM:SS AM/PM. Relativity's Import/Export documentation states that the Regional Settings (Date and Time) value for document load file import reverts to the US date and time by default when browser cache is cleared. The documentation does not spell out the example string on that exact import page, but across Relativity documentation, the default U.S. date convention is month/day/year , and related Relativity guidance commonly shows U.S.-style date-time strings using AM/PM with seconds for import-oriented parsing examples. This makes MM/DD/YYYY and HH:MM:SS AM/PM the best-supported answer from the available choices.

Options A and B are not U.S. default ordering, so they do not fit the documented "US date and time" default. Option C has the correct U.S. month/day/year structure but omits seconds. Based on Relativity's broader documentation examples for imported date-time strings and supported parsing formats, the version including seconds is the stronger match among the provided options. This answer involves a small inference from the documented U.S. default plus the product's date-time examples, because the exact multiple-choice wording is more specific than the import page itself.

### Question: 8

The lead attorney is working in the Hot Documents list view. They add a filter to the Hot Documents view and can no longer see all of the email attachments in the document list. Why might this be?

- A. The Family Group relational view is no longer selected.
- B. The Group Identifier field is not populated.
- C. The selected filter only applies to attachments that are marked Hot.

D. The Document Extension field is not indexed.

**Answer: A**

Explanation:

The correct answer is The Family Group relational view is no longer selected. In Relativity, family relationships for emails and attachments are displayed through a relational view tied to the Group Identifier field. Relativity's documentation explains that family groups are shown in a document list when a view is configured to display those relationships, and that the Group Identifier is the field used to associate an email with its attachments. When a relational family view is active, users can see the family grouped together in the list rather than seeing only the individual records that directly meet the filter criteria.

Once the attorney adds a filter, the list may appear to "lose" attachments if the view is no longer leveraging the Family Group relational context. This is because Relativity filters act on the records in the active view, and related items such as attachments are included through family grouping behavior rather than because every attachment independently satisfies the filter. The Group Identifier field itself is generally what defines the family relationship, and if it were not populated, the issue would be broader and structural, not just something that appears after adding a filter. The Document Extension field being indexed is unrelated to whether attachments display as family members in the document list. Therefore, the most plausible and Relativity-aligned explanation is that the Family Group relational view is no longer selected, which prevents all related email attachments from continuing to display together in the filtered Hot Documents view.

## Question: 9

With email thread visualization ETV, under what conditions does the red exclamation point indicate coding mismatch?

- A. The email is coded but its attachments are missing.
- B. The email and its attachments are coded as Needs Review.
- C. The email and other parent emails in the thread are coded differently.
- D. The email and its duplicate spare are coded differently.

**Answer: C**

Explanation:

The correct answer is The email and other parent emails in the thread are coded differently. Relativity's Email thread visualization documentation explains the meaning of the visual warning icons used in the thread display. The red exclamation point is associated with a coding mismatch condition in the thread. In practice, this means related parent emails in the thread have been coded inconsistently, which is exactly the kind of review inconsistency ETV is designed to expose.

This is different from missing attachments, duplicate spare comparison, or a generic "Needs Review" state. ETV is focused on surfacing thread relationships, inclusiveness, missing emails, and coding consistency across the email conversation. From a Structured Analytics standpoint, the red exclamation point is a QC indicator that reviewers should inspect the thread because coding decisions across parent emails do not align. Therefore, the correct answer is C.

## Question: 10

When exporting a saved search using Import/Export, how can you maintain the hierarchy of multiple-choice lists?

- A. There is not a way to maintain the information.
- B. Sort the saved search on the Multiple Choice field.
- C. Export as CSV only so Excel recognizes the order.
- D. Check the box to export multiple-choice fields as nested.

**Answer: D**

Explanation:

The correct answer is Check the box to export multiple-choice fields as nested. Relativity's official export documentation states that Export Multiple Choice Fields as Nested is the option used to maintain the hierarchy of Relativity multiple-choice lists during export. It further explains that the nested value delimiter is a backslash, which preserves the parent-child structure of those choices in the exported data.

This means the hierarchy is not lost by default if the appropriate export option is selected, so option A is incorrect. Sorting on the field does not preserve the nested hierarchy, making option B wrong. Exporting as CSV for Excel recognition is also not the documented mechanism, so option C is incorrect. From an RCA and data loading standpoint, this setting matters because exported hierarchical values often need to be re-used downstream, re-imported, or validated in a way that preserves their original structure. Without the nested export option, the relationship between parent and child values may not be represented correctly. Therefore, the proper way to maintain multiple-choice hierarchy when exporting a saved search through Import/Export is to check the box to export multiple-choice fields as nested .

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