

Relativity Certified Administrator

Relativity RCA

Version Demo

Total Demo Questions: 9

Total Premium Questions: 96

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Topic Break Down

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QUESTION NO: 1

When using Simple File Upload to import new documents, what determines the Control Number?

- A. The next available Document ArtifactID value.
- B. The Filename field of the document's load file.
- C. The name of the file.
- D. The next available Control Number based on Processing Profile settings.

ANSWER: C

Explanation:

The name of the file determines the Control Number when a new document is added through Simple File Upload. This streamlined upload workflow creates a document record directly from the selected native file rather than from a traditional document load file. As part of creating that record, Relativity uses the uploaded file's name as the document identifier represented by the Control Number field. The file name therefore needs to be considered before upload, particularly where a workspace already contains documents with established control-number conventions.

This behavior is important because Control Number is the document identifier Relativity uses to distinguish document records. Before using Simple File Upload, administrators should verify that the prospective file name does not duplicate an existing Control Number in the workspace. If a document with that Control Number already exists, the appropriate approach may be a document replacement workflow rather than creating a new record. Simple File Upload is intended as a convenient method for adding individual files while preserving the core document metadata needed for review and organization, including the file-derived identifier. Relativity documents the upload workflow and its handling of document information in its [Simple File Upload documentation](#). Additional context on document identifiers and workspace document management is available in the [RelativityOne Help](#).

QUESTION NO: 2

A third-party production includes TIFF images, an OPT image load file, and a DAT file containing document metadata. The documents do not yet exist in the workspace. Which Import/Export workflow should the administrator use?

- A. Unstructured data import with Processing
- B. Image load file import
- C. Document load file import
- D. Saved search export

ANSWER: B

Explanation:

Use the image load file import workflow. This workflow is designed to import document images while associating them with document-level metadata from the accompanying load file. The OPT file identifies the image files and their page-level relationships.

A document load file import does not provide the image-load workflow needed to associate the TIFF files with the documents. Processing is intended for source data that requires extraction and processing, while an export workflow moves data out of Relativity rather than loading the third-party production.

QUESTION NO: 3

A client sends you a data set they want processed that is comprised entirely of large Excel files. What is the best Excel Text Extraction Method to get the data to review as quickly as possible?

- A. Relativity
- B. Extract and place inline
- C. Native failover to dtSearch
- D. Native

ANSWER: A

Explanation:

Relativity is the best Excel Text Extraction Method when the priority is making a large, Excel-only data set available for review as quickly as possible. Relativity's processing guidance identifies the Relativity extraction method as the higher-throughput choice for Microsoft Office documents, including Excel workbooks. Internal performance testing cited in the documentation found that this method is at least twice as fast as native extraction for Excel, Word, and PowerPoint files, while also being less prone to extraction errors. That performance difference is especially meaningful with large workbooks, where delays in text extraction can become the limiting factor before reviewers can search, filter, and assess the data.

Selecting Relativity in the processing profile applies Relativity's purpose-built extraction approach to the workbook text, supporting faster progression from discovery and processing into review. The relevant decision criterion in this scenario is processing speed for Excel content rather than a need to preserve a particular native extraction behavior. Therefore, the documented throughput advantage makes Relativity the appropriate selection. See Relativity's [Processing profiles documentation](#) and [Processing throughput guidance](#).

QUESTION NO: 4

Why would Review Center charts show "Unknown User 1" for some coded documents?

- A. A reviewer no longer has permissions to code documents in the project.
- B. A reviewer was originally part of the workspace and coded documents, but has since been removed from the workspace.
- C. The project has not yet been prepared, so Review Center is not yet tracking reviewer coding decisions.
- D. There was an error encountered for that particular user and the queue must be re-prepared.

ANSWER: B

Explanation:

A reviewer was originally part of the workspace and coded documents, but has since been removed from the workspace. Review Center retains coding history so that project metrics, charts, and reviewer activity accurately reflect work performed on documents. However, when Relativity can no longer resolve the reviewer as a current user in the relevant environment, it displays a placeholder such as "Unknown User 1" rather than the former reviewer's name. This preserves the historical coding event and allows its contribution to remain represented in Review Center reporting without exposing a user record that is no longer available to the workspace or instance.

This behavior is especially relevant when an administrator removes users after their review work is complete, or when workspace lifecycle activity affects the availability of historical user records. The chart is not indicating that the coding itself is missing; it is indicating that the identity associated with that existing coding event cannot be resolved normally. Administrators should therefore recognize the label as a historical-user attribution condition when interpreting Review Center metrics and planning user removal or workspace migration activities. Relativity documents Review Center functionality and reviewer statistics at [Relativity Help: Review Center](#) and provides broader administrator guidance at [Relativity Help Center](#).

QUESTION NO: 5

What is true about the PDF mass operation?

- A. When saving the PDF as a zip, individual PDFs will automatically be named using just the control number.

- B. When you save a PDF as a zip, you can decide how to name the zip file.
- C. There is no limit on the number of characters that can be used to name the PDF files.
- D. When you save a group of documents to a single PDF, the documents retain the sort order in which they appear in the document list.

ANSWER: D

Explanation:

When you save a group of documents to a single PDF, the documents retain the sort order in which they appear in the document list. This is an important behavior of Relativity's Mass Save as PDF operation because the document-list view is the source for the selected documents and their current ordering. Before starting the operation, an administrator or reviewer can sort the document list using an appropriate field, such as control number, document date, or a custom sequencing field. Relativity then uses that displayed order when it combines the selected documents into one PDF, making the resulting file predictable for review, production preparation, or delivery workflows.

This behavior applies specifically to the single-PDF output choice, where multiple documents are assembled into one continuous PDF. It enables users to control the sequence of documents through ordinary document-list sorting rather than requiring a separate ordering step after the PDF is created. In practice, users should confirm the active sort and any relevant filters before launching the mass operation, particularly when the combined PDF must follow a chronological or control-number sequence. Relativity documents the Mass Save as PDF workflow and its output-order behavior in its product documentation: [Relativity Help: Mass save as PDF](#). General documentation resources are also available through the [RelativityOne Help Center](#).

QUESTION NO: 6

How can you update the Disable On Date field for multiple users?

- A. Use a mass operation to update the Disable On Date field.
- B. Add all users you wish to disable to the same group, then disable that group.
- C. Overlay a Disable On Date value via Import/Export.
- D. Set the Relativity Access date field individually when creating or editing the user.

ANSWER: A

Explanation:

Use a mass operation to update the Disable On Date field. In Relativity, the Disable On Date (UTC) value is a user-level setting that controls when a user account is automatically disabled. The Users list supports mass operations so an administrator can select multiple user records and apply the same Disable On Date value in one action. This is useful when access for a group of reviewers, temporary staff, or project personnel must end on a common date, while maintaining the setting directly on each selected user account.

Using a mass operation provides a consistent, efficient administrative workflow because it applies the intended date across all selected users without requiring separate edits to each user record. The date is stored and evaluated in UTC, so administrators should account for the applicable time zone when choosing the date and time for a scheduled access cutoff. Relativity documents mass operations for users, including setting the Disable On Date (UTC) field for multiple users, in its Users documentation. See [RelativityOne Users documentation](#) and [RelativityOne documentation on disabling users](#).

QUESTION NO: 7

What workflow is not supported by Import/Export?

- A. Unstructured data workflow with Processing.
- B. Document load file import.

C. Image load file import.

D. Saved Search import.

ANSWER: D

Explanation:

Saved Search import. is the unsupported workflow. Relativity Import/Export provides defined workflows for bringing external content and associated metadata into a workspace, including unstructured data through Processing, document load files, and image load files. It also provides export workflows for workspace content. Saved searches appear in the Import/Export feature set as an export source: an administrator can export the documents returned by a saved search, along with selected fields and native or image content as appropriate. However, Import/Export does not provide a corresponding workflow to import a saved search definition into a workspace.

This distinction reflects what a saved search represents in Relativity. A saved search is a workspace object that stores criteria, fields, conditions, and display settings used to identify a document set; it is not a supported Import/Export data package or load-file type. Administrators should therefore use the applicable supported import workflow when loading documents, images, or unstructured source data, while treating saved searches as selectable sources for exports. Relativity's Import/Export documentation lists its available workflows and identifies saved searches under export operations. See [Relativity Import/Export documentation](#) and [Relativity documentation on exporting data](#).

QUESTION NO: 8

A production data source includes documents that have no images. The case team wants each such document represented in the production by a standard slip sheet rather than excluded from the deliverable. Which production data-source setting supports this workflow?

A. Configure a placeholder for the production data source.

B. Configure production numbering for the production data source.

C. Run production OCR before staging the production.

D. Select a markup set for the production data source.

ANSWER: A

Explanation:

Configure a placeholder on the production data source. A placeholder provides a standard image-based substitute for documents that cannot be produced with their normal images, allowing the document to remain represented in the production output.

Production numbering determines the Bates sequence but does not create an image for an un-imaged document. Production OCR creates text from production images and cannot supply the required slip sheet. A markup set controls which markups are applied to available images, not whether a placeholder is used.

QUESTION NO: 9

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 video must be synced to one .MP4 video and uploaded at the same time. In Relativity Transcripts, video synchronization is established as part of the transcript upload workflow, rather than through a later document-level process. The associated video is supplied with the transcript during that upload so Relativity can retain the timing information that connects portions of the transcript text to the corresponding positions in the recording. Once configured this way, reviewers can play the video in the Viewer and navigate through the transcript while maintaining synchronization between the spoken content and the transcript text.

The requirement to use a single MP4 file is important because the transcript-video relationship is designed around one associated video asset for the uploaded transcript. Uploading both items together ensures Relativity can create and preserve that relationship immediately. This is particularly useful for depositions, hearings, interviews, and other recorded proceedings, where reviewers need reliable movement between testimony text and the underlying recording. Administrators should therefore confirm that the intended MP4 is available before beginning the transcript upload and include it in the same upload operation. Relativity's Transcripts documentation describes video playback and transcript synchronization in the Viewer, including the upload requirements: [RelativityOne Transcripts documentation](#). Additional administration guidance is available in the [RelativityOne Help Center](#).