

Updated on 08/24/2026

Sign Up

Relativity Review Management Specialist Certification Training

3 days (21 hours)

Overview

The Relativity Review Management Specialist Certification Training prepares you for the official certification dedicated to managing document reviews in RelativityOne. You will solidify the methods, tools, and best practices needed to optimize workflows, monitor quality, and analyze the progress of a review project. This training course prepares you for the Relativity Review Management Specialist exam, which validates your ability to manage a review process, support review teams, and generate reliable performance metrics. You will learn how to configure a review interface, layouts, views, saved searches, and permissions tailored to different roles. You will also utilize marking, redaction, and communication management features within a cohesive workflow. The course covers key exam topics, including dtSearch, Analytics features, Review Center, aiR for Review, reports, pivots, dashboards, and sampling. Upon completion of the training, you will be able to set up and oversee a document review in RelativityOne, interpret project statistics, and approach the exam with a structured review method and scenarios similar to those assessed.

Like all our training courses, this one will introduce you to **the latest stable version** of the technology and its new features.

Objectives

- Prepare for the functional areas assessed by the Relativity Review Management Specialist certification
- Set up an efficient document review workflow in RelativityOne
- Use searches, views, and Analytics features to guide the review
- Track quality, productivity, and progress using reports and dashboards
- Address certification scenarios related to document review, Review Center, and reporting

Target Audience

- E-discovery Review Manager
- eDiscovery Project Manager
- Relativity Consultant
- RelativityOne Administrator
- Litigation Support Manager

Requirements

- Experience managing document reviews in RelativityOne
- Proficiency in basic search and coding functions in Relativity
- Knowledge of review, confidentiality, privilege, and quality control concepts
- Six months of experience managing review projects is recommended

Technical Requirements

- PC running Windows 10 or Windows 11, or a recent macOS computer
- A recent version of Google Chrome, Microsoft Edge, or Mozilla Firefox
- Stable internet connection without any filtering that prevents access to RelativityOne
- Access to a RelativityOne training environment with appropriate review and administrative privileges
- Minimum screen resolution of 1920 x 1080 recommended for workshops

Curriculum for our Relativity Review Management Specialist Training

[Day 1 - Morning]

Certification framework and review workflow

- Understand the positioning of the Relativity Review Management Specialist certification, the skills it assesses, and its scenario-based approach
- Identify the stages of a document review workflow, from data preparation to production
- Structure the roles, groups, and permissions required for a secure review
- Configure the components of the review interface, including layouts, fields, coding options, and work views
- Implement the principles for managing markup sets, redactions, and messages in the RSMF

[Day 1 – Afternoon]

Configuring and managing review teams

- Build views tailored to batch control, document assignment, and decision tracking
- Organize saved searches to support the steps in the review workflow
- Configuring permissions based on reviewer, review manager, and administrator profiles
- Understand the role of Review Center in orchestrating review queues and tracking productivity
- Hands-on workshop: Configure a review space; create layouts, views, saved searches, and access rights for a project team

[Day 2 - Morning]

Search and Analytics for Review

- Master the principles of dtSearch, operators, syntax, and search criteria
- Combine saved searches, filters, and persistent highlight sets to accelerate document analysis documentary
- Leverage analytics features, email threading, textual near-duplicates, and language identification
- Use conceptual search, cluster visualization, and the “Find Similar Documents” feature
- Integrate aiR for Review into a process of review, qualification, and human oversight

[Day 2 - Afternoon]

Review Center and Smart Prioritization

- Understand queues and templates in Review Center
- Create a queue from a saved search and define distribution criteria for reviewers
- Interpret progress, relevance, and productivity metrics on the dashboard Review Center
- Analyze review scenarios related to workflow, Review Center, and Active Learning
- Hands-on workshop: Create and monitor a Review Center queue, then interpret the results to adjust review priorities

[Day 3 - Morning]

Reporting, Quality, and Project Metrics

- Build dashboards to track volumes, review pace, and coding decisions
- Use pivot tables, visualizations, and bulk operations to analyze document sets
- Implement a sampling process to measure quality and detect deviations from the review
- Use Case Metrics to consolidate activity and project management data
- Prepare an operational report combining progress, risks, review capacity, and corrective actions

[Day 3 - Afternoon]

Targeted review and certification simulation

- Review the weighted exam topics: review configuration, research and analytics, statistics, and reporting
- Adopt a response strategy for multiple-choice, multiple-answer, matching, sequencing, and hotspot questions
- Address the three types of scenarios: Review Workflow, Review Center, and Project Reporting
- Manage time, flagged questions, and the specific features of both parts of the exam
- Hands-on workshop: conduct a certification simulation based on review scenarios, then collectively review configuration and management decisions

Target Audience

This training is intended for both individuals and companies—large or small—seeking to train their teams in new, advanced IT technologies or to acquire specific industry knowledge or modern methodologies.

Entry-Level Assessment

The pre-training assessment complies with Qualiopi quality standards. Upon final registration, the learner receives a self-assessment questionnaire that allows us to evaluate their estimated proficiency level across various types of technologies, as well as their expectations and personal goals for the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could pose challenges for monitoring and ensuring the smooth running of the training session.

Teaching Methods

Hands-On Training: 60% Practical, 40% Theoretical. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the instructor—supported by examples and reflection sessions—and group work.

Assessment

At the end of the session, a multiple-choice quiz is administered to verify that participants have successfully acquired the skills.

Certification

A certificate will be issued to each trainee who has completed the entire training program.