How to: Work with Equivio in Relativity

Equivio adds two new functions to your review process, Near Duplication and Email Threading. In this document we will explain the different views options and functions available to assist you in reviewing your documents quickly and efficiently. If you need any other assistance please feel free to contact our support department at websupport@epiqsystems.com

Near Duplication View
When your data was processed through Equivio each documents full text was indexed and compared against itself. Additional fields where created in the Relativity database along with the addition of a new feature called Compare. This new feature allows you to see and work with documents that are alike or near duplicates. Below are steps that will allow you to see the near duplicates of your documents and use the compare function.

1. Login into Relativity and select a document. From the document view or Core viewer select the icon for Near Duplicates under your coding layout as shown here in Figure 1.

![Figure 1](image1.png)

2. The Near Duplicates window has (4) four columns these columns display and Edit, BEGNUM, EQUIDOCSTATUS and Compare. Figure 2 displays a screen shot of those columns.

![Figure 2](image2.png)
### Column Name | Definition
---|---
BEGNUM | Your document ID
EquiDocStatus | Pivot = This is main or pivotal document.  
Duplicate = This is a 100% duplicate of the pivot document  
Number = A loaded value the higher the number the more this document is the same as the pivot or duplicate document
Compare | This link will open a new window used for comparison showing two documents. Items in RED have been removed where items in GREEN have been added all Black text is the same between the two documents in the compare window.

3. In this example we clicked on the Compare button for the document shown in Figure 2 as Pivot, document A000001137. Figure 3 displays the compare window. As explained in the chart above, text shown in RED has been removed from document A0000011160 while text shown in GREEN has been added to document A000001137. All text in BLACK is common between the two documents.

![Figure 3](image)

**Equivio Email Threading**

Email threading allows you to view only the inclusive or last email in a thread. This shortens your review time considerably. There are two views used for this process, both are found once you have opened a document in the core viewer. The Email Threads and the Unique Thread Family views are both icons at the button of the screen on the right under your coding layout. Figure 4 provides an example of an email
thread, the take away from this figure is that once your documents have been batched using Equivio you are only reviewing the emails that are marked with **INCLUSIVE, INCLUSIVE MINUS** or **INCLUSIVE COPY**.

![Equivio Email Thread Analysis](image)

**Email Threads View**

The **Email Threads** view allows you to see all of the contributing emails in a thread. In this view you will find all contributing emails and the Inclusive email or the last email in the thread. Clicking on the icon shown in figure 5, opens the **Email Threads** view.

![Figure 4](image)

The chart below defines the terms shown in each of the (4) four columns of the **Email Threads** view.

<table>
<thead>
<tr>
<th><strong>EquiInclusive</strong></th>
<th>Can be either Blank meaning a contributing email or one of the INCLUSIVE options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equithreadstatus</strong></td>
<td>Can be either Pivot or Duplicate of BEGNUM</td>
</tr>
<tr>
<td><strong>INCLUSIVE</strong></td>
<td>Terminating thread or last email in the thread that contains all contributing emails</td>
</tr>
<tr>
<td><strong>INCLUSIVE Copy</strong></td>
<td>A Copy of the terminating thread or last email in the thread that contains all contributing emails</td>
</tr>
<tr>
<td><strong>INCLUSIVE Minus</strong></td>
<td>A terminating thread or last email in the thread that contains all contributing emails except an attachment has been removed at some point.</td>
</tr>
</tbody>
</table>

![Figure 5](image)
Figure 6 displays the four (4) columns of information shown in this view **Begnum, Attachbeg, EquiInclusive** and **Equithreadstatus**. Emails circled in GREEN do not have an entry under the column **EquiInclusive** are contributing emails to the (4) four **INCLUSIVE** emails circled in RED as shown in figure 6.
Unique Thread Family View

The view, **Unique Thread Family** allows you to see all inclusive or terminating emails in the thread. In this window we have added the field, **(MailSubjectField)** Mail Subject field. This field displays the subject line of the email and ties the emails together as part of the same family. The emails presented in this view are the ones that were batched through the Batch Manager and available to you in Check in/out.

![Unique Thread Family View](image)

Figure 7

We hope this is information is helpful and if you need any other assistance please feel free to contact our support department at [websupport@epiqsystems.com](mailto:websupport@epiqsystems.com)