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Relativity Certified Administrator Sample Questions (Q34-Q39):

NEW QUESTION # 34

What is required to use the communication analysis widget?

- A. Repeated content filter
- B. Email threading
- **C. Name normalization**
- D. Conceptual analytics index

Answer: C

Explanation:

The correct answer is D. Name normalization. Relativity's official Communication Analysis documentation states that you can add the Communication Analysis widget to a dashboard after running name normalization. The widget visualizes communication frequencies, patterns, and networks between entities linked to the documents in the view, and those entities come from the results of name normalization.

This requirement is fundamental because the widget depends on entity and alias relationships generated by structured analytics name normalization. Without those normalized entities, the system does not have the participant relationship structure needed to render communication maps. Relativity also repeats this requirement in its dashboard documentation, again stating that Communication

Analysis is available after running the name normalization operation within structured analytics .

The other options are not the prerequisite named by Relativity. A repeated content filter is optional and only used to improve text cleanup. A conceptual analytics index is a different analytics technology entirely. Email threading is a separate structured analytics operation and is not the stated prerequisite for this widget.

Therefore, the correct answer is D. Name normalization .

NEW QUESTION # 35

Using Simple File Upload, what metadata fields are overwritten if you replace a document with a document that has a different name?

- A. Extracted text, FileSize, and Page Count
- B. Extracted text, Group Identifier, and FileSize
- C. Extracted text, FileExtension, and FileName
- D. FileExtension, FileName, and Sort Date

Answer: C

Explanation:

The correct answer is C. Extracted text, FileExtension, and FileName. Relativity's official Simple File Upload documentation includes a Replacing documents section that explicitly lists the metadata fields overwritten when a document is replaced with another document sharing the same control number. The overwritten fields include FileName , FileSize , FileExtension , Extracted Text , Supported By Viewer , Relativity Native Type , Has Native , and certain last-modified system fields.

Among the answer choices, option C is the only one composed entirely of fields that Relativity explicitly says are overwritten in this workflow. Option A is incorrect because Sort Date is not one of the documented overwritten fields. Option B is incorrect because Group Identifier is not listed as being overwritten. Option D is incorrect because Page Count is not listed in the documented overwritten fields for replacing a document via this workflow.

This is an important Data loading administration detail because document replacement changes core file metadata tied to the uploaded replacement native, including its filename and extension, while preserving the document identity through the shared control number. Therefore, the correct option is C. Extracted text, FileExtension, and FileName .

NEW QUESTION # 36

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

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

Answer: D

Explanation:

The correct answer is A. Use a mass operation to update the Disable On Date field. Relativity's Users documentation explicitly states that you can use a mass-operation to set the Disable On Date (UTC) field for multiple users . This is the exact documented method for updating that field across multiple user accounts at once.

The other options are not the documented answer for this workflow. Disabling a group is not the same thing as updating the Disable On Date field on user records. Overlay via Import/Export is not the method Relativity identifies for this task in the Users documentation. Setting the field individually works for a single user, but the question asks specifically about multiple users .

Therefore, the correct answer is to use a mass operation to update the Disable On Date field.

NEW QUESTION # 37

What is the best way to convert an existing workspace in Relativity to a repository workspace?

- A. Move the files to an existing repository workspace using Integration Points.
- B. ARM the workspace out, then restore it as a repository workspace.
- C. Update the status field on the workspace object to say "Repository".
- D. Install the Repository application to the workspace.

Answer: D

Explanation:

The correct answer is D. Install the Repository application to the workspace. Relativity's official repository workspace documentation states that when installed to an existing workspace, the RelativityOne repository workspace application converts the workspace into a streamlined repository workspace for early case assessment and lower-cost storage of data not actively under review. The documentation also provides a dedicated section called Converting a review workspace to a repository workspace , where the conversion steps are simply to access the RelativityOne Repository Workspace application from the Application Library and install the application to the desired workspace .

This makes option D the exact documented conversion method. Option A describes moving data to another repository workspace, which is a different workflow and does not convert the existing workspace itself.

Option B involving ARM restore is used in some repository-related workflows, especially around templates or archived workspaces, but it is not the primary documented method for converting an existing workspace.

Option C is incorrect because repository mode is not enabled by editing a status field. Relativity also notes that if you convert an existing review workspace by installing the Repository application, the workspace remains classified for billing as a review workspace until the beginning of the next calendar month, which further confirms that application installation is the actual conversion mechanism.

NEW QUESTION # 38

You loaded a third-party production of native files, and the case team would like a field that provides the file size for each of the files received. What is the most efficient way to populate information for your native files?

- A. Run the tally/sum/average mass operation on the native files.
- **B. Run the Set native file size field script.**
- C. The native file size is automatically populated for documents.
- D. Run the Set extracted text size field script.

Answer: B

Explanation:

The correct answer is B. Run the Set native file size field script. In Relativity, the purpose of the Set native file size field script is to populate a decimal field with the size of each document's native file. This is the most efficient and direct administrative method when a workspace already contains produced native files and the case team wants a usable field showing file size. Relativity's documentation states that the script stores the native file size for each document in the workspace in a decimal field, making it specifically aligned to this requirement. It is intended for administrators who need to backfill or populate this metadata after files have already been loaded, rather than relying on manual calculations or unrelated operations.

The other options are not correct. A tally/sum/average mass operation works on values that already exist in fields; it does not inspect native files and write their file sizes into a document field. The Set extracted text size field script applies to extracted text size, not native file size, so it addresses a different metadata requirement. The statement that native file size is automatically populated for documents is also incorrect in this context, because Relativity provides a dedicated script precisely for populating that field when needed.

Therefore, from a Relativity Certified Administrator perspective under Data loading , the correct and most efficient administrative action is to run the Set native file size field script.

NEW QUESTION # 39

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