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Relativity Certified Administrator Sample Questions (Q73-Q78):

NEW QUESTION # 73

How is the default tab in a workspace determined?

- A. The Documents tab is always the default tab in a workspace.
- B. It is the tab with the lowest order number.
- C. It is the tab that has been set as the default tab.
- D. The Admin tab is always the default tab in a workspace.

Answer: C

Explanation:

The correct answer is A. It is the tab that has been set as the default tab. Relativity's Tabs documentation states that a tab has a Set as Default Tab toggle, and when this is turned on, that tab serves as the workspace's default tab. Reviewers logging into the workspace are taken to that default tab. Relativity also notes that if a reviewer does not have access to that default tab, the user is directed to the Documents tab instead.

This means the default tab is not determined merely by tab order. The lowest order number affects where a tab appears in the sidebar, but not which tab is designated as the workspace default. The Admin tab and Documents tab are not always the default

either; Documents only acts as the fallback if the user lacks access to the selected default tab. Therefore, the correct answer is that the default tab is the one explicitly set as the default tab .

NEW QUESTION # 74

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

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

Answer: D

Explanation:

The correct answer is C. 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 .

NEW QUESTION # 75

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

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

Answer: B

Explanation:

The correct answer is D. 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.

NEW QUESTION # 76

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

- A. Export as CSV only so Excel recognizes the order.
- **B. Check the box to export multiple-choice fields as nested.**

- C. There is not a way to maintain the information.
- D. Sort the saved search on the Multiple Choice field.

Answer: B

Explanation:

The correct answer is D. 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 .

NEW QUESTION # 77

A reviewer updated the coding decision on a document from null to Responsive on the single choice Responsive Designation field. You later discover this coding decision was incorrect. You attempt to use Audit to revert the coding decision, but find you are unable to revert. Why might this be?

- A. You cannot use Audit to revert coding decisions on documents once they are produced.
- B. You can only mass revert, you cannot revert the coding decision on a single document.
- **C. You cannot use Audit to revert coding decisions on required fields back to a null state.**
- D. You cannot use Audit to revert coding decisions on single choice fields.

Answer: C

Explanation:

The correct answer is C. You cannot use Audit to revert coding decisions on required fields back to a null state. Relativity's official Audit documentation states that certain field types, including single choice , can be reverted. However, it also explicitly states that you cannot revert a required field if doing so would return that field to a blank null value . That is exactly what this scenario describes: the field was changed from null to Responsive, and reverting would restore it to null. If the field is required, Relativity blocks that revert because required fields cannot be blank.

This means option A is incorrect because single-choice fields can be reverted in Audit. Option B is also incorrect because Relativity supports both individual and mass revert workflows depending on the situation.

Option D is not the documented reason for the failure. The controlling issue is the required-field constraint.

From an RCA perspective, this is a subtle but important administrative behavior: the Audit system can revert field changes, but only where the resulting value remains valid under Relativity's field rules. If the revert would violate a field's required setting, the system will not allow it. Therefore, the most accurate reason is that Audit cannot revert the value because the revert would place a required field back into a null state .

NEW QUESTION # 78

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