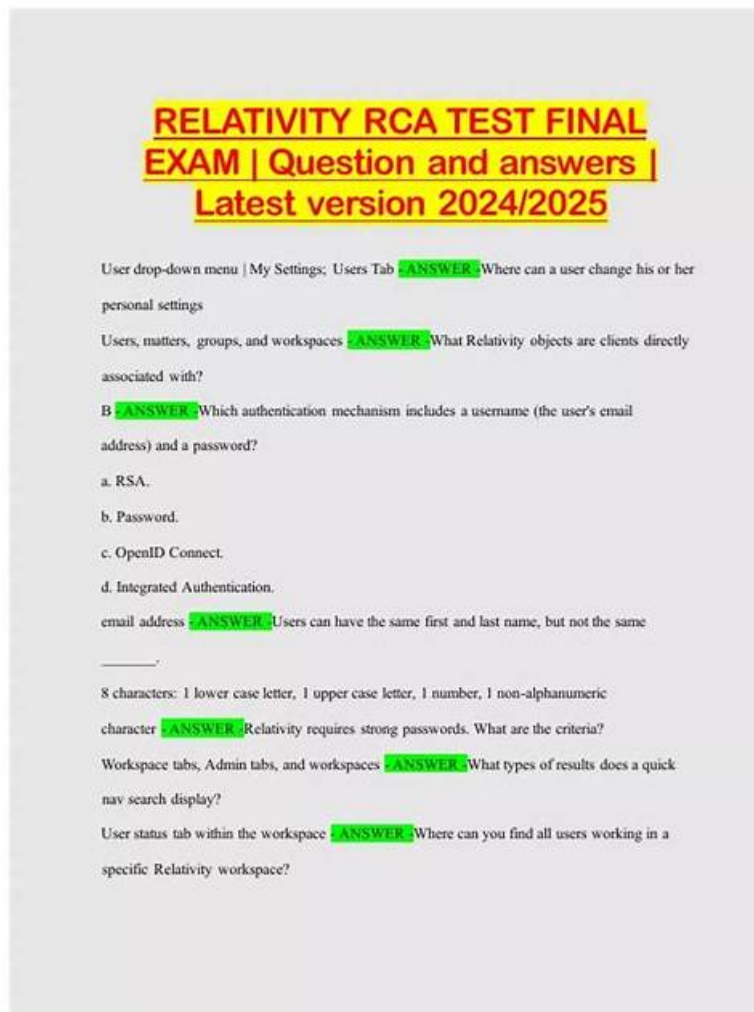


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## Relativity Certified Administrator Sample Questions (Q40-Q45):

### NEW QUESTION # 40

How can you secure a workspace from a user?

- A. By individually securing instance-level views from a user.
- B. By excluding the workspace name from a user's profile settings.
- C. By changing the security settings of the user's IP address.
- **D. By removing that user's security group from the workspace.**

**Answer: D**

Explanation:

The correct answer is A. By removing that user's security group from the workspace. In Relativity, workspace access is granted through groups, not by attaching workspace rights directly to individual users.

Relativity's official security documentation explains that you set permissions by adding groups to a workspace and configuring those group permissions there. Users then inherit access through their group memberships. As a result, the standard way to secure a workspace from a user is to remove the group that gives that user access, or remove the user from the relevant group.

The other options do not reflect how Relativity security is structured. User profile settings do not control workspace visibility in the manner described. IP-based security is not the mechanism for ordinary workspace access control in this scenario. Instance-level view security is also too narrow and does not remove the user's overall workspace access; even if certain views were restricted, the user could still potentially access the workspace through other permitted objects or tabs. From an RCA perspective, this question tests a foundational principle: workspace security is group-based. Administrators grant or revoke access by managing the relationship between groups and workspaces, then managing which users belong to those groups. Therefore, to secure a workspace from a user, the correct action is to remove the user's access-granting security group from that workspace.

### NEW QUESTION # 41

What happens during the staging step of a production?

- A. Relativity assigns Bates numbers to documents.
- B. Relativity performs a conflict check to ensure the data sources do not contain documents that are also in the saved search selected in the Production Restriction field.
- **C. Relativity takes a snapshot of the data sources and checks for duplicate documents between data sources.**
- D. Relativity displays a sample image showing how the branding is applied to documents in the production.

**Answer: C**

Explanation:

The correct answer is B. Relativity's official production console documentation explains that Stage Production and Stage and Run Production both take a snapshot of the data sources for the production.

The staging step captures the current contents of those data sources so the production job runs against a fixed set of documents.

Relativity also documents that staging errors occur if the same document is found in multiple data sources, which means duplicate-document checking is part of what administrators must evaluate during the staging phase.

The other options describe different production activities. Showing a sample image of branding is associated with Preview Production, not staging. Bates numbers are assigned later as part of the production run, not during the initial staging snapshot. The option about conflict checking against a Production Restriction saved search is not the best description of the staging step itself according to the official documentation. For RCA exam purposes, the key concept is that staging freezes the production inputs and surfaces structural issues, especially duplicate documents across data sources, before the full production run proceeds. This is an important quality-control checkpoint because it helps administrators verify that the right documents and data-source configuration are in place before branding, numbering, and export occur. Therefore, the best answer is that during staging, Relativity takes a snapshot of the data sources and checks for duplicate documents between data sources.

### NEW QUESTION # 42

What setting is needed to have the Prioritized Review queue refresh automatically through Review Center?

- A. Review Center only queues specific documents from the saved search.
- **B. "Queue Refresh" must be set to "On".**
- C. The queue will only refresh when a Reviewer enters the queue and codes at least 10 documents.
- D. Once enough documents are coded it will automatically refresh.

**Answer: B**

Explanation:

The correct answer is A. "Queue Refresh" must be set to "On". Relativity's Review Center admin documentation states that Queue Refresh controls whether the queue automatically refreshes after coding activity. For prioritized review queues, that refresh includes re-running the saved search, checking for outside-coded documents, retraining the classifier, and re-ranking documents based on the latest coding. That makes Queue Refresh the setting required for automatic queue refreshing.

Relativity also documents that prioritized review queues auto-refresh when there has been a 20% change in total coded documents, and additionally after 8 hours if there has been coding activity. Those are auto-refresh conditions, but they do not replace the need for the Queue Refresh setting itself. Option B therefore describes a trigger condition, not the required setting. Options C and D are not documented as the needed configuration for automatic refresh. Therefore, the correct answer is that Queue Refresh must be turned on.

**NEW QUESTION # 43**

When using Import/Export, what happens to existing metadata fields when you select the option to overlay metadata while importing a document load file that contains several blank metadata values?

- A. The blank values will replace the existing field values.
- B. Only fixed-length text fields will be overlaid with the blank values.
- C. The overlay will error for each document with blank values.
- D. The existing values will remain in the corresponding mapped fields.

**Answer: A**

Explanation:

The correct answer is C. The blank values will replace the existing field values. Relativity's Import/Export document load file import documentation states that for Append/Overlay and Overlay Only, if a blank metadata field exists in the load file, the blank value will overlay remove any existing value in the corresponding mapped field. That means the blank value does not preserve the original value; it clears it.

This rules out the other options. The import does not preserve the old value in the mapped field, so option A is incorrect. The workflow does not error merely because blank values are present, so option B is also incorrect.

Option D is wrong because the behavior is not limited to fixed-length text fields; it is described generally for mapped metadata fields in overlay mode. Therefore, the correct answer is that blank values replace existing field values during overlay import.

**NEW QUESTION # 44**

You need a user to perform some admin operations, including creating groups, managing users, and assigning permissions. However, you do not want them to review the Processing or Production queues. How should you configure the user's permissions?

- A. Add the user to the System Admin group.
- B. Add them to an instance-level group with permissions to create groups, manage users, and assign permissions.
- C. Add the user to the System Admin group and configure the System Admin group to restrict permissions to access Process and Production queues.
- D. Add the user to the Workspace Admin group.

**Answer: B**

Explanation:

The correct answer is D. Add them to an instance-level group with permissions to create groups, manage users, and assign permissions. Relativity's instance security model allows administrators to assign instance-level permissions to groups through the Admin Security dialog. The documentation explains that permissions can be managed granularly through object security, tab visibility, and admin operations, which means a user can be given specific administrative rights without being made a full system administrator. This matters because the System Administrators group grants broad access to admin-level permissions and tabs, including queue management. Relativity's documentation specifically notes that system admins have access to all admin-level capabilities such as queue management, users, and groups tabs. If you do not want the user reviewing Processing or Production queues, giving full System Admin membership is broader than necessary. A workspace admin group is also insufficient for this requirement because creating groups, managing users, and assigning instance-level permissions are administrative functions controlled at the instance level. Therefore, the correct configuration is to place the user in an instance-level group with only the permissions they need.

## NEW QUESTION # 45

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