

## Document Grid Interface

The screenshot shows the Document Grid Interface with the following callouts:

- 1**: Work Folders Panel (left sidebar)
- 2**: Keyword Search Box (top search bar)
- 3**: More Search & Filter Options (top right filters)
- 4**: Bulk Actions Toolbar (top toolbar)
- 5**: Sort by Metadata (top right sort options)
- 6**: Document Grid (main table)
- 7**: Field View & Tag Profile Options (top right field view options)
- 8**: Filter, Field Selection & Sort (bottom right pagination and filter options)
- A**: Project Name (Project Green)
- B**: Page Navigation (1 of 14752, 25 per page)
- C**: Document Grid Navigation (1-10, ...)
- D**: Project Statistics (Project Green icon)

Row	Begin Number	Attach	Custodian	File Display Name	Foreign Languages	Master Date Time	Type of Document	App
1	PREPROD-0000001		Allen, Philip	Re: Denver trading	English 99%	3/19/2001 9:25 AM	EMAIL	OUT
2	PREPROD-0000002		Allen, Philip	West Desk	English 99%	7/19/2001 1:52 PM	EMAIL	OUT
3	PREPROD-0000003		Allen, Philip	Utility Construction E	English 99%	8/6/2001 7:10 PM	EMAIL	OUT
4	PREPROD-0000003		Allen, Philip	Utility Construction E	English 99%	8/6/2001 7:10 PM	ATTACHMENT	WIN
5	PREPROD-0000005		Allen, Philip	Revised Utility Constr	English 99%	8/13/2001 3:47 PM	EMAIL	OUT
6	PREPROD-0000005		Allen, Philip	3M@X051.DOC	English 99%	8/13/2001 3:47 PM	ATTACHMENT	WIN
7	PREPROD-0000007		Allen, Philip	RE: Special Warranty	English 99%	8/14/2001 6:43 PM	EMAIL	OUT
8	PREPROD-0000008		Allen, Philip	Special Warranty Dee	English 99%	8/14/2001 2:01 PM	EMAIL	OUT
9	PREPROD-0000008		Allen, Philip	Special Warranty Dee	English 99%	8/14/2001 2:01 PM	ATTACHMENT	WIN
10	PREPROD-0000008		Allen, Philip	First Amendment to C	English 99%	8/14/2001 2:01 PM	ATTACHMENT	WIN
11	PREPROD-0000011		Allen, Philip	Reimbursement Agre	English 99%	8/14/2001 7:49 PM	EMAIL	OUT
12	PREPROD-0000011		Allen, Philip	3_6X011.DOC	English 99%	8/14/2001 7:49 PM	ATTACHMENT	WIN
13	PREPROD-0000013		Allen, Philip	Positions	English 99%	10/16/2001 7:45 PM	EMAIL	OUT
14	PREPROD-0000013		Allen, Philip	transportpositions.xls	English 99%	10/16/2001 7:45 PM	ATTACHMENT	EXC
15	PREPROD-0000015		Allen, Philip	GMC's Bold New SUV	English 99%	10/17/2001 9:40 AM	EMAIL	OUT
16	PREPROD-0000016		Allen, Philip	MSFT Downgraded by	English 99%	10/17/2001 9:19 PM	EMAIL	OUT
17	PREPROD-0000017		Allen, Philip	Huntley followup que	English 99%	10/17/2001 9:25 PM	EMAIL	OUT
18	PREPROD-0000018		Allen, Philip	00002511.email	English 99%	10/16/2001 1:54 PM	EMAIL	OUT
19	PREPROD-0000018		Allen, Philip	Final Client Fact Card	English 99%	10/16/2001 1:54 PM	ATTACHMENT	PDF
20	PREPROD-0000018		Allen, Philip	TSP-position on WTC	English 99%	10/16/2001 1:54 PM	ATTACHMENT	WIN
21	PREPROD-0000018		Allen, Philip	DallasClientTSTinvtal	English 99%	10/16/2001 1:54 PM	ATTACHMENT	WIN

### Document Grid Interface Layout

- 1 Work Folders Panel** Displays all Work Folders, Batch Assignments, Saved Searches, & Search History
- 2 Keyword Search Box** Allows you to run simple keyword searches against the document population
- 3 More Search & Filter Options** Allows you to build more complex searches and filters
- 4 Bulk Actions Toolbar** Select documents from the Document Grid and perform various bulk actions.
- 5 Sort by Metadata** Use the icons or column headers to perform a quick sort of the documents within the grid
- 6 Document Grid** Displays a list of the document population. Dynamically updates with search or filter
- 7 Field View & Tag Profile Options** Change the selected Field view, select Tag Profile to use for review, or filter docs reviewed
- 8 Filter, Field Selection & Sort** Filter document grid, select specific fields to display, or apply sorting to documents

### Bulk Actions Toolbar

- Tag** Bulk tag documents within the document grid
- Label** Auto assign descriptive labels to image-based files for searching
- Assign** Select documents and Create Batch Assignment
- OCR** Run OCR on selected imaged-based files and PDFs
- Sample** Create a random sample of documents & save to Work Folder
- Translate** Auto translate selected docs from one language to another
- Export** Export metadata and natives for selected documents
- Transcribe** Auto transcribe audio/video files to text for searching
- Print** Image and export selected documents with metadata
- Delete** Delete selected documents including images & artifacts

### Document Navigation

- A** Project Green Change the project you're working on
- B** 1 of 14752 25 per page Navigate between pages within the grid or change the number of docs displayed per page
- C** 1 2 3 Navigate between document grid pages
- D** Basic statistics on project including data size, number of users, date last updated, etc.