

EDAX200 Accelerate Review & Analysis

Training facilities

Norwood, MA

100 River Ridge Drive
Suite 300
Norwood, MA 02062

London, UK

1st & 2nd Floors
45 Cannon Street
London EC4N 5SH

For a complete listing of locations, including Authorized Training Partners around the world, please visit

www.opentext.com/encasetraining.

Advanced Certification

Day 1

- Introductions
- Basic end user training
- OpenText™ Accelerate™ functionality overview
- Basic end user training continued
- Continued functionality overview
- Advanced case manager training
- High-level overview of workflow
- Log-in (Training Server)
- Review and analysis project set-up
 - Field management
- Exercises
 - Review state management
 - Arrangement management
 - Batch template configuration
- **Break**
- Universe management
- Review workflows
- Live recap
- Q&A session recap

Day 2

- Day 1 recap
 - Estimation samples
- Global redactions and conversions
- Analysis methodologies
- Review batch creation
- Review management
- Exercises
- Bulk tagging
- Predictive coding
- Productions
- Reporting and exports
- User roles
- Recap Q&A

Day 3

- Exam instructions and log-in
- Certification Exam (one-hour time limit)
- Accelerate 5 Hands-on Practical (two-hour time limit)