






Update Review Status

- ☛ **Review Status** can be updated for documents from folders, review tags, search tag & table view. Follow these steps:
- ☛ Select multiple documents by holding SHIFT key in Table view
- ☛ Right click on the **selected documents**
- ☛ Click **Review Status** & then click **Reviewed** or **In-Question** or **Not Reviewed**
- ☛ Click **Ok** in the message box
- ☛ You can see Review Status in **ReviewStatus** field in table view, which will have appropriate icons like  **Reviewed**,  **In-Question** &  **Not Reviewed**
- ☛ **ReviewStatus** field is marked as  (**In-Question**) for the selected documents
- ☛ Select multiple documents by holding SHIFT key in Table view
- ☛ Right click on the **Folder** from any level
- ☛ Click **Review Status** & then click **Reviewed** or **In-Question** or **Not Reviewed**
- ☛ Click **Yes** to update the **ReviewStatus** or **No** to cancel in the message box
- ☛ Click **Ok** in the message box
- ☛ **ReviewStatus** field is marked as  (**Reviewed**) for the selected documents
- ☛ Click **Review Tags** pane
- ☛ Right click on any **review tag**
- ☛ Click **Review Status** & then click **Reviewed** or **In-Question** or **Not Reviewed**
- ☛ Click **Search** pane
- ☛ Right click on any **search tag**

Update Review Status

- ☛ Click **Review Status**
- ☛ Click the appropriate icons (or) [click **CTRL R** for Reviewed, **CTRL Q** for In-Question & **CTRL N** for Not Reviewed]
- ☛ Click **Job Status** tab
- ☛ Select the case, database, date & user from drop-down
- ☛ Click **Run**
- ☛ **Update Review Status** job is completed successfully
- ☛ Click **Enron Corp** tab and then click **Folders** pane to view documents