

# Relativity Certified Administrator Practice Exam (Sample)

## Study Guide



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## **Questions**

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- 1. What is a feature of using the Audit application for reporting?**
  - A. It allows editing of user roles**
  - B. It provides real-time user chats**
  - C. It enables the creation of custom dashboards**
  - D. It eliminates the need for data backups**
- 2. What does the Email Duplicate ID field contain?**
  - A. A unique identifier for all emails**
  - B. A unique identifier only if the email is a duplicate**
  - C. The sender's email address**
  - D. The subject line of the email**
- 3. What is the function of the Single Download/Replace option?**
  - A. To download files in bulk from the Files tab**
  - B. To assist in error remediation by allowing file replacement**
  - C. To delete outdated processing jobs**
  - D. To create new processing profiles**
- 4. Which of the following options correctly lists the Boolean operators?**
  - A. AND, OR, NOT, XOR**
  - B. AND, OR, NOT, TO**
  - C. AND, OR, NOT, IN**
  - D. AND, OR, NOT, WITH**
- 5. Where is information regarding de-duped custodians stored during Relativity Processing?**
  - A. In the document metadata**
  - B. In the DeDuped Custodians field**
  - C. In an external database**
  - D. Within user comments**

- 6. What should be verified when receiving an error regarding an empty or unmapped identifier field?**
- A. Confirm that the identifier field is properly formatted**
  - B. Ensure that an identifier exists**
  - C. Remove the identifier field entirely**
  - D. Check for duplicate identifiers**
- 7. What is required to ensure accurate time designations on documents in Relativity?**
- A. Review and adjust the UTC value**
  - B. Change the document format to UTC**
  - C. Ensure all documents are formatted similarly**
  - D. Set the document permissions correctly**
- 8. Fields in Relativity are directly connected to which other object?**
- A. Document**
  - B. Workspace**
  - C. View**
  - D. Layout**
- 9. What does the Edit Security permission grant users access to?**
- A. View all objects in the workspace**
  - B. Edit the security of the objects only**
  - C. Edit object permissions and settings**
  - D. Grant access to other users**
- 10. True or False: Editing permissions are necessary for just mass imaging.**
- A. True**
  - B. False**
  - C. Only for new imaging profiles**
  - D. True, but only for individual documents**

## **Answers**

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1. C
2. B
3. B
4. B
5. B
6. B
7. A
8. A
9. C
10. B

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## **Explanations**

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**1. What is a feature of using the Audit application for reporting?**

- A. It allows editing of user roles**
- B. It provides real-time user chats**
- C. It enables the creation of custom dashboards**
- D. It eliminates the need for data backups**

The Audit application is designed to enhance reporting capabilities within the platform, and one of its standout features is the ability to create custom dashboards. This functionality allows users to tailor their reporting environment according to specific business needs and metrics that matter most to them. By leveraging custom dashboards, users can visualize and analyze data in a way that aligns with their organizational goals, such as tracking user engagement, monitoring activity logs, or assessing compliance. Custom dashboards enhance the overall reporting experience by allowing users to select the most relevant data points, arrange them in a meaningful way, and gain insights that might not be readily apparent from standard reports. This level of personalization is invaluable for organizations that require specific tracking and analysis to optimize their operations and decision-making processes.

**2. What does the Email Duplicate ID field contain?**

- A. A unique identifier for all emails**
- B. A unique identifier only if the email is a duplicate**
- C. The sender's email address**
- D. The subject line of the email**

The Email Duplicate ID field contains a unique identifier that is generated specifically for emails that are considered duplicates. This means that when an email system identifies multiple instances of the same email being sent or received, it assigns a unique ID to all of these duplicate messages. This allows the system to track which emails are duplicates and ensures accurate handling, such as during processing or organization. By utilizing this unique identifier only for duplicates, the system avoids confusion among non-duplicate messages. In contrast, other options, such as a unique identifier for all emails or the sender's email address and subject line, do not specifically pertain to the functionality of the Email Duplicate ID field, which is strictly focused on helping manage and recognize duplicates distinctively.

### 3. What is the function of the Single Download/Replace option?

- A. To download files in bulk from the Files tab
- B. To assist in error remediation by allowing file replacement**
- C. To delete outdated processing jobs
- D. To create new processing profiles

The Single Download/Replace option serves a specific function in the context of managing files within a system. This option allows users to replace existing files with new versions effectively. This is particularly useful in scenarios where errors need to be corrected; for instance, if a file was uploaded with mistakes, the user can simply replace that file with a corrected version without having to remove the old one first. This streamlined process of replacing files ensures that necessary updates can be made quickly, facilitating error remediation. In practical terms, it helps maintain data integrity and ensures that users are always working with the most accurate and current information. The other options highlight different functionalities that do not align with the purpose of the Single Download/Replace option. For instance, downloading files in bulk pertains to a different capability, while deleting outdated jobs and creating new profiles align with broader management or administrative tasks rather than the specific action of replacing files. Thus, the correct aspect of the Single Download/Replace option is its role in assisting with error remediation through file replacement.

### 4. Which of the following options correctly lists the Boolean operators?

- A. AND, OR, NOT, XOR
- B. AND, OR, NOT, TO**
- C. AND, OR, NOT, IN
- D. AND, OR, NOT, WITH

The correct option that lists the Boolean operators includes "AND," "OR," and "NOT." These operators are fundamental in constructing logical statements and are used to combine or modify conditions in queries. The inclusion of "AND," "OR," and "NOT" allows for comprehensive logical operations in search queries; "AND" requires all conditions to be true, "OR" allows for any of the conditions to be true, and "NOT" excludes specific conditions from the results. The terms used in the other options, such as "TO," "IN," or "WITH," do not function as recognized Boolean operators in the context of search queries or logical operations. They do not provide the same logical functionality and therefore do not fit the criteria for Boolean operators. Option B, while seemingly including valid terms, actually does not accurately contain the recognized Boolean operators since "TO" is not utilized in standard Boolean logic. The recognition of "AND," "OR," and "NOT" is crucial for understanding how to construct precise queries and manipulate logical statements effectively in various data management and search scenarios. Thus, the correct answer would recognize the consistent presence of these foundational operators.

**5. Where is information regarding de-duped custodians stored during Relativity Processing?**

- A. In the document metadata**
- B. In the DeDuped Custodians field**
- C. In an external database**
- D. Within user comments**

Information regarding de-duped custodians during Relativity Processing is stored in the DeDuped Custodians field. This specific field is designed to maintain data integrity by keeping track of which custodians have been de-duplicated during the processing of data. When documents are processed for review, certain custodians may be identified as duplicates. The de-duplication process ensures that duplicate documents are not included in the final data set, and thus, the DeDuped Custodians field acts as a key reference point to document this process and keep track of the custodians involved. This dedicated field allows for clearer organization and management of custodial data, making it easier for users to understand the provenance of the documents. Having this information in a well-defined field rather than spread out across document metadata, within user comments, or in an external database ensures that it can be efficiently accessed and utilized within the Relativity environment.

**6. What should be verified when receiving an error regarding an empty or unmapped identifier field?**

- A. Confirm that the identifier field is properly formatted**
- B. Ensure that an identifier exists**
- C. Remove the identifier field entirely**
- D. Check for duplicate identifiers**

When receiving an error regarding an empty or unmapped identifier field, the most pertinent action is to ensure that an identifier exists. This is crucial because the purpose of an identifier is to uniquely mark an entity within a system. If the identifier field is empty, it indicates that the system does not have the necessary information to uniquely identify the record. Consequently, this can lead to issues in data processing, record retrieval, or maintaining the integrity of data relationships. Verifying the existence of an identifier is fundamental in data management practices within platforms like Relativity, where accurate and organized data is critical for efficient operation. Without a valid identifier, the system cannot perform necessary operations, such as linking documents or managing workflows, effectively. Other potential checks, such as confirming proper formatting or checking for duplicates, may be relevant in the context of further troubleshooting after establishing that an identifier exists. However, the primary step must be to ascertain that an identifier is indeed present, as this is the basic requirement for proper functioning in systems relying on unique identifiers.

**7. What is required to ensure accurate time designations on documents in Relativity?**

- A. Review and adjust the UTC value**
- B. Change the document format to UTC**
- C. Ensure all documents are formatted similarly**
- D. Set the document permissions correctly**

To ensure accurate time designations on documents in Relativity, reviewing and adjusting the UTC value is crucial. UTC, or Coordinated Universal Time, serves as the standard for timekeeping across different time zones. By ensuring that the UTC value is appropriately set, you can maintain consistency in displaying and interpreting timestamps on documents. When the UTC value is incorrect or not uniformly applied, it can lead to discrepancies in how time-related data is managed and presented within the platform. This is particularly significant in a legal context where precise time records are essential for maintaining the integrity of the documentation and ensuring that all parties have a clear and consistent understanding of timing related to case activities. Other options do not directly address the fundamental need for an accurate time reference. Simply changing the document format to UTC without adjusting the UTC value itself could lead to inaccuracies. Ensuring documents are formatted similarly might enhance readability but does not guarantee accurate time designations. Likewise, setting permissions correctly is essential for secure access to documents but does not influence the accuracy of time settings.

**8. Fields in Relativity are directly connected to which other object?**

- A. Document**
- B. Workspace**
- C. View**
- D. Layout**

Fields in Relativity are directly connected to documents, as they serve to capture and store metadata related to each document. When a document is uploaded into the Relativity environment, fields are utilized to organize information about the document, such as author, date created, or case number. This integration allows users to perform searches, filtering, and reporting based on the data stored in fields associated with the documents. The connection between fields and documents is fundamental to the data management system in Relativity, enabling users to efficiently manage and navigate through large document sets while applying various field values for better organization and retrieval. In contrast, while workspaces, views, and layouts are all essential components within Relativity, they do not have the same direct association with fields. Workspaces are containers for organizing cases and documents; views adjust how data is presented within the interface; and layouts define how fields are displayed within a document's detail view. However, it is the fields that specifically interact with the documents to hold relevant metadata, making the link with documents the most pertinent in the context of the question.

**9. What does the Edit Security permission grant users access to?**

- A. View all objects in the workspace**
- B. Edit the security of the objects only**
- C. Edit object permissions and settings**
- D. Grant access to other users**

The Edit Security permission is designed to allow users to make changes to the permission settings of objects within a workspace. This means that users with this permission can modify who has access to certain objects and what level of access they have. This encompasses adjusting permissions for other users, which means it effectively allows the user to control the security settings related to the visibility and editing rights of the objects in that workspace. By granting this permission, organizations ensure that designated individuals can manage security efficiently, allowing for proper control over sensitive information and ensuring that only authorized personnel have access to specific data. This capability is crucial for maintaining data integrity and adhering to compliance requirements, as it enables effective oversight of who can view and edit various elements within the system.

**10. True or False: Editing permissions are necessary for just mass imaging.**

- A. True**
- B. False**
- C. Only for new imaging profiles**
- D. True, but only for individual documents**

Editing permissions are essential for a wide range of activities beyond just mass imaging. They are crucial for ensuring that users have the appropriate level of access to modify various elements within the Relativity platform, which can include creating or updating not only mass imaging profiles but also individual document settings and cases, among other functions. In the context of mass imaging specifically, while editing permissions allow for the configuration and management of imaging profiles, they also pertain to broader capabilities like adjusting document fields, layout, and metadata. It's therefore inaccurate to say that editing permissions are only necessary for mass imaging. They are a foundational aspect of operational management within Relativity, influencing various aspects of user interactions and document handling across the board. Thus, the assertion that editing permissions are necessary solely for mass imaging is not correct and supports the identification of the statement as false.