



COMMONWEALTH LEGAL

Commonwealth Legal's Summation "Tip of the Month" for November

Including Family Summaries

Did you know that you can use the *Family Summaries* tool in conjunction with coded fields to retrieve and view all documents that are related to one another?

For example, if your search results include a contract that was originally attached to a fax cover sheet (the last document in the list below), the *Family Summaries* tool will enable you to view this document in the context of the lead document (i.e., *fax*) as well as any other attachments.

The screenshot displays the Summation iBlaze software interface. The main window shows a 'Column Sttable Edit: Summary 1 of 6 <1 marked>' table with the following data:

Fields	Begdoc#	Attf	Docdate	Doctype	Author	Recip
1	CD000002	CD000004 CD000006 CD000011 CD000013 CD000016	Aug-15-2002	Fax Cover	Coding Manager	Erskine, Cindy
2	CD000004	CD000002	May-15-2002	Letter	Lemieux Cartwell, Michele	Erskine, Cindy
3	CD000006	CD000002	Jun-26-2001	Agreement	Commonwealth Legal Inc. E-Coder	Pan, Peter
4	CD000011	CD000002	Jun-26-2001	Manual	Commonwealth Legal Inc.	Bula, Steve
5	CD000013	CD000002	May-09-2001	Agreement	Commonwealth Legal Inc.	Bula, Steve
6	CD000016	CD000002	May-09-2001	Contract	Commonwealth Legal Inc.	Pan, Peter

To the right of the table, a preview of a 'FAX COVER SHEET' document is shown. The document includes fields for TO (Cindy Erskine), FROM (Coding Manager), and a message: 'Please complete form and return.' The software interface also shows a menu bar, a toolbar, and a status bar at the bottom.

This can be useful during the review process and in printing reports in preparation for discoveries and trial.

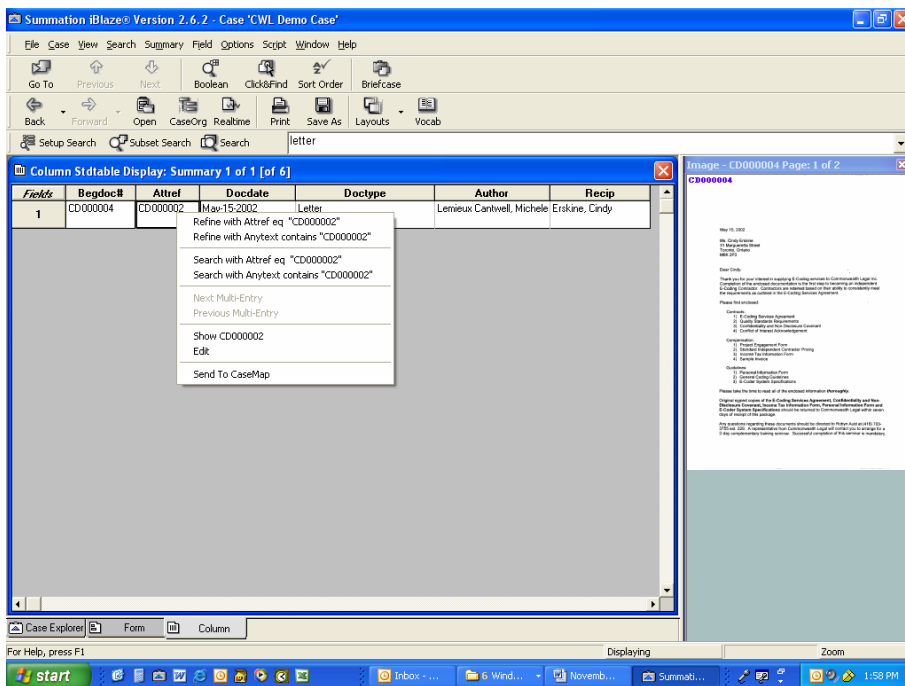
Each time you perform a search, you can review your results in the context of their family of documents. The family includes the corresponding lead document, as well as the associated attachment(s). In the previous screen shot, we can see that there are five attachments.





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You also have the ability to get a quick preview of the lead/attachments using the right-click menu in the Attref field. Simply select the **Show** option and the document will appear in the Image Viewer.



Please contact us for detailed instructions on how to use the *Family Summaries* tool in the context of your database.

For further training tips or to arrange for a Summation training session, contact your Account Representative or one of our Certified Trainers at 1-866-LAW-SCAN (529-7226.)

Please visit our website at www.commonwealthlegal.com

