Summation Certified Enduser (SCE)
Exam Study Guide

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Exams are 'open book'. You are encouraged to review your materials, refer to the help system when necessary, and determine some of the answers by clicking around within the software. Although the exam is timed, you may take as long as you need to prepare for the exam before you begin. All exam questions are multiple choice or multiple select formats.

Note: This study guide is designed to cover all areas of the Summation Reviewer platform but is not a copy of the actual exam.

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1. **A Reviewer can review documents from the Home tab in Summation.**
   a. True
   b. False

2. **Upon opening a project for the first time, the Reviewer enters the project in the Search Layout. The top level Navigation Bar allows a user to navigate forward and backward from record to record in the Item List as well as go to the last or first record.**
   a. True
   b. False

3. **The Project Explorer window includes several panels. Which of the following are included? (Choose all that apply.)**
   a. Tags
   b. Linked Documents
   c. History of the Document
   d. Searches
   e. Facets
   f. Review Sets

4. **If the Reviewer does not believe that all of the documents are being published in the Project Explorer window but has rights to access them, what should the Reviewer do?**
   a. Reset layout
   b. Clear Filters/Refresh/Apply and Clear Search
   c. Refresh
   d. Apply
   e. Contact the administrator
   f. Double click to refresh the display

5. **A quick filter in the Item List can remove duplicate documents from the list being displayed.**
   a. True
   b. False

6. **When a panel is unpinned, it actually closes and must be reopened by going to layouts > panels.**
   a. True
   b. False

7. **How many searches can be captured within the Searches panel under 'recent searches'?**
   a. 5
   b. 10
   c. 15
   d. 20

8. **It is possible to search the text of a document in the Image Viewer.**
   a. True
   b. False

9. **All of the records that appear in the Conversation panel should also appear in the Family panel for the same record.**
   a. True
   b. False

10. **Which of the following panels reveal the history of whether the document has been viewed, coded or searched?**
    a. Production History panel
    b. Linked Documents panel
    c. Notes panel
    d. Activity panel

11. **If there are no fields in the Coding panel and the window reveals 'this view is not available to the current document', what is the problem?**
    a. Custom fields have not been created
    b. The Reviewer is not in the correct layout
    c. The Reviewer has not been assigned a Tagging layout
    d. The fields for coding are in the Project Explorer window

12. **Selected filters/facets and scope will stick against any search that is run until refreshed and applied back to the original full set of data.**
    a. True
    b. False

13. **Clearing search results is done by clicking the refresh button.**
    a. True
    b. False

14. **Which Filter is used to identify if a file extension is inappropriate for the content of a file?**
    a. File Category
    b. File Status
    c. File Extension
    d. None of the above

15. **Which Filter is used to categorize the content of a file?**
    a. File Category
    b. File Status
    c. File Extension
    d. None of the above

16. **The Current Object ID box above the Item List can be used for searching within the Item List.**
    a. True
    b. False

17. **Assume a Reviewer has applied a filter and a facet and selected a scope of documents in the Project Explorer panel before saving an advanced search. Are the filters, facets and selected scope of documents saved as part of the search if you save the search?**
    a. Yes
    b. No

18. **In order to import terms into the Advanced Search Builder, the Reviewer can browse to which type of file?**
    a. Word document
    b. dtSearch list
    c. Text file
    d. Excel spreadsheet

19. **What should the Reviewer use to set the search results to return families and related documents?**
    a. Regular expressions
    b. dtSearch
    c. Expansion Settings
    d. Ctrl X

20. **Right clicking on a value of an issue in the Tags panel of the Project Explorer window allows the Reviewer to create sub-level values.**
    a. True
    b. False

21. **Fields with radio buttons provide the Reviewer exclusivity, meaning he/she can only choose one option.**
    a. True
    b. False

22. **Fields with check boxes provide the Reviewer exclusivity, meaning that he/she can only choose one option.**
    a. True
    b. False

23. **When bulk coding, in order to see the updated information it may be necessary to do what? (Choose all that apply.)**
    a. Make sure you have permission to see the changes
    b. Refresh the screen
    c. Log out of the system and then come back in
    d. Bulk coding can only be seen in the Item List/grid view and not the Coding panel

24. **Checking the box that is in line with the column headers at the top of the Item List will allow you to apply a mass action to which of the following?**
    a. All items in the database
    b. The number of documents displayed according to the Page Size
    c. No documents
    d. The first five documents

25. **Assume the Reviewer converted a large group of documents but the Reviewer cannot see them in the Image panel. What is the best method of identifying what happened?**
    a. Contact IT
    b. Refresh the panel
    c. Refer to the Work Lists tab where the status of the job is displayed.
    d. Log out of the system and then log back in

26. **Every document in the database is assigned a DocID number.**
    a. True
    b. False

27. **Every document in the database is assigned an ObjectID number.**
    a. True
    b. False

28. **The Reviewer is viewing a document with redactions and they would like to see the text under the redaction, what should the Reviewer do?**
    a. Delete the redactions
    b. Choose another markup set
    c. Use the Toggle redaction tool
    d. All of the above

29. **When bulk converting documents to SWF format, where can the Reviewer identify the status of a job?**
    a. In view mode
    b. In the Activity panel
    c. On the Work Lists tab
    d. In the pop-up window that appears when the job is done

30. **After a Reviewer creates a redaction, it is necessary to save the annotation.**
    a. True
    b. False

31. **Labels can be created and organized within a Label Group.**
    a. True
    b. False

32. **When a value that is associated with a category or issue is renamed or edited, records that are already coded will reflect the new value.**
    a. True
    b. False

33. **By default, a Reviewer can see all documents that have been loaded.**
    a. True
    b. False