

# UF Law E-Discovery Random Sampler (Beta)

## Application Help

The UF Law E-Discovery Random Sampler application randomly samples the documents from the given data folder and copies them to the output folder. Sample Size is determined by the given confidence intervals and confidence levels. The application follows a wizard-based approach which is divided into four sections (tabs) as described below.

### Data and Output Tab

This tab helps the user to define a project. The project is defined by an input folder (Source Document Folder) containing documents to be sampled, an output folder (Sampled Output Folder) for the sampled documents to be copied, and a unique project name to store this project. The salient features of this tab are:

1. The user can select an existing project or create a new project.
2. On selecting an existing project, the input and output folders will be populated according to the prior values. *NOTE: Every project generates temporary documents. If the project documents are deleted, the project is no longer useable.*
3. On selecting a new project, the project title needs to be entered before selecting the input and output folder.
4. Clear button helps to clear all UI control entries.

### Confidence Tab

This tab helps the user to enter the Confidence Level and Interval to generate the sample. Both of them are selected from a predefined dropdown list.

### Create Sample Tab

This tab serves as a review tab for the prior tabs before creating the required sample. The “Create Sample” button generates the sample and changes the tab to the “Sample Review Tab”.

### Sample Review Tab

This tab is meant to review the sampled documents. It has the following features:

1. The sampled documents along with their associated tags are listed in the table.
2. ‘Text’ documents and emails can be viewed in the Document Preview pane besides the table. All other documents (e.g. PDF, MS Word, etc.) can be open in the default system viewer by double clicking individual document rows.
3. After selecting a document (clicking on the required row), appropriate tags (e.g., ‘valid’, ‘invalid’, etc.) can be selected from the extreme right panel.
4. HTML reports can be generated for all documents.