



LITSMART
E-DISCOVERY

EXHIBIT
STICKER

Step 1: Set up the Saved Search and choose “Exhibit Stickers” from the drop down.

The screenshot displays the 'Enron - Review' application interface. The top navigation bar includes various menu items such as 'Documents', 'Custodians', 'Review Batches', 'Processed Media', 'Reporting', 'Job Admin', 'Workspace Admin', 'Indexing & Analytics', 'Persistent Lists', 'Processing', 'Production', 'Dashboards', and 'Integration Points'. A search bar is visible on the left side of the main content area.

The main content area features a table with the following columns: #, Control Number, Production BegBates, Production EndBates, File Name, File Extension, Has Images, Markup Set - Primary, Processed Volume, and Relativity Imag. The table contains 7 rows of data. Row 6 is highlighted with a red border, and a context menu is open over it, listing various actions. The 'Exhibit Stickers' option is highlighted in blue at the bottom of the menu.

#	Control Number	Production BegBates	Production EndBates	File Name	File Extension	Has Images	Markup Set - Primary	Processed Volume	Relativity Imag
1	JGRIFFITH_0001740	ENRON0000006	ENRON0000006	Fwd: FW: Why cows hate snow...?.msg	msg	Yes	Has Redactions		
2	JGRIFFITH_0001741	ENRON0000007	ENRON0000007	damnsnow.mpe	mpe	No			
3	JGRIFFITH_0001742	ENRON0000008	ENRON0000009	FW: IMPORTANT NOTICE:.msg	msg	Yes	Has Redactions		
4	JGRIFFITH_0001745	ENRON0000010	ENRON0000010	FW: NEW WEATHER SWAPS ON THE INTERCONTINENTAL EXCHANGE.msg	msg	Yes			
5	JGRIFFITH_0001750	ENRON0000011	ENRON0000011	ICE Relocates Houston Office.msg	msg	Yes			
6	JGRIFFITH_0001752	ENRON0000012	ENRON0000012	SCS CLOSING NATURAL GAS STRADDLE UPDATE...HAVE A HAPPY HOLIDAY!.msg	msg	Yes			
7	JGRIFFITH_0001753	ENRON0000013	ENRON0000013	12_21_01ON.xls	xls	No			

The context menu for row 6 includes the following options: Edit, Move, Delete, Replace, Image, Tally/Sum/Average, Send to Case Map, Export to File, Cluster, Process Transcript, Save as List, Convert, Print/Save As PDF, Exhibit Stickers, and Exhibit Stickers. The 'Exhibit Stickers' option is highlighted in blue.

At the bottom of the interface, there is a status bar showing 'Checked (2)' and 'Total Items: 7'.

Step 2: Enter the exhibit information in the Exhibit Sticker window.

EXHIBIT STICKER

Header:

Title: *

Select a Source: * Field Starting Number

Prefix: *

Starting Number: *

Sticker's Placement: *

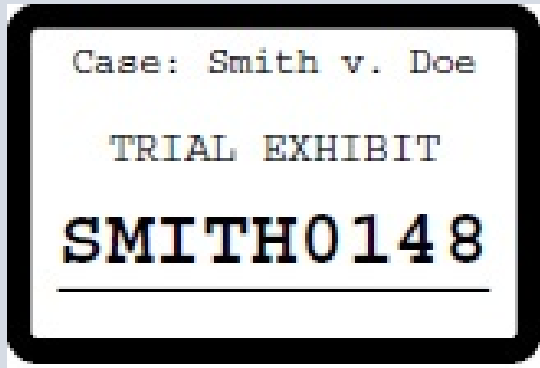
Background Color: *

- Yellow
- Blue
- White
- Green
- Orange
- Red
- Gold
- Tan
- Purple
- Pink

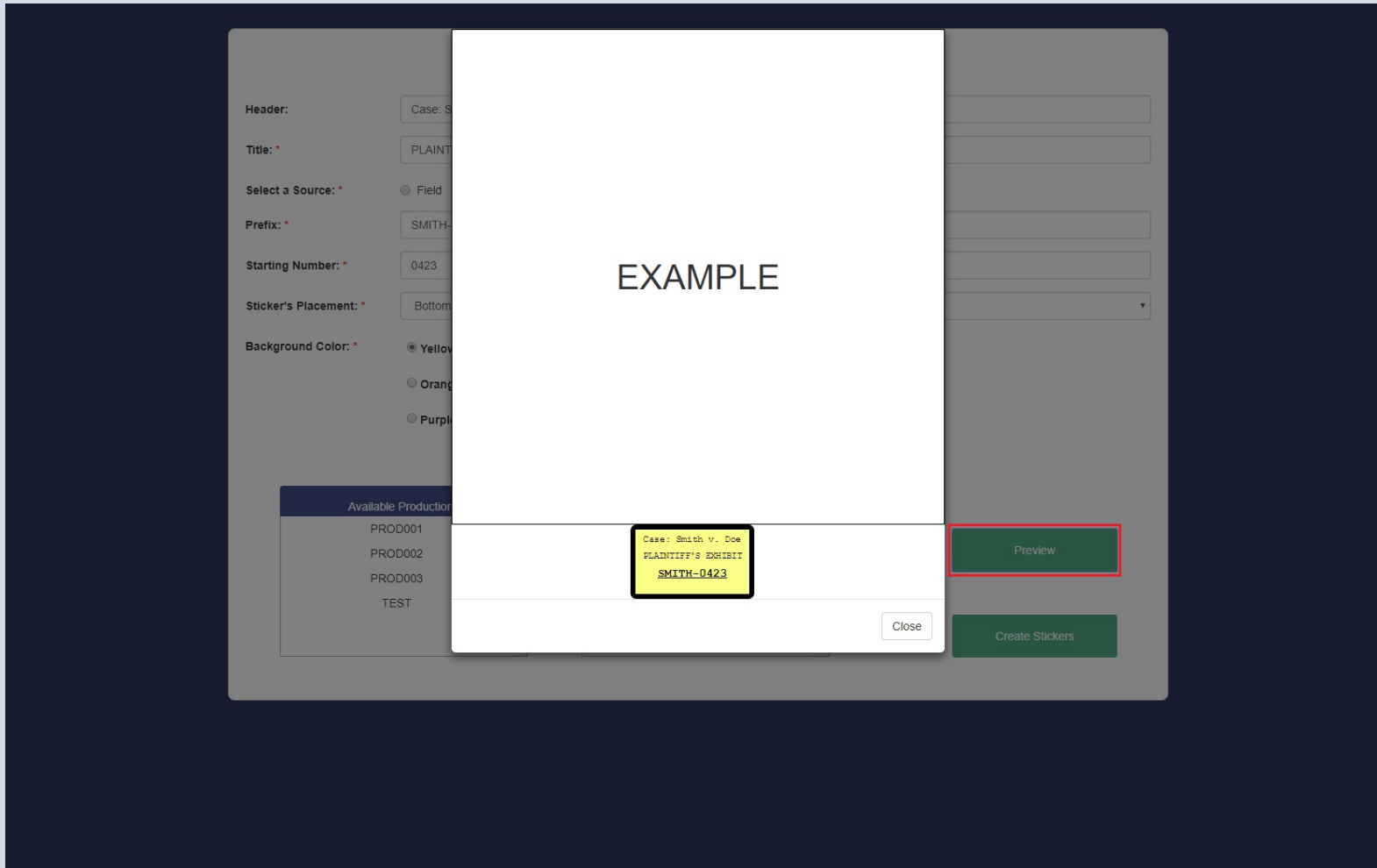
Include Images From Productions

Available Productions		Selected Productions
PROD001	(0) >	
PROD002		
PROD003	< (0)	
TEST		

You can choose from 10 colors for your exhibit stickers, including white, blue and yellow.



Step 3: Preview the sticker to ensure all information is included, font and color are correct, and placement is accurate.



Step 4: Create the exhibits with the click of a button.

EXHIBIT STICKER

Header:

Title: *

Select a Source: * Field Starting Number

Prefix: *

Starting Number: *

Sticker's Placement: *

Background Color: * Yellow Blue White Green
 Orange Red Gold Tan
 Purple Pink

Include Images From Productions

Available Productions		Selected Productions
TEST	(0) >	PROD001
	< (0)	PROD002
		PROD003

Step 5: Save the zip file of your completed exhibits.

EXHIBIT STICKER

Header: Case: Smith v. Doe

Title: * PLAINTIFF'S EXHIBIT

Select a Source: * Field Starting Number

Prefix: * SMITH-

Starting Number: * 0423

Sticker's Placement: * Bottom in center

Background Color: * Yellow Blue White Green
 Orange Red Gold Tan
 Purple Pink

Include Images From Productions

Available Productions: TEST

Selected Productions: PROD001, PROD002, PROD003

Buttons: Preview, Create Stickers

File Download: Stickers PLAINTIFF_...zip

Your Sticker Numbering field has been updated.

The screenshot shows the 'Enron - Review' application interface. The main content is a table with 7 rows of document records. The 'Sticker Numbering' column is highlighted with a red box, showing updates for rows 3, 6, and 7. The table columns are: #, Control Number, Production BegBates, Production EndBates, Sticker Numbering, File Name, File Extension, Has Images, Markup Set - Primary, and Processed Vol.

#	Control Number	Production BegBates	Production EndBates	Sticker Numbering	File Name	File Extension	Has Images	Markup Set - Primary	Processed Vol
1	JGRIFFITH_0001740	ENRON0000006	ENRON0000006		Fwd: FW: Why cows hate snow....?.msg	msg	Yes	Has Redactions	
2	JGRIFFITH_0001741	ENRON0000007	ENRON0000007		damnsnow.mpe	mpe	No		
3	JGRIFFITH_0001742	ENRON0000008	ENRON0000009	SMITH-0423	FW: IMPORTANT NOTICE:.msg	msg	Yes	Has Redactions	
4	JGRIFFITH_0001745	ENRON0000010	ENRON0000010		FW: NEW WEATHER SWAPS ON THE INTERCONTINENTAL EXCHANGE.msg	msg	Yes		
5	JGRIFFITH_0001750	ENRON0000011	ENRON0000011		ICE Relocates Houston Office.msg	msg	Yes		
6	JGRIFFITH_0001752	ENRON0000012	ENRON0000012	PTX-0099	SCS CLOSING NATURAL GAS STRADDLE UPDATE...HAVE A HAPPY HOLIDAY!.msg	msg	Yes		
7	JGRIFFITH_0001753	ENRON0000013	ENRON0000013	PTX-0100	12_21_01ON.xls	xls	No		

At the bottom of the interface, there is a status bar showing 'Checked (0)' and 'Exhibit Stickers' buttons, and 'Total Items: 7' on the right.

Step 6: Breathe a sigh of relief!