Catalyst Customized Reporting Enables Real-Time Tracking of Unique Review Metrics

Our client, an Am Law 100 firm, faced extraordinary urgency and extreme secrecy in its review of multi-language corporate documents. Arising under the Foreign Corrupt Practices Act (FCPA), the project had reviewers in multiple U.S. locations and overseas. In order to manage the project’s pace and ensure it would be done by deadline, our client required up-to-the-minute reporting of highly specific metrics.

**Law Firm Needed to Provide Tracking Reports Tailored to Our Client’s Needs**

Catalyst’s cloud-based review platform is optimized for large-scale document reviews and provides a variety of key metrics for tracking review progress. Due to the unique circumstances of this case, however, our client required frequent updates of specialized data.

Our challenge was to provide this client with the metrics needed, and to make those metrics readily and easily accessible. Real-time reporting would allow our client to see changes as soon as they occur, rather than waiting for updates to be visible at some later time.

**Catalyst Created 15 Custom Reports, Accessible to the Client in Real Time**

Catalyst’s consultants were able to create unique reports that provided our client with the timely reporting it needed. We had already custom-configured the batching of the documents for this case. Our client had wanted the documents batched by language, priority custodian, review status and level of review. Now it wanted reports that reflected that batching and that provided additional measures of progress and status.

To provide our client with this information, we created 15 different custom reports. These reports showed the overall status of the review and also broke it down into the batches and components the client wanted to track. One report, for example, showed the status based on the top 20 custodians. One tracked each reviewer’s daily workflow. Another reported numbers of documents batched and reviewed. Additional reports showed the load status of documents and whether they had been translated. Several of the reports included detailed breakdowns by batch and by relevant and “hot” documents.

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**Client Snapshot:**

**Am Law 100 Firm**

- International contract dispute
- Days to review 530 PST files of Chinese data
- Multi-language software enables review
- Searches cut linear review by 93%

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These reports were provided to our client directly through the management module of the online review platform. Our client could view them online or download them in Excel. It also had direct access to the data reflected in each report. We enabled the reporting to reflect real-time updates in the data; as a reviewer coded a document, it showed up instantly in the reports.

Even though Catalyst review platform is designed to provide users with an array of essential metrics for tracking review progress and status, one size does not always fit all. When the demands of a high-pressure investigation called for specialized reporting, our consulting team is able to tailor reports custom-fitted to the case and deliver them directly to the project’s managers.

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