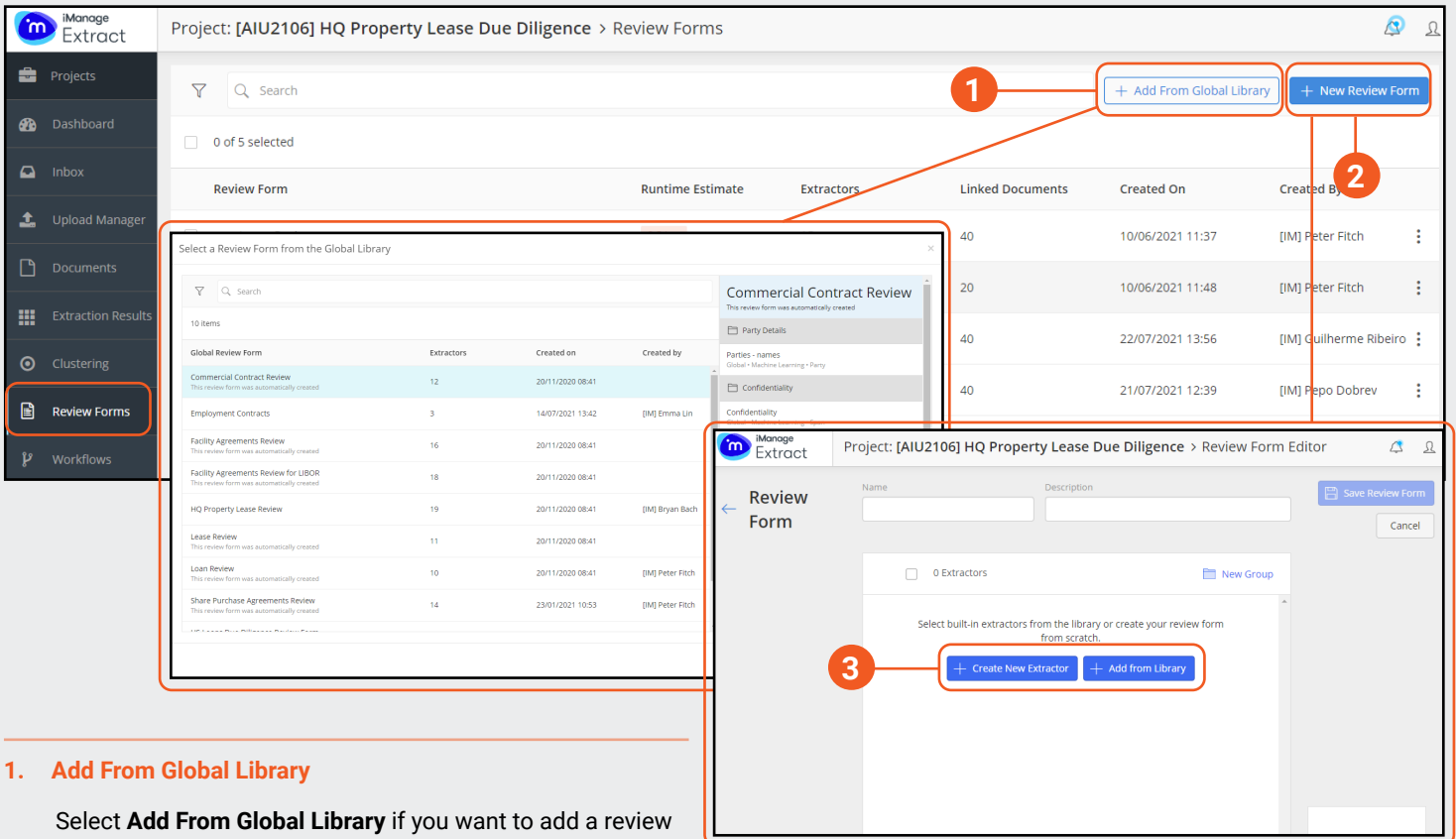


## Creating Review Forms

A Review Form is a list of extractors that will run on linked documents. You can create a new review form or import a global review form from the Review Forms Library, and reconfigure it if required. Review forms are project specific and are not available to other projects. However, after creating a project-specific review form, you can save it to the review form library.



The screenshot shows the iManage Extract interface for a project named "[AIU2106] HQ Property Lease Due Diligence". The main view is the "Review Forms" section, which displays a table of review forms. A dialog box titled "Select a Review Form from the Global Library" is open, showing a list of global review forms. A "Review Form Editor" dialog is also open, showing fields for "Name" and "Description", and buttons for "Create New Extractor" and "Add from Library".

Review Form	Runtime Estimate	Extractors	Linked Documents	Created On	Created By
Commercial Contract Review	40	20	40	10/06/2021 11:37	[IM] Peter Fitch
Commercial Contract Review	20	20	40	10/06/2021 11:48	[IM] Peter Fitch
Employment Contracts	40	3	40	22/07/2021 13:56	[IM] Guilherme Ribeiro
Facility Agreements Review	20	16	40	21/07/2021 12:39	[IM] Pepo Dobrev
Facility Agreements Review for LIBOR	18	18			
HQ Property Lease Review	19	19			[IM] Bryan Bach
Lease Review	11	11			
Loan Review	10	10			[IM] Peter Fitch
Share Purchase Agreements Review	14	14			[IM] Peter Fitch

### 1. Add From Global Library

Select **Add From Global Library** if you want to add a review form from the Global Library.

Select a **Review Form from the Global Library** dialog box appears. Select a review form, and then click **Select**. The selected review form gets added to the existing review form list.

### 2. New Review Form

To create a new review form, select the **New Review Form** button. A new dialog box will appear where you can enter **Name** and **Description** for the Review Form.

### 3. Adding & Creating Extractors

You can select to create a new extractor from scratch or select built-in extractors from the **Library**.

## Creating Review Forms (continued)

You can edit the name and description of a review form, create review form groups and select either built-in extractors from the library or create new from scratch.

### 1. Groups

A group is a collection of extractors that are connected by a common theme. For example, if the extractors are *PartyA* and *PartyB*, group could be *Parties*. To add a group, select **New Group**.

### 2. Create New Extractor

Select **Create New Extractor** to create a review form from scratch. Dialog windows opens where you can **Name** the extractor, choose **Locator**, **Locator Type** and **Analyser**.

### 3. Locator & Locator Type

Select one of the following locators in the Locator section: **Machine Learning** or **Rules-based**. Locator types can be **Quick Learning** or **Advanced Learning**.

### 4. Analyser

In the **Analyser** Type drop-down list, select an analyser for the selected locator and locator type.

### 5. Add from Library

Select this option to add an extractor from the built-in extractors.

### 6. Save Review Form

Select **Save Review Form** to save the review form.

You cannot save a review form unless you provide a name for the review form, have at least one group, and add at least one extractor under each group added.