Summation Case Manager Manual

AccessData
A Pioneer in Digital Investigations Since 1987

AccessData Legal and Contact Information

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Web Site:	http://www.accessdata.com/support/technical-customer-support
	The Support website allows access to Discussion Forums, Downloads, Previous Releases, our Knowledge base, a way to submit and track your "trouble tickets", and in-depth contact information.

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At this time, Professional Services provides support for sales, installation, training, and utilization of Summation, FTK, FTK Pro, Enterprise, eDiscovery, Lab and the entire Resolution One platform. They can help you resolve any questions or problems you may have regarding these solutions.

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Contact AccessData Professional Services in the following ways:

AccessData Professional Services Contact Information

Contact Method	Number or Address
Phone	North America Toll Free: 800-489-5199, option 7
	International: +1.801.377.5410, option 7
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Contents

Part 1

Introducing the Summation Project Manager Guide

This *Summation Project Manager Guide* includes information about managing Summation projects and includes the following parts and chapters:

- Introducing Summation (page 24)
- Introduction to Project Management (page 27)
- Getting Started (page 29)
- Managing Projects (page 49)
- Loading Summation Data (page 214)
- Configuring Data Sources (page 258)
- Exporting Summation Data (page 481)

The information in this *Project Manager Guide* is included in the complete *Summation User Guide* that can be downloaded from http://summation.accessdata.com.

For information about managing the Summation application, see the *Summation User Guide* or the *Summation Admin Guide.*

Chapter 1

Introducing Summation

About AccessData Summation

AD Summation helps you review, documents, electronic data, and transcripts in a web-based console. You can cull and filter the data in a particular project and search for specific terms. The collected evidence can then be processed, reviewed, and exported.

The resulting production set can then be exported into an AD1 format, or into a variety of load file formats such as Concordance, Summation, EDRM, Introspect, and iConect. You can also export native files.

About the Audience for this Guide

This product is intended for use in gathering and processing electronically stored evidence for criminal, civil, and internal corporate projects.

The audience for this forensic investigation software tool includes legal personnel, as well as corporate security and IT professionals who need to access and evaluate the evidentiary value of files, folders, computers, and other electronic data sources. They should be well-versed in the eDiscovery process. They should also have a good understanding of Chain of Custody and the implications of running the AD Summation process within an organization. They should also have the following competencies when using this software:

- Basic knowledge of and training in forensic policies and procedures
- Familiarity with the fundamentals of collecting digital evidence and ensuring the legal validity of the evidence
- Understanding of forensic images and how to acquire forensically sound images
- Experience with project studies and reports

Summation Features

PROCESSING

- Process 700+ data types and associated meta-data while maintaining chain of custody
- Distributed processing that harnesses current hardware technology for unmatched speeds
- Automatically identifies and categorizes data, even encrypted files
- De-duplicate email and ESI across the matter or for a specific custodian, de-NiST and OCR

EARLY PROJECT ASSESSMENT/FIRST PASS REVIEW

- Cull data by custodian, data source, document metadata and type
- Advanced email threading and analytics.
- Advanced search with hundreds of unique data filters
- Custom tagging and bookmarking
- Export to all industry standard load files and EDRM XML

FINAL REVIEW AND PRODUCTION

- Next Generation E-Discovery Review Features
  - Integrated Technology Assisted Review ("TAR" or "Predictive Coding")
  - Integrated visualization module with graphic representation of project data relationships and custodian communication patterns
  - Advanced search, including concept and '4D'
  - Web based with multi-user, multi-site support
  - Email threading, related documents, document family views, and linking
  - New issue coding & tagging panel with customized radio buttons and pick lists
  - Redact in near native view with word boundary support
- Classic Summation Functionality
  - Native Concordance database migration for direct loading into Summation
  - Transcript review with Real Time, notes, color highlighting and reporting
  - Production tools including bates stamping, burned-in redactions and production history
  - Offline, mobile capability – take project offline, work on it, then sync up later

Recommended Hardware Specifications

For the recommended hardware specifications, see the Specifications tab on the following Web page:

http://www.accessdata.com/products/ediscovery-litigation-support/summation

About Summation Reader

Summation Reader is a free version of AccessData Summation that includes a reduced feature set. This section provides a summary of the features that are excluded in Summation Reader.

Feature Limitations:

Application Management Limitations

- You can only have one user account.
- The features on the Management tab are disabled, including User Groups, Admin Roles, and KFF (De-NIST).

Project Limitations

- You can only have one project at a time. You can delete the project and create a new one.
- A project can only import up to 100,000 records.

Project Review Limitations

- Most features in Project Review are functional.
- You cannot export or output any data. The following features are disabled:
    - Production Sets
    - Exporting or downloading native documents
    - Exporting load files
    - Exporting AD1 images
    - Network or local bulk printing
    - Exporting data to CSV files
    - Export Sets Reports

Chapter 2

Introduction to Project Management

This guide is designed to help project/case managers perform common tasks. Project/case manager tasks are performed on the Home page and in Project Review. Project/case managers can perform their tasks as long as the administrator has granted the project manager the correct permission. See the Administrators guide for more information on how administrators can grant global permissions.

About Projects

When you want to assess a set of evidence, you create a project and then add evidence to the project. When evidence is added to the project, the data is processed so that it can be later reviewed, coded, and labeled by a team of reviewers using the Project Review interface.

Workflow for Project/Case Managers

Administrators, or users that have been given rights to manage projects, use the *Home* page of the console to create and manage projects by doing the following tasks.

Basic Workflow for Project Managers

Task	Link to the tasks
Create a project	See Creating a Project on page 62.
Configure the user/group permissions for a project	See Setting Project Permissions on page 97.
Loading Data	You can load data using import or by processing the evidence into the system. See the Loading Data documentation for more information.
Manage evidence and people	See the Loading Data documentation.
Configure the review tools to be used in project review	See Configuring Markup Sets on page 115. See Creating Category Values on page 121. See Configuring Custom Fields on page 119. See Configuring Highlight Profiles on page 127.
View details about the project	See Viewing and Editing Project Details on page 77.

Basic Workflow for Project Managers (Continued)

Task	Link to the tasks
Monitor the Work List	See Work List Tab on page 133. See Monitoring the Work List on page 133.
Manage Document Groups	See Managing Document Groups on page 135.
Upload Transcripts/Exhibits	See Updating Transcripts on page 140.
Create Production Sets	See the Exporting documentation.
Export the selected evidence	See the Exporting documentation.
Run reports	See Running Reports on page 108.

Chapter 3
Getting Started

Terminology

Features and technology are shared across the multiple applications. To provide greater compatibility between products, some terminology in the user interface and documentation has been consolidated. The following table lists the common terminology:

Terminology Changes

Previous Term	New Term
Case	Project
Custodian	Person
Custodians	People
System Console	Work Manager Console
Security Log	Activity Log
Audit Log	User Review Activity

About the AccessData Web Console

The application displays the AccessData web-based console that you can open from any computer connected to the network.

All users are required to enter a username and password to open the console.

What you can see and do in the application depends on your product license and the rights and permissions granted to you by the administrator. You may have limited privileges based on the work you do.

See About User Accounts on page 31.

Web Console Requirements

Software Requirements

The following are required for using the features in the web console:

- Windows-based PC running the Internet Explorer web browser:
    - Internet Explorer 9 or higher is required for full functionality of most features.
    - Internet Explorer 10 or higher is required for full functionality of all features. (Some new features use HTML5 which requires version 10 or higher.

        Note: If you have issues with the interface displaying correctly, view the application in compatibility view for Internet Explorer.

    - The console may be opened using other browsers but will not be fully functional.
- Internet Explorer Browser Add-on Components
    - Microsoft Silverlight--Required for the console.
    - Adobe Flash Player--Required for imaging documents in Project Review.
- AccessData console components
    - AD NativeViewer--Required for viewing documents in the Alternate File Viewer in Project Review. Includes Oracle OutsideX32.
    - AD Bulk Print Local--Required for printing multiple records using Bulk Printing in Project Review.

    To use these features, install the associated applications on each users' computer.
    See Installing the Browser Components on page 33.

Hardware Recommendations

- Use a display resolution of 1280 x 1024 or higher.
    Press **F11** to display the console in full-screen mode and maximize the viewing area.

About User Accounts

Each user that uses the web console must log in with a user account. Each account has a username and password. Administrators configure the user accounts.

User accounts are granted permissions based on the tasks those users perform. For example, one account may have permissions to create and manage projects while another account has permissions only to review files in a project.

Your permissions determine which items you see and the actions you can perform in the web console.

There is a default Administrator account.

User Account Types

Depending on how the application is configured, your account may be either an Integrated Windows Authentication account or a local application account.

The type of account that you have will affect a few elements in the web interface. For example, if you use an Integrated Windows Authentication account, you cannot change your password within the console. However, you can change your password within the console if you are using an application user account.

Opening the AccessData Web Console

You use the AccessData web console to perform application tasks.

See About the AccessData Web Console on page 30.

You can launch the console from an approved web browser on any computer that is connected to the application server on the network.

See Web Console Requirements on page 30.

To start the console, you need to know the IP address or the host name of the computer on which the application server is installed.

When you first access the console, you are prompted to log in. Your administrator will provide you with your username and password.

To open the web console

1. Open Internet Explorer.

   Note: Internet Explorer 7 or higher is required to use the web console for full functionality. Internet Explorer 10 or 11 is recommended.

2. Enter the following URL in the browser's address field:
   https://<host_name>/ADG.map.Web/
   where `<host_name>` is the host name or the IP address of the application server.
   This opens the login page.
   You can save this web page as a favorite.

3. One of two login pages displays:

If you are using Integrated Windows Authentication, the following login page displays.

Integrated Windows Authentication Page
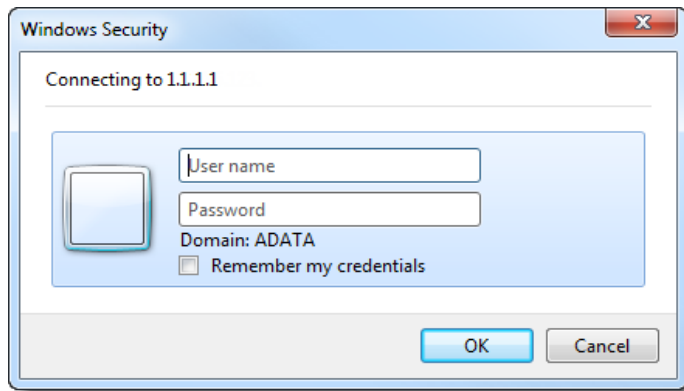
> **Note:** If you are using Integrated Windows Authentication and are not on the domain, you will see a Windows login prompt.

If you are *not* using Integrated Windows Authentication, the login page displays the product name and version for the product license that your organization is using and provides fields for your username and password.

Non-Integrated Windows Authentication Login
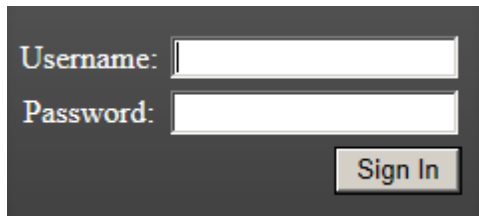
4. On the login page, enter the username and password for your account.

If you are logging in as the administrator for the very first time and have not enabled Integrated Window Authentication, enter the pre-set default user name and password. Contact your technical support or sales representative for login information.

5. Click **Sign In**.

If you are authenticated, the application console displays.

If you cannot log in, contact your administrator.

6. The first time the web console is opened on a computer, you may be prompted to install the following plug-ins:

- Microsoft Silverlight
- Adobe Flash Player
- AD Alternate File Viewer (Native Viewer)
- AD Bulk Print Local

  Download the plug-ins. When a pop-up from Internet Explorer displays asking to run or download the executable, click **Run**. Complete the install wizard to finish installing the plug-in.

  See Web Console Requirements on page 30.

  See Installing Browser Components Manually on page 35.

Installing the Browser Components

To use all of the features of the web console, each computer that runs the web console must have Internet Explorer and the following add-ons:

- Microsoft Silverlight--Required for the console.
- Adobe Flash Player--Required for imaging documents in Project Review.
- AccessData Alternate File Viewer (Native Viewer)--Required for imaging documents in Project Review. This includes the Oracle OutsideX32 plug-in.
- AccessData Local Bulk Print--Required for printing multiple records using Bulk Printing in Project Review

Important: Each computer that runs the console must install the required browser components. The installations require Windows administrator rights on the computer.

Upon first login, the web console will detect if the workstation's browser does not have the required versions of the add-ons and will prompt you to download and install the add-ons.

See Installing Components through the Browser on page 33.

See Installing Browser Components Manually on page 35.

Installing Components through the Browser

Microsoft Silverlight

To install Silverlight

1. If you need to install Silverlight, click **Click now to install** in the Silverlight plug-in window.
2. Click **Run** in the accompanying security prompts.
3. On the *Install Silverlight* dialog, **Install Now**.
   When the Silverlight installer completes, on the Installation successful dialog, click **Close.**

If the web browser does not display the AD logo and then the console, refresh the browser window.

The application Main Window displays and you can install Flash Player from the plug-in installation bar.

Adobe Flash Player

To install Flash Player

1. If you need to install Flash Player, click the **Flash Player** icon.
2. Click **Download now**.
3. Click **Run** in the accompanying security prompts.
4. Complete the installation.
5. Refresh the browser.

Once the application is installed, you need to install the Alternate File Viewer and Local Bulk Print software. You can find the links to download the add-ons in the dropdown in the upper right corner of the application.

AccessData Alternate File Viewer (Native Viewer)

To install the AD Alternate File Viewer (Native Viewer)

1. From the *User Actions* dropdown, select **AD Alternate File Viewer**.
2. Click **RUN** on the NearNativeSetup.exe prompt.
3. Click **Next** on the *InstallShield Wizard* dialog.
4. Click **Next** on the *Custom Setup* dialog.
5. Click **Install** on the *Ready to Install the Program* dialog.
6. Allow the installation to proceed and then click **Finish**.
7. Close the browser and re-log in.
8. Click **Allow** on the ADG.UI.Common.Document.Views.NearNativeControl prompt.
9. Refresh the browser.

AccessData Local Bulk Print

To install the Local Bulk Print add-on

1. From the *User Actions* dropdown, select **AD Local Bulk Print**.
2. Click **Run** at the AccessData Local Bulk Print.exe prompt in Internet Explorer.
3. In the *InstallShield Wizard* dialog, click **Next**.
4. Accept the license terms and click **Next**.
5. Accept the default location in the *Choose Destination Location* dialog and click **Next**.
6. Click **Install** on the *Ready to Install the Program* dialog.
7. Click **Finish**.

Installing Browser Components Manually

You can use EXE files to install the components outside of the browser. You can run these locally or use software management tools to install them remotely.

Installing AD Alternate File Viewer

To install the Alternate File Viewer add-on, navigate to the following path on the server:

`C:\Program Files (x86)\AccessData\MAP\NearNativeSetup.exe`

To install the AD Alternate File Viewer add-on

1. Run the `NearNativeSetup.MSI` file.
2. Click **Next** on the *InstallShield Wizard* dialog.
3. Click **Next** on the *Custom Setup* dialog.
4. Click **Install** on the *Ready to Install the Program* dialog.
5. Allow the installation to proceed and then click **Finish**.

Installing the Local Bulk Print Tool

To install the Local Bulk Print tool, navigate to the following path on the server:

`C:\Program Files (x86) \AccessData\MAP\AccessDataBulkPrintLocal.exe`

To install the Local Bulk Print add-on

1. Run the `AccessDataBulkPrintLocal.exe`. The wizard should appear.
2. Click **Next** to begin.
3. Click **Next** on the *Select Installation Folder* dialog.
4. Click **Next**. After the installation is complete, click **Close**.

Installing Adobe Flash Player

Visit http://get.adobe.com/flashplayer/ and follow the prompts to install the flash player.

Introducing the Web Console
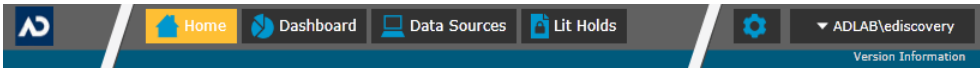
The user interface for the application is the AccessData web console. The console includes different tabs and elements.
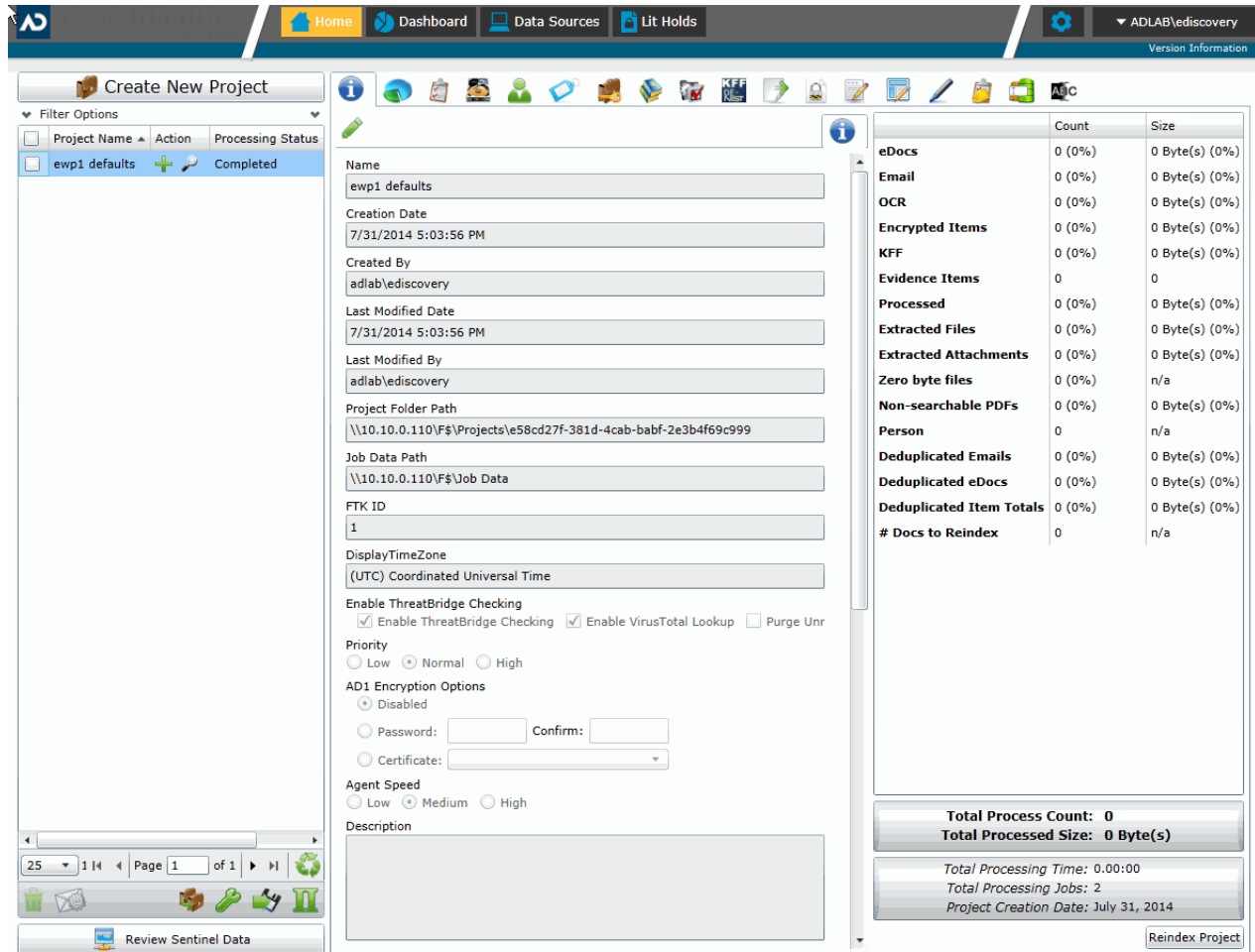
The items that display in the console are determined by the following:

- Your application's license
- Your user permissions

The main elements of the application are listed in the following table. Depending on the license that you own and the permissions that you have, you will see some or all of the following:

Component	Description
Navigation bar	This lets you open multiple pages in the console.
Home page	The *Home* page lets you create, view, manage, and review projects based on the permissions that you have. This is the default page when you open the console. See Using the Project Management Home Page on page 50.

Component	Description
Dashboard	(Available in Resolution1 CyberSecurity, Resolution1, and Resolution1 eDiscovery) The *Dashboard* allows you to view important event information in an easy-to-read visual interface. See Using the Dashboard on page 337.
Data Sources	The *Data Sources* tab lets you manage people, computers, network shares, evidence, as well as several different connectors. This tab allows you to manage these data sources throughout the system, not just by project. See About Data Sources on page 115.
Lit Hold	(Available in Resolution1 CyberSecurity and Resolution1 eDiscovery) The *Lit Hold* tab lets you create and manage litigation holds. See Managing Litigation Holds on page 310.
Alerts	(Available in Resolution1 products only) The *Alerts* tab allows you to view alerts as they enter the user interface. Viewing Alerts on page 540
Management (gear icon)	The *Management* page lets administrators perform global management tasks. See Opening the Management Page on page 52.
User Actions	Actions specific to the logged-in user that affects the user's account. See User Actions on page 41.
Project Review	The *Project Review* page lets you analyze, filter, code and label documents for a selected project. You access *Project Review* from the *Home* page. See the *Reviewer Guide* for more information on Project Review. You can download the *Reviewer Guide* from the *Help/Documentation link*. See User Actions on page 41.

The Project List Panel

The *Home* page includes the *Project List* panel. The *Project List* panel is the default view after logging in. Users can only view the projects for which they have created or been given permissions.

Administrators and users, given the correct permissions, can use the project list to do the following:

- Create projects.
- View a list of existing projects.
- Add evidence to a project.
- Launch Project Review.

If you are not an administrator, you will only see either the projects that you created or projects to which you were granted permissions.

The following table lists the elements of the project list. Some items may not be visible depending on your permissions.

Elements of the Project List

Element	Description
Create New Project	Click to create a new project. See Creating a Project on page 62.
Filter Options	Allows you to search and filter all of the projects in the project list. You can filter the list based on any number of fields associated with the project, including, but not limited to the project name. See Filtering Content in Lists and Grids on page 46.
Filter Enabled	Displayed if you have enabled a filter.
Project Name Column	Lists the names of all the projects to which the logged-in user has permissions.
Action Column	Allows you to add evidence to a project or enter Project Review.
	Add Data Allows you to add data to the selected project.
	Project Review Allows you to review the project using Project Review. See the Reviewer Guide for more information on using Product Review. You can download the Reviewer Guide from the Help/Documentation link. See Changing Your Password on page 42.
Processing Status Column	Lists the status of the projects: Not Started - The project has been created but no evidence has been added. Processing - Evidence has been added and is still being processed. Completed - Evidence has been added and processed. **Note:** When processing a small set of evidence, the Processing Status may show a delay of two minutes behind the actual processing of the evidence. You may need to refresh the list to see the current status. See *Refresh* below.
Size Column	Lists the size of the data within the project.
Page Size drop-down	Allows you to select how many projects to display in the list. The total number of projects that you have permissions to see is displayed.
Total	Lists the total number of projects displayed in the Project List.
Page	Allows you to view another page of projects.
Refresh	If you create a new project, or make changes to the list, you may need to refresh the project list
Delete	Select one or more projects and click **Delete Project** to delete them from the *Project List*.
Project Property Cloning	Clone the properties of an existing project to another project. You can apply a single project's properties to another project, or you can pick and choose properties from multiple individual projects to apply to a single project. See Using Project Properties Cloning on page 76.

Element	Description
Custom Properties	Add, edit, and delete custom columns that will be listed in the Project list panel. When you create a project, this additional column will be listed in the project creation dialog. See Adding Custom Properties on page 55.
Export to CSV	Export the Project list to a .CSV file. You can save the file and open it in a spreadsheet program.
Columns	Add or remove viewable columns in the *Project List*.

User Actions

Once in the web console, you can preform user actions that are specific to you as the logged-in user. You access the options by clicking on the logged-in user name in the top right corner of the console.

User Actions
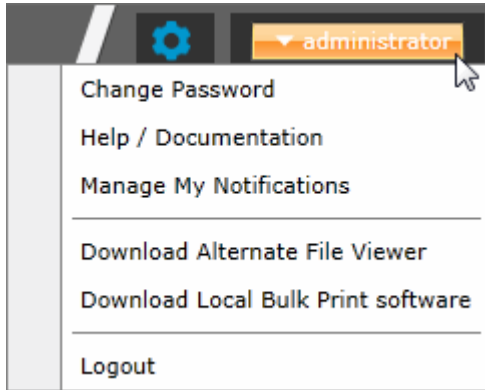
User Actions

Link	Description
Logged-on user	The username of the logged-on user is displayed; for example, administrator.
Change password	Lets the logged-on user change their password. See Changing Your Password on page 42. **Note: This function is hidden if you are using Integrated Windows Authentication.**
Help/ Documentation	Lets you to access the latest version of the Release Notes and User Guide. The files are in PDF format and are contained in a ZIP file that you can download.
Manage My Notifications	Lets you to manage the notifications that you have created and that you belong to. See About Managing Notifications for a Job on page 411. You can delete notifications, export the notifications list to a CSV file, and filter the notifications with the Filter Options. See Filtering Content in Lists and Grids on page 46.
Download Alternate File Viewer	Lets you to download the Alternate FIle Viewer application. See AccessData Alternate File Viewer (Native Viewer) on page 34.
Download Local Bulk Print software	Lets you to access the latest version of the Local Bulk Print software. See AccessData Local Bulk Print on page 35.
Logout	Logs you off and returns you to the login page. **Note: This function is hidden if you are using Integrated Windows Authentication.**

Changing Your Password

Note: This function is hidden if you are using Integrated Windows Authentication. You must change your password using Windows.
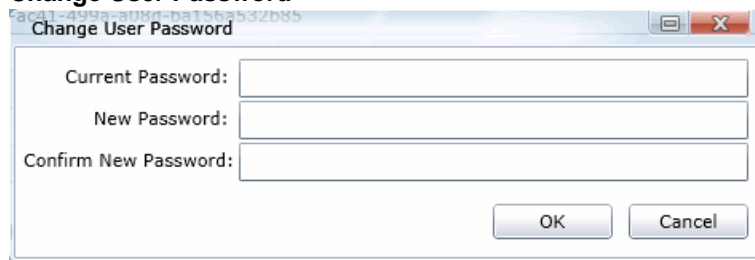
Any logged-in user can change their password. You may want to change your password for one of the following reasons:

- You are changing a default password after you log in for the first time.
- You are changing your password on a schedule, such as quarterly.
- You are changing your password after having a password reset.

To change your own password

1. Log in using your username and current password.
   See To open the web console on page 31.
2. In the upper right corner of the console, click your logged-in username.
3. Click **Change Password**.

Change User Password

4. In the **Change User Password** dialog, enter the current password and then enter and confirm the new password in the respective fields. The following are password requirements:
   - The password must be between 7 - 50 characters.
   - At least one Alpha character.
   - At least one non-alphanumeric character.
5. Click **OK**.

Using Elements of the Web Console

Maximizing the Web Console Viewing Area

You can press **F11** to enable or disable the console in full-screen mode.

About Content in Lists and Grids

Many objects within the console are made up of lists and grids. Many elements in the lists and grids recur in the panels, tabs, and panes within the interface. The following sections describe these recurring elements.

You can manage how the content is displayed in the grids.

- See Refreshing the Contents in List and Grids on page 43.
- See Managing Columns in Lists and Grids on page 44.
- See Sorting by Columns on page 43.
- See Filtering Content in Lists and Grids on page 46.
- See Changing Your Password on page 42.

Refreshing the Contents in List and Grids

There may be times when the list you are looking at is not dynamically updated. You can refresh the contents by

clicking 🔄 .

Sorting by Columns

You can sort grids by most columns.

Note: You can set a default column to sort by when you create a project or in the *Project Details* pane. The default is ObjectID.

To sort a grid by columns

1. Click the column head to sort by that column in an ascending order.
   A sort indicator (an up or down arrow) is displayed.
2. Click it a second time to sort by descending order.
3. Click **Search Options** > **Clear Search** to return to the default column.

Sorting By Multiple Columns

In the *Item List* in *Project Review*, you can also sort by multiple columns. For example, you can do a primary sort by file type, and then do a second sort by file size, then a third sort by accessed date.

To sort a grid by columns

1. Click the column head to sort by that column in an ascending order.

    A sort indicator (an up or down arrow) is displayed.

2. Click it a second time to sort by descending order.

3. In the *Item List* in *Project Review*, to perform a secondary search on another column, hold Shift+Alt keys and click another column.

    A sort indicator is displayed for that column as well.

4. You can repeat this for multiple columns.

Moving Columns in a Grid View

You can rearrange columns in a Grid view in any order you want. Some columns have pre-set default positions. Column widths are also sizable.

To move columns

❖   In the Grid view, click and drag columns to the position you want them.

Managing Columns in Lists and Grids

You can select the columns that you want visible in the Grid view. Project managers can create custom columns in the Custom Fields tab on the *Home* page.

See Configuring Custom Fields on page 119.

For additional information on using columns, see *Using Columns in the Item List Panel* in the *Reviewer Guide*.

To manage columns

1. In the grid, click 🎨 **Columns**.

2. In the *Manage Columns* dialog, there are two lists:

    *   *Available Columns*

        Lists all of the Columns that are available to display. They are listed in alphabetical order.

        If the column is configured to be in the Visible Columns, it has a ▬ .

        If the column is not configured to be in the Visible Columns, it has a ➕ .
        If the column is a non-changeable column (for example, the Action column in the Project List), it has a 🚫 .

    *   *Visible Columns*

        Lists all of the Columns that are displayed. They are listed in the order in which they appear.

Manage Columns Dialog
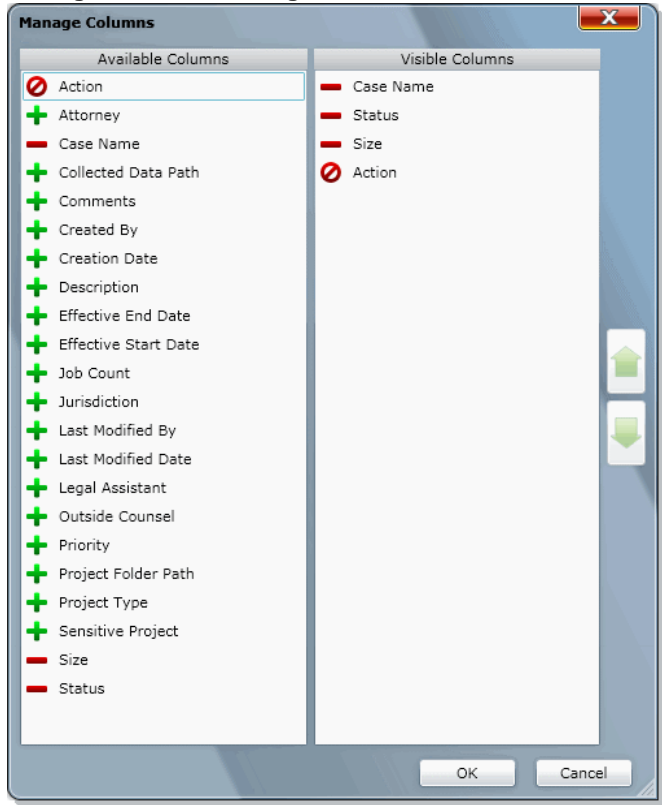
3. To configure columns to be visible, in the *Available Columns* list, click the ✚ for the column you want visible.

4. To configure columns to not be visible, in the *Visible Columns* list, click the ━ for the column you want not visible.

5. To change the display order of the columns, in the *Visible Columns* list, select a column name and click ⬆ or ⬇ to change the position.

6. Click **OK**.

Managing the Grid's Pages

When a list or grid has many items, you can configure how many items are displayed at one time on a page. This is helpful for customizing your view based on your display size and resolution and whether or not you want to scroll in a list.

To configure page size

1. Below a list, click the **Page Size** drop-down menu.

2. Select the number of items to display in one page.

3. Use the arrows by **Page *n* of *n*** to view the different pages.

Filtering Content in Lists and Grids

When a list or grid has many items, you can use a filter to display a portion of the list. Depending on the data you are viewing, you have different properties that you can filter for.

For example, when looking at the Activity Log, there could be hundreds of items. You may want to view only the items that pertain to a certain user. You can create a filter that will only display items that include references to the user.

For example, you could create the following filter:

Activity   contains   BSmith

This would include activities that pertain to the BSmith user account, such as when the account was created and permissions for that user were configured.

You could add a second filter:

Activity   contains   BSmith

OR Username =   BSmith

This would include the activities performed by BSmith, such as each time she logged in or created a project.
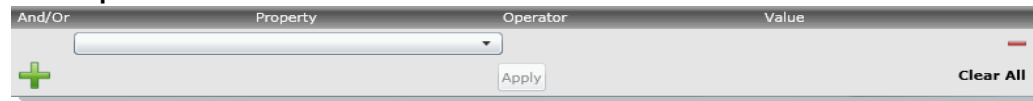
In this example, because an OR was used instead of an AND, both sets of results are displayed.

You can add as many filters as needed to see the results that you need.

To use filters

1. Above the list, click **Filter Options**.
   This opens the filter tool.

Filter Options

2. Use the *Property* drop-down to select a property on which to filter.
   This list will depend on the page that you are on and the data that you are viewing.

3. Use the *Operator* drop-down to select an operator to use.
   See Filter Operators on page 47.

4. Use the *Value* field to enter the value on which you want to filter.
   See Filter Value Options on page 48.

5. Click **Apply**.
   The results of the filter are displayed.
   Once a filter had been applied, the text *Filter Enabled* is displayed in the upper-right corner of the panel. This is to remind you that a filter is applied and is affecting the list of items.

6. To further refine the results, you can add additional filters by clicking ✚ **Add**.

7. When adding additional filters, be careful to properly select *And/Or*.
   If you select **And,** all filters must be true to display a result. If you select **OR**, all of the results for each filter will be displayed.

8. After configuring your filters, click **Apply**.

9. To remove a single filter, click ▬ **Delete**.

10. To remove all filters, click **Disable** or **Clear All**.

11. To hide the filter tool, click **Filter Options**.

Filter Operators

The following table lists the possible operators that can be found in the filter options. The operators available depend upon what property is selected.

Filter Operators

Operator	Description
=	Searches for a value that equals the property selected. This operator is available for almost all value filtering and is the default value.
!=	Searches for a value that does not equal the property selected. his operator is available for almost all value filtering.
>	Searches for a value that is greater than the property selected. This operator is available for numerical value filtering.
<	Searches for a value that is less than the property selected. This operator is available for numerical value filtering.
>=	Searches for a value that is greater than and/or equal to the property selected. This operator is available for numerical value filtering.
<=	Searches for a value that is less than and/or equal to the property selected. This operator is available for numerical value filtering.
Contains	Searches for a text string that contains the value that you have entered in the value field. This operator is available for text string filtering.
StartsWith	Searches for a text string that starts with the value that you have entered in the value field. This operator is available for text string filtering.
EndsWith	Searches for a text string that ends with a value that you have entered in the value field. This operator is available for text string filtering.

Filter Value Options

The following table lists the possible value options that can be found in the filter options. The value options available depend upon what property is selected.

Filter Value Options

Value Option	Description
Blank field	This value allows you to enter a specific item that you can search for. The *Description* property is an example of a property where the value is a blank field.
Date value	This value allows you to enter a specific date that you can search for. You can enter the date in a m/d/yy format or you can pick a date from a calendar. The *Creation Date* property is an example of a property where the value is entered as a date value.
Pulldown	This value allows you to select from a pulldown list of specific values. The pulldown choices are dependent upon the property selected. The *Priority* property with the choices *High*, *Low*, *Normal*, *Urgent* is an example of a property where the value is chosen from a pulldown.

Part 2

Managing Projects

This part describes how to manage Summation projects and includes the following sections:

Chapter 4
Using the Project Management Home Page

Viewing the Home Page

Administrators, and users given permissions, use the *Home* page to do the following:

- Create projects
- View a list of existing projects
- Add evidence to a project
- Launch Project Review

If you are not an administrator, you will only see either the projects that you created or projects to which you were granted permissions.

To view the home page

1. Log in to the console.
2. In the application console, click **Home**.
   The Project List Panel is on the left-side of the page.

See The Project List Panel on page 52.

Administrators, and users with the Create/Edit Projects permission, create projects to add and process evidence.

See About Projects on page 27.

Introducing the Home Page

The project management Home page is where you see the Project list and details about the project.

Home Page

Elements of the Home Page

Elements	Description
Project List Panel	See The Project List Panel on page 52.
Project Details	See Viewing and Editing Project Details on page 77.
Jobs	See Introduction to Jobs on page 377.
Evidence	The evidence in the project. See the Loading Data Guide for more information.
People	People that are associated to the project. You can add people and associate and disassociate people to the project. See Managing People for a Project on page 57. In the *Evidence* tab at the bottom, you can also see any people that have been associated to specific evidence within the project.
Tags	See Managing Tags on page 89.

Elements of the Home Page (Continued)

Elements	Description
Permissions	See Setting Project Permissions on page 97.
Reports	See Running Reports on page 108.
Processing Options	The processing options used for the project. See the Admin Guide for more information.
KFF	See Using KFF (Known File Filter) on page 190..
Printing/Export	See the Export documentation.
Lit Hold	Resolution1 eDiscovery and Resolution1 Platform only.
Markup Sets	See Configuring Markup Sets on page 115.
Tagging Layout	See Configuring Tagging Layouts on page 122.
Highlight Profiles	See Configuring Highlight Profiles on page 127.
Work List	See Monitoring the Work List on page 133.
Custom Fields	See Configuring Custom Fields on page 119.
Redaction Text	See Configuring Redaction Text on page 131.

The Project List Panel

The *Home* page includes the *Project List* panel. The *Project List* panel is the default view after logging in. Users can only view the projects for which they have been given permissions.

Administrators and users, given the correct permissions, can use the project list to do the following:

- Create projects.
- View a list of existing projects.
- Add evidence to a project. See Importing Data on page 215.

- Launch Project Review.

If you are not an administrator, you will only see either the projects that you created or projects to which you were granted permissions.

The following table lists the elements of the project list. Some items may not be visible depending on your permissions.

Elements of the Project List

Element	Description
Create New Project	Click to create a new project.
Filter Options	Allows you to search and filter all of the projects in the project list. You can filter the list based on any number of fields associated with the project, including, but not limited to the project name. See Filtering Content in Lists and Grids on page 46.
Project Name Column	Lists the names of all the projects to which the logged-in user has permissions.
Status Column	Lists the status of the projects: Not Started - The project has been created but no evidence has been imported. Processing - Evidence has been imported and is still being processed. Completed - Evidence has been imported and processed. **Note:** The Processing Status may show a delay of two minutes behind the actual processing of the evidence. This is only noticeable when processing a small set of evidence. See Refresh below.
Size Column	Lists the size of the data within the project.
Action Column	Allows you to add evidence to a project or enter Project Review.
Add Data	Allows you to add data to the selected project.
Project Review	Allows you to review the project using Project Review. See the Reviewers Guide for more information.
Page Size Drop-down	Allows you to select how many projects to display in the list. The total number of projects that you have permissions to see is displayed.
Total	Lists the total number of projects displayed in the Project List.
Page	Allows you to view another page of projects.
Refresh	If you create a new project, or make changes to the list, you may need to refresh the project list
Custom Properties	Add, edit, and delete custom columns with the default value that will be listed in the Project list panel. When you create a project, this additional column will be listed in the project creation dialog. See Adding Custom Properties on page 55.

Elements of the Project List (Continued)

Element	Description
Project Property Cloning	Clone the properties of an existing project to another project. You can apply a single project's properties to another project, or you can pick and choose properties from multiple individual projects to apply to a single project. See Using Project Properties Cloning on page 76.
Export to CSV	Export the Project list to a .CSV file. You can save the file and open it in a spreadsheet program.
Columns	Add or remove viewable columns in the *Project List*.
Delete	Highlight project and click **Delete Project** to delete it from the *Project List*.

Adding Custom Properties

With Custom Properties, you can add, edit, and delete custom columns with the default value that will be listed in the Project list panel. When you create a project, these additional columns will be listed in the project creation dialog and will be available to populate when editing projects that have already been created.

When you create a new project, any custom properties marked as required will be available at the top of the Create New Project dialog, while non-required custom properties will be at the bottom of the dialog. When you edit an existing project, all custom properties will be at the bottom of the pane, whether they are required or not. However, the required custom properties will be bolded to differentiate from non-required custom property fields.

To add a custom Properties

1. In the console, in the Project List, click ![wrench icon] **Custom Properties**.

2. Click ![plus icon] **Add**.

3. Configure the custom property details and click **OK.**

Custom Properties

The following table lists the options available to you in the Custom Properties dialog:

Custom Properties Dialog

Element	Description
![plus icon]	Allows you to add a custom property.
![edit/pencil icon]	Allows you to edit a custom property.
![minus icon]	Allows you to delete a custom property.
Name	This is a required field for a new custom property.
Description	This field is optional.
Required Field	Mark to make the custom property a required column. If the custom property column is a required field, any previously created project must have this field populated when you edit the project.
Type	Choose whether the column is a text field or a choice field
Text	Choose to make the custom property field a text field.
Default Value	When this field is populated for text custom properties, the Default Value will display on all existing projects.
Choice	Choose to make the custom property field a choice field. Enter one choice per line, separated by the Enter key. The first choice listed in the choice field will be the default for all projects. If you do not want the first choice to be the default choice, leave the first line blank.

Custom Properties Dialog (Continued)

Element	Description
	Allows you to refresh the Custom Properties list.
	Allows you to delete a custom property.

Managing People for a Project

About People

The term "person" references any identified person or custodian who may have data relevant to evidence in a project. You can associate people to a specific project and to specific evidence items within that project.

In Review, you can use the *Person* column to see the person that is associated with each item. You can sort, filter, and search using the *Person* column.

Note: A person references people that are associated with evidence, they are not the users of the Summation product.

About Managing People

When you manage people, you do the following:

- Create a person
- Edit the properties of a person
- Delete a person
- Associate a person with or dis-associate a person from a project
- Associate a person to a specific evidence item.

You can create a person in the following ways:

- Using the *People* tab on the *Data Sources* page. This creates people at a global level which can be associated with any project.
  See the *Data Sources* chapter.
- Using the *People* tab on the *Home* page. This creates people for a specific project.
  See Adding People on page 59.
- Using the *Add Evidence Wizard*.
  See About Associating People with Evidence on page 218.

For the most functionality of managing people, there are more options on the *Data Sources* page than on the *Home* page. For example, on the *Data Sources* page, you can delete People and add them using

You associate people to projects in the following ways:

- Associate a person to a whole project when you create a project.
  See Creating Projects on page 62.
- Associate a person to a whole project after you create a project.
  See Associating a Project to a Person on page 61.
- Associate a person to specific evidence that you add to a project.
  See About Associating People with Evidence on page 218.

About the Project's Person Tab

You can manage people for a project from the People tab on the *Home* page. The people are listed in the *Person* List. The main view of the *Person* List includes the following sortable columns:

People Information Options

Option	Description
First Name	The first name of the person.
Last Name	The last name of the person.
Username	The computer username of the person.
Email Address	The email address of the person.
Creation Date	The date that the person resource was created.
Domain	The network domain to which the person belongs.

When you create and view the list of people, this list is displayed in a grid. You can do the following to modify the contents of the grid:

- Control which columns of data are displayed in the grid.
- Sort the columns
- Define a column on which you can sort.
- If you have a large list, you can apply a filter to display only the items you want.

See Managing Columns in Lists and Grids on page 44.

Highlighting a person in the list populates the **Person Details** info pane on the right side. The **Person Details** info pane has information relative to the currently selected person, beginning with the first name.

At the bottom of the page, you can use the *Evidence* tab to view the evidence that person is associated with.

Project's Person Tab Options

The following table lists the various options that are available under the *Person* tab.

Note: To import people from Active Directory or to delete a person, use the *Data Sources* page.

Person Tab Options

Element	Description
Filter Options	Allows you to filter the person list. See Filtering Content in Lists and Grids on page 46.
Add	Click to add a person. See Adding People on page 59.
Edit	Click to edit a person. See Editing a Person on page 60.
Refresh	Click to refresh the person list.
Import People	Click to import people from a CSV file. See Importing People From a CSV File on page 61.
Export to CSV	Export the current set of data to a CSV file.
Columns	Click to adjust what columns display in the Person List. See Managing Columns in Lists and Grids on page 44.
Evidence	Allows you to view evidence that has been associated to a person. In the *Evidence* pane, you can do the following: ● Filter the Evidence list. ● Add Custom Properties. See Adding Custom Properties on page 55. ● Export the *Evidence* list to a CSV file. ● Adjust the columns' display in the *Evidence* list. ● See Managing Evidence for Collecting Data on page 148.

Adding People

Administrators, and users with permissions, can add people.

You can add people in the following ways:

- Manually adding people
- Importing people from a file
  See Importing People From a CSV File on page 61.
- Creating or importing people while importing evidence
  See Managing Evidence for Collecting Data on page 148.

- Importing people from Active Directory.
  See

People Information Options

Option	Description
First Name	The first name of the person. This field is required.
Middle Initial	The middle initial of the person.
Last Name	The last name of the person. This field is required.
Username	The computer username of the person. This field is required.
Domain	The network domain to which the person belongs.
Notes Username	The username of the person as it appears in their Lotus Notes Directory. A Lotus Notes username is typically formatted as Firstname Lastname/Organization as in the following example: Pat Ng/ICM
Email Address	The email address of the person.

Manually Creating People for a Specific Project

To manually create a person

4. On the **Home > Data Sources > People** tab, click ✚ **Add.**

5. In *Person Details*, enter the person details.

6. Click **OK**.

Editing a Person

You can edit any person that you have added to the project.

To edit a project-level person

1. On the **Home > Data Sources > People** tab, select a person that you want to edit.

2. Click 🖉 **Edit**

3. In *Person Details*, edit person details.

4. Click **OK**.

Importing People From a CSV File

From the *People* tab, you can import a list of people into the system from a CSV file. Before importing people from a CSV file, you need to be aware of the following items:

- You must define any custom columns before importing the CSV file. See Adding Custom Properties on page 55.
- Make sure that your columns have headers.
- Multiple items in columns must be separated by semicolons.

To import people from a CSV file

1. On the **Home > People** tab, click ![icon] **Import People**.

2. From the *Import People from CSV* dialog, choose from the following options:

   - **Import custom columns**. This option is not available if custom columns have not been previously defined.

   - **Merge into existing people**. This option will overwrite fields, such as first name, last name, and email address. It also adds new computers, network shares, etc. to existing associations.

     Note: For an entry to be considered a duplicate in the External Evidence column, the network path, assigned person, and type (such as image or native file) must be the same. If there are any differences between these three fields, the entry is brought in as a new External Evidence item.

   - **Download Sample CSV**. This allows you to download a sample CSV file illustrating how your CSV file should be created. This example is dynamic; if you have created custom columns for people, those custom columns appear in the sample CSV file.

     Note: If your license does not support certain features (such as network shares or computers), the columns for those items appear in the CSV without any data populated in the columns.

3. Once options have been selected, click **OK**.

4. Browse to the CSV file that you want to upload.

5. After file has been uploaded, a *People Import Summary* dialog appears. This displays the number of people added, merged, and/or failed, with details if an import failed. Click **OK**.

Associating a Project to a Person

From the *Projects* pane under the *Person* tab, you can associate and disassociate projects to a selected person.

To associate a project to a person

1. In the *Person* list pane, click ![icon] to add people.

2. In the *Associate People to <Project>* dialog, do one of the following:

   - In the *All People* pane, click ![icon] to add projects to the *Associated People* pane.

   - In the *All People* pane, click ![icon] to projects from the *Associated People* pane.

3. Click **OK**.

4. (optional) Click ![icon] to remove people from an associated project.

Chapter 5
Creating a Project

Creating Projects

Administrators and project managers with the *Create Project* admin role can create projects from the Project List panel.

To create a new project

1. Log in as an administrator or as a user that has permissions to create projects.

2. Click **Create New Project**.

3. In the *Create New Project* page, on the *Info* tab, configure the general project properties.
   See General Project Properties on page 62.

4. (Optional) Click the **People** tab to add people to the project.
   This is where you configure the people of the evidence of this project.
   People for the project can be configured later, but should be done before processing evidence.
   See the Data Sources chapter.

5. Click the **Processing Options** tab to set the processing options for the project.
   This is where you set the options for how the evidence is processed when it is added to the project.
   This setting may have a default value that you can use or change, or this setting may be configured and hidden by the administrator.
   See Evidence Processing and Deduplication Options on page 66.

   Note: You cannot change the processing options after you have created the project.

6. Select one of the following options:

   - **Create Project**: Click to create the project without importing evidence. This option will create the project and return you to the Project Management page. You can then configure the project by adding evidence, assigning permissions, and so on.

   - **Create Project and Import Evidence**: Click to create the project and begin importing evidence. See the Loading Data documentation for information on how to import evidence.

General Project Properties

You can set the properties of the specific project.

Many of the fields may be populated by values set in the **Project Defaults** configuration block under the *Management* tab. See Configuring Default Project Settings on page 80. The following table describes the general Project Properties.

General Project Properties Options

Option	Description
Project Name	Project Names must be only alphanumeric characters. Special characters will cause the project creation to fail.
Description	(Optional) This option allows you to enter the description of the project.
Project Folder Path	Allows you to specify a local path or a UNC network path to the project folder. This path is the location where all non-Oracle project data is stored. **Note:** This setting may have a default value that you can use or change, or this setting may be configured and hidden by the administrator. For example, a folder with the Project name can be created in the actual directory to be identified and managed easily. You then change the path to reflect and include the new directory. See the Admin Guide for information on configuring project defaults
Job Data Path	The responsive folder path is the location of reports data.
Display Time Zone	This option allows you to display the dates and times of files and emails based on this specified time zone. For example, if data was collected in the Eastern Time zone, you can select to display times in the Pacific Time zone and all dates will be offset by four hours to display in PST. The default is set for (UTC) Coordinated Universal Time. See Normalized Time Zones on page 64.
Sort Evidence Items By	You can set the default column that you wan to sort by when opening *Project Review.* You select the default column and then select the default sorting oder: ascending or descending. The setting is project-specific and not user specific. In *Review*, you can still click any column to sort on. See Sorting by Columns on page 43.
Priority	This option allows you to set the priority of the project.
AD1 Encryption	This option allows you to set the AD1 encryption for the project.
Project Type	(Optional) This option allows you to enter the project type.
Attorney	(Optional) This option allows you to specify the attorney for the project. This option may be populated by an entry set in the **Project Defaults** configuration block under the *Management* tab, but can be overwritten for the individual project.
Legal Assistant	(Optional) This option allows you to specify the legal assistant for the project. This option may be populated by an entry set in the **Project Defaults** configuration block under the *Management* tab, but can be overwritten for the individual project.
Jurisdiction	(Optional) This option allows you to specify the jurisdiction for the project. This option may be populated by an entry set in the **Project Defaults** configuration block under the *Management* tab, but can be overwritten for the individual project.
Outside Counsel	(Optional) This option allows you to specify the outside counsel for the project. This option may be populated by an entry set in the **Project Defaults** configuration block under the *Management* tab, but can be overwritten for the individual project.
Comments	(Optional) This option allows you to add comments.

General Project Properties Options (Continued)

Option	Description
Effective Start Date	(Optional) This option allows you to set the effective start date by day and month.
Effective End Date	(Optional) This option allows you set the effective end date by day and month.
Enable ThreatBridge Checking (CIRT and Resolution1 only)	(Optional - Resolution1 only) Expand *Enable ThreatBridge Checking*. **Enable ThreatBridge Checking** -This option enables threat scan feeds for the project. This setting is enabled by default and should be chosen for security projects. See Using ThreatBridge on page 3. **Enable ThreatLookup** - This option allows you to enable the application to automatically check the data against ThreatLookup. If this option is selected, the application checks against ThreatLookup at the same interval that ThreatBridge updates the feeds. See Using ThreatBridge on page 3. **Purge Unrelated Data** - This option purges data that is not ThreatBridge data. This allows you to keep security projects free of unnecessary information. See Using ThreatBridge on page 3.
Copy Properties from Existing Project	(Optional) This allows you to apply properties of an existing project to the newly created project. You can also apply properties to an existing project once it has been created. See Using Project Properties Cloning on page 76.
Network Data Purge Options (CIRT and Resolution1 only)	(Optional) In order to keep the data from flooding the project's physical storage, you can define a regularly scheduled purge operation to delete the "oldest" data transferred. Set how often you want to purge collected data from Network Acquisition jobs by doing the following: ● Retain Network Acquisition Data in database for days after transfer: Select the number of days you want to keep the data in the database after it has been collected. ● Date/Time for first purge: Enter or select the date that you want the first purge to begin. ● Run purge every days after initial purge: Select the number of days you want to pass before another purge is performed. Note: When setting up the Purge time frame, jobs that are set up for retrieving past data will still retrieve that data, but the system will purge the earlier information the next time the purge executes. For example, you have a continuous Search and Review job that gathers data from the past two months through to the current date. However, you also have a purge request that purges any data over 2 weeks old. The result is: the Search and Review job completes successfully and collects all the data, but the older data is only available until the next purge job runs. Static jobs are not purged since you are able to manually delete the data.

Normalized Time Zones

All data brought into a project using evidence processing or a collection job is stored in UTC time zone. You can configure a *Display Time Zone* for the project that will offset the times and display them in the specified time zone.

See Display Time Zone on page 63.

However, all data brought into a project using import load files is stored in the time setting that the data was created which causes an issue when trying to set the correct display time zone. The following features help you normalize time zone data.

- When adding data to the case through evidence processing or collection from a FAT storage device, you need to select the proper time zone for the device so that the data can be normalized to UTC.

- No adjustment is needed for data added to the case from NTFS storage devices.

- The columns in the *Item List* grid will display the UTC time zone.

- During load file import, you must choose the time zone that the load file was created with so the date and time values can be converted to a normalized UTC value in the database.

  See

When you set a time zone display value for each project, you will be able to see the date and times when certain events occurred. The following types of dates are displayed in the configured time zone rather than in UTC:

- Natural View for email - Email To and From dates

- Images for email

- File creation, modified and accessed dates

- Items in the Item List grid including filtered columns

- Items in Panels

- Search

  When creating a project, and specifying a Display Time Zone, that time zone is used when performing searches on metadata. For example, when searching for an email receive date, it will offset all of the UTC dates to the specified time zone for the search.

- Facets

- Conversation Panel and Conversation View x

- Time Zone adjustments for emails that have been converted to SWF or TIFF

  When the case is set with a specific time zone setting, documents that are converted to SWF or TIFF display the selected time zone n the displayable date fields.

  This will primarily affect email sent and received dates as most other document types do not have dynamic date values displayed in the body of the document.

- Regional Formatting for DocDate and NoteDate Fields

  You can now see the DocDate and NoteDate field values in a dd/mm/yyyy format.

- Date and Time offset in Search

  When creating a project, and specifying a Display Time Zone, that time zone is used when performing searches on metadata. For example, when searching for an email receive date, it will offset all of the UTC dates to the specified time zone for the search.

- Load files with date and time fields

Evidence Processing and Deduplication Options

The options you select determine the data that is contained in projects, reports, and consequently, production sets. When you create a project, you can specify unique options or use the default options. Options that increase processing time when selected are marked by a turtle icon.

See the *Configuring the System* chapter in the *User Guide*.

Note: You cannot edit any settings on the **Processing Options** section after you have added evidence to a project

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The following table describes the **Processing Options**. Depending on the license that you own, you may some or all of the following options.

See Deduplication Options on page 71.

Processing Options

Option	Description
Processing Mode	
Standard Mode	Enables the default processing options. **Note: These defaults are not editable.** Will include: ● Hashing ● Deduplication - Project level for both Documents and Email ● File Signature Analysis ● Expand Compound Files (archive expansion) of the following file types: 7-ZIP, IPD, BZIP2, DBX, PDF, GZIP, NSF, MBOX, MS Exchange and Office documents, MSG, PST, RAR, RFC822 Internet email, TAR, ZIP **Note: You cannot expand system image files, such as AD1 and E01, if they are located inside of another archive. You must first export the files and add the files as evidence to be properly processed.** Will index: ● Text data Will not index: ● Graphic files and executable files Will refine out: ● Microsoft OLE Streams ● Office 2010 package contents ● File slack ● Free space ● Deleted items ● Zero length files ● OS/File System Files

Processing Options (Continued)

Option	Description
Standard No Search	Uses the default processing options but does not include the indexing of text data. See About Indexing for Text Searches of Content of Files on page 74.
Forensic	Will include: ● Hashing (MD-5, SHA-1, SHA-256) ● Flag bad extensions ● Thumbnails for graphics ● Deleted files ● Microsoft OLE Streams ● Microsoft OPC documents ● Refinement options: 　■ File slack 　■ Free space Will index: ● all file types Will not include: ● KFF (for faster processing) ● Expand Compound Files (archive expansion) ● HTML file listing ● eDiscovery Deduplication
Quick	Increases the speed of the processing of evidence by using minimal options to expedite the processing. Indexing, hashing, archive file drill down, and file identification are disabled. (Files are identified by header analysis instead of file extension.) If you select this option, the *KFF Lookup* option is disabled. Disabling *KFF Lookup* occurs because *Field Mode* is a processing option that is intended to speed up the process. It turns off indexing, hashing, and other options that tend to slow down data processing. The *KFF Lookup* option takes time to process and slows down data processing. Therefore, if both *Field Mode* and *KFF Lookup* were both enabled, it would defeat the purpose of the Quick option.

Processing Options (Continued)

Option	Description
Security	Enables the default security processing options. Will include: • Hashing • Indexing • eDiscovery Deduplication - Project level for both Documents and Email • File signature analysis • Expand Compound Files (archive expansion) of the following file types: 7-ZIP, IPD, BZIP2, DBX, PDF, GZIP, NSF, MBOX, Microsoft Exchange, MS Office documents, MSG, PST, RAR, RFC822 Internet email, TAR, ZIP, EMFSPOOL, EXIF, ThumbsDB, TMBLIST, ThumbCacheDB, NTDS, SQLITE, and PKCs7 Will refine out: • File slack • Free space • Deleted items • Microsoft OLE Streams • Office 2010 package contents • Zero length files • OS/File System Files Will not index: • Graphic files **Note: In the Job Wizard, collection jobs executed in projects with standard processing selected have Auto Processing selected by default. See Job Options Tab on page 385.**
Optical Character Recognition	
Enable OCR	Generates text from graphics files and indexes the resulting content. You can then use *Project Review* to search and label the content and treat that content the same as any other text in the project. AccessData uses the GlyphReader engine for optical character recognition. Selecting this option can increase processing time up to 50%. It also may give you results that differ between processing jobs on the same computer, with the same piece of evidence. Pre-set default is off. See About Optical Character Recognition (OCR) on page 73. Enabling this option may increase processing times.
General Email Options	
Expand Embedded Graphics	Pre-set default is off. Enabling this option may increase processing times.
KFF (Known File Filter)	
Enable KFF	Enables the Known File Filter (KFF). See Using KFF (Known File Filter) on page 190. Pre-set default is on.

Processing Options (Continued)

Option		Description
Email Body Caching		
	Enable Email Body Caching	This option will speed up load file generation. Pre-set default is off. Enabling this option may increase processing times.
Advanced Options		*Keep the database indexes while processing.* Pre-set default is off. Database indexes improve performance, but slow processing when inserting data. If this option is checked, all of the data reindexes every time more data is loaded. Only select this option if you want to load a large amount of data quickly before data is reviewed.
Standard Viewer		
	Enable Standard Viewer	The option does the following: ● Generates files that can be annotated and redacted (SWF format). SWF files are generated for most all user-created processed documents such as .DOC, .PPT, .MSG, and so forth (not .XLS). This enables you to work on a file in *Review* without waiting for a SWF file to be created. SWF files are generated for documents with a size of 1 MB and larger. ● Makes the *Standard Viewer* the default viewer in *Review*. For more information, see *Using the Standard Viewer and the Alternate File Viewer* in the *Viewing Data* chapter. This option is checked as the default for the Summation license, but can be enabled in other products. **Note: This option slows processing speeds.**
Video Files		
	Enable Video Conversion	When you process the evidence in your case, you can choose to create a common video type for videos in your case. These common video types are not the actual video files from the evidence, but a copied conversion of the media that is generated and saved as an MP4 file that can be viewed in the Natural Panel. All converted videos are stored in the case folder. You can define the following: ● Bit rate ● Video resolution
	Generate Thumbnails	Creates thumbnail images for each video file in a project. These thumbnails can be seen in the *Thumbnails View* in *Review.* The thumbnails let you quickly examine a portion of the contents within video files without having to watch the full content of each media file. You can define the thumbnail generation interval based on one of the following: ● Percent (1 thumbnail every "n" % of the video) ● Interval (1 thumbnail every "n" minutes of the video) This feature can be used when you choose the *Standard*, *Standard No Search*, or *Forensic* processing modes. This is not available when using the *Security* or *Quick* processing mode. This is also not available for import loaded files.
Entropy		
	Enable Entropy	Enables the calculation of entropy during the processing.
Cerberus		

Processing Options (Continued)

Option		Description
	Enable Cerberus Stage 1	(Available depending on the license that you own.) Runs a general file and metadata analysis that identifies potentially malicious code. Cerberus generates and assigns a threat score to the executable binary. See the *About Cerberus Malware Analysis* chapter.
Miscellaneous Options		
	Geolocation	Allows you to view processed evidence in the Geolocation Visualization filter. **Note:** Geolocation IP address data may take up to eight minutes to generate, depending upon other jobs currently running in the application.
	Generate Image Thumbnails	Generates thumbnails for all image files in the project. These thumbnails can be viewed in the *Thumbnail View* in *Review*. This option is enabled by default with the *Standard*, *Standard No Search*, and *Forensic* Processing Modes.
Timeline Options		
	Expand Additional Timeline Events	Lets you expand Log2Timeline, Event Logs, Registry, and Browser History. For example, this will recognize CSV files that are in the Log2Timeline format and parses the data within the single CSV into individual records within the case. The individual records from the CSV will be interspersed with other data, giving you the ability to perform more advanced timeline analysis across a very broad set of data. In addition you can leverage the visualization engine to perform more advanced timeline based visual analysis. When you expand CSV files into separate records, you can use several new columns in the Item List to view each CSV Log2Timeline field.
Indexing Options		
	Disable Tag Indexing	Summation license only. This option is enabled by default. This option disables the reindexing of labels, categories, and issues for projects. This allows the project to process more quickly. This option only applies to new projects. If enabled, after processing, the following text is displayed in Review: *Tag indexing is disabled.*
Document Deduplication		See Deduplication Options on page 71.
Email Deduplication		See Deduplication Options on page 71.
Document Analysis Options		You can perform an automatic cluster analysis of documents and emails which provides grouping of email and documents by similar content. See Using Cluster Analysis on page 249. You can configure the number of paired keywords that are stored for the comparison of documents during cluster analysis and predictive coding. For performance reasons, the default number of keyword storage is 30 keywords. This can limit the effectiveness of cluster analysis or predictive coding. You can increase the number of pairs, but this will impact the time needed for processing.
	Max Keyword Pairs	You can change the number of allowable pairs by a set number or select *Unlimited*.
	Cluster Analysis	

Processing Options (Continued)

Option	Description
	Perform Cluster Analysis: Enables the extended analysis of documents to determine related, near duplicates, and email threads. See Using Cluster Analysis on page 249. You can view the similarity results in the *Similar Panel* in *Review*.
	Cluster Threshold: Determines the level of similarity required for documents to be considered related or near duplicates. **Note:** Choosing a higher value will produce fewer documents in a cluster because the documents must contain more similar content. Choosing a lower value will produce more documents in a cluster because the documents will not need to contain as much similar content to be considered near duplicates.
Entity Extraction	Identifies and extracts specific types of data in your evidence. You can process and view each of the following types of entity data: ● Credit Card Numbers ● Email addresses ● People ● Phone Numbers ● Social Security Numbers See Using Entity Extraction on page 252. In *Review*, under the *Document Content* facet category, there is a facet for each data type that you extracted.
Language Identification	See Using Language Identification on page 159.
None	Performs no language identification, all documents are assumed to be written in English. This is the faster processing option.
Basic	Performs language identification for English, Chinese, Spanish, Japanese, Portuguese, German, Arabic, French, Russian, and Korean.
Extended	Performs language identification for 67 different languages. This is the slowest processing option.

Deduplication Options

Deduplication helps a project investigation by flagging duplicate electronic document (e-document) files and emails within the data of a project or person. The duplicates filter, when applied during project analysis, removes all files flagged "True" (duplicate) from the display, significantly reducing the number of documents an investigator needs to review and analyze to complete the project investigation.

If you set document deduplication at the project level, and two people have the same file, one file is flagged as primary and the other file or files are flagged as duplicates. The file resides in the project and the file paths are tracked to both people. To limit the production set, the file is only created one time during the load file/native file production. You can also deduplicate email, marking the email, email contents, or email attachments as duplicates of others.

Note: In *Project Review*, if the duplicate filter is on, and if you perform a search for a file using a word that is part of the file path, and that path and file name is a duplicate, the search will not find that file. For example, there is a spreadsheet that is located in one folder called Sales and a duplicate of the file exists in a folder

See Evidence Processing and Deduplication Options on page 66.

Deduplication options are integrated on the *Processing Options* page.

The following tables describe the deduplication options that are available in the *Processing Options*.

Document Deduplication Options

Option	Description
No Deduplication	Processes the project without document deduplication. This feature allows the case to process more quickly. This option is the default for Security processing.
Project Level	Deduplication compares each of the e-documents processed within a project against the others as they receive their hash during processing. If the hash remains singular throughout processing, it receives no duplicate flag. In the project of duplicate files, the first hash instance receives a "primary" flag and each reoccurrence of the hash thereafter receives a "secondary" flag.
Person Level	Deduplication compares the e-documents found in each custodial storage location against the other files from that same custodial location (people, or in the project of no person, the storage location). If the hash remains singular throughout processing, it receives no duplicate flag. In the project of duplicate files the first hash instance receives a "primary" or "master" flag and each reoccurrence of the hash thereafter receives a "duplicate" flag.
Actual Files Only	Deduplicates actual files instead of all files. Checking this option excludes OLE files and Alternate Data Stream files.

You can also deduplicate email, marking the email, email contents, or email attachments as a duplicate of others.

Email Deduplication Options

Option	Description
No Deduplication	Processes the project without email deduplication. This feature allows the case to process more quickly. This option is the default for Security processing.
Project Level	The scope of the email deduplication. Deduplication compares each of the emails processed within a project against the others as they are processed. If the deduplication value remains singular throughout processing, it receives no duplicate flag. In the project of duplicate email, the first value instance receives a "primary" flag and each reoccurrence of the value thereafter receives a "duplicate" flag. If two people have the same email, it is marked as a duplicate.

Email Deduplication Options (Continued)

Option	Description
Person Level	The scope of the email deduplication.
	Deduplication compares the email found in each custodial storage location against the other emails from that same custodial location (people, or in the project of no person, the storage location).
	If the value remains singular throughout processing it receives no duplicate flag.
	In the project of duplicate emails, the first email instance receives a "primary" or "master" flag and each reoccurrence of the email thereafter receives a "duplicate" flag.
	In the project of duplicate files, the first value instance receives a "primary" flag and each reoccurrence of the value thereafter receives a "duplicate" flag.
Email To	Deduplicates email based on the recipients in the "To" field.
Email From	Deduplicates email based on the senders in the "From" field.
Email CC	Deduplicates email based on the recipients in the "Carbon Copy" field.
Email Bcc	Deduplicates email based on the recipients in the "Blind Carbon Copy" field.
Email Subject	Deduplicates email based on the contents in the "Subject" field.
Email Submit Time	Deduplicates email based on the date and time the email was initially sent.
Email Delivery Time	Deduplicates email based on the date and time the email was delivered to the recipients.
Email Attachment Count	Deduplicates email based on the number of attached files.
Email Hash	Deduplicates email based on the hash value.
Body and Attachments	Includes email body, recipients (the "To" field), sender (the "From" field), CC, BCC, Subject field contents, body, the number of attachments, and the attachments for deduplication.
Body Only	Includes only the email body and the list of attachment names for deduplication.

About Optical Character Recognition (OCR)

Optical Character Recognition (OCR) is a feature that generates text from graphic files and then indexes the content so the text can be searched, labeled, and so forth.

OCR is currently supported in English only.

Some limitations and variables of the OCR process include:

- OCR can have inconsistent results. OCR engines have error rates which means that it is possible to have results that differ between processing jobs on the same machine with the same piece of evidence.
- OCR may incur longer processing times with some large images and, under some circumstances, not generate any output for a given file.
- Graphical images that have no text or pictures with unaligned text can generate illegible output.
- OCR functions best on typewritten text that is cleanly scanned or similarly generated. All other picture files can generate unreliable output.
- OCR is only a helpful tool for you to locate images with index searches, and you should not consider OCR results as evidence without further review.

The following table describes the OCR options that are available in *Processing Options:*

OCR Options

Option	Description
Enable OCR	Enables OCR and expands the OCR pane to select options for OCR processing.
File Types	Specifies any or all of the following file types to process for OCR: • PDF. This file type is checked by default when enabling OCR. • JPEG • PNG • TIFF. This file type is checked by default when enabling OCR. • BMP • GIF • Uncommon (PCX, TGA, PSD, PCD. . .) See Supported File Types for OCR on page 75.
Do Not OCR. . .	• Defines the minimum and maximum file size in bytes of documents to be processed by OCR. You can either enter a value in the spin box, or use arrows to select the value. If you clear the box without entering a value, the values return to the default setting. **Note: The maximum size that can be specified in the Do not OCR documents over _____ bytes field is 9,223,372,036,854,775,807 bytes** • Excludes full color documents to be processed by OCR.
PDF Existing Filtered Text Size	Excludes documents that have text exceeding the limit specified. Documents over the specified limit will not be OCRed. This option is only available when PDF is selected as a file type.

About Indexing for Text Searches of Content of Files

By default, when you add evidence to a project, the files are indexed so that the content of the files can be searched. You can select a *No Search* processing mode, which is faster, but does not index the evidence.

Supported File Types for OCR

The following file types are supported for OCR:

ABC	ABIC	AFP	ANI	ANZt	ARW	AWD	BMP	CAL
CGM	CIN	CLP	CMP	CMW	CMX	CR2	CRW	CUR
CUT	DGN	DOC	DOCX	DCR	DCS	DCM	DCX	DNG
DOC	DOCX	DRW	DWF	DWG	DXF	ECW	EMF	EPS
EXIF	FAX	FIT	FLC	FPX	GBR	GIF	HDP	HTML
ICO	IFF	IOCA	IMG	ITG	JBG	JB2	JPG	JPEG-XR
JPEG-LS	J2K	JP2	JPM	JPX	KDC	MAC	MIF	MNG
MO:DCA	MSP	MRC	MRC	NAP	NEF	NITF	NRW	ORF
PBM	PCD	PCL	PCL6	PCT	PCX	PDF	PGM	PLT
PNG	PNM	PPM	PPT	PPTX	PS	PSD	PSPo	PTK
RAS	RAF	RAW	RTF	RW2	SCT	SFF	SGI	SHP
SMP	SNP	SR2	SRF	SVG	TDB	TFX	TGA	TIFF
TIFX	TXT	VFF	WBMP	WFX	WMF	WMZ	WPG	XBM
XLS	XLSX	XPM	XPS	XWD				

Interruption of Evidence Processing

On occasion, processing might be interrupted by a catastrophic failure. Examples of catastrophic events include the network going down or power outages. In these situations, the application performs a roll back of the processing job. A roll back is when records added during the interrupted job are not available in the database and does not appear in Review. This action of rolling back of a job insures that you do not receive incomplete records in Review. *Processing Status* tab of the *Work List* alerts you to the error and shows that the system is attempting a roll back.

When a catastrophic event occurs, the *Processing Status* tab of the *Work List* alerts you to the error and shows that the system is attempting a roll back. See Monitoring the Work List on page 133.

You need to be aware of the following considerations with the roll back option:

- For multiple adding evidence jobs, only the job that fails will roll back. Jobs that complete successfully have data appear in the system.
- If records are locked by another process, the roll back may fail to delete physical files from the case folder. You can view what files did not get removed by viewing the log found in \\<server or IP address>\Users\Public\Documents\AccessData\Resolution1Logs\Summation.
- For Evidence Processing jobs where some records are added, only newly added records roll back.
- Roll back only occurs with failure during Evidence Processing jobs, not Import jobs.
- Incidences, such as if an Evidence Processing job fails to advance (for example, the interface displays that the job is processing for a long time), do not trigger the roll back action.

Using Project Properties Cloning

As an administrator or a project manager with the *Create/Edit Project* administrator role, you can clone the properties of an existing project to another project. You can also apply a single project's properties to another project. You can also pick and choose properties from multiple individual projects to apply to a single project.

Note: The project data is not copied from one project to another. Only the project properties are copied.

You can apply Project Properties Cloning to a project as it is being created or it can be applied to projects that have already been created. You can apply the following properties:

- Custom Fields
- Category and Issue Values
- Tagging Layouts
- Labels
- Users and Groups
- Markup Sets
- People
- Highlight Profiles

To use Project Properties Cloning

1. From the *Source Project* menu, select the source project from which you want to copy.

2. If you are applying the properties to a previously created project, select the target project to which you want to copy from the pull-down menu.

3. Under *Elements to Copy*, select the properties that you want to apply to the project. You can select **All** or choose specific properties to apply.

   Note: If you select only **Category Values**, Project Properties Cloning will copy over all of the custom fields. If you select only **Tagging Layouts**, Project Properties Cloning will only copy over the tagging layouts. You must also select Custom Fields and Category Values if you want those values copied over.

4. If you are applying *Project Properties Cloning* to a project as it is being created, finish the *Project Wizard*.

   If you are applying *Project Properties Cloning* to a project that has already been created, click **Merge**.

Viewing and Editing Project Details

You can view the configured properties of the project on the *Project Details* tab.

You can also edit some of the project properties, for example:

- Name
- Job Data Path
- Priority
- Project Type
- Sort Evidence Items By
  You can set the column that you wan to sort by default when opening *Project Review.*
  You select the default column and then select the default sorting oder: ascending or descending.
  The setting is project-specific and not user specific.
  In *Review*, you can still click any column to sort on.
  See

To access the Project Details tab

1. From the *Home* page, select a project, and click the ![info icon] **Project Details** tab.
   See

2. To edit properties, click ![edit icon] *Edit.*

Project Details Tab

The *Project Details* tab displays data for the selected project. You can also edit some of the project data from this tab.

Elements of the Project Information Tab

Element	Description
Edit Button ![edit icon]	Allows you to edit information about the selected project. Only the *Name*, *Job Data Path*, and the *Description* can be edited.
General Project Properties	See General Project Properties on page 62.
Creation Date	Displays the date that the project was created.
Created By	Displays the user who created the project.
Last Modified Date	Displays the date when the project was last modified.
Last Modified By	Displays the user who last modified the project.
FTK Case ID	Displays the case ID for the associated FTK case if applicable.

Elements of the Project Information Tab (Continued)

Element	Description
Associated FTK Case Pane	Displays any associated FTK cases.
Display Time Zone	This option allows you to display the dates and times of files and emails based on this specified time zone. For example, if data was collected in the Eastern Time zone, you can select to display times in the Pacific Time zone and all dates will be offset by four hours to display in PST. The default is set for (UTC) Coordinated Universal Time. See Normalized Time Zones on page 64.
Sort Evidence Items By	You can set the default column that you wan to sort by when opening *Project Review.* You select the default column and then select the default sorting oder: ascending or descending. The setting is project-specific and not user specific. In *Review*, you can still click any column to sort on. See Sorting by Columns on page 43.

Chapter 6
Managing People

Administrators, and users with the *Create/Edit Project* permission, can manage people in two ways:

- Globally across the system using the *Data Sources* tab.

  See Data Sources People Tab on page 79.

- Individually for a project using the *People* tab on the *Home* page.

  See Home People Tab on page 84.

For information on user permissions, see Setting Project Permissions (page 97).

Note: In order for people to be used in Project Review, people must be created and selected before you process the evidence.
See Evidence Tab on page 87.

Data Sources People Tab

You use the *Data Sources > People* tab to maintain the list of people available in the application. You can add, edit and delete global people, as well as import lists of people. From *Data Sources*, you can view evidence and projects associated with a person.

Data Sources People Tab

Opening the Data Sources, People Page

Administrators, and users with management permissions, use the *Data Sources* page to manage global people.

To access the Data Sources, People page

1. Log in to the application console as administrator or as a user with management permissions.
   See *The Administrator Guide* for more information.
2. In the console, click **Data Sources**.
3. On the *Data Sources* page, click **People**.

Data Sources Person Tab Features

Element	Description
Filter Options	Allows you to filter admin roles in the list. For more information, see *The Administrator Guide*.
People List	Displays all people. Click the column headers to sort by the column.
Add Person	Adds a person. See Adding People on page 81.
Edit Person	Edits a selected person. See Editing a Person on page 82.
Delete Person	Deletes the selected person. See Removing a Person on page 82.
Delete	Deletes the selected admin roles. Only active when an admin roles is selected. See Removing a Person on page 82.
Import People	Imports people from a CSV or TXT file. See Importing People From a File on page 82.
Import From AD	Import people from Active Directory. See Adding People using Active Directory on page 83.
Custom Properties	Add, edit, and delete custom columns with the default value that will be listed in the Project List panel. When you create a project, this additional column will be listed in the project creation dialog.
Export to CSV	Exports the current set of data to a CSV file.
Refresh	Refreshes the Groups List. See Refreshing the Contents in List and Grids on page 43.
Columns	Click to adjust what columns display in the Groups List. See Sorting by Columns on page 43.
Add Associations	Associates a computer to the selected person.

Data Sources Person Tab Features

Element	Description
Remove Associations	Removes the association to a selected person to a computer.
Evidence tab	Lists the evidence that is associated with a person.
Projects tab	Lists the projects that are associated with a person.

The main view is the *Person* List and includes the following sortable columns:

- First Name
- Last Name
- Username
- Email Address
- Creation Date
- Domain

When you create and view the list of people, this list is displayed in a grid. You can do the following to modify the contents of the grid:

- Control which columns of data are displayed in the grid.
- Sort the columns
- Define a column on which you can sort.
- If you have a large list, you can apply a filter to display only the items you want.

Highlighting a person in the list populates the **Person Details** info pane on the right side. The **Person Details** info pane has information relative to the currently selected person, beginning with the first name.

At the bottom of the page, you can use the following tabs to view and manage the items that the highlighted person is associated with:

- Evidence
- Projects

Adding People

Administrators, and users with permissions, can add people.

You can add people from the *Data Sources* tab in the following ways:

- Manually adding people. See Manually Creating People on page 82.
- Importing people from a file. See Importing People From a File on page 82.
- Importing people from Active Directory. See Adding People using Active Directory on page 83.

Manually Creating People

To manually create a person

1. On the **Data Sources > People** tab, click ➕ **Add.**
2. In *Person Details*, enter the person details.
3. Click **OK**.

Editing a Person

You can edit any person that you have added to the project.

To edit a project-level person

1. On the **Data Sources > People** tab, select a person that you want to edit.

2. Click 🖊 **Edit**
3. In *Person Details*, edit person details.
- Click **OK**.

Removing a Person

You can remove one or more people from the global *People List*.

To remove one or more people from the People List

1. On the **Data Sources > People** tab, select the check box for the people that you want to remove.

2. If you want to remove one person, select ➖ **Delete**. This icon displays above the *Information* pane on the right side.

3. If you want to remove more than one person, select 🗑 **Delete**. This icon displays on the bottom menu bar of the *People* pane.
- To confirm the deletion, click **OK**.

Importing People From a File

You can import one or more people into a project from a file.

The source file can be either in TXT or CSV format. Custom properties must be defined before importing CSV files with the custom fields in the headers

The person name can in the following format:

- First and last name separated by a space
  For example, John Smith or Bill Jones

For example, you can create a TXT or CSV file with the following text:

- Chris Clark

- Sarah Ashland

To import people from a file

1. On the **Home > People** tab, click   **Import People**.

2. The **Import People Options** dialog appears.
   - Mark **First row contains headers** if you want to import custom columns from the file.
   - Mark **1 or More Custom Columns** if you want to import custom columns from the file.

3. Browse to the TXT or CSV file.

4. Click **Open**.

5. When the import is complete, view the summary and click **OK**.

Any people that have invalid data will not be imported. These people will appear on the summary, along with the field that was flagged for invalid data. You can correct the field, and reattempt to import. Only those people who were corrected will import. People that had been imported successfully earlier will not import a second time.

Adding People using Active Directory

You can add people by importing from Active Directory.

If Active Directory is not configured, configure it in the *System Configuration* tab. When Active Directory is properly configured, the Active Directory filter list opens in the wizard. For more information on configuring Active Directory, see the Administrator guide.

The person information automatically populates the **Person List** when you create people using Active Directory. You can also edit person information.

To add people using Active Directory

1. In the *Data Sources > People* page, click   **Import from AD.**

2. Set the search/Browse depth to **All Children** or **Immediate Children**.

3. Select where you want to perform the search.

4. Set the search options to one of the following:
   - Match Exact
   - Starts With
   - Ends With
   - Contains

5. Enter your search text.

6. Select the usernames that you want to add as people.

7. Click   **Add to Import List**.

8. Click **Continue**.

9. Review the members selected, members to add as people, and conflicted members. If you need to make changes, click **Back**.

10. Click **Import**.

Home People Tab

Administrators, and users with the Create/Edit Project permission, manage people for a project using the *People* tab on the *Home* page. The *People* tab is project specific, not global.

To manage people for a project

❖ From the *Home* page, select a project, and click the 👥 **People** tab.

When you create and view the list of people, they are displayed in a grid. You can do the following to modify the contents of the grid:

● Control which columns of data are displayed in the grid.
● If you have a large list, you can apply a filter to display only the items you want.
  See About Content in Lists and Grids on page 43.

Elements of the People Tab

Element	Description
Filter Options	Allows you to search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
People List	Displays the people for the project. Click the column headers to sort by the column.
Refresh	Refreshes the Evidence Path list.
Export to CSV	Export the list to a .csv file.
Refresh	Refreshes the Groups List. See Refreshing the Contents in List and Grids on page 43.
Columns	Adjusts what columns display in the Groups List. See Sorting by Columns on page 43.
Add Association	Associates existing people to the project.
Remove Association	Disassociates an existing person from the project.
Import People	Imports people from a file.
Add Person	Adds a person.
Edit Person	Edits the selected person.
Evidence Tab	Lists the evidence associated with the selected person.

Adding a Person to a Project

Administrators and users with the *Create/Edit Project* permission can add people to a project.

You can add project-level people in the following ways:

- Adding project-level people from the Shared People list
- Manually adding people
- Importing people from a file
  See Importing People From a File on page 86.
- Creating or importing people while importing evidence
  See the Loading Data documentation for more information on creating people during import.

If you manually add or import people, they are added to the shared list of people.

To add a person from shared people

1. On the **Home > People** tab, click 🔗 **Add**.
   The *Associate People to project* page displays.

2. Select the shared people that you want associated with the project.
   You can click a singe person or use Shift-click or Ctrl-click to select multiple people.

3. Click ➕ or **Add all Selected**.

   This moves the people to the *Associated People* list.
   You can also check the selection box next to *First Name* to add all of the people.

4. You can remove people from the *Associated People* list by selecting people and clicking ➖ or **Remove All Selected**.
   You can also clear the selection box next to *First Name* to remove all of the people.

5. Click **OK**.

You can also add project-level people from shared people using the *People* tab when creating a project.

Manually Creating People for a Project

To manually create a project-level person

1. On the **Home > People** tab, click ➕ **Add**.

2. In *Person Details*, enter the person details.

3. Click **OK**.

You can also manually create people from the *People* tab when creating a project.

Editing a Person

You can edit any person that you have added to the project.

To edit a project-level person

1. On the **Home > project > People** tab, select a person that you want to edit.

2. Click 🖊 **Edit.**

3. In *Person Details*, edit person details.

4. Click **OK**.

Removing a Person

You can remove one or more people from a project. This does not delete the person from the shared people, it just disassociates it from the project.

To remove one or more people from a project

1. On the **Home > People** tab, select the check box for the people that you want to remove.

2. Below the person list, click 🐜 **Remove**.

To confirm the deletion, click **OK**.

Importing People From a File

You can import one or more people into a project from a file. Even though you perform this task at the project level, it will also add the people to the global people list.

The source file can be either in TXT or CSV format. The file must not contain any headers.

The person name can in the following format:

- First and last name separated by a space
  For example, John Smith or Bill Jones

For example, you can create a TXT or CSV file with the following text:

Chris Clark

Sarah Ashland

To import people from a file

1. On the **Home > People** tab, click 👤 **Import People from File**.

2. Browse to the TXT or CSV file.

3. Click **Open**.

4. When the import is complete, view the summary and click **OK**.

Evidence Tab

Users with permissions can view information about the evidence that has been added to a project. To view the *Evidence* tab, users need one of the following permissions: administrator, create/edit project, or manage evidence.

Evidence Tab

Elements of the Evidence Tab

Element	Description
Filter Options	Allows the user to filter the list.
Evidence Path List	Displays the paths of evidence in the project. Click the column headers to sort by the column.
Refresh	Refreshes the Groups List. See Refreshing the Contents in List and Grids on page 43.

Elements of the Evidence Tab (Continued)

Element	Description
Columns	Adjusts what columns display in the Groups List. See Sorting by Columns on page 43.
External Evidence Details	Includes editable information about imported evidence. Information includes: ● That path from which the evidence was imported ● A description of the project, if you entered one ● The evidence file type ● What people were associated with the evidence ● Who added the evidence ● When the evidence was added
Processing Status	Lists any messages that occurred during processing.

About Associating a Person to an Evidence Item

You can use people to associate data to its owner.

You can associate a person to an evidence item in one of two ways; however, the results are different.

● Specify a person when importing an evidence item.

This associates the person when the evidence is processed. You can then use person data when in Project Review and in exports.

See the Loading Data documentation for more information on creating people on import.

When you associate a person to an evidence item, the person will be associated to all evidence in that item, whether the evidence item contains a single file or a folder of many files, messages, and so on.

● Edit an evidence item that has already been imported and associate a person.

Using this method, the person association will not be visible or usable in Project Review nor in exports. You can only view this association in the *Evidence* and *People* tabs of the *Home* page.

Chapter 7
Managing Tags

The *Tags* tab on the *Home* page and in the *Project Explorer* can be used to do the following:

- Create and manage Labels
- Create and manage Issues
- View categories
- Create category values
- Create Production Sets
- View Case Organizer objects.

Project managers can create labels and issues for the reviewer to use.

You can also view documents assigned to tags using the *Tags* tab in the *Project Explorer*.

Tags Tab in Project Explorer
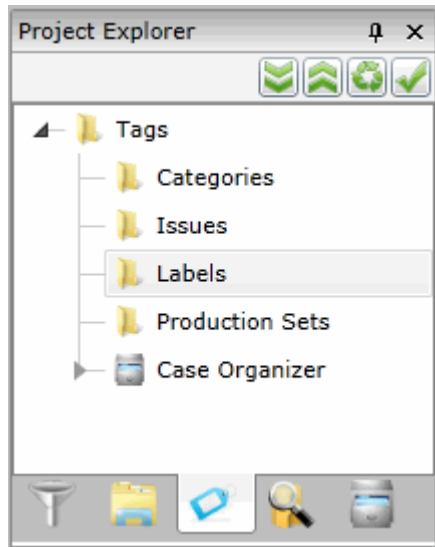
Elements of the Tags Tab

Elements	Description
Categories	Displays all the existing categories for the project. Right-click to create category values. See Creating Category Values on page 121. See Viewing Documents with a Category Coded on page 351.
Issues	Displays all the existing issues. Right-click to create a new issue for the project. See Managing Issues on page 94. See Viewing Documents with an Issue Coded on page 351.
Labels	Contains all the existing labels. Right-click to create a new label for the project. See Managing Labels on page 91. See Viewing Documents with a Label Applied on page 351.
Production Sets	Check to include Production Sets in your search. Right-click to create Production Sets. See Creating Production Sets on page 488.
Case Organizer	Displays all the existing case organizer objects for the project. Right-click to create new objects. See Using the Case Organizer on page 353.

Managing Labels

Labels are a tool that reviewers can use to group documents together. Reviewers apply labels to documents, then project/case managers can use the Labels filter to view all the documents under the selected label. Before reviewers can use a label, the project/case manager must create it.

Project Managers can do the followiing:

- Create labels
- Renamelabels
- Edit labels
- Delete labels
- Manage labels permissions

Creating Labels

Project/case managers can create labels for reviewers to use when reviewing documents.

To create a label

1. Log in as a user with Project Administrator rights.
2. Open the *Tags* page by doing one of the following:
   - On the *Home* page:

   2a. On the *Home* page, click ![icon] *Tags.*

   - In *Review*:

   2a. Click the ![icon] *Project Review* next to the project in the *Project List*.

   2b. Click the ![icon] *Tags* in the *Project Explorer*.
3. Right-click the *Labels* folder and click **Create Label**.

   Create Label Dialog
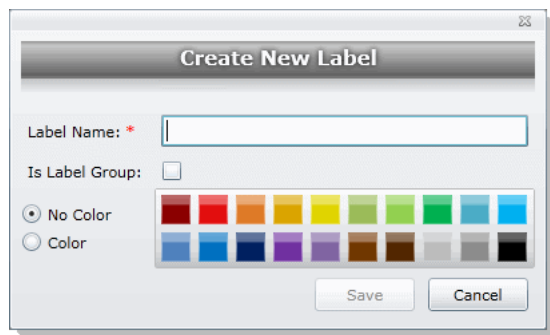
4. Enter a *Label Name*.
5. (Optional) Select **Is Label Group** to create a Label Group to contain other labels and then skip to the last step.

6. Do one of the following:

   ● **No Color**: Select this to have no color associated with the label.

   ● **Color**: Select this and then select a color to associate a color with the label.

   Note: The default color is black if you select the Color option. The color selected appears next to the label in the labels folder.

7. Click **Save**.

Deleting Labels

Project/case managers can delete existing labels.

To delete a label

1. Log in as a user with Project Administrator rights.

2. Expand the *Labels* folder.

3. Right-click the label that you want to delete and click **Delete**.

4. Click **OK**.

Renaming a Label

Project/case managers can rename labels in the Project Review.

To rename a label

1. Log in as a user with Project Administrator rights.

2. Expand the *Labels* folder.

3. Right-click the label that you want to rename and click **Rename**.

4. Enter the new name for the label.

Managing Label Permissions
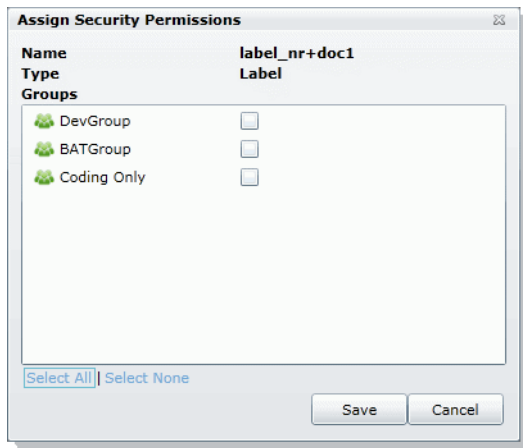
Project/case managers can grant permissions of labels to groups for use. Groups of users can only use the labels for which they have permissions.

In order for groups to be assigned, they must first be associated to the project.

To manage permissions for labels

1. Log in as a user with Project Administrator rights.

2. Expand the *Labels* folder.

3. Right-click the label for which you want to grant permissions and click **Manage Permissions**.

Assign Security Permissions

4. Select the groups that you want to grant permissions for the selected label.

> **Note:** By default, all groups that the logged-in user belongs to will be selected. To make it a personal label, all groups should be un-selected.

5. Click **Save**.

Managing Issues

Project/case managers with *View Issues and Assign Issues* permissions can create, delete, rename, and assign permissions for issues. Issues work like labels. Reviewers can apply issues to documents to group similar documents.

Creating Issues

Project/case managers with *View Issues and Assign Issues* permissions can create issues for other users to code.

To create an issue

1. Log in as a user with View Issues and Assign Issues rights.
2. Open the *Tags* page by doing one of the following:
   - On the *Home* page:

   2a. On the *Home* page, click [icon] *Tags.*

   - In *Review*:

   2a. Click the [icon] *Project Review* next to the project in the *Project List*.

   2b. Click the [icon] *Tags* in the *Project Explorer*.
3. Right-click the *Issues* folder and click **Create Issue**.

   Create New Issue Dialog
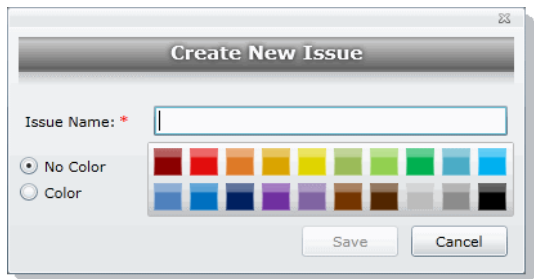
4. Enter an *Issue Name*.
5. Do one of the following:
   - **No Color**: Select this to have no color associated with the issue.
   - **Color**: Select this and then select a color to associate a color with the issue.
6. Click **Save**.

Deleting Issues

Project/case managers with *View Issues and Assign Issues* permissions can delete issues.

To delete an issue

1. Log in as a user with View Issues and Assign Issues rights.
2. Expand the *Issues* folder.
3. Right-click the issue that you want to delete and click **Delete**.
4. Click **OK**.

Renaming Issues

Project/case managers with *View Issues and Assign Issues* permissions can rename issues.

To rename an issue

1. Log in as a user with View Issues and Assign Issues rights.
2. Expand the *Issues* folder.
3. Right-click the issue that you want to rename and click **Rename**.
4. Enter the new name for the issue.

Managing Issue Permissions

Project/case managers can grant permissions of issues to groups for use. Groups of users can only use the labels for which they have permissions.

To manage permissions for labels

1. Log in as a user with View Issues and Assign Issues rights.
2. Expand the *Issues* folder.
3. Right-click the issue for which you want to grant permissions and click **Manage Permissions**.

   Assign Security Permissions
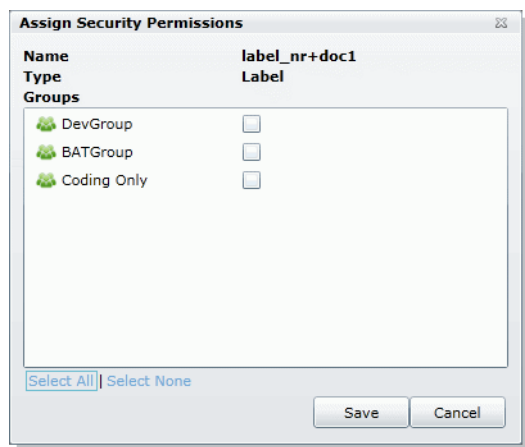
4. Check the groups that you want to grant permissions for the selected issue.

5. Click **Save**.

Applying Issues to Documents

After an issue has been created and associated with a user group, it can then be added to a tagging layout for coding.

To apply an issue to a document

1. Create an issue.
   See Creating Issues on page 94.
2. Grant permissions for the issue.
   See Managing Issue Permissions on page 95.
3. Add Issues to the Tagging Layout.
   See Associating Fields to a Tagging Layout on page 124.
4. Check out a review set of documents. (optional)
   See the Reviewer Guide for more information on checking out review sets.
5. Code the documents in the review set with the issues you created.
   See the Reviewer Guide for more information on coding.

Chapter 8
Setting Project Permissions

About Project Permissions

You can assign permissions to a user or group of users for a specific project. In the project list of the *Home* page, users will only see projects to which they have permissions.

For example, you can give a user permissions to review a project but not see any project properties on the *Home* page.

Project permissions are project specific, not global. For information on how to manage global permissions, see the *Admin Guide*.

In order to configure project permissions, you must have either *Administrator* or *Create/Edit Projects* permissions.

You assign project permissions to users or user groups as follows:

1. Associating users or groups to the project.
   This will allow the user to see the project in the list, but not anything else.
2. Associating those users or groups to a project role.
   You can do the following:
   - Select an existing project role
   - Create or edit a role and assign permissions to that role

About Project Roles

Before you can apply permissions to a user or group, you must set up project roles. A project role is a set of permissions that you can associate to multiple users or groups. Creating a project role simplifies the process of assigning permissions to users who perform the same tasks.

Project-level Permissions

The following table describes the available project permissions that you can assign to a project role.

Project-level Permissions

Permission	Description
Project Administrator	• Can Manage Project Roles. • Can assign access permissions to users & groups. • Has all project level functional permissions listed below. • Can import/export. • Can see job list for jobs created for his project.
Project Reviewer	Can open Project Review.
Manage Project People	Can assign access permissions to users & groups.
Run Search	Can run searches in the Project Review. **Note:** User must have this permission to perform other search functions as well.
Save Search	Can save searches that the user performs themselves.
Manage Saved Search Permissions	Can share your saved searches with other groups.
View Data Reports	Can view the *Data Volume Reports* on the *Reports* tab for projects which they have the rights to access.
View Status Reports	Can view the *Completion Status Reports* on the *Reports* tab for projects which they have the rights to access.
View Audit Reports	Can view the *Audit Log* on the *Reports* tab for projects which they have the rights to access.
View Labels	Can view the labels everywhere that labels appear.
Create Labels	Can create and edit labels in the Project Explorer in Project Review. **Note:** Must have View Labels permission as well to create and delete labels.
Delete Labels	Can delete labels in Project Review.
Assign to Labels	Can label documents.
Manage Labels Permissions	Can grant permissions to labels
View Review Sets	Can view the review sets in the Project Explorer and Review Batches panel in the Project Review.
Create Review Sets	Can create review sets.
Delete Review Sets	Can delete review sets in Project Review.
Manage Review Set Permissions	Can assign review sets to users/groups.
View Native	Can view the Native panel in Project Review.
View Text	Can view the Text panel in Project Review.

Project-level Permissions (Continued)

Permission	Description
View Coding Layout	Can view the Coding panel in Project Review.
Edit Document	Can change data for documents using tagging layouts.
View Categories	Can view categories in Project Review.
Assign Categories	Can assign a document to a category.
Create Categories	Can create or edit categories in Project Review.
Delete Categories	Can delete categories in Project Review.
Manage Category Permissions	Can assign permissions for categories and category values.
View Issues	Can view issues in Project Review.
Assign Issues	Can assign issues to a document.
Create Issues	Can create and edit issues in Project Review.
Delete Issues	Can delete issues in Project Review.
Manage Issue Permissions	Can assign permissions for issue values.
View Notes	Can view notes everywhere that they appear in Project Review.
Add Notes	Can add notes in Project Review.
Delete Notes	Can delete notes in Project Review.
View Annotations	Can view annotations in Image, Natural, and Transcript panels in Project Review.
Add Annotations	Can add annotations in Project Review.
Delete Annotations	Can delete annotations in Project Review.
View Activity History	Can view Activity panel in Project Review.
Create Production Set	Can create production sets in Project Review.
Delete Production Set	Can delete production sets in Project Review.
Manage Production Set Permissions	Can edit and assign permissions for production sets.
Export Production Set	Can export production sets.
Delete Evidence	Can delete evidence items from the Item List grid.
Imaging	Can perform the imaging mass action in the Item List panel and can create an image using the Annotate option in the Natural panel.
Create Transcript Group	Can create a transcript group in Project Review.
Predictive Coding	Can apply predictive coding to documents in Project Review.
Upload Transcripts	Can upload transcripts in Project Review.
Upload Exhibits	Can upload exhibits in Project Review.

Project-level Permissions (Continued)

Permission	Description
Manage Transcript Permissions	Can assign permissions to Transcript Groups.
Global Replace	Can search and replace words throughout a project in Project Review.

Project-Level Permissions for eDiscovery

For Resolution1 and Resolution1 eDiscovery users, you also have the ability to assign the following permissions regarding Litigation Holds:

Project-Level Permissions for eDiscovery

Permissions	Description
Approve Litholds	Can approve Lit Holds.
Create Litholds	Can create Lit Holds.
Delete Litholds	Can delete Lit Holds.
Hold Manager	Can manage Lit Holds, including creating, approving, viewing, and deleting Lit Holds.
View Litholds	Can view Lit Holds.

Project-Level Permissions for Jobs

For Resolution1 and Resolution1 Cybersecurity users, you also have the ability to assign the following permissions for executing jobs:

See

Project-Level Permissions for Jobs

Permissions	Description
Create Jobs	Can create all jobs.
Delete Jobs	Can delete jobs.
Approve Jobs	Can approve jobs.
Execute Jobs	Can execute jobs.
Create Agent Remediation	Can create Agent Remediation jobs.

Project-Level Permissions for Jobs

Permissions	Description
Create Collection	Can create Collection jobs. Note: If a user is assigned this permission and any other permission needed for combination jobs (Volatile, Computer Software Inventory, Memory Operations), that user may also create a combination job with those jobs that the user has permission to create.
Create Computer Software Inventory	Can create Computer Software Inventories jobs. Note: If a user is assigned this permission and any other permission needed for combination jobs (Volatile, Collection, Memory Operations), that user may also create a combination job with those jobs that the user has permission to create.
Create ETM	Can create ETM jobs.
Create Memory Operations	Can create Memory Operations jobs. Note: If a user is assigned this permission and any other permission needed for combination jobs (Volatile, Collection, Computer Software Inventory), that user may also create a combination job with those jobs that the user has permission to create.
Create Metadata Only	Can create Metadata only jobs.
Create Network Acquisition	Can create Network Acquisition jobs.
Create Remediation	Can create Remediation jobs.
Create Remediate and Review	Can create Remediate and Review jobs.
Create Report Only	Can create Report Only jobs.
Create Removable Media Monitoring	Can create Removable Media Monitoring jobs.
Create Threat Scan	Can create Threat Scan jobs.
Create Volatile	Can create Volatile jobs. Note: If a user is assigned this permission and any other permission needed for combination jobs (Volatile, Computer Software Inventory, Memory Operations), that user may also create a combination job with those jobs that the user has permission to create.

Permissions Tab

The *Permissions* tab on the *Home* page is used to assign users or groups permissions within the project.

The *Permissions* tab is project specific, not global. For information on how to manage global permissions, see the *Admin Guide*.

Permissions Tab

User/Group Details

User/UserGroup Name	Type	Description
jseymour	User	
jwayne	User	
mjackson	User	
Power Users	Group	Power Users
Reviewers	Group	Case Reviewers
Users	Group	Users

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User/Group Details

User/UserGroup Name

jseymour

Type

User

Project Role Details

Project Role Name	Is Project Administrator	Permission Count
Reviewer	False	1

Page Size: 15 ▾ Total: 1 (✓ 0) |◀ ◀ Page 1 of 1 ▶ ▶|

Project Role Details

Project Role Name

Reviewer

☐ Project Administrator

Permissions

✓ Project Reviewer

☐ Manage Project Roles

☐ Run Search

☐ Save Search

☐ Manage Saved Search Permissi⋯

Elements of the Permissions Tab

Element	Permission
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Users/Group List	Displays the users and groups associated with the project. Click the column headers to sort by the column.
Refresh	Refreshes the User/Group List.
Export to CSV	Exports the Permissions List to a CSV file.
Columns	Adjusts what columns display in the User/Group List.
Add Association	Adds either a group/user to a role or a role to a group/user.
Remove Association	Disassociates a group/user from a role or disassociate a role from a group/user.
User/Group Details Pane	Displays the details for the selected user or group.
Project Roles Tab	Displays the available roles for the project.
Add Role	Adds a role. Specify the permissions of the role in this data form.
Edit Role	Edits the selected role.

To access the Permissions tab

1. On the *Home* page, select a project.

2. Click the [icon] *Permissions* tab.

To apply permissions to a user or group, you must create a project role. You can then associate that project role to a user or group on the *Permissions* tab.

See Creating a Project Role on page 106.

See Associating Users and Groups to a Project on page 104.

See Project-level Permissions on page 98.

Associating Users and Groups to a Project

Before you can apply a project role to a user or group, you must first associate the user or group to the project. Administrators and project managers with the correct permissions can associate users and groups to a project in the *Permissions* tab. Once a user or group is added to a project, the user can see the project in the *Project List* panel.

To associate a user or group to a project

1. On the *Home* page, select a project.

2. Click the   *Permissions* tab.

3. In the User/Group list pane, click **Add Association** .

All Users and Groups Dialog
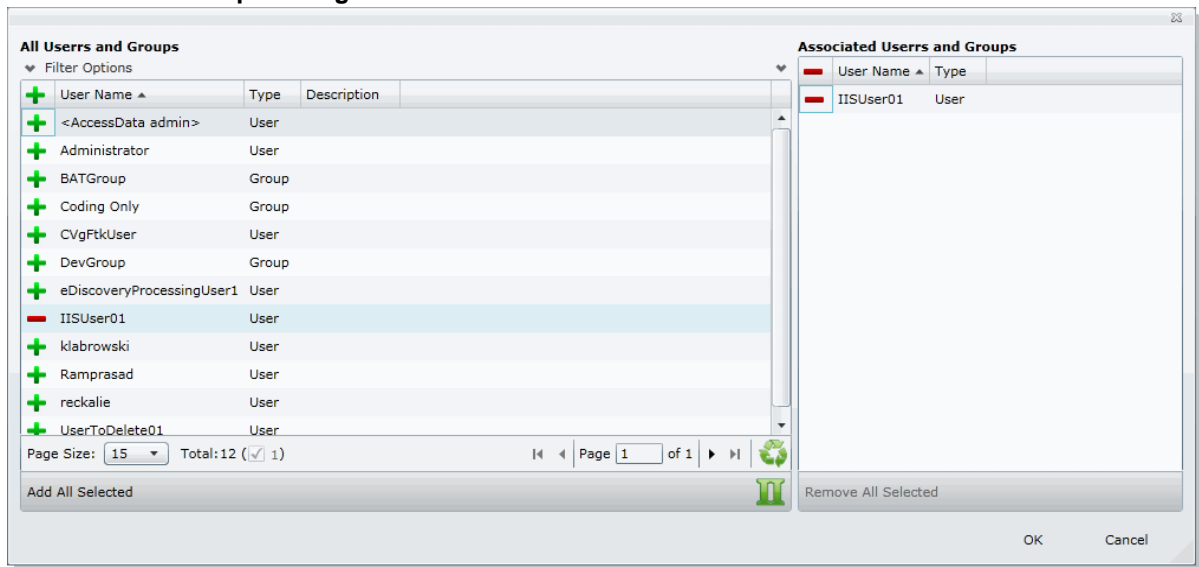
4. Click   to add the user or group to the project.

5. Click **OK**.

6. To grant specific permissions to a user or group, associate them to a project role.
   See

Disassociate Users and Groups from a Project

Administrators and project/case managers with the correct permissions can remove users from a project by disassociating them from the project in the *Permissions* tab.

To disassociate a user or group to a project

1. On the *Home* page, select a project, and click the **Permissions** tab.

2. Check the user or group you want to remove from the project in the User/Group list pane.

3. In the User/Group list pane, click the **Remove Association** button .

Associating Project Roles to Users and Groups

After you have associated a user or user group to a project, you can associate them to a project role.

See Associating Users and Groups to a Project on page 104.

You can select an existing project role or create a new one.

For information on creating new project roles, see Creating a Project Role (page 106).

To associate a project role to a user or group

1. On the *Home* page, select a project.

2. Click the *Permissions* tab.

3. In the *User/UserGoup* pane, select a user or group that has been associated to the project.

4. Do one of the following:

   - Associate the user or group to an existing project role.

   4a. In the *Project Role* pane (bottom of the page), click the *Add Association* button.

   4b. In the All Project Role dialog, click the *Add* button for the desired project roles to associate with the user or group.

   4c. Click **OK**.

   - Create a new project role.
     See Creating a Project Role on page 106.

Disassociating Project Roles from Users or Groups

Administrators and users with the *Manage Project* permissions can disassociate project roles from users and groups for a specific project.

To disassociate a project role to a user or group

1. On the *Home* page, select a project.

2. Click the *Permissions* tab.

3. In the *User/UserGoup* pane, select a user or group that has been associated to the project.

4. In the *Project Roles* pane, click the **Remove Association** button .

Creating a Project Role
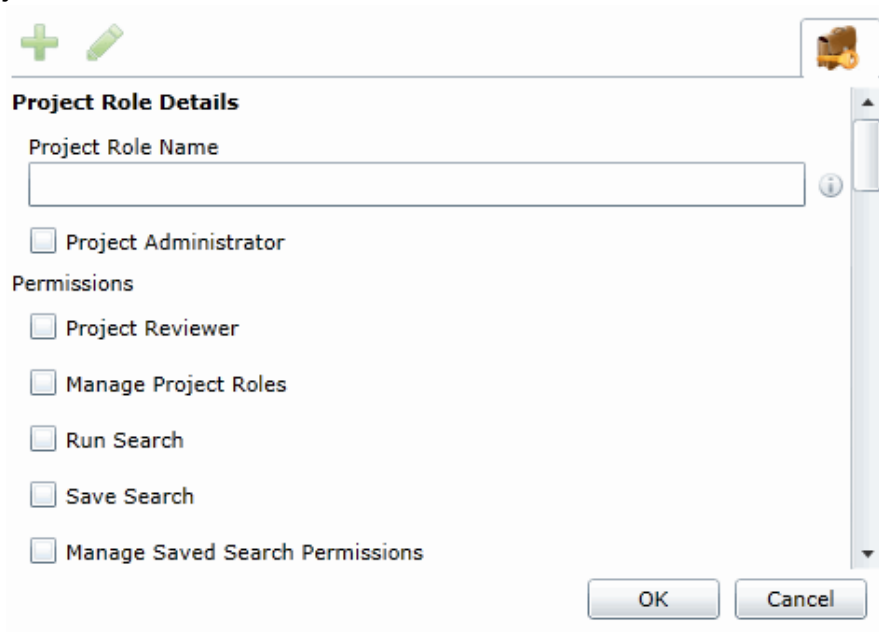
After you have associated a user or user group to a project, you can associate them to a project role. You can use an existing role or create a new role.

See About Project Roles on page 97.

To create a project role

1. On the *Home* page, select a project.

2. Click the [icon] *Permissions* tab.

3. If no user is associated with the project, associate a user by doing the following:

    3a. In the *Users/UserGroup* pane, click the [icon] *Add Associations* button.

    3b. Add a user or group by clicking the [icon] *Add* button for a user or group.

    3c. Click **OK**.

4. In the *Project Roles* pane at the bottom of the screen, click the [icon] *Add* button.

Add Project Roles Data Form

5. Enter a *Project Role Name*.

6. Check the permissions that you want to include in the role.
    See Project-level Permissions on page 98.

7. Click **OK**.

Editing and Managing a Project Role

You can edit project roles if you want to alter the permissions in the role.

Because project roles can be used across multiple projects, you cannot delete a project role as it may affect other projects.

To edit a project role

1. On the *Home* page, select a project.

2. Click the *Permissions* tab.

3. Select a user that has the project role associated with it.

4. In the *Project Roles* pane at the bottom of the screen, select a role and click the edit button .

5. Edit the role and click **OK**.

Chapter 9
Running Reports

This chapter is designed to help you execute and understand reports. Reports allow you to view data about your project.

Users with the necessary permissions can run reports for a project using the *Reports* tab and the *Exports* tab on the *Home page*. The *Reports* and *Exports* tabs are project specific, not global.

Accessing the Reports Tab

To access the Reports tab

❖   From the Home page, select a project, and click the 📖 **Reports** tab.

The following reports are available:

- Deduplication Report (page 108)
- Data Volume Report (page 109)
- Completion Status Report (page 109)
- Audit Log Report (page 109)
- Search Report (page 111)
- Export Set Report (page 112) (Only appears after generated)
- Export Set Report (page 112) (Only appears after generated)

Deduplication Report

You can open the Deduplication Summary report to view duplicate files and emails that were filtered in the project. Also included in the report are the deduplication options that were set for documents and email.

You can generate the report, print it, and save it in a variety of formats, and download it to a spreadsheet.

To run the deduplication report

1.   Select a project in the *Project List* panel.
2.   Click the **Reports** tab on the *Home* page.
3.   Click **Generate Report** to create the report.
4.   Click **Download** under the *Deduplication Summary Report* pane. You can choose to download the report either for files or emails.

Data Volume Report

You can generate the Data Volume Report to view the size of processed data, evidence file counts by file category, and a breakout of files by extension.

You can view the report, print it, and save it in a variety of formats.

To run the data volume report

1. Select a project in the *Project List* panel.
2. Click the **Reports** tab on the *Home* page.
3. Click **Download** under the *Data Volume Report* pane.

Completion Status Report

The Completion Status report shows the status of a job. You can generate the report after the job starts running and at least one job target status is collecting.

To run the Completion Status Report

1. Select a project in the Project List Panel.
2. Click the **Reports** tab on the *Home* page.
3. Click **Generate Report** under the *Completion Status Report* pane.

Audit Log Report

This log records the user activities at the Project Review and evidence object level. The log records the following actions in the report:

- Project Review Activities:
  - Entered Review
  - Exited Review
  - Perform Search
  - Save Search
  - Apply Filter
  - Create Label
  - Create Document Group
  - Create Issue
  - Create Category
  - Create Review Set
  - Check Out Review Set
  - Check In Review Set
  - Create Production Set
  - Export Data
- Evidence Object Activities
  - Label Document

- Annotate Document
    - Create Redaction
    - Delete Redaction
    - Remove Redaction
    - Create Highlight
- Edit Document (via Editable Grid)
- Image Document
- Code Document (via Tagging)
- Delete Document
- View Document (Includes Duration)
- Link Document
- Compare Document
- Print Document

To view the log

1. Select a project in the *Project List* panel.
2. Click the **Reports** tab on the *Home* page.
3. Under the Audit Log pane, do one of the following:
   - Click **Generate Report** to generate the data.
   - Click **Download** to open it as an Excel file.

Search Report

You can generate and download a report that shows you the overall results of your search.

> **Note:** When generating a search report that includes a large number of items, such as over 100,000, the report generation can take a long time, possibly two hours or more. You should not perform other tasks using the console during this time. Even if the console closes due to inactivity, the report will still generate.

The following details are included in the Search report:

- Total Unique Files: This count is the total items that had at least one keyword hit. If a document has several keywords that were found within its contents, a count of 1 is added to this total for that document.

  > **Note:** If a search term contains a keyword hit, due to a variation search (stemming, phonic, or fuzzy), the character "&" is added to the end of each search term in the File details to indicate the variation search. However, a search term found with the synonym or related search will not show the "&." at the end of the term.

- Total Unique Family Items: This count is the number of files where any single family member had a keyword hit. If any one file within a document family had a keyword hit, the individual files that make up this family are counted and added to this total. For example, one email had 3 attachments and the email hit on a keyword, a count of 4 files would be added to this count as a result.

- Total Family Emails: This count is the number of emails that have attachments where either the email itself or any of the attachments had a search hit. This count is for top level emails only. Emails as attachments are counted as attachments.

- Total Family Attachments: This count is the number of the attachments where either the top level email or any of the attachments had a search hit. For example, if you have an email with an email attached and the attached email has 4 documents attached to it, this count would include the 5 attachments.

- Total Unique Emails with no Attachments: This count is the number of the emails that have no attachments where a search hit was found.

- Total Unique Loose eDocs: This count is the number of loose eDocuments where a search hit was found. This does not include attachments to emails, but does count the individual documents where a hit was found from within a zip file.

- Total Hit Count: This count is the total number of hits that were found within all of the documents.

  > **Note:** For some queries, the total hit count may be incorrect.

To generate and download a search report

1. Perform a search.

In *Project Review*, click **Search Options > Generate Report**.

Export Set Report

The Export Set report supplies information about exported production sets. You can also generate and download a report either before or after you export the set to a load file. Each time you generate the report, it overwrites any previously generated report for that export set.

After an export set report has been generated, you can download it in Microsoft Office Excel Worksheet format (XLSX) and save it to a new location. You can also view a list of the Export Set Reports under the *Reports* tab.

To run an export set report

1. Select a project in the *Project List* panel.
2. Click the **Printing/Export** tab on the *Home* page.
3. Under the *Export Set History* tab, select an export and click **Show Reports**.
4. Under *Summary*, click **Generate**. Once an export report has been generated, click **Download**.

Export Set Info

- **Name**: The name of the Export Set as defined by the user when the set was created.
- **Labels**: Lists which labels are included in the document set.
- **Comments**: Lists any comments that added when the export set was created.
- **File Count**: Displays a total of the number of documents contained within the exported set of data.
- **File Size**: Displays the total size of the documents being exported.

File Breakout

- **Type**: Lists the document type by file extension of the files contained within the exported set of documents.
- **Count**: Displays a count of how many documents are contained within each group.
- **Size**: Displays the total size of the files within each of the groupings.

File List

- **Object Name**: Displays the name of the file being exported.
- **Person**: Displays the name of the associated person.
- **Extension**: Displays the file extension of the exported item.
- **Path**: Displays the original filepath of the exported item.
- **Create Date**: Displays the metadata property for the created date of the exported item.
- **Last Access Date**: Displays the metadata property for the last access date of the exported item.
- **Modify Date**: Displays the metadata property for the modification date of the exported item.
- **Logical Size**: Displays the metadata property fore the logical size of the exported item.
- **File Type** (Generic): Displays the file type of the exported item.

Image Conversion Exception Report

The Image Conversion Exception (ICE) report displays documents that were not imaged due to limitations of the image conversion tools or system failures.

To run an image conversion exception report

1. Select a project in the *Project List* panel.
2. Click the **Export** tab on the *Home* page.
3. Expand the **Download Reports** button of a production set.
4. Select **Download ICE Report**.

Summary Report

The Summary report supplies information about summaries in your project.

You can must generate the report from the *Tags* tab in *Review*.

After an summary report has been generated, you can download it in Microsoft Word format (DOCX) and save it to a new location. You can also view exported files.

For details, see the *Using Summaries* information in the *Review Guide*.

Chapter 10
Configuring Review Tools

Project/case managers with the correct permissions can configure many of the review tools that admin reviewers use in Project Review. See Setting Project Permissions (page 97) for information on the permissions needed to set up review tools. The following review tools can be set up from the *Home* page:

- Markup Sets: Configuring Markup Sets (page 115)
- Custom Fields: Configuring Custom Fields (page 119)
- Tagging Layouts: Configuring Tagging Layouts (page 122)
- Highlight Profiles: Configuring Highlight Profiles (page 127)
- Redaction Text: Configuring Redaction Text (page 131)

Configuring Markup Sets

Markup sets are a set of redactions and annotations performed by a specified group of users. For example, you can create a markup set for paralegals, then when paralegal reviewers perform annotations on documents in the Project Review, all of their markups will only appear when the Paralegal option is selected as the markup for the document in the Natural or Image panel of Project Review.

Note: Only redactions and annotations are included in markup sets.

Markup Sets Tab

The *Markup Sets* tab on the *Home* page can be used to create markup sets for reviewers to use. Markup sets are a set of redactions and highlights performed by a specified group of users.

Markup Sets Elements

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Markup Sets List	Displays the markup sets already created for the project. Click the column headers to sort by the column.
Refresh	Refreshes the Markup Sets List.
Columns	Adjusts what columns display in the Markup Sets List.
Delete	Deletes selected markup set. Only active when a markup set is selected.
Add Markup Set	Adds a markup set.
Edit Markup Set	Edits the selected markup set.
Delete Markup Set	Deletes the selected markup set.
Users Tab	Allows you to associate users to a markup set.
Groups Tab	Allows you to associate groups to a markup set.
Add Association	Associates a group/user to a markup set.
Remove Association	Disassociates a markup set from a user/group.

Adding a Markup Set

Before you can assign a markup set to a user or group, you must first create the markup set on the *Home* page. Project/case managers with the Project Administrator permission can create, edit, and delete markup sets.

To add a markup set

1. Log in as a user with Project Administrator rights.
2. Click the **Markup Sets** tab.
   See Markup Sets Tab on page 116.

3. Click the **Add** button   .
4. In the *Markup Set Detail* form, enter the name of the *Annotation Set*.
5. Click **OK**.

Deleting a Markup Set

To delete a markup set

1. Log in as a user with Project Administrator rights.
2. Click the **Markup Sets** tab.
   See Markup Sets Tab on page 116.
3. Select the markup set that you want to delete.

4. Click the **Delete** button   .
5. In the confirm deletion dialog, click **OK**.

Editing the Name of a Markup Set

You can edit the name of an existing markup set if you have Project Administrator rights.

To edit a markup set

1. Log in as a user with Project Administrator rights.
2. Click the **Markup Sets** tab.
   See Markup Sets Tab on page 116.
3. Select the markup set that you want to edit.

4. Click the **Edit** button   .
5. Change the name of the *Annotation Set*.
6. Click **OK**.

Associating a User or Group to a Markup Set

If you are a user with Project Administrator rights, you can associate users or groups to markup sets. Once associated, annotations that the user performs in the Project Review will appear on the document in Native or Image view when the markup set is selected.

To associate a user or group to a markup set

1. Log in as a user with Project Administrator rights.
2. Click the **Markup Sets** tab.
   See Markup Sets Tab on page 116.
3. Select the markup set that you want to associate to a user or group.
4. Click the *User* or *Group* tab at the bottom of the page.

5. Click the **Add Association** button .
6. In the *All Users* or *All User Groups* dialog, click the plus sign to add the user or group to the markup set.
7. Click **OK**.

Disassociating a User or Group from a Markup Set

If you are a user with Project Administrator rights, you can disassociate users or groups to markup sets.

To disassociate a user or group from a markup set

1. Log in as a user with Project Administrator rights.
2. Click the **Markup Sets** tab.
   See Markup Sets Tab on page 116.
3. Check the markup set that you want to disassociate to a user or group.
4. Click the *User* or *Group* tab at the bottom of the page.

5. Click the **Remove Association** button .

Configuring Custom Fields

Custom fields include the columns that appear in the Project Review and categories that can be coded in Project Review. You can create custom fields that will allow you to display the data that you want for each document in Project Review, in production sets, and in exports. Custom fields allow you to:

- Map fields from documents upon import to the custom fields you create. See the Loading Data documentation for more information on mapping fields.
- Code documents for the custom fields in Project Review, using tagging layouts. See the Reviewer Guide for more information on coding data.
  - See Adding Custom Fields on page 120.
  - See Creating Category Values on page 121.
  - See Adding a Tagging Layout on page 123.

Custom Fields Tab

The *Custom Fields* tab on the *Home* page can be used to add and edit custom fields for Project Review and coding.

Elements of the Custom Fields Tab

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Highlight Custom Fields	Displays the custom fields already created for the project. Click the column headers to sort by the column.
Refresh	Refreshes the Custom Fields List.
Columns	Adjusts what columns display in the Custom Fields List.
Delete	Deletes selected custom fields. Only active when one or more custom fields are selected. IMPORTANT: See About Deleting Custom Fields on page 121.
Add Custom Fields	Adds a custom field.
Edit Custom Fields	Edits the selected custom field.
Delete Custom Fields	Deletes the selected custom field. IMPORTANT: See About Deleting Custom Fields on page 121.

Adding Custom Fields

Project/case managers with the Project Administrator permission can create and edit custom fields. You can use the custom fields to add categories, text, number, and date fields.

When creating a custom field, the application will prevent you from using the name of an existing field.

To add a custom field

1. Log in as a user with Project Administrator rights.
2. Click the **Custom Fields** tab.
    See Custom Fields Tab on page 119.

3. Click the **Add** button .
4. In the *Custom Field Detail* form, enter the name of the custom field.
5. Select a Display Type:
    - Check box: Create a column that contains a check box. This is for coding categories only.
    - Date: Create a column that contains a date.
    - Number: Create a column that contains a number.
    - Radio: Create a column that contains a radio button. This is for coding categories only.
    - Text: Create a column that contains text.
6. Enter a *Description* for the custom field.
7. Select **ReadOnly** to make the column un-editable.
8. Click **OK**.

Editing Custom Fields

Project/case managers with the Project Administrator permission can create and edit custom fields. You cannot edit the Display Type of the custom field.

To edit a custom field

1. Log in as a user with Project Administrator rights.
2. Click the **Custom Fields** tab.
    See Custom Fields Tab on page 119.
3. Select the custom field you want to edit.
4. Click the **Edit** button.
5. Make your edits.
6. Click **OK**.

Creating Category Values

After you have created a Custom Field for check boxes or radio buttons, you can add values to the check boxes and radio buttons in *Project Review*. You can create multiple values for each category.

To add values to categories

1. Log in as a user with Assign Categories permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, click the **Tags** tab.

4. Expand the *Categories*.

5. Right-click on the category and select **Create Category Value**.

Create New Category Value Dialog
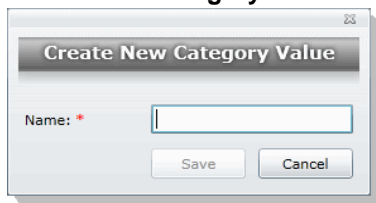
6. Enter a *Name* for the value.

7. Click **Save**.

About Deleting Custom Fields

The intent of this feature is that you can quickly delete a custom field that you created with properties that you did not intend. For example, you may realize after saving a custom field that you selected the wrong display type.

If you have been using a custom field, and there is associated data with it, in most cases you will not want to delete it.

IMPORTANT: Be aware of the following:

- If you delete a custom field that has been previously used, it will also delete the data contained within the field.

- If you delete a custom field that is used in a Tagging Layout, it will be removed from the layout, but the layout will remain.

- If you delete a custom field that is in use in the Item List by other user, that other user may experience errors. For example, if a user has enabled a column in the *File List* for this field, their browser may hang and they will have to refresh their browser and manually remove the column from the list. For this reason, if you must delete a custom field, you may want to do it at a time when fewer people are using the system. But users will still have to manually remove it from the column preferences.

- It may cause similar problems for any other panel where this field is used.

- It may also cause problems if the field is used in a global replace job that involves the field that hasn't run yet.

- Any user with the appropriate permissions can delete a custom field. For example one user with Admin rights can delete a custom field that was created by a different user.

Configuring Tagging Layouts

Tagging Layouts are layouts used for coding in the *Project Review* that the project manager creates. Users must have Project Administration permissions to create, edit, delete, and associate tagging layouts. First, you must create the layout, then associate fields to the layout for the reviewer to code, and finally, associate users or groups to the layout so that they can code with it in *Project Review*.

Custom fields must be created by the project manager before they can be added to a tagging layout. See Configuring Custom Fields (page 119) for information on how to create custom fields.

Tagging Layouts can be used to code fields in the *Project Review* for documents in the project. Coding is editing the data that appears in the fields for each document.

Tagging Layout Tab

The *Tagging Layout* tab on the *Home* page can be used to create layouts for coding in the *Project Review*.

Elements of the Tagging Layout Tab

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Tagging Layout List	Displays the tagging layouts already created for the project. Click the column headers to sort by the column.
Refresh	Refreshes the Tagging Layout List.
Columns	Adjusts what columns display in the Tagging Layout List.
Delete	Deletes selected tagging layout. Only active when a tagging layout is selected.
Add Tagging Layout	Adds a tagging layout.
Edit Tagging Layout	Edits the selected tagging layout.
Delete Tagging Layout	Deletes the selected tagging layout.
Tagging Layout Fields Tab	Allows you to associate/disassociate fields to a tagging layout.
Users Tab	Allows you to associate users to a tagging layout.

Elements of the Tagging Layout Tab (Continued)

Element	Description
Groups Tab	Allows you to associate groups to a tagging layout.
Add Association	Associates a group, user, or field to a tagging layout.
Remove Association	Disassociates a tagging layout from a user, group, or field.

Adding a Tagging Layout

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts.

To add a tagging layout

1. Log in as a user with Project Administrator rights.
2. Click the **Tagging Layout** tab.
   See
3. Click the **Add** button .
4. In the *Tagging Layout Detail* form, enter the name of the *Tagging Layout.*
5. Enter the number of the order that you want the layout to appear to the user in the Project Review. Repeated numbers appear in alphabetical order.
6. Click **OK**.

Deleting a Tagging Layout

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts.

To delete a tagging layout

1. Log in as a user with Project Administrator rights.
2. Click the **Tagging Layout** tab.
   See
3. Check the layout that you want to delete.
4. Click the **Delete** button .

   Note: You can also delete multiple layouts by clicking the trash can delete button.

5. In the confirmation dialog, click **OK**.

Editing a Tagging Layout

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts.

To edit a tagging layout

1. Log in as a user with Project Administrator rights.
2. Click the **Tagging Layout** tab.
   See Tagging Layout Tab on page 122.

3. Click the **Edit** button   .
4. In the *Tagging Layout Detail* form, enter the name of the *Tagging Layout*.
5. Enter the number of the order that you want the layout to appear to the user in the Project Review. Repeated numbers appear in alphabetical order.
6. Click **OK**.

Associating Fields to a Tagging Layout

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts. Custom fields must be created before you can associate them with a tagging layout.

See Configuring Custom Fields on page 119.

To associate fields to a tagging layout

1. Log in as a user with Project Administrator rights.
2. Click the **Tagging Layout** tab.
   See Tagging Layout Tab on page 122.
3. Select the layout that you want from the Tagging Layout list pane.

4. Select the fields tab in the lower pane   .

5. Click the **Add Association** button   .

Associate Tagging Layouts Dialog
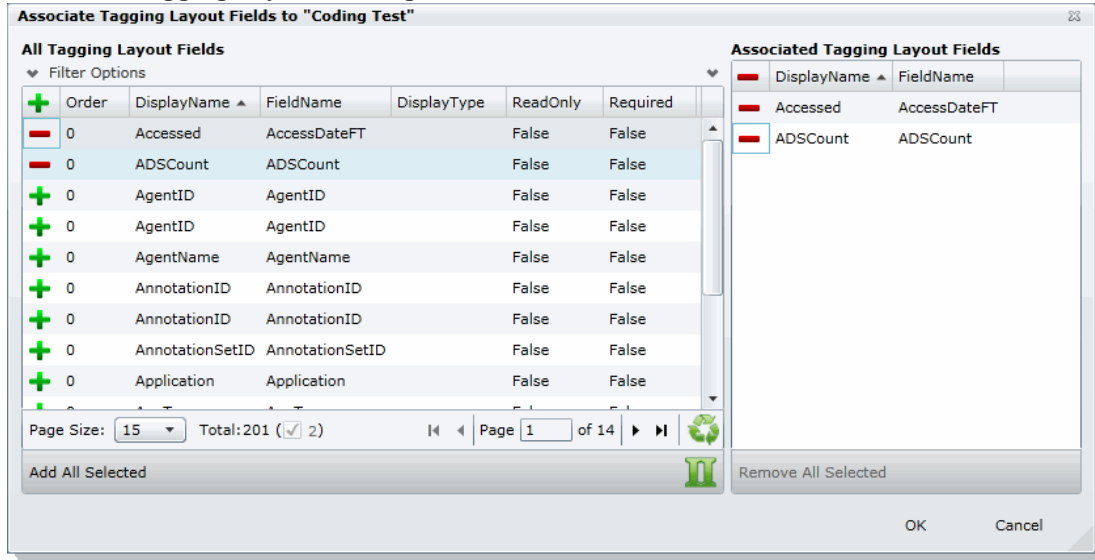
6. Click ![plus] to add the field to the layout.

7. Click **OK**.

8. Enter a number for the Order that you would like the fields to appear in the coding layout.

9. Select the fields that you just added (individually) and click the **Edit** button in the Tagging Layout Field Details. Select one of the following:

   - **Read Only**: Select to make the field read only and disallow edits. Any standard or custom field that is defined to be 'Read Only' cannot be redefined as a "Required" or "None."

   - **Required**: Select to make the field required to code before the reviewer can save the coding.

   - **None**: Select to have no definition on the field.

   - **Is Carryable**: Check to allow the field data to carry over to the next record when the user selects the *Apply Previous* button during coding.

10. Click **OK**.

Note: Some fields are populated by processing evidence or are system fields and cannot be changed. These fields, when added to the layout, will have a ReadOnly value of True.

Disassociating Fields from a Tagging Layout

Project/case managers with the *Project Administrator* permission can disassociate tagging layouts.

To disassociate fields from a tagging layout

1. Log in as a user with Project Administrator rights.

2. Click the **Tagging Layout** tab.
   See Tagging Layout Tab on page 122.

3. Select the layout that you want from the Tagging Layout list pane.

4. Click the fields tab in the lower pane .

5. Click the **Remove Association** button .

Associate User or Group to Tagging Layout

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts.

To associate users or groups to a tagging layout

1. Log in as a user with Project Administrator rights.

2. Click the **Tagging Layout** tab.
See Tagging Layout Tab on page 122.

3. Select the layout that you want from the Tagging Layout list pane.

4. Open either the *User* or *Groups* tab.

5. Click the **Add Association** button .

6. In the *All Users* or *All User Groups* dialog, click to add the user or group to the tagging layout.

7. Click **OK**.

Disassociate User or Group to Tagging Layout

Project/case managers with the *Project Administrator* permission can disassociate tagging layouts.

To disassociate users or groups from a tagging layout

1. Log in as a user with Project Administrator rights.

2. Click the **Tagging Layout** tab.
See Tagging Layout Tab on page 122.

3. Check the layout that you want from the Tagging Layout list pane.

4. Open either the *User* or *Groups* tab.

5. Check the user or group that you want to disassociate.

6. Click the **Remove Association** button .

Configuring Highlight Profiles

You can set up persistent highlighting profiles that will highlight predetermined keywords in the *Natural* panel of Project Review. Persistent highlighting profiles are defined by the administrator or project/case manager and can be toggled on and off using the *Select Profile* drop-down in the *Project Review*.

See Highlight Profiles Tab on page 127.

Highlight Profiles Tab

The *Highlight Profiles* tab on the *Home* page can be used to set up persistent highlighting profiles that will highlight predetermined keywords in the Natural panel in Project Review. Persistent highlighting profiles are defined by the administrator or project manager and can be toggled on and off using the Select Profile drop-down in the Project Review.

Elements of the Highlight Profiles Tab

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Highlight Profiles List	Displays the highlight profiles already created for the project. Click the column headers to sort by the column.
Refresh	Refreshes the Highlight Profiles List.
Columns	Adjusts what columns display in the Highlight Profiles List.
Delete	Click to delete selected highlight profiles. Only active when a highlight profile is selected.
Add Highlight Profiles	Adds a highlight profile.
Edit Highlight Profiles	Edits the selected highlight profile.
Delete Highlight Profiles	Deletes the selected highlight profile.
Highlight Profile Keywords	Allows you to add keywords and highlights to the highlight profile.
Users Tab	Allows you to associate users to a highlight profile.

Elements of the Highlight Profiles Tab (Continued)

Element	Description
Groups Tab	Allows you to associate groups to a highlight profile.
Add Association	Associates a user or group to a highlight profile.
Remove Association	Disassociates a highlight profile from a user or group.

Adding Highlight Profiles

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate highlight profiles.

To add a highlight profile

1. Log in as a user with Project Administrator rights.
2. Click the **Highlight Profiles** tab.
   See
3. Click the **Add** button .
4. In the *Highlight Profile Detail* form, enter a *Profile Name*.
5. Enter a *Description* for the profile.
6. Click **OK**.

Editing Highlight Profiles

Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate highlight profiles.

To edit a highlight profile

1. Log in as a user with Project Administrator rights.
2. Click the **Highlight Profiles** tab.
   See Highlight Profiles Tab on page 127.
3. Select the profile that you want to edit.

4. Click the **Edit** button   .
5. In the *Highlight Profile Detail* form, enter a *Profile Name*.
6. Enter a *Description* for the profile.
7. Click **OK**.

Deleting Highlight Profiles

Project/case managers with the Project Administrator permission can create, edit, delete, and associate highlight profiles.

To delete a highlight profile

1. Log in as a user with Project Administrator rights.
2. Click the **Highlight Profiles** tab.
   See Highlight Profiles Tab on page 127.
3. Select the profile that you want to delete.

4. Click the **Delete** button   .

> **Note:** You can also delete multiple profiles by clicking the trash can delete button.

Add Keywords to a Highlight Profile

After you have created a highlight profile, you can add keywords to the profile that will appear highlighted in the *Natural* panel of the *Project Review* when the profile is selected.

To add keywords to a highlight profile

1. Log in as a user with Project Administrator rights.
2. Click the **Highlight Profiles** tab.
   See Highlight Profiles Tab on page 127.
3. Select a profile.

4. Select the **Keywords** tab   .

5. Click the **Add Keywords** ➕ button.

6. In the *Keyword Details* form, enter the keywords (separated by a comma) that you want highlighted.

7. Expand the color drop-down and select a color you want to use as a highlight.

8. Click **OK**.

9. You can add multiple keyword highlights, in different colors, to one profile.

Note: You can edit and delete keyword details by clicking the pencil or minus buttons in the **Keywords** tab.

Associating a Highlight Profile

Project/case managers with the Project Administrator permission can create, edit, delete, and associate highlight profiles. You can associate highlight profiles to users and groups.

To associate a highlight profile to a user or group

1. Log in as a user with Project Administrator rights.

2. Click the **Highlight Profiles** tab.
   See Highlight Profiles Tab on page 127.

3. Select the profile that you want to associate to a user or group.

4. Open either the *User* or *Groups* tab.

5. Click the **Add Association** button 🔗.

6. In the *All Users* or *All User Groups* dialog, click the plus sign to associate the user or group with the profile.

7. Click **OK**.

Disassociating a Highlight Profile

Project/case managers with the Project Administrator permission can disassociate highlight profiles from users or groups.

To disassociate a highlight profile from a user or group

1. Log in as a user with Project Administrator rights.

2. Click the **Highlight Profiles** tab.
   See Highlight Profiles Tab on page 127.

3. Select the profile that you want to disassociate from a user or group.

4. Open either the *User* or *Groups* tab.

5. Select the user or group that you want to disassociate.

6. Click the **Remove Association** button 🔗.

Configuring Redaction Text

Project/case managers with the Project Administration permission can create redaction text profiles with text that appears on redactions on documents. Redactions can be made in the *Image* or *Natural* panel of the *Project Review*.

Redaction Text Tab

The *Redaction Text* tab on the *Home* page can be used to add, edit, and delete redaction text profiles. Redactions can be made in the *Image* view of the *Project Review*.

Elements of the Redaction Text Tab

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Redaction Text Profile List	Displays the available redaction text profiles. Click the column headers to sort by the column.
Refresh	Refreshes the Redaction Text Profile list. For more information, see *The Administrator Guide.*
Columns	Adjusts what columns display in the Redaction Text Profile list. For more information, see *The Administrator Guide.*
Delete	Deletes selected redaction text profile. Only active when a redaction text is selected.
Create Redaction Text Profile	Creates a redaction text profile. See Creating a Redaction Text Profile on page 131.
Edit Redaction Text	Edits the selected redaction text profile.
Delete Redaction Text	Deletes the selected redaction text profile.

Creating a Redaction Text Profile

Project/case managers with the *Project Administration* permission can create the text that appears on redactions by adding redaction text profiles.

To create redaction text profiles

1. Log in as a user with Project Administrator rights.

2. Click the **Redaction Text** tab.
   See Redaction Text Tab on page 131.

3. Click the **Add** button   .

4. In the *Redaction Text Detail* form, enter the text that you want to appear on the redaction.

5. Click **OK**.

Editing Redaction Text Profiles

Project/case managers with the *Project Administration* permission can edit the text that appears on redactions by editing the redaction text profiles.

To edit redaction text profiles

1. Log in as a user with Project Administrator rights.

2. Click the **Redaction Text** tab.

    See Redaction Text Tab on page 131.

3. Click the **Edit** button   .

4. In the *Redaction Text Detail* form, enter the text that you want to appear on the redaction.

5. Click **OK**.

Deleting Redaction Text Profiles

Project/case managers with the *Project Administration* permission can delete redaction text profiles.

To delete redaction text profiles

1. Log in as a user with Project Administrator rights.

2. Click the **Redaction Text** tab.

    See Redaction Text Tab on page 131.

3. Select the redaction text that you want to delete.

4. Click the **Delete** button   .

Chapter 11

Monitoring the Work List

The project/case manager can use the *Work List* tab on the *Home* page to monitor certain activities in the project. The following items are recorded in the Work List: searches, review sets, imaging, label assignments, imports, bulk coding, cluster analysis, bulk labeling, transcript/exhibit uploading, and delete summaries.

The Job IDs are unique to every job. Jobs cannot be deleted or edited, only monitored. Project managers can be informed as to the actions performed in the project and errors that users have encountered in the project from the *Work List* tab.

Accessing the Work List

To access the Work List

❖ From the Home page, select a project, and click the **Work List** tab.

Work List Tab

The *Work List* tab on the *Home* page can be used to view data for the selected project. The bottom panel displays the number of documents processed and number of errors. This will be updated periodically to reflect current status.

Elements of the Work List Tab

Element	Description
Filter Options	Allows you search and filter all of the items in the list. You can filter the list based on any number of fields. See Filtering Content in Lists and Grids on page 46.
Work List	Displays the jobs associated with the project. Click the column headers to sort by the column.
Refresh	Refreshes the Work List. **Note: The Work List will automatically refresh every three minutes.**
Columns	Adjusts what columns display in the Work List.

Elements of the Work List Tab (Continued)

Element	Description
Overview Tab	Displays the statistics on the data found in the Work List.

Cancelling Review Jobs

You can cancel certain jobs that you may have started while in Review. This allows you to resubmit work or cancel a process that you may not want to complete. Cancelling these jobs will cancel any work that has not yet been completed. Any work that has already completed will be retained.

You can cancel the following jobs from the work list:

- Imaging
- Bulk Coding
- Network Bulk Printing
- OCR Documents

To cancel a review job from the Work List

1. From the Work List, select the review job that you want to cancel.

2. Click to cancel the review job.

Chapter 12
Managing Document Groups

About Managing Document Groups

Project/case managers with *Folders and Project Administration* permissions can manage document groups. Document groups are folders where imported evidence is stored. You use document groups to organize your evidence by culling the data via permissions.

Document groups can contain numerous documents. However, any given document can be in only one document group. You cannot assign permissions for documents unless the documents are in a document group. All documents in a group will be assigned DocIDs. Documents not within a document group, will NOT have DocIDs.

You can name your document group to reflect where the files were located. The name can be a job number, a business name, or anything that will allow you to recognize what files are contained in the group.

Document groups can be created in two ways: by importing evidence, or by selecting Document Groups in *Project Review*.

See Creating a Document Group During Import on page 136.

See Creating a Document Group in Project Review on page 136.

Note: To make sure that the DocID, ParentDocID, and AttachDocIDs fields populate in the Family records, include at least one parent document and one child document when creating the document group.

Creating a Document Group During Import

While importing evidence, you can create a document group. You can also place the documents into an existing document group.

See the Loading Data documentation for information on how to create new document groups while importing evidence and putting evidence into existing document groups.

Creating a Document Group in Project Review

Project/case managers with *Folders* permissions can create Document Groups in the Project Review.

To create document groups in Project Review

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** 🔍 button next to the project in the *Project List*.

3. In the *Project Explorer*, right-click the **Document Groups** folder and select **Create Document Group**.

4. Enter a *Name* for the document group.

5. Enter a *Description* for the document group.

6. Click **Next**.

7. Check the labels that you want to include in the document group.

8. Click **Next**.

9. Select one of the following:
   - **Continue from Last**: Select to continue the numbering from the last document.
   - **Assign DocIDs**: Select to assign DocID numbers to the records.

10. Enter a *Prefix* for the new numbering.

11. Enter a *Suffix* for the new numbering.

12. Select a *Starting Number* for the documents.

13. Select the *Padding* for the documents.

14. Click **Next**.

15. Review the *Summary* and click **Create**.

16. Click **OK**.

Renumbering a Document Group in Project Review

Project/case managers with *Folders* permissions can renumber Document Groups in the Project Review. This lets you eliminate gaps and correct incorrect numbering. Upon the case of a deleted and recreated sub set of documents within a document group, you can provide different numbering.

To renumber document groups in Project Review

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** 🔍 button next to the project in the *Project List*.

3. In the *Project Explorer*, expand the **Document Groups** folder.

4. Right-click an existing *Document Group* folder and select **Renumber Document Group**.

5. Enter a *Prefix* for the new numbering.

6. Enter a *Suffix* for the new numbering.

7. Select a *Starting Number* for the documents.

8. Select the *Padding* for the documents.

9. Click **Next**.

10. Review the *Summary* and click **Renumber**.

11. Click **OK**.

Deleting a Document Group in Project Review

Project/case managers with *Folders* permissions can delete Document Groups in the Project Review. Deleting a document group allows you to move a document from one document group to another group, create sub document groups and create master document groups. When deleting a document group, the application deletes any associations to the deleted group that a particular document has.

The application also deletes any DocIDs of documents that were in the deleted group. This allows you to assign a document to a new document group, or alter an existing document group. You will need to assign new DocIDs to documents that were in a deleted document group.

To delete document groups in Project Review

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** 🔍 button next to the project in the *Project List*.

3. In the *Project Explorer*, expand the **Document Groups** folder.

4. Right-click a *Document Group* and select **Delete Document Group**.

5. Click **OK**.

Managing Rights for Document Groups in Project Review

You can designate an existing User Group to have security permissions to manage Document Groups.

For information on creating User Groups, see and *Admin Guide*.

To assign security permissions to a User Group for a Document Group

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review**   button next to the project in the *Project List*.

3. In the *Project Explorer*, expand the **Document Groups** folder.

4. Right-click a *Document Group* and select **Manage Permissions**.

5. Check the User Groups that you want to assign.

6. Click **Save**.

Chapter 13
Managing Transcripts and Exhibits

Project/case managers with *Upload Exhibits*, *Upload Transcripts*, and *Manage Transcripts* permissions can upload transcripts, create transcript groups, grant transcript permissions to users, and upload exhibits. Transcripts are uploaded from Project Review and can be viewed and annotated in the Transcripts panel.

Creating a Transcript Group

Project/case managers with the *Create Transcript Group* permission can create transcript groups to hold multiple transcripts.

To create a transcript group

1. Log in as a user with *Create Transcript Group* permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, right-click the *Transcripts* folder and click **Create Transcript Group**.

4. Enter a *Transcript Group Name*.

5. Click **Save**.

6. After creating the group, refresh the panel by clicking (*Refresh*) at the top of the Project Explorer panel.

Uploading Transcripts

Project/case managers with the *Upload Transcripts* permission can upload either .PTX or . TXT transcript files and put them in transcript groups. You can only add transcripts one at a time. When you upload a transcript, they are automatically indexed.

To upload transcripts

1. Log in as a user with *Upload Transcripts* permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, right-click the *Transcripts* folder and click **Upload Transcript**.

Upload Transcript Dialog

4. Click **Browse** to find the transcript file, highlight the file, and click **Open**.

5. Select a *Transcript Group* from the menu.
   See Creating a Transcript Group on page 139.

6. Enter the name of the *Deponent*.

7. Select the *Deposition Date*.

8. If you are uploading more than one transcript from the same day, specify the volume number to differentiate between transcripts uploaded on the same date.

9. Select **This transcript contains unnumbered preamble pages** to indicate that there are pages prior to the testimony. If you check this box, enter the number of preamble pages prior that occur before the testimony. These pages will be numbered as "Preamble 0000#." The numbering continues as normal after the preamble pages.

10. If the transcript is password protected, enter the password in the **Password** field.

11. Click **Upload Transcript**.

12. After the upload is complete, refresh the *Item List*.

13. To view the transcripts that have been uploaded, select the Transcript Groups that you want to view and click (*Apply*) on the *Project Explorer* panel.

    See the *Reviewer Guide* for more information on viewing and working with transcripts.
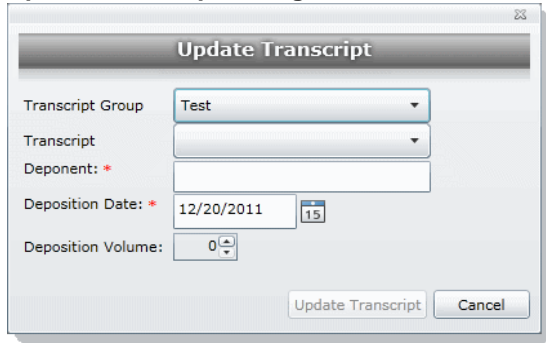
Updating Transcripts

Project managers with the Upload Transcripts permission can update transcripts in transcript groups. You can only update transcripts one at a time.

To update transcripts

1. Log in as a user with Upload Transcripts permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, right-click the *Transcripts* folder and click **Update Transcript**.

Update Transcript Dialog

4. Select a *Transcript Group*.

5. Select a *Transcript*.

6. Enter the *Deponent* name.

7. Enter the *Deposition Date*.

8. If you are uploading more than one transcript on the same day, specify the volume number to differentiate between transcripts uploaded on the same date.

9. Click **Update Transcript**.

Creating a Transcript Report

Project/case managers with the *Create Transcript Report* permission can create a report of the notes and highlights on a transcript. If there are no notes or highlights on a report, a report will not be generated.

Note: You can create a report containing issues with notes or a report containing issues without notes, but you cannot create a report that contains both issues with notes and issues without notes. If you create a report with notes without issues but the selected notes have been previously assigned to an issue, those notes will not appear in the report.

To create a transcript report

1. Log in as a user with *Create a Transcript Report* permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. From the **Explore** tab in the *Project Explorer*, right-click the *Transcripts* folder and click **Transcript Report**.

Transcript Report Dialog

4. Select **Include Notes**. You can mark whether to generate a report of all the users' notes or just your own notes.

5. Check any issues that you want included in the report. Click **Select All** to select all of the issues to include or click **Select None** to deselect all of the issues.

6. Select **Include Highlights**. You can mark whether to generate a report of all the users' highlights or just your own highlights.

7. Click **Generate Report**.
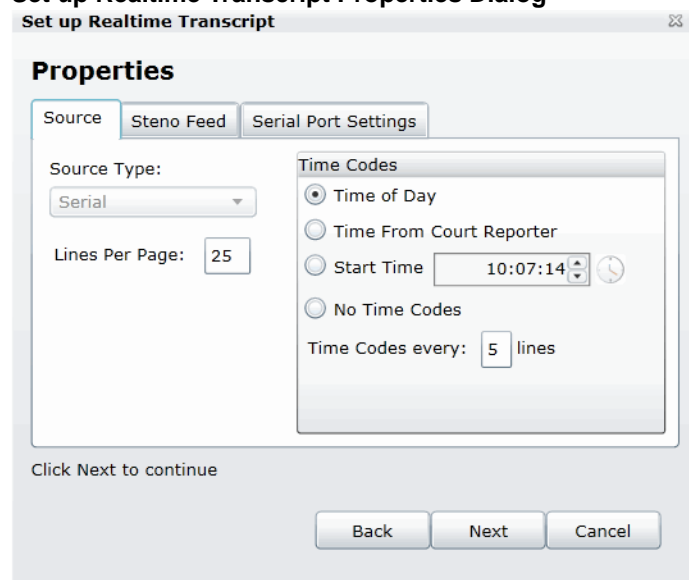
Capturing Realtime Transcripts

You have the ability to run a Realtime transcript session and capture the stream from a court reporter's stenographer machine. You can either connect to a court reporter's machine or run a demonstration of the Realtime transcript with a simulated transcription.

To capture a Realtime transcript

1. Log in as a user with *Realtime Transcripts* permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. From the *Explore* tab in the *Project Explorer*, right-click the *Transcripts* folder and select **Start Realtime Transcripts**.

4. A dialog displays asking to start a new Realtime session or resume a previous session. Click **Start New Realtime Session**.

5. Click **Next**.

6. Enter the options that you want associated with this transcript:

   - **Transcript Group**: You must select a group for the realtime transcript. If no groups are defined, exit the wizard and create a group. See Creating a Transcript Group on page 139.

   - **Deponent**

   - **Deposition Date**

   - **Volume**: If you are capturing more than one transcript on the same day, specify the volume number to differentiate between the transcripts captured on the same date.

7. Click **Next.**

8. Select the serial port that will contain the feed from the court reporter's machine. The default port is COM1. Once selected, ask the Court Reporter to type a few lines to test the port. If you do not see any lines behind the wizard window, select another port and retry. If none of the ports work, check your connections.

9. Click **Next**.

Set up Realtime Transcript Properties Dialog

10. In the **Set up Realtime Transcript Properties** dialog, you have several options in setting up your transcript.

11. Click **Test** to test the connection. Once the connection test is successful, click **Finish**.

Elements of the Set up Realtime Transcript Properties Dialog

Element	Description
Source	
Source Type	Allows you to select from which port you are receiving the stenographer's feed. The default is the serial port.
Lines Per Page	Allows you to enter how many lines you want to appear for each page of the transcript.
Time Codes	Allows you to stamp a time code on the transcript. You can choose to display the time based on the following options: ● Time of Day - Marks the transcript with the time of day as indicated by your system. ● Time From Court Reporter - Marks the transcript with the same time as indicated by the court reporter's stenographer machine. ● Start Time - Specifies the time stamped on the transcript. ● No Time Codes - Specifies that no time code is stamped on the transcript. ● Time Codes every x lines - Specifies how frequent the time code appears on the transcript.
Steno Feed	Allows you to set the options for the court reporter's stenographer feed. Before connecting and receiving the stenographer feed, make sure that you have the correct serial settings for the stenographer feed.
Steno Feed Format	Allows you to choose to receive the court reporter's feed in either CaseView or ASCII format.
Line Terminator	**Available only for ASCII format.** Allows you to indicate line termination by CRLF (carriage return line feed), CR only (Carriage return), or LF only (line feed).
Serial Port Settings	Allows you to configure the serial port settings for the stenographer feed. You can set the following options: ● Port - The interface where the feed is transmitted. This will usually be COM1. ● Baud Rate - The speed in which the data is sent. You can select a rate between 110 baud and 56000 baud. ● Data Bits - The number of data bits sent with each character. Most characters will have eight bits (ddb8). ● Parity - Parity detects errors in the feed. You can set the parity to either None, Even, Odd, Mark, and Space. The default setting is None. ● Stop Bits - Stop bits allow the system to resynchronize with the feed. The default setting is one bit.

Marking Realtime Transcripts

Once you have a successful connection and start receiving the transcript, you can mark it and link it to other documents in the project. The Transcript window displays after connecting to the stenographer's machine. The Transcript window displays two panes: the *Notes/ Linked* pane and the *Transcript* pane. The following tables describe the functions of the elements of the two panes.

Realtime Notes/Linked Panels

Page		Line		Note		Issues		Date		Owner	
3		6		the				04/13/2013			
9		10		VI				04/13/2013			

tions All (2) ▼ Delete ▼ Go   📄 2 Page Size: 25 ▼ I◄ ◄ Page 1 of 1 ► ►I 🔄

tes Linked

Realtime Notes/Linked Panel Elements

Element	Description
Notes	This tab manages the Quick Mark notes that are produced in the Realtime transcript.
Actions	Provides the ability to perform a selected task on the items within the panel.
Delete	Provides the ability to delete any Quick Mark notes or links.
Filters	Provides the ability to filter notes and linked documents. You can filter notes by page, line, note, issues, date or owner. You can filter linked documents by DocID, LinkObjectID, or file path.
Linked	This tab manages links from the transcript to other documents in the project.
🔗	Provides the ability to link to other documents in the project.

Realtime Transcript Panel

Transcript

Disconnect Word No Scroll Suspend Quick Mark << [   ] >> Save

```
              13  to
              14  DRA~
   02:22:50   15
              16  it?
              17  whatever
              18  A.
              19  A.
   02:22:59   20
              21  utilized
              22
              23  BY
              24  the
   02:23:04   25
Page Number 00004
               1  you
               2  remember
               3  mark
               4  A.
   02:23:10    5
               6  A.
               7  Q.
```

Realtime Transcript Panel Elements

Element	Description
Disconnect	This option allows you to disconnect from the court reporter's feed.
Line/Word	This option controls how the data is entered into the transcript. You can have the data entered word by word, or allow a line to be completed and populated before the data is transmitted.
No Scroll/Auto Scroll	This option displays whether the feed scrolls or not. If No Scroll is selected, the scroll bar will continue to move, but the feed will not move until you pull down the scroll bar. Exercise this option by toggling.
Suspend/Continue	This option allows you to either suspend or continue the feed. Exercise this option by toggling.
Quick Mark	This option allows you to quick mark the transcript. A quick mark is a note that you can enter and add additional information to the transcript. The quick mark will occur at the last known word/line. You can also quick mark the transcript by clicking the space bar.
`<<` ⬚ `>>`	The search bar allows you to search for words or phrases within the transcript.
Save	Allows you to save the transcript draft.
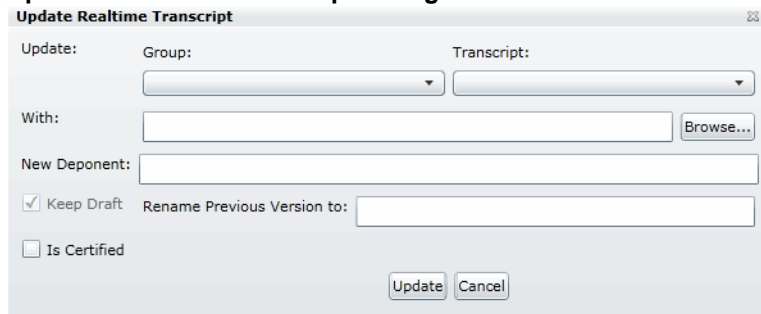
Updating a Realtime Transcript

Project managers with the Update Realtime Transcript permission can replace an earlier saved version of a Realtime transcript with a new version.

To update a Realtime transcript

1. Click the **Project Review** 🔍 button next to the project in the *Project List*.
2. From the **Explore** tab in the *Project Explorer*, right-click the *Transcripts* folder and click **Update Realtime Transcript**.
3. Enter the information in the dialog.
4. Click **Update**.

Update a Realtime Transcript Dialog

Elements of the Realtime Transcript Dialog

Element	Description
Update	Allows you to enter the transcript that you want to replace. Select the transcript name and group name from the pull-down menu.
With	Allows you to enter the new transcript. You can enter the filename in the field or browse to the location on the system.
New Deponent	Allows you to add a new deponent to the transcript if you want.
Keep Draft	Allows you to select to keep the original version that you are replacing.
Rename Previous Version to:	Allows you to rename the original version to avoid confusion between versions.
Is Certified	Allows you to select whether the new version of the transcript is certified or not.

Using Transcript Vocabulary

The Transcript Vocabulary feature uses dtDearch to create an index of all of the unique words in a transcript. The index lists all of the unique words contained in the specific transcript or all transcripts. (Noise words, such as **an** and **the,** are not included in the index.) You can use the Transcript Vocabulary feature to isolate transcripts that include specific words, and search for those words in the transcript. Navigate between highlighted terms and view the highlighted terms in context of the transcript.

Note: The content of headers, preambles, and margins of the transcripts are included in the Vocabulary index.

To use Transcript Vocabulary

1. Click the **Project Review** button next to the project in the *Project List*.
2. Select **Vocabulary** from the **Search Options** menu.
    The *Vocabulary* dialog appears.

Transcript Vocabulary Dialog
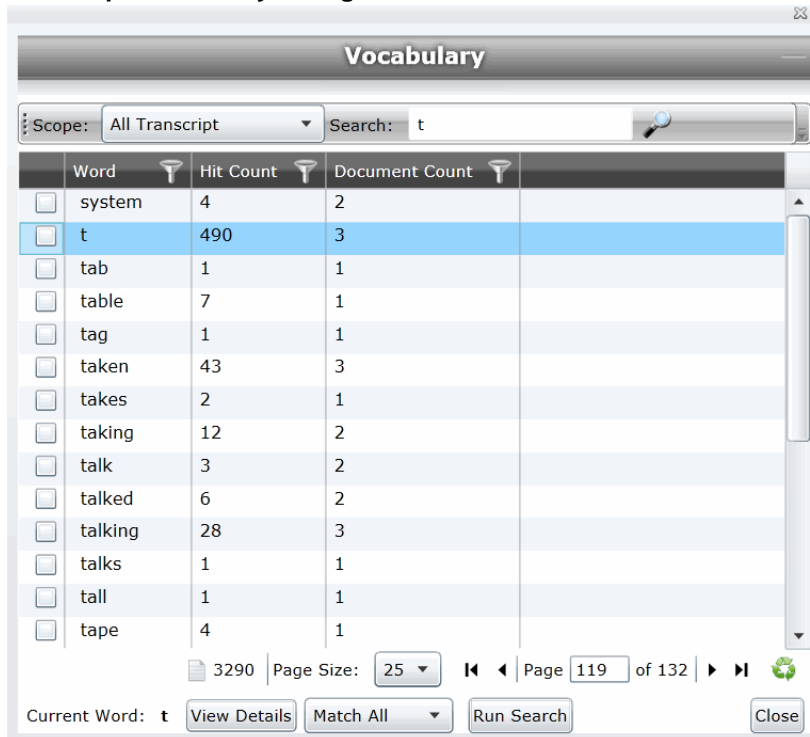
Elements of the Vocabulary Dialog

Element	Description
Scope	Narrows the scope of the vocabulary index as follows: • All Transcript - Builds an index from all of the transcripts in the project. • Transcript in List - Builds an index from the transcripts in the *Item List.*

Elements of the Vocabulary Dialog

Element	Description
Search	Allows you to search for a word or a group of words in the vocabulary list. Entering a letter in the search field retrieves a list of words that begins with the letter entered.
📄	Displays the word count of the vocabulary index. This count changes depending upon the scope of the transcript vocabulary.
Page Size	Changes the number of word rows displayed in the pane.
Page ___ of	Navigates between pages of words listed.
♻	Refreshes the word list.
View Details	Displays more details on documents that contain the word in the highlighted row. This word appears in the *Current Word* field. **Note:** Only details of the highlighted word appear in the *Current Word* field, even when other words are selected in the Vocabulary list. When selected, a dialog appears. See Viewing Details of Words in the Vocabulary Dialog on page 149.
Run Search	Searches for documents containing certain words selected in the Vocabulary list. **Note: This search searches the entire project, not just transcript documents.** Any documents found post back to the *Item List*. You can check any number of words to include in the search. Select *Match All* from the menu to return documents that contain all of the words selected or *Match Any* to return documents that contain any of the words selected.

Viewing Details of Words in the Vocabulary Dialog

In the Vocabulary dialog, you can view details of the documents that contain the word that you are examining. Within the *Documents Containing* dialog, you can view a list of documents and filter by TranscriptName, ObjectID, or Hit Count.

Note: The TranscriptName contains the deponent name, deposition date, and volume (if specified).

Select a document in the document list and click **View Selected Document** to open the document to view the selected word. The document opens in the *Natural Viewer* and the selected word highlights in the *Natural Viewer*. Click Close to exit the *Documents Containing* dialog.
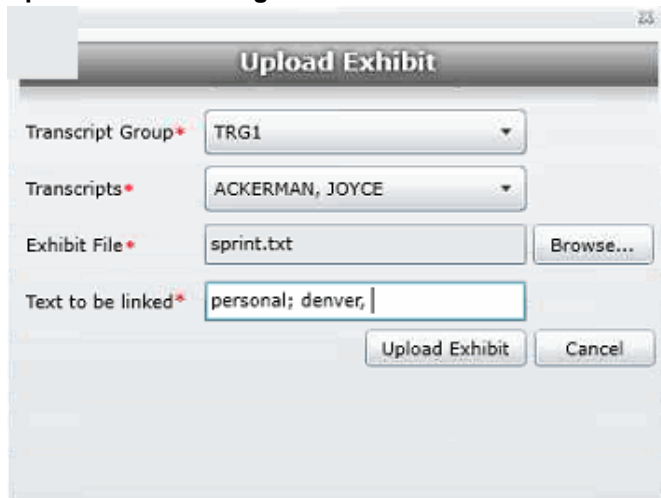
Uploading Exhibits

Project/case managers with the *Upload Exhibits* permission can upload exhibits in Project Review. You can view exhibits in the exhibits panel.

To upload an exhibit

1. Log in as a user with *Upload Exhibits* permissions.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, right-click the *Transcripts* folder and click **Upload Exhibits**.

Upload Exhibit Dialog

4. Select the *Transcript Group* that contains the transcript to which you want to link the exhibit.

5. From the *Transcripts* menu, select the transcript to which you want to link the exhibit.

6. Click **Browse**, highlight the exhibit file, and click **Open**.

7. In the *Text to be linked* field, enter the text (from the transcript) that will become a link to the exhibit. You can enter multiple text or aliases to be linked. Separate the terms by either a comma and/or a semi-colon. Every occurrence of the text in the transcript becomes a hyperlink to the exhibit.

8. Click **Upload Exhibit**.

Chapter 14
Managing Review Sets

Review sets are batches of documents that you can check out for coding and then check back in. Review sets aid in the work flow of the reviewer. It allows the reviewer to track the documents that have been coded and still need to be coded. Project/case managers with Create/Delete Review Set permissions can create and delete review sets.
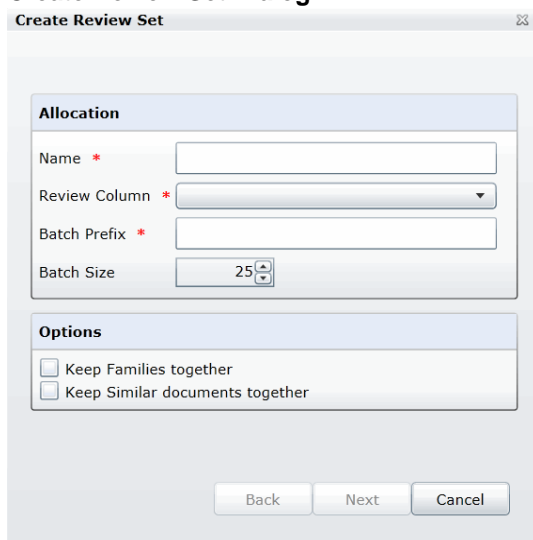
Creating a Review Set

Project/case managers with *Create/Delete Review Set* permissions can create and delete review sets.

To create a review set

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** button next to the project in the *Project List*.

3. Click the **Review Sets** button in the *Project Explorer*.
   See the Reviewer Guide for more information on the Review Sets tab.

4. Right-click the **Review Sets** folder and click **Create Review Set**.

Create Review Set Dialog

5. Enter a *Name* for the review set.

6. Select a **Review Column** that indicates the status of the review. New columns can be created in the *Custom Fields* tab of the *Home* page.

   See Custom Fields Tab on page 119.

7. Enter a prefix for the batch that will appear before the page numbers of the docs.

8. Increase or decrease the *Batch Size* to match the number of documents that you want to appear in the review set.

9. Check the following options if desired:

   • **Keep Families together**: Check this to include documents within the same family as the selected documents in the batch.

   • **Keep Similar document sets together**: Check this to include documents related to the selected documents in the batch.

   Note: Any "Keep" check box selected will override the restricted Batch Size.
   ---

10. Click **Next**.

Create Review Sets Dialog Second Screen
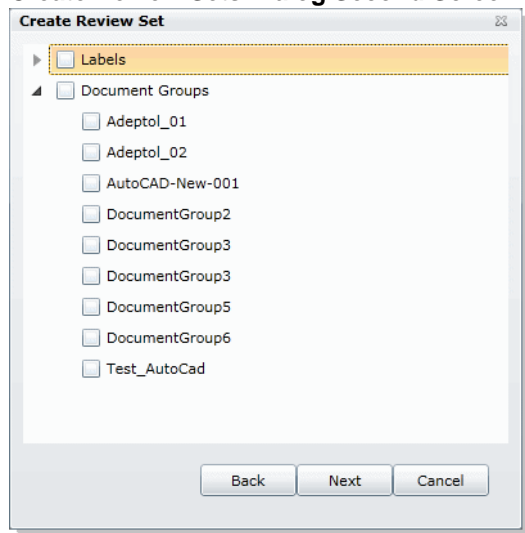
11. Expand *Labels* and check the labels that you want to include in the review set. All documents with that label applied will be included in the review set. This is only relevant if the documents have already been labeled by reviewers.

12. Expand the *Document Groups* and check the document groups that you want to include in the review set.

13. Click **Next**.

14. Review the summary of the review set to ensure everything is accurate and click **Create**.

15. Click **Close**.

Deleting Review Sets

Project/case managers with *Create/Delete Review Set* permissions can create and delete review sets.

To create a review set

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** button next to the project in the *Project List*.

3. Click the **Review Sets** button in the *Project Explorer*.
    See the Reviewer Guide for more information on the Review Sets tab.

4. Expand the *All Sets* folder.

5. Right-click the review set that you want to delete and click **Delete**.

6. Click **OK**.

Renaming a Review Set

Project/case managers with *Manage Review Set* permissions can rename review sets.

To rename a review set

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** button next to the project in the *Project List*.

3. Click the **Review Sets** button in the *Project Explorer*.
   See the Reviewer Guide for more information on the *Review Sets* tab.

4. Expand the *All Sets* folder.

5. Right-click the review set that you want to rename and click **Rename**.

6. Enter a name for the review set.

Manage Permissions for Review Sets

Project/case managers with *Manage Review Set* permissions can manage the permissions for review sets.

To rename a review set

1. Log in as a user with Project Administrator rights.

2. Click the **Project Review** 🔑 button next to the project in the *Project List*.

3. Click the **Review Sets** button in the *Project Explorer*.
    See the Reviewer Guide for more information on the Review Sets tab.

4. Expand the *All Sets* folder.

5. Right-click the review set that you want to manage permissions for and click **Manage Permissions**.

Assign Security Permissions Dialog
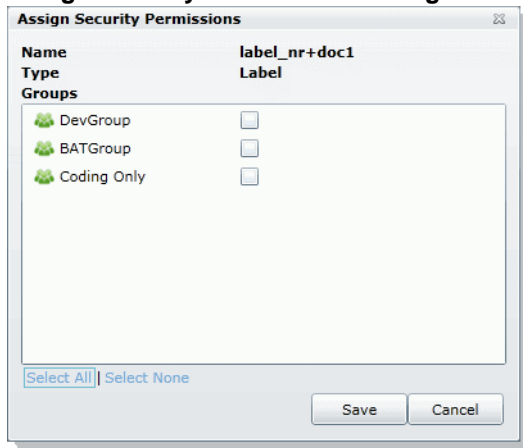
6. Check the groups that you want to grant permissions to the review set. Groups granted the Check In/ Check Out Review Batches permission will be able to check out the review sets to which they are granted permission.

7. Click **Save**.

Chapter 15
Project Folder Structure

This document describes the folder structure of the projects in your database. The location of the project folders will differ depending on the project folder path where you saved the data.

Project Folder Path

When a project is created, a Project Folder is created in the Project Folder Path provided by the user that creates the project. The Project Folder consists of alphanumeric characters auto generated by the application.

Project Folder example: 3fc04d13-1b48-40a5-80d3-0e410e8e9619.

Finding the Project Folder Path

You can find your project folder path by looking at the Project Details tab.

To find the project folder path

1. Log in to the application.
2. Select the project in the *Project List* panel.
3. Click on the **Project Detail** tab on the Home page.
4. Under *Project Folder Path*, the path is listed.

Project Folder Subfolders

Within the Project Folder, there are multiple subfolders. What subfolders that are available to view will depend upon the project and the evidence loaded within the project. This section describes those subfolders.

Please note most of the files within the subfolders are in the DAT extension. This is the extension that the application requires in order to read the contents of these files. The filename (<number>.dat) represents the ObjectID of that document. It should match the ObjectID column displayed in the Project Review.

- **CoolHTML**: This folder contains the CoolHTML files. The application converts all email files into CoolHTML files in order for the native viewer to display them.
- **Native**: This folder contains all the native files. This only pertains to Imported DII Documents and Production Set Documents.
- **Tiff**: This folder contains the Image Documents. This only pertains to Imported DII Image Documents, Production Set Image Documents, and Documents imaged using the "Imaging" option in the Item List panel of the Project Review.
- **PDF**: This folder contains the Image Documents. These are imaged using the "Imaging" option in the Item List panel of Project Review and selecting the pdf option.
- **Graphic_Swf**: This folder contains flash files created when imaging documents. There are two ways to create these flash files:
  - Click on the **Annotate** button from the *Image* tab of the Document Viewer.
  - Select **Imaging** in the mass operations of the *Item List* panel and then select the **Process for Image Annotation** option.
- **Native_Swf**: This folder contains flash files created when imaging documents. There are two way to create these flash files:
  - Click on the **Annotate** button from the *Natural* tab of Document Viewer.
  - Select **Imaging** in the mass operations of the *Item List* panel and then select the **Process for Native Annotation** option.
- **Reports**: This folder contains any report that is downloadable from within the program's interface, including project level reports such as Deduplication, Data Volume, Search, and Audit Log Reports.
- **Slipsheets**: This folder is a temporary location to place slipsheets during an imaging, production set, or export job where images are requested. During the job if a particular document cannot be imaged, the program will create a slipsheet for the document, which is stored in this file. As the job gets to completion, the program will move that slipsheet into the appropriate folder (with the appropriate number in the project of export and production sets.)
- **Dts_idx**: This folder contains the DT Search Index Files. These are needed to be able to search for full text data.
- **Email_body**: This folder contains files that are the text of an email body.
- **Filtered**: This folder contains the files that are the text of the Native file extracted by the application at the time of Add Evidence.
- **OCR**: This folder contains the files that are the text of the Native/Image files loaded via Import DII.
- **JT**: This folder contains files that are used for communication between processing host and processing engine. This is internal EP communication.
- **Jobs**: This folder contains the jobs sent via the application (i.e. Import, Add Evidence, Cluster Analysis, etc.) There are multiple Job folders:

- **AA**: This folder contains the Additional Analysis Jobs which consist of Jobs from Import, Imaging, Transcript Uploads, Clustering, etc.

  This folder also contains subfolders for the respective jobs performed by the Additional Analysis jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.

- **AE**: This folder contains the jobs processed through Add Evidence.

  This folder also contains subfolders for the respective Add Evidence jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.

- **MI**: This folder contains files for Index Manager jobs. These are run anytime you run another job to help update the database.

  This folder also contains subfolders for the respective jobs performed by the Index Manager jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.

- **EvidenceHistory.log**: This folder contains a log file of Add Evidence, Additional Analysis, and Indexing Jobs. A user should not need to access these log files.

Opening Project Files

To open any of the DAT files, you'll need to know the original extension of the files. For example, if the file is in the Tiff Folder, you know that it was originally a TIFF file. So if you change the extension from DAT to TIFF, you can open the file and it'll open as a TIFF File.

The files in the Native Folder are a little more complicated. You will need to match up the ObjectID to the one shown in the Project Review and determine what kind of native file it is and then change it to that extension accordingly. So that you do not alter the original file, it is best that you make a copy of the data files and then change the extension accordingly.

Files in the Project Folder

In the main Project Folder, there and many files that are not in folders. Some of the loose files that you may encounter include:

- **EvidenceHistory.log**: This is a log file of Add Evidence Jobs, Imaging Jobs, Production Sets, and Clustering Jobs.

Chapter 16
Using Language Identification

Language Identification

When selecting Evidence Processing, you can identify documents based on the language they were created in.

See Default Evidence Processing Options on page 82.

With Language Identification, you can identify and isolate documents that have been created in a specific language. Because Language Identification extends the processing time, only select the Language Identification needed for your documents. There are three levels of language identification to choose from:

None

The system will perform no language identification. All documents are assumed to be written in English. This is the faster processing option.

Basic

The system will perform language identification for the following languages:

- Arabic
- Chinese
- English
- French
- German
- Japanese
- Korean
- Portuguese
- Russian
- Spanish

If the language to identify is one of the ten basic languages (except for English), select Basic when choosing Language Identification. The Extended option also identifies the basic ten languages, but the processing time is significantly greater.

Extended

The system will perform language identification for 67 different languages. This is the slowest processing option. The following languages can be identified:

● Afrikaans	● Esperanto	● Latin	● Scottish Gaelic
● Albanian	● Estonian	● Latvian	● Serbian
● Amharic	● Finnish	● Lithuanian	● Slovak
● Arabic	● French	● Malay	● Slovenian
● Armenian	● Georgian	● Manx	● Spanish
● Basque	● German	● Marathi	● Swahili
● Belarusian	● Greek	● Nepali	● Swedish
● Bosnian	● Hawaiian	● Norwegian	● Tagalong
● Breton	● Hebrew	● Persian	● Tamil
● Bulgarian	● Hindi	● Polish	● Thai
● Catalan	● Hungarian	● Portuguese	● Turkish
● Chinese	● Icelandic	● Quechua	● Ukrainian
● Croatian	● Indonesian	● Romanian	● Vietnamese
● Czech	● Irish	● Rumantsch	● Welsh
● Danish	● Italian	● Russian	● Yiddish
● Dutch	● Japanese	● Sanskrit	● West Frisian
● English	● Korean	● Scots	

Chapter 17

Getting Started with KFF (Known File Filter)

This document contains the following information about understanding and getting started using KFF (Known File Filter).

Important: AccessData applications versions 5.6 and later use a new KFF architecture. If you are using one of the following applications version 5.6 or later, you must install and implement the new KFF architecture:

- ◉ Resolution1 (Resolution1 Platform, Resolution1 CyberSecurity, Resolution1 eDiscovery)
- ◉ Summation
- ◉ FTK-based products (FTK, FTK Pro, AD Lab, AD Enterprise)

See What has Changed in Version 5.6 on page 189.

About KFF

KFF (Known File Filter) is a utility that compares the file hash values of known files against the files in your project. The known files that you compare against may be the following:

- Files that you want to ignore, such as operating system files
- Files that you want to be alerted about, such as malware or other contraband files

The hash values of files, such as MD5, SHA-1, etc., are based on the file's content, not on the file name or extension. The helps you identify files even if they are renamed.

Using KFF during your analysis can provide the following benefits:

- Immediately identify and ignore 40-70% of files irrelevant to the project.
- Immediately identify known contraband files.

Introduction to the KFF Architecture

There are two distinct components of the KFF architecture:

- KFF Data - The KFF data are the hashes of the known files that are compared against the files in your project. The KFF data is organized in KFF Hash Sets and KFF Groups. The KFF data can be comprised of hashes obtained from pre-configured libraries (such as NSRL) or custom hashes that you configure yourself.

  See Components of KFF Data on page 162.
- KFF Server - The KFF Server is the component that is used to store and process the KFF data against your evidence. The KFF Server uses the AccessData Elasticsearch Windows Service. After you install the KFF Server, you import your KFF data into it.

Note: The KFF database is no longer stored in the shared evidence database or on the file system in EDB format.

Components of KFF Data

Item	Description
Hash	The unique MD5 or SHA-1 hash value of a file. This is the value that is compared between known files and the files in your project.
Hash Set	A collection of hashes that are related somehow. The hash set has an ID, status, name, vendor, package, and version. In most cases, a set corresponds to a collection of hashes from a single source that have the same status.
Group	KFF Groups are containers that are used for managing the Hash Sets that are used in a project. KFF Groups can contains Hash Sets as well as other groups. Projects can only use a single KFF Group. However, when configuring your project you can select a single KFF Group which can contains nested groups.
Status	The specified status of a hash set of the known files which can be either Ignore or Alert. When a file in a project matches a known file, this is the reported status of the file in the project.
Library	A pre-defined collection of hashes that you can import into the KFF Serve. There are three pre-defined libraries: • NSRL • NDIC HashKeeper • DHS See About Pre-defined KFF Hash Libraries on page 164.

Item	Description
Index/Indices	When data is stored internally in the KFF Library, it is stored in multiple indexes or indices. The following indices can exist: ● NSRL index A dedicated index for the hashes imported from the NSRL library. ● NDIC index A dedicated index for the hashes imported from the NDIC library. ● DHC index A dedicated index for the hashes imported from the DHC library. ● KFF index A dedicated index for the hashes that you manually create or import from other sources, such as CSV. These indices are internal and you do not see them in the main application. The only place that you see some of them are in the KFF Import Tool. See Using the KFF Import Utility on page 172. The only time you need to be mindful of the indices is when you use the KFF binary format when you either export or import data. See About CSV and Binary Formats on page 179.

About the Organization of Hashes, Hash Sets, and KFF Groups

Hashes, such as MD5, SHA-1, etc., are based on the file's content, not on the file name or extension.

You can also import hashes into the KFF Server in **.CSV** format.

For FTK-based products, you can also import hashes into the KFF Server that are contained in **.TSV**, **.HKE**, **.HKE.TXT**, .HDI, .HDB, **.hash, .NSRL,** or **.KFF** file formats.

You can also manually add hashes.

Hashes are organized into Hash Sets. Hash Sets usually include hashes that have a common status, such as Alert or Ignore.

Hash Sets must be organized into to KFF Groups before they can be utilized in a project.

About Pre-defined KFF Hash Libraries

All of the pre-configured hash sets currently available for KFF come from three federal government agencies and are available in KFF libraries.

See About KFF Pre-Defined Hash Libraries on page 184.

You can use the following KFF libraries:

- NIST NSRL
  See About Importing the NIST NSRL Library on page 175.
- NDIC HashKeeper (Sept 2008)
  See Importing the NDIC Hashkeeper Library on page 176.
- DHS (Jan 2008)
  See Importing the DHS Library on page 177.

It is not required to use a pre-configured KFF library in order to use KFF. You can configure or import custom hash sets. See your application's *Admin Guide* for more information.

How KFF Works

The Known File Filter (KFF) is a body of MD5 and SHA1 hash values computed from electronic files. Some predefined data is gathered and cataloged by several US federal government agencies or you can configure you own. KFF is used to locate files residing within project evidence that have been previously encountered by other investigators or archivists. Identifying previously cataloged (known) files within a project can expedite its investigation.

When evidence is processed with the MD5 Hash (and/or SHA-1 Hash) and KFF options, a hash value for each file item within the evidence is computed, and that newly computed hash value is searched for within the KFF data. Every file item whose hash value is found in the KFF is considered to be a known file.

Note: If two hash sets in the same group have the same MD5 hash value, they must have the same metadata. If you change the metadata of one hash set, all hash sets in the group with the same MD5 hash file will be updated to the same metadata.

The KFF data is organized into Groups and stored in the KFF Server. The KFF Server service performs lookup functions.

Status Values

In order to accelerate an investigation, each known file can labeled as either Alert or Ignore, meaning that the file is likely to be forensically interesting (Alert) or uninteresting (Ignore). Other files have a status of Unknown.

The Alert/Ignore designation can assist the investigator to hone in on files that are relevant, and avoid spending inordinate time on files that are not relevant. Known files are presented in the Overview Tab's File Status Container, under "KFF Alert files" and "KFF Ignorable."

Hash Sets

The hash values comprising the KFF are organized into hash sets. Each hash set has a name, a status, and a listing of hash values. Consider two examples. The hash set "ZZ00001 Suspected child porn" has a status of Alert and contains 12 hash values. The hash set "BitDefender Total Security 2008 9843" has a status of Ignore and contains 69 hash values. If, during the course of evidence processing, a file item's hash value were found to belong to the "ZZ00001 Suspected child porn" set, then that file item would be presented in the KFF Alert files list. Likewise, if another file item's hash value were found to belong to the "BitDefender Total Security 2008 9843" set, then that file would be presented in the KFF Ignorable list.

In order to determine whether any Alert file is truly relevant to a given project, and whether any Ignore file is truly irrelevant to a project, the investigator must understand the origins of the KFF's hash sets, and the methods used to determine their Alert and Ignore status assignments.

You can install libraries of pre-defined hash sets or you can import custom hash sets. The pre-defined hash sets contain a body of MD5 and SHA1 hash values computed from electronic files that are gathered and cataloged by several US federal government agencies.

See About KFF Pre-Defined Hash Libraries on page 184.

Higher Level Structure and Usage

Because hash set groups have the properties just described, and because custom hash sets and groups can be defined by the investigator, the KFF mechanism can be leveraged in creative ways. For example, the investigator may define a group of hash sets created from encryption software and another group of hash sets created from child pornography files and then apply only those groups while processing.

About the KFF Server and Geolocation

In order to use the Geolocation Visualization feature in various AccessData products, you must use the KFF architecture and do the following:

- Install the KFF Server.
  See Installing the KFF Server on page 167.

- Install the Geolocation (GeoIP) Data (this data provide location data for evidence)
  See Installing the Geolocation (GeoIP) Data on page 177.
  From time to time, there will be updates available for the GeoIP data.
  See Installing KFF Updates on page 183.

If you are upgrading to 5.6 or later from an application 5.5 or earlier, you must install the new KFF Server and the updated Geolocation data.

Installing the KFF Server

About Installing the KFF Server

In order to use KFF, you must first configure an KFF Server.

For product versions 5.6 and later, you install a KFF Server by installing the AccessData Elasticsearch Windows Service.

Where you install the KFF Server depends on the product you are using with KFF:

- For FTK and FTK Pro applications, the KFF Server must be installed on the same computer that runs the FTK Examiner application.
- For all other applications, such as AD Lab, Resolution1, or Summation, the KFF Server can be installed on either the same computer as the application or on a remote computer. For large environments, it is recommended that the KFF Server be installed on a dedicated computer.

After installing the KFF Server, you configure the application with the location of the KFF Server.

See Configuring the Location of the KFF Server on page 168.

About KFF Server Versions

The KFF Server (AccessData Elasticsearch Windows Service) may be updated from time to time. It is best to use the latest version.

AccessData Elasticsearch Windows Service	Released	Installation Instructions
Version 1.3.2	November 2014 with 5.6 versions of - Resolution1 - Summation - FTK-based products	See Installing the KFF Server Service on page 167.

For applications 5.5 and earlier, the KFF Server component was version 1.2.7 and earlier.

About Upgrading from Earlier Versions

If you have used KFF with applications versions 5.5 and earlier, you can migrate your legacy KFF data to the new architecture.

See Migrating Legacy KFF Data on page 169.

Installing the KFF Server Service

For instructions on installing the AccessData Elasticsearch Windows Service, see Installing the Elasticsearch Service (page 212).

Configuring the Location of the KFF Server

After installing the KFF Server, on the computer running the application, such as FTK, Lab, Summation, or Resolution1, you configure the location of the KFF Server.

Do one of the following:

Configuring the KFF Server Location on FTK-based Computers

Before using KFF with FTK, FTK Pro, Lab, or Enterprise, with KFF, you must configure the location of the KFF Server.
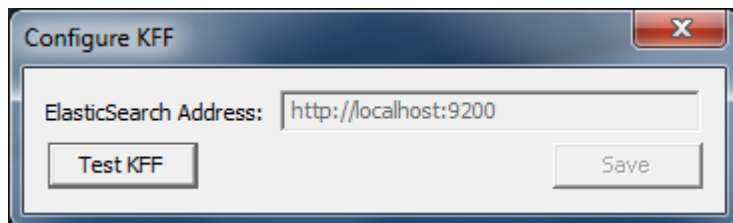
Important: To configure KFF, you must be logged in with Admin privileges.

To view or edit KFF configuration settings

1. In the *Case Manager*, click **Tools > Preferences > Configure KFF**.
2. You can set or view the address of the KFF Server.
    - If you installed the KFF Server on the same computer as the application, this value will be localhost.
    - If you installed the KFF Server on a different computer, identify the KFF server.
3. Click **Test** to validate communication with the KFF Server.
4. Click **Save**.
5. Click **OK**.

Configuring the KFF Server Location on Resolution1 and Summation Applications

When using the KFF Server with Summation or Resolution1 applications, two configuration files must point to the KFF Server location.

These setting are configured automatically during the KFF Server installation. If needed, you can verify the settings.

However, if you change the location of the KFF Server, do the following to specify the location of the KFF Server.

1. Configure **AdgWindowsServiceHost.exe.config:**
    1a. On the computer running the application (for example, the server running Summation), go to **C:\Program Files\AccessData\Common\FTK Business Services**.
    1b. Open **AdgWindowsServiceHost.exe.config**.

1c. Modify the line <add key="KffElasticSearchUrl" value="http://localhost:9200" />.

1d. Change *localhost* to be the location of your KFF server (you can use hostname or IP).

1e. Save and close file.

1f. Restart the business services common service.

2. Configure AsyncProcessingServices `web.config`:

2a. On the computer running the application (for example, the server running Summation), go to C:\Program Files\AccessData\AsyncProcessingServices.

2b. Open `web.config`.

2c. Modify the line <add key="KffElasticSearchUrl" value="http://localhost:9200" />.

2d. Change *localhost* to be the location of your KFF server (you can use hostname or IP).

2e. Save and close file.

2f. Restart the AsyncProcessing service.

Migrating Legacy KFF Data

If you have used KFF with applications versions 5.5 and earlier, you can migrate that data from the legacy KFF Server to the new KFF Server architecture.

Important: Applications version 5.6 and later can only use the new KFF architecture that was introduced in 5.6. If you want to use KFF data from previous versions, you must migrate the data.

Important: If you have NSRL, NDIC, or DHS data in your legacy data, those sets will not be migrated. You must re-import them using the 5.6 versions or later of those libraries. Only legacy custom KFF data will be migrated.

Legacy KFF data is migrated to KFF Groups and Hash Sets on the new KFF Server.

Because KFF Templates are no longer used, they will be migrated as KFF Groups, and the groups that were under the template will be added as sub-groups.

You migrate data using the KFF Migration Tool. To use the KFF Migration Tool, you identify the following:

● The Storage Directory folder where the legacy KFF data is located.

This was folder was configured using the KFF Server Configuration utility when you installed the legacy KFF Server. If needed, you can use this utility to view the KFF Storage Directory. The default location of the KFF_Config.exe file is Program Files\AccessData\KFF.

● The URL of the new KFF Server (the computer running the AccessData Elastic Search Windows Service)

This is populated automatically if the new KFF Server has been installed.

To install the KFF Migration Tool

1. On the computer where you have installed the KFF Server, access the KFF Installation disc, and run the `autorun.exe`.

2. Click the *64 bit* or *32 bit* **Install KFF Migration Utility**.

3. Complete the installation wizard.

To migrate legacy KFF data

1. On the legacy KFF Server, you must stop the KFF Service.

You can stop the service manually or use the legacy KFF Config.exe utility.

2. On the new KFF Server, launch the KFF Migration Tool.

3. Enter the directory of the legacy KFF data.

4. The URL of Elasticsearch should be listed.

5. Click **Start**.

6. When completed, review the summary data.

Importing KFF Data

About Importing KFF Data

You can import hashes and KFF Groups that have been previous configured.

You can import KFF data in one of the following formats:

KFF Data sources that you can import

Source	Description
Pre-configured KFF libraries	You can import KFF data from the following pre-configured libraries ● NIST NSRL ● NDIC HashKeeper ● DHS To import KFF libraries, it is recommended that you use the KFF Import Utility. See Using the KFF Import Utility on page 172. See Importing Pre-defined KFF Data Libraries on page 174. See KFF Library Reference Information on page 184.
Custom Hash Sets and KFF Groups	You can import custom hashes from CSV files. See About the CSV Format on page 179. For FTK-based products, you can also import custom hashes from the following file types: ● Delimited files (CSV or TSV) ● Hash Database files (HDB) ● Hashkeeper files (HKE) ● FTK Exported KFF files (KFF) ● FTK Supported XML files (XML) ● FTK Exported Hash files (HASH) To import these kinds of files, use the KFF Import feature in your application. See *Using the Known File Feature* chapter.
KFF binary files	You can import KFF data that was exported in a KFF binary format, such an an archive of a KFF Server. See About CSV and Binary Formats on page 179. When you import a KFF binary snapshot, you must be running the same version of the KFF Server as was used to create the binary export. To import KFF binary files, it is recommend that you use the KFF Import Utility. See Using the KFF Import Utility on page 172.

About KFF Data Import Tools

When you import KFF data, you can use one of two tools:

KFF Data Import Tools

The application's Import feature	The KFF management feature in the application lets you import both .CSV and KFF Binary formats. Use the application to import .CSV files.
	See *Using the Known File Feature* chapter.
	Even though you can import KFF binary files using the application, it is recommend that you use the KFF Import Utility.
KFF Import Utility	It is recommended that you use the KFF Import Utility to import KFF binary files.
	See Using the KFF Import Utility on page 172.

About Default Status Values

When you import KFF data, you configure a default status value of Alert or Ignore. When adding Hash Sets to KFF Groups, you can configure the KFF Groups to use the default status values of the Hash Set or you can configure the KFF Group with a status that will override the default Hash Set values.

See Components of KFF Data on page 162.

About Duplicate Hashes

If multiple Hash Set files containing the same Hash identifier are imported into a single KFF Group, the group keeps the last Hash Set's metadata information, overwriting the previous Hash Sets' metadata. This only happens within an individual group and not across multiple groups.

Using the KFF Import Utility

About the KFF Import Utility

Due to the large size of of some KFF data, a stand-alone KFF Import utility is available to use to import the data. This KFF Import utility can import large amounts of data faster then using the import feature in the application.

It is recommend that you install and use the KFF Import utility to import the following:

- NSRL, DHC, and NIST libraries
- An archive of a KFF Server that was exported in the binary format

After importing NSRL, NDIC, or DHS libraries, these indexes are displayed in the *Currently Installed Sets* list.

See Components of KFF Data on page 162.

You can also use the KFF Import Utility to remove the NSRL, NDIC, or DHS indexes that you have imported.

An archive of a KFF Server, which is the exported *KFF Index*, is not shown in the list.

Installing the KFF Import Utility

You should use the KFF Import Utility to import some kinds of KFF data.

To install the KFF Import Utility

1. On the computer where you have installed the KFF Server, access the KFF Installation disc, and run the `autorun.exe`.
2. Click the *64 bit* or *32 bit* **Install KFF Import Utility**.
3. Complete the installation wizard.

Importing a KFF Server Archive Using the KFF Import Utility

You can import an archive of a KFF Server that you have exported using the binary format.

If you are importing a pre-defined KFF Library, see .

To import using the KFF Import Utility

1. On the KFF Server, open the KFF Import Utility.
2. To test the connection to the KFF Server's Elasticsearch service at the displayed URL, click **Connect**.
   If it connects correctly, no error is shown.
   If it is not able to connect, you will get the following error: Failed after retrying 10 times: 'HEAD accessdata_threat_indicies'.
3. To import, click **Import**.
4. Click **Browse**.
5. Browse to the folder that contains the KFF binary files.
   Specifically, select the folder that contains the Export.xml file.
6. Click **Start**.
7. Close the dialog.

Removing Pre-defined KFF Libraries Using the KFF Import Utility

You can remove a pre-defined KFF Library that you have previously imported.

You cannot see or remove existing custom KFF data (the *KFF Index*).

To remove pre-defined KFF Libraries

1. On the KFF Server, open the KFF Import Utility.
2. Select the library that you want to remove.
3. Click **Remove**.

Importing Pre-defined KFF Data Libraries

About Importing Pre-defined KFF Data Libraries

After you install the KFF Server, you can import pre-defined NIST NSRL, NDIC HashKeeper, and DHS data libraries.

See About Pre-defined KFF Hash Libraries on page 164.

In versions 5.5 and earlier, you installed these using an executable file. In versions 5.6 and later, you must import them. It is recommend that you use the KFF Import Utility.

After importing pre-defined KFF Libraries, you can remove them from the KFF Server.

See Removing Pre-defined KFF Libraries Using the KFF Import Utility on page 173.

See the following sections:

- About Importing the NIST NSRL Library (page 175)
- Importing the NDIC Hashkeeper Library (page 176)
- Importing the DHS Library (page 177)

About Importing the NIST NSRL Library

You can import the NSRL library into your KFF Server. During the import, two KFF Groups are created: NSRL_Alert and NSRL_Ignore. In FTK-based products, these two groups are automatically added to the Default KFF Group.

The NSRL libraries are updated from time to time. To import and maintain the NSRL data, you do the following:

Process for Importing and Maintaining the NIST NSRL Library

1. Import the complete NSRL library.	You must first install the most current complete NSRL library. You can later add updates to it.
	To access and import the complete NSRL library, see
	Importing the Complete NSRL Library (page 176)
2. Import updates to the library	When updates are made available, import the updates to bring the data up-to date.
	See Installing KFF Updates on page 183.
	Important: In order to use the NSRL updates, you must first import the complete library. When you install an NSRL update, you must keep the previous NSRL versions installed in order to maintain the complete set of NSRL data.

Available NRSL library files (new format)

NSRL Library Release	Released	Information
Complete library version 2.45 (source .ZIP file)	Nov 2014	For use only with applications version 5.6 and later.
		Contains the full NSRL library up through update 2.45.
		See Importing the Complete NSRL Library on page 176.

Available Legacy NRSL library files

Legacy NSRL Library Release	Released	Information
version 2.44 (.EXE file)	Nov 2013	For use with the legacy KFF Server that was used with applications versions 5.5 and earlier.
		Contains the full NSRL library up through update 2.44.
		Install this library first.
		Note: NSRL updates for the legacy KFF format will end in the 2nd quarter of 2015. From that time, NSRL updates will only be provided in the new format.

Importing the Complete NSRL Library

To add the NSRL library to your KFF Library, you import the data. You start by importing the full NSRL library. You can then import any updates as they are available.

See About Importing the NIST NSRL Library on page 175.

See Installing KFF Updates on page 183.

Important: The complete NSRL library data is contained in a large (3.4 GB) .ZIP file. When expanded, the data is about 18 GB. Make sure that your file system can support files of this size.

Important: Due to the large amount of NSRL data, it will take 3-4 hours to import the NSRL data using the KFF Import Utility. If you import from within an application, it will take even longer.

To install the NSRL complete library

1. Extract the NSRLSOURCE_2.45.ZIP file from the KFF Installation disc.
2. On the KFF Server, launch the *KFF Import Utility*.
    See Installing the KFF Import Utility on page 173.
3. Click **Import**.
4. Click **Browse**.
5. Browse to and select the NSRLSource_2.45 folder that contains the **NSRLFile.txt** file.
    (Make sure you are selecting the folder and not drilling into the folder to select an individual file. The import process will drill into the folder to get the proper files for you.)
6. Click **Select Folder**.
7. Click **Start**.
8. When the import is complete, click **OK**.
9. Close the *Import Utility* dialog and the NSRL library will be listed in the *Currently Installed Sets.*

Importing the NDIC Hashkeeper Library

You can import the Hashkeeper 9.08 library.

For application versions 5.6 and later, these files are stored in the KFF binary format.

To import the Hashkeeper library

1. Have access the NDIC source files by download the ZIP file from the web:
    1a. Go to http://www.accessdata.com/product-download.
    1b. **Click Known File Filter (KFF)**.
    1c. For *KFF Hash Sets*, click **Download Page**.
    1d. Click the KFF NDIC library that you want to download.
2. Extract the ZIP file.
3. On the KFF Server, launch the *KFF Import Utility*.
    See Installing the KFF Import Utility on page 173.
4. Click **Import**.
5. Click **Browse**.

6. Browse to and select the NDIC source folder that contains the **Export.xml** file.

   (Make sure you are selecting the folder and not drilling into the folder to select an individual file. The import process will drill into the folder to get the proper files for you.)

7. Click **Select Folder**.

8. Click **Start**.

9. When the import is complete, click **OK**.

10. Close the *Import Utility* dialog and the NDIC library will be listed in the *Currently Installed Sets*.

Importing the DHS Library

You can import the DHS 1.08 library.

For application versions 5.6 and later, these files are stored in the KFF binary format.

To import the DHS library

1. Have access the NDIC source files by download the ZIP file from the web:

   1a. Go to http://www.accessdata.com/product-download.

   1b. **Click Known File Filter (KFF)**.

   1c. For *KFF Hash Sets*, click **Download Page**.

   1d. Click the KFF DHS library that you want to download.

2. Extract the ZIP file.

3. On the KFF Server, launch the *KFF Import Utility*.
   See Installing the KFF Import Utility on page 173.

4. Click **Import**.

5. Click **Browse**.

6. Browse to and select the DHS source folder that contains the **Export.xml** file.

   (Make sure you are selecting the folder and not drilling into the folder to select an individual file. The import process will drill into the folder to get the proper files for you.)

7. Click **Select Folder**.

8. Click **Start**.

9. When the import is complete, click **OK**.

10. Close the *Import Utility* dialog and the DHS library will be listed in the *Currently Installed Sets*.

Installing the Geolocation (GeoIP) Data

Geolocation (GeoIP) data is used for the Geolocation Visualization feature of several AccessData products.

See About the KFF Server and Geolocation on page 166.

You can also check for and install GeoIP data updates.

If you are upgrading to 5.6 or later from an application 5.5 or earlier, you must install the new KFF Server and the updated Geolocation data.

The Geolocation data that was used with versions 5.5 and earlier is version 1.0.1 or earlier.

The Geolocation data that is used with versions 5.6 and later is version 2014.10 or later.

To install the Geolocation IP Data

1. On the copmuter where you have installed the KFF Server, access the KFF Installation disc, and run the `autorun.exe`.

2. Click the *64 bit* or *32 bit* **Install Geolocation Data**.

3. Complete the installation wizard.

About CSV and Binary Formats

When you export and import KFF data, you can use one of two formats:

- CSV
- KFF Binary

About the CSV Format

When you use the .CSV format, you use a single .CSV file. The .CSV file contains the hashes that you import or export.

When you export to a CSV file, it contains the hashes as well as all of the information about any associated Hash Sets and KFF Groups. You can only use the CSV format when exporting individual Hash Sets and KFF Groups.

When you import using a CSV file, it can be a simple file containing only the hashes of files, or it can contain additional information about Hash Sets and KFF Groups.

However, CSV files will usually take a little longer to export and import.

To view the sample of a .CSV file that contains binaries and Hash Sets and KFF Groups, perform a CSV export and view the file in Excel.

You can also use the format of CSV files that were exported in previous versions.

To import .CSV files, use the application's KFF Import feature.

About the KFF Binary Format

When you use the KFF binary format, you use a set of files that are in an internal KFF Server (Elasticsearch) format that is referred to as a Snapshot. The binary format is essentially a snapshot of one of the indices contained in the KFF Server. You can only have one binary format snapshot for each index.

See Components of KFF Data on page 162.

The benefit of the binary format is that it is able to support larger amounts of data than the CSV format. For large data sets, the binary format will export and import faster than the CSV format.

For example, when you import the DHC or NDIC Hashkeeper libraries, they are imported from a KFF binary format.

If you export your custom Hash Sets or KFF Groups using the KFF binary format, everything in the *KFF Index* is included.

See About Choosing to Export in CSV or KFF Binary Format on page 180.

When exporting in a Binary format, you specify an existing parent folder and then the name of a new sub-folder for the binary data. The new sub-folder must not previously exist and will be created by the export process.

After export, the binary export folder contains the following:

- `Indices` sub-folder - The folder contains the exported KFF data
- `Export.xml` - This file is the only file that is not an Elasticsearch file and is created by the export feature and contains the KFF Group and Hash Set definitions for the index.

- `Index` - an index file generated by Elasticsearch
- `metadata-snaphot` file with the data and time it was created
- `snapshot-snaphot` file with the data and time it was created

Note: The binary format is dependent on the version of the KFF Server. When exporting and importing the binary format, the systems must be using the same version of the KFF Server.

When new versions of the KFF Server are released in the future, an upgrade process will also be provided.

About Choosing to Export in CSV or KFF Binary Format

When you export your own KFF data, you have the option of using either the CSV or the binary format. The results are different based on the format that you use:

CSV format		
	Exporting in CSV format	When you export KFF data using the CSV format, you can export specific specific pieces of KFF data, such as one or more Hash Sets or one or more KFF Groups.
		The exported data is contained in one .CSV file.
		The benefits of the CSV format are that CSV files can be easily viewed and can be manually edited. They are also less dependent on the version of the KFF Server.
	Importing from CSV format	When you import a CSV file, the data in the file is data is added to your existing KFF data that is in the *KFF Index*.
		See Components of KFF Data on page 162.
		For example, suppose you started by manually created four Hash Sets and one KFF Group. That would be the only contents in your *KFF Index*. Suppose you import a .CSV file that contains five hash sets and two KFF Groups. They will be added together for a total of nine Hash Sets and three KFF Groups.
		To import .CSV files, use the KFF Import feature in your application.
		See *Using the Known File Feature* chapter.
KFF binary format		
	Exporting in KFF binary format	If you export your KFF data using the KFF binary format, all of the data that you have in the *KFF Index* will be exported together. You cannot use this format to export individual Hash Sets or KFF Groups.
		See Components of KFF Data on page 162.
		You will only want to use this format if you intend to export all of the data in the *KFF Index* and import it as a whole. This can be useful in making an archive of your KFF data or copying KFF data from one KFF Server to another.
		Because NSRL, NIST, and DHC data is contained in their own indexes, when you do an export using this format, those sets are not included. Only the data in the *KFF Index* is exported.

Importing KFF binary format	**IMPORTANT:** When you import a KFF binary format, it will import the complete index and will *replace* any data that is currently in that index on the KFF Server.
	For example, if you import the DHC library, and then later you import the DHC library again, the DHC index will be replaced with the new import.
	If you have a KFF binary format snapshot of custom KFF data (which would have come from a binary format export) it will replace all KFF data that already exists in your *KFF Index*.
	For example, suppose you manually created four Hash Sets and one KFF Group. Suppose you then import a binary format that has five hash sets and two KFF Groups. The binary format will be imported as a complete index and will replace the existing data. The result will be only be the imported five Hash Sets and two KFF libraries.
	When importing KFF binary files, it is recommend that you use the KFF Import Utility.
	See Installing the KFF Import Utility on page 173.

Uninstalling KFF

You can uninstall KFF application components independently of the KFF Data.

Main version	Description

Applications 5.6 and later	For applications version 5.6 and later, you uninstall the following components:
	
	● *AccessData Elasticsearch Windows Service* (KFF Server) v1.2.7 and later
	    Note: Elasticsearch is used by multiple features in various applications, use caution when uninstalling this service or the related data.
	● *AccessData KFF Import Utility* (v5.6 and later)
	● *AccessData KFF Migration Tool* (v1.0 and later)
	● *AccessData Geo Location Data* (v2014.10 and later)
	    Note: This component is not used by the KFF feature, but with the KFF Server for the the geolocation visualization feature.
	
	The location of the KFF data is configured when the *AccessData Elasticsearch Windows Service* was installed. By default, it is lactated at
	
	C:\Program Files\AccessData\Elacticsearch\Data.

Applications 5.5 and earlier	For applications version 5.5 and earlier, you can uninstall the following components:
	
	● KFF Server (v1.2.7 and earlier)
	    Note: The KFF Server is also used by the geolocation visualization feature.
	● AccessData Geo Location Data (1.0.1 and earlier)
	    This component is not used by the KFF feature, but with the KFF Server for the the geolocation visualization feature.
	
	The location of the KFF data was configured when the *KFF Server* was installed. You can view the location of the data by running the *KFF.Config.exe* on the KFF Server.
	
	If you are upgrading from 5.5 to 5.6, you can migrate your KFF data before uninstalling the KFF Server.

Installing KFF Updates

From time to time, AccessData will release updates to the KFF Server and the KFF data libraries.

Some of the KFF data updates may require you to update the version of the KFF Server.

To check for updates, do the following:

1. Go to the AccessData Product Download website at http://www.accessdata.com/product-download.
2. On the *Product Downloads* page, click **Known File Filter (KFF)**.
3. Open the *Download* page.
4. Check for updates.
   - See About KFF Server Versions on page 167.
   - See About Importing the NIST NSRL Library on page 175.
5. If there are updates, download them.
6. Install or import the updates.

KFF Library Reference Information

About KFF Pre-Defined Hash Libraries

This section includes a description of pre-defined hash collections that can be added as AccessData KFF data.

The following pre-defined libraries are currently available for KFF and come from one of three federal government agencies:

- NIST NSRL (The default library installed with KFF)
- NDIC HashKeeper (An optional library that can be downloaded from the AccessData Downloads page)
- DHS (An optional library that can be downloaded from the AccessData Downloads page)

Note: Because KFF is now multi-sourced, it is no longer maintained in HashKeeper format. Therefore, you cannot modify KFF data in the HashKeeper program. However, the HashKeeper format continues to be compatible with the AccessData KFF data.

Use the following information to help identify the origin of any hash set within the KFF

- The NSRL hash sets do not begin with "ZZN" or "ZN". In addition, in the AD Lab KFF, all the NSRL hash set names are appended (post-fixed) with multi-digit numeric identifier. For example: "Password Manager & Form Filler 9722."
- All HashKeeper Alert sets begin with "ZZ", and all HashKeeper Ignore sets begin with "Z". (There are a few exceptions. See below.) These prefixes are often followed by numeric characters ("ZZN" or "ZN" where N is any single digit, or group of digits, 0-9), and then the rest of the hash set name. Two examples of HashKeeper Alert sets are:
    - "ZZ00001 Suspected child porn"
    - "ZZ14W"

    An example of a HashKeeper Ignore set is:

    - "Z00048 Corel Draw 6"
- The DHS collection is broken down as follows:
    - In 1.81.4 and later there are two sets named "DHS-ICE Child Exploitation JAN-1-08 CSV" and "DHS-ICE Child Exploitation JAN-1-08 HASH".
    - In AD Lab there is just one such set, and it is named "DHS-ICE Child Exploitation JAN-1-08".

Once an investigator has identified the vendor from which a hash set has come, he/she may need to consider the vendor's philosophy on collecting and categorizing hash sets, and the methods used by the vendor to gather hash values into sets, in order to determine the relevance of Alert (and Ignore) hits to his/her project. The following descriptions may be useful in assessing hits.

NIST NSRL

The NIST NSRL collection is described at: http://www.nsrl.nist.gov/index.html. This collection is much larger than HashKeeper in terms of the number of sets and the total number of hashes. It is composed entirely of hash sets being generated from application software. So, all of its hash sets are given Ignore status by AccessData staff except for those whose names make them sound as though they could be used for illicit purposes.

The NSRL collection divides itself into many sub-collections of hash sets with similar names. In addition, many of these hash sets are "empty", that is, they are not accompanied by any hash values. The size of the NSRL collection, combined with the similarity in set naming and the problem of empty sets, allows AccessData to modify (or selectively alter) NSRL's own set names to remove ambiguity and redundancy.

Find contact info at http://www.nsrl.nist.gov/Contacts.htm.

NDIC HashKeeper

NDIC's HashKeeper collection uses the Alert/Ignore designation. The Alert sets are hash values contributed by law enforcement agents working in various jurisdictions within the US - and a few that apparently come from Luxemburg. All of the Alert sets were contributed because they were believed by the contributor to be connected to child pornography. The Ignore sets within HashKeeper are computed from files belonging to application software.

During the creation of KFF, AccessData staff retains the Alert and Ignore designations given by the NDIC, with the following exceptions. AccessData labels the following sets Alert even though HashKeeper had assigned them as Ignore: "Z00045 PGP files", "Z00046 Steganos", "Z00065 Cyber Lock", "Z00136 PGP Shareware", "Z00186 Misc Steganography Programs", "Z00188 Wiping Programs". The names of these sets may suggest the intent to conceal data on the part of the suspect, and AccessData marks them Alert with the assumption that investigators would want to be "alerted" to the presence of data obfuscation or elimination software that had been installed by the suspect.

The following table lists actual HashKeeper Alert Set origins:

A Sample of HashKeeper KFF Contributions

Hash	Contributor	Location	Contact Information	Case/Source
ZZ00001 Suspected child porn	Det. Mike McNown & Randy Stone	Wichita PD		
ZZ00002 Identified Child Porn	Det. Banks	Union County (NJ) Prosecutor's Office	(908) 527-4508	case 2000S-0102
ZZ00003 Suspected child porn	Illinois State Police			
ZZ00004 Identified Child Porn	SA Brad Kropp, AFOSI, Det 307		(609) 754-3354	Case # 00307D7-S934831

A Sample of HashKeeper KFF Contributions (Continued)

Hash	Contributor	Location	Contact Information	Case/Source
ZZ00000, suspected child porn	NDIC			
ZZ00005 Suspected Child Porn	Rene Moes, Luxembourg Police		rene.moes@police.etat.lu	
ZZ00006 Suspected Child Porn	Illinois State Police			
ZZ00007b Suspected KP (US Federal)				
ZZ00007a Suspected KP Movies				
ZZ00007c Suspected KP (Alabama 13A-12-192)				
ZZ00008 Suspected Child Pornography or Erotica	Sergeant Purcell	Seminole County Sheriff's Office (Orlando, FL, USA)	(407) 665-6948, dpurcell@seminolesheriff.org	suspected child pornogrpahy from 20010000850
ZZ00009 Known Child Pornography	Sergeant Purcell	Seminole County Sheriff's Office (Orlando, FL, USA)	(407) 665-6948, dpurcell@seminolesheriff.org	200100004750
ZZ10 Known Child Porn	Detective Richard Voce CFCE	Tacoma Police Department	(253)594-7906, rvoce@ci.tacoma.wa.us	
ZZ00011 Identified CP images	Detective Michael Forsyth	Baltimore County Police Department	(410)887-1866, mick410@hotmail.com	
ZZ00012 Suspected CP images	Sergeant Purcell	Seminole County Sheriff's Office (Orlando, FL, USA)	(407) 665-6948, dpurcell@seminolesheriff.org	
ZZ0013 Identified CP images	Det. J. Hohl	Yuma Police Department	928-373-4694	YPD02-70707

A Sample of HashKeeper KFF Contributions (Continued)

Hash	Contributor	Location	Contact Information	Case/Source
ZZ14W	Sgt Stephen May		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 41929134
ZZ14U	Sgt Chris Walling		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 41919887
ZZ14X	Sgt Jeff Eckert		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG Internal
ZZ14I	Sgt Stephen May		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 041908476
ZZ14B	Robert Britt, SA, FBI		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 031870678
ZZ14S	Sgt Stephen May		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 041962689
ZZ14Q	Sgt Cody Smirl		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 041952839
ZZ14V	Sgt Karen McKay		Tamara.Chandler@oag.state.tx.us, (512)936-2898	TXOAG 41924143
ZZ00015 Known CP Images	Det. J. Hohl	Yuma Police Department	928-373-4694	YPD04-38144
ZZ00016	Marion County Sheriff's Department		(317) 231-8506	MP04-0216808

The basic rule is to always consider the source when using KFF in your investigations. You should consider the origin of the hash set to which the hit belongs. In addition, you should consider the underlying nature of hash values in order to evaluate a hit's authenticity.

Higher Level KFF Structure and Usage

Since hash set groups have the properties just described (and because custom hash sets and groups can be defined by the investigator) the KFF mechanism can be leveraged in creative ways. For example:

- You could define a group of hash sets created from encryption software and another group of hash sets created from child pornography files. Then, you would apply only those groups while processing.

- You could also use the Ignore status. You are about to process a hard drive image, but your search warrant does not allow inspection of certain files within the image that have been previously identified. You could do the following and still observe the warrant:

  6a. Open the image in Imager, navigate to each of the prohibited files, and cause an MD5 hash value to be computed for each.

  6b. Import these hash values into custom hash sets (one or more), add those sets to a custom group, and give the group Ignore status.

  6c. Process the image with the MD5 and KFF options, and with AD_Alert, AD_Ignore, and the new, custom group selected.

  6d. During post-processing analysis, filter file lists to eliminate rows representing files with Ignore status.

Hash Set Categories

The highest level of the KFF's logical structure is the categorizing of hash sets by owner and scope. The categories are AccessData, Project Specific, and Shared.

Hash Set Categories

Category	Description
AccessData	The sets shipped with as the Library. Custom groups can be created from these sets, but the sets and their status values are read only.
Project Specific	Sets and groups created by the investigator to be applied only within an individual project.
Shared	Sets and groups created by the investigator for use within multiple projects all stored in the same database, and within the same application schema.

Important: Coordination among other investigators is essential when altering Shared groups in a lab deployment. Each investigator must consider how other investigators will be affected when Shared groups are modified.

What has Changed in Version 5.6

WIth the 5.6 release of Resolution1, Summation, and FTK-based products, the KFF feature has been updated.

If you used KFF with applications version 5.5 or earlier, you will want to be aware of the following changes in the KFF functionality.

Changes from version 5.5 to 5.6

Item	Description
KFF Server	KFF Server now runs a different service. ● In 5.5 and earlier, the KFF Server ran as the *KFF Server* service. ● In 5.6 and later, the KFF Server uses the *AccessData Elasticsearch Windows Service*. For applications version 5.6 and later, all KFF data must be created in or imported into the new KFF Server .
KFF Migration Tool	This is a new tool that lets you migrate custom KFF data from 5.5 and earlier to the new KFF Server. NIST NSRL, NDIC HashKeeper, or DHS library data from 5.5 will not be migrated. You must re-import it. See Migrating Legacy KFF Data on page 169.
KFF Import Utility	This is a new utility that lets you import large amounts of KFF data quicker than using the import feature in the application. See Using the KFF Import Utility on page 172.
KFF Libraries, Templates, and Groups	In 5.5, all Hash Sets were configured within KFF Libraries. KFF Libraries could then contain KFF Groups and KFF Templates. KFF Libraries and Templates have been eliminated. You now simply create or import KFF Groups and add Hash Sets to the groups. You can now nest KFF Groups.
NIST NSRL, NDIC HashKeeper, or DHS libraries	In 5.5 and earlier, to use these libraries, you ran an installation wizard for each library. You now import these libraries using the KFF Import Utility. See About Importing Pre-defined KFF Data Libraries on page 174.
Import Log	FTK-based products no longer include the Import Log. Resolution1 and Summation products did not have it previously.
Export	When you export KFF data you can now choose two formats: ● CSV format which replaced XML format ● A new binary format See About CSV and Binary Formats on page 179.

Chapter 18

Using KFF (Known File Filter)

This chapter explains how to configure and use KFF and has the following sections:

About KFF and De-NIST Terminology

You can configure the interface to display either the term "KFF" (Known File Filter) or "De-NIST". For example, this can change references of a "KFF Group" to a "De-NIST Group."

This does not affect the functionality of KFF, but only the term that is displayed. This allows users in forensic environments to see the term "KFF" while users in legal environments can see the term "De-NIST."

By default, the KFF term is used in the interface.

This setting only affects text in the interface. The following new icon is used with either setting:

In this manual, the KFF term is used.

To change the KFF and De-NIST terminology

1. In the **web.config** file, in the <ReviewOptions> section, add or modify the following entry:
   <add key="KFFAlternateName" value="KFF" />
2. To change the setting to use De-NIST terminology, change the **value=** from "**KFF**" to "**De-NIST**".

Process for Using KFF

To use the KFF feature, you perform the following steps:

Process for using KFF

Step 1.	Install and configure the KFF Server. See Installing the KFF Server on page 167.
Step 2.	Configure KFF permissions. Configuring KFF Permissions (page 191)
Step 3.	Add and manage KFF hashes on the KFF Server. See Adding Hashes to the KFF Server on page 192.
Step 4.	Add and manage KFF Groups to organize KFF Hash Sets. Using KFF Groups to Organize Hash Sets (page 198)
Step 5.	Configure a project to use KFF. See Enabling a Project to Use KFF on page 202.
Step 6.	Review KFF results in Project Review. See Reviewing KFF Results on page 204.
Step 7.	(Optional) Re-process the KFF data using different hashes. See Re-Processing KFF on page 208.
Step 8.	(Optional) Archive or export KFF data to share with other KFF Servers. See Exporting KFF Data on page 209.

Configuring KFF Permissions

In order to create and manage KFF libraries, sets, templates, and groups, you must have one of the following permissions:

- Administrator
- Manage KFF

You assign the *Manage KFF* permission to an Admin Role and then associate that role with users.

See Configuring and Managing System Users, User Groups, and Roles on page 54.

A user with project management permissions does not require the *Manage KFF* permission in order to enable KFF for a new project.

Adding Hashes to the KFF Server

You must add the hashes of the files that you want to compare against your evidence data. When adding hashes to the KFF Serer, you add them in KFF Hash Sets.

See Components of KFF Data on page 162.

You can use the following methods to add hashes to the KFF Library:

Migrate legacy KFF Server data	You can migrate legacy KFF data that is in a KFF Server in applications versions 5.5 and earlier. See Migrating Legacy KFF Data on page 169.
Import hashes	You can import previously configured KFF hashes from .CSV files. See Importing KFF Data on page 193.
Manually create and manage Hash Sets	You can manually add hashes to a Hash Set. See Manually Creating and Managing KFF Hash Sets on page 195.
Create hashes from evidence files in *Review*	You can add hashes from the files in your evidence using *Review*. See Adding Hashes to Hash Sets Using Project Review on page 196.

About the Manage KFF Hash Sets Page

To configure KFF data, you use the *KFF Hash Sets* and *KFF Groups* pages.

To open the KFF Hash Sets page

1. Log in as an Administrator or user with Manage KFF permissions.

2. Click **Management >** **Hash Sets**

   If the feature does not function properly, check the following:
   - The KFF Server is installed.
     See Installing the KFF Server on page 167.
   - The application has been configured for the KFF Server.
     See Configuring the Location of the KFF Server on page 168.
   - The KFF Service is running.
     In the Windows Services manager, make sure that the AccessData Elasticsearch service is started.

Elements of the KFF Hash Sets page

Element	Description
Hash Sets	Displays all of the Hash Sets that have been imported or created in the KFF Server.
	Lets you create a Hash Set. See Manually Creating and Managing KFF Hash Sets on page 195.

Elements of the KFF Hash Sets page

Element	Description
✏️	Lets you edit the active Hash Set. See Manually Creating and Managing KFF Hash Sets on page 195.
➖	Lets you delete the active Hash Set. Warning: You are not prompted to confirm the deletion. See Manually Creating and Managing KFF Hash Sets on page 195.
🗑️ *Delete*	Lets you delete one or more checked Hash Sets.
📄 *View Hashes*	Lets you view and manage the hashes in the Hash Set. See Searching For, Viewing, and Managing Hashes in a Hash Set on page 196.
➕ *Import File*	Lets you import KFF data. See Importing KFF Data on page 193.
Export	Lets you export KFF data. See Exporting KFF Data on page 209.
♻️	Refreshes the Hash Sets list.

Importing KFF Data

About Importing KFF Data

To understand the methods and formats for importing KFF data, first see About Importing KFF Data (page 171).

This chapter explains how to import KFF data using the application's management console.

Importing KFF Hashes

You can import KFF data from the following:

- KFF export CSV files
- KFF binary files
  Warning: Importing KFF binary files will replace your existing KFF data.
  See About CSV and Binary Formats on page 179.
  It is recommended that you use the external *KFF Import Utility* to import KFF binary files.
  See Using the KFF Import Utility on page 172.

When importing KFF data, you can enter default values for the following fields:

- Default Status
- Default Vendor
- Default Version

- Default Package

These are default values that will be used if they import file does not contain the information.

When importing hash lists using the CSV import, each hash within the CSV can have the same, different or no status. During the import process you must choose a default status of Alert or Ignore. This default status will have no affect on any hash in your CSV that already contains a status, however, any hash that does not have a pre-assigned status will have this default status assigned to them.

The override status for the hash sets that you import will be automatically set to No Override. This is to ensure that if your hash set contains both Alert and Ignore hashes, the program will not override the original status. You can, however, choose to override the individual hash status within a set by choosing to set the whole set to Alert or Ignore.

You can use these value to organize your hashes. For example, you can filter or sort data based on these values.

To import KFF hashes from files

1. Log in as an Administrator or user with Manage KFF permissions.
2. Click **Management >** ![KFF DE-NIST icon] **Hash Sets.**
3. Click ![plus icon] **Import File**.
4. On the KFF Import File dialog, click ![plus icon] **Add File**.
5. Browse to and select the file.
6. Click **Select**.
7. Specify a *Default Status.*
   This sets a default status only for the hashes that do not have a status specified in the file.
8. (Optional) Specify a default Vendor, Version, and Package.
   This sets values only for the hashes that do not have a value specified in the file.
9. (Optional) Add other files.
10. Click **Import**.
11. View the *Import Summary* to see the results of the Import.
12. Click **Close**.

To import KFF data from a binary format

Warning: This process may replace your existing KFF data.

See About the KFF Binary Format on page 179.

1. Log in as an Administrator or user with Manage KFF permissions.
2. Click **Management >** ![KFF DE-NIST icon] **Hash Sets.**
3. Click ![plus icon] **Import File**.
4. On the KFF Import File dialog, click **Binary Import**.
5. Browse to the folder that contains the binary files (specifically the `Export.xml` file) and click **Select**.
6. Click **Import**.

Manually Creating and Managing KFF Hash Sets

You can manually create Hash Sets and then add hashes to them. You can also edit and delete Hash Sets.

You can also add, edit, or delete the hashes in Hash Sets.

Note: You cannot manually add, edit, and delete hash values that were imported from NSRL, NDIC HashKeeper, and DHS libraries.

To manually create a Hash Set

1. Log in as an Administrator or user with Manage KFF permissions.

2. Click **Management >** **Hash Sets.**

3. On the *KFF Hash Sets* page, in the right pane, click *Add* .

4. Enter a name for the Hash Set.

5. Select the status for the Hash Set: *Alert*, *Ignore*, or *No Override*.

6. (Optional) Enter a package, vendor, or version.
   These are not required, but you can use these values for sorting and filtering results.

7. Click **Save**.

To manually manage Hash Sets

1. Click **Management >** **Hash Sets.**

2. Do one of the following:

   - To edit a Hash Set, select a set a set, and click *Edit* .

   - To delete a single Hash Set, select a set, and click *Delete* .

   - To delete a multiple Hash Sets, select the sets, and click *Delete* .

To manage hashes in a hash set

1. On the *KFF Hash Sets* page, select a Hash Set.

2. Click **View Hashes**.

To add hashes to a hash set

1. On the *KFF Hash Sets* page, select a Hash Set.

2. Click **View Hashes**.

3. In the *KFF Hash Finder* dialog, click *Add* .

4. Enter the KFF hash value.

5. Enter the filename for the hash.

6. (Optional) Enter other reference information about the hash.

7. Click **Save**.
   The new hash is displayed.

Searching For, Viewing, and Managing Hashes in a Hash Set

Due to the large number of hashes that may be in a Hash Set, a list of hashes is not displayed. (However, you can export a KFF Group that contains the Hash Set and view the hashes in the export file.)

You can use the *KFF Hash Finder* dialog to search for hash values within a hash set. You search by entering a complete hash value. You can only search within one hash set at a time.

While the the *KFF Hash Finder* does not display a list of hashes, it does display the number of hashes in the set.

To search for hashes in a hash set

1. On the *KFF Hash Sets* page, select a Hash Set.
2. Click **View Hashes**.
3. In the KFF *Hash Finder dialog*, enter the complete hash value that you want to search for.
4. Click **Search**.
   If the has is found, it is displayed in the hash list.
   If the hash is not found a message is displayed.

To edit hashes in a hash set

1. In the KFF *Hash Finder* dialog, search for the hash that you want to edit.
2. Click *Edit* .
3. Enter the hash information.
4. Click **Save**.
   The edited hash is displayed.

To delete hashes from a hash set

1. In the KFF *Hash Finder* dialog, search for the hash that you want to delete.
2. Click *Delete* .

Adding Hashes to Hash Sets Using Project Review

You may identify files that in exist in a project as files that you want to add to your KFF hashes. For example, you may find a graphics file that you want to either alert for or ignore in this or other projects. Using *Project Review*, you can select files and then add them to existing or new KFF Hash Sets.

When you add hashes using *Project Review*, it starts a job that adds the hashes to the KFF Library.

To use Project Review to add hashes to Hash Sets

1. Log in as an Administrator or user with Manage KFF permissions.
2. Select a project and enter *Project Review*.
3. Select the files that you want to add to a hash set.
4. In the *Actions* drop-down, select **Add to KFF**.
5. Click **Go**.
6. In the *Add Hash to Set* dialog, select a status for the hash.

7. Specify a Hash Set.

You can select an existing set or create a new set.

- To create a new set, do the following:

7a. Select [Add New].

7b. Enter the name of the new set.

7c. Enter a name for the hash set.

7d. (Optional) Add other information.

7e. Click **Save**.

- To use an existing set, do the following:

7a. Select the existing set.

By default, you will only see the sets that match the status that you select.

To see Hash Sets that have a *No Override* status as well, enable the *Display hash sets with no override status* option.

7b. Click **Save**.

To verify that hashes were added to the KFF Server

1. Click to exit *Review*.

2. On the *Home* page, select the project that you are using.

3. Click *Work List* .

See Monitoring the Work List on page 133.

Click *Refresh* to see the current status.

4. View the *Add Hash to KFF* job types.

5. Click *Refresh* to see the current status.

6. When the jobs are completed, at the bottom of the page, you can view the results.

It will show the number of files that were added or any errors generated.

7. From the *KFF Hash Sets* tab on the *Management* page, you can view the Hash Sets.

See Searching For, Viewing, and Managing Hashes in a Hash Set on page 196.

Using KFF Groups to Organize Hash Sets

About KFF Groups

KFF groups are containers for one or more Hash Sets. When you create a group, you then add Hash Sets to the group. KFF Groups can also contain other KFF Groups.

When you enable KFF for a project, you select which KFF Group to use during processing.

Within a KFF group, you can manually edit custom Hash Sets.

About KFF Groups Status Override Settings

When you create a KFF Group, you can choose to use the default status of the Hash Set (*Alert* or Ignore) or override it. You do this by setting one of the following Status Override settings:

- *Alert* - All Hash Sets within the KFF Group will be set to *Alert* regardless of the status of the individual Hash Sets.
- *Ignore* - All Hash Sets within the KFF Group will be set to *Ignore* regardless of the status of the individual Hash Sets.
- No Override - All Hash Sets will maintain their default status.

For example, if you have a Hash Set with a status of *Alert*, if you set the KFF Group to No Override, then the default status of *Alert* is used. If you set the KFF Group with a status of *Ignore*, the the Hash Set *Alert* status is overridden and *Ignore* is used.

As a result, use caution when setting the Status Override for a KFF Group.

About Nesting KFF Groups

KFF Groups can contain Hash Sets or they can contain other KFF Groups. When one KFF Group includes another KFF Group, it is called nesting.

The reason that you may want to nest KFF Groups is that you can use multiple KFF Groups when processing your data. When you enable KFF for a case, you can only select one KFF Group. By nesting, you can use multiple KFF Groups.

For example, you may have one KFF Group that contains Hash Sets with an *Alert* status. You may have a second KFF Group that contains Hash Sets with an *Ignore* status. When processing a case, you may want to use both of those KFF Groups. To accomplish this, you can create another KFF Group as a parent and then add the other two KFF Groups to it. When processing, you would select the parent KFF Group.

When nesting KFF Groups you must be mindful of the Status Override of the parent KFF Group. The Status Override for the highest KFF Group in the hierarchy is used when nesting KFF Groups. In most cases, you will want to set the parent KFF Group with a status of *None*. That way, the status of each child KFF Group (or their Hash Sets) is used. If you select an *Alert* or *Ignore* status for the parent KFF Group, then all child KFF Groups and their Hash Sets will use that status.

Creating a KFF Group

You create KFF groups to organize your Hash Sets. When you create a KFF Group, you add one ore more Hash Sets to it. You can later edit the KFF Group to add or remove Hash Sets.

To create a KFF Group

1. Log in as an Administrator or user with Manage KFF permissions.

2. Click **Management** > **Groups**.

3. Click *Add* .

4. Enter a *Name*.

5. Set the *Status Override*.

6. See About KFF Groups Status Override Settings on page 198.

7. (Optional) Enter a Package, Vendor, and Version.

8. Click **Save**.

To add a Hash Sets to a KFF Group

1. Click **Management** > **Groups**.

2. In the *Groups* list, select the group that you want to add Hash Sets to.

3. In the *Groups and Hash Sets* pane, click **Add**.

4. Select the Hash Sets that you want to add to the group.

5. You can filter the list of Hash Sets to help you find the hash sets that you want.

6. After selecting the sets, click **OK**.

Viewing the Contents of a KFF Group

On the *KFF Groups* page, you can select a KFF Group and in the *Groups and Hash Sets* pane, view the Hash Sets and child KFF Groups that are contained in that KFF Group.

Managing KFF Groups

You can edit KFF Groups and do the following:

- Rename the group
- Change the Override Status
- Add or remove Hash Sets and KFF Groups

You can also do the following:

- Delete the group
- Export the group
  See Exporting KFF Data on page 209.

To manage a KFF Group

1. Click **Management** > **Groups**.

2. In the *Groups* list, select a KFF Group that you want to manage.

3. Do one of the following:

   - Click *Edit.*

   - Click *Delete.*

   - Click **Export**.
     See Exporting KFF Data on page 209.

About the Manage KFF Groups Page

To configure KFF Groups, you use the *KFF Groups* page.

To open the KFF Groups page

1. Log in as an Administrator or user with Manage KFF permissions.

2. Click **Management >** **Groups**

   If the feature does not function properly, check the following:

   - The KFF Server is installed.
     See Installing the KFF Server on page 167.
   - The application has been configured for the KFF Server.
     See Configuring the Location of the KFF Server on page 168.
   - The KFF Service is running.
     In the Windows Services manager, make sure that the AccessData Elasticsearch service is started.

Elements of the KFF Groups page

Tab	Element	Description
KFF Groups pane	*KFF Groups*	Displays all of the KFF Groups that have been imported or created in the KFF Server.
		Lets you create a KFF Group. See Creating a KFF Group on page 199.
		Lets you edit the active KFF Group. See Managing KFF Groups on page 199.
		Lets you delete the active KFF Group. See Managing KFF Groups on page 199.
	Delete	Lets you delete one or more checked KFF Groups.

Elements of the KFF Groups page

Tab	Element	Description
	Export	Lets you export KFF data. See Exporting KFF Data on page 209.
	♻	Refreshes the KFF Groups list.
Groups and Hash Sets Pane	Lets you add and remote Hash Sets from KFF Groups. See Managing KFF Groups on page 199.	
	🔗 **Add**	Displays the list of Hash Sets that you can add to a KFF Group. See Managing KFF Groups on page 199.
	✂ **Remove**	Lets you remove Hash Sets from a KFF Group. See Managing KFF Groups on page 199.
	View Hashes	Lets you view and manage the hashes in the Hash Set. See Searching For, Viewing, and Managing Hashes in a Hash Set on page 196.

Enabling a Project to Use KFF

When you create a project, you can enable KFF and configure the KFF settings for the project.

About Enabling and Configuring KFF

To use KFF in a project you do the following:

Process for enabling and configuring KFF

1. Create a new Project	If you want to use KFF you must enable it when you create the project. You cannot enable KFF for a project after it has been created.
2. Enable KFF	Enable the KFF processing option. See Enabling and Configuring KFF on page 202.
2. Configure how to process ignorable files	You can choose how to process ignorable files: ● *Skip Ignorable Files* - This option will not process any files determined to be Ignorable. Any files that are ignorable will not be included or visible in the project. This is the default option. ● *Process and Flag Ignorable Files* - This option will process ignorable files, but flag them as Ignorable. Any files that are Ignorable will be included and visible in the project, but can be filtered. See Using Quick Filters on page 205.
4. Select a KFF Group	When enabling KFF for a project, you select one KFF Group that you want to use. You do not create KFF Group at that time. You can only select an existing group. Because of this, you must have at least one KFF Group created before creating a project. See Using KFF Groups to Organize Hash Sets on page 198. However, after processing, you can re-process the data using a different KFF template. This lets you create and use different templates after you initially process the project. See Re-Processing KFF on page 208.

Enabling and Configuring KFF

To enable and configure KFF for a project

1. Log in as an Administrator or user with Create/Edit Projects permissions.

2. Create a new project.

3. In *Processing Options*, select **Enable KFF**.

   A *Option*s tab option displays.

4. In *Processing Options*, select how to handle ignorable files.

5. Click **Options**.

   The KFF Options window displays.

---

6. In the drop-down menu, select the KFF Group that you want to use.
   See Using KFF Groups to Organize Hash Sets on page 198.

7. In the *Hash Sets* pane, verify that this template has the hash sets that you want. Otherwise select a different template.

8. Click **Create Project and Import Evidence** or click **Create Project** and add evidence later.

Reviewing KFF Results

KFF results are displayed in Project Review.

You can use the following tools to see KFF results:

- Project Details page
- Project Review
  - KFF Information Quick Columns
  - KFF Quick Filters
  - KFF facets
  - KFF Details

You can also create and modify KFF libraries and hash sets using files in Review.

See Adding Hashes to Hash Sets Using Project Review on page 196.

Viewing KFF Data Shown on the Project Details Page

To View KFF Data on the Project Details page

1. Click the **Home** tab.

2. Click the *Project Details* tab.

3. In the right column, you can view the number of KFF known files.

About KFF Data Shown in the Review Item List

You can identify and view files that are either Known or Unknown based on KFF results.

Depending on the KFF configuration options, there are two or three possible KFF statuses in Project Review:

- *Alert (2)* - Files that matched hashes in the template with an Alert status
- *Ignore (1)* - Files that matched hashes in the template with an Ignore status (not shown in the Item List by default)
- *Unknown (0)* - Files that did not match hashes in the template

If you configured the project to skip ignorable files, files configured to be ignored (Ignore status) are not included in the data and are not viewable in the Project Review.

See Enabling and Configuring KFF on page 202.

Using the KFF Information Quick Columns

You can use the *KFF Information* Quick *Columns* to view and and sort and filter on KFF values. For example, you can sort on the KFF Status column to quickly see all the files with the Alert status.
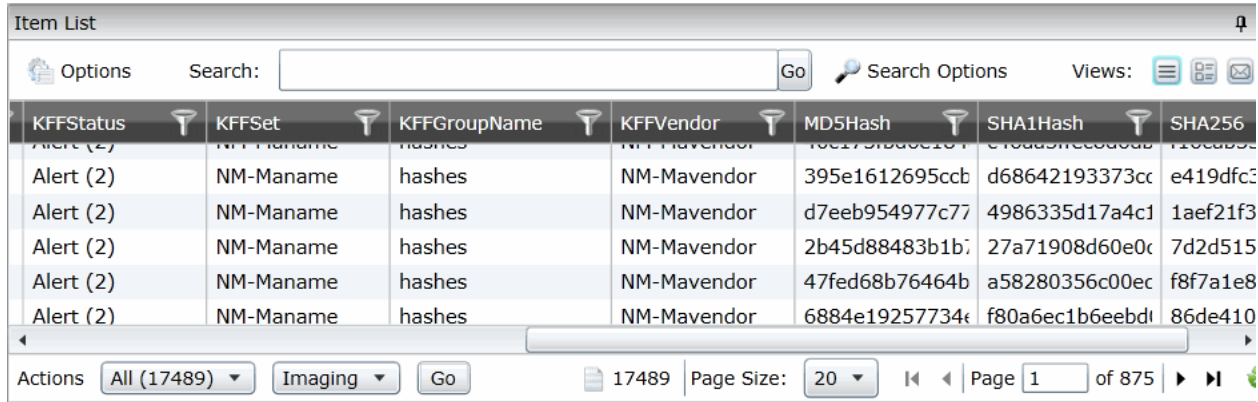
See Using Document Viewing Panels on page 305.

To see the KFF columns, activate the *KFF Information* Quick Columns.

To activate the KFF Information Quick Columns

1. From the *Item List* in the *Review* window, click **Options**.

2. Click **Quick Columns > KFF > KFF Information**.
   The KFF Columns display.

Item List with KFF Tabs displayed

KFF Columns

Column	Description
KFF Status	Displays the status of the file as it pertains to KFF. The three options are *Unknown (0), Ignore (1)*, and *Alert (2)*. - If you configured the project to skip Ignorable files, these files are not included in the data. - If you configured the project to flag Ignorable files, and the *Hide Ignorables* Quick Filter is set, these files are in the data, but are not displayed. See Using Quick Filters on page 205.
KFF Set	Displays the KFF Hash Set to which the file belongs.
KFF Group Name	Displays the name created for the KFF Group in the project.
KFF Vendor	Displays the KFF vendor.

See Filtering by Column in the Item List Panel on page 447.

Using Quick Filters

You can use Quick Filters to quickly show or hide KFF Ignorable files.

You can toggle the quick filter to do the following:

- *Hide Ignorables* - enabled by default
- *Show Ignorables*

The *Hide Ignorables* Quick Filter is set by default. As a result, even if you selected to process and flag Ignorable files for the project, they are not included in the Item List by default.

To show ignorable files in the Item list, change the Quick Filter to Show Ignorables.

Note: If you configured the project to skip ignorable files, files configured to be ignored (Ignore status) will not be shown, even if you select to *Show Ignorables*.

To change the KFF Quick Filters

1. From the *Item List* in the *Review* window, click **Options**.

2. Click **Quick Filters > Show Ignorables**.

Using the KFF Facets

You can use the KFF facets to filter data based on KFF values. For example, you can apply a facet to only display items with an Alert status or with a certain KFF set.

See About Filtering Data with Facets on page 432.

Note: If you configured the project to skip Ignorable files, these files are not included in the data and the *Ignore* facet is not available. If you configured the project to flag Ignorable files, and the *Hide Ignorables* Quick Filter is set, the *Ignore* facet is available, but the files will not be displayed.

See Using Quick Filters on page 205.

You can use the following KFF facets:

- KFF Vendors
- KFFGroups
- KFF Statuses
- KFF Sets

Within a facet, only the filters that are available in the project are available. For example, if no files with the Alert status are in the project, the Alter filter will not be available in the KFF Statuses facet.

To apply KFF facets

1. From the *Item List* in the *Review* window, open the facets pane.

2. Expand **KFF**.

3. Select the facets that you want to apply.

Viewing Detailed KFF Data

You can view KFF results details for an individual file.

To view the KFF Details

1. For a project that you have run KFF, open Project Review.

2. Under *Layouts,* select the **CIRT Layout**.
   See

3. In *Project Review*, select a file in the *Item List* panel.

4. In the view panel, click the **Detail Information** view tab.

5. Click the **KFF Details** tab*.*

Re-Processing KFF

After you have processed a project with KFF enabled, you can re-process your data using an updated or different KFF Group. This is useful in re-examining a project after adding or editing hash sets.

See Adding Hashes to Hash Sets Using Project Review on page 196.

If you want to re-process KFF with updated hash sets, be sure that the selected KFF Group has the desired sets.

You can only select from existing KFF Groups.

To re-process KFF

1. From the *Home* page, select a project that you want to re-process.

2. Click the [KFF DE-NIST icon] tab.

   The currently selected group is displayed along with its corresponding hash sets.

3. (Optional) If you want to change the KFF Group, in the the drop-down menu, select a different KFF Group and click **Save**.

4. In the Hash Sets pane, verify that the desired sets are included.

5. Click **Process KFF**.

6. (Optional) On the *Home* page, for the project, click *Work Lists* [icon] , and verify that the KFF job starts and completes.
   See Monitoring the Work List on page 133.

7. Click *Refresh* [icon] to see the current status.

8. Review the KFF results.
   See Reviewing KFF Results on page 204.

Exporting KFF Data

About Exporting KFF Data

You can share KFF Hash Sets and KFF Groups with other KFF Servers by exporting KFF data on one KFF Server and importing it on another. You can also use export as a way of archiving your KFF data.

You can export data in one of the following ways:

- Exporting Hash Sets - This exports the selected Hash Sets with any included hashes. (CSV format only)
- Exporting KFF Groups - This exports the selected KFF Groups with any included sub-groups and any included hashes. (CSV format only)
- Exporting an archive of all custom KFF data - This exports all the KFF data except NSRL, NIST, and DHC data (in a binary format).

When exporting KFF Groups or Hash Sets, you can export in the following formats:

- CSV file
- Binary format

   Important: Even though it appears that you can select and export one Hash Set or one KFF Group, if you export using the KFF binary format, all of the data that you have in the *KFF Index* will be exported together. You cannot use this format to export individual Hash Sets or KFF Groups. Use the CSV format instead.

See About CSV and Binary Formats on page 179.

Exporting KFF Groups and Hash Sets

You can share KFF hashes by exporting KFF Hash Sets or KFF Groups. Exports are saved in a CSV file that can be imported.

To export a one or more KFF Groups or Hash Sets

1. Do one of the following:

   - Click **Management** > **Hash Sets**.

   - Click **Management** > **Groups**.

2. Select one or more KFF Groups or Hash Sets that you want to export.
3. Click **Export**.
4. Select **CSV** (do not select **Export Binary**).
5. Browse to and select the location to which you want to save the exported file.
6. Click **Select**.
7. Enter a name for the exported file.
8. Click **OK**.
9. In the *Export Summaries* dialog, view the status of the export.
10. Click **Close**.

To create an archive of all your custom Hash Sets and Groups

1. Do one of the following:

   - Click **Management** > **Hash Sets**.

   - Click **Management** > **Groups**.

2. Select a KFF Group or Hash Set.

3. Click **Export**.

4. Select **Export Binary**.

5. Browse to and select the location to which you want to save the exported files.

6. Click **Select**.

7. Enter a name for the folder to contain the binary files (This is a new folder created by the export).

8. Click **OK**.

9. In the *Export Summaries* dialog, view the status of the export.

10. Click **Close**.

To view the Export History

1. Do one of the following:

   - Click **Management** > **Hash Sets**.

   - Click **Management** > **Groups**.

2. Click **Export**.

3. Select **View Export History**.

4. In the *Export Summaries* dialog, view the status of the export.

5. Click **Close**.

Chapter 19

Installing the AccessData Elasticsearch Windows Service

About the Elasticsearch Service

The AccessData Elasticsearch Windows Service is used by multiple features in multiple applications, including the following:

- ThreatBridge in Resolution1
- Mobile Threat Monitoring in Resolution1
- KFF (Known File Filter) in all applications
- Visualization Geolocation in all applications

The AccessData Elasticsearch Windows Service uses the Elasticsearch open source search engine.

Prerequisites

- For best results with Resolution1 products and AD Lab and Enterprise, you should install the AccessData Elasticsearch Windows Service on a dedicated computer that is different from the computer running the application that uses it.

  For single-computer installations such as FTK, you can install the AccessData Elasticsearch Windows Service on the same computer as the application.

  A single instance of an AccessData Elasticsearch Windows Service is usually sufficient to support multiple features. However, if your network is extensive, you may want to install the service on multiple computers on the network. Consult with support for the best configuration for your organization's network.

- You can install the AccessData Elasticsearch Windows Service on 32-bit or 64-bit computers.
- 16 GB of RAM or higher
- Microsoft .NET Framework 4

  To install the AccessData Elasticsearch Windows Service, Microsoft .NET Framework 4 is required. If you do not have .NET installed, it will be installed automatically.

- If you install the AccessData Elasticsearch Windows Service on a system that has not previously had an AccessData product installed upon it, you must add a registry key to the system in order for the service to install correctly.

Installing the Elasticsearch Service

Installing the Service

To install the AccessData Elasticsearch Windows Service

1. Click the the AccessData Elasticsearch Windows Service installer.

   It is avaialable on the KFF Installation disc by clicking *autorun.exe*.

2. Accept the License Agreement and click **Next**.

3. On the *Destination Folder* dialog, click **Next** to install to the folder, or click **Change** to install to a different folder.

   This is where the Elasticsearch folder with the Elasticsearch service is installed.

4. On the *Data Folder* dialog, click **Next** to install to the folder, or click **Change** to install to a different folder.

   This is where the Elasticsearch data is stored.

   Note: This folder may contain up to 10GB of data.
   ---

5. (For use with KFF) In the *User Credentials* dialog, you can configure credentials to access KFF Data files that you want to import if they exist on a different computer.

   This provides the credentials for the Elasticsearch service to use in order to access a network share with a user account that has permissions to the share.

   Enter the user name, the domain name, and the password. If the user account is local, do not enter any domain value, such as localhost. Leave it blank instead.

6. In the *Allow Remote Communication* dialog, enter the IP address(es) of any machine(s) that will have ThreatBridge installed. If you plan on installing ThreatBridge on the same server as the AccessData Elasticsearch Windows Service, click **Next**.

7. *Select Enable Remote Communication.*

   Note: If Enable Remote Communication is selected, a firewall rule will be created to allow communication to the AccessData Elasticsearch Windows Service service for every IP address added to the IP Address field. If no IP addresses are listed, then ANY IP address will be able to access the AccessData Elasticsearch Windows Service.
   ---

8. In the following *Allow Remote Communication* dialog, accept the default HTTP and Transport TCP Port values and click **Next**. However, if there are conflicts with these ports on the network, change the values to use other ports.

9. The *Configuration 1* dialog contains the following fields:

   - **Cluster name** - This field automatically populates with the system's name.
   - **Node name** - This field automatically populates with the system's name.

   Note: If installing the AccessData Elasticsearch Windows Service on more than one system, allow the first system to install with the system's name in the cluster and the node fields. In the sec-
   ---

> ond and subsequent systems, enter the first system's name in the cluster field, and in the node field, enter the name of the system to which you are installing.

- **Heap size** - This is the memory allocated for the AccessData Elasticsearch Windows Service. Normally you can accept the default value. For improved performance of the AccessData Elasticsearch Windows Service, increase the heap size.

10. The *Configuration 2* dialog contains the following options:

- **Discovery** - Selecting the default of *Multicast* allows the AccessData Elasticsearch Windows Service search to communicate across the network to other Elasticsearch services. If the network does not give permissions for the service to communicate this way, select *Unicast* and enter the IP address(es) of the server(s) that the AccessData Elasticsearch Windows Service is installed on in the *Unicast* host names field. Separate multiple addresses with commas.

- **Node** - The Master node receives requests, and can pass requests to subsequent data nodes. Select both Master node and Data node if this is the primary system on which the AccessData Elasticsearch Windows Service is installed. Select only Data node if this is a secondary system on which the AccessData Elasticsearch Windows Service is installed. Click **Next**.

11. In the next dialog, click **Install**.

12. If the service installs properly, a command line window appears briefly, stating that the service has installed properly.

13. At the next dialog, click **Finish**.

Troubleshooting the AccessData Elasticsearch Windows Service

Once installed, the AccessData Elasticsearch Windows Service service should run without further assistance. If there are issues, go to **C:\Program Files\Elasticsearch\logs** to examine the logs for errors.

Part 3

Loading Summation Data

This part describes how to load Summation data and includes the following sections:

Chapter 20

Introduction to Loading Data

Importing Data

This document will help you import data into your project. You create projects in order to organize data. Data can be added to projects in the forms of native files, such as DOC, PDF, XLS, PPT, and PST files, or as evidence images, such as AD1, E01, and OFF files.

To manage evidence, administrators, and users with the Create/Edit Projects permission, can do the following:

- Add evidence items to a project
- View properties about evidence items in a project
- Edit properties about evidence items in a project
- Associate people to evidence items in a project

Note: You will normally want to have people created and selected before you process evidence.

See About Associating People with Evidence on page 218.

See the following chapters for more information:

To import data

1. Log in as a project manager.
2. Click the **Add Data** button next to the project in the *Project List* panel.
3. In the *Add Data* dialog, select on of the method by which you want to import data. The following methods are available:
   - Evidence (wizard): See Using the Evidence Wizard on page 216.
   - Job (Resolution1 applications): See About Jobs on page 377.
   - Import: See Importing Evidence on page 225.
   - Cluster Analysis: See Using Cluster Analysis on page 249.

Chapter 21
Using the Evidence Wizard

Using the Evidence Wizard

When you add evidence to a project, you can use the *Add Evidence Wizard* to specify the data that you want to add. You specify to add either parent folders or individual files.

Note: If you activated Cluster Analysis as a processing option when you created the project, cluster analysis will automatically run after processing data.

You select sets of data that are called "evidence items." It is useful to organize data into evidence items because each evidence item can be associated with a unique person.

For example, you could have a parent folder with a set of subfolders.

\\10.10.3.39\EvidenceSource\

\\10.10.3.39\EvidenceSource\John Smith

\\10.10.3.39\EvidenceSource\Bobby Jones

\\10.10.3.39\EvidenceSource\Samuel Johnson

\\10.10.3.39\EvidenceSource\Edward Peterson

\\10.10.3.39\EvidenceSource\Jeremy Lane

You could import the parent \\10.10.3.39\EvidenceSource\ as one evidence item. If you associated a person to it, all files under the parent would have the same person.

On the other hand, you could have each subfolder be its own evidence item, and then you could associate a unique person to each item.

An evidence item can either be a folder or a single file. If the item is a folder, it can have other subfolders, but they would be included in the item.

When you use the Evidence Wizard to import evidence, you have options that will determine how the evidence is organized in evidence items.

When you add evidence, you select from the following types of files.

Evidence File Types

File Type	Description
Evidence Images	You can add AD1, E01, or AFF evidence image files.
Native Files	You can add native files, such as PDF, JPG, DOC PPT, PST, XLSX, and so on.

When you add evidence, you also select one of the following import methods.

Import Methods

Method	Description
CSV Import	This method lets you create and import a CSV file that lists multiple paths of evidence and optionally automatically creates people and associates each evidence item with a person. Like the other methods, you specify whether the parent folder contains native files or image files. See Using the CSV Import Method for Importing Evidence on page 218. This is similar to adding people by importing a file. See the Project Manager Guide for more information on adding people by importing a file.
Immediate Children	This method takes the immediate subfolders of the specified path and imports each of those subfolders' content as a unique evidence item. You can automatically create a person based on the child folder's name (if the child folder has a first and last name separated by a space) and have it associated with the data in the subfolder. See Using the Immediate Children Method for Importing on page 220. Like the other methods, you specify if the parent folder contains native files or image files.
Folder Import	This method lets you select a parent folder and all data in that folder will be imported. You specify that the folder contains either native files (JPG, PPT) or image files (AD1, E01, AFF). A parent folder can have both subfolders and files. Using this method, each parent folder that you import is its own evidence item and can be associated with one person. For example, if a parent folder had several AD1 files, all data from each AD1 file can have one associated person. Likewise, if a parent folder has several native files, all of the contents of that parent folder can have one associated person.
Individual File(s)	This method lets you select individual files to import. You specify that these individual files are either native files (JPG, PPT) or image files (AD1, E01, AFF). Using this method, each individual file that you import is its own evidence item and can be associated with a person. For example, all data from an AD1 file can have an associated person. Likewise, each PDF, or JPG can have its own associated person.

Note: The source network share permissions are defined by the administrator credentials.

About Associating People with Evidence

When you add evidence items to a project, you can specify people, or custodians, that are associated with the evidence. These custodians are listed as People on the *Data Sources* tab.

In the *Add Evidence Wizard*, after specifying the evidence that you want to add, you can then associate that evidence to a person. You can select an existing person or create a new person.

Important: If you want to select an existing Person, that person must already be associated to the project. You can either do that for the project on the *Home* page > *People* tab, or you can do it on the *Data Sources* page > *People* tab.

You can create people in the following ways:

- On the *Data Sources* tab before creating a project.
  See the *Data Sources* chapter.
- When adding evidence to a project within the *Add Evidence Wizard*.
  See Adding Evidence to a Project Using the Evidence Wizard on page 222.
- On the *People* tab on the *Home* page for a project that has already been created.

About Creating People when Adding Evidence Items

In the *Add Evidence Wizard*, you can create people as you add evidence. There are three ways you can create people while adding evidence to a project:

- Using a CSV Evidence Import.
  See Using the CSV Import Method for Importing Evidence on page 218.
- Importing immediate children.
  See Using the Immediate Children Method for Importing on page 220.
- Adding a person in the *Add Evidence Wizard*.
  You can select a person from the drop-down in the wizard or enter a new person name.
  See the Project Manager Guide for more information on creating people.

Using the CSV Import Method for Importing Evidence

When specifying evidence to import in the *Add Evidence Wizard*, you can use one of two general options:

- Manually browse to all evidence folders and files.
- Specify folders, files, and people in a CSV file.
  There are several benefits of using a CSV file:
  - You can more easily and accurately plan for all of the evidence items to be included in a project by including all sources of evidence in a single file.
  - You can more easily and accurately make sure that you add all of the evidence items to be included in a project.
  - If you have multiple folders or files, it is quicker to enter all of the paths in the CSV file than to browse to each one in the wizard.
  - If you are going to specify people, you can specify the person for each evidence item. This will automatically add those people to the system rather than having to manually add each person.

When using a CSV, each path or file that you specify will be its own evidence item. The benefit of having multiple items is that each item can have its own associated person. This is in contrast with the Folder Import method, where only one person can be associated with all data under that folder.

Specifying people is not required. However, if you do not specify people, when the data is imported, no people are created or associated with evidence items. Person data will not be usable in Project Review.

See the Project Manager Guide for information on associating a person to an evidence item.

If you do specify people in the CSV file, you use the first column to specify the person's name and the second column for the path.

If you do not specify people, you will only use one column for paths. When you load the CSV file in the *Add Evidence Wizard*, you will specify that the first column does not contain people's names. That way, the wizard imports the first column as paths and not people.

If you do specify people, they can be in one of two formats:

- A single name or text string with no spaces
  For example, JSmith or John_Smith
- First and last name separated by a space
  For example, John Smith or Bill Jones

In the CSV file, you can optionally have column headers. You will specify in the wizard whether it should use the first row as data or ignore the first row as headers.

CSV Example 1

This example includes headers and people.

In the wizard, you select both **First row contains headers** and **First column contains people names** check boxes.

When the data is imported, the people are created and associated to the project and the appropriate evidence item.

People, Paths

JSmith,\\10.10.3.39\EvidenceSource\JSmith

JSmith,\\10.10.3.39\EvidenceSource\Sales\Projections.xlsx

Bill Jones,\\10.10.3.39\EvidenceSource\BJones

Sarah Johnson,\\10.10.3.39\EvidenceSource\SJohnson

Evan_Peterson,\\10.10.3.39\EvidenceSource\EPeterson

Evan_Peterson,\\10.10.3.39\EvidenceSource\HR

Jill Lane,\\10.10.3.39\EvidenceSource\JLane

Jill Lane,\\10.10.3.39\EvidenceSource\Marketing

This will import any individual files that are specified as well as all of the files (and additional subfolders) under a listed subfolder.

You may normally use the same naming convention for people. This example shows different conventions simply as examples.

CSV Example 2

This example does not include headers or people.

In the wizard, you clear both **First row contains headers** and **First column contains people names** check boxes.

When the data is imported, no people are created or associated with evidence items.

```
\\10.10.3.39\EvidenceSource\JSmith
\\10.10.3.39\EvidenceSource\Sales\Projections.xlsx
\\10.10.3.39\EvidenceSource\BJones
\\10.10.3.39\EvidenceSource\SJohnson
\\10.10.3.39\EvidenceSource\EPeterson
\\10.10.3.39\EvidenceSource\HR
\\10.10.3.39\EvidenceSource\JLane
\\10.10.3.39\EvidenceSource\Marketing
```

Using the Immediate Children Method for Importing

If you have a parent folder that has children subfolders, when importing it through the *Add Evidence Wizard*, you can use one of three methods:

- Folder Import
- Immediate Children
- CSV Import
  See

When using the Immediate Children method, each child subfolder of the parent folder will be its own evidence item. The benefit of having multiple evidence items is that each item can have its own associated person. This is in contrast with the Folder Import method, where all data under that folder is a single evidence item with only one possible person associated with it.

Specifying people is not required. However, if you do not specify people, when the data is imported, no people are created or associated with evidence items. Person data will not be usable in Project Review.

See the Project Manager Guide for more information on associating a person to evidence.

When you select a parent folder in the *Add Evidence Wizard*, you select whether or not to specify people.

If you do specify people, the names of people are based on the name of the child folders.

Imported names of people can be imported in one of two formats:

- A single name or text string with no spaces
  For example, JSmith or John_Smith

- First and last name separated by a space

  For example, John Smith or Bill Jones

For example, suppose a parent folder had four subfolders, each containing data from a different user. Using the Immediate Children method, each subfolder would be imported as a unique evidence item and the subfolder name could be the associated person.

\Userdata\   (parent folder that is selected)

\Userdata\lNewstead   (unique evidence item with lNewstead as a person)

\Userdata\KHetfield   (unique evidence item with KHetfield as a person)

\Userdata\James Ulrich (unique evidence item with James Ulrich as a person)

\Userdata\Jill_Hammett (unique evidence item with Jill_Hammett as a person)

Note: In the Add Evidence Wizard, you can manually rename the people if needed.

The child folder may be a parent folder itself, but anything under it would be one evidence item.

This method is similar to the CSV Import method in that it automatically creates people and associates them to evidence items. The difference is that when using this method, everything is configured in the wizard and not in an external CSV file.

Adding Evidence to a Project Using the Evidence Wizard

You can import evidence for projects for which you have permissions.

When you add evidence, it is processed so that it can be reviewed in Project Review.

Some data cannot be changed after it has been processed. Before adding and processing evidence, do the following:

- Configure the Processing Options the way you want them.
  See the Admin Guide for more information on default processing options.
- Plan whether or not you want to specify people.
  See the Project Manager Guide for more information on associating a person to evidence.
- Unless you are importing people as part of the evidence, you must have people already associated with the project.
  See the Project Manager Guide for more information on creating people.

Note: Deduplication can only occur with evidence brought into the application using evidence processing. Deduplication cannot be used on data that is imported.

To import evidence for a project

1. In the project list, click ➕ (add evidence) in the project that you want to add evidence to.
2. Select **Evidence**.
3. In the *Add Evidence Wizard*, select the *Evidence Data Type* and the *Import Method*.
   See Using the Evidence Wizard on page 216.
4. Click **Next**.
5. Select the evidence folder or files that you want to import.
   This screen will differ depending on the *Import Method* that you selected.
   5a. If you are using the *CSV Import* method, do the following:
   - If the CSV file uses the first row as headers rather than folder paths, select the **First row contains headers** check box, otherwise, clear it.
   - If the CSV file uses the first column to specify people, select the **First column contains people's names** check box, otherwise, clear it.
       See Using the CSV Import Method for Importing Evidence on page 218.
     - Click **Browse**.
     - Browse to the CSV file and click **OK**.
       The CSV data is imported based on the check box settings.
       Confirm that the people and evidence paths are correct.
       You can edit any information in the list.
       If the wizard can't validate something in the CSV, it will highlight the item in red and place a red box around the problem value.
       If a new person will be created, it will be designated by ⊕.
   5b. If you are using the *Immediate Children* method, do the following:
     - If you want to automatically create people, select **Sub folders are people's names**, otherwise, clear it.
       See Using the Immediate Children Method for Importing on page 220.
     - Click **Browse**.
     - Enter the IP address of the server where the evidence files are located and click **Go**.

For example, 10.10.2.29

- Browse to the parent folder and click **Select**.

  Each child folder is listed as a unique evidence item.

  If you selected to create people, they are listed as well.

  Confirm that the people and evidence paths are correct.

  You can edit any information in the list.

  If the wizard can't validate something, it will highlight the item in red and place a red box around the problem value.

  If a new person will be created, it will be designated by ⊕.

5c. If you are using the Folder Input or Individual Files method, do the following:

- Click **Browse**.
- Enter the IP address of the server where the evidence files are located and click **Go**.

  For example, 10.10.2.29
- Expand the folders in the left pane to browse the server.
- In the right pane highlight the parent folder or file and click **Select**.

  If you are selecting files, you can use Ctrl-click or Shift-click to select multiple files in one folder.

  The folder or file is listed as a unique evidence item.

6. If you want to specify a person to be associated with this evidence, select one from the *Person Name* drop-down list or type in a new person name to be added.

   See About Associating People with Evidence on page 218.

   If you enter a new person that will be created, it will be designated by ⊕.

   You can also edit a person's name if it was imported.

7. Specify a Timezone.

   From the Timezone drop-down list, select a time zone.

   See Evidence Time Zone Setting on page 224.

8. (Optional) Enter a *Description*.

   This is used as a short description that is displayed with each item in the *Evidence* tab.

   For example, "Imported from Filename.csv" or "Children of *path*".

   This can be added or edited later in the *Evidence* tab.

9. (Optional) If you need to delete an evidence item, click the ✖ for the item.

10. Click **Next**.

11. In the *Evidence to be Added and Processed* screen, you can view the evidence that you selected so far. From this screen, you can perform one of the following actions:

    - *Add More*: Click this button to return to the *Add Evidence* screen.

    - *Add Evidence and Process*: Click this button to add and process the evidence listed.

    When you are done, you are returned to the project list. After a few moments, the job will start and the project status should change to *Processing*.

12. If you need to manually update the list or status, click ♻ **Refresh.**

13. When the evidence import is completed, you can view the evidence items in the *Evidence* and *People* labels.

Evidence Time Zone Setting

Because of worldwide differences in the time zone implementation and Daylight Savings Time, you select a time zone when you add an evidence item to a project.

In a FAT volume, times are stored in a localized format according to the time zone information the operating system has at the time the entry is stored. For example, if the actual date is Jan 1, 2005, and the time is 1:00 p.m. on the East Coast, the time would be stored as 1:00 p.m. with no adjustment made for relevance to Greenwich Mean Time (GMT). Anytime this file time is displayed, it is not adjusted for time zone offset prior to being displayed.

If the same file is then stored on an NTFS volume, an adjustment is made to GMT according to the settings of the computer storing the file. For example, if the computer has a time zone setting of -5:00 from GMT, this file time is advanced 5 hours to 6:00 p.m. GMT and stored in this format. Anytime this file time is displayed, it is adjusted for time zone offset prior to being displayed.

For proper time analysis to occur, it is necessary to bring all times and their corresponding dates into a single format for comparison. When processing a FAT volume, you select a time zone and indicate whether or not Daylight Savings Time was being used. If the volume (such as removable media) does not contain time zone information, select a time zone based on other associated computers. If they do not exist, then select your local time zone settings.

With this information, the system creates the project database and converts all FAT times to GMT and stores them as such. Adjustments are made for each entry depending on historical use data and Daylight Savings Time. Every NTFS volume will have the times stored with no adjustment made.

With all times stored in a comparable manner, you need only set your local machine to the same time and date settings as the project evidence to correctly display all dates and times.

Chapter 22
Importing Evidence

About Importing Evidence Using Import

As an Administrator or Project Manager with the Create/Edit Projects permissions, you can import evidence for a project.

You import evidence by using a load file, which allows you to import metadata and physical files, such as native, image, and/or text files that were obtained from another source, such as a scanning program or another processing program. You can import the following types of load files:

- Summation DII - A proprietary file type from Summation. See Data Loading Requirements on page 229.
- Generic - A delimited file type, such as a CSV file.
- Concordance/Relativity - A delimited DAT file type that has established guidelines as to what delimiter should be used in the fields. This file should have a corresponding LFP or OPT image file to import.

Transcripts and exhibits are uploaded from *Project Review* and not from the *Import* dialog. See the Project Manager Guide for more information on how to upload transcripts and exhibits.

About Mapping Field Values

When importing you must specify which import file fields should be mapped to database fields. Mapping the fields will put the correct information about the document in the correct columns in the *Project Review*.

After clicking **Map Fields,** a process runs that checks the imported load file against existing project fields. Most of the import file fields will automatically be mapped for you. Any fields that could not be automatically mapped are flagged as needing to be mapped.

Note: If you need custom fields, you must create them in the *Custom Fields* tab on the *Home* page before you can map to those fields during the import. If the custom names are the same, they will be automatically mapped as well.

Any errors that have to be corrected before the file can be imported are reported at this time.

When importing a CSV or DAT load file that is missing the unique identifier used to map to the DocID file, an error message will be displayed.

Notes:

- If a record contains the same values for the DocID as the ParentID, an error is logged in the log file and the record is not imported. This allows you to correct the problem record and make sure all records in the family are included in the loadfile correctly.

- In review, the AttachmentCount value is displayed under the EmailDirectAttachCount column.

- The Importance value is not imported as a text string but is converted and stored in the database as an integer representing a value of either *Low*, *Normal*, *High*, or blank. These values are case sensitive and in the import file must be an exact match.

- The Sensitivity value is not imported as a text string but is converted and stored in the database as an integer representing a value of either *Confidential, Private, Personal,* or *Normal.* These values are case sensitive and in the import file must be an exact match.

- The Language value is not imported as a text string but is converted and stored in the database as an integer representing one of 67 languages.

- Body text that is mapped to the *Body* database field is imported as an email body stream and is viewable in the Natural viewer. When importing all file types, the import *Body* field is now automatically mapped to the *Body* database field.

Importing Evidence into a Project

To import evidence into a project

1. Log into the application as an Administrator or a user with Create/Edit Project rights.

2. In the *Project List* panel, click **Add Evidence**   next to the project.

3. Click **Import**.

4. In the *Import* dialog, select the file type (EDII, Concordance/Relativity, or Generic).

   4a. Enter the location of the file or **Browse** to the file's location.

   4b. (optional - Available only for Concordance/Relativity) Select the *Image Type* and enter the location of the file, or **Browse** to the file's location. You can choose from the following file options:

   - OPT - Concordance file type that contains preferences and option settings associated with the files.
   - LFP - Ipro file type that contains load images and related information.

5. Perform field mapping.

   Most fields will be automatically mapped. If some fields need to be manually mapped, you will see an orange triangle.

   5a. Click **Map Fields** to map the fields from the load file to the appropriate fields.

   See About Mapping Field Values on page 225.

   5b. To skip any items that do not map, select **Skip Unmapped**.

   5c. To return the fields back to their original state, click **Reset**.

   Note: Every time you click the *Map Fields* button, the fields are reset to their original state.

   ---

6. Select the *Import Destination*.

   6a. Choose from one of the following:

   - **Existing Document Group**: This option adds the documents to an existing document group. Select the group from the drop-down menu.

     See the Project Manager Guide (or section) for more information on managing document groups.

   - **Create New Document Group**: This option adds the documents to a new document group. Enter the name of the group in the field next to this radio button.

7. Select the *Import Options* for the file. These options will differ depending on whether you select DII, Concordance/Relativity, or Generic.

- General Options:
  - **Enable Fast Import:** This will exclude database indexes while importing.
- DII Options:
  - **Page Count Follows Doc ID**: Select this option if your DII file has an @T value that contains both a Doc ID and a page count.
  - **Import OCR/Full Text**: Select this option to import OCR or Full Text documents for each record.
  - **Import Native Documents/Images**: Select this option to import Native Documents and Images for each record.
  - **Process files to extract metadata**: Selecting this option will import only the metadata that exists on the load file and not process native files as you import them with a load file.
- Concordance/Relativity, or Generic Options:
  - **First Row Contains Field Names**: Select this option if the file being imported contains a row header.
  - **Field, Quote, and Multi-Entry Separators**: From the pull-down menu, select the symbols for the different separators that the file being imported contains. Each separator value must match the imported file separators exactly or the field being imported for each record is not populated correctly.
  - **Return Placeholder**: From the pull-down menu, select the same value contained in the file being imported as a replacement value for carriage return and line feed characters. Each return placeholder value must match the imported file separators.

8. Configure the **Date Options**.

- Select the date format from the **Date Format** drop-down menu.

  This option allows you to configure what date format appears in the load file system, allowing the system to properly parse the date to store in the database. All dates are stored in the database in a yyy-mm-dd hh:mm:ss format.

- Select the *Load File Time Zone*.

  Choose the time zone that the load file was created in so the date and time values can be converted to a normalized UTC value in the database.

  See Normalized Time Zones on page 64.

9. Select the Record Handling Options.

- **New Record**:
  - **Add**: Select to add new records.
  - **Skip**: Select to ignore new records.
- **Existing Record**:
  - **Update**: Select to update duplicate records with the record being imported.
  - **Overwrite**: Select to overwrite any duplicate records with the record being imported.
  - **Skip**: Select to skip any duplicate records.

10. **Validation**: This option verifies that:

- The path information within the load file is correct
- The records contain the correct fields. For example, the system verifies that the delimiters and fields in a Generic or Concordance/Relativity file are correct.
- You have all of the physical files (that is, Native, Image, and Text) that are listed in the load file.

11. (optional) **Drop DB Indexes.** Database indexes improve performance, but slow processing when inserting data. If this option is checked, all of the data reindexes every time more data is loaded. Only select this option if you want to load a large amount of data quickly before data is reviewed.

12. Click **Start**.

Chapter 23
Data Loading Requirements

This chapter describes the data loading requirements of Resolution1 Platform and Summation and contains the following sectons:

- Document Groups (page 229)
- Email & eDocs (page 232)
- Coding (page 234)
- Related Documents (page 237)
- Transcripts and Exhibits (page 238)
- Work Product (page 240)
- Sample DII Files (page 241)
- DII Tokens (page 245)k

Document Groups

Note: You can import and display Latin and non-Latin Unicode characters. While the application supports the display of fielded data in either Latin or non-Latin Unicode characters, the modification of fielded data is supported only in Latin Unicode characters.

Note: The display of non-Latin Unicode characters does not apply to transcript filenames, since transcript deponents are defined by project users, or work product filenames, which are not displayed in the application.

Images

The following describes the required and recommended formats for images.

Required

- A DII load file is required to load image documents. 0
- Group IV TIFFS: single or multi-page, black and white (or color), compressed images, no DPI minimum.
- Single page JPEGs for color images.

Full-Text or OCR

The following describes the required and recommended formats for full-text or OCR.

Required

- If submitting document level OCR, page breaks should be included between each page of text in the document text file.

    Failure to insert page breaks will result in a one page text file for a multi-page document. The ASCII character 12 (decimal) is used for the "Page Break" character. All instances of the character 12 as page breaks will be interpreted.

- Document level OCR or page level OCR.
- All OCR files should be in ANSI or Unicode text file format, with a *.txt extension.
- A DII load file. Loading Control List (.LST) files are not supported.

Recommended

- OCR text files should be stored in the same directories as image files.
- Page level OCR is recommended to ensure proper page breaks.

DII Load File Format for Image/OCR

> **Note:** When selecting the **Copy ESI** option, the DII and source files *must* reside in a location accessible by the IEP server; otherwise, import jobs will fail during the **Check File** process.

The following describes the required format for a DII load file to load images and OCR.

Required

- A blank line after each document summary.
- **@T** to identify each document summary.
- **@T** should equal the beginning Bates number.
- If OCR is included, then use **@FULLTEXT** at the beginning of the DII file **(@FULLTEXT DOC** or **@FULLTEXT PAGE).**
- If **@FULLTEXT DOC** is included, OCR text files are assumed to be in the **Image** folder location with the same name as the first image (TIFF or JPG) file.
- If **@FULLTEXT PAGE** is included, OCR text files are assumed to be in the **Image** folder location with the same name as the image files (each page should have its own txt file).
- If **@O** token is used, **@FULLTEXT** token is not required.
- If Fulltext is located in another directory other than images, use @**FULLTEXTDIR** followed by the directory path.

- The page count identifier on the **@T** line can be interpreted ONLY if it is denoted with a space character.
  For example:
  @FULLTEXT PAGE
  @T AAA0000001 2
  @D @I\IMAGES\01\
  AAA0000001.TIF
  AAA0000002.TIF
  @T AAA0000003 1
  @D @I\IMAGES\02\
  AAA0000003.TIF

  Import controls the **Page Count Follows DocID** option. If this option is deselected, the page count identifier on the **@T** line would not be recognized.

Recommended

- DII load file names should mirror that of the respective volume (for easy association and identification).
- **@T** values (that is, the BegBates) and EndBates should include no more than 50 characters. Non-alphabetical and non-numerical characters should be avoided.

Email & eDocs

You can host email, email attachments, and eDocs **(**electronic documents in native format) for review and attorney coding, as well as associated full-text and metadata. It is also possible to include an imaged version (in TIFF format) of the file at loading. A DII load file is required in order to load e-mail and electronic documents.

Note: You can import and display of Latin and non-Latin Unicode characters. While the application supports the display of fielded data in either Latin or non-Latin Unicode characters, the modification of fielded data is supported only in Latin Unicode characters.

Note: The display of non-Latin Unicode characters does not apply to transcript filenames, since transcript deponents are defined by users, or work product filenames, which are not displayed.

General Requirements

The following describes the required and recommended formats for DII files that are used to load email, email attachments, and eDocs.

A DII load file with a *.dii file extension, using only the tokens, is listed in DII Tokens (page 245).

- **@T** to identify each email, email attachment, or eDoc record.
- **@T** is the first line for each summary.
- **@T** equals the unique **Docid** for each email, email attachment, or eDoc record. There should be only one **@T** per record.
- A blank line between document records.
- **@EATTACH** token is required for email attachments and **@EDOC** for eDocs. These tokens contain a relative path to the native file.
- **@MEDIA** is required for email data with a value of **eMail** or **Attachment**. For eDocs, the **@MEDIA** value must be **eDoc**.
- **@EATTACH** is required when **@MEDIA** has a value of **Attachment** and is not required when **@MEDIA** has a value of **eMail**.
- To maintain the parent/child relationship between an e-mail and its attachments (family relationships for eDocs), the **@PARENTID** and **@ATTACH** tokens are used.
- To include images along with the native file delivery, use the **@D @I** tokens at the end of the record.
- **@O** token is extended to support loading FullText into eDoc and eMails also.
  If record has both **@O** and **@EDOC/@EATTACH** tokens, FullText is loaded from the file specified by the **@O** token. If **@O** token does NOT exist for the record, FullText is extracted from the file specified by the **@EDOC/@EATTACH** token.
- **@AUTHOR** and **@ITEMTYPE** tokens are NOT supported.

Recommended

- **@T** values (Begbates/Docid) should include no more than 50 characters. Non-alphabetical and non-numerical characters should be avoided.
- Specify parent-child relationship in the DII file based on the following rule:

- In the DII file, email attachments should immediately follow the parent record, that is:

  @T ABC000123

  @MEDIA eMail

  @EMAIL-BODY

  Please reply with a copy of the completed report.

  Thanks for your input.

  Beth

  @EMAIL-END

  @ATTACH ABC000124; ABC000125

  @T ABC000124

  @MEDIA Attachment

  @EATTACH \Native\ABC000124.doc

  @PARENTID ABC000123

  @T ABC000125

  @MEDIA Attachment

  @EATTACH \Native\ABC000125.doc

  @PARENTID ABC000123

Coding

The following describes the required and recommended formats for coded data.

Recommended

- Coded data should be submitted in a delimited text file, with a *.txt extension.
- Use the following default delimiter characters:

Field Separator	|
Multi-entry Separator	;
Return Placeholder	~
Quote Separator	^

Users can, however, specify any custom character in the Import user interface for any of the separators above.

- The standard comma and quote characters (',' '"') are accepted. When these characters are present within coded data, different characters must be used as separators.
  For instance,
  DOCID|SUMMARY|AUTHOR
  ^DOJ000001^|^Test "Summary1"^|^Smith, John^
  In the above file,
  Field Separator |
  Quote Separator ^

- Date field values should have any of the following formats. The date 16th August 2009 can be represented in the load file as:
  - 08/16/2009
  - 16/08/2009
  - 20090816

In addition, fuzzy dates are also supported. Currently only **DOCDATE** field supports fuzzy dates.

- If a day is fuzzy, then replace dd with 00.
- If a month is fuzzy, then replace mm with 00.
- If a year is fuzzy, replace yyyy with 0000.

Format	Example
mm/dd/yyyy	00/16/2009 (month fuzzy)
	08/00/2009 (day fuzzy)
	08/16/0000 (year fuzzy)
	00/16/0000 (month and year fuzzy)
	08/00/0000 (day and year fuzzy)
	00/00/2009 (month and day fuzzy)
	00/00/0000 (all fuzzy)
	08/16/2009 (no fuzzy)
yyyymmdd	00000816 (year fuzzy)
	20090016 (month fuzzy)
	20090800 (day fuzzy)
	00000016 (year and month fuzzy)
	00000800 (year and day fuzzy)
	20090000 (month and day fuzzy)
	00000000 (all fuzzy)
	20090816 (no fuzzy)
dd/mm/yyyy	00/08/2009 (day fuzzy)
	16/00/2009 (month fuzzy)
	16/08/0000 (year fuzzy)
	16/00/0000 (month and year fuzzy)
	00/08/0000 (day and year fuzzy)
	00/00/2009 (day and month fuzzy)
	00/00/0000 (all fuzzy)
	16/08/2009 – no fuzzy

- Time values should have any of the following formats. The time 1:27 PM can be represented in the load file as:
  - 1:27 PM
  - 01:27 PM
  - 1:27:00 PM
  - 01:27:00 PM
  - 13:27
  - 13:27:00

Time values for standard tokens @TIMESENT/@TIMERCVD/@TIMESAVED/TIMECREATED will not be loaded for a document unless accompanied by a corresponding DATE token DATESENT/ @DATERCVD/ @DATESAVED/@DATECREATED.

Recommended

- You can use Field Mapping where the user can select different fields to be populated from the DII/CSV files. Fields would be automatically mapped during Import if the name of the database field matches the name of the field within the DII/CSV file.
- Field names within the header row will appear exactly as they appear within the delimited text file. Use consistent field naming for subsequent data deliveries.
- DocID/BegBates/EndBates values should include no more than 50 characters. Non-alphabetical and non-numerical characters should be avoided.
- Coding file names should mirror that of the respective volume (for easy association and identification). For example:

DOCID|TITLE|AUTHOR

^AAA-000001^|^Report to XYZ Corp^|^Jillson, Deborah;Ward, Simon;LaBelle, Paige^

^AAA-000005^|^Financial Statement^|^Mubark, Byju;Aminov, Marina^

^AAA-000008^|^Memo^|^McMahon, Brian^

Related Documents

You can review related documents the **@ATTACHRANGE** token or the **@PARENTID** and **@ATTACH** tokens. .

The related documents must be coded in sequential order by their DOCID. The sequence determines the first document and the last document in the related document set.

Note: Bates number of the first document in @ATTACHRANGE populates the ParentDoc column.

Note: @ParentID populates the ParentDoc field and @ATTACH populates the AttachIDs.

Either @Attachrange or @ParentID can be used at a time.

For example:

@**ATTACHRANGE** ABC001-ABC005

OR

@**PARENTID** ABC001

OR

@**ATTACH** ABC001;ABC002;ABC003;ABC004;ABC005

Transcripts and Exhibits

Note: You can import and display of Latin and non-Latin Unicode characters. While the application supports the display of fielded data in either Latin or non-Latin Unicode characters, the modification of fielded data s supported only in latin Unicode characters.

Note: The display of non-Latin Unicode characters does not apply to transcript filenames, since transcript deponents are defined by users, or work product filenames, which are not displayed.

From **Menu** > **Transcript > Manage,** you can upload new transcripts to any transcript collection to which they have access. All transcripts are displayed individually, and each has its own menu that controls various transcript management functions.

Transcripts

The following describes the required and recommended formats for transcripts.

Required

- ASCII or Unicode files (*.txt) in AMICUS format.

Recommended

- Transcript size is less than one megabyte.
- Page number specifications:
  - All transcript pages are numbered.
  - Page numbers are up against the left margin. The first digit of the page number should appear in Column 1. See the figure below.
  - Page numbers appear at the top of each page.
  - Page numbers contain no more than six digits, including zeros, if necessary. For example, Page 34 would be shown as **0034**, **00034**, or **000034**.
  - The first line of the transcript (Line 1 of the title page) contains the starting page number of that volume. For example, if the volume starts on Page 1, either **0001** or **00001** are correct. If the volume starts on Page 123, either **0123** or **00123** are correct.
  - Line numbers appear in Columns 2 and 3.
  - Text starts at least one space after the line number. It is recommended to start text in Column 7.
  - No lines are longer than 78 characters (including letters and spaces).
  - No page breaks, if possible. If page breaks are necessary, they should be on the line preceding the page number.
  - Consistent numbers of lines per page, if neither page breaks nor page number formats are used.
  - No headers or footers.
  - All transcript lines are numbered.

```
Column numbers:      1234567

No page breaks,        22   Q    Okay.  Will you produce that in 14 days,
headers or footers     23   please?
                       24   A    Okay.
Zero-filled  ───▶    ( 00028 )
page numbers            1   Q    Off the top of your head, how many appraisals
start in Column 1       2   do you have pending?
                        3   A    Nine, I believe.
Line numbers  ───▶   (  4  )  Q    Okay.  How many properties do you have listed
start in Column 2       5   for sale?
                        6   A    I think there's only one that's currently
Text starts───          7   listed.
in Column 7             8   Q    Okay.  Are you sharing any listings or
                        9   appraisals with any other brokers or appraisers?
```

Preferred Transcript Format

Exhibits

The following describes the required format for Exhibits.

Required

- Exhibits that will be loaded must be in PDF format.
- If an Exhibit has multiple pages, all pages must be contained in one file instead of a file per page.

Work Product

From **Menu > Work Product > Manage** you can upload, view, and review Work Product files. Work Product can be any type of file: text, word processing, PDF, or even MP3. (MP3 files are useful when you wish to send an audio transcript or message to the members of the group who have access to Work Product). The application does not maintain edits or keep version control information for the documents stored. Users working with Work Product documents must have the appropriate native application, such as Microsoft Word or Adobe Acrobat, to open them.

Sample DII Files

eDoc DII Load Files

Required DII Format (eDocs)

```
@T SSS00000007
@MEDIA eDoc
@EDOC \folder\SSS00000007.xls

@T SSS00000008
@MEDIA eDoc
@EDOC \Native\SSS00000008.doc
```

Recommended DII format (eDocs)

```
@T ABC00000123
@MEDIA eDoc
@EDOC \Natives\ABC00000123.xls
@APPLICATION Microsoft Excel
@DATECREATED 05/25/2002
@DATESAVED 06/05/2002
@SOURCE Dee Vader
```

eMail DII Load Files

Required DII File Format for Parent Email (Emails)

@T ABC000123
@MEDIA eMail
@EMAIL-BODY
Please reply with a copy of the completed report.
Thanks for your input.
Beth
@EMAIL-END
@ATTACH ABC000124;ABC000125

Required DII File Format for Related Email Attachment (Emails)

@T ABC000124
@MEDIA Attachment
@EATTACH \Native\ABC000124.doc
@PARENTID ABC000123

Recommended DII Format for Parent Email (Emails)

@T ABC000123
@MEDIA eMail
@ATTACH ABC000124; ABC000125
@EMAIL-BODY
Please reply with a copy of the completed report.

Thanks for your input.
Beth
@EMAIL-END
@FROM Abe Normal (anormal@ctsummation.com)
@TO abcody@ctsummation.com; rob.hood@wolterskluwer.com
@CC Willie Jo
@BCC Jopp@ctsummation.com
@SUBJECT Please reply
@APPLICATION Microsoft Outlook
@DATECREATED 06/16/2006
@DATERCVD 06/16/2006
@DATESENT 06/16/2006
@FOLDERNAME \ANormal\Sent Items
@READ Y
@SOURCE Abe Normal
@TIMERCVD 1:36 PM
@TIMESENT 1:35 PM

Recommended DII Format for Related Email Attachments (Emails)

@T ABC000124
@MEDIA Attachment
@EATTACH \Native\ABC000124.doc
@PARENTID ABC000123
@APPLICATION Microsoft Word
@DATECREATED 05/25/2005
@DATESAVED 06/05/2005
@SOURCE Abe Normal
@AUTHOR Abe Normal
@DOCTITLE Sales Report June 2005

Recommended DII Format for Native Plus Images Deliveries (Email and eDocs)

(Append to the previous recommended DII formats for eDocs or email.)

> @D @|\Images\
> ABC000124-001.tif
> ABC000124-002.tif

DII Tokens

Data for all tokens must be in a single line except the @OCR…@OCR-END, @EMAIL-BODY … @EMAIL-END and @HEADER … @HEADER-END.

TOKEN	FIELD POPULATED	DESCRIPTION OF USAGE
@T	DOCID & BEGBATES	This token is required for each DII record. This must be the first token listed for the document. This must be unique in the case. The @BEGBATES or @DOCID should not be used. @T ABC000123
@APPLICATION	Application	The application used to view the electronic document. For example: @APPLICATION Microsoft Word
@ATTACH	AttachDocs	IDs of attached documents. For example: @ATTACH ABC000124;ABC000125
@ATTACHRANGE	ParentDoc	The document number range of all attachments if more than one attachment exists. The beginning number in the range populates the PARENTDOC. For example: @ATTACHRANGE WGH000008 – WGH0000010
@ATTMSG	Media & Native file is copied into the filesystem using the path provided	The file name of the e-mail attachment (that is an e-mail message itself) including the relative or absolute path to the document. The relative path is evaluated using the path to the DII file as the root path. The native file is then loaded. The Media field is populated with the value eMail.
@BATESBEG	Begbates	Beginning Bates number, used with @BATESEND. For example: @BATESBEG SGD00001
@BATESEND	EndBates	Ending Bates number. For example: @BATESEND SGD00055
@BCC	EmailBCC	Anyone sent a blind copy on an e-mail message. For example: @BCC Nick Thomas
@C	Custom Field	Code used to load a custom field in the database. The syntax for the @C token is: @C <FIELDNAME> <DATA> The FIELDNAME value cannot contain spaces. For example, to fill in the DEPARTMENT field of the database with the value Accounting, the line would read: @C DEPARTMENT Accounting
@CC	EmailCC	Anyone copied on an e-mail message. For example: @CC John Ace

@D @I	Link to images	Required token for each DII record that has an image associated with it. This designates the directory location of the image file(s). Note that only the "@D @I" sequence is allowed. The "@D @V" sequence is not recognized. The following 2 examples are equivalent: --Example 1 @D @I\Images\001\ ABC00123.tif ABC00124.tif --Example 2 @D @I\Images\ 001\ABC00123.tif 001\ABC00124.tif. Note the directory should be relative to the load file. If this token is in the record, it must be the last token in the record. Also UNC paths in the Image Directory field (For example @D \\Server\PFranc\Images) are recognized but no hard coded drive letters.
@DATECREATED	CreationDateFT	The date that the file was created. For example: @DATECREATED 01/04/2003
@DATERCVD	DeliveryTimeFT	Date that the e-mail message was received.
@DATESAVED	ModificationDateFT	Date that the file was saved.
@DATESENT	SubmitTimeFT	Date that the e-mail message was sent.
@EATTACH	Native file is copied into the filesystem using the path provided	Relative path (from the load file location) of the native file to be loaded. Valid for Attachments.
@EDOC	Native file is copied into the filesystem using the path provided	Same as @EATTACH except for eDocs. For example @EDOC \Attachments\ABC000123.xls Valid for edocs only.
@EMAIL-BODY @EMAIL-END	Email body is copied into a file in the file system.	Body of an e-mail message. Must be a string of text contained between @EMAIL-BODY and @EMAIL-END. The @EMAIL-END token must be on its own line. For example: @EMAIL-BODY Bill, This looks excellent. Ted @EMAIL-END
@FILENAME	Filename of the native	Original Filename of the native file (Edoc/Email/Attachment) For example @FILENAME AnnualReport.xls
@FOLDERNAME	FolderNameID	The name of the folder that the e-mail message came from. For example: @FOLDERNAME \Inbox\Projects\ARProject
@FROM	EmailFrom	From field in an e-mail message. For example: @FROM Kelly Morris

@FULLTEXT	N/A (text processing directive)	Determines how OCR is associated with the document. This token should be placed at the top of the file, before any @T tokens. The OCR files must have the same names as the images (not including the extension), and they must be located in the same directory. Variations: @FULLTEXT DOC - One text file exists for each database record. The name of the file must be the same name as the first image file. @FULLTEXT PAGE - One text file exists for each page.
@FULLTEXTDIR	Link to Full text Directory	The @FULLTEXTDIR token is a partner to the @FULLTEXT token. @FULLTEXTDIR allows specifying a directory from which the full-text will be copied during the import. Therefore, the full-text files do not have to be located in the same directory as the images at the time of import. The @FULLTEXTDIR token gives you the flexibility to import the DII file and full-text files without requiring you to copy the full-text files to the network first.
		For example: @FULLTEXTDIR Vol001\Box001\ocrFiles
		The above example shows a relative path. The application searches for the full-text files in the same location as the DII file that is imported and follows any subdirectories listed after the @FULLTEXTDIR token. The @FULLTEXTDIR token applies to all subsequent records in the DII file until it is changed or turned off.
@HEADER @HEADER-END	EmailHeader	E-mail header content. The @HEADER-END token must be on its own line. For example: @HEADER <Header Text> @HEADER-END
@INTMSGID	InternetMessageID	Internet message ID. For example: @INTMSGID <00180c34fe5$bf2d5$050@SKEETER>
@MEDIA	Media	Indicates the type of document. This must be populated with one of the following values: {email, attachment, and eDoc} This value is REQUIRED. This value is used by the application to determine how to display the document. For example : @MEDIA eDoc
@MSGID	EntryID	E-mail message ID generated by Microsoft Outlook or Lotus Notes. For example:
		@MSGID 00E8324B3A0A800F4E954B8AB427196A1304012000
@MULTILINE	Any custom field with multiple lines	Allows carriage returns and multiple lines of text to populate a specified text field. Text must be between @MULTILINE and @MULTILINE-END. The @MULTILINE-END token must be on its own line.
		For example:
		@MULTILINE FIELDNAME Here is the first line.
		Here is the second line.
		Here is the third line.
		Here is the last line.
		@MULTILINE-END
@O	OCRTEXT / FULLTEXT is copied into a file in the file system	This token is used to load full-text documents. The text files can be located someplace other than the image location as specified by the @D line of the DII file. There can only be one text file for the record. The value following the @O should contain the relative path (from the load file location) of the .txt file. @O \Text\ABC000123.txt

@OCR @OCR-END	OCRTEXT is copied into a file in the file system	The @OCR and @OCR-END tokens offer the flexibility to include the full-text (including carriage returns) in the DII file. The @OCR-END token must appear on a separate line. For example: @OCR <full-text extracted from the electronic document, which can span multiple lines> @OCR-END
@PARENTID	ParentDoc	Parent document ID of an attachment. For example: @PARENTID ABC000123
@PSTFILE0	PSTFilePath and PSTStoreNameID	The original PST File name and ID 1) The name and/or location of the .PST file. 2) The unique ID of the .PST file. The two values are separated by a comma. The unique ID can be any unique value that identifies the .PST file. For example: @PSTFILE EMAIL001\PFranc.pst, PFranc_14April_07 The .PST file's unique ID (the second value) is populated into the PST ID field designated in eMail Defaults. The PST ID value specified by the @PSTFILE token is assigned to the record it appears in and will apply to all subsequent e-mail records. The value is applied until either the @PSTFILE token is turned off by setting the token to a blank value or the value changes. The @PSTFILE token can occur multiple times in a single DII file and assign a different value each time. This allows processing multiple .PST files and presenting the data for all .PST files in a single DII file. As a best practice, the @PSTFILE token should be placed above the @T token.
@READ	IsUnread (stores 0 if Y and 1 if N)	Notes whether the e-mail message was read. For example: @READ Y
@RELATED	LinkedDocs	The document IDs of related documents. For example: @RELATED WGH000006
@SOURCE	Source	Custodian of the data. You can quickly filter documents by this field. @SOURCE Joe Custodian
@SUBJECT	Subject	The subject of an e-mail message. For example: @SUBJECT RE: Town Issues
@TIMECREATED	CreationDateFT	Time the file/e-mail/edoc was created
@TIMERCVD	DeliveryTimeFT	Time that the e-mail message was received.
@TIMESAVED	ModificationDateFT	Time that the file/e-mail/edoc was last saved
@TIMESENT	SubmitTimeFT	Time that the e-mail message was sent.
@TO	EmailTo	To field in an e-mail message. For example: @TO Conner Stevens
@UUID	UUID	Customer-specific and unique identifier for a record (not used internally by the application) For example : @UUID AE01R95

Chapter 24

Analyzing Document Content

Using Cluster Analysis

About Cluster Analysis

You can use Cluster Analysis to group Email Threaded data and Near Duplicate data together for quicker review.

Note: If you activated Cluster Analysis as a processing option when you created the project, cluster analysis will automatically run after processing data and will not need to be run manually.

Cluster Analysis is performed on the following file types:

- Documents (including PDFs)
- Spreadsheets
- Presentations
- Emails

Cluster Analysis is also performed on text extracted from OCR if the OCR text comes from a PDF. Cluster Analysis cannot be performed on OCR text extracted from a graphic.

To perform cluster analysis

1. Load the email thread or near duplicate data using Evidence Processing or Import.

2. On the *Home* page, in the *Project List* panel, click the ➕ *Add Evidence* button next to the project.

3. In the *Add Data* dialog, click **Cluster Analysis**.

4. Click **Start**.
   You can view the similarity results in the *Similar Panel* in *Review*.
   The data for the email thread appears in the *Conversation* tab in *Project Review*. The data for Near Duplicate appears in the *Related* tab in *Project Review*.
   An entry for cluster analysis will appear in the *Work List*.

Words Excluded from Cluster Analysis Processing

Noise words, such as "if," "and," "or," are excluded from Cluster Analysis processing. The following words are excluded in the processing:

a, able, about, across, after, ain't, all, almost, also, am, among, an, and, any, are, aren't, as, at, be, because, been, but, by, can, can't, cannot, could, could've, couldn't, dear, did, didn't, do, does, doesn't, don't, either, else,

ever, every, for, from, get, got, had, hadn't, has, hasn't, have, haven't, he, her, hers, him, his, how, however, i, if, in, into, is, isn't, it, it's, its, just, least, let, like, likely, may, me, might, most, must, my, neither, no, nor, not, of, off, often, on, only, or, other, our, own, rather, said, say, says, she, should, shouldn't, since, so, some, than, that, the, their, them, then, there, these, they, they're, this, tis, to, too, twas, us, wants, was, wasn't, we, we're, we've, were, weren't, what, when, where, which, while, who, whom, why, will, with, would, would've, wouldn't, yet, you, you'd, you'll, you're, you've, your

Filtering Documents by Cluster Topic

Documents processed with Cluster Analysis can be filtered by the content of the documents in the evidence. The Cluster Topic filter is created in Review under the Document Contents filter from data processed with Cluster Analysis. Data included in the Cluster Topic is taken from the following types of documents: Word documents and other text documents, spreadsheets, emails, and presentations.

In order for the application to filter the data with the Cluster Topic filter, the following must occur:

- Prerequisites for Cluster Topic (page 250)
- How Cluster Topic Works (page 250)
- Filtering with Cluster Topic (page 251)
- Considerations of Cluster Topic (page 251)

Prerequisites for Cluster Topic

Before Cluster Topic filter facets can be created, the data in the project must be processed by Cluster Analysis. The data can be processed automatically when Cluster Analysis is selected in the Processing options or you can process the data manually by performing **Cluster Analysis** in the *Add Evidence* dialog.

Evidence Processing and Deduplication Options (page 66)

How Cluster Topic Works

The application uses an algorithm to cluster the data. The algorithm accomplishes this by creating an initial set of cluster centers called pivots. The pivots are created by sampling documents that are dissimilar in content. For example, a pivot may be created by sampling one document that may contain information about children's books and sampling another document that may contain information about an oil drilling operation in the Arctic. Once this initial set of pivots is created, the algorithm examines the entire data set to locate documents that contain content that might match the pivot's perimeters. The algorithm continues to create pivots and clusters documents around the pivots. As more data is added to the project and processed, the algorithm uses the additional data to create more clusters.

Word frequency or occurrence count is used by the algorithm to determine the importance of content within the data set. Noise words that are excluded from Cluster Analysis processing are also not included in the Cluster Topic pivots or clusters.

Filtering with Cluster Topic

Once data has been processed by Cluster Analysis and facets created under the Cluster Topic filter, you can filter the data by these facets.

Cluster Topic Filters
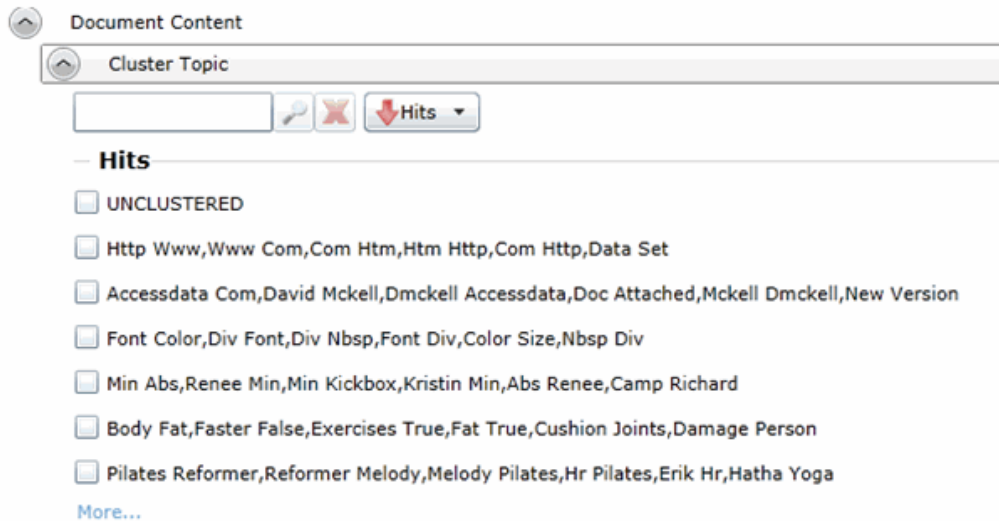
The topics of the facets available are cluster terms created. Documents containing these terms are included in the cluster and are displayed when the filter is applied. Topics are comprised of two word phrases that occur in the documents. This is to make the topic more legible.

The UNCLUSTERED facet contains any documents that are not included under a Cluster Topic filter.

For more information, see *Filtering Data in Case Review* in the *Reviewer Guide*.

Considerations of Cluster Topic

You need to aware the following considerations when examining the Cluster Topic filters:

- Not all data will be grouped into clusters at once. The application creates clusters in an incremental fashion in order to return results as quickly as possible. Since the application is continually creating clusters, the Cluster Topic facets are continually updated.

- Duplicate documents are clustered together as they match a specific cluster. However, if a project is particularly large, duplicate documents may not be included as part of any cluster. This is to avoid performance issues. You can examine any duplicate documents or any documents not included in a cluster by applying the UNCLUSTERED facet of the Cluster Topic filter.

Using Entity Extraction

About Entity Extraction

You can extract entity data from the content of files in your evidence and then view those entities.

You can extract the following types of entity data:

- Credit Card Numbers
- Email Addresses
- People
- Phone Numbers
- Social Security Numbers

The data that is extracted is from the body of documents, not the meta data.

For example, email addresses that are in the *To:* or *From:* fields in emails are already extracted as meta data and available for filtering. This option will extract email addresses that are contained in the body text of an email.

Using entity extraction is a two-step process:

1. Process the data with the *Entity Extraction* processing options enabled.
   You can select which types of data to extract.
2. View the extracted entities in *Review*.

The following tables provides details about the type of data that is identified and extracted:

Type	Examples	
Credit Card Numbers	Numbers in the following formats will be extracted as credit card numbers:	
	16-digit numbers used by VISA, MasterCard, and Discover in the following formats.	For example, • 1234-5678-9012-3456 (segmented by dashes) • 1234 5678 9012 3456 (segmented by spaces) Not: • 1234567890123456 (no segments) • 12345678-90123456 (other segments)
	15-digit numbers used by American Express in the following formats.	For example, • 1234-5678-9012-345 (segmented by dashes) • 1234 5678 9012 345 (segmented by spaces)
		Notes: Other formats, such as 14-digit Diners Club numbers, will not be extracted as credit card numbers

Type	Examples	
Email Addresses	Text in standard email format, such as jsmith@yahoo.com will be extracted.	
	Note:	
	Email addresses that are in the *To:* or *From:* fields in emails are already extracted as meta data and available for filtering. This option will extract email addresses that are contained in the body text of an email.	
People	Text that is in the form of proper names will be extracted as people.	
	Proper names in the content are compared against personal names from 1880 - 2013 U.S. census data in order to validate names.	

Type	Examples	
Phone Numbers	Numbers in the following formats will be extracted as phone numbers:	
	Standard 7-digit	For example: ● 123-4567 ● 123.4567 ● 123 4567 Not: 1234567 (not segmented)
	Standard 10-digit	For example: ● (123)456-7890 ● (123)456 7890 ● (123) 456-7809 ● (123) 456.7809 ● +1 (123) 456.7809 ● 123 456 7809 Not 1234567890 (not segmented) Note: A leading 1, for long-distance or 001 for international, is not included in the extraction, however, a +1 is.

Type	Examples
International	Some international formats are extracted, for example, ● +12-34-567-8901 ● +12 34 567 8901 ● +12-34-5678-9012 ● +12 34 5678 9012 Not 12345678901 (not segmented) Other international formats are not extracted, for example, ● 123-45678 ● (10) 69445464 ● 07700 954 321 ● (0295) 416,72,16
	Notes: Be aware that you may get some false positives. For example, a credit number 5105-1051-051-5100 may also be extracted as the phone number 510-5100.

Type	Examples
Social Security Numbers	Numbers in the following formats will be extracted as Social Security Numbers:
	● 123-45-6789 (segmented by dashes) ● 123 45 6789 (segmented by spaces) The following will not be extracted as Social Security Numbers: ● 123456789 (not segmented) ● 12345-6789 (other segments)

Enabling Entity Extraction

To enable entity extracting processing options:

1. You enable *Entity Extraction* when creating a project and configuring processing options.
   See Evidence Processing and Deduplication Options on page 66.

Viewing Entity Extraction Data

To view extracted entity data

1. For the project, open *Review*.

2. In the *Facet* pane, expand the *Document Content* node.

3. Expand the *Document Content* category.

4. Expand a sub-category, such as *Credit Card Numbers* or *Phone Numbers*.

5. Apply one or more facets to show the files in the *Item List* that contain the extracted data.

Chapter 25
Editing Evidence

Editing Evidence Items in the Evidence Tab

Users with Create/Edit project admin permissions can view and edit evidence for a project using the Evidence tab on the Home page.

To edit evidence in the Evidence tab

1. Log in as a user with *Create/Edit* project admin permissions.
2. Select a project from the *Project List* panel.
3. Click on the **Evidence** tab.
4. Select the evidence item you want to edit and click the **Edit** button.
5. In the *External Evidence Details* form, edit the desired information.

Evidence Tab

Users with permissions can view information about the evidence that has been added to a project. To view the *Evidence* tab, users need one of the following permissions: Administrator, Create/Edit Project, or Manage Evidence.

Evidence Tab

Elements of the Evidence Tab

Element	Description
Filter Options	Allows the user to filter the list.
Evidence Path List	Displays the paths of evidence in the project. Click the column headers to sort by the column.
Refresh	Refreshes the Evidence Path List.

Elements of the Evidence Tab (Continued)

Element	Description
Columns	Click to adjust what columns display in the Evidence Path List.
External Evidence Details	Includes editable information about imported evidence. Information includes: ● That path from which the evidence was imported ● A description of the project, if you entered one ● The evidence file type ● What people were associated with the evidence ● Who added the evidence ● When the evidence was added
Processing Status	Lists any messages that occurred during processing.

Part 4

Configuring Data Sources

This part describes how to configure People as data sources.

- Managing People as Data Sources (page 259)

Chapter 26
Managing People as Data Sources

About People

The term "person" references any identified person or custodian who may have data relevant to evidence in a project. You can associate people to a specific project and to specific evidence items within that project.

In Review, you can use the *Person* column to see the person that is associated with each item. You can sort, filter, and search using the *Person* column.

Note: A person references people that are associated with evidence, they are not the users of the Summation product.

About Managing People

When you manage people, you do the following:

- Create a person
- Edit the properties of a person
- Delete a person
- Associate a person with or dis-associate a person from a project
- Associate a person to a specific evidence item.

You can create a person in the following ways:

- Using the *People* tab on the *Data Sources* page. This creates people at a global level which can be associated with any project.
  See the *Data Sources* chapter.
- Using the *People* tab on the *Home* page. This creates people for a specific project.
  See Adding People on page 263.
- Using the *Add Evidence Wizard*.
  See About Associating People with Evidence on page 218.

For the most functionality of managing people, there are more options on the *Data Sources* page than on the *Home* page. For example, on the *Data Sources* page, you can delete People and add them using

You associate people to projects in the following ways:

- Associate a person to a whole project when you create a project.
  See Creating Projects on page 62.

- Associate a person to a whole project after you create a project.
  See Associating a Project to a Person on page 267.
- Associate a person to specific evidence that you add to a project.
  See About Associating People with Evidence on page 218.

About the Data Sources Person Page

You manage people from the *People* tab on the *Data Sources* page. The people are listed in the *Person* List. The main view of the *Person* List includes the following sortable columns:

People Information Options

Option	Description
First Name	The first name of the person.
Last Name	The last name of the person.
Username	The computer username of the person.
Email Address	The email address of the person.
Creation Date	The date that the person resource was created.
Domain	The network domain to which the person belongs.

When you create and view the list of people, this list is displayed in a grid. You can do the following to modify the contents of the grid:

- Control which columns of data are displayed in the grid.
- Sort the columns
- Define a column on which you can sort.
- If you have a large list, you can apply a filter to display only the items you want.

See Managing Columns in Lists and Grids on page 44.

Highlighting a person in the list populates the **Person Details** info pane on the right side. The **Person Details** info pane has information relative to the currently selected person, beginning with the first name.

At the bottom of the page, you can use the following tabs to view and manage the items that the highlighted person is associated with:

- Evidence
- Job results
- Projects

Data Sources Person Tab Options

The following table lists the various options that are available under the *Person* tab.

Person Tab Options

Element	Description
Filter Options	Allows you to filter the person list. See Filtering Content in Lists and Grids on page 46.
Add	Click to add a person. See Adding People on page 263.
Edit	Click to edit a person. See Editing a Person on page 264.
Delete	Click to remove a person. See Removing a Person on page 264.
Refresh	Click to refresh the person list.
Delete	Click to remove multiple people. See Removing a Person on page 264.
Import People	Click to import people from a CSV file. See Importing People From a CSV File on page 265.
Custom Properties	Click to add custom properties. Custom properties must be defined before importing CSV files with custom fields in the headers. See Adding Custom Properties on page 55.
Export to CSV	Export the current set of data to a CSV file.
Columns	Click to adjust what columns display in the Person List. See Managing Columns in Lists and Grids on page 44.
Evidence	Allows you to view evidence that has been associated to a person. In the *Evidence* pane, you can do the following: • Filter the Evidence list. • Add Custom Properties. See Adding Custom Properties on page 55. • Export the *Evidence* list to a CSV file. • Adjust the columns' display in the *Evidence* list. • See *Managing Evidence for Collecting Data* in the *Resolution1 User Guide*.
Job Results	Allows you to view job results from a job that has been assigned to a person. In the *Job Results* pane, you can do the following: • Filter the *Job Results* list. • Export the *Job Results* list to a CSV file. • Adjust the columns' display in the *Job Results* list.

Person Tab Options

Element	Description
Projects	Allows you to view a project that a person belongs to. In the *Projects* pane, you can do the following: ● Filter the *Projects* list. ● Associate and disassociate a project to a person. See Associating a Project to a Person on page 267. ● Export the *Groups* list to a CSV file. ● Adjust the columns' display in the *Groups* list.

Adding People

Administrators, and users with permissions, can add people.

You can add people in the following ways:

● Manually adding people

● Importing people from a file
   See Importing People From a CSV File on page 265.

● Creating or importing people while importing evidence
   See *Managing Evidence for Collecting Data* in the *Resolution1 User Guide*.

● Importing people from Active Directory.
   See Adding People Using Active Directory on page 265.

People Information Options

Option	Description
First Name	The first name of the person. This field is required.
Middle Initial	The middle initial of the person.
Last Name	The last name of the person. This field is required.
Username	The computer username of the person. This field is required.
Domain	The network domain to which the person belongs.
Notes Username	The username of the person as it appears in their Lotus Notes Directory. A Lotus Notes username is typically formatted as Firstname Lastname/Organization as in the following example: Pat Ng/ICM
Email Address	The email address of the person.

Manually Creating People

To manually create a person

1. On the **Home > Data Sources > People** tab, click [+] **Add.**
2. In *Person Details*, enter the person details.
3. Click **OK**.

Editing a Person

You can edit any person that you have added to the project.

To edit a project-level person

1. On the **Home > Data Sources > People** tab, select a person that you want to edit.

2. Click [✎] **Edit**
3. In *Person Details*, edit person details.
4. Click **OK**.

Removing a Person

You can remove one or more people from a project.

To remove one or more people from a project

1. On the **Home > Data Sources > People** tab, select the check box for the people that you want to remove.

2. If you want to remove one person, check the person that you want to remove, and select [icon] **Delete**.

3. If you want to remove more than one person, check the people that you want to remove, and select
   [icon] **Delete**.

4. To confirm the deletion, click **OK**.

Importing People From a CSV File

From the *People* tab, you can import a list of people into the system from a CSV file. Before importing people from a CSV file, you need to be aware of the following items:

- You must define any custom columns before importing the CSV file. See Adding Custom Properties on page 55.
- Make sure that your columns have headers.
- Multiple items in columns must be separated by semicolons.

To import people from a CSV file

1. On the **Home > People** tab, click [icon] **Import People**.

2. From the *Import People from CSV* dialog, choose from the following options:
   - **Import custom columns**. This option is not available if custom columns have not been previously defined.
   - **Merge into existing people**. This option will overwrite fields, such as first name, last name, and email address. It also adds new computers, network shares, etc. to existing associations.

     Note: For an entry to be considered a duplicate in the External Evidence column, the network path, assigned person, and type (such as image or native file) must be the same. If there are any differences between these three fields, the entry is brought in as a new External Evidence item.

   - **Download Sample CSV**. This allows you to download a sample CSV file illustrating how your CSV file should be created. This example is dynamic; if you have created custom columns for people, those custom columns appear in the sample CSV file.

     Note: If your license does not support certain features (such as network shares or computers), the columns for those items appear in the CSV without any data populated in the columns.

3. Once options have been selected, click **OK**.

4. Browse to the CSV file that you want to upload.

5. After file has been uploaded, a *People Import Summary* dialog appears. This displays the number of people added, merged, and/or failed, with details if an import failed. Click **OK**.

Adding People Using Active Directory

You can add people by importing from Active Directory.

If you have not already done so, be sure that you have configured Active Directory in the application. When Active Directory is properly configured, the Active Directory filter list opens in the wizard.

See Configuring Active Directory Synchronization on page 76.

The person information automatically populates the **Person List** when you create people using Active Directory. You can edit person information.

In order to add users with the correct domain name, the system parses the user's domain name from the user principal name provided by Active Directory (For example: `accessdata.com\hhadley`). This allows the system to use the full domain name instead of truncating the name (For example, `development.accessdata.com` will be used instead of `development`).

If you find that there are errors in the system's automatic retrieval of the domain name, you can override the domain name and enter a value manually. See To add people using Active Directory on page 266. for more information.

> **Note:** If you want to have the system truncate the domain name, update your Infrastructure service configuration file. Edit The AppSetting key `ReturnDomainAsFullyQualifiedDomainName` and change the value from UserPrincipalName to CanonicalName.

To add people using Active Directory

1. In the *Data Sources > People* page, click [icon] **Import from AD.**

2. Set the search/Browse depth to **All Children** or **Immediate Children**.

3. (optional) Check **Domain Name Override** if you want to specify the domain or domain portion for the users created. If you leave this unchecked, the application ignores any text in the **Domain Name Override** field.

   > **Note:** The domain for the users created is drawn and parsed from the userPrincipalName in Active Directory. Because all Active Directories are configured according to the needs of the directories' organization, what populates automatically based on the userPrincipalName may not suit your organization's needs. In this case, use Domain Name Override to specify the domain.

4. (optional) In the **Domain Name Override** field, add the domain for users created. For example, if you type `accessdata.com`, the user name will appear as `accessdata.com\<user name>`

   > **Note:** The domain name is applied once you advance to the second screen of the wizard. Navigating back to the first page and changing the domain name will not affect any users added to the import list and queued for creation. To change the domain name, remove all users from the **To Be Added** list and add them again from the search results.

5. Select where you want to perform the search.

6. Set the search options to one of the following:
   - Match Exact
   - Starts With
   - Ends With
   - Contains

7. Enter your search text.

8. Check the usernames that you want to add as people.

9. Click [icon] **Add to Import List**.

10. Click **Continue**.

11. Review the members selected, members to add as people, and conflicted members. If you need to make changes, click **Back**.

12. Click **Import**.

Associating a Project to a Person

From the *Projects* pane under the *Person* tab, you can associate and disassociate projects to a selected person.

To associate a project to a person

1. In the *Project* list pane, click 🔗 to add projects.

2. In the *Associate Projects to <Person>* dialog, do one of the following:

   - In the *All Projects* pane, click ➕ to add projects to the *Associated Projects* pane.

   - In the *All Projects* pane, click ➖ to projects from the *Associated Projects* pane.

3. Click **OK**.

4. (optional) Click ✂️ to remove projects from an associated person.

Part 5

Reviewing Summation Data

This part describes how to review Summation data and includes the following sections:

Chapter 27

Introduction to Project Review

This guide is designed to aid reviewers in performing tasks in *Project Review*.

About Project Review

In *Project Review*, you can review documents, electronic data, and transcripts in a web-based console. You can cull and filter the data in a particular project and search for specific terms. The collected evidence can then be processed, reviewed, and exported.

The resulting production set can then be exported into an AD1 format, or into a variety of load file formats such as Concordance, Summation, EDRM, Introspect, and iConect. You can also export native files.

Workflow for Reviewing Projects

Although there is no formal order in which you process evidence, you can use the following basic workflow as a guide.

Basic Workflow

Step	Task	Link to the tasks
1	After you process a collection, you open the resulting project in Project Review	See Introducing the Project Review Page on page 275.
2	View Data	See Viewing Data in Panels on page 285.
3	Search Documents	See Searching Data on page 94.
4	Culling Documents	See Using Filters to Cull Data on page 432.
5	Imaging Documents	See Imaging Documents on page 339.
6	Coding Documents	See Coding Documents on page 369.
7	Annotating Documents	See Annotating and Unitizing Evidence on page 386.

Basic Workflow

Step	Task	Link to the tasks
8	Work with Transcripts	See Viewing Transcripts on page 330. See Annotating Transcripts on page 330. See Viewing Exhibits on page 338. See Searching in Transcripts on page 333.
9	Deleting Documents	See Deleting Documents on page 384.

About Date and Time Information

When viewing data in *Review*, most items have dates and times associated with them. For example, you can see the following:

- File created, accessed, and modified dates and times.
- Email sent and received dates and times.

How dates and times are displayed can be configured.

About How Time Zones Are Set

The dates and times associated with data files in a project are stored, by default, in Coordinated Universal Time (UTC), also known as Greenwich Mean Time (GMT). The Project Manager can configure a *Display Time Zone* for the project. This will offset the times as needed and display them in the desired time zone. For example, a project can be configured so that all times are displayed in Pacific Time Zone.

For more information, see the *Normalized Time Zones* topic in the *Creating a Project* chapter in the *Admin Guide*.

Configuring the Date Format Used in Review

Each user of the web console can configure which date format is used for displaying date fields in *Review*. For example, some of the date formats that you can use include the following:

- M/d/yyyy (1/31/2014)
- dd.MM.yy (31.01.14)
- yyyy-MM-dd (2014-01-31)

This only applies to how the dates are displayed in the web console; it does not affect how the dates are stored in the database.

The date format that is displayed is controlled by the Windows region date format that is configured on one or both of the following:

- The Windows computer (server) that is running the Resolution1 or Summation application.
- The Windows client computer (the computer that is accessing the web console through a browser)

However, some date fields behave differently and must be configured differently.

Configuring the Date Format for File and Email Date Fields

The following dates are stored in the database and are displayed as standard dates:

- *Review*
  - File: *CreatedDate*, *AccessedDate*, *LastModifiedDate*, and *LastUpdated*
  - Email: *SentDate* and *RecievedDate*
  - Event: *EventDate*
- *Home* page:
  - Project creation
  - Evidence processing
  - Job events

Each user can configure their computer's Windows date format to what they want to use. For example, one person can use M/d/yyyy while another person uses yyyy-MM-dd.

To configure a date format, a user selects the *Short date* format using the Windows *Control Panel > Region and Language* setting.
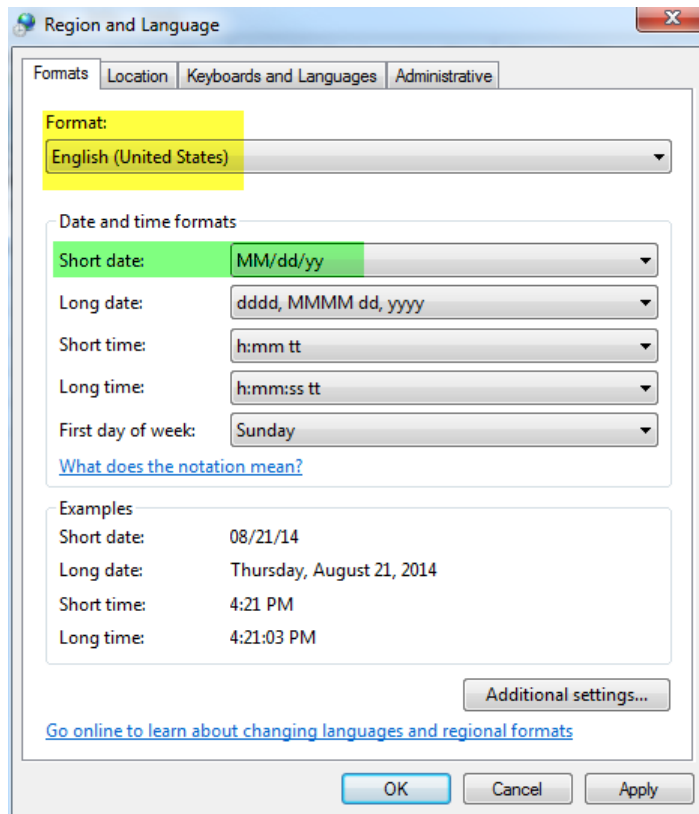
Note: A console user can select any available *Short date* format, however, the *Language (Country)* format on the client computer must match the *Language (Country)* format selected on the Windows computer (server) that is running Summation. Otherwise, you will get a default date format based on the server's settings.

For example, if the server is set to English (New Zealand) and the client is also set to English (New

Zealand), the client can display any of the New Zealand Short date *formats. However, if the server is set to* English (New Zealand) *and the client is set to* English (United States), *the client will display the default New Zealand format.*

To configure the Windows date format

1. On the client computer that is accessing the web console, open the **Control Panel** > **Region and Language**.

2. Select the language/country *Format* and *Short date* format that you want to use.

3. Click **OK**.

Configuring the Date Format for DocDate and NoteDate fields

When you enter a *DocDate* or a *NoteDate*, it is not entered into the database as a standard date value, but rather as a text string that is masked as a date. Because of this, these two fields will not be affected by the date format setting on the client computer. Instead, it is controlled by the date format setting on the Windows server that is running the Resolution1 or Summation application.

Note: If you are using multiple Windows servers, the server running the AccessData Business Services Common service determines the date format.

When entering a *DocDate* or a *NoteDate*, it will only accept a date format that is set on the application server.

DocDate and NoteDate Format Limitations

- The *DocDate* and *NoteDate* fields do not support a year-first date format, such as yyyy/MM/dd. If this format is selected, these two date fields will display the year at the end, for example, MM/dd/yyyy.

- Slashes are always used as separators instead of dashes or dots (MM/dd/yyyy).

Changing the Date Format on the Application Server

If you want to change the date format on the application server (the computer running the Resolution1 or Summation application), there are a few steps that you must follow in order to have the new date recognized properly.

To configure the Windows date format

1. On the Windows computer running the application, you must log in using the Windows Administrator account that is the "service user".

2. Open the **Control Panel** > **Region and Language**.

3. Select the language format and date format that you want to use.

4. Click **OK**.

After changing the date format in Windows, you must perform a few manual steps to reset the date format in the application.

Important: The following process will temporarily disable the web server making the web console unavailable to users. Make sure no one is working in the console before proceeding.

To reset the date format in the application

1. Restart an application service by doing the following:

   1a. On the Windows computer running the application, click **Start** > **Run**.

   1b. Enter **services.msc**.

   1c. Click **OK**.

   1d. From the list of services, select **AccessData Business Services Common**.
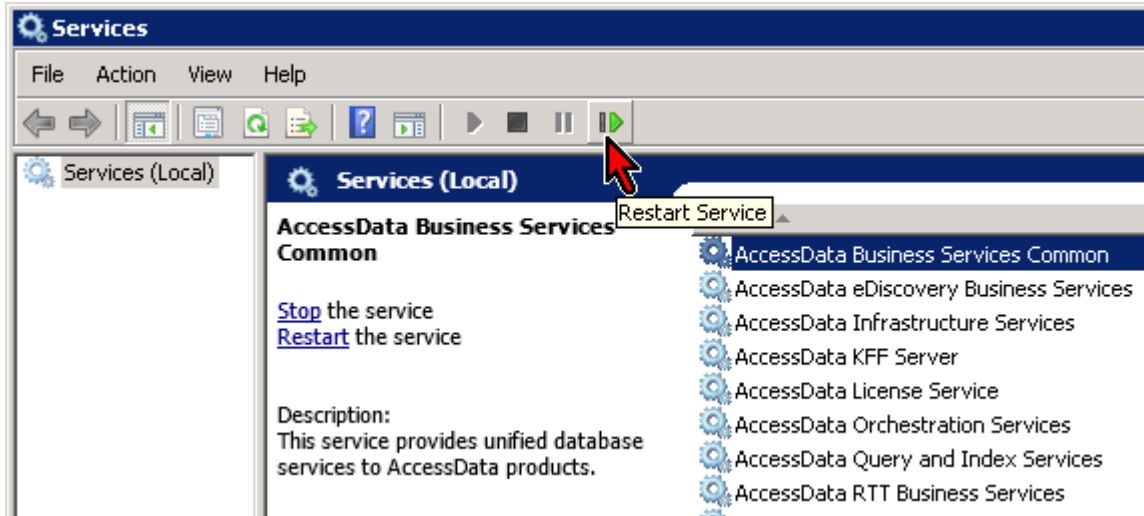
   1e. Click **Restart Service**.

   1f. After the service has been restarted, close the *Services* management console.

2. Stop the IIS web server so that you can delete cached settings by doing the following:

   2a. On the Windows computer running the application, click **Start** > **Run**.

   2b. Enter **cmd**.

   2c. Click **OK**.

   2d. In the command prompt window, type **iisreset /stop** and press ENTER; type **Y** and then press ENTER.
   The web server is stopped.

   2e. Leave this CMD prompt window open so you can re-start IIS later.

3. Delete cached application settings by doing the following:

   3a. On the Windows computer running the application, browse to the following folder:
   \Windows\Microsoft.NET\Framework64\v4.0.30319\Temporary ASP.NET Files.

   3b. While the IIS web server is stopped, delete the **adg.map.web** folder.

4. Re-start the IIS web server by doing the following:

   4a. In the command prompt window, type **iisreset /start** and press ENTER.

   4b. After IIS has successfully started, close the CMD prompt window.

5. Close and re-launch the browser running the web console.

Configuring the Date Format Used in Production Sets and Export Sets

In this version, dates that are in Production Sets and Export Sets do not follow the Windows Regional settings. Instead, they default to the United States default format.

In order to change the date format in Production Sets and Export Sets, you must change a setting in a configuration file by doing the following:

1. On the computer running the Summation application, open the folder where the WorkManager service is installed.

   The default location is **C:\Program Files\AccessData\eDiscovery\Work Manager**.

2. Edit the *Infrastructure.WorkExecutionServices.Host.exe.config* file.

3. Replace the following keys in the Config section:

   - DefaultLoadFileDateFormat
   - DefaultLoadFileTimeFormat
   - DefaultLoadFileDateTimeFormat

   For example, to have dates in the dd-MM-yyyy format, replace the values as follows:

   ```
   <add key="DefaultLoadFileDateFormat" value="dd-MM-yyyy" />
   <add key="DefaultLoadFileTimeFormat" value="" />
   <add key="DefaultLoadFileDateTimeFormat" value="dd-MM-yyyy h:mm:ss" />
   ```

4. Save the config file.

5. Restart the WorkManager service.

Chapter 28

Project Review Page

Introducing the Project Review Page

You can use the *Project Review* page to search, analyze, filter, code, annotate, and label evidence for a selected project. You have access to *Project Review* for the projects that you have created or that you are associated with. You can access *Project Review* by clicking the magnifying glass button next to the project in the *Project List* panel.

To access the Project Review page

From the project list on the *Home* page, click next to the desired project.

See The Project List Panel on page 38.

Project Review Page

At the top of the *Project Review* page is a project bar and below that are multiple panels that are customizable.

Project Bar

The project bar is at the top of the *Project Review* page.

Elements of the Project Bar

Element	Description
Current Project	The name of the current project.
Return to Project Management	Click this button to return to the *Home* page.
Current Item ID	Displays the DocID, ObjectID, or Transcript name for the item selected in the Item List grid. You can download the current document if the Item ID is underlined. Click the number. **When the Do you want to open or save <document>** bar appears at the bottom of the menu, either click **Open** or **Save** and save the file.
Go to Doc ID	Enter a DocID and click **Go** to go to that document in the Item List panel. You can also enter the DocID to open the native file. **Note**: If you processed data using evidence processing, you will need to put the documents into a Document group in order to use this feature.
Next and Previous Buttons	Click previous page or previous document button to move around in the Item List panel. Click next page or next document to move around in the *Item List* panel.
Layout Button	Expand to manipulate panels in the *Project Review*. Panels can be hidden, shown, dragged, and/or docked to customize the *Project Review* page for your workflow. See Customizing the Project Review Layout on page 280.
User Name	Displays the name of the currently logged in user and allows you to log out if desired.

Review Page Panels

The *Project Review* page is made up of many panels. You select which panels are visible or hidden. The panels that you can use may depend on the license that you own and the permissions that you have.

You can select which panels to display by doing either of the following:

- Manually selecting panels.
- Using the Layout tool. You can choose pre-defined layouts that display certain panels or you can customize a layout.
  See Customizing the Project Review Layout on page 280.

To manually select panels

1. Open a project in *Review*.
2. Click the ▼ 🔲 *Layouts* drop-down.
3. Click **Panels**.
4. Select the panels that you want to display.

The following table briefly describes each panel that is available.

Panels in the Project Review

Panel	Description
Activity	Lists the history of actions performed on the selected document. See The Activity Panel on page 312.
Case Organizer Details	Lets you view and edit the details of Case Organizer objects. See Using the Case Organizer on page 353.
Coding	Use to select and edit coding layouts. See The Coding Panel on page 375.
Confidence	Displays Predictive Coding confidence scores. See Predictive Coding on page 379.
Conversation	Displays email conversation threads. See The Conversation Panel on page 316.
Detail Information	The Detail Information contains tabs that allow you to view information about the selected record. See Using the KFF Details and Detail Information Panels on page 311.
Exhibits	Displays exhibits for the selected transcript. See The Exhibits Panel on page 338.
Family	Lists the family relationships for email documents. See The Family Panel on page 318.
Image	Displays the selected document as an image. You can perform annotations, redactions, and make notes in this view. See Using the Image Panel on page 309.

Panels in the Project Review (Continued)

Panel	Description
Item List	Lists the filtered evidence for the selected project. This panel also includes the search bar. See Using the Item List Panel on page 287.
Labels	Lists available labels in the project to apply to evidence. Also displays the selected label for the document currently being viewed. See About the Labels Panel on page 349.
Linked	Two types of documents are displayed in this view: ● Documents manually linked to other documents of the same project ● Documents linked to other documents during import See The Linked Panel on page 320.
Natural	This viewer displays a file's contents as it would appear normally without having to use the native application. The first time you use this view, you will need to follow the prompts to install the viewer application. See Using the Natural Panel on page 305.
Notes	Use to display the notes for the currently selected document. See The Notes Panel on page 315.
Production	Displays the history of production for the selected document. See The Production Panel on page 314.
Project Explorer	Lets you cull and configure project data. Contains the following tabs: Facets, Explorer, Tags, Searches, and Review Sets. See Using the Project Explorer Panel on page 301.
Review Batches	Displays review batches. You can check in and check out batches from this panel. See The Review Batches Panel on page 370.
Search Excerpts	Lets you generate and view a list of search excerpts. See Using the Search Excerpt View on page 416.
Similar	Use to see the similarity between documents within the same cluster. See The Similar Panel on page 313.
Text	The Text view displays the file's content as text. You can configure the text view so that sentences wrap if they are longer than the panel's width. You can also limit how much text is displayed by setting the Page Depth in characters. See Using the Text Panel on page 310.
Transcript	Displays transcripts for the project. See The Transcript Panel on page 329.
Unitization	Lets you unitize documents which lets you merge multiple documents together, split single documents into multiple documents, and rearrange page order. . See Unitizing Documents on page 396.

Chapter 29

Customizing the Project Review Layout

You can customize the *Project Review* panels for your workflow. Layouts are specific to the logged-in user.

You can save custom layouts for future use.

See Managing Saved Custom Layouts on page 284.

You can customize the layout by doing the following:

- Hiding and Showing Panels (page 280)
- Collapsing and Showing Panels (page 281)
- Moving Panels (page 281)
- Resetting Layouts (page 283)
- Saving Layouts (page 283)
- Managing Saved Custom Layouts (page 284)

Working with Panels

All data in *Review* is shown in various panels.

See Review Page Panels on page 278.

You can show or hide panels.

Hiding and Showing Panels

You can hide and show panels to fit your needs.

To hide a panel
- ❖ To hide a panel, do one of the following:
  - Click the close button (x) on the panel.
  - Click **Layout** > **Panes** and uncheck the panel you want to hide.

To show a panel
- ❖ Click **Layout** > **Panes** and check the panel from the list.

Collapsing and Showing Panels

You can collapse a panel so that it is still open, but not shown unless you hover your mouse over it. This is useful for panels that you want to view less frequently.

To collapse a panel

1. In top-right corner of the panel, click ⚲ .

   The panel is collapsed and the name of the panel is displayed in a box on the left side.

   If the panel was in the top half of the page, the collapsed panel name is displayed in the top-left corner. If the panel was in the bottom half of the page, it will be displayed in the bottom-left corner.

Collapsed Panels
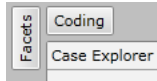
2. To view a collapsed panel, mouse over the panel name and the panel will be shown until you move the mouse away from the panel.

3. To un-collapse a panel, view the panel, and in the top-right corner of the panel, click ⊟ .

Moving Panels

You can move panels to different locations on the *Project Review* page. When you move a panel, you can position it in one of the following ways:

To move Project Review panels

1. Click and drag the panel that you want to move.

   Docking guides appear on the page.

Project Review Page with Docking Guides

---
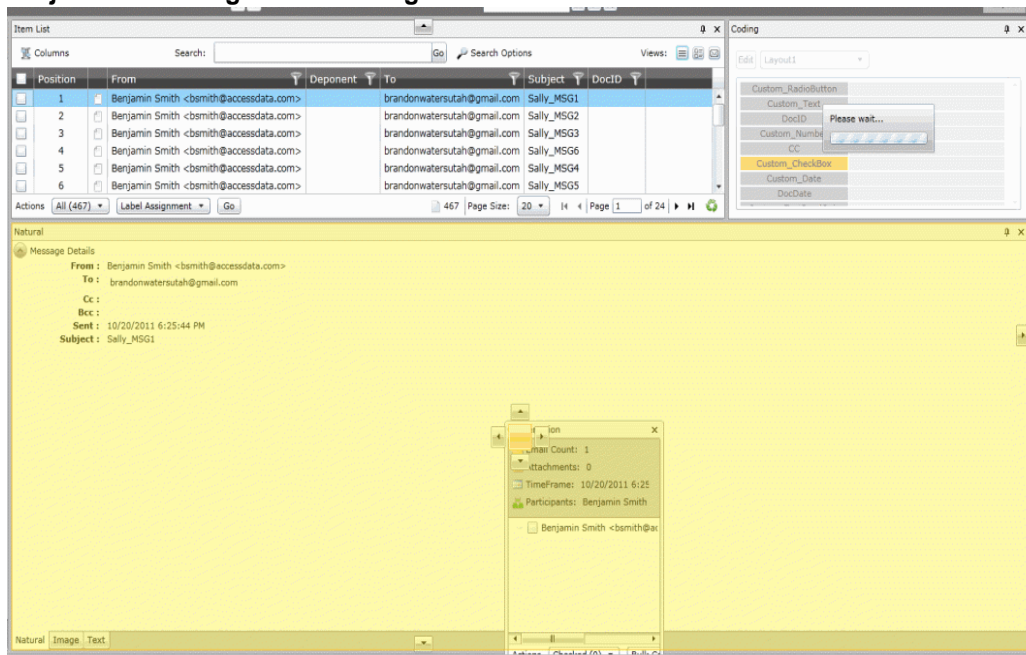
2. Place the panel by doing one of the following:

- **Floating**: Leave the panel floating on top of the page.

- **Docking to a location on the page**: Dock the panel by dragging the panel to one of the docking guide arrows and releasing the mouse button.

  There are four page docking guides on the outside of the page.

- **Docking as a tab on another panel**: Drag the panel on top of another panel and onto the center of the docking cluster and release the mouse button.

  There is a cluster of four page docking guides on the panel.

Moving Panels to a New Window

You can move the *Natural*, *Image*, *Text*, and *Transcript* panels to a new window from the *Project Review* page.

To move panels to a new window

❖ In the *Project Review*, expand the *Layouts* drop-down and select **Move Viewers to New Window**.

The Natural, Image, and Text panels open in one window with tabs at the bottom so that you can toggle between views.

- If you have other panels docked to the Natural panel frame and choose to Move Viewers to New Window, all other panels will be hidden.

- You can open a separate transcript window by choosing the mass action option *View Transcripts*.

- You can get your panels back into the main window by choosing the **Reset Panels** option.

Working with Layouts

Selecting a Layout

You can use default layouts and custom layouts that you have saved in *Project Review*. The following are the available default layouts:

- **Culling Layout**: Designed to aid reviewers in culling documents by giving more screen area to the viewer panel and Item List grid, but collapsing the Project Explorer panel so you can concentrate on the documents you are reviewing.
- **Review Layout**: Designed to aid reviewers in coding documents by providing the viewer panel, coding, and label panels along with the relationship panels: Family, Similar, Conversation, Linked, and so on.
- **Search Layout**: Designed to aid reviewers in searching documents by docking the Project Explorer panel which contains the facets tab. This is the default layout that appears for first time users.
- **Transcript Layout**: Designed to aid reviewers in working with transcripts by providing all of the panels related to a transcript such as the transcript viewer with the Notes, Exhibits, Linked, and Item List panels
- **CIRT Layout**: Designed to aid reviewers in working with KFF and Security jobs (with Resolution1). This layout is similar to the Search Layout except that it also includes the Detail Information tab which lets you see more information on jobs that include Cerberus, Threat Analysis, and KFF.

To select a layout

1. Open a project in *Review*.
2. Click the ▾ ▢ *Layouts* drop-down.
3. Click **Layouts**.
4. Select the layout that you want to use.
   Default layouts appear above the line and custom layouts appear below the line.

Resetting Layouts

If you have hidden, collapsed, or moved panels, you can return to the original layout.

To reset a layout

- ❖ Select **Layout > Reset Layout**.
  If you have modified a custom layout, it will reset to the last saved state.

Saving Layouts

If you have customized the default layout, you can save it as a custom layout. You can save multiple layouts.

To create a second custom layout, you must first return to a default layout, modify it, and then save it. If you make changes to a custom layout, and save it, it will save it as an update.

To save a layout

1. Customize the layout.
2. Click **Layout** > **Save Layout**.

Manage Layouts Dialog
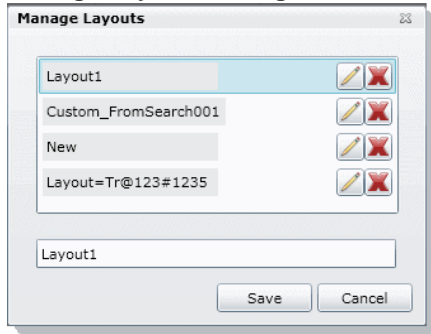
3. Enter the name of the layout and click **Save**.

Managing Saved Custom Layouts

You can rename and delete custom layouts that you have saved. You cannot delete the currently selected layout using the *Manage Layouts* dialog.

To manage a saved custom layout

1. Select **Layout > Manage Layouts**.

Manage Layouts Dialog
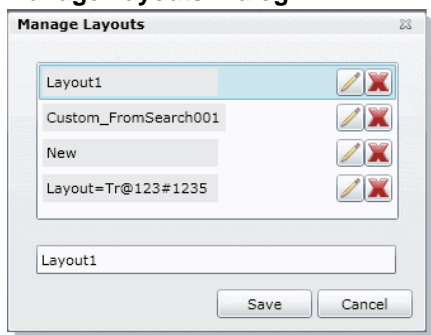
2. To rename a layout, select the layout, and enter a new name.
3. To delete a layout, click the X next to the layout, and click **OK**.
4. Click **Save**.

Chapter 30

Viewing Data

Viewing Data in Panels

Using Project Review, you can select and examine your data in multiple ways. You can use various panels to examine the data.

You use the Panels List to select which panels to display. The panels that you can use may depend on the license that you own and the permissions that you have.

See Review Page Panels on page 278.

Note: Actions completed in a specific panel may affect search results in that panel. Always execute a previous search in a panel if you have changed the scope of what you are examining in the panel. For example, if you change the page depth of a document in the *Text* panel, you should execute any previous searches in that panel after changing the page depth.

This chapter describes how to use the following panels to view data in *Project Review*:

Data Viewing Panels

Panel Category	Panel	Descriptions
Project Data Panels		Lets you view and manage the data in your project.
	Item List	Provides a list of evidence items in your project. This list may be filtered. See Viewing Documents in the Item List Panel on page 288.
	Project Explorer	Lets you cull and configure project data. Contains six tabs: Facets, Explorer, Tags, Searches, and Review Sets. See Using the Project Explorer Panel on page 301.
File Data Panels		Lets you view the data about the selected document.
	Document Viewing Panels	Lets you view document data. See Using Document Viewing Panels on page 305. ● See Using the Natural Panel on page 305. ● See Using the Image Panel on page 309. ● See Using the Text Panel on page 310. ● See Using the KFF Details and Detail Information Panels on page 311.

Data Viewing Panels

Panel Category	Panel	Descriptions
	Activity	Lists the history of actions performed on the selected document. See The Activity Panel on page 312.
	Conversation	Displays email conversation threads. See The Conversation Panel on page 316.
	Family	Lists the family relationships for email documents. See The Family Panel on page 318.
	Linked	Two types of documents are displayed in this view: ● Documents manually linked to other documents of the same project ● Documents linked to other documents during import See The Linked Panel on page 320.
	Notes	Use to display the notes for the currently selected document. See The Notes Panel on page 315.
	Production	Displays the history of the production for the selected item. See The Production Panel on page 314.
	Similar	Displays the similarity between documents within the same cluster. See The Similar Panel on page 313.

Note: The language identification feature only works in the following categories: documents, spreadsheets, and email.

Using the Item List Panel

The *Item List* panel lists the filtered evidence for the selected project. This panel also includes the search bar and the ability to perform mass actions.

Item List Panel

Elements of the Item List Panel

Element	Description
Options	Click to use the following options in the Item Grid: ● Cache: See Caching Filter Data on page 446. ● Columns: See Selecting Visible Columns on page 290. ● Quick Columns: See Using Quick Columns on page 291. ● Quick Filters: See Using Quick Filters on page 292. ● Visualization: See Using Visualization on page 142.
Search field	Enter search terms to perform a quick search of documents in your project. Results appear in the Item Grid. See Running Searches on page 405.
Go button	Click to execute your quick search.

Elements of the Item List Panel (Continued)

Element	Description
Search Options	Select to perform the following actions: ● Clear Searches ● Advanced Search ● Expansion ● Settings ● Search Report Options
Views	The following views are available: See Using Views on page 293. ● Grid View: See Using the Grid View on page 293. ● Summary View: See Using the Summary View on page 294. ● Timeline View: See Using the Timeline View on page 295. ● Conversation View: See Using Conversation View on page 296. ● Thumbnail View: See Using the Timeline View on page 295. ● Not Cached: See Caching Filter Data on page 446.
Actions	Select the mass action that you want to perform on the documents in the *Item List*. See Performing Actions from the Item List on page 298.
Actions *Go* Button (bottom of panel)	Click to execute the selected mass action.
Page Size	Select the number of documents you want visible in the Item List.
Page	Lists the page you are on and the number of pages. Click the next arrow to see the next page.
(Refresh)	Click the refresh button to update the *Item List*.

Viewing Documents in the Item List Panel

The *Item List* panel displays documents in the project.

By default, items are displayed using the Grid view. You can use different Views.

See Using Views on page 293.

To view documents in the Item List panel

1. From the project list on the *Home* page, click 🔍 next to the desired project to enter *Project Review*.

2. By default, the *Item List* and *Project Explorer* panels are displayed.

3. Do the following to determine the items displayed in the Item List:
   - In the Item List panel, use the Options to use columns, Quick Filters, and Visualization. See Elements of the Item List Panel on page 287.
   - In the *Project Explorer* panel, use the *Facets*, *Explore*, *Tags*, or *Review Sets* tabs. See Using the Project Explorer Panel on page 301.

Using Columns in the Item List Panel

About Columns

You use columns to display specific data properties about evidence items.

You can sort, filter, customize, and reposition the columns of information in the *Item List* panel in Grid.

See About Content in Lists and Grids on page 43.

There are many pre-configured fields that you can dispaly as columns.

Project managers can also create custom columns in the Custom Fields tab on the *Home* page.

See Configuring Custom Fields in the Admin Guide.

About Pre-existing Fields

There are many pre-existing fields that are available to use for columns. You can select to display any of the pre-existing fields as columns.

See Selecting Visible Columns on page 290.

New fields are added regularly. For a list of many of the available fields for Summation, download:

https://ad-zip.s3.amazonaws.com/Summation%205.2.2%20Field%20List.xlsx

Some fields provide basic information. For example, the following general columns are displayed by default:

- DocID - Documents are given a DocID when data is added to a document group. Documents are added to a document group either when data is imported to a project or when document groups are created manually by a project manager. A document may not be assigned more than one DocID number.
- ObjectID - All items added to the project are given an ObjectID.
- ObjectName
- [File] Extension
- [File] Path
- [Email] From
- [Email] Subject
- [Email] To
- [Email] ReceivedDate
- LogicalSize
- AccessedDate

Some columns provide information about the file. For example:

- ActualFile
- Archive
- ArchiveType
- Attachment
- BadExtension
- Decrypted

- EmailDirectAttachCount - Shows the direct email attachments to an email. It does not display children attachments of the direct attachments.
- EMailMessage
- Encrypted
- FromEmail
- FromMSOffice
- GraphicFile
- HasTrackChanges (for Office files)
- ObjectType and ObjectSubType (see Object Types page 448)
- Person
- System

Some columns provide specific data about certain file types. For example:

- *HasTrackChanges* lets you to sort and filter the following documents that have Track Changes enabled:
  - Word documents (This currently only applies to DOCX document formats)
  - Excel documents (.XSLX and .XLS documents)
- EXIF geolocation data (See Using Geolocation Columns in the Item List on page 473.)
- OLESubItem
- PSTFilePath and PSTStoreID

Some columns display data related to certain product functions. For example:

- BatesNumber
- Hash values
- ProductionDocID
- KFF

Some columns are virtual columns that do not support search, column level filtering, tagging layout fields, or production/export fields. However, you can export them to CSV. For example:

- ImagePageCount - This column shows the total number of pages in produced images. This column is also populated if you bulk image or import images.

Selecting Visible Columns

You can select the columns that you want visible in the Grid view.

You can also select Quick Columns to use pre-define column templates.

Only the columns and fields related to the features of your licensed product are displayed. For example, columns related to Resolution1 product features, such as EVTX data, are not shown in Summation.

See Using Quick Columns on page 291.

To select visible columns

1. In the *Item List* panel in *Grid* view, click the **Columns** button ![Columns] and select **Select Columns**.

Select Columns Dialog
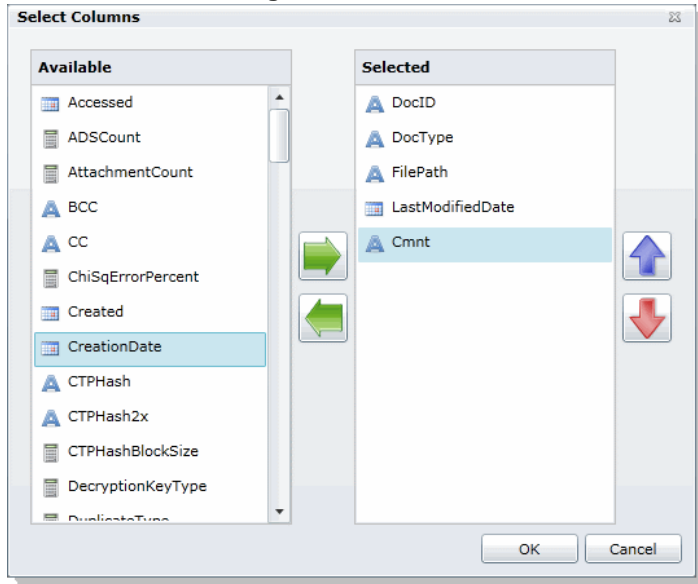
2. Click the right arrow to add columns to the Grid and the left arrow to remove them from the Grid.
3. Organize the order of the columns by clicking the up and down arrows.

Columns Tips

- The *FilePath* column has been changed to display the heading *Path* in the *Item List*. This allows the column to display any path information, not just file paths. Searches for this value should be created by specifying **Path** instead of **FilePath**.

Using Quick Columns

You can use Quick Columns to quickly display columns related to certain types of data. This allows you to make relevant columns visible without having to manually select them.

The following standard pre-configured Quick Columns are available to choose from.

- Case Organizer - See Using the Case Organizer Columns on page 367.
- Document
- eDocs
- eMail
- KFF
- Notes

- Scanned Paper
- Transcripts

Depending on the license that you own, you may have more. For security related products, see the *Viewing Security Data* chapter of the *Admin Guide*.

To apply Quick Columns

1. For a project, enter Review.

2. Click **Options** > **Quick Columns**.

3. Select the Quick Columns that you want to use.
   The selected Quick Column will be designated with a check.

4. To remove a Quick Column, select it again and the check will be cleared.

Using Quick Filters

The *Item List* panel includes Quick Filters that you can use to quickly refine the list of evidence.

You can quickly hide or show the following types of data.

Quick Filters

Filter	Description
Hide/Show Duplicates	By default, the *Hide Duplicates* Quick Filter is set and duplicate files are hidden. To view duplicate files, change to Show Duplicates.
Hide/Show eDiscovery Refinement	By default, the *Hide eDiscovery Refinement* Quick Filter is set. Enabling this shows extra files that may not be important. For example, this includes embedded files, such as XML, RELS, and graphics that are embedded in office documents.
Hide/Show Folders	By default, the *Hide Folders* Quick Filter is set and folder items are hidden. To view folder items, change to Show Folders..
Hide/Show Ignorables	By default, the *Hide Ignorable* Quick Filter is set and KFF Ignorable files are hidden. To view Ignorable files, change to Show Ignorables. See About KFF on page 161.

Depending on the license that you own, you may have more. For security related products, see the *Viewing Security Data* chapter of the *Admin Guide*.

About the Amount of Data Displayed in Fields

By default, the number of characters that display for a field in the *Item List* and *Coding Panel* is limited to 512 characters. Additional characters are truncated.

For the *Item List* only, you can modify the number of characters displayed in custom text or text-based fields before they are truncated. You can set the value using the "FieldTruncationSize" value in the web.config file. You can set a limit value or turn off the limit by using a value of 0. This only applies to the *Item List*. The *Coding Panel* maintains the 512 character limit.

If fields contain large amounts of data, you may need to remove the column from grid or you can reduce the page size to a smaller size such as 100, 50 or 20 records.

Using Views

You can use different pre-configured views to help you review data.

- Grid View: See Using the Grid View on page 293.
- Summary View: See Using the Summary View on page 294.
- Timeline View: See Using the Timeline View on page 295.
- Conversation View: See Using Conversation View on page 296.
- Thumbnail View: See Using the Thumbnail View on page 297.
- Not Cached

Whenever you change views, the File List is refreshed.

You can perform actions on the documents in the Item Grid.

See Performing Actions from the Item List on page 298.

Using the Grid View

The default view in the *Item List* panel is the grid view. Grid view is a grid that displays each document.

Grid View

Using the Summary View

The Summary view displays a detail of the documents.

To access Summary view

❖ In the *Item List* panel, click the **Summary View** button ⊞⊟ .

Summary View

Using the Timeline View
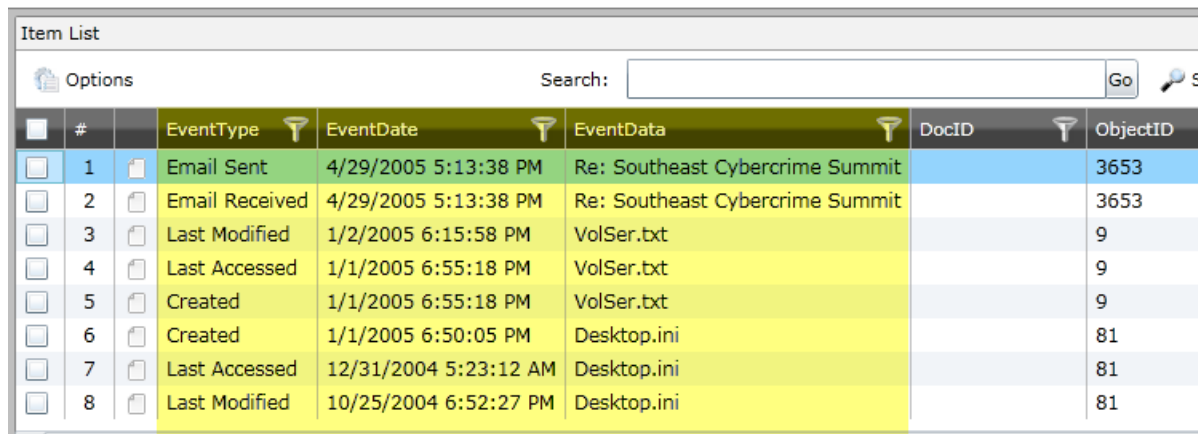
This view lets you view file actions and the date and time that those actions took place. You can view the following file action information:

- File (Created, Last Modified, Last Accessed)
- Registry (Modified)
- Event Log (Event Created)
- Email (Sent and Received)
- Process (Start time)
- Queried events (see the *Admin Guide)*

Each action is listed on it own row in the list.

Note: You can configure the format that dates are displayed in. SeeConfiguring the Date Format Used in Review page 270

The Timeline View is an extension of the default Grid View with special event columns data added.

#		EventType	EventDate	EventData	DocID	ObjectID
1		Email Sent	4/29/2005 5:13:38 PM	Re: Southeast Cybercrime Summit		3653
2		Email Received	4/29/2005 5:13:38 PM	Re: Southeast Cybercrime Summit		3653
3		Last Modified	1/2/2005 6:15:58 PM	VolSer.txt		9
4		Last Accessed	1/1/2005 6:55:18 PM	VolSer.txt		9
5		Created	1/1/2005 6:55:18 PM	VolSer.txt		9
6		Created	1/1/2005 6:50:05 PM	Desktop.ini		81
7		Last Accessed	12/31/2004 5:23:12 AM	Desktop.ini		81
8		Last Modified	10/25/2004 6:52:27 PM	Desktop.ini		81

The following columns are added:

- *EventType* - Displays the type of action (created, last accessed, and last modified)
- *EventDate* - Displays the date and time of the file action.
- *EventData* - Displays data about the item that evoked the timeline event. For example:
  - If the event was file-related, the name of the file is displayed.
  - If the event was process-related, the name of the process is displayed.
  - If the event was web-related, the name of the URL is displayed.
  - If the event was email-related, the email subject is displayed.
  - If the event is from an EVTX file, the event data xml is displayed.

When you open the Timeline View, any other columns that you had configured for the Grid View are maintained.

Note: The ActionDate and ActionType columns are only available in the Timeline View.

If you perform a search or filter in the Grid View, and then change to the Timeline View, only the results of the search or filter are in the list.

A difference between the normal Grid View and the Timeline View is that the Timeline View displays multiple rows for the same item (ObjectID). Each row will have a different action type but have the same Object ID. Depending on your data and how your list is sorted, rows for the same file may be on different pages. When you check an item to perform an action on it, all rows related to ObjectID file are also checked.

From the Timeline View, you can do the following:

- Sort on one or more columns including the *ActionDate* and *ActionType* columns.
- Use filters on any column.
- Add columns to the view. (Any added columns persist when returning to the Grid View.)
- Perform mass actions on items in the list.
  See Performing Actions from the Item List on page 298.
- Export the list to CSV.
  You will get a separate row in the CSV for every Action Type.
  See Exporting a List to CSV on page 299.
- You can view, filter, and sort events related to modifying registry keys
- You can view, filter, and sort log2timeline events that come from *Add Evidence* and *Collection* jobs.

To access the Timeline view

❖ In the *Item List* panel, click the **Timeline View** button 🕒.
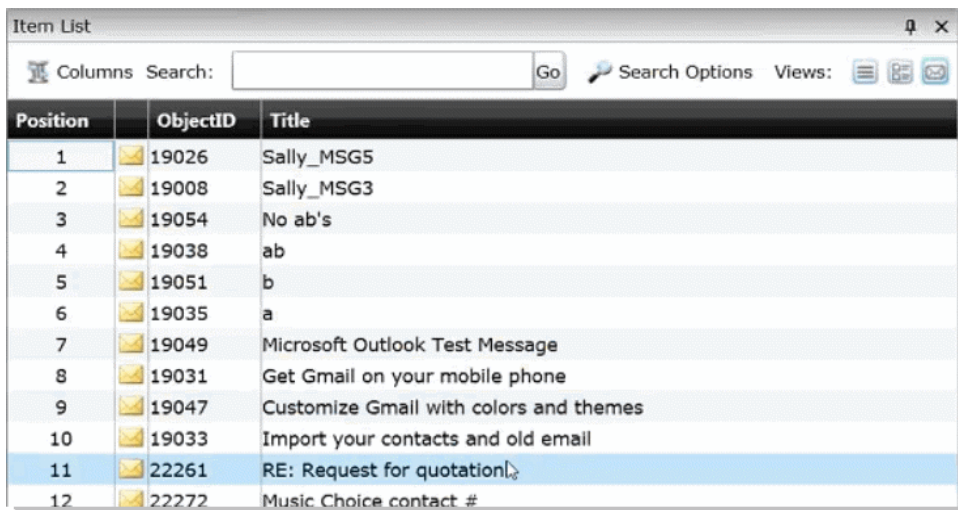
Using Conversation View

Conversation view displays all the conversation threads for emails.

To access the conversation view

❖ In the *Item List* panel, click the **Conversation View** button ✉.

Conversation View

Using the Thumbnail View

You use the *Thumbnails View* to see rows of thumbnail images of the graphic files or video files in your project.

See Viewing Graphics and Videos on page 324.

If your project has graphics, such as JPEG, GIF, or PNG, thumbnails of those files are automatically created during processing.

Note: Image thumbnails are generated only when choosing the processing option: Generate Image Thumbnails.

To view thumbnails for video files, you must first enable the G*enerate (Video) Thumbnails* processing option when you create a project. You can use the *Thumbnail View* to rapidly scan through the visual contents in a video file, without having to launch and watch the entire video.

See Evidence Processing and Deduplication Options on page 66.

To access the Thumbnail view

❖ In the *Item List* panel, click the **Thumbnail View** button ⊞ .

When you click a thumbnail, the item is displayed in the *Natural* panel.

You can use the slider to change the size of the displayed thumbnail.

Performing Actions from the Item List

You can perform mass actions on items in the list.

There are two drop-downs for performing actions.

- In the first Actions drop-down, you specify whether you want to perform an action on all of the objects in the grid or only the checked objects.
- In the Action-type drop-down, you select the action that you want to perform.

Actions You Can Perform in the File List

Task	Link
Add to KFF	Adds the MD5Hash value of the selected item to a KFF hash set. See Adding Hashes to Hash Sets Using Project Review on page 196.
Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 377.
Create Report	Allows you to create a report of the selected items. See Creating Project Files Reports on page 365.
Delete Evidence	Allows you to delete the selected items from the Project. See Deleting Documents on page 384.
Export List to CSV	Allows you to export the selected items to a CSV file. See Exporting a List to CSV on page 299.
Global Replace	Allows you to search and replace values in non-read only fields. See Using Global Replace in the Searching documentation. Using Global Replace page 413
Imaging	Allows you to create an image for the selected item. See Imaging Documents on page 339.
Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 347.
Local Bulk Print	Allows you to send the selected item to a local printer. See Local Bulk Printing on page 399.
Network Bulk Print	Allows you to send the selected item to a network printer. Reviewers with the Imaging permission can print multiple records. See Bulk Printing on page 398.
OCR Documents	Allows you to OCR the selected item. See Using OCR on page 299.
Remove Document Group Items	Allows you to remove the document group association from the selected item. See Deleting a Document Group in Project Review on page 137.
Remove from Case Organizer	Allows you to remove selected Case Organizer associations from the selected item. See Using the Case Organizer on page 353.
View Transcripts	Allows you to open a transcript viewer for each selected transcript so that you can view them side by side. See Viewing Transcripts on page 330.

Actions You Can Perform in the File List

Task	Link
ThreatLookup	(Resolution1 Platform and Resolution1 CyberSecurity only) Allows you to execute a ThreatLookup scan against the data to scan for threats. See the ThreatLookup chapter in the *Admin Guide*.

Exporting a List to CSV

You can export the *Item List t*o a CSV file. Any field that is available in the list can be exported to a CSV file. Once exported, you download the exported CSV file from the *Work List* on the *Home* page.

To perform an Export to CSV action

1. Identify the files that you want to perform the action on by doing one of the following:

   ● In the first *Action* drop-down, click **All**.

   ● Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.

2. In the second *Action* drop-down, click **Export List to CSV**.

3. Click **Go**.

To view the status of an Export to CSV job

1. Click ![icon] *Return to Project Management*.

2. For the project, click ![icon] *Work Lists*.

3. Under *Job Type*, view the *ExportToCSV* job.

To download the CSV file

1. On the *Work List* page, select the *ExportToCSV* job that you want to download the file for.

2. In the *Filter Options* pane, click **Download**.

3. Select to **Open** or **Save** the file.

4. If you save the file, go to your *Downloads* folder to access the file.

Using OCR

You can create a job to OCR documents if you did not select to have this done during processing.

About Optical Character Recognition (OCR)

Optical Character Recognition (OCR) is a feature that generates text from graphic files and then indexes the content so the text can be searched, labeled, and so forth.

OCR currently supports English only.

Some limitations and variables of the OCR process include:

● OCR can have inconsistent results. OCR engines have error rates which means that it is possible to have results that differ between processing jobs on the same machine with the same piece of evidence.

- OCR may incur longer processing times with some large images and, under some circumstances, not generate any output for a given file.

- Graphical images that have no text or pictures with unaligned text can generate illegible output.

- OCR functions best on typewritten text that is cleanly scanned or similarly generated. All other picture files can generate unreliable output.

- OCR is only a helpful tool for you to locate images with index searches, and you should not consider OCR results as evidence without further review.

- Documents that have already been processed for OCR do not process again.

- Documents imported with the @O token cannot be processed for OCR. The Text tab displays filtered text.

Performing an Optical Character Recognition (OCR) Action

To perform an OCR action

1. Identify the files that you want to perform the action on by doing one of the following:

   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.

2. In the second *Action* drop-down, click **OCR Documents**.

3. Click **Go**.

About Viewing Optical Character Recognition (OCR) Jobs

After performing an OCR action you can view the the status of the OCR job.

To view the status of an OCR job

1. Click *Return to Project Management*.

2. For the project, click *Work Lists*.

3. Under *Job Type*, view the *OCR Documents* job.

Using the Project Explorer Panel

The Project Explorer provides tools to help you organize and cull your data.
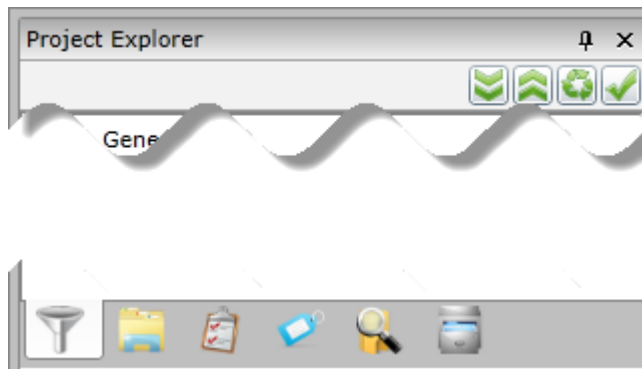
The Project Explorer panel has the following tabs:

	Facets	This is the default tab and lets you use facets to cull your data. See Filtering Data in Case Review on page 432.
	Explore	This can be used to cull your data by specific sets or groups of documents. See The Explore Tab on page 302.
	Navigation	This lets you specify the scope of data viewable in the Item List panel by pivots such as Jobs, Groups, People, Computers, Network Shares, or Mobile Devices. (Not available in all products) See The Navigation Tab on page 303.
	Tags	This lets you manage and view the different types of coding tags, Production Sets, and Case Organizer objects. See Applying Tags on page 345.
	Searches	This lets you view searches that you have run and saved. See Introduction to Searching Data on page 403.
	Review Sets	This lets you manage and view Review Sets. See Managing Review Sets on page 151.

In the Project Exporer, you use the following icons:

	Expand the items in the list.
	Collapse the items in the list.
	Reset the selections.

Apply the selections to the Item List.

Important: You must reset each tab of the Project Explorer individually. For example, if you apply a filter on the Explore tab, and then apply a filter on the Facets tab, you must go to each tab and reset the selections to undo them.

The Explore Tab

The *Explore* tab in the *Project Explorer* panel can be used to cull documents by the following items:

- Document Groups
- Exhibits
- Export Sets
- Notes
- Transcripts

Explore Tab
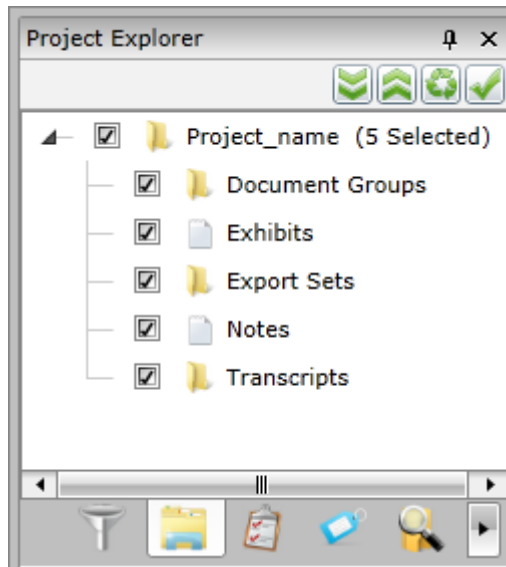
When you check an item in the document tree, then click the *Apply* icon, all documents in that category will be included in your search query.

Note: If you check only the parent node, you will not get any documents included in the search. You must select one or more of the child nodes (Document Groups, Transcripts, Notes, or Exhibits) in order to return results.

Elements of the Document Tree

Element	Description
Document Groups	Check to include document groups in your search. Right-click to create document groups.

Elements of the Document Tree

Element	Description
Exhibits	Check to include exhibits in your search. See Working with Transcripts and Exhibits on page 325.
Exports Sets	Check to include export sets in your search. See Creating Export Sets on page 509.
Notes	Check to include notes in your search. See The Notes Panel on page 315.
Transcripts	Check to include transcripts in your search. Right-click to create transcript groups, upload transcripts, update transcript, and upload exhibits. See Working with Transcripts on page 325.

The Navigation Tab

Use the navigation panel to specify the scope of evidence that you want to view in the Item List panel of the Project Review. You can view evidence by specific sources of data such as Jobs, Groups, People, Computers, Network Shares, or Mobile Devices.

Navigation Panel
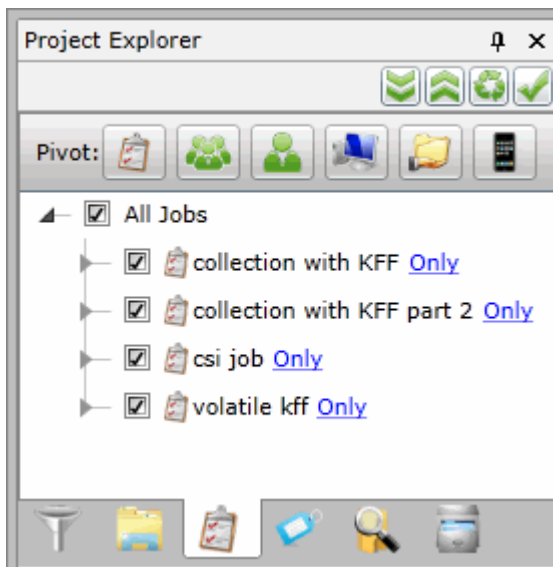
Elements of the Navigation Panel

Element	Description
Navigation Tree Button	Select this button to select the scope of evidence from among the following: ● Jobs ● Groups ● People ● Computers ● Shares ● Mobile
Jobs Button	Click to select a scope of evidence from the jobs in the project.
Groups Button	Click to select a scope of evidence from the groups in the project.
People Button	Click to select a scope of evidence from the people in the project.
Computers Button	Click to select a scope of evidence from the computers in the project.
Shares Button	Click to select a scope of evidence from the network shares in the project.
Mobile Button	Click to select a scope of evidence from the mobile devices in the project.
Apply Button	Click to apply the scope that you selected. Results appear in the Item List panel.

Using Document Viewing Panels

You can use various panels to view document data.

See Viewing Data in Panels on page 285.

You can use the following panels:

- See Using the Natural Panel on page 305.
- See Using the Image Panel on page 309.
- See Using the Text Panel on page 310.
- See Using the KFF Details and Detail Information Panels on page 311.

Using the Natural Panel

You can use the Natural Panel to view, annotate, and redact documents in your project.

The first time you use this, you will need to follow the prompts to install the viewer application. When Internet Explorer displays a message that it has blocked a pop-up, select **Always allow** from the **Options for this site** pull-down.
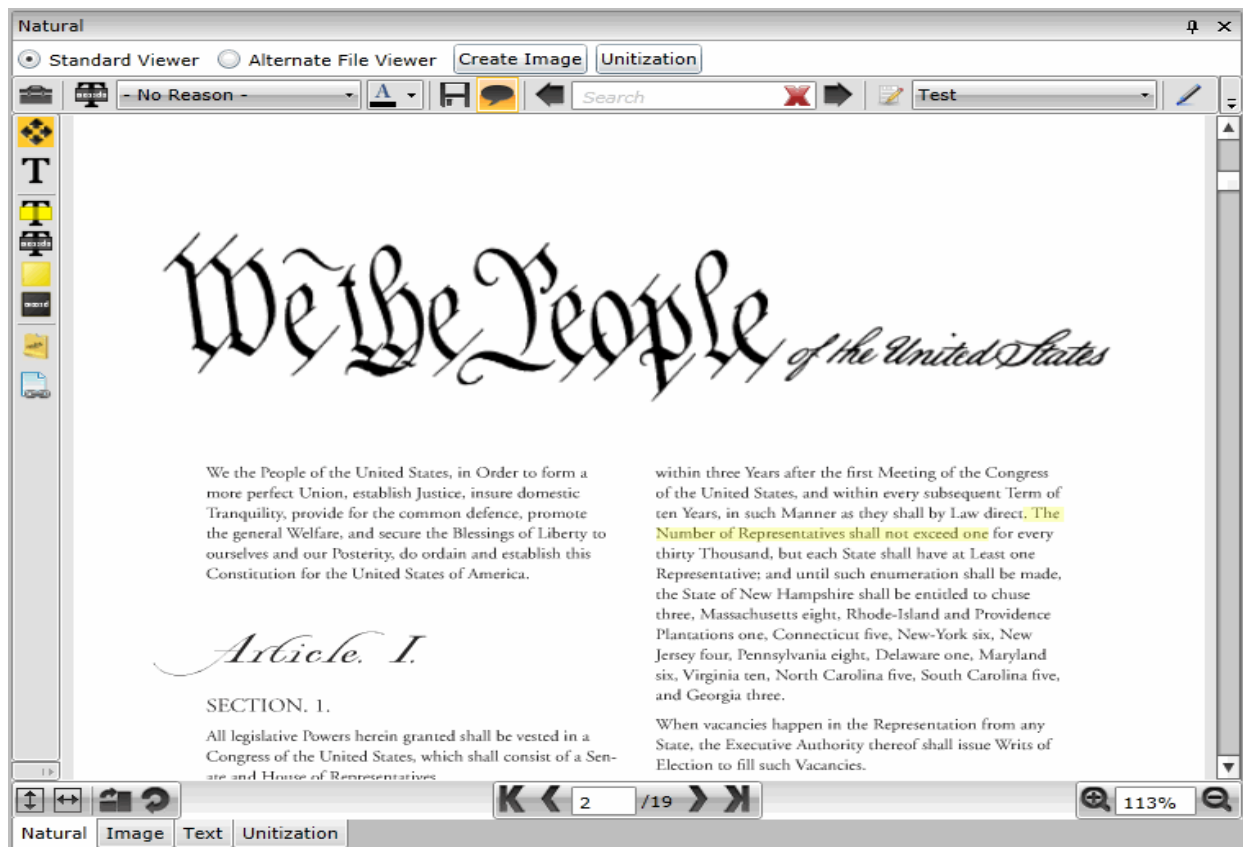
Elements of the Natural Panel

Element	Description
Standard Viewer	Lets you view a AccessData-generated SWF version of the document that lets you do the following: ● View the document as it appears in its native format ● Edit the document with annotation tools See Using the Standard Viewer and the Alternate File Viewer on page 306. See About Annotating Tools on page 389.
Alternate File Viewer	Uses INSO viewer technology that lets you view the document as it appears in its native format. This format has some limitations on the data that can be displayed. In some cases the Standard Viewer has greater functionality. See Using the Standard Viewer and the Alternate File Viewer on page 306.
Annotate Native	Click to annotate the native document. A new version of the document will be created in SWF format. Check the progress of the image being created in the *Work List* of the *Home Page*. See Using the Standard Viewer and the Alternate File Viewer on page 306.
Create Image	Click to create an image of the native document. An image of the document will be created. Check the progress of the image being created in the *Work List* of the *Home Page*.
Highlight Profile	Select a predefined highlight profile to apply to the document.
Find	Enter a word or phrase to find in the document. The term highlights in the panel. You do not need to enter the whole word or phrase. You can begin to type the first few letters of the word and the pane highlights the first word that matches the typed letters. For example, typing "Glo" highlights the word "Global." To navigate from one highlight to the next, use the arrow keys. **Note: You cannot navigate highlighted terms displayed by a highlight profile.**
⬚ Copy Selected Text	Enter a word or phrase to find in the document.

To view documents in the Natural panel

1. In *Project Review*, select a file in the *Item List* panel.
2. Click the **Natural** tab.
   If the *Natural* panel isn't showing, select the panel from the Layouts drop-down.

Using the Standard Viewer and the Alternate File Viewer

The Natural panel has two viewers that have different functionality:

● *Standard Viewer*
● *Alternate File Viewer*

Both of these viewers are designed to show documents as they would appear natively.

The most basic viewer is the *Alternate File Viewer*. This viewer uses the OutsideIn viewer technology to display the content of a document as it would in its native application.

Note: The following file types do not display in the Alternate File Viewer: 3G2, 3GP, 7ZIP, AD1, AIF, ASF, AVI, ASX, DBX, DD, DMG, E01, EX01, FLAC, FLV, GZIP, JAR, L01, M3U, M4A, M4V, MID, MKV, MOV, MP3, MP4, MPA, MPG, NSF, OGG, OST, PST, RA, RAR, RM, SRT, SWF, TAR, VOB, WAV, WMA, WMV, WTV, ZIP, and ZIPX. Also, files over 50 MB will not display. However, depending upon the options that you select, these files will be processed.

The more advanced viewer is the *Standard Viewer*. This viewer lets you view an AccessData-generated SWF version of the document that lets you do the following:

- View the document as it appears in its native format
- Edit the document with annotation tools (See About Annotating Tools on page 389.)

However, in order to view content in the *Standard Viewer*, a document must first be converted to a format that can be annotated or redacted.

In some cases the Standard Viewer has advanced viewing capabilities. For example, if a Word document has Track Changes enabled, this viewer can show the formatted changes, whereas the *Alternate File Viewer* cannot.

AccessData converts documents into an Adobe's SWF file format for viewing and editing. As a result, the *Standard Viewer* will only display files that have been converted to SWF.

If a SWF file is not available, the contents of the file will be displayed using the *Alternate File Viewer*.

Standard Viewer Featuers

In the *Standard Viewer*, you can do the following:

- Use the Annotation feature.
  See Annotating Evidence on page 388.
- Use the Unitization feature.
  See Unitizing Documents on page 396.
- Use in-document searching
  The in-document searching includes type-down capabilities and counts.

Workflow for the Standard Viewer and the Alternate File Viewer

- If the *Enable Standard Viewer* processing option is enabled, the *Standard Viewer* is the default viewer. When you click a file in the item list, if a SWF has been generated, or if the file can have a SWF generated, it will display in the *Standard Viewer*.
  If the SWF file has not yet been generated, it will do so automatically.
  If you click a file that does not support SWF, it will be displayed in the *Alternate File Viewer* instead.
- If the *Enable Standard Viewer* processing option is not enabled, by default, the *Alternate File Viewer* is used. If you then switch to the *Standard Viewer*, and if a SWF can be generated, it will be converted "on-the-fly".

Attachment Counts

You can see attachment counts on imported Emails in the *Natural* panel.

Emails imported using a load file, are constructed in the *Natural* panel using the metadata from the load file for a consistent Outlook type look and feel. In previous versions emails with attachments did not display that attachments existed unless the user imported these files as EDOCS. Now, when importing these files as EMAIL document types, the count of the attachments is now displayed in the Natural Viewer. Emails processed using evidence processing will display the attachment name rather than the attachment count.

Using the Image Panel

The *Image* panel displays image documents and electronic documents that have been converted into images from the *Natural* panel.

The *Image* panel displays the selected document as an image. You can perform annotations and make notes in this view.

Image Panel

See About Annotating Tools on page 389.

See Unitizing Documents on page 396.

To view documents in Image view

1. In *Project Review*, select a file in the *Item List* panel.
2. Click on the **Image** view tab.
   If the *Image* panel isn't showing, select the panel from the Layouts drop-down.

Using the Text Panel

The *Text* panel in *Project Review* displays the file's content as text. There are two options for viewing text:

- *Filtered* text - This is basic text that is extracted during processing (unless you used the *Quick* Processing Mode).

- *OCR* - This is text that is generated using OCR.
  See
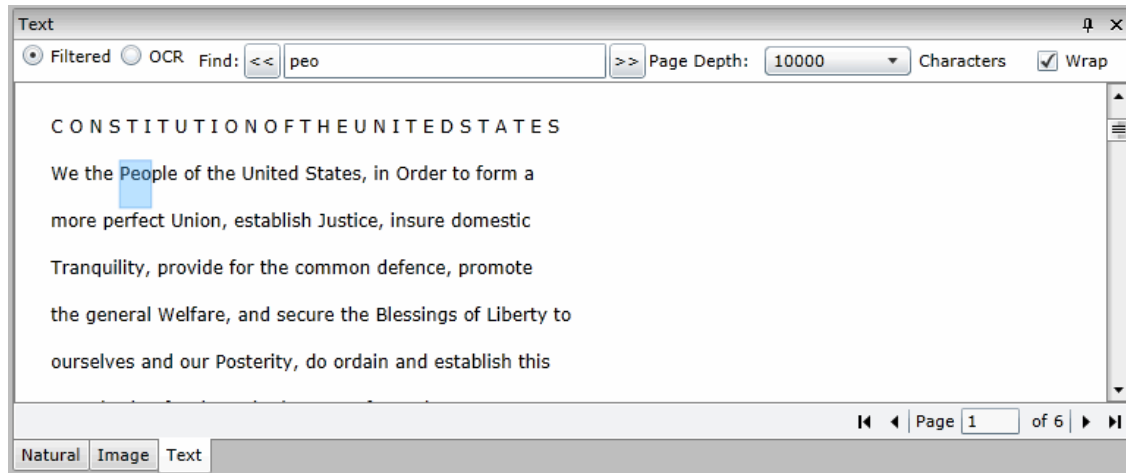
Text Panel

Elements of the Text Panel

Element	Description
Filtered / OCR	Select to view *Filtered* text or *OCR* text.
Find	Search for text in the document.
Page Depth	Limit how much text is displayed by setting the *Page Depth* in characters.
Wrap	Configure the text view so that sentences wrap if they are longer than the panel's width (on by default).

To view documents in Text view

1. In *Project Review*, select a file in the *Item List* panel.
2. Click on the **Text** view tab.
   If the *Text* panel isn't showing, select the panel from the Layouts drop-down.

Using the KFF Details and Detail Information Panels

You can show the *KFF Details* panel or the *Detail Information* panel*.*

- The *KFF Details* panel is diplayed when using the *Review* layout.

- The *Detail Information* panel is displayed when using the *CIRT* layout.
  The *Detail Information* contains tabs that allow you to view information about the selected record.

You can enable these panels by customizing the *Project Review* panels and layouts.
See Customizing the Project Review Layout on page 280.

Elements of the Detail Information Panel

Element	Description
Archived Details	Displays the details of the file path, size, and dates associated with the record.
Cerberus	Displays the Cerberus threat score for the record. You will see data for applicable files if you selected the Enable Cerberus processing option. See the *About Cerberus Malware Analysis* chapter. You can download the information as an HTM file by clicking **Download** in the bottom-right corner.
KFF Details	Displays the details of the Known File Filter for the selected record. See Using KFF (Known File Filter) on page 190.
Evidence Source	Displays the source of the evidence.

To view KFF Detail / Detail Information

1. In *Project Review*, select a layout that displays the desired panel.
2. Select a file in the *Item List* panel.
3. Click on the *KFF Detail* / *Detail Information* view tab.

Using Document Data Panels

You can use the following document data panels in Review:
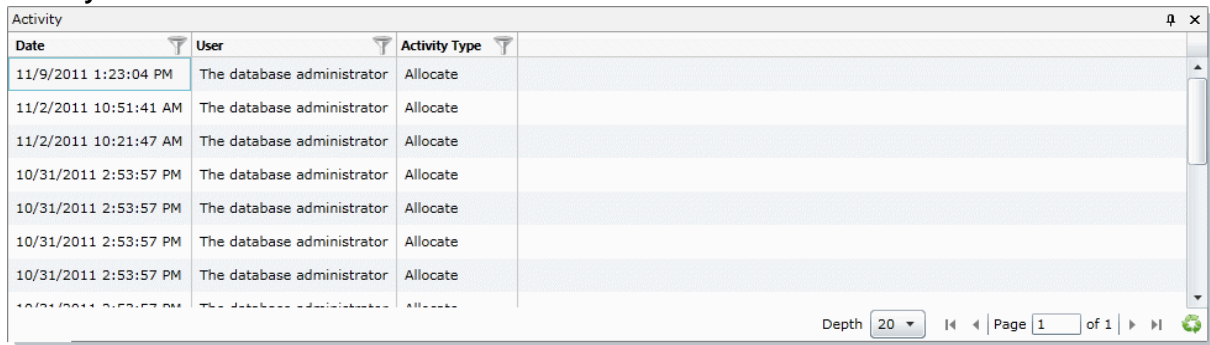
See

The Activity Panel

The *Activity* panel on the *Project Review* page lists the history of actions performed on the selected document.

Activity Panel

Activity			⏻ ×
Date ▽	**User** ▽	**Activity Type** ▽	
11/9/2011 1:23:04 PM	The database administrator	Allocate	
11/2/2011 10:51:41 AM	The database administrator	Allocate	
11/2/2011 10:21:47 AM	The database administrator	Allocate	
10/31/2011 2:53:57 PM	The database administrator	Allocate	
10/31/2011 2:53:57 PM	The database administrator	Allocate	
10/31/2011 2:53:57 PM	The database administrator	Allocate	
10/31/2011 2:53:57 PM	The database administrator	Allocate	
10/31/2011 2:53:57 PM	The database administrator	Allocate	

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Elements of the Activities Panel

Element	Description
Date Column	Displays the date of the action performed.
User	Displays the user that performed the action.
Activity Type	Displays the detailed information regarding the action performed.

The Similar Panel

The *Similar* panel in *Project Review* is used to show similarity between documents. This panel displays documents that are clustered together based on their content. The similarity is determined by running Cluster Analysis. You can perform Cluster Analysis by doing one of the following:

- When creating a project, select the *Cluster Analysis* processing option.

- After initial processing, on the *Home* page, select the project, click ➕, and click **Cluster Analysis**.

Performing Cluster Analysis will take some time after normal processing is completed. For information on performing Cluster Analysis, see the *Admin Guide* or *Project Manager Guide*.

When Cluster Analysis is run, a "K-means" algorithm is run to determine a pivot document. Other documents are then compared to the pivot. If a document has an 80% similarity to the pivot, it will be displayed in the list in the panel.

Similar Panel
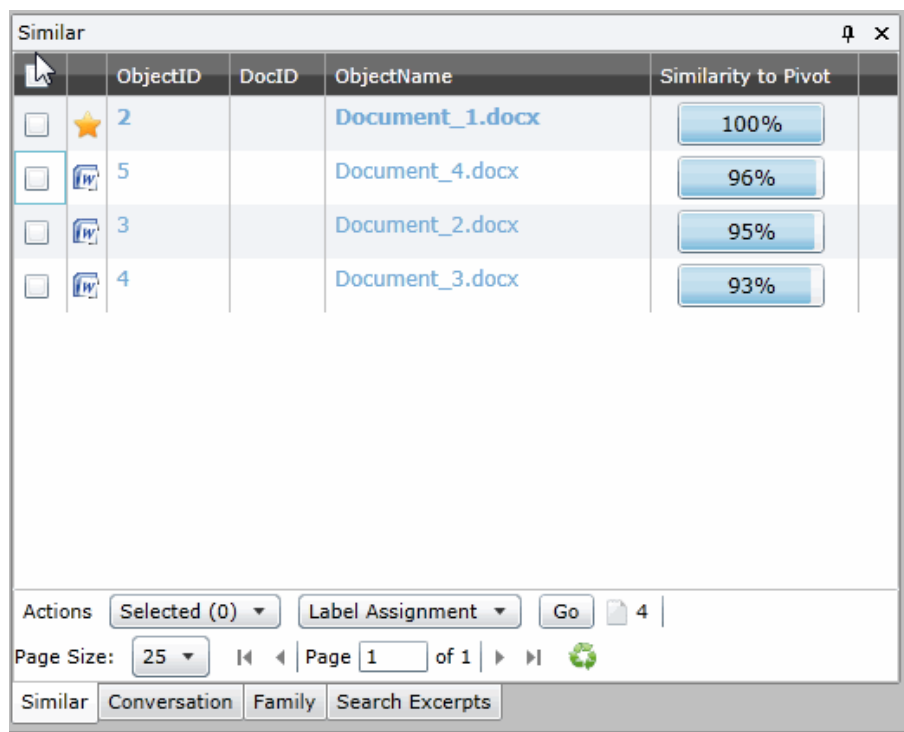
Elements of the Similar Panel

Element	Description
File list	Displays the Pivot item (designated by the gold star) and other items that are similar. The level of similarity of each item to the pivot is displayed as a percentage.
Actions	You can select items and then perform the following actions on items in the list.

Elements of the Similar Panel (Continued)

Element	Description
Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 347.
Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 377.
Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.
Go	Performs the selected action on the selected items.

The Production Panel

The *Production* panel in *Project Review* displays the history of production for the project. You can navigate to produced documents via hyperlinks in the Production panel. The ProductionDocID appears as a hyperlink in the Production panel. While viewing a source document highlighted in the Item List, you can click on the ProductionDocID in the Production panel, and the produced document opens in a new window.

When a document is produced, it is automatically linked to the original from which it was produced. When looking at the original document, you can see that it has been produced.

You can navigate to the produced documents via hyperlinks in the Production panel.

● The ProductionDocID appears as a hyperlink in the Production panel. While viewing a source document highlighted in the *Item List,* you can click on the *ProductionDocID* in the *Production* panel, and the produced document opens in a new window.

- Also, if you display produced documents in the *Item List* by filtering, the *Source ID* of a produced document appears as a hyperlink in the *Production* panel. Clicking on the *Source ID* opens the source document in a new window.

Note: Export sets do not have hyperlinks in the Production panel.

Production Panel

The Notes Panel

The *Notes* panel in *Project Review* can be used to view, navigate, and delete notes.

Notes Panel

Elements of the Notes Panel

Element	Description
Owner Column	Lists the author of the note.
Texts Column	Displays the text of the note.
Date Column	Displays the date that the note was created.
Page No Column	Displays the page on which the note was made.
Line No Column	Displays the line number on which the note was made.
Actions	You can select items and delete them. ● All: To delete all notes ● Checked: To delete checked notes ● Unchecked: To delete all the unchecked notes in the action ● This Page: To delete all the notes on the current page in the action
Go Button	Click to delete the selected items.
Depth	Select the number of documents you want visible in the *Notes* panel.
Page	Lists the page you are on and the number of pages. Click the next arrow to see the next page.
Refresh	Click the refresh button to update the *Notes* panel.

The Conversation Panel

The *Conversation* panel in *Project Review* displays email conversation threads and emails from a cluster. The Conversation panel shows any compilation of related messages that makes up a conversation. The displayed threads are those emails that are sent and answered, or forwarded emails with the originals and any string of threads that went back and forth for each message.

Emails are organized by cluster in the *Conversation* panel.

- The email clusters are displayed in a hierarchical order with the original message displayed first, followed by subsequent messages for any email that have a conversational ID.
- There may be an email in the cluster that is from the thread which is not necessarily a part of the cluster since they are a part of the thread.
- Emails may be identified because they are in the cluster, but not a part of the thread.
- Emails listed in green text are clusters
- Emails listed in black text are threads
- The icons that are displayed for each email in the hierarchy which are as follows:
  - Purple arrow from right to left is reply
  - Green arrow from left to right is sent

You can use the *Filters* panel to refine the list by:

- Who the email was sent to
- Who the email is from

● Date range

Conversation Tab
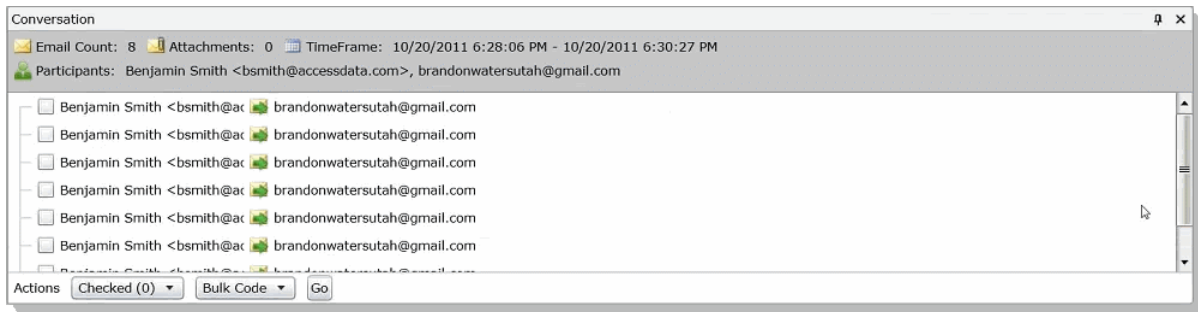
Elements of the Conversation Tab

Element	Description	
Email Count	Displays the number of emails in the thread.	
Attachments	Displays the number of attachments.	
Time Frame	Displays the time frame when the emails were sent.	
Participants	Displays the email address of the email participants.	
Actions	You can select items and then perform the following actions on items in the list.	
	Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 347.
	Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 377.
	Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.
Go	Performs the selected action on the selected items.	

The Family Panel

The *Family* panel in *Project Review* lists the family relationships for email documents. The *Family* panel shows the email message and any attachments to the message.

The *Family* panel will display related documents if you select the parent or child document.

Note: If you have a zip file containing a folder, the family relationship does not contain the folder because the folder is omitted from view.

For both the message file and the attachments, you can do the following:

- Click the item to view the item in the *Natural* panel.
- Perform actions:
  - Apply labels.
    See Applying and Removing Labels on page 347.
  - Perform Bulk Coding.
    See Coding Multiple Documents on page 377.
- Compare documents.
- Click the hyperlink to open the child or parent document in a new window.

Note: In order to avoid memory issues, the family panel will limit the amount of documents retrieved to 1000. Families will be displayed for the following types of documents: TAR, JAR, GZIP, RAR, 7ZIP, ZIP, and ZIPX. Families will not be displayed for the following type of documents: AD1, PST, NSF, OST, E01, CSV, and DII.

Family Panel

Elements of the Family Panel

Element	Description
DocID	Displays the DocID for the documents in the same family as the selected document.
ParentDocID	Displays the DocID for the parent document.

Elements of the Family Panel (Continued)

Element	Description	
AttachDocIds	Displays whether the parent document has attachments.	
ObjectID	Displays the ObjectID of the document or the the documents in the same family as the selected document.	
ObjectName	Displays the ObjectName of the document or the documents in the same family as the selected document	
Actions	You can select items and then perform the following actions on items in the list.	
	Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 347.
	Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 377.
	Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.
Go	Performs the selected action on the selected items.	

The Linked Panel

The *Linked* panel in *Project Review* displays two types of documents:

- Documents manually linked to other documents of the same project
  See
  See
- Documents linked to other documents during import

Linked Panel
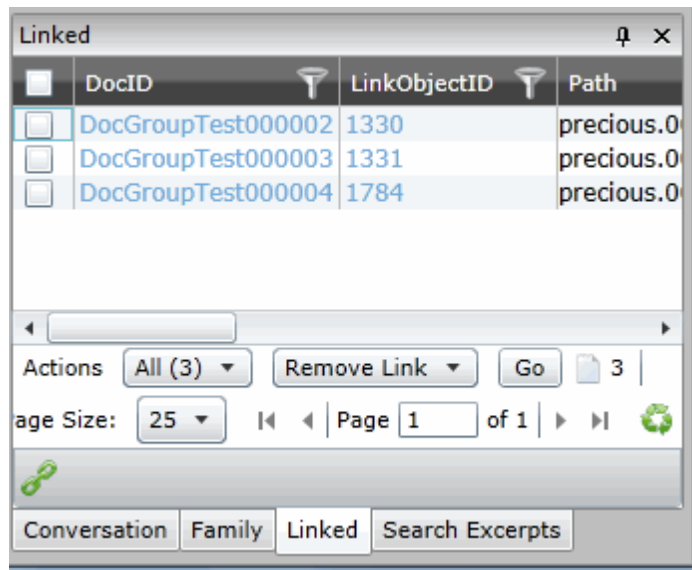
Elements of the Linked Panel

Element	Description
DocID	The DocID of the linked documents.
LinkObjectID	The ObjectID of the linked documents.
Path	The path of the linked documents.
Actions	You can remove links from a document. Select the linked documents that you want to remove.
Go	Click to execute the selected action.
Page Size	Select the number of documents you want visible in the *Linked* panel.
Page	Lists the page you are on and the number of pages. Click the next arrow to see the next page.
Refresh	Click the refresh button to update the *Linked* panel.
Link	Lets you link additional documents.
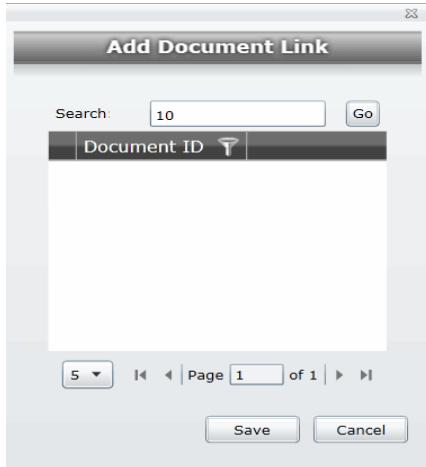
Adding a Link from the Linked Panel

You can manually link other documents.

To add a link from the Linked panel

1. Select a document that you want to add a linked document to.

2. In the *Linked* panel, click *Link*.

    The **Add Document Link** dialog appears.

Add Document Link Dialog

3. In the *Search* field, enter the DocID of the document you want to link to.
4. Press the tab button to activate the *Go* button and click **Go**.
5. Select the document you want to link to from the search results.
6. Click **Save**.

Viewing Timeline Data

You can parse and view the following types of timeline data.

- Data that is contained in CSV files that are in the Log2timeline format
- EVTX event logs

You can view the data in the *Alternate File Viewer* of the *Item List*.

The individual records from the original files will be interspersed with other data, giving you the ability to perform more advanced timeline analysis across a very broad set of data. In addition you can leverage the visualization engine to perform more advanced timeline based visual analysis.

To process timeline files, there is a *Timeline Options* processing option. This option is not enabled by default.

You can view timeline data in one of two ways:

View the original files, such as the CSV or EVTX	In the *Item List*, you can see the original files. When you select a file, you can view the information that is contained in each file in the *File Content* pane .
Expand file data out as individual records	When you expand timeline files, each record is extracted. As a result, in the *Item List*, each record is shown as its own item.
	If you expand Log2Timeline files into separate records, you can also use columns to view each field.
	See the table Log2timeline CSV fields (page 323)

To expand timeline files and view individual records

1. Create a new project.
2. In the Processing Options, select **Expand Additional Timeline Events**.
3. Include a timeline file, such as a Log2timeline CSV or EVTX file in your evidence and process it.
4. In *Review*, in the *Item List*, you can click and view the contents of original file.
5. You can also view the expanded individual records in individual rows.
   Log2Timeline items have *row #...* in the *ObjectName*.
   EVTX items have a event # ... in the *ObjectName*.
6. You can use the Timeline view to sort items by data and time.
   See Using the Timeline View on page 295.

To filter timeline data

1. You can filter your data to find timeline data.
   For example, you can find Log2Timeline data by using the *File Category > Other Known Types* facets:
   - The original zip files: *Log2t CSV logs*
   - The expanded entries: *Log2t CSV log entries*
   You can find EVTX data by using the *File Category > OS/File System Files* facets:
   - The original EVTX files: *Windows EVTX Events*
   - The expanded entries: *Windows EVTX Event*

To add Log2Timeline-related columns in the Item List

1. In Review, click **Options** > **Columns**.

2. Add one or more **Log2T** columns.

3. Click **OK.**

Log2timeline CSV fields

Log2t Desc	A description field, this is where most of the information is stored. This field is the full description of the field, the interpreted results or the content of the actual log line..
Log2t Extra	Additional information parsed is joined together and put here. This 'extra' field may contain various information that further describe the event. Some input modules contain additional information about events, such as further divide the event into source IP's, etc. These fields may not fit directly into any other field in the CSV file and are thus combined into this 'extra' field.
Log2t Filename	The full path of the filename that contained the entry. In most input modules this is the name of the logfile or file being parsed, but in some cases it is a value extracted from it, in the instance of $MFT this field is populated as the name of the file in question, not the $MFT itself.
Log2t Format	The name of the input module that was used to parse the file. If this is a log2timeline input module that produced the output it should be of the format Log2t::input::NAME where name is the name of the module. However other tools that produce l2t_csv output may put their name here.
Log2t Host	The hostname associated with the entry, if one is available.
Log2t Inode	The inode number of the file being parsed, or in the case of $MFT parsing and possibly some other input modules the inode number of each file inside the $MFT file.
Log2t MACB	The MACB or legacy meaning of the fields, mostly for compatibility with the mactime format.
Log2t Notes	Some input modules insert additional information in the form of a note, which comes here. This might be some hints on analysis, indications that might be useful, etc. This field might also contain URL's that point to additional information, such as information about the meaning of events inside the EventLog, etc.
Log2t Short	The short description of the entry, usually contains less text than the full description field. This is created to assist with tools that try to visualize the event. In those output the short description is used as the default text, and further information or the full description can be seen by either hovering over the text or clicking on further details about the event.
Log2t Source	The short name for the source. This may be something like LOG, WEBHIST, REG, etc. This field name should correspond to the type field in the TLN output format and describes the nature of the log format on a high level (all log files are marked as LOG, all registry as REG, etc.)
Log2t SourceType	A more comprehensive description of the source. This field further describes the format, such as "Syslog" instead of simply "LOG", "NTUSER.DAT Registry" instead of "REG", etc.
Log2t User	The username associated with the entry, if one is available.
Log2t Version	The version number of the timestamp object.

Viewing Graphics and Videos

In the Natural panel, you can view the following kinds of media files that are in your project:

- View graphics files (such as JPEG, GIF, PNG)
- Play video files
  The following video files are supported:

3G2	AVI	MP4	SWF	FLAC
3GP	FLV	MPG	VOB	MKV
ASF	M4V	RM	WMV	WTV
ASX	MOV	SRT	OGG	WEBM

- View video thumbnail files
  How videos are viewed is in part determined by the video processing options that were used when the project was created. For example, you can view video thumbnails that were created at certain intervals. To view thumbnails for video files, you must first enable the Generate (Video) Thumbnails processing option when you create a project.

  See Evidence Processing and Deduplication Options on page 66.

  You can use the Thumbnail View to rapidly scan through the visual contents in a video file, without having to launch and watch the entire video.

  See Using the Thumbnail View on page 297.

To find graphics and media files

- ❖ Do the following:
  - Use filters, such as *File Category* or *File Extensions.*
  - Use the *Thumbnails View.*
    See Using the Thumbnail View on page 297.

To play a video file

1. Select a video file in the *Item List* or *Thumbnail View.*
2. Click the play button in the *Natural Panel.*
   You can change the volume and expand the video viewer.

Chapter 31
Working with Transcripts and Exhibits

Working with Transcripts

Reviewers can view and annotate transcripts using the *Transcripts* panel in *Project Review.* Project managers with the Upload Exhibits, Upload Transcripts, and Manage Transcripts permissions can upload transcripts, create transcript groups, grant transcript permissions to users, and upload exhibits.

You can also work with video transcripts.

See

Formatting Transcripts

The following transcripts formats are supported:

- ASCII text
- LEF
- EXE

A court reporter's computer-aided transcription ("CAT") system should include the option to save or export a transcript in Summation or Amicus format, both of which are compatible with Summation.

If, however, a court reporter's CAT system does not allow export to Summation or Amicus format — or if a court reporter uses word-processing software to produce a transcript and does not have the option to export a transcript in Summation or Amicus format — the specifications and accompanying illustration below will guide you in creating a Summation-compatible transcript file. Conforming to this specification will save Summation users transcript-loading time, avoid formatting errors, enhance searching capability, and enhance note-location accuracy.

You can convert transcript files to SWF files which will allow them to be displayed in the Standard Viewer panel rather than in the separate transcript.

Summation Preferred Transcript Style Specification

- Transcript size is less than one megabyte
- Page number specification:
  - All transcript pages are numbered
  - Page numbers appear next to the left margin, with the first digit of the page number appearing in Column 1. (See illustration of column numbers and transcript elements below.)

- Page numbers appear at the top of each page
- Page numbers contain at least four digits, including zeros, if necessary. For example, Page 34 would be shown as "0034" or "00034"
- The very first line of the transcript (Line 1 of the title page) contains the starting page number of that volume. For example, "0001" or "00001" if the volume starts on Page 1; "0123" or "00123" if the volume starts on Page 123.

● All lines in the transcript are numbered

● Line numbers appear in the Columns 2 and 3

● Text starts at least one space after the line number. (We recommend starting text in Column 7)

● No lines are longer than 78 characters (letters and spaces)

● If possible, there are no page breaks. If you must include them, they should be on the line preceding the page number

● There is a consistent number of lines per page if neither page breaks nor Summation's page number format are used

● No headers or footers appear, except for headers bearing page numbers only

● In the example below, the column numbers at the top designate how many spaces from the left margin a given transcript element should occur

In the example below, the column numbers at the top designate how many spaces from the left margin a given transcript elements should occur.

Summation Preferred Transcript Style


```
Column numbers:    1234567

No page breaks,        22   Q     Okay.  Will you produce that in 14 days,
headers or footers     23   please?
                       24   A     Okay.
Zero-filled          (00028)
page numbers            1   Q     Off the top of your head, how many appraisals
start in Column 1       2   do you have pending?
                        3   A     Nine, I believe.
Line numbers          ( 4 ) Q     Okay.  How many properties do you have listed
start in Column 2       5   for sale?
                        6   A     I think there's only one that's currently
Text starts             7   listed.
in Column 7             8   Q     Okay.  Are you sharing any listings or
                        9   appraisals with any other brokers or appraisers?
```

Tips for Working With Word-Processed Transcripts

Sometimes word-processed transcripts (e.g., those produced using Microsoft Word) may not display correctly in Summation. This is because, even if the word-processed transcript is exported to ASCII or TXT format, word-processing programs leave behind embedded formatting characters that interfere with proper display in Summation. If you open a word-processed transcript in Microsoft WordPad and see unusual characters, the transcript may need to be edited before loading into Summation. The closer the transcript files are to pure ASCII or TXT format, the better.

The following are some suggested methods to remedy these issues. Success depends on how heavily a transcript has been formatted; e.g., graphics contained in the footers.

Using Generic/Text Only Printer

Reporters can try using word-processing software to create a PRN file, rather than create an ASCII file.

Make a copy of your transcript within the word-processing program to use as a test file and format it in this way:

To format a transcript for a generic/text only printer

1. All pages must have a page number, including the title page, appearance page, etc.
2. The page number should appear at the top of each page.
3. Delete all headers, except for page numbers.
4. Delete all footers.
5. Make sure all lines are numbered.
6. For Microsoft Word transcripts, it may help to select **Use printer metrics to lay out document**. You can find this option in Microsoft Word by selecting **File > Options > Advanced**. Scroll to the bottom of the pane, expand **Layout Options** and select **Use printer metrics to lay out document**.
7. Print the file, selecting Generic/Text Only as the printer. See Adding Generic/Text Only as a Printer on page 327.
8. When prompted, save the file to .PRN format (or as Printer Files in Windows 7).
9. Save the file to a location that you will remember later, such as your Desktop.
10. Open the . PRN file with Notepad to view the result. You can then also save it as a .TXT file.

Adding Generic/Text Only as a Printer

Follow the instructions below to add **Generic / Text Only** as a printer.

These steps may vary somewhat, depending on which version of Windows you are running. The screens may also look slightly different, depending on your view options.

To add Generic/Text Only as a printer

1. In Control Panel, double-click Devices and Printers to open the Devices and Printers screen. Select Add a printer.
2. Select the **Add a local printer option**. Click **Next**.
3. In the **Choose a printer port screen**, choose **Use an existing port and select FILE: (Print to File)** from the drop-down menu. Click **Next**.
4. In the *Install the printer driver* screen, scroll down the list of *Manufacturers* and choose **Generic**. In the *Printers* list, Select **Generic/Text Only**. Click **Next**.
5. The printer is named **Generic/Text Only** by default. This is the name which appears on the list of printers that you select from when printing. Click **Next**.
6. In the **Printer Sharing** screen, select **Do not share this printer**. Click **Next**.
7. In the *You've successfully added Generic/Text Only* screen, uncheck **Set as the default printer**. Click **Finish**.
8. The **Generic/Text Only** printer icon now displays in the *Devices and Printers* folder.

Additional Suggestions

You can use also takes the following actions:

- **Fix "curly" quotes**

  If unusual characters (such as "smart" or "curly" quotes - "") occur within the word-processed transcript and are causing display issues in Summation, convert them to regular characters before creating a text file. For specific instruction, consult your world-processing program's Help file.

- **Convert file via a CAT system**

  Alternatively, try importing a word-processing ASCII file into a CAT system. Apply the CAT system's standard transcript formatting, then export the file in a Summation-friendly format: Amicus, CAT-generated ASCII or Summation. Sometimes condensed-printing programs can also successfully perform this conversion.

- **Double-check transcript page-and-line integrity**

  Whatever method you choose, check the page-and-line integrity of the transcript in Summation with that of the original transcript to ensure that the text appears in the correct position.

The Transcript Panel

The *Transcripts* panel in *Project Review* displays transcripts for the project. You can add and edit notes in the transcript view.

Transcript Panel
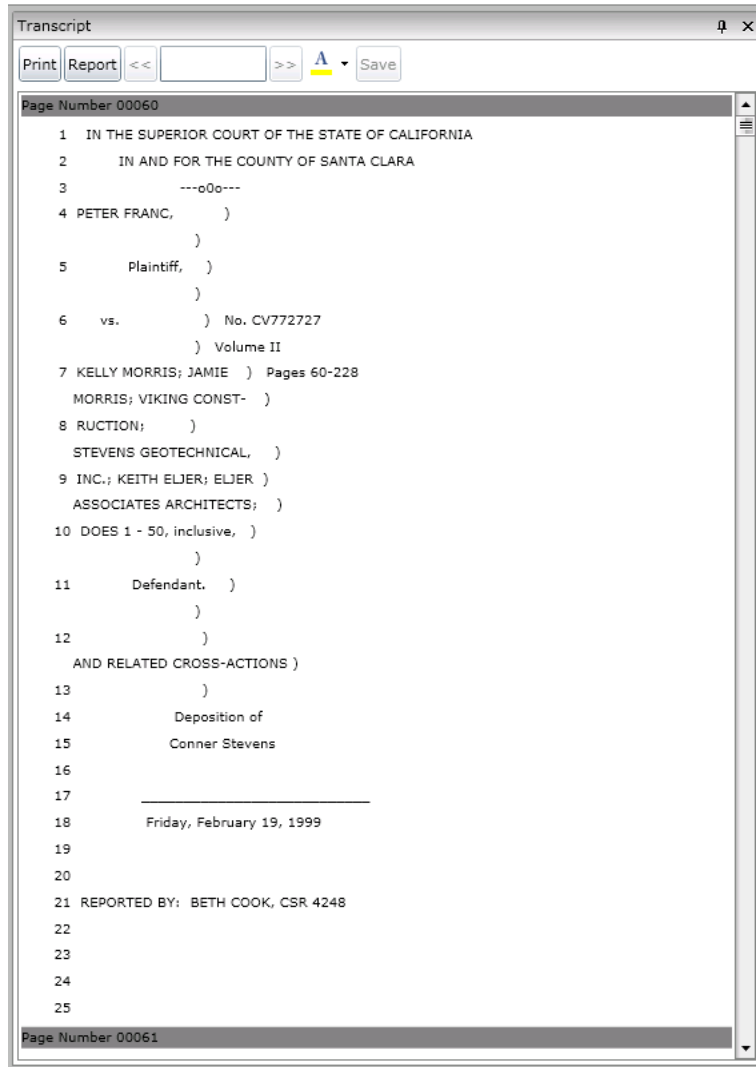
Elements of the Transcript Panel

Element	Description
Print Button	Click to print the transcript.
Report	Click to print a report of the transcript with notes and highlights optionally included. To generate a report listing issues, highlights and notes that occur across multiple transcripts, see Generating Reports on Multiple Transcripts (page 334)
Search Field	Enter text that you want to search for in the selected transcript.

Elements of the Transcript Panel (Continued)

Element	Description
Previous Button	Click to go to the previous hit of the search term.
Next Button	Click to go to the next hit of the search term.
Transcript Name	The name of the transcript appears in the title bar.
Previous Page Button	Click to go to the previous page in the transcript.
Page Field	Displays the current page that you are on in the transcript. You can enter a page number to quickly jump to a desired page in the transcript.
Next Page Button	Click to go to the next page in the transcript.

Viewing Transcripts

To view transcripts

1. In the *Project Review*, ensure the *Project Explorer, Item List* and *Transcript* panels are showing.

2. In the *Project Explorer*, in the *Document Tree*, expand the *Transcript* folder.

3. Select the Transcript Groups that you want to view and click ✔ (*Apply*) on the *Project Explorer* panel.

4. In the *Item List* panel, select the transcript you want to view.
   The transcript appears in the *Transcript* panel.

Note: When the *Enable Standard Viewer* processing option is enabled for the project, you can also view transcripts in the *Standard Viewer*.

Annotating Transcripts

Reviewers with the *Add Annotations* permission can annotate transcripts in the *Transcripts* panel.

You can add the following annotations to a transcript:

- See Adding a Note to a Transcript on page 330.
- See Adding Highlights to a Transcript on page 331.
- See Adding Links to a Transcript on page 331.

Adding a Note to a Transcript

Reviewers with the Add Notes permission can add notes to transcripts in the *Transcripts* panel of the *Project Review*. Notes can be viewed and deleted from the *Notes* panel for users with the View Notes and Delete Notes permission.

See The Notes Panel on page 315.

To add a note to a transcript

1. View a transcript in the Transcripts panel.
   See Viewing Transcripts on page 330.

2. In the Transcripts panel, highlight the text to which you want to add a note.

3. Right-click and select **Add Note**.

4. In the *Create Note View* dialog, enter a note in the *Note* field.

5. Select a *Date* for the note.

6. (Optional) Check issues related to the note.

   Note: If you check an issue that has a color associated with it, the selected text will be highlighted that color.

   ---

7. Check the groups with which you want to share the note.

8. Click **Save**.

Adding Highlights to a Transcript

Reviewers with the Add Annotations permission can add highlights to a transcript in the *Transcripts* panel of *Project Review*.

To add a highlight

1. Log in as a user with Add Annotations permission.

2. Click the *Project Review* button [icon] in the *Project List* panel next to the project.

3. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 330.

4. In the *Transcripts* panel, expand the color drop-down and select a color for your highlight.

Color Drop-down
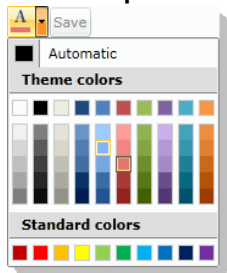
5. Highlight the text and a highlight is added.

Adding Links to a Transcript

Reviewers with the Add Annotations permission can add links to transcripts in the *Transcripts* panel of *Project Review*. Transcripts can be linked to other transcripts or to other documents.

Linking to Another Transcript

To link to another transcript

1. Log in as a user with Add Annotations permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 330.

4. In the Transcripts panel, highlight the text to which you want to add a link.

5. Right-click and select **Add Transcript Link**.

Add Transcript Link
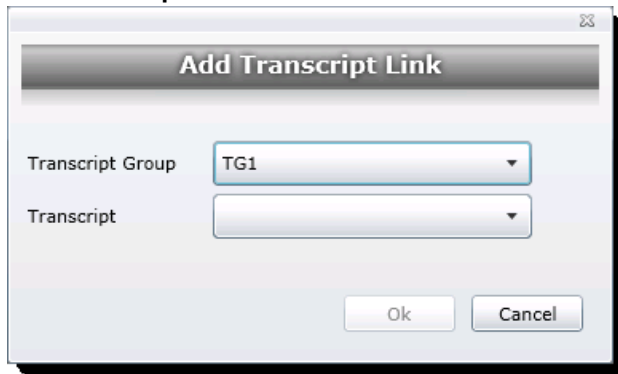
6. In the *Add Transcript Link* dialog, select the **Transcript Group** that contains the transcript to which you want to link.

7. In the **Transcript** drop-down, select the transcript to which you want to link.

8. Click **Ok**.

Linking to a Document

To link to another transcript

1. Log in as a user with Add Annotations permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 330.

4. In the Transcripts panel, highlight the text to which you want to add a link.

5. Right-click and select **Add Document Link**.

Add Document Link
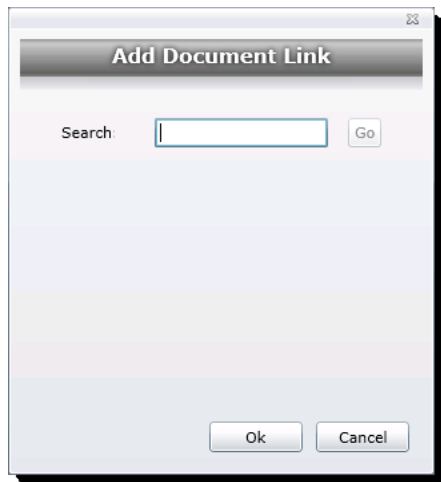
6. In the *Search* field, enter the DocID of the document you want to link to.

> **Note:** If you want to see a list of DocIDs, enter a wildcard (*) and click Go.

7. Click **Go**.
8. Select the document you want link to from the search results.
9. Click **OK**.

Searching in Transcripts

You can search within a transcript by keyword using the *Transcripts* panel.

To search within a transcript

1. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 330.
2. Enter a keyword in the search field.
3. Click the **Next** button to see the first instance of the keyword. The keyword is highlighted in the transcript.
4. Click the **Next** or **Previous** buttons to see more instances of the keyword.

Displaying Selected Notes

You can display selected notes in the transcripts. This allows you to control which notes to display or hide from view. Filter the notes either by owner or by issues.

To display selected notes within a transcript

1. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 330.
2. Click **Notes**. Click **Apply Filter**.
3. Click either the **By Owner** or **By Issues** radio button.

4. (optional) You can select owners or issues individually. Click **Select All** to select all the owners/issues or **Select None** to clear the check boxes.

5. Click **Apply**.

6. Once the Notes filter has been applied, the filter icon appears orange.

7. (optional) To clear the filter, click the filter icon again.

Displaying Selected Highlights

You can display selected highlights in the transcripts. This allows you to control which highlights to display or hide from view. Filter the highlights either by owner or by color.

To display selected notes within a transcript

1. View a transcript in the *Transcripts* panel.
   See

2. Click **Highlights**. Click **Apply Filter**.

3. Click either the **By Owner** or **By Color** radio button.

4. (optional) You can select owners or colors individually. Click **Select All** to select all the owners/colors or **Select None** to clear the check boxes.

5. Click **Apply**.

6. Once the Highlights filter has been applied, the filter icon appears orange.

7. (optional) To clear the filter, click the filter icon again.

Opening Multiple Transcripts

You can open multiple transcripts in by using the mass actions. This will allow you to view multiple transcripts at once. Each transcript opens in a new window.

To open multiple transcripts

1. In the *Item List Grid*, check the transcripts that you want to open.

2. In the first *Actions* drop-down, select **Checked**.

3. In the second *Actions* drop-down, select **View Transcripts**.

4. Click **Go**.

5. Click **OK**.
   The transcripts open in their own windows.

Generating Reports on Multiple Transcripts

You can generate a report listing issues, highlights and notes that occur across multiple transcripts.

To generate the report

1. In *Project Explorer*, click on the *Explore* tab.

2. Right-click **Transcripts**.

3. Select **Transcript Report**.

4. In the *Transcript Report* dialog, select the notes, issues, and highlights on which you want to generate a report. You can select either just your notes and/or highlights or you can select all users' notes and/or highlights.

5. Click **Generate Report**.

    The report will display all the transcripts that have those selected notes, issues, and highlights in common. You can export this report to PDF.

Working with Video Transcripts

You can upload and view digital video transcripts with synchronization of the transcript text with the video portion of the transcript. In the Natural panel, you can view the video and the textual transcript side-by-side.

Video transcripts are composed of two primary files that contains the text of the transcript along with syncing information, and a video file.

The following video transcript formats are supported:

● SBF

● MDB

The following video formats are supported:

● MP4

    You can convert other video formats, such as MPG. When uploading other formats they will be converted to MP4.

The synchronization of the video and text transcript is controlled by the synchronisation information contained in the SBF or MDB file. The text is linked to time segments of the video. You can pause, restart, or skip sections in the video.

You can annotate the text of video transcripts.

See Annotating and Unitizing Evidence on page 386.

To upload and view video transcripts

1. In *Review*, in the *Project Explorer* pane, click the *Explore* tab.

2. Right-click **Transcripts** and click **Upload Video Transcript**.

3. Browse to and select the transcript file and the video file.

4. Enter any of the following information:

    ● Transcript Groups

    ● Deponent

    ● Deposition Date

    ● Deposition Volume

    ● If the transcript contains unnumbered preamble pages.

5. Click **Upload Transcript**.

    If the file that you selected is not an MP4 file, the file is uploaded and converted. This may take several minutes. (Gear icons in the top right of the console will display and spin during conversion.)

6. In the *Project Review*, ensure the *Project Explorer, Item List* and *Transcript* panels are showing.

7. In the *Project Explorer*, in the *Document Tree*, expand the *Transcript* folder.

8. Select the Transcript Groups that you want to view and click ✅ (*Apply*) on the *Project Explorer* panel.

9. In the *Item List* panel, select the transcript you want to view.

    The transcript appears in the *Transcript* panel.

10. To view the video, open the *Natural* panel.

    If the video file is still being converted, there will be a video box with the message, *No Converted Video Found.*

    You will need to refresh the panel until the video conversion is complete.

11. When the video completes loading, click > play.

Culling Transcripts and Exhibits

Using the Explorer Panel to Cull Transcripts and Exhibits

You can use the *Explorer Panel* to cull the transcripts and exhibits in a project.

To use the Explorer panel to view transcripts and exhibits

1. In Project Review, in the *Project Explorer* panel, open the *Explorer* tab.
2. Clear the top (project) item.
3. Select the *Transcripts* or *Exhibits* nodes that you want to view and click ✓.

   See The Explore Tab on page 302.

Using Object Type Facets to Cull Transcripts and Exhibits

You can use facets to cull the transcripts and exhibits in a project.

To use facets to view transcripts and exhibits

1. In Project Review, in the *Project Explorer* panel, open the *Facets* tab.
2. Expand the *General > Object Types* category.
3. Expand the *Files & Email* category.
4. Select the *Transcripts* or *Exhibits* facets that you want to view and click ✓.

   See Filtering Data in Case Review on page 432.

The Exhibits Panel

The *Exhibits* panel in the *Project Review* displays the exhibits for the selected transcript.
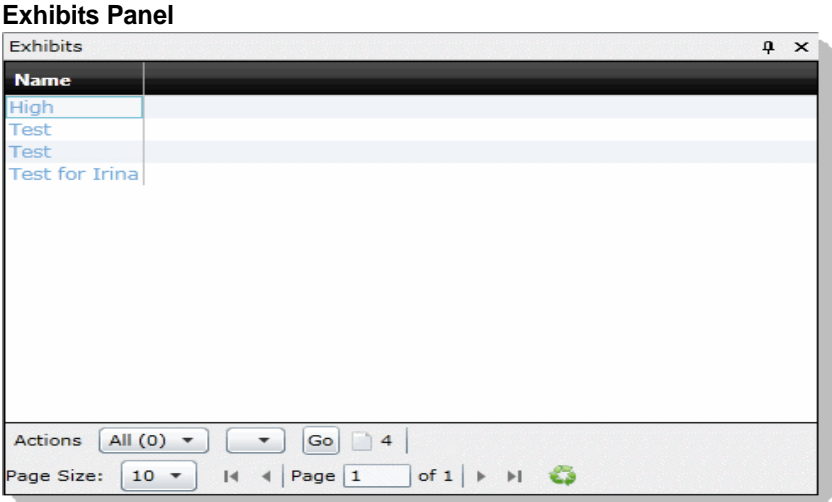
Exhibits Panel

Elements of the Exhibits Panel

Element	Description
Name	Lists the name of the exhibit for the selected transcript.
Actions Drop-down All	Select to perform a mass action.
Action 2nd Drop-down	Select the action that you want to perform.
Go	Click to start the mass action.

Viewing Exhibits

You can use the *Exhibits* panel to view the list of exhibits for the selected transcript. Exhibits are imported by the project manager.

To view exhibits

1. In the *Project Review*, ensure the *Project Explorer*, *Exhibits*, *Item List*, and *Natural* panel are showing.
2. Select a transcript group in the *Project Explorer*.
3. In the *Item List*, select a transcript.
4. In the *Exhibits* panel, select an exhibit.
   The exhibit is displayed in the *Natural* panel.

Chapter 32

Imaging Documents

Reviewers with the Imaging permission can convert multiple documents to an image using the *Imaging* mass action in the *Item List* panel.

Converting a Document to an Image

To convert documents to an image

1. Log in as a user with Imaging permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure the *Item List* panel is showing.

4. In the *Item List* panel, check the documents that you want to convert to images. Skip this step if you are converting all the documents to images.

5. In the first *Actions* drop-down at the bottom of the panel, do one of the following:

   - Select **Checked** to convert all the checked documents.

   - Select **All** to convert all documents, including documents on pages not visible.

6. In the second *Actions* drop-down, select **Imaging**.

7. Click **Go**.

Document Conversion Dialog General Options
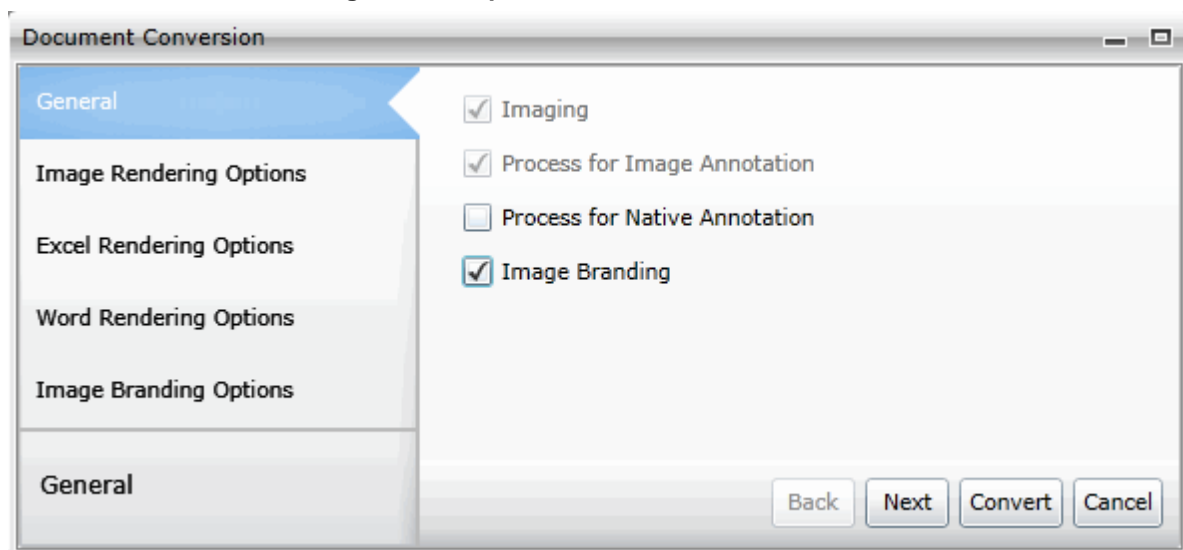
8. In the General tab of the Document Conversion dialog, make your selections and click **Next**. The following options are available.:

General Options

Option	Description
Imaging	Check to create an image of the documents.
Process for Image Annotation	Check to create an image that will appear in the Image panel for annotation.
Process for Native Annotation	Check to create an image that will appear in the Natural panel for annotation.
Image Branding	You can brand the PDF or TIFF image pages with several different brands and in several different locations on the page. See Production Set Image Branding Options on page 502.

Image Rendering Options
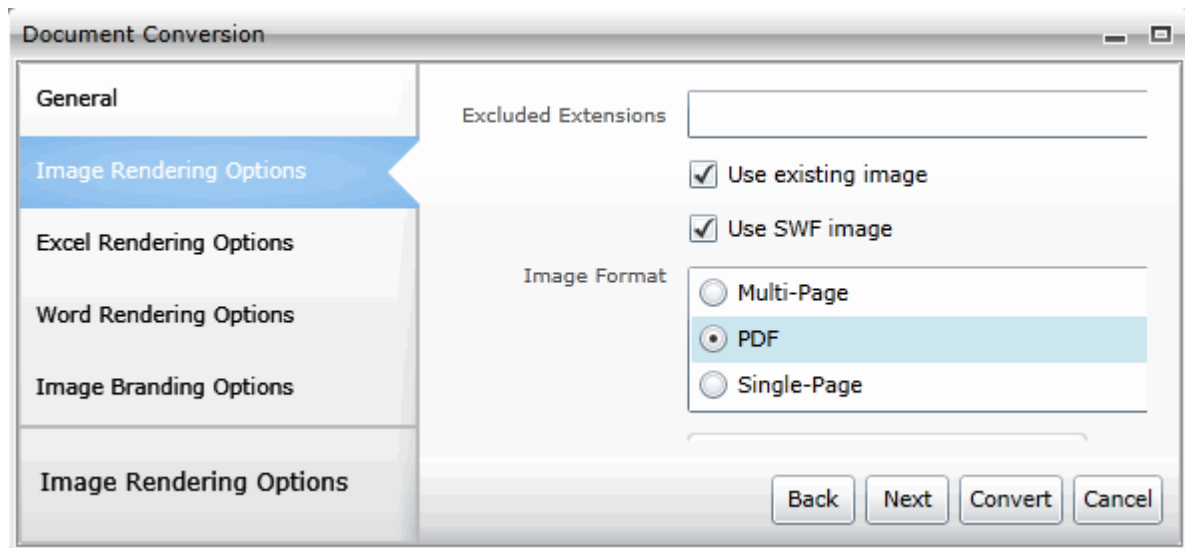
9. In the Image Rendering Options, make your selections and click **Next**.

The following options are available:

Image Rendering Options

Option	Description
Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. For example, EXE, DLL, and COM. This field does not allow the use of wild card characters.
Use existing image	Enabled by default. When there is an existing image, regardless of its format, that image is used. If the image exists and contains branding but is in a format other than the one selected, the image is preserved.
Use SWF image	Enabled by default. The document will be imaged using the PDF that was created when generating the SWF rather than using the native document.

Image Rendering Options (Continued)

Option	Description
Image Format	Select which format you want the native file converted to: • **Multi-page** - one TIFF image with multiple pages for each document. • **PDF** - (Default option) One PDF file with multiple pages for each document. • **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images. **Note: Rendering a document into a TIFF image causes the image to appear black and white, without any grayscale. If you want the tonality of grayscale in the image, select Produce Color JPGs for Provided Extensions.**
TIFF Compression	• **CCITT3 (Bitonal)** - Produces a lower quality black and white image. • **CCITT4 (Bitonal)** - Produces a higher quality black and white image. • **LZW (Color)** - Produces a color image with LZW compression. • **None (Color)** - Produces a color image with no compression (This is a very large image). • **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
Produce Color JPGs for Provided Extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.

Excel Rendering Options
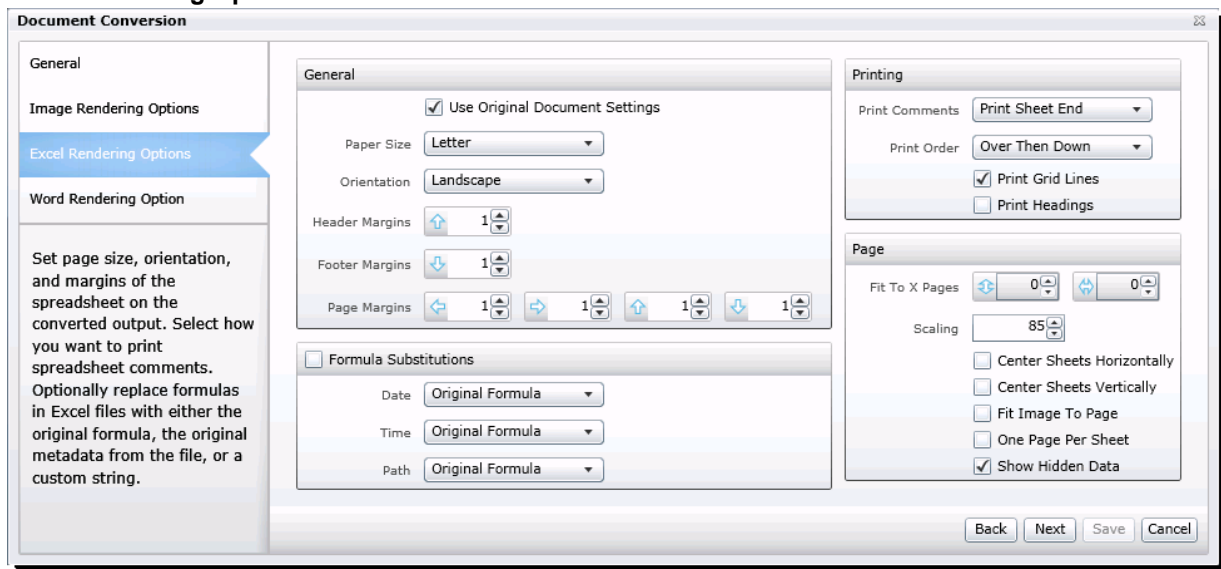
10. In the *Excel Rendering Options*, make your selections and click **Next**. The following options are available:

Excel Rendering Options

Option	Description
Use Original Document Settings	Check to use the settings from the original document.
Paper Size	Select the size of the paper that you would like to use for the image.
Orientation	Select the orientation of the paper that you would like to use for the image.
Header Margins	Set the size of the Header margin of the image (in inches).
Footer Margins	Set the size of the Footer margin of the image (in inches).
Page Margins	Set the size of the page margins of the image (in inches).
Formula Substitutions	Check if you want to set the options of the formula substitutions in the image of the excel document.
Date, Time, and Path	Set how you would like the image to deal with formulas found in the excel file. The following options are available: ● Original Formula: Select to keep the original formulas in the excel file. ● Custom Text: Select to replace the formulas with the text you provide. ● Original Metadata: Select to keep the original metadata of the excel file.
Print Comments	Select how you would like to treat comments in the image: ● Print in Place: Select to have the comments appear where they are in the document. ● Print No Comments: Select to not include comments in the image. ● Print Sheet End: Select to have the comments appear at the end of each sheet in the image.
Print Order	Set the print order: ● **Over then Down**: For use with Excel spreadsheets that may not fit on the rendered page. For example, if the spreadsheet is too wide to fit on the rendered page, you can choose to print left to right first and then print top to bottom. ● **Down then Over**: For use with Excel spreadsheets that may not fit on the rendered page. For example, if the spreadsheet is too wide to fit on the rendered page, you can choose to print top to bottom first and then print left to right.
Print Gridlines	Check to include the gridlines of the spreadsheet in the image.
Print Headings	Check to include the headings of the spreadsheet in the image.
Fit to X Pages	Set the number of pages that you want the information to shrink to fit on.
Scaling	Set the scale that you want to shrink or expand the content to on the image page.
Center Sheets Horizontally	Check to center the sheet horizontally on the page.
Center Sheets Vertically	Check to center the sheet vertically on the page.
Fit Image to Page	Check to fit the image to the page.
One Page Per Sheet	Check to put each sheet on its own page.

Excel Rendering Options (Continued)

Option	Description
Show Hidden Data	Check to include hidden rows or columns in the image.

Word Rendering Options
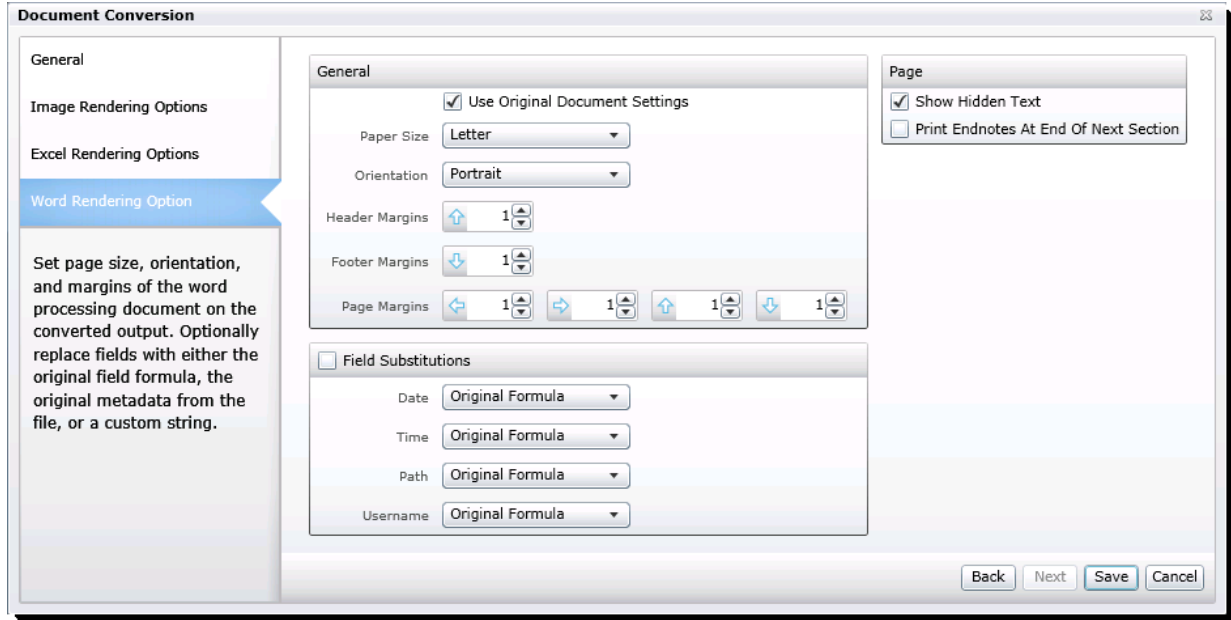
11. In the *Word Rendering Options*, make your selections and click **Next**. The following options are available:

Word Rendering Options

Option	Description
Use Original Document Settings	Check to use the settings from the original document.
Paper Size	Select the size of the paper that you would like to use for the image.
Orientation	Select the orientation of the paper that you would like to use for the image.
Header Margins	Set the size of the Header margin of the image (in inches).
Footer Margins	Set the size of the Footer margin of the image (in inches).
Page Margins	Set the size of the page margins of the image (in inches).
Field Substitutions	Check if you want to set the options of the field substitutions in the image of the word document.
Date, Time, Path, and Username	Set how you would like the image to deal with fields found in the Word file. The following options are available: ● Original Formula: Select to keep the original formulas in the file. ● Custom Text: Select to replace the fields with the text you provide. ● Original Metadata: Select to keep the original metadata of the file.
Show Hidden Text	Check to include hidden text in the image.

Word Rendering Options

Option	Description
Print Endnotes at End of Next Section	Check to include the endnotes at the end of the next section in the image.

12. Click **Save**.

Viewing Image Page Counts

You can display the *ImagePageCount* column in the *Item List* which shows the total number of pages in produced images. This column is also populated if you bulk image or import images.

See Selecting Visible Columns on page 290.

This is a virtual column which does not support search, column level filtering, tagging layout fields, and production/export fields. You can export it to CSV.

Image on the Fly

Note: This section only applies if you have not used the default processing option of *Enable Standard Viewer*. With that option enabled, a SWF file is automatically generated for most files. See Using the Standard Viewer and the Alternate File Viewer on page 306.

When viewing a document in its native format in the Natural panel, you can create an image of the document so that you may annotate it.

Once an image has been annotated, you cannot create another image of the record on teh fly. However, you can still use the mass operations imaging to create an image.

See Converting a Document to an Image on page 339.

To create n image on the fly

1. Log in as a user with Imaging permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure the *Item List*, *Natural*, and *Image* panels are showing.

4. In the *Item List* panel, select the document for which you want to create an image.

5. In the *Natural* panel, click the **Create Image** button.

6. An image is created and opened in the *Image* panel. Make your annotations as usual.

Chapter 33
Applying Tags

The Tags Tab

The *Tags* tab in the *Project Explorer* can be used to create labels, create issues, view categories, create category values, create production sets and create Case Organizer objects. You can view documents assigned to tags using the *Tags* tab in the *Project Explorer*.

Project managers create labels and issues for the reviewer to use.

Tags tab in Project Explorer
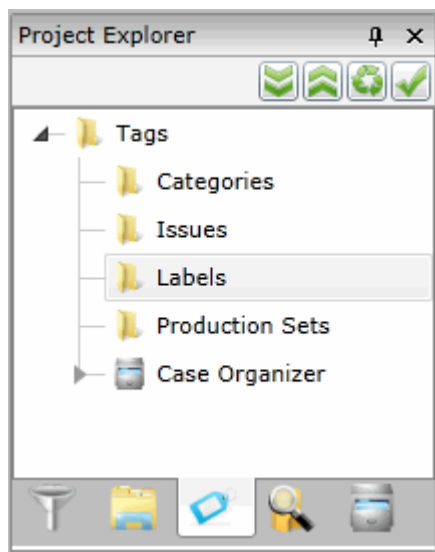
Elements of the Tags tab

Elements	Description
Categories	Displays all the existing categories for the project. Right-click to create category values. See Viewing Documents with a Category Coded on page 351.
Issues	Displays all the existing issues. Right-click to create a new issue for the project. See Viewing Documents with an Issue Coded on page 351.

Elements of the Tags tab

Elements	Description
Labels	Contains all the existing labels. Right-click to create a new label for the project. See Viewing Documents with a Label Applied on page 351.
Production Sets	Check to include Production Sets in your search. Right-click to create Production Sets. See Creating Production Sets on page 488.
Case Organizer	Displays all the existing case organizer objects for the project. Right-click to create new objects. See Using the Case Organizer on page 353.

Using Labels

Applying and Removing Labels

You can apply existing labels to the evidence items in your project.

Project Managers must first create the labels for a project before you can apply them.

You can apply labels using one of two methods:

- Applying Labels using an Item List Action (page 347)
  Can apply one or more labels to one or more documents at a time.
- Applying Labels using the Labels Panel (page 349)
  Can apply one or more labels to only one document at a time.

After applying labels, you can use the same methods to remove labels.

Applying Labels using an Item List Action

You can use the *Label Assignment* mass action in the *Item List* to assign existing labels to evidence items. You can also use the action to remove labels from items.

See Performing Actions from the Item List on page 298.

You can apply one or more labels to one or more documents at a time.

To apply labels using the Label Assignment action from the Item List

1. Identify the files that you want to perform the action on by doing one of the following:
   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.
2. In the second *Action* drop-down, click **Label Assignment**.
3. Click **Go**.
   The Label Assignment dialog opens.

Label Assignment Dialog
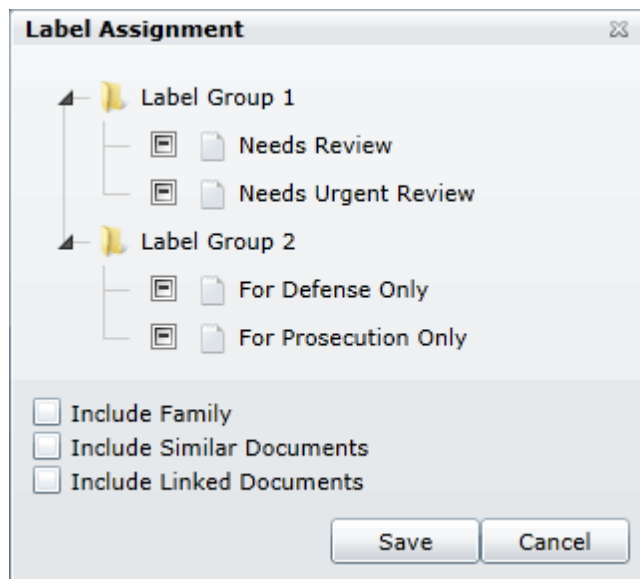
4. Check the labels that you want to assign to the documents.

> **Note:** Boxes with a dash (-) indicate that one or more (but not all) of the documents are already assigned that label. Click the box until it becomes a check mark to apply the label to all the selected documents.

5. (Optional) Check the following Keep Together check boxes if desired:

   - **Keep Families Together**: Check to apply the selected label to documents within the same family as the selected documents.
   - **Keep Similar Documents Together**: Check to apply the selected label to all documents related to the selected documents.
   - **Keep Linked Documents Together**: Check to apply the selected label to all documents linked to the selected documents.

6. Click **Save**.

To remove labels from multiple documents

1. Identify the files that you want to perform the action on by doing one of the following:

   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.

2. In the second *Action* drop-down, click **Label Assignment**.

3. Click **Go**.

4. In the *Label Assignment* dialog, click the check boxes until they are blank on the labels that you want to remove.

5. Click **Save**.

Applying Labels using the Labels Panel

About the Labels Panel

The *Labels* panel in *Project Review* can be used to apply labels to documents. You can also use the panel to remove label assigments.

For information on displaying panels, see Review Page Panels (page 278).

The *Labels* panel allows you to apply one or more labels to one document at a time.

Labels panel
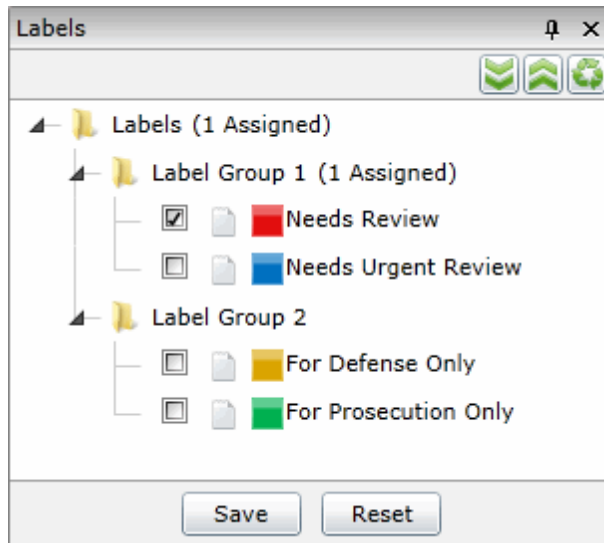
Elements of the Labeling Tab

Element	Description
Labels Folder	Expand to see the labels created by the project manager.
Label Group Folders	Folders that contain labels.
Collapse All Button	Click to collapse all the folders.
Expand All Button	Click to expand all the folders.
Refresh	Click to refresh the label list.
Save	Click to apply the selected labels to the selected document.
Reset	Click to reset the labels to their original condition.

To apply labels using the Labels panel

1. In the *Project Review*, display both the *Labels* and *Item List* panels.
   See Review Page Panels on page 278..
2. In the *Item List* panel, highlight the document to which you want to apply a label.

3. In the *Labels panel*, check the label(s) that you want to apply and click **Save**.

To remove labels from a single document

1. In the *Project Review*, ensure the *Labelling* and *Item List* panels are showing.

2. In the *Item List* panel, highlight the document from which you want to remove a label.

3. In the *Labels panel*, uncheck the label(s) that you want to remove and click **Save**.

Viewing Documents with Tags

Viewing Documents with a Label Applied

You can view all the documents assigned to a specific label using facets.

To view documents assigned a label

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the [icon] *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Labels**.

4. Select a label, and then click **Only**.

5. Click the [icon] *Apply* in the *Project Explorer* panel.

   All documents with the selected label appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 432).

Viewing Documents with an Issue Coded

You can view all the documents assigned to a specific issue using facets.

To view documents assigned an issue

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the [icon] *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Issues**.

4. Select a label, and then click **Only**.

5. Click the [icon] *Apply* in the *Project Explorer* panel.

   All documents with the selected issue appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 432).

Viewing Documents with a Category Coded

You can view all the documents assigned to a specific category using facets.

To view documents assigned a category

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the [icon] *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Categories**.

4. Select a category, and then click **Only**.

5. Click the   *Apply* in the *Project Explorer* panel.

   All documents with the selected category appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 432).

Using the Case Organizer

You can use the Case Organizer to add reference information to files in your project. To use the Case Organizer, you create Case Organizer objects and associate one or more project files to them. Within Case Organizer objects, you can include the following:

- Comments, including formatted rich text, numbered and bulleted lists, images, and hyperlinks
- Reference details, including Status, Impact, Material, and Date range
- Attached supplemental files
- Text snippets from the project files

You can generate reports that provide all information related to Case Organizer objects.

You can create as many case organizer objects as needed in a project. Case Organizer objects only apply to the project that they are created in.

Case Organizer objects are compatible with FTK Bookmarks.

Note: The Case Organizer feature requires Internet Explorer 9 or higher.

About Case Organizer Categories and Organization

Within the Case Organizer, you use the following categories when creating Case Organizer objects:

- Event
- Fact
- Pleadings
- Question
- Research
- Summary
- People

Except for People, these Case Organizer categories share the same functionality. The different categories are available simply to help you organize your data. When you create Case Organizer objects, you can create them under one of the categories or you can nest them under other objects that already exist under a category.

See About People on page 355.

You can view Case Organizer objects and their hierarchy in the *Tags* tab in the *Project Explorer* panel of *Project Review*. Case Organizer objects are organized under each category parent.
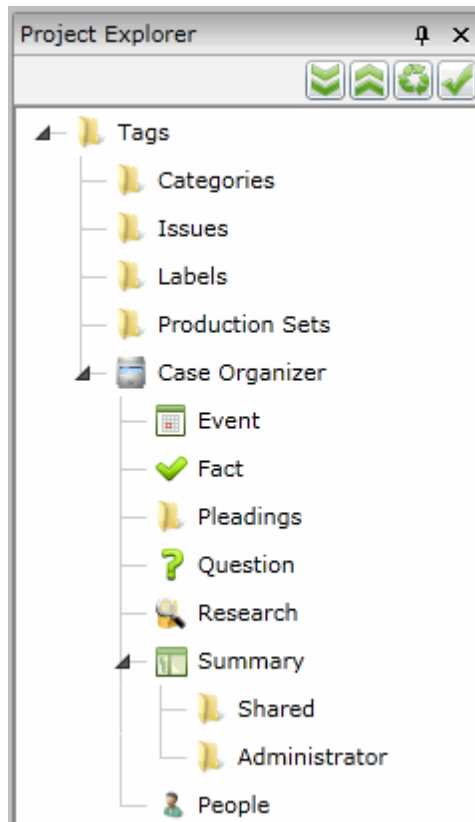
Except for the Summary category, all Case Organizer objects are shared with and can be viewed by all project reviewers. However, under the Summary category, you have two options:

- A *Shared* tree that is available to all reviewers
- A tree specific to the logged-in-user that is not shared

Note: Administrators and Case Administrators can see and use all Case Organizer objects in a project.

To create and manage Case Organizer objects, you use the *Case Organizer Details* panel.

If you have the *Case Organizer Details* panel open, when you click a Case Organizer object, it will make that object active in the panel.

To filter your data for files that are associated with Case Organizer objects, use Case Organizer facets.

See Using Case Organizer Facets to View Case Organizer Items on page 358.

About People

People are a unique kind of Case Organizer object. A people object can be a person or an organization. People objects have different the following details that you can assign to them:

- First name
- Last name
- Email address
- Type of person
  - Co-Defendant
  - Co-Litigant
  - Defendant
  - Defense Counsel
  - Expert Witness
  - Fact Witness
  - Judge
  - Litigant
  - Plaintiff Prosecutor
- Role (free text field)
- Play key role in case (check box)
- Is Deponent (check box)

Creating, Associating, and Viewing Case Organizer Objects

To begin using the Case Organizer, you perform the following tasks:

- Creating Case Organizer Objects (page 356)
- Associating Project Evidence Files to Case Organizer Objects (page 356)
- Using the Case Organizer Column in the Item List (page 357)
- Viewing Case Organizer Objects (page 357)
- Using Case Organizer Facets to View Case Organizer Items (page 358)
- Dis-associating Project Evidence Files from Case Organizer Objects (page 359)

After learning how to use Case Organizer objects, you can then manage the properties of the objects.

See Managing Case Organizer Object Properties on page 359.

Creating Case Organizer Objects

To create and manage Case Organizer objects, you use the *Case Organizer Details* panel.

When you create Case Organizer objects, they are added as objects to the Item List.
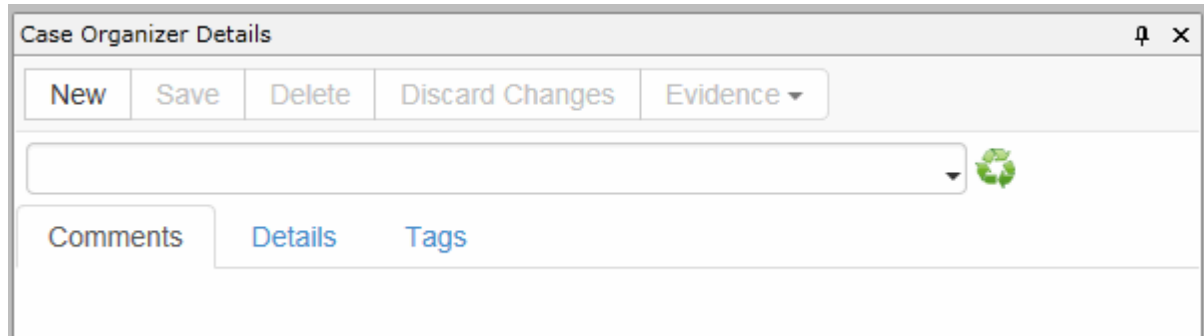
To create Case Organizer objects

1. In *Review,* open the *Case Organizer Details* panel by doing the following:

    1a. Click the ⯆ 🔲 *Layouts* drop-down.

    1b. Click **Panels**.

    1c. Click **Case Organizer Details**.

2. Do one of the following:

    ■ Starting from the *Tags* tab

    2a. In the *Project Explorer*, click the 🏷 *Tags* tab.

    2b. Expand *Case Organizer*.

    2c. Select the category that you want to be the parent.

    ■ Starting from the *Case Organizer Details* panel:

    2a. In the *Case Organizer Details* panel, click **New**.

    2b. In the *Parent* drop-down, select the parent for the new object.
    You can select a category or nest it under another object.
    If you want to create an object that only you can see, use the *Summary* category, then select your logged-in-user name.All other objects are shared for the project.

3. In the *Case Organizer Details* panel, enter a name for the object.

4. Click **Save**.

Associating Project Evidence Files to Case Organizer Objects

After creating Case Organizer objects, you can associate files in your project to them.

To associate project evidence files to a Case Organizer object

1. Open the *Case Organizer Details* panel.

2. In the panel, in the drop-down, select the object that you want associate project files to.
    If needed, refresh the list of objects.

3. In the *Item List,* select the files that you want to associate with the selected object.

4. In the *Case Organizer Details* panel, click the **Evidence** drop-down.

5. Click **Add**.

6. Click **OK**.

7. A job is submitted to perform the association.

To associate project evidence files to a People object

❖   See Using People Columns on page 368.

    or

❖   Use the *Coding* panel.

To associate a People object to another Case Organizer object

1. In the *Case Organizer Details* panel, select the object in the drop-down.

2. Click the **Tags** tab.

3. Click the People objects that you want to associate with.

4. Click **Save**.

Using the Case Organizer Column in the Item List

You can enable the *Case Organizer* column in the Item List. This will display the Case Organizer objects that project files are associated with. If a file is associated with more than one object, all objects will be listed, separated by a semi-colon.

To use the Case Organizer column

1. In the *Item List,* click **Options**.

2. Click **Columns**.

3. Click **Case Organizer**.

4. Click the green arrow to make it selected.

5. Configure the order that you want the column displayed in.

6. Click **OK**.

Viewing Case Organizer Objects

You can view your Case Organizer objects in the following places:

●   On the *Tags* tab

●   On the *Case Organizer Details* panel

●   In the *Item List*

To view Case Organizer objects in the Tags tab

1. Open *Project Review* for a project.

2. In the *Project Explorer*, click the [icon] *Tags* tab.

3. Expand *Case Organizer*.

> **Note:** To see new Case Organizer objects in the *Tags* tab after creating them, you must click *Refresh* in the *Project Explorer* panel and then expand the parent object.

You cannot manage objects from the *Tags* tab, but if you have the *Case Organizer Details* panel open, when you click an object, it will open that object in the panel.

To view Case Organizer objects in the Case Organizer Details panel

1. In *Review*, click the [icon] *Layouts* drop-down.

2. Click **Panels**.

3. Click **Case Organizer Details**.

4. Use the drop-down to view categories and objects.

To view Case Organizer objects in the File List

❖ When you create Case Organizer objects, they are added as objects to the Item List.
   You can use filters or facets to locate them.
   See Using Case Organizer Facets to View Case Organizer Items below.

Using Case Organizer Facets to View Case Organizer Items

You can use Case Organizer facets to filter for the following:

● Case Organizer objects that you have created.
   When you create Case Organizer objects, they are added to the Item List.
   For example, objects that you have created such as Event_A, or Fact_B.
   In the *Item List*, this will display the Case Organizer objects that you filter for.

● The project files in your project that you have associated with Case Organizer objects.
   For example, documents or spreadsheets that you have associated to objects Event_A, or Fact_B.

To filter for Case Organizer objects

1. In *Project Explorer,* click the *Facets* tab.

2. Expand *General > Object Types*.

3. Expand *Case Organizer*.

4. Select the object categories that you want to filter for and click *Apply.*

To filter for files associated with Case Organizer objects

1. In *Project Explorer,* click the *Facets* tab.

2. Expand *Tags*.

3. Expand *Case Organizer*.

4. Expand a category.

5. Select the objects that you want to filter for and click *Apply.*

Dis-associating Project Evidence Files from Case Organizer Objects

After you associate files in your project to Case Organizer objects, you can dis-associate them by doing one of the following:

- Using a mass action, you can remove one or more files from one or more Case Organizer objects.
- Using the *Case Organizer Details* panel, you can remove one or more files from a single Case Organizer object.

To dis-associate evidence files using a mass action

1. In the *Item List,* select the files that you want to remove from one or more objects.
2. In the *Actions* drop-down, click **Remove From Case Organizer**.
3. Click **Go.**
4. In the *Remove From Case Organizer* list*,* select the objects that you want to remove the file from.
5. Click **Remove**.
6. Click **OK**.
7. A job is submitted to perform the dis-association.
8. In the *Item List*, click Refresh.

To dis-associate evidence files using the Case Organizer Details panel

1. Open the *Case Organizer Details* panel.
2. In the panel, in the drop-down, select the object that you want dis-associate evidence files from. If needed, refresh the list of objects.
3. In the *Item List,* select the files that you want to remove from the selected object.
4. In the *Case Organizer Details* panel, click the **Evidence** drop-down.
5. Click **Remove**.
6. Click **OK**.
7. A job is submitted to perform the dis-association.
8. In the *Item List*, click Refresh.

Managing Case Organizer Object Properties

After you have learned the basics of using Case Organizer objects, you can manage the properties of the objects by doing the following tasks:

- Entering Case Organizer Comments (page 360)
- Applying Case Organizer Details (page 362)
- Assigning Tags to Case Organizer Objects (page 363)
- Attaching External Files to Case Organizer Objects (page 363)
- Using the Case Organizer Panel Current Records Tab (page 364)

Entering Case Organizer Comments

You can enter comments to a Case Organizer object.

In the comments, you can include the following:

- Formatted rich text
- Numbered lists
- Bulleted lists
- Images
- Tables
- Hyper-text links to URLs, email, and anchored text within the comment
- Links to other files in the project

To enter comments for a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.
2. Click the **Comments** tab.
3. Enter your comments.

The following table describes the Case Organizer comment options.

Options of the Case Organizer Object Comments

Options	Descriptions
Maximize/ Minimize	You can maximize or minimize the *Comments* section of the Case Organizer object dialog.
Source	This lets you see the source of the tagged content of the comments.
Preview	Open an web browser page to show a preview of the comments.
Print	Lets you print the comments.
Cut/Copy/Paste	Lets you cut, copy, and paste text using the text editor.
Undo/Redo	Lets you perform an undo/redo of an editing action.
Numbered and bulleted lists	Lets you organize text with bulleted and numbered lists and clock quotes.
Find text	Lets you find text that is in the comment.
Replace text	Lets you replace text that is in the comment.
Spell Check	Lets you perform a spell check or enable SpellCheckAsYouType.
Character formatting	Lets you format your text with bold, italic, underline, strike through, superscript, or subscript.
Indent and outdent	Lets you indent and outdent text.
Block quote	Lets you block quote text.
Insert	Lets you insert an image, table, horizontal line, or special character.

Options of the Case Organizer Object Comments (Continued)

Options	Descriptions
Text formatting	Lets you format the text using styles, fonts, size, text color, and background color.
Hyperlinks	Lets you create hyperlinks in the comments such as URL or email. You can also create anchors in the comments and then add hyperlinks to them.
Document Link	Lets you associate files in the project to the Case Organizer object. You can search for files using either the DocID or Object ID. You can add text for the link. This creates a hyper link to the associated file in the Case Organizer object comments.

Applying Case Organizer Details

You can use the *Details* tab to add the following reference details to a Case Organizer object.

Case Organizer Details

Item	Description
Creator	This is the application user that created the Case Organizer object. This value is not editable.
Status	Used to indicate whether the object is agreed upon by both sides of the litigation. The valid values for this field are: ● blank (default) ● NA ● Unsure ● Disputed by Opposition ● Disputed by Us ● Undisputed ● Open ● Closed
Impact	Used to indicate the value of the object on the case. The valid values for this field are: ● blank (default) ● NA ● Unevaluated ● Heavily for us ● For us ● Neutral ● Against us
Material	Used to indicate how materially relevant the object is to the case. The valid values for this field are: ● blank (default) ● NA ● Unsure ● Low ● Medium ● High ● Very High
Assigned to	You can enter the User Name of an application user to assign this object to. For information about application users, see the Admin Guide. As you type letters of a user name, a list of possible users will appear that you can choose from. To remove the user, click the x. You can use the *COAssignedTo* column to view the assigned users in the *Item List*.
Dates	You can add a begin date and end date as reference information.

To add details to a Case Organizer object

1. In the *Item List,* select a file that has a Case Organizer object added to it.
2. In the *Case Organizer Details* panel, select the Case Organizer object that you want to configure.

3. Click the **Details** tab.

4. Select the items that you want indicate for the Case Organizer object.

5. Click **Save**.

You can use Case Organizer columns to view object details.

See

Assigning Tags to Case Organizer Objects

You can use the *Tags* tab to associate Categories, Issues, Labels, and People to a Case Organizer object. This associates the tags with the Case Organizer object, not the project evidence file.

To associate Categories, Issues, and Labels to a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.

2. Click the **Tags** tab.
   When you open the Tags tab, all Categories, Issues, Labels, and People for the project are displayed.

3. Select the tags that you want to associate with the Case Organizer object.

4. Click **Save**.

Attaching External Files to Case Organizer Objects

You can use the *Files* tab to attach external files to a Case Organizer object. To attach files, you select the files that you want to attach and then upload them. You can add comments to the uploaded files.

To attach external files to a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.

2. Click the **Files** tab.

3. To add files, click *Choose Files*.

4. Use Windows Explorer to browse to and select the files that you want to upload.
   The files are added to the *Queue* list.

5. You can upload files by doing the following:
   - Click **Upload all** to upload all the files in the queue.
   - Click the green *Upload* button for an individual file.

6. While files are uploading, you can cancel the upload.
   After files have been uploaded, they appear in the *Supplemental Files* list.

7. After a file had been uploaded, you can delete it from the queue list.

8. You can select an uploaded file, and in the right pane, add a comment to it.

9. To remove an uploaded file, select the file and click **Remove Selection**.

10. Click **Save**.

Using the Case Organizer Panel Current Records Tab

Case Organizer objects may be associated with multiple project files. As a result, most Case Organizer data would apply to all of the associated files. You can use the **Current Records** tab to add comments that are applied to only the current record, which is the file that is selected in the *Item List*.

You can do the following:

- Enter a comment for the selected file.
- Highlight text from the file itself and add it as a comment.
  Important: You can only use the Standard Viewer to select the text in a file to add.

These comments are included in the Organizer Panel reports.

To add a comment to the current record

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.
2. Click the **Current Record** tab.
3. In the Current Record Comment field, enter the text of the comment for the file.
4. Click **Save**.

To add selected text as a comment to the current record

1. In the *Item List,* select a file that has a Case Organizer object added to it.
2. In the *Case Organizer Details* panel, select the Case Organizer object that you want to configure.
3. Click the **Current Record** tab.
4. In the *Standard Viewer*, click the **T** *Select Text Mode* icon.
5. Select the text that you want to add as a comment.
6. On the *Current Record* tab, click **Add Selection**.
   When you hover over the *Add Selection* text, it will display the text that will be added.
   The selected text is automatically entered as a text snippet.
   It may take a few seconds for the text to be saved.
7. After the text is added, you can see each add snippet in the *Selections* drop-down.
8. You can add multiple snippets as individual selections.
9. You can add a comment to the right of each selection.
10. To remove a text snippet, click a text selection and then click **Remove Selection**.
11. Click **Save**.

Creating Project Files Reports

About Project Files Reports

You can generate a report that displays information about files in your project.

The default page of the report displays a grid of the information that is displayed in the first several columns that are displayed in the *Item List*. The report is saved in PDF format. (The report will display as many columns as will fit in a 11" x 8.5" format.)

You can create a report based on one or more files in your project.

When a report is created, the report is added as a PDF file in your project.

When you create a report, you can select to include the following optional pages:

- Title Page
  - The name of your organization
  - The name of the project
  - A report title
  - The author of the report
  - The date the report was created
  - A graphic image as a header
  - A graphic image as a footer
- A page with a Statement of Confidentiality
  You can type in plain text or import the text from a DOCX file.
- A page with an Introduction
  You can type in plain text or import the text from a DOCX file.
- An image of the selected files.

About Report of Reports

After you have created multiple reports, you can select those report PDF files and create a *Report of Reports*. This produces a master report that includes all selected reports.

About Case Organizer Reports

When you create a report based on Case Organizer objects, you can include the following:

- If you select to *Include Files*, it will include information about any supplemental files that are attached to the Case Organizer object
- Any text selections that were added to the Case Organizer object

Creating Reports

To create a report

1. In *Review*, in the *Item List*, select one or more files that you want to generate a report for.

   If you want to create a report for Case Organizer objects, select one or more objects.

   See Using Case Organizer Facets to View Case Organizer Items on page 358.

2. Click the *Actions* drop-down menu.

3. Click **Create Report**.

4. Click **Go**.

5. In the *Generate Report* dialog, enter a name for the report.

   This name is also used in the *Description* field on the *Case Organizer Reports* page.

6. (Optional) Select whether or not this is a *Report of Reports.*

   See About Report of Reports on page 365.

7. (Optional) Select to *Include Files.*

   This will include information about the files as well as include an image of the files in the report.

8. (Optional) Select to *Include Case Organizer Text Selections*.

   For Case Organizer objects, this will include any added text selections.

9. (Optional) Select to include a Title Page and do the following:

   9a. Enter information for the fields that you want to include on the Title Page.

   9b. To include a header of footer, do the following:
   - You can use a graphic file, such as a PNG, GIF, or JPG.
   - Click the folder icon, browse to a file
   - Click the upload icon.
   - This file will be used in future reports.
   - To remove an uploaded graphic, click the **x**.

10. (Optional) Select to include a Confidentiality Statement and enter the information.

    You can enter plain text or upload text from a DOCX file.

    If you have previously uploaded a document, you can download it to view it.

11. (Optional) Select to include an Introduction and enter the information.

    You can enter plain text or upload text from a DOCX file.

    If you have previously uploaded a document, you can download it to view it.

12. Click **OK**.

    A processing job is submitted to create the report.

    Depending on the complexity of the report, it may take several minutes. You can view the status on the

    project's *Work List* ![icon] page.

To view a report

1. After the report is created you can view the report by doing one of the following:

   ▪ View the PDF in the *Item List Standard Viewer* by doing the following:

   1a. In the *Item List*, click ♻ *Refresh*.

   1b. Go to the end of the *Item List* and click the report PDF file.

   ▪ View or download the report from the project's *Reports* page by doing the following:

   1a. Click 💼 *Return to Case Management.*

   1b. On the *Home* page, click the 📖 *Reports* tab.

   1c. On the bottom half of the page, click the **Case Organizer Reports** tab.

   1d. In the *Report List*, click ♻ *Refresh*.

   1e. For the report that you want to view, click **Download**.

   1f. You can open or save the report zip file.

Using the Case Organizer Columns

You can add the *Case Organizer* columns to the *Item List* and see which Case Organizer objects have been associated with a file along with other Case Organizer properties.

The following Case Organizer column can be used to view which project files in the File List have been applied to a Case Organizer object:

● Case Organizer

Note: There is also a column named *Summary* which is used for a different feature.

The following Case Organizer columns can be used to display information about the actual Case Organizer objects, not the evidence files applied to objects.

● CO Comments - Whether or not a comment has been added to the object.
● CO Files - Whether or not a supplemental file has been attached to the object.
● COAssignedTo - The application user that has been added in the *Details* > *Assigned to* field.
● COBeginDate - The begin date that has been added in the *Details* > *Dates* field.
● COCreator - The application user that created the object.
● COEndDate - The end date that has been added in the *Details* > *Dates* field.
● COImpact - The impact value that has been added in the *Details* > *Impact* field.
● COMaterial - The material value that has been added in the *Details* > *Material* field.
● COParent - The parent Case Organizer object if the object is nested another object.
● COStatus - The status value that has been added in the *Details* > *Status* field.
● COType - The type of Case Organizer object.
● COUser - The application user that created a nested Case Organizer object.

You can also use *Quick Columns* > *Case Organizer* to quickly display these columns.

See

Using People Columns

For People Case Organizer objects, the following columns can be used.

- People This shows which People a file has been associated with
  You can click this field for an item and associate a People object to it.
  You can make an initial association or change an association.
- PeopleEmailAddress
- PeopleFirstname
- PeopleIsDeponent (yes/no)
- PeopleIsOrganization (yes/no)
- PeopleLast name
- PeopleParent
- PeoplePlaysKeyRoleInCase (yes/no)
- PeopleRole
- PeopleType

You can also use *Quick Columns > Case Organizer > People* to quickly display these columns.

See

Chapter 34

Coding Documents

The Review Sets Tab

The *Review Sets* tab in the *Project Explorer* panel can be used to create review sets and view review sets in the *Review Batches* panel. Review sets are batches of documents that users can check out for coding and then check back in.

Before you code a set of documents, you can check out a review set so that you can track the documents you code and to structure your workflow. Project managers can create and associate review sets. When you are done coding a set of documents, you can check them back in if you have the Check In/Check Out Review Batches permission.

See Managing Review Sets in the Project Manager documentation for more information.

Review Sets Tab in Project Explorer
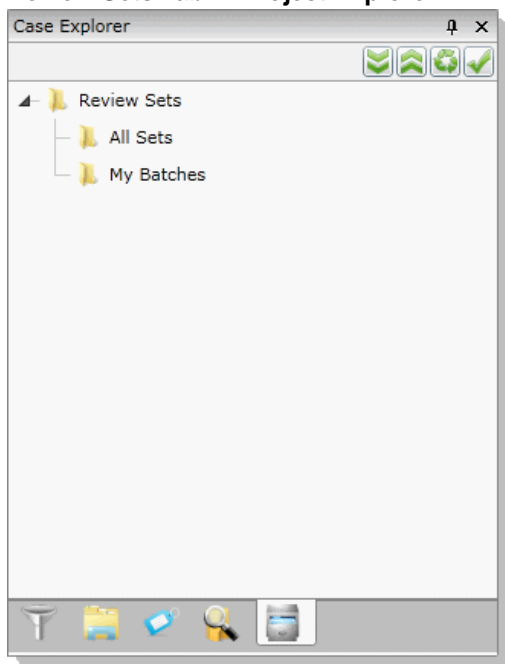
Elements of the Review Sets Tab

Elements	Description
Review Sets	Contains the All Sets and My Batches folders.
All Sets	Displays all the review sets available.
My Batches	Displays review sets that you have checked out.

The Review Batches Panel

The *Review Batches* panel in *Project Review* displays review batches. You can check in and check out batches from this panel.

Review Batch Panel

Elements of the Review Batches Panel

Element	Description
Batch Name Column	Displays the name of the review set.
Batch Size Column	Displays the number of documents in review set.
Review Set Name	Displays the name of the reviewed in set
Checked-Out By	Displays the user that the review set is assigned to.
Batch Status	Displays the status of the review set.
Reviewed	Displays the number of documents reviewed in set.
Actions	Expand the first actions drop-down and select one of the following options: ● All: To include all review sets in the panel in the action ● Checked: To include checked review sets in the action ● Unchecked: To include all the unchecked review sets in the action
Actions Check In/ Out	The second Actions drop-down allows you to select to either Check In or Check Out the review set.

Elements of the Review Batches Panel

Element	Description
Go Button	Click to execute the selected actions.

Checking In/Out a Review Set

Reviewers with the Check In/Check Out Review Batches permission can check out sets of documents for coding. Project managers can create and associate review sets for reviewers. When you are done coding a set of documents, you can check them back in if you have the Check In/Check Out Review Batches permission.

To check out a review set

1. Log in as a user with Check In/Check Out Review Batches permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Review Batches* panel is showing.
   See The Review Batches Panel on page 370.

4. In the *Review Batches* panel, check the batch(es) that you want to check out. Skip this step if you are checking out all the review batches.

5. In the first *Actions* drop-down in the bottom of the panel, select one of the following:
   - **Checked**: Select this to check out the checked review batches.
   - **All**: Select this to check out all of the review batches, including those not visible on the current page.

6. In the second *Actions* drop-down, select one of the following:
   - **Check Out**: Select this to check out the review set. Only one person can have a review set checked out at a time.
   - **Check In**: Select this to check in a checked out review set.

7. Click **Go**.
8. Click **OK**.

Coding in the Grid

You change the data of editable columns by using Edit Mode in the Item List panel in Grid View. Only columns that are editable can be altered in the Item List Grid, just as if you were coding using the coding panel. Data in the Read-Only and evidence columns cannot be edited. You can edit dates, text, issues, categories, transcripts, and notes in the Item List Grid.

Custom columns for any record, regardless of how it got into the project, can be edited as well as any coding values such as issues, or categories. Metadata cannot be changed for records brought into the application using Evidence Processing.

To code data in the Item List Grid

1. In *Project Review*, select the *Item List* panel and ensure it is in *Grid View*.
2. Do one of the following:
   - Double click the field that you want to code.
   - Select the field that you want to code and press **F2**.

   > **Note:** Not all fields are editable. You can only edit non-read-only fields, and columns that are not populated by Evidence Processor.

3. Enter or select the text, date, or numbers that you want for the field.
   See Editable Fields on page 372.
4. Move the focus away from the field by doing one of the following to save the changes that you have made:
   - Click anywhere else on the screen outside of the field.
   - Press **Tab** to move to the next editable field.

Editable Fields

There are multiple fields that you can edit, including custom fields created by the project manager. You can always edit any custom fields that you have added. The following are examples of the kinds of editable fields that you will see by default in the *Item List* panel grid:

- Authors
- Deponents (transcript records only)
- DepositionDate (transcript records only)
- DocDate (allows fuzzy dates)
- DocType
- Endorsement
- Issues
- Mentioned
- Note (Note records only)
- NoteDate
- OriginalFileName
- Recipients

- Source
- Title
- UUID
- Volume

Text Fields

Text fields can contain numbers, letters, and symbols. Text fields are limited to 250 characters. If you attempt to exceed 250 characters, your text will be truncated at 250 without warning that you have exceeded the limit.

Text Fields in the Item List Grid
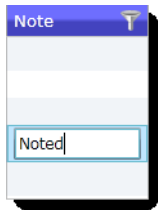
Date Fields

Date fields can only contain numbers and must be a valid date. You can expand the calendar to select a date or enter a date using your keyboard. If the column allows fuzzy dates, your date does not have to be complete, but it still must be valid.

Date Fields in the Item List Grid
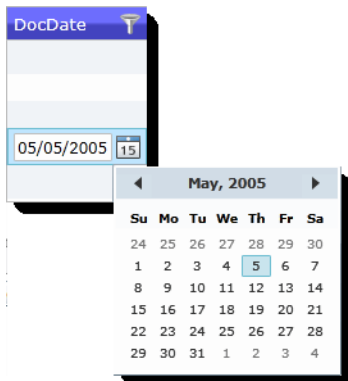
Number Fields

Number fields can only contain numbers. Numbers may be positive or negative. You can use the spin box in the field to increase or decrease the number.

Number Fields in the Item List Grid
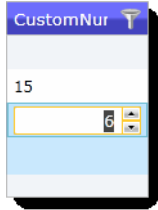
Radio Button Fields

Custom fields that include radio button options were created by the project manager and appear as options in a drop-down. You may select one of the available options, but you cannot enter your own custom text in the grid view in a radio button field.

Radio Button Field in the Item List Grid
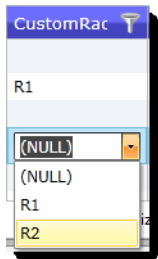
Check Box Fields

Custom fields that include check boxes were created by the project manager and appear in a drop-down as a check box. You can check one or multiple boxes if the field contains check box options.

Check Box Field in the Item List Grid
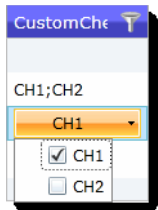
Using the Coding Panel

The Coding Panel

Coding is putting values into the fields (columns) of documents. The *Coding* panel in *Project Review* allows you to use coding layouts to change the data of the selected document. Coding layouts can be created on the *Tagging Layout* tab of the *Home* page. Fields with greyed-out text on the Coding tab are read only. Fields in blue on the Coding tab are required.

Reviewers with View Coding Layout permissions can code the data of a document using the *Coding* panel and the mass actions in the *Item List* panel. Coding allows you to identify descriptive pieces of information that never had metadata, like images that were loaded and need to have dates manually added into the field. The *Coding* panel in *Project Review* allows you to use coding layouts to code the selected document.

You can code documents and transcripts. Transcripts can be coded for Deponent and Deposition Date as long as the fields are in the tagging layout.
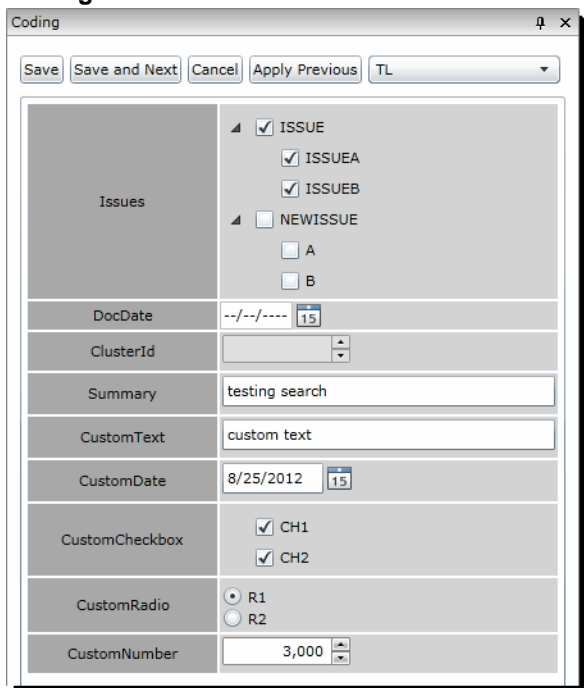
See Coding Single Documents on page 376.

See Coding Multiple Documents on page 377.

Coding layouts can be created by the project manager in the *Tagging Layout* tab of the *Home* page.

See the Project Manager documentation for information on creating coding layouts.

Coding Panel

Elements of the Coding Panel

Element	Description
Save Button	Click to save your changes.
Save and Next	Click to save your changes and move to the next codable record.
Cancel	Click to cancel the coding and leave edit mode.
Apply Previous	Click to apply the changes that you made to the previous record to the current record you are viewing.
Layout Drop-down	All available layouts for the user are in this drop-down.

Coding Single Documents

Reviewers with the View Coding Layout permission can code the data of documents outlined in a coding layout. Layouts are defined by the project manager. Layouts include custom fields, categories, and issues. You can code the data for all of these things as long as they are included in the Layout defined by the project manager.

You can code single documents using the Coding panel. Fields with greyed-out text on the Coding tab are read only. Fields in blue in the coding layout are required.

To code single documents

1. Log in as a user with *View Coding Layout* permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List, Project Explorer* and *Coding* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
   See The Review Batches Panel on page 370.

5. In the *Item List* panel, select the document that you want to code.
   See Using the Item List Panel on page 287.

6. In the *Coding* panel, expand the layout drop-down and select the layout that you want to use. You must be associated with the layout in order to use it. Project managers can associate layouts to users and groups.
   See The Coding Panel on page 375.

7. In the *Coding* panel, click **Edit**.

8. Edit the data to reflect accurate data. The options available will differ depending on the layout that the project manager created.

9. Click one of the following:

   ● **Save**: Click this to save your changes and stay on the same document.

   ● **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

Note: You will only be able to save your changes if all the required fields (blue fields) are populated. If all required fields are not populated, you will get an error message when you attempt to save the record.

Coding Multiple Documents

Reviewers with the View Coding Layout permission can code the data of documents outlined in a coding layout. Layouts are defined by the project manager. Layouts include custom fields, categories, and issues. You can code the data for all of these things as long as they are included in the Layout defined by the project manager.

You can code multiple documents using the mass actions in the *Item List* panel. Fields with greyed out text in the coding layout are read only. Fields in blue in the coding layout are required.

To code multiple documents

1. Log in as a user with *View Coding Layout* permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List* and *Project Explorer* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
   See The Review Batches Panel on page 370.

5. In the *Item List* panel, check the documents that you want to code. Skip this step if you are coding for all the documents.
   See Using the Item List Panel on page 287.

6. In the first *Actions* drop-down at the bottom of the panel, select one of the following:

   ● **Checked**: Select this to code only the documents that you checked.

   ● **All**: Select this to code all the documents in the Item List panel, including those on pages not currently visible.

7. In the second *Actions* drop-down, select **Bulk Coding**.

Bulk Coding Dialog

8. In the *Bulk Coding* dialog, select the layout in the layout drop-down.

9. Edit the data to reflect accurate data. The options available will differ depending on the layout that the project manager created. Check boxes with a dash (-) indicates that some of the documents have the box checked. Click the check box until it becomes a check mark to apply it to all the selected documents.

10. (Optional) Check the following Keep Together check boxes if desired:

   ● **Include Family**: Check to apply the same coding to documents within the same family as the selected documents.

   ● **Include SImilar Documents**: Check to apply the same coding to all documents related to the selected documents.

   ● **Include Linked Documents**: Check to apply the same coding to all documents linked to the selected documents.

11. Click **Save**.

Once you have completed the Bulk Coding action, return to the *Work List* on the *Home* page. If there were any documents that failed to code, they will be listed by their number under the *Work List*. You can then resubmit Bulk Coding for those failed IDs.

Predictive Coding

You can automatically code documents by applying Predictive Coding to the document set. With Predictive Coding, the system "learns" how you want certain documents coded and apply that coding to future documents. This allows you to automatically code documents throughout the project.

In order to use Predictive Coding, you need to create a learning session from a subset of documents in the project and code these documents with the appropriate responsive coding within that learning session. As the system learns coding methodology, the system's overall confidence level increases. This tells you how confident the system is in learning how future documents should be coded. Once you have reached an acceptable confidence score with the predictive coding, you can apply the predictive coding to the rest of the documents within the project.

Note: Due to the conjecturable nature of predictive coding, any results from the predictive coding should be considered an estimate and is not guaranteed to produce 100% accurate results. All results from predictive coding should be verified against the data set.

The decision tree used by the system to perform Predictive Coding is generated by the Iterative Dichotomiser3 (ID3) algorithm. For more information on the ID3 algorithm, see http://www.cse.unsw.edu.au/~cs9417ml/DT1/decisiontreealgorithm.html#A0.0 or http://en.wikipedia.org/wiki/ID3_algorithm .

A document that has Predictive Coding applied to it will be marked as responsive or non-responsive to the subject matter that the reviewer has determined in the learning set. The reviewer has the ability to review the Predictively Coded documents to ensure that the Predictive Coding was applied correctly. Any document that has Predictive Coding applied to it can have the coding decision overridden. Also, any document that has had manual coding applied to it will retain that manual coding.

There are four types of documents that are coded with predictive coding:

- Email
- Presentations
- Excel spreadsheets
- Word documents

All other document types will not be automatically coded.

The workflow of predictive coding occurs in three phases:

- Instructing Predictive Coding (page 380)
- Applying Predictive Coding (page 382)
- Performing Quality Control (page 383)

Understanding Predictive Coding

In order for the system to learn the parameters of the predictive coding, a set of documents must be defined by the reviewer. These documents would be selected by either applying filters, facets, or search results to the documents. You can also select documents from the *Item List*.

When a new project is created, by default that project has a standard coding/tagging layout associated with it named Predictive Coding. You can find this tagging layout under T*agging Layouts* in the *Home* tab.

See *The Project Manager Guide* for more information on tagging layouts.

Instructing Predictive Coding

Because predictive coding is based on statistical analysis of the data, the subset of the data used for coding should be selected using the following parameters. Data selected with these parameters will assist in achieving greater success with predictive coding:

- You should code a minimum of 10% of the documents in a project. The more documents that are coded within a project, the more likely predictive coding will be successful in determining how to code the rest of the documents in a project.
- You should apply the Predictive Coding layout to documents scattered randomly throughout the project, not to just the first 10% of the documents that are listed in a project.
- The subset of documents used for predictive coding should contain a combination of documents marked as either Responsive and Non Responsive.
- At least ten documents must be coded Responsive and at least ten additional documents must be coded Non Responsive. These documents must be native documents that contain text.

> **Note:** If you do not code at least ten documents Responsive and ten documents Non Responsive, the Confidence Score and Predictive Coding Job will fail.

You can code the documents with the Predictive Coding layout in order to teach the system.

To code a learning set of documents with Predictive Coding

1. Log in as a user with *View Coding Layout* permission.

2. Click the *Project Review* button ⚲ in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List, Project Explorer* and *Coding* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
   See The Review Batches Panel on page 370.

5. In the *Item List* panel, select the document that you want to code.
   See Using the Item List Panel on page 287.

6. In the *Coding* panel, expand the layout drop-down and select the Predictive Coding layout. You must be associated with the layout in order to use it. Project managers can associate layouts to users and groups.

7. Click **Edit**.

Predictive Coding Panel

8. Mark whether a document is responsive or not responsive for the subset that you are creating.

    ● Add any additional keywords, separated by commas.

    ● The SetBy and CodingLog fields are not editable. SetBy displays whether a document has been manually coded or predictively coded, and the CodingLog field displays data for predictively coded documents.

9. Click one of the following:

    ● **Save**: Click this to save your changes and stay on the same document.

    ● **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

10. Code as many documents as you feel is necessary for the Predictive Coding subset.

    See Instructing Predictive Coding on page 380.

Once you have completed manually coding the documents to be used in Predictive Coding, you should test the system and obtain a confidence score of how well the system has learned.

Obtaining a Confidence Score

In order to determine if the system has received enough information in order to perform a successful coding, a reviewer must run a confidence scoring job and generate a confidence score. The confidence score is a percentage-based score. The higher the score, the greater the confidence that the system has in coding the rest of the documents in the project correctly.

The confidence score is determined by using the F1 score statistical calculation. This score is calculated using the precision rate (true positive count over total positive labeled) and recall rate (true positive count over total positive count). For more information on the F1 score statistical calculation, see http://www.cs.odu.edu/~mukka/cs795sum10dm/Lecturenotes/Day3/F-measure-YS-26Oct07.pdf or http://en.wikipedia.org/wiki/F1_score .

Cross-validation is the process used to determine the confidence level of the system. In this process, the original learning set of manually coded documents is randomly partitioned into subsamples. These subsamples are called validations folds, and the quantity of the subsamples in a given learning set is represented by the variable k. From the k subsamples, a certain quantity of subsamples, represented by the variable n, is retained as the validation data for testing the model. The remaining $k - n$ subsamples are used as training data. The validation process is then repeated k times (the folds), with different sets of n subsamples used as the validation data. The results from the validation folds are then averaged to produce a single estimation.

For more information about cross-validation, see http://www.cs.cmu.edu/~schneide/tut5/node42.html or http://en.wikipedia.org/wiki/Cross-validation_%28statistics%29 .

In order to obtain the confidence score, you need to perform a confidence score job after the learning set has been coded with Predictive Coding.

Note: You must code at least ten documents as responsive and ten other documents as non-responsive before running a confidence score job. If not, the confidence score job will fail. You will be notified of the failed job in the Job List.

To perform a confidence score job

1. From *Project Review*, open the Confidence panel by going to **Layouts > Panels > Confidence**.

2. From the *Actions* pull-down, select **Confidence Score Calculation** and click **Go**.

3. Go to the *Work List* under the *Home* tab to view the status of the Confidence Scoring job. Once the job has completed, return to *Project Review*.

4. The confidence score will appear in the *Confidence* panel.

Confidence Panel
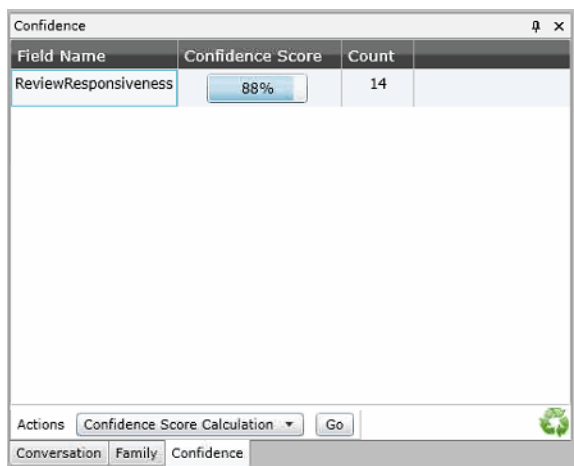
- Field Name - indicates the field that was tested against in the cross-validation.
- Confidence Score - the higher the score, the more confidence that the system has in applying the Predictive Coding.
- Count - the count of the documents in the learning set.

Note: The Confidence Panel will display only the last confidence score that was calculated for the learning set.

Applying Predictive Coding

After achieving a confidence score that sufficiently shows that the system can code the rest of the documents in the project, you can apply the Predictive Coding to the rest of the documents in the project.

To apply Predictive Coding to the project

1. From *Project Review*, open the Confidence panel by going to **Layouts > Panels > Confidence**.

2. From the *Actions* pull-down, select **Predictive Coding** and click **Go**.

3. Go to the *Work List* under the *Home* tab to view the status of the Predictive Coding job. Once the job has completed, return to *Project Review*.

Performing Quality Control

Once the Predictive Coding job has completed, the reviewer can evaluate whether or not Predictive Coding was applied successfully to the documents in the project. The reviewer can filter the documents to display only those documents which have been predictively coded, and evaluate individual documents. If the coding for a document is incorrect, the reviewer can override the Predictive Coding, and code the document manually. If the reviewer has determined that the predictive coding was not accurate in coding the documents properly, the reviewer can create a new Predictive Coding learning set, and reapply the Predictive Coding to the documents.

To check the Predictive Coding

1. In the *Item List* under *Project Review*, select **Columns**.

2. Add the SetBy column to the selected columns. The SetBy column displays whether a document has been manually coded or predictively coded. Click **Ok**.

3. Filter the SetBy column to display only predictively coded documents.

4. In the *Coding* panel, expand the layout drop-down and select the Predictive Coding layout.

5. Click **Edit**.

6. Examine whether a document has been coded correctly. If not, mark the correct coding and click one of the following:

   - **Save**: Click this to save your changes and stay on the same document.

   - **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

7. The manual override will appear in the SetBy column in the *Item List.*

Chapter 35
Deleting Documents

Users with the Delete Summaries permission can delete documents in the *Item List* panel of *Project Review*. Users must be careful and back up the project before deleting documents.

You can delete individual records and documents from a project that has been added by either Evidence Processing or Import. You can select any record or multiple records in Review and delete them. This will delete the record and system generated data associated with the record, such as filtered text, .DAT files, and data from the database.

Note the following:

- If a record is in use by another process, some part of the record might be locked, triggering an error when you attempt to delete the record.
- If an original document has been included in a production set, you will not be able to delete that document. This avoids issues with production sets.
- Both the *Audit Log* and the *Work List* displays what records have been deleted and which user has deleted the record.

Note: You cannot delete an individual record that is part of a production set. However, you can delete a complete production set.

You can also use the Delete action in the *Item List* to delete all filtered files without having to select the files individually.

Deleting a Document

To delete a document

1. Log in as a user with Delete Summaries permissions.

2. Click the *Project Review* button in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List* panel is showing.

4. Use filters or others tools to cull the files in the *Item List*.

5. Check the documents that you want to delete. Skip this step if want to delete all the documents.

6. In the first Actions drop-down, select one of the following:

   - Checked: Select this to delete just the checked documents.
   - All: Select this to delete all of the documents on all pages of the Grid list.

7. In the second Actions drop-down, select **Delete**.

8. Click **Go**.

9. In the Confirm Delete Dialog, check **Include Family** to delete family documents as well.

10. Click **Delete**.

   The job is sent to the Work List for the project/case manager to complete.

Note: When you apply the Delete action to filtered items in the Item List, the filtered data will not reset after the data is deleted. You will need to click on the clear button to show all of the data back into the grid.

Chapter 36

Annotating and Unitizing Evidence

This chapter explains how to do the following:

- Annotating Evidence (page 388)
- Unitizing Documents (page 396)

Prerequisites for Annotating and Unitizing Files

About Generating SWF Files for Annotating or Unitizing

Before annotating or unitizing a file, the file must first be converted to a format that can be annotated, redacted, or unitized. AccessData generates an Adobe's SWF file for files that you can annotate and unitize.

You can generate SWF for the following file types: TXT, DOC, PPT, PDF, MSG, HTM, GIF, and similar formats, but not PST, ZIP, DLL, and EXE files.

You can generate a SWF in the following ways:

Method	Description
Generate SWF files when processing the project	There is a *Enable Standard Viewer* processing option that will automatically convert many files to SWF and make the Standard Viewer the default viewer.
	This option is checked as the default for the Summation license, but can be enabled in other products.
	When this option is enabled, during processing, a SWF file will be generated for any document that can be generated as a SWF and that is also 1 MB or larger.
	Some documents are not converted to SWF, such as PST, ZIP, DLL, and EXE files.
	For files that are smaller than 1 MB, the SWF file is generated "on-the-fly" when the document is loaded into the *Standard Viewer*.
	Microsoft Excel files are not automatically converted into SWF, neither during processing nor "on-the-fly", but can be done manually later.
Have SWF files automatically generated in *Review*	If you view a file that has not had a SWF file generated for it in the *Alternate File Viewer,* then change to the *Standard Viewer*, and a SWF can be generated, it will be converted "on-the-fly".
Generate SWF files manually	You can generate SWF files with the **Annotate Native** or **Create Image** features. See Using the Image Panel on page 309.

Accessing SWF Files for Annotating or Unitizing

You can annotate files using one of the following:

- The *Standard Viewer* in the *Natural Panel*
- The *Image Panel*

  You cannot annotate files using the *Alternate File Viewer* in the *Natural Panel*.

How you access SWF files in the *Standard Viewer* depends on whether you enabled the *Enable Standard Viewer* processing option for the project.

- If the *Enable Standard Viewer* processing option is enabled, the *Standard Viewer* is the default viewer. When you click a file in the item list, if a SWF has been generated, or if the file can have a SWF generated, it will display in the *Standard Viewer*.

  If the SWF file has not yet been generated, it will do it automatically.

  If you click a file that does not support SWF, it will be displayed in the *Alternate File Viewer* instead.

- If the *Enable Standard Viewer* processing option is not enabled, by default, the *Alternate File Viewer* is used. If you then change to the *Standard Viewer*, and if a SWF can be generated, it will be converted "on-the-fly".

To access a SWF file

1. Log in as a user with appropriate permissions.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Select a document in the *Item List* panel that has a native application.

5. Do one of the following:

   - Verify that the file is displayed in the *Standard Viewer*.
   - If the file is displayed in the Alternate Viewer, either click the *Standard Viewer*, or click the **Annotate Native** or **Create Image** button.

Annotating Evidence

About Annotating Evidence

Reviewers with the *Add Annotations* permission can annotate documents and emails.

The following annotation options are available:

- Adding a Note (page 391)
- Adding a Highlight (page 392)
- Adding a Drawn Highlight (page 393)
- Adding a Redaction (page 394)
- Adding a Drawn Redaction (page 395)
- Adding a Link (page 393)
- Selecting a Highlight Profile (page 391)
- Selecting a Markup Set (page 391)

You can use the *Natural Panel* to perform all annotation options.

See Using the Natural Panel on page 305.

You can use the *Image Panel* to create redactions, highlights, and markup sets is also available on the.

See Using the Image Panel on page 309.

Prerequisites for Annotating

In order to Select Text, Draw Highlight Text, Draw Redaction Text, Draw Highlight, Draw Redaction, Create Note, or Create Link, you must select an existing Markup Set.

See Selecting a Markup Set on page 391.

Project managers create Markup Sets and Reaction Reasons on the *Home* page.

About Annotating Tools
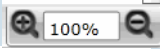
Standard Viewer
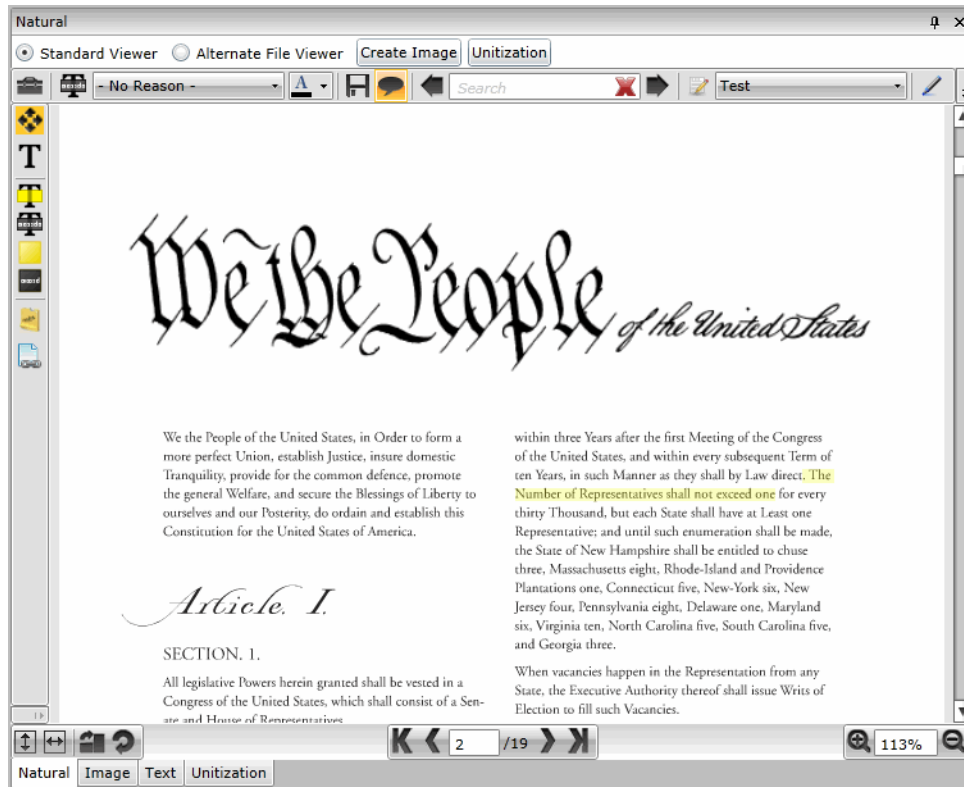
Elements of the Standard Viewer

Element	Description
Standard Viewer	Format that allows you to create annotations on the file. See Using the Natural Panel on page 305.
Alternate File Viewer	Format that allows you to view a native representation of the file. See Using the Natural Panel on page 305.
Toggle Annotation Tools	Toggles the annotation tools on and off.
Redaction Reasons	Click to select a redaction reason to apply to the document.
Save Annotations	Save the annotations to file.
Show/Hide Redactions	Click to show and hide the redactions in the document.
Markup Sets	Click to show the Markup Sets that are available to apply to the document. **Note:** An existing Markup Set is required for using Annotation Tools.
Annotation Tools	**Note:** An existing Markup Set is required for using Annotation Tools.

Elements of the Standard Viewer (Continued)

Element	Description
Pan Mode	Click to move within a document page. Navigate by clicking and dragging with the hand icon.
Text Selection Mode	Click to select text within the document to highlight or redact.
Text Highlight	Click to highlight selected text. See Adding a Highlight on page 392.
Text Redaction	Click to redact selected text. See Adding a Redaction on page 394.
Drawn Highlight	Click to create a drawn or coordinate-based rectangle highlight. You can use this tool for creating highlights on documents that are graphics based, rather than text based. See Adding a Drawn Highlight on page 393.
Drawn Redaction	Click to create a drawn or coordinate-based rectangle redaction. You can use this tool for creating redactions on documents that are graphics based, rather than text based. See Adding a Drawn Redaction on page 395.
Create Note	Click to add a note to the document. See Adding a Note on page 391.
Create Link	Click to add a link to another document in the project. See Adding a Link on page 393.
Navigation Icons	
Thumbnails	Click to view thumbnails of the pages in the document.
Fit to Page	Click to fit the document to the *Natural* pane.
Fit to Width	Click to fit the document to the width of the *Natural* pane.
Rotate All	Click to rotate the document clockwise in 90 degree increments.
Rotate Page	Click to rotate a page of the document clockwise in 90 degree increments.
Page Navigation	Navigate through the document with either the arrows or by entering a page number in the field. When documents are generated as PDFs, the page navigation bar will not be available. You can still navigate through the PDF by using the vertical scroll bar.
Zoom	Zoom in and out of the document. Use either the magnifying glass or enter a percentage in the field.

Profiles and Markup Sets

Selecting a Highlight Profile

Persistent highlighting profiles are defined by the project/case manager and can be toggled on and off using the *Highlight Profile* drop-down in *Natural* panel in the *Project Review*.

To select a highlight profile

1. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.
2. Expand the **Highlight Profile** drop-down and select a profile.

Selecting a Markup Set

Markup sets are a set of annotations performed by a specified group of users. For example, you can create a markup set for paralegals, then when paralegal reviewers perform annotations on documents in the Project Review, all of their markups will only appear when Paralegal is selected as the markup for the document in the *Natural* or *Image* panel.

Having an existing Markup Set is required for using Annotation tools.

See Prerequisites for Annotating on page 388.

Note: Only redactions and highlights are included in markup sets.

Markup sets are created by the project/case manager on the home page. Markup Sets are only accessible in the Standard Viewer of the Natural or Image Panel.

To select a markup set

1. In the *Project Review*, ensure that the *Item List* and *Natural* or *Image* panel are showing.
2. Access the file in the *Standard Viewer*.
3. Expand the **Markup Set** drop-down and select a markup set.

Adding a Note

Reviewers with the *Add Notes* permission can add notes to documents in the *Natural* panel of *Project Review*. Notes can be viewed and deleted from the Notes panel for users with the View Notes and Delete Notes permission.

See The Notes Panel on page 315.

To add a note

1. Log in as a user with Add Notes permission.
2. Click the *Project Review* button ⚲ in the *Project List* panel next to the project.

3. Access the file in the *Standard Viewer*.

4. Select an existing Markup Set.
   See Prerequisites for Annotating on page 388.

5. Click on the **Create Note** tool button ![icon] .

6. Highlight the text in the body of the document to which you want to add a note. The **Create Note** dialog appears.

Create Note View Dialog

7. Enter a note in the *Note* field.

8. Set a *Date* for the note. The date does not have to be exact, but can be just a month or year.

9. (Optional) Check issues related to the note.

   > **Note:** If you check an issue that has a color associated with it, the selected text will be highlighted that color.

10. Check the groups with which you want to share the note.

11. Click **Save**.

Editing a Note

Reviewers with the Edit Notes permission can edit notes to documents in the *Natural* panel of the *Project Review*.

To edit a note

1. Log in as a user with Add Notes permission.

2. Click the *Project Review* button ![icon] in the *Project List* panel next to the project.

3. Access the file in the *Standard Viewer*.

4. In the document, locate the red marker in the text that indicates a note in the document. Double-click the marker. The **Edit Note** dialog appears.

5. Edit the fields that you want to change.

6. Click **Save.**

Adding a Highlight

Adding a Text-Based Highlight

Reviewers with the Add Annotations permission can add highlights to documents in the *Natural* panel of *Project Review*.

To add a text-based highlight

1. Log in as a user with Add Annotations permission.

2. Click the *Project Review* button ![icon] in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Access the file in the *Standard Viewer*.

5. Select an existing Markup Set.
   See Prerequisites for Annotating on page 388.

6. Click the **Text Highlight** 🔳 tool button.

7. (Optional) To delete a text highlight, click on the highlight and press **Delete**.

Adding a Drawn Highlight

Reviewers with the Add Annotations permission can add a drawn or coordinate-based highlights to documents in the *Natural* or *Image* panel of *Project Review*. The following steps describe how to add a drawn highlight in the *Natural* panel. These steps will also work in the *Image* panel.

To add a drawn highlight

1. Log in as a user with *Add Annotations* permission.

2. Click the *Project Review* button 🔳 in the *Project List* panel next to the project.

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Access the file in the *Standard Viewer*.

5. Select an existing Markup Set.
   See Prerequisites for Annotating on page 388.

6. Click the **Drawn Highlight** tool button 🔳.

7. Click and drag the rectangle onto the body of the document.

8. (Optional) To delete a drawn highlight, click on the highlight and press delete.

Adding a Link

Reviewers with the Add Annotations permission can add links to documents in the *Natural* panel of *Project Review*.

To add a link

1. Log in as a user with Add Annotations permission.

2. Click the *Project Review* button 🔳 in the *Project List* panel next to the project.

3. Access the file in the *Standard Viewer*.

4. Select an existing Markup Set.
   See Prerequisites for Annotating on page 388.

5. Click on the **Create Link** 🔳 tool button.

6. Highlight the area in the body of the document to which you want to add a link. The **Add Document Link** dialog appears.

Add Document Link Dialog
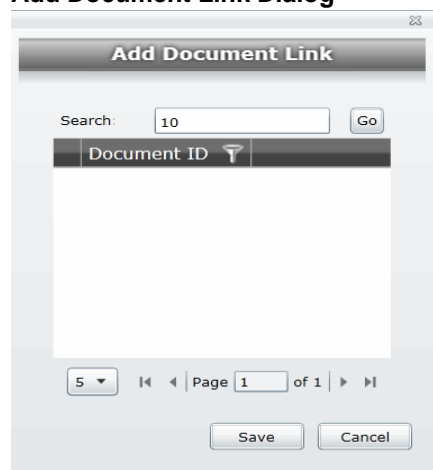
7. In the *Search* field, enter the DocID of the document you want to link to.

8. Press the tab button to activate the *Go* button and click **Go**.

9. Select the document you want to link to from the search results.

10. Click **OK**.

Adding a Redaction

Adding a Text-Based Redaction

Reviewers with the Add Annotations permission can add redactions to documents in the *Natural* panel of *Project Review*.

Note: If you hover over a redaction while in ADViewer mode, the redaction will become transparent, and you can view the text underneath the redaction.

Redaction color tips:

● You can change the color block for redacting documents to any color.

● If the redaction block color is a darker shade such as black or navy blue, the redaction reason will be set to white. If the redaction color block is a lighter color such as yellow or white, the redaction reason will be set to black.

To add a text-based redaction

1. Log in as a user with *Add Annotations* permission.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. Access the file in the *Standard Viewer*.

4. Select an existing Markup Set.
   See Prerequisites for Annotating on page 388.

5. Click the **Text Redaction** tool button.

6. Drag over the text that you want to redact.

7. (Optional) To delete a text redaction, click on the redaction and press **Delete**.

Adding a Drawn Redaction

Reviewers with the Add Annotations permission can add a drawn or coordinate-based redactions to documents in the *Natural* or *Image* panel of *Project Review*. The following steps describe how to add drawn redactions in the *Natural* panel. These steps will also work in the *Image* panel.

Note: When using Draw Redaction, text that is very close to the Draw Redaction box may be included in the redaction.

To add a coordinate-based redaction

1. Log in as a user with *Add Annotations* permission.

2. Click the *Project Review* button [image] in the *Project List* panel next to the project.

3. Access the file in the *Standard Viewer*.

4. Click the **Drawn Redaction** tool button [image].

5. Click and drag the rectangle onto the body of the document.

6. (Optional) To delete a drawn redaction, click on the redaction and press **Delete**.

Coordinate-Based Redactions Boundaries

After drawing a coordinate-based redaction, red square boxes may appear on the redacted text, above the redacted text, and/or below the redacted text. These red square boxes are the application's attempt to insure that all of a character is redacted. The application accomplishes this by indicating all characters that will be redacted, including font boundaries defined in the file that the user cannot view. Any characters that are bound by these red boxes will be redacted. If the application is indicating text that you do not want redacted, you can adjust your redaction so that application will only redact the characters that you want.

Toggling Redactions On and Off

You can toggle redactions on and off in the *Natural* and *Image* panels so that you can view or hide them without deleting redactions.

To toggle redactions on and off

1. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

2. Access the file in the *Standard Viewer*.

3. Click the **Show/Hide Redactions** button [image].

4. Click the button again to turn them back on.

Unitizing Documents

You can use the unitization feature to do the following:

- Break large documents into smaller documents.
- Combine one or more smaller documents into a larger one.
- Move pages within the same document to another location of the document. For example, you can move the last page of the document to the first page.
- Rotate a single page or the entire document.

You can perform these tasks on any file that has been converted to SWF. Thus, you can only unitize documents that can be viewed in the *Standard Viewer* on the *Natural* or *Image* tabs.

See About Generating SWF Files for Annotating or Unitizing on page 386.

When you perform unitization tasks on a document, the original document is maintained and a new file, called UnitizedObject*nn* is created. You can also perform unitization tasks on the new unitized documents.

You perform these tasks in the *Unitization* panel.

To use unitization

1. In *Review*, select a file that you want to work with.
2. Make sure the file is displayed in the *Standard Viewer*.
3. From the *Standard Viewer*, click **Unitization**.
4. Click a page in the document and use the following unitization tools:

Item	Description
⊼	Moves the current page up one page.
⊼	Moves the current page to be the first page of the document. You can use the page number field at the bottom to quickly go to page 1.
⊻	Moves the current page down one page
⊻	Moves the current page to be the last page of the document.
↱	Rotates the current page 90 degrees.
⊗	Deletes the current page. Before saving this change, the current page is marked in red with an X though it. You can click this icon again to undelete the page.
⯑	Splits the document from the current location.
↕	Fits the view to the height of the document.

Item	Description
↔	Fits the view to the width of the document.
	Rotates all pages 90 degrees.
	Rotates the current page 90 degrees. (When in Unitization mode, this is the same as the other rotate button on the top of the panel. When not in Unitization mode, this rotate the document for viewing but does not edit the document.)
Show Source	Use the **Show Source** button to add pages from a totally different document to the current document you're working on. When you click *Show Source*, it opens a separate panel for you to open a different document in. Initially, it opens the same document. In the Item List, select the second file you want to add from. It will then be displayed in the second panel. Click a page in the second document and click **<** to add that page to the first document. Click **<<** to add all pages.
Save	Saves the changes made in unitization and creates a new document named **UnitizedObjectnn**.

Chapter 37
Bulk Printing

Reviewers with the Imaging permission can print multiple records using the Bulk Printing mass action in the *Item List* panel. You can print to printers that are on the server or to a local machine. You can also brand printed documents. Bulk printing will print the source documents and include annotations or redactions on the documents.

You can perform other actions (except for starting another print job) while the system is running a bulk print job.

Note: Before you can print to a local printer, you need to download and install the Bulk Print Local plug-in. See Bulk Printing Multiple Documents (page 398).

You can print highlights and redactions on printed documents without needing to create a production set. In the *Bulk Printing* dialog, you can select which type of markup sets to print.

Note: For documents that contain both Native and Image redactions, only Image redactions print. Image redactions take precedence over Native redactions.

Bulk Printing Multiple Documents

To print multiple documents at one time

1. Click *Project Review* in the *Project List* panel next to the project.
2. In the *Project Review* window, verify that the *Item List* panel is showing.
3. In the *Item List* panel, select the documents that you want to print. Skip this step if you are printing all the documents in the panel.
4. In the first *Actions* drop-down menu at the bottom of the panel, do one of the following:
   - Select **Checked** to print all the checked documents.
   - Select **All** to print all documents, including documents on pages not visible.
5. In the second *Actions* drop-down menu, select either **Network Bulk Printing** to print to a network printer that has been set up by your IT or Administrator or **Local Bulk Print** to print to a local printer that has been set up on your local workstation.
   See Network Bulk Printing on page 399.
   See Local Bulk Printing on page 399.

Network Bulk Printing

To print to a network printer

1. Click **Go**.

2. Enter options in the *General Print Options* tab. See General Print Options on page 399.

3. Click **Print**.

Local Bulk Printing

To print to a local printer

1. Click **Go**.

2. Enter options in the *General Print Options* tab. See General Print Options on page 399.

3. A dialog box appears, asking if the file `BulkPrintLocal.WPF` may be opened on your system.
    Click **Allow**.

    > **Note:** If you start another print job when the dialog window from a previous Local Bulk Printing job is already open, a new Bulk Printing window will appear. Close the initial Local Bulk Print window before starting a new local print job.

4. The *Bulk Print Application* dialog window appears. See Bulk Print Dialog Options on page 400.

5. Choose your printer from the drop down box in the *Printer Selection* area and click **Print**.

    > **Note:** This process may take longer than typical network print operations due in part to document image conversion processes.

6. (optional) To cancel a printing job, click **Cancel Print Job** or close the *Bulk Printing* dialog box.

General Print Options

The following table shows the options available in the *General Print Options* screen.

General Print Screen Options

Option	Description
Include Markups	Allows you to print redactions on the printed documents. In the *Markup Sets* tab, select which markup set(s) that you want to print. Note: For a document with both native and image redactions, image redactions will print, but not native redactions. Image redactions take precedence over native redactions.
Image Branding	Allows you to brand the printed documents. In the *Image Branding Options* tab, select the options that you want for the branding. For more information, see the *Exporting Guide*. Note: Branding the document with the DocID in Local Bulk Printing will brand the document with the existing DocID. Branding the document in the Export Wizard will brand the document with the original DocID.

Bulk Print Dialog Options

The following table shows the options available in the *Local Bulk Print* dialog.

Bulk Printing Dialog Options

Option	Description
Job Details	Displays the job details of the print job, including the Project ID, Project Name, User Name, Job ID, and number of documents in the print job.
Printer Selection	Select a printer to print the documents to. **Note: You can also select a virtual printer, such as a PDF creation tool, to save the documents to a local or network share in PDF format.**
Cancel Print Job	Click to cancel a print job. You can also cancel a print job by closing the *Bulk Printing Dialog* window.
Progress Report	• Docs Printed: Shows the number of documents that have already printed, and the documents remaining to be printed. • Pages Printed: Shows the number of pages that have been printed in a document sent to the printer. It does not show the total amount of pages printed in a job.
Status Report	Displays the status of the print job. **Note: You can also monitor the status of the print job from the Printing/Export tab of the Home page.**

Viewing Print Statuses

You can view the status of bulk printing jobs on the *Printing/Export* tab of the *Home* page. You can view the status of your local bulk print job in the *Bulk Print* dialog window.

To view the status of your bulk print job

1. Select the project in the Project List panel.
2. Click the **Printing/Export** tab on the *Home* page.
3. Click the **Printer Status** tab.

Viewing Print Logs

You can access and view the logs from local bulk printing jobs. The logs are stored in a folder on the server.

To view the log of your bulk print job

1. In the Windows **Start** menu, enter **Run**.
2. In the **Open** field, enter **%public%**.
3. Open the folder and select the log that you want to view.

Part 6

Searching Summation Data

This part describes how to search Summation data and includes the following sections:

Chapter 38

Introduction to Searching Data

This document will help you filter and search through data in the Project Review.

About Searching Data

You can use searching to help you find files of interest that are relevant to your project. After you perform a search, you can save your search or share your search with groups. Then, you can filter your result set to further cull down evidence. As you find relevant files, you can tag the files with Labels, Issues, or Categories for further review or for export.

When you search data, you use search phrases to find relevant evidence. A search phrase is any item that you would receive a search hit on, such as a word, a number, or a grouping of words or numbers.

See Building Search Phrases on page 407.

You can search for text that is either in the metadata of the file or in the body of a file. You can also select a column in the *Item List* panel and filter on that specific column.

When you start a search, be mindful of the items in the list that you are starting with. For example, if you have applied a facet filter to show only DOC files, and you search for a text string that you think is in a PDF file, it will not find it. However, the same is not true for column filters. If you have applied a column filter to show only DOC files and you search for a text string that you think is in a PDF file, it will locate the file, regardless of the previous column filter application.

Searching Results

When you run a search, any items in your data that contain the search phrase are displayed in the *Item List*. When you view an item in the *Natural, Image, or Text* viewers, the terms in the search phrase are highlighted.

You need to be aware of the following when viewing highlighted terms:

- After the first page of search results are available, the application retrieves the excerpts for the word/phrase hits on the document through a separate workflow. Depending upon the load on the system, highlights might take longer to appear.

- Search results are not highlighted in the view if the word phrases is split on separate lines, especially in documents created in ASCII, such as text files.

- If you have a document where the text is arranged in columns, search results that appear in the same column or span across multiple columns do not highlight in the *Natural Viewer*. The *Text* view should highlight the results accurately.

To search data, see information about the following:

- Running Searches (page 405)
- Running an Advanced Search (page 420)
- Running Recent Searches (page 429)
- Saving a Search (page 430)

Search Limitations

When performing a Quick Search or Advanced Search, if you have over 10,000 total characters of search text, the search may fail and the application may become non-responsive.

Chapter 39
Running Searches

You can perform the following search tasks:

When running a search, you build and use search phrases.

See Building Search Phrases on page 407.

Running a Quick Search

In most projects, relevant data and privileged information in a data set is found using quick searches. You can use the basic search field in the *Item List* panel to help you perform fast filtering on selected evidence.

When you start a search, be mindful of the items in the list that you are starting with.

See About Searching Data on page 403.

Important: A processing option, *Disable Tab Indexing*, disables the reindexing of labels, categories, and issues. With this option, the application prevents reindexing from occurring as frequently while you are reviewing data, and search counts appear correctly. This option is enabled by default. If this option is enabled, in Review, the following text is displayed: *Tag indexing is disabled.* However, you can still search for specific tags using a field search, such as "Label contains xxx".

 To run a quick search

1. Log in as a user with Run Search privileges.

2. Click the *Project Review* button in the *Project List* panel next to the project.

3. In *Project Review*, ensure that the *Project Explorer*, the *Item List*, and *Natural* panel are showing.

4. Select the data that you want to search in by doing the following:

4a. In the *Project Explorer*, the default scope selection includes all evidence items in the project. Using the check boxes, uncheck items to exclude items from the scope of the search. These scope items include:

- Document Groups
- Transcript Exhibits
- Export Sets
- Notes
- Transcripts

4b. In the *Facets* tab of the *Project Explorer*, you may select any combination of facets to apply to the current search scope.

4c. Click the **Apply** check mark button in the top of the *Project Explorer*. This will apply the currently selected scope and any selected facets to the *Item List*, allowing you to search and review on the resulting subset. The facets will persist through searches until you clear them. Scopes may be changed and searches re-run by use of the *Apply* button as well. After updating a facet or scope item, you may click the *Apply* button, which will update the scope and re-run any search that has not been cleared out by use of the *Clear Search* button in the *Search Options* menu of the *Item List* panel.

5. In the search bar of the *Item List* panel, enter a search phrase.

    A search phrase can be either one word or or number or multiple words. You may also use operators or boolean search phrases.

    See Building Search Phrases on page 407.

6. Click **Go** to execute the search.

The search is performed within the specified scope and searches the body content of the documents within the scope. Also depending upon the type of search query, the query will also search the documents' metadata. Search results appear in the *Item List* panel.

If you are searching by keyword, you can select a document from your search results, and see highlighted instances of the word in the *Natural* view. The instances will also be highlighted in the text view and in the *Item List* if there are results in the metadata.

Quick searches will also appear in the *Recent Searches* on the *Searches* tab of the *Project Explorer*.

Note: You are unable to perform a quick search for values in the ProductionDocID column. To search for values in the ProductionDocID column, use Advanced Search. See Running an Advanced Search on page 420.

Building Search Phrases

When you search data, you use search phrases to find relevant evidence. A search phrase is any item that you would receive a search hit on, such as a word, a number, or a grouping of words or numbers.

A search phrase can be any of the following:

- A single term, such as a word or number
  For example, **patent**. Any document with the term "patent" will be found.
- A string of terms (within parentheses)
  For example, **2010 patent application**. Any document with the string "2010 patent application" will be found.
- Multiple terms with boolean operators, such as AND or OR
  For example, **patent AND 2010**. Any document with both "patent" and "2010" will be found.

See the following about building search phrases:

- See Using Search Operators on page 407.
- See Using Boolean Logic Options on page 409.
- See Using ? and * Wildcards on page 410.
- See Searching Numbers on page 411.
- See Search Limitations on page 404.

Using Search Operators

You can use a Boolean search to find the logical relationships among the search terms and phrases that you enter. A Boolean search consists of the following three full logical operators:

- OR
- AND
- NOT

Note: The NOT operator by itself is not an option in Advanced Search. The Not Contains and Not Equals operators are available in Advanced Search. However, you can use the NOT operator in Quick Search.

If you use more than one logical operator, you should use parentheses to indicate precisely what you want to search for. For example, the phrase **apple and pear or orange** could mean either **(apple and pear) or orange**, or it could mean **apple and (pear or orange)**. Use parentheses to clarify which of the two searches that you want.

However, if you want to execute searches that contain parentheses as part of the search term, you should enclose the search term with double quotes. For example, if you want to search the To field of emails for the phrase, **Carton, Sydney (TTC-San Antonio)**, you need to write the search query as **To Contains "Carton, Sydney (TTC-San Antonio)."** This will allow you to get the expected search results and those search results will be highlighted in the *Text* view. However, the search results will not be highlighted in the *Natural* view.

Only alphanumeric characters are recognized in search terms. Also, certain non-alphanumeric characters are recognized by the search, such as @ and $. To search for text with non-alphanumeric characters, include the whole string in quotes. For example, if you searched for **mckay@accessdata,** you would find **mckay@accessdata**. But if you searched for **mckay#accessdata**, it would not return results.

Noise Words

Noise words, such as **if**, or **the** are ignored in searches. For example, if you were to search on the term **MD&A**, the search would treat the **&** as an AND operator and return documents with both the terms "MD" and "A" in them. However, because **A** is a noise word, the search only highlights "MD" in the document.

When a search phrase contains a noise word with another term, the search results will return results with the noise word, as well as other words that are in the same place as the noise word. For example, by searching for the term **MD** and **A**, not only are results returned that locate the terms "MD" and "A," but also "MD" and "<any word that is adjacent to 'MD'>." For example, by searching for the term **MD** and **A**, you might also get the result of "MD" and "Surgeon."

However, if you were to search on **MD&Surgeon**, you will only get "MD" and "Surgeon.

Words that are used as logical operators, such as **And** or **Or** will be treated as operators and not as part of the search phrase. If you want to include words such as **and** or **or** as part of the search phrase, you need to enclose the entire search phrase in double quotes. For example, enclosing in double quotes the search phrase **"this or that"** will return only those occurrences where this exact phrase appears, and not where **this** appears separately from **that**.

The following words are ignored in searches:

> a, about, after, all, also, an, and, any, are, as, at, be, been, but, by, can, come, could, did, do, even, for, from, get, got, he, her, him, his, how, i, if, in, into, it, its, just, like, me, my, not, now, of, on, only, or, other, our, out, over, see, she, some, take, than, that, the, their, them, then, there, these, they, this, those, to, too, under, up, very, was, way, we, well, were, what, when, where, which, while, who, will, with, would, you, your

Also, there are exceptions for certain characters:

- The characters **0-9**, **a-z**, **A-Z**, **@**, and the _ (underscore) are searchable.
- Other characters, such as **-** , **+**, and **;** are not searchable. With a few exceptions, they are treated as spaces.
- The characters **?** and ***** are wildcards. See Using ? and * Wildcards on page 410.
- The %, ~, #, & , :, = characters are used in advanced variations of the search, such as synonym or fuzzy searches. See Understanding Advanced Variations on page 425.

Note: The & symbol is interpreted as an AND operator. If you searched for Steinway & Sons, it would search for Steinway AND Sons. To use the & symbol in a search, include it in quotes. For example, "Steinway & Sons".

Using Boolean Logic Options

The following table describes the boolean options that you can use in searches. Some boolean options are combined in the table to serve as examples of what is possible.

Boolean Logic Options

Option	Description
AND	Returns as search results those evidence files that contain all of the search words that you specified. For example: **marijuana AND cocaine** Matches all evidence files that contain both the words "marijuana" and "cocaine." However, if you search for the example: **marijuana + cocaine** You will only get search results highlighted if "marijuana" and "cocaine" are adjacent.
OR	Returns as search results those evidence files that contain any of the search words that you specified or at least one of the search words that you specified. For example: **marijuana OR cocaine** Matches all evidence files that contain either the word "marijuana" or "cocaine."
NOT	Returns as search results those evidence files that do not contain the search words that you specified. This expression is an efficient way to eliminate potential privileged data from production sets. Used the expression at the beginning of your search word or phrase. For example: **NOT licensed** Matches all evidence files except those with the word "licensed" in them. **Note: Do not use implied boolean search with this operator (Example: -license). It will return incorrect results.**
W/N	Returns as search results those evidence files that include the specified word or phrase that is found within so many number of words of another. For example: **(rock AND stump) W/2 (fence AND gate)** Matches all evidence files that contain both the words "rock" and "stump" that occur within two words of both the words "fence" and "gate." or **(pear w/10 peach) W/7 (apple OR plum)** Matches all evidence files that contain the word "pear" that occurs within ten words of the word "peach" and that also occurs within seven words of either "apple" or "plum." You can also use this option to search for evidence files with known words in certain locations or instant messaging chats. **Note: For all evidence files other than email, all occurrences of the words on either side of the W/N operator are highlighted. For email files, there is no highlighting on the Natural and Text views.**

Boolean Logic Options (Continued)

Option	Description
AND NOT	Returns as search results those evidence files that contain the expression on the left when the expression on the right is not found. For example: **peach AND NOT pineapple** Matches all evidence files that contain the word "peach," but do not also contain the word "pineapple."
OR NOT	Returns as search results those evidence files that contain either the left expression or specifically not containing the right expression. For example: **peach OR NOT pineapple** Matches all evidence files that contain the word "peach," and any other file that does not contain the word "pineapple." **Note: The search phrase before the OR operator is highlighted.**

*Using ? and * Wildcards*

A search word can contain the wildcard characters * and ?. A ? in a word matches any single alphanumeric character, and a * matches any number of alphanumeric characters. The wildcard characters can be in any position in a word.

Wildcard	Description
?	Matches any single alphanumeric character. The following are examples: ● appl? matches *apply* or *apple*, but not apples ● a?l matches *all* or *aol*
*	Matches any number of characters within a single word. The following are examples: ● appl* matches *apply, apple*, *apples*, *application* ● ap*ed matches *applied*, *approved* ● appl*ion matches *application* ● a*l matches *all*, *aol*, *april*, *actual*, *additional* ● *cipl* matches *principle*, *participle* **Note: Use of the * wildcard character near the beginning of a word will slow searches somewhat.**

You can use wildcards with search phrases that use operators.

For example, 20* OR pat* OR appl* would match any document that had *2010*, *2011*, *patent*, *patents*, *application*, or *applications*.

You can use wildcards within terms that are within text strings.

For example, "20* p*t a*n" would match *2010 patent application*.

? and * Wildcard Limitations and Tips

● The ? and * wildcards can be used for alphanumeric characters only.
   For example, a search of PSE?G or PSE*G will not find *PSE&G*.

- The ? and * wildcards only work within single words not separated by spaces, periods, commas, and so on.

  For example, a search of "n*w" will find "New" but a search of "n*k" will not find "New York" or New.York".

Searching Numbers

When searching for numbers, be aware the commas, dashes, and spaces are word separators. A word separator will find evidence files where terms are separated by that separator or space.

For example:

- A search of 123,?56 will find
  - *123,456, 123,556, 123,656, etc.*
  - *123-456*
  - *123 456*
- A search of 123-456 will also find 123,456
- A search of *123, 456* will find
  - *xxx123*
  - *456xxx*

To find numbers containing a comma, dash, or space, use a string in parentheses.

Searching for Virtual Columns

You can search for virtual columns in the quick search field. Virtual columns are fields of data that are included in the records, but there is not a physical column in the database that correlates with that data. Searching for virtual columns will result in records that contain the virtual data, but the column will not actually appear in the *Item List* panel.

Examples of virtual columns:

- AnyDate
- AnyField
- AnyText
- IsPivot

Running a Subset Search

After running any kind of search, you can run another search that is a subset of your search. Subset searches appear in your recent searches. Subset searches connect your first search with your second search using an AND connector. Subset searches will appear in the recent searches of the *Searches* tab of the *Project Explorer*.

To run a subset search

1. Run any kind of search.
   See Running a Quick Search on page 405.
   See Running an Advanced Search on page 420.
2. Enter new search criteria in the quick search field in the *Item List* panel.

Subset Search Button

3. Click the **Subset Search** button.
   Your search results appear in the *Item List* panel.

Returning to a Previous Search

After you run a subset search, you can return to a previous search using the subset drop-down.

To return to a previous search

❖ After you run a quick search and a subset search, expand the **Subset Search** drop-down and select **Previous Search**.

Searching in the Natural Panel

In the *Natural* panel, you can use the *Standard Viewer* or the *Alternate File Viewer* to search by keyword in the selected document.

See Using the Standard Viewer and the Alternate File Viewer on page 306.

Note: You cannot search for numerals in spreadsheets.

To search in the Natural panel

1. In *Project Review*, ensure the *Natural* and *Item List* panel are showing.
2. Select a document in the *Item List* that has a native file.
3. Do one of the following:
   - In the *Alternate File Viewer*:
   3a. In the *Find* field, enter a search term for which you want to search.
   3b. The first instance of a found search term is highlighted in the *Natural* view.
   3c. Click the **>** *next* and **<** *previous* buttons to see the other instances of the keyword.
   - In the *Standard Viewer*:
   3a. In the *Search* field, enter a search term for which you want to search.
   3b. The search field provides a type-down search as you enter text.
   3c. All instances of the search term are highlighted.
   3d. Click the **>** *next* and **<** *previous* buttons to see the other instances of the keyword.

Using Global Replace

In the *Item List*, you can use Global Replace to globally search the fields in documents and replace a keyword or phrase. Only one Global Replace job can be submitted at a time per project. Once the job is submitted, you will have thirty minutes to either manually commit the job or allow it to commit automatically. After a Global Replace job has been committed, you can choose to create a new Global Replace job for that project.

Note: If Global Replace jobs are submitted by two different users on the same project at the same time, both Global Replace jobs will fail. However, if two different users submit Global Replace jobs on two separate projects at the same time, both Global Replace jobs should complete successfully.

See Committing a Global Replace Job on page 414.

To use Global Replace

1. In *Project Review*, either select a document in the *Item List* or select **All** from the actions.
2. Select **Global Replace** from the pull-down menu and click **Go**.
   The **Global Replace** dialog appears.

Global Replace Dialog
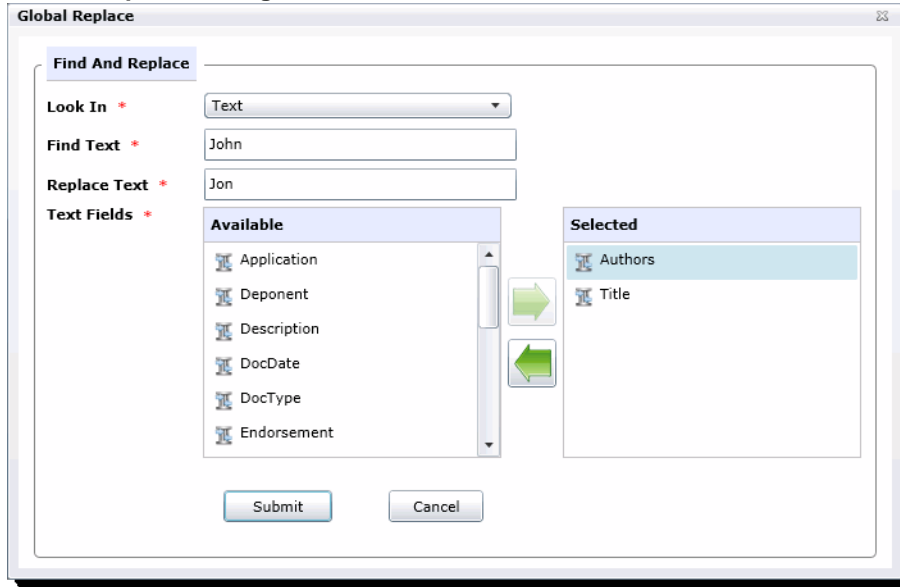
3. Choose which field that Global Replace will search and replace:

    -   Text
    -   Number
    -   Date Time

    Note: You cannot search for a specific date and replace it with a fuzzy date.

    ---

4. Choose the fields you want to look in from the *Available* list of fields, moving them to the *Selected* list of fields. The fields available will change depending on what is chosen in the **Look In** drop-down.

5. Click **Submit**.

    Once you have completed the Global Replace action, return to the *Work List* on the *Home* page. If there were any items that failed to code, they will be listed by their number under the *Work List*. You can then resubmit Global Replace for those failed items.

Committing a Global Replace Job

You must manually commit a Global Replace job if you want to run another Global Replace job on the same project before thirty minutes has elapsed. You can also undo a Global Replace job within that thirty minute window.

To manually commit a Global Replace job

1. In the *Work List* on the *Home* page, select the Global Replace job.

2. Click **Commit** .

3. A Commit job will appear in the *Work List*.

4. (optional) Click **Undo**   to cancel a Global Replace job. You cannot cancel a Global Replace job once thirty minutes has elapsed from the job's creation.

Using Dates and Times in Search

Using Dates and Times in Searches

You can perform searches based on dates and times. For example, you can perform searches based on the date a files was created or when an email was sent or received. The following are examples of date or time searches:

- 2/2/2008 - this will find any item with text or a database date of 2/2/2008
- anydate = 2/5/2011 - this will find any item with an event occurring on 2/5/2011
- anytext = 2/5/2011 - this will find any item with a date of 2/5/2011 in the text
- receiveddate = 12/18/2011 - this will find emails that were received on 12/18/2011
- receiveddate between 12/17/2011 and 12/19/2011 - this will find emails that were received between those dates
- receiveddate > 12/17/2011 - this will find emails that were received after 12/17/2011
- receiveddate < = 12/17/2011 - this will find emails that were received on or before 12/17/2011

How Time Zone Settings Affect Searches

By default, date and times from metadata that you see in Review are in UTC format. These dates and times are converted to UTC when data is entered in a project. As a result, by default, email dates and times, and file stamp date and times are displayed in the UTC time zone.

However, an administrator can configure a Display Time Zone for a project. If this was done, then all dates and times are offset to be shown in the specified time zone. For example, suppose an email was sent on 1/1/ 2010 at 1:15 am based on UTC time. If the project was set to the display the Pacific Time Zone, the email sent data would have an -8:00 offset. As a result, it would have a sent date and time of 5:15 pm on December 31, 2009.

The offset does apply to dates or times that are in the text body of a document, only dates in the metadata--for example, file creation dates, email sent dates. As another example, if an email is a reply, the date and time of the original email is in the email but simply as text, not metadata.

If you perform a search based on a metadata date or time, be aware the Display Time Zone will be used, not the UTC date and time.

Viewing the Display Time Zone

To the Display Time Zone settings for a project

1. On the *Home* page in *Review*, select the case.

2. On the   (*Info*) page, view the *Display Time Zone* value.

   The time zone and the offset from UTC is displayed.

Using the Search Excerpt View

After performing a search, you can generate a Search Excerpt view. You generate and see this view in the *Search Excerpt* panel. This panel is now included by default in the *Search* layout.

You can generate the Search Excerpt view after you have completed a search. When you generate the Search Excerpt view, a dtSearch job is run in the background on the text of the documents.

The Search Excerpt view contains a list of all of the items that have search hits. The items are clustered by document type, such as email Message, Microsoft Word, PowerPoint, PDF, and so on. Under each ObjectID item, there is a list of excerpts of the text that contains the search hits.
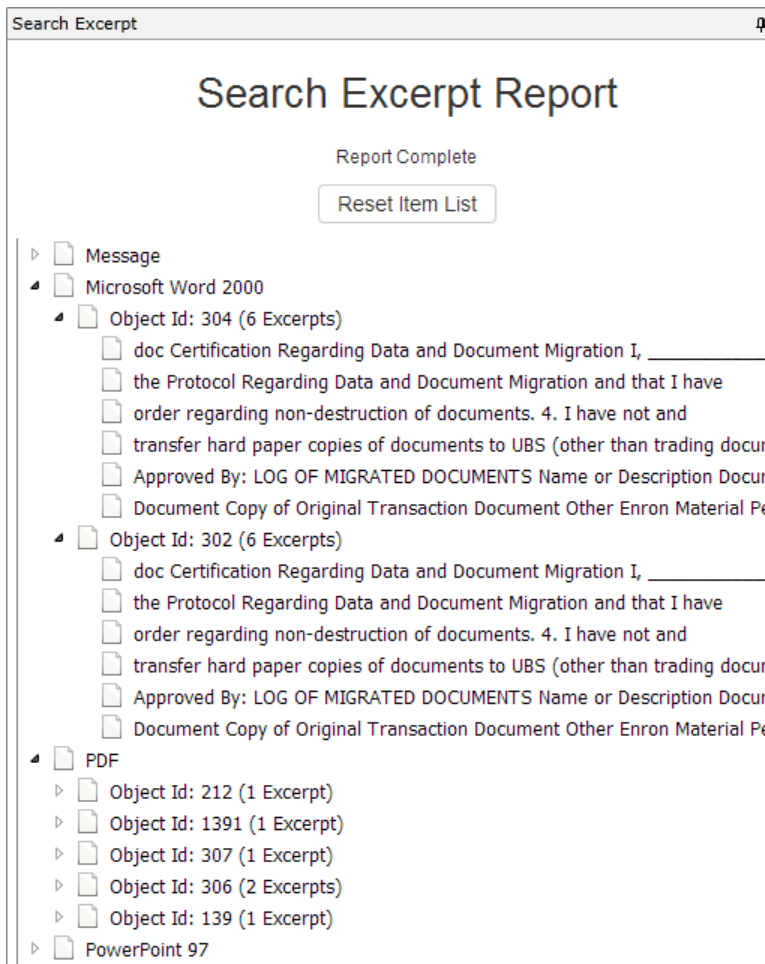
You can click either the item or the excerpt and the document is shown in the Natural view and the search results and the excerpts are highlighted.

The Search Excerpt uses dtSearch to search for text strings. dtSearch will find exact terms unless you use wildcards. For example, if your initial search is for the word *document*, other forms of the word, like *documents* or *documented* will be highlighted as a partial hit, but will not be shown as excerpts --it will not show excerpts of text containing *documents* or *documented*. However, if your search includes a wildcard, like *document*,* then it will display excerpts for all forms of the word.

Also, the dtSearch will not return excerpts for search results that do not contain text strings. For example, you can search on a database property such as ObjectID > 50. Because there are no text hits, no excerpt scan be generated.

You can also save and download a Search Excerpt report in CSV format.

To access the Search Excerpt panel

1. Open a project in *Review*.
2. Click the ▼ 🔲 *Layouts* drop-down.
3. Click **Panels**.
4. Make sure that the **Search Excerpt** panel is checked.
5. If it is already checked, click the **Search Excerpt** panel in *Review*.

To generate the Search Excerpt view

1. Run a report and let it complete.
2. In the *Search Excerpt* panel, click **Create Search Excerpt Report**.
   A dtSearch job is run in the background to generate the list.
   The resulting view lists all items that contain the search results.
   The items are clustered by document type, such as email Message, Microsoft Word, PowerPoint, PDF, and so on.
3. Expand a document category.
   All of the items are listed by their ObjectID.
   It also shows how many excerpts within that item meet the search results.
4. Expand an item.
   One or more excerpts containing the matching search hit from within the document are displayed.
5. You can do one of the following:
   - Click an ObjectID item.
     If you click an item, the document is opened in the *Viewer* and the search results are highlighted in the document.
   - Click an excerpt.
     If you click an excerpt, and if the document has been converted to SWF, the document is displayed in the Standard Viewer, and the whole excerpt is highlighted along with the search results. If the document has not been converted to SWF, the document is displayed in the Alternate File Viewer and only the search results are highlighted.
     See Using the Standard Viewer and the Alternate File Viewer on page 306.
   Performing either of the above actions will filter the *Item List* to the item you are viewing.
6. To restore the *Item List* to include all of the documents from the search, click **Return Item List to Search Results**.
7. To save and download a report, click **Save**.

Using Search Reports

About Search Reports

You can generate, download, and view search reports. The search reports provide a history of a search and information about the results.

The reports are saved in XLSX format. The report has the following XLSX sheets:

Search Report Sheets

Sheet	Description
Details	Includes the following: ● The date and time of the search ● Who performed the search ● Which phrase was searched for ● Which search options were used ● Information about the files that were in the search results
Filters	Which facets were included and excluded and which Quick Filters were applied.
Documents Group	Any related Document Groups
Hits by Type	Details which file types hits were found in
Keywords	Details hit counts for each keyword used
Files	Details of the files for the search hits

Generating and Downloading a Search Report

After you have generated a search report you can download it in one of two ways:

- In *Review,* from the *Search Options.*
- On the *Home* page, on the *Reports* tab, under *Search Reports.*

To generate and download a search report

1. In *Review*, after performing a search, click **Search Options**.
2. Click **Search Report Options** > **Generate Search Report**.
   After several seconds, the report is generated.
   To download the report, click **Download Search Report**.
3. Select to **Open** or **Save** the report.
   By default, the report is saved in the browser's *Download*s folder as Search History Report - *n*.
   You can use **Save As** to specify a filename and path.

About the Search Report Details

The following table describes some of the information provided in the report details.

Search Report Details

Field	Description
Total Files	Includes all emails and eDocs that match the search criteria.
Unique Family Items	This count is the number of files where any single family member had a keyword hit. If any one file within a document family had a keyword hit, the individual files that make up this family are counted and added to this total. For example, one email had 3 attachments and the email hit on a keyword, a count of 4 files would be added to this count as a result.
Unique Family Emails	This count is the number of emails that have attachments where either the email itself or any of the attachments had a search hit. This count is for top level emails only. Emails as attachments are counted as attachments.
Unique Emails with no Attachments	This count is the number of the emails that have no attachments where a search hit was found.
Unique Loose eDocs	This count is the number of loose edocuments where a search hit was found. This does not include attachments to emails, but does count the individual documents where a hit was found from within a zip file.
Total Hit Count	This count is the total number of hits that were found within all of the documents.
Max Relevancy	This is the maximum relevancy score achieved with the search criteria. *
Min Relevancy	This is the minimum relevancy score achieved with the search criteria. *
	Note: * Max and Min relevancy scores are calculated based on the total number of hits in the document as a percentage of the maximum number of hits found in a during the search when performing an index search. For example, if one document contains 50 hits but another document in the results has 100 hits (and that's the max) then the first document will be scored as 50% relevant and the second document will be scored as 100% relevant. These relevancy scores are only relative within a single search set. They may vary when the search set is increased or decreased. Additionally, some searches are run against the database instead of the index and these searches will always get a 100% relevancy score. A database search would be one that requests information within a specific field or non-indexed field such as "ObjectID = xxx".

Chapter 40
Running Advanced Searches

Running an Advanced Search

If using a simple search does not return the results you expected, you can use advanced searching techniques to pinpoint relevant data and privileged information.

AccessData software uses the utility dtSearch to index project data. In Advanced Searching, you can query the index using a specialized query language. In addition to extended searching capabilities, the index allows searches to be returned in seconds instead of the minutes or hours that are required for a standard linear search.

Note: In order for a document to be indexed for search, it must contain at least six characters in the file. Documents with less than six characters will not be indexed. However the metadata in those documents will be indexed normally.

Note: When searching using the *DocDate* or *NoteDate* fields, you must search using a YYYYMMDD format regardless of how your date fields are formatted for display.

For more information on using dtSearch syntax, you can view technical papers on the AccessData web site:

http://www.accessdata.com/technical

To run an advanced search

1. Log in as a user with Run Search privileges.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In *Project Review*, ensure that the *Project Explorer*, the *Item List*, and *Natural* panel are showing.

4. In the *Project Explorer*, default scope selection includes all evidence items in the project. Using the check boxes, uncheck items to exclude them from the scope of the search. These scope items include:

   - Document Groups
   - Production Sets
   - Transcripts
   - Notes
   - Exhibits
   - Labels
   - Issues
   - Categories

5. In the *Facets* tab of the *Project Explorer*, you can select any combination of Facets to apply to the current search scope.

6. Click the **Apply** check mark button in the top of the *Project Explorer*. This applies the currently selected scope and any selected Facets to the *Item List*, allowing search and review on the resulting subset. The scope of a search is saved along with the query. This Facet will persist through searches until you clear it. Scopes may be changed and searches re-run by use of the *Apply* button. After updating a Facet or scope item, you may click the **Apply** button to update the scope and re-run any search that has not been cleared out by use of the **Clear Search** button in the *Search Options* menu.

7. Click the **Search Options** button in the *Item List* panel and select **Advanced Search**.

Advanced Search Dialog

8. In the Information section, do the following:

   8a. Enter a Name for the search if you want to save the search. Otherwise, the search will appear in the Recent Searches list and will not be able to be saved.

   8b. (Optional) Select the type of Variation you want to include in your search.
   See Understanding Advanced Variations on page 425.

   8c. In the text field, enter the free form text you want to include in the search. Freeform searching lets you combine keyword, boolean, and regular expression criteria to perform a search on evidence files.
   See Using the Term Browser to Create Search Strings on page 426.

   8d. To add related terms for the words you entered, click **Expand All**.
   See Using the Term Browser to Create Search Strings on page 426.

   8e. To import a list of terms from a TXT file, click **Import Terms**.
   See Importing Index Search Terms on page 427.

9. Expand the **Conditions** section to search within the fields/columns of the documents.

Conditions

10. In the *Conditions* section, do the following:

   10a. Select a field that you want to search within.

   See the Project Manager Guide for more information on creating custom fields.

   10b. Select an Operator from the drop-down.

   See Using Search Operators on page 407.
   See Using Boolean Logic Options on page 409.

   10c. Select or enter a value using the following:

   - Field: Enter text or symbols.
   - Date: Enter a date or click the calendar to select a date.
   - Look up button: Click the blank button to look up available search criteria for the selected field.

   10d. Select either "And" or "Or" as the connector.

   See Using Boolean Logic Options on page 409.

   10e. Click **Add Row** to add additional conditions.

   10f. Set parenthetical criteria. Then, click **Validate Grouping** to validate your parenthesis.

11. Expand the **Columns** section to add visible columns to your search results.

Columns

   11a. Click the right arrow to add columns and the left arrow to remove columns.

   11b. Click the up and down arrows to adjust the order of the columns.

12. Expand **Result Sorting** to select the column by which you want the search results to be sorted. The column does not need to be visible to sort by it.

Result Sorting
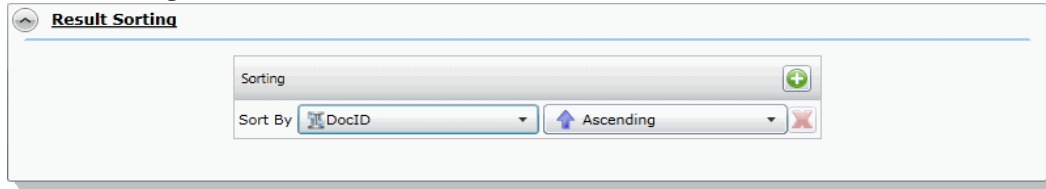
12a. In the *Sort By* drop-down, select the field you want to sort by.

12b. In the second drop-down, select whether you want to sort by Ascending or Descending.

13. Click **Search**.

Advanced Search Operators

The following search operators are available in the advanced search:

Advanced Search Operators

Operator	Description
Equal	Searches for the exact value entered.
Not Equal	Searches for everything in the selected field except the exact value entered.
Exists	Searches for the existence of data within the selected field.
Fails	Searches for all documents that do not contain data within the selected field.
GreaterThan	Searches for a number greater than the value entered.
GreaterThanEqualTo	Searches for a number greater than or equal to the value entered.
LessThan	Searches for a number less than the value entered.
LessThanEqualTo	Searches for a number less than or equal to the value entered.
Contains	Searches for the value entered within a string. The value should be a full word. If you want to search for a partial word, you need to include the * operator.
NotContains	Searches for everything except the value entered. The value should be a full word. If you want to exclude a partial word, you need to include the * operator.
Between	Searches between a range of dates or numbers.
NotBetween	Searches for all dates or numbers except the range selected.

The search operators available depend upon the field selected to search. Not all search operators are available for all fields.

Advanced Search Operators Exceptions

The ProductionSetID column contains values for exported files from both Export Sets and Production Sets and is used for associating exported files with the original file. This column is populated with queries from multiple

tables and does not operate like other standard metadata columns. Search operators will return different results than expected with other columns. You can expect the following results when searching the ProductionSetID column:

Search Operators Exceptions for ProductionSetIDs

Operator	Results
Exists	Search results return only the produced document.
Fails	Search results return source documents and not the produced copy.
Contains	Search results return only the produced document.
Not Contains	Search results return source documents and not the produced copy.

Understanding Advanced Variations

The following table describes the Variation options in the Information section of the *Advanced Search* dialog.

Variation Options in the Advanced Search Dialog

Search Variations	Description
None	No search variations are applied.
Stemming	Finds grammatical variations on word endings. For example, stemming reduces the words "fishing," "fished," "fishy," and "fisher" to the root word "fish."
Phonic	Finds words that sound like the word that you are searching and begins with the same first letter. For example, searching for "whale" using phonic, would also find wale and wail.
Synonyms	Finds word synonyms. For example, searching on "fast" would also find "quick" and "rapid." You can enable this option for all words in a request. You can also add the "&" character after certain words in your request.
Related	Finds all words in the search criteria and any related words from the known related categories.
Fuzzy	Finds words that have similar spellings, such as "raise" and "raize." You can enable this option for all words in a request. The level of fuzziness that you can set is 1-10. The higher the level of fuzziness, the more differences are allowed when matching words, and the closer these differences can be to the start of the word. Setting too many letter differences may make the search less useful. Dragging the slider bar to the right increases the number of letters in a word that can be different from the original search term. Dragging the slider bar to the left decreases the number of letters in a word that can be different from the original search term. You can also add fuzziness directly in the search term you enter using the "%" character. The number of % characters that you add determines the number of differences that are ignored when you search for a word. The position of the % characters determines how many letters at the start of the word have to match exactly. For example, "ca%nada" must begin with "ca" and have just one letter difference between it and "canada." Whereas, "c%%anada" must begin with "c" and have only two letter differences between it and "canada." In another example, marijuana can be spelled "marihuana" or "maryjuana." In this project, your search expression could be "mar%%uana." As with the fuzzy slider bar setting, you should exercise care when you use multiple % symbols because the number of junk hits rises quickly with each added error.

Using the Term Browser to Create Search Strings

You can create a search using terms that are related to any keyword. You can use the Term Browser to generate a list of similar words. You then select which words you want to include in the search.

For example, you may start with a keyword of "delete." By using the Term Browser, it will suggest synonyms, such as "erase" and "cut." It will also suggest related terms, such as "cut," "deletions," "excise," and "expunge." It will also suggest general related terms, such as "censor," "remove," "take," and "withdraw." You can select which of those words to include in your search.

To search for terms using related words

1. In *Project Review*, in the Item List panel, click **Search Options** > **Advanced Search**.
2. Enter a keyword.
3. Click **Expand All**.

Term Browser
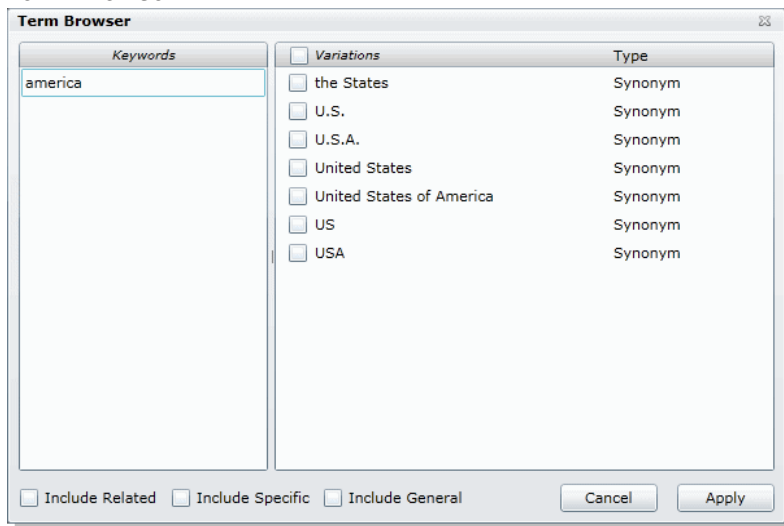
4. In the *Term Browser,* highlight the keyword.
   A list of synonyms is generated.
5. To add other related words, select the **Include Related**, **Include Specific**, and **Include General** check boxes.
6. Select the words that you want to include in the search or click **Variations** to select all words.
7. To build a search including the words that you selected, click **Apply**.
8. You can edit the search or run it by clicking **Search**.

Importing Index Search Terms

You can import a list of search terms. This lets you reuse a list of search terms that you saved from previous searches, or that you saved for documentation purposes.

To import a saved search terms file

1. In *Project Review*, in the *Item List* panel, click **Search Options** > **Advanced Search**.
2. Click **Import** to import a set of search terms.
3. Select the text file that you previously saved.
4. Click **Open**.

Chapter 41

Re-running Searches

You can re-run searches by using the *Search* tab in the *Project Explorer* panel in the *Project Review*.

The Search Tab

The *Search* tab in the *Project Explorer* can be used to view recent searches, your searches, and shared searches.

Search tab in Project Explorer
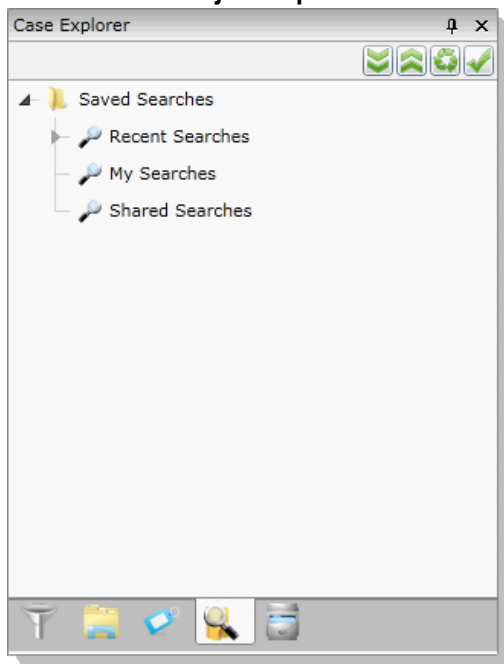
Elements of the Search Tab

Element	Description
Saved Searches	Contains the Recent Searches, My Searches, and Shared Searches.

Elements of the Search Tab (Continued)

Element	Description
Recent Searches	Every time a search is performed, it is saved in the recent searches. The last 10 searches are saved here in chronological order. Users can execute and edit searches from Recent Searches.
My Searches	Displays all the searches that the user has saved. Users can execute, delete and edit searches from My Searches. Users can also share their searches.
Shared Searches	Displays all the shared searches that the user has permissions to access. Users can execute searches from Shared Searches.

Running Recent Searches

When you execute a search, the search conditions are saved. You can view and reuse recent searches. The last ten searches are saved in the Recent Searches. To run recent searches, you must have the Run Searches permission.

To run a recent search

1. Log in as a user with Run Searches permissions.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In *Project Review*, ensure the *Project Explorer* is showing.

4. Click on the **Searches** tab.

5. Expand the *Recent Searches*.

6. Right-click the search and select **Run Search**.

   The search is run using the original search scope and the original search criteria. The search results appear in the *Item List* panel.

Clearing Search Results

After you have performed a search, the items in the *Item List* are the result of the list. You can clear the search result to view the documents in the Grid before you performed the search.

To clear search results

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Click **Search Options** > **Clear Search**.

Saving a Search

You can save any advanced search that you design in the Advanced Search Builder. All saved searches are stored in the *Searches* tab of the *Project Explorer*. You can use saved searches to run past searches again or to share your search with a group of users.

To save a search

1. Log in as a user with Run Search privileges.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In *Project Review*, ensure that the *Project Explorer*, and the *Item List* panel are showing.

4. In the *Project Explorer*, the default scope selection includes all evidence items in the project. Using the check boxes, uncheck items to exclude them from the scope of the search. These scope items include:
   - Document Groups
   - Production Sets
   - Transcripts
   - Notes
   - Exhibits
   - Labels
   - Issues
   - Categories

5. In the *Facets* tab of the *Project Explorer*, you can select any combination of Facets to apply to the current search scope.

6. Click the **Apply** check mark button in the top of the *Project Explorer*. This applies the currently selected scope and any selected Facets to the *Item List*, allowing search and review on the resulting subset. The scope of a search is saved along with the query. This Facet will persist through searches until you clear it. Scopes may be changed and searches re-run by use of the *Apply* button. After updating a Facet or scope item, you may click the **Apply** button to update the scope and re-run any search that has not been cleared out by use of the **Clear Search** button in the *Search Options* menu.

7. Click the **Search Options** button in the *Item List* panel and select **Advanced Search**.

8. Enter a *Name* for the search.

9. Enter criteria for the search.
   See Running Recent Searches on page 429.

10. Click **Save**.

Sharing a Search

You can share your saved searches with other groups of users. To share a search, you need to have the Manage Searches permission.

To share a search

1. Log in as a user with Manage Searches permissions.

2. Click the *Project Review* button   in the *Project List* panel next to the project.

3. In *Project Review*, ensure the *Project Explorer* is showing.

4. Click on the **Searches** tab.

5. Expand *My Searches*.

6. Right-click the search and select **Manage Permissions**.

Assign Security Permissions
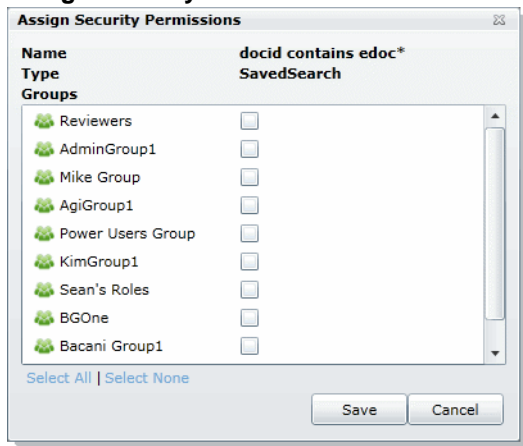
7. Check the groups with which you want to share the search.

8. Click **Save**.

Chapter 42

Using Filters to Cull Data

Filtering Data in Case Review

In *Project Review*, you can filter evidence to help view only relevant evidence for the project. After filtering data, the results are then displayed in the *Item List*. You can also use searches and column sorting to help you further review and cull down evidence.

About Filtering Data with Facets

You can filter data using facets. Facets are properties of a document that you can include or exclude. The following are a few example of facets:

- Object type and object sub-type (File > Email, File > Spreadsheet, Disk Image, Partition)
- File extension type (EXE, DLL, TXT, GIF, DOC, XLS)
- File category (Documents, Email, Graphics, Audio Multimedia, Video Multimedia)
- File Size (Small, Medium, Large)
- Email Senders Address
- Email Recipients Address
- Email by Date

See Available Facet Categories on page 437.

That facets that are available to use are based on your evidence. For example, if there are no XLSX documents in your evidence, the XLSX facet is not displayed.

By default, when you first open a project in *Project Review*, all facets are applied, and as a result, all evidence is listed in the *Item List*. You can use the facets to include or exclude evidence from the *Item List*. You can choose one or more facets within a single category or you can choose facets across multiple categories.

For example, you can filter evidence to only display emails sent by one person to another person with a certain date range. As another example, you can filter evidence to display only DOC or DOCX files that have a specific label applied.

Applied facets are persistent across searches and have to be cleared by you manually.

Note: When you cull data with facets, this filtering will override and clear other filters applied to the Item List, including Search and Column Filters.

About Dynamic Facets

Most facets are now dynamic. When you select and apply a facet, all other facet categories will reflect the results of the previously selected facet. Other categories will only show facets that have data based on the applied facet.

For example, suppose that before applying any facets, that under *File Extensions*, there are 25 DOCX files of various file sizes. And then suppose you apply a facet to include only *Large* files. When you look at the *File Extensions* filter again, you will only see the number of DOCX files that have a *Large* file size.

However, applying column filters, column filters, or searches does not affect facet counts.

About Sortable and Searchable Facets

Some facet categories include a pre-configured set of facets. For example, under the *File* > *File Size* facet category, there will be a maximum of five facets: Tiny, Small, Medium, Large, and Huge.
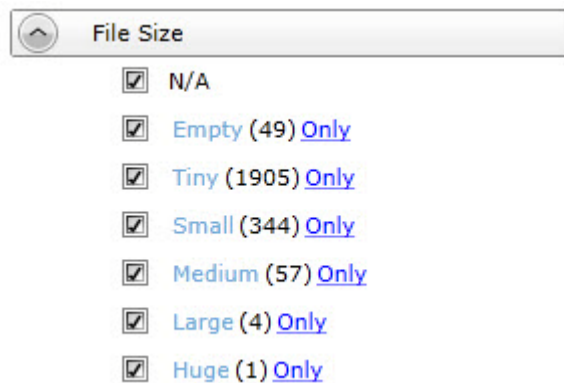
Some facet categories include a dynamic set of facets based on the files in the evidence. For example under the *File > File Extensions* facet category, facets are shown for all of the file extensions that exist in the evidence.
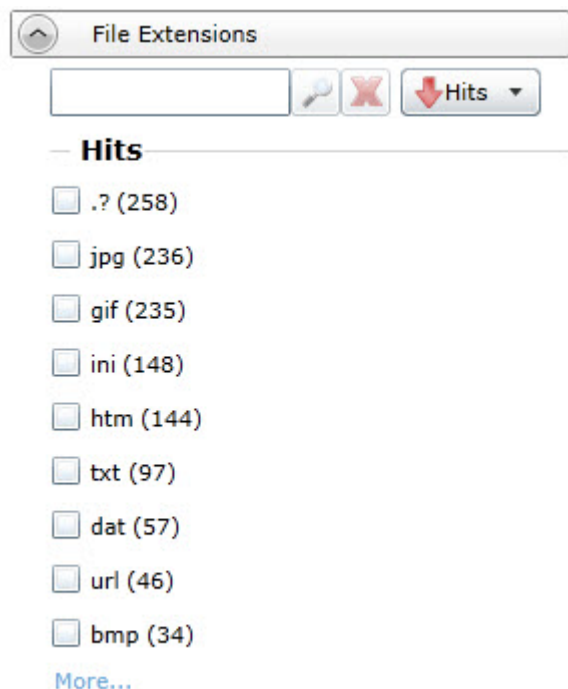
These facet categories can potentially have a very large number of facets. A project could easily include dozens of different file extensions.

Facet categories that have a large number of facets have additional features that help you use them:

- By default only nine facets are shown but you can select to see more.
- Facets are sortable.
  By default, the facets are sorted by the facets with the most hits. When you open a category, by default the nine facets with the most hits are shown. You can use the following sort orders:
  - Ascending by name
  - Descending by name
  - Ascending by the number of hits
  - Descending by the number of hits
- You can search for specific values within the facets.
  For example, if there are 100 email senders names, you can search for a certain name. You can clear the search by clicking the red X.

About Excluding Tags Filters From a Facet Search

You can exclude *Tags* filters (categories, issues, labels, and summaries) from a facet search. The default for the *Tags* facets are checked, or included. Clicking the check box once actively excludes the facet in filters group. Clicking the check box a second time clears the check box and the facet is not included in the facet search.

When excluded, a red **x** appears in the facet check box, indicating that the facet is excluded. The hyperlink to apply the excluded facet is disabled. You need to be aware of the following considerations when excluding *Tags* facets:

- For labels, the exclude feature applies to all labels in a group. However, if there are children under the labels, and one child label is selected for exclusion while another is not, the label group appears blank. This is because you cannot include a whole label group when one of the child labels is excluded.

- For issues, you can exclude or include an individual issue. Additionally, you can exclude a child issue while including a parent issue or vice versa.

- If you have a document that has been assigned a tagged item that is included in a facet in the *Tags* filter and has also been assigned a tagged item that is excluded in a facet in the *Tags* filter, the facet does not display the document. For example, a document may be tagged with both Tag 1 and Tag 2. If all documents with Tag 1 are included in the facet and all documents with Tag 2 are excluded in the facet, the document with both Tag 1 and Tag 2 is not posted to the Item List. The exclusion takes precedence. This is because exclusions and inclusions in facets act as an AND property, not as an OR property.

The Facets Tab

The *Facets* tab in the *Project Explorer* in *Project Review* lists the available facets to apply to documents. You can filter evidence to help view only relevant evidence for the Project. After you have applied facets, the results are then displayed in the *Item List*. You can also use searches along with column sorting and filtering to help you further review and cull down evidence.

The *Facets* tab in the *Project Explorer* allows you to filter before (and maintain after) conducting any searches. This allows targeting specific areas of data for search and review with persistent facets. You may maintain the applied facets as long as desired.

You can use one or more facets within a single filter or one or more facets across several categories to cull down the evidence. By default, when you first open a project in *Project Review*, all filter facets are applied, and as a result, all evidence is listed in the *Item List*. You use the facets to exclude evidence from the *Item List*.

Facets Panel
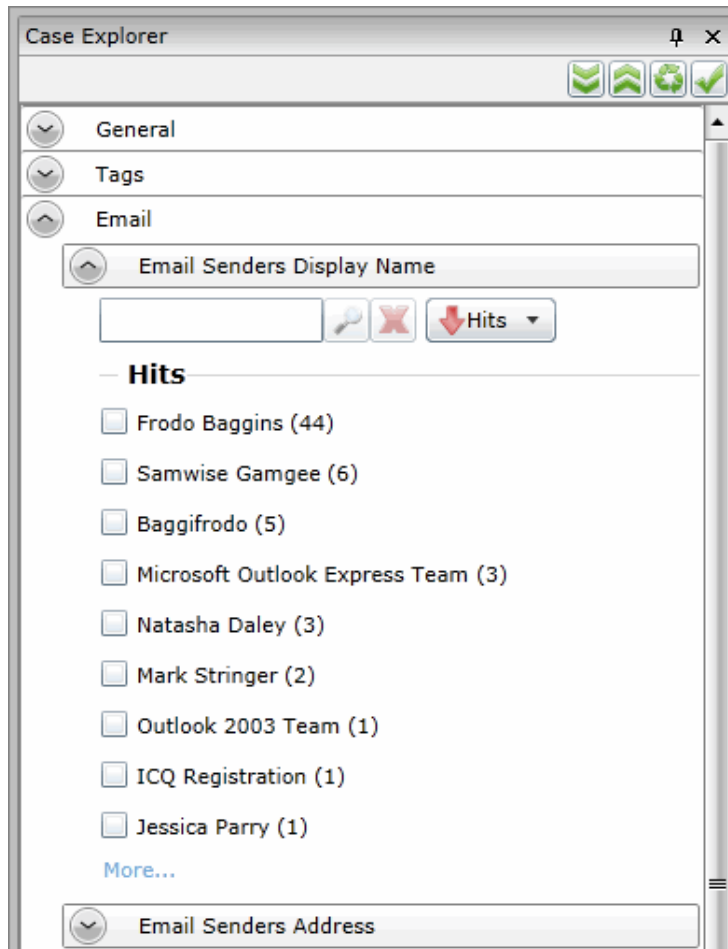
Only the top nine facets of a filter display when you expand a category. To see all the facets in a category, click
More... to display a facet dialog. Many categories also contains a search field that searches for facet hits within
that particular category.

The facets that appear in the Facets tab depends upon the product license that you have.

Available Facet Categories

The following table lists facets that may be available in the *Facets* tab of the Project Explorer.

Note: The Evidence Explorer and Custodian Facet counts are reduced when Family data uploaded by Evidence Processing is updated by a CSV import. Existing documents that are updated by the CSV import are removed from the Evidence Explorer and Custodian Facets.

Depending on your license, some filters may not be available.

General Facet Category

General Filters	Description
Evidence Explorer	Filters evidence based on the source of the evidence. **Note: If you add new evidence to either an existing or an upgraded project, only the new evidence that has been added will populate this filter.**
Custodians	Filters evidence based on people or custodians associated to the items is a project.
Authors	Filters evidence by author of Microsoft Office documents.
Object Types Object Sub-Type	Filters evidence based on the Object Type. You can expand an *ObjectType* facet for a list of object sub-type facets. See Object Types (page 448)

Tags Facet Category

Tags Filters	Description
Issues	Filters evidence based on issues tags. You can still filter for issues under the *Tags* tab.
Labels	Filters evidence based on labels tags. You can still filter for labels under the *Tags* tab.
Categories	Filters evidence based on category tags. You can still filter for categories under the *Tags* tab.
Case Organizer	Filters evidence based on summaries. You can still filter for summaries under the *Tags* tab.
Production Sets	Filters evidence based on production sets. You can filter out the produced records from the normal view. When a production set is created, a new facet is added to the Production Set Facet and by default this facet is set to exclude those records from the *Item List* grid. These records can be displayed by simply clicking the facet until you have a check mark and then applying the setting.

Tags Facet Category (Continued)

Tags Filters	Description
Viewed Documents	Lets you show or hide items within your project based on whether or not they have been viewed by any user.
	The Viewed facet value breaks the count of viewed documents down by user.
	If a document is viewed by multiple users, the document will be counted within each user's facet value.
	Administrators can see all users. Other users can see themselves and other users in their user group.

Email Facet Category

Email Filters	Description
Email Senders Display Name	Filters evidence based on the email senders display name.
Email Senders Address	Filters evidence based on the email senders address.
Email Senders Domain	Filters evidence based on the email senders domain.
Email Recipients Display Name	Filters evidence based on the email recipients display name.
Email Recipients Address	Filters evidence based on the email recipients address.
Email Recipients Domains	Filters evidence based on the email recipients domain.
Email Recipients BCC	Filters evidence based on BCC recipient address, display name, and domain.
Email Recipients CC	Filters evidence based on CC recipient address, display name, and domain.
Email Recipients To	Filters evidence by To recipient address, display name, and domain.
Email by Date	Filters evidence by email date. You can select to filter by the Delivered date or the Submitted date.
Email by Date Range	Filters evidence by either the delivered (received) date or by submitted (sent) date. You can enter a start range or/and an end range. Both fields are not required for the search.
Email Status	Filters evidence by email status, including: attachments, related items, replies, and forwarded.

File Filters Facet Category

File Filters	Description
File by Date Range	Filters evidence by the Date Range: by modified date, by creation date, and by accessed date. You can enter a start range or/and an end range. Both fields are not required for the search.

File Filters Facet Category (Continued) (Continued)

File Filters	Description
File Extensions	Filters evidence by file extension, including: .doc, .docx, .log, .msg, .rtf, .txt, .wpd, .wps. This filter is both sortable and searchable.
File Size	Filters evidence by file size. • Empty = 0KB • 0KB < Tiny <= 10KB • 10KB < Small <= 100KB • 100KB < Medium <= 1MB • 1MB < Large <= 16MB • 16MB < Huge <= 128MB • 128MB < Gigantic
File Category	Filters evidence by file category, including: archives, databases, documents, email, executables, folders, graphics, internet/chat files, mobile phone data, multimedia, OS/file system files, other encryption files, other known types, presentations, slack/free space, spreadsheets, unknown types, and user types.
File Status	Filters evidence by file status, including: bad extension, email attachments, email related items, encrypted files, and OLE sub-items.

KFF Facet Category

KFF Filters	Description
KFF Vendors	Filters evidence by vendor as listed in the KFF Vendor field.
KFF Groups	Filters evidence by group as listed in the KFF Groups field.
KFF Statuses	Filters evidence by status according to the KFF Statuses field. There are two possible KFF Statuses, Unknown (0), Ignore (1), and Alert (2). The KFF Status, Ignore (1) is not included in an evidence search because it was already ignored by KFF during the initial evidence search.
KFF Sets	Filters evidence by sets at listed in the KFF Sets field. KFF Sets contain multiple document hashes.

For information about KFF, see Reviewing KFF Results (page 204)

Geolocation Facet Category

Geolocation Filters	Description
From Country Name	Filters evidence by the country that the communication originated from.
To Country Name	Filters evidence by the country that the communication was sent to.
From City Name	Filters evidence by the city that the communication originated from. Example: San Francisco, San Jose, Los Angeles.

Geolocation Facet Category (Continued)

Geolocation Filters	Description
To City Name	Filters evidence by the city that the communication was sent to. Example: San Francisco, San Jose, Los Angeles.
From Continent	Filters evidence by the continent that the communication originated from.
To Continent	Filters evidence by the continent that the communication was sent to.

For information about Geolocation, see Using Visualization Geolocation .

Document Content Facet Category

Document Content Filters	Description
Cluster Topic	Filters evidence by clusters of similar documents. These clusters are determined by cluster analysis of the documents. See *Using Cluster Analysis* in the *Admin Guide*.
Credit Card Numbers	Filters evidence based on extracted credit card numbers. See *Using Entity Extraction* in the *Admin Guide*.
Email Addresses	Filters evidence based on extracted email addresses found within the body of documents, not in the email meta data. For Email addresses found in To: or From: fields in Email meta data, use the Email facet category. See *Using Entity Extraction* in the *Admin Guide*.
People	Filters evidence based on extracted people's names. See *Using Entity Extraction* in the *Admin Guide*.
Phone Numbers	Filters evidence based on extracted phone numbers. See *Using Entity Extraction* in the *Admin Guide*.
Social Security Numbers	Filters evidence based on extracted social security numbers. See *Using Entity Extraction* in the *Admin Guide*.

Examples of How Facets Work

Including and Excluding Items

Next to each facet within a filter is a check box. By default, all facets within each filter are selected. Next to each facet is also a count of the number of files that match that facet's criteria.

The following figure shows an example of the *File Category* filter with all of the individual facets in that category.
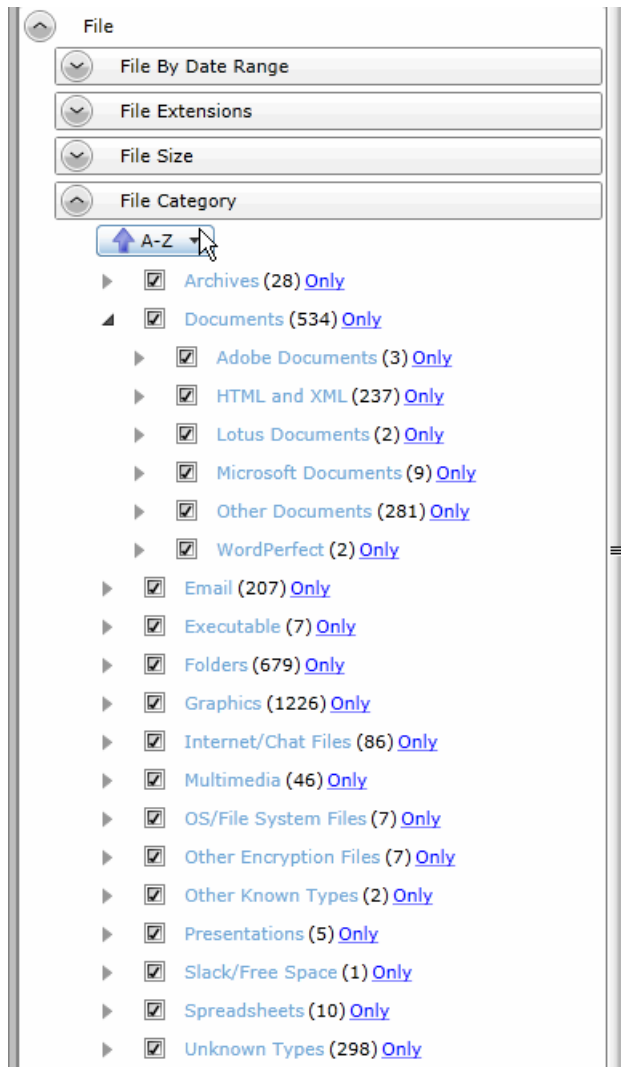
As an example of how you can use this category, to help reduce irrelevant files, you can exclude executable and system files.

For each facet, there is also a link labeled *Only*. You can click *Only* for a facet and that one facet will be checked and all other facets within that filter will be cleared. This action only affects that particular filter that you are working with. All other filters in the Facet Panel will remain as you have previously set them.

You can also click on the facet name which will exclude all other facets and all other filters.

See Using Facets on page 445.

Excluding Tags Facets

In addition to using the *Only* link, you can exclude *Tags* filters (categories, issues, and labels) from a facet search. This allows you to further narrow and refine your facet scope.

The default for the *Tags* facet displays as checked or included. Selecting the check box once actively excludes the facet in the *Tags* filters. Selecting the check box a second time clears the check box and the facet is not included in the facet search.

When excluded, a red **x** appears in the facet check box, indicating that the facet is excluded. The hyperlink to apply the excluded facet is disabled.

You need to be aware of the following considerations when actively excluding *Tags* facets:

- For labels, the exclude feature applies to all labels in a group. However, if there are children under the labels, and one child label is selected for exclusion while another is not, the label group appears blank. This is because you cannot include a whole label group when one of the child labels is excluded.

- For issues, you can exclude or include an individual issue. Additionally, you can exclude a child issue while including a parent issue or vice versa.

- If you have a document that has been assigned a tagged item that is included in a facet in the *Tags* filter and has also been assigned a tagged item that is excluded in a facet in the *Tags* filter, the facet does not display the document. For example, a document may be tagged with both Tag 1 and Tag 2. If all documents with Tag 1 are included in the facet and all documents with Tag 2 are excluded in the facet, the document with both Tag 1 and Tag 2 is not posted to the Item List. The exclusion takes precedence. This is because exclusions and inclusions in facets act as an AND property, not as an OR property.

Using a Single Facet

You can filter your evidence based on one or more facets within a given filter or based on one or more facets across multiple filters. There may be times when you want to use a single facet.

For example, there is a filter category called *Tags*. Inside that category is a filter called Labels. Nested inside the Label filter are facets for each of the labels that have been used in the project. You can clear all but one label facet and only the files with that label are displayed; all other files are excluded.

However, the action of clearing all but one label facet will not exclude documents with multiple labels, if one of those labels is within the scope of the selected label facet. Even if the non-selected label facet is left unchecked, documents with multiple labels will be included.

Using Multiple Facets in a Single Category

You can filter evidence using multiple facets within a single filter category. For example, there is a filter category called *File Category*. Inside that category are individual filter facets for each type of files that are in the project (archives, documents, emails, graphics, spreadsheets, and so on.) You can exclude the types of files that you do not need to review while leaving the file types that you do want to review.

Using the N/A Facet

In most of the filter categories, there is a special facet that is labeled *N/A*, which stands for "not applicable." If you check this, the filter will display items to the results that are not applicable to that category.

For example, if you apply a single facet for one or more email addresses, and *N/A* is unchecked for that category, then the only results will be records that contain an email address. If you also check *N/A,* then other file types will also be displayed, such as documents, spreadsheets, and PDFs, because they don't have an email address property.

As another example, you can see a list of all files that do not have a person applied to them. In the *People* category, you can select only the *N/A* facet, and that excludes all files that have a person applied.

If your project has no files that pertain to a filter, it will show *N/A* as the only item in the facet.

Refining Evidence Using Facets in Multiple Categories

You can use multiple facets together in order to further refine your evidence. For example, you may have applied a facet for a single person and want to refine it further to only include spreadsheets and documents that are related to that person. You can apply another set of facets for file extensions choosing to exclude all files but *Documents* and *Spreadsheet* files. By combining the two facet categories, you can display only spreadsheets and documents that have a certain person.

Assume you want to find all the PDFs associated with a person named Sarah. In the Person filter, you would deselect all facets except for Sarah, who has 20 files of multiple file types associated with her. In the File Extensions filter, you would deselect all facets except for PDF, which has 40 different people associated with it. Since five of those PDFs are associated with Sarah, only those five PDF would display in the results.

Almost every filter can be used together to find information. Most filters treat the combination as a Boolean AND operator in conjunction with other filters. (In the example of Sarah and the PDFs, the search syntax was: Where Person = Sarah AND File Extension = PDF.) The only filters that cannot act as an AND operator against other filters are Email Sender's Display, Address, and Domain, as well as the Email Recipient's Display, Address, and Domain filters. These filters act as OR operators.

You would use the filters with the OR operator functionality when you wanted results that produced returns of two different sets of data. For example, if you were to select the Sarah facet under the Email Senders Display filter and the accessdata.com facet under the Email Senders Domain, you would get results of all emails where the email was sent by Sarah. You would also get results of all the emails that were sent within the accessdata.com domain. The search syntax would be: Where Email Senders Display = Sarah OR Email Senders = accessdata.com.

If you want to narrow the scope of your search using OR filters, you must use a filter that operates as an AND operator with one of the filters that operate as an OR. For example, if you were to select the *Sarah* facet under the *Email Senders Display* and the *Larry* facet under the *Email Recipients To*, this would return results of emails that contained both Sarah in the *Email Senders Display* field, and Larry in the *Email Recipients To* field.

Examples of Using Facets in Multiple Categories

Assume you need to create an export set of a specific person's data, but at the same time, remove anything that is obviously unimportant to reviewers. You can do the following:

- Using the *People* category, select only the one person.
- Using the *File Extensions* category, exclude unimportant file types, such as *EXE* and *DLL* files.
- Using the *Email Senders Domain* category, exclude all emails that came from ESPN.com and Comcast.com.

As another example, a development in a project may reveal that some very important evidence may exist as an email attachment sent either to or by a person within a specific date range. You can do the following:

- Using the *People* category, select only the one person.
- Using the *File Status* category, select only *Email Attachments*.
- Using the *Email by Date* category, select only emails delivered in March and April of 2009.

Email Recipient and Senders Facet Counts

When viewing facets, a count of the items related to each facet is displayed. For any given facet that is selected, the filter count will be part of the total number of items displayed in the Item List. For example, suppose you configure facets to show only PDF and XLS files and the facet counts show 6 PDF files and 4 XLS files. In the Item list, only the 10 PDF and XLS files will be displayed. The total of the two facet counts will match the number of files in the Item List.

There is a situation where the facet count may be higher than the count of items in the Item list. There are six different filters that are related to email recipients and senders. To help reduce the length of the list of recipients, there is a first-level division that contains alphabetical ranges of the names that are used. For example, ABurr --> AHamilton, ALincoln --> ASteveson, and so on. From that first level, you can drill down to individual names.

The facet counts displayed for the first levels (a range of names) may by higher than the number of emails in the Item List. The reason is that a single email may have been sent to multiple recipients. In the Item List, that email is reflected as one single item, yet in the first-level list of the facet, the counts may reflect 5 recipients of that one email. Because there can be more recipients than emails, this can cause the first-level facet count to be higher than the Item List count.

Using Facets

To use facets, you specify the items that you want to include. As you specify facets, the results are displayed to the *Item List*. As you clear facets, files are removed from the *Item List*.

The *Filters* list denotes with an icon which facets you have configured.

> **Note:** You must be careful when filtering evidence. Once evidence has been culled using a facet in the *Facets* panel, the only way to display that evidence again is to recheck the specific facet or reset all of the facets. No other facet will return the evidence to the item list.

To apply a single facet to evidence

1. In the *Facets* panel on the *Project Review* page, expand the filter category that you want to use.
   For a list of filter categories, see Available Facet Categories (page 437).

   To expand all categories, click **Expand**.

2. In the expanded filter, click the *Facet name* link.
   Click this link to filter out all other facets and filters.
   For example, in the filter, if you click the facet named **Email**, you will only get email messages.

3. To reset a single facet, click .

To apply one or more facets to evidence

1. In the *Facets* panel on the *Project Review* page, expand the filter that you want to use.
   For a list of filters, see Available Facet Categories (page 437).

   To expand all filters, click **Expand**.

2. In the expanded filter, perform one of the following tasks:
   - *Check*: Manually check the items that you want to include.
   - *Uncheck*: Manually uncheck the items that you want to exclude.
   - *Only*: Click **Only** to uncheck all other facets in the filter.
   - *Expand*: Many facets can be expanded to show dynamic facets. For example, in the Email By Date filter, there is a Delivered facet. You can expand it to show detailed facets for years, months, or days.

3. Click **Apply**.
   The *Item List* will change to display only the items that you filtered for.

   When you change the configuration of a category, a appears next to the category name. This shows you which categories have been configured.

4. (Optional) Repeat steps 2 and 3 as often as needed. After making any changes, you must click **Apply**.

5. (Optional) To reset facets, do any or all of the following:
   - To undo an individual facet, check the box for an item that you previously unchecked.
   - To reset all facets in a single filter category, click the next to the filter name.
   - To undo all filters, click **Reset**.

6. Click **Apply**.

Caching Filter Data

If you use the same filters a lot, you can cache your results in the database so that the next time you use the filter, your results will appear faster.

To cache a filter result set

1. Set filters that you commonly use in the *Project Review*.
2. In the *Item List* panel, select **Options > Cache > Add** current filter to cache.
   Your data is cached in the database and the cached icon turns orange.

Cached Icon in the Item List Panel

Filtering by Column in the Item List Panel

You can filter the evidence in the *Item List* panel by the data in the columns. You cannot filter the content of the first three columns. You can apply multiple column filters.

For ore information, see Filtering Content in Lists and Grids (page 46).

Note: Column Filters are applied after facet scope filters and visualization filters. Changing your facets scope or visualization filters will clear the column level filters. Also, Column Filters do not persist and will be cleared out when you either execute a new search or use the **Clear Search** button.

To filter evidence by data in columns

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Select the document groups, labels, or issues that you want to view from the *Project Explorer* and click Apply.

3. In the *Item List* panel, click on the column filters button .

4. Uncheck the items that you want to filter out of your view.

5. (Optional) You can use the *Search* field to search by keyword among the items in the column.

6. (Optional) Expand the Sort drop-down to sort the items in the column by ascending or descending hits or values.

7. Click **Apply**.

   All documents with the item that you unchecked are removed from the *Item List* panel.

Note: When you filter the ProductionDocID column, only the produced record value is displayed, not the source document.

Clearing Column Filters

You can clear column filters that you have applied to the Item List panel.

To clear column filters

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Select the document groups, labels, or issues that you want to view from the *Project Explorer*.

3. In the *Item List* panel, click on the column filters button .

4. Click **Clear Filter**.

Object Types

You can use columns and facets to view an item's Object Type and cull data based on the Item Types in your evidence.

Some *Object Types* have *Object Sub-Type* data. For example, for the Endpoint Event object type, you can have the following object sub-types: File Event, Network Event, Registry Event, and Endpoint OS Event.

With the *ObjectType* and *ObjectSubType* columns, you can search, filter, and sort on these columns in order to quickly cull down the files that you are viewing.

The *Object Type* facets, which are under the *General* facet category, dynamically list facets for all of the object types in your evidence. You can expand an *ObjectType* facet for a list of object sub-type facets.

The following table lists the object types and object sub-types that may exist in your data.

Object Types and Object Sub-Types

Object Types	Object Sub-Types
Unknown	
Partition	
File System	
Live Folder	
Live File	
Directory	
File or Loose Files (Listed in the Facets as Files & Email) Files that are added through Import have the object type of *Loose Files*, whereas files added as evidence have the object type of *Files*.	• Documents • Spreadsheet • Database • Presentations • Graphics • Multimedia • Email • Executable • Archives • Folders • Slack Free Space • Other Known • Mobile Device Items • Encryptions Files • Internet Chat • OS Files • Transcripts • Exhibits • Notes
Mailbox	
Archive	
Unpartitioned Space	

Object Types and Object Sub-Types (Continued)

Object Types	Object Sub-Types
Carved File	
Drive Remote	
File Slack	
File System Remote	
Custodian Group	
Removable Media File	● Devices Inserted ● Devices Removed ● Files Copied From Device ● Files Copied To Device
Network Traffic	● There are many types, for example, WebMail, SMTP email, Chat, and FTP.
Threat Scan	
Endpoint Event	● File Event ● Registry Event ● Network Event ● OSEvent ● ProcessEvent
Mobile	
Case Organizer	● Event ● Fact ● Person ● Question ● Research ● Pleading ● Summary
Volatile	● There are many types, for example, Process, DLL, Socket, Driver, Service, Registry Key, Registry Value

Part 7

Using Visualization

This part describes how to use Visualization and includes the following sections:

Chapter 43
Using Visualization

Culling Data with Visualization

Visualization allows you to see visual representations of data in the selected project and to filter the data, based on the visualization graphs. The Visualization feature allows you to choose the type of graph in which to display the data. The graphs are interactive, allowing you to isolate and search on sections of the graph. Once you select how you want the data represented, you can apply the visualization filter to the data. The filtered data will appear in the Item List, and you can apply additional scope filters and column filters to further cull the data.

You can also clear previous visualization filtering sessions in the **Options > Visualization** dialog. If no previous visualization filter has been applied to the data, the Clear Visualization options are inactive.

You can apply visualization filters to the data in the following ways:

Files Visualization

Files Visualization allows you to view and filter data in a project by using the same data that is posted in the *Item List* grid. This allows you to cull the data in the *Item List* grid with filters before applying Files Visualization to the data.

To access Files Visualization

1. Click **Project Review**.
2. In the *Item List* panel, click **Options** > **Visualization** > **Files**.

Important: When you first open File Visualization, the *Files* grid will show only a portion of the total files. The Files grid only shows the files that are currently filtered using the Visualization tool. Initially, the top *Timeline* filter only covers a small part of the total timeline, as a result, you may not see many files listed in the *Files* grid. You can expand or move the *Timeline* filter to show other files.

Files Visualization Panel

Files Visualization Options Panel

The following table identifies the tasks that you can perform from the **File Visualization** panel**.**

File Visualization Panel Options

Element	Description
✔ Apply Visualization	Applies the files that have been filtered in the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization appear in the *Item List* grid. To remove the filters, re-enter files visualization and click ✖ Cancel. **Note:** If you use the "check all" button in the visualization Files grid, be aware that only the items on the current page will be selected.
✖ Cancel Visualization	Cancel the visualization graph filters and exit out of Visualization.
Options	
🗓 Refresh Timeline	Refreshes the **Timeline** pane.
🚩 Refresh Extensions	Refreshes the **Extensions** pane.
📁 Refresh Categories	Refreshes the **Categories** pane.
📄 Refresh Files	Refreshes the **Files** pane.
Data	• Scale - Choose to display the data scale either by logarithmic or by linear. If this field is changed, data in the panes will refresh automatically. • Metrics - Choose to display the data metrics either by size or by count. If this field is changed, data in the panes will refresh automatically.
View	• Timeline Data Type - Choose to display the data in the timeline, extensions, categories, and files panes by date created, modified, or accessed. • Timeline Graph Type - Choose to display timeline data by bar, line, area, or scatter graph. • Extension Graph Type - Choose to display extension data by bar or pie graph. • Categories Graph Type - Choose to display category data by bar or pie graph.

File Visualization Panel Options

Element	Description
Timeline	Examine the data based on when the data was created, accessed, or modified. You can highlight a specific period of time in the timeline and filter data based on that specific time.
Extensions	Displays the data by document's extension, such as .doc or .dll. Only extensions found in the data set will display in the graph. You can click a specific extension in the graph's list or graphic, and all files with that extension will appear in the **Files** panel.
Categories	Displays the data by category. The categories available by which to sort are documents, spreadsheets, database, presentations, graphics, multimedia, email, executables, archives, folders, slack free space, encryption files, internet chat, operating system file, other known, unknown, user types, stego apps, and mobile device items. You can click a specific category in the graph's list or graphic, and all files within that category will appear in the **Files** panel.
Files	Displays the files represented by the visualization graphs. This list can be all of the data set, or only files filtered by either timeline, extensions, or categories. You can sort information in each column by clicking the column header.
History	The *History* tab captures the movement of the box that isolates a time period within the time line. Each time that you move the box along the timeline, a new tab is created for that section of the timeline. Each section can be identified by start date and end date. By clicking one of the History tabs, you can examine the data from that particular time period, allowing you to quickly return to a period that you have already examined.
Selected	Lists the files selected in the **Files** pane.

Emails Visualization

Emails Visualization allows you to view and filter data in a project by using the same data that is posted in the *Item List* grid. This allows you to cull the data in the *Item List* grid with filters before applying Emails Visualization to the data.

To access Email Visualization

1. Click **Project Review**.
2. In the *Item List* panel, select **Options** > **Visualization** > **Emails**.

Emails Visualization Panel
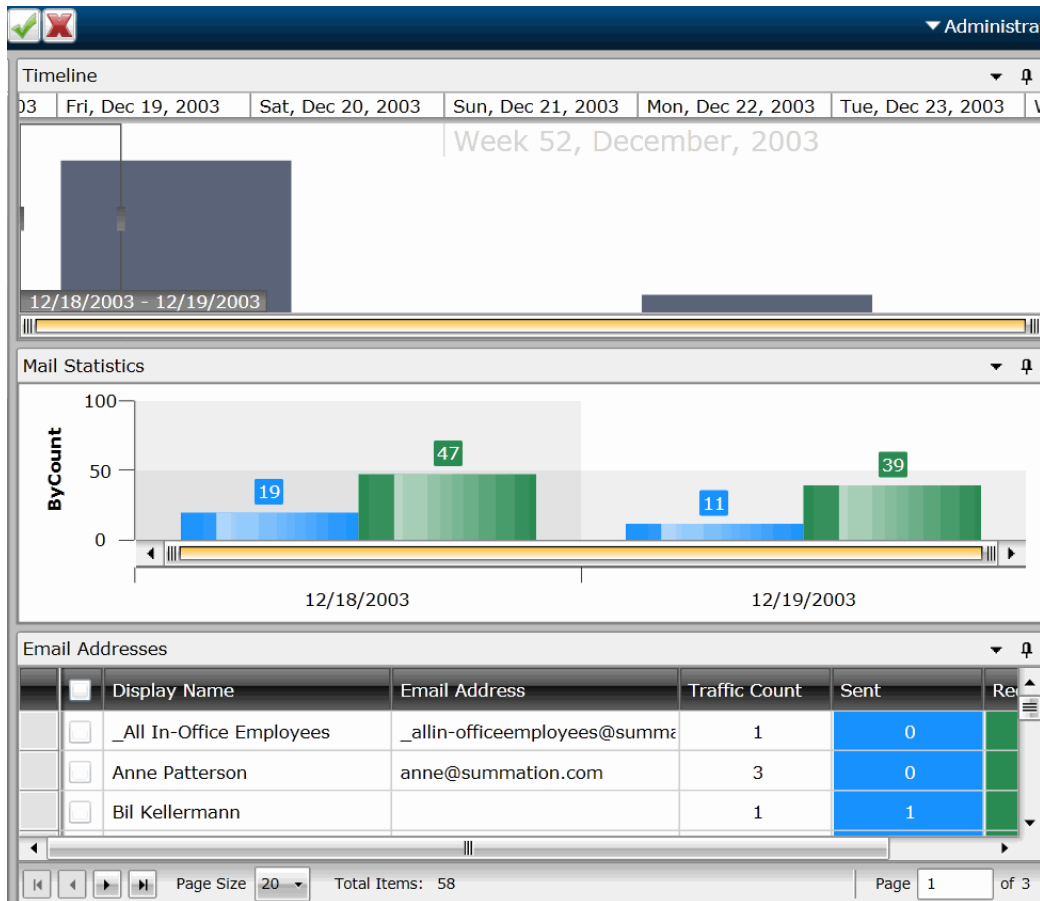
Email Visualization Options Panel

The following table identifies the tasks that you can perform from the **Emails Visualization** panel.

Emails Visualization Panel

Element	Description
Apply Visualization	Apply the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization will appear in the *Item List* grid.
Cancel Visualization	Cancel the visualization graph filters and exit out of Visualization.
Options	
Refresh Timeline	Refreshes the Timeline pane.
Refresh Mail Statistics	Refreshes the Mail Statistics pane.
Refresh Email Addresses	Refreshes the Email Addresses pane.
Launch Social Analyzer	Click to launch the Social Analyzer pane. See Using Visualization Social Analyzer on page 458.
Data	• Scale - Choose to display the data scale either by logarithmic or by linear. If this field is changed, data in the panels will refresh automatically. • Metrics - Choose to display the data metrics either by size or by count. If this field is changed, data in the panels will refresh automatically.
View	• Timeline Graph Type - Choose to display timeline data by bar, line, area, or scatter graph. • Mail Stats Graph Type - Choose to display mail stats graph by bar, line, spline, or scatter graph.
Timeline	Examine the email data set based on when the emails were created, accessed, or modified. You can highlight a specific period of time in the timeline and filter the emails based on that specific time.
Mail Statistics	Displays the Mail Statistics of the emails - the sent and receive dates. You can click a specific item in the graph and filter the email addresses in the email addresses list.

Emails Visualization Panel

Element	Description
Email Addresses	Lists the email addresses in the email data set. You can view display name, email address, traffic count, and the sent and received data. Expand either the sent or received field for a particular email address to obtain additional information.
Selected	Lists the history of the data set. By highlighting a tabbed date in *History*, you can examine the data from that particular time period.
History	Lists the files selected in the **Files** pane.

Chapter 44
Using Visualization Social Analyzer

About Social Analyzer

The Social Analyzer shows a visual representation of email volume contained in the data set. Social Analyzer will display all of the email domains in a project, as well as individual email addresses within the email domains.

Social Analyzer Map
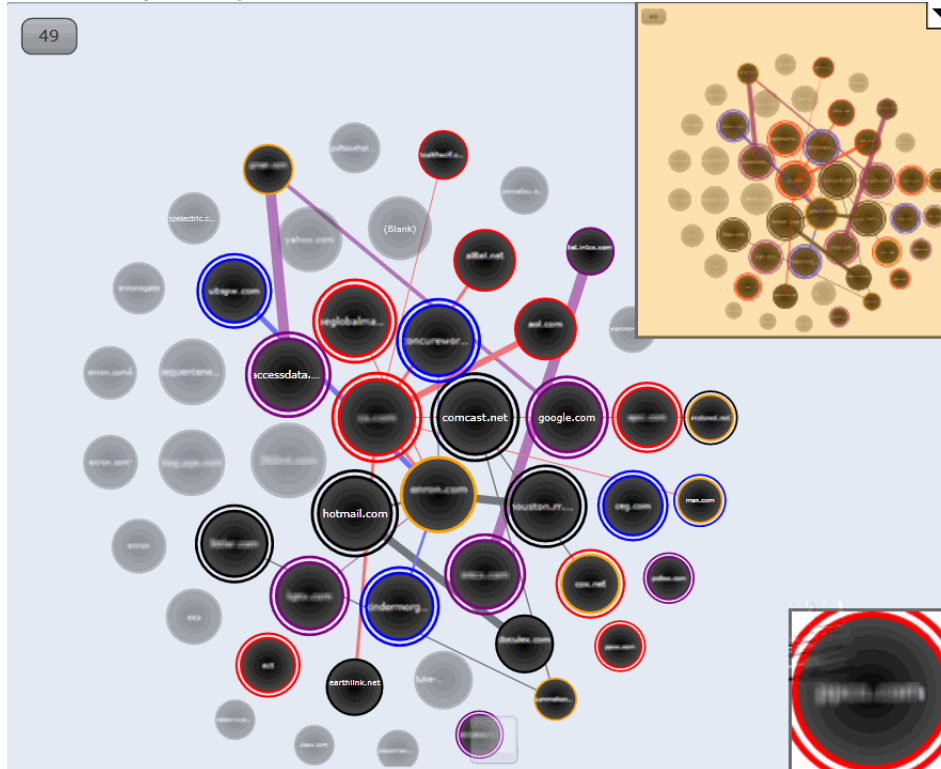
The Social Analyzer map displays emails in the data set group by domain name. These domain names appear on the map in circles called "bubbles." The larger the bubble, the more emails are contained within that domain. The bubbles in the map are arranged in a larger sphere according to how many emails were sent to that domain. The center bubble in the sphere will have the most emails sent from this domain, while domains radiating clockwise from the center will have fewer and fewer emails in their domain bubble. If you want to examine email domains with the most sent emails, concentrate on examining the bubbles in the center of the map.
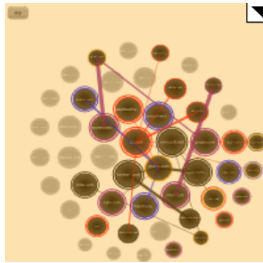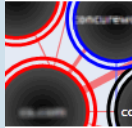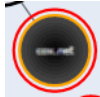
Email data in the Social Analyzer map can be examined on two different levels. On the first level, you can get an overall view of communications between domains. You can then select domains that you want to examine in a

more detailed view and expand those domains to view communications between specific email addresses from the domain. For example, if you search for high email traffic between two domains, you can see which two domains have the highest amount of traffic between them. Select the two domains, and expand them to view the email traffic between individual users from those two selected domains.

See

See

Elements of the Social Analyzer Map

Element	Description
	This map presents the overall view of the social analyzer data. The orange rectangle indicates the area displayed in the main social analyzer map. Black dots in the overall view show domains that are either selected or communicating. You can either expand or collapse the overall view by clicking on the triangle in the upper right corner.
	When you select a domain bubble, it is surrounded by a colored double ring. The ring may be colored blue, black, purple, or red. The different colors allow you to distinguish between different selected domains, but they do not have any significant meaning.
	Domain bubbles that are not selected, but have sent emails to the selected domain bubble, are surrounded by a single colored ring that is the same color as the selected domain bubble. This allows you to easily tell which domains have been communicating with the selected domain bubble. Domain bubbles that do not connect to any selected domains are greyed out.
	Lines connect other domain bubbles to the selected domain bubble. These lines represent emails sent to the selected domain from other domains. The more emails that have been sent to the domain, the thicker the line between domain bubbles are. You can also see emails sent from the selected domain. Select **Show Reversed Connections** in the Social Analyzer panel to show visual representations of emails sent from the selected domain.
	A domain bubble with an orange ring indicates that a domain has been connected to from another domain multiple times. This allows you to pinpoint domains that have heavy communication between them.

Accessing Social Analyzer
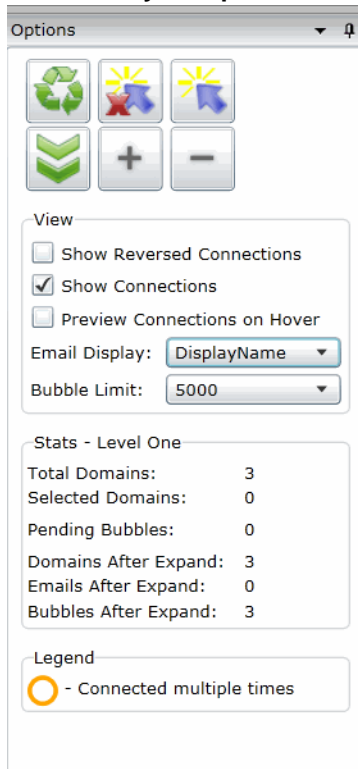
To navigate throughout the **Social Analyzer** pane, click and drag inside the pane. Hover over an email domain bubble to view the total number of emails that were sent from the domain.

Note: Expansion of large datasets may result in slow server speeds and slow rendering the Social Analyzer visualization data.

To access Social Analyzer

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > **Social Analyzer**.

Social Analyzer Options Panel
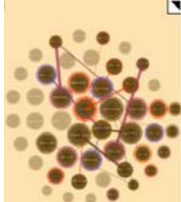
Social Analyzer Options

The following table identifies the tasks that you can perform from the **Social Analyzer** panel**.**

Social Analyzer Options

Element	Description
Apply Visualization	Applies the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization will appear in the *Item List* grid.
Cancel Visualization	Cancels the visualization graph filters and exits out of Visualization.
Refresh	Refreshes the **Social Analyzer** pane.
Clear Selections	Clears the selected bubbles in the **Social Analyzer** pane.
Select Most Connected Items	Selects the ten bubbles that have been most connected to in the **Social Analyzer** pane. Each time you click this icon, the next top ten bubbles will be selected, and so forth.
Expand Selected Domains	Expands selected domains in the **Social Analyzer** pane. You can drill down to a second level to examine the email data. See Analyzing Individual Emails in Visualization on page 462.
Zoom In	Zooms into the **Social Analyzer** pane. If you are unable to view the social analyzer data, click **Zoom In** to locate the data. You can also zoom in by expanding the slider bar located at the bottom of the **Social Analyzer** pane, by using the **+** key on the keyboard, or by scrolling the mouse wheel up.
Zoom Out	Zooms out of the **Social Analyzer** pane. You can also zoom out by expanding the slider bar located at the bottom of the **Social Analyzer** pane, by using the **-** key on the keyboard, or by scrolling the mouse wheel down.
	Expands and collapses the overall map of the data set. Dots that appear in black in the overall map are domains/emails that are connected to the selected domain/email. The orange rectangle on the map shows where the expanded location is on the map.

Social Analyzer Options

Element	Description
View	• Show Reversed Connections - Select to show all reversed connections in the pane. Reversed connections are emails sent from a particular email or email domain. • Show Connections - Select to show the connections between domains in the pane. Connections are emails sent to a particular email or email domain. • Preview Connections on Hover - Select to view connections between domains when you hover over them. This option is not selected by default to speed rendering of the map. • Email Display - Display email domains either by the display name or address. • Bubble Limit - You can choose a display limit of either 2,500, 5,000, or 10,000 domains. Server issues may occur with larger display limits.
Stats	Displays the statistics of either the first or second level of the email domain data. You can view: • The total number of domains, emails, and bubbles in the pane. • The total number of selected domains, emails, and bubbles in the pane. • The total number of domains, emails, and bubbles that have been expanded. You can access the second level of data by clicking **Expand Selected Data**.

Analyzing Email Domains in Visualization

Once you have you opened the Social Analyzer pane, you can isolate and examine individual email domains.

Note: Social Analyzer is very graphics-intensive. In order to avoid server issues, you should cull the data with facets and other filters to isolate the information that you want to examine before viewing it in Social Analyzer.

To analyze email domains in Visualization mode

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > **Social Analyzer**.

3. Click the domain bubbles to select the domain(s) that you want to view.

4. (optional) If you want to view the top ten domains in terms of received emails. click ![icon]. Each time you click this icon, the next top ten bubbles will be selected, and so forth.

5. (optional) You can zoom in and zoom out of the Social Analyzer panel. If you hover over a domain bubble, the full display name and address, as well as the count, is displayed in the tool tip.

6. You can expand selected email domains and examine individual emails in a domain. See Analyzing Individual Emails in Visualization

Analyzing Individual Emails in Visualization

You can expand email domains to display individual emails and the traffic between those emails.

To analyze individual emails within selected email domains

1. Click **Project Review**.

2. In the *Item List* panel, select **Options** > **Visualization** > **Social Analyzer**.

3. Click the domain bubbles to select the domain(s) that you want to view.

4. (optional) If you want to view the top ten domains in terms of received emails. click . Each time you click this icon, the next top ten bubbles will be selected, and so forth.

5. (optional) You can zoom in and zoom out of the Social Analyzer panel. If you hover over a domain bubble, the full DisplayName and address, as well as the count, will be displayed in the tool tip.

6. Click to expand the domain names to display the individual emails.

Chapter 45

Using Visualization Heatmap

Heatmap allows you to view a visual representation of file categories and file volume within a project. Information displays in a grid comprised of squares of different colors and sizes. Each color represents a different file category, and the relative size of the square represents the file volume within the category. You can view each file category for more details about the files within that category (similar to a file tree) and navigate between file categories.

You can also switch between viewing the file volume by the physical size of each file and the file count. This allows you to see any discrepancies in the size of the files. For example, if someone were trying to hide a file by renaming the file extension, you could easily see the size discrepancy in the heatmap, and then investigate that particular file further.

To access Heatmap

1. In FTK, do the following:

    1a. Open the *Examiner*.

    1b. In the *File List* panel, click ▦ (Heatmap).

2. In Summation, Resolution1 eDiscovery, Resolution1 CyberSecurity, or Resolution1, do the following:

    2a. Click **Project Review**.

    2b. In the *Item List* panel, click **Options** > **Visualization** > ▦ **Heatmap**.

Heatmap Panel
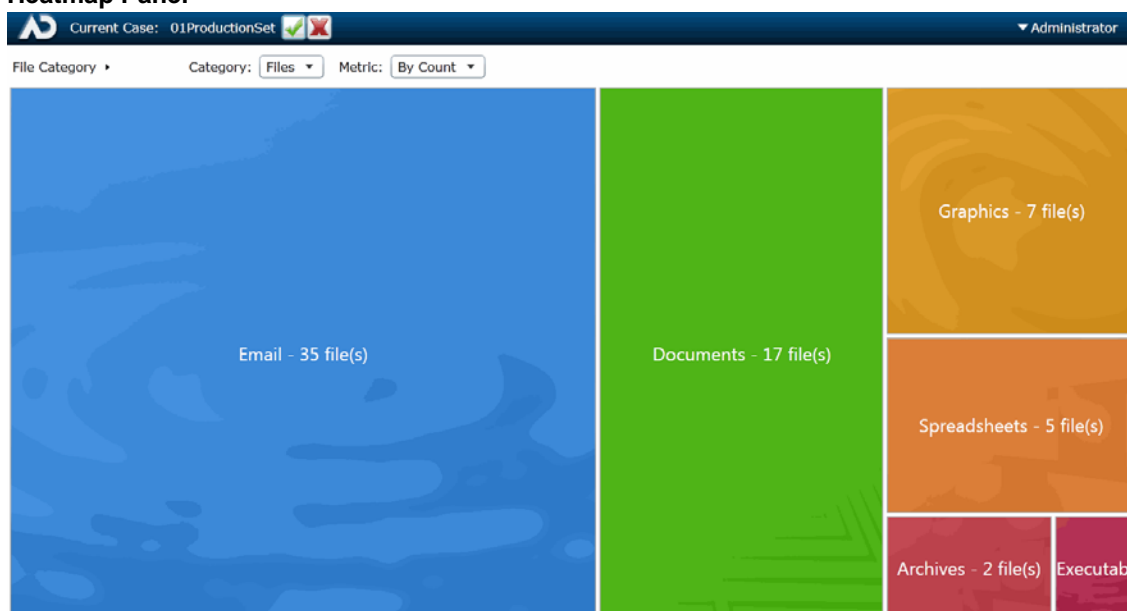
Heatmap Options Panel

The following table defines the tasks from the **Heatmap** panel**.**

Heatmap Panel Options

Element	Description
✖	Cancels the heatmap filters and exits out of Visualization.
✔	Apply the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization appear in the *Item List* grid.
Options	
Category	- Files - Allows you to view files by the file category. You can view the files in each category: - By double-clicking that particular file category's square, or - By clicking the menu from the upper left side and choosing the file category that you want to view in the heatmap. - Folders - Allows you to view files by the folders contained within the project. You can view the files in each folder: - By double-clicking that particular folder's square. - By clicking the menu from the upper left side and choosing the folder that you want to view in the heatmap. - Extensions - Allows you to view files by the file extension.
Metric	- By Size - Allows you to view file types by size of the files. The larger the files, the larger the represented square in the heatmap. - By Count - Allows you to view file types by quantity. The more files of a particular type that are in the project, the larger the represented square in the heatmap.

Chapter 46
Using Visualization Geolocation

About Geolocation Visualization

Geolocation allows you to view a map with real-world geographic location of evidence items that have geolocation information associated with them. This lets you understand where certain activities/actions took place .

See Using Visualization on page 451.

For example, if you have photos in the evidence that have GPS data in the EXIF data, you can see where those photos were taken. For volatile/RAM data, you can see the lines of communication (both sent and received) between addresses, showing the location of all parties involved.

Geolocation supports the following data types:

- Photos with GPS information in the EXIF data.
- Live email sender and receiver IP data gathered using a Volatile Job in AD Resolution1 CyberSecurity and AD Resolution1.
- Email sender and receiver IP data gathered using a Network Acquisition Job in AD Resolution1 CyberSecurity and AD Resolution1. Because the data is gathered from Sentinel, the data displayed shows a snapshot of the traffic at the time that Sentinel captured the data.

Note: Geolocation IP address data may take up to eight minutes to generate, depending upon other jobs currently running in the application.

Geolocation Components

Geolocation includes the following components:

- Maps
  When viewing geolocation data, you can use any of the three following maps:
  - MapQuest Streets
  - MapQuest Satellite
  - OpenStreetMaps
    You have the option to switch between the three map views while in the Geolocation filter.
- Geolocation Grid
  Below the map, you can view a grid that shows details about the items in the map.
  See Using the Geolocation Grid on page 472.

- Geolocation Data in columns in the *Item List*
  You can view geolocation data for files in the *Item List.*
  See Using Geolocation Columns in the Item List on page 473.
- Geolocation Facets
  There are specific facets for filtering on Geolocation data.
  See Using Geolocation Facets on page 474.

Geolocation Workflow

When you launch Geolocation, it will display all relevant files currently in the item list. You can cull the data using filters and other tools in the item list to limit the data that is displayed in geolocation.

General Geolocation Requirements

As a prerequisite, you must have the following:

- Access to a KFF Service Server.
  - The KFF Server can be installed on the same computer as the AccessData software or on a separate computer.
  - KFF Geolocation Data. This must be installed on the *KFF Server*.
  See *Getting Started with KFF* in the *Admin Guide*.
- Internet access to view web-based maps.
  - You can download the offline maps for Geolocation. Use the link **Geolocation Map for Offline Use** and **Geolocation Map for Offline ReadMe** on the FTK Product download page:
    http://www.accessdata.com/support/product-downloads/ftk-download-page
- For AD Resolution1 Platform and AD Resolution1 CyberSecurity:
  - The Geolocation option selected when processing the evidence. This option allows the data to display properly in the Geolocation filter. Geolocation is selected by default when evidence is processed. Default Evidence Processing Options (page 82)
- For FTK, FTK Pro, Lab, and Enterprise:
  - The File Signature Analysis option selected when processing the evidence.

Viewing Geolocation EXIF Data

When your evidence has photos with GPS information in the EXIF data, you can view photo locations.

To view EXIF data in FTK

1. In FTK, open the *Examiner*.

2. In the *File List* panel, click 🌐 (Geolocation).

3. You can filter the items displayed and see item details..
   See Using the Geolocation Grid on page 472.

To view EXIF data in Summation or Resolution1 products

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > 🌐 **Geolocation**.

3. You can filter the items displayed and see item details..
   See Using the Geolocation Grid on page 472.

Geolocation Panel - EXIF data
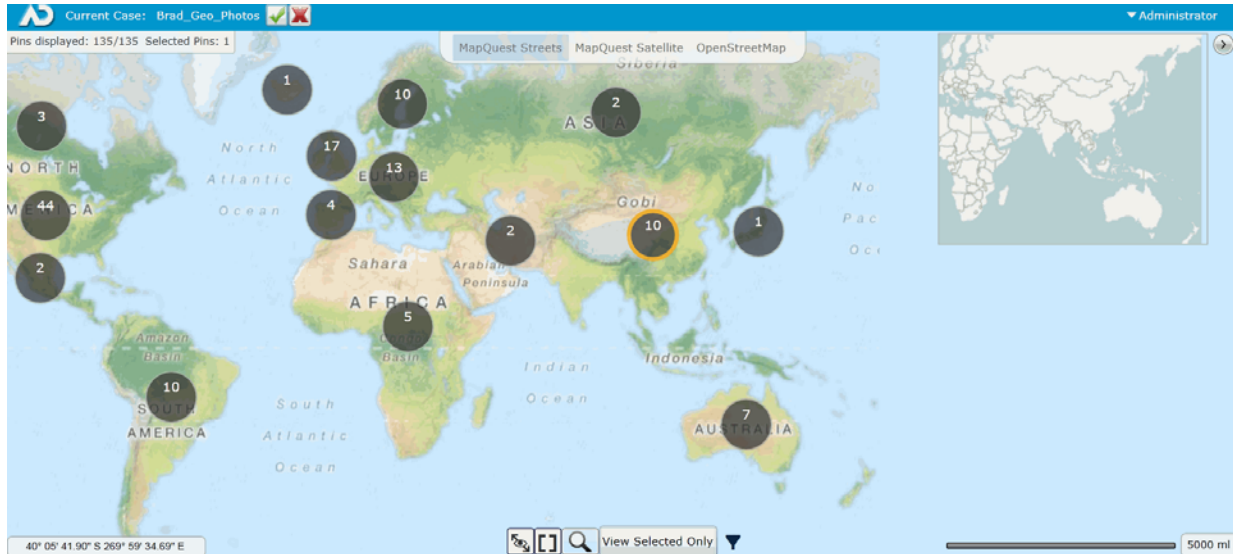
Using Geolocation Tools

The Geolocation Map Panel

Points of data in a particular area on the map are represented by large dots called clusters. The number on each cluster show how many points of data (known as pins) are represented by the cluster. Clicking a particular cluster on the map zooms in on a group of pins.

The general location of the clusters are determined by a central point on the map. The clusters radiate from this central point. When you zoom in and out of the map, your central point on the map moves as well, and clusters will shift position on the map. However, as you zoom into a cluster, the cluster rendered will more closely align itself with the location of the individual pins.

When viewing IP data, the connections between two pins display on the map as lines between clusters/pins. The width of the lines represent the amount of traffic between two IP address. The thicker the lines, the more traffic has occurred. Green lines represent traffic originating from the pin and red lines represent traffic entering the pin.

When you select a cluster and zoom in on a particular pin, you can select one or more pins. When a pin is selected, the outline and shadow of the selected pin turns orange. If you zoom out of the map, the cluster with one or more selected pins has an orange ring.

Hovering over the cluster displays the following icons:
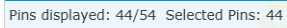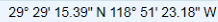
- ❋ Selects all of the pins in a cluster.

- ∅ Clears all of the selected pins in a cluster.

The following table describes the Geolocation panel options.

Geolocation Panel

Element	Description
✓	After filtering data by selecting one or more pins, this applies the selected geolocations to the *Item List* grid. Once applied, only those geolocations filtered with visualization appear in the *Item List* grid.
	For network data, you will see any communication from those pins to any other location. This may include one or more items.
	If you enter the Geolocation view again, only those geolocation will be displayed in the map.
	To reset the items in the *Item List*, click the Project Explorer's *Reset* and *Apply* icons.

Geolocation Panel

Element	Description
	(Network Acquisition Job data from Resolution1 CyberSecurity or Resolution1 only)
	After filtering data by selecting one or more pins, this applies the selected geolocations to the *Item List* grid. Once applied, only those geolocations filtered with visualization appear in the *Item List* grid.
	This applies only the connections between the selected pins. As a result, it shows the communication between only the selected pins and not to other locations. This may include one or more items.
	If you enter the Geolocation view again, only those geolocations will be displayed in the map.
	To reset the items in the *Item List*, click the Project Explorer's *Reset* and *Apply* icons.
	Cancels the geolocation filters and exits out of Visualization.
Pins displayed	Shows the number of spins that are displayed and the number selected.
Clear	Clears and selected pins.
Options	
Pins displayed: 44/54 Selected Pins: 44	Displays the number of pins selected in the map versus the number of pins available in the data.
Map Tab	Choose which map to display in the *Geolocation* filter.
	Expands or collapses the overall view map.
29° 29' 15.39" N 118° 51' 23.18" W	Displays the latitude and longitude where the mouse pointer resides. To view the position of a particular pin, hover the mouse over the pin. To view the exact coordinates of the pin, select the pin and right-click.
	Turns the connections between the pins/clusters either on or off.
	Displays all of the pins on the map.
	Zooms in or out on the map. A slide bar displays, allowing you to control the zoom feature.
View All/View Selected	
Filter	Displays either EXIF data or network connection data. You can also view both types of data at the same time.

Right-clicking a pin displays more information about the pin.

Detail of Pin
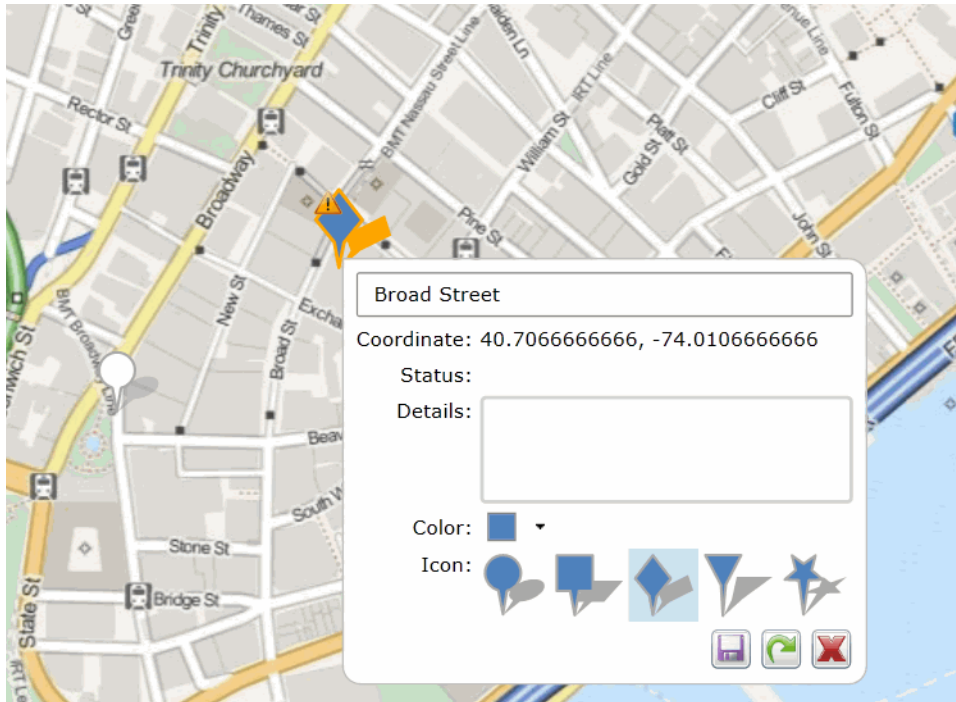
In the pin dialog, you can:

- Add any notes
- View the exact coordinates and status of the pin
- View the IP Address of the pin

> **Note:** To save processing time and to ensure data accuracy, the host name does not populate in the Geolocation pin. However, the host name does populate in the Item List.

- Change the color and shape of the pin

If you make any changes to the pin, a warning icon ⚠ displays that notifies you that changes were made to the pin and need to be saved. You can do the following in the pin dialog:

- Click 💾 to save the changes that you have made to the pin

- Click ↻ to reset the pin. If changes have been saved previously to the pin, this action resets the pin to the saved version

- Click ✖ to close the dialog

Using the Geolocation Grid

When you open Geolocation, you can view a grid that shows details of the items on the map.

The Geolocation Grid has two tabs:

- **Network Communication**:
  In Resolution1 CyberSecurity and Resolution1, this shows network acquisition and volatile data from security jobs.
  In FTK, this show data from the *Volatile* tab.
  You can see the following
  - *Process Start Time* column
  - *Machine* column
  - *Process Name* column
  - *Path* column
  - *Host Name* column
  - Bar chart (Resolution1 CyberSecurity and Resolution1 only)
    - ⊙ Within the *Network Communication* tab, you can also view a bar chart that shows the count of items sorted by either *Process Name* or by *Machine* (computer IP address).
- **Exif:** This shows the following Exif data from photos
  - *Capture Data* column
  - *File Name* column
  - *File Size Coordinate* column

When you click an item in the grid, the map will be centered to reflect the location of the selected item.

You can minimize the grid so that the whole map is visible.

Filtering Items in the Geolocation Grid

When you first launch Geolocation, all of the items on the map are shown in the grid.

You can filter the contents of the grid in the following ways.

- In the map, if you select a pin, only that item is displayed. You can click (and select) multiple pins.

- In the map, if you right-click a cluster and click ✳ , that selects all of the pins in a cluster. This will filter the grid to those clustered pins. You can add multiple clusters to the grid.

- In the grid, the columns in the Geolocation Grid can be filtered to cull the items in the grid. For Network Communication data, the data in the bar chart is filtered as well when columns are filtered.

Using Geolocation Columns in the Item List

The data that the Geolocation filter uses to render the information is also available in columns in the *Item List*. You can find the following columns in the *Item List*, depending upon the data that has been collected. These columns can be sorted and filtered.

Data for geolocation columns require that the KFF Geolocation Data be installed.

See General Geolocation Requirements on page 467.

Geolocation EXIF Data Columns

When your evidence has photos with GPS information in the EXIF data, you can view data using the following columns.

Geolocation Columns: EXIF data

Column	Display name	Description
Geotagged Area Code:	Area Code	Area code location of geotagged photo or object.
Geotagged City:	City	City location of geotagged photo or object.
Geotagged Country Code:	Country Code:	ISO country code location of geotagged photo or object, such as USA, FRA, MEX, HKG, and EST.
Geotagged Direction:	Direction	Direction geotagged photo or object.
Geotagged Latitude:	Latitude	Latitude of geotagged photo or object.
Geotagged Longitude:	Longitude	Longitude of geotagged photo or object.
Geotagged Postal Code:	Postal Code	Postal code of geotagged photo or object.
Geotagged Region:	Region	Regional or State location of geotagged photo or object, such as NY, DC, IL, FL, and UT.
Geotagged Source:	Source	Source used to resolve geotagged GPS location to locality information.

Using Geolocation Column Templates

When using AD Forensics products, you can use the following Column Templates to help you quickly display Geolocation-based columns in the File List:

- *Geolocation* - Displays all available Geolocation columns.
- *GeoEXIF* - Displays all columns that contain EXIF-related Geolocation data.
- *GeoIP* - Displays all columns that contain IP-related Geolocation data.

Using Geolocation Facets

When using Summation, or Resolution1 products, you can also use facets to cull data based on Geolocation data.

See Geolocation Facet Category on page 439.

Using Geolocation Visualization to View Security Data

You can use geolocation to view IP location data to discover where in the world a computer is communicating. You can view IP locations data when using one of the following products:

- AD Resolution1 CyberSecurity and AD Resolution1 Platform, after running either a Volatile Job or a Network Acquisition Job
- AD Forensics products, after gathering Volatile data

The Geolocation view will display lines that trace internet traffic sent and received between IP addresses, indicating the physical location of all parties involved. You can drill into geographic regions to see multiple evidence items. You can then select specific data to post back to the case, where they can view information in the examiner or include it in reports.

Geolocation Panel - IP Locations To view IP data in Geolocation viewer
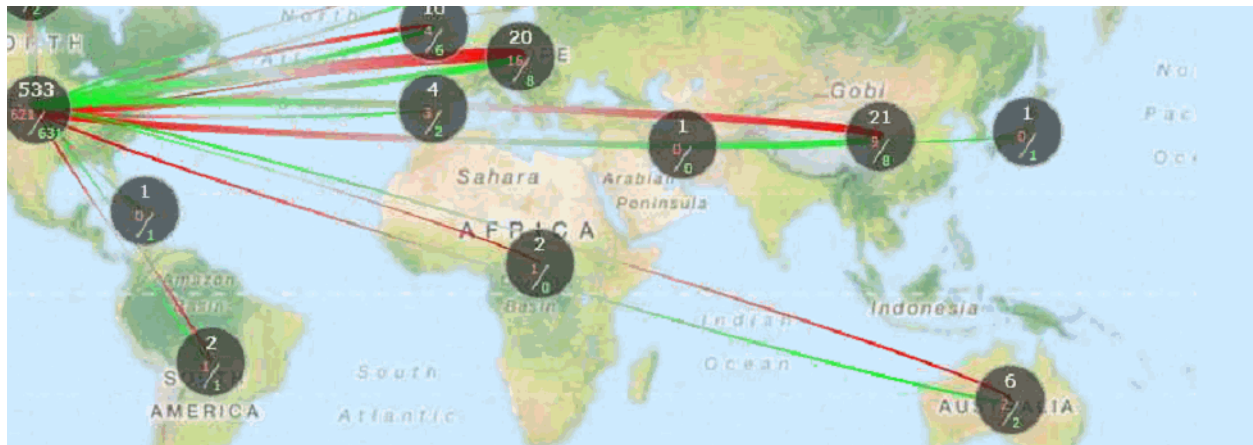
Note: For data collected by Geolocation Visualization, the *To Domain Name*, *To ISP*, *To Netspeed*, and *To Organization* columns do not populate in the *Item Grid*. If you require this data, you need to purchase a MaxMind Premier database license.

Prerequisites for Using Geolocation Visualization to View Security Data

- For FTK, Enterprise, AD Resolution1 Platform, and AD Resolution1 CyberSecurity:
  - For examining network acquisition and volatile data, enable the Geolocation option in the Web Config file. To enable this option, contact AccessData's support.
  - Also for examining network acquisition and volatile data, you need to generate a text file of your IP locations and place the text file in the GeoData directory. Configuring the Geolocation Location Configuration File (page 475)

Configuring the Geolocation Location Configuration File

When working with network acquisition and volatile data, some data may come from a private network where the physical location of the IP address is not known. For example, you may need to provide the location of your own network and any satellite offices that you interact with.

Normally you would start with block of IPs in your local network.

To set this information, you need to populate a configuration file for the KFF server.

The filename is **iplocations.txt.**

You can configure this file in one of two ways:

- Using the *Management* page > *System Configuration* > *Geolocation* page.
- Configuring the file manually

If you have already manually created this file, you will see the information in the configuration page interface.

Using the Geolocation Configuration Page

1. In the console, click *Management* > *System Configuration* > *Geolocation*

2. Click ![icon] to add an item.

3. Fill in the location data.
   See sample data below. You can get latitude longitude data for an area from Google maps.
   Any data you save here is saved in the configuration file.

Important: Any time you save new data, the KFF Service is automatically restarted. This can affect running KFF jobs.

Configuring the Location Configuration File Manually

You can manually create and edit the **iplocations.txt** text file for the KFF server. It has the the following requirements:

- The text file needs to be saved with the filename **iplocations.txt**.
- The IP addresses must be written in CIDR format and need to be IPv4 addresses.
- Each comment line in the file must start with the character **#**. List only one address/network per line.
- The network line must contain the following information in the following order: address (in CIDR format), Id, CountryCode, CountryCode3, CountryName, Region, City, PostalCode, Latitude, Longitude, MetroCode, AreaCode, ContinentCode, Source.
- The **iplocations.txt** file must be placed in the **Geodata** folder of the **kffdata** folder on the server.

The following is an example of an **iplocations.txt** file:

```
#this file goes in the <kffdata>\GeoData directory
#address (in cidr
form),Id,CountryCode,CountryCode3,CountryName,Region,City,PostalCode,Latitude,Longitud
e,MetroCode,AreaCode,ContinentCode,Source
#192.168.0.0/24,1,,USA,United States,Utah,Taylorsville,84129,40.6677,-111.9388,,801,,
#10.10.200.252/30,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
#10.10.200.48/32,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
10.10.200.0/24,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
```

Viewing Geolocation IP Locations Data

To view IP location data in FTK

1. Open the *Examiner*.

2. Click the **Volatile** tab.

3. In the *Volatile* tab, click 🌐 (Geolocation).

4. You can filter the items displayed and see item details..
   See Using the Geolocation Grid on page 472.

To view IP location data in Resolution1 CyberSecurity or Resolution1

1. Open **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > 🌐 **Geolocation**.

3. You can filter the items displayed and see item details..
   See Using the Geolocation Grid on page 472.
   For example, you can do the following:

   ● You can click one or more pins and then click ✅ . This applies only the items you selected and displays them in the *Item List*. This displays any communication to or from those pins with any other location.

   ● You can click one or more pins and then click ✅ . This applies only the items you selected and displays them in the *Item List*. This displays only the communication between the selected pins.

4. If you have both Network Communication and Exif pins in your data, you can select to turn on or off those pins in the map as well as items in the grid.
   Click the "eye" icon for Network Communication or Exif.
   If the icon is yellow, the data is displayed. If the icon is black, the data is not displayed.

Using the Geolocation Network Information Grid

● When viewing network acquisition and volatile data connection information, you can now view a grid that displays the following information:

  ▪ Process Start Time

  ▪ Machine

  ▪ User Name

  ▪ Process Name

  ▪ Path

  ▪ Host Name

  ▪ IP Address

  ▪ Coordinates

  ▪ Ports

You can show the communication between multiple pins.

Geolocation Filter

You can filter your Geolocation data with filters in the Facets Panel. The following filters are available under the Geolocation filter categories for security jobs that contain geolocation data.

Geolocation Filters in the Facets Panel

Geolocation Filters	Description
From Country Name	Filters evidence by the country from which the communication originated.
To Country Name	Filters evidence by the country to which the communication was sent.
From City Name	Filters evidence by the city from which the communication originated. Example: San Francisco, San Jose, Los Angeles.
To City Name	Filters evidence by the city that the communication to which was sent. Example: San Francisco, San Jose, Los Angeles
From Continent	Filters evidence by the continent from which the communication originated.
To Continent	Filters evidence by the continent to which the communication was sent.

Geolocation IP Locations Columns

When using AD Resolution1 CyberSecurity and AD Resolution1, after running either a Volatile Job or a Network Acquisition Job, you can view IP location data using the following columns.

Geolocation Columns: IP Data

Column	Description
GeolocationFromAreaCode	The area code that the communication originated from. This is usually related to phone communication. Example: 415 is the area code for San Francisco.
GeolocationFromCity	The city that the communication originated from. Example: San Francisco, San Jose, Los Angeles.
GeolocationFromCountryCode	The numerical code of the country that the communication originated from. This is usually related to phone communication. Example: The United States's country code is 1, China's code is 86, and Australia's code is 61.
GeolocationFromDomainName	The identification string of a origin point of communication on the Internet. This can be to a website or the domain of a company. Example: Accessdata.com.
GeolocationFromISP	The Internet Service Provider that the communication originated from. Example: Comcast, AT&T, Time Warner Cable.
GeolocationFromLatitude	The exact numerical value of the North-South location on the globe that the communication originated from. Example: 37.783333 is the latitudinal value for San Francisco.
GeolocationFromLongitude	The exact numerical value of the East-West location on the globe that the communication originated from. Example: -122.416667 is the longitudinal value for San Francisco.
GeolocationFromMetroCode	The code assigned to a particular region. This code indicated the location in or near a large city where the communication originated from.
GeolocationFromNetspeed	The size of the connection, in bytes, that the communication originated from. Example: 5000 is 5000 bytes of data a second.
GeolocationFromOrganization	The place or group that the communication originated from. Example: AccessData.
GeolocationFromPostalCode	The code used for mailing identification of where the communication originated from. Example: 94127 is the postal code for San Francisco.
GeolocationFromRegion	The area from which the communication originated from. Example: Maidenhead's region is England, Tokyo's region is Tokyo.
GeolocationFromSource	The feed, or source from where the software obtained the information about the communication and the origin. Example: Sentinel or from a third-party source.
GeolocationToAreaCode	The area code that the communication is being sent to. This is usually related to phone communication. Example: 617 is the area code for Boston.

Geolocation Columns: IP Data (Continued)

Column	Description
GeolocationToCity	The city that the communication was sent to. Example: Boston, Philadelphia, New York City.
GeolocationToCountryCode	The numerical code of the country the communication is being sent to, usually related to phone communication. Example: The United States's country code is 1, China's code is 86, and Australia's code is 61.
GeolocationToLatitude	The exact numerical value of the North-South location on the globe of the communication's destination. Example: 42.358056 is the latitudinal value for Boston.
GeolocationToLongitude	The exact numerical value of the East-West location on the globe of the communication's destination. Example: -71.063611 is the longitudinal value for Boston.
GeolocationToMetroCode	The code assigned to a particular region. This code indicated the location in or near a large city where the communication was destined for.
GeolocationToPostalCode	The code used for mailing identification of where the communication was destined for. Example: 94127 is the postal code for San Francisco.
GeolocationToRegion	The area from which the communication was destined for. Example: Maidenhead's region is England, Tokyo's region is Tokyo.
GeolocationToSource	The feed, or source from where the software obtained the information about the communication and the destination. Example: Sentinel or from a third-party source.

Part 8

Exporting Summation Data

This part describes how to export Summation data and includes the following sections:

- Introduction to Exporting Data (page 482)
- Creating Production Sets (page 488)
- Exporting Production Sets (page 506)
- Creating Export Sets (page 509)

Chapter 47

Introduction to Exporting Data

This document contains information about exporting data for a project. Exporting data, in most projects, is performed by the project/case manager. You need the correct permissions to create and export production sets.

About Exporting Data

When you sort through data, organization remains the key to preparing a streamlined set of data to include in a report that is delivered to the attorney for the criminal project, civil project, or corporate authorities for a corporate security project . To prepare data for the final report, you can create sets of filtered data that you can export in various formats.

After applying labels to the evidence set, you can create either a production set or an export set of data.

When you create production or export sets of data, you can only use one label per set.

Note: Creating a production set results in new items being created.

Note: There are certain native formats that do not work for imaging and TIFF operations. These are: PST, NSF, FC, DAT, DB, EXE, DLL, ZIP, and 7zip

The following table describes the export formats that you can use for your production and export sets.

Export Formats

Format	Description
AD1	Creates an AD1 forensic image of the documents included in the Export Set. AD1 is a forensic file format that can be read by FTK. An AD1 contains the logical structure of the original files and the original files themselves. The AD1 file is hashed and verifiable to ensure that no changes have occurred to it.
Image Load File Export	Converts the native documents to a graphic format such as TIFF, JPG, or PDF. It creates a load file in the IPRO LFP or the Opticon OPT formats. This is similar to Load File Export except that it does not contain any metadata.

Format	Description
Native Export	Exports the native documents in their original format and optionally rendered images into a directory of your choosing. This export does not provide a load file.
Load File Export	Exports your choice of Native, Filtered text (includes the OCR text that was created during processing), rendered images of the native document, and optionally OCR text of the rendered images.

For Load File Export:

If the recipient intends to use third-party software to review the export set, select Load File Export.

You have the option of exporting rendered documents in the following formats:

- Concordance
- EDRM (Electronic Discovery Reference Model) XML
- Generic
- iCONECT
- Introspect
- Relativity
- Ringtail (MDB)
- Summation eDII
- CaseVantage

Some programs have load file size limits. If needed, you can split load files into multiple files.

If you use the Concordance, Generic or Relativity exports, and include rendered images, you will also get an LFP and OPT file.

Export Tab

The Export tab on the Home page can be used to manage production sets and export sets.

Production Set History Tab

The Production Set History can be used to export or delete production sets and view the history of the production set.

Production Set History Tab Elements

Element	Description
Production Set History Search Field	Enter text to search by production set name.
(filter icon)	Click to Show/Hide Filtering options. You can add and delete filters, and specify whether the filter is ascending or not. Field options that you can filter on include: ● Created By ● Description ● Email Count ● Export Path ● Item Count ● Total Size
Production Set List	Lists the production set details and the status of the production sets.
4 % >	Shows the status of the production set creation. During the creation process, the tab displays blue, and displays the percentage of the process as it is being created. When the tab turns green, the production set creation is complete. **Note: Even if the percentage counter shows 100%, the production set is not complete until the status tab turns green**. Expand the tab to view the Status of the Production Set.
Cancel Button	Click to cancel the creation of a production set.
Export Button	Click to export the production set to a load file. This option is not available until the production set has been created.
Delete Button	Click to delete the production set. This option is not available until the production set has been created.
(expand icon)	Click to expand all expanders. Once the production set has been created, you can expand the pane to access the reports for the production set, as well as Load File Generations if the job is a load file.
(collapse icon)	Click to collapse all expanders.
(refresh icon)	Click to refresh the production set history list.

Production Set History Tab Elements

Element	Description
Show/Hide Reports	Expand to access reports.
Show/Hide Load File Generations	Expand to access the load file generations.

Export Set History Tab

The Export Set History Tab can be used to export or delete export sets and view the history of the export set.

Export Set History Set Elements

Element	Description
Export Set History Search Field	Enter text to search by export set name.
⌄	Click to Show/Hide Filtering options. You can add and delete filters, and specify whether the filter is ascending or not. Field options that you can filter on include: ● Created By ● Email Count ● Export Path ● Item Count ● Total Size
Export Set List	Lists the export set details and the status of the export sets.
4 % ›	Shows the status of the export set creation. During the creation process, the tab displays blue, and displays the percentage of the process as it is being created. When the tab turns green, the production set creation is complete. **Note: Even if the percentage counter shows 100%, the production set is not complete until the status tab turns green**. Expand the tab to view the Status of the Export Set.
Cancel Button	Click to cancel the creation of a export set.
Export Button	Click to export the export set to either an AD1 file, Native file, or Load File. This option is not available until the export set has been created. See Exporting Export Sets on page 487.
Delete Button	Click to delete the export set. This option is not available until the export set has been created.
⌄⌄	Click to expand all expanders. Once the export set has been created, you can expand the pane to access the reports for the export set, as well as Load File Generations if the job is a load file.
⌃⌃	Click to collapse all expanders.
♺	Click to refresh the export set history list. You can delete the load file generation. Expand the status tab to view the status of the load file generation.

Element	Description
Show/Hide Reports	Expand to access reports. You can download the following reports: Renaming: Export Renaming Report Image Conversion Exception: Image Conversion Exception Report Summary: This report must be generated before it can be downloaded. Allow a few minutes to generate the report.
Show/Hide Load File Generations	Expand to access the load file generations.

Exporting Export Sets

Export Sets can be exported from the Export History Set as an AD1 file, Native file, or a Load file. Export Sets can be exported more than one time.

The status of a successful export that contains any errors or warnings logged to the CSV log file displays as **Export Completed With Warnings**. The status display in the *Export History* tab displays the status as yellow-green to differentiate the status from a successful export without errors or warnings logged.

Note: If slipsheets have been generated upon the initial export of the export set, the slipsheet will be counted as the main image for the object. On any subsequent export set export, the slipsheet generated is counted as an image for the object. No new images are generated for that object, and a currently-selected slipsheet is not placed.

Chapter 48

Creating Production Sets

When you create a production set, you include all of the evidence to which you have applied a given label. After you create the production set, you export the set to a load file.

Case/project managers with the Create Production Sets permission can create production sets.

Points to Consider

- Once you've created a production set you cannot add documents to that set even if you use the same labels. You will need to label the additional documents and then create a new set using the same label.
- The ThreatLookup column is not copied when objects are copied as part of production set creation. Even if a ThreatLookup was computed for an object that is labeled and included in a production set, then the object copied from the labeled object will initially have no ThreatLookup score. If desired, you can initiate ThreatLookup on any selected items by executing a ThreatLookup as a mass action in Review. See Using the Item List Panel on page 287.

To create a production set

1. Before you create a production set, be sure you have applied at least one label to evidence files that you want to filter into the production set.

   See Applying Tags on page 345.

2. Log in as a user with Create Production Set rights.

3. Click the **Project Review** button next to the project in the *Project List*.

4. In the *Project Explorer*, select the **Tags** tab, right-click the *Production Sets* folder, and select **Create Production Set**.

5. Configure the *General Options*.

   See Production Set General Options (page 490) for information on how to fill out the options in the General Options screen.

6. Click **Next**.

7. Configure the *Files To Include*.

   See Production Set Files to Include Options (page 491) for information on the option in the Files to Include screen.

8. Click **Next**.

9. Configure the *Columns to Include*.

10. In the *Columns to Include*, click the right arrow to add a column to the production set and the left arrow to remove a column from the production set. You can rearrange the order of the columns by clicking the up and down arrows.

> **Note:** Only columns added at this time will be available for exporting. Any columns not added will not be available in the production set. Also, for a field to be available for branding, it must be included in the *Columns to Include*. Field Branding for a production set fails if the field is not included in the production columns.

11. Click **Next**.

12. Configure *Volume Document Options*.

    See Volume Document Options (page 495) for information on the options in the *Volume Document Options* screen.

13. Configure *Image Branding Options*.

    See Production Set Image Branding Options (page 502) for information on the options in the Image Branding Options screen.

14. In the Summary screen, review the options that you have selected for the production set and click the Edit (pencil) button if you want to make any changes.

15. Click **Save**.

    After your production set is created, it will appear in the *Export* tab of the *Home* page and under the *Production Sets* folder in the *Project Explorer* of the *Project Review*.

    See Export Tab on page 508.

Production Set General Options

The following table describes the options that are available on the **General Options** screen of the production set wizard.

See Export Tab on page 508.

General Export Options

Option	Description
Name	Enter the name of the production set job you are creating. This does not need to be a unique name, but it is recommended that you make all names unique to avoid confusion.
Label	Select the label that has the documents you want to include in the production set.
Description	Enter a description for the production set if desired.
Templates	Select a previously created template to populate all the fields of the production set wizard using the options selected in a previous production set.

Production Set Files to Include Options

The following table describes the options that are available on the *Files to Include* screen of the production set wizard.

See

 Files to Include Options

Option		Description
Include Text Files		Select this to include all filtered text files in the production set. This does not include redacted text. This will not re-extract text from native files.
Export Native Files		Select this option if you want to include the native documents with the production set. This will only include native files that have not been redacted. If the native file has been redacted, a PDF of the file will be included.
	Output a reduced version of original PST/ NSF file	Select this option if there are emails that were originally in a PST or an NSF format and you want to put them into a new PST or NSF container.

There is a new config file option that we should note here that allows users to export a new PST when choosing this option. The current default is to export the existing PST and remove all non-exported files from the PST then compress it. The new config file option that users can change allows them to create a brand new PST with only the emails being exported (with their attachments of course) into the new PST archive. This only applies to PST files, NSF handling remains the same. |
| | Output messages as individual HTML/RTF files | Select this option if there are emails that were originally in a PST or NSF and you want to make them HTML/RTF files.
This option will not take loose MSG files and put them into a PST. |
| | Output email as MSG | Select this option if there are emails that were originally in a PST or an NSF that you want to make into MSG files. |
| | Items to Exclude | Each of these options allows you to choose what items you don't want a native file for. The metadata information will still be included on any load files. If you include images and/or text files, they are also exported, but the native file will not be included for the file types you choose to exclude.
The list of available file types is based on the item associated to the label you chose on the General Options tab. |
| Generate and Export Images | | Select this option to include images that have been created in the *Project Review*. Additionally, if an image has not yet been created, this option will convert the native document to an image format. |

Files to Include Options (Continued)

Option		Description
	Enable Image Branding	Enable this option to create image branding. See Production Set Image Branding Options on page 502.
	Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. For example: EXE, DLL, and COM This field does not allow the use of wild card characters.
	Use existing image	Enabled by default. If the item being exported already has an image file, choosing this option will use that existing image in the production set. If the item being exported does not already have an image associated with it, a new one will be created from the SWF file or from the native file.
	Use SWF image	Enabled by default. If the item being exported does not already have an existing image associated with it and this option is selected, the SWF file will be used to generate the image. If a SWF file does not exist, then the native file will be used.
	File Format	Select which format you want the native file converted to: ● **Multi-page** - one TIFF image with multiple pages for each document. ● **PDF** - (Default option) One PDF file with multiple pages for each document. ● **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
	Compression	● **CCITT3 (Bitonal)** - Produces a lower quality black and white image. ● **CCITT4 (Bitonal)** - Produces a higher quality black and white image. ● **LZW (Color)** - Produces a color image with LZW compression. ● **None (Color)** - Produces a color image with no compression (This is a very large image). ● **RLE (Color)** - Produces a color image with RLE compression.
	DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
	Page Format	Select the page size for the image. The available page sizes are: ● Letter – 8 ½" x 11" ● A3 – 29.7 cm x 42 cm ● A4 – 29.7 cm x 21 cm
	Normalize images	Select this option to obtain consistent page sizes throughout the entire production. Any document determined to be landscape in orientation will produce a proper landscape image.

Files to Include Options (Continued)

Option		Description
	Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs.
		For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
	To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
	JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
	Items to Exclude	Each of these options allow you to choose what items you don't want an image file for. The metadata information will still be included on any load files. If you include native and/or text files they are exported, but the image file will not be included for the file types you choose to exclude here.
		The list of available file types is based on the item associated to the label you chose on the General Options tab.
Export Text		
	Export Priority:	Export priority determines which text data is most important for your project. The choice you make determines which text data will be exported.
		● **Export OCR text over extracted text** - When a document has both OCR text and extracted text, the OCR text will be exported. If the document does not have OCR text, the extracted text will be exported.
		● **Export extracted text over OCR text** - When a document has both OCR text and extracted text, the extracted text will be exported. If the document does not have extracted text, the OCR text will be exported.
		● **Export both extracted text and OCR text** - Choosing this option will export both the extracted text and the OCR text.

Files to Include Options (Continued)

Option	Description

OCR Options:	• Maintain existing OCR - Choosing this option will allow you to export the existing OCR data without having to regenerate it.
	  ▪ **OCR redacted images** - Choosing this option will OCR images that have been redacted.
	  ▪ **OCR documents that lack extracted text** - Choosing this option will evaluate each item for the existence of text content, if none is found, the document will be OCR'ed.
	• **OCR all - Page level OCR** - choosing this option will ignore the extracted text and OCR every image page generating a single text page per image page.

OCR TIFF Images	Creates a page by page OCR text file from the rendered images. By default, the text file uses a TXT extension. As a best practice, you would not create both Filtered Text files and OCR text files. However, if you do both, the Filtered Text files use a TXT extension and the OCR text files use an OCR.TXT extension. If you create only OCR text files and not Filtered Text files, the OCR text files use a TXT extension.
OCR Text Encoding	• **ANSI** - Encodes text files using ANSI. ANSI encoding has the advantage of producing a smaller text file than a Unicode file (UTF). ANSI-encoded text files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script. If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages. • **UTF- 16** Encodes load files using UTF-16. • **UTF - 8** (Default) Encodes load files using UTF-8. For more information on the Unicode standard, see the following web site http://www.unicode.org/standard/principles.html\
Redactions	
Markups	Check the Markup Sets that you want included in the production set. Markups will be burned into the images that are created.

Columns to Include

Choose the database fields that should be part of the production set.

Volume Document Options

This section describes the options available in the Volume Document Options screen of the production set wizard if you have US numbering enabled. US numbering is default. The following table describes the options available in the following screen.

Volume Document Options Screen

Option Type	Option	Description
Naming Options		Choose a naming option:
	New Production DocID	(Default) This file naming allows you to determine what the name of the files will be, based on the document ID numbering scheme. This option is used with the **Document Numbering Options** below.
		In Project Review, you can view the ProductionDocID that is created for exported files. This is useful in associating an exported file with the original file.
	Original DocID	This naming is based on the original DocID.
		Documents that were imported were put into a document group and will have a DocID. Documents that were added through the evidence wizard, will not.
		This option lets you re-use that original DocID for the produced record.
		If the documents do not have an existing DocID, you can assign one by placing the documents in a document group or by providing a DocID naming schema using the **Document Numbering Options** below.
	Original File Name	This file naming uses the original file name as the name of the document rather than a numbered naming convention.
		If the files were brought into the project by way of importing a DII or CSV file, the file name may not be present and therefore the file will be put into the Production Set using the original DocID that it was imported with. With this option, the files when exported will be put into a standard volume directory structure.
	Original File Path	This option uses both the original file name and the original file path when the production set is exported. The file path will be recreated within the export folder.
Volume Partition Sorting		You can sort the documents before they are converted and named. This allows you to choose one or more meta data field values to sort the documents in ascending or descending order.
		You can choose any combination of fields by which to sort, however, it is not recommended to choose more than 3 fields to sort by.
	➕ (Volume Partition Sorting)	Add volume partition sorting filters based on specified ascending or descending fields.
	➖ (Volume Partition Sorting)	Delete the selected sorting option.

Volume Document Options Screen (Continued)

Option Type	Option	Description
	Sorting	Specify the order that the files are listed in each volume. Sorting occurs on the parent document. For example, you might sort by **Ascending** on the field **FILESIZE**. In such project, the first volume contains the largest file sizes, and the last volume contains the smallest file sizes.
	Field	Set the column heading by which you want to sort.
	Add	Add the sorting options that you have selected. You can add one or more sorting filters.
Volume Sample		Provides a sample of the volume directory structure that will be created when the production set is exported.
Volume Options		Select a volume folder structure for the output files. The selections will determine how much data is put into each folder before a new folder is created and the folder structure in which the output is placed. See About the U.S. Volume Structure Options on page 498.
	Partition Type	Select the type of partition you would like to create.
	Partition Limit	Set the size of the partition based on the partition type that you have selected.
	Prefix	Specify the prefix-naming convention you want to use for the root volume of the production set.
	Starting Number	Set the starting number of the first partition in the production set.
	Padding	Specify the number of document counter digits that you want. The range is 1 to 21. 0 padding is not available.
	Folder Limit	Create a new numbered volume when the specified folder limit is reached inside the volume.
Folder		Lets you name and limit the size or the number of items that are contained in a folder. An export can have one or more folders.
	Prefix	Specifies the prefix-naming convention that you want to use for the folders within the volume of the export.
	Suffix	Specifies the suffix-naming convention that you want to use for the folders within the volume of the export.
	Starting Number	Sets the starting number of the first folder within the volume of the export.
	Padding	Specify the number of document counter digits that you want. The limit is 21.
	File Limit	Creates a new numbered folder when the specified file limit is reached inside the folder.
	Native Folder	Lets you set the name of the **Natives** folder. See Files to Include Options on page 491.
	Image Folder	Lets you set the name of the **Image** folder. See Files to Include Options on page 491.

Volume Document Options Screen (Continued)

Option Type	Option	Description
	Text Folder	Lets you set the name of the **Text** folder where text files go that are generated by the OCR engine. See Files to Include Options on page 491.
Document		This pane is only available if the New Production Doc ID or Original Doc ID option is selected in the Naming Options. Use these setting to determine how to generate new names of produced records. (Some files may retain an original DocID. See **Naming Options** above.)
	Numbering Options	See About U.S. Document Numbering Options on page 499.
	Prefix	Specifies the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.
	Suffix	Specifies the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.
	Starting Number	Sets the starting number of the first document or image within the volume of the export.
	Padding	Specify the number of document counter digits that you want. The limit is 21.

About the U.S. Volume Structure Options

You can specify the volume folder structure for the output files. The selections will determine how much data is put into each folder before a new folder is created and the folder structure in which the output is placed.

See Volume Document Options on page 495.

The output files will be contained within the following hierarchy:

- *Volume folder* - Contains two levels of subfolders for organizing the files. A new volume will be created when a specified limit is reached.

    You can choose from the following limits.

Limits

Limit	Description
Documents	Output will be placed into a volume until the specified number of documents has been reached, then a new volume will be created. For example, if you export 2000 files and you set the partition limit to 1000, you will have two document volumes.
Images	Output will be placed into a volume until the specified number of images has been reached, then a new volume will be created. This option is useful because a single, large document may create hundreds or thousands of single page images.
Megabyte	Output will be placed into a volume until the specified megabyte size of all of the files has been reached, then a new volume will be created. For example, you can set a partition limit of 4000 MB if you intend to burn the files to DVD media.
Single	All output will be placed into one volume.

You can also specify a volume folder limit. In order to prevent issues with Microsoft Windows Explorer, you can specify an additional limit of the number of folders in a volume. This works in addition to the selected limit type. If the specified volume limit is not reached, but the folder limit is, a new volume will be created.

- *File type folder* - The first level subfolders within each volume are separated by the file types of the exported files. By default, the folders are named by file type, for example, native documents, images, or text files. You can name these file type folders anything you want. This allows you to put your image and text files into the same folder. While you can name all of the file type folders the same; thereby placing the natives, images, and text files into a single folder; it is not recommended because there could be naming conflicts if your native file and image or text file have the same name.

- *Level 2 folder* - The second level folders contain the actual files being exported. You can specify a limit of the total number of files per folder. This limit, once reached, will create a new folder within the same file type folder until the volume maximum or number of folders has been reached.

Using the *Partition Type*, *Partition Limit,* and *Folder limit* values together, you can create the volume structure that meets your needs. The following graphic is an example of a volume structure.
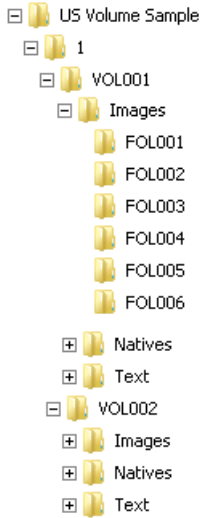
Note: No document that has been rendered will have its rendered pages divided into more than one folder.

If a folder limit is about to be reached, but the next document that should go into that folder will exceed the maximum, a new folder will be started automatically for the new document. The same applies to document families, if the volume maximum is about to be reached and the next document family will exceed the limit, a new volume will be started and the next document family will be placed into that new volume.

About U.S. Document Numbering Options

If you have chosen to use a DocID naming scheme for the output files, you can specify the method for creating Doc IDs. This section describes the Numbering options found in the Volume Document Options screen of the Production Set wizard.

See Volume Document Options on page 495.

Production Set Numbering Options
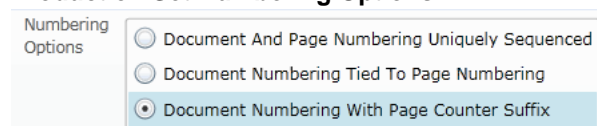
You will choose from the document numbering options:

Document And Page Numbering Uniquely Sequenced (page 500)

Document Numbering Tied To Page Numbering (page 500)

Document Numbering With Page Counter Suffix (page 501)

Document And Page Numbering Uniquely Sequenced

This option generates a sequential number that is applied to the document without regard to the rendered pages that may or may not be produced. The images will also be numbered sequentially without regard to the document number.

For example, if you have two documents each that produce two images during conversion, the output would be:

Example Output

Native Documents	Image Output
ABC00001.doc	IMG00001.tif
	IMG00002.tif
ABC00002.doc	IMG00003.tif
	IMG00004.tif

You can optionally specify a prefix- and a suffix-naming convention.

Document Numbering Tied To Page Numbering

This option generates a sequential number for every document and the pages produced for that document will carry the document's name with a counter as a suffix that represents which page is represented by the image.

For example, if you have two documents each that produce two images during conversion, the output would be:

Example Output

Native Document	Image Output
ABC00001.doc	ABC00001.001.tif
	ABC00001.002.tif
ABC00002.doc	ABC00002.001.tif
	ABC00002.002.tif

Considerations for Document Numbering Tied to Page Numbering

If creating production sets with a dot (.) in the DocID and page branding, you must choose the option **Document Numbering with Page Counter Suffix**, not **Document Numbering Tied to Page Numbering** in order to ensure that each page has a unique page ID.

For example, if the original DocIDs are:

JXT.001.0001

JXT.001.0002

JXT.001.0003 and so on.

If you chooses **Document Numbering Tied to Page Numbering** as the numbering option, then the last numeric part of the DocID is used as the page ID, and it is incremented for each page. Suppose that each document has

five pages, and that the Page ID is branded on each page. In this example, the DocID of the first document will be JXT.001.0001. The first page is branded as JXT.001.0001, the second page as JXT.001.0002, and so forth.

The second document's doc ID will be JXT.001.0002. The first page will be branded as JXT.001.0002, the second page as JXT.001.0003, and so on.

In this example, you can see that the page IDs are not unique, since JXT.001.0003 will be branded on:

- The third page of the first document
- The second page of the second document
- The first page of the third document

In order for the page IDs to be unique, the **Document Numbering with Page Counter Suffix** must be chosen. Continuing with the same DocIDs as in the first example and with this numbering option, the DocID of the first document will still be JXT.001.0001, but the first page will be branded as JXT.001.0001.0001, the second page as JXT.001.0001.0002, and so on. This will ensure that each page has a unique page ID.

Document Numbering With Page Counter Suffix

This option generates a sequential number for every page created. The corresponding document name will be the same as its first page generated for each document.

For example, if you have two documents each that produce two images during conversion, the output would be:

Example Output

Native Documents	Image Output
ABC00001.doc	ABC00001.tif
	ABC00002.tif
ABC00003.doc	ABC00003.tif
	ABC00004.tif

You can optionally specify a prefix- and a suffix-naming convention.

Production Set Image Branding Options

You can brand the PDF or TIFF image pages with several different brands and in several different locations on the page using the Production Set wizard.

See

Image Branding Options

Option Group	Options	Options	Options	Description
Sample				Displays a sample of the image branding options selected.
Watermark				Set options to brand a watermark to the middle of the document.
	Watermark Opacity			Sets the visibility of the watermark text.
	Watermark Type			There are multiple types of image branding available. The options in the Watermark group box will differ depending on the Type that you select.
		None		No branding on the image.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Bates		Bates numbering is a term used for placing an identifying number on every page of evidence files that are presented in court. Bates numbering in this project is not driven by the document or page numbering that was assigned in the *Volume/Document Options* panel.
			Prefix	Specify up to any 25 alphanumeric characters except the forward slash or backward slash. You can use a separator to create a visual break between the different sections of the Bates number.
			Starting Number	Sets the starting number to a value from 1-100.
			Padding	Specify the number of document counter digits that you want. The limit is 42.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.

Image Branding Options (Continued)

Option Group	Options	Options	Options	Description
		Doc ID		Brands each page with the Doc ID in the designated location. For example, if you have a single document that was assigned a DocID of ABC00005.doc, each image representing that document will have ABC00005 branded in the specified location. **Note: This brands the document with the original DocID.**
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Global Endorsem ent		Brands each page with the entered text in the designated location.
			Text	Enter the text that you want to appear in the designated location.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Page ID		Brands each page with the name that was provided during the Production Set creation in the designated location. For example if you have a document that produced three image pages named ABC00001.tif, ABC00002.tif, and ABC00003.tif, the images will be branded with ABC00001, ABC00002, and ABC0003 respectively.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
Near Header				Displays the branding options for a header on the upper-left side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Center Header				Displays the branding options for a header on the upper-center side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Far Header				Displays the branding options for a header on the upper-right side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.

Image Branding Options (Continued)

Option Group	Options	Options	Options	Description
Near Footer				Displays the branding options for a header on the lower-left side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Center Footer				Displays the branding options for a header on the lower-center side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Far Footer				Displays the branding options for a header on the lower-right side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.

Additional Production Set Options

Saving Production Set Options as a Template

After configuring the production set options, you can save the settings as a template. The template can be reused for future production sets with the current project or other projects.

To save options as a template

1. Access the production set wizard and set the options for the production set.
   See Export Tab on page 508.

2. In the production set wizard, click **Save As**.

3. Enter a name for the template.

4. Click **Save**.

Deleting a Production Set

Users with production set rights can delete production sets from *Project Review*.

To delete a production set from Project Review

1. Log in as a user with Production Set rights.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, select the **Explore** tab, expand the *Production Sets* folder, right-click the production set that you want to delete and select **Delete**.

4. Click **OK**.

To delete a production set from the Home page

1. Log in as a user with Production Set rights.

2. Select the project in the *Project List* panel.

3. Click the **Print/Export** tab on the *Home* page.

4. Click the **Delete** button next to the production set.

Sharing a Production Set

Users with production set rights can share production sets that they have created with other groups of users.

To share a production set

1. Log in as a user with Production Set rights.

2. Click the **Project Review** button next to the project in the *Project List*.

3. In the *Project Explorer*, select the **Explore** tab, expand the *Production Sets* folder, right-click the production set that you want to share and select **Manage Permissions**.

4. Check the groups that you want to have access to the production set that you created and click **Save**.

Chapter 49

Exporting Production Sets

Exporting a Production Set

After you create a production set, you can export it containing only the files needed for presentation to a law firm or corporate security professional.

To export a production set

1. On the *Home Page*, select a project and click the ![Export icon] **Export** tab.
2. Next to the production set that you want to export, click **Export**.
3. Enter or browse to the path where you want to save the export.
4. Enter a name for the Load File.
5. Select a format that you want to use for the export. The following formats are available:

    *   **Browser Briefcase** - Generates an HTML format that provides links to the native documents, images, and text files.

        You can have multiple links for image, native, and text documents.
    *   **CaseVantage** - Generates a DII file specifically formatted for use with the AD Summation CaseVantage program.
    *   **Concordance** - Generates a DAT file that can be used in Concordance.
    *   **EDRM** - Generates an XML file that meets the EDRM v1.2 standard.
    *   **Generic** - Generates a standard delimited text file.
    *   **iCONECT** - Generates an XML file formatted for use with the iConect program.
    *   **Introspect** (IDX file) - Generates an IDX file specifically formatted for use with the Introspect program.
    *   **Relativity** - Generates a DAT file that can be used in Relativity.
    *   **Ringtail (MDB)** - Generates a delimited text file that can be converted to be used in Ringtail.
    *   **Summation eDII** - Generates a DII file specifically formatted for use with the AD Summation iBlaze or Enterprise programs.

> **Note:** If you are outputting a Concordance, Relativity, or Generic load file, and include rendered images, you will also get an OPT and LFP file in the export directory.

6. Depending on the load file format you choose, you may need to check whether or not to show the row header for the columns of data. The Show Row Header option is only available for the following load file formats:

- Concordance
- Generic
- Introspect
- Relativity
- Ringtail (MDB)

7. Select an option for Load File Encoding. The following options are available:

- **ANSI** - Encodes load files using ANSI (for text written in the Latin script).

  ANSI encoding has the advantage of producing a smaller load file than a Unicode file (UTF). ANSI-encoded load files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script.

  If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages.

- **UTF-8** - (Default) Encodes load files using UTF-8.

  For more information on the Unicode standard, see the following website:

  http://www.unicode.org/standard/principles.html

  Most commonly used for text written in Chinese, Japanese, and Korean.

- **UTF-16** - Encodes load files using UTF-16.

  Similar to UTF-8 this option is used for text written in Chinese, Japanese, and Korean.

8. Select a **Field Mapping** character. This delimiter is the character that is placed between the columns of data. The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative.

   Field Mapping is available for the following load file formats:

- Concordance
- Generic
- Introspect
- Relativity
- Ringtail (MDB)

9. Select a **Text Identifier** character. This delimiter is the character that is placed on either side of the value within each of the columns. All of the text that follows the character and precedes the next occurrence of the same character is imported as one value.

   The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative.   If you do not wish to use a delimiter, you can choose the (none) option.

   Text Identifier is available for the following load file formats:

- Concordance
- Generic
- Introspect
- Relativity
- Ringtail (MDB)

10. Select a **Newline** character. This is a replacement character for any newline (carriage return/line feed) character. The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative. If you do not wish to use a delimiter, you can choose the (none) option.

    Newline is available for the following load file formats:

    - Concordance
    - Generic
    - Introspect
    - Relativity
    - Ringtail (MDB)

11. Select the **Available Fields** of metadata to be included in the load file and click the right arrow to add the field.

12. Some load file applications require that certain fields be in the load file. In such projects, you can click the Custom plus button to add a custom field entry that is not already listed in the **Available Fields** list.

13. Click **Export**.

Export Tab

The *Export* tab on the *Home* page can be used to export or delete production sets and view the history.

Export Tab Elements

Element	Description
Production Set History Search Field	Enter text to search by production set name.
Production Set List	Lists the production sets and the status of the production sets.
Export Button	Click to export the production set to a load file.
Delete Button	Click to delete the production set.

Chapter 50

Creating Export Sets

Creating Export Sets

You can export documents without creating a production set. To do this, create an Export Sets of labelled documents, and then export the created Export Sets. Unused Export Sets can also be deleted.

When you create a set, you include all of the evidence to which you have applied a given label. After you create the export set, you export the set to an AD1 image file, an image load file, a native export, or a load file.

Note: Once you've created an export set you cannot add documents to that set even if you use the same labels used previously. You can label additional documents and then create a new set using the same label.

See Creating an AD1 Export on page 509.

See Creating a Native Export on page 513.

See To create a load file export on page 523.

Creating an AD1 Export

Choose to create an AD1 forensic image of the document included in the Export Set if you want to load the AD1 files into AD Forensic Toolkit (FTK) for further investigation. An AD1 contains the logical structure of the original files and the original files themselves.

To create an AD1 export

1. Before you create an AD1 export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.

2. Log in as a user with Create Export rights.

3. Click the **Project Review** button next to the project in the *Project List*.

4. In the *Project Explorer*, click **Explore.**

5. Right-click the *Export Sets* folder, and select **Create AD1 Export.**

6. See AD1 Export General Options on page 511. for information on how to fill out the options in the General Option screen.

7. Click **Export.**

8. After your export is created, it appears in the *Export* tab of the *Home* page and under the *Export Sets* folder in the *Project Explorer* of the *Project Review.* A Summary report generates and saves to the export folder.

AD1 Export General Options

The following table describes the options that are available on the General Options screen of the AD1 export set wizard.

AD1 Export General Options Screen

 AD1 Export General Option Screen

Option	Description
Export Path	Enter the UNC path to the export set. You can browse to the server and path, and validate the path before exporting the load file. This path must be accessible to the logged in user. A new folder will be created if the folder you specify does not exist.
Job Name	Specify the name for your export set. For example, you can organize export sets by using the person's name for ease of examination. This naming method is particularly useful if there are multiple people.
Label	This field is required. Before you create an AD1 export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.
Generate Exclusion Report	Lets you create a report of all the documents within the selected collection that were not included in the export.
Include Duplicates	Mark to include duplicates. Includes unlabeled documents that are flagged as secondary (duplicates) to the labeled primary documents. These duplicate files will not be labeled as part of the export set, however, so the file count in the load file will be different that what is listed in the export set.

AD1 Export General Option Screen

Option	Description
Organize by Person	Creates a folder for each person to place the output into.
Email Contained in PST/ NSF	Select to either output a reduced version of the original PST/NSF file, the emails as individual MSG files, or as individual HTML/RTF files. **Note: In order to view the PST file after export, make sure to have Outlook installed on the environment.**
AD1 File Name	Specifies the name of the exported AD1 file. If you are also selecting to organize by person, each person's folder will contain its own AD1 image file with this name.
Encryption	Select to encrypt the AD1 file, either with a certificate or password, or choose not to encrypt it.

Creating a Native Export

Choose to create a Native Export if you want to export the native documents in their original format and optionally rendered images into a directory of your choosing. This export does not provide a load file.

To create a native export

1. Before you create an export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.

2. Log in as a user with Create Export rights.

3. Click the **Project Review** button next to the project in the *Project List.*

4. In the *Project Explorer*, click **Explore.**

5. Right-click the *Export Sets* folder, and select **Create Native Export.**

6. See Native Export General Options on page 514. for information on how to fill out the options in the General Option screen.

7. Click **Next.**

8. See Native Export Files to Include on page 516. for information on how to fill out the options in the Files to Include screen.

9. Click **Next.**

10. See Export Volume Document Options on page 518. for information on how to fill out the options in the Volume Document Options screen.

11. Click **Next**.

12. See Export Excel Rendering Options on page 520. on how to fill out the options in the Excel Rendering Options screen.

13. Click **Next**.

14. See Export Word Rendering Options on page 522. for information on how to fill out the options in the Word Rendering Options screen.

15. Click **Next**.

16. On the **Summary** page, review your options before saving to export.

After your export is created, it will appear in the *Export* tab of the *Home* page and under the *Export Sets* folder in the *Project Explorer* of the *Project Review.*

Native Export General Options

The following table describes the options that are available on the General Options screen of the Native Export set wizard.

Native Export General Options Screen

Native Export General Options Screen

Option	Description
Export Path	Enter the UNC path to the export set. You can browse to the server and path, and validate the path before exporting the load file. This path must be accessible to the logged in user. A new folder will be created if the folder you specify does not exist.
Job Name	Specify the name for your export set. For example, you can organize export sets by using the person name for ease of examination. This naming method is particularly useful if there are multiple people.
Label	This field is required. Before you create an AD1 export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.
Generate Exclusion Report	Lets you create a report of all the documents within the selected collection that were not included in the export..
Include Duplicates	Mark to include duplicates. Includes unlabeled documents that are flagged as secondary (duplicates) to the labeled primary documents. These duplicate files will not be labeled as part of the export set, however, so the file count in the load file will be different that what is listed in the export set.
Organize By Person	Creates a folder for each person to place the output into.

Native Export General Options Screen

Option	Description
Export Templates	If you have saved an export template you can apply it to the current export set. By applying a template, all current settings will be replaced. You can also delete and rename a template. By clicking *Save As* in the wizard, you can save the export options as a template.

Native Export Files to Include

You can select how you want to export native files and rendered images. Select the graphics images that you want to use for slipsheets in the load file. The following table describes the options that are available on the Native Files screen of the Native Export set wizard.

Export Files to Include Options

Options	Description
Include Native Files	Select this option if you want to include the native documents with the export set. This will only include native files that have not been redacted. If the native file has been redacted, a pdf of the file will be included.
Output a Reduced Version of the Original PST/NSF file	Select this option if you want to output a reduced version of the PST/NSF file.
Output messages as individual HTML/RTF	Select this option if you are exporting emails that were originally in a PST or NSF and you want to export them as HTML or RTF files. Uses the FTK object ID instead of the file name of the email message. **Note: MSG files exported as HTML format are output in MSG format instead of HTML/RTF format.**
Output messages as individual MSG	Select this option if you want to save the email as individual MSG files.
Include Rendered Images	Select this option to include images that have been created in the Project Review. Additionally, if an image has not yet been created, this option will convert the native document to an image format. If selected, you will have the option to set rendering options for Excel and Word documents. See Export Excel Rendering Options on page 520. See Export Word Rendering Options on page 522.
Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. This field does not allow the use of wild card characters. The default values are: EXE, DLL, and COM
File Format	Select which format you want the native file converted to: ● **Multi-page** - one TIFF image with multiple pages for each document. ● **PDF** - one PDF file with multiple pages for each document. ● **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
Compression	● **CCITT3 (Bitonal)** - Produces a lower quality black and white image. ● **CCITT4 (Bitonal)** - Produces a higher quality black and white image. ● **LZW (Color)** - Produces a color image with LZW compression. ● **None (Color)** - Produces a color image with no compression (This is a very large image). ● **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).

Export Files to Include Options

Options	Description
Page Format	Select the page size for the image. The available page sizes are: ● Letter – 8 ½" x 11" ● A3 – 29.7 cm x 42 cm ● A4 – 29.7 cm x 21 cm
Normalize images	Select this option to obtain consistent branding sizes throughout the entire production. Any image that is less than the chosen size will not be resized or rescaled to fit the chosen page size but will be placed inside of the chosen size frame and will be oriented to the upper left corner of the page. Any document determined to be landscape in orientation will produce a proper landscape image.
Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
Slipsheet	Select this option to upload a slipsheet image to the server for use in the exports. Slipsheets are an image that you can use when certain files cannot be converted to an image, such an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file. A copy of this file is placed in the export image folder for every document that you have chosen to exclude from conversion and will be named in accordance with your file naming selection. You need to select a file that matches the export file type. For example, if you are exporting TIFFs, you must select a TIFF file as a slipsheet. Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path. **Note: You can have only one custom slipsheet per project.**

Export Volume Document Options

This section describes the options available in the Volume Document Options screen of the Export set wizard if you have US numbering enabled. US numbering is the default. If you click Original in Naming Options, this panel becomes disabled. The following table describes the options available.

Export Volume Document Options

Options	Description
Naming Options	Choose a naming option.
New Production DocID	(Default) This file naming allows you to determine what the name of the files will be, based on the document ID numbering scheme. This option is used with the *Document Numbering Options* on this tab. In Project Review, you can view the ProductionDocID that is created for exported files. This is useful in associating an exported file with the original file.
Original DocID	This naming is based on the original DocID. Documents that were imported were put into a document group and will have a DocID. Documents that were added through the evidence wizard, will not. This option lets you re-use that original DocID for the produced record. If the documents do not have an existing DocID, you can assign one by placing the documents in a document group or by providing a DocID naming schema using the *Document Numbering Options* on this tab.
Original File Name	This file naming uses the original file names in the name of the documents rather than a numbered naming convention.
Original File Path with Original Path	This uses the original file path folder structure rather than an auto-generated, numbered folder structure. Clicking this option disables the Doc ID Numbering pane
Append Object ID's	Allows you to use the name of your choice (Original or Original File Name with Original Path), but also include the FTK Object ID as part of the native file names. This option is not available for Doc ID
Volume Partition Sorting	You can sort the documents before they are converted and named. This allows you to choose one or more metadata field values to sort the documents in ascending or descending order. You can choose any combination of fields by which to sort, however, it is not recommended to choose more than 3 fields to sort by. ● **Plus sign** - Add volume partition sorting filters based on specified ascending or descending fields. ● **Minus sign** - Delete the selected sorting option.
Sorting	Specifies the order that the files are listed in each volume. Sorting occurs on the parent document. For example, you might sort by Ascending on the field FILESIZE. In such project, the first volume contains the largest file sizes, and the last volume contains the smallest file sizes.
Field	Sets the FTK column heading by which you want to sort.
Volume Sample	Provides a sample of the volumes.
Doc ID Numbering	

Export Volume Document Options

Options	Description
Volume Partition Options	Select a volume folder structure for the output files. The selections will determine how much data is put into each folder before a new folder is created and the folder structure in which the output is placed.
Folder	Lets you name and limit the size or the number of items that are contained in a folder. An export can have one or more folders.
Prefix	Specifies the prefix-naming convention that you want to use for the folders within the volume of the export.
Suffix	Specifies the suffix-naming convention that you want to use for the folders within the volume of the export.
Starting Number	Sets the starting number of the first folder within the volume of the export
File Limit	Creates a new numbered folder when the specified file limit is reached inside the folder.
Native Folder	Lets you set the name of the **Natives** folder.
Image Folder	Lets you set the name of the **Image** folder. See Native Export Files to Include on page 516.
Text Folder	Lets you set the name of the **Text** folder where text files go that are generated by the OCR engine. See Native Export Files to Include on page 516.
Document	This pane is only available if the New Production Doc ID or Original Doc ID option is selected in the Naming Options. Use these setting to determine how to generate new names of produced records. (Some files may retain an original DocID. See the Naming Options on this tab.)
Numbering Options	See About U.S. Document Numbering Options on page 499.
Prefix	Specifies the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.
Suffix	Specifies the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.
Starting Number	Sets the starting number of the first document or image within the volume of the export.
Padding	Specify the number of document counter digits that you want. The limit is 21.

Export Excel Rendering Options

You can set the options to format any Microsoft Excel spreadsheet prior to converting it to a graphic format. In order for any of the options within this tab to be applied, you must first deselect the *Use Original Document Settings* option check box. When this option is selected, the other formatting options will not be applied and the document will be converted using the fromatting that it was last saved with. The following table describes the options that are available on the Excel Rendering Options screen.

Export Excel Rendering Options

Options	Description
General	Set to determine how the spreadsheet is rendered.
Use Original Document Settings	Specifies that the original settings for Excel spreadsheets, such as paper size, orientation, and margins, be maintained on the converted output.
Paper Size	Choose to render the spreadsheet in the following paper sizes. The default paper size is Letter: ● 10 x 14 ● 11 x 17 ● A3 ● A4 ● A5 ● B4 ● B5 ● Custom ● Envelope DL ● Executive ● Folio ● Ledger ● Legal ● Letter ● Quarto ● Statement ● Tabloid
Orientation	Select either Letter or Landscape for the paper size of the spreadsheet.
Header, Footer, and Page Margins	Set the margins of the spreadsheet. The default is 1 inch.
Formula Substitutions	Substitute the formulas for the Date, Time, and Path fields. You can choose to substitute the original formula, the original metadata, or custom text string.
Printing	Specify how the spreadsheet comments are printed
Printing Comments	Print comments on either Print Sheet End, Print in Place, or Print No Comments
Print Order	For use with Excel spreadsheets that may not fit on the rendered page. If the spreadsheet is too wide to fit on the rendered page, you can choose to print in the following ways: **Down Then Over -** Choose to print top to bottom first and then print left to right. **Over Then Down** - Choose to print left to right first and then print top to bottom.

Export Excel Rendering Options

Options	Description
Page	Mark the following options: ● Center Sheets Horizontally ● Center Sheets Vertically ● Fit Image To Page ● One Page Per Sheet ● Show Hidden Data - This is checked by default
Fix To X Pages	Converts an Excel document and attempts to fit the resulting output image into a specified number of pages.
Scaling	Scales the output image to a specified percentage of the original size. The maximum scale is 100%.

Export Word Rendering Options

You can set the page size, orientation, and margins of a word processing document on the converted output. The following table describes the options that are available on the Word Rendering Options screen of the Native Export set wizard.

Export Word Rendering Options

Options	Description
General	Set to determine how the word processing is rendered.
Use Original Document Settings	Specifies that the original settings for Word documents, such as paper size, orientation, and margins, be maintained on the converted output.
Paper Size	Choose to render the word processing document in the following paper sizes. The default paper size is Letter: ● 10 x 14 ● 11 x 17 ● A3 ● A4 ● A5 ● B4 ● B5 ● Custom ● Envelope DL ● Executive ● Folio ● Ledger ● Legal ● Letter ● Quarto ● Statement ● Tabloid
Orientation	Select either Letter or Landscape.
Header, Footer, and Page Margins	Set the margins of the spreadsheet. The default is 1 inch.
Field Substitutions	Substitute the fields for the Date, Time, and Path fields. You can choose to substitute the original formula, the original metadata, or custom text fields.
Page	● Show Hidden Text - this is checked as default ● Print Endnotes At End Of Next Section

Creating a Load File Export

When creating a load file export, you can export your choice of Native, Filtered text (includes the OCR text that was created during processing), rendered images of the native document, and optionally OCR text of the rendered images.

If the recipient intends to use third-party software to review the export set, select Load File Export.

To create a load file export

1. Before you create an export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.

2. Log in as a user with Create Export rights.

3. Click the **Project Review** button next to the project in the *Project List*.

4. In the *Project Explorer*, click **Explore.**

5. Right-click the *Export Sets* folder, and select **Create Load File Export.**

6. See Load File General Options on page 524. for information on how to fill out the options in the General Option screen.

7. Click **Next.**

8. See Load File Options on page 525. for information on how to fill out the options in the Load File Options screen.

9. Click **Next.**

10. See Load File Files to Include Options on page 527. for information on how to fill out the options in the Include screen.

11. Click **Next**

12. See Export Volume Document Options on page 518. for information on how to fill out the options in the Volume Document Options screen.

13. Click **Next**.

14. See Export Excel Rendering Options on page 520. on how to fill out the options in the Excel Rendering Options screen.

15. Click **Next**.

16. See Export Volume Document Options on page 518. for information on how to fill out the options in the Word Rendering Options screen.

17. Click **Next**.

18. On the **Summary** page, review your options before saving to export.

After your export is created, it will appear in the *Export* tab of the *Home* page and under the *Export Sets* folder in the *Project Explorer* of the *Project Review.*

Load File General Options

The following table describes the options that are available on the Load FIle General Options screen of the Load FIle Export set wizard.

Load File General Options

Options	Descriptions
Export Path	Enter the UNC path to the export set. You can browse to the server and path, and validate the path before exporting the load file. This path must be accessible to the logged in user. A new folder will be created if the folder you specify does not exist.
Job Name	This field is required.
Label	This field is required. Before you create a load file, be sure that you have applied at least one label to evidence files that you want to filter into the export set.
Generate Exclusion Report	Lets you create a report of all the documents within the selected collection that were not included in the export.
Include Duplicates	Mark to include duplicates. Includes unlabeled documents that are flagged as secondary (duplicates) to the labeled primary documents. These duplicate files will not be labeled as part of the export set, however, so the file count in the load file will be different that what is listed in the export set.
Generate Load File	This is marked as default.
Export Templates	If you have saved an export template you can apply it to the current export set. By applying a template, all current settings will be replaced. You can also delete and rename a template. By clicking *Save As* in the wizard, you can save the export options as a template.

Load File Options

The following table describes the options that are available on the Load File Options screen of the Load FIle Export set wizard.

Load File Export Options

Options	Descriptions
Load File Export	
Load File Name	Enter the name for the Load File.
Load File Encoding	The following options are available for load file encoding: ● **ANSI** - Encodes load files using ANSI (for text written in the Latin script). ANSI encoding has the advantage of producing a smaller load file than a Unicode file (UTF). ANSI-encoded load files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script. If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages. ● **UTF-8** - (Default) Encodes load files using UTF-8. For more information on the Unicode standard, see the following website: http://www.unicode.org/standard/principles.html Most commonly used for text written in Chinese, Japanese, and Korean. ● **UTF-16** - Encodes load files using UTF-16. Similar to UTF-8 this option is used for text written in Chinese, Japanese, and Korean.
Selected Format	The following formats are available for export: ● **Browser Briefcase** - Generates an HTML format that provides links to the native documents, images, and text files. You can do the following: ■ Have multiple links for image, native, and text documents. ■ Work with production sets exported previously in iBlaze Browser Briefcase format. This allows you to have greater control over the production set. ● **caseVantage** - Generates a DII file specifically formatted for use with the AD Summation caseVantage program. ● **Concordance** - Generates a DAT file that can be used in Concordance. ● **EDRM** - Generates an XML file that meets the EDRM v1.2 standard. ● **Generic** - Generates a standard delimited text file. ● **iCONECT** - Generates an XML file formatted for use with the iConect program. ● **Introspect** (IDX file) - Generates an IDX file specifically formatted for use with the Introspect program. ● **Relativity** - Generates a DAT file that can be used in Relativity. ● **Ringtail (MDB)** - Generates a delimited text file that can be converted to be used in Ringtail. ● **Summation eDII** - Generates a DII file specifically formatted for use with the AD Summation iBlaze or Enterprise programs. **Note:** If you are outputting a Concordance, Relativity, or Generic load file, and include rendered images, you will also get an OPT and LFP file in the export directory.
Multi-Entry Separator	Choose which character to separate multi-entries. The default character is ;.

Load File Export Options

Options	Descriptions
Available Fields	Select from the available fields. There is an *ORIGINALDOCID* field available. This allows you to include a field to reflect the original DocID when exporting with new DocIDs. You can select FTK metadata to be included in the load file. Select columns of metadata to be included in the load file and click the right arrow to add the Selected Mapping field.
Selected Mapping	In addition to the columns of metadata, you can also add Custom fields to be included in the load file.
Field Mapping Templates	Additionally, you may need a placeholder field. Use the plus button to add a field mapping template. You can also edit and delete the templates.

Load File Files to Include Options

The following table describes the options that are available on the Load File Export Files to Include Options screen.

Load File Export Files to Include Options

Options	Description
Include Native Files	Select this option if you want to include the native documents with the export set. This will only include native files that have not been redacted. If the native file has been redacted, a pdf of the file will be included.
Output a Reduced Version of the Original PST/NSF file	Select this option if you want to output a reduced version of the PST/NSF file.
Output messages as individual HTML/RTF	Select this option if you are exporting emails that were originally in a PST or NSF and you want to export them as HTML or RTF files. Uses the FTK object ID instead of the file name of the email message.
Output messages as individual MSG	Select this option if you are exporting emails that were originally in a PST or NSF and you want to export them as HTML or RTF files. Uses the FTK object ID instead of the file name of the email message.
Include Rendered Images	Select this option to include images that have been created in the Project Review. Additionally, if an image has not yet been created, this option will convert the native document to an image format.
Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. This field does not allow the use of wild card characters. The default values are: EXE, DLL, and COM
File Format	Select which format you want the native file converted to: ● **Multi-page** - one TIFF image with multiple pages for each document. ● **PDF** - one PDF file with multiple pages for each document. ● **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
Compression	● **CCITT3 (Bitonal)** - Produces a lower quality black and white image. ● **CCITT4 (Bitonal)** - Produces a higher quality black and white image. ● **LZW (Color)** - Produces a color image with LZW compression. ● **None (Color)** - Produces a color image with no compression (This is a very large image). ● **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
Page Format	Select the page size for the image: A3, A4, Letter.
Normalize images	Select this option to normalize the image n to the same size so that endorsements appear to be the same size on all pages.

Load File Export Files to Include Options

Options	Description
Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
Slipsheet	Select this option to upload a slipsheet image to the server for use in the exports. Slipsheets are an image that you can use when certain files cannot be converted to an image, such an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file. A copy of this file is placed in the export image folder for every document that you have chosen to exclude from conversion and will be named in accordance with your file naming selection. You need to select a file that matches the export file type. For example, if you are exporting TIFFs, you must select a TIFF file as a slipsheet. Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path. **Note: You can have only one custom slipsheet per project.**
OCR TIFF Images	Mark to OCR TIFF Images.
OCR Text Encoding	Encode the text in the OCR with either ANSI, UTF-16, or UTF-8. See Load File Options on page 525.