

Summation Case Manager Manual



AccessData Legal and Contact Information

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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 18)
- [Getting Started](#) (page 23)
- [Managing Projects](#) (page 43)
- [Loading Summation Data](#) (page 207)
- [Configuring Data Sources](#) (page 230)
- [Exporting Summation Data](#) (page 240)

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

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 56.
Configure the user/group permissions for a project	See Setting Project Permissions on page 84.
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 102. See Creating Category Values on page 108. See Configuring Custom Fields on page 106. See Configuring Highlight Profiles on page 114.
View details about the project	See Viewing and Editing Project Details on page 71.

Basic Workflow for Project Managers (Continued)

Task	Link to the tasks
Monitor the Work List	See Work List Tab on page 127. See Monitoring the Work List on page 127.
Manage Document Groups	See Managing Document Groups on page 129.
Upload Transcripts/Exhibits	See Updating Transcripts on page 134.
Create Production Sets	See the Exporting documentation.
Export the selected evidence	See the Exporting documentation.
Run reports	See Running Reports on page 95.

Chapter 3

Getting Started

Terminology

Features and technology are shared across the multiple applicaitons. 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 25.

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 27.

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 24.

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 24.

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

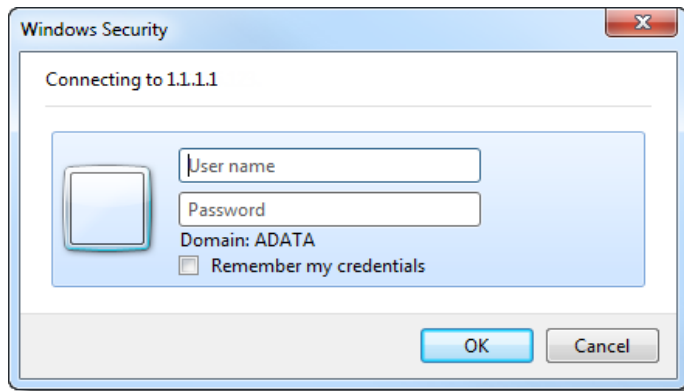
1. Open Internet Explorer.

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.

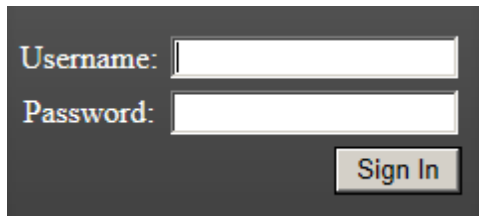
Integrated Windows Authentication Page



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 LocalDownload 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 24.
See [Installing Browser Components Manually](#) on page 29.

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 27.

See [Installing Browser Components Manually](#) on page 29.

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

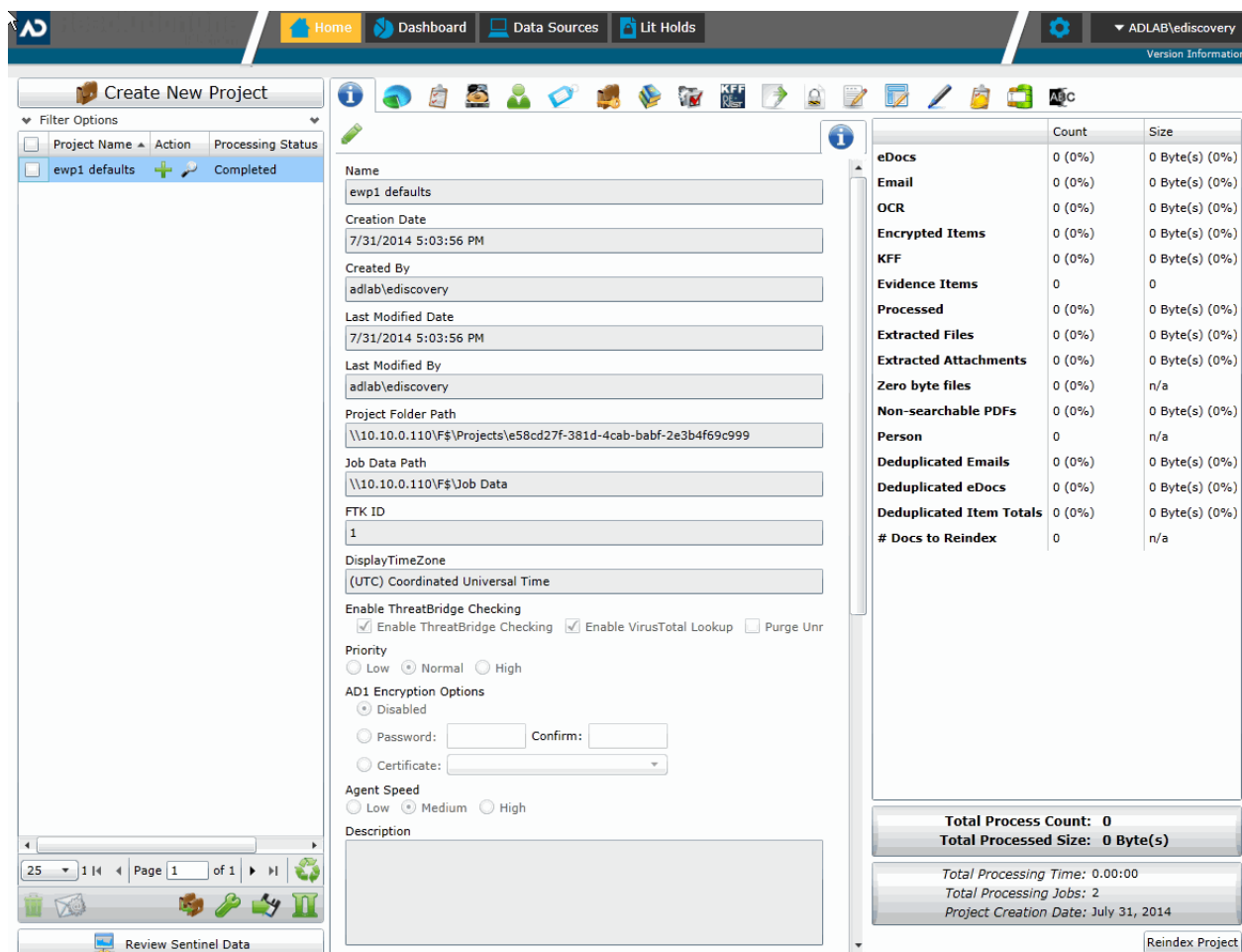
1. Run the AccessDataBulkPrintLocal.exe. The wizard should appear.
2. Click **Next** to begin.
3. Click **Next** on the *Select Installation Folder* dialog.
4. Click **Next**. After the installation is complete, click **Close**.

Installing Adobe Flash Player

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

Introducing the Web Console

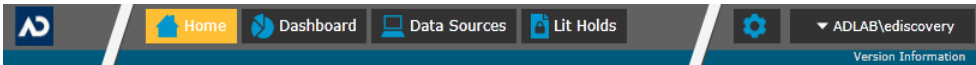
The user interface for the application is the AccessData web console. The console includes different tabs and elements.





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 <i>Home</i> 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 44.

Component	Description
Dashboard	(Available in Resolution1 CyberSecurity, Resolution1, and Resolution1 eDiscovery) The <i>Dashboard</i> allows you to view important event information in an easy-to-read visual interface. See Using the Dashboard on page 605.
Data Sources	The <i>Data Sources</i> 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 <i>Lit Hold</i> tab lets you create and manage litigation holds. See Managing Litigation Holds on page 376.
Alerts	(Available in Resolution1 CyberSecurity, Resolution1, and Resolution1 eDiscovery) The <i>Alerts</i> tab allows you to view alerts as they enter the user interface. Viewing Alerts on page 540
Management (gear icon) 	The <i>Management</i> page lets administrators perform global management tasks. See Opening the Management Page on page 44.
User Actions	Actions specific to the logged-in user that affects the user's account. See User Actions on page 35.
 Project Review	The <i>Project Review</i> page lets you analyze, filter, code and label documents for a selected project. You access <i>Project Review</i> from the <i>Home</i> page. See the <i>Reviewer Guide</i> for more information on Project Review. You can download the <i>Reviewer Guide</i> from the <i>Help/Documentation link</i> . See User Actions on page 35.



























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.






Create New Project

Filter Options



Filter Enabled

<input type="checkbox"/>	Project Name ▲	Action	Processing Status	Size
<input checked="" type="checkbox"/>	001ProductionSe5.2.2.63	 	Completed	28 MB
<input type="checkbox"/>	001ProductionSet5.2.2.64	 	Completed	29 MB
<input type="checkbox"/>	001ProductionSet5.2.2.65	 	Completed	31 MB
<input type="checkbox"/>	001ProductionSet5.2.2.66	 	Completed	4.1 MB
<input type="checkbox"/>	001ProductionSet5.2.2.67	 	Completed	13 MB
<input type="checkbox"/>	001ProductionSet5.2.2.68	 	Completed	26 GB
<input type="checkbox"/>	001ProductionSet-5.2.2Pa	 	Processing	8.6 GB
<input type="checkbox"/>	01ProductionSet	 	Completed	131 MB
<input type="checkbox"/>	01ProductionSet-PSR	 	Completed	33 MB
<input type="checkbox"/>	02ProductionSet	 	Completed	1.2 GB
<input type="checkbox"/>	02ProductionSet-PSR	 	Completed	4.0 MB
<input type="checkbox"/>	03ProductionSet	 	Completed	55 MB
<input type="checkbox"/>	04ProductionSet	 	Completed	216 KB

Page Size: 25 Total: 13 (0) Page 1 of 1






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

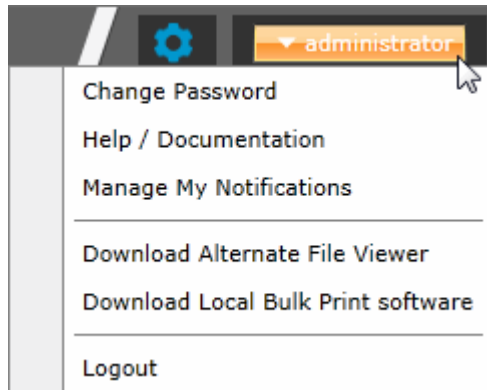
Element	Description
Create New Project	Click to create a new project. See Creating a Project on page 56.
Filter Options	Allows you to search and filter all of the projects in the project list. You can filter the list based on any number of fields associated with the project, including, but not limited to the project name. See Filtering Content in Lists and Grids on page 40.
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 36.
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 <i>Project List</i> .
 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 70.

Element	Description
 Custom Properties	<p>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.</p> <p>See Adding Custom Properties on page 49.</p>
 Export to CSV	<p>Export the Project list to a .CSV file. You can save the file and open it in a spreadsheet program.</p>
 Columns	<p>Add or remove viewable columns in the <i>Project List</i>.</p>

User Actions

Once in the web console, you can perform 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 36. 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 40.
Download Alternate File Viewer	Lets you to download the Alternate File Viewer application. See AccessData Alternate File Viewer (Native Viewer) on page 28.
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 29.
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.

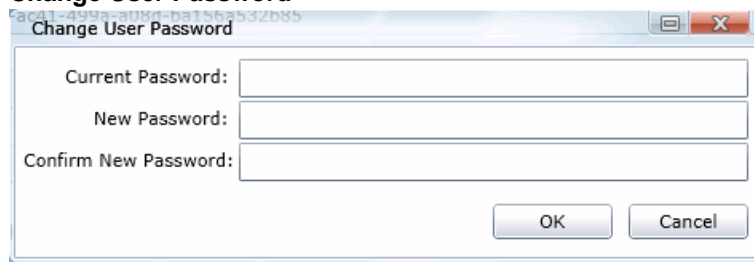
Any logged-in user can change their password. You may want to change your password for one of the following reasons:

- 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 25.
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 37.
- See [Managing Columns in Lists and Grids](#) on page 38.
- See [Sorting by Columns](#) on page 37.
- See [Filtering Content in Lists and Grids](#) on page 40.
- See [Changing Your Password](#) on page 36.

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.

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.

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.

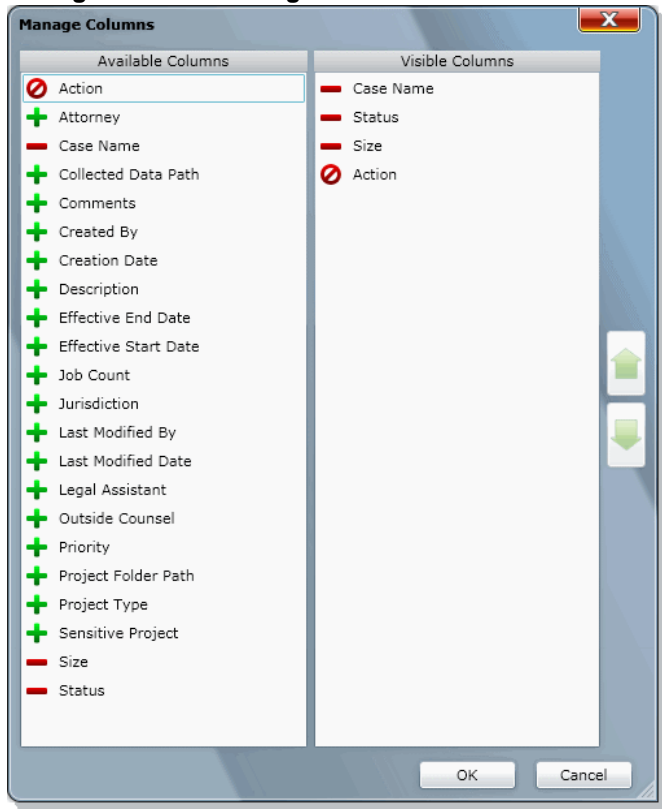
See [Configuring Custom Fields](#) on page 106.





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.

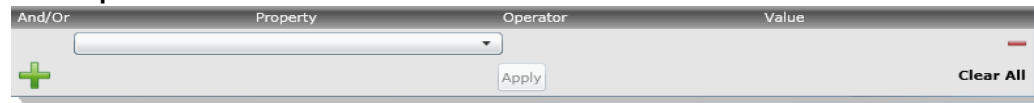
In this example, because an OR was used instead of an AND, both sets of results are displayed.

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 41.
4. Use the *Value* field to enter the value on which you want to filter.
See [Filter Value Options](#) on page 42.
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. This 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 <i>Description</i> 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 <i>Creation Date</i> 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 <i>Priority</i> property with the choices <i>High</i> , <i>Low</i> , <i>Normal</i> , <i>Urgent</i> 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:

- [About Projects](#) (page 21)
- [Creating a Project](#) (page 56)
- [Managing People](#) (page 74)
- [Setting Project Permissions](#) (page 84)
- [Running Reports](#) (page 95)
- [Configuring Review Tools](#) (page 102)
- [Managing Tags](#) (page 120)
- [Monitoring the Work List](#) (page 127)
- [Managing Document Groups](#) (page 129)
- [Managing Transcripts and Exhibits](#) (page 133)
- [Managing Review Sets](#) (page 145)
- [Using KFF \(Known File Filter\)](#) (page 183)

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 46.

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

See [About Projects](#) on page 21.

Introducing the Home Page

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

Home Page

Create New Project

Filter Options

Project Name	Action	Processing Status	Size
01Case	+	Completed	6.5 MB
01FamilyData	+	Completed	3.7 MB
02Case	+	Completed	4.7 MB
02FamilyData	+	Completed	2.8 MB
03FamilyData	+	Completed	2.8 MB
AgiCase1	+	Completed	1.9 MB
AgiCase2	+	Completed	5.6 MB
BG1	+	Completed	420 MB
BG2	+	Completed	508 MB
DJ-30207	+	Completed	3.6 MB
EP Case1	+	Completed	23 MB
Search	+	Completed	1.3 MB
TopTenWorkflows	+	Completed	9.5 MB

Project Details

Name: BG2

Creation Date: 9/17/2013 12:22:06 PM

Created By: bguptha1

Last Modified By: bguptha1

Project Folder Path: \\10.10.4.126\Summation\Cases\c69dec55-19d7-4

Job Data Path: \\10.10.4.126\Summation\JobData

FTK ID: 3

Priority: ☐ Low ☒ Normal ☐ High






Project Manager Task Tabs

	Count	Size
eDocs	252 (8%)	43 MB (8%)
Email	3,072 (92%)	464 MB (92%)
OCR	0 (0%)	0 Byte(s) (0%)
Encrypted Items	0 (0%)	0 Byte(s) (0%)
KFF	0 (0%)	0 Byte(s) (0%)
Evidence Items	0	0
Processed	3,077 (93%)	507 MB (100%)
Extracted Files	126 (4%)	309 MB (61%)
Extracted Attachments	565 (17%)	182 MB (36%)
Zero byte files	25 (1%)	n/a
Non-searchable PDFs	0 (0%)	0 Byte(s) (0%)
Person	1	n/a

Total Process Count: 3,324
Total Processed Size: 507 MB

Total Processing Time: 0.00:02
Total Processing Jobs: 2
Project Creation Date: September 17, 2013

Elements of the Home Page

Elements	Description
Project List Panel	See The Project List Panel on page 46.
Project Details 	See Viewing and Editing Project Details on page 71.
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 51. In the <i>Evidence</i> tab at the bottom, you can also see any people that have been associated to specific evidence within the project.
Tags 	See Configuring Tagging Layouts on page 109. See Managing Tags on page 120.

Elements of the Home Page (Continued)

Elements	Description
Permissions 	See Setting Project Permissions on page 84.
Reports 	See Running Reports on page 95.
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 183..
Printing/Export 	See the Export documentation.
Lit Hold 	Resolution1 eDiscovery and Resolution1 Platform only.
Markup Sets 	See Configuring Markup Sets on page 102.
Tagging Layout 	See Configuring Tagging Layouts on page 109.
Highlight Profiles 	See Configuring Highlight Profiles on page 114.
Work List 	See Monitoring the Work List on page 127.
Custom Fields 	See Configuring Custom Fields on page 106.
Redaction Text 	See Configuring Redaction Text on page 118.

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 208.

- 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 40.
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 49.

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 70.
 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 <i>Project List</i> .
 Delete	Highlight project and click Delete Project to delete it from the <i>Project List</i> .

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  **Custom Properties**.
2. Click  **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
	Allows you to add a custom property.
	Allows you to edit a custom property.
	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 53.
- Using the *Add Evidence Wizard*.
See [About Associating People with Evidence](#) on page 211.

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 56.
- Associate a person to a whole project after you create a project.
See [Associating a Project to a Person](#) on page 55.
- Associate a person to specific evidence that you add to a project.
See [About Associating People with Evidence](#) on page 211.

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 38.

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 40.
Add 	Click to add a person. See Adding People on page 53.
Edit 	Click to edit a person. See Editing a Person on page 54.
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 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 38.
Evidence 	Allows you to view evidence that has been associated to a person. In the <i>Evidence</i> pane, you can do the following: <ul style="list-style-type: none">• Filter the Evidence list.• Add Custom Properties. See Adding Custom Properties on page 49.• Export the <i>Evidence</i> list to a CSV file.• Adjust the columns' display in the <i>Evidence</i> 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 55.
- Creating or importing people while importing evidence
See [Managing Evidence for Collecting Data](#) on page 148.


- Importing people from Active Directory.
See [Adding People Using Active Directory](#) on page 237.

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 49.
- 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  **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  to add people.
2. In the *Associate People to <Project>* dialog, do one of the following:
 - In the *All People* pane, click  to add projects to the *Associated People* pane.
 - In the *All People* pane, click  to projects from the *Associated People* pane.
3. Click **OK**.
4. (optional) Click  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 56.
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 60.

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 72. 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	<p>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.</p> <p>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</p>
Job Data Path	The responsive folder path is the location of reports data.
Display Time Zone	<p>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.</p> <p>See Normalized Time Zones on page 58.</p>
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 <i>Management</i> 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 <i>Management</i> 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 <i>Management</i> 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 <i>Management</i> tab, but can be overwritten for the individual project.
Comments	(Optional) This option allows you to add comments.
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.

General Project Properties Options (Continued)

Option	Description
Enable ThreatBridge Checking (CIRT and Resolution1 only)	<p>(Optional) Expand <i>Enable ThreatBridge Checking</i>.</p> <p>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 475.</p> <p>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 475.</p> <p>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 475.</p>
Copy Properties from Existing Project	<p>(Optional) This allows you to apply properties of an existing project to the newly created project.</p> <p>You can also apply properties to an existing project once it has been created. See Using Project Properties Cloning on page 70.</p>
Network Data Purge Options (CIRT and Resolution1 only)	<p>(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:</p> <ul style="list-style-type: none">• 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. <p>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.</p> <p>Static jobs are not purged since you are able to manually delete the data.</p>

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 57.

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.

- Once data has been loaded into the project, the following areas will show the time zone as the selected project time zone:
 - Natural View for email
 - Images for email
 - Load files with date and time fields
- 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 [Importing Evidence into a Project](#) on page 219.

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

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 65.

Processing Options

Option	Description
Processing Mode	
<i>Standard Mode</i>	<p>Enables the default processing options.</p> <p>Note: These defaults are not editable.</p> <p>Will include:</p> <ul style="list-style-type: none">• 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 <p>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.</p> <p>Will index:</p> <ul style="list-style-type: none">• Text data <p>Will not index:</p> <ul style="list-style-type: none">• Graphic files and executable files <p>Will refine out:</p> <ul style="list-style-type: none">• 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
<i>Standard No Search</i>	<p>Uses the default processing options but does not include the indexing of text data.</p> <p>See About Indexing for Text Searches of Content of Files on page 68.</p>
<i>Forensic</i>	<p>Will include:</p> <ul style="list-style-type: none"> • Hashing (MD-5, SHA-1, SHA-256) • Flag bad extensions • Thumbnails for graphics • Deleted files • Microsoft OLE Streams • Microsoft OPC documents • Refinement options: <ul style="list-style-type: none"> ■ File slack ■ Free space <p>Will index:</p> <ul style="list-style-type: none"> • all file types <p>Will not include:</p> <ul style="list-style-type: none"> • KFF (for faster processing) • Expand Compound Files (archive expansion) • HTML file listing • eDiscovery Deduplication
<i>Quick</i>	<p>Increases the speed of the processing of evidence by using minimal options to expedite the processing.</p> <p>Indexing, hashing, archive file drill down, and file identification are disabled. (Files are identified by header analysis instead of file extension.)</p> <p>If you select this option, the <i>KFF Lookup</i> option is disabled. Disabling <i>KFF Lookup</i> occurs because <i>Field Mode</i> 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 <i>KFF Lookup</i> option takes time to process and slows down data processing. Therefore, if both <i>Field Mode</i> and <i>KFF Lookup</i> were both enabled, it would defeat the purpose of the Quick option.</p>

Processing Options (Continued)

Option	Description
<i>Security</i>	<p>Enables the default security processing options.</p> <p>Will include:</p> <ul style="list-style-type: none"> • 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 <p>Will refine out:</p> <ul style="list-style-type: none"> • File slack • Free space • Deleted items • Microsoft OLE Streams • Office 2010 package contents • Zero length files • OS/File System Files <p>Will not index:</p> <ul style="list-style-type: none"> • Graphic files <p>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.</p>
Optical Character Recognition	
<i>Enable OCR</i>	<p>Generates text from graphics files and indexes the resulting content. You can then use <i>Project Review</i> to search and label the content and treat that content the same as any other text in the project.</p> <p>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.</p> <p>Pre-set default is off.</p> <p>See About Optical Character Recognition (OCR) on page 67.</p> <p>Enabling this option may increase processing times.</p>
General Email Options	
<i>Expand Embedded Graphics</i>	<p>Pre-set default is off. Enabling this option may increase processing times.</p>
KFF (Known File Filter)	
<i>Enable KFF</i>	<p>Enables the Known File Filter (KFF).</p> <p>See Using KFF (Known File Filter) on page 183.</p> <p>Pre-set default is on.</p>

Processing Options (Continued)

Option	Description
Email Body Caching	
<i>Enable Email Body Caching</i>	This option will speed up load file generation. Pre-set default is off. Enabling this option may increase processing times.
Advanced Options	<i>Keep the database indexes while processing.</i> 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	
<i>Enable Standard Viewer</i>	<p>The option does the following:</p> <ul style="list-style-type: none"> 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 <i>Review</i> 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 <i>Standard Viewer</i> the default viewer in <i>Review</i>. <p>For more information, see <i>Using the Standard Viewer and the Alternate File Viewer</i> in the <i>Viewing Data</i> chapter.</p> <p>This option is checked as the default for the Summation license, but can be enabled in other products.</p> <p>Note: This option slows processing speeds.</p>
Video Files	
<i>Enable Video Conversion</i>	<p>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.</p> <p>All converted videos are stored in the case folder.</p> <p>You can define the following:</p> <ul style="list-style-type: none"> Bit rate Video resolution
Generate Thumbnails	<p>Creates thumbnail images for each video file in a project. These thumbnails can be seen in the <i>Thumbnails View</i> in <i>Review</i>. 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.</p> <p>You can define the thumbnail generation interval based on one of the following:</p> <ul style="list-style-type: none"> Percent (1 thumbnail every “n” % of the video) Interval (1 thumbnail every “n” minutes of the video) <p>This feature can be used when you choose the <i>Standard</i>, <i>Standard No Search</i>, or <i>Forensic</i> processing modes. This is not available when using the <i>Security</i> or <i>Quick</i> processing mode. This is also not available for import loaded files.</p>
Entropy	
<i>Enable Entropy</i>	Enables the calculation of entropy during the processing.
Cerberus	

Processing Options (Continued)

Option	Description
<i>Enable Cerberus Stage 1</i>	(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 <i>About Cerberus Malware Analysis</i> chapter.
Miscellaneous Options	
<i>Geolocation</i>	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.
<i>Generate Image Thumbnails</i>	Generates thumbnails for all image files in the project. These thumbnails can be viewed in the <i>Thumbnail View</i> in <i>Review</i> . This option is enabled by default with the <i>Standard</i> , <i>Standard No Search</i> , and <i>Forensic</i> Processing Modes.
Timeline Options	
<i>Expand Additional Timeline Events</i>	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	
<i>Disable Tag Indexing</i>	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 <i>Review</i> : <i>Tag indexing is disabled.</i>
Document Deduplication	See Deduplication Options on page 65.
Email Deduplication	See Deduplication Options on page 65.
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 221. 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.
<i>Max Keyword Pairs</i>	You can change the number of allowable pairs by a set number or select <i>Unlimited</i> .
<i>Cluster Analysis</i>	

Processing Options (Continued)

Option	Description
	<p><i>Perform Cluster Analysis:</i> Enables the extended analysis of documents to determine related, near duplicates, and email threads. See Using Cluster Analysis on page 221.</p>
	<p><i>Cluster Threshold:</i> Determines the level of similarity required for documents to be considered related or near duplicates.</p> <p>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.</p>
<i>Entity Extraction</i>	<p>Identifies and extracts specific types of data in your evidence. You can process and view each of the following types of entity data:</p> <ul style="list-style-type: none"> • Credit Card Numbers • Email addresses • People • Phone Numbers • Social Security Numbers <p>See Using Entity Extraction on page 224.</p> <p>In <i>Review</i>, under the <i>Document Content</i> facet category, there is a facet for each data type that you extracted.</p>
Language Identification	See Using Language Identification on page 153.
<i>None</i>	Performs no language identification, all documents are assumed to be written in English. This is the faster processing option.
<i>Basic</i>	Performs language identification for English, Chinese, Spanish, Japanese, Portuguese, German, Arabic, French, Russian, and Korean.
<i>Extended</i>	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 called Marketing. The file in Sales is flagged as the primary and the file in Marketing is flagged as a

duplicate. If you do a search for spreadsheets in the folder named Sales, it is found. However, if you do a search for spreadsheets in the folder named Marketing, it is not found. To locate the file in the Marketing folder, turn off the duplication filter and then perform the search.

See [Evidence Processing and Deduplication Options](#) on page 60.

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	<p>Specifies any or all of the following file types to process for OCR:</p> <ul style="list-style-type: none">• 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. . .) <p>See Supported File Types for OCR on page 69.</p>
Do Not OCR. . .	<ul style="list-style-type: none">• 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. <p>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</p> <ul style="list-style-type: none">• 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 OCR'd. 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 127.

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\Resolution1\Logs\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

To access the Project Details tab

- ❖ From the *Home* page, select a project, and click the  **Project Details** tab.
See [Project Details Tab](#) on page 72.

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.

Project Info Tab

The Project Info Tab interface includes a toolbar with icons for information, editing, and various file types. The main area is divided into two sections. The left section contains form fields for project metadata: Name (RNCASE), Creation Date (9/20/2012 2:54:13 PM), Created By (administrator), Last Modified Date (9/20/2012 2:54:13 PM), Last Modified By (administrator), Case Folder Path (\\10.10.24.227\Cases\9e0db313-7fc0-42a6-a116-c12110437553), Job Data Path (\\10.10.24.227\JobData), FTK Case ID (1), Priority (Normal selected), and a Description text area. The right section features a table with processing statistics.

	Count	Size
eDocs	18 (95%)	1.6 MB (99%)
Email	1 (5%)	24 KB (1%)
OCR	0 (0%)	0 Byte(s) (0%)
Encrypted Items	0 (0%)	0 Byte(s) (0%)
KFF	0 (0%)	0 Byte(s) (0%)
Evidence Items	19	1,740,964
Processed	19 (100%)	1.7 MB (100%)
Extracted Files	0 (0%)	0 Byte(s) (0%)
Extracted Attachments	0 (0%)	0 Byte(s) (0%)
Zero byte files	0 (0%)	n/a
Non-searchable PDFs	0 (0%)	0 Byte(s) (0%)
Custodian	0	n/a
Deduplicated Emails	0 (0%)	0 Byte(s) (0%)
Deduplicated eDocs	0 (0%)	0 Byte(s) (0%)
Deduplicated Item Totals	0 (0%)	0 Byte(s) (0%)

Summary statistics at the bottom right:

- Total Process Count: 19
- Total Processed Size: 1.7 MB
- Total Processing Time: 0.00:00
- Total Processing Jobs: 2
- Case Creation Date: September 20, 2012

Elements of the Project Information Tab

Element	Description
Edit Button	Allows you to edit information about the selected project. Only the <i>Name</i> , <i>Job Data Path</i> , and the <i>Description</i> can be edited.
General Project Properties	See General Project Properties on page 56.
Creation Date	Displays the date that the project was created.
Created By	Displays the user who created the project.

Elements of the Project Information Tab (Continued)

Element	Description
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.
Associated FTK Case Pane	Displays any associated FTK cases.

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 74.
- Individually for a project using the *People* tab on the *Home* page.
See [Home People Tab](#) on page 79.

For information on user permissions, see [Setting Project Permissions](#) (page 84).

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 82.

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

People **Evidence**

Filter Options

<input type="checkbox"/>	First Name	Last Name	Username	Email Address	Creation Date	Domain
<input type="checkbox"/>	Agi	Stephen			9/20/2013 12:11:17 PM	
<input type="checkbox"/>	Baskaran_Gupta				9/20/2013 12:11:18 PM	
<input type="checkbox"/>	Lakshmi1				9/17/2013 1:07:49 PM	
<input type="checkbox"/>	Lakshmi2				9/17/2013 1:07:50 PM	
<input type="checkbox"/>	PL				9/19/2013 5:16:22 PM	
<input type="checkbox"/>	PST				9/19/2013 5:00:34 PM	
<input type="checkbox"/>	rEvisedDoc				9/18/2013 11:29:30 AM	
<input type="checkbox"/>	sin	fms			9/17/2013 5:08:51 PM	

Page Size: 15 Total: 8 (✓ 0)

Import People Import From AD

Person Details

First Name
Agi

Middle Initial

Last Name
Stephen

Username

Domain

Evidence **Job Results** **Projects**

Filter Options

Path	Evidence Type	Processing Status	Associated Person Name	Start Processing Date	End Processing Date	Created By	Created Date
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Page Size: 25 Total: 1 (✓ 0)

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 <i>The Administrator Guide</i> .
People List	Displays all people. Click the column headers to sort by the column.
Add Person 	Adds a person. See Adding People on page 76.
Edit Person 	Edits a selected person. See Editing a Person on page 77.
Delete Person 	Deletes the selected person. See Removing a Person on page 77.
Delete 	Deletes the selected admin roles. Only active when an admin roles is selected. See Removing a Person on page 77.
Import People 	Imports people from a CSV or TXT file. See Importing People From a File on page 77.
Import From AD 	Import people from Active Directory. See Adding People using Active Directory on page 78.
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 37.
Columns 	Click to adjust what columns display in the Groups List. See Sorting by Columns on page 37.
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 77.
- Importing people from a file. See [Importing People From a File](#) on page 77.
- Importing people from Active Directory. See [Adding People using Active Directory](#) on page 78.

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 37.

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 40.
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 37.
Columns 	Adjusts what columns display in the Groups List. See Sorting by Columns on page 37.
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 81.
- 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 single 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

The screenshot displays the Evidence Tab interface. At the top, there is a toolbar with various icons. Below it, a 'Filter Options' section is visible. The main area contains a table with three columns: Path, Description, and Evidence Type. The table lists four evidence items, with the third item selected. To the right of the table, the 'External Evidence Details' section provides information for the selected item, including its Path, Description, Evidence Type, Associated Person Name, Created By, and Created Date. At the bottom, there is a 'Processing Status' section with tabs for 'General' and 'Progress', and fields for 'Error Messages' and 'Messages'.

Path	Description	Evidence Type
\\cvg-dcstorage\cases\Agi\doc		Native
\\cvg-dcstorage\cases\Agi\doc		Native
\\cvg-dcstorage\cases\TestData_Load\DII\CVG7_002\CVG7_002_img01.tif		Native
\\cvg-dcstorage\cases\TestData_Load\Sally\Small Control Set\gmail.pst		Native


Page Size: 15 Total: 4 Page 1 of 1

Processing Status: General Progress


Error Messages:

Messages:

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 37.

Elements of the Evidence Tab (Continued)

Element	Description
Columns 	Adjusts what columns display in the Groups List. See Sorting by Columns on page 37.
External Evidence Details	Includes editable information about imported evidence. Information includes: <ul style="list-style-type: none">• 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

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	<ul style="list-style-type: none">• 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 <i>Data Volume Reports</i> on the <i>Reports</i> tab for projects which they have the rights to access.
View Status Reports	Can view the <i>Completion Status Reports</i> on the <i>Reports</i> tab for projects which they have the rights to access.
View Audit Reports	Can view the <i>Audit Log</i> on the <i>Reports</i> 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 [Introduction to Jobs](#) on page 377.

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

The screenshot displays the 'Permissions Tab' interface, which is divided into two main sections. Each section has a toolbar at the top with various icons for actions like search, add, delete, and refresh.








Top Section: User/Group Details

- Filter Options:** A table with columns 'User/UserGroup Name', 'Type', and 'Description'. It lists six items: jseymour (User), jwayne (User), mjackson (User), Power Users (Group), Reviewers (Group), and Users (Group). The 'jseymour' row is selected.
- User/Group Details:** A form on the right showing the details for the selected user. It includes fields for 'User/UserGroup Name' (jseymour) and 'Type' (User).
- Page Information:** At the bottom, it shows 'Page Size: 15', 'Total: 6 (0)', and 'Page 1 of 1'.

Bottom Section: Project Role Details

- Filter Options:** A table with columns 'Project Role Name', 'Is Project Administrator', and 'Permission Count'. It lists one item: Reviewer (False, 1). The 'Reviewer' row is selected.
- Project Role Details:** A form on the right showing the details for the selected role. It includes a field for 'Project Role Name' (Reviewer) and a list of permissions: Project Administrator, Project Reviewer (checked), Manage Project Roles, Run Search, Save Search, and Manage Saved Search Permissions.
- Page Information:** At the bottom, it shows 'Page Size: 15', 'Total: 1 (0)', and 'Page 1 of 1'.

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 40.
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  *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 93.



See [Associating Users and Groups to a Project](#) on page 91.

See [Project-level Permissions](#) on page 85.

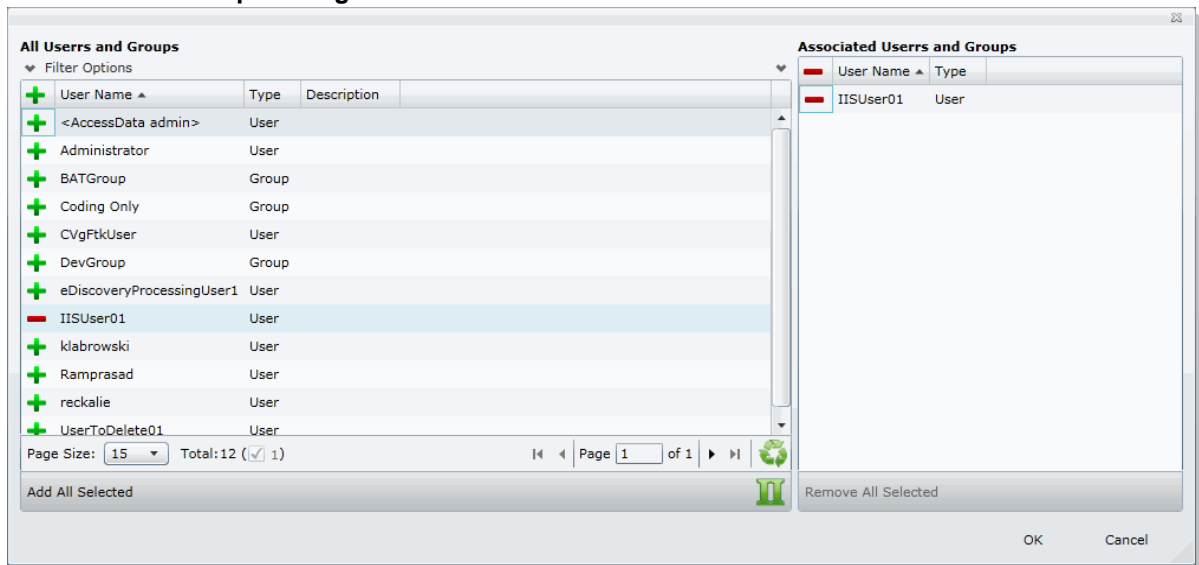
Associating Users and Groups to a Project


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 [Associating Project Roles to Users and Groups](#) on page 92.

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 91.

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 93).

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/UserGroup* 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 93.

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/UserGroup* 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

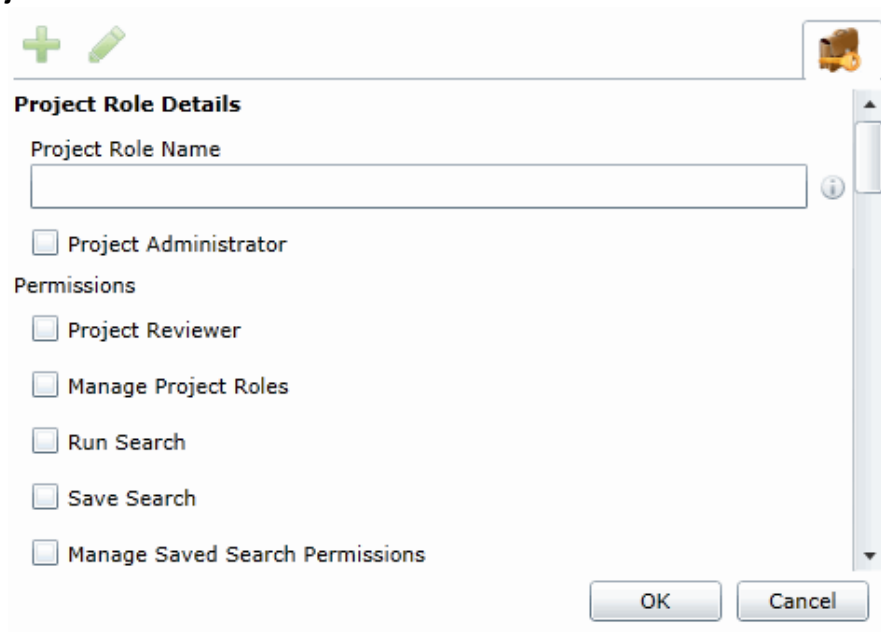
After you have associated a user or user group to a project, you can associate them to a project role. You can use an existing role or create a new role.



See [About Project Roles](#) on page 84.

To create a project role

1. On the *Home* page, select a project.
2. Click the  *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  *Add Associations* button.
 - 3b. Add a user or group by clicking the  *Add* button for a user or group.
 - 3c. Click **OK**.
4. In the *Project Roles* pane at the bottom of the screen, click the  *Add* button.

Add Project Roles Data Form



Project Role Details

Project Role Name

☐ Project Administrator

Permissions

☐ Project Reviewer

☐ Manage Project Roles

☐ Run Search

☐ Save Search

☐ Manage Saved Search Permissions

OK Cancel



5. Enter a *Project Role Name*.
6. Check the permissions that you want to include in the role.
See [Project-level Permissions](#) on page 85.
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 8

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 95)
- [Data Volume Report](#) (page 96)
- [Completion Status Report](#) (page 96)
- [Audit Log Report](#) (page 96)
- [Search Report](#) (page 98)
- [Export Set Report](#) (page 99) (Only appears after generated)
- [Export Set Report](#) (page 99) (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 9

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 84) 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 102)
- Custom Fields: [Configuring Custom Fields](#) (page 106)
- Tagging Layouts: [Configuring Tagging Layouts](#) (page 109)
- Highlight Profiles: [Configuring Highlight Profiles](#) (page 114)
- Redaction Text: [Configuring Redaction Text](#) (page 118)

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 40.
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 103.
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 103.
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 103.
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 103.
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 103.
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 107.
 - See [Creating Category Values](#) on page 108.
 - See [Adding a Tagging Layout](#) on page 110.

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 40.
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 108.
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 108.

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.

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 106.
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 106.
3. Select the custom field you want to edit.
4. Click the **Edit** button.
5. Make your edits.
6. Click **OK**.

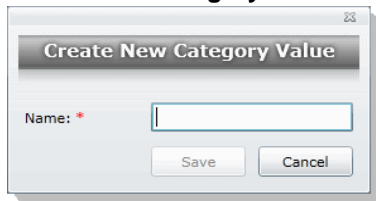
Creating Category Values

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 106) 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 40.
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 [Tagging Layout Tab](#) on page 109.
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 [Tagging Layout Tab](#) on page 109.
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 109.
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

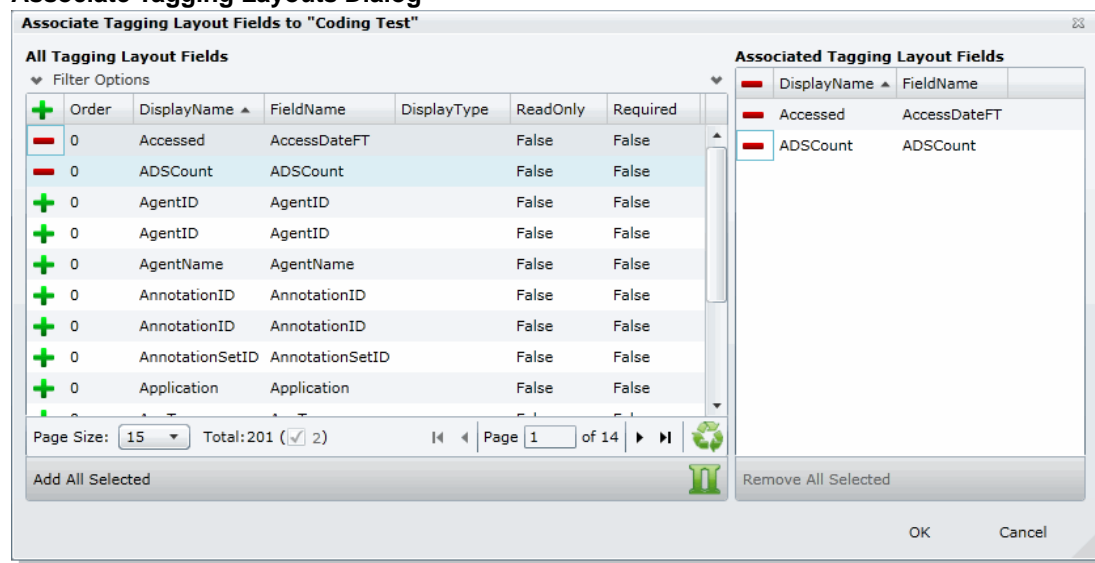
Project/case managers with the *Project Administrator* permission can create, edit, delete, and associate tagging layouts. Custom fields must be created before you can associate them with a tagging layout.


See [Configuring Custom Fields](#) on page 106.

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 109.
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  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 109.

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 109.
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 109.
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 114.




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 40.
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 [Highlight Profiles Tab](#) on page 114.
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 114.
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 114.
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 114.
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 114.
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 114.
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 40.
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 <i>The Administrator Guide</i> .
Columns 	Adjusts what columns display in the Redaction Text Profile list. For more information, see <i>The Administrator Guide</i> .
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 118.
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 118.

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 118.
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 118.
3. Select the redaction text that you want to delete.
4. Click the **Delete** button  .

Chapter 10

Managing Tags

Project/case managers can manage the tags for a project in the Project Review. The following tags can be created, deleted, renamed, and managed for permissions:

- Categories: See [Creating Category Values](#) on page 108.
- Issues: See [Managing Issues](#) on page 124.
- Labels: See [Managing Labels](#) on page 120.
- Case Organizer: See [Using the Case Organizer](#) (page 118) or *Using the Case Organizer* in the *User Guide* or *Reviewer Guide*.



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 folder to view all the documents under the selected label. Before reviewers can use a label, the project/case manager must create it.

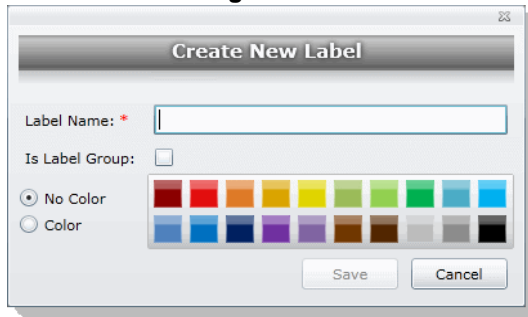
Creating Labels

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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Right-click the *Labels* folder and click **Create Label**.

Create Label Dialog



6. Enter a *Label Name*.
7. Select **Is Label Group** if the label is a group to contain other labels and then skip to the last step.
8. 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.

9. 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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Expand the *Labels* folder.
6. Right-click the label that you want to delete and click **Delete**.
7. 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. Click the **Project Review**  button next to the project in the *Project List*.

3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Expand the *Labels* folder.
6. Right-click the label that you want to rename and click **Rename**.
7. Enter the new name for the label.

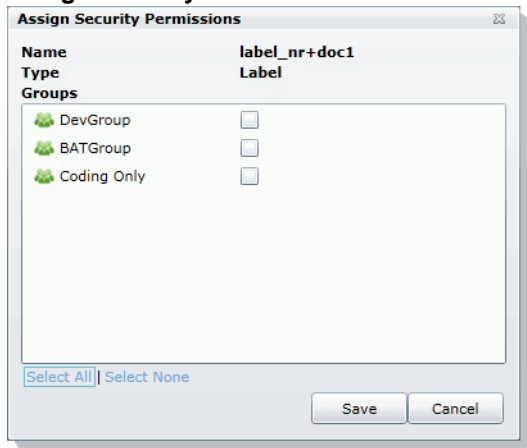
Managing Label Permissions

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.

To manage permissions for labels

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 **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Expand the *Labels* folder.
6. Right-click the label for which you want to grant permissions and click **Manage Permissions**.

Assign Security Permissions



7. 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.

8. 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.

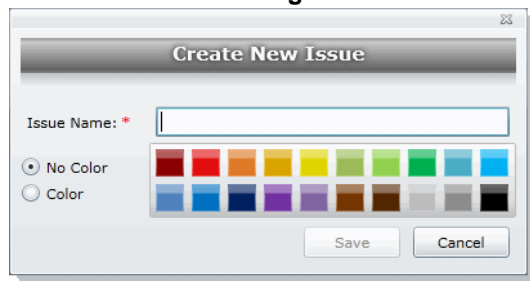
Creating Issues

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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Right-click the *Issues* folder and click **Create Issue**.

Create New Issue Dialog





6. Enter an *Issue Name*.
7. 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.
8. 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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.

4. Expand the *Tags* folder.
5. Expand the *Issues* folder.
6. Right-click the issue that you want to delete and click **Delete**.
7. 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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Review Guide for more information on tags.
4. Expand the *Tags* folder.
5. Expand the *Issues* folder.
6. Right-click the issue that you want to rename and click **Rename**.
7. 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. Click the **Project Review**  button next to the project in the *Project List*.
3. Click the **Tags**  button in the *Project Explorer*.
See the Reviewer Guide for more information on tags.
4. Expand the *Tags* folder.
5. Expand the *Issues* folder.
6. Right-click the issue for which you want to grant permissions and click **Manage Permissions**.

Assign Security Permissions



7. Check the groups that you want to grant permissions for the selected issue.
8. 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 124.
2. Grant permissions for the issue.
See [Managing Issue Permissions](#) on page 125.
3. Add Issues to the Tagging Layout.
See [Associating Fields to a Tagging Layout](#) on page 111.
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 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 40.
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 130.

See [Creating a Document Group in Project Review](#) on page 130.

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 *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.

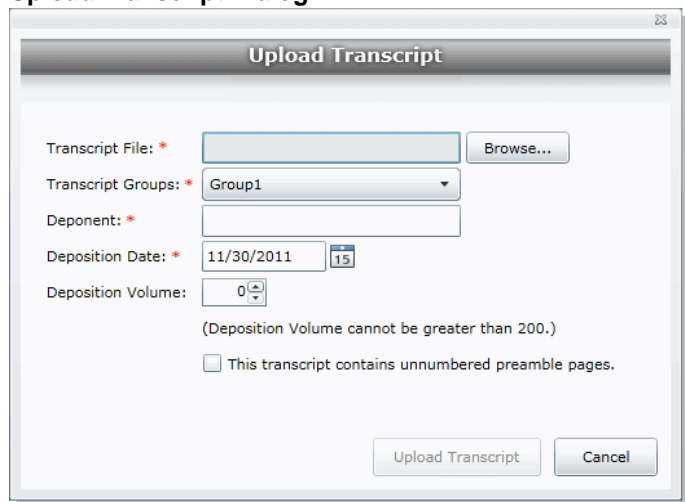
Uploading Transcripts


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 133.
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.

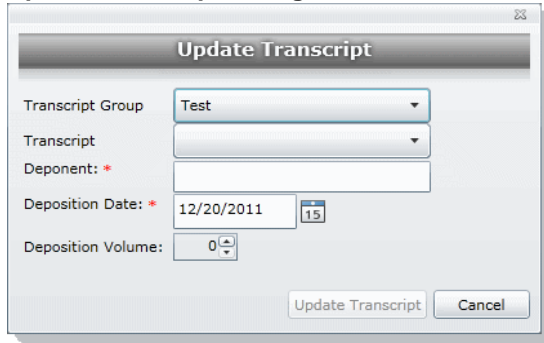
Updating Transcripts

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 day.
9. Click **Update Transcript**.

Creating a Transcript Report

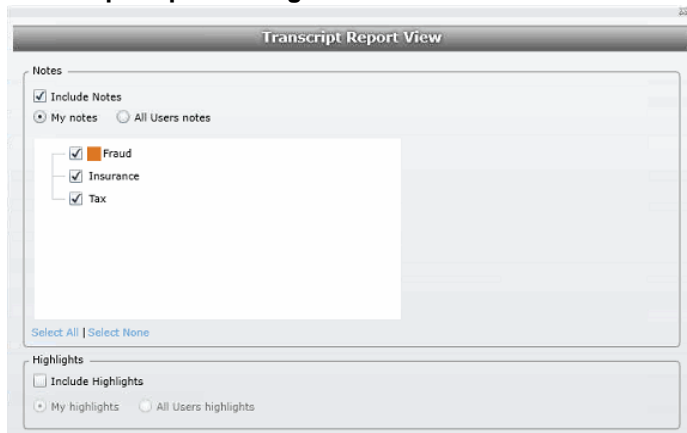
Project/case managers with the *Create Transcript Report* permission can create a report of the notes and highlights on a transcript. If there are no notes or highlights on a report, a report will not be generated.

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



The screenshot shows a window titled "Transcript Report View". It contains two main sections: "Notes" and "Highlights".

Notes Section:

- ☒ Include Notes
- ☒ My notes ☐ All Users notes
- A list of issues with checkboxes:
 - ☒ Fraud
 - ☒ Insurance
 - ☒ Tax
- Buttons: [Select All](#) | [Select None](#)

Highlights Section:


- ☐ Include Highlights
- ☒ My highlights ☐ All Users highlights

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**.

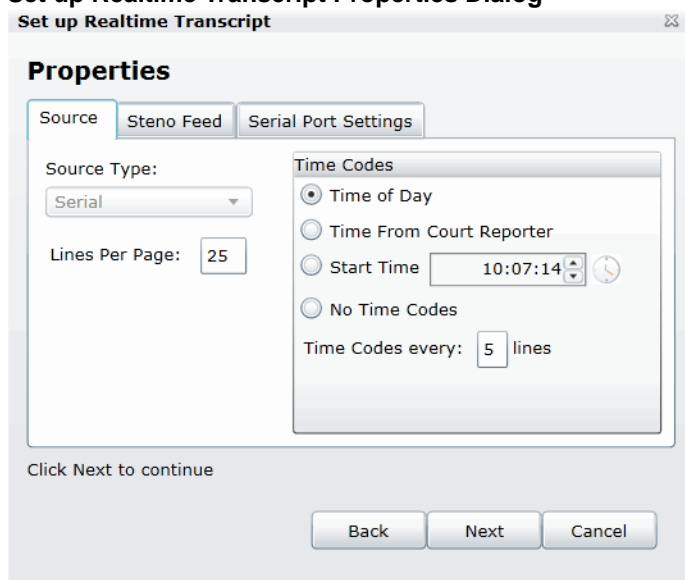
Capturing Realtime Transcripts

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 133.
 - **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



The dialog box is titled "Set up Realtime Transcript" and contains a "Properties" section. It has three tabs: "Source", "Steno Feed", and "Serial Port Settings". The "Source" tab is selected. Inside the "Source" tab, there is a "Source Type:" dropdown menu set to "Serial". Below it is a "Lines Per Page:" input field with the value "25". To the right of these fields is a "Time Codes" sub-dialog. The "Time Codes" sub-dialog has four radio buttons: "Time of Day" (selected), "Time From Court Reporter", "Start Time", and "No Time Codes". The "Start Time" radio button is also selected, and it has a time input field showing "10:07:14" and a clock icon. Below the radio buttons is a "Time Codes every:" input field with the value "5" and the text "lines". At the bottom of the main dialog, there is a "Click Next to continue" instruction and three buttons: "Back", "Next", and "Cancel".

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	

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2 Page Size: Page of 1

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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	
<input type="button" value="Disconnect"/> <input type="button" value="Word"/> <input type="button" value="No Scroll"/> <input type="button" value="Suspend"/> <input type="button" value="Quick Mark"/> <input type="button" value="Save"/>	
02:22:50	13 to 14 DRA~ 15 16 it? 17 whatever 18 A. 19 A. 20 21 utilized 22 23 BY 24 the 25
02:23:04	
Page Number 00004	
02:23:10	1 you 2 remember 3 mark 4 A. 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.

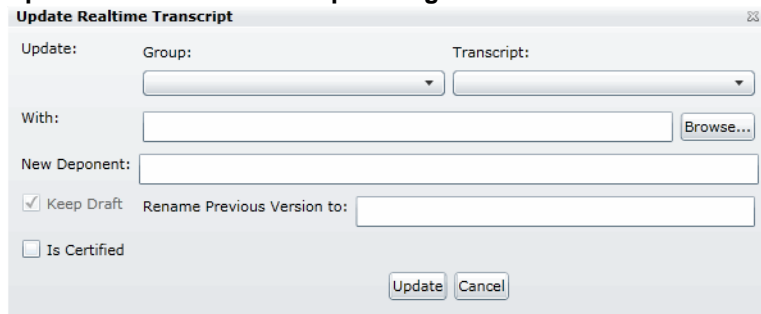
Updating a Realtime Transcript

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



The dialog box is titled "Update Realtime Transcript". It contains the following fields and controls:

- Update:** A dropdown menu.
- Group:** A dropdown menu.
- Transcript:** A dropdown menu.
- With:** A text input field with a "Browse..." button next to it.
- New Deponent:** A text input field.
- ☒ **Keep Draft**: A checked checkbox.
- Rename Previous Version to:** A text input field.
- ☐ **Is Certified**: An unchecked checkbox.
- Update** and **Cancel** buttons at the bottom right.

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

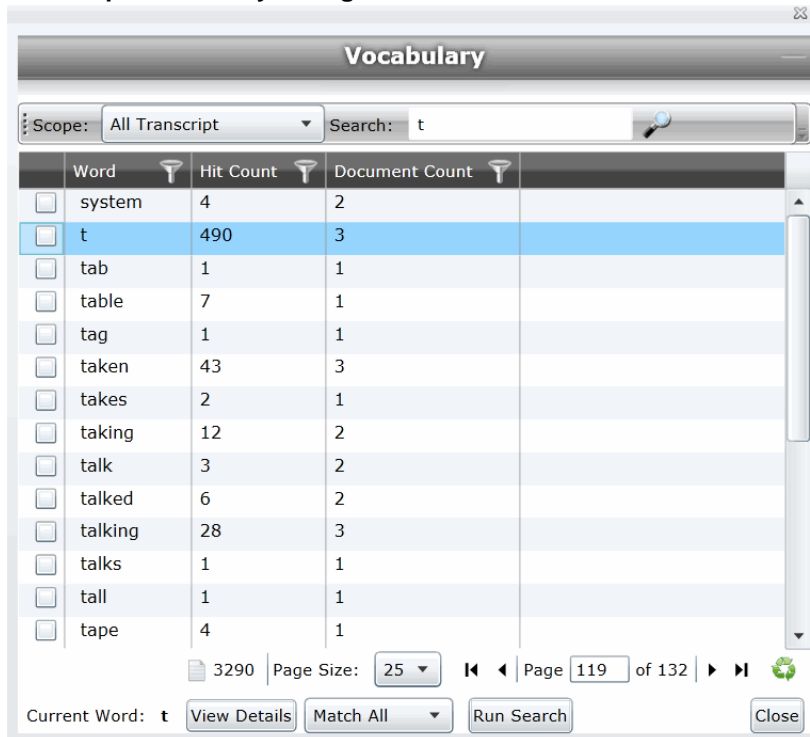
The Transcript Vocabulary feature uses dtSearch to create an index of all of the unique words in a transcript. The index lists all of the unique words contained in the specific transcript or all transcripts. (Noise words, such as **an** and **the**, are not included in the index.) You can use the Transcript 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: <ul style="list-style-type: none">• All Transcript - Builds an index from all of the transcripts in the project.• Transcript in List - Builds an index from the transcripts in the <i>Item List</i>.

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	<p>Displays more details on documents that contain the word in the highlighted row. This word appears in the <i>Current Word</i> field.</p> <p>Note: Only details of the highlighted word appear in the <i>Current Word</i> field, even when other words are selected in the Vocabulary list.</p> <p>When selected, a dialog appears. See Viewing Details of Words in the Vocabulary Dialog on page 143.</p>
Run Search	<p>Searches for documents containing certain words selected in the Vocabulary list.</p> <p>Note: This search searches the entire project, not just transcript documents.</p> <p>Any documents found post back to the <i>Item List</i>. You can check any number of words to include in the search.</p> <p>Select <i>Match All</i> from the menu to return documents that contain all of the words selected or <i>Match Any</i> to return documents that contain any of the words selected.</p>

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.

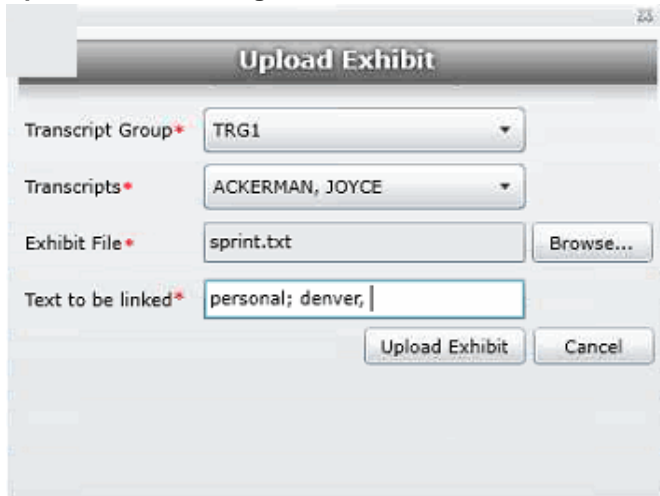
Uploading Exhibits

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.

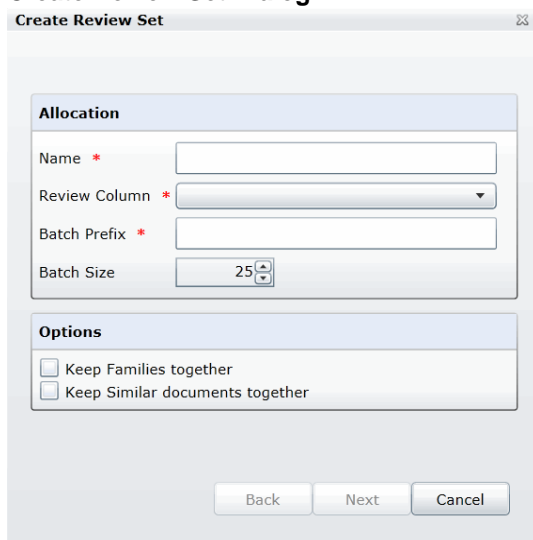
Creating a Review Set

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



The dialog box is titled "Create Review Set" and contains two main sections: "Allocation" and "Options".

Allocation

- Name ***: A text input field.
- Review Column ***: A dropdown menu.
- Batch Prefix ***: A text input field.
- Batch Size**: A numeric input field with a spinner, currently set to 25.

Options

- ☐ Keep Families together
- ☐ Keep Similar documents together

At the bottom, there are three buttons: "Back", "Next", and "Cancel".

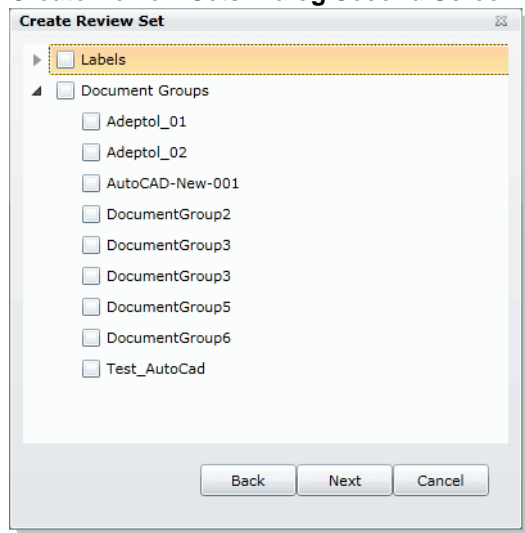
5. Enter a *Name* for the review set.

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 106.
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.

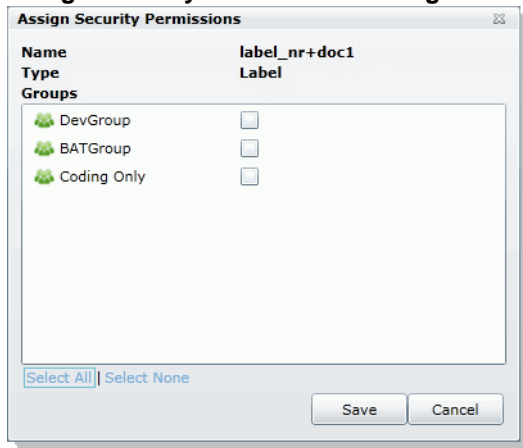
Manage Permissions for Review Sets

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 are 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 74.

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	• Tagalog
• 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).

- [About KFF](#) (page 155)
- [About the KFF Server and Geolocation](#) (page 160)
- [Installing the KFF Server](#) (page 161)
- [Configuring the Location of the KFF Server](#) (page 162)
- [Migrating Legacy KFF Data](#) (page 163)
- [Importing KFF Data](#) (page 165)
- [About CSV and Binary Formats](#) (page 172)
- [Installing KFF Updates](#) (page 176)
- [Uninstalling KFF](#) (page 175)
- [KFF Library Reference Information](#) (page 177)
- [What has Changed in Version 5.6](#) (page 182)

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 182.

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. This 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 156.
- **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: <ul style="list-style-type: none"> • NSRL • NDIC HashKeeper • DHS See About Pre-defined KFF Hash Libraries on page 158.

Item	Description
Index/Indices	<p>When data is stored internally in the KFF Library, it is stored in multiple indexes or indices.</p> <p>The following indices can exist:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>See Using the KFF Import Utility on page 166.</p> <p>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.</p> <p>See About CSV and Binary Formats on page 172.</p>

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 177.

You can use the following KFF libraries:

- NIST NSRL
See [About Importing the NIST NSRL Library](#) on page 168.
- NDIC HashKeeper (Sept 2008)
See [Importing the NDIC Hashkeeper Library](#) on page 170.
- DHS (Jan 2008)
See [Importing the DHS Library](#) on page 170.

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 pre-defined 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 be 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 177.

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 161.
- Install the Geolocation (GeoIP) Data (this data provide location data for evidence)
See [Installing the Geolocation \(GeoIP\) Data](#) on page 171.
From time to time, there will be updates available for the GeoIP data.
See [Installing KFF Updates](#) on page 176.

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 Examiner.
- 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 162.

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 <ul style="list-style-type: none">• Resolution1• Summation• FTK-based products	See Installing the KFF Server Service on page 161.

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 163.

Installing the KFF Server Service

For instructions on installing the AccessData Elasticsearch Windows Service, see [Installing the Elasticsearch Service](#) (page 205).

Configuring the Location of the KFF Server

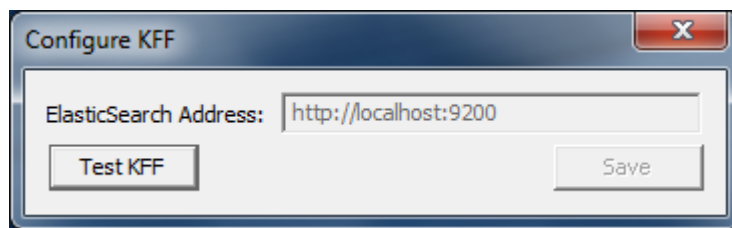
After installing the KFF Server, on the computer running the application, such as FTK, Lab, Summation, or Resolution1, you configure the location of the KFF Server.

Do one of the following:

- [Configuring the KFF Server Location on FTK-based Computers](#) (page 162)
- [Configuring the KFF Server Location on Resolution1 and Summation Applications](#) (page 162)

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 settings 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 previously 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	<p>You can import KFF data from the following pre-configured libraries</p> <ul style="list-style-type: none">• NIST NSRL• NDIC HashKeeper• DHS <p>To import KFF libraries, it is recommended that you use the KFF Import Utility.</p> <p>See Using the KFF Import Utility on page 166.</p> <p>See Importing Pre-defined KFF Data Libraries on page 168.</p> <p>See KFF Library Reference Information on page 177.</p>
Custom Hash Sets and KFF Groups	<p>You can import custom hashes from CSV files.</p> <p>See About the CSV Format on page 172.</p> <p>For FTK-based products, you can also import custom hashes from the following file types:</p> <ul style="list-style-type: none">• 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) <p>To import these kinds of files, use the KFF Import feature in your application.</p> <p>See Using the Known File Feature chapter.</p>
KFF binary files	<p>You can import KFF data that was exported in a KFF binary format, such as an archive of a KFF Server.</p> <p>See About CSV and Binary Formats on page 172.</p> <p>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.</p> <p>To import KFF binary files, it is recommended that you use the KFF Import Utility.</p> <p>See Using the KFF Import Utility on page 166.</p>

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 <i>Using the Known File Feature</i> 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 166.

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 156.

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 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 than 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 156.

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 [Importing Pre-defined KFF Data Libraries \(page 168\)](#).

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 158.

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 167.

See the following sections:

- [About Importing the NIST NSRL Library](#) (page 168)
- [Importing the NDIC Hashkeeper Library](#) (page 170)
- [Importing the DHS Library](#) (page 170)

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 169)
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 176. 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 169.

Available Legacy NSRL library files

Legacy NSRL Library Release	Released	Information
version 2.44 (.EXE file)	Nov 2013	<p>For use with the legacy KFF Server that was used with applications versions 5.5 and earlier.</p> <p>Contains the full NSRL library up through update 2.44.</p> <p>Install this library first.</p> <p>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.</p>

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 168.

See [Installing KFF Updates](#) on page 176.

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 167.
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 167.
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 167.
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 160.

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 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 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 156.

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 173.

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-snapshot** file with the data and time it was created
- **snapshot-snapshot** 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	<p>When you export KFF data using the CSV format, you can export 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.</p> <p>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.</p>
Importing from CSV format	<p>When you import a CSV file, the data in the file is added to your existing KFF data that is in the <i>KFF Index</i>.</p> <p>See Components of KFF Data on page 156.</p> <p>For example, suppose you started by manually created four Hash Sets and one KFF Group. That would be the only contents in your <i>KFF Index</i>. 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.</p> <p>To import .CSV files, use the KFF Import feature in your application.</p> <p>See <i>Using the Known File Feature</i> chapter.</p>
KFF binary format	
Exporting in KFF binary format	<p>If you export your KFF data using the KFF binary format, all of the data that you have in the <i>KFF Index</i> will be exported together. You cannot use this format to export individual Hash Sets or KFF Groups.</p> <p>See Components of KFF Data on page 156.</p> <p>You will only want to use this format if you intend to export all of the data in the <i>KFF Index</i> 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.</p> <p>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 <i>KFF Index</i> is exported.</p>

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 167.

Uninstalling KFF

You can uninstall KFF application components independently of the KFF Data.

Main version	Description
Applications 5.6 and later	<p>For applications version 5.6 and later, you uninstall the following components:</p> <ul style="list-style-type: none">• <i>AccessData Elasticsearch Windows Service</i> (KFF Server) v1.2.7 and later <p>Note: Elasticsearch is used by multiple features in various applications, use caution when uninstalling this service or the related data.</p> <ul style="list-style-type: none">• <i>AccessData KFF Import Utility</i> (v5.6 and later)• <i>AccessData KFF Migration Tool</i> (v1.0 and later)• <i>AccessData Geo Location Data</i> (v2014.10 and later) <p>Note: This component is not used by the KFF feature, but with the KFF Server for the the geolocation visualization feature.</p> <p>The location of the KFF data is configured when the <i>AccessData Elasticsearch Windows Service</i> was installed. By default, it is located at C:\Program Files\AccessData\Elasticsearch\Data.</p>
Applications 5.5 and earlier	<p>For applications version 5.5 and earlier, you can uninstall the following components:</p> <ul style="list-style-type: none">• KFF Server (v1.2.7 and earlier) <p>Note: The KFF Server is also used by the geolocation visualization feature.</p> <ul style="list-style-type: none">• <i>AccessData Geo Location Data</i> (1.0.1 and earlier) <p>This component is not used by the KFF feature, but with the KFF Server for the the geolocation visualization feature.</p> <p>The location of the KFF data was configured when the <i>KFF Server</i> was installed. You can view the location of the data by running the <i>KFF.Config.exe</i> on the KFF Server.</p> <p>If you are upgrading from 5.5 to 5.6, you can migrate your KFF data before uninstalling the KFF Server.</p>

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 161.
 - See [About Importing the NIST NSRL Library](#) on page 168.
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
ZZ00000, suspected child porn	NDIC			

A Sample of HashKeeper KFF Contributions (Continued)

Hash	Contributor	Location	Contact Information	Case/Source
ZZ00005 Suspected Child Porn	Rene Moes, Luxembourg Police		rene.moes@police.eta t.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@seminoleshe riff.org	suspected child pornogrpahy from 20010000850
ZZ00009 Known Child Pornography	Sergeant Purcell	Seminole County Sheriff's Office (Orlando, FL, USA)	(407) 665-6948, dpurcell@seminoleshe riff.org	200100004750
ZZ10 Known Child Porn	Detective Richard Voce CFCE	Tacoma Police Department	(253)594-7906, rvoce@ci.tacoma.wa.u s	
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@seminoleshe riff.org	
ZZ0013 Identified CP images	Det. J. Hohl	Yuma Police Department	928-373-4694	YPD02-70707
ZZ14W	Sgt Stephen May		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 41929134
ZZ14U	Sgt Chris Walling		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 41919887
ZZ14X	Sgt Jeff Eckert		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG Internal

A Sample of HashKeeper KFF Contributions (Continued)

Hash	Contributor	Location	Contact Information	Case/Source
ZZ14I	Sgt Stephen May		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 041908476
ZZ14B	Robert Britt, SA, FBI		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 031870678
ZZ14S	Sgt Stephen May		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 041962689
ZZ14Q	Sgt Cody Smirl		Tamara.Chandler@oa g.state.tx.us, (512)936-2898	TXOAG 041952839
ZZ14V	Sgt Karen McKay		Tamara.Chandler@oa g.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	<p>KFF Server now runs a different service.</p> <ul style="list-style-type: none">• In 5.5 and earlier, the KFF Server ran as the <i>KFF Server</i> service.• In 5.6 and later, the KFF Server uses the <i>AccessData Elasticsearch Windows Service</i>. <p>For applications version 5.6 and later, all KFF data must be created in or imported into the new KFF Server .</p>
KFF Migration Tool	<p>This is a new tool that lets you migrate custom KFF data from 5.5 and earlier to the new KFF Server.</p> <p>NIST NSRL, NDIC HashKeeper, or DHS library data from 5.5 will not be migrated. You must re-import it.</p> <p>See Migrating Legacy KFF Data on page 163.</p>
KFF Import Utility	<p>This is a new utility that lets you import large amounts of KFF data quicker than using the import feature in the application.</p> <p>See Using the KFF Import Utility on page 166.</p>
KFF Libraries, Templates, and Groups	<p>In 5.5, all Hash Sets were configured within KFF Libraries. KFF Libraries could then contain KFF Groups and KFF Templates.</p> <p>KFF Libraries and Templates have been eliminated. You now simply create or import KFF Groups and add Hash Sets to the groups.</p> <p>You can now nest KFF Groups.</p>
NIST NSRL, NDIC HashKeeper, or DHS libraries	<p>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.</p> <p>See About Importing Pre-defined KFF Data Libraries on page 168.</p>
Import Log	<p>FTK-based products no longer include the Import Log.</p> <p>Resolution1 and Summation products did not have it previously.</p>
Export	<p>When you export KFF data you can now choose two formats:</p> <ul style="list-style-type: none">• CSV format which replaced XML format• A new binary format <p>See About CSV and Binary Formats on page 172.</p>

Chapter 18

Using KFF (Known File Filter)

This chapter explains how to configure and use KFF and has the following sections:

- See [About KFF and De-NIST Terminology](#) on page 183.
- See [Process for Using KFF](#) on page 184.
- See [Configuring KFF Permissions](#) on page 184.
- See [Adding Hashes to the KFF Server](#) on page 185.
- See [Using KFF Groups to Organize Hash Sets](#) on page 191.
- See [Exporting KFF Data](#) on page 202.
- See [Enabling a Project to Use KFF](#) on page 195.
- See [Reviewing KFF Results](#) on page 197.
- See [Re-Processing KFF](#) on page 201.

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 161.
Step 2.	Configure KFF permissions. Configuring KFF Permissions (page 184)
Step 3.	Add and manage KFF hashes on the KFF Server. See Adding Hashes to the KFF Server on page 185.
Step 4.	Add and manage KFF Groups to organize KFF Hash Sets. Using KFF Groups to Organize Hash Sets (page 191)
Step 5.	Configure a project to use KFF. See Enabling a Project to Use KFF on page 195.
Step 6.	Review KFF results in Project Review. See Reviewing KFF Results on page 197.
Step 7.	(Optional) Re-process the KFF data using different hashes. See Re-Processing KFF on page 201.
Step 8.	(Optional) Archive or export KFF data to share with other KFF Servers. See Exporting KFF Data on page 202.

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 46.

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 156.

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 163.
Import hashes	You can import previously configured KFF hashes from .CSV files. See Importing KFF Data on page 186.
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 188.
Create hashes from evidence files in <i>Review</i>	You can add hashes from the files in your evidence using <i>Review</i> . See Adding Hashes to Hash Sets Using Project Review on page 189.

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 161.
- The application has been configured for the KFF Server.
See [Configuring the Location of the KFF Server](#) on page 162.
- 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
<i>Hash Sets</i>	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 188.

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 188.
	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 188.
 <i>Delete</i>	Lets you delete one or more checked Hash Sets.
 <i>View Hashes</i>	Lets you view and manage the hashes in the Hash Set. See Searching For, Viewing, and Managing Hashes in a Hash Set on page 189.
 <i>Import File</i>	Lets you import KFF data. See Importing KFF Data on page 186.
<i>Export</i>	Lets you export KFF data. See Exporting KFF Data on page 202.
	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 165).

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 172.

It is recommended that you use the external *KFF Import Utility* to import KFF binary files.

See [Using the KFF Import Utility](#) on page 166.

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** >  **Hash Sets**.
3. Click  **Import File**.
4. On the KFF Import File dialog, click  **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 172.

1. Log in as an Administrator or user with Manage KFF permissions.
2. Click **Management** >  **Hash Sets**.
3. Click  **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 *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 127.
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 189.

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 or 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 191.
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 202.

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 202.

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 161.
- The application has been configured for the KFF Server.
See [Configuring the Location of the KFF Server](#) on page 162.
- 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
<i>KFF Groups pane</i>	<i>KFF Groups</i>	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 192.
		Lets you edit the active KFF Group. See Managing KFF Groups on page 192.
		Lets you delete the active KFF Group. See Managing KFF Groups on page 192.
	 <i>Delete</i>	Lets you delete one or more checked KFF Groups.

Elements of the KFF Groups page

Tab	Element	Description
	<i>Export</i>	Lets you export KFF data. See Exporting KFF Data on page 202.
		Refreshes the KFF Groups list.
<i>Groups and Hash Sets Pane</i>	Lets you add and remote Hash Sets from KFF Groups. See Managing KFF Groups on page 192.	
	 Add	Displays the list of Hash Sets that you can add to a KFF Group. See Managing KFF Groups on page 192.
	 Remove	Lets you remove Hash Sets from a KFF Group. See Managing KFF Groups on page 192.
	<i>View Hashes</i>	Lets you view and manage the hashes in the Hash Set. See Searching For, Viewing, and Managing Hashes in a Hash Set on page 189.

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 195.
2. Configure how to process ignorable files	You can choose how to process ignorable files: <ul style="list-style-type: none">• <i>Skip Ignorable Files</i> - 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.• <i>Process and Flag Ignorable Files</i> - 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 198.
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 191. 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 201.

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 *Options* 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 191.
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 189.

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 195.

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 76.

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

KFFStatus	KFFSet	KFFGroupName	KFFVendor	MD5Hash	SHA1Hash	SHA256
Alert (2)	NM-Maname	hashes	NM-Mavendor	395e1612695ccb	d68642193373cc	e419dfc3
Alert (2)	NM-Maname	hashes	NM-Mavendor	d7eeb954977c77	4986335d17a4c1	1aef21f3
Alert (2)	NM-Maname	hashes	NM-Mavendor	2b45d88483b1b7	27a71908d60e0c	7d2d515
Alert (2)	NM-Maname	hashes	NM-Mavendor	47fed68b76464b	a58280356c00ec	f8f7a1e8
Alert (2)	NM-Maname	hashes	NM-Mavendor	6884e19257734e	f80a6ec1b6eebd	86de410

KFF Columns

Column	Description
KFF Status	Displays the status of the file as it pertains to KFF. The three options are <i>Unknown (0)</i> , <i>Ignore (1)</i> , and <i>Alert (2)</i> . <ul style="list-style-type: none">• 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 <i>Hide Ignorables</i> Quick Filter is set, these files are in the data, but are not displayed. See Using Quick Filters on page 198.
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 78.

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 63.

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 198.

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.

Detail Information

Archived DetailsCerberusKFF DetailsEvidence Source

File Details

Filename

Southern Pinwheel - Alert KFF.jpg

File size (bytes)

10753

SHA1

99b9f4f78aab28f5157d0f9b38d86be8d68cf039

MD5

2cf62ee23f20b99a6c970608386d2381

Fuzzy Hash

SHA2, etc

KFF Details

Category

Sub-Category

Reference 1

Reference 2

Reference 3

Description

Created Date

1/15/2014 12:05:52 PM

User Created

☒

Recent Changes

Last Modified

1/15/2014 12:05:52 PM

Modified By

NaturalImageTextDetail Information

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 [Managing Saved Custom Layouts](#) on page 55.
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 189.

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  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*  , and verify that the KFF job starts and completes.
See [Monitoring the Work List](#) on page 127.

7. Click *Refresh*  to see the current status.
8. Review the KFF results.
See [Reviewing KFF Results](#) on page 197.

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 172.

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 available 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:

- [Importing Data](#) (page 208)
- [Using the Evidence Wizard](#) (page 209)
- [Importing Evidence](#) (page 218)
- [Using Cluster Analysis](#) (page 221)
- [Editing Evidence](#) (page 227)

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 211.

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 one of the methods by which you want to import data. The following methods are available:
 - Evidence (wizard): See [Using the Evidence Wizard](#) on page 209.
 - Job (Resolution1 applications): See [About Jobs](#) on page 377.
 - Import: See [Importing Evidence](#) on page 218.
 - Cluster Analysis: See [Using Cluster Analysis](#) on page 221.

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	<p>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.</p> <p>Like the other methods, you specify whether the parent folder contains native files or image files.</p> <p>See Using the CSV Import Method for Importing Evidence on page 211.</p> <p>This is similar to adding people by importing a file.</p> <p>See the Project Manager Guide for more information on adding people by importing a file.</p>
Immediate Children	<p>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.</p> <p>See Using the Immediate Children Method for Importing on page 213.</p> <p>Like the other methods, you specify if the parent folder contains native files or image files.</p>
Folder Import	<p>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).</p> <p>A parent folder can have both subfolders and files.</p> <p>Using this method, each parent folder that you import is its own evidence item and can be associated with one person.</p> <p>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.</p>
Individual File(s)	<p>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).</p> <p>Using this method, each individual file that you import is its own evidence item and can be associated with a person.</p> <p>For example, all data from an AD1 file can have an associated person. Likewise, each PDF, or JPG can have its own associated person.</p>

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 215.
- 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 211.
- Importing immediate children.
See [Using the Immediate Children Method for Importing](#) on page 213.
- 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 [Using the CSV Import Method for Importing Evidence](#) on page 211.

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\INewstead (unique evidence item with INewstead 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 209.
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 211.
 - 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 213.
 - 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 211.

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 217.

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 274.
- 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** - Lpro 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 218.
 - 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 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.
 - 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.
 - 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 yyyy-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 58.
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

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. Select a threshold to group the documents based on similarity. The default value is 80%.
5. Click **Start**.

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 222)
- [How Cluster Topic Works](#) (page 222)
- [Filtering with Cluster Topic](#) (page 223)
- [Considerations of Cluster Topic](#) (page 223)

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 60)

How Cluster Topic Works

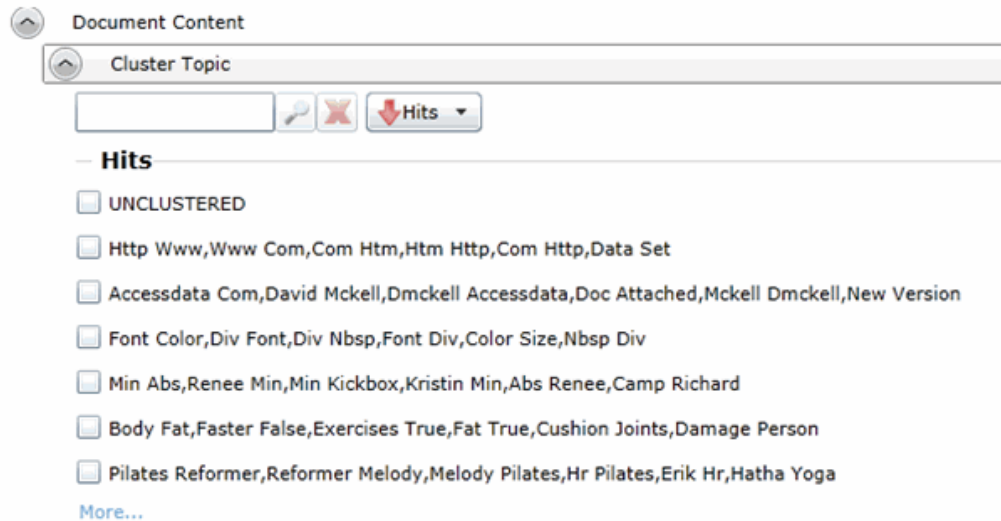
The application uses an algorithm to cluster the data. The algorithm accomplishes this by creating an initial set of cluster centers called pivots. The pivots are created by sampling documents that are dissimilar in content. For example, a pivot may be created by sampling one document that may contain 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, <ul style="list-style-type: none">• 1234-5678-9012-3456 (segmented by dashes)• 1234 5678 9012 3456 (segmented by spaces) Not: <ul style="list-style-type: none">• 1234567890123456 (no segments)• 12345678-90123456 (other segments)
	15-digit numbers used by American Express in the following formats.	For example, <ul style="list-style-type: none">• 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 <i>To:</i> or <i>From:</i> 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: <ul style="list-style-type: none"> • 123-4567 • 123.4567 • 123 4567 Not: 1234567 (not segmented)
Standard 10-digit	For example: <ul style="list-style-type: none"> • (123)456-7890 • (123)456 7890 • (123) 456-7809 • (123) 456.7809 • +1 (123) 456.7809 • 123 456 7809 Not 1234567890 (not segmented) <p>Note: A leading 1, for long-distance or 001 for international, is not included in the extraction, however, a +1 is.</p>

Type	Examples
International	<p>Some international formats are extracted, for example,</p> <ul style="list-style-type: none"> • +12-34-567-8901 • +12 34 567 8901 • +12-34-5678-9012 • +12 34 5678 9012 <p>Not 12345678901 (not segmented)</p> <p>Other international formats are not extracted, for example,</p> <ul style="list-style-type: none"> • 123-45678 • (10) 69445464 • 07700 954 321 • (0295) 416,72,16
	<p>Notes:</p> <p>Be aware that you may get some false positives.</p> <p>For example, a credit number 5105-1051-051-5100 may also be extracted as the phone number 510-5100.</p>

Type	Examples
Social Security Numbers	<p>Numbers in the following formats will be extracted as Social Security Numbers:</p> <ul style="list-style-type: none"> • 123-45-6789 (segmented by dashes) • 123 45 6789 (segmented by spaces) <p>The following will not be extracted as Social Security Numbers:</p> <ul style="list-style-type: none"> • 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 60.

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 24

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

The screenshot shows the Evidence Tab interface. At the top is a toolbar with various icons. Below it is a 'Filter Options' section with a dropdown arrow. The main area is a table with three columns: Path, Description, and Evidence Type. The table contains four rows of evidence items. The third row is selected. To the right of the table is a section titled 'External Evidence Details' which contains fields for Path, Description, Evidence Type, Associated Person Name, Created By, and Created Date. Below the table is a pagination bar showing 'Page Size: 15', 'Total: 4', and 'Page 1 of 1'. At the bottom of the interface is a 'Processing Status' section with tabs for 'General' and 'Progress', and areas for 'Error Messages' and 'Messages'.

Path	Description	Evidence Type
\\cvg-dcstorage\cases\Agi\doc		Native
\\cvg-dcstorage\cases\Agi\doc		Native
\\cvg-dcstorage\cases\TestData_Load\DII\CVG7_002\CVG7_002_img01.tif		Native
\\cvg-dcstorage\cases\TestData_Load\Sally\Small Control Set\gmail.pst		Native

External Evidence Details

Path: \\cvg-dcstorage\cases\TestData_Load\DII\CVG7_002\CVG7_002_img01.tif

Description:

Evidence Type: Native

Associated Person Name:

Created By: Administrator

Created Date: 12/8/2011 9:01:42 PM

Page Size: 15 Total: 4 Page 1 of 1


Processing Status

General Progress


Error Messages:

Messages:

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: <ul style="list-style-type: none">• 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 231)

Chapter 25

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 235.
- Using the *Add Evidence Wizard*.
See [About Associating People with Evidence](#) on page 211.

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 56.

- Associate a person to a whole project after you create a project.
See [Associating a Project to a Person](#) on page 239.
- Associate a person to specific evidence that you add to a project.
See [About Associating People with Evidence](#) on page 211.

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 38.

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 40.
Add 	Click to add a person. See Adding People on page 235.
Edit 	Click to edit a person. See Editing a Person on page 236.
Delete 	Click to remove a person. See Removing a Person on page 236.
Refresh 	Click to refresh the person list.
Delete 	Click to remove multiple people. See Removing a Person on page 236.
Import People 	Click to import people from a CSV file. See Importing People From a CSV File on page 237.
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 49.
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 38.
Evidence 	<p>Allows you to view evidence that has been associated to a person. In the <i>Evidence</i> pane, you can do the following:</p> <ul style="list-style-type: none"> • Filter the Evidence list. • Add Custom Properties. See Adding Custom Properties on page 49. • Export the <i>Evidence</i> list to a CSV file. • Adjust the columns' display in the <i>Evidence</i> list. • See <i>Managing Evidence for Collecting Data</i> in the <i>Resolution1 User Guide</i>.
Job Results 	<p>Allows you to view job results from a job that has been assigned to a person. In the <i>Job Results</i> pane, you can do the following:</p> <ul style="list-style-type: none"> • Filter the <i>Job Results</i> list. • Export the <i>Job Results</i> list to a CSV file. • Adjust the columns' display in the <i>Job Results</i> list.

Person Tab Options

Element	Description
Projects 	<p>Allows you to view a project that a person belongs to. In the <i>Projects</i> pane, you can do the following:</p> <ul style="list-style-type: none">• Filter the <i>Projects</i> list.• Associate and disassociate a project to a person. See Associating a Project to a Person on page 239.• Export the <i>Groups</i> list to a CSV file.• Adjust the columns' display in the <i>Groups</i> 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 237.
- 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 237.

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  **Delete**.
3. If you want to remove more than one person, check the people that you want to remove, and select  **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 49.
- 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  **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 68.


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 238. 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  **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  **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

Exporting Summation Data

This part describes how to export Summation data and includes the following sections:

- [Introduction to Exporting Data](#) (page 241)
- [Creating Production Sets](#) (page 246)
- [Exporting Production Sets](#) (page 262)
- [Creating Export Sets](#) (page 265)

Chapter 26

Introduction to Exporting Data

This document contains information about creating and exporting production sets 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: Production set records cannot be labeled. Creating a production set results in new items being created. These resulting items cannot be labeled.

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

See [Export Tab](#) on page 264.

See [Exporting Production Sets](#) on page 262.

See [Creating Export Sets](#) on page 265.

The following table describes the export formats that you can use for your production and export sets.

Export Formats

Format	Description
AD1	<p>Creates an AD1 forensic image of the documents included in the Export Set. AD1 is a forensic file format that integrates with FTK.</p> <p>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.</p>
Image Load File Export	<p>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.</p>
Native Export	<p>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.</p>
Load File Export	<p>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.</p> <p>If the recipient intends to use third-party software to review the export set, select Load File Export.</p> <p>You have the option of exporting rendered documents in the following formats:</p> <ul style="list-style-type: none">• Concordance• EDRM (Electronic Discovery Reference Model) XML• Generic• iCONNECT• Introspect• Relativity• Ringtail (MDB)• Summation eDII• CaseVantage <p>Some programs have load file size limits. If needed, you can split load files into multiple files.</p> <p>If you use the Concordance, Generic or Relativity exports, and include rendered images, you will also get an LFP and OPT file.</p>






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.
	<p>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:</p> <ul style="list-style-type: none"> • 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.
	<p>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.</p> <p>Note: Even if the percentage counter shows 100%, the production set is not complete until the status tab turns green.</p> <p>Expand the tab to view the Status of the Production Set.</p>
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.
	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.
	Click to collapse all expanders.
	Click to refresh the production set history list.
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: <ul style="list-style-type: none">• 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.
	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 245.
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.
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 now 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. (13329)

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 27

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.
- When you create production sets with the PDF option selected, large files will take a long time to create and may appear to stall.
- 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 58.

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 export set.
See [Applying Tags](#) on page 111.
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 248) 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 249) 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 251) for information on the options in the *Volume Document Options* screen.
13. Configure *Image Branding Options*.
See [Production Set Image Branding Options](#) (page 258) 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 264.

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 264.

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 [Export Tab](#) on page 264.

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 Email in Archives	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 PST or NSF container.
Output Email as HTML	Select this option if there are emails that were originally in a PST or NSF and you want to make them HTML 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.
Include Rendered and Redacted Images	Select this option to include images that have been created in the <i>Project Review</i> . 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: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Letter – 8 ½" x 11"• A3 – 29.7 cm x 42 cm• A4 – 29.7 cm x 21 cm



Files to Include Options (Continued)

Option	Description
Normalize images	<p>Select this option to obtain consistent branding sizes throughout the entire production.</p> <p>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.</p> <p>Any document determined to be landscape in orientation will produce a proper landscape image.</p>
Produce color JPGs for provided extensions	<p>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.</p> <p>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).</p>
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.
OCR TIFF Images	<p>Creates a page by page OCR text file from the rendered images.</p> <p>By default, the text file uses a TXT extension.</p> <p>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.</p> <p>If you create only OCR text files and not Filtered Text files, the OCR text files use a TXT extension.</p>
OCR Text Encoding	<ul style="list-style-type: none"> • 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.

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 254.
	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 249.
	Image Folder	Lets you set the name of the Image folder. See Files to Include Options on page 249.

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 249.
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 255.
	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 251.

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.

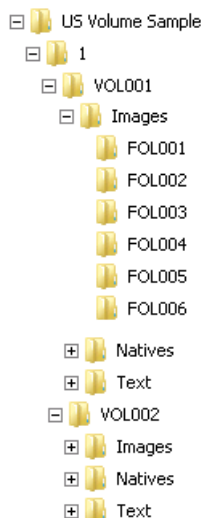
Limits

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.

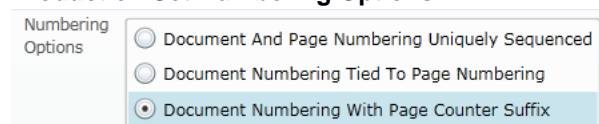
If a folder limit is about to be reached, but the next document that should go into that folder will exceed the maximum, a new folder will be started automatically for the new document. The same applies to document families, if the volume maximum is about to be reached and the next document family will 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 251.

Production Set Numbering Options



You will choose from the document numbering options:

[Document And Page Numbering Uniquely Sequenced](#) (page 256)

[Document Numbering Tied To Page Numbering](#) (page 256)

[Document Numbering With Page Counter Suffix](#) (page 257)

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 [Export Tab](#) on page 264.

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 <i>Volume/Document Options</i> 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	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 Endorsement	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 ABC00003 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 264.
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 28

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** 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.
 - **iCONNECT** - 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 29

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 265.



See [Creating a Native Export](#) on page 269.

See [To create a load file export](#) on page 279.

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 267. 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 Options

Export Path ⓘ

Not Validated

Job Name ⓘ

Label ⓘ

☐ Generate Exclusion Report

☐ Include Duplicates

☐ Organize By Custodian

Email

☒ Output a reduced version of original PST/NSF file

☐ Output messages as individual MSG files

☐ Output messages as individual HTML/RTF files

AD1 File Name

Encryption

Encryption Type

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 270. 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 272. 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 274. 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 276. on how to fill out the options in the Excel Rendering Options screen.
13. Click **Next**.
14. See [Export Word Rendering Options](#) on page 278. 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 Options

Export Path: ⓘ

Not Validated

Job Name: ⓘ

Label: ⓘ

☐ Generate Exclusion Report

☐ Include Duplicates

☐ Organize By Custodian

Export Templates

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	<p>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.</p> <p>You can also delete and rename a template.</p> <p>By clicking <i>Save As</i> in the wizard, you can save the export options as a template.</p>

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 276. See Export Word Rendering Options on page 278.
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: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<p>Select the page size for the image. The available page sizes are:</p> <ul style="list-style-type: none"> • Letter – 8 ½" x 11" • A3 – 29.7 cm x 42 cm • A4 – 29.7 cm x 21 cm
Normalize images	<p>Select this option to obtain consistent branding sizes throughout the entire production.</p> <p>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.</p> <p>Any document determined to be landscape in orientation will produce a proper landscape image.</p>
Produce color JPGs for provided extensions	<p>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.</p> <p>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).</p>
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	<p>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 as an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file.</p> <p>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.</p> <p>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.</p> <p>Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path.</p> <p>Note: You can have only one custom slipsheet per project.</p>

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 <i>Document Numbering Options</i> 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 <i>Document Numbering Options</i> 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. <ul style="list-style-type: none">• 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 272.
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 272.
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 255.
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 formatting 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 280. for information on how to fill out the options in the General Option screen.
7. Click **Next**.
8. See [Load File Options](#) on page 281. 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 283. for information on how to fill out the options in the Include screen.
11. Click **Next**.
12. See [Export Volume Document Options](#) on page 274. 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 276. on how to fill out the options in the Excel Rendering Options screen.
15. Click **Next**.
16. See [Export Volume Document Options](#) on page 274. 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 <i>Save As</i> 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	<p>The following options are available for load file encoding:</p> <ul style="list-style-type: none"> • 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	<p>The following formats are available for export:</p> <ul style="list-style-type: none"> • Browser Briefcase - Generates an HTML format that provides links to the native documents, images, and text files. You can do the following: <ul style="list-style-type: none"> ■ 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. • iCONNECT - Generates an XML file formatted for use with the iConnect 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. <p>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.</p>
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 <i>ORIGINALDOCID</i> 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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<p>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.</p> <p>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).</p>
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	<p>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 as an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file.</p> <p>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.</p> <p>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.</p> <p>Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path.</p> <p>Note: You can have only one custom slipsheet per project.</p>
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 281.