AccessData Summation®

ACCESSDATA®

AccessData Legal and Contact Information

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https://support.accessdata.com

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support@accessdata.com

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Support Hours: Mon-Fri, 7:00 AM – 6:00 PM (MST), except corporate holidays.

NOTE: Emergency support is available on weekends:

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

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Contact AccessData Professional Services in the following ways:

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Part 1

Introducing the Summation Reviewers Guide

This *Summation Reviewers Guide* includes information about reviewing AccessData Summation data and includes the following parts and chapters:

- Introducing Summation (page 17)
- Introduction to Project Review (page 19)
- Getting Started (page 25)
- Reviewing Summation Data (page 45)
- Searching Summation Data (page 178)
- Using Visualization (page 227)
- Exporting Summation Data (page 256)

The information in this *Reviewers 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

For information about administrating Summation, see the *Summation Admin Guide.*

For information about new features, fixed issues, and known issues, see the *Summation Release Notes.*

You can download the *Admin Guide* and *Release Notes* from the *Help/Documentation* link. See

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

Chapter 2
Introduction to Project Review

This guide is designed to aid reviewers in performing tasks in *Project Review*.

About Project Review

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

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

Workflow for Reviewing Projects

Although there is no formal order in which you process evidence, you can use the following basic workflow as a guide.

Basic Workflow

Step	Task	Link to the tasks
1	After you process a collection, you open the resulting project in Project Review	See Introducing the Project Review Page on page 46.
2	View Data	See Viewing Data in Panels on page 55.
3	Search Documents	See Searching Data on page 97.
4	Culling Documents	See Using Filters to Cull Data on page 209.
5	Imaging Documents	See Imaging Documents on page 109.
6	Coding Documents	See Coding Documents on page 139.
7	Annotating Documents	See Annotating and Unitizing Evidence on page 156.

Basic Workflow

Step	Task	Link to the tasks
8	Work with Transcripts	See Viewing Transcripts on page 100. See Annotating Transcripts on page 100. See Viewing Exhibits on page 108. See Searching in Transcripts on page 103.
9	Deleting Documents	See Deleting Documents on page 154.

About Date and Time Information

When viewing data in *Review*, most items have dates and times associated with them. For example, you can see the following:

- File created, accessed, and modified dates and times.
- Email sent and received dates and times.

How dates and times are displayed can be configured.

About How Time Zones Are Set

The dates and times associated with data files in a project are stored, by default, in Coordinated Universal Time (UTC), also known as Greenwich Mean Time (GMT). The Project Manager can configure a *Display Time Zone* for the project. This will offset the times as needed and display them in the desired time zone. For example, a project can be configured so that all times are displayed in Pacific Time Zone.

For more information, see the *Normalized Time Zones* topic in the *Creating a Project* chapter in the *Admin Guide*.

Configuring the Date Format Used in Review

Each user of the web console can configure which date format is used for displaying date fields in *Review*. For example, some of the date formats that you can use include the following:

- M/d/yyyy (1/31/2014)
- dd.MM.yy (31.01.14)
- yyyy-MM-dd (2014-01-31)

This only applies to how the dates are displayed in the web console; it does not affect how the dates are stored in the database.

The date format that is displayed is controlled by the Windows region date format that is configured on one or both of the following:

- The Windows computer (server) that is running the eDiscovery or Summation application.
- The Windows client computer (the computer that is accessing the web console through a browser)

However, some date fields behave differently and must be configured differently.

Configuring the Date Format for File and Email Date Fields

The following dates are stored in the database and are displayed as standard dates:

- *Review*
    - File: *CreatedDate*, *AccessedDate*, *LastModifiedDate*, and *LastUpdated*
    - Email: *SentDate* and *RecieivedDate*
    - Event: *EventDate*
- *Home* page:
    - Project creation
    - Evidence processing
    - Job events

Each user can configure their computer's Windows date format to what they want to use. For example, one person can use M/d/yyyy while another person uses yyyy-MM-dd.

To configure a date format, a user selects the *Short date* format using the Windows *Control Panel > Region and Language* setting.
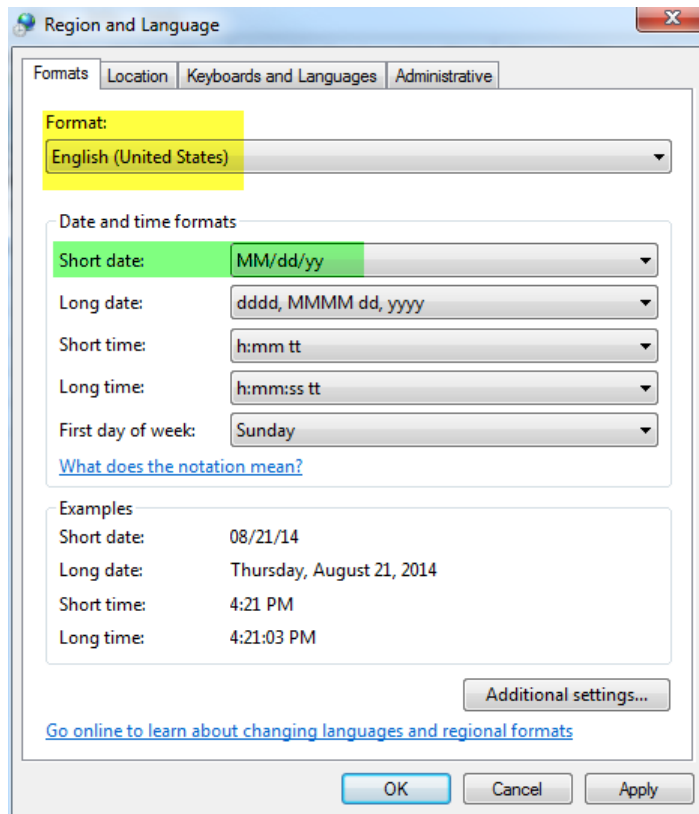
Note: A console user can select any available *Short date* format, however, the *Language (Country)* format on the client computer must match the *Language (Country)* format selected on the Windows computer (server) that is running Summation. Otherwise, you will get a default date format based on the server's settings.

For example, if the server is set to English (New Zealand) and the client is also set to English (New

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To configure the Windows date format

1. On the client computer that is accessing the web console, open the **Control Panel** > **Region and Language**.
2. Select the language/country *Format* and *Short date* format that you want to use.
3. Click **OK**.

Configuring the Date Format for DocDate and NoteDate fields

When you enter a *DocDate* or a *NoteDate*, it is not entered into the database as a standard date value, but rather as a text string that is masked as a date. Because of this, these two fields will not be affected by the date format setting on the client computer. Instead, it is controlled by the date format setting on the Windows server that is running the eDiscovery or Summation application.

Note: If you are using multiple Windows servers, the server running the AccessData Business Services Common service determines the date format.

When entering a *DocDate* or a *NoteDate*, it will only accept a date format that is set on the application server.

DocDate and NoteDate Format Limitations

● The *DocDate* and *NoteDate* fields do not support a year-first date format, such as yyyy/MM/dd. If this format is selected, these two date fields will display the year at the end, for example, MM/dd/yyyy.
● Slashes are always used as separators instead of dashes or dots (MM/dd/yyyy).

Changing the Date Format on the Application Server

If you want to change the date format on the application server (the computer running the eDiscovery or Summation application), there are a few steps that you must follow in order to have the new date recognized properly.

To configure the Windows date format

1. On the Windows computer running the application, you must log in using the Windows Administrator account that is the "service user".
2. Open the **Control Panel** > **Region and Language**.
3. Select the language format and date format that you want to use.
4. Click **OK**.

After changing the date format in Windows, you must perform a few manual steps to reset the date format in the application.

Important: The following process will temporarily disable the web server making the web console unavailable to users. Make sure no one is working in the console before proceeding.

To reset the date format in the application

1. Restart an application service by doing the following:

   1a. On the Windows computer running the application, click **Start** > **Run**.

   1b. Enter **services.msc**.

   1c. Click **OK**.

   1d. From the list of services, select **AccessData Business Services Common**.
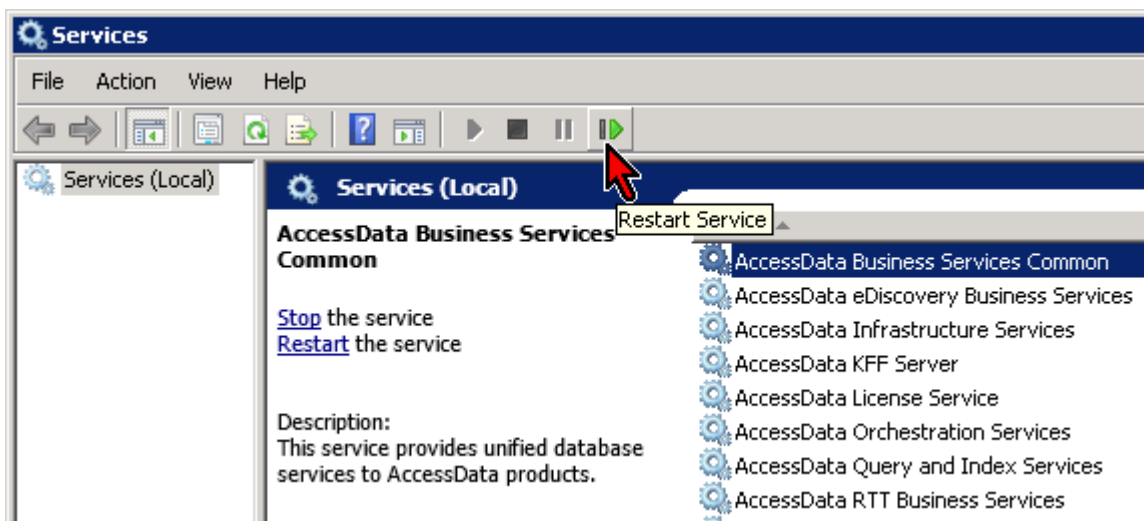
   1e. Click **Restart Service**.

   1f. After the service has been restarted, close the *Services* management console.

2. Stop the IIS web server so that you can delete cached settings by doing the following:

   2a. On the Windows computer running the application, click **Start** > **Run**.

   2b. Enter **cmd**.

   2c. Click **OK**.

   2d. In the command prompt window, type **iisreset /stop** and press ENTER; type **Y** and then press ENTER.
       The web server is stopped.

   2e. Leave this CMD prompt window open so you can re-start IIS later.

3. Delete cached application settings by doing the following:

   3a. On the Windows computer running the application, browse to the following folder:
       \Windows\Microsoft.NET\Framework64\v4.0.30319\Temporary ASP.NET Files.

   3b. While the IIS web server is stopped, delete the **adg.map.web** folder.

4. Re-start the IIS web server by doing the following:

   4a. In the command prompt window, type **iisreset /start** and press ENTER.

   4b. After IIS has successfully started, close the CMD prompt window.

5. Close and re-launch the browser running the web console.

Configuring the Date Format Used in Production Sets and Export Sets

In this version, dates that are in Production Sets and Export Sets do not follow the Windows Regional settings. Instead, they default to the United States default format.

In order to change the date format in Production Sets and Export Sets, you must change a setting in a configuration file by doing the following:

1. On the computer running the Summation application, open the folder where the WorkManager service is installed.

   The default location is **C:\Program Files\AccessData\eDiscovery\Work Manager**.

2. Edit the *Infrastructure.WorkExecutionServices.Host.exe.config* file.

3. Replace the following keys in the Config section:

   - DefaultLoadFileDateFormat
   - DefaultLoadFileTimeFormat
   - DefaultLoadFileDateTimeFormat

   For example, to have dates in the dd-MM-yyyy format, replace the values as follows:

   ```
   <add key="DefaultLoadFileDateFormat" value="dd-MM-yyyy" />
   <add key="DefaultLoadFileTimeFormat" value="" />
   <add key="DefaultLoadFileDateTimeFormat" value="dd-MM-yyyy h:mm:ss" />
   ```

4. Save the config file.

5. Restart the WorkManager service.

Chapter 3
Getting Started

Terminology

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

Terminology Changes

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

About the AccessData Web Console

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

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

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

See About User Accounts on page 27.

Note: Like many applications that you run in a browser, do not click the browser's Back button. Use the menus and buttons to navigate in the console.

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 29.

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 26.

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 26.

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

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

To open the web console

1. Open Internet Explorer.

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

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

3. One of two login pages displays:

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

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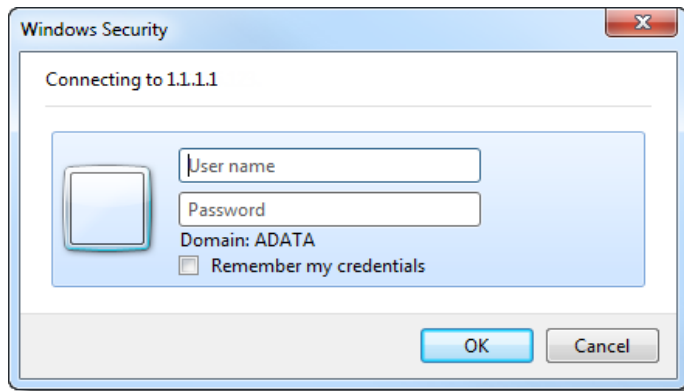
> **Note:** If you are using Integrated Windows Authentication and are not on the domain, you will see a Windows login prompt.

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

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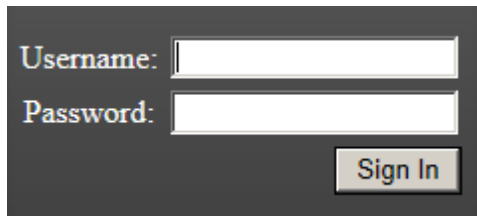
4. On the login page, enter the username and password for your account.

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

5. Click **Sign In**.

    If you are authenticated, the application console displays.

    If you cannot log in, contact your administrator.

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

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

        Download the plug-ins. When a pop-up from Internet Explorer displays asking to run or download the executable, click **Run**. Complete the install wizard to finish installing the plug-in.
        See Web Console Requirements on page 26.
        See Installing Browser Components Manually on page 31.

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 29.

See Installing Browser Components Manually on page 31.

Installing Components through the Browser

Microsoft Silverlight

To install Silverlight

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

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

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

Adobe Flash Player

To install Flash Player

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

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

AccessData Alternate File Viewer (Native Viewer)

To install the AD Alternate File Viewer (Native Viewer)

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

AccessData Local Bulk Print

To install the Local Bulk Print add-on

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

Installing Browser Components Manually

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

Installing AD Alternate File Viewer

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

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

To install the AD Alternate File Viewer add-on

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

Installing the Local Bulk Print Tool

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

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

To install the Local Bulk Print add-on

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

Installing Adobe Flash Player

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

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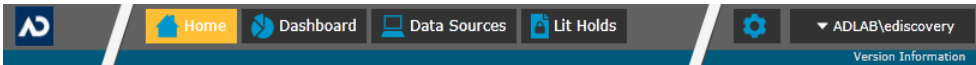
The user interface for the application is the AccessData web console. The console includes different tabs and elements.
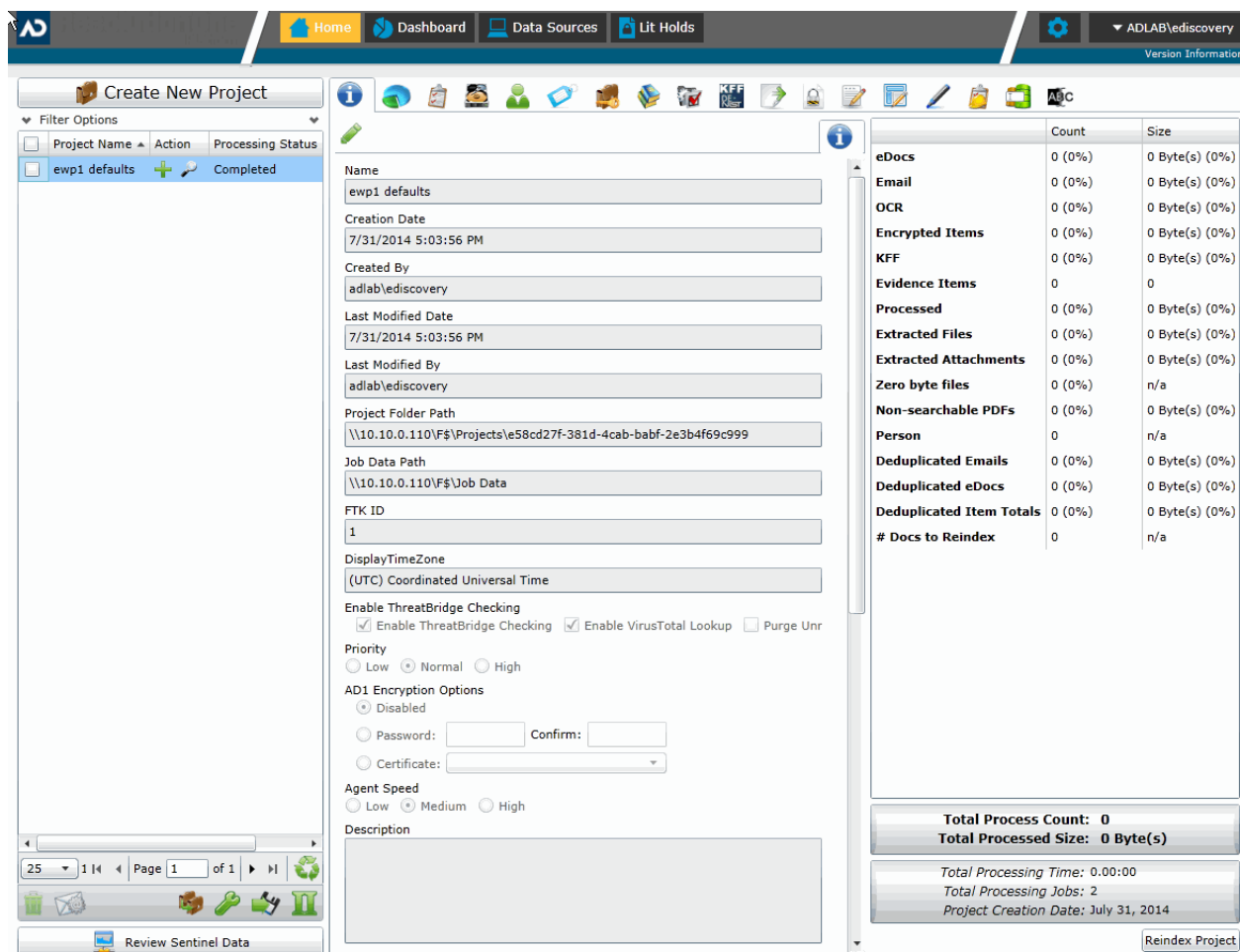
The items that display in the console are determined by the following:

- Your application's license
- Your user permissions

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

Component	Description
Navigation bar	This lets you open multiple pages in the console.
Home page	The *Home* page lets you create, view, manage, and review projects based on the permissions that you have. This is the default page when you open the console. See Using the Project Management Home Page on page 181.

Component	Description
Dashboard	(Available in eDiscovery or with a special Litigation Hold license.) The *Dashboard* allows you to view important event information in an easy-to-read visual interface. See Using the Dashboard on page 503.
Data Sources	The *Data Sources* tab lets you manage people, computers, network shares, evidence, as well as several different connectors. This tab allows you to manage these data sources throughout the system, not just by project. See About Data Sources on page 102.
Lit Hold	(Available in eDiscovery or with a special Litigation Hold license.) The *Lit Hold* tab lets you create and manage litigation holds. See Using Litigation Holds on page 350.
Management (gear icon)	The *Management* 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 37.
Project Review	The *Project Review* page lets you analyze, filter, code and label documents for a selected project. You access *Project Review* from the *Home* page. See the *Reviewer Guide* for more information on Project Review. You can download the *Reviewer Guide* from the *Help/Documentation link*. See User Actions on page 37.

The Project List Panel

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

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

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

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

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

Elements of the Project List

Element	Description
Create New Project	Click to create a new project. See Creating a Project on page 204.
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 42.
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 38.
Processing Status Column	Lists the status of the projects: Not Started - The project has been created but no evidence has been added. Processing - Evidence has been added and is still being processed. Completed - Evidence has been added and processed. **Note:** When processing a small set of evidence, the Processing Status may show a delay of two minutes behind the actual processing of the evidence. You may need to refresh the list to see the current status. See *Refresh* below.
Size Column	Lists the size of the data within the project.
Page Size drop-down	Allows you to select how many projects to display in the list. The total number of projects that you have permissions to see is displayed.
Total	Lists the total number of projects displayed in the Project List.
Page	Allows you to view another page of projects.
Refresh	If you create a new project, or make changes to the list, you may need to refresh the project list
Delete	Select one or more projects and click **Delete Project** to delete them from the *Project List*.
Project Property Cloning	Clone the properties of an existing project to another project. You can apply a single project's properties to another project, or you can pick and choose properties from multiple individual projects to apply to a single project. See Using Project Properties Cloning on page 217.

Element	Description
Custom Properties	Add, edit, and delete custom columns that will be listed in the Project list panel. When you create a project, this additional column will be listed in the project creation dialog. See Adding Custom Properties on page 188.
Export to CSV	Export the Project list to a .CSV file. You can save the file and open it in a spreadsheet program.
Columns	Add or remove viewable columns in the *Project List*.

User Actions

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

User Actions
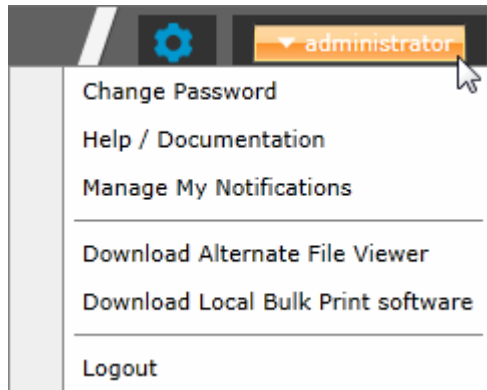
User Actions

Link	Description
Logged-on user	The username of the logged-on user is displayed; for example, administrator.
Change password	Lets the logged-on user change their password. See Changing Your Password on page 38. **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 462. 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 42.
Download Alternate File Viewer	Lets you to download the Alternate FIle Viewer application. See AccessData Alternate File Viewer (Native Viewer) on page 30.
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 31.
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.
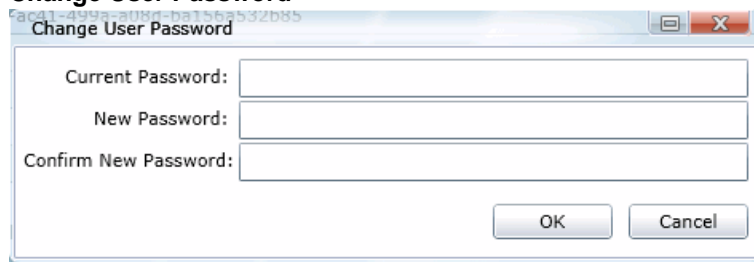
Any logged-in user can change their password. You may want to change your password for one of the following reasons:

- 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 27.
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 39.
- See Managing Columns in Lists and Grids on page 40.
- See Sorting by Columns on page 39.
- See Filtering Content in Lists and Grids on page 42.
- See Changing Your Password on page 38.

Refreshing the Contents in List and Grids

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

Sorting by Columns

You can sort grids by most columns.

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

To sort a grid by columns

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

Sorting By Multiple Columns

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

To sort a grid by columns

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

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

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

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

   A sort indicator is displayed for that column as well.

4. You can repeat this for multiple columns.

Moving Columns in a Grid View

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

To move columns

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

Managing Columns in Lists and Grids

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

See Configuring Custom Fields on page 256.

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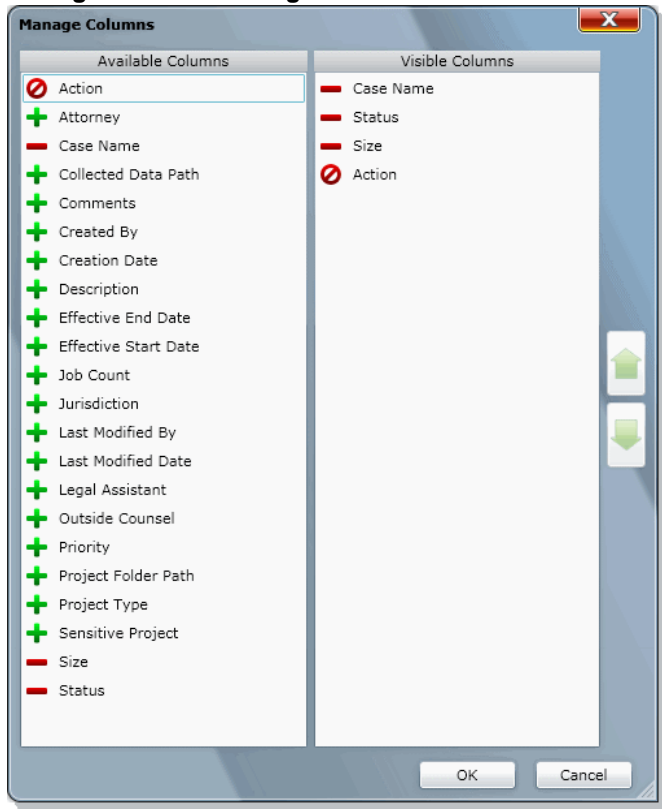
3. To configure columns to be visible, in the *Available Columns* list, click the ➕ for the column you want visible.

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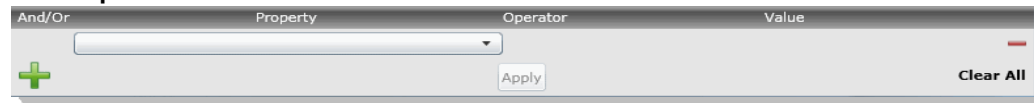
In this example, because an OR was used instead of an AND, both sets of results are displayed.

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 43.

4. Use the *Value* field to enter the value on which you want to filter.
   See Filter Value Options on page 44.

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

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

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

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

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

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

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

Filter Operators

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

Filter Operators

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

Filter Value Options

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

Filter Value Options

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

Part 2

Reviewing Summation Data

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

- Introduction to Project Review (page 19)
- Project Review Page (page 46)
- Customizing the Project Review Layout (page 50)
- Viewing Data (page 55)
- Working with Transcripts and Exhibits (page 95)
- Imaging Documents (page 109)
- Using Tags and the Case Organizer (page 115)
- Coding Documents (page 139)
- Deleting Documents (page 154)
- Annotating and Unitizing Evidence (page 156)
- Bulk Printing (page 169)
- Managing Document Groups (page 172)

Chapter 4
Project Review Page

Introducing the Project Review Page

You can use the *Project Review* page to search, analyze, filter, code, annotate, and label evidence for a selected project. You have access to *Project Review* for the projects that you have created or that you are associated with. You can access *Project Review* by clicking the magnifying glass button next to the project in the *Project List* panel.

To access the Project Review page

From the project list on the *Home* page, click [icon] next to the desired project.

Project Review Page
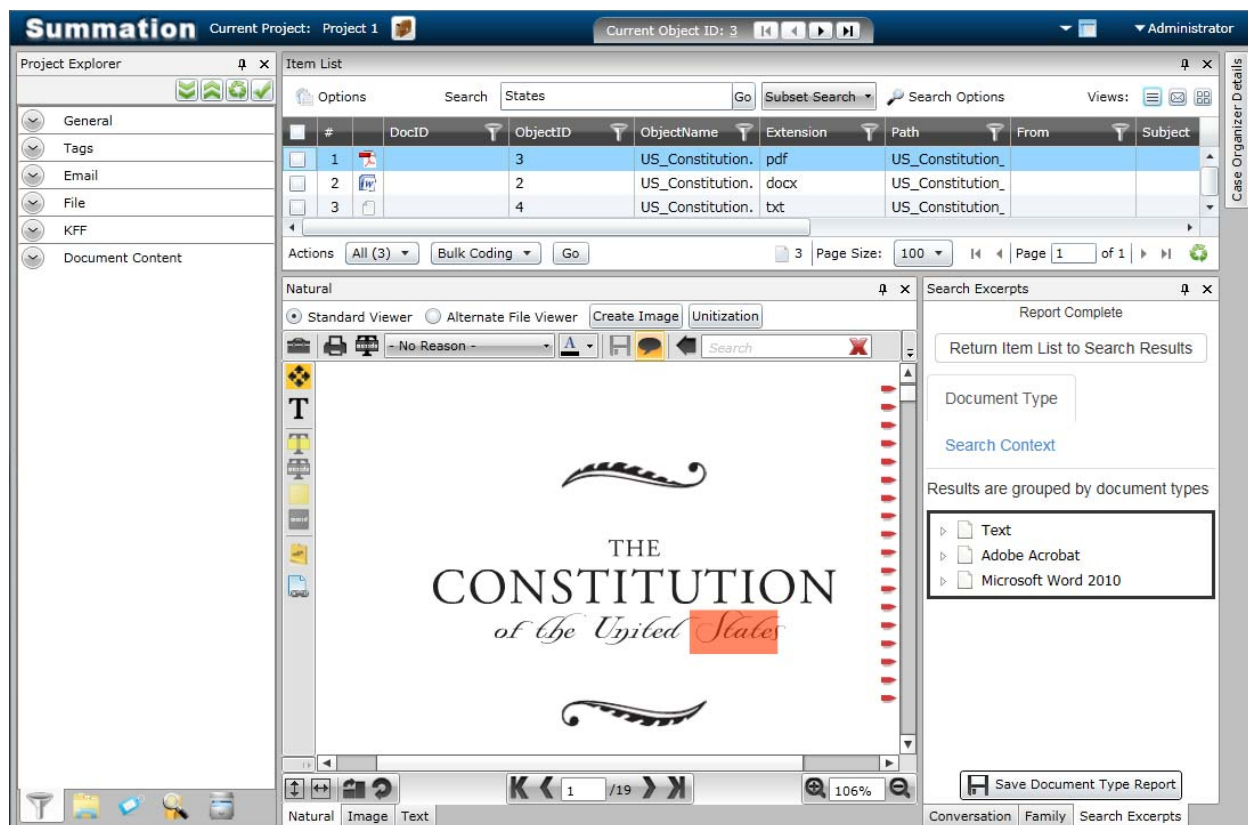
At the top of the *Project Review* page is a project bar and below that are multiple panels that are customizable.

Project Bar

The project bar is at the top of the *Project Review* page.
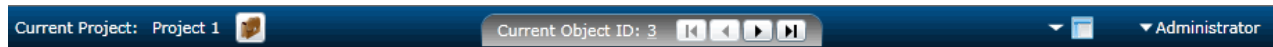
Elements of the Project Bar

Element	Description
Current Project	The name of the current project.
Return to Project Management	Click this button to return to the *Home* page.
Current Item ID	Displays the DocID, ObjectID, or Transcript name for the item selected in the Item List grid. You can download the current document if the Item ID is underlined. Click the number. **When the Do you want to open or save <document>** bar appears at the bottom of the menu, either click **Open** or **Save** and save the file.
Next and Previous Buttons	Click previous page or previous document button to move around in the Item List panel. Click next page or next document to move around in the *Item List* panel.
Layout Button	Expand to manipulate panels in the *Project Review*. Panels can be hidden, shown, dragged, and/or docked to customize the *Project Review* page for your workflow. See Customizing the Project Review Layout on page 50.
User Name	Displays the name of the currently logged in user and allows you to log out if desired.

Review Page Panels

The *Project Review* page is made up of many panels. You select which panels are visible or hidden. The panels that you can use may depend on the license that you own and the permissions that you have.

You can select which panels to display by doing either of the following:

- Manually selecting panels.
- Using the Layout tool. You can choose pre-defined layouts that display certain panels or you can customize a layout.
  See Customizing the Project Review Layout on page 50.

To manually select panels

1. Open a project in *Review*.

2. Click the ▼ 🔲 *Layouts* drop-down.

3. Click **Panels**.

4. Select the panels that you want to display.

The following table briefly describes each panel that is available.

Panels in the Project Review

Panel	Description
Activity	Lists the history of actions performed on the selected document. See The Activity Panel on page 83.
Case Organizer Details	Lets you view and edit the details of Case Organizer objects. See Using the Case Organizer on page 123.
Coding	Use to select and edit coding layouts. See The Coding Panel on page 145.
Confidence	Displays Predictive Coding confidence scores. See Predictive Coding on page 149.
Conversation	Displays email conversation threads. See The Conversation Panel on page 86.
Detail Information	The Detail Information contains tabs that allow you to view information about the selected record. See Using the KFF Details and Detail Information Panels on page 82.
Exhibits	Displays exhibits for the selected transcript. See The Exhibits Panel on page 108.
Family	Lists the family relationships for email documents. See The Family Panel on page 88.
Image	Displays the selected document as an image. You can perform annotations, redactions, and make notes in this view. See Using the Image Panel on page 80.

Panels in the Project Review (Continued)

Panel	Description
Item List	Lists the filtered evidence for the selected project. This panel also includes the search bar. See Using the Item List Panel on page 57.
Labels	Lists available labels in the project to apply to evidence. Also displays the selected label for the document currently being viewed. See About the Labels Panel on page 119.
Linked	Two types of documents are displayed in this view: ● Documents manually linked to other documents of the same project ● Documents linked to other documents during import See The Linked Panel on page 90.
Natural	This viewer displays a file's contents as it would appear normally without having to use the native application. The first time you use this view, you will need to follow the prompts to install the viewer application. See Using the Natural Panel on page 76.
Notes	Use to display the notes for the currently selected document. See The Notes and Transcript Notes Panels on page 86.
Production	Displays the history of production for the selected document. See The Production Panel on page 85.
Project Explorer	Lets you cull and configure project data. Contains the following tabs: Facets, Explorer, Tags, Searches, and Review Sets. See Using the Project Explorer Panel on page 72.
Review Batches	Displays review batches. You can check in and check out batches from this panel. See The Review Batches Panel on page 140.
Search Excerpts	Lets you generate and view a list of search excerpts. See Using the Search Excerpt Report on page 193.
Similar	Use to see the similarity between documents within the same cluster. See The Related Panel on page 84.
Text	The Text view displays the file's content as text. You can configure the text view so that sentences wrap if they are longer than the panel's width. You can also limit how much text is displayed by setting the Page Depth in characters. See Using the Text Panel on page 81.
Transcript	Displays transcripts for the project. See The Transcript Panel on page 99.
Unitization	Lets you unitize documents which lets you merge multiple documents together, split single documents into multiple documents, and rearrange page order. See Unitizing Documents on page 167.

Chapter 5

Customizing the Project Review Layout

You can customize the *Project Review* panels for your workflow. Layouts are specific to the logged-in user.

You can save custom layouts for future use.

See Managing Saved Custom Layouts on page 54.

You can customize the layout by doing the following:

- Hiding and Showing Panels (page 50)
- Collapsing and Showing Panels (page 51)
- Moving Panels (page 51)
- Resetting Layouts (page 53)
- Saving Layouts (page 53)
- Managing Saved Custom Layouts (page 54)

Working with Panels

All data in *Review* is shown in various panels.

See Review Page Panels on page 48.

You can show or hide panels.

Hiding and Showing Panels

You can hide and show panels to fit your needs.

To hide a panel
- ❖ To hide a panel, do one of the following:
  - Click the close button (x) on the panel.
  - Click **Layout** > **Panes** and uncheck the panel you want to hide.

To show a panel
- ❖ Click **Layout** > **Panes** and check the panel from the list.

Collapsing and Showing Panels

You can collapse a panel so that it is still open, but not shown unless you hover your mouse over it. This is useful for panels that you want to view less frequently.

To collapse a panel

1. In top-right corner of the panel, click ▯ .

   The panel is collapsed and the name of the panel is displayed in a box on the left side.

   If the panel was in the top half of the page, the collapsed panel name is displayed in the top-left corner. If the panel was in the bottom half of the page, it will be displayed in the bottom-left corner.

Collapsed Panels
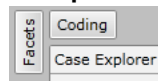
2. To view a collapsed panel, mouse over the panel name and the panel will be shown until you move the mouse away from the panel.

3. To un-collapse a panel, view the panel, and in the top-right corner of the panel, click ⯯ .

Moving Panels

You can move panels to different locations on the *Project Review* page. When you move a panel, you can position it in one of the following ways:

To move Project Review panels

1. Click and drag the panel that you want to move.

   Docking guides appear on the page.

Project Review Page with Docking Guides

---
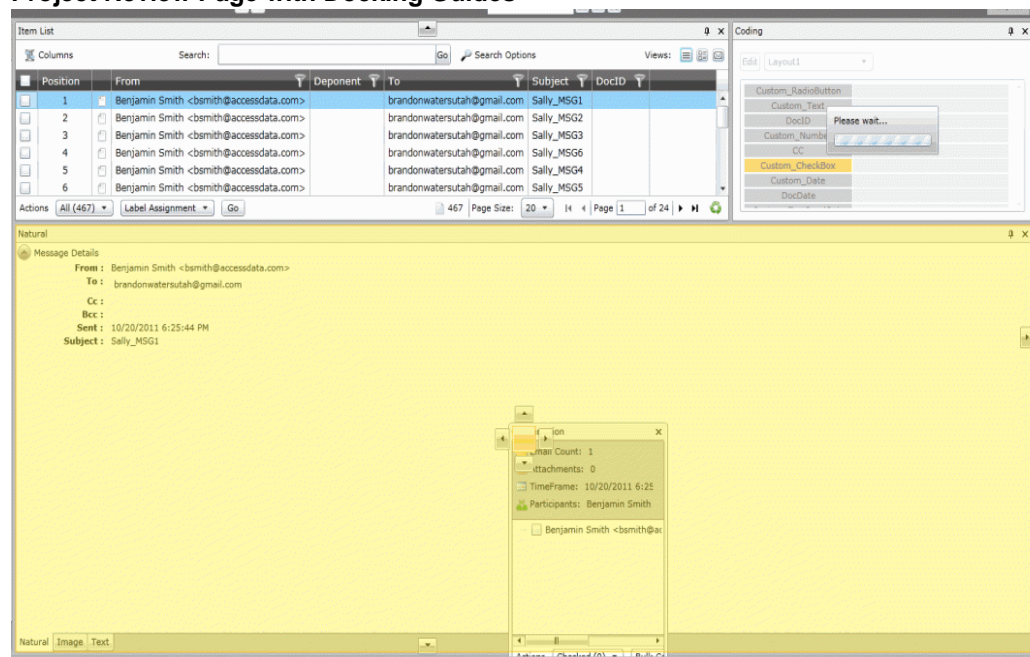
2. Place the panel by doing one of the following:

- **Floating**: Leave the panel floating on top of the page.

- **Docking to a location on the page**: Dock the panel by dragging the panel to one of the docking guide arrows and releasing the mouse button.

    There are four page docking guides on the outside of the page.

- **Docking as a tab on another panel**: Drag the panel on top of another panel and onto the center of the docking cluster and release the mouse button.

    There is a cluster of four page docking guides on the panel.

Moving Panels to a New Window

You can move the *Natural*, *Image*, *Text*, and *Transcript* panels to a new window from the *Project Review* page.

To move panels to a new window

❖ In the *Project Review*, expand the *Layouts* drop-down and select **Move Viewers to New Window**.

The Natural, Image, and Text panels open in one window with tabs at the bottom so that you can toggle between views.

- If you have other panels docked to the Natural panel frame and choose to Move Viewers to New Window, all other panels will be hidden.

- You can open a separate transcript window by choosing the mass action option *View Transcripts*.

- You can get your panels back into the main window by choosing the **Reset Panels** option.

Working with Layouts

Selecting a Layout

You can use default layouts and custom layouts that you have saved in *Project Review*. The following are the available default layouts:

- **Culling Layout**: Designed to aid reviewers in culling documents by giving more screen area to the viewer panel and Item List grid, but collapsing the Project Explorer panel so you can concentrate on the documents you are reviewing.
- **Review Layout**: Designed to aid reviewers in coding documents by providing the viewer panel, coding, and label panels along with the relationship panels: Family, Similar, Conversation, Linked, and so on.
- **Search Layout**: Designed to aid reviewers in searching documents by docking the Project Explorer panel which contains the facets tab. This is the default layout that appears for first time users.
- **Transcript Layout**: Designed to aid reviewers in working with transcripts by providing all of the panels related to a transcript such as the transcript viewer with the Notes, Exhibits, Linked, and Item List panels
- **CIRT Layout**: Designed to aid reviewers in working with KFF jobs. This layout is similar to the Search Layout except that it also includes the Detail Information tab which lets you see more information on jobs that include Cerberus, Threat Analysis, and KFF.

To select a layout

1. Open a project in *Review*.
2. Click the ▼ 🔲 *Layouts* drop-down.
3. Click **Layouts**.
4. Select the layout that you want to use.
   Default layouts appear above the line and custom layouts appear below the line.

Resetting Layouts

If you have hidden, collapsed, or moved panels, you can return to the original layout.

To reset a layout

- ❖ Select **Layout > Reset Layout**.
   If you have modified a custom layout, it will reset to the last saved state.

Saving Layouts

If you have customized the default layout, you can save it as a custom layout. You can save multiple layouts.

To create a second custom layout, you must first return to a default layout, modify it, and then save it. If you make changes to a custom layout, and save it, it will save it as an update.

To save a layout

1. Customize the layout.
2. Click **Layout** > **Save Layout**.

Manage Layouts Dialog
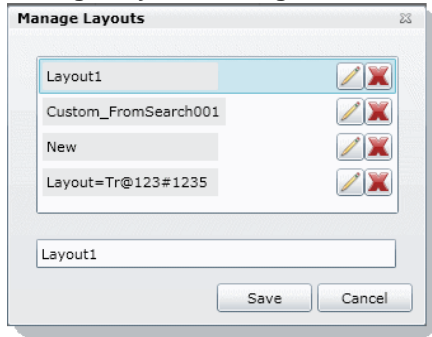
3.   Enter the name of the layout and click **Save**.

Managing Saved Custom Layouts

You can rename and delete custom layouts that you have saved. You cannot delete the currently selected layout using the *Manage Layouts* dialog.

To manage a saved custom layout

1.   Select **Layout > Manage Layouts**.

Manage Layouts Dialog
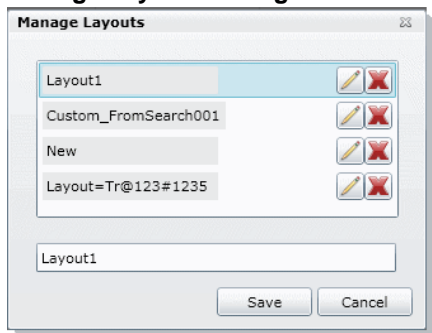
2.   To rename a layout, select the layout, and enter a new name.
3.   To delete a layout, click the X next to the layout, and click **OK**.
4.   Click **Save**.

Chapter 6
Viewing Data

Viewing Data in Panels

Using Project Review, you can select and examine your data in multiple ways. You can use various panels to examine the data.

You use the Panels List to select which panels to display. The panels that you can use may depend on the license that you own and the permissions that you have.

See Review Page Panels on page 48.

> **Note:** Actions completed in a specific panel may affect search results in that panel. Always execute a previous search in a panel if you have changed the scope of what you are examining in the panel. For example, if you change the page depth of a document in the *Text* panel, you should execute any previous searches in that panel after changing the page depth.

This chapter describes how to use the following panels to view data in *Project Review*:

Data Viewing Panels

Panel Category	Panel	Descriptions
Project Data Panels		Lets you view and manage the data in your project.
	Item List	Provides a list of evidence items in your project. This list may be filtered. See Viewing Documents in the Item List Panel on page 58.
	Project Explorer	Lets you cull and configure project data. Contains six tabs: Facets, Explorer, Tags, Searches, and Review Sets. See Using the Project Explorer Panel on page 72.
File Data Panels		Lets you view the data about the selected document.
	Document Viewing Panels	Lets you view document data. See Using Document Viewing Panels on page 76. ● See Using the Natural Panel on page 76. ● See Using the Image Panel on page 80. ● See Using the Text Panel on page 81. ● See Using the KFF Details and Detail Information Panels on page 82.

Data Viewing Panels

Panel Category	Panel	Descriptions
	Activity	Lists the history of actions performed on the selected document. See The Activity Panel on page 83.
	Conversation	Displays email conversation threads. See The Conversation Panel on page 86.
	Family	Lists the family relationships for email documents. See The Family Panel on page 88.
	Linked	Two types of documents are displayed in this view: ● Documents manually linked to other documents of the same project ● Documents linked to other documents during import See The Linked Panel on page 90.
	Production	Displays the history of the production for the selected item. See The Production Panel on page 85.
	Related	Displays the similarity between documents within the same cluster. See The Related Panel on page 84.
	Transcript Notes	Use to add notes to transcripts. See The Notes and Transcript Notes Panels on page 86.

Note: The language identification feature only works in the following categories: documents, spreadsheets, and email.

Using the Item List Panel

The *Item List* panel lists the filtered evidence for the selected project. This panel also includes the search bar and the ability to perform mass actions.

Item List Panel

Elements of the Item List Panel

Element	Description
Options	Click to use the following options in the Item Grid: • Cache: See Caching Filter Data on page 223. • Columns: See Selecting Visible Columns on page 61. • Quick Columns: See Using Quick Columns on page 62. • Quick Filters: See Using Quick Filters on page 62. • Visualization: See Using Visualization on page 146. • Keep Family Together: See Using Keep Family Together on page 63.
Search field	Enter search terms to perform a quick search of documents in your project. Results appear in the Item Grid. See Running Searches on page 181.
Go button	Click to execute your quick search.

Elements of the Item List Panel (Continued)

Element	Description
Search Options	Select to perform search options. See Using Search Options on page 183.
Views	The following views are available: See Using Views on page 64. ● Grid View: See Using the Grid View on page 64. ● Conversation View: See Using Conversation View on page 65. ● Thumbnail View: See Using the Thumbnail View on page 65. ● Not Cached: See Caching Filter Data on page 223. ● Summary View: See Using the Summary View on page 66. ● Timeline View: See Using the Timeline View on page 67. The Summary and Timeline Views are now hidden by default. You can have them displayed by changing settings in the MAP\Web.Config file: "ShowSummaryView" value="false" Change to "true" to display "ShowTimelineView" value="false" Change to "true" to display (change to "true" to display)
Actions	Select the mass action that you want to perform on the documents in the *Item List*. See Performing Actions from the Item List on page 69.
Actions *Go* Button (bottom of panel)	Click to execute the selected mass action.
Page Size	Select the number of documents you want visible in the Item List.
Page	Lists the page you are on and the number of pages. Click the next arrow to see the next page.
(Refresh)	Click the refresh button to update the *Item List*.

Viewing Documents in the Item List Panel

The *Item List* panel displays documents in the project.

By default, items are displayed using the Grid view. You can use different Views.

See Using Views on page 64.

To view documents in the Item List panel

1. From the project list on the *Home* page, click   next to the desired project to enter *Project Review*.

2. By default, the *Item List* and *Project Explorer* panels are displayed.

3. Do the following to determine the items displayed in the Item List:

    ● In the Item List panel, use the Options to use columns, Quick Filters, and Visualization.
    See Elements of the Item List Panel on page 57.

    ● In the *Project Explorer* panel, use the *Facets*, *Explore*, *Tags*, or *Review Sets* tabs.
    See Using the Project Explorer Panel on page 72.

Using Item List Options

Using Columns in the Item List Panel

About Columns

You use columns to display specific data properties about evidence items.

You can sort, filter, customize, and reposition the columns of information in the *Item List* panel in Grid.

See About Content in Lists and Grids on page 39.

There are many pre-configured fields that you can display as columns.

Project managers can also create custom columns in the Custom Fields tab on the *Home* page.

See Configuring Custom Fields in the Admin Guide.

About Pre-existing Fields

There are many pre-existing fields that are available to use for columns. You can select to display any of the pre-existing fields as columns.

See Selecting Visible Columns on page 61.

New fields are added regularly. For a list of many of the available fields for Summation, download:

https://ad-zip.s3.amazonaws.com/Summation%205.2.2%20Field%20List.xlsx

Some fields provide basic information. For example, the following general columns are displayed by default:

- DocID - Documents are given a DocID when data is added to a document group. Documents are added to a document group either when data is imported to a project or when document groups are created manually by a project manager. A document may not be assigned more than one DocID number.
- ObjectID - All items added to the project are given an ObjectID.
- ObjectName
- [File] Extension
- [File] Path
- [Email] From
- [Email] Subject
- [Email] To
- [Email] ReceivedDate
- LogicalSize
- AccessedDate

Some columns provide information about the file. For example:

- ActualFile
- Archive
- ArchiveType
- Attachment

- BadExtension

- Decrypted

- EmailDirectAttachCount - Shows the direct email attachments to an email. It does not display children attachments of the direct attachments.

- EMailMessage

- Encrypted

- FromEmail

- FromMSOffice

- GraphicFile

- HasTrackChanges (for Office files)

- ObjectType and ObjectSubType (see Object Types page 225)

- Person

- System

Some columns provide specific data about certain file types. For example:

- EXIF geolocation data (See Using Geolocation Columns in the Item List on page 250.)

- OLESubItem

- PSTFilePath and PSTStoreID

- Microsoft Office document metadata:

  - *HasTrackChanges* lets you to sort and filter the following documents that have Track Changes enabled:

    - Word documents (This currently only applies to DOCX document formats)

    - Excel documents (.XSLX and .XLS documents)

  - HasEmbeddedComments (PPT files)

  - HasHiddenColumnsRows (Excel files)

  - HasHiddenWorkSheets (Excel files)

  - From file *Origin* properties:

    - LastSavedBy

    - RevisionNumber

    - CreateTime (Content created)

    - LastSavedTime (Date last saved)

    - LastPrinted

    - TotalEditingTime (Word and PPT)

  - Adobe files metadata:

    - DateCreatedMetadata

    - DateModifiedMetadata

Some columns provide data that is obtained through processing. For example:

- OcrScore

  This column provides the OCR confidence % score for each file that has been processed with OCR. This column is sortable which helps you determine which files may need to be manually reviewed for keywords.

Some columns display data related to certain product functions. For example:

- BatesNumber
- Hash values
- ProductionDocID
- KFF

Some columns are virtual columns that do not support search, column level filtering, tagging layout fields, or production/export fields. However, you can export them to CSV. For example:

- ImagePageCount - This column shows the total number of pages in produced images. This column is also populated if you bulk image or import images.

Selecting Visible Columns

You can select the columns that you want visible in the Grid view.

You can also select Quick Columns to use pre-define column templates.

Only the columns and fields related to the features of your licensed product are displayed. For example, columns related to eDiscovery product features, are not shown in Summation.

See

To select visible columns

1. In the *Item List* panel in *Grid* view, click the **Columns** button 🍏 Columns and select **Select Columns**.

Select Columns Dialog
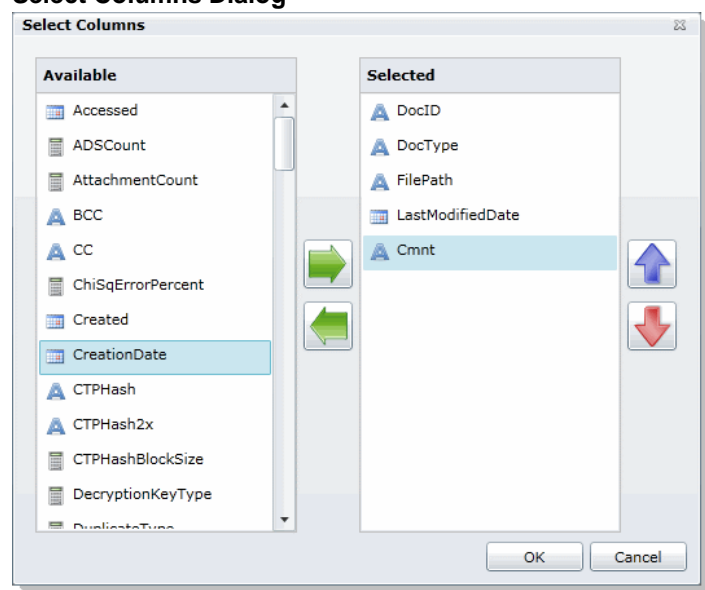
2. Click the right arrow to add columns to the Grid and the left arrow to remove them from the Grid.
3. Organize the order of the columns by clicking the up and down arrows.

Columns Tips

- The *FilePath* column has been changed to display the heading *Path* in the *Item List*. This allows the column to display any path information, not just file paths. Searches for this value should be created by specifying **Path** instead of **FilePath**.

Using Quick Columns

You can use Quick Columns to quickly display columns related to certain types of data. This allows you to make relevant columns visible without having to manually select them.

The following standard pre-configured Quick Columns are available to choose from.

- Case Organizer - See Using the Case Organizer Columns on page 137.
- Document
- eDocs
- eMail
- KFF
- Notes
- Scanned Paper
- Transcripts

Depending on the license that you own, you may have more. For security related products, see the *Viewing Security Data* chapter of the *Admin Guide*.

To apply Quick Columns

1. For a project, enter Review.
2. Click **Options** > **Quick Columns**.
3. Select the Quick Columns that you want to use.
   The selected Quick Column will be designated with a check.
4. To remove a Quick Column, select it again and the check will be cleared.

Using Quick Filters

The *Item List* panel includes Quick Filters that you can use to quickly refine the list of evidence.

You can quickly hide or show the following types of data.

Quick Filters

Filter	Description
Hide/Show Duplicates	By default, the *Hide Duplicates* Quick Filter is set and duplicate files are hidden. To view duplicate files, change to Show Duplicates.
Hide/Show eDiscovery Refinement	By default, the *Hide eDiscovery Refinement* Quick Filter is set. Enabling this shows extra files that may not be important. For example, this includes embedded files, such as XML, RELS, and graphics that are embedded in office documents.
Hide/Show Folders	By default, the *Hide Folders* Quick Filter is set and folder items are hidden. To view folder items, change to Show Folders..

Quick Filters

Filter	Description
Hide/Show Ignorables	By default, the *Hide Ignorable* Quick Filter is set and KFF Ignorable files are hidden. To view Ignorable files, change to Show Ignorables. See About KFF on page 312.

Depending on the license that you own, you may have more. For security related products, see the *Viewing Security Data* chapter of the *Admin Guide*.

Using Keep Family Together

An object in the item list may have children items that have a much different Object ID, therefore, they may not appear together in the Item List. For example, in the Family panel, you may see an object with ObjectID 45 that has two children with Object IDs 546 and 547.

In the Item List *Options*, you can turn on the *Keep Family Together* option and the following will occur:

- In the Item List, the children objects appear under the parent object.
- A new column, *HeadOfFamilyID* is displayed.
  For children objects, the ObjectID of the head of family item will be displayed. The Item List will also be sorted by this column.
- While the *Keep Family Together* option is on, you can only sort by the *HeadOfFamilyID* column.
- If you need to sort by another column, uncheck the *Keep Family Together* option.

About the Amount of Data Displayed in Fields

By default, the number of characters that display for a field in the *Item List* and *Coding Panel* is limited to 512 characters. Additional characters are truncated.

For the *Item List* only, you can modify the number of characters displayed in custom text or text-based fields before they are truncated. You can set the value using the "FieldTruncationSize" value in the web.config file. You can set a limit value or turn off the limit by using a value of 0. This only applies to the *Item List*. The *Coding Panel* maintains the 512 character limit.

If fields contain large amounts of data, you may need to remove the column from grid or you can reduce the page size to a smaller size such as 100, 50 or 20 records.

Using Views

You can use different pre-configured views to help you review data.

- Grid View: See Using the Grid View on page 64.
- Summary View: See Using the Summary View on page 66.
- Timeline View: See Using the Timeline View on page 67.
- Conversation View: See Using Conversation View on page 65.
- Thumbnail View: See Using the Thumbnail View on page 65.
- Not Cached

Whenever you change views, the File List is refreshed.

You can perform actions on the documents in the Item Grid.

See Performing Actions from the Item List on page 69.

Using the Grid View

The default view in the *Item List* panel is the grid view. Grid view is a grid that displays each document.

Grid View

Using Conversation View

Conversation view displays all the conversation threads for emails.

To access the conversation view

❖ In the *Item List* panel, click the **Conversation View** button ⊠.

Conversation View

Using the Thumbnail View

You use the *Thumbnails View* to see rows of thumbnail images of the graphic files or video files in your project.

See Viewing Graphics and Videos on page 94.

If your project has graphics, such as JPEG, GIF, or PNG, thumbnails of those files are automatically created during processing.

Note: Image thumbnails are generated only when choosing the processing option: Generate Image Thumbnails.

To view thumbnails for video files, you must first enable the G*enerate (Video) Thumbnails* processing option when you create a project. You can use the *Thumbnail View* to rapidly scan through the visual contents in a video file, without having to launch and watch the entire video.

See Evidence Processing and Deduplication Options on page 207.

To access the Thumbnail view

❖ In the *Item List* panel, click the **Thumbnail View** button 🔠 .

When you click a thumbnail, the item is displayed in the *Natural* panel.

You can use the slider to change the size of the displayed thumbnail.
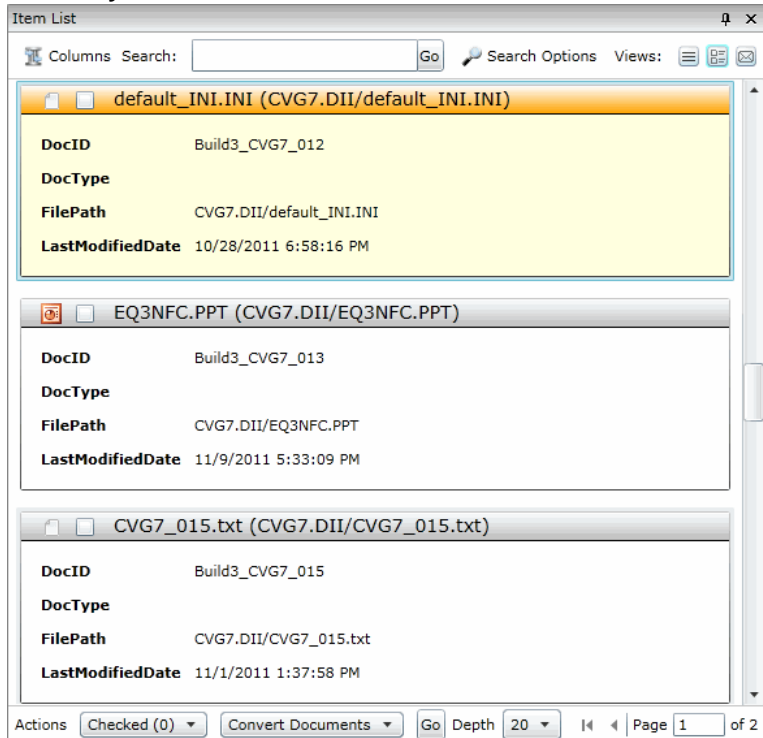
Using the Summary View

The Summary view displays a detail of the documents.

To access Summary view

❖   In the *Item List* panel, click the **Summary View** button ▦ .

Summary View

Using the Timeline View

This view lets you view file actions and the date and time that those actions took place. You can view the following file action information:

- File (Created, Last Modified, Last Accessed)
- Registry (Modified)
- Event Log (Event Created)
- Email (Sent and Received)
- Process (Start time)
- Queried events (see the *Admin Guide)*

Each action is listed on it own row in the list.

Note: You can configure the format that dates are displayed in. SeeConfiguring the Date Format Used in Review page 20

The Timeline View is an extension of the default Grid View with special event columns data added.

The following columns are added:

- *EventType* - Displays the type of action (created, last accessed, and last modified)
- *EventDate* - Displays the date and time of the file action.
- *EventData* - Displays data about the item that evoked the timeline event. For example:
  - If the event was file-related, the name of the file is displayed.
  - If the event was process-related, the name of the process is displayed.
  - If the event was web-related, the name of the URL is displayed.
  - If the event was email-related, the email subject is displayed.
  - If the event is from an EVTX file, the event data xml is displayed.

When you open the Timeline View, any other columns that you had configured for the Grid View are maintained.

Note: The ActionDate and ActionType columns are only available in the Timeline View.

If you perform a search or filter in the Grid View, and then change to the Timeline View, only the results of the search or filter are in the list.

A difference between the normal Grid View and the Timeline View is that the Timeline View displays multiple rows for the same item (ObjectID). Each row will have a different action type but have the same Object ID. Depending on your data and how your list is sorted, rows for the same file may be on different pages. When you check an item to perform an action on it, all rows related to ObjectID file are also checked.

From the Timeline View, you can do the following:

- Sort on one or more columns including the *ActionDate* and *ActionType* columns.
- Use filters on any column.
- Add columns to the view. (Any added columns persist when returning to the Grid View.)
- Perform mass actions on items in the list.
  See Performing Actions from the Item List on page 69.
- Export the list to CSV.
  You will get a separate row in the CSV for every Action Type.
  See Exporting a List to CSV on page 70.
- You can view, filter, and sort events related to modifying registry keys
- You can view, filter, and sort log2timeline events that come from *Add Evidence* and *Collection* jobs.

To access the Timeline view

❖ In the *Item List* panel, click the **Timeline View** button 🕐.

Performing Actions from the Item List

You can perform mass actions on items in the list.

There are two drop-downs for performing actions.

- In the first Actions drop-down, you specify whether you want to perform an action on all of the objects in the grid or only the checked objects.
- In the Action-type drop-down, you select the action that you want to perform.

Actions You Can Perform in the File List

Task	Link
Add to KFF	Adds the MD5Hash value of the selected item to a KFF hash set. See Adding Hashes to Hash Sets Using Project Review on page 346.
Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. (Default action) See Coding Multiple Documents on page 147.
Create Report	Allows you to create a report of the selected items. See Creating Project Files Reports on page 135.
Delete Evidence	Allows you to delete the selected items from the Project. See Deleting Documents on page 154.
Export List to CSV	Allows you to export the selected items to a CSV file. See Exporting a List to CSV on page 70.
Global Replace	Allows you to search and replace values in non-read only fields. See Using Global Replace in the Searching documentation. Using Global Replace page 190
Imaging	Allows you to create an image for the selected item. See Imaging Documents on page 109.
Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 117.
Local Bulk Print	Allows you to send the selected item to a local printer. See Local Bulk Printing on page 170.
Network Bulk Print	Allows you to send the selected item to a network printer. Reviewers with the Imaging permission can print multiple records. See Bulk Printing on page 169.
OCR Documents	Allows you to OCR the selected item. See Using OCR on page 70.
Remove Document Group Items	Allows you to remove the document group association from the selected item. See Deleting a Document Group in Project Review on page 176.
Remove from Case Organizer	Allows you to remove selected Case Organizer associations from the selected item. See Using the Case Organizer on page 123.

Actions You Can Perform in the File List

Task	Link
View Transcripts	Allows you to open a transcript viewer for each selected transcript so that you can view them side by side. See Viewing Transcripts on page 100.

Exporting a List to CSV

You can export the *Item List t*o a CSV file. Any field that is available in the list can be exported to a CSV file. Once exported, you download the exported CSV file from the *Work List* on the *Home* page.

To perform an Export to CSV action

1. Identify the files that you want to perform the action on by doing one of the following:
   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.
2. In the second *Action* drop-down, click **Export List to CSV**.
3. Click **Go**.

To view the status of an Export to CSV job

1. Click [icon] *Return to Project Management*.

2. For the project, click [icon] *Work Lists*.

3. Under *Job Type*, view the *ExportToCSV* job.

To download the CSV file

1. On the *Work List* page, select the *ExportToCSV* job that you want to download the file for.
2. In the *Filter Options* pane, click **Download**.
3. Select to **Open** or **Save** the file.
4. If you save the file, go to your *Downloads* folder to access the file.

Using OCR

You can create a job to OCR documents if you did not select to have this done during processing.

About Optical Character Recognition (OCR)

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

OCR currently supports English only.

Some limitations and variables of the OCR process include:

- OCR can have inconsistent results. OCR engines have error rates which means that it is possible to have results that differ between processing jobs on the same machine with the same piece of evidence.

- OCR may incur longer processing times with some large images and, under some circumstances, not generate any output for a given file.

- Graphical images that have no text or pictures with unaligned text can generate illegible output.

- OCR functions best on typewritten text that is cleanly scanned or similarly generated. All other picture files can generate unreliable output.

- OCR is only a helpful tool for you to locate images with index searches, and you should not consider OCR results as evidence without further review.

- Documents that have already been processed for OCR do not process again.

- Documents imported with the @O token cannot be processed for OCR. The Text tab displays filtered text.

OCR Options

- File Types

  You can select which file types to OCR

- Filtering Options

  You can select whether or not to OCR documents based on their file size and whether or not they are full color documents.

- Multi-Language OCR

  When you use the OCR action, there is a new option to select to OCR from one of 35 languages.

  You can only select one language per file per job. You can re-run the job and select a different language.

- Re-OCR documents

  When you use the OCR action, there is a new option to Re-OCR a document. For example, if a document has two languages, you can OCR it in one language and then re-OCR it in the other language.

Performing an Optical Character Recognition (OCR) Action

To perform an OCR action

1. Identify the files that you want to perform the action on by doing one of the following:
   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.
2. In the second *Action* drop-down, click **OCR Documents**.
3. Click **Go**.

About Viewing Optical Character Recognition (OCR) Jobs

After performing an OCR action you can view the the status of the OCR job.

To view the status of an OCR job

1. Click *Return to Project Management*.

2. For the project, click *Work Lists*.

3. Under *Job Type*, view the *OCR Documents* job.

Using the Project Explorer Panel

The Project Explorer provides tools to help you organize and cull your data.
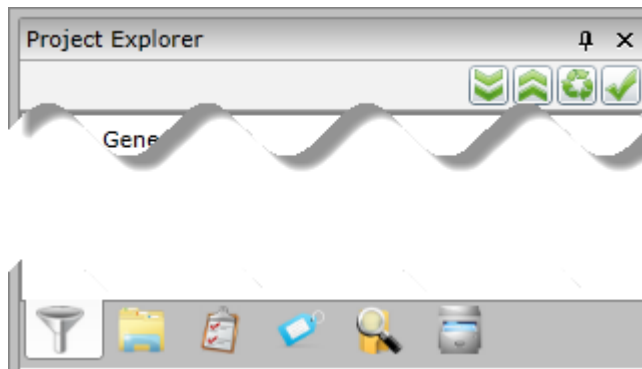
The Project Explorer panel has the following tabs:

	Facets	This is the default tab and lets you use facets to cull your data. See Filtering Data in Case Review on page 209.
	Explore	This can be used to cull your data by specific sets or groups of documents. See The Explore Tab on page 73.
	Navigation	This lets you specify the scope of data viewable in the Item List panel by pivots such as Jobs, Groups, People, Computers, Network Shares, or Mobile Devices. (Not available in all products) See The Navigation Tab on page 74.
	Tags	This lets you manage and view the different types of coding tags, Production Sets, and Case Organizer objects. See Using Tags and the Case Organizer on page 115.
	Searches	This lets you view searches that you have run and saved. See Introduction to Searching Data on page 179.
	Review Sets	This lets you manage and view Review Sets. See Managing Review Sets on page 251.

In the Project Exporer, you use the following icons:

	Expand the items in the list.
	Collapse the items in the list.
	Reset the selections.

Apply the selections to the Item List.

Important: You must reset each tab of the Project Explorer individually. For example, if you apply a filter on the Explore tab, and then apply a filter on the Facets tab, you must go to each tab and reset the selections to undo them.

The Explore Tab

The *Explore* tab in the *Project Explorer* panel can be used to cull documents by the following items:

- Document Groups
- Exhibits
- Export Sets
- Notes
- Transcripts

Explore Tab
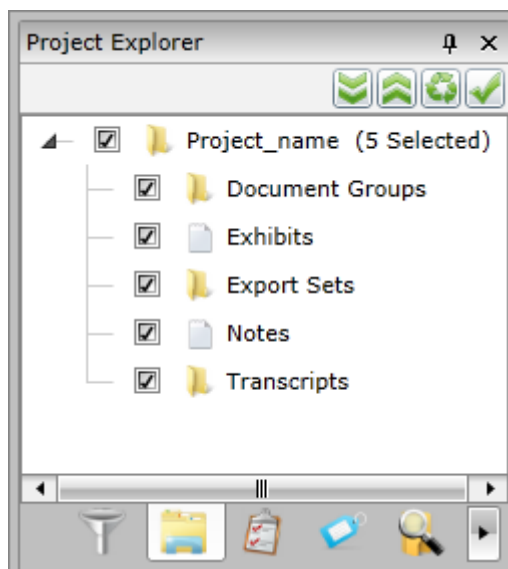
When you check an item in the document tree, then click the *Apply* icon, all documents in that category will be included in your search query.

Note: If you check only the parent node, you will not get any documents included in the search. You must select one or more of the child nodes (Document Groups, Transcripts, Notes, or Exhibits) in order to return results.

Elements of the Document Tree

Element	Description
Document Groups	Check to include document groups in your search. Right-click to create document groups.

Elements of the Document Tree

Element	Description
Exhibits	Check to include exhibits in your search. See Working with Transcripts and Exhibits on page 95.
Exports Sets	Check to include export sets in your search. See About Creating Export Sets on page 290.
Notes	Check to include notes in your search. See The Notes and Transcript Notes Panels on page 86.
Transcripts	Check to include transcripts in your search. Right-click to create transcript groups, upload transcripts, update transcript, and upload exhibits. See Working with Transcripts on page 95.

The Navigation Tab

Use the navigation panel to specify the scope of evidence that you want to view in the Item List panel of the Project Review. You can view evidence by specific sources of data such as Jobs, Groups, People, Computers, Network Shares, or Mobile Devices.

Navigation Panel
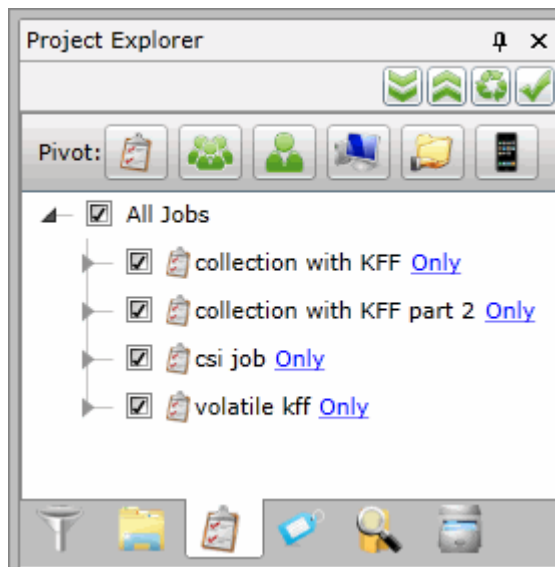
Elements of the Navigation Panel

Element	Description
Navigation Tree Button	Select this button to select the scope of evidence from among the following: ● Jobs ● Groups ● People ● Computers ● Shares ● Mobile
Jobs Button	Click to select a scope of evidence from the jobs in the project.
Groups Button	Click to select a scope of evidence from the groups in the project.
People Button	Click to select a scope of evidence from the people in the project.
Computers Button	Click to select a scope of evidence from the computers in the project.
Shares Button	Click to select a scope of evidence from the network shares in the project.
Mobile Button	Click to select a scope of evidence from the mobile devices in the project.
Apply Button	Click to apply the scope that you selected. Results appear in the Item List panel.

Using Document Viewing Panels

You can use various panels to view document data.

See Viewing Data in Panels on page 55.

You can use the following panels:

- See Using the Natural Panel on page 76.
- See Using the Image Panel on page 80.
- See Using the Text Panel on page 81.
- See Using the KFF Details and Detail Information Panels on page 82.

Using the Natural Panel

You can use the Natural Panel to view, annotate, and redact documents in your project.

The first time you use this, you will need to follow the prompts to install the viewer application. When Internet Explorer displays a message that it has blocked a pop-up, select **Always allow** from the **Options for this site** pull-down.

Elements of the Natural Panel

Element	Description
Standard Viewer	Lets you view a AccessData-generated SWF version of the document that lets you do the following: ● View the document as it appears in its native format ● Edit the document with annotation tools See Using the Standard Viewer and the Alternate File Viewer on page 78. See About Annotating Tools on page 159.
Alternate File Viewer	Uses INSO viewer technology that lets you view the document as it appears in its native format. This format has some limitations on the data that can be displayed. In some cases the Standard Viewer has greater functionality. See Using the Standard Viewer and the Alternate File Viewer on page 78.
Annotate Native	Click to annotate the native document. A new version of the document will be created in SWF format. Check the progress of the image being created in the *Work List* of the *Home Page*. See Using the Standard Viewer and the Alternate File Viewer on page 78.
Create Image	Click to create an image of the native document. An image of the document will be created. Check the progress of the image being created in the *Work List* of the *Home Page*.
Highlight Profile	Select a predefined highlight profile to apply to the document.
Find	Enter a word or phrase to find in the document. The term highlights in the panel. You do not need to enter the whole word or phrase. You can begin to type the first few letters of the word and the pane highlights the first word that matches the typed letters. For example, typing "Glo" highlights the word "Global." To navigate from one highlight to the next, use the arrow keys. **Note: You cannot navigate highlighted terms displayed by a highlight profile.**
Copy Selected Text	Enter a word or phrase to find in the document.

To view documents in the Natural panel

1. In *Project Review*, select a file in the *Item List* panel.

2. Click the **Natural** tab.

   If the *Natural* panel isn't showing, select the panel from the Layouts drop-down.

Using the Standard Viewer and the Alternate File Viewer

The Natural panel has two viewers that have different functionality:

- *Standard Viewer*
- *Alternate File Viewer*

Both of these viewers are designed to show documents as they would appear natively.

The most basic viewer is the *Alternate File Viewer*. This viewer uses the OutsideIn viewer technology to display the content of a document as it would in its native application.

Note: The following file types do not display in the Alternate File Viewer: 3G2, 3GP, 7ZIP, AD1, AIF, ASF, AVI, ASX, DBX, DD, DMG, E01, EX01, FLAC, FLV, GZIP, JAR, L01, M3U, M4A, M4V, MID, MKV, MOV, MP3, MP4, MPA, MPG, NSF, OGG, OST, PST, RA, RAR, RM, SRT, SWF, TAR, VOB, WAV, WMA, WMV, WTV, ZIP, and ZIPX. Also, files over 50 MB will not display. However, depending upon the options that you select, these files will be processed.

The more advanced viewer is the *Standard Viewer*. This viewer lets you view an AccessData-generated SWF version of the document that lets you do the following:

- View the document as it appears in its native format
- Edit the document with annotation tools (See About Annotating Tools on page 159.)

However, in order to view content in the *Standard Viewer*, a document must first be converted to a format that can be annotated or redacted.

See About Generating SWF Files for Annotating or Unitizing on page 156.

In some cases the Standard Viewer has advanced viewing capabilities. For example, if a Word document has Track Changes enabled, this viewer can show the formatted changes, whereas the *Alternate File Viewer* cannot.

AccessData converts documents into an Adobe's SWF file format for viewing and editing. As a result, the *Standard Viewer* will only display files that have been converted to SWF.

If a SWF file is not available, the contents of the file will be displayed using the *Alternate File Viewer*.

Standard Viewer Features

In the *Standard Viewer*, you can do the following:

- Use the Annotation feature.
  See Annotating Evidence on page 158.

- Use the Unitization feature.
  See Unitizing Documents on page 167.

- Use in-document searching
  The in-document searching includes type-down capabilities and counts.

- Print the current document.
  See Annotating Evidence on page 158.

Workflow for the Standard Viewer and the Alternate File Viewer

- If the *Enable Standard Viewer* processing option is enabled, the *Standard Viewer* is the default viewer. When you click a file in the item list, if a SWF has been generated, or if the file can have a SWF generated, it will display in the *Standard Viewer.*

  If the SWF file has not yet been generated, it will do so automatically.

  If you click a file that does not support SWF, it will be displayed in the *Alternate File Viewer* instead.

- If the *Enable Standard Viewer* processing option is not enabled, by default, the *Alternate File Viewer* is used. If you then switch to the *Standard Viewer*, and if a SWF can be generated, it will be converted "on-the-fly".

Attachment Counts

You can see attachment counts on imported Emails in the *Natural* panel.

Emails imported using a load file, are constructed in the *Natural* panel using the metadata from the load file for a consistent Outlook type look and feel. In previous versions emails with attachments did not display that attachments existed unless the user imported these files as EDOCS. Now, when importing these files as EMAIL document types, the count of the attachments is now displayed in the Natural Viewer. Emails processed using evidence processing will display the attachment name rather than the attachment count.

Standard Viewer Caching

When you view an item in the *Standard Viewer*, it now caches the next few items in the *Item List*. This makes navigating to and viewing the next item much faster.

Note the following:

- The number of files that is cached is based on GridCacheCount value in the Map\Web.config file. (The default is 3)

- It only caches the next items, not the previous items.
- When using the Standard Viewer, it loads the generated SWF file for the item. This new feature caches the SWF files. If SWF files do not already exist, a SWF is auto-generated on-the-fly and may take a few seconds. You can make SWF files in bulk by using the Imaging action.

Using the Image Panel

The *Image* panel displays image documents and electronic documents that have been converted into images from the *Natural* panel.

The *Image* panel displays the selected document as an image. You can perform annotations and make notes in this view.

Image Panel

See About Annotating Tools on page 159.

See Unitizing Documents on page 167.

To view documents in Image view

1. In *Project Review*, select a file in the *Item List* panel.
2. Click on the **Image** view tab.
   If the *Image* panel isn't showing, select the panel from the Layouts drop-down.

Using the Text Panel

The *Text* panel in *Project Review* displays the file's content as text. There are two options for viewing text:

- *Filtered* text - This is basic text that is extracted during processing (unless you used the *Quick* Processing Mode).

- *OCR* - This is text that is generated using OCR.
  See
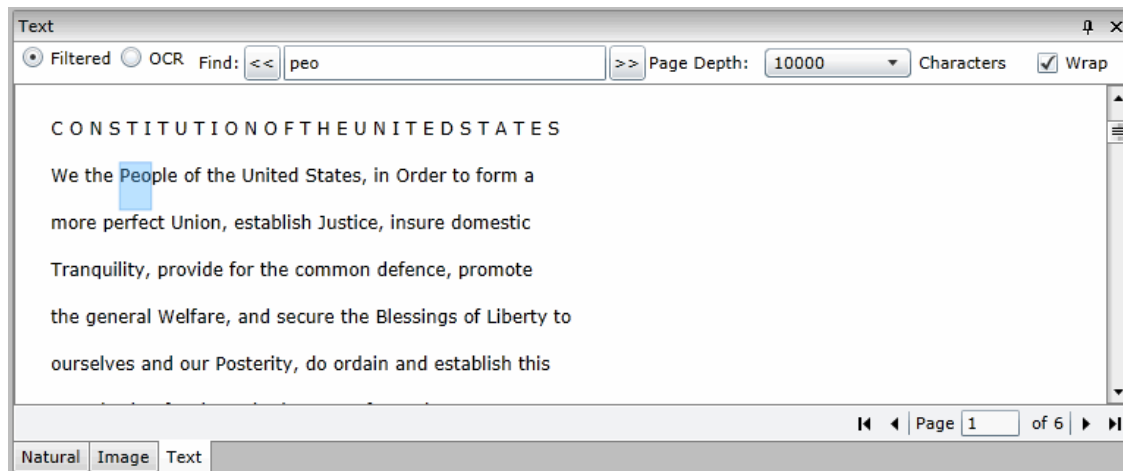
Text Panel

Elements of the Text Panel

Element	Description
Filtered / OCR	Select to view *Filtered* text or *OCR* text.
Find	Search for text in the document.
Page Depth	Limit how much text is displayed by setting the *Page Depth* in characters.
Wrap	Configure the text view so that sentences wrap if they are longer than the panel's width (on by default).

To view documents in Text view

1. In *Project Review*, select a file in the *Item List* panel.
2. Click on the **Text** view tab.
   If the *Text* panel isn't showing, select the panel from the Layouts drop-down.

Using the KFF Details and Detail Information Panels

You can show the *KFF Details* panel or the *Detail Information* panel*.

- The *KFF Details* panel is displayed when using the *Review* layout.

- The *Detail Information* panel is displayed when using the *CIRT* layout.
  The *Detail Information* contains tabs that allow you to view information about the selected record.

You can enable these panels by customizing the *Project Review* panels and layouts.
See Customizing the Project Review Layout on page 50.

Elements of the Detail Information Panel

Element	Description
Archived Details	Displays the details of the file path, size, and dates associated with the record.
Cerberus	Displays the Cerberus threat score for the record. You will see data for applicable files if you selected the Enable Cerberus processing option. See the *About Cerberus Malware Analysis* chapter. You can download the information as an HTM file by clicking **Download** in the bottom-right corner.
KFF Details	Displays the details of the Known File Filter for the selected record. See Using KFF (Known File Filter) on page 340.
Evidence Source	Displays the source of the evidence.

To view KFF Detail / Detail Information

1. In *Project Review*, select a layout that displays the desired panel.

2. Select a file in the *Item List* panel.

3. Click on the *KFF Detail* / *Detail Information* view tab.

Using Document Data Panels

You can use the following document data panels in Review:
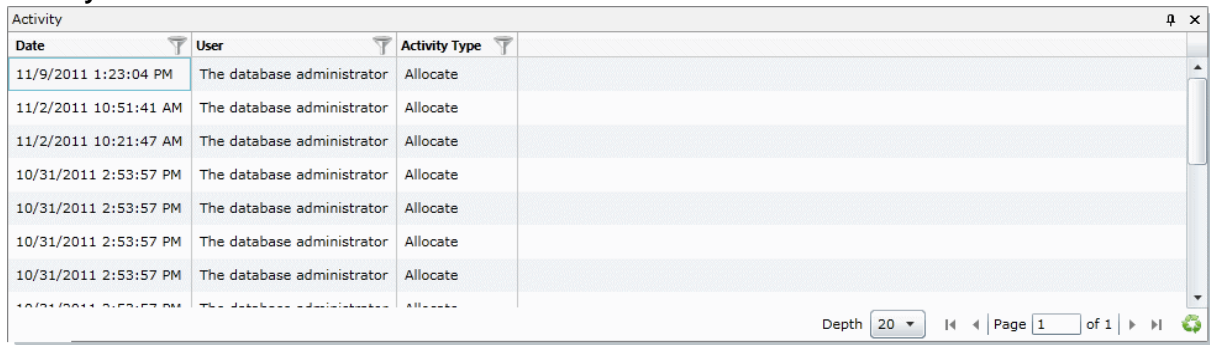
- The Activity Panel page 83
- The Related Panel page 84
- The Production Panel page 85
- The Notes and Transcript Notes Panels page 86
- The Conversation Panel page 86
- The Family Panel page 88
- The Linked Panel page 90
- Exporting a List to CSV page 70
- Using OCR page 70

See Viewing Data in Panels on page 55.

The Activity Panel

The *Activity* panel on the *Project Review* page lists the history of actions performed on the selected document.

Activity Panel

Activity			‍‍‍‍	⎁ ✕
Date ▽	**User** ▽	**Activity Type** ▽		
11/9/2011 1:23:04 PM	The database administrator	Allocate		
11/2/2011 10:51:41 AM	The database administrator	Allocate		
11/2/2011 10:21:47 AM	The database administrator	Allocate		
10/31/2011 2:53:57 PM	The database administrator	Allocate		
10/31/2011 2:53:57 PM	The database administrator	Allocate		
10/31/2011 2:53:57 PM	The database administrator	Allocate		
10/31/2011 2:53:57 PM	The database administrator	Allocate		
10/31/2011 2:53:57 PM	The database administrator	Allocate		

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Elements of the Activities Panel

Element	Description
Date Column	Displays the date of the action performed.
User	Displays the user that performed the action.
Activity Type	Displays the detailed information regarding the action performed.

The Related Panel

In version 6.0, the *Similar* panel was renamed to the *Related* panel.

The *Related* panel in *Project Review* is used to show similarity between documents. This panel displays documents that are clustered together based on their content. The similarity is determined by running Cluster Analysis. You can perform Cluster Analysis by doing one of the following:

- When creating a project, select the *Cluster Analysis* processing option.

- After initial processing, on the *Home* page, select the project, click ![plus icon], and click **Cluster Analysis**.

Performing Cluster Analysis will take some time after normal processing is completed. For information on performing Cluster Analysis, see the *Admin Guide* or *Project Manager Guide*.

When Cluster Analysis is run, a "K-means" algorithm is run to determine a pivot document. Other documents are then compared to the pivot. If a document has an 80% similarity to the pivot, it will be displayed in the list in the panel.

Related Panel

- There is a *DeDuplicate Type* column that shows if it is *Primary* or *Secondary.*
- The Clustered Distance Score column indicates whether the document is *Duplicate* or clustered data (with a *% score*).
- Items that are *Duplicates* are displayed at the top of the grid.
- The star icon indicates the pivot document.

Elements of the Related Panel

Element	Description	
File list	Displays the Pivot item (designated by the gold star) and other items that are similar. The level of similarity of each item to the pivot is displayed as a percentage.	
Actions	You can select items and then perform the following actions on items in the list.	
	Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 117.
	Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 147.
	Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.
Go	Performs the selected action on the selected items.	

The Production Panel

The *Production* panel in *Project Review* displays the history of production for the project. You can navigate to produced documents via hyperlinks in the Production panel. The ProductionDocID appears as a hyperlink in the Production panel. While viewing a source document highlighted in the Item List, you can click on the ProductionDocID in the Production panel, and the produced document opens in a new window.

When a document is produced, it is automatically linked to the original from which it was produced. When looking at the original document, you can see that it has been produced.

You can navigate to the produced documents via hyperlinks in the Production panel.

● The ProductionDocID appears as a hyperlink in the Production panel. While viewing a source document highlighted in the *Item List,* you can click on the *ProductionDocID* in the *Production* panel, and the produced document opens in a new window.

- Also, if you display produced documents in the *Item List* by filtering, the *Source ID* of a produced document appears as a hyperlink in the *Production* panel. Clicking on the *Source ID* opens the source document in a new window.

Note: Export sets do not have hyperlinks in the Production panel.

Production Panel

The Notes and Transcript Notes Panels

In version 6.0, the *Notes* panel was renamed to the *Transcript Notes Panel*.

See Adding a Note to a Transcript on page 100.

In version 6.x and later, notes are now stored in the *Case Organizer*.

See Using the Case Organizer on page 123.

If you are using an environment that was upgraded from 5.x, your legacy notes are not converted to the *Case Organizer* and can still be viewed in the legacy *Notes* panel. Notes can be viewed and deleted from the *Notes* panel for users with the View Notes and Delete Notes permission.

The Conversation Panel

The *Conversation* panel in *Project Review* displays email conversation threads and emails from a cluster. The Conversation panel shows any compilation of related messages that makes up a conversation. The displayed threads are those emails that are sent and answered, or forwarded emails with the originals and any string of threads that went back and forth for each message.

Emails are organized by cluster in the *Conversation* panel.

- The email clusters are displayed in a hierarchical order with the original message displayed first, followed by subsequent messages for any email that have a conversational ID.
- There may be an email in the cluster that is from the thread which is not necessarily a part of the cluster since they are a part of the thread.

- Emails may be identified because they are in the cluster, but not a part of the thread.

- Emails listed in green text are clusters

- Emails listed in black text are threads

- The icons that are displayed for each email in the hierarchy which are as follows:

  - Purple arrow from right to left is reply

  - Green arrow from left to right is sent

You can use the *Filters* panel to refine the list by:

- Who the email was sent to

- Who the email is from

- Date range

Conversation Tab

Elements of the Conversation Tab

Element	Description	
Email Count	Displays the number of emails in the thread.	
Attachments	Displays the number of attachments.	
Time Frame	Displays the time frame when the emails were sent.	
Participants	Displays the email address of the email participants.	
Actions	You can select items and then perform the following actions on items in the list.	
	Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 117.
	Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 147.
	Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.

Elements of the Conversation Tab

Element	Description
Go	Performs the selected action on the selected items.

The Family Panel

The *Family* panel in *Project Review* lists the family relationships for email documents. The *Family* panel shows the email message and any attachments to the message.

The *Family* panel will display related documents if you select the parent or child document.

Note: If you have a zip file containing a folder, the family relationship does not contain the folder because the folder is omitted from view.

For both the message file and the attachments, you can do the following:

- Click the item to view the item in the *Natural* panel.
- Perform actions:
    - Apply labels.
      See Applying and Removing Labels on page 117.
    - Perform Bulk Coding.
      See Coding Multiple Documents on page 147.
- Compare documents.
- Click the hyper link to open the child or parent document in a new window.

Note: In order to avoid memory issues, the family panel will limit the amount of documents retrieved to 1000. Families will be displayed for the following types of documents: TAR, JAR, GZIP, RAR, 7ZIP, ZIP, and ZIPX. Families will not be displayed for the following type of documents: AD1, PST, NSF, OST, E01, CSV, and DII.

Family Panel
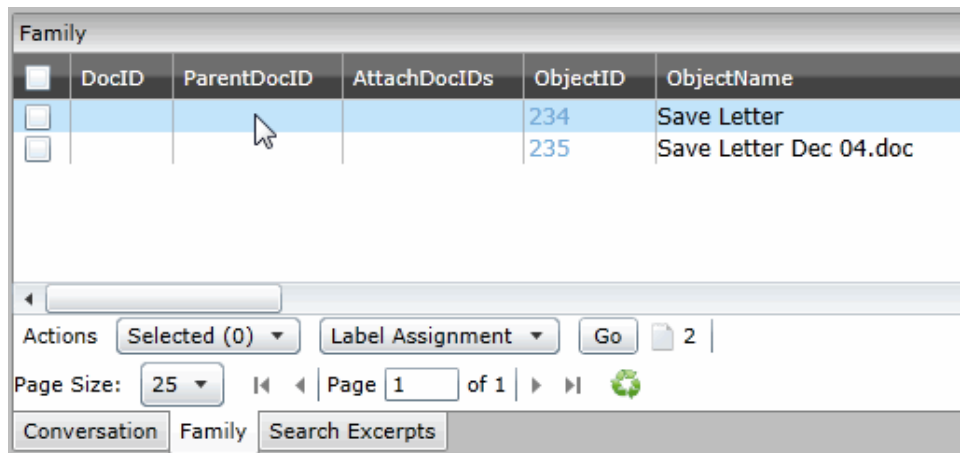
Elements of the Family Panel

Element	Description	
DocID	Displays the DocID for the documents in the same family as the selected document.	
ParentDocID	Displays the DocID for the parent document.	
AttachDocIds	Displays whether the parent document has attachments.	
ObjectID	Displays the ObjectID of the document or the documents in the same family as the selected document.	
ObjectName	Displays the ObjectName of the document or the documents in the same family as the selected document	
Actions	You can select items and then perform the following actions on items in the list.	
	Label Assignment	Allows you to assign or remove a label from the selected item. See Applying and Removing Labels on page 117.
	Bulk Coding	Allows you to apply issues, categories, and other field coding to the selected item. See Coding Multiple Documents on page 147.
	Compare Docs	Allows you to compare the contents of two items. Select the documents that you want to compare, select *Compare Docs*, and click **Go**. A new window opens and displays a report that details how the items compare.
Go	Performs the selected action on the selected items.	

The Linked Panel

The *Linked* panel in *Project Review* displays two types of documents:

- Documents manually linked to other documents of the same project
  See Adding Links to a Transcript on page 101.
  See Adding a Link on page 164.
- Documents linked to other documents during import

Linked Panel
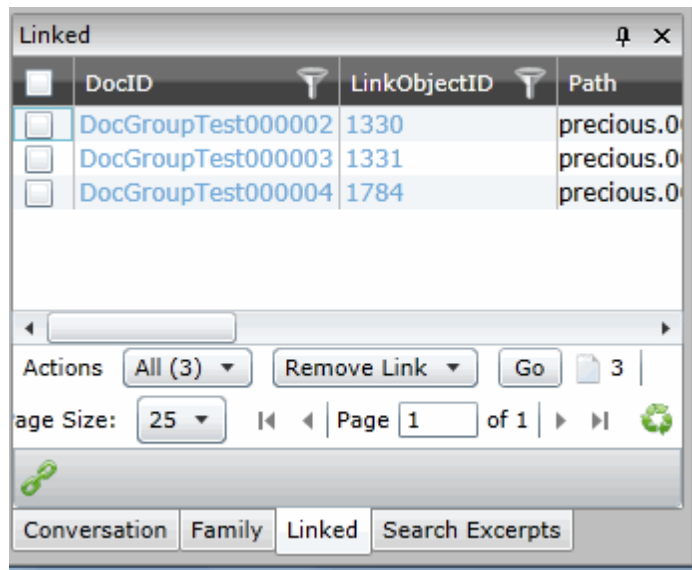
Elements of the Linked Panel

Element	Description
DocID	The DocID of the linked documents.
LinkObjectID	The ObjectID of the linked documents.
Path	The path of the linked documents.
Actions	You can remove links from a document. Select the linked documents that you want to remove.
Go	Click to execute the selected action.
Page Size	Select the number of documents you want visible in the *Linked* panel.
Page	Lists the page you are on and the number of pages. Click the next arrow to see the next page.
Refresh	Click the refresh button to update the *Linked* panel.
Link	Lets you link additional documents.
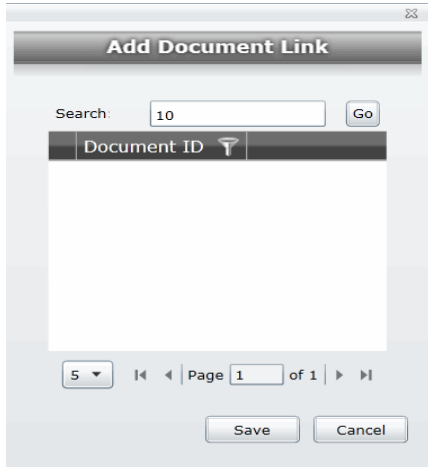
Adding a Link from the Linked Panel

You can manually link other documents.

To add a link from the Linked panel

1. Select a document that you want to add a linked document to.

2. In the *Linked* panel, click [link icon] *Link*.

   The **Add Document Link** dialog appears.

Add Document Link Dialog

3. In the *Search* field, enter the DocID of the document you want to link to.
4. Press the tab button to activate the *Go* button and click **Go**.
5. Select the document you want to link to from the search results.
6. Click **Save**.

Viewing Timeline Data

You can parse and view the following types of timeline data.

- Data that is contained in CSV files that are in the Log2timeline format
- EVTX event logs

You can view the data in the *Alternate File Viewer* of the *Item List*.

The individual records from the original files will be interspersed with other data, giving you the ability to perform more advanced timeline analysis across a very broad set of data. In addition you can leverage the visualization engine to perform more advanced timeline based visual analysis.

To process timeline files, there is a *Timeline Options* processing option. This option is not enabled by default.

You can view timeline data in one of two ways:

View the original files, such as the CSV or EVTX	In the *Item List*, you can see the original files. When you select a file, you can view the information that is contained in each file in the *File Content* pane.
Expand file data out as individual records	When you expand timeline files, each record is extracted. As a result, in the *Item List*, each record is shown as its own item.
	If you expand Log2Timeline files into separate records, you can also use columns to view each field.
	See the table Log2timeline CSV fields (page 93)

To expand timeline files and view individual records

1. Create a new project.
2. In the Processing Options, select **Expand Additional Timeline Events**.
3. Include a timeline file, such as a Log2timeline CSV or EVTX file in your evidence and process it.
4. In *Review*, in the *Item List*, you can click and view the contents of original file.
5. You can also view the expanded individual records in individual rows.
   Log2Timeline items have *row #...* in the *ObjectName*.
   EVTX items have a event # ... in the *ObjectName*.
6. You can use the Timeline view to sort items by data and time.
   See Using the Timeline View on page 67.

To filter timeline data

1. You can filter your data to find timeline data.
   For example, you can find Log2Timeline data by using the *File Category > Other Known Types* facets:
   - The original zip files: *Log2t CSV logs*
   - The expanded entries: *Log2t CSV log entries*
   You can find EVTX data by using the *File Category > OS/File System Files* facets:
   - The original EVTX files: *Windows EVTX Events*
   - The expanded entries: *Windows EVTX Event*

To add Log2Timeline-related columns in the Item List

1. In Review, click **Options** > **Columns**.

2. Add one or more **Log2T** columns.

3. Click **OK.**

Log2timeline CSV fields

Log2t Desc	A description field, this is where most of the information is stored. This field is the full description of the field, the interpreted results or the content of the actual log line..
Log2t Extra	Additional information parsed is joined together and put here. This 'extra' field may contain various information that further describe the event. Some input modules contain additional information about events, such as further divide the event into source IP's, etc. These fields may not fit directly into any other field in the CSV file and are thus combined into this 'extra' field.
Log2t Filename	The full path of the filename that contained the entry. In most input modules this is the name of the logfile or file being parsed, but in some cases it is a value extracted from it, in the instance of $MFT this field is populated as the name of the file in question, not the $MFT itself.
Log2t Format	The name of the input module that was used to parse the file. If this is a log2timeline input module that produced the output it should be of the format Log2t::input::NAME where name is the name of the module. However other tools that produce l2t_csv output may put their name here.
Log2t Host	The hostname associated with the entry, if one is available.
Log2t Inode	The inode number of the file being parsed, or in the case of $MFT parsing and possibly some other input modules the inode number of each file inside the $MFT file.
Log2t MACB	The MACB or legacy meaning of the fields, mostly for compatibility with the mactime format.
Log2t Notes	Some input modules insert additional information in the form of a note, which comes here. This might be some hints on analysis, indications that might be useful, etc. This field might also contain URL's that point to additional information, such as information about the meaning of events inside the EventLog, etc.
Log2t Short	The short description of the entry, usually contains less text than the full description field. This is created to assist with tools that try to visualize the event. In those output the short description is used as the default text, and further information or the full description can be seen by either hovering over the text or clicking on further details about the event.
Log2t Source	The short name for the source. This may be something like LOG, WEBHIST, REG, etc. This field name should correspond to the type field in the TLN output format and describes the nature of the log format on a high level (all log files are marked as LOG, all registry as REG, etc.)
Log2t SourceType	A more comprehensive description of the source. This field further describes the format, such as "Syslog" instead of simply "LOG", "NTUSER.DAT Registry" instead of "REG", etc.
Log2t User	The username associated with the entry, if one is available.
Log2t Version	The version number of the timestamp object.

Viewing Graphics and Videos

In the Natural panel, you can view the following kinds of media files that are in your project:

- View graphics files (such as JPEG, GIF, PNG)
- Play video files
  The following video files are supported:

3G2	AVI	MP4	SWF	FLAC
3GP	FLV	MPG	VOB	MKV
ASF	M4V	RM	WMV	WTV
ASX	MOV	SRT	OGG	WEBM

- View video thumbnail files
  How videos are viewed is in part determined by the video processing options that were used when the project was created. For example, you can view video thumbnails that were created at certain intervals. To view thumbnails for video files, you must first enable the Generate (Video) Thumbnails processing option when you create a project.

  See Evidence Processing and Deduplication Options on page 207.

  You can use the Thumbnail View to rapidly scan through the visual contents in a video file, without having to launch and watch the entire video.

  See Using the Thumbnail View on page 65.

To find graphics and media files

- ❖ Do the following:
  - Use filters, such as *File Category* or *File Extensions.*
  - Use the *Thumbnails View.*
    See Using the Thumbnail View on page 65.

To play a video file

1. Select a video file in the *Item List* or *Thumbnail View*.
2. Click the play button in the *Natural Panel*.
   You can change the volume and expand the video viewer.

Chapter 7

Working with Transcripts and Exhibits

Working with Transcripts

Reviewers can view and annotate transcripts using the *Transcripts* panel in *Project Review*. Project managers with the Upload Exhibits, Upload Transcripts, and Manage Transcripts permissions can upload transcripts, create transcript groups, grant transcript permissions to users, and upload exhibits.

You can also work with video transcripts.

Formatting Transcripts

The following transcripts formats are supported:

- ASCII text
- LEF
- EXE

A court reporter's computer-aided transcription ("CAT") system should include the option to save or export a transcript in Summation or Amicus format, both of which are compatible with Summation.

If, however, a court reporter's CAT system does not allow export to Summation or Amicus format — or if a court reporter uses word-processing software to produce a transcript and does not have the option to export a transcript in Summation or Amicus format — the specifications and accompanying illustration below will guide you in creating a Summation-compatible transcript file. Conforming to this specification will save Summation users transcript-loading time, avoid formatting errors, enhance searching capability, and enhance note-location accuracy.

You can convert transcript files to SWF files which will allow them to be displayed in the Standard Viewer panel rather than in the separate transcript.

Summation Preferred Transcript Style Specification

- Transcript size is less than one megabyte
- Page number specification:
  - All transcript pages are numbered
  - Page numbers appear next to the left margin, with the first digit of the page number appearing in Column 1. (See illustration of column numbers and transcript elements below.)

- Page numbers appear at the top of each page
- Page numbers contain at least four digits, including zeros, if necessary. For example, Page 34 would be shown as "0034" or "00034"
- The very first line of the transcript (Line 1 of the title page) contains the starting page number of that volume. For example, "0001" or "00001" if the volume starts on Page 1; "0123" or "00123" if the volume starts on Page 123.

- All lines in the transcript are numbered
- Line numbers appear in the Columns 2 and 3
- Text starts at least one space after the line number. (We recommend starting text in Column 7)
- No lines are longer than 78 characters (letters and spaces)
- If possible, there are no page breaks. If you must include them, they should be on the line preceding the page number
- There is a consistent number of lines per page if neither page breaks nor Summation's page number format are used
- No headers or footers appear, except for headers bearing page numbers only
- In the example below, the column numbers at the top designate how many spaces from the left margin a given transcript element should occur

In the example below, the column numbers at the top designate how many spaces from the left margin a given transcript elements should occur.

Summation Preferred Transcript Style


```
Column numbers:    1234567

No page breaks,        22   Q     Okay.  Will you produce that in 14 days,
headers or footers     23   please?
                       24   A     Okay.
Zero-filled         (00028)
page numbers            1   Q     Off the top of your head, how many appraisals
start in Column 1       2   do you have pending?
                        3   A     Nine, I believe.
Line numbers           (4)  Q     Okay.  How many properties do you have listed
start in Column 2       5   for sale?
                        6   A     I think there's only one that's currently
Text starts            7   listed.
in Column 7            8   Q     Okay.  Are you sharing any listings or
                       9   appraisals with any other brokers or appraisers?
```

Tips for Working With Word-Processed Transcripts

Sometimes word-processed transcripts (e.g., those produced using Microsoft Word) may not display correctly in Summation. This is because, even if the word-processed transcript is exported to ASCII or TXT format, word-processing programs leave behind embedded formatting characters that interfere with proper display in Summation. If you open a word-processed transcript in Microsoft WordPad and see unusual characters, the transcript may need to be edited before loading into Summation. The closer the transcript files are to pure ASCII or TXT format, the better.

The following are some suggested methods to remedy these issues. Success depends on how heavily a transcript has been formatted; e.g., graphics contained in the footers.

Using Generic/Text Only Printer

Reporters can try using word-processing software to create a PRN file, rather than create an ASCII file.

Make a copy of your transcript within the word-processing program to use as a test file and format it in this way:

To format a transcript for a generic/text only printer

1. All pages must have a page number, including the title page, appearance page, etc.
2. The page number should appear at the top of each page.
3. Delete all headers, except for page numbers.
4. Delete all footers.
5. Make sure all lines are numbered.
6. For Microsoft Word transcripts, it may help to select **Use printer metrics to lay out document**. You can find this option in Microsoft Word by selecting **File > Options > Advanced**. Scroll to the bottom of the pane, expand **Layout Options** and select **Use printer metrics to lay out document**.
7. Print the file, selecting Generic/Text Only as the printer. See Adding Generic/Text Only as a Printer on page 97.
8. When prompted, save the file to .PRN format (or as Printer Files in Windows 7).
9. Save the file to a location that you will remember later, such as your Desktop.
10. Open the . PRN file with Notepad to view the result. You can then also save it as a .TXT file.

Adding Generic/Text Only as a Printer

Follow the instructions below to add **Generic / Text Only** as a printer.

These steps may vary somewhat, depending on which version of Windows you are running. The screens may also look slightly different, depending on your view options.

To add Generic/Text Only as a printer

1. In Control Panel, double-click Devices and Printers to open the Devices and Printers screen. Select Add a printer.
2. Select the **Add a local printer option**. Click **Next**.
3. In the **Choose a printer port screen**, choose **Use an existing port and select FILE: (Print to File)** from the drop-down menu. Click **Next**.
4. In the *Install the printer driver* screen, scroll down the list of *Manufacturers* and choose **Generic**. In the *Printers* list, Select **Generic/Text Only**. Click **Next**.
5. The printer is named **Generic/Text Only** by default. This is the name which appears on the list of printers that you select from when printing. Click **Next**.
6. In the **Printer Sharing** screen, select **Do not share this printer**. Click **Next**.
7. In the *You've successfully added Generic/Text Only* screen, uncheck **Set as the default printer**. Click **Finish**.
8. The **Generic/Text Only** printer icon now displays in the *Devices and Printers* folder.

Additional Suggestions

You can use also takes the following actions:

- **Fix "curly" quotes**

  If unusual characters (such as "smart" or "curly" quotes - "") occur within the word-processed transcript and are causing display issues in Summation, convert them to regular characters before creating a text file. For specific instruction, consult your world-processing program's Help file.

- **Convert file via a CAT system**

  Alternatively, try importing a word-processing ASCII file into a CAT system. Apply the CAT system's standard transcript formatting, then export the file in a Summation-friendly format: Amicus, CAT-generated ASCII or Summation. Sometimes condensed-printing programs can also successfully perform this conversion.

- **Double-check transcript page-and-line integrity**

  Whatever method you choose, check the page-and-line integrity of the transcript in Summation with that of the original transcript to ensure that the text appears in the correct position.

The Transcript Panel

The *Transcripts* panel in *Project Review* displays transcripts for the project. You can add and edit notes in the transcript view.

Transcript Panel

Elements of the Transcript Panel

Element	Description
Print Button	Click to print the transcript.
Report	Click to print a report of the transcript with notes and highlights optionally included. To generate a report listing issues, highlights and notes that occur across multiple transcripts, see Generating Reports on Multiple Transcripts (page 104)
Search Field	Enter text that you want to search for in the selected transcript.

Elements of the Transcript Panel (Continued)

Element	Description
Previous Button	Click to go to the previous hit of the search term.
Next Button	Click to go to the next hit of the search term.
Transcript Name	The name of the transcript appears in the title bar.
Previous Page Button	Click to go to the previous page in the transcript.
Page Field	Displays the current page that you are on in the transcript. You can enter a page number to quickly jump to a desired page in the transcript.
Next Page Button	Click to go to the next page in the transcript.

Viewing Transcripts

To view transcripts

1. In the *Project Review*, ensure the *Project Explorer, Item List* and *Transcript* panels are showing.

2. In the *Project Explorer*, in the *Document Tree*, expand the *Transcript* folder.

3. Select the Transcript Groups that you want to view and click ✔ (*Apply*) on the *Project Explorer* panel.

4. In the *Item List* panel, select the transcript you want to view.
   The transcript appears in the *Transcript* panel.

Note: When the *Enable Standard Viewer* processing option is enabled for the project, you can also view transcripts in the *Standard Viewer*.

Annotating Transcripts

Reviewers with the *Add Annotations* permission can annotate transcripts in the *Transcripts* panel.

You can add the following annotations to a transcript:

- See Adding a Note to a Transcript on page 100.
- See Adding Highlights to a Transcript on page 101.
- See Adding Links to a Transcript on page 101.

Adding a Note to a Transcript

Reviewers can add notes to transcripts in the *Transcripts* panel of the *Project Review*. Notes can be viewed and deleted from the Transcript *Notes* panel.

To add a note to a transcript

1. View a transcript in the Transcripts panel.
   See Viewing Transcripts on page 100.

2. In the Transcripts panel, highlight the text to which you want to add a note.

3. Right-click and select **Add Note**.

   The page and line numbers of the highligted areas are displayed.

4. In the *Create Note View* dialog, enter a note in the *Note* field.

5. Select a *Date* for the note.

6. (Optional) Check issues related to the note.

   Note: If you check an issue that has a color associated with it, the selected text will be highlighted that color.

   ---

7. Check the groups with which you want to share the note.

8. Click **Save**.

Adding Highlights to a Transcript

Reviewers with the Add Annotations permission can add highlights to a transcript in the *Transcripts* panel of *Project Review*.

To add a highlight

1. Log in as a user with Add Annotations permission.

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

3. View a transcript in the *Transcripts* panel.

   See Viewing Transcripts on page 100.

4. In the *Transcripts* panel, expand the color drop-down and select a color for your highlight.

Color Drop-down
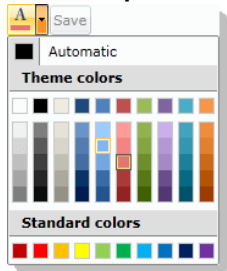
5. Highlight the text and a highlight is added.

Adding Links to a Transcript

Reviewers with the Add Annotations permission can add links to transcripts in the *Transcripts* panel of *Project Review*. Transcripts can be linked to other transcripts or to other documents.

Linking to Another Transcript

To link to another transcript

1. Log in as a user with Add Annotations permission.

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

3. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 100.

4. In the Transcripts panel, highlight the text to which you want to add a link.

5. Right-click and select **Add Transcript Link**.

Add Transcript Link
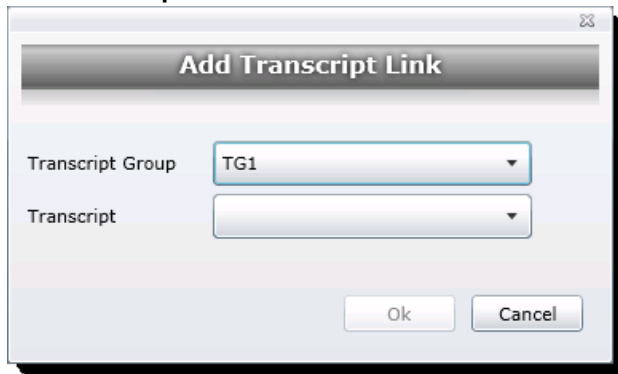
6. In the *Add Transcript Link* dialog, select the **Transcript Group** that contains the transcript to which you want to link.

7. In the **Transcript** drop-down, select the transcript to which you want to link.

8. Click **Ok**.

Linking to a Document

To link to another transcript

1. Log in as a user with Add Annotations permission.

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

3. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 100.

4. In the Transcripts panel, highlight the text to which you want to add a link.

5. Right-click and select **Add Document Link**.

Add Document Link
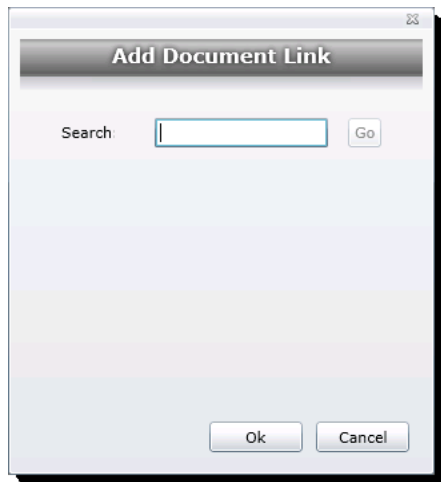
6. In the *Search* field, enter the DocID of the document you want to link to.

   Note: If you want to see a list of DocIDs, enter a wildcard (*) and click Go.

7. Click **Go**.

8. Select the document you want link to from the search results.

9. Click **OK**.

Searching in Transcripts

You can search within a transcript by keyword using the *Transcripts* panel.

To search within a transcript

1. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 100.

2. Enter a keyword in the search field.

3. Click the **Next** button to see the first instance of the keyword. The keyword is highlighted in the transcript.

4. Click the **Next** or **Previous** buttons to see more instances of the keyword.

Displaying Selected Notes

You can display selected notes in the transcripts. This allows you to control which notes to display or hide from view. Filter the notes either by owner or by issues.

To display selected notes within a transcript

1. View a transcript in the *Transcripts* panel.
   See Viewing Transcripts on page 100.

2. Click **Notes**. Click **Apply Filter**.

3. Click either the **By Owner** or **By Issues** radio button.

4. (optional) You can select owners or issues individually. Click **Select All** to select all the owners/issues or **Select None** to clear the check boxes.

5. Click **Apply**.

6. Once the Notes filter has been applied, the filter icon appears orange.

7. (optional) To clear the filter, click the filter icon again.

Displaying Selected Highlights

You can display selected highlights in the transcripts. This allows you to control which highlights to display or hide from view. Filter the highlights either by owner or by color.

To display selected notes within a transcript

1. View a transcript in the *Transcripts* panel.
    See Viewing Transcripts on page 100.

2. Click **Highlights**. Click **Apply Filter**.

3. Click either the **By Owner** or **By Color** radio button.

4. (optional) You can select owners or colors individually. Click **Select All** to select all the owners/colors or **Select None** to clear the check boxes.

5. Click **Apply**.

6. Once the Highlights filter has been applied, the filter icon appears orange.

7. (optional) To clear the filter, click the filter icon again.

Opening Multiple Transcripts

You can open multiple transcripts in by using the mass actions. This will allow you to view multiple transcripts at once. Each transcript opens in a new window.

To open multiple transcripts

1. In the *Item List Grid*, check the transcripts that you want to open.

2. In the first *Actions* drop-down, select **Checked**.

3. In the second *Actions* drop-down, select **View Transcripts**.

4. Click **Go**.

5. Click **OK**.
    The transcripts open in their own windows.

Generating Reports on Multiple Transcripts

You can generate a report listing issues, highlights and notes that occur across multiple transcripts.

To generate the report

1. In *Project Explorer*, click on the *Explore* tab.

2. Right-click **Transcripts**.

3. Select **Transcript Report**.

4. In the *Transcript Report* dialog, select the notes, issues, and highlights on which you want to generate a report. You can select either just your notes and/or highlights or you can select all users' notes and/or highlights.

5. Click **Generate Report**.

The report will display all the transcripts that have those selected notes, issues, and highlights in common. You can export this report to PDF.

Working with Video Transcripts

You can upload and view digital video transcripts with synchronization of the transcript text with the video portion of the transcript. In the Natural panel, you can view the video and the textual transcript side-by-side.

Video transcripts are composed of two primary files that contains the text of the transcript along with syncing information, and a video file.

The following video transcript formats are supported:

- SBF
- MDB

The following video formats are supported:

- MP4

  You can convert other video formats, such as MPG. When uploading other formats they will be converted to MP4.

The synchronization of the video and text transcript is controlled by the synchronisation information contained in the SBF or MDB file. The text is linked to time segments of the video. You can pause, restart, or skip sections in the video.

You can annotate the text of video transcripts.

See Annotating and Unitizing Evidence on page 156.

To upload and view video transcripts

1. In *Review*, in the *Project Explorer* pane, click the *Explore* tab.

2. Right-click **Transcripts** and click **Upload Video Transcript**.

3. Browse to and select the transcript file and the video file.

4. Enter any of the following information:

   - Transcript Groups
   - Deponent
   - Deposition Date
   - Deposition Volume
   - If the transcript contains unnumbered preamble pages.

5. Click **Upload Transcript**.

   If the file that you selected is not an MP4 file, the file is uploaded and converted. This may take several minutes. (Gear icons in the top right of the console will display and spin during conversion.)

6. In the *Project Review*, ensure the *Project Explorer, Item List* and *Transcript* panels are showing.

7. In the *Project Explorer*, in the *Document Tree*, expand the *Transcript* folder.

8. Select the Transcript Groups that you want to view and click (*Apply*) on the *Project Explorer* panel.

9. In the *Item List* panel, select the transcript you want to view.

    The transcript appears in the *Transcript* panel.

10. To view the video, open the *Natural* panel.

    If the video file is still being converted, there will be a video box with the message, *No Converted Video Found.*

    You will need to refresh the panel until the video conversion is complete.

11. When the video completes loading, click > play.

Culling Transcripts and Exhibits

Using the Explorer Panel to Cull Transcripts and Exhibits

You can use the *Explorer Panel* to cull the transcripts and exhibits in a project.

To use the Explorer panel to view transcripts and exhibits

1. In Project Review, in the *Project Explorer* panel, open the *Explorer* tab.
2. Clear the top (project) item.
3. Select the *Transcripts* or *Exhibits* nodes that you want to view and click ✔.

   See The Explore Tab on page 73.

Using Object Type Facets to Cull Transcripts and Exhibits

You can use facets to cull the transcripts and exhibits in a project.

To use facets to view transcripts and exhibits

1. In Project Review, in the *Project Explorer* panel, open the *Facets* tab.
2. Expand the *General > Object Types* category.
3. Expand the *Files & Email* category.
4. Select the *Transcripts* or *Exhibits* facets that you want to view and click ✔.

   See Filtering Data in Case Review on page 209.

The Exhibits Panel

The *Exhibits* panel in the *Project Review* displays the exhibits for the selected transcript.

Exhibits Panel
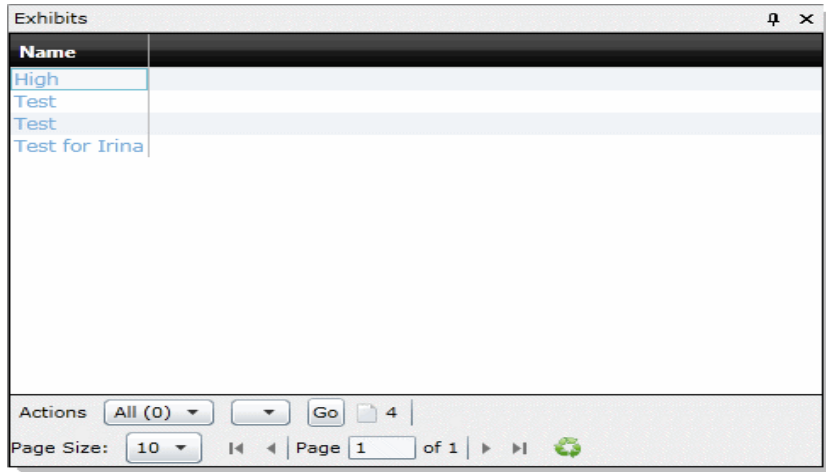
Elements of the Exhibits Panel

Element	Description
Name	Lists the name of the exhibit for the selected transcript.
Actions Drop-down All	Select to perform a mass action.
Action 2nd Drop-down	Select the action that you want to perform.
Go	Click to start the mass action.

Viewing Exhibits

You can use the *Exhibits* panel to view the list of exhibits for the selected transcript. Exhibits are imported by the project manager.

To view exhibits

1. In the *Project Review*, ensure the *Project Explorer*, *Exhibits*, *Item List*, and *Natural* panel are showing.
2. Select a transcript group in the *Project Explorer*.
3. In the *Item List*, select a transcript.
4. In the *Exhibits* panel, select an exhibit.
   The exhibit is displayed in the *Natural* panel.

Chapter 8

Imaging Documents

Reviewers with the Imaging permission can convert multiple documents to an image using the *Imaging* mass action in the *Item List* panel.

Converting a Document to an Image

To convert documents to an image

1. Log in as a user with Imaging permission.

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

3. In the *Project Review*, ensure the *Item List* panel is showing.

4. In the *Item List* panel, check the documents that you want to convert to images. Skip this step if you are converting all the documents to images.

5. In the first *Actions* drop-down at the bottom of the panel, do one of the following:

   - Select **Checked** to convert all the checked documents.

   - Select **All** to convert all documents, including documents on pages not visible.

6. In the second *Actions* drop-down, select **Imaging**.

7. Click **Go**.

Document Conversion Dialog General Options
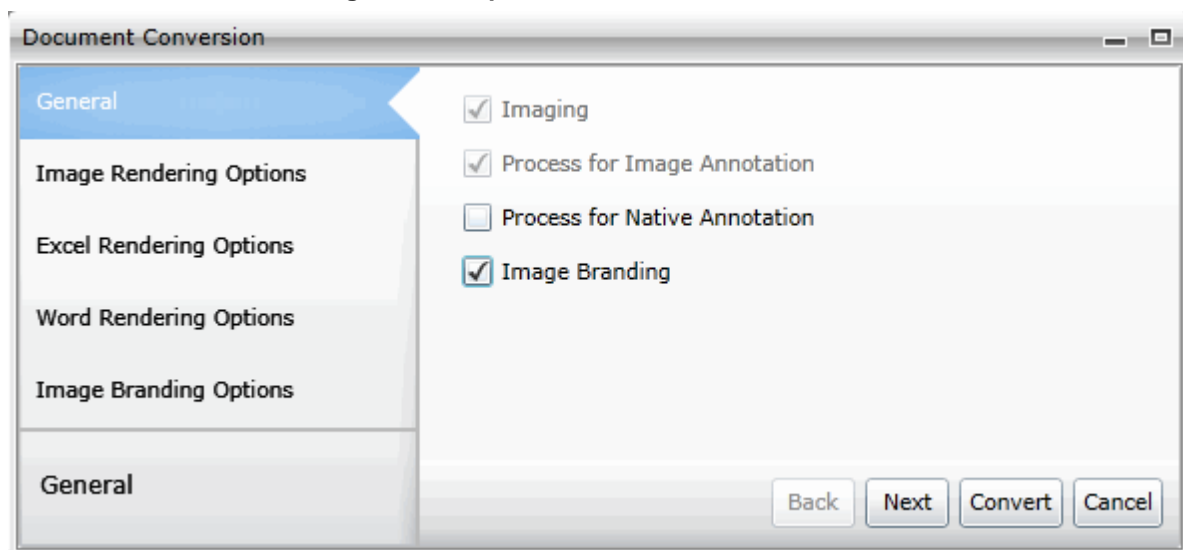
8. In the General tab of the Document Conversion dialog, make your selections and click **Next**. The following options are available.:

General Options

Option	Description
Imaging	Check to create an image of the documents.
Process for Image Annotation	Check to create an image that will appear in the Image panel for annotation.
Process for Native Annotation	Check to create an image that will appear in the Natural panel for annotation.
Image Branding	You can brand the PDF or TIFF image pages with several different brands and in several different locations on the page. See Production Set Image Branding Options on page 283.

Image Rendering Options
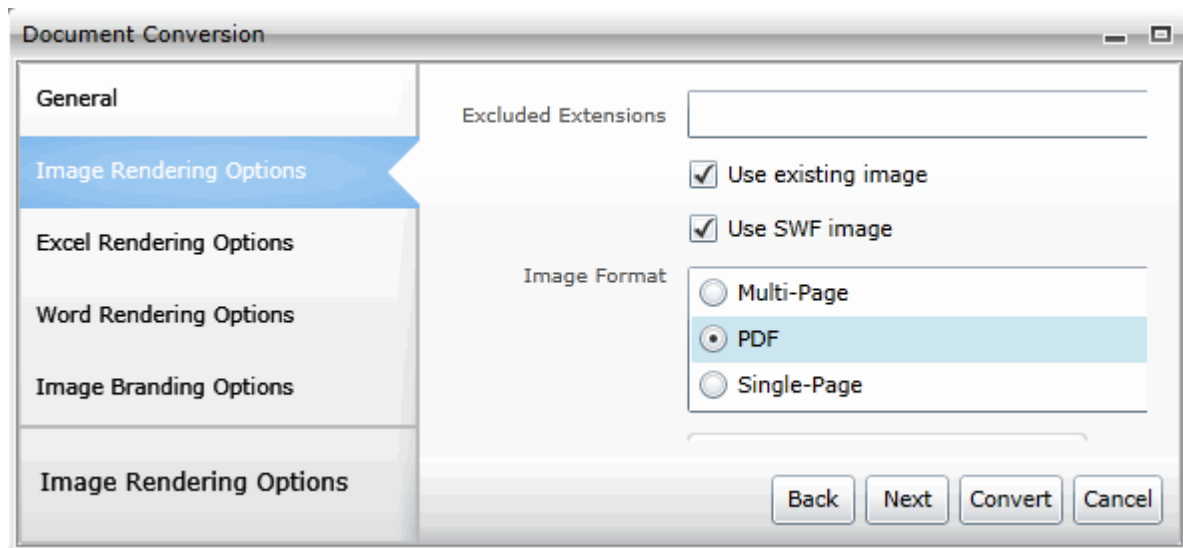
9. In the Image Rendering Options, make your selections and click **Next**.

   The following options are available:

Image Rendering Options

Option	Description
Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. For example, EXE, DLL, and COM. This field does not allow the use of wild card characters.
Use existing image	Enabled by default. When there is an existing image, regardless of its format, that image is used. If the image exists and contains branding but is in a format other than the one selected, the image is preserved.
Use SWF image	Enabled by default. The document will be imaged using the PDF that was created when generating the SWF rather than using the native document.

Image Rendering Options (Continued)

Option	Description
Image Format	Select which format you want the native file converted to: • **Multi-page** - one TIFF image with multiple pages for each document. • **PDF** - (Default option) One PDF file with multiple pages for each document. • **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images. **Note: Rendering a document into a TIFF image causes the image to appear black and white, without any grayscale. If you want the tonality of grayscale in the image, select Produce Color JPGs for Provided Extensions.**
TIFF Compression	• **CCITT3 (Bitonal)** - Produces a lower quality black and white image. • **CCITT4 (Bitonal)** - Produces a higher quality black and white image. • **LZW (Color)** - Produces a color image with LZW compression. • **None (Color)** - Produces a color image with no compression (This is a very large image). • **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
Produce Color JPGs for Provided Extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.

Excel Rendering Options

10. In the *Excel Rendering Options*, make your selections and click **Next**. The following options are available:

Excel Rendering Options

Option	Description
Use Original Document Settings	Check to use the settings from the original document.
Paper Size	Select the size of the paper that you would like to use for the image.
Orientation	Select the orientation of the paper that you would like to use for the image.
Header Margins	Set the size of the Header margin of the image (in inches).
Footer Margins	Set the size of the Footer margin of the image (in inches).
Page Margins	Set the size of the page margins of the image (in inches).
Formula Substitutions	Check if you want to set the options of the formula substitutions in the image of the excel document.
Date, Time, and Path	Set how you would like the image to deal with formulas found in the excel file. The following options are available: ● Original Formula: Select to keep the original formulas in the excel file. ● Custom Text: Select to replace the formulas with the text you provide. ● Original Metadata: Select to keep the original metadata of the excel file.
Print Comments	Select how you would like to treat comments in the image: ● Print in Place: Select to have the comments appear where they are in the document. ● Print No Comments: Select to not include comments in the image. ● Print Sheet End: Select to have the comments appear at the end of each sheet in the image.
Print Order	Set the print order: ● **Over then Down**: For use with Excel spreadsheets that may not fit on the rendered page. For example, if the spreadsheet is too wide to fit on the rendered page, you can choose to print left to right first and then print top to bottom. ● **Down then Over**: For use with Excel spreadsheets that may not fit on the rendered page. For example, if the spreadsheet is too wide to fit on the rendered page, you can choose to print top to bottom first and then print left to right.
Print Gridlines	Check to include the gridlines of the spreadsheet in the image.
Print Headings	Check to include the headings of the spreadsheet in the image.
Fit to X Pages	Set the number of pages that you want the information to shrink to fit on.
Scaling	Set the scale that you want to shrink or expand the content to on the image page.
Center Sheets Horizontally	Check to center the sheet horizontally on the page.
Center Sheets Vertically	Check to center the sheet vertically on the page.
Fit Image to Page	Check to fit the image to the page.
One Page Per Sheet	Check to put each sheet on its own page.

Excel Rendering Options (Continued)

Option	Description
Show Hidden Data	Check to include hidden rows or columns in the image.

Word Rendering Options

11. In the *Word Rendering Options*, make your selections and click **Next**. The following options are available:

Word Rendering Options

Option	Description
Use Original Document Settings	Check to use the settings from the original document.
Paper Size	Select the size of the paper that you would like to use for the image.
Orientation	Select the orientation of the paper that you would like to use for the image.
Header Margins	Set the size of the Header margin of the image (in inches).
Footer Margins	Set the size of the Footer margin of the image (in inches).
Page Margins	Set the size of the page margins of the image (in inches).
Field Substitutions	Check if you want to set the options of the field substitutions in the image of the word document.
Date, Time, Path, and Username	Set how you would like the image to deal with fields found in the Word file. The following options are available: ● Original Formula: Select to keep the original formulas in the file. ● Custom Text: Select to replace the fields with the text you provide. ● Original Metadata: Select to keep the original metadata of the file.
Show Hidden Text	Check to include hidden text in the image.

Word Rendering Options

Option	Description
Print Endnotes at End of Next Section	Check to include the endnotes at the end of the next section in the image.

12. Click **Save**.

Viewing Image Page Counts

You can display the *ImagePageCount* column in the *Item List* which shows the total number of pages in produced images. This column is also populated if you bulk image or import images.

See Selecting Visible Columns on page 61.

This is a virtual column which does not support search, column level filtering, tagging layout fields, and production/export fields. You can export it to CSV.

Image on the Fly

Note: This section only applies if you have not used the default processing option of *Enable Standard Viewer*. With that option enabled, a SWF file is automatically generated for most files. See Using the Standard Viewer and the Alternate File Viewer on page 78.

When viewing a document in its native format in the Natural panel, you can create an image of the document so that you may annotate it.

Once an image has been annotated, you cannot create another image of the record on the fly. However, you can still use the mass operations imaging to create an image.

See Converting a Document to an Image on page 109.

To create n image on the fly

1. Log in as a user with Imaging permission.

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

3. In the *Project Review*, ensure the *Item List*, *Natural*, and *Image* panels are showing.

4. In the *Item List* panel, select the document for which you want to create an image.

5. In the *Natural* panel, click the **Create Image** button.

6. An image is created and opened in the *Image* panel. Make your annotations as usual.

Chapter 9

Using Tags and the Case Organizer

The Tags Tab

The *Tags* tab in the *Project Explorer* can be used to create labels, create issues, view categories, create category values, create production sets and create Case Organizer objects. You can view documents assigned to tags using the *Tags* tab in the *Project Explorer*.

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

Tags tab in Project Explorer
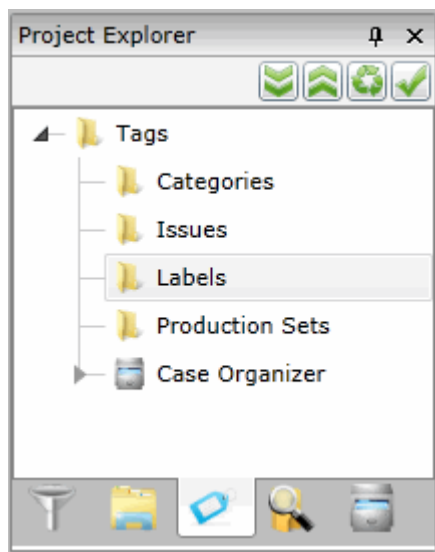
Elements of the Tags tab

Elements	Description
Categories	Displays all the existing categories for the project. Right-click to create category values. See Viewing Documents with a Category Coded on page 121.
Issues	Displays all the existing issues. Right-click to create a new issue for the project. See Viewing Documents with an Issue Coded on page 121.

Elements of the Tags tab

Elements	Description
Labels	Contains all the existing labels. Right-click to create a new label for the project. See Viewing Documents with a Label Applied on page 121.
Production Sets	Check to include Production Sets in your search. Right-click to create Production Sets. See Creating Production Sets on page 269.
Case Organizer	Displays all the existing case organizer objects for the project. Right-click to create new objects. See Using the Case Organizer on page 123.

Using Labels

Applying and Removing Labels

You can apply existing labels to the evidence items in your project.

Project Managers must first create the labels for a project before you can apply them.

You can apply labels using one of two methods:

- Applying Labels using an Item List Action (page 117)
  Can apply one or more labels to one or more documents at a time.
- Applying Labels using the Labels Panel (page 119)
  Can apply one or more labels to only one document at a time.

After applying labels, you can use the same methods to remove labels.

Applying Labels using an Item List Action

You can use the *Label Assignment* mass action in the *Item List* to assign existing labels to evidence items. You can also use the action to remove labels from items.

See Performing Actions from the Item List on page 69.

You can apply one or more labels to one or more documents at a time.

To apply labels using the Label Assignment action from the Item List

1. Identify the files that you want to perform the action on by doing one of the following:
    - In the first *Action* drop-down, click **All**.
    - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.
2. In the second *Action* drop-down, click **Label Assignment**.
3. Click **Go**.
    The Label Assignment dialog opens.

Label Assignment Dialog
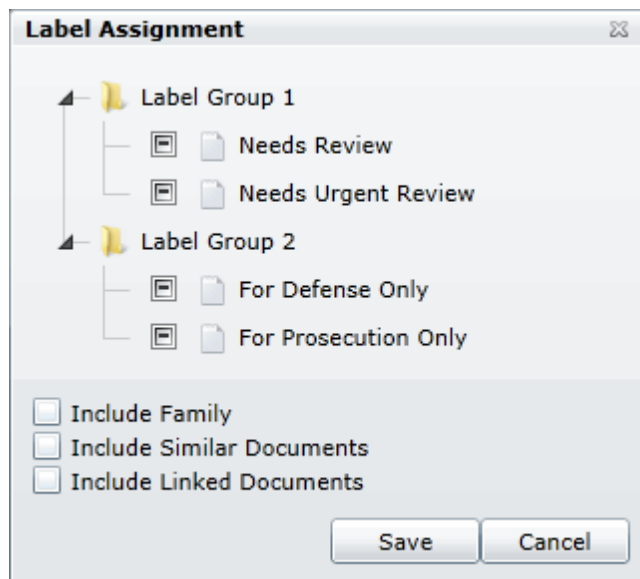
4. Check the labels that you want to assign to the documents.

   > **Note:** Boxes with a dash (-) indicate that one or more (but not all) of the documents are already assigned that label. Click the box until it becomes a check mark to apply the label to all the selected documents.

5. (Optional) Check the following Keep Together check boxes if desired:

   - **Keep Families Together**: Check to apply the selected label to documents within the same family as the selected documents.
   - **Keep Similar Documents Together**: Check to apply the selected label to all documents related to the selected documents.
   - **Keep Linked Documents Together**: Check to apply the selected label to all documents linked to the selected documents.

6. Click **Save**.

To remove labels from multiple documents

1. Identify the files that you want to perform the action on by doing one of the following:

   - In the first *Action* drop-down, click **All**.
   - Check individual files, and then in the first *Action* drop-down, click **Selected Objects**.

2. In the second *Action* drop-down, click **Label Assignment**.

3. Click **Go**.

4. In the *Label Assignment* dialog, click the check boxes until they are blank on the labels that you want to remove.

5. Click **Save**.

Applying Labels using the Labels Panel

About the Labels Panel

The *Labels* panel in *Project Review* can be used to apply labels to documents. You can also use the panel to remove label assignments.

For information on displaying panels, see Review Page Panels (page 48).

The *Labels* panel allows you to apply one or more labels to one document at a time.

Labels panel
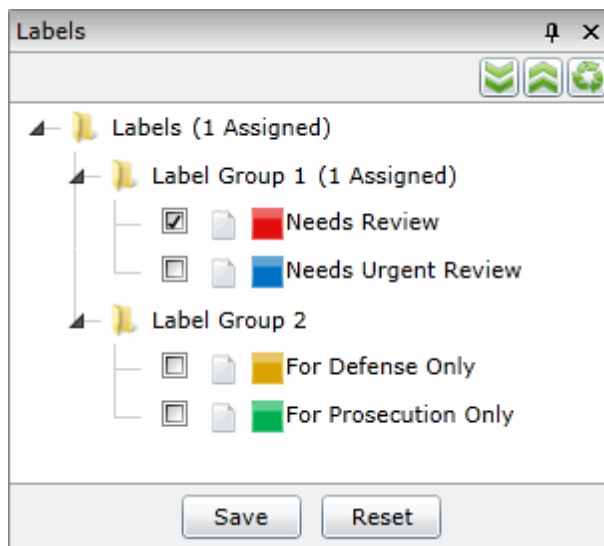
Elements of the Labeling Tab

Element	Description
Labels Folder	Expand to see the labels created by the project manager.
Label Group Folders	Folders that contain labels.
Collapse All Button	Click to collapse all the folders.
Expand All Button	Click to expand all the folders.
Refresh	Click to refresh the label list.
Save	Click to apply the selected labels to the selected document.
Reset	Click to reset the labels to their original condition.

To apply labels using the Labels panel

1. In the *Project Review*, display both the *Labels* and *Item List* panels.
   See Review Page Panels on page 48..
2. In the *Item List* panel, highlight the document to which you want to apply a label.

3. In the *Labels panel*, check the label(s) that you want to apply and click **Save**.

To remove labels from a single document

1. In the *Project Review*, ensure the *Labelling* and *Item List* panels are showing.

2. In the *Item List* panel, highlight the document from which you want to remove a label.

3. In the *Labels panel*, uncheck the label(s) that you want to remove and click **Save**.

Viewing Documents with Tags

Viewing Documents with a Label Applied

You can view all the documents assigned to a specific label using facets.

To view documents assigned a label

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the ⧩ *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Labels**.

4. Select a label, and then click **Only**.

5. Click the ✓ *Apply* in the *Project Explorer* panel.

   All documents with the selected label appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 209).

Viewing Documents with an Issue Coded

You can view all the documents assigned to a specific issue using facets.

To view documents assigned an issue

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the ⧩ *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Issues**.

4. Select a label, and then click **Only**.

5. Click the ✓ *Apply* in the *Project Explorer* panel.

   All documents with the selected issue appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 209).

Viewing Documents with a Category Coded

You can view all the documents assigned to a specific category using facets.

To view documents assigned a category

1. In the *Project Review*, ensure the *Project Explorer* and *Item List* panel are showing.

2. In the *Project Explorer*, click on the ⧩ *Facets* tab.

3. In the *Facets* tab, expand **Tags** and then expand **Categories**.

4. Select a category, and then click **Only**.

5. Click the ✔ *Apply* in the *Project Explorer* panel.

All documents with the selected category appear in the *Item List* panel.

For more information on using facets, see Using Filters to Cull Data (page 209).

Using the Case Organizer

You can use the Case Organizer to add reference information to files in your project. To use the Case Organizer, you create Case Organizer objects and associate one or more project files to them. Within Case Organizer objects, you can include the following:

- Comments, including formatted rich text, numbered and bulleted lists, images, and hyperlinks
- Reference details, including Status, Impact, Material, and Date range
- Attached supplemental files
- Text snippets from the project files

You can generate reports that provide all information related to Case Organizer objects.

You can create as many case organizer objects as needed in a project. Case Organizer objects only apply to the project that they are created in.

Case Organizer objects are compatible with FTK Bookmarks.

Note: The Case Organizer feature requires Internet Explorer 9 or higher.

About Case Organizer Categories and Organization

Within the Case Organizer, you use the following categories when creating Case Organizer objects:

- Bookmarks (formerly called Summary in 5.x)
- Event
- Fact
- Pleadings
- Question
- Research
- People

Except for People, these Case Organizer categories share the same functionality. The different categories are available simply to help you organize your data. When you create Case Organizer objects, you can create them under one of the categories or you can nest them under other objects that already exist under a category.

See About People on page 125.

You can view Case Organizer objects and their hierarchy in the *Tags* tab in the *Project Explorer* panel of *Project Review*. Case Organizer objects are organized under each category parent.
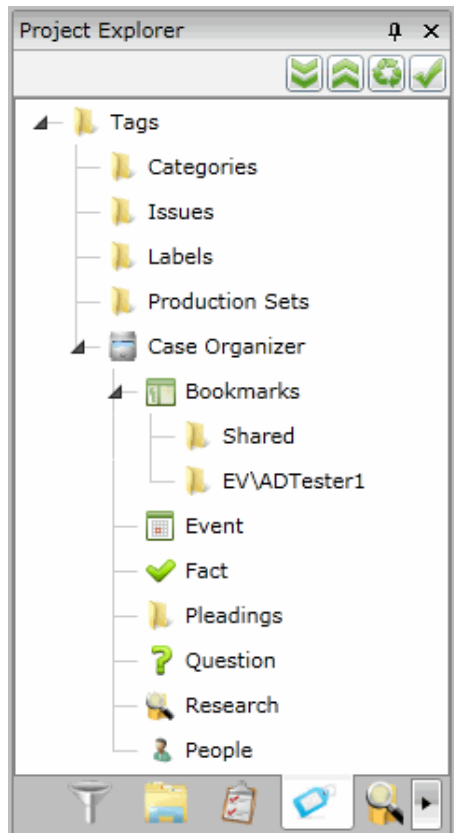
Except for the Bookmarks category, all Case Organizer objects are shared with and can be viewed by all project reviewers. However, under the Bookmarks category, you have two options:

- A *Shared* tree that is available to all reviewers
- A tree specific to the logged-in-user that is not shared

Note: Administrators and Case Administrators can see and use all Case Organizer objects in a project.

To create and manage Case Organizer objects, you use the *Case Organizer Details* panel.

If you have the *Case Organizer Details* panel open, when you click a Case Organizer object, it will make that object active in the panel.

To filter your data for files that are associated with Case Organizer objects, use Case Organizer facets.

See Using Case Organizer Facets to View Case Organizer Items on page 128.

About People

People are a unique kind of Case Organizer object. A people object can be a person or an organization. People objects have the following details that you can assign to them:

- First name
- Last name
- Email address
- Type of person
  - Co-Defendant
  - Co-Litigant
  - Defendant
  - Defense Counsel
  - Expert Witness
  - Fact Witness
  - Judge
  - Litigant
  - Plaintiff Prosecutor
- Role (free text field)
- Play key role in case (check box)
- Is Deponent (check box)

Creating, Associating, and Viewing Case Organizer Objects

To begin using the Case Organizer, you perform the following tasks:

- Creating Case Organizer Objects (page 126)
- Associating Project Evidence Files to Case Organizer Objects (page 126)
- Using the Case Organizer Column in the Item List (page 127)
- Viewing Case Organizer Objects (page 127)
- Using Case Organizer Facets to View Case Organizer Items (page 128)
- Dis-associating Project Evidence Files from Case Organizer Objects (page 129)

After learning how to use Case Organizer objects, you can then manage the properties of the objects.

See Managing Case Organizer Object Properties on page 129.

Creating Case Organizer Objects

To create and manage Case Organizer objects, you use the *Case Organizer Details* panel.

When you create Case Organizer objects, they are added as objects to the Item List.
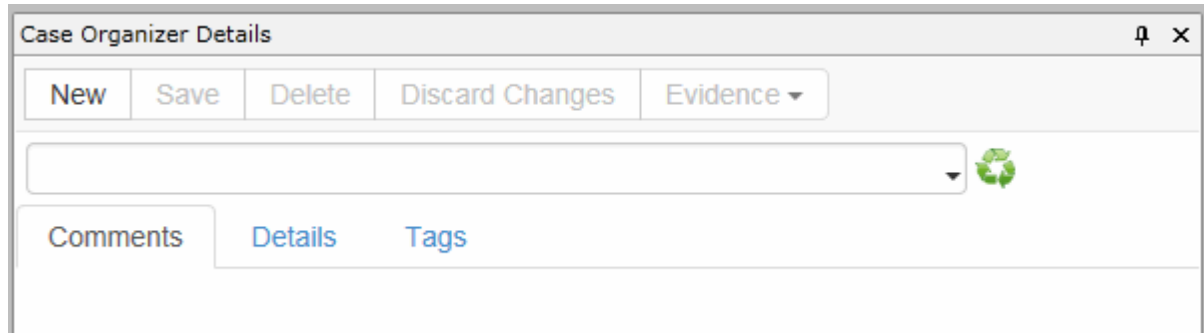
To create Case Organizer objects

1. In *Review,* open the *Case Organizer Details* panel by doing the following:

    1a. Click the   *Layouts* drop-down.

    1b. Click **Panels**.

    1c. Click **Case Organizer Details**.

2. Do one of the following:

    ■ Starting from the *Tags* tab

    2a. In the *Project Explorer*, click the   *Tags* tab.

    2b. Expand *Case Organizer*.

    2c. Select the category that you want to be the parent.

    ■ Starting from the *Case Organizer Details* panel:

    2a. In the *Case Organizer Details* panel, click **New**.

    2b. In the *Parent* drop-down, select the parent for the new object.
    You can select a category or nest it under another object.
    If you want to create an object that only you can see, use the *Bookmarks* category, then select your logged-in-user name.All other objects are shared for the project.

3. In the *Case Organizer Details* panel, enter a name for the object.

4. Click **Save**.

Associating Project Evidence Files to Case Organizer Objects

After creating Case Organizer objects, you can associate files in your project to them.

To associate project evidence files to a Case Organizer object

1. Open the *Case Organizer Details* panel.

2. In the panel, in the drop-down, select the object that you want associate project files to.
   If needed, refresh the list of objects.

3. In the *Item List,* select the files that you want to associate with the selected object.

4. In the *Case Organizer Details* panel, click the **Evidence** drop-down.

5. Click **Add**.

6. Click **OK**.

7. A job is submitted to perform the association.

To associate project evidence files to a People object

❖ See Using People Columns on page 138.

   or

❖ Use the *Coding* panel.

To associate a People object to another Case Organizer object

1. In the *Case Organizer Details* panel, select the object in the drop-down.

2. Click the **Tags** tab.

3. Click the People objects that you want to associate with.

4. Click **Save**.

Using the Case Organizer Column in the Item List

You can enable the *Case Organizer* column in the Item List. This will display the Case Organizer objects that project files are associated with. If a file is associated with more than one object, all objects will be listed, separated by a semi-colon.

To use the Case Organizer column

1. In the *Item List,* click **Options**.

2. Click **Columns**.

3. Click **Case Organizer**.

4. Click the green arrow to make it selected.

5. Configure the order that you want the column displayed in.

6. Click **OK**.

Viewing Case Organizer Objects

You can view your Case Organizer objects in the following places:

● On the *Case Organizer Details* panel

● On the *Tags* tab

● In the *Item List*

As you click on Case Organizer objects in a list, the *Case Organizer* details panel is synced.

To view Case Organizer objects in the Tags tab

1. Open *Project Review* for a project.

2. In the *Project Explorer*, click the ![icon] *Tags* tab.

3. Expand *Case Organizer.*

> **Note:** To see new Case Organizer objects in the *Tags* tab after creating them, you must click *Refresh* in the *Project Explorer* panel and then expand the parent object.

You cannot manage objects from the *Tags* tab, but if you have the *Case Organizer Details* panel open, when you click an object, it will open that object in the panel.

To view Case Organizer objects in the Case Organizer Details panel

1. In *Review*, click the ![icon] *Layouts* drop-down.

2. Click **Panels**.

3. Click **Case Organizer Details**.

4. Use the drop-down to view categories and objects.

To view Case Organizer objects in the File List

❖ When you create Case Organizer objects, they are added as objects to the Item List.
   You can use filters or facets to locate them.
   See Using Case Organizer Facets to View Case Organizer Items below.
   As you click on Case Organizer objects in the *Item List*, the *Case Organizer* details panel is synced.

Using Case Organizer Facets to View Case Organizer Items

You can use Case Organizer facets to filter for the following:

● Case Organizer objects that you have created.
   When you create Case Organizer objects, they are added to the Item List.
   For example, objects that you have created such as Event_A, or Fact_B.
   In the *Item List*, this will display the Case Organizer objects that you filter for.

● The project files in your project that you have associated with Case Organizer objects.
   For example, documents or spreadsheets that you have associated to objects Event_A, or Fact_B.

To filter for Case Organizer objects

1. In *Project Explorer,* click the *Facets* tab.

2. Expand *General > Object Types*.

3. Expand *Case Organizer.*

4. Select the object categories that you want to filter for and click *Apply.*

To filter for files associated with Case Organizer objects

1. In *Project Explorer,* click the *Facets* tab.

2. Expand *Tags.*

3. Expand *Case Organizer.*

4. Expand a category.

5. Select the objects that you want to filter for and click *Apply.*

Dis-associating Project Evidence Files from Case Organizer Objects

After you associate files in your project to Case Organizer objects, you can dis-associate them by doing one of the following:

- Using a mass action, you can remove one or more files from one or more Case Organizer objects.
- Using the *Case Organizer Details* panel, you can remove one or more files from a single Case Organizer object.

To dis-associate evidence files using a mass action

1. In the *Item List,* select the files that you want to remove from one or more objects.
2. In the *Actions* drop-down, click **Remove From Case Organizer**.
3. Click **Go.**
4. In the *Remove From Case Organizer* list*,* select the objects that you want to remove the file from.
5. Click **Remove**.
6. Click **OK**.
7. A job is submitted to perform the dis-association.
8. In the *Item List*, click *Refresh.*

To dis-associate evidence files using the Case Organizer Details panel

1. Open the *Case Organizer Details* panel.
2. In the panel, in the drop-down, select the object that you want dis-associate evidence files from.
   If needed, refresh the list of objects.
3. In the *Item List,* select the files that you want to remove from the selected object.
4. In the *Case Organizer Details* panel, click the **Evidence** drop-down.
5. Click **Remove**.
6. Click **OK**.
7. A job is submitted to perform the dis-association.
8. In the *Item List*, click *Refresh.*

Managing Case Organizer Object Properties

After you have learned the basics of using Case Organizer objects, you can manage the properties of the objects by doing the following tasks:

- Using Case Organizer Comments and Notes (page 130)
- Applying Case Organizer Details (page 132)
- Assigning Tags to Case Organizer Objects (page 133)
- Attaching External Files to Case Organizer Objects (page 133)
- Using the Case Organizer Panel Current Records Tab (page 134)

Using Case Organizer Comments and Notes

You can enter comments to a Case Organizer object.

In the comments, you can include the following:

- Formatted rich text
- Numbered lists
- Bulleted lists
- Images
- Tables
- Hyper-text links to URLs, email, and anchored text within the comment
- Links to other files in the project

In version 6.x and later, annotation notes are now stored within *Case Organizer* comments.

See Using Annotation Notes on page 162.

To enter comments for a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.
2. Click the **Comments** tab.
3. Enter your comments.

The following table describes the Case Organizer comment options.

 Options of the Case Organizer Object Comments

Options	Descriptions
Maximize/ Minimize	You can maximize or minimize the *Comments* section of the Case Organizer object dialog.
Source	This lets you see the source of the tagged content of the comments.
Preview	Open an web browser page to show a preview of the comments.
Print	Lets you print the comments.
Cut/Copy/Paste	Lets you cut, copy, and paste text using the text editor.
Undo/Redo	Lets you perform an undo/redo of an editing action.
Numbered and bulleted lists	Lets you organize text with bulleted and numbered lists and clock quotes.
Find text	Lets you find text that is in the comment.
Replace text	Lets you replace text that is in the comment.
Spell Check	Lets you perform a spell check or enable SpellCheckAsYouType.
Character formatting	Lets you format your text with bold, italic, underline, strike through, superscript, or subscript.
Indent and outdent	Lets you indent and outdent text.
Block quote	Lets you block quote text.

Options of the Case Organizer Object Comments (Continued)

Options	Descriptions
Insert	Lets you insert an image, table, horizontal line, or special character.
Text formatting	Lets you format the text using styles, fonts, size, text color, and background color.
Hyperlinks	Lets you create hyperlinks in the comments such as URL or email. You can also create anchors in the comments and then add hyperlinks to them.
Document Link	Lets you associate files in the project to the Case Organizer object. You can search for files using either the DocID or Object ID. You can add text for the link. This creates a hyper link to the associated file in the Case Organizer object comments.

Viewing the Source Document of a Case Organizer Note

When viewing annotation notes in *Case Organizer* you can quickly view the source document.

See

To view the source document of a note

1. In *Case Organizer Details*, select the appropriate object.

2. Click **Comments**.

3. The Comment are displayed showing the note.

   📌 NOTE 1 - ObjectId 2002 - Page 1   🔗

   > When in the Course of human events, it becomes
   > bands which

4. In the note, click 🔗 .

5. The source document is highlighted in *Item List* and is displayed in the viewer**.**

Applying Case Organizer Details

You can use the *Details* tab to add the following reference details to a Case Organizer object.

Case Organizer Details

Item	Description
Creator	This is the application user that created the Case Organizer object. This value is not editable.
Status	Used to indicate whether the object is agreed upon by both sides of the litigation. The valid values for this field are: ● blank (default) ● NA ● Unsure ● Disputed by Opposition ● Disputed by Us ● Undisputed ● Open ● Closed
Impact	Used to indicate the value of the object on the case. The valid values for this field are: ● blank (default) ● NA ● Unevaluated ● Heavily for us ● For us ● Neutral ● Against us
Material	Used to indicate how materially relevant the object is to the case. The valid values for this field are: ● blank (default) ● NA ● Unsure ● Low ● Medium ● High ● Very High
Assigned to	You can enter the User Name of an application user to assign this object to. For information about application users, see the Admin Guide. As you type letters of a user name, a list of possible users will appear that you can choose from. To remove the user, click the x. You can use the *COAssignedTo* column to view the assigned users in the *Item List*.
Dates	You can add a begin date and end date as reference information.

To add details to a Case Organizer object

1. In the *Item List,* select a file that has a Case Organizer object added to it.
2. In the *Case Organizer Details* panel, select the Case Organizer object that you want to configure.

3. Click the **Details** tab.

4. Select the items that you want indicate for the Case Organizer object.

5. Click **Save**.

You can use Case Organizer columns to view object details.

See Viewing Documents with a Category Coded on page 121.

Assigning Tags to Case Organizer Objects

You can use the *Tags* tab to associate Categories, Issues, Labels, and People to a Case Organizer object. This associates the tags with the Case Organizer object, not the project evidence file.

To associate Categories, Issues, and Labels to a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.

2. Click the **Tags** tab.
   When you open the Tags tab, all Categories, Issues, Labels, and People for the project are displayed.

3. Select the tags that you want to associate with the Case Organizer object.

4. Click **Save**.

Attaching External Files to Case Organizer Objects

You can use the *Files* tab to attach external files to a Case Organizer object. To attach files, you select the files that you want to attach and then upload them. You can add comments to the uploaded files.

To attach external files to a Case Organizer object

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.

2. Click the **Files** tab.

3. To add files, click *Choose Files*.

4. Use Windows Explorer to browse to and select the files that you want to upload.
   The files are added to the *Queue* list.

5. You can upload files by doing the following:
   - Click **Upload all** to upload all the files in the queue.
   - Click the green *Upload* button for an individual file.

6. While files are uploading, you can cancel the upload.
   After files have been uploaded, they appear in the *Supplemental Files* list.

7. After a file had been uploaded, you can delete it from the queue list.

8. You can select an uploaded file, and in the right pane, add a comment to it.

9. To remove an uploaded file, select the file and click **Remove Selection**.

10. Click **Save**.

Using the Case Organizer Panel Current Records Tab

Case Organizer objects may be associated with multiple project files. As a result, most Case Organizer data would apply to all of the associated files. You can use the **Current Records** tab to add comments that are applied to only the current record, which is the file that is selected in the *Item List*.

You can do the following:

- Enter a comment for the selected file.
- Highlight text from the file itself and add it as a comment.
  Important: You can only use the Standard Viewer to select the text in a file to add.

These comments are included in the Organizer Panel reports.

To add a comment to the current record

1. In the *Case Organizer Details* panel, in the drop-down, select a Case Organizer object.
2. Click the **Current Record** tab.
3. In the Current Record Comment field, enter the text of the comment for the file.
4. Click **Save**.

To add selected text as a comment to the current record

1. In the *Item List,* select a file that has a Case Organizer object added to it.
2. In the *Case Organizer Details* panel, select the Case Organizer object that you want to configure.
3. Click the **Current Record** tab.
4. In the *Standard Viewer*, click the $\boxed{\text{T}}$ *Select Text Mode* icon.
5. Select the text that you want to add as a comment.
6. On the *Current Record* tab, click **Add Selection**.
   When you hover over the *Add Selection* text, it will display the text that will be added.
   The selected text is automatically entered as a text snippet.
   It may take a few seconds for the text to be saved.
7. After the text is added, you can see each add snippet in the *Selections* drop-down.
8. You can add multiple snippets as individual selections.
9. You can add a comment to the right of each selection.
10. To remove a text snippet, click a text selection and then click **Remove Selection**.
11. Click **Save**.

Creating Project Files Reports

About Project Files Reports

You can generate a report that displays information about files in your project.

The default page of the report displays a grid of the information that is displayed in the first several columns that are displayed in the *Item List*. You can save the report in either PDF format or DOCX format. (The report will display as many columns as will fit in a 11" x 8.5" format.)

You can create a report based on one or more files in your project.

When a report is created, the report is added as a file in your project.

When you create a report, you can select to include the following optional pages:

- Title Page
  - The name of your organization
  - The name of the project
  - A report title
  - The author of the report
  - The date the report was created
  - A graphic image as a header
  - A graphic image as a footer
- A page with a Statement of Confidentiality
  You can type in plain text or import the text from a DOCX file.
- A page with an Introduction
  You can type in plain text or import the text from a DOCX file.
- An image of the selected files.

About Report Types

You can generate the following types of reports:

Report types

Type	Description
Timeline	A report based on a timeline. If you selects a Timeline report, you then select one or multiple case organizer categories you want to include in the timeline. You also select a date to sort by, either *Start* or *End*.
Object	A report based on objects. If you select an Object report, you then select one or multiple case organizer categories you want to include in the report. You also select a column to use to organize the report, such as *Start*, *End*, or *Tags*.

About Report of Reports

After you have created multiple reports, you can select those report PDF files and create a *Report of Reports*. This produces a master report that includes all selected reports.

About Case Organizer Report Options

When you create a report based on Case Organizer objects, you can include the following:

- If you select to *Include Files*, it will include information about any supplemental files that are attached to the Case Organizer object
- Any text selections that were added to the Case Organizer object

Creating Reports

To create a report

1. In *Review*, in the *Item List*, select one or more files that you want to generate a report for.
   If you want to create a report for Case Organizer objects, select one or more objects.
   See Using Case Organizer Facets to View Case Organizer Items on page 128.
2. Click the *Actions* drop-down menu.
3. Click **Create Report**.
4. Click **Go**.
5. In the *Generate Report* dialog, select the report format.
6. Enter a name for the report.
   This name is also used in the *Description* field on the *Case Organizer Reports* page.
7. Select the report type: *Timeline* or *Object*.
8. (Optional) Select whether or not this is a *Report of Reports.*
   See About Report of Reports on page 135.
9. (Optional) Select to *Include Files.*
   This will include information about the files as well as include an image of the files in the report.
10. (Optional) Select to *Include Case Organizer Text Selections*.
    For Case Organizer objects, this will include any added text selections.
11. (Optional) Select to include a Title Page and do the following:

    11a. Enter information for the fields that you want to include on the Title Page.

    11b. To include a header of footer, do the following:
    - You can use a graphic file, such as a PNG, GIF, or JPG.
    - Click the folder icon, browse to a file
    - Click the upload icon.
    - This file will be used in future reports.
    - To remove an uploaded graphic, click the **x**.
12. (Optional) Select to include a Confidentiality Statement and enter the information.
    You can enter plain text or upload text from a DOCX file.
    If you have previously uploaded a document, you can download it to view it.
13. (Optional) Select to include an Introduction and enter the information.
    You can enter plain text or upload text from a DOCX file.
    If you have previously uploaded a document, you can download it to view it.

14. Click **OK**.

    A processing job is submitted to create the report.

    Depending on the complexity of the report, it may take several minutes. You can view the status on the

    project's *Work List* page.

To view a report

1. After the report is created you can view the report by doing one of the following:

    ■ View the PDF in the *Item List Standard Viewer* by doing the following:

    1a. In the *Item List*, click *Refresh*.

    1b. Go to the end of the *Item List* and click the report PDF file.

    ■ View or download the report from the project's *Reports* page by doing the following:

    1a. Click *Return to Case Management.*

    1b. On the *Home* page, click the *Reports* tab.

    1c. On the bottom half of the page, click the **Case Organizer Reports** tab.

    1d. In the *Report List*, click *Refresh*.

    1e. For the report that you want to view, click **Download**.

    1f. You can open or save the report zip file.

Using the Case Organizer Columns

You can add the *Case Organizer* columns to the *Item List* and see which Case Organizer objects have been associated with a file along with other Case Organizer properties.

The following Case Organizer column can be used to view which project files in the File List have been applied to a Case Organizer object:

- Case Organizer

Note: There is also a column named *Summary* which is used for a different feature.

The following Case Organizer columns can be used to display information about the actual Case Organizer objects, not the evidence files applied to objects.

- CO Comments - Whether or not a comment has been added to the object.
- CO Files - Whether or not a supplemental file has been attached to the object.
- COAssignedTo - The application user that has been added in the *Details > Assigned to* field.
- COBeginDate - The begin date that has been added in the *Details > Dates* field.
- COCreator - The application user that created the object.
- COEndDate - The end date that has been added in the *Details > Dates* field.
- COImpact - The impact value that has been added in the *Details > Impact* field.
- COMaterial - The material value that has been added in the *Details > Material* field.
- COParent - The parent Case Organizer object if the object is nested another object.

- COStatus - The status value that has been added in the *Details* > *Status* field.
- COType - The type of Case Organizer object.
- COUser - The application user that created a nested Case Organizer object.

You can also use *Quick Columns* > *Case Organizer* to quickly display the following columns.

- COType
- COStatus
- COBeginDate
- COImpact
- COMaterial
- COAssignedTo
- People
- List of linked ObjectIDs

See Using Quick Columns on page 62.

Using People Columns

For People Case Organizer objects, the following columns can be used.

- People This shows which People a file has been associated with
  You can click this field for an item and associate a People object to it.
  You can make an initial association or change an association.
- PeopleEmailAddress
- PeopleFirstname
- PeopleIsDeponent (yes/no)
- PeopleIsOrganization (yes/no)
- PeopleLast name
- PeopleParent
- PeoplePlaysKeyRoleInCase (yes/no)
- PeopleRole
- PeopleType

You can also use *Quick Columns* > *Case Organizer* > *People* to quickly display these columns.

See Using Quick Columns on page 62.

Chapter 10
Coding Documents

The Review Sets Tab

The *Review Sets* tab in the *Project Explorer* panel can be used to create review sets and view review sets in the *Review Batches* panel. Review sets are batches of documents that users can check out for coding and then check back in.

Before you code a set of documents, you can check out a review set so that you can track the documents you code and to structure your workflow. Project managers can create and associate review sets. When you are done coding a set of documents, you can check them back in if you have the Check In/Check Out Review Batches permission.

See Managing Review Sets in the Project Manager documentation for more information.

Review Sets Tab in Project Explorer
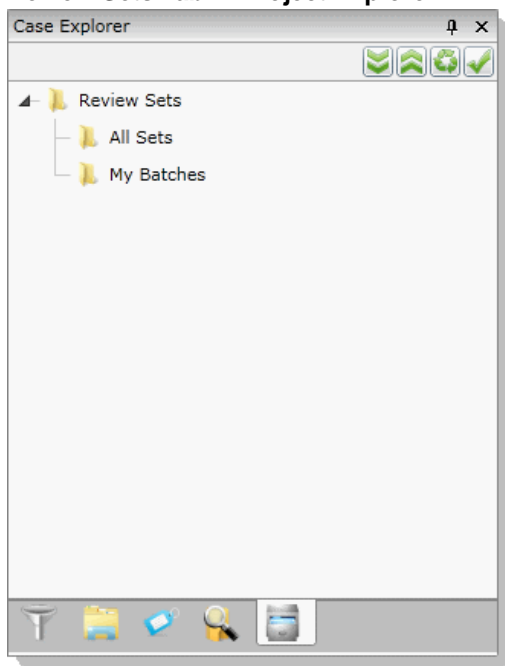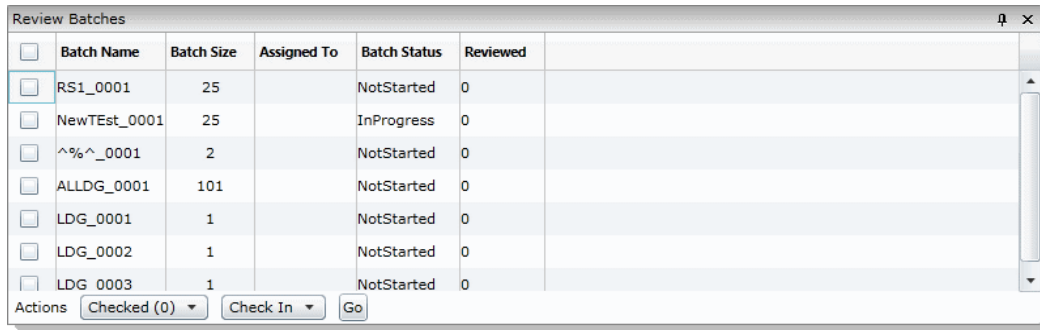
Elements of the Review Sets Tab

Elements	Description
Review Sets	Contains the All Sets and My Batches folders.
All Sets	Displays all the review sets available.
My Batches	Displays review sets that you have checked out.

The Review Batches Panel

The *Review Batches* panel in *Project Review* displays review batches. You can check in and check out batches from this panel.

Review Batch Panel

Elements of the Review Batches Panel

Element	Description
Batch Name Column	Displays the name of the review set.
Batch Size Column	Displays the number of documents in review set.
Review Set Name	Displays the name of the reviewed in set
Checked-Out By	Displays the user that the review set is assigned to.
Batch Status	Displays the status of the review set.
Reviewed	Displays the number of documents reviewed in set.
Actions	Expand the first actions drop-down and select one of the following options: ● All: To include all review sets in the panel in the action ● Checked: To include checked review sets in the action ● Unchecked: To include all the unchecked review sets in the action
Actions Check In/ Out	The second Actions drop-down allows you to select to either Check In or Check Out the review set.

Elements of the Review Batches Panel

Element	Description
Go Button	Click to execute the selected actions.

Checking In/Out a Review Set

Reviewers with the Check In/Check Out Review Batches permission can check out sets of documents for coding. Project managers can create and associate review sets for reviewers. When you are done coding a set of documents, you can check them back in if you have the Check In/Check Out Review Batches permission.

To check out a review set

1. Log in as a user with Check In/Check Out Review Batches permission.

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

3. In the *Project Review*, ensure that the *Review Batches* panel is showing.
   See

4. In the *Review Batches* panel, check the batch(es) that you want to check out. Skip this step if you are checking out all the review batches.

5. In the first *Actions* drop-down in the bottom of the panel, select one of the following:
   - **Checked**: Select this to check out the checked review batches.
   - **All**: Select this to check out all of the review batches, including those not visible on the current page.

6. In the second *Actions* drop-down, select one of the following:
   - **Check Out**: Select this to check out the review set. Only one person can have a review set checked out at a time.
   - **Check In**: Select this to check in a checked out review set.

7. Click **Go**.
8. Click **OK**.

Coding in the Grid

You change the data of editable columns by using Edit Mode in the Item List panel in Grid View. Only columns that are editable can be altered in the Item List Grid, just as if you were coding using the coding panel. Data in the Read-Only and evidence columns cannot be edited. You can edit dates, text, issues, categories, transcripts, and notes in the Item List Grid.

Custom columns for any record, regardless of how it got into the project, can be edited as well as any coding values such as issues, or categories. Metadata cannot be changed for records brought into the application using Evidence Processing.

To code data in the Item List Grid

1. In *Project Review*, select the *Item List* panel and ensure it is in *Grid View*.

2. Do one of the following:

    - Double click the field that you want to code.

    - Select the field that you want to code and press **F2**.

    > **Note:** Not all fields are editable. You can only edit non-read-only fields, and columns that are not populated by Evidence Processor.

3. Enter or select the text, date, or numbers that you want for the field.
   See Editable Fields on page 142.

4. Move the focus away from the field by doing one of the following to save the changes that you have made:

    - Click anywhere else on the screen outside of the field.

    - Press **Tab** to move to the next editable field.

Editable Fields

There are multiple fields that you can edit, including custom fields created by the project manager. You can always edit any custom fields that you have added. The following are examples of the kinds of editable fields that you will see by default in the *Item List* panel grid:

- Authors
- Deponents (transcript records only)
- DepositionDate (transcript records only)
- DocDate (allows fuzzy dates)
- DocType
- Endorsement
- Issues
- Mentioned
- Note (Note records only)
- NoteDate
- OriginalFileName
- Recipients

- Source
- Title
- UUID
- Volume

Text Fields

Text fields can contain numbers, letters, and symbols. Text fields are limited to 250 characters. If you attempt to exceed 250 characters, your text will be truncated at 250 without warning that you have exceeded the limit.

Text Fields in the Item List Grid
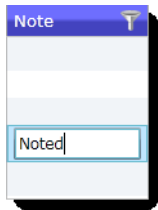
Date Fields

Date fields can only contain numbers and must be a valid date. You can expand the calendar to select a date or enter a date using your keyboard. If the column allows fuzzy dates, your date does not have to be complete, but it still must be valid.

Date Fields in the Item List Grid
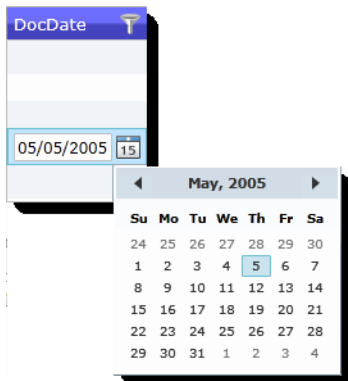
Number Fields

Number fields can only contain numbers. Numbers may be positive or negative. You can use the spin box in the field to increase or decrease the number.

Number Fields in the Item List Grid
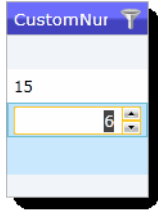
Radio Button Fields

Custom fields that include radio button options were created by the project manager and appear as options in a drop-down. You may select one of the available options, but you cannot enter your own custom text in the grid view in a radio button field.

Radio Button Field in the Item List Grid
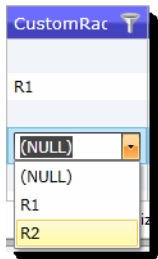
Check Box Fields

Custom fields that include check boxes were created by the project manager and appear in a drop-down as a check box. You can check one or multiple boxes if the field contains check box options.

Check Box Field in the Item List Grid
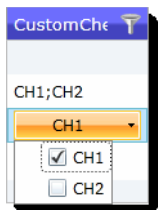
Using the Coding Panel

The Coding Panel

Coding is putting values into the fields (columns) of documents. The *Coding* panel in *Project Review* allows you to use coding layouts to change the data of the selected document. Coding layouts can be created on the *Tagging Layout* tab of the *Home* page. Fields with greyed-out text on the Coding tab are read only. Fields in blue on the Coding tab are required.

Reviewers with View Coding Layout permissions can code the data of a document using the *Coding* panel and the mass actions in the *Item List* panel. Coding allows you to identify descriptive pieces of information that never had metadata, like images that were loaded and need to have dates manually added into the field. The *Coding* panel in *Project Review* allows you to use coding layouts to code the selected document.

You can code documents and transcripts. Transcripts can be coded for Deponent and Deposition Date as long as the fields are in the tagging layout.
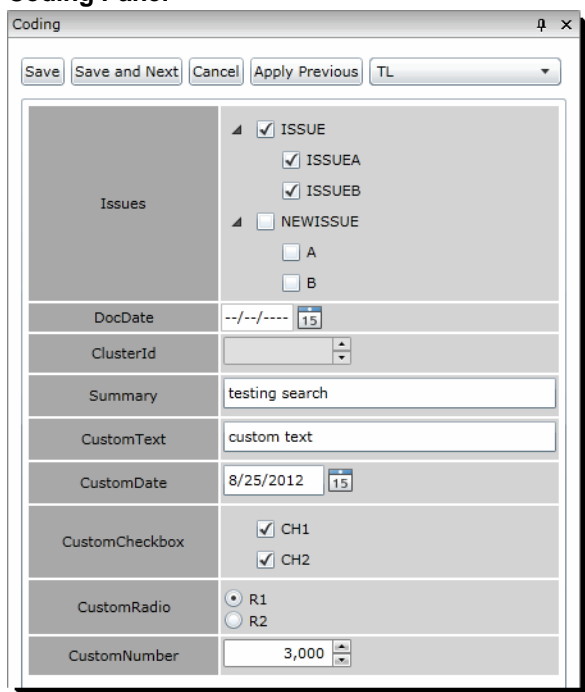
See Coding Single Documents on page 146.

See Coding Multiple Documents on page 147.

Coding layouts can be created by the project manager in the *Tagging Layout* tab of the *Home* page.

See the Project Manager documentation for information on creating coding layouts.

Coding Panel

Elements of the Coding Panel

Element	Description
Save Button	Click to save your changes.
Save and Next	Click to save your changes and move to the next codable record.
Cancel	Click to cancel the coding and leave edit mode.
Apply Previous	Click to apply the changes that you made to the previous record to the current record you are viewing.
Layout Drop-down	All available layouts for the user are in this drop-down.

Coding Single Documents

Reviewers with the View Coding Layout permission can code the data of documents outlined in a coding layout. Layouts are defined by the project manager. Layouts include custom fields, categories, and issues. You can code the data for all of these things as long as they are included in the Layout defined by the project manager.

You can code single documents using the Coding panel. Fields with greyed-out text on the Coding tab are read only. Fields in blue in the coding layout are required.

To code single documents

1. Log in as a user with *View Coding Layout* permission.

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

3. In the *Project Review*, ensure that the *Item List, Project Explorer* and *Coding* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
   See The Review Batches Panel on page 140.

5. In the *Item List* panel, select the document that you want to code.
   See Using the Item List Panel on page 57.

6. In the *Coding* panel, expand the layout drop-down and select the layout that you want to use. You must be associated with the layout in order to use it. Project managers can associate layouts to users and groups.
   See The Coding Panel on page 145.

7. In the *Coding* panel, click **Edit**.

8. Edit the data to reflect accurate data. The options available will differ depending on the layout that the project manager created.

9. Click one of the following:

   ● **Save**: Click this to save your changes and stay on the same document.

   ● **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

> **Note:** You will only be able to save your changes if all the required fields (blue fields) are populated. If all required fields are not populated, you will get an error message when you attempt to save the record.

Coding Multiple Documents

Reviewers with the View Coding Layout permission can code the data of documents outlined in a coding layout. Layouts are defined by the project manager. Layouts include custom fields, categories, and issues. You can code the data for all of these things as long as they are included in the Layout defined by the project manager.

You can code multiple documents using the mass actions in the *Item List* panel. Fields with greyed out text in the coding layout are read only. Fields in blue in the coding layout are required.

To code multiple documents

1. Log in as a user with *View Coding Layout* permission.

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

3. In the *Project Review*, ensure that the *Item List* and *Project Explorer* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
    See The Review Batches Panel on page 140.

5. In the *Item List* panel, check the documents that you want to code. Skip this step if you are coding for all the documents.
    See Using the Item List Panel on page 57.

6. In the first *Actions* drop-down at the bottom of the panel, select one of the following:

    ● **Checked**: Select this to code only the documents that you checked.

    ● **All**: Select this to code all the documents in the Item List panel, including those on pages not currently visible.

7. In the second *Actions* drop-down, select **Bulk Coding**.

Bulk Coding Dialog

8. In the *Bulk Coding* dialog, select the layout in the layout drop-down.

9. Edit the data to reflect accurate data. The options available will differ depending on the layout that the project manager created. Check boxes with a dash (-) indicates that some of the documents have the box checked. Click the check box until it becomes a check mark to apply it to all the selected documents.

10. (Optional) Check the following Keep Together check boxes if desired:

    ● **Include Family**: Check to apply the same coding to documents within the same family as the selected documents.

    ● **Include SImilar Documents**: Check to apply the same coding to all documents related to the selected documents.

    ● **Include Linked Documents**: Check to apply the same coding to all documents linked to the selected documents.

11. Click **Save**.

Once you have completed the Bulk Coding action, return to the *Work List* on the *Home* page. If there were any documents that failed to code, they will be listed by their number under the *Work List*. You can then resubmit Bulk Coding for those failed IDs.

Predictive Coding

You can automatically code documents by applying Predictive Coding to the document set. With Predictive Coding, the system "learns" how you want certain documents coded and apply that coding to future documents. This allows you to automatically code documents throughout the project.

In order to use Predictive Coding, you need to create a learning session from a subset of documents in the project and code these documents with the appropriate responsive coding within that learning session. As the system learns coding methodology, the system's overall confidence level increases. This tells you how confident the system is in learning how future documents should be coded. Once you have reached an acceptable confidence score with the predictive coding, you can apply the predictive coding to the rest of the documents within the project.

Note: Due to the conjecturable nature of predictive coding, any results from the predictive coding should be considered an estimate and is not guaranteed to produce 100% accurate results. All results from predictive coding should be verified against the data set.

The decision tree used by the system to perform Predictive Coding is generated by the Iterative Dichotomiser3 (ID3) algorithm. For more information on the ID3 algorithm, see http://www.cse.unsw.edu.au/~cs9417ml/DT1/decisiontreealgorithm.html#A0.0 or http://en.wikipedia.org/wiki/ID3_algorithm .

A document that has Predictive Coding applied to it will be marked as responsive or non-responsive to the subject matter that the reviewer has determined in the learning set. The reviewer has the ability to review the Predictively Coded documents to ensure that the Predictive Coding was applied correctly. Any document that has Predictive Coding applied to it can have the coding decision overridden. Also, any document that has had manual coding applied to it will retain that manual coding.

There are four types of documents that are coded with predictive coding:

- Email
- Presentations
- Excel spreadsheets
- Word documents

All other document types will not be automatically coded.

The workflow of predictive coding occurs in three phases:

- Instructing Predictive Coding (page 150)
- Applying Predictive Coding (page 152)
- Performing Quality Control (page 153)

Understanding Predictive Coding

In order for the system to learn the parameters of the predictive coding, a set of documents must be defined by the reviewer. These documents would be selected by either applying filters, facets, or search results to the documents. You can also select documents from the *Item List*.

When a new project is created, by default that project has a standard coding/tagging layout associated with it named Predictive Coding. You can find this tagging layout under T*agging Layouts* in the *Home* tab.

See *The Project Manager Guide* for more information on tagging layouts.

Instructing Predictive Coding

Because predictive coding is based on statistical analysis of the data, the subset of the data used for coding should be selected using the following parameters. Data selected with these parameters will assist in achieving greater success with predictive coding:

- You should code a minimum of 10% of the documents in a project. The more documents that are coded within a project, the more likely predictive coding will be successful in determining how to code the rest of the documents in a project.
- You should apply the Predictive Coding layout to documents scattered randomly throughout the project, not to just the first 10% of the documents that are listed in a project.
- The subset of documents used for predictive coding should contain a combination of documents marked as either Responsive and Non Responsive.
- At least ten documents must be coded Responsive and at least ten additional documents must be coded Non Responsive. These documents must be native documents that contain text.

> **Note:** If you do not code at least ten documents Responsive and ten documents Non Responsive, the Confidence Score and Predictive Coding Job will fail.

You can code the documents with the Predictive Coding layout in order to teach the system.

To code a learning set of documents with Predictive Coding

1. Log in as a user with *View Coding Layout* permission.

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

3. In the *Project Review*, ensure that the *Item List, Project Explorer* and *Coding* panel are showing.

4. If you are coding a checked out review batch, in the *Project Explorer*, click the **Review Batches** tab, expand the **My Batches** folder, and select the batch that you want to code. The documents for the selected batch appear in the *Item List* panel.
   See The Review Batches Panel on page 140.

5. In the *Item List* panel, select the document that you want to code.
   See Using the Item List Panel on page 57.

6. In the *Coding* panel, expand the layout drop-down and select the Predictive Coding layout. You must be associated with the layout in order to use it. Project managers can associate layouts to users and groups.

7. Click **Edit**.

Predictive Coding Panel

Coding					┴
Save	Save and Next	Cancel	Apply Previous	Predictive Coding ▼	

ReviewResponsiveness	○ Not Responsive ○ Responsive
Keywords	│
SetBy	
CodingLog	

8. Mark whether a document is responsive or not responsive for the subset that you are creating.

   ● Add any additional keywords, separated by commas.

   ● The SetBy and CodingLog fields are not editable. SetBy displays whether a document has been manually coded or predictively coded, and the CodingLog field displays data for predictively coded documents.

9. Click one of the following:

   ● **Save**: Click this to save your changes and stay on the same document.

   ● **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

10. Code as many documents as you feel is necessary for the Predictive Coding subset.

    See Instructing Predictive Coding on page 150.

Once you have completed manually coding the documents to be used in Predictive Coding, you should test the system and obtain a confidence score of how well the system has learned.

Obtaining a Confidence Score

In order to determine if the system has received enough information in order to perform a successful coding, a reviewer must run a confidence scoring job and generate a confidence score. The confidence score is a percentage-based score. The higher the score, the greater the confidence that the system has in coding the rest of the documents in the project correctly.

The confidence score is determined by using the F1 score statistical calculation. This score is calculated using the precision rate (true positive count over total positive labeled) and recall rate (true positive count over total positive count). For more information on the F1 score statistical calculation, see http://www.cs.odu.edu/~mukka/cs795sum10dm/Lecturenotes/Day3/F-measure-YS-26Oct07.pdf or http://en.wikipedia.org/wiki/F1_score .

Cross-validation is the process used to determine the confidence level of the system. In this process, the original learning set of manually coded documents is randomly partitioned into subsamples. These subsamples are called validations folds, and the quantity of the subsamples in a given learning set is represented by the variable k. From the k subsamples, a certain quantity of subsamples, represented by the variable n, is retained as the validation data for testing the model. The remaining $k - n$ subsamples are used as training data. The validation process is then repeated k times (the folds), with different sets of n subsamples used as the validation data. The results from the validation folds are then averaged to produce a single estimation.

For more information about cross-validation, see http://www.cs.cmu.edu/~schneide/tut5/node42.html or http://en.wikipedia.org/wiki/Cross-validation_%28statistics%29 .
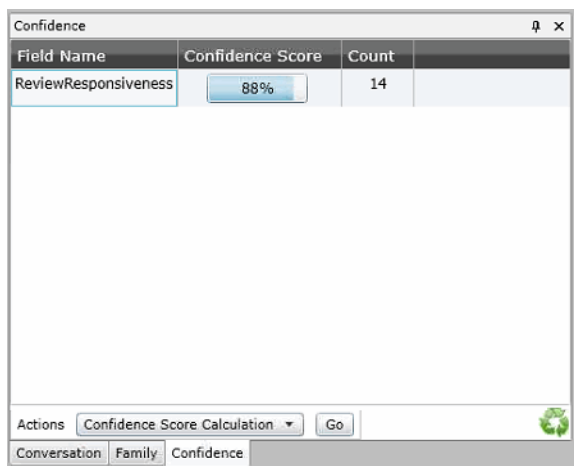
In order to obtain the confidence score, you need to perform a confidence score job after the learning set has been coded with Predictive Coding.

Note: You must code at least ten documents as responsive and ten other documents as non-responsive before running a confidence score job. If not, the confidence score job will fail. You will be notified of the failed job in the Job List.

To perform a confidence score job

1. From *Project Review*, open the Confidence panel by going to **Layouts > Panels > Confidence**.

2. From the *Actions* pull-down, select **Confidence Score Calculation** and click **Go**.

3. Go to the *Work List* under the *Home* tab to view the status of the Confidence Scoring job. Once the job has completed, return to *Project Review*.

4. The confidence score will appear in the *Confidence* panel.

Confidence Panel

Confidence			⚲ ×
Field Name	**Confidence Score**	**Count**	
ReviewResponsiveness	88%	14	

Actions [Confidence Score Calculation ▼] [Go]

Conversation | Family | Confidence

-   Field Name - indicates the field that was tested against in the cross-validation.
-   Confidence Score - the higher the score, the more confidence that the system has in applying the Predictive Coding.
-   Count - the count of the documents in the learning set.

Note: The Confidence Panel will display only the last confidence score that was calculated for the learning set.

Applying Predictive Coding

After achieving a confidence score that sufficiently shows that the system can code the rest of the documents in the project, you can apply the Predictive Coding to the rest of the documents in the project.

Note: Only one Predictive Coding job may be executed at any one time per project.

To apply Predictive Coding to the project

1. From *Project Review*, open the Confidence panel by going to **Layouts > Panels > Confidence**.

2. From the *Actions* pull-down, select **Predictive Coding** and click **Go**.

3. Go to the *Work List* under the *Home* tab to view the status of the Predictive Coding job. Once the job has completed, return to *Project Review*.

Performing Quality Control

Once the Predictive Coding job has completed, the reviewer can evaluate whether or not Predictive Coding was applied successfully to the documents in the project. The reviewer can filter the documents to display only those documents which have been predictively coded, and evaluate individual documents. If the coding for a document is incorrect, the reviewer can override the Predictive Coding, and code the document manually. If the reviewer has determined that the predictive coding was not accurate in coding the documents properly, the reviewer can create a new Predictive Coding learning set, and reapply the Predictive Coding to the documents.

To check the Predictive Coding

1. In the *Item List* under *Project Review*, select **Columns**.

2. Add the SetBy column to the selected columns. The SetBy column displays whether a document has been manually coded or predictively coded. Click **Ok**.

3. Filter the SetBy column to display only predictively coded documents.

4. In the *Coding* panel, expand the layout drop-down and select the Predictive Coding layout.

5. Click **Edit**.

6. Examine whether a document has been coded correctly. If not, mark the correct coding and click one of the following:

   - **Save**: Click this to save your changes and stay on the same document.

   - **Save and Next**: Click this to save your changes and go to the next document in the *Item List* panel.

7. The manual override will appear in the SetBy column in the *Item List.*

Chapter 11
Deleting Documents

Users with the Delete Summaries permission can delete documents in the *Item List* panel of *Project Review*. Users must be careful and back up the project before deleting documents.

You can delete individual records and documents from a project that has been added by either Evidence Processing or Import. You can select any record or multiple records in Review and delete them. This will delete the record and system generated data associated with the record, such as filtered text, .DAT files, and data from the database.

Note the following:

- If a record is in use by another process, some part of the record might be locked, triggering an error when you attempt to delete the record.
- If an original document has been included in a production set, you will not be able to delete that document. This avoids issues with production sets.
- Both the *Audit Log* and the *Work List* displays what records have been deleted and which user has deleted the record.

Note: You cannot delete an individual record that is part of a production set. However, you can delete a complete production set.

You can also use the Delete action in the *Item List* to delete all filtered files without having to select the files individually.

Deleting a Document

To delete a document

1. Log in as a user with Delete Summaries permissions.

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

3. In the *Project Review*, ensure that the *Item List* panel is showing.

4. Use filters or others tools to cull the files in the *Item List*.

5. Check the documents that you want to delete. Skip this step if want to delete all the documents.

6. In the first Actions drop-down, select one of the following:

   - Checked: Select this to delete just the checked documents.
   - All: Select this to delete all of the documents on all pages of the Grid list.

7. In the second Actions drop-down, select **Delete**.

8. Click **Go**.

9. In the Confirm Delete Dialog, check **Include Family** to delete family documents as well.

10. Click **Delete**.

The job is sent to the Work List for the project/case manager to complete.

Note: When you apply the Delete action to filtered items in the Item List, the filtered data will not reset after the data is deleted. You will need to click on the clear button to show all of the data back into the grid.

Chapter 12

Annotating and Unitizing Evidence

This chapter explains how to do the following:

- Annotating Evidence (page 158)
- Unitizing Documents (page 167)

Prerequisites for Annotating and Unitizing Files

About Generating SWF Files for Annotating or Unitizing

Before annotating or unitizing a file, the file must first be converted to a format that can be annotated, redacted, or unitized. AccessData generates an Adobe's SWF file for files that you can annotate and unitize.

You can generate SWF for the following file types: TXT, DOC, PPT, PDF, MSG, HTM, GIF, and similar formats, but not PST, ZIP, DLL, and EXE files.

You can generate a SWF in the following ways:

Method	Description
Generate SWF files when processing the project	There is a *Enable Standard Viewer* processing option that will automatically convert many files to SWF and make the Standard Viewer the default viewer.
	This option is checked as the default for the Summation license, but can be enabled in other products.
	When this option is enabled, during processing, a SWF file will be generated for any document that can be generated as a SWF and that is also 1 MB or larger.
	Some documents are not converted to SWF, such as PST, ZIP, DLL, and EXE files.
	For files that are smaller than 1 MB, the SWF file is generated "on-the-fly" when the document is loaded into the *Standard Viewer*.
	Microsoft Excel files are not automatically converted into SWF, neither during processing nor "on-the-fly", but can be done manually later.
Have SWF files automatically generated in *Review*	If you view a file that has not had a SWF file generated for it in the *Alternate File Viewer,* then change to the *Standard Viewer*, and a SWF can be generated, it will be converted "on-the-fly".
Generate SWF files manually	You can generate SWF files with the **Annotate Native** or **Create Image** features. See Using the Image Panel on page 80.

Configuring Maximum PDF Size for SWF Creation

In order to help preserve disk space, you can limit the size of native SWF files that are created during Add Evidence, Import, Imaging, and Production Sets. By default, if a file reaches 100 MB in size, the SWF creation is cancelled.

You can configure the maximum size threshold in a new setting: "MaxPDFSizeForNativeSWFConversion"

- For SWF files created during Add Evidence and Production Sets, this setting is configured in the following config file:

  ..\AccessData\eDiscovery\Work Manager\ Infrastructure.WorkExecutionServices.Host.exe.config

- For SWF files created during Import and Imaging jobs, this setting is configured in the following config file:

  ..\AccessData\AsyncProcessingServices\ Adg.AsyncProcessing.WindowsService.exe.config

> **Note:** This setting does not affect native SWF files that created "on-the-fly" when viewing files in the Standard Viewer in Review. In this case, the SWF creation automatically times out after a minute.

Accessing SWF Files for Annotating or Unitizing

You can annotate files using one of the following:

- The *Standard Viewer* in the *Natural Panel*
- The *Image Panel*

  You cannot annotate files using the *Alternate File Viewer* in the *Natural Panel*.

How you access SWF files in the *Standard Viewer* depends on whether you enabled the *Enable Standard Viewer* processing option for the project.

- If the *Enable Standard Viewer* processing option is enabled, the *Standard Viewer* is the default viewer. When you click a file in the item list, if a SWF has been generated, or if the file can have a SWF generated, it will display in the *Standard Viewer.*

  If the SWF file has not yet been generated, it will do it automatically.

  If you click a file that does not support SWF, it will be displayed in the *Alternate File Viewer* instead.

- If the *Enable Standard Viewer* processing option is not enabled, by default, the *Alternate File Viewer* is used. If you then change to the *Standard Viewer*, and if a SWF can be generated, it will be converted "on-the-fly".

To access a SWF file

1. Log in as a user with appropriate permissions.

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

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Select a document in the *Item List* panel that has a native application.

5. Do one of the following:

   - Verify that the file is displayed in the *Standard Viewer*.

   - If the file is displayed in the Alternate Viewer, either click the *Standard Viewer*, or click the **Annotate Native** or **Create Image** button.

Annotating Evidence

About Annotating Evidence

Reviewers with the *Add Annotations* permission can annotate documents and emails.

The following annotation options are available:

- Using Annotation Notes (page 162)
- Adding a Highlight (page 163)
- Adding a Drawn Highlight (page 163)
- Adding a Redaction (page 165)
- Adding a Drawn Redaction (page 165)
- Adding a Link (page 164)
- Selecting a Highlight Profile (page 161)
- Selecting a Markup Set (page 161)

You can use the *Natural Panel* to perform all annotation options.

See Using the Natural Panel on page 76.

You can use the *Image Panel* to create redactions, highlights, and markup sets is also available on the.

See Using the Image Panel on page 80.

Prerequisites for Annotating

In order to Select Text, Draw Highlight Text, Draw Redaction Text, Draw Highlight, Draw Redaction, Create Note, or Create Link, you must select an existing Markup Set.

See Selecting a Markup Set on page 161.

Project managers create Markup Sets and Reaction Reasons on the *Home* page.

About Annotating Tools

Standard Viewer
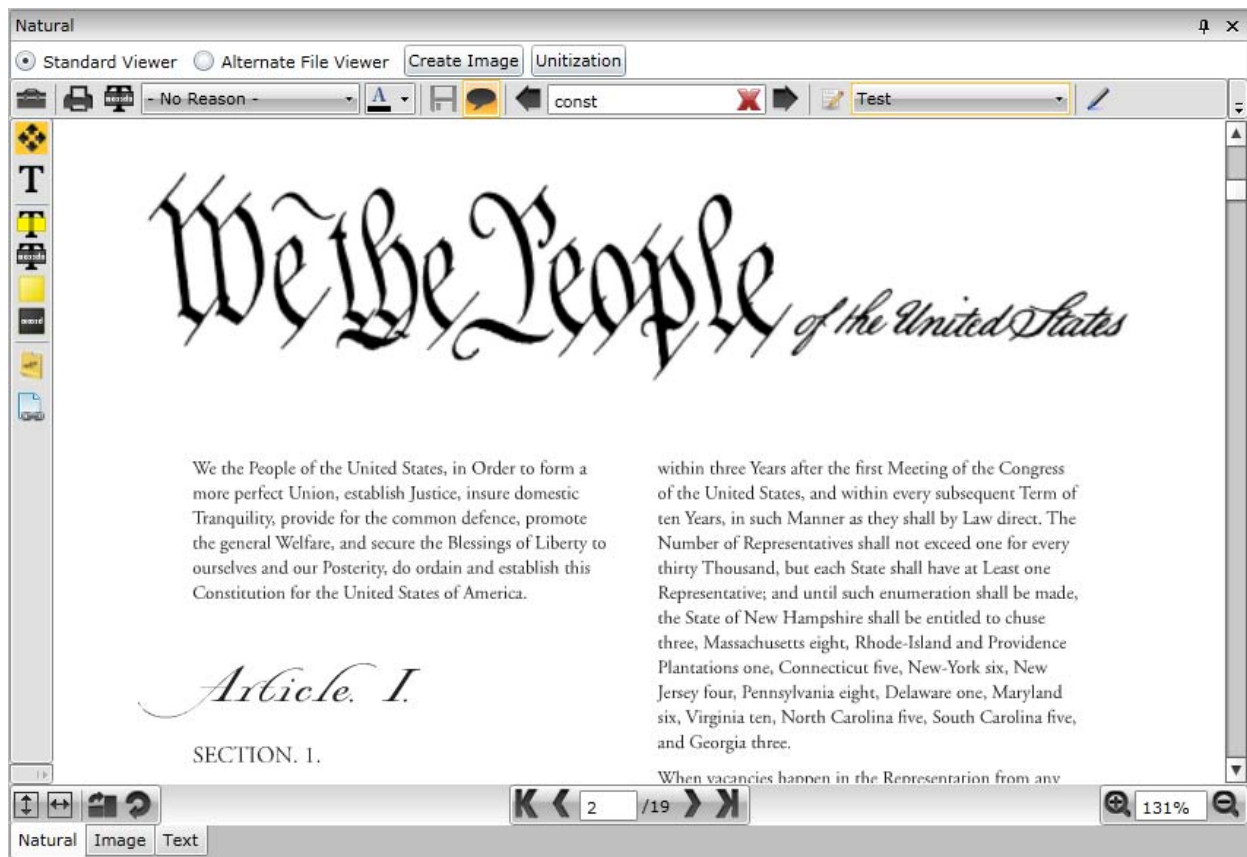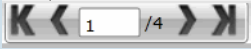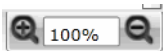
Elements of the Standard Viewer

Element	Description
Standard Viewer	Format that allows you to create annotations on the file. See Using the Natural Panel on page 76.
Alternate File Viewer	Format that allows you to view a native representation of the file. See Using the Natural Panel on page 76.
Toggle Annotation Tools	Toggles the annotation tools on and off.

Elements of the Standard Viewer (Continued)

Element	Description

Print	Lets you print the file as it appears in the *Standard Viewer*. If you have made any annotations, they will also be printed. For example, if you have added redactions to the document, they are printed.
	
	You can print with the following options:
	● Print All Pages
	● Print Current Page
	● Print Range
	
	This print feature can only print 50 pages at a time. If the document is larger than that, you can do one of the following:
	● Print a range of 50 pages at a time
	● Use bulk print
	  See Bulk Printing on page 169.
	● Download the file and then print it.
	  To download a file, click the *Current Object ID* number link at the top of *Review*.

Redaction Reasons	Click to select a redaction reason to apply to the document.
Save Annotations	Save the annotations to file.
Show/Hide Redactions	Click to show and hide the redactions in the document.
Markup Sets	Click to show the Markup Sets that are available to apply to the document. **Note:** An existing Markup Set is required for using Annotation Tools.
Annotation Tools	**Note:** An existing Markup Set is required for using Annotation Tools.
Pan Mode	Click to move within a document page. Navigate by clicking and dragging with the hand icon.
Text Selection Mode	Click to select text within the document to highlight or redact.
Text Highlight	Click to highlight selected text. See Adding a Highlight on page 163.
Text Redaction	Click to redact selected text. See Adding a Redaction on page 165.
Drawn Highlight	Click to create a drawn or coordinate-based rectangle highlight. You can use this tool for creating highlights on documents that are graphics based, rather than text based. See Adding a Drawn Highlight on page 163.
Drawn Redaction	Click to create a drawn or coordinate-based rectangle redaction. You can use this tool for creating redactions on documents that are graphics based, rather than text based. See Adding a Drawn Redaction on page 165.
Create Note	Click to add a note to the document. See Using Annotation Notes on page 162.
Create Link	Click to add a link to another document in the project. See Adding a Link on page 164.
Navigation Icons	
Thumbnails	Click to view thumbnails of the pages in the document.

Elements of the Standard Viewer (Continued)

Element	Description
Fit to Page	Click to fit the document to the *Natural* pane.
Fit to Width	Click to fit the document to the width of the *Natural* pane.
Rotate All	Click to rotate the document clockwise in 90 degree increments.
Rotate Page	Click to rotate a page of the document clockwise in 90 degree increments.
Page Navigation	Navigate through the document with either the arrows or by entering a page number in the field. When documents are generated as PDFs, the page navigation bar will not be available. You can still navigate through the PDF by using the vertical scroll bar.
Zoom	Zoom in and out of the document. Use either the magnifying glass or enter a percentage in the field.

Profiles and Markup Sets

Selecting a Highlight Profile

Persistent highlighting profiles are defined by the project/case manager and can be toggled on and off using the *Highlight Profile* drop-down in *Natural* panel in the *Project Review*.

To select a highlight profile

1. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.
2. Expand the **Highlight Profile** drop-down and select a profile.

Selecting a Markup Set

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

Having an existing Markup Set is required for using Annotation tools.

See

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

Markup sets are created by the project/case manager on the home page. Markup Sets are only accessible in the Standard Viewer of the Natural or Image Panel.

To select a markup set

    1.   In the *Project Review*, ensure that the *Item List* and *Natural* or *Image* panel are showing.

    2.   Access the file in the *Standard Viewer*.

    3.   Expand the **Markup Set** drop-down and select a markup set.

Using Annotation Notes

Reviewers with the *Add Notes* permission can add notes to documents in the *Natural* panel of *Project Review*. Notes are attached to highlighted text in a document.

In version 6.x and later, notes are now stored as part of the *Case Organizer*.

See Using the Case Organizer on page 123.

Specifically, notes are saved within the comments of *Case Organizer* objects.

Important: Before adding a note, become familiar with *Case Organizer* objects and comments.

        See Using Case Organizer Comments and Notes on page 130.

Note: If you are using an environment that was upgraded from 5.x, your legacy notes are not converted to the *Case Organizer* and can still be viewed in the *Notes* panel. Notes can be viewed and deleted from the legacy *Notes* panel for users with the View Notes and Delete Notes permission.
See The Notes and Transcript Notes Panels on page 86.

To add a note

    1.   Log in as a user with *Add Notes* permission.

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

    3.   Access the file in the *Standard Viewer*.

    4.   Select an existing Markup Set.
        See Prerequisites for Annotating on page 158.

    5.   Click on the **Create Note** tool button   .

    6.   Highlight the text in the body of the document to which you want to add a note.

    7.   The *Case Organizer* comment dialog appears.

    8.   Continue with the following instructions:
        See Using Case Organizer Comments and Notes on page 130.

Viewing the Source Document of a Case Organizer Note

When viewing annotation notes in *Case Organizer* you can quickly view the source document.

See Using the Case Organizer on page 123.

To view the source document of a note

    1.   In *Case Organizer Details*, select the appropriate object.

    2.   Click **Comments**.

3. The Comment are displayed showing the note.

NOTE 1 - ObjectId 2002 - Page 1

When in the Course of human events, it becomes
bands which

4. In the note, click 𝒮 .

5. The source document is highlighted in *Item List* and is displayed in the viewer**.**

Adding a Highlight

Adding a Text-Based Highlight

Reviewers with the Add Annotations permission can add highlights to documents in the *Natural* panel of *Review*.

To add a text-based highlight

1. Log in as a user with Add Annotations permission.

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

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Access the file in the *Standard Viewer*.

5. Select an existing Markup Set.
See Prerequisites for Annotating on page 158.

6. Click the **Text Highlight** 🅣 tool button.

7. (Optional) To delete a text highlight, click on the highlight and press **Delete**.

Adding a Drawn Highlight

Reviewers with the Add Annotations permission can add a drawn or coordinate-based highlights to documents in the *Natural* or *Image* panel of *Project Review*. The following steps describe how to add a drawn highlight in the *Natural* panel. These steps will also work in the *Image* panel.

To add a drawn highlight

1. Log in as a user with *Add Annotations* permission.

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

3. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.

4. Access the file in the *Standard Viewer*.

5. Select an existing Markup Set.
See Prerequisites for Annotating on page 158.

6. Click the **Drawn Highlight** tool button 🟨.

7. Click and drag the rectangle onto the body of the document.

8. (Optional) To delete a drawn highlight, click on the highlight and press delete.
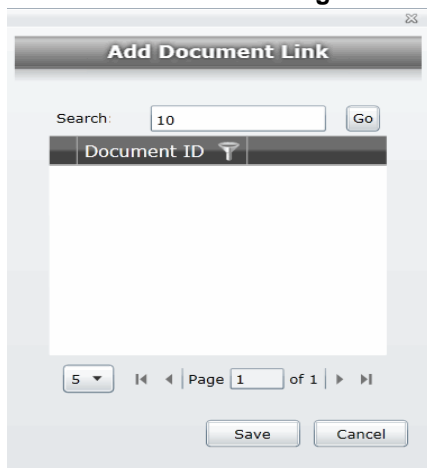
Adding a Link

Reviewers with the Add Annotations permission can add links to documents in the *Natural* panel of *Project Review*.

To add a link

1. Log in as a user with Add Annotations permission.

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

3. Access the file in the *Standard Viewer*.

4. Select an existing Markup Set.
   See Prerequisites for Annotating on page 158.

5. Click on the **Create Link** [icon] tool button.

6. Highlight the area in the body of the document to which you want to add a link. The **Add Document Link** dialog appears.

Add Document Link Dialog

7. In the *Search* field, enter the DocID of the document you want to link to.

8. Press the tab button to activate the *Go* button and click **Go**.

9. Select the document you want to link to from the search results.

10. Click **OK**.

Adding a Redaction

Adding a Text-Based Redaction

Reviewers with the Add Annotations permission can add redactions to documents in the *Natural* panel of *Project Review*.

Note: If you hover over a redaction while in ADViewer mode, the redaction will become transparent, and you can view the text underneath the redaction.

Redaction color tips:

- You can change the color block for redacting documents to any color.
- If the redaction block color is a darker shade such as black or navy blue, the redaction reason will be set to white. If the redaction color block is a lighter color such as yellow or white, the redaction reason will be set to black.

To add a text-based redaction

1. Log in as a user with *Add Annotations* permission.

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

3. Access the file in the *Standard Viewer*.

4. Select an existing Markup Set.
   See Prerequisites for Annotating on page 158.

5. Click the **Text Redaction** tool button.

6. Drag over the text that you want to redact.

7. (Optional) To delete a text redaction, click on the redaction and press **Delete**.

Adding a Drawn Redaction

Reviewers with the Add Annotations permission can add a drawn or coordinate-based redactions to documents in the *Natural* or *Image* panel of *Project Review*. The following steps describe how to add drawn redactions in the *Natural* panel. These steps will also work in the *Image* panel.

Note: When using Draw Redaction, text that is very close to the Draw Redaction box may be included in the redaction.

To add a coordinate-based redaction

1. Log in as a user with *Add Annotations* permission.

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

3. Access the file in the *Standard Viewer*.

4. Click the **Drawn Redaction** tool button.

5. Click and drag the rectangle onto the body of the document.

6. (Optional) To delete a drawn redaction, click on the redaction and press **Delete**.

Coordinate-Based Redactions Boundaries

After drawing a coordinate-based redaction, red square boxes may appear on the redacted text, above the redacted text, and/or below the redacted text. These red square boxes are the application's attempt to insure that all of a character is redacted. The application accomplishes this by indicating all characters that will be redacted, including font boundaries defined in the file that the user cannot view. Any characters that are bound by these red boxes will be redacted. If the application is indicating text that you do not want redacted, you can adjust your redaction so that application will only redact the characters that you want.

Toggling Redactions On and Off

You can toggle redactions on and off in the *Natural* and *Image* panels so that you can view or hide them without deleting redactions.

To toggle redactions on and off

1. In the *Project Review*, ensure that the *Item List* and *Natural* panel are showing.
2. Access the file in the *Standard Viewer*.
3. Click the **Show/Hide Redactions** button .
4. Click the button again to turn them back on.

Unitizing Documents

You can use the unitization feature to do the following:

- Break large documents into smaller documents.

- Combine one or more smaller documents into a larger one.

- Move pages within the same document to another location of the document. For example, you can move the last page of the document to the first page.

- Rotate a single page or the entire document.

You can perform these tasks on any file that has been converted to SWF. Thus, you can only unitize documents that can be viewed in the *Standard Viewer* on the *Natural* or *Image* tabs.

See About Generating SWF Files for Annotating or Unitizing on page 156.

When you perform unitization tasks on a document, the original document is maintained and a new file is created. In the new filename, the original file's Object ID is referenced. The new filename is *UnitizedObject_NewObjectID_OriginalObjectID*.pdf.

You can also perform unitization tasks on the new unitized documents.

You perform these tasks in the *Unitization* panel.

To use unitization

1. In *Review*, select a file that you want to work with.
2. Make sure the file is displayed in the *Standard Viewer*.
3. From the *Standard Viewer*, click **Unitization**.
4. Click a page in the document and use the following unitization tools:

Item	Description
⤒	Moves the current page up one page.
⤓	Moves the current page to be the first page of the document. You can use the page number field at the bottom to quickly go to page 1.
⤓	Moves the current page down one page
⤓	Moves the current page to be the last page of the document.
↱	Rotates the current page 90 degrees.
⊗	Deletes the current page. Before saving this change, the current page is marked in red with an X though it. You can click this icon again to undelete the page.
⧉	Splits the document from the current location. You can split a document in many places to create multiple documents. Click this to split the page and a red line will appear. After you have performed all your splits, click **Save.** You cannot split on the first page.

Item	Description
(icon: fit height)	Fits the view to the height of the document.
(icon: fit width)	Fits the view to the width of the document.
(icon: rotate all pages)	Rotates all pages 90 degrees.
(icon: rotate current page)	Rotates the current page 90 degrees. (When in Unitization mode, this is the same as the other rotate button on the top of the panel. When not in Unitization mode, this rotate the document for viewing but does not edit the document.)
Show Source	Use the **Show Source** button to add pages from a totally different document to the current document you're working on. When you click *Show Source*, it opens a separate panel for you to open a different document in. Initially, it opens the same document. In the Item List, select the second file you want to add from. It will then be displayed in the second panel. Click a page in the second document and click **<** to add that page to the first document. Click **<<** to add all pages.
Save	Saves the changes made in unitization and creates a new document named UnitizedObject**nn**.

Chapter 13
Bulk Printing

Reviewers with the Imaging permission can print multiple records using the Bulk Printing mass action in the *Item List* panel. You can print to printers that are on the server or to a local machine. You can also brand printed documents. Bulk printing will print the source documents and include annotations or redactions on the documents.

You can perform other actions (except for starting another print job) while the system is running a bulk print job.

Note: Before you can print to a local printer, you need to download and install the Bulk Print Local plug-in. See Bulk Printing Multiple Documents (page 169).

You can print highlights and redactions on printed documents without needing to create a production set. In the *Bulk Printing* dialog, you can select which type of markup sets to print.

Note: For documents that contain both Native and Image redactions, only Image redactions print. Image redactions take precedence over Native redactions.

Bulk Printing Multiple Documents

To print multiple documents at one time

1. Click *Project Review* in the *Project List* panel next to the project.
2. In the *Project Review* window, verify that the *Item List* panel is showing.
3. In the *Item List* panel, select the documents that you want to print. Skip this step if you are printing all the documents in the panel.
4. In the first *Actions* drop-down menu at the bottom of the panel, do one of the following:
   - Select **Checked** to print all the checked documents.
   - Select **All** to print all documents, including documents on pages not visible.
5. In the second *Actions* drop-down menu, select either **Network Bulk Printing** to print to a network printer that has been set up by your IT or Administrator or **Local Bulk Print** to print to a local printer that has been set up on your local workstation.
   See Network Bulk Printing on page 170.
   See Local Bulk Printing on page 170.

Network Bulk Printing

To print to a network printer

1. Click **Go**.

2. Enter options in the *General Print Options* tab. See General Print Options on page 170.

3. Click **Print**.

Local Bulk Printing

To print to a local printer

1. Click **Go**.

2. Enter options in the *General Print Options* tab. See General Print Options on page 170.

3. A dialog box appears, asking if the file **BulkPrintLocal.WPF** may be opened on your system. Click **Allow**.

> **Note:** If you start another print job when the dialog window from a previous Local Bulk Printing job is already open, a new Bulk Printing window will appear. Close the initial Local Bulk Print window before starting a new local print job.

4. The *Bulk Print Application* dialog window appears. See Bulk Print Dialog Options on page 171.

5. Choose your printer from the drop down box in the *Printer Selection* area and click **Print**.

> **Note:** This process may take longer than typical network print operations due in part to document image conversion processes.

6. (optional) To cancel a printing job, click **Cancel Print Job** or close the *Bulk Printing* dialog box.

General Print Options

The following table shows the options available in the *General Print Options* screen.

General Print Screen Options

Option	Description
Include Markups	Allows you to print redactions on the printed documents. In the *Markup Sets* tab, select which markup set(s) that you want to print. Note: For a document with both native and image redactions, image redactions will print, but not native redactions. Image redactions take precedence over native redactions.
Image Branding	Allows you to brand the printed documents. In the *Image Branding Options* tab, select the options that you want for the branding. For more information, see the *Exporting Guide*. Note: Branding the document with the DocID in Local Bulk Printing will brand the document with the existing DocID. Branding the document in the Export Wizard will brand the document with the original DocID.

Bulk Print Dialog Options

The following table shows the options available in the *Local Bulk Print* dialog.

Bulk Printing Dialog Options

Option	Description
Job Details	Displays the job details of the print job, including the Project ID, Project Name, User Name, Job ID, and number of documents in the print job.
Printer Selection	Select a printer to print the documents to. **Note: You can also select a virtual printer, such as a PDF creation tool, to save the documents to a local or network share in PDF format.**
Cancel Print Job	Click to cancel a print job. You can also cancel a print job by closing the *Bulk Printing Dialog* window.
Progress Report	● Docs Printed: Shows the number of documents that have already printed, and the documents remaining to be printed. ● Pages Printed: Shows the number of pages that have been printed in a document sent to the printer. It does not show the total amount of pages printed in a job.
Status Report	Displays the status of the print job. **Note: You can also monitor the status of the print job from the Printing/Export tab of the Home page.**

Viewing Print Statuses

You can view the status of bulk printing jobs on the *Printing/Export* tab of the *Home* page. You can view the status of your local bulk print job in the *Bulk Print* dialog window.

To view the status of your bulk print job

1. Select the project in the Project List panel.
2. Click the **Printing/Export** tab on the *Home* page.
3. Click the **Printer Status** tab.

Viewing Print Logs

You can access and view the logs from local bulk printing jobs. The logs are stored in a folder on the server.

To view the log of your bulk print job

1. In the Windows **Start** menu, enter **Run**.
2. In the **Open** field, enter **%public%**.
3. Open the folder and select the log that you want to view.

Chapter 14

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*.

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.

About DocIDs and Object IDs

DocIDs are assigned to document groups by sorting into the object ID order and then putting the objects into the family order. The family order takes top priority.

Suppose you ignore all objects that are in a family except for the heads of family. The remaining objects (all objects that are not in a family and all heads of family) appear in object ID order. Objects that are in a family appear immediately after the head of family.

How DocIDs are Created

Doc IDs can either be imported or generated. When an import occurs, in the load file there is generally a doc ID associated with each object. The doc ID for each imported object can be seen in the *DocID* column in Review. This doc ID is also known as the *original* doc ID.

Doc IDs are also generated during the creation of a production set or export set. These doc IDs do not appear in the *DocID* column in review – they are only associated with the object in the context of the production set or export set.

Note that there is also a *Page ID* generated for each page of a document. The *Page ID* can be branded on each page. In most cases, the *Page ID* is related to the *Doc ID*.

Production Sets and Load File and Native Export Sets

There are two numbering styles for production/export sets: *Australian*, and *US and all others.* This topic only describes US-style numbering.

When creating a production set, on the *Volume Document Options* tab, there are four *Naming Options*:

- New Production Doc ID
- Original Doc ID
- Original File Name
- Original File Name with Original Path

New Production Doc ID

This is the default. The doc ID is generated based on the selections in the Document section on the right-hand size of the *Volume Document Options* tab. There are three different options, but with any option, the doc ID consists of an optional prefix, a number that is padded with zeroes on the left, and an optional suffix. The numeric portion begins with the starting number, which defaults to 1. The *Padding* is the minimum width of the numeric portion. For example, if *Prefix* is *ABC*, *Suffix* is empty, *Starting Number* is 1, and *Padding* is 4, then the first doc ID will be *ABC0001*.

How the doc IDs are incremented and how the page IDs are generated differ based on the option:

- Independent Document and Page Numbering. There are separate sections for documents and pages for the prefix, suffix, starting number, and padding. The document settings control the doc ID, the name of the exported native file, and the name of the exported text file. The documents are numbered sequentially. The page settings control the page ID and the names of the images files. Each page is numbered sequentially. For images files with one file for the entire document, e.g., PDF, the name of the image file is the same as the page ID of the first page. The doc IDs and the page IDs are not correlated – the doc ID is incremented once for each document, while the page ID is incremented once for each page of each document. For example, the doc IDs might be D000001, D000002, D000003, etc. The page IDs might be:
  - For D000001, page IDs P000001, P000002, P000003, P000004.
  - For D000002, page IDs P000005
  - For D000003, page IDs P000006, P000007, P000008.
  - Etc.
- Number by Document with Page Counter Suffix. Documents are numbered sequentially. The page ID of each page is the doc ID followed by a period (.) and the page number padded with zeroes to a width of four digits. For example, the documents might be ABC000001, ABC000002, etc. The pages of ABC000002 would be numbered ABC000002.0001, ABC000002.0002, ABC000002.0003, etc.
- Number by Page. The page IDs of each page of each document are numbered sequentially, continuing across documents. For example, if the page ID of the first page of the first document is D000001, and the document contains two pages, then the page ID of page 2 of the first document is D000002, and the page

ID of the first page of the second document is D000003. The doc ID of each document is the page ID of the first page of the document.

Original Doc ID

The doc ID of each document is the doc ID imported with the document or assigned to it when it is added to a document group. The prefix, suffix, starting number, and padding that are selected in the document naming parameters are only used for documents that do not have an original doc ID.

- Independent Document and Page Numbering. There are separate sections for documents and pages for the prefix, suffix, starting number, and padding. The doc ID is taken from the original doc ID, if the document has one; otherwise, the doc ID is generated from the document settings. The doc ID is used as the file name for the exported native file and the exported text file. The page settings control the page ID and the names of the images files. Each page is numbered sequentially. For images files with one file for the entire document, e.g., PDF, the name of the image file is the same as the page ID of the first page.

- Number by Document with Page Counter Suffix. The doc ID is the original doc ID. The page ID of each page is the doc ID followed by a period (.) and the page number padded with zeroes to a width of four digits.

- Number by Page. The doc ID is the original doc ID. The page ID of the first page is the doc ID. The page ID of each subsequent page is one higher than that of the previous page. This option assumes that there is a sufficient gap between successive doc IDs to provide a unique number for each page. If this is not the case, then the same page ID may be assigned to pages in different documents. This is especially the case when the original doc IDs are sequential. For example, let's say that ten documents of ten pages each are imported, and that the doc IDs of these documents are ABC000001, ABC000011, ABC000021, …, ABC000091. The page IDs of ABC000001 will be ABC000001, ABC000002, ABC000003, …, ABC000010. The page IDs of ABC000011 will be ABC000011, ABC000012, ABC000013, …, ABC000020. The page IDs of ABC000091 will be ABC000091, ABC000092, ABC000093, …, ABC000100. On the other hand, if these same documents were imported with doc IDs of ABC000001, ABC000002, ABC000003, …, ABC000010, then the page IDs of ABC000001 will be ABC000001, ABC000002, ABC000003, …, ABC000010, while the page IDs of ABC000002 will be ABC000002, ABC000003, ABC000004, …, ABC000011. Thus most of the page IDs of the imported files overlap. The second example demonstrates that with imported files with sequential doc IDs, if using original doc ID naming, the documents should generally be numbered with the Number by Document with Page Counter Suffix option and not the Number by Page option.

Original File Name and Original File Name with Original Path

The doc ID is the original file name (not including the rest of the file path) without the file extension.

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. Prepare documents to be added to a Document Group by applying labels.
   See Managing Labels on page 231.

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

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

4. In the *Project Explorer*, click the *Explore* tab.

5. Right-click **Document Groups** and select **Create Document Group**.

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

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

8. Click **Next**.

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

10. Click **Next**.

11. 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.

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

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

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

15. Select the *Padding* for the documents.

16. Click **Next**.

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

18. Click **OK**.

19. When the job is successfully created, click **Close**.

Renumbering a Document Group in Project Review

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

To renumber document groups in Project Review

1. Log in as a user with Project Administrator rights.
2. Click the **Project Review** 🔍 button next to the project in the *Project List*.
3. In the *Project Explorer*, expand the **Document Groups** folder.
4. Right-click an existing *Document Group* folder and select **Renumber Document Group**.
5. Enter a *Prefix* for the new numbering.
6. Enter a *Suffix* for the new numbering.
7. Select a *Starting Number* for the documents.
8. Select the *Padding* for the documents.
9. Click **Next**.
10. Review the *Summary* and click **Renumber**.
11. Click **OK**.

Deleting a Document Group in Project Review

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

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

To delete document groups in Project Review

1. Log in as a user with Project Administrator rights.
2. Click the **Project Review** 🔍 button next to the project in the *Project List*.
3. In the *Project Explorer*, expand the **Document Groups** folder.
4. Right-click a *Document Group* and select **Delete Document Group**.
5. Click **OK**.

Managing Rights for Document Groups in Project Review

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

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

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

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

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

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

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

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

6. Click **Save**.

Part 3

Searching Summation Data

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

Chapter 15

Introduction to Searching Data

This document will help you filter and search through data in the Project Review.

About Searching Data

You can use searching to help you find files of interest that are relevant to your project. After you perform a search, you can save your search or share your search with groups. Then, you can filter your result set to further cull down evidence. As you find relevant files, you can tag the files with Labels, Issues, or Categories for further review or for export.

When you search data, you use search phrases to find relevant evidence. A search phrase is any item that you would receive a search hit on, such as a word, a number, or a grouping of words or numbers.

See Building Search Phrases on page 184.

You can search for text that is either in the metadata of the file or in the body of a file. You can also select a column in the *Item List* panel and filter on that specific column.

When you start a search, be mindful of the items in the list that you are starting with. For example, if you have applied a facet filter to show only DOC files, and you search for a text string that you think is in a PDF file, it will not find it. However, the same is not true for column filters. If you have applied a column filter to show only DOC files and you search for a text string that you think is in a PDF file, it will locate the file, regardless of the previous column filter application.

Searching Results

When you run a search, any items in your data that contain the search phrase are displayed in the *Item List*. When you view an item in the *Natural, Image, or Text* viewers, the terms in the search phrase are highlighted.

You need to be aware of the following when viewing highlighted terms:

- After the first page of search results are available, the application retrieves the excerpts for the word/phrase hits on the document through a separate workflow. Depending upon the load on the system, highlights might take longer to appear.
- Search results are not highlighted in the view if the word phrases is split on separate lines, especially in documents created in ASCII, such as text files.
- If you have a document where the text is arranged in columns, search results that appear in the same column or span across multiple columns do not highlight in the *Natural Viewer*. The *Text* view should highlight the results accurately.

To search data, see the following:

- Running Searches (page 181)
- Running an Advanced Search (page 198)
- Running Recent Searches (page 206)
- Saving a Search (page 207)

Search Limitations

When performing a Quick Search or Advanced Search, if you have over 10,000 total characters of search text, the search may fail and the application may become non-responsive.

Chapter 16
Running Searches

You can perform the following search tasks:

- Running a Quick Search (page 181)
- Searching for Virtual Columns (page 188)
- Running a Subset Search (page 189)
- Searching in the Natural Panel (page 190)
- Using Dates and Times in Search (page 192)
- Using the Search Excerpt Report (page 193)
- Using Search Reports (page 196)
- Running an Advanced Search (page 198)

When running a search, you build and use search phrases.

See Building Search Phrases on page 184.

Running a Quick Search

In most projects, relevant data and privileged information in a data set is found using quick searches. You can use the basic search field in the *Item List* panel to help you perform fast filtering on selected evidence.

When you start a search, be mindful of the items in the list that you are starting with.

See About Searching Data on page 179.

Important: A processing option, *Disable Tab Indexing*, disables the reindexing of labels, categories, and issues. With this option, the application prevents reindexing from occurring as frequently while you are reviewing data, and search counts appear correctly. This option is enabled by default. If this option is enabled, in Review, the following text is displayed: *Tag indexing is disabled.* However, you can still search for specific tags using a field search, such as "Label contains xxx".

To run a quick search

1. Log in as a user with Run Search privileges.

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

3. In *Project Review*, ensure that the *Project Explorer*, the *Item List*, and *Natural* panel are showing.

4. Populate the data in the *Item List* with the data that you want to search within.
   See Selecting the Data that you Want to Search In on page 182.

5. In the search bar of the *Item List* panel, enter a search phrase.

    A search phrase can be either one word or or number or multiple words. You may also use operators or boolean search phrases.

    See Building Search Phrases on page 184.

6. Click **Go** to execute the search.

    A green spinner indicates that the search is in progress. When the search is complete, the spinner is no longer displayed.

The search is performed within the specified scope and searches the body content of the documents within the scope. Also depending upon the type of search query, the query will also search the documents' metadata. Search results appear in the *Item List* panel.

If you are searching by keyword, you can select a document from your search results, and see highlighted instances of the word in the *Natural* view. The instances will also be highlighted in the text view and in the *Item List* if there are results in the metadata.

Quick searches will also appear in the *Recent Searches* on the *Searches* tab of the *Project Explorer*.

Note: You are unable to perform a quick search for values in the ProductionDocID column. To search for values in the ProductionDocID column, use Advanced Search. See Running an Advanced Search on page 198.

Selecting the Data that you Want to Search In

When you perform a search, only the data that is contained in the *Item List* (all pages) will be searched. That means that any data that you have filtered out of the list will not be searched.

This will apply the currently selected scope and any selected facets to the *Item List,* allowing you to search and review on the resulting subset. The facets will persist through searches until you clear them. Scopes may be changed and searches re-run by use of the *Apply* button as well. After updating a facet or scope item, you may click the *Apply* button, which will update the scope and re-run any search that has not been cleared out by use of the *Clear Search* button in the *Search Options* menu of the *Item List* panel.

To populate data in the Item List that you want to search from:

1. Select the data that you want to search in by doing the following:

    1a. In the *Project Explorer*, the default scope selection includes all evidence items in the project. Using the check boxes, uncheck items to exclude items from the scope of the search. These scope items include:
    - Document Groups
    - Transcript Exhibits
    - Export Sets
    - Notes
    - Transcripts

    1b. In the *Facets* tab of the *Project Explorer*, you may select any combination of facets to apply to the current search scope.

2. Click the **Apply** check mark button in the top of the *Project Explorer*.

Using Search Options

The following are search options that you can perform from the **Search Options** drop-down:

Search Options

Element	Description
Clear Search	This clears any search strings from the search bar and removes all results of the search. The contents of the Item List are restored to how they were before the search.
Advanced Search	Lets you perform and save advanced searches. See Running Advanced Searches on page 198.
Vocabulary	Lets you search within the current or all transcripts. See Working with Transcripts and Exhibits on page 95.
Expansion	Lets you include Family, Linked, or Similar Documents.
Settings	Lets you configure the following search settings: ● *Sorting* You can sort your search results by any column. By default, search results are sorted by Relevancy in descending order. You can change the column by which to sort by, such as ObjectID, extension, and so forth. ● Display *Options*: 　■ Excerpts column 　On by default. You can select to not display the *Excerpts* column. You can also configure the number of excerpt words. 　■ Relevancy column 　On by default. You can select to not display the *Relevancy* column. If you turn this off, results will not sort by *Relevancy*, even if that is the sorting selection.
Search Report Options	Lets you generate and download search reports. See Using Search Reports on page 196.

Building Search Phrases

When you search data, you use search phrases to find relevant evidence. A search phrase is any item that you would receive a search hit on, such as a word, a number, or a grouping of words or numbers.

A search phrase can be any of the following:

- A single term, such as a word or number
  For example, **patent**. Any document with the term "patent" will be found.
- A string of terms (within parentheses)
  For example, **2010 patent application**. Any document with the string "2010 patent application" will be found.
- Multiple terms with boolean operators, such as AND or OR
  For example, **patent AND 2010**. Any document with both "patent" and "2010" will be found.

See the following about building search phrases:

- See Using Search Operators on page 184.
- See Using Boolean Logic Options on page 186.
- See Using ? and * Wildcards on page 187.
- See Searching Numbers on page 188.
- See Search Limitations on page 180.

Using Search Operators

You can use a Boolean search to find the logical relationships among the search terms and phrases that you enter. A Boolean search consists of the following three full logical operators:

- OR
- AND
- NOT

Note: The NOT operator by itself is not an option in Advanced Search. The Not Contains and Not Equals operators are available in Advanced Search. However, you can use the NOT operator in Quick Search.

If you use more than one logical operator, you should use parentheses to indicate precisely what you want to search for. For example, the phrase **apple and pear or orange** could mean either **(apple and pear) or orange**, or it could mean **apple and (pear or orange)**. Use parentheses to clarify which of the two searches that you want.

However, if you want to execute searches that contain parentheses as part of the search term, you should enclose the search term with double quotes. For example, if you want to search the To field of emails for the phrase, **Carton, Sydney (TTC-San Antonio)**, you need to write the search query as **To Contains "Carton, Sydney (TTC-San Antonio)."** This will allow you to get the expected search results and those search results will be highlighted in the *Text* view. However, the search results will not be highlighted in the *Natural* view.

Only alphanumeric characters are recognized in search terms. Also, certain non-alphanumeric characters are recognized by the search, such as @ and $. To search for text with non-alphanumeric characters, include the whole string in quotes. For example, if you searched for **mckay@accessdata,** you would find **mckay@accessdata**. But if you searched for **mckay#accessdata**, it would not return results.

Noise Words

Noise words, such as **if**, or **the** are ignored in searches. For example, if you were to search on the term **MD&A**, the search would treat the **&** as an AND operator and return documents with both the terms "MD" and "A" in them. However, because **A** is a noise word, the search only highlights "MD" in the document.

When a search phrase contains a noise word with another term, the search results will return results with the noise word, as well as other words that are in the same place as the noise word. For example, by searching for the term **MD** and **A**, not only are results returned that locate the terms "MD" and "A," but also "MD" and "<any word that is adjacent to 'MD'>." For example, by searching for the term **MD** and **A**, you might also get the result of "MD" and "Surgeon."

However, if you were to search on **MD&Surgeon**, you will only get "MD" and "Surgeon.

Words that are used as logical operators, such as **And** or **Or** will be treated as operators and not as part of the search phrase. If you want to include words such as **and** or **or** as part of the search phrase, you need to enclose the entire search phrase in double quotes. For example, enclosing in double quotes the search phrase **"this or that"** will return only those occurrences where this exact phrase appears, and not where **this** appears separately from **that**.

The following words and symbols are ignored in searches:

> @, a, about, after, all, also, an, and, any, are, as, at, be, been, but, by, can, come, could, did, do, even, for, from, get, got, he, her, him, his, how, i, if, in, into, it, its, just, like, me, my, not, now, of, on, only, or, other, our, out, over, see, she, some, take, than, that, the, their, them, then, there, these, they, this, those, to, too, under, up, very, was, way, we, well, were, what, when, where, which, while, who, will, with, would, you, your

Also, there are exceptions for certain characters:

- The characters **0-9**, **a-z**, **A-Z**, and the _ (underscore) are searchable.
- Other characters, such as **-** , **+**, and **;** are not searchable. With a few exceptions, they are treated as spaces.
- The characters **?** and ***** are wildcards. See Using ? and * Wildcards on page 187.
- The %, ~, #, & , :, = characters are used in advanced variations of the search, such as synonym or fuzzy searches. See Understanding Advanced Variations on page 202.

Note: The & symbol is interpreted as an AND operator. If you searched for Steinway & Sons, it would search for Steinway AND Sons. To use the & symbol in a search, include it in quotes. For example, "Steinway & Sons".

Using the @ Symbol

In versions 6.0.1 and earlier, the @ symbol was indexed as a regular character and was searchable. One result of this was that when searching for names within email addresses, you had to use the full address or a wildcard. For example, if you searched on gwashington, it would not result in a hit for gwashington@usa.gov. Instead, you had to search for gwashington* or gwashington@usa.gov.

In versions 6.0.1 SP1 and later, the @ symbol is now indexed as a space character and is ignored. This is the same as FTK/LAB. Now, if you search for gwashington, it will result in a hit for gwashington@usa.gov.

This change is only in effect for projects that were created in 6.0.1 SP1 and later, not just reviewed or indexed in 6.0.1 SP1 or later.

Using Boolean Logic Options

The following table describes the boolean options that you can use in searches. Some boolean options are combined in the table to serve as examples of what is possible.

Boolean Logic Options

Option	Description
AND	Returns as search results those evidence files that contain all of the search words that you specified. For example: **marijuana AND cocaine** Matches all evidence files that contain both the words "marijuana" and "cocaine." However, if you search for the example: **marijuana + cocaine** You will only get search results highlighted if "marijuana" and "cocaine" are adjacent.
OR	Returns as search results those evidence files that contain any of the search words that you specified or at least one of the search words that you specified. For example: **marijuana OR cocaine** Matches all evidence files that contain either the word "marijuana" or "cocaine."
NOT	Returns as search results those evidence files that do not contain the search words that you specified. This expression is an efficient way to eliminate potential privileged data from production sets. Used the expression at the beginning of your search word or phrase. For example: **NOT licensed** Matches all evidence files except those with the word "licensed" in them. **Note: Do not use implied boolean search with this operator (Example: -license). It will return incorrect results.**
W/N	Returns as search results those evidence files that include the specified word or phrase that is found within so many number of words of another. For example: **(rock AND stump) W/2 (fence AND gate)** Matches all evidence files that contain both the words "rock" and "stump" that occur within two words of both the words "fence" and "gate." or **(pear w/10 peach) W/7 (apple OR plum)** Matches all evidence files that contain the word "pear" that occurs within ten words of the word "peach" and that also occurs within seven words of either "apple" or "plum." You can also use this option to search for evidence files with known words in certain locations or instant messaging chats. **Note: For all evidence files other than email, all occurrences of the words on either side of the W/N operator are highlighted. For email files, there is no highlighting on the Natural and Text views.**
AND NOT	Returns as search results those evidence files that contain the expression on the left when the expression on the right is not found. For example: **peach AND NOT pineapple** Matches all evidence files that contain the word "peach," but do not also contain the word "pineapple."

Boolean Logic Options (Continued)

Option	Description
OR NOT	Returns as search results those evidence files that contain either the left expression or specifically not containing the right expression. For example: **peach OR NOT pineapple** Matches all evidence files that contain the word "peach," and any other file that does not contain the word "pineapple." **Note: The search phrase before the OR operator is highlighted.**

*Using ? and * Wildcards*

A search word can contain the wildcard characters * and ?. A ? in a word matches any single alphanumeric character, and a * matches any number of alphanumeric characters. The wildcard characters can be in any position in a word.

Wildcard	Description
?	Matches any single alphanumeric character. The following are examples: ● appl? matches *apply* or *apple*, but not apples ● a?l matches *all* or *aol*
*	Matches any number of characters within a single word. The following are examples: ● appl* matches *apply, apple*, *apples*, *application* ● ap*ed matches *applied*, *approved* ● appl*ion matches *application* ● a*l matches *all*, *aol*, *april*, *actual*, *additional* ● *cipl* matches *principle*, *participle* **Note: Use of the * wildcard character near the beginning of a word will slow searches somewhat.**

You can use wildcards with search phrases that use operators.

For example, 20* OR pat* OR appl* would match any document that had *2010*, *2011*, *patent*, *patents*, *application*, or *applications*.

You can use wildcards within terms that are within text strings.

For example, "20* p*t a*n" would match *2010 patent application*.

? and * Wildcard Limitations and Tips

● The ? and * wildcards can be used for alphanumeric characters only.
  For example, a search of PSE?G or PSE*G will not find *PSE&G*.

● The ? and * wildcards only work within single words not separated by spaces, periods, commas, and so on.
  For example, a search of "n*w" will find "New" but a search of "n*k" will not find "New York" or New.York".

Searching Numbers

When searching for numbers, be aware the commas, dashes, and spaces are word separators. A word separator will find evidence files where terms are separated by that separator or space.

For example:

- A search of 123,?56 will find
  - *123,456, 123,556, 123,656, etc.*
  - *123-456*
  - *123 456*
- A search of 123-456 will also find 123,456
- A search of *123, 456* will find
  - *xxx123*
  - *456xxx*

To find numbers containing a comma, dash, or space, use a string in parentheses.

Searching for Virtual Columns

You can search for virtual columns in the quick search field. Virtual columns are fields of data that are included in the records, but there is not a physical column in the database that correlates with that data. Searching for virtual columns will result in records that contain the virtual data, but the column will not actually appear in the *Item List* panel.

Examples of virtual columns:

- AnyDate
- AnyField
- AnyText
- IsPivot

Running a Subset Search

After running any kind of search, you can run another search that is a subset of your search. Subset searches appear in your recent searches. Subset searches connect your first search with your second search using an AND connector. Subset searches will appear in the recent searches of the *Searches* tab of the *Project Explorer*.

To run a subset search

1. Run any kind of search.
   See Running a Quick Search on page 181.
   See Running an Advanced Search on page 198.
2. Enter new search criteria in the quick search field in the *Item List* panel.

Subset Search Button

Search: [From   ] [Go] [Subset Search ▾]

3. Click the **Subset Search** button.
   Your search results appear in the *Item List* panel.

Returning to a Previous Search

After you run a subset search, you can return to a previous search using the subset drop-down.

To return to a previous search

❖ After you run a quick search and a subset search, expand the **Subset Search** drop-down and select **Previous Search**.

Searching in the Natural Panel

In the *Natural* panel, you can use the *Standard Viewer* or the *Alternate File Viewer* to search by keyword in the selected document.

See Using the Standard Viewer and the Alternate File Viewer on page 78.

Note: You cannot search for numerals in spreadsheets.

To search in the Natural panel

1. In *Project Review*, ensure the *Natural* and *Item List* panel are showing.
2. Select a document in the *Item List* that has a native file.
3. Do one of the following:
    - In the *Alternate File Viewer*:
    3a. In the *Find* field, enter a search term for which you want to search.
    3b. The first instance of a found search term is highlighted in the *Natural* view.
    3c. Click the **>** *next* and **<** *previous* buttons to see the other instances of the keyword.
    - In the *Standard Viewer*:
    3a. In the *Search* field, enter a search term for which you want to search.
    3b. The search field provides a type-down search as you enter text.
    3c. All instances of the search term are highlighted.
    3d. Click the **>** *next* and **<** *previous* buttons to see the other instances of the keyword.

Using Global Replace

In the *Item List*, you can use Global Replace to globally search the fields in documents and replace a keyword or phrase. Only one Global Replace job can be submitted at a time per project. Once the job is submitted, you will have thirty minutes to either manually commit the job or allow it to commit automatically. After a Global Replace job has been committed, you can choose to create a new Global Replace job for that project.

Note: If Global Replace jobs are submitted by two different users on the same project at the same time, both Global Replace jobs will fail. However, if two different users submit Global Replace jobs on two separate projects at the same time, both Global Replace jobs should complete successfully.

See Committing a Global Replace Job on page 191.

To use Global Replace

1. In *Project Review*, either select a document in the *Item List* or select **All** from the actions.
2. Select **Global Replace** from the pull-down menu and click **Go**.
   The **Global Replace** dialog appears.

Global Replace Dialog

3. Choose which field that Global Replace will search and replace:

- Text
- Number
- Date Time

> **Note:** You cannot search for a specific date and replace it with a fuzzy date.

4. Choose the fields you want to look in from the *Available* list of fields, moving them to the *Selected* list of fields. The fields available will change depending on what is chosen in the **Look In** drop-down.

5. Click **Submit**.

   Once you have completed the Global Replace action, return to the *Work List* on the *Home* page. If there were any items that failed to code, they will be listed by their number under the *Work List*. You can then resubmit Global Replace for those failed items.

Committing a Global Replace Job

You must manually commit a Global Replace job if you want to run another Global Replace job on the same project before thirty minutes has elapsed. You can also undo a Global Replace job within that thirty minute window.

To manually commit a Global Replace job

1. In the *Work List* on the *Home* page, select the Global Replace job.

2. Click **Commit** .

3. A Commit job will appear in the *Work List*.

4. (optional) Click **Undo** to cancel a Global Replace job. You cannot cancel a Global Replace job once thirty minutes has elapsed from the job's creation.

Using Dates and Times in Search

Using Dates and Times in Searches

You can perform searches based on dates and times. For example, you can perform searches based on the date a files was created or when an email was sent or received. The following are examples of date or time searches:

- 2/2/2008 - this will find any item with text or a database date of 2/2/2008
- anydate = 2/5/2011 - this will find any item with an event occurring on 2/5/2011
- anytext = 2/5/2011 - this will find any item with a date of 2/5/2011 in the text
- receiveddate = 12/18/2011 - this will find emails that were received on 12/18/2011
- receiveddate between 12/17/2011 and 12/19/2011 - this will find emails that were received between those dates
- receiveddate > 12/17/2011 - this will find emails that were received after 12/17/2011
- receiveddate < = 12/17/2011 - this will find emails that were received on or before 12/17/2011

How Time Zone Settings Affect Searches

By default, date and times from metadata that you see in Review are in UTC format. These dates and times are converted to UTC when data is entered in a project. As a result, by default, email dates and times, and file stamp date and times are displayed in the UTC time zone.

However, an administrator can configure a Display Time Zone for a project. If this was done, then all dates and times are offset to be shown in the specified time zone. For example, suppose an email was sent on 1/1/ 2010 at 1:15 am based on UTC time. If the project was set to the display the Pacific Time Zone, the email sent data would have an -8:00 offset. As a result, it would have a sent date and time of 5:15 pm on December 31, 2009.

The offset does apply *not* to dates or times that are in the text body of a document, only dates in the metadata-- for example, file creation dates, email sent dates. As another example, if an email is a reply, the date and time of the original email is in the email but simply as text, not metadata.

If you perform a search based on a metadata date or time, be aware the Display Time Zone will be used, not the UTC date and time.

Viewing the Display Time Zone

To the Display Time Zone settings for a project

1. On the *Home* page in *Review*, select the case.

2. On the (*Info*) page, view the *Display Time Zone* value.

   The time zone and the offset from UTC is displayed.

Using the Search Excerpt Report

After performing a search, you can generate a Search Excerpt Report. You generate and see this report in the *Search Excerpt*s panel. This panel is now included by default in the *Search* layout.

You can generate the Search Excerpt Report after you have completed a search. When you generate the Search Excerpt Report, a dtSearch job is run in the background on the text of the documents. The Search Excerpt Report contains a list of all of the items that have search hits.

The excerpts can viewed in two different tabs:

- *Document Type* - Items are clustered by document type, such as email Message, Microsoft Word, PowerPoint, PDF, and so on. Under each Object ID item, there is a list of excerpts of the text that contains the search hits.
- *Search Context* - You can display the 1, 2, or 3 words before and after each search term hit. This lets you more easily find the results you are looking forward by seeing the search term in context with other words within each excerpt.
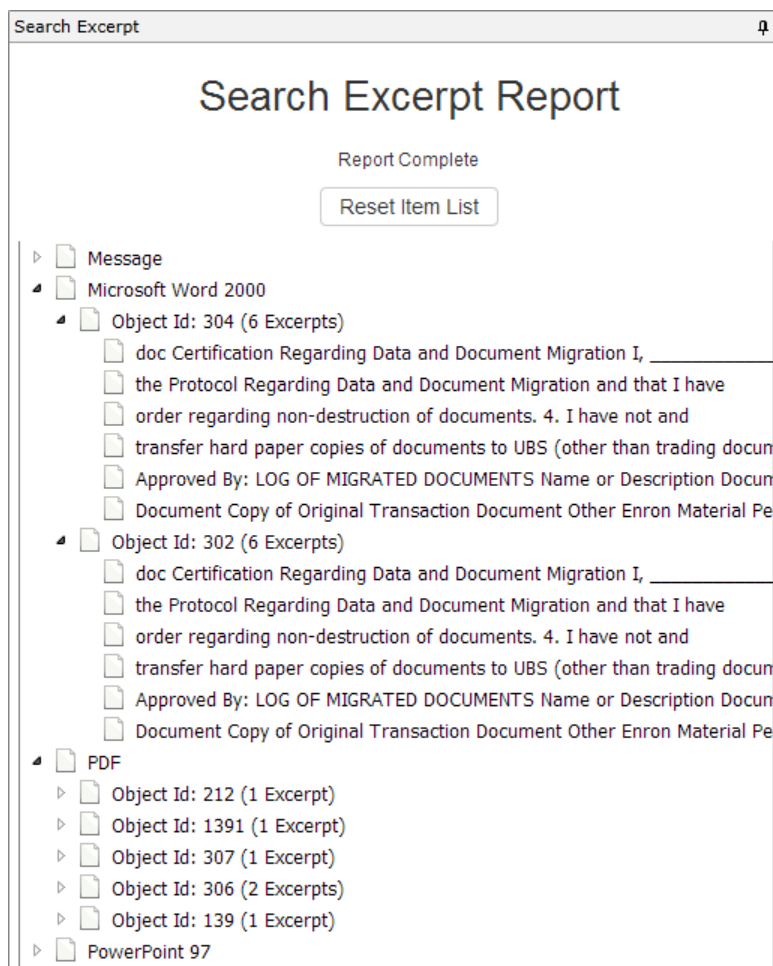
You can click either the item or the excerpt and the document is shown in the Natural view and the search results and the excerpts are highlighted.

The Search Excerpt uses dtSearch to search for text strings. dtSearch will find exact terms unless you use wildcards. For example, if your initial search is for the word *document*, other forms of the word, like *documents* or

documented will be highlighted as a partial hit, but will not be shown as excerpts --it will not show excerpts of text containing *documents* or *documented*. However, if your search includes a wildcard, like *document**, then it will display excerpts for all forms of the word.

Also, the dtSearch will not return excerpts for search results that do not contain text strings. For example, you can search on a database property such as ObjectID > 50. Because there are no text hits, no excerpt scan be generated.

You can also save and download a Search Excerpt report in CSV format.

To access the Search Excerpt panel

1. Open a project in *Review.*

2. Click the ▼ 🔲 *Layouts* drop-down.

3. Click **Panels**.

4. Make sure that the **Search Excerpt** panel is checked.

5. If it is already checked, click the **Search Excerpt** panel in *Review*.

To generate the Search Excerpt Report

1. Run a search and let it complete.

2. In the *Search Excerpt* panel, click **Create Search Excerpt Report**.
   A dtSearch job is run in the background to generate the list.

3. Click the *Document Type* tab.
   The resulting view lists all items that contain the search results.
   The items are clustered by document type, such as email Message, Microsoft Word, PowerPoint, PDF, and so on.

   3a. Expand a document category.
       All of the items are listed by their ObjectID.
       It also shows how many excerpts within that item meet the search results.

   3b. Expand an item.
       One or more excerpts containing the matching search hit from within the document are displayed.

4. Click the *Search Context* tab.
   The resulting view lists all items with the default search context of:

   ● Sort Children: By Excerpt Hits

   ● Return: Top 10

   ● 1 word before

   ● 0 words after.

   4a. Change any of the properties and click *Refresh.*
       ■ Sort Children By: This determines how the children are sorted.
         - By Excerpt Hits
         - By Object ID
         - Document type
       ■ Return Top (10, 20, or 50)
       ■ Words before term (0,1,2)
       ■ Words after term (0,1,2)

5. You can do one of the following:

- Click an Object ID item.

  If you click an item, the document is opened in the *Viewer* and the search results are highlighted in the document.

- Click an excerpt.

  If you click an excerpt, and if the document has been converted to SWF, the document is displayed in the Standard Viewer, and the whole excerpt is highlighted along with the search results. If the document has not been converted to SWF, the document is displayed in the Alternate File Viewer and only the search results are highlighted.

  See Using the Standard Viewer and the Alternate File Viewer on page 78.

  Performing either of the above actions will filter the *Item List* to the item you are viewing.

6. To restore the *Item List* to include all of the documents from the search, click **Return Item List to Search Results**.

7. To save and download a report, click **Save**.

Using Search Reports

About Search Reports

You can generate, download, and view search reports. The search reports provide a history of a search and information about the results.

The reports are saved in XLSX format. The report has the following XLSX sheets:

Search Report Sheets

Sheet	Description
Details	Includes the following: ● The date and time of the search ● Who performed the search ● Which phrase was searched for ● Which search options were used ● Information about the files that were in the search results
Filters	Which facets were included and excluded and which Quick Filters were applied.
Documents Group	Any related Document Groups
Hits by Type	Details which file types hits were found in
Keywords	Details hit counts for each keyword used
Files	Details of the files for the search hits

Generating and Downloading a Search Report

After you have generated a search report you can download it in one of two ways:

- In *Review,* from the *Search Options.*
- On the *Home* page, on the *Reports* tab, under *Search Reports.*

To generate and download a search report

1. In *Review*, after performing a search, click **Search Options**.
2. Click **Search Report Options** > **Generate Search Report**.
   After several seconds, the report is generated.
   To download the report, click **Download Search Report**.
3. Select to **Open** or **Save** the report.
   By default, the report is saved in the browser's *Download*s folder as Search History Report - *n*.
   You can use **Save As** to specify a filename and path.

About the Search Report Details

The following table describes some of the information provided in the report details.

Search Report Details

Field	Description
Total Files	Includes all emails and eDocs that match the search criteria.
Unique Family Items	This count is the number of files where any single family member had a keyword hit. If any one file within a document family had a keyword hit, the individual files that make up this family are counted and added to this total. For example, one email had 3 attachments and the email hit on a keyword, a count of 4 files would be added to this count as a result.
Unique Family Emails	This count is the number of emails that have attachments where either the email itself or any of the attachments had a search hit. This count is for top level emails only. Emails as attachments are counted as attachments.
Unique Emails with no Attachments	This count is the number of the emails that have no attachments where a search hit was found.
Unique Loose eDocs	This count is the number of loose edocuments where a search hit was found. This does not include attachments to emails, but does count the individual documents where a hit was found from within a zip file.
Total Hit Count	This count is the total number of hits that were found within all of the documents.
Max Relevancy	This is the maximum relevancy score achieved with the search criteria. *
Min Relevancy	This is the minimum relevancy score achieved with the search criteria. *
	Note: * Max and Min relevancy scores are calculated based on the total number of hits in the document as a percentage of the maximum number of hits found in a during the search when performing an index search. For example, if one document contains 50 hits but another document in the results has 100 hits (and that's the max) then the first document will be scored as 50% relevant and the second document will be scored as 100% relevant. These relevancy scores are only relative within a single search set. They may vary when the search set is increased or decreased. Additionally, some searches are run against the database instead of the index and these searches will always get a 100% relevancy score. A database search would be one that requests information within a specific field or non-indexed field such as "ObjectID = xxx".

Chapter 17
Running Advanced Searches

Running an Advanced Search

If using a simple search does not return the results you expected, you can use advanced searching techniques to pinpoint relevant data and privileged information.

AccessData software uses the utility dtSearch to index project data. In Advanced Searching, you can query the index using a specialized query language. In addition to extended searching capabilities, the index allows searches to be returned in seconds instead of the minutes or hours that are required for a standard linear search.

Note: In order for a document to be indexed for search, it must contain at least six characters in the file. Documents with less than six characters will not be indexed. However the metadata in those documents will be indexed normally.

Note: When searching using the *DocDate* or *NoteDate* fields, you must search using a YYYYMMDD format regardless of how your date fields are formatted for display.

For more information on using dtSearch syntax, you can view technical papers on the AccessData web site:

http://www.accessdata.com/technical

To run an advanced search

1. Log in as a user with Run Search privileges.

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

3. In *Project Review*, ensure that the *Project Explorer*, the *Item List*, and *Natural* panel are showing.

4. Populate the data in the *Item List* with the data that you want to search within.
   See Selecting the Data that you Want to Search In on page 182.

5. Click the **Search Options** button in the *Item List* panel and select **Advanced Search**.

Advanced Search Dialog

6. In the Information section, do the following:

6a. Enter a Name for the search if you want to save the search. Otherwise, the search will appear in the Recent Searches list and will not be able to be saved.

6b. (Optional) Select the type of Variation you want to include in your search.

See Understanding Advanced Variations on page 202.

6c. In the text field, enter the free form text you want to include in the search. Freeform searching lets you combine keyword, boolean, and regular expression criteria to perform a search on evidence files.

See Using the Term Browser to Create Search Strings on page 203.

6d. To add related terms for the words you entered, click **Expand All**.

See Using the Term Browser to Create Search Strings on page 203.

6e. To import a list of terms from a TXT file, click **Import Terms**.

See Importing Index Search Terms on page 204.

7. Expand the **Conditions** section to search within the fields/columns of the documents.
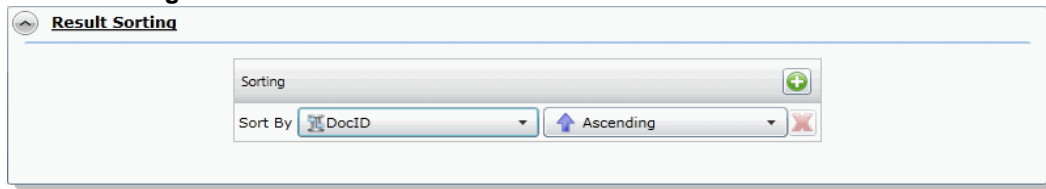
Conditions

8. In the *Conditions* section, do the following:

8a. Select a field that you want to search within.

See the Project Manager Guide for more information on creating custom fields.

8b. Select an Operator from the drop-down.

See
See

8c. Select or enter a value using the following:

- Field: Enter text or symbols.
- Date: Enter a date or click the calendar to select a date.
- Look up button: Click the blank button to look up available search criteria for the selected field.

8d. Select either "And" or "Or" as the connector.

See

8e. Click **Add Row** to add additional conditions.

8f. Set parenthetical criteria. Then, click **Validate Grouping** to validate your parenthesis.

9. Expand **Result Sorting** to select the column by which you want the search results to be sorted. The column does not need to be visible to sort by it.

Result Sorting

9a. In the *Sort By* drop-down, select the field you want to sort by.

9b. In the second drop-down, select whether you want to sort by Ascending or Descending.

10. Click **Search**.

Advanced Search Operators

The following search operators are available in the advanced search:

Advanced Search Operators

Operator	Description
Equal	Searches for the exact value entered.
Not Equal	Searches for everything in the selected field except the exact value entered.
Exists	Searches for the existence of data within the selected field.
Fails	Searches for all documents that do not contain data within the selected field.
GreaterThan	Searches for a number greater than the value entered.
GreaterThanEqualTo	Searches for a number greater than or equal to the value entered.
LessThan	Searches for a number less than the value entered.
LessThanEqualTo	Searches for a number less than or equal to the value entered.
Contains	Searches for the value entered within a string. The value should be a full word. If you want to search for a partial word, you need to include the * operator.

Advanced Search Operators (Continued)

Operator	Description
NotContains	Searches for everything except the value entered. The value should be a full word. If you want to exclude a partial word, you need to include the * operator.
Between	Searches between a range of dates or numbers.
NotBetween	Searches for all dates or numbers except the range selected.

The search operators available depend upon the field selected to search. Not all search operators are available for all fields.

Advanced Search Operators Exceptions

The ProductionSetID column contains values for exported files from both Export Sets and Production Sets and is used for associating exported files with the original file. This column is populated with queries from multiple tables and does not operate like other standard metadata columns. Search operators will return different results than expected with other columns. You can expect the following results when searching the ProductionSetID column:

Search Operators Exceptions for ProductionSetIDs

Operator	Results
Exists	Search results return only the produced document.
Fails	Search results return source documents and not the produced copy.
Contains	Search results return only the produced document.
Not Contains	Search results return source documents and not the produced copy.

Understanding Advanced Variations

The following table describes the Variation options in the Information section of the *Advanced Search* dialog.

Variation Options in the Advanced Search Dialog

Search Variations	Description
None	No search variations are applied.
Stemming	Finds grammatical variations on word endings. For example, stemming reduces the words "fishing," "fished," "fishy," and "fisher" to the root word "fish."
Phonic	Finds words that sound like the word that you are searching and begins with the same first letter. For example, searching for "whale" using phonic, would also find wale and wail.
Synonyms	Finds word synonyms. For example, searching on "fast" would also find "quick" and "rapid." You can enable this option for all words in a request. You can also add the "&" character after certain words in your request.
Related	Finds all words in the search criteria and any related words from the known related categories.
Fuzzy	Finds words that have similar spellings, such as "raise" and "raize." You can enable this option for all words in a request.
	The level of fuzziness that you can set is 1-10. The higher the level of fuzziness, the more differences are allowed when matching words, and the closer these differences can be to the start of the word. Setting too many letter differences may make the search less useful.
	Dragging the slider bar to the right increases the number of letters in a word that can be different from the original search term.
	Dragging the slider bar to the left decreases the number of letters in a word that can be different from the original search term.
	You can also add fuzziness directly in the search term you enter using the "%" character. The number of % characters that you add determines the number of differences that are ignored when you search for a word. The position of the % characters determines how many letters at the start of the word have to match exactly.
	For example, "ca%nada" must begin with "ca" and have just one letter difference between it and "canada." Whereas, "c%%anada" must begin with "c" and have only two letter differences between it and "canada." In another example, marijuana can be spelled "marihuana" or "maryjuana." In this project, your search expression could be "mar%%uana."
	As with the fuzzy slider bar setting, you should exercise care when you use multiple % symbols because the number of junk hits rises quickly with each added error.

Using the Term Browser to Create Search Strings

You can create a search using terms that are related to any keyword. You can use the Term Browser to generate a list of similar words. You then select which words you want to include in the search.

For example, you may start with a keyword of "delete." By using the Term Browser, it will suggest synonyms, such as "erase" and "cut." It will also suggest related terms, such as "cut," "deletions," "excise," and "expunge." It will also suggest general related terms, such as "censor," "remove," "take," and "withdraw." You can select which of those words to include in your search.

To search for terms using related words

1. In *Project Review*, in the Item List panel, click **Search Options** > **Advanced Search**.
2. Enter a keyword.
3. Click **Expand All**.

Term Browser
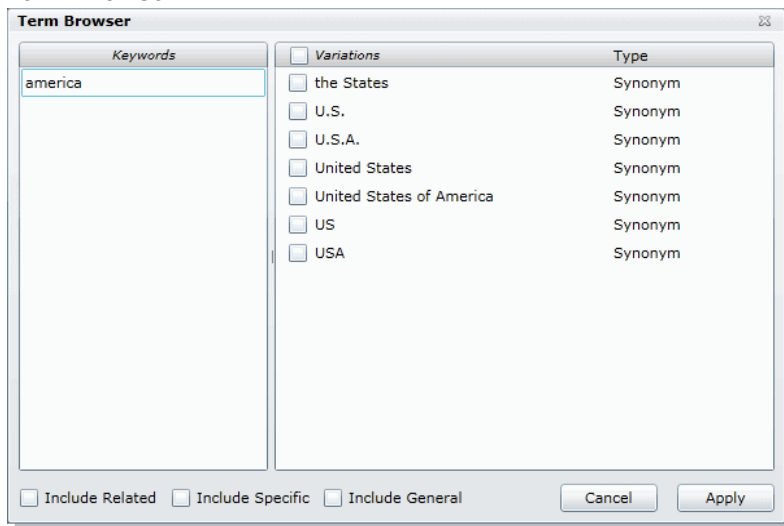
4. In the *Term Browser,* highlight the keyword.
   A list of synonyms is generated.
5. To add other related words, select the **Include Related**, **Include Specific**, and **Include General** check boxes.
6. Select the words that you want to include in the search or click **Variations** to select all words.
7. To build a search including the words that you selected, click **Apply**.
8. You can edit the search or run it by clicking **Search**.

Importing Index Search Terms

You can import a list of search terms. This lets you reuse a list of search terms that you saved from previous searches, or that you saved for documentation purposes. You can import terms for CSV or TXT files.

To import a saved search terms file

1. In *Project Review*, in the *Item List* panel, click **Search Options** > **Advanced Search**.
2. Click **Import** to import a set of search terms.
3. Select the text file that you previously saved.
4. Click **Open**.

Chapter 18

Using the Search Tab

The Search Tab

The *Search* tab in the *Project Explorer* can be used to view recent searches, your searches, and shared searches.

Search tab in Project Explorer
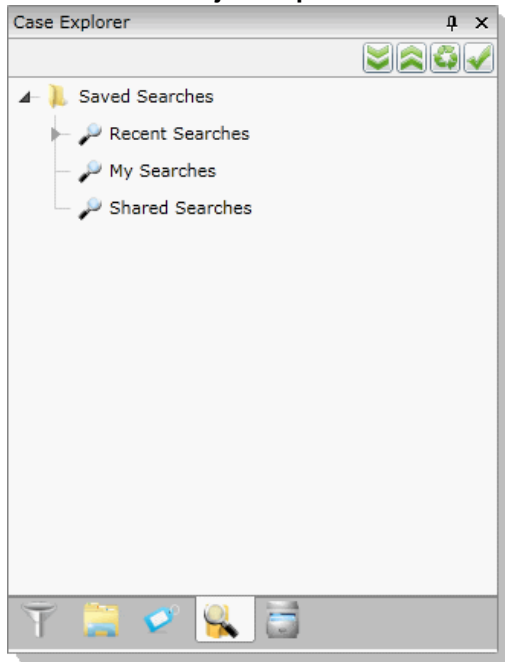
Elements of the Search Tab

Element	Description
My Searches	Displays all the searches that the logged-in user has saved. See Saving a Search on page 207. Users can run, delete and edit saved searches. Users can also share their searches. If you share a search, it is moved to the *Shared Searches* folder. See Sharing a Search on page 208.

Elements of the Search Tab (Continued)

Element	Description
Recent Searches	Every time a search is performed by the logged-ed in user, it is saved in the Recent Searches folder. The last 10 searches are saved here in chronological order. Users can run and delete searches from Recent Searches.
Shared Searches	Displays all the shared searches that the user has permissions to access. Users can run searches from Shared Searches.

Running Recent Searches

When you execute a search, the search conditions are saved. You can view and reuse recent searches. The last ten searches are saved in the Recent Searches. To run recent searches, you must have the Run Searches permission.

To run a recent search

1. Log in as a user with Run Searches permissions.

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

3. In *Project Review*, ensure the *Project Explorer* is showing.

4. Click on the **Searches** tab.

5. Expand the *Recent Searches*.

6. Right-click the search and select **Run Search**.

    The search is run using the original search scope and the original search criteria. The search results appear in the *Item List* panel.

Clearing Search Results

After you have performed a search, the items in the *Item List* are the result of the list. You can clear the search result to view the documents in the Grid before you performed the search.

To clear search results

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Click **Search Options** > **Clear Search**.

Saving a Search

You can save any advanced search that you design in the Advanced Search Builder. All saved searches are stored in the *Searches* tab of the *Project Explorer*. You can use saved searches to run past searches again or to share your search with a group of users.

To save a search

1. Log in as a user with Run Search privileges.

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

3. In *Project Review*, ensure that the *Project Explorer*, and the *Item List* panel are showing.

4. Populate the data in the *Item List* with the data that you want to search within.
    See Selecting the Data that you Want to Search In on page 182.

5. Click the **Search Options** button in the *Item List* panel and select **Advanced Search**.

6. Enter a *Name* for the search.

7. Enter criteria for the search.
    See Running Recent Searches on page 206.

8. Click **Save**.

Sharing a Search

You can share your saved searches with other groups of users. To share a search, you need to have the Manage Searches permission.

To share a search

1. Log in as a user with Manage Searches permissions.

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

3. In *Project Review*, ensure the *Project Explorer* is showing.

4. Click on the **Searches** tab.

5. Expand *My Searches*.

6. Right-click the search and select **Manage Permissions**.

Assign Security Permissions
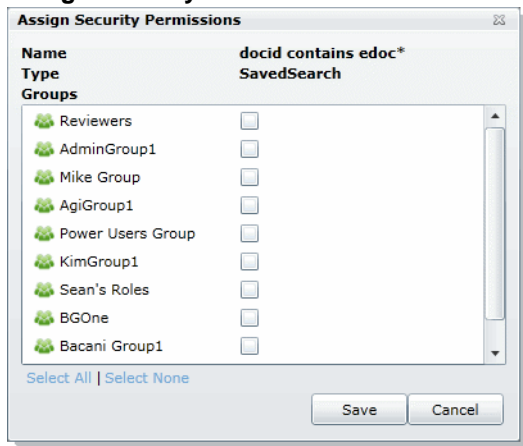
7. Check the groups with which you want to share the search.

8. Click **Save**.

Chapter 19

Using Filters to Cull Data

Filtering Data in Case Review

In *Project Review*, you can filter evidence to help view only relevant evidence for the project. After filtering data, the results are then displayed in the *Item List*. You can also use searches and column sorting to help you further review and cull down evidence.

About Filtering Data with Facets

You can filter data using facets. Facets are properties of a document that you can include or exclude. The following are a few example of facets:

- Object type and object sub-type (File > Email, File > Spreadsheet, Disk Image, Partition)
- File extension type (EXE, DLL, TXT, GIF, DOC, XLS)
- File category (Documents, Email, Graphics, Audio Multimedia, Video Multimedia)
- File Size (Small, Medium, Large)
- Email Senders Address
- Email Recipients Address
- Email by Date

See Available Facet Categories on page 214.

That facets that are available to use are based on your evidence. For example, if there are no XLSX documents in your evidence, the XLSX facet is not displayed.

By default, when you first open a project in *Project Review*, all facets are applied, and as a result, all evidence is listed in the *Item List*. You can use the facets to include or exclude evidence from the *Item List*. You can choose one or more facets within a single category or you can choose facets across multiple categories.

For example, you can filter evidence to only display emails sent by one person to another person with a certain date range. As another example, you can filter evidence to display only DOC or DOCX files that have a specific label applied.

Applied facets are persistent across searches and have to be cleared by you manually.

> **Note:** When you cull data with facets, this filtering will override and clear other filters applied to the Item List, including Search and Column Filters.

About Dynamic Facets

Most facets are now dynamic. When you select and apply a facet, all other facet categories will reflect the results of the previously selected facet. Other categories will only show facets that have data based on the applied facet.

For example, suppose that before applying any facets, that under *File Extensions*, there are 25 DOCX files of various file sizes. And then suppose you apply a facet to include only *Large* files. When you look at the *File Extensions* filter again, you will only see the number of DOCX files that have a *Large* file size.

However, applying column filters, column filters, or searches does not affect facet counts.

About Sortable and Searchable Facets

Some facet categories include a pre-configured set of facets. For example, under the *File* > *File Size* facet category, there will be a maximum of five facets: Tiny, Small, Medium, Large, and Huge.
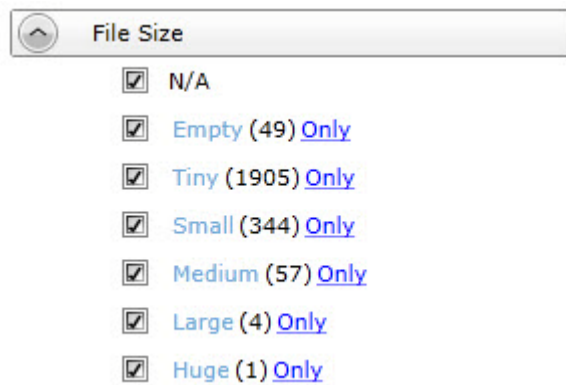
Some facet categories include a dynamic set of facets based on the files in the evidence. For example under the *File > File Extensions* facet category, facets are shown for all of the file extensions that exist in the evidence.
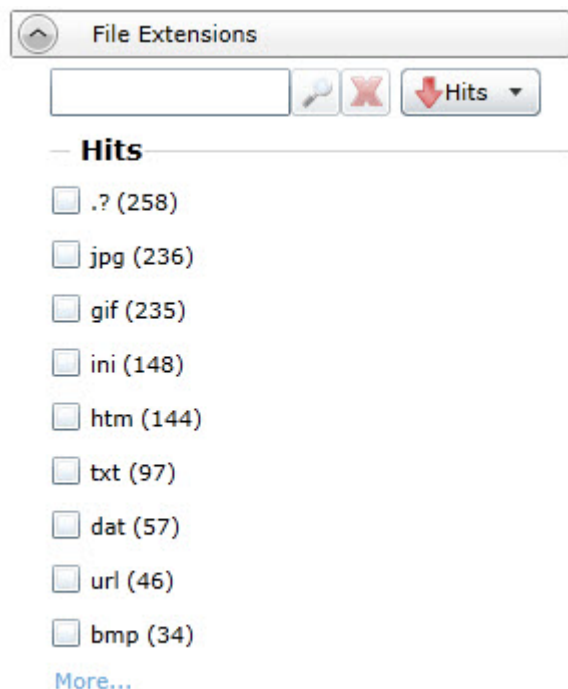
These facet categories can potentially have a very large number of facets. A project could easily include dozens of different file extensions.

Facet categories that have a large number of facets have additional features that help you use them:

- By default only nine facets are shown but you can select to see more.
- Facets are sortable.

  By default, the facets are sorted by the facets with the most hits. When you open a category, by default the nine facets with the most hits are shown. You can use the following sort orders:

  - Ascending by name
  - Descending by name
  - Ascending by the number of hits
  - Descending by the number of hits

- You can search for specific values within the facets.

  For example, if there are 100 email senders names, you can search for a certain name. You can clear the search by clicking the red **X**.

About Excluding Tags Filters From a Facet Search

You can exclude *Tags* filters (categories, issues, labels, and summaries) from a facet search. The default for the *Tags* facets are checked, or included. Clicking the check box once actively excludes the facet in filters group. Clicking the check box a second time clears the check box and the facet is not included in the facet search.

When excluded, a red **x** appears in the facet check box, indicating that the facet is excluded. The hyperlink to apply the excluded facet is disabled. You need to be aware of the following considerations when excluding *Tags* facets:

- For labels, the exclude feature applies to all labels in a group. However, if there are children under the labels, and one child label is selected for exclusion while another is not, the label group appears blank. This is because you cannot include a whole label group when one of the child labels is excluded.

- For issues, you can exclude or include an individual issue. Additionally, you can exclude a child issue while including a parent issue or vice versa.

- If you have a document that has been assigned a tagged item that is included in a facet in the *Tags* filter and has also been assigned a tagged item that is excluded in a facet in the *Tags* filter, the facet does not display the document. For example, a document may be tagged with both Tag 1 and Tag 2. If all documents with Tag 1 are included in the facet and all documents with Tag 2 are excluded in the facet, the document with both Tag 1 and Tag 2 is not posted to the Item List. The exclusion takes precedence. This is because exclusions and inclusions in facets act as an AND property, not as an OR property.

The Facets Tab

The *Facets* tab in the *Project Explorer* in *Project Review* lists the available facets to apply to documents. You can filter evidence to help view only relevant evidence for the Project. After you have applied facets, the results are then displayed in the *Item List*. You can also use searches along with column sorting and filtering to help you further review and cull down evidence.

The *Facets* tab in the *Project Explorer* allows you to filter before (and maintain after) conducting any searches. This allows targeting specific areas of data for search and review with persistent facets. You may maintain the applied facets as long as desired.

You can use one or more facets within a single filter or one or more facets across several categories to cull down the evidence. By default, when you first open a project in *Project Review*, all filter facets are applied, and as a result, all evidence is listed in the *Item List*. You use the facets to exclude evidence from the *Item List*.

Facets Panel
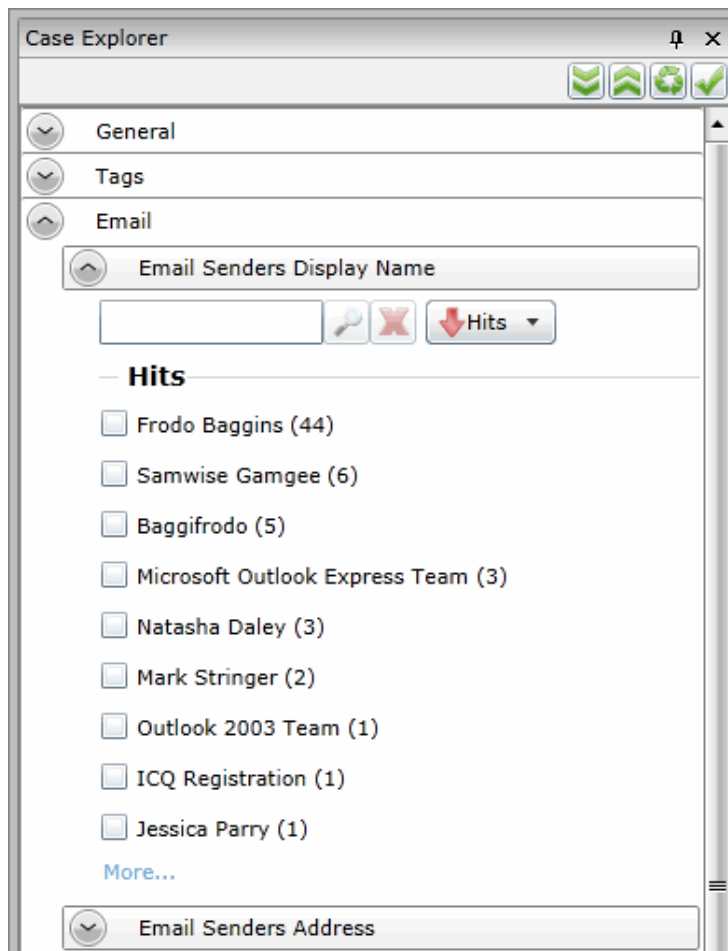
Only the top nine facets of a filter display when you expand a category. To see all the facets in a category, click **More...** to display a facet dialog. Many categories also contains a search field that searches for facet hits within that particular category.

The facets that appear in the Facets tab depends upon the product license that you have.

Available Facet Categories

The following table lists facets that may be available in the *Facets* tab of the Project Explorer.

> **Note:** The Evidence Explorer and Custodian Facet counts are reduced when Family data uploaded by Evidence Processing is updated by a CSV import. Existing documents that are updated by the CSV import are removed from the Evidence Explorer and Custodian Facets.

Depending on your license, some filters may not be available.

General Facet Category

General Filters	Description
Evidence Explorer	Filters evidence based on the source of the evidence. **Note: If you add new evidence to either an existing or an upgraded project, only the new evidence that has been added will populate this filter.**
Custodians	Filters evidence based on people or custodians associated to the items is a project.
Authors	Filters evidence by author of Microsoft Office documents.
Object Types Object Sub-Type	Filters evidence based on the Object Type. You can expand an *ObjectType* facet for a list of object sub-type facets. See Object Types (page 225)

Tags Facet Category

Tags Filters	Description
Issues	Filters evidence based on issues tags. You can still filter for issues under the *Tags* tab.
Labels	Filters evidence based on labels tags. You can still filter for labels under the *Tags* tab.
Categories	Filters evidence based on category tags. You can still filter for categories under the *Tags* tab.
Case Organizer	Filters evidence based on summaries. You can still filter for summaries under the *Tags* tab.
Production Sets	Filters evidence based on production sets. You can filter out the produced records from the normal view. When a production set is created, a new facet is added to the Production Set Facet and by default this facet is set to exclude those records from the *Item List* grid. These records can be displayed by simply clicking the facet until you have a check mark and then applying the setting.

Tags Facet Category (Continued)

Tags Filters	Description
Viewed Documents	Lets you show or hide items within your project based on whether or not they have been viewed by any user. The Viewed facet value breaks the count of viewed documents down by user. If a document is viewed by multiple users, the document will be counted within each user's facet value. Administrators can see all users. Other users can see themselves and other users in their user group.

Email Facet Category

Email Filters	Description
Email Senders Display Name	Filters evidence based on the email senders display name.
Email Senders Address	Filters evidence based on the email senders address.
Email Senders Domain	Filters evidence based on the email senders domain.
Email Recipients Display Name	Filters evidence based on the email recipients display name.
Email Recipients Address	Filters evidence based on the email recipients address.
Email Recipients Domains	Filters evidence based on the email recipients domain.
Email Recipients BCC	Filters evidence based on BCC recipient address, display name, and domain.
Email Recipients CC	Filters evidence based on CC recipient address, display name, and domain.
Email Recipients To	Filters evidence by To recipient address, display name, and domain.
Email by Date	Filters evidence by email date. You can select to filter by the Delivered date or the Submitted date.
Email by Date Range	Filters evidence by either the delivered (received) date or by submitted (sent) date. You can enter a start range or/and an end range. Both fields are not required for the search.
Email Status	Filters evidence by email status, including: attachments, related items, replies, and forwarded.

File Filters Facet Category

File Filters	Description
File by Date Range	Filters evidence by the Date Range: by modified date, by creation date, and by accessed date. You can enter a start range or/and an end range. Both fields are not required for the search.

File Filters Facet Category (Continued) (Continued)

File Filters	Description
File Extensions	Filters evidence by file extension, including: .doc, .docx, .log, .msg, .rtf, .txt, .wpd, .wps. This filter is both sortable and searchable.
File Size	Filters evidence by file size. • Empty = 0KB • 0KB < Tiny <= 10KB • 10KB < Small <= 100KB • 100KB < Medium <= 1MB • 1MB < Large <= 16MB • 16MB < Huge <= 128MB • 128MB < Gigantic
File Category	Filters evidence by file category, including: archives, databases, documents, email, executables, folders, graphics, internet/chat files, mobile phone data, multimedia, OS/file system files, other encryption files, other known types, presentations, slack/free space, spreadsheets, unknown types, and user types.
File Status	Filters evidence by file status, including: bad extension, email attachments, email related items, encrypted files, and OLE sub-items.

KFF Facet Category

KFF Filters	Description
KFF Vendors	Filters evidence by vendor as listed in the KFF Vendor field.
KFF Groups	Filters evidence by group as listed in the KFF Groups field.
KFF Statuses	Filters evidence by status according to the KFF Statuses field. There are two possible KFF Statuses, Unknown (0), Ignore (1), and Alert (2). The KFF Status, Ignore (1) is not included in an evidence search because it was already ignored by KFF during the initial evidence search.
KFF Sets	Filters evidence by sets at listed in the KFF Sets field. KFF Sets contain multiple document hashes.

For information about KFF, see

Geolocation Facet Category

Geolocation Filters	Description
From Country Name	Filters evidence by the country that the communication originated from.
To Country Name	Filters evidence by the country that the communication was sent to.
From City Name	Filters evidence by the city that the communication originated from. Example: San Francisco, San Jose, Los Angeles.

Geolocation Facet Category (Continued)

Geolocation Filters	Description
To City Name	Filters evidence by the city that the communication was sent to. Example: San Francisco, San Jose, Los Angeles.
From Continent	Filters evidence by the continent that the communication originated from.
To Continent	Filters evidence by the continent that the communication was sent to.

For information about Geolocation, see Using Visualization Geolocation .

Document Content Facet Category

Document Content Filters	Description
Cluster Topic	Filters evidence by clusters of similar documents. These clusters are determined by cluster analysis of the documents. See *Using Cluster Analysis* in the *Admin Guide*.
Credit Card Numbers	Filters evidence based on extracted credit card numbers. See *Using Entity Extraction* in the *Admin Guide*.
Email Addresses	Filters evidence based on extracted email addresses found within the body of documents, not in the email meta data. For Email addresses found in To: or From: fields in Email meta data, use the Email facet category. See *Using Entity Extraction* in the *Admin Guide*.
People	Filters evidence based on extracted people's names. See *Using Entity Extraction* in the *Admin Guide*.
Phone Numbers	Filters evidence based on extracted phone numbers. See *Using Entity Extraction* in the *Admin Guide*.
Social Security Numbers	Filters evidence based on extracted social security numbers. See *Using Entity Extraction* in the *Admin Guide*.

Examples of How Facets Work

Including and Excluding Items

Next to each facet within a filter is a check box. By default, all facets within each filter are selected. Next to each facet is also a count of the number of files that match that facet's criteria.

The following figure shows an example of the *File Category* filter with all of the individual facets in that category.
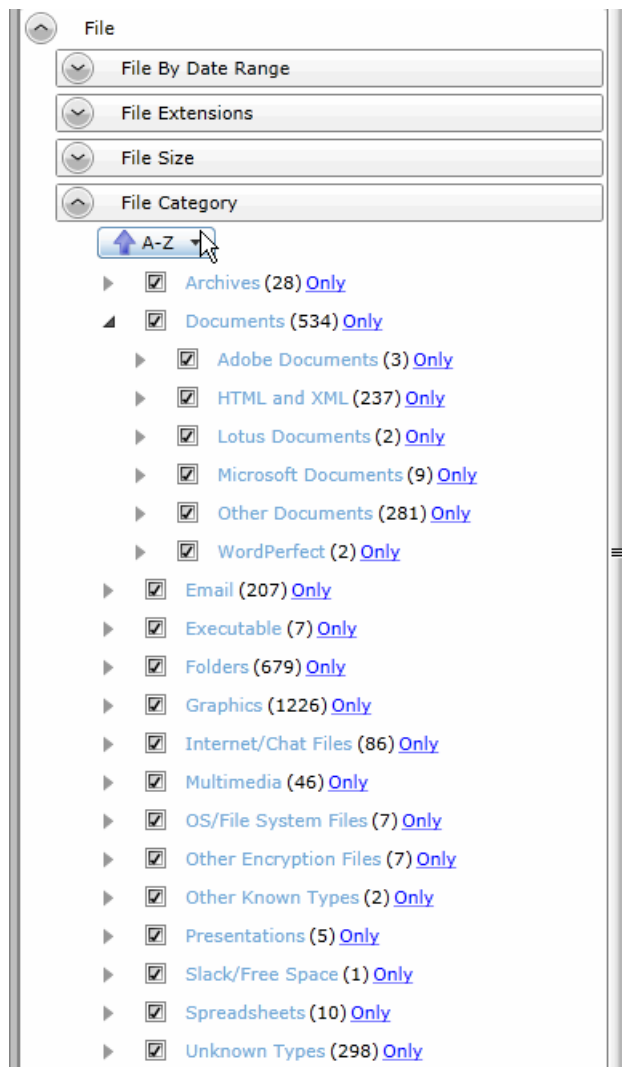
As an example of how you can use this category, to help reduce irrelevant files, you can exclude executable and system files.

For each facet, there is also a link labeled *Only.* You can click *Only* for a facet and that one facet will be checked and all other facets within that filter will be cleared. This action only affects that particular filter that you are working with. All other filters in the Facet Panel will remain as you have previously set them.

You can also click on the facet name which will exclude all other facets and all other filters.

See Using Facets on page 222.

Excluding Tags Facets

In addition to using the *Only* link, you can exclude *Tags* filters (categories, issues, and labels) from a facet search. This allows you to further narrow and refine your facet scope.

The default for the *Tags* facet displays as checked or included. Selecting the check box once actively excludes the facet in the *Tags* filters. Selecting the check box a second time clears the check box and the facet is not included in the facet search.

When excluded, a red **x** appears in the facet check box, indicating that the facet is excluded. The hyperlink to apply the excluded facet is disabled.

You need to be aware of the following considerations when actively excluding *Tags* facets:

- For labels, the exclude feature applies to all labels in a group. However, if there are children under the labels, and one child label is selected for exclusion while another is not, the label group appears blank. This is because you cannot include a whole label group when one of the child labels is excluded.

- For issues, you can exclude or include an individual issue. Additionally, you can exclude a child issue while including a parent issue or vice versa.

- If you have a document that has been assigned a tagged item that is included in a facet in the *Tags* filter and has also been assigned a tagged item that is excluded in a facet in the *Tags* filter, the facet does not display the document. For example, a document may be tagged with both Tag 1 and Tag 2. If all documents with Tag 1 are included in the facet and all documents with Tag 2 are excluded in the facet, the document with both Tag 1 and Tag 2 is not posted to the Item List. The exclusion takes precedence. This is because exclusions and inclusions in facets act as an AND property, not as an OR property.

Using a Single Facet

You can filter your evidence based on one or more facets within a given filter or based on one or more facets across multiple filters. There may be times when you want to use a single facet.

For example, there is a filter category called *Tags*. Inside that category is a filter called Labels. Nested inside the Label filter are facets for each of the labels that have been used in the project. You can clear all but one label facet and only the files with that label are displayed; all other files are excluded.

However, the action of clearing all but one label facet will not exclude documents with multiple labels, if one of those labels is within the scope of the selected label facet. Even if the non-selected label facet is left unchecked, documents with multiple labels will be included.

Using Multiple Facets in a Single Category

You can filter evidence using multiple facets within a single filter category. For example, there is a filter category called *File Category*. Inside that category are individual filter facets for each type of files that are in the project (archives, documents, emails, graphics, spreadsheets, and so on.) You can exclude the types of files that you do not need to review while leaving the file types that you do want to review.

Using the N/A Facet

In most of the filter categories, there is a special facet that is labeled *N/A*, which stands for "not applicable." If you check this, the filter will display items to the results that are not applicable to that category.

For example, if you apply a single facet for one or more email addresses, and *N/A* is unchecked for that category, then the only results will be records that contain an email address. If you also check *N/A*, then other file types will also be displayed, such as documents, spreadsheets, and PDFs, because they don't have an email address property.

As another example, you can see a list of all files that do not have a person applied to them. In the *People* category, you can select only the *N/A* facet, and that excludes all files that have a person applied.

If your project has no files that pertain to a filter, it will show *N/A* as the only item in the facet.

Refining Evidence Using Facets in Multiple Categories

You can use multiple facets together in order to further refine your evidence. For example, you may have applied a facet for a single person and want to refine it further to only include spreadsheets and documents that are related to that person. You can apply another set of facets for file extensions choosing to exclude all files but *Documents* and *Spreadsheet* files. By combining the two facet categories, you can display only spreadsheets and documents that have a certain person.

Assume you want to find all the PDFs associated with a person named Sarah. In the Person filter, you would deselect all facets except for Sarah, who has 20 files of multiple file types associated with her. In the File Extensions filter, you would deselect all facets except for PDF, which has 40 different people associated with it. Since five of those PDFs are associated with Sarah, only those five PDF would display in the results.

Almost every filter can be used together to find information. Most filters treat the combination as a Boolean AND operator in conjunction with other filters. (In the example of Sarah and the PDFs, the search syntax was: Where Person = Sarah AND File Extension = PDF.) The only filters that cannot act as an AND operator against other filters are Email Sender's Display, Address, and Domain, as well as the Email Recipient's Display, Address, and Domain filters. These filters act as OR operators.

You would use the filters with the OR operator functionality when you wanted results that produced returns of two different sets of data. For example, if you were to select the Sarah facet under the Email Senders Display filter and the accessdata.com facet under the Email Senders Domain, you would get results of all emails where the email was sent by Sarah. You would also get results of all the emails that were sent within the accessdata.com domain. The search syntax would be: Where Email Senders Display = Sarah OR Email Senders = accessdata.com.

If you want to narrow the scope of your search using OR filters, you must use a filter that operates as an AND operator with one of the filters that operate as an OR. For example, if you were to select the *Sarah* facet under the *Email Senders Display* and the *Larry* facet under the *Email Recipients To*, this would return results of emails that contained both Sarah in the *Email Senders Display* field, and Larry in the *Email Recipients To* field.

Examples of Using Facets in Multiple Categories

Assume you need to create an export set of a specific person's data, but at the same time, remove anything that is obviously unimportant to reviewers. You can do the following:

- Using the *People* category, select only the one person.
- Using the *File Extensions* category, exclude unimportant file types, such as *EXE* and *DLL* files.
- Using the *Email Senders Domain* category, exclude all emails that came from ESPN.com and Comcast.com.

As another example, a development in a project may reveal that some very important evidence may exist as an email attachment sent either to or by a person within a specific date range. You can do the following:

- Using the *People* category, select only the one person.
- Using the *File Status* category, select only *Email Attachments*.
- Using the *Email by Date* category, select only emails delivered in March and April of 2009.

Email Recipient and Senders Facet Counts

When viewing facets, a count of the items related to each facet is displayed. For any given facet that is selected, the filter count will be part of the total number of items displayed in the Item List. For example, suppose you configure facets to show only PDF and XLS files and the facet counts show 6 PDF files and 4 XLS files. In the Item list, only the 10 PDF and XLS files will be displayed. The total of the two facet counts will match the number of files in the Item List.

There is a situation where the facet count may be higher than the count of items in the Item list. There are six different filters that are related to email recipients and senders. To help reduce the length of the list of recipients, there is a first-level division that contains alphabetical ranges of the names that are used. For example, ABurr --> AHamilton, ALincoln --> ASteveson, and so on. From that first level, you can drill down to individual names.

The facet counts displayed for the first levels (a range of names) may by higher than the number of emails in the Item List. The reason is that a single email may have been sent to multiple recipients. In the Item List, that email is reflected as one single item, yet in the first-level list of the facet, the counts may reflect 5 recipients of that one email. Because there can be more recipients than emails, this can cause the first-level facet count to be higher than the Item List count.

Using Facets

To use facets, you specify the items that you want to include. As you specify facets, the results are displayed to the *Item List*. As you clear facets, files are removed from the *Item List*.

The *Filters* list denotes with an icon which facets you have configured.

> **Note:** You must be careful when filtering evidence. Once evidence has been culled using a facet in the *Facets* panel, the only way to display that evidence again is to recheck the specific facet or reset all of the facets. No other facet will return the evidence to the item list.

To apply a single facet to evidence

1. In the *Facets* panel on the *Project Review* page, expand the filter category that you want to use.
    For a list of filter categories, see Available Facet Categories (page 214).

    To expand all categories, click ![icon] **Expand**.

2. In the expanded filter, click the *Facet name* link.
    Click this link to filter out all other facets and filters.
    For example, in the filter, if you click the facet named **Email**, you will only get email messages.

3. To reset a single facet, click ![icon].

To apply one or more facets to evidence

1. In the *Facets* panel on the *Project Review* page, expand the filter that you want to use.
    For a list of filters, see Available Facet Categories (page 214).

    To expand all filters, click ![icon] **Expand**.

2. In the expanded filter, perform one of the following tasks:
    *   *Check*: Manually check the items that you want to include.
    *   *Uncheck*: Manually uncheck the items that you want to exclude.
    *   *Only*: Click **Only** to uncheck all other facets in the filter.
    *   *Expand*: Many facets can be expanded to show dynamic facets. For example, in the Email By Date filter, there is a Delivered facet. You can expand it to show detailed facets for years, months, or days.

3. Click ![icon] **Apply**.

    The *Item List* will change to display only the items that you filtered for.

    When you change the configuration of a category, a ![icon] appears next to the category name. This shows you which categories have been configured.

4. (Optional) Repeat steps 2 and 3 as often as needed. After making any changes, you must click ![icon] **Apply**.

5. (Optional) To reset facets, do any or all of the following:
    *   To undo an individual facet, check the box for an item that you previously unchecked.
    *   To reset all facets in a single filter category, click the ![icon] next to the filter name.
    *   To undo all filters, click ![icon] **Reset**.

6. Click ![icon] **Apply**.

Caching Filter Data

If you use the same filters a lot, you can cache your results in the database so that the next time you use the filter, your results will appear faster.

To cache a filter result set

1. Set filters that you commonly use in the *Project Review*.

2. In the *Item List* panel, select **Options > Cache > Add** current filter to cache.

   Your data is cached in the database and the cached icon turns orange.

Cached Icon in the Item List Panel

Filtering by Column in the Item List Panel

You can filter the evidence in the *Item List* panel by the data in the columns. You cannot filter the content of the first three columns. You can apply multiple column filters.

For ore information, see Filtering Content in Lists and Grids (page 42).

Note: Column Filters are applied after facet scope filters and visualization filters. Changing your facets scope or visualization filters will clear the column level filters. Also, Column Filters do not persist and will be cleared out when you either execute a new search or use the **Clear Search** button.

To filter evidence by data in columns

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Select the document groups, labels, or issues that you want to view from the *Project Explorer* and click Apply.

3. In the *Item List* panel, click on the column filters button .

4. Uncheck the items that you want to filter out of your view.

5. (Optional) You can use the *Search* field to search by keyword among the items in the column.

6. (Optional) Expand the Sort drop-down to sort the items in the column by ascending or descending hits or values.

7. Click **Apply**.

    All documents with the item that you unchecked are removed from the *Item List* panel.

Note: When you filter the ProductionDocID column, only the produced record value is displayed, not the source document.

Clearing Column Filters

You can clear column filters that you have applied to the Item List panel.

To clear column filters

1. In *Project Review*, ensure the *Item List* panel is showing.

2. Select the document groups, labels, or issues that you want to view from the *Project Explorer*.

3. In the *Item List* panel, click on the column filters button .

4. Click **Clear Filter**.

Object Types

You can use columns and facets to view an item's Object Type and cull data based on the Item Types in your evidence.

Some *Object Types* have *Object Sub-Type* data. For example, for the Endpoint Event object type, you can have the following object sub-types: File Event, Network Event, Registry Event, and Endpoint OS Event.

With the *ObjectType* and *ObjectSubType* columns, you can search, filter, and sort on these columns in order to quickly cull down the files that you are viewing.

The *Object Type* facets, which are under the *General* facet category, dynamically list facets for all of the object types in your evidence. You can expand an *ObjectType* facet for a list of object sub-type facets.

The following table lists the object types and object sub-types that may exist in your data.

Object Types and Object Sub-Types

Object Types	Object Sub-Types
Unknown	
Partition	
File System	
Live Folder	
Live File	
Directory	
File or Loose Files (Listed in the Facets as Files & Email) Files that are added through Import have the object type of *Loose Files*, whereas files added as evidence have the object type of *Files*.	- Documents - Spreadsheet - Database - Presentations - Graphics - Multimedia - Email - Executable - Archives - Folders - Slack Free Space - Other Known - Mobile Device Items - Encryptions Files - Internet Chat - OS Files - Transcripts - Exhibits - Notes
Mailbox	
Archive	
Unpartitioned Space	

Object Types and Object Sub-Types (Continued)

Object Types	Object Sub-Types
Carved File	
Drive Remote	
File Slack	
File System Remote	
Custodian Group	
Removable Media File	• Devices Inserted • Devices Removed • Files Copied From Device • Files Copied To Device
Network Traffic	• There are many types, for example, WebMail, SMTP email, Chat, and FTP.
Threat Scan	
Endpoint Event	• File Event • Registry Event • Network Event • OSEvent • ProcessEvent
Mobile	
Case Organizer	• Event • Fact • Person • Question • Research • Pleading • Summary
Volatile	• There are many types, for example, Process, DLL, Socket, Driver, Service, Registry Key, Registry Value

Part 4

Using Visualization

This part describes how to use Visualization and includes the following sections:

- Files Visualization (page 229)
- Emails Visualization (page 232)
- Using Visualization Heatmap (page 241)
- Using Visualization Social Analyzer (page 235)
- Using Visualization Geolocation (page 243)

Chapter 20
Using Visualization

Culling Data with Visualization

Visualization allows you to see visual representations of data in the selected project and to filter the data, based on the visualization graphs. The Visualization feature allows you to choose the type of graph in which to display the data. The graphs are interactive, allowing you to isolate and search on sections of the graph. Once you select how you want the data represented, you can apply the visualization filter to the data. The filtered data will appear in the Item List, and you can apply additional scope filters and column filters to further cull the data.

You can also clear previous visualization filtering sessions in the **Options > Visualization** dialog. If no previous visualization filter has been applied to the data, the Clear Visualization options are inactive.

You can apply visualization filters to the data in the following ways:

Files Visualization

Files Visualization allows you to view and filter data in a project by using the same data that is posted in the *Item List* grid. This allows you to cull the data in the *Item List* grid with filters before applying Files Visualization to the data.

To access Files Visualization

1. Click **Project Review**.
2. In the *Item List* panel, click **Options** > **Visualization** > **Files**.

Important: When you first open File Visualization, the *Files* grid will show only a portion of the total files. The Files grid only shows the files that are currently filtered using the Visualization tool. Initially, the top *Timeline* filter only covers a small part of the total timeline, as a result, you may not see many files listed in the *Files* grid. You can expand or move the *Timeline* filter to show other files.

Files Visualization Panel
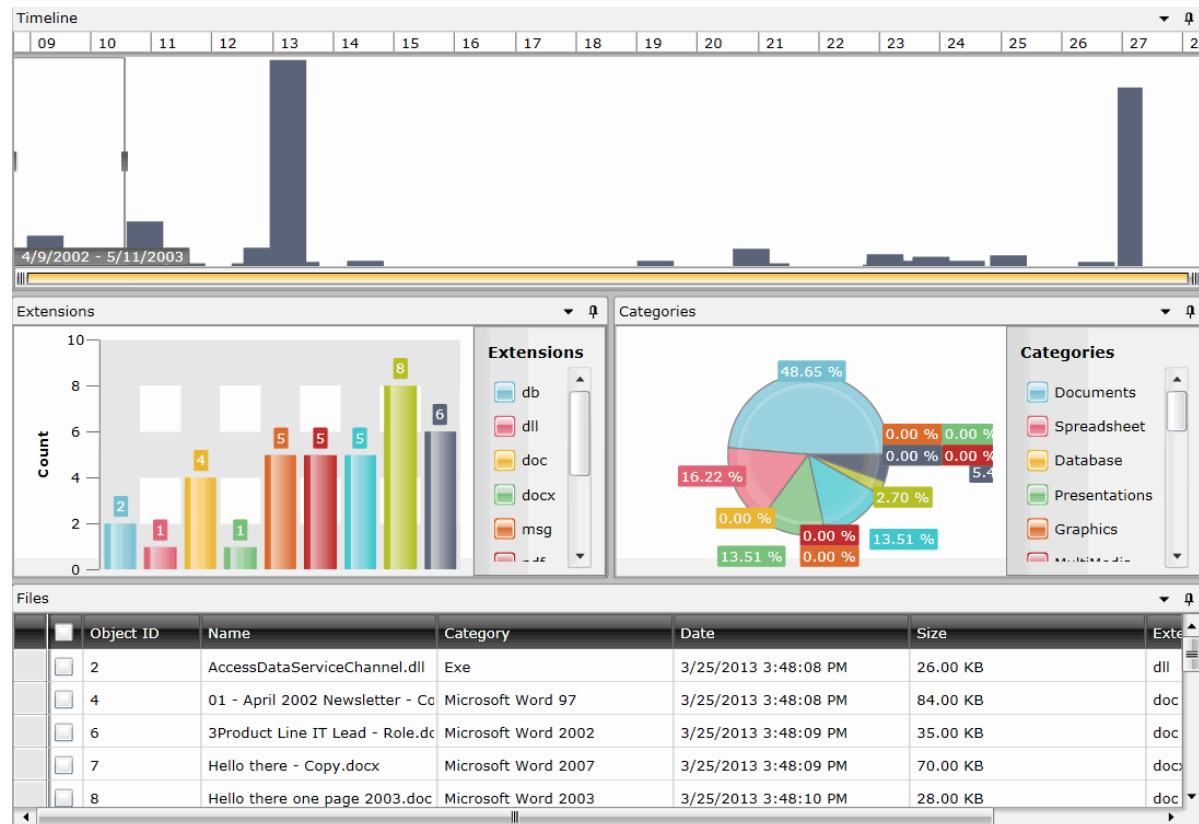
Files Visualization Options Panel

The following table identifies the tasks that you can perform from the **File Visualization** panel**.**

File Visualization Panel Options

Element	Description
Apply Visualization	Applies the files that have been filtered in the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization appear in the *Item List* grid. To remove the filters, re-enter files visualization and click ✗ Cancel. **Note:** If you use the "check all" button in the visualization Files grid, be aware that only the items on the current page will be selected.
Cancel Visualization	Cancel the visualization graph filters and exit out of Visualization.
Options	
Refresh Timeline	Refreshes the **Timeline** pane.
Refresh Extensions	Refreshes the **Extensions** pane.
Refresh Categories	Refreshes the **Categories** pane.
Refresh Files	Refreshes the **Files** pane.
Data	• Scale - Choose to display the data scale either by logarithmic or by linear. If this field is changed, data in the panes will refresh automatically. • Metrics - Choose to display the data metrics either by size or by count. If this field is changed, data in the panes will refresh automatically.
View	• Timeline Data Type - Choose to display the data in the timeline, extensions, categories, and files panes by date created, modified, or accessed. • Timeline Graph Type - Choose to display timeline data by bar, line, area, or scatter graph. • Extension Graph Type - Choose to display extension data by bar or pie graph. • Categories Graph Type - Choose to display category data by bar or pie graph.

File Visualization Panel Options

| Element	Description
Timeline	Examine the data based on when the data was created, accessed, or modified. You can highlight a specific period of time in the timeline and filter data based on that specific time.
Extensions	Displays the data by document's extension, such as .doc or .dll. Only extensions found in the data set will display in the graph. You can click a specific extension in the graph's list or graphic, and all files with that extension will appear in the **Files** panel.
Categories	Displays the data by category. The categories available by which to sort are documents, spreadsheets, database, presentations, graphics, multimedia, email, executables, archives, folders, slack free space, encryption files, internet chat, operating system file, other known, unknown, user types, stego apps, and mobile device items. You can click a specific category in the graph's list or graphic, and all files within that category will appear in the **Files** panel.
Files	Displays the files represented by the visualization graphs. This list can be all of the data set, or only files filtered by either timeline, extensions, or categories. You can sort information in each column by clicking the column header.
History	The *History* tab captures the movement of the box that isolates a time period within the time line. Each time that you move the box along the timeline, a new tab is created for that section of the timeline. Each section can be identified by start date and end date. By clicking one of the History tabs, you can examine the data from that particular time period, allowing you to quickly return to a period that you have already examined.
Selected	Lists the files selected in the **Files** pane.

Emails Visualization

Emails Visualization allows you to view and filter data in a project by using the same data that is posted in the *Item List* grid. This allows you to cull the data in the *Item List* grid with filters before applying Emails Visualization to the data.

To access Email Visualization

1. Click **Project Review**.
2. In the *Item List* panel, select **Options** > **Visualization** > **Emails**.

Emails Visualization Panel
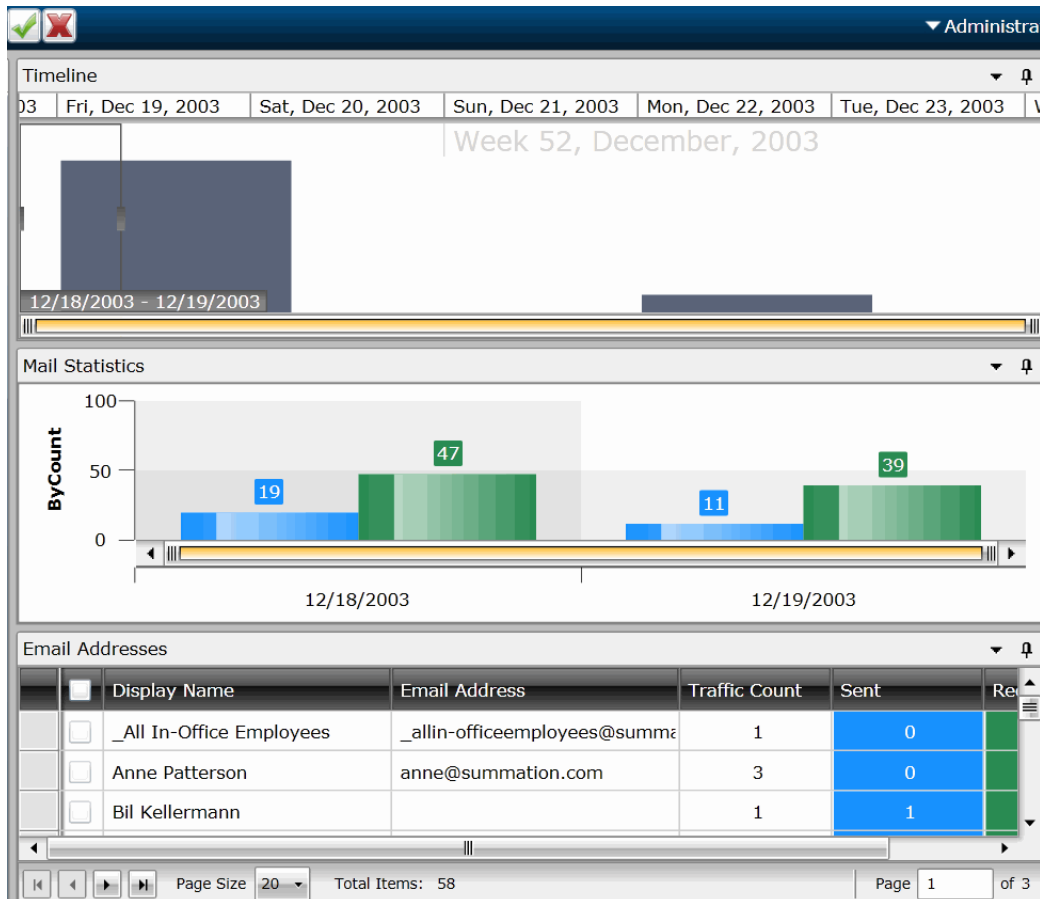
Email Visualization Options Panel

The following table identifies the tasks that you can perform from the **Emails Visualization** panel.

Emails Visualization Panel

Element	Description
Apply Visualization	Apply the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization will appear in the *Item List* grid.
Cancel Visualization	Cancel the visualization graph filters and exit out of Visualization.
Options	
Refresh Timeline	Refreshes the Timeline pane.
Refresh Mail Statistics	Refreshes the Mail Statistics pane.
Refresh Email Addresses	Refreshes the Email Addresses pane.
Launch Social Analyzer	Click to launch the Social Analyzer pane. See Using Visualization Social Analyzer on page 235.
Data	• Scale - Choose to display the data scale either by logarithmic or by linear. If this field is changed, data in the panels will refresh automatically. • Metrics - Choose to display the data metrics either by size or by count. If this field is changed, data in the panels will refresh automatically.
View	• Timeline Graph Type - Choose to display timeline data by bar, line, area, or scatter graph. • Mail Stats Graph Type - Choose to display mail stats graph by bar, line, spline, or scatter graph.
Timeline	Examine the email data set based on when the emails were created, accessed, or modified. You can highlight a specific period of time in the timeline and filter the emails based on that specific time.
Mail Statistics	Displays the Mail Statistics of the emails - the sent and receive dates. You can click a specific item in the graph and filter the email addresses in the email addresses list.

Emails Visualization Panel

Element	Description
Email Addresses	Lists the email addresses in the email data set. You can view display name, email address, traffic count, and the sent and received data. Expand either the sent or received field for a particular email address to obtain additional information.
Selected	Lists the history of the data set. By highlighting a tabbed date in *History*, you can examine the data from that particular time period.
History	Lists the files selected in the **Files** pane.

Chapter 21

Using Visualization Social Analyzer

About Social Analyzer

The Social Analyzer shows a visual representation of email volume contained in the data set. Social Analyzer will display all of the email domains in a project, as well as individual email addresses within the email domains.

Social Analyzer Map
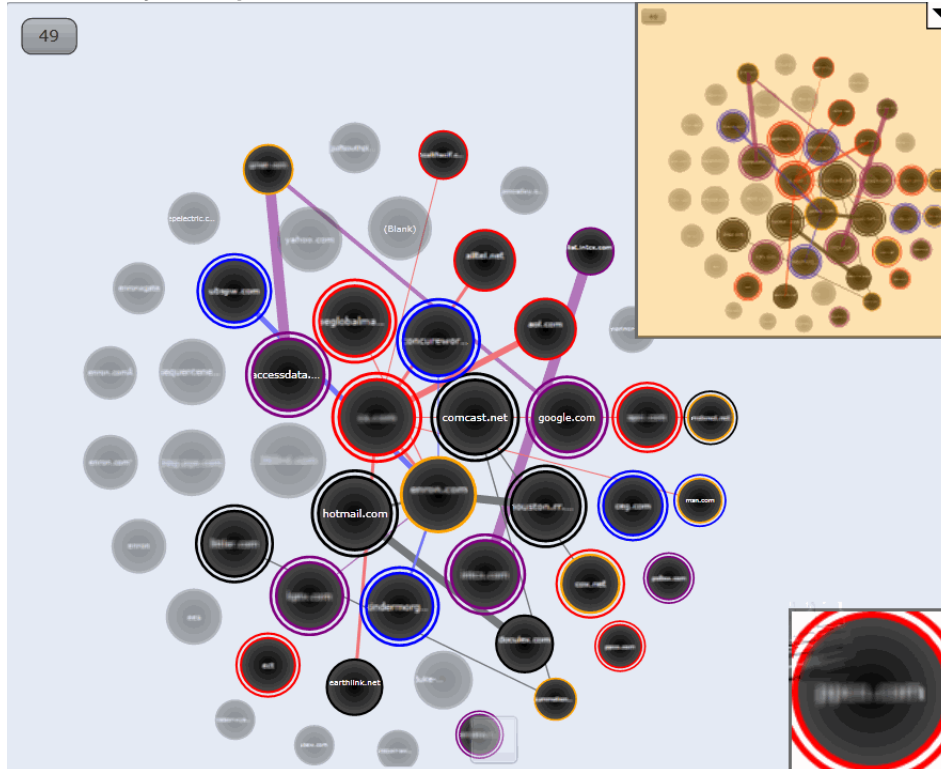
The Social Analyzer map displays emails in the data set group by domain name. These domain names appear on the map in circles called "bubbles." The larger the bubble, the more emails are contained within that domain. The bubbles in the map are arranged in a larger sphere according to how many emails were sent to that domain. The center bubble in the sphere will have the most emails sent from this domain, while domains radiating clockwise from the center will have fewer and fewer emails in their domain bubble. If you want to examine email domains with the most sent emails, concentrate on examining the bubbles in the center of the map.
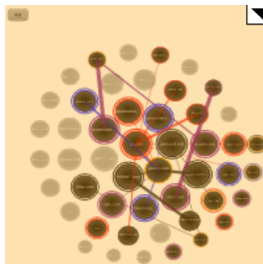
Email data in the Social Analyzer map can be examined on two different levels. On the first level, you can get an overall view of communications between domains. You can then select domains that you want to examine in a

more detailed view and expand those domains to view communications between specific email addresses from the domain. For example, if you search for high email traffic between two domains, you can see which two domains have the highest amount of traffic between them. Select the two domains, and expand them to view the email traffic between individual users from those two selected domains.

See

See

Elements of the Social Analyzer Map

Element	Description
	This map presents the overall view of the social analyzer data. The orange rectangle indicates the area displayed in the main social analyzer map. Black dots in the overall view show domains that are either selected or communicating. You can either expand or collapse the overall view by clicking on the triangle in the upper right corner.
	When you select a domain bubble, it is surrounded by a colored double ring. The ring may be colored blue, black, purple, or red. The different colors allow you to distinguish between different selected domains, but they do not have any significant meaning.
	Domain bubbles that are not selected, but have sent emails to the selected domain bubble, are surrounded by a single colored ring that is the same color as the selected domain bubble. This allows you to easily tell which domains have been communicating with the selected domain bubble. Domain bubbles that do not connect to any selected domains are greyed out.
	Lines connect other domain bubbles to the selected domain bubble. These lines represent emails sent to the selected domain from other domains. The more emails that have been sent to the domain, the thicker the line between domain bubbles are. You can also see emails sent from the selected domain. Select **Show Reversed Connections** in the Social Analyzer panel to show visual representations of emails sent from the selected domain.
	A domain bubble with an orange ring indicates that a domain has been connected to from another domain multiple times. This allows you to pinpoint domains that have heavy communication between them.

Accessing Social Analyzer

To navigate throughout the **Social Analyzer** pane, click and drag inside the pane. Hover over an email domain bubble to view the total number of emails that were sent from the domain.

Note: Expansion of large datasets may result in slow server speeds and slow rendering the Social Analyzer visualization data.

To access Social Analyzer

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > **Social Analyzer**.

Social Analyzer Options Panel
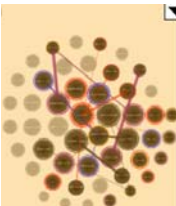
Social Analyzer Options

The following table identifies the tasks that you can perform from the **Social Analyzer** panel**.**

Social Analyzer Options

Element	Description
Apply Visualization	Applies the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization will appear in the *Item List* grid.
Cancel Visualization	Cancels the visualization graph filters and exits out of Visualization.
Refresh	Refreshes the **Social Analyzer** pane.
Clear Selections	Clears the selected bubbles in the **Social Analyzer** pane.
Select Most Connected Items	Selects the ten bubbles that have been most connected to in the **Social Analyzer** pane. Each time you click this icon, the next top ten bubbles will be selected, and so forth.
Expand Selected Domains	Expands selected domains in the **Social Analyzer** pane. You can drill down to a second level to examine the email data. See Analyzing Individual Emails in Visualization on page 239.
Zoom In	Zooms into the **Social Analyzer** pane. If you are unable to view the social analyzer data, click **Zoom In** to locate the data. You can also zoom in by expanding the slider bar located at the bottom of the **Social Analyzer** pane, by using the **+** key on the keyboard, or by scrolling the mouse wheel up.
Zoom Out	Zooms out of the **Social Analyzer** pane. You can also zoom out by expanding the slider bar located at the bottom of the **Social Analyzer** pane, by using the **-** key on the keyboard, or by scrolling the mouse wheel down.
	Expands and collapses the overall map of the data set. Dots that appear in black in the overall map are domains/emails that are connected to the selected domain/email. The orange rectangle on the map shows where the expanded location is on the map.

Social Analyzer Options

Element	Description
View	• Show Reversed Connections - Select to show all reversed connections in the pane. Reversed connections are emails sent from a particular email or email domain. • Show Connections - Select to show the connections between domains in the pane. Connections are emails sent to a particular email or email domain. • Preview Connections on Hover - Select to view connections between domains when you hover over them. This option is not selected by default to speed rendering of the map. • Email Display - Display email domains either by the display name or address. • Bubble Limit - You can choose a display limit of either 2,500, 5,000, or 10,000 domains. Server issues may occur with larger display limits.
Stats	Displays the statistics of either the first or second level of the email domain data. You can view: • The total number of domains, emails, and bubbles in the pane. • The total number of selected domains, emails, and bubbles in the pane. • The total number of domains, emails, and bubbles that have been expanded. You can access the second level of data by clicking **Expand Selected Data**.

Analyzing Email Domains in Visualization

Once you have you opened the Social Analyzer pane, you can isolate and examine individual email domains.

Note: Social Analyzer is very graphics-intensive. In order to avoid server issues, you should cull the data with facets and other filters to isolate the information that you want to examine before viewing it in Social Analyzer.

To analyze email domains in Visualization mode

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > **Social Analyzer**.

3. Click the domain bubbles to select the domain(s) that you want to view.

4. (optional) If you want to view the top ten domains in terms of received emails. click ![icon] . Each time you click this icon, the next top ten bubbles will be selected, and so forth.

5. (optional) You can zoom in and zoom out of the Social Analyzer panel. If you hover over a domain bubble, the full display name and address, as well as the count, is displayed in the tool tip.

6. You can expand selected email domains and examine individual emails in a domain. See Analyzing Individual Emails in Visualization on page 239.

Analyzing Individual Emails in Visualization

You can expand email domains to display individual emails and the traffic between those emails.

To analyze individual emails within selected email domains

1. Click **Project Review**.

2. In the *Item List* panel, select **Options** > **Visualization** > **Social Analyzer**.

3. Click the domain bubbles to select the domain(s) that you want to view.

4. (optional) If you want to view the top ten domains in terms of received emails. click ![icon] . Each time you click this icon, the next top ten bubbles will be selected, and so forth.

5. (optional) You can zoom in and zoom out of the Social Analyzer panel. If you hover over a domain bubble, the full DisplayName and address, as well as the count, will be displayed in the tool tip.

6. Click ![icon] to expand the domain names to display the individual emails.

Chapter 22

Using Visualization Heatmap

Heatmap allows you to view a visual representation of file categories and file volume within a project. Information displays in a grid comprised of squares of different colors and sizes. Each color represents a different file category, and the relative size of the square represents the file volume within the category. You can view each file category for more details about the files within that category (similar to a file tree) and navigate between file categories.

You can also switch between viewing the file volume by the physical size of each file and the file count. This allows you to see any discrepancies in the size of the files. For example, if someone were trying to hide a file by renaming the file extension, you could easily see the size discrepancy in the heatmap, and then investigate that particular file further.

To access Heatmap

1. In FTK, do the following:

   1a. Open the *Examiner*.

   1b. In the *File List* panel, click ▨ (Heatmap).

2. In Summation or eDiscovery, do the following:

   2a. Click **Project Review**.

   2b. In the *Item List* panel, click **Options** > **Visualization** > ▨ **Heatmap**.

Heatmap Panel
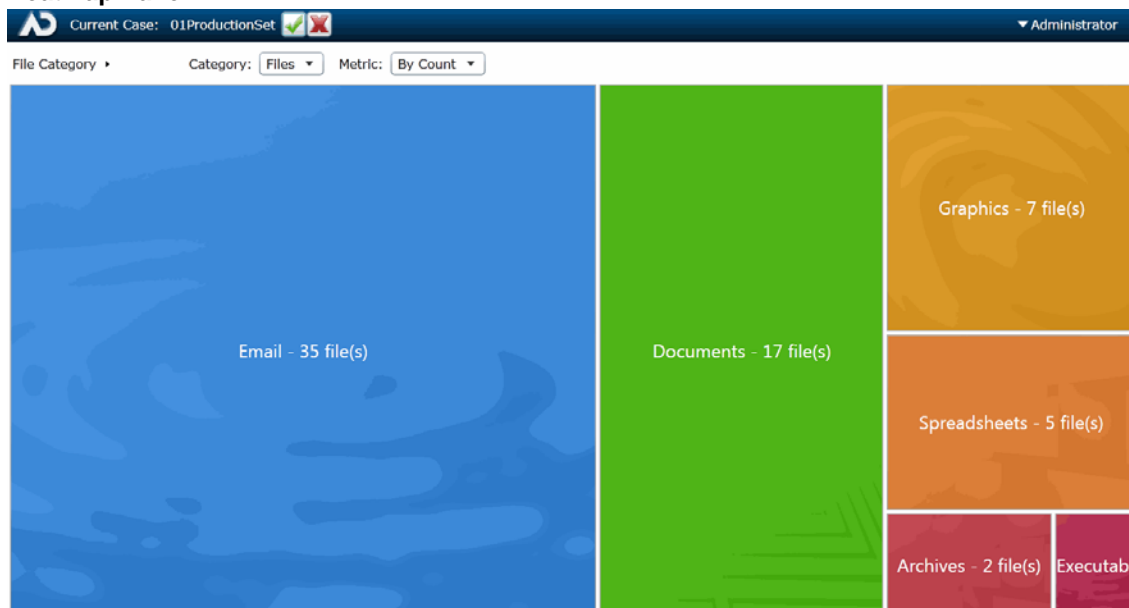
Heatmap Options Panel

The following table defines the tasks from the **Heatmap** panel**.**

Heatmap Panel Options

Element	Description
✖	Cancels the heatmap filters and exits out of Visualization.
✔	Apply the visualization graph filters to the *Item List* grid. Once applied, only those items filtered with visualization appear in the *Item List* grid.
Options	
Category	- Files - Allows you to view files by the file category. You can view the files in each category: - By double-clicking that particular file category's square, or - By clicking the menu from the upper left side and choosing the file category that you want to view in the heatmap. - Folders - Allows you to view files by the folders contained within the project. You can view the files in each folder: - By double-clicking that particular folder's square. - By clicking the menu from the upper left side and choosing the folder that you want to view in the heatmap. - Extensions - Allows you to view files by the file extension.
Metric	- By Size - Allows you to view file types by size of the files. The larger the files, the larger the represented square in the heatmap. - By Count - Allows you to view file types by quantity. The more files of a particular type that are in the project, the larger the represented square in the heat map.

Chapter 23

Using Visualization Geolocation

About Geolocation Visualization

Geolocation allows you to view a map with real-world geographic location of evidence items that have geolocation information associated with them. This lets you understand where certain activities/actions took place.

See Using Visualization on page 228.

For example, if you have photos in the evidence that have GPS data in the EXIF data, you can see where those photos were taken. For volatile/RAM data, you can see the lines of communication (both sent and received) between addresses, showing the location of all parties involved.

Geolocation supports the following data types:

- Photos with GPS information in the EXIF data.

> **Note:** Geolocation IP address data may take up to eight minutes to generate, depending upon other jobs currently running in the application.

Geolocation Components

Geolocation includes the following components:

- Maps
  When viewing geolocation data, you can use any of the three following maps:
  - MapQuest Streets
  - MapQuest Satellite
  - OpenStreetMaps
    You have the option to switch between the three map views while in the Geolocation filter.
- Geolocation Grid
  Below the map, you can view a grid that shows details about the items in the map.
  See Using the Geolocation Grid on page 249.
- Geolocation Data in columns in the *Item List*
  You can view geolocation data for files in the *Item List.*
  See Using Geolocation Columns in the Item List on page 250.

- Geolocation Facets

    There are specific facets for filtering on Geolocation data.

    See Using Geolocation Facets on page 251.

Geolocation Workflow

When you launch Geolocation, it will display all relevant files currently in the item list. You can cull the data using filters and other tools in the item list to limit the data that is displayed in geolocation.

General Geolocation Requirements

As a prerequisite, you must have the following:

- Access to a KFF Service Server.

    - The KFF Server can be installed on the same computer as the AccessData software or on a separate computer.

    - KFF Geolocation Data. This must be installed on the *KFF Server*.

    See *Getting Started with KFF* in the *Admin Guide*.

- Internet access to view web-based maps.

    - You can download the offline maps for Geolocation. Use the link **Geolocation Map for Offline Use** and **Geolocation Map for Offline ReadMe** on the FTK Product download page:

        http://www.accessdata.com/support/product-downloads/ftk-download-page

- For FTK, FTK Pro, Lab, and Enterprise:

    - The File Signature Analysis option selected when processing the evidence.

Viewing Geolocation EXIF Data

When your evidence has photos with GPS information in the EXIF data, you can view photo locations.

To view EXIF data in FTK

1. In FTK, open the *Examiner*.

2. In the *File List* panel, click 🌐 (Geolocation).

3. You can filter the items displayed and see item details.

    See Using the Geolocation Grid on page 249.

To view EXIF data in Summation or eDiscovery

1. Click **Project Review**.

2. In the *Item List* panel, click **Options** > **Visualization** > 🌐 **Geolocation**.

3. You can filter the items displayed and see item details.
   See

Geolocation Panel - EXIF data
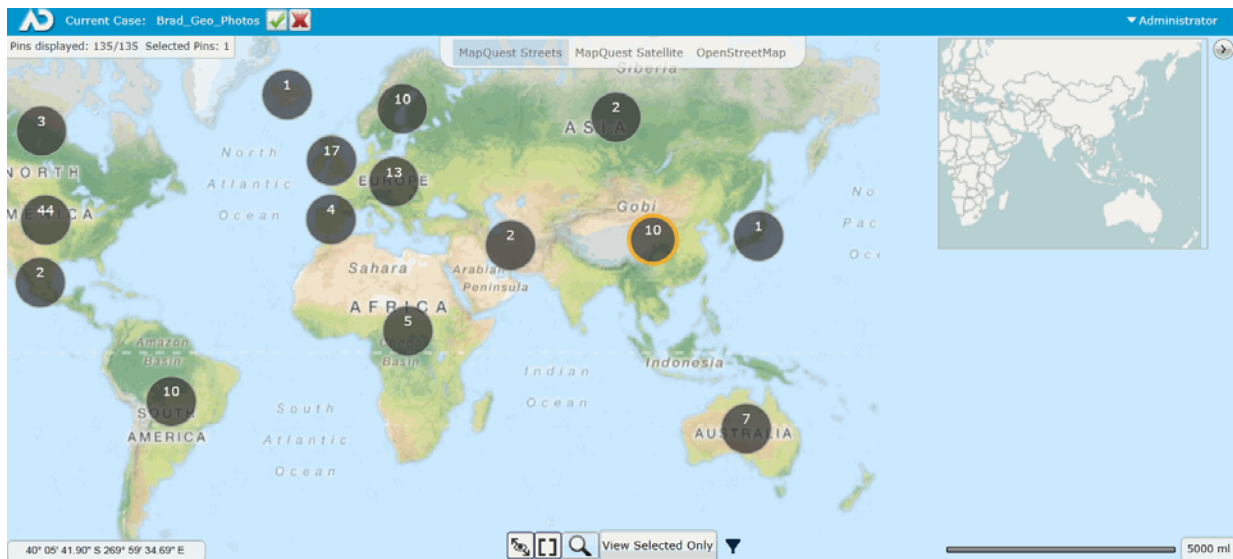
Using Geolocation Tools

The Geolocation Map Panel

Points of data in a particular area on the map are represented by large dots called clusters. The number on each cluster show how many points of data (known as pins) are represented by the cluster. Clicking a particular cluster on the map zooms in on a group of pins.

The general location of the clusters are determined by a central point on the map. The clusters radiate from this central point. When you zoom in and out of the map, your central point on the map moves as well, and clusters will shift position on the map. However, as you zoom into a cluster, the cluster rendered will more closely align itself with the location of the individual pins.

When viewing IP data, the connections between two pins display on the map as lines between clusters/pins. The width of the lines represent the amount of traffic between two IP address. The thicker the lines, the more traffic has occurred. Green lines represent traffic originating from the pin and red lines represent traffic entering the pin.
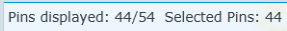
When you select a cluster and zoom in on a particular pin, you can select one or more pins. When a pin is selected, the outline and shadow of the selected pin turns orange. If you zoom out of the map, the cluster with one or more selected pins has an orange ring.

Hovering over the cluster displays the following icons:
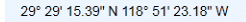
- ✳ Selects all of the pins in a cluster.

- 🚫 Clears all of the selected pins in a cluster.

The following table describes the Geolocation panel options.

Geolocation Panel

Element	Description
✅	After filtering data by selecting one or more pins, this applies the selected geolocations to the *Item List* grid. Once applied, only those geolocations filtered with visualization appear in the *Item List* grid.
	For network data, you will see any communication from those pins to any other location. This may include one or more items.
	If you enter the Geolocation view again, only those geolocation will be displayed in the map.
	To reset the items in the *Item List*, click the Project Explorer's *Reset* and *Apply* icons.
❌	Cancels the geolocation filters and exits out of Visualization.
Pins displayed	Shows the number of spins that are displayed and the number selected.
Clear	Clears and selected pins.
Options	
Pins displayed: 44/54 Selected Pins: 44	Displays the number of pins selected in the map versus the number of pins available in the data.

Geolocation Panel

Element	Description
Map Tab	Choose which map to display in the *Geolocation* filter.
⬅	Expands or collapses the overall view map.
29° 29' 15.39" N 118° 51' 23.18" W	Displays the latitude and longitude where the mouse pointer resides. To view the position of a particular pin, hover the mouse over the pin. To view the exact coordinates of the pin, select the pin and right-click.
	Turns the connections between the pins/clusters either on or off.
	Displays all of the pins on the map.
	Zooms in or out on the map. A slide bar displays, allowing you to control the zoom feature.
View All/View Selected	
Filter	Displays either EXIF data or network connection data. You can also view both types of data at the same time.

Right-clicking a pin displays more information about the pin.

Detail of Pin
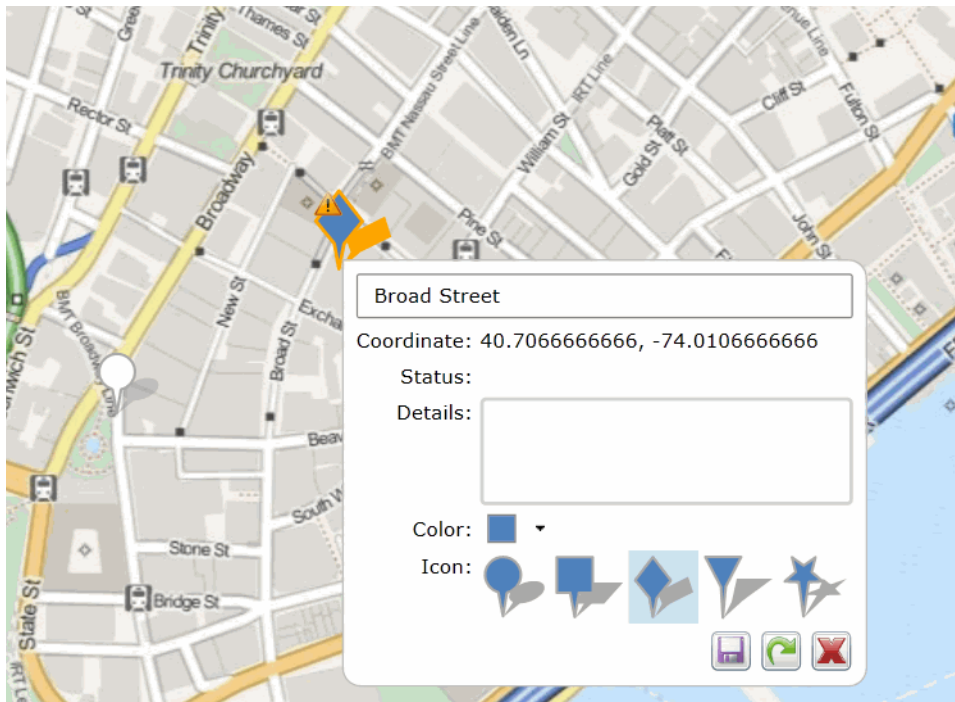
In the pin dialog, you can:

- Add any notes
- View the exact coordinates and status of the pin

- View the IP Address of the pin

Note: To save processing time and to ensure data accuracy, the host name does not populate in the Geolocation pin. However, the host name does populate in the Item List.

- Change the color and shape of the pin

If you make any changes to the pin, a warning icon ⚠ displays that notifies you that changes were made to the pin and need to be saved. You can do the following in the pin dialog:

- Click 💾 to save the changes that you have made to the pin

- Click ↻ to reset the pin. If changes have been saved previously to the pin, this action resets the pin to the saved version

- Click ✖ to close the dialog

Using the Geolocation Grid

When you open Geolocation, you can view a grid that shows details of the items on the map.

The Geolocation Grid shows the following:

- **Exif:** This shows the following Exif data from photos
    - *Capture Data* column
    - *File Name* column
    - *File Size Coordinate* column

When you click an item in the grid, the map will be centered to reflect the location of the selected item.

You can minimize the grid so that the whole map is visible.

Filtering Items in the Geolocation Grid

When you first launch Geolocation, all of the items on the map are shown in the grid.

You can filter the contents of the grid in the following ways.

- In the map, if you select a pin, only that item is displayed. You can click (and select) multiple pins.

- In the map, if you right-click a cluster and click   , that selects all of the pins in a cluster. This will filter the grid to those clustered pins. You can add multiple clusters to the grid.

- In the grid, the columns in the Geolocation Grid can be filtered to cull the items in the grid. For Network Communication data, the data in the bar chart is filtered as well when columns are filtered.

Using Geolocation Columns in the Item List

The data that the Geolocation filter uses to render the information is also available in columns in the *Item List*. You can find the following columns in the *Item List*, depending upon the data that has been collected. These columns can be sorted and filtered.

Data for geolocation columns require that the KFF Geolocation Data be installed.

See

Geolocation EXIF Data Columns

When your evidence has photos with GPS information in the EXIF data, you can view data using the following columns.

Geolocation Columns: EXIF data

Column	Display name	Description
Geotagged Area Code:	Area Code	Area code location of geotagged photo or object.
Geotagged City:	City	City location of geotagged photo or object.
Geotagged Country Code:	Country Code:	ISO country code location of geotagged photo or object, such as USA, FRA, MEX, HKG, and EST.
Geotagged Direction:	Direction	Direction geotagged photo or object.
Geotagged Latitude:	Latitude	Latitude of geotagged photo or object.
Geotagged Longitude:	Longitude	Longitude of geotagged photo or object.
Geotagged Postal Code:	Postal Code	Postal code of geotagged photo or object.
Geotagged Region:	Region	Regional or State location of geotagged photo or object, such as NY, DC, IL, FL, and UT.
Geotagged Source:	Source	Source used to resolve geotagged GPS location to locality information.

Using Geolocation Column Templates

When using AD Forensics products, you can use the following Column Templates to help you quickly display Geolocation-based columns in the File List:

- *Geolocation* - Displays all available Geolocation columns.
- *GeoEXIF* - Displays all columns that contain EXIF-related Geolocation data.
- *GeoIP* - Displays all columns that contain IP-related Geolocation data.

Using Geolocation Facets

When using Summation or eDiscovery, you can also use facets to cull data based on Geolocation data.

See Geolocation Facet Category on page 216.

Using Geolocation Visualization to View Security Data

You can use geolocation to view IP location data to discover where in the world a computer is communicating. You can view IP locations data when using the following products:

- AD Forensics products, after gathering Volatile data

The Geolocation view will display lines that trace internet traffic sent and received between IP addresses, indicating the physical location of all parties involved. You can drill into geographic regions to see multiple evidence items. You can then select specific data to post back to the case, where they can view information in the examiner or include it in reports.

Geolocation Panel - IP Locations To view IP data in Geolocation viewer
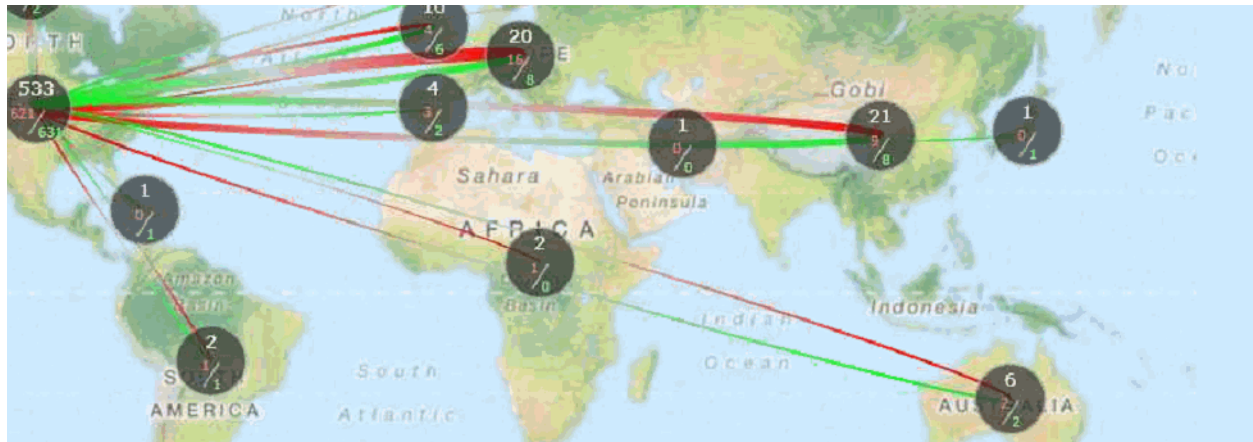
Note: For data collected by Geolocation Visualization, the *To Domain Name*, *To ISP*, *To Netspeed*, and *To Organization* columns do not populate in the *Item Grid*. If you require this data, you need to purchase a MaxMind Premier database license.

Prerequisites for Using Geolocation Visualization to View Security Data

- For FTK or Enterprise:
  - For examining network acquisition and volatile data, enable the Geolocation option in the Web Config file. To enable this option, contact AccessData's support.
  - Also for examining network acquisition and volatile data, you need to generate a text file of your IP locations and place the text file in the GeoData directory. Configuring the Geolocation Location Configuration File (page 252)

Configuring the Geolocation Location Configuration File

When working with network acquisition and volatile data, some data may come from a private network where the physical location of the IP address is not known. For example, you may need to provide the location of your own network and any satellite offices that you interact with.

Normally you would start with block of IPs in your local network.

To set this information, you need to populate a configuration file for the KFF server.

The filename is `iplocations.txt`.

You can configure this file in one of two ways:

- Using the *Management* page > *System Configuration* > *Geolocation* page.
- Configuring the file manually

If you have already manually created this file, you will see the information in the configuration page interface.

Using the Geolocation Configuration Page

1. In the console, click *Management* > *System Configuration* > *Geolocation*

2. Click ![icon] to add an item.

3. Fill in the location data. See Geolocation Configuration Page Options on page 253.
   See sample data below. You can get latitude longitude data for an area from Google maps.
   Any data you save here is saved in the configuration file.

Important: Any time you save new data, the KFF Service is automatically restarted. This can affect running KFF jobs.

Geolocation Configuration Page Options

The table below lists the various Geolocation Configuration Page options.

Geolocation Configuration Page Options

Option	Description
Ip Address	The IP address. The IP addresses must be written in CIDR format and need to be IPv4 addresses.
ID	
Country Code	The two letter country code for a country, such as HK for Hong Kong or US for the United States.
Country Code 3	The three letter country code for a country, such as RUS for Russia or DEU for Germany.
Country	The full country name, such as United States or Argentina.
Region	The state or province of the geolocation data, such as NY for New York or ON for Ontario.
City	The city of the geolocation data, such as Beijing or San Francisco.
Postal Code	The postal code or zip code of the geolocation data.
Latitude	The latitude of the geolocation data.
Longitude	The longitude of the geolocation data.
Metro Code	The metro code of the geolocation data.

Geolocation Configuration Page Options

Option	Description
Area Code	The area code of the geolocation data.
Continent Code	The continent code of the geolocation data. For example, NA for North America and AS for Asia.
Source	The source of the geolocation information. This field is optional.

Configuring the Location Configuration File Manually

You can manually create and edit the iplocations.txt text file for the KFF server. It has the following requirements:

- The text file needs to be saved with the filename **iplocations.txt**.
- The IP addresses must be written in CIDR format and need to be IPv4 addresses.
- Each comment line in the file must start with the character **#**. List only one address/network per line.
- The network line must contain the following information in the following order: address (in CIDR format), Id, CountryCode, CountryCode3, CountryName, Region, City, PostalCode, Latitude, Longitude, MetroCode, AreaCode, ContinentCode, Source.
- The iplocations.txt file must be placed in the **Geodata** folder of the **kffdata** folder on the server.

The following is an example of an iplocations.txt file:

```
#this file goes in the <kffdata>\GeoData directory
#address (in cidr form),Id,CountryCode,CountryCode3,CountryName,Region,City,PostalCode,Latitude,Longitude,MetroCode,AreaCode,ContinentCode,Source
#192.168.0.0/24,1,,USA,United States,Utah,Taylorsville,84129,40.6677,-111.9388,,801,,
#10.10.200.252/30,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
#10.10.200.48/32,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
10.10.200.0/24,1,,USA,United States,Utah,Orem,84042,40.2969,-111.6946,,801,NA,
```

Viewing Geolocation IP Locations Data

To view IP location data in FTK

1. Open the *Examiner*.
2. Click the **Volatile** tab.
3. In the *Volatile* tab, click (Geolocation).
4. You can filter the items displayed and see item details.
   See

Using the Geolocation Network Information Grid

- When viewing network acquisition and volatile data connection information, you can now view a grid that displays the following information:

  - Process Start Time

  - Machine

  - User Name

  - Process Name

  - Path

  - Host Name

  - IP Address

  - Coordinates

  - Ports

You can show the communication between multiple pins.

Geolocation Filter

You can filter your Geolocation data with filters in the Facets Panel. The following filters are available under the Geolocation filter categories for security jobs that contain geolocation data.

Geolocation Filters in the Facets Panel

Geolocation Filters	Description
From Country Name	Filters evidence by the country from which the communication originated.
To Country Name	Filters evidence by the country to which the communication was sent.
From City Name	Filters evidence by the city from which the communication originated. Example: San Francisco, San Jose, Los Angeles.
To City Name	Filters evidence by the city that the communication to which was sent. Example: San Francisco, San Jose, Los Angeles
From Continent	Filters evidence by the continent from which the communication originated.
To Continent	Filters evidence by the continent to which the communication was sent.

Part 5

Exporting Summation Data

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

Chapter 24

Introduction to Exporting Data

This document contains information about exporting data for a project. Exporting data, in most projects, is performed by the project/case manager. You need the correct permissions to create and export production sets.

About Exporting Data

When you sort through data, organization remains the key to preparing a streamlined set of data to include in a report that is delivered to the attorney for the criminal project, civil project, or corporate authorities for a corporate security project . To prepare data for the final report, you can create sets of filtered data that you can export in various formats.

After applying labels to the evidence set, you can create either a production set or an export set of data.

When you create production or export sets of data, you can only use one label per set.

Note: Creating a production set results in new items being created.

Note: There are certain native formats that do not work for imaging and TIFF operations. These are: PST, NSF, FC, DAT, DB, EXE, DLL, ZIP, and 7zip

See Export Tab on page 289.

See Exporting Production Sets on page 287.

See Creating Export Sets on page 290.

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

Export Formats

Format	Description
AD1	Creates an AD1 forensic image of the documents included in the Export Set. AD1 is a forensic file format that can be read by FTK. An AD1 contains the logical structure of the original files and the original files themselves. The AD1 file is hashed and verifiable to ensure that no changes have occurred to it.
Image Load File Export	Converts the native documents to a graphic format such as TIFF, JPG, or PDF. It creates a load file in the IPRO LFP or the Opticon OPT formats. This is similar to Load File Export except that it does not contain any metadata.

Format	Description
Native Export	Exports the native documents in their original format and optionally rendered images into a directory of your choosing. This export does not provide a load file.
Load File Export	Exports your choice of Native, Filtered text (includes the OCR text that was created during processing), rendered images of the native document, and optionally OCR text of the rendered images. If the recipient intends to use third-party software to review the export set, select Load File Export. You have the option of exporting rendered documents in the following formats: ● Concordance ● EDRM (Electronic Discovery Reference Model) XML ● Generic ● iCONECT ● Introspect ● Relativity ● Ringtail (MDB) ● Summation eDII ● CaseVantage Some programs have load file size limits. If needed, you can split load files into multiple files. If you use the Concordance, Generic or Relativity exports, and include rendered images, you will also get an LFP and OPT file.

About Excluding Data in Production Sets and Export Sets

When configuring either a Production Set or Export Set, you specify how you want to export files. You can select to export files as native files, generated images, or both. You can also select to exclude files when exporting. You can select to exclude exporting files as native files or images. This allows you to export some files as only native files and other files as only generated images. You may want to use this feature to exclude some files as being exported in a given format. For example, images of spreadsheets may not be useful to you, and using this feature, you can generate images for most files, but not spreadsheets.

You can select files to exclude based on the following:

- File Categories
- Labels
- Issues

Returning to the example of spreadsheets, one way this feature can be used is to export generated images of most files, but export native files for spreadsheets only. To accomplish this, on the *Files to Include* page, you would do the following:

1. Select **Export Native Files** but then exclude ALL file categories EXCEPT spreadsheets.
   This will cause only spreadsheet files to be exported as native files.

2. Select **Generate and Export Images** and exclude the export of image files for ONLY the spreadsheet file category.
   This will cause all files except spreadsheets to be exported as image files.

The following provides more information on the exclude options:

- *File Categories to Exclude*
  This will exclude all files with a selected file type or types.
  In the drop-down, you can choose from the list of file categories, such as spreadsheets, documents, emails, and PDFs.
  The list of available file types are those that are associated to the label you chose for the set.

- *Labels to Exclude*
  This will exclude all files with a selected secondary label.
  If files have more than one label applied to them, you can exclude files based on other labels than the one you selected for the set.
  In the drop-down, the list of available labels are any other labels that are associated to the files with the label you chose for the set. The label that you initially selected is not displayed.
  For example, suppose you create a production set and selected the label L01 for the production set. Suppose that objects A, B, and C are labeled with label L01. Suppose also that object A is labeled with labels L01, L97 and L98. Object B is labeled with L01, L97, and L99, and object C is labeled with L01, L98, and L99. The list of labels to be potentially excluded would consist of L97, L98, and L99. L01 would not be listed.
  One way that you can use this option is to use a unique label for any file that you do not want to image and then use this option to exclude that label.

- *Issues to Exclude*
  This will exclude all files with a selected issue.
  The issue list is similarly populated with all of the issues that are associated with any of the labeled objects.

If exclusion items are selected in more than one exclusion list, then any object excluded by ANY of the selections is excluded. For example, if there are one or more entries selected in the file category list and one or more issues selected in the issue list, then any object that is in any of the excluded file categories OR is

associated with any of the excluded issues will be excluded. In other words, the results of the exclusion lists are "ORed" together.

Native and image exclusion are independent of each other. That is, export of the native file may be excluded for the native file, but not for the image file.

Export Tab

The Export tab on the Home page can be used to manage production sets and export sets.

Production Set History Tab

The Production Set History can be used to export or delete production sets and view the history of the production set.

Production Set History Tab Elements

Element	Description
Production Set History Search Field	Enter text to search by production set name.
	Click to Show/Hide Filtering options. You can add and delete filters, and specify whether the filter is ascending or not. Field options that you can filter on include: ● Created By ● Description ● Email Count ● Export Path ● Item Count ● Total Size
Production Set List	Lists the production set details and the status of the production sets.
4 % >	Shows the status of the production set creation. During the creation process, the tab displays blue, and displays the percentage of the process as it is being created. When the tab turns green, the production set creation is complete. **Note: Even if the percentage counter shows 100%, the production set is not complete until the status tab turns green**. Expand the tab to view the Status of the Production Set.
Cancel Button	Click to cancel the creation of a production set.
Export Button	Click to export the production set to a load file. This option is not available until the production set has been created.
Delete Button	Click to delete the production set. This option is not available until the production set has been created.
	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.
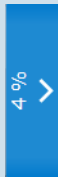
Production Set History Tab Elements

Element	Description
Show/Hide Reports	Expand to access reports.
Show/Hide Load File Generations	Expand to access the load file generations.

Export Set History Tab

The Export Set History Tab can be used to export or delete export sets and view the history of the export set.

Export Set History Set Elements

Element	Description
Export Set History Search Field	Enter text to search by export set name.
	Click to Show/Hide Filtering options. You can add and delete filters, and specify whether the filter is ascending or not. Field options that you can filter on include: ● Created By ● Email Count ● Export Path ● Item Count ● Total Size
Export Set List	Lists the export set details and the status of the export sets.
4 % >	Shows the status of the export set creation. During the creation process, the tab displays blue, and displays the percentage of the process as it is being created. When the tab turns green, the production set creation is complete. **Note: Even if the percentage counter shows 100%, the production set is not complete until the status tab turns green**. Expand the tab to view the Status of the Export Set.
Cancel Button	Click to cancel the creation of a export set.
Export Button	Click to export the export set to either an AD1 file, Native file, or Load File. This option is not available until the export set has been created. See Exporting Export Sets on page 264.
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 displays as **Export Completed With Warnings**. The status display in the *Export History* tab displays the status as yellow-green to differentiate the status from a successful export without errors or warnings logged.

Note: If slipsheets have been generated upon the initial export of the export set, the slipsheet will be counted as the main image for the object. On any subsequent export set export, the slipsheet generated is counted as an image for the object. No new images are generated for that object, and a currently-selected slipsheet is not placed.

Using The Browser Briefcase

About the Browser Briefcase

When you create a *Load File Export*, you can select the export format to be *Browser Briefcase*.

When configuring an export to Browser Briefcase, there are two new options:

- Export Native SWF
- Export Image SWF

These options export the SWF files that you can view in Browser Briefcase.

The Browser Briefcase is a stand-alone application that lets you view exported SWF files. You can open the Browser Briefcase and review exported files away from the Summation application. You can also make notes about files and export those notes to a CSV file. You can import the CSV file back into Summation. You can easily share the export with different people for their review.

The viewer displays the list of files in a grid, similar to the *Item List*. The grid has columns for the fields that you selected for the export, such as filename, Doc ID, Object ID, file extension, file size, and so on. You can sort on any column.
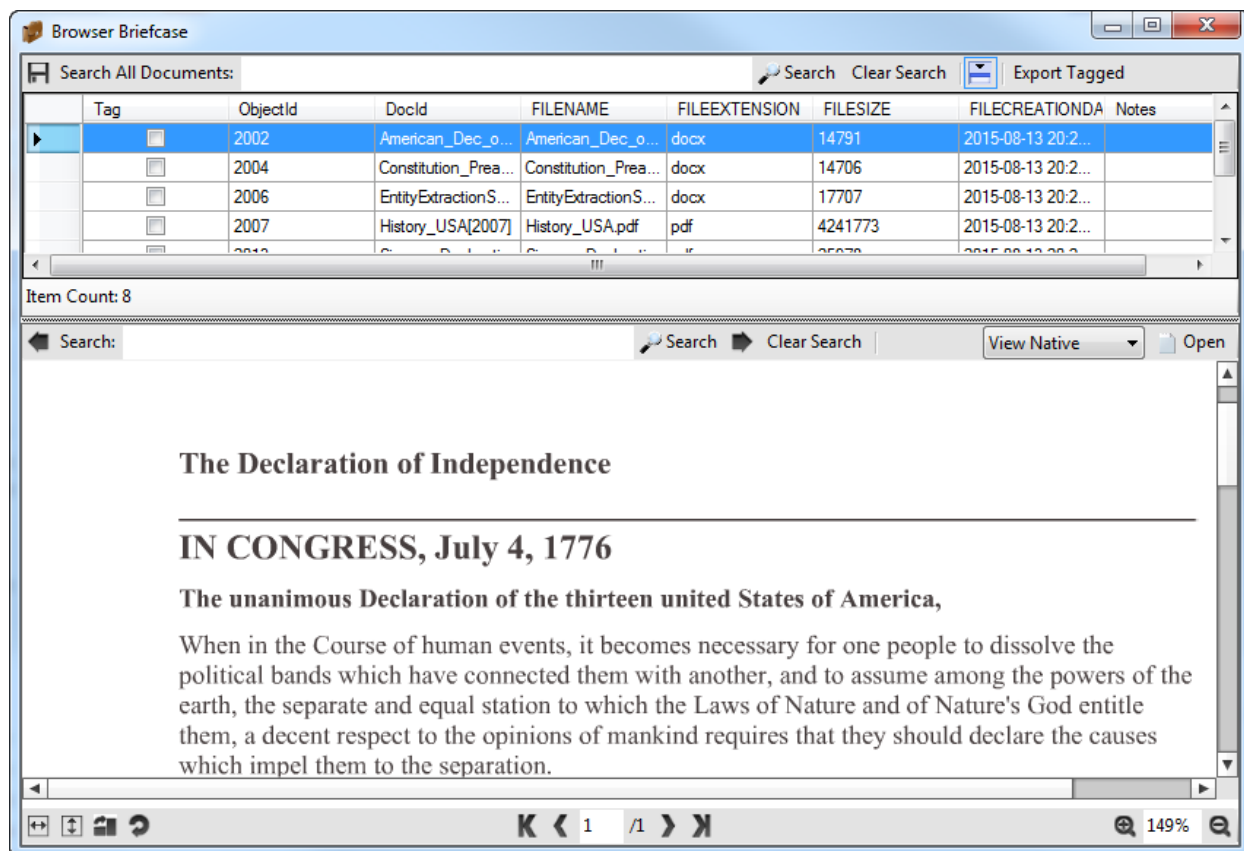
There is also a natural viewer window to view either the exported Image SWF files or the exported Native SWF file. You can size and rotate the document just like you can in the *Natural Viewer*. You can also open the native document.

You can perform a text search across documents that will filter the list based on search hits. You can also perform an in-document text search.

Exporting to a Browser Briefcase

You can export to a *Browser Briefcase* by using either of the following:

● Projection Set > Export
● Load File Export

Exporting to a Browser Briefcase using a Production Set

1. Create a Production Set and configure the *General Options.*
   See Creating Production Sets on page 269.
2. On the *Files to Include* page, select **Prepare Files for Browser Briefcase Export**.

3. Make sure that the following options are selected.
   ● Export Native SWF
   ● Export Image SWF
4. Complete the Production Set.
5. Export the Production Set.
   See Exporting Production Sets on page 287.

Exporting to a Browser Briefcase using a Load File Export

1. Create a Load File Export and configure the *General Options*.
   See To create a load file export on page 304.

2. On the *Files to Include* page, select the **Browser Briefcase** format.
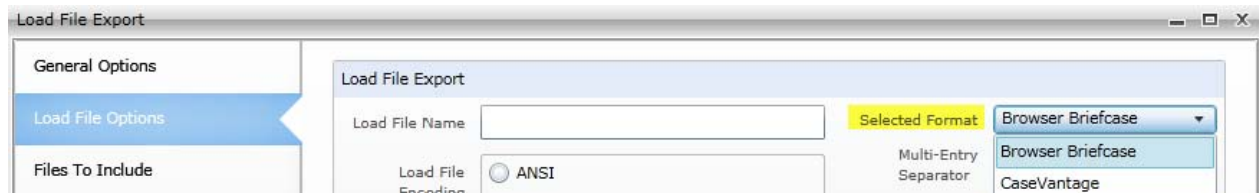
3. On the *Files to Include* page, verify that the options are selected to *Export Native SWF* and *Export Image SWF* files.
   These options are visible and automatically selected when you select the *Browser Briefcase* format.
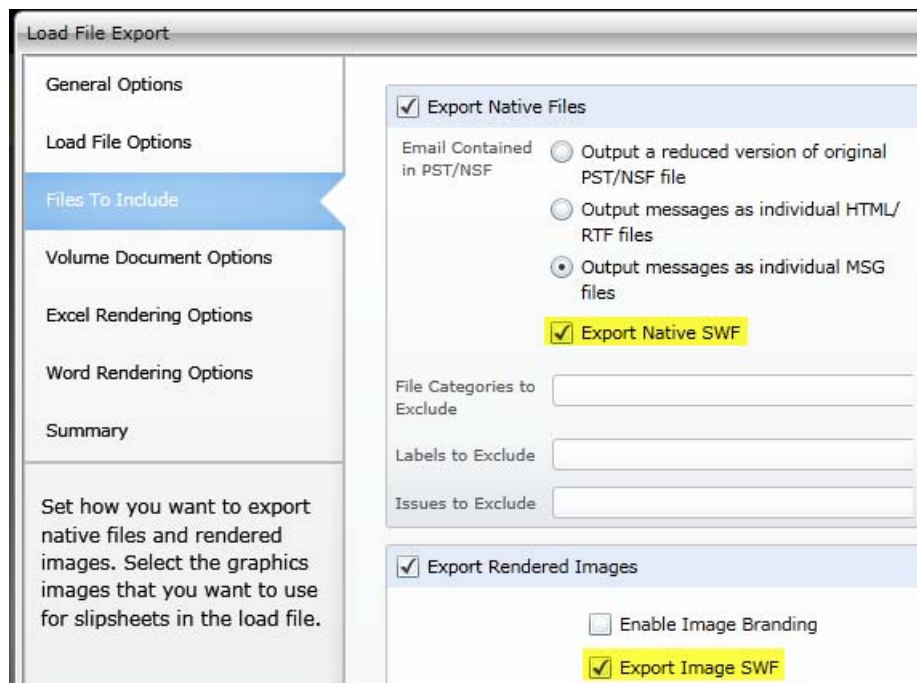
4. Complete the export wizard.

Viewing and Using the Browser Briefcase

To view and use the Browser Briefcase

1. After the export is complete, go to the export file path.

2. Click BrowserBriefcase.exe.

3. To sort by column, click the column header.

4. To perform a search, do the following:

   4a. To perform a text search across documents, in the *Search All Documents* field, enter the search text and click **Search**.

   The file list is filtered based on the search hits.

   4b. To perform an in-document text search, in the viewer pane, in the *Search* field, enter the search text and click **Search**.

   4c. Click the arrows to go to the next or previous search hit.

   4d. For either search, click **Clear Search** to clear the search results.

5. You can view either the Native SWF or the Image SWF. To change the document, select a file, and click either **View Native** or **View Image**.

6. To open a native document, select a file, and click **Open**.

7. To add notes about a document, do the following:

   7a. Click the *Notes* cell for the file that you want to add a note for.

   7b. Enter the text of your note.

   7c. Click away from the cell.

8. To export file data, do the following:

   8a. Click the *Tag* box for each file that you want to export data for.

   8b. Click Export Tagged.

   8c. In the Export to CSV dialog, select the columns that you want to be exported to the CSV.

   8d. Enter your desired separator.

   8e. Click **Export**.

   8f. Enter the path for the exported CSV file.

   8g. Click **Save**.

Sharing the Browser Briefcase

To share a Browser Briefcase

1. Go to the export file path.

2. Archive (zip) the entire export folder.

3. Share the archived file.

Chapter 25
Creating Production Sets

About 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.

Process for Creating Production Sets

To create a production set

1. Before you create a production set, be sure you have applied at least one label to evidence files that you want to filter into the production set.
   See Using Tags and the Case Organizer on page 115.

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 271) 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 272) 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 276) for information on the options in the *Volume Document Options* screen.

13. Configure *Image Branding Options*.

    See Production Set Image Branding Options (page 283) 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 289.

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 289.

General Export Options

Option	Description
Name	Enter the name of the production set job you are creating. This does not need to be a unique name, but it is recommended that you make all names unique to avoid confusion.
Label	Select the label that has the documents you want to include in the production set.
Description	Enter a description for the production set if desired.
Templates	Select a previously created template to populate all the fields of the production set wizard using the options selected in a previous production set.

Production Set Files to Include Options

The following table describes the options that are available on the *Files to Include* screen of the production set wizard.

See

 Files to Include Options

Option		Description
Include Text Files		Select this to include all filtered text files in the production set. This does not include redacted text. This will not re-extract text from native files.
Export Native Files		Select this option if you want to include the native documents with the production set. This will only include native files that have not been redacted. If the native file has been redacted, a PDF of the file will be included.
	Output a reduced version of original PST/NSF file	Select this option if there are emails that were originally in a PST or an NSF format and you want to put them into a new PST or NSF container.
		● There is a config file setting that will create and export to a new PST when this option is selected. When this setting is true, it creates a brand new PST with only the emails being exported (with their attachments) into the new PST archive. Otherwise it will reduce the original PST.
		(This option only applies to PST files, not NSF.)
		To enable this option, include the following setting in the Work Manager configuration file:
		<add key="ExportEmailInNewPst" value="True"/>
	Output messages as individual HTML/RTF files	Select this option if there are emails that were originally in a PST or NSF and you want to make them HTML/RTF files.
		This option will not take loose MSG files and put them into a PST.
	Output email as MSG	Select this option if there are emails that were originally in a PST or an NSF that you want to make into MSG files.
	Export Native SWF	Exports the native SWF file. This provides SWF files that you can view in Browser Briefcase. This option is enabled automatically if you enable the *Prepare for Browser Briefcase Export* option.
		See Prepare for Browser Briefcase Export on page 275.
	File Categories to Exclude	Each of these options allow you to specify files that you do NOT want a native file for.
	Labels to Exclude	See About Excluding Data in Production Sets and Export Sets on page 259.
	Issues to Exclude	
Generate and Export Images		Select this option to include images that have been created in the *Project Review*. Additionally, if an image has not yet been created, this option will convert the native document to an image format.

Files to Include Options (Continued)

Option	Description
Enable Image Branding	Enable this option to create image branding. See Production Set Image Branding Options on page 283.
Export Image SWF	Exports the generated image SWF file. This provides SWF files that you can view in Browser Briefcase. This option is enabled automatically if you enable the *Prepare for Browser Briefcase Export* option. See Prepare for Browser Briefcase Export on page 275.
Excluded Extensions	Enter the file extensions of documents that you do not want to be converted. File extensions must be typed in exactly as they appear and separated by commas between multiple entries. For example: EXE, DLL, and COM This field does not allow the use of wild card characters.
Use existing image	Enabled by default. If the item being exported already has an image file, choosing this option will use that existing image in the production set. If the item being exported does not already have an image associated with it, a new one will be created from the SWF file or from the native file.
Use SWF image	Enabled by default. If the item being exported does not already have an existing image associated with it and this option is selected, the SWF file will be used to generate the image. If a SWF file does not exist, then the native file will be used.
File Format	Select which format you want the native file converted to: **Multi-page** - one TIFF image with multiple pages for each document. **PDF** - (Default option) One PDF file with multiple pages for each document. **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
Compression	Available if Multi-page or Single-page are selected. **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	Available if Multi-page or Single-page are selected. Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).

Files to Include Options (Continued)

Option		Description
	Page Format	Select the page size for the image. The available page sizes are: ● Letter – 8 ½" x 11" ● A3 – 29.7 cm x 42 cm ● A4 – 29.7 cm x 21 cm
	Normalize images	Select this option to obtain consistent page sizes throughout the entire production. Any document determined to be landscape in orientation will produce a proper landscape image.
	Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
	To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
	JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
	File Categories to Exclude Labels to Exclude Issues to Exclude	Each of these options allow you to specify files that you do NOT want a native file for. See About Excluding Data in Production Sets and Export Sets on page 259.
Export Text		
	Export Priority:	Export priority determines which text data is most important for your project. The choice you make determines which text data will be exported. ● **Export OCR text over extracted text** - When a document has both OCR text and extracted text, the OCR text will be exported. If the document does not have OCR text, the extracted text will be exported. ● **Export extracted text over OCR text** - When a document has both OCR text and extracted text, the extracted text will be exported. If the document does not have extracted text, the OCR text will be exported. ● **Export both extracted text and OCR text** - Choosing this option will export both the extracted text and the OCR text.

Files to Include Options (Continued)

Option	Description

OCR Options:	• Maintain existing OCR - Choosing this option will allow you to export the existing OCR data without having to regenerate it.
	   ■ **OCR redacted images** - Choosing this option will OCR images that have been redacted.
	   ■ **OCR documents that lack extracted text** - Choosing this option will evaluate each item for the existence of text content, if none is found, the document will be OCR'ed.
	• **OCR all - Page level OCR** - choosing this option will ignore the extracted text and OCR every image page generating a single text page per image page.

OCR TIFF Images	Creates a page by page OCR text file from the rendered images. By default, the text file uses a TXT extension. As a best practice, you would not create both Filtered Text files and OCR text files. However, if you do both, the Filtered Text files use a TXT extension and the OCR text files use an OCR.TXT extension. If you create only OCR text files and not Filtered Text files, the OCR text files use a TXT extension.
OCR Text Encoding	• **ANSI** - Encodes text files using ANSI. ANSI encoding has the advantage of producing a smaller text file than a Unicode file (UTF). ANSI-encoded text files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script. If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages. • **UTF- 16** Encodes load files using UTF-16. • **UTF - 8** (Default) Encodes load files using UTF-8. For more information on the Unicode standard, see the following web site http://www.unicode.org/standard/principles.html\
Redactions	
Markups	Check the Markup Sets that you want included in the production set. Markups will be burned into the images that are created.
Browser Briefcase	
Prepare for Browser Briefcase Export	Prepares files to be included in the Browser Briefcase when exported. See Using The Browser Briefcase on page 265. If selected, this will auto select the *Export Native SWF* and *Export Image SWF* options, and if unselected, it will unselect these two options.

Columns to Include

Choose the database fields that should be part of the production set.

Volume Document Options

This section describes the options available in the Volume Document Options screen of the production set wizard if you have US numbering enabled. US numbering is default. The following table describes the options available in the following screen.

Volume Document Options Screen

Option Type	Option	Description
Naming Options		Choose a naming option:
	New Production DocID	(Default) This file naming allows you to determine what the name of the files will be, based on the document ID numbering scheme. This option is used with the **Document Numbering Options** below.
		In Project Review, you can view the ProductionDocID that is created for exported files. This is useful in associating an exported file with the original file.
	Original DocID	This option lets you re-use that original DocID for the produced record.
		Documents can be imported via a load file with pre-existing Doc IDs or documents can be assigned a DocID when adding them to a Document Group.
		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 Document Options Screen (Continued)

Option Type	Option	Description
	(Volume Partition Sorting)	Delete the selected sorting option.
	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 279.
	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.

Volume Document Options Screen (Continued)

Option Type	Option	Description
	Native Folder	Lets you set the name of the **Natives** folder. See Files to Include Options on page 272.
	Image Folder	Lets you set the name of the **Image** folder. See Files to Include Options 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 Files to Include Options 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 **Naming Options** above.)
	Numbering Options	See About U.S. Document Numbering Options on page 280.
	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 276.

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.
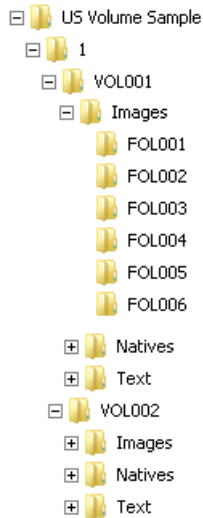
Note: No document that has been rendered will have its rendered pages divided into more than one folder.

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 276.

Production Set Numbering Options
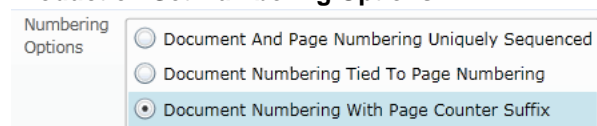
You will choose from the document numbering options:

Document And Page Numbering Uniquely Sequenced (page 281)

Document Numbering Tied To Page Numbering (page 281)

Document Numbering With Page Counter Suffix (page 282)

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 289.

Image Branding Options

Option Group	Options	Options	Options	Description
Sample				Displays a sample of the image branding options selected.
Watermark				Set options to brand a watermark to the middle of the document.
	Watermark Opacity			Sets the visibility of the watermark text.
	Watermark Type			There are multiple types of image branding available. The options in the Watermark group box will differ depending on the Type that you select.
		None		No branding on the image.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Bates		Bates numbering is a term used for placing an identifying number on every page of evidence files that are presented in court. Bates numbering in this project is not driven by the document or page numbering that was assigned in the *Volume/Document Options* panel.
			Prefix	Specify up to any 25 alphanumeric characters except the forward slash or backward slash. You can use a separator to create a visual break between the different sections of the Bates number.
			Starting Number	Sets the starting number to a value from 1-100.
			Padding	Specify the number of document counter digits that you want. The limit is 42.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		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.**

Image Branding Options (Continued)

Option Group	Options	Options	Options	Description
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Global Endorsem ent		Brands each page with the entered text in the designated location.
			Text	Enter the text that you want to appear in the designated location.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
		Page ID		Brands each page with the name that was provided during the Production Set creation in the designated location. For example if you have a document that produced three image pages named ABC00001.tif, ABC00002.tif, and ABC00003.tif, the images will be branded with ABC00001, ABC00002, and ABC0003 respectively.
			Font	Sets the font style for the text.
			Font Size	Sets the font size for the text.
Near Header				Displays the branding options for a header on the upper-left side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Center Header				Displays the branding options for a header on the upper-center side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
Far Header				Displays the branding options for a header on the upper-right side of the page. These options are based on the Header Type selected. See the **Watermark Type** options above for more information on the Header Type options as they are the same options.
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.

Image Branding Options (Continued)

Option Group	Options	Options	Options	Description
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

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 26
Exporting Production Sets

Exporting a Production Set

After you create a production set, you can export it containing only the files needed for presentation to a law firm or corporate security professional.

To export a production set

1. On the *Home Page*, select a project and click the ![Export icon] **Export** tab.

2. Next to the production set that you want to export, click **Export**.

3. Enter the *Export Path Location* by doing one of the following:

   - *Send to LawDrop™* - Instead of exporting to network a share, the files are exported to LawDrop. See the *Understanding LawDrop* chapter in the *Admin Guide*.

   - *File 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.

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. See Using The Browser Briefcase on page 265.

   - **CaseVantage** - Generates a DII file specifically formatted for use with the AD Summation CaseVantage program.

   - **Concordance** - Generates a DAT file that can be used in Concordance.

   - **EDRM** - Generates an XML file that meets the EDRM v1.2 standard.

   - **Generic** - Generates a standard delimited text file.

   - **iCONECT** - Generates an XML file formatted for use with the iConect program.

   - **Introspect** (IDX file) - Generates an IDX file specifically formatted for use with the Introspect program.

   - **Relativity** - Generates a DAT file that can be used in Relativity.

   - **Ringtail (MDB)** - Generates a delimited text file that can be converted to be used in Ringtail.

   - **Summation eDII** - Generates a DII file specifically formatted for use with the AD Summation iBlaze or Enterprise programs.

> **Note:** If you are outputting a Concordance, Relativity, or Generic load file, and include rendered images, you will also get an OPT and LFP file in the export directory.

6. Depending on the load file format you choose, you may need to check whether or not to show the row header for the columns of data. The Show Row Header option is only available for the following load file formats:

   - Concordance
   - Generic
   - Introspect
   - Relativity
   - Ringtail (MDB)

7. Select an option for Load File Encoding. The following options are available:

   - **ANSI** - Encodes load files using ANSI (for text written in the Latin script).

     ANSI encoding has the advantage of producing a smaller load file than a Unicode file (UTF). ANSI-encoded load files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script.

     If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages.

   - **UTF-8** - (Default) Encodes load files using UTF-8.

     For more information on the Unicode standard, see the following website:

     http://www.unicode.org/standard/principles.html

     Most commonly used for text written in Chinese, Japanese, and Korean.

   - **UTF-16** - Encodes load files using UTF-16.

     Similar to UTF-8 this option is used for text written in Chinese, Japanese, and Korean.

8. Select a **Field Mapping** character. This delimiter is the character that is placed between the columns of data. The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative.

   Field Mapping is available for the following load file formats:

   - Concordance
   - Generic
   - Introspect
   - Relativity
   - Ringtail (MDB)

9. Select a **Text Identifier** character. This delimiter is the character that is placed on either side of the value within each of the columns. All of the text that follows the character and precedes the next occurrence of the same character is imported as one value.

   The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative.   If you do not wish to use a delimiter, you can choose the (none) option.

   Text Identifier is available for the following load file formats:

   - Concordance
   - Generic
   - Introspect
   - Relativity
   - Ringtail (MDB)

10. Select a **Newline** character. This is a replacement character for any newline (carriage return/line feed) character. The default delimiters are recommended by the program to which the load file was intended. However, you can change these defaults by selecting the drop-down and choosing an alternative. If you do not wish to use a delimiter, you can choose the (none) option.

    Newline is available for the following load file formats:

    - Concordance
    - Generic
    - Introspect
    - Relativity
    - Ringtail (MDB)

11. Select the **Available Fields** of metadata to be included in the load file and click the right arrow to add the field.

12. Some load file applications require that certain fields be in the load file. In such projects, you can click the Custom plus button to add a custom field entry that is not already listed in the **Available Fields** list.

13. Click **Export**.

Export Tab

The *Export* tab on the *Home* page can be used to export or delete production sets and view the history.

Export Tab Elements

Element	Description
Production Set History Search Field	Enter text to search by production set name.
Production Set List	Lists the production sets and the status of the production sets.
Export Button	Click to export the production set to a load file.
Delete Button	Click to delete the production set.

Chapter 27
Creating Export Sets

About Creating Export Sets

You can export documents without creating a production set. To do this, create an Export Sets of labeled 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.

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 292. for information on how to fill out the options in the General Option screen.

7. Click **Export.**

8. After your export is created, it appears in the *Export* tab of the *Home* page and under the *Export Sets* folder in the *Project Explorer* of the *Project Review.* A Summary report generates and saves to the export folder.

AD1 Export General Options

The following table describes the options that are available on the General Options screen of the AD1 export set wizard.

AD1 Export General Options Screen

AD1 Export General Option Screen

Option	Description
Send to LawDrop	Instead of exporting to a network share, the files are exported to LawDrop. See the *Understanding LawDrop* chapter in the *Admin Guide*.
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.

AD1 Export General Option Screen

Option	Description
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.
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
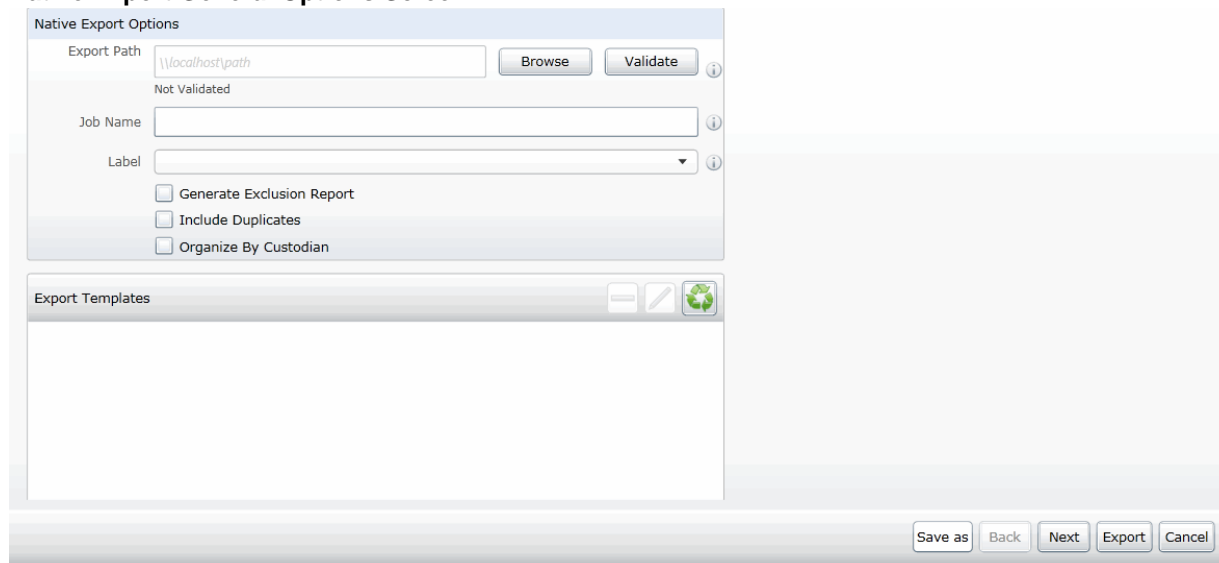
1. Before you create an export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.

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 295. 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 297. 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 299. 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 301. on how to fill out the options in the Excel Rendering Options screen.

13. Click **Next**.

14. See Export Word Rendering Options on page 303. 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

Option	Description
Send to LawDrop	Instead of exporting to a network share, the files are exported to LawDrop. See the *Understanding LawDrop* chapter in the *Admin Guide*.
Export Path	Enter the UNC path to the export set. You can browse to the server and path, and validate the path before exporting the load file. This path must be accessible to the logged in user. A new folder will be created if the folder you specify does not exist.
Job Name	Specify the name for your export set. For example, you can organize export sets by using the person name for ease of examination. This naming method is particularly useful if there are multiple people.
Label	This field is required. Before you create an AD1 export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.
Generate Exclusion Report	Lets you create a report of all the documents within the selected collection that were not included in the export..
Include Duplicates	Mark to include duplicates. Includes unlabeled documents that are flagged as secondary (duplicates) to the labeled primary documents. These duplicate files will not be labeled as part of the export set, however, so the file count in the load file will be different that what is listed in the export set.
Organize By Person	Creates a folder for each person to place the output into.

Native Export General Options Screen

Option	Description
Export Templates	If you have saved an export template you can apply it to the current export set. By applying a template, all current settings will be replaced. You can also delete and rename a template. By clicking *Save As* in the wizard, you can save the export options as a template.

Native Export Files to Include

You can select how you want to export native files and rendered images. Select the graphics images that you want to use for slipsheets in the load file. The following table describes the options that are available on the Native Files screen of the Native Export set wizard.

Export Files to Include Options

Options	Description
Export Native Files	You can 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 there are emails that were originally in a PST or an NSF format and you want to put them into a new PST or NSF container. ● There is a config file setting that will create and export to a new PST when this option is selected. When this setting is true, it creates a brand new PST with only the emails being exported (with their attachments) into the new PST archive. Otherwise it will reduce the original PST. (This option only applies to PST files, not NSF.) To enable this option, include the following setting in the Work Manager configuration file: \<add key="ExportEmailInNewPst" value="True"/\>
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.
File Categories to Exclude Labels to Exclude Issues to Exclude	Each of these options allow you to specify files that you do NOT want a native file for. See About Excluding Data in Production Sets and Export Sets on page 259.
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 301. See Export Word Rendering Options on page 303.
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

Export Files to Include Options

Options	Description
File Format	Select which format you want the native file converted to: ● **Multi-page** - one TIFF image with multiple pages for each document. ● **PDF** - one PDF file with multiple pages for each document. ● **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
Compression	● **CCITT3 (Bitonal)** - Produces a lower quality black and white image. ● **CCITT4 (Bitonal)** - Produces a higher quality black and white image. ● **LZW (Color)** - Produces a color image with LZW compression. ● **None (Color)** - Produces a color image with no compression (This is a very large image). ● **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
Page Format	Select the page size for the image. The available page sizes are: ● Letter – 8 ½" x 11" ● A3 – 29.7 cm x 42 cm ● A4 – 29.7 cm x 21 cm
Normalize images	Select this option to obtain consistent branding sizes throughout the entire production. Any image that is less than the chosen size will not be resized or rescaled to fit the chosen page size but will be placed inside of the chosen size frame and will be oriented to the upper left corner of the page. Any document determined to be landscape in orientation will produce a proper landscape image.
Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
Slipsheet	Select this option to upload a slipsheet image to the server for use in the exports. Slipsheets are an image that you can use when certain files cannot be converted to an image, such an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file. A copy of this file is placed in the export image folder for every document that you have chosen to exclude from conversion and will be named in accordance with your file naming selection. You need to select a file that matches the export file type. For example, if you are exporting TIFFs, you must select a TIFF file as a slipsheet. Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path. **Note: You can have only one custom slipsheet per project.**

Export Volume Document Options

This section describes the options available in the Volume Document Options screen of the Export set wizard if you have US numbering enabled. US numbering is the default. If you click Original in Naming Options, this panel becomes disabled. The following table describes the options available.

Export Volume Document Options

Options	Description
Naming Options	Choose a naming option.
New Production DocID	(Default) This file naming allows you to determine what the name of the files will be, based on the document ID numbering scheme. This option is used with the *Document Numbering Options* on this tab.
	In Project Review, you can view the ProductionDocID that is created for exported files. This is useful in associating an exported file with the original file.
Original DocID	This naming is based on the original DocID.
	Documents that were imported were put into a document group and will have a DocID. Documents that were added through the evidence wizard, will not.
	This option lets you re-use that original DocID for the produced record.
	If the documents do not have an existing DocID, you can assign one by placing the documents in a document group or by providing a DocID naming schema using the *Document Numbering Options* on this tab.
Original File Name	This file naming uses the original file names in the name of the documents rather than a numbered naming convention.
Original File Path with Original Path	This uses the original file path folder structure rather than an auto-generated, numbered folder structure. Clicking this option disables the Doc ID Numbering pane
Append Object ID's	Allows you to use the name of your choice (Original or Original File Name with Original Path), but also include the FTK Object ID as part of the native file names. This option is not available for Doc ID
Volume Partition Sorting	You can sort the documents before they are converted and named. This allows you to choose one or more metadata field values to sort the documents in ascending or descending order.
	You can choose any combination of fields by which to sort, however, it is not recommended to choose more than 3 fields to sort by.
	● **Plus sign** - Add volume partition sorting filters based on specified ascending or descending fields.
	● **Minus sign** - Delete the selected sorting option.
Sorting	Specifies the order that the files are listed in each volume. Sorting occurs on the parent document.
	For example, you might sort by Ascending on the field FILESIZE. In such project, the first volume contains the largest file sizes, and the last volume contains the smallest file sizes.
Field	Sets the FTK column heading by which you want to sort.
Volume Sample	Provides a sample of the volumes.
Doc ID Numbering	

Export Volume Document Options

Options	Description
Volume Partition Options	Select a volume folder structure for the output files. The selections will determine how much data is put into each folder before a new folder is created and the folder structure in which the output is placed.
Folder	Lets you name and limit the size or the number of items that are contained in a folder. An export can have one or more folders.
Prefix	Specifies the prefix-naming convention that you want to use for the folders within the volume of the export.
Suffix	Specifies the suffix-naming convention that you want to use for the folders within the volume of the export.
Starting Number	Sets the starting number of the first folder within the volume of the export
File Limit	Creates a new numbered folder when the specified file limit is reached inside the folder.
Native Folder	Lets you set the name of the **Natives** folder.
Image Folder	Lets you set the name of the **Image** folder. See Native Export Files to Include on page 297.
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 297.
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 280.
Prefix	Specifies the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.
Suffix	Specifies the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.
Starting Number	Sets the starting number of the first document or image within the volume of the export.
Padding	Specify the number of document counter digits that you want. The limit is 21.

Export Excel Rendering Options

You can set the options to format any Microsoft Excel spreadsheet prior to converting it to a graphic format. In order for any of the options within this tab to be applied, you must first deselect the *Use Original Document Settings* option check box. When this option is selected, the other formatting options will not be applied and the document will be converted using the fromatting that it was last saved with. The following table describes the options that are available on the Excel Rendering Options screen.

Export Excel Rendering Options

Options	Description
General	Set to determine how the spreadsheet is rendered.
Use Original Document Settings	Specifies that the original settings for Excel spreadsheets, such as paper size, orientation, and margins, be maintained on the converted output.
Paper Size	Choose to render the spreadsheet in the following paper sizes. The default paper size is Letter: ● 10 x 14 ● 11 x 17 ● A3 ● A4 ● A5 ● B4 ● B5 ● Custom ● Envelope DL ● Executive ● Folio ● Ledger ● Legal ● Letter ● Quarto ● Statement ● Tabloid
Orientation	Select either Letter or Landscape for the paper size of the spreadsheet.
Header, Footer, and Page Margins	Set the margins of the spreadsheet. The default is 1 inch.
Formula Substitutions	Substitute the formulas for the Date, Time, and Path fields. You can choose to substitute the original formula, the original metadata, or custom text string.
Printing	Specify how the spreadsheet comments are printed
Printing Comments	Print comments on either Print Sheet End, Print in Place, or Print No Comments
Print Order	For use with Excel spreadsheets that may not fit on the rendered page. If the spreadsheet is too wide to fit on the rendered page, you can choose to print in the following ways: **Down Then Over -** Choose to print top to bottom first and then print left to right. **Over Then Down** - Choose to print left to right first and then print top to bottom.

Export Excel Rendering Options

Options	Description
Page	Mark the following options: • Center Sheets Horizontally • Center Sheets Vertically • Fit Image To Page • One Page Per Sheet • Show Hidden Data - This is checked by default
Fix To X Pages	Converts an Excel document and attempts to fit the resulting output image into a specified number of pages.
Scaling	Scales the output image to a specified percentage of the original size. The maximum scale is 100%.

Export Word Rendering Options

You can set the page size, orientation, and margins of a word processing document on the converted output. The following table describes the options that are available on the Word Rendering Options screen of the Native Export set wizard.

Export Word Rendering Options

Options	Description
General	Set to determine how the word processing is rendered.
Use Original Document Settings	Specifies that the original settings for Word documents, such as paper size, orientation, and margins, be maintained on the converted output.
Paper Size	Choose to render the word processing document in the following paper sizes. The default paper size is Letter: ● 10 x 14 ● 11 x 17 ● A3 ● A4 ● A5 ● B4 ● B5 ● Custom ● Envelope DL ● Executive ● Folio ● Ledger ● Legal ● Letter ● Quarto ● Statement ● Tabloid
Orientation	Select either Letter or Landscape.
Header, Footer, and Page Margins	Set the margins of the spreadsheet. The default is 1 inch.
Field Substitutions	Substitute the fields for the Date, Time, and Path fields. You can choose to substitute the original formula, the original metadata, or custom text fields.
Page	● Show Hidden Text - this is checked as default ● Print Endnotes At End Of Next Section

Creating a Load File Export

When creating a load file export, you can export your choice of Native, Filtered text (includes the OCR text that was created during processing), rendered images of the native document, and optionally OCR text of the rendered images.

If the recipient intends to use third-party software to review the export set, select Load File Export.

To create a load file export

1. Before you create an export, be sure that you have applied at least one label to evidence files that you want to filter into the export set.

2. Log in as a user with Create Export rights.

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

4. In the *Project Explorer*, click **Explore.**

5. Right-click the *Export Sets* folder, and select **Create Load File Export.**

6. See Load File General Options on page 305. for information on how to fill out the options in the General Option screen.

7. Click **Next.**

8. See Load File Options on page 306. 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 308. for information on how to fill out the options in the Include screen.

11. Click **Next**

12. See Export Volume Document Options on page 299. 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 301. on how to fill out the options in the Excel Rendering Options screen.

15. Click **Next**.

16. See Export Volume Document Options on page 299. 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
Send to LawDrop™	Instead of exporting to network a share, the files are exported to LawDrop. See the *Understanding LawDrop* chapter in the *Admin Guide*.
Export Path	Enter the UNC path to the export set. You can browse to the server and path, and validate the path before exporting the load file. This path must be accessible to the logged in user. A new folder will be created if the folder you specify does not exist.
Job Name	This field is required.
Label	This field is required. Before you create a load file, be sure that you have applied at least one label to evidence files that you want to filter into the export set.
Generate Exclusion Report	Lets you create a report of all the documents within the selected collection that were not included in the export.
Include Duplicates	Mark to include duplicates. Includes unlabeled documents that are flagged as secondary (duplicates) to the labeled primary documents. These duplicate files will not be labeled as part of the export set, however, so the file count in the load file will be different that what is listed in the export set.
Generate Load File	This is marked as default.
Export Templates	If you have saved an export template you can apply it to the current export set. By applying a template, all current settings will be replaced. You can also delete and rename a template. By clicking *Save As* in the wizard, you can save the export options as a template.

Load File Options

The following table describes the options that are available on the Load File Options screen of the Load FIle Export set wizard.

Load File Export Options

Options	Descriptions
Load File Export	
Load File Name	Enter the name for the Load File.
Load File Encoding	The following options are available for load file encoding: ● **ANSI** - Encodes load files using ANSI (for text written in the Latin script). ANSI encoding has the advantage of producing a smaller load file than a Unicode file (UTF). ANSI-encoded load files process faster and save space. The ANSI encoding includes characters for languages other than English, but it is still limited to the Latin script. If you are exporting documents that contain languages written in scripts other than Latin, you need to choose a Unicode encoding form. Unicode encoding forms contain the character sets for all known languages. ● **UTF-8** - (Default) Encodes load files using UTF-8. For more information on the Unicode standard, see the following website: http://www.unicode.org/standard/principles.html Most commonly used for text written in Chinese, Japanese, and Korean. ● **UTF-16** - Encodes load files using UTF-16. Similar to UTF-8 this option is used for text written in Chinese, Japanese, and Korean.
Selected Format	The following formats are available for export: ● **Browser Briefcase** Generates an HTML format that provides links to the native documents, images, and text files. You can do the following: ■ Use 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. See Using The Browser Briefcase on page 265. ● **caseVantage** - Generates a DII file specifically formatted for use with the AD Summation caseVantage program. ● **Concordance** - Generates a DAT file that can be used in Concordance. ● **EDRM** - Generates an XML file that meets the EDRM v1.2 standard. ● **Generic** - Generates a standard delimited text file. ● **iCONECT** - Generates an XML file formatted for use with the iConect program. ● **Introspect** (IDX file) - Generates an IDX file specifically formatted for use with the Introspect program. ● **Relativity** - Generates a DAT file that can be used in Relativity. ● **Ringtail (MDB)** - Generates a delimited text file that can be converted to be used in Ringtail. ● **Summation eDII** - Generates a DII file specifically formatted for use with the AD Summation iBlaze or Enterprise programs. **Note:** If you are outputting a Concordance, Relativity, or Generic load file, and include rendered images, you will also get an OPT and LFP file in the export directory.
Multi-Entry Separator	Choose which character to separate multi-entries. The default character is ;.

Load File Export Options

Options	Descriptions
Available Fields	Select from the available fields.
	There is an *ORIGINALDOCID* field available. This allows you to include a field to reflect the original DocID when exporting with new DocIDs.
	You can select FTK metadata to be included in the load file. Select columns of metadata to be included in the load file and click the right arrow to add the Selected Mapping field.
Selected Mapping	In addition to the columns of metadata, you can also add Custom fields to be included in the load file.
Field Mapping Templates	Additionally, you may need a placeholder field. Use the plus button to add a field mapping template. You can also edit and delete the templates.

Load File Files to Include Options

The following table describes the options that are available on the Load File Export Files to Include Options screen.

Load File Export Files to Include Options

Options	Description
Export Native Files	Select this option if you want to export the native documents with the export set. This will only export 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 there are emails that were originally in a PST or an NSF format and you want to put them into a new PST or NSF container. ● There is a config file setting that will create and export to a new PST when this option is selected. When this setting is true, it creates a brand new PST with only the emails being exported (with their attachments) into the new PST archive. Otherwise it will reduce the original PST. (This option only applies to PST files, not NSF.) To enable this option, include the following setting in the Work Manager configuration file: <add key="ExportEmailInNewPst" value="True"/>
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.
Export Native SWF	Exports the native SWF file. This provides SWF files that you can view in Browser Briefcase. This option is visible and enabled automatically if you select the *Browser Briefcase* export format. See Browser Briefcase on page 306.
File Categories to Exclude Labels to Exclude Issues to Exclude	Each of these options allow you to specify files that you do NOT want a native file for. See About Excluding Data in Production Sets and Export Sets on page 259.
Export 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.
Export Image SWF	Exports the image SWF file. This provides SWF files that you can view in Browser Briefcase. This option is visible and enabled automatically if you select the *Browser Briefcase* export format. See Browser Briefcase on page 306.
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

Load File Export Files to Include Options

Options	Description
File Format	Select which format you want the native file converted to: ● **Multi-page** - one TIFF image with multiple pages for each document. ● **PDF** - one PDF file with multiple pages for each document. ● **Single Page** - a single TIFF image for each page of each document. For example, a 25 page document would output 25 single-page TIFF images.
Compression	● **CCITT3 (Bitonal)** - Produces a lower quality black and white image. ● **CCITT4 (Bitonal)** - Produces a higher quality black and white image. ● **LZW (Color)** - Produces a color image with LZW compression. ● **None (Color)** - Produces a color image with no compression (This is a very large image). ● **RLE (Color)** - Produces a color image with RLE compression.
DPI	Set the resolution of the image. The range is from 96 - 1200 dots per inch (DPI).
Page Format	Select the page size for the image: A3, A4, Letter.
Normalize images	Select this option to normalize the image n to the same size so that endorsements appear to be the same size on all pages.
Produce color JPGs for provided extensions	This and the following two options are available if you are rendering to CCITT3 or CCITT4 format and allows you to specify certain file extensions to render in color JPGs. For example, if you wanted everything in black and white format, but wanted all PowerPoint documents in color, you would choose this option and then type PPT or PPTX in the **To JPG Extensions** text box. Additionally, you can choose the quality of the resulting JPG from 1 - 100 percent (100 percent being the most clear, but the largest resulting image).
To JPG Extensions	Lets you specify file extensions that you want exported to JPG images.
JPG Quality	Sets the value of JPG quality (1-100). A high value (100) creates high quality images. However, it also reduces the compression ratio, resulting in large file sizes. A value of 50 is average quality.
File Categories to Exclude Labels to Exclude Issues to Exclude	Each of these options allow you to specify files that you do NOT want a native file for. See About Excluding Data in Production Sets and Export Sets on page 259.
Slipsheet	Select this option to upload a slipsheet image to the server for use in the exports. Slipsheets are an image that you can use when certain files cannot be converted to an image, such an .exe file, or a .dll file. The slipsheet image is substituted in place of the unconverted file. A copy of this file is placed in the export image folder for every document that you have chosen to exclude from conversion and will be named in accordance with your file naming selection. You need to select a file that matches the export file type. For example, if you are exporting TIFFs, you must select a TIFF file as a slipsheet. Enter the path to the slipsheet. You can browse to the server and path, and validate the slipsheet path. **Note: You can have only one custom slipsheet per project.**
OCR TIFF Images	Mark to OCR TIFF Images.

Load File Export Files to Include Options

Options	Description
OCR Text Encoding	Encode the text in the OCR with either ANSI, UTF-16, or UTF-8. See Load File Options on page 306.

Part 6

Reference

This part includes the following reference chapters:

- Understanding the Multi-Tenant Environment (page 312)
- Using the Multi-Tenant Environment (page 317)
- Understanding LawDrop™ (page 323)
- Using LawDrop™ (page 325)

Chapter 28

Understanding the Multi-Tenant Environment

About the Summation Multi-Tenant Environment

If you are a hosting provider for AccessData Summation, you can use the multi-tenant environment feature to segment application functionality for clients. You can create an segmented environment for each client.

The multi-tenant environment provides the following benefits:

- Each client has their own segmented and secure environment
    - Each client can only see the users and user groups in their environment
    - Each client can only see the projects and project data in their environment
    - Browsing to the server's data locations in the application are disabled
- Each client has their own environment administrator called a SubAdmin
    - The SubAdmin helps eliminate "middle-man tasks" of your IT team
    - The Sub-Admin can to do the following for their own environment:
        - Create and manage their own users and user groups
        - Create and manage their own projects
        - Process their own evidence data
        - Export data

A segmented client environment is created by creating a SubAdmin user account. The SubAdmin is the administrator of the segmented environment. The environment name is also the name of the SubAdmin. As a result, the segmented environments are referred to as SubAdmin environments.

About SubAdmins

SubAdmins are application users that have a sub-set of administrative permissions for their environment only. A SubAdmin is designated by having the *Sub Administrator* permission. The *Sub Administrator* permission is granted by using an admin role.

SubAdmins are different from application administrators. While application administrators have permissions for all aspects of the application, SubAdmins have a sub-set of administrator rights to the application within their environment.

SubAdmins can do the following for their environment:

- Create and manage application users
- Create and manage user groups

- Create Projects
- Manage Projects including the following:
  - Assign project-level permissions to the users and user groups they created
  - Create and manage custom fields and tagging layouts
  - Create and manage tags
  - Create and manage markup sets and highlight profiles
  - View reports
- Add evidence to their projects
- Export evidence data
- Delete projects

Important: SubAdmins can only see and manage the Users, User Groups, and Projects that are associated to their environment.

See About Application Features Not Available in SubAdmin Environments on page 314.

SubAdmin accounts can be created in two different ways.

See Creating and Managing SubAdmins on page 343.

About Permissions and Security Within a SubAdmin Environment

A SubAdmin functions as the administrator for their environment. As a result, by default, SubAdmins have administrative permissions for all users and projects in their environment.

When a SubAdmin creates users, by default, those users have no permissions. SubAdmins must grant project-level permissions for their environment users in order for them see and access projects. SubAdmins can only grant permissions for the projects that they have permissions for. As long as SubAdmins have not been given permissions to other projects outside of their environment, SubAdmins and other users in the environment can only access the projects in their own environment.

About Application Features Not Available in SubAdmin Environments

For overall system security, users in SubAdmin environments have access to only a sub-set of application features.

For example, SubAdmins can create users and user groups, but cannot create admin roles. SubAdmins do not have permissions to system-wide features, such as system configuration, the system and activity log, custodians (people), litigation holds, and KFF/De-Nist.

The following is a list of application features that are *not* available to SubAdmins or any users created by SubAdmins in their environment:

- Main tabs:
  - *Data Sources*
  - *Lit Hold*
  - *Dashboard*
- Management page:
  - All features (tabs) except *Users* and *User Groups*
- Home Page Project tabs:
  - *Custodians* tab
  - *Lit Hold* tab
  - Known File Filter (*KFF/De-Nist*) tab
- Create New Project page:
  - *Custodians* tab
  - *KFF/De-Nist Options* tab
  - *Project Folder Path* (must use LawDrop)
  - *Job Data Path* (must use LawDrop)
  - *Sub Administrator* drop-down
  - *Create Project and Import Evidence* button (Importing Evidence is done through LawDrop
- Project List
  - Add Evidence (must use LawDrop)
  - Custom Properties
- Ability to browse to data on a server
- Export
  - View or configure export paths (must use LawDrop)
  - Configure Slip Sheets

Access to Project Data

For security purposes, users in a SubAdmin environment cannot use the application to browse to and access the file system on the Summation server environment. A new interface for managing data has been developed called AccessData LawDrop™. LawDrop provides an interface for organizing data, adding data to projects, and viewing exported data.

See Understanding LawDrop™ on page 323.

About Creating Projects in SubAdmin Environments

Projects can be created in a SubAdmin environment. Users in a SubAdmin environment can only see and access projects in their own environment.

About Creating Projects in a SubAdmin Environment

Projects can be created in a SubAdmin environment in the following ways:

A SubAdmin creates a project	SubAdmins have permissions to create projects. When a SubAdmin creates a project, it is created within that SubAdmin's environment. A SubAdmin can only see projects within their environment. By default, SubAdmins have administrator permissions to projects in their environment.
An application administrator creates a project and assigns it to a SubAdmin	An application administrator can create a project, and within the *Create New Project* wizard, can assign it to an existing SubAdmin. This action creates the project within that SubAdmin's environment and makes the SubAdmin an administrator of that project. See Creating and Managing Projects in SubAdmin Environments on page 348.

About Project Folder Paths in a SubAdmin environment

When a project is created in a Sub-Admin environment, the following occurs:

- In the Project Folder Path, a sub-folder is created with the name of the Sub-Admin.
- The project folder is created under the SubAdmin sub-folder.

For example, suppose your default project folder path is the following:

`\\1.1.1.1\Summation\Projects\`

If you have projects that are not in a SubAdmin environment, the project folders will be created under that path. For example:

`\\1.1.1.1\Summation\Projects\abcd1234-ab12-ab12-abcdef123456`

If you have a SubAdmin named SA1 and a project is created in that environment, the project folder will be the following:

`\\1.1.1.1\Summation\Projects\SA1\abcd1234-ab12-ab12-abcdef123456`

> **Note:** It is possible to create a project without assigning a SubAdmin and then later use the project's permissions to grant access to a SubAdmin. However, it is not created within the environment folder structure. Also it will not appear as an associated project in columns and filters. See Viewing Projects Associated to SubAdmins on page 348.
> It is recommended to assign the SubAdmin when the project is created.

Chapter 29
Using the Multi-Tenant Environment

About Using the Multi-Tenant Environment

If your organization is using the Summation multi-tenant environment, there are a few unique aspects about using Summation.

Generally, two type of users use the Summation multi-tenant environment:

- SubAdmins - Those who administer a client's environment
- Environment User - Those who log in to the Summation console as reviewers and other roles

This chapter is divided into the following sections:

Performing SubAdmin Tasks (page 317)

Performing User Tasks (page 321)

Performing SubAdmin Tasks

Accessing the Summation Web-Based Console

You will be provided a URL by which to open the Summation console. You will need a username and password.

See Getting Started on page 22.

Depending on the environment do one of the following:

- You may be given a username and password for your SubAdmin account by which to log in. If this is the case, continue to Logging in as a SubAdmin on page 319
- You may be instructed to create you own SubAdmin account. If this is the case, continue to Creating Your Own SubAdmin Account on page 318

Creating Your Own SubAdmin Account

In some environments, you may be instructed to create your own SubAdmin account.

To create your own SubAdmin account

1. In Internet Explorer, access the URL that was given to you.
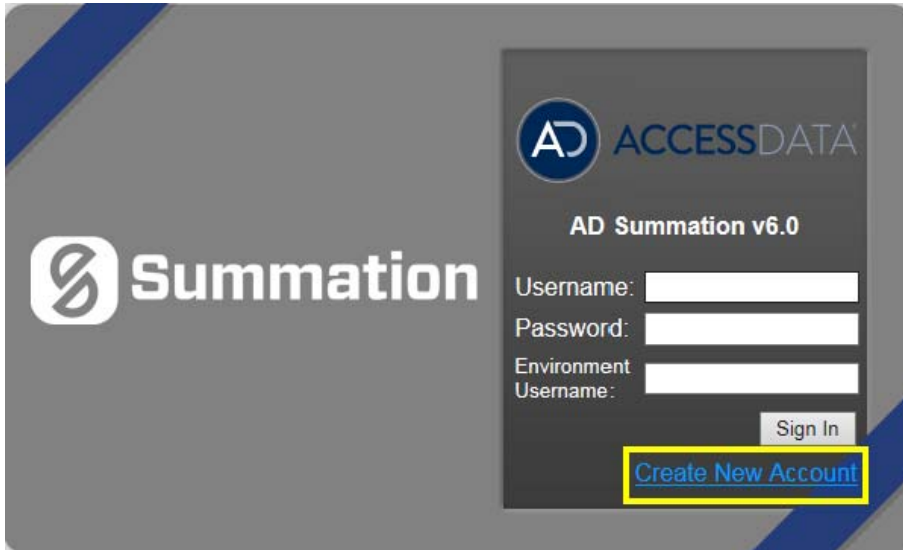
2. On the login page, click **Create New Account**.

3. On the *User Creation Wizard*, enter the following:
   - Username
   - First name
   - Last name
   - email address
   - A valid password

4. Click **Next**.

5. Verify the information to make sure it is correct.

6. Store the credentials in a safe place. You will need these credentials each time you use the application.

7. Click **Save**.

8. Log in as the SubAdmin.

## Logging in as a SubAdmin

Generally, SubAdmins log in and access the application the same as any other user.

See Getting Started on page 22.

SubAdmins do not enter an *Environment Username*. This value is only used for the users in your SubAdmin environment.

See Users Logging into a Summation SubAdmin Environment on page 321.
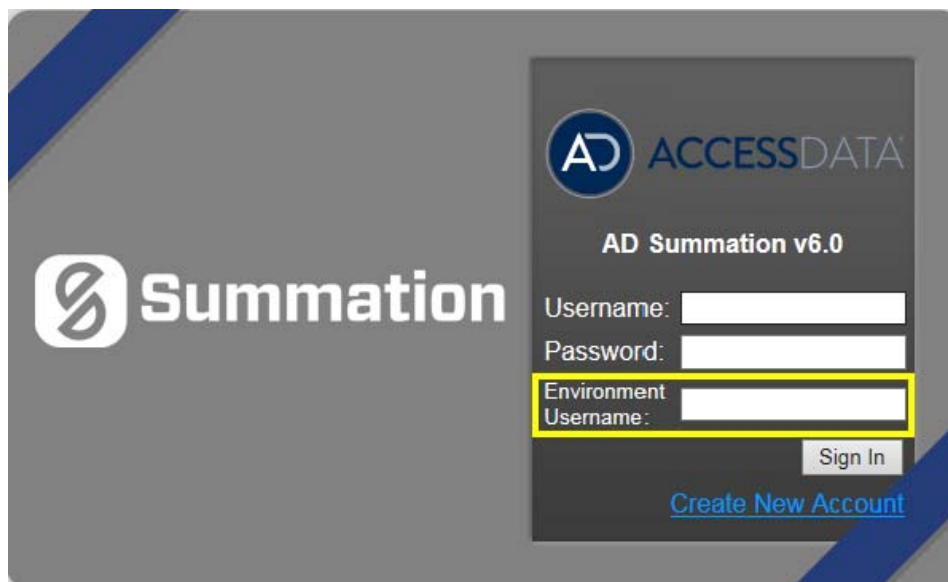
Introduction to the SubAdmin's User Interface

As a SubAdmin, you can view and user the Summation Console like any other user.

See Introducing the Web Console on page 30.

However, you are limited in accessing some areas of the application.

See About Application Features Not Available in SubAdmin Environments on page 314.

SubAdmins Creating Users

SubAdmins can create users just like any other user with the proper permissions.

However, you can only see the users that are in your environment.

See About the Users Tab on page 51.

See Managing Users on page 56.

SubAdmins Creating User Groups

SubAdmins can create user groups just like any other user with the proper permissions.

However, you can only see the user groups that are in your environment. Also, you cannot associate a user group to an admin role.

See Configuring and Managing User Groups on page 64.

SubAdmins Creating and Managing Projects

SubAdmins can generally create and manage project just like any other user with the proper permissions.

However, come project creation and management options are not available in a SubAdmin environment.

See About Application Features Not Available in SubAdmin Environments on page 314.

See Creating Projects on page 204.

SubAdmin Using LawDrop

For security purposes, users in a SubAdmin environment cannot use the application to browse to and access the file system on the Summation server environment. A new interface for managing data has been developed called AccessData LawDrop™. LawDrop provides an interface for organizing data, adding data to projects, and viewing exported data.

See Understanding LawDrop™ on page 323.

See Using LawDrop™ on page 325.

SubAdmin Performing Exports

When you perform an export using a SubAdmin environment, you cannot access or provide a path to the files system. You must save the export to LawDrop.

See Exporting Files to LawDrop on page 340.

Performing User Tasks

Users Logging into a Summation SubAdmin Environment

Generally, you can login and access the application the same as any other user.

See Getting Started on page 22.

However, there is one exception. Users in a SubAdmin environment must include additional information when logging in. They must also provide the *Environment Username.* This value is the name of the SubAdmin of your environment.

For example, the SubAdmin name may be JSmith. The username may be BRoberts. You would enter BRoberts as the Username and JSmith as the Environment Username
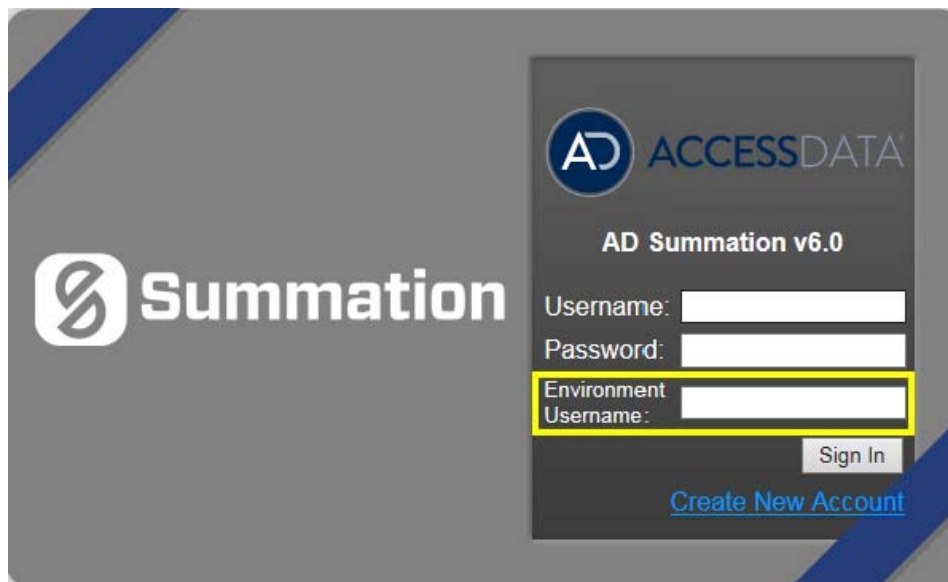
Using the Home Page

You will see any projects that you have been given permissions for.

See Introducing the Web Console on page 30.

Using Review

You can go into review for any projects that they have been given permissions for.

See Introduction to Project Review on page 19.

Using LawDrop

If you are asked to provide or access any evidence files, you can use LawDrop.

See Understanding LawDrop™ on page 323.

See Using LawDrop™ on page 325.

Chapter 30
Understanding LawDrop™

About LawDrop

You can use LawDrop™ as an interface for application users to manage project evidence files without accessing the file system on the Summation or eDiscovery server. This is beneficial for letting users who don't have permissions to access the server's file system to add files to a project or access exported files. For example, LawDrop is the only method to perform several tasks when using Summation in a hosted, multi-tenant environment.
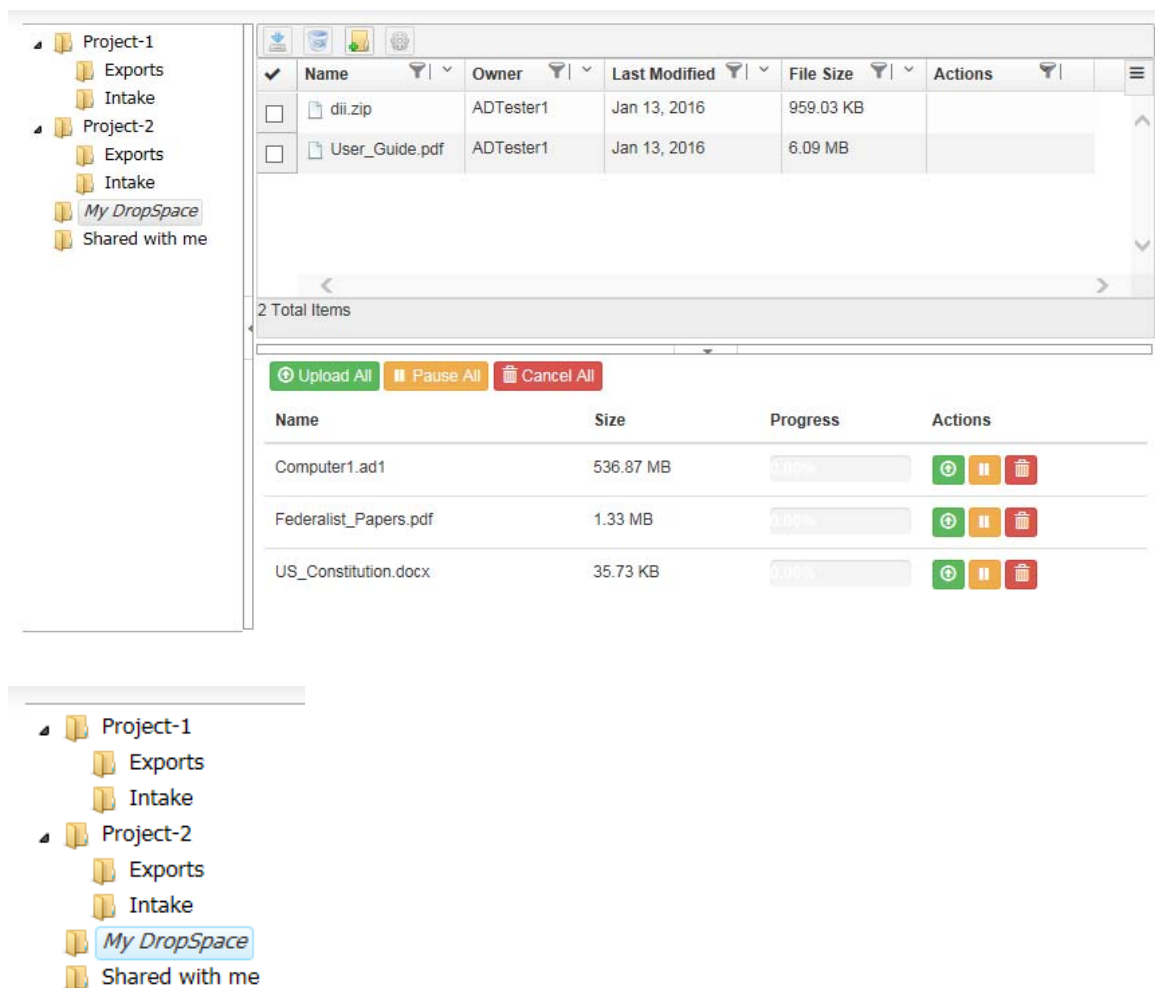
You can use LawDrop to do the following:

Features of LawDrop

Feature	Description	
Upload files to the Summation or eDiscovery Server	You can use LawDrop to drag, drop, and upload files to the server. You can upload files to two different types of locations in LawDrop	
	My DropSpace	You can upload files to a location called My DropSpace. This is a general area where you can upload, manage, and organize evidence files.
	Project Intake Folders	For every project in the system, LawDrop has a project *Intake* folder. This folder acts as a staging area for files that you want to add to a project.
		When you have identified files that you want to add to a project, you can copy them from the DropSpace to the Intake folder for that project. (You can also upload files directly to an Intake folder.)
		From the project Intake folder, users with permissions can add files as evidence to that project.
Share your uploaded files with other users	The person who uploads files in LawDrop is considered the owner of those files. By default, when you use LawDrop, you can only see the files that you are the owner of.	
	However, you can share your uploaded files so that other users can access them as well.	
	Where users see files that have been shared with them depends on where the files were uploaded.	
	Sharing from My DropSpace	Each user has their own *MyDropSpace* folder.
		When you share files from your *MyDropSpace* with another application user, they can see those files in a LawDrop folder called *Shared with me*.
	Sharing from a project Intake folder	When you share files from a project *Intake* folder or sub-folder, other users with permissions to that project can them see them in the same *Intake* folder.
		For example, a user may have permissions to add a file to an Intake folder but not to add and process it in the project. Other users with enhanced permissions can add and process shared files in the project.
	Sharing files with external users	You can also share files to people that are not application users by specifying their email address. These external users will receive an email with an HTML lick to the shared files.
		Note: Currently, you cannot share files from a project Intake folder with external users.
Download files	You can download the files that you can access in LawDrop to your own computer.	
Use LawDrop as a destination when exporting files	When performing an export, you can select LawDrop as the destination. After the export, users with proper permissions can access the exported files within LawDrop without having access to the server's file system. Exported files are located in a project's *Exports* folder. Users can download the exported files to their own computers.	

Chapter 31

Using LawDrop™

Getting Started with LawDrop

All application users can access the LawDrop page.

To access LawDrop

1. Log in to the application with your credentials.
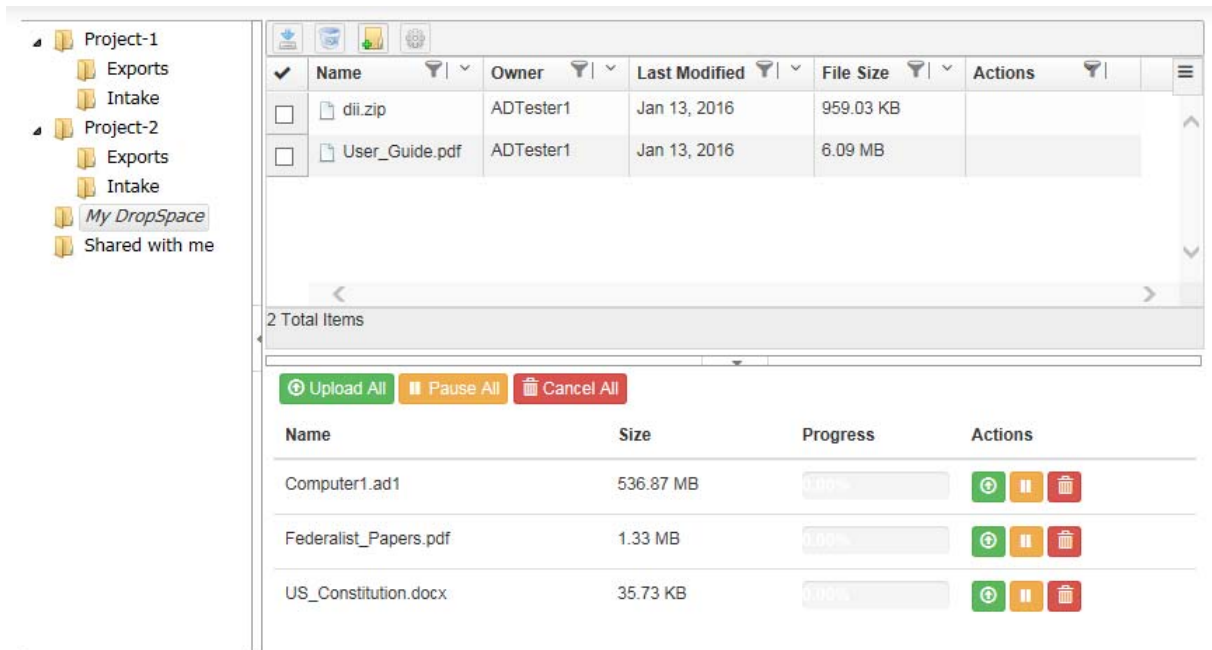
2. Click the LawDrop™ tab ![LawDrop™] .

   If LawDrop is not configured properly, you will see the following error:

   The default path for user's DropSpace folder is not set. Please the default path or contact your System Administrator.

   See *Configuring the System for Using LawDrop*.

3. The LawDrop page is displayed.

About the LawDrop Page

The LawDrop page has several elements.

About the Folder List
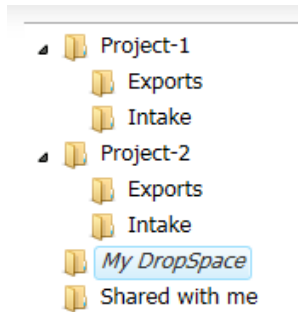
On the left side of the LawDrop is the folder list. In the folder list, all users see the following folders:

- *My DropSpace* - This is where you can upload and organize files.

  You can create sub-folders under this folder. This is a private folder. You only see the files that you uploaded in the *My DropSpace* folder. You can share files that you have uploaded with other users.

- *Shared with me* - If other users share files from their *My DropSpace* folder with you, this is where you see those files.

  You cannot create sub-folders under this folder, but if other users have created sub-folders for their shared files, you will see them.

  You cannot upload or copy files to this folder.

In the folder list, you may also see the following:

- Project folders - If you have permissions to see any projects on the *Home* page, you will also see a folder for each of those projects in LawDrop.

  Under each project folder are two sub-folders:

  - *Intake* - You can upload and organize files for a project in the *Intake* folder.

    You can create sub-folders under this folder.

    Every file you upload to an *Intake* folder is private unless you share it.

    See About Sharing Files and Folders on page 335.

    If another user has shared a file from a project *Intake* folder with you, you will see it in the same folder.

    If you have project administrator permissions, you can add and process files from an *Intake* folder into a project. (You cannot add files to a project directly from the *My DropSpace* folder. You must first copy it to a project *Intake* folder.)

    See Adding Evidence to Projects Using LawDrop on page 338.

  - *Exports* - If an export is performed in a project and saved to LawDrop, they are saved here. You can see and download exported files.

    See Exporting Files to LawDrop on page 340.

    Important: Only those who have permissions to view export sets and production sets in Review can see the exported files in LawDrop. (For example, Admin and Admin Reviewer, or if you created the export set).

    You cannot upload files to the project *Exports* folder.

About the File Queue

You can add files to LawDrop by dragging and dropping files onto the LawDrop page. When you drag a file to LawDrop, the file queue appears at the bottom of the LawDrop page. The file queue display a list files and their upload status. You can show or hide the file queue.

See

See

About the Item List

After you have uploaded files to LawDrop, they are displayed in the Item List.

The item list displays the items that are in the currently selected folder in the folder list. You can also perform actions on folders and files.

See

Creating and Deleting Sub-Folders in LawDrop

When you add files to LawDrop, you can upload them to one of the following:

- The *My DropSpace* folder
- A project *Intake* folder (if you have permissions to the project)

To help organize files that you upload, you can create sub-folders in either location. You can create multiple levels of sub-folders.

You can upload files to the root of the folder or to a sub-folder. You can also copy and move files from one folder or sub-folder to another.

See

You can also delete sub-folders that you create in the *My DropSpace* folder.

To create a sub-folder

1. Open LawDrop.
2. In the folder list, click a folder, such as *My DropSpace* or a project *Intake* folder.
3. Do one of the following:

    - In the tool bar, click *New Folder*.

    - Right-click and click *New Folder*.

4. Enter a folder name.
5. Click Create.

To delete a sub-folder

1. In the *My DropSpace* folder list, click the sub folder that you want to delete.
2. Do one of the following:

    - In the tool bar, click *Delete*.

    - Right-click and click Delete .

3. Confirm the deletion.

Dropping and Uploading Files to LawDrop

About Dropping and Uploading Files

You can add files to LawDrop by dragging and dropping files into a valid folder in LawDrop. When uploading files to LawDrop, files are uploaded using HTML. There are no set limits to the size of uploads, however, performance will be based on available bandwidth, network traffic, and the size of files.

You can upload files to the following LawDrop folders:

- *My DropSpace* and its sub-folders
- A project *Intake* folder that you have permissions for and its sub-folders

When you attempt to drop files to a LawDrop folder, if the folder is a valid folder, the color of the boundary turns green. If it is an invalid folder, it does not turn green. For example, invalid folders include the *Shared with me* folder, the root the project folder, and project *Exports* folder.

Uploading files is a two-step process:

1. You drop files onto a valid folder and the files are placed in the file upload queue.
2. You upload files from the queue into the folder.

During the upload, one file is uploaded at a time. File data is chunked into 1 MB chunks, and four chunks are uploaded at a time. The chunks are uploaded to the server, then when the chunks are complete, they are saved as the original file in the designated folder. If you lose your connection to the server during the upload, you simply drop the file again to the queue and upload it. However, it will resume from previous spot when connection was lost as it maintains the previous chunks that were uploaded.

About Dropping and Uploading Folders

Internet Explorer does not support dropping and uploading folders, only files. However, you may want to add and process a complete folder using the *Add Evidence Wizard*. As a work-around, uploading a folder requires a four-step process:

1. Create a .ZIP file of the folder that you want to upload.
2. Drag the .ZIP file onto a valid folder.
3. Upload the .ZIP file.
4. Use a LawDrop action to extract the .ZIP into a folder.
   See

Dropping Files into the File Upload Queue

Important: As a best practice, upload files to the *My DropSpace* folder and then copy files to a project *Intake* folder

To drop files into the File Upload Queue

1. Open a File Explorer window with the files that you want to upload.
2. In the LawDrop folder list, click the folder that you want to upload files to.
3. Click and drag the files onto the LawDrop page.

---

4. If the destination is a valid folder, the border around the item list turns green.

5. Release the mouse button to drop the files.

6. The *file upload queue* is opened and the files are displayed in the queue.

Uploading and Managing Files in the File Upload Queue

After you have dropped files in the *file upload queue*, you can do the following:

- Upload the files.
- Pause and resume the uploading of files
- Delete the files from the queue

You can perform actions on all files in the queue or on one individually.

While a file is uploading, an upload progress is displayed.

After a file has completed uploading, the file is removed from the queue.

If you upload the same file to a folder more than once, the later files will be appended with a (1), (2), and so on.

If files are currently uploading, and you click to go to a different a different place in the application, such as the **Home** page, you are warned that leaving LawDrop will cancel all the uploads.

To upload files in the queue

❖ Click either **Upload All** or the single *upload* icon.

Note: If you have more than one file in the queue and upload a single file, after that file is uploaded, all other files in the queue will then be automatically uploaded. If you want to upload only one file, do the following: click Pause All, then upload the single file.

To pause the uploading of files in the queue

❖ Click either **Pause All** or the single *pause* icon.
   The upload status indicator turns orange.
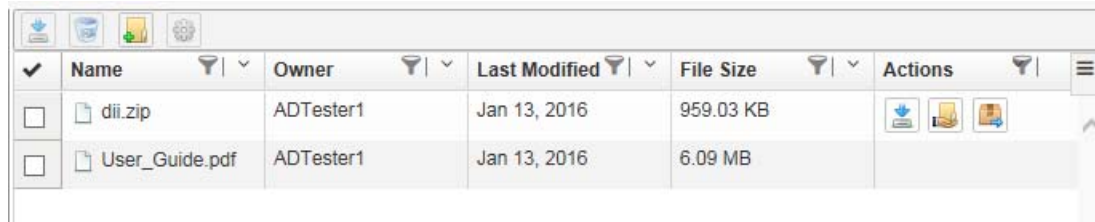   You can either resume the upload or cancel it.

To cancel or delete files in the queue

❖ Click either **Cancel All** or the single *delete* icon.

Viewing and Managing Uploaded Files

Using the Item List Grid

After you have uploaded files to LawDrop, they are displayed in the Item List.

The item list displays the items that are in the currently selected folder in the folder list.

By default, the item list displays the following columns:

- *Name* - The name of the file for folder.
- *Owner* - The login name of the user who uploaded the file.
- *Last Modified* - The date that the file was last modified.
- *File Size* - The size of the file.
- *Actions* - Displays icons for actions that you can perform on that one item.

You can do the following with the item list grid:

- Select which columns to display.
- Sort the item list by a column.
- Filter the item list by one or more columns. (Not currently working)
- See available actions for individual items in the list.

To select which columns to display

1. In the item list, click ☰ .
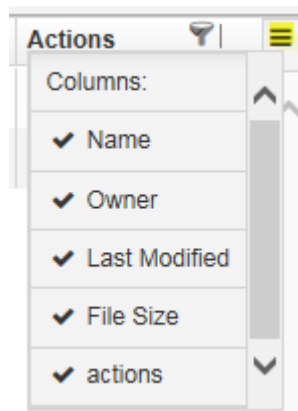
2. Select the columns to display

To sort or filter the list by a column

❖ Click the sort by or filter icon.

Important: The filter action is currently no working.

Moving and Copying Uploaded Items

You can use folders to organize uploaded files. You can also use a project *Intake* folder to organize or stage files that you want to add to a project. See Adding Evidence to Projects Using LawDrop on page 338.

To help you organize files and folders, you can drag items from one folder to another. Depending on where you are dragging items, the item will either be copied or moved:

Note the following scenarios:

- Within *My DropSpace*: If both the source and the destination of the drag is within *My DropSpace,* the file or folder is moved.

  Examples:

  - Suppose under your *My DropSpace,* you have a sub-folder named *MDS1*. If you have a file in your *My DropSpace* and drag it to *MDS1*, it will move the file.
  - Suppose under your *My DropSpace,* you have two sub-folders named *MDS1* and *MDS2*. If you have a file in *MDS1* and drag it to *MDS2*, it will move the file.

    Note: If you move a file that has been shared, the sharing is removed.

- Outside of *My DropSpace*: If either the source or destination of the drag is outside of *My DropSpace,* the file or folder is copied.

  Examples:

  - If you drag a file in *My DropSpace* to a project *Intake* folder, the file will be copied.
  - If you drag a folder in *Shared with me* to a project *Intake* folder, the folder will be copied.
  - If you drag a folder in *Shared with me* to *My DropSpace*, the folder will be copied.
  - If you drag a file in a project *Intake* folder to a different folder, the file will be copied.

    Note: If you drag and copy a file or folder from Shared with me, the copy will list you as the owner.

If you copy a file to a folder more than once, the later files will be appended with a (1), (2), and so on.

Note the following limitations:

- When dragging items to a project folder, you must drag it to the *Intake* sub-folder. You cannot drag items to the root of a project folder or to a project's *Exports* sub-folder.
- You cannot drag items from a project's Exports sub-folder. (If needed you can download). See Viewing Exported Files in LawDrop on page 340.
- You cannot drag items to the *Shared with me* folder. Items will only appear there after they have been shared by another user. See Sharing Files and Folders on page 335.

Performing Actions on LawDrop Items

Using the Tool Bar and Action Icons

You can use the action bar or action icons to perform actions on items in the list.

Tool Bar

Using the tool bar on the top of the action list, you can select one or more files or folders and then perform the following actions: (some actions are not always available)

Law Drop Tool Bar

Download	From within LawDrop, you cannot view the contents of files. For example, you cannot view the contents of an uploaded DOCX file. To view a file, you can download a file or folder then view it. When you download a file or folder, they are downloaded as .ZIP files.
Delete	In *MyDropSpace*, you can delete files that you uploaded or sub-folders that you created. You cannot delete the following files or folders: ● Items shared with you in the *Shared with Me* folder. ● Items shared with you in project *Intake* folders. ● Items in project *Export* folders. See Creating and Deleting Sub-Folders in LawDrop on page 328. **Note:** Files that have been processed or imported are no longer displayed in the LawDrop project Intake folder.
New folder	You can add sub-folders. (*My DropSpace* and project *Intake* folders only. Not supported in *Shared with Me* or project *Export* folders.) See Creating and Deleting Sub-Folders in LawDrop on page 328.
Add Evidence	If you have project admin permissions you can select files or folders and add them as evidence to a project. (Project *Intake* folders only.) See Adding Evidence to Projects Using LawDrop on page 338.

Action Icons

Using the action icons in the Actions column of the action list, you can perform the following actions on one single folder or file at a time: (some actions are not always available)

Law Drop Action Icons

Download	From within LawDrop, you cannot view the contents of files. For example, you cannot view the contents of an uploaded DOCX file. To view a file, you can download a file or folder then view it. When you download a file or folder, they are downloaded as .ZIP files.
Share	You can share a file or folder with another user. (*My DropSpace* and project *Intake* folders only. Not supported in *Shared with Me* or project *Export* folders.) See Sharing Files and Folders on page 335.
Extract	You can extract an uploaded zip file. (*My DropSpace* and project *Intake* folders only. Not supported in *Shared with Me* or project *Export* folders.) See About Dropping and Uploading Folders on page 329.
Import	You can import files as evidence. If you have project admin permissions you can select files and add them as evidence using import. (Project *Intake* folders only.) See Importing Data on page 339.

Sharing Files and Folders

About Sharing Files and Folders

Any files or folders that you upload are private. Even files that you upload to a project *Intake* folder are private to you even if additional people are working in the same project. To let other people see and access files that you upload, you can share them.

You can share individual files or folders. If you share folders, others will see all of the contents of that folder.

How and where others see items that you shared depend on multiple scenarios:

- Sharing with other Summation or eDiscovery application users:
  - Files and folders in *My DropSpace*
    - You can share items in your *My DropSpace* with any other application user.
    - When you share items in your *My DropSpace* folder, others see the items in their LawDrop *Shared with me* folder.
    - When someone else share items in their *My DropSpace* folder with you, you see the files in your *Shared with me* folder. If they have files under sub-folders, you will see them in the same hierarchy.
  - Files and folders in project folders
    - If you share items in an *Intake* folder, others will see them in the same folder.
    - For others to see shared items in an *Intake* folder, they must be associated to the project. (There are no specific project-level permissions required, just that they are associated to the project.)
    - You cannot share items in the *Exports* folder.
      Instead, you can download the exported files. You can then re-upload them to your *My DropSpace* and share them or you can make them available using a network share or email. See Viewing Exported Files in LawDrop on page 340.
- Sharing with external users
  - My DropSpace - If you share items in your *My DropSpace* folder with an external user, the user receives an email with a link to the files.
  - Project Folders - Not currently supported.

You can only share files that you uploaded (that you are the owner of). You cannot share files that were shared with you. However, you can copy the item and then share the copied items.

You cannot delete files that were shared with you.

If you share a file or folder that is nested under other sub-folders, the person will see the hierarchy of folders. However, they will only see files in the folder that was shared, not any folders higher.

Sharing Files and Folders with other Application Users

You can share one file or one sub-folder at a time.

To share files and folders with application users

1. Go to the LawDrop folder list and open the parent folder of the item that you want to share.

2. In the item list, for the sub-folder or file that you share, in the far right column, click the share icon.

3. In the *Shared options* dialog, click in the *Invite more people* field.

4. Type the username of the person you want to share with.
    Note the following:

    ● After typing the first three letters, any matches with application users will be displayed.

    ● If you are using a multi-tenant environment, type the name of your environment first, and then select the username.

5. Click the name that you want to add.

6. Click **Add**.
    The name is added to a list in the dialog. The first letter of the username is shown in a circle.

7. If desired, add additional user names.

8. When completed, click **Done**.

Sharing Files and Folders with External People

You can share files or folders with external people. To do this, you enter the person's email address and the person receives an email. The email includes a link to files on the server. When the person clicks the link, the ZIP file with the shared items is automatically download.

You can share one file or one sub-folder at a time.

Note: You can only share files externally from your *My DropSpace* folder. Sharing from an *InTake* folder to an external user is not supported.

There are settings that must be configured correctly in order for the email to work correctly. See Configuring the System To Share LawDrop Files with External Users on page 511.

To share files and folders with external people

1. Go to your *My DropSpace* folder.

2. In the item list, for the sub-folder or file that you share, in the far right column, click the share icon.

3. In the *Shared options* dialog, click in the *Invite more people* field.

4. Type the email address of the person you want to share with.
    Note that the name is notated with (external user).

5. Click the name that you want to add.

6. Click **Add**.
    The name is added to a list in the dialog. The first letter of the username is shown in a circle.

7. If desired, add additional user names.

8. When completed, click **Done**.

9. An email is sent to the user.

10. If needed, you can re-send the email.

Unsharing Files and Folders

You can unshare files and folders from a specific user or from all users. This will cause the files or folders to no longer be visible to others.

To unshare files and folders

1. Go to the LawDrop folder list and open the parent folder of the item that you want to unshare.

2. In the item list, for the sub-folder or file that you unshare, in the far right column, click the share icon.

3. In the *Shared options* dialog, do one of the following:

   ● To unshare a file of folder with a specific user, click the X on the far right of the user list.

   ● To unshare a file of folder with all users, click **Unshare folder** or **Unshare file**.

Adding Evidence to Projects Using LawDrop

About Adding Evidence to Projects Using LawDrop

From LawDrop, you can add evidence in similar ways that you can use on the Home page:

- Adding Evidence Using the Add Evidence Wizard on page 338
- Importing Data on page 339

Note: If you using Summation in a sub-admin environment, you cannot add evidence to a project from the Project List on the Home page. You can only add evidence to a project from LawDrop.

You can only add evidence to a project from the project *Intake* folder. If you want to add a file or folder that you have uploaded to your *My DropSpace*, you can drag and copy it to an *Intake* folder.

You can delete files from a project Intake folder that have not yet been processed or imported. Files that have been processed or imported are no longer displayed in the LawDrop project *Intake* folder.

See Moving and Copying Uploaded Items on page 332.

Important: Only those who have administrator permissions to the project can add files to a project.

Adding Evidence Using the Add Evidence Wizard

Users with project administrator permissions can add files or folders to a project from LawDrop. When items are added, the *Add Evidence Wizard* is opened and you complete the wizard.

See Using the Evidence Wizard on page 385.

Depending on the items that you select to add, you will have different options available in the *Add Evidence Wizard.*

Note the following scenarios for adding evidence:

- The *CSV Import* method for adding shares is not supported from within LawDrop. Any CSV file will be imported as a native file.
- When selecting items to add to a project, you can add either files or folders at one time, not both.

  For example, you can add two or more files at one time, but not a file and a folder. This is because in the *Add Evidence Wizard*, you must specify if you are adding files or folder.
- If you are adding loose files in AD1 or E01 format, add them without other types of files.

  In the wizard, the *Individual Files* and *Native Files* options are selected by default. You must change the Data Type from *Native Files* to *Evidence Images*.
- If you add one or more loose files of other formats, in the wizard, the *Individual Files* and *Native Files* options are selected by default and all other options are disabled.
- If you add one or more folders, in the wizard, the *Folder Import* and *Native Files* options are selected by default.

  If the folder contains AD1 or E01 files, you must change the Data Type from *Native Files* to *Evidence Images.*

Adding evidence to a project

1. Go to the LawDrop folder list and open the parent folder of the item that you want to add.
2. In the LawDrop item list, select one or more files or one or more folders.

3. Click the *Add Evidence* ⚙ icon.

4. The *Add Evidence Wizard* is opened.
   The available options are based on the types of items selected.

5. Complete the wizard.
   See Using the Evidence Wizard on page 385.

6. To view the status, go to the *Evidence* tab on the *Home* page.
   See Evidence Tab on page 186.

Importing Data

Users with project administrator permissions can import files to a project from LawDrop. When items are added, the *Import* wizard is opened and you complete the wizard.

See Importing Evidence on page 394.

From an *Intake* folder, you can import a file that is one the following formats:

- CSV
- DAT
- TXT
- DII

You can import the following types of load files:

- Concordance
- Generic
- Summation dii

Importing evidence into a project

1. Go to the LawDrop folder list and open the parent folder of the item that you want to add.

2. In the LawDrop item list, mouse over the file you want to import.

3. In the *Actions* column, click the *Import* ⬆ icon.

4. The *Import* dialog is opened.

5. Select the import file type.
   For the Concordance image type selection, you must know the name of the associated OPT or LFP file. You can copy and paste the image name.

6. You cannot change the path.

7. Complete the dialog.
   See Importing Evidence into a Project on page 395.

Important: If you perform an import validation and find errors, you cannot edit the import file within LawDrop. You must edit the original files and re-drop them into LawDrop.

Exporting Files to LawDrop

When you create an export, instead of selecting a file path, you can select to *Send to LawDrop*.

When you export to LawDrop, the *Export Path* is disabled.

Note: If you are in a Summation sub-admin environment, you cannot use an export path. You can only export to LawDrop.

All other aspects of the export are completed as usual.

See About Exporting Data on page 257.

Viewing Exported Files in LawDrop

After an export is complete, exported files are viewable in the project's Exports folder.

In order to view exported files, you must meet one of the following conditions:

- Be an administrator of the project
- Have *Admin Reviewer* permissions for the project
- Be the user who created the export

You can download exported files. Files are zipped and then downloaded. Be aware the exports can be quite large and may take some time to download. As a result, download only one export at a time.

At this time, you cannot share items in the *Exports* folder. Instead, you can download the exported files. You can then re-upload them to your *My DropSpace* and share them or you can make them available using a network share or email.