exterro
E-Discovery, Privacy and IG Software

FTK Plus - User Guide

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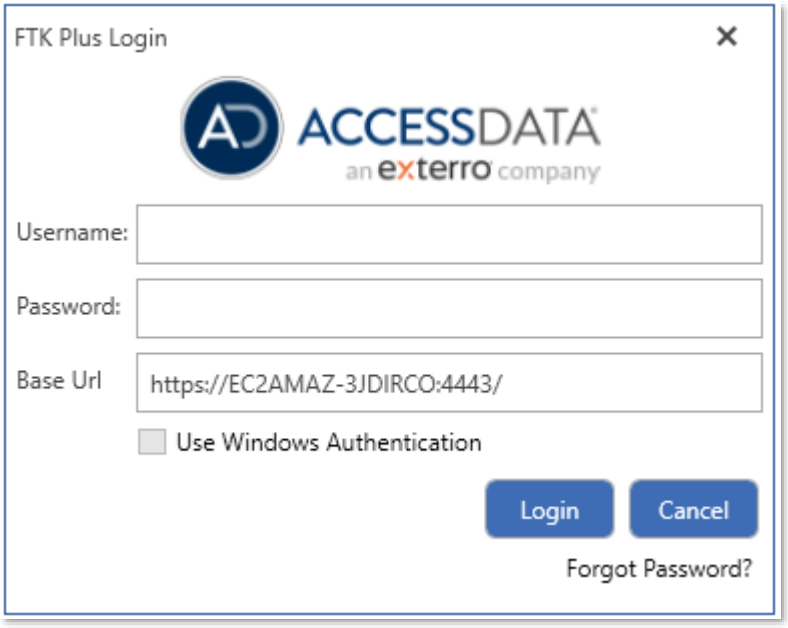
FTK Plus

FTK Plus is an advanced review solution that provides efficient and easy to use features. With FTK Plus, you can fast-track your investigations and discovery with rapid document review and untether your vital documents from the cloud. FTK Plus, as a standalone desktop application, delivers the speed and agility that interoperates with your other web-based investigative and discovery tools for unmatched, blazing-fast document review.

Logging in to FTK Plus

To log in to FTK Plus:

1. Double-click on the **FTK Plus** (desktop shortcut).
    - The **FTK Plus Login** prompt is displayed.



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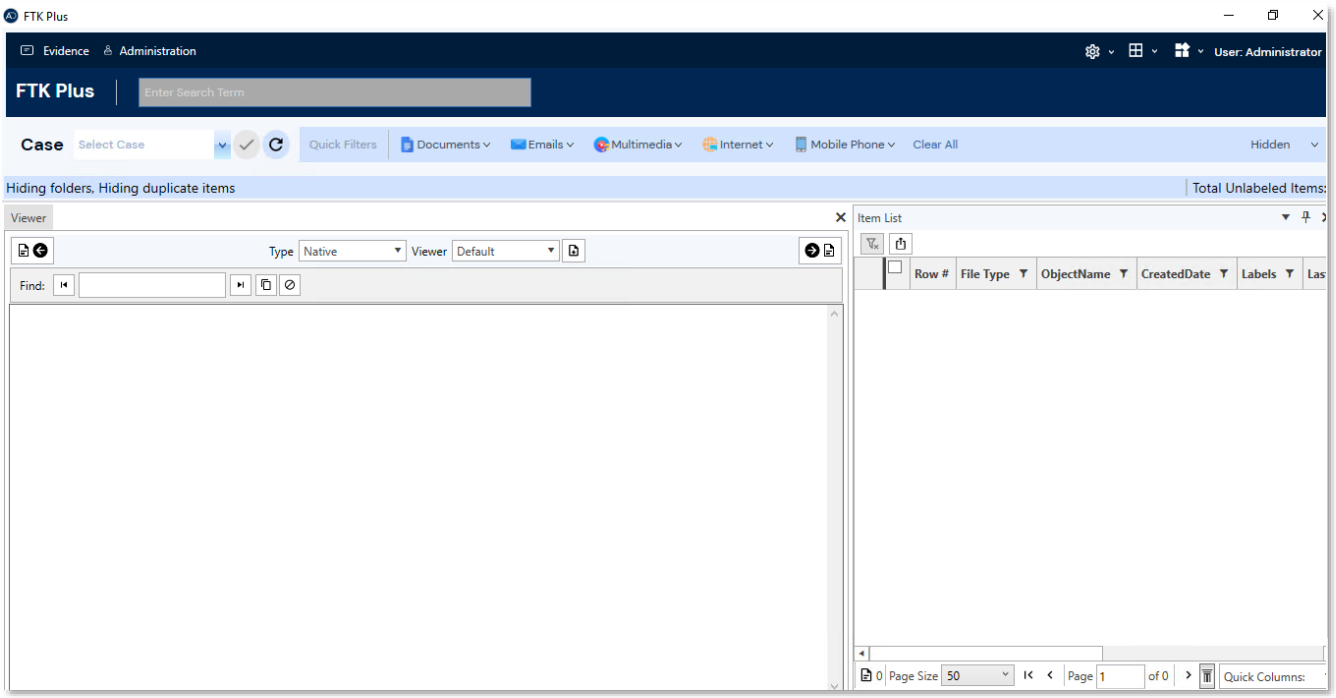
2. Enter the **Username** and **Password**.

Note: The **Base URL** value is populated based on settings configured during the installation. If the field is empty, you are advised to contact the case manager or application administrator before attempting to log in.

3. Enable **Use Windows Authentication** check-box to verify your user account.

Note: You are advised to contact the case manager or application administrator if you are unsure on this.

4. Click **Login**.
    - The landing page of FTK Plus is displayed.



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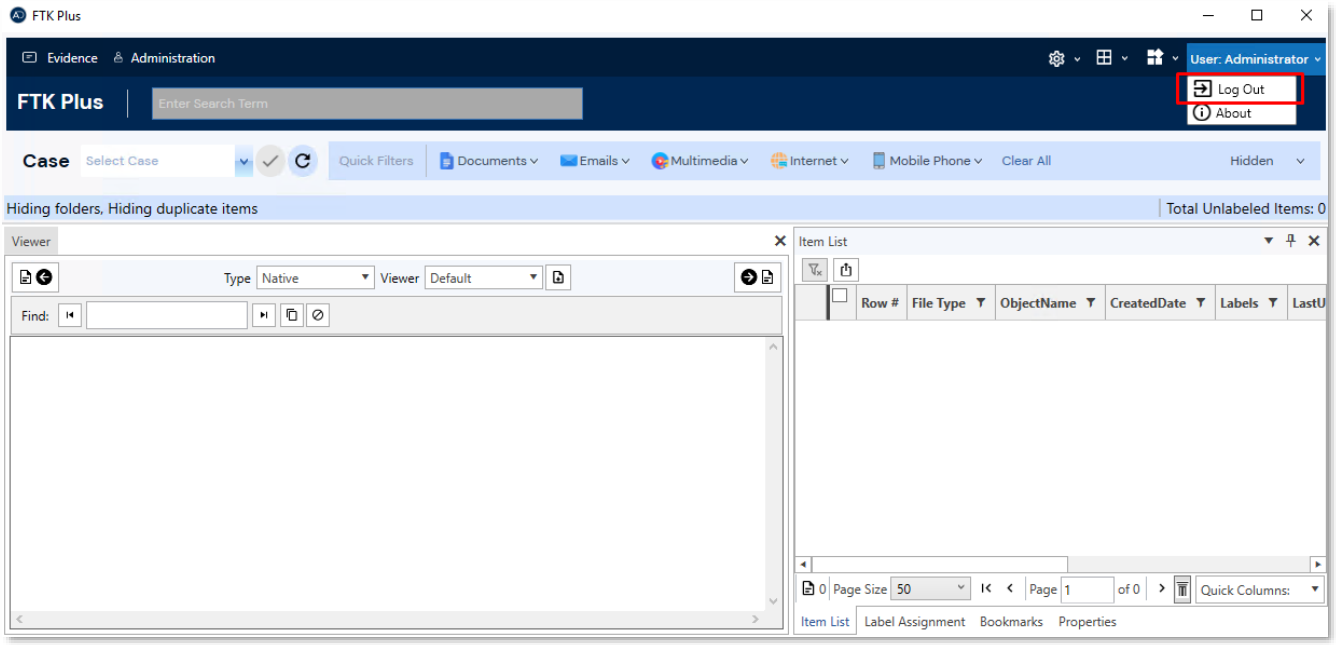
Logging out from FTK Plus

To log out from FTK Plus:

1. From any page, click the name of your user account in the top-right corner.



2. Click **Log Out**.

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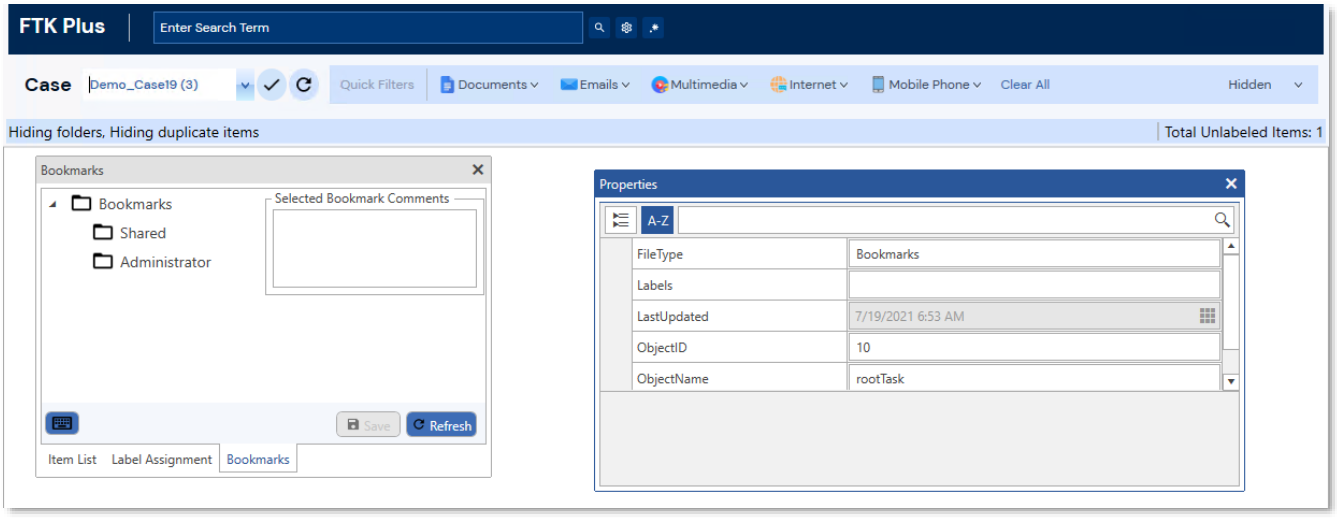
Opening a Case

All the cases created or imported via the Evidence section will be automatically displayed as options in the Case field.

To open a case:

1. From the Home page, select a case from the drop-down list.
2. Click **Check** to load the case.
    - The corresponding details is displayed.



Note: You can click **Refresh** to reset the case selection.

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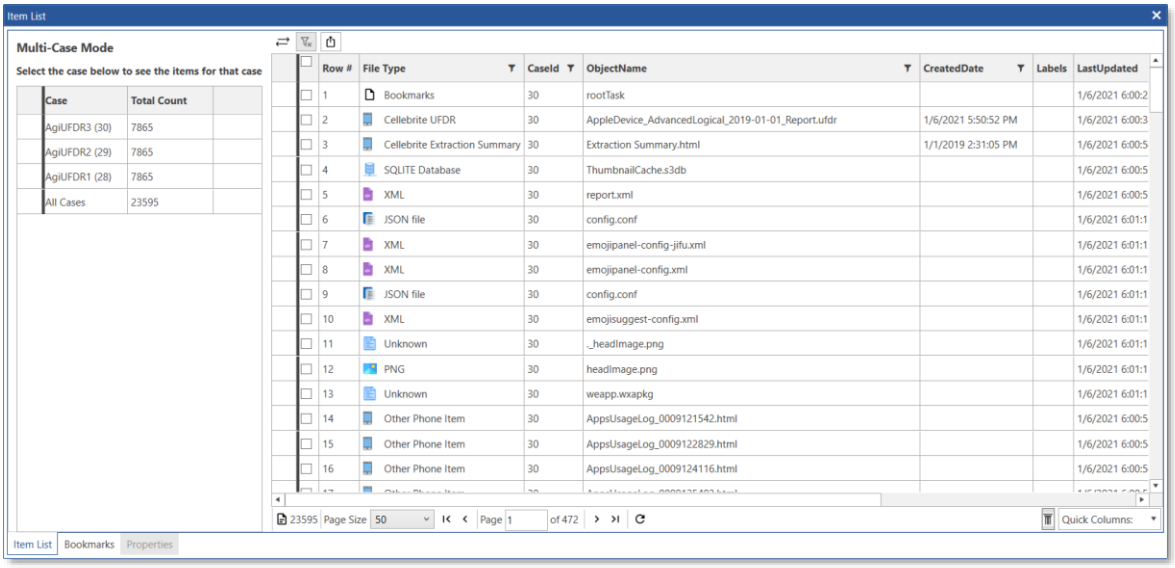
Multi-case mode

FTK Plus allows you to open multiple cases at once and you can select a case to view in the Item List panel. You can toggle between cases in multi-case mode while reviewing.

To open multiple cases:

1. From the Home page, select the required cases from the drop-down list.
2. Click **Check** to load the case.
    - The corresponding details is displayed.



3. Select a case from the **Multi-Case Mode** panel.

Note: You can click the **View/Hide** to toggle between viewing or hiding the list of cases selected in the **Item List** view.

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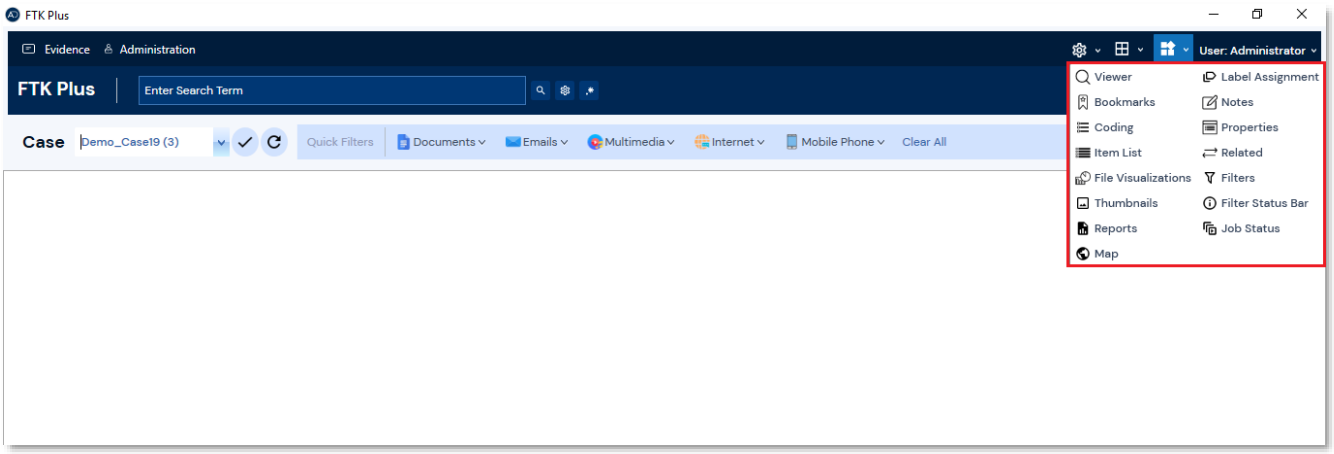
Panels

A panel provides a quick-view of specific information pertaining to a case. There are many types of panels which provide snapshot views of categorical information.

You can enable panels while being able to resize/split/combine multiple panels into a single frame of the screen.



Warning: You must select one or more cases to view its information in the Panel.

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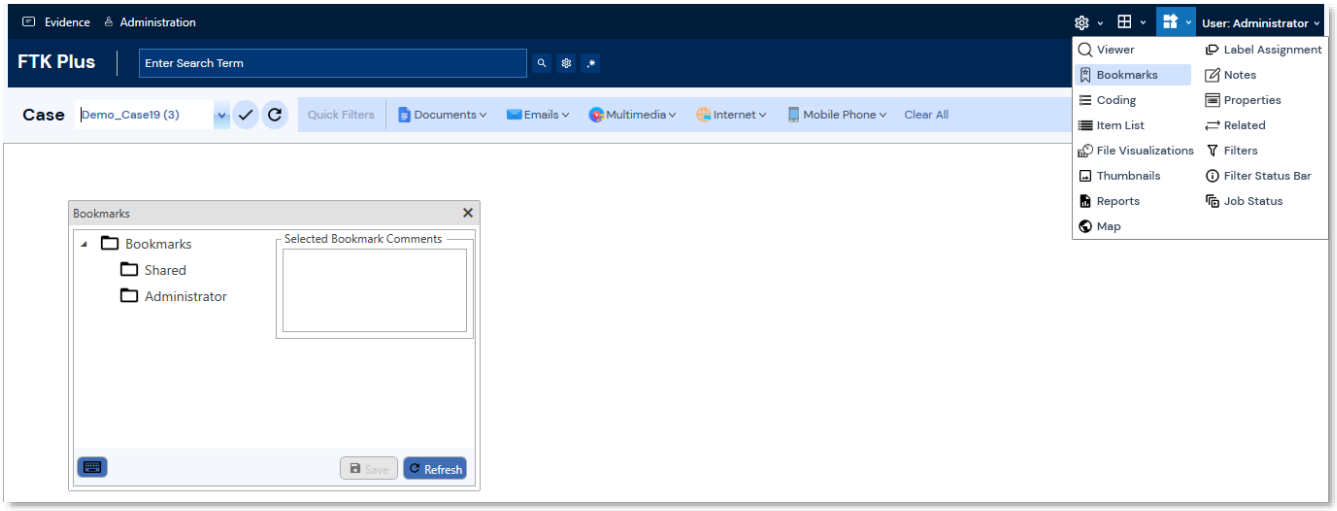
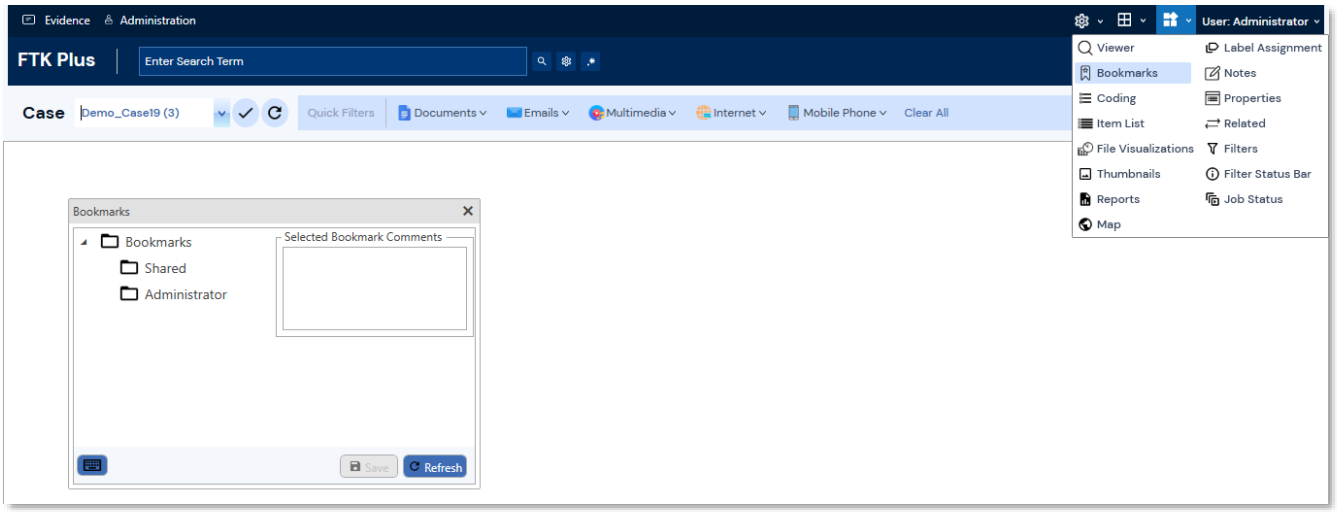
To view a panel information:

1. From the Home page, click **Panel** on the top-right corner of the screen.



2. Select the required panel.
    - The corresponding panel is displayed.



Note: To view a panel in full screen, double-click the header of the tab.

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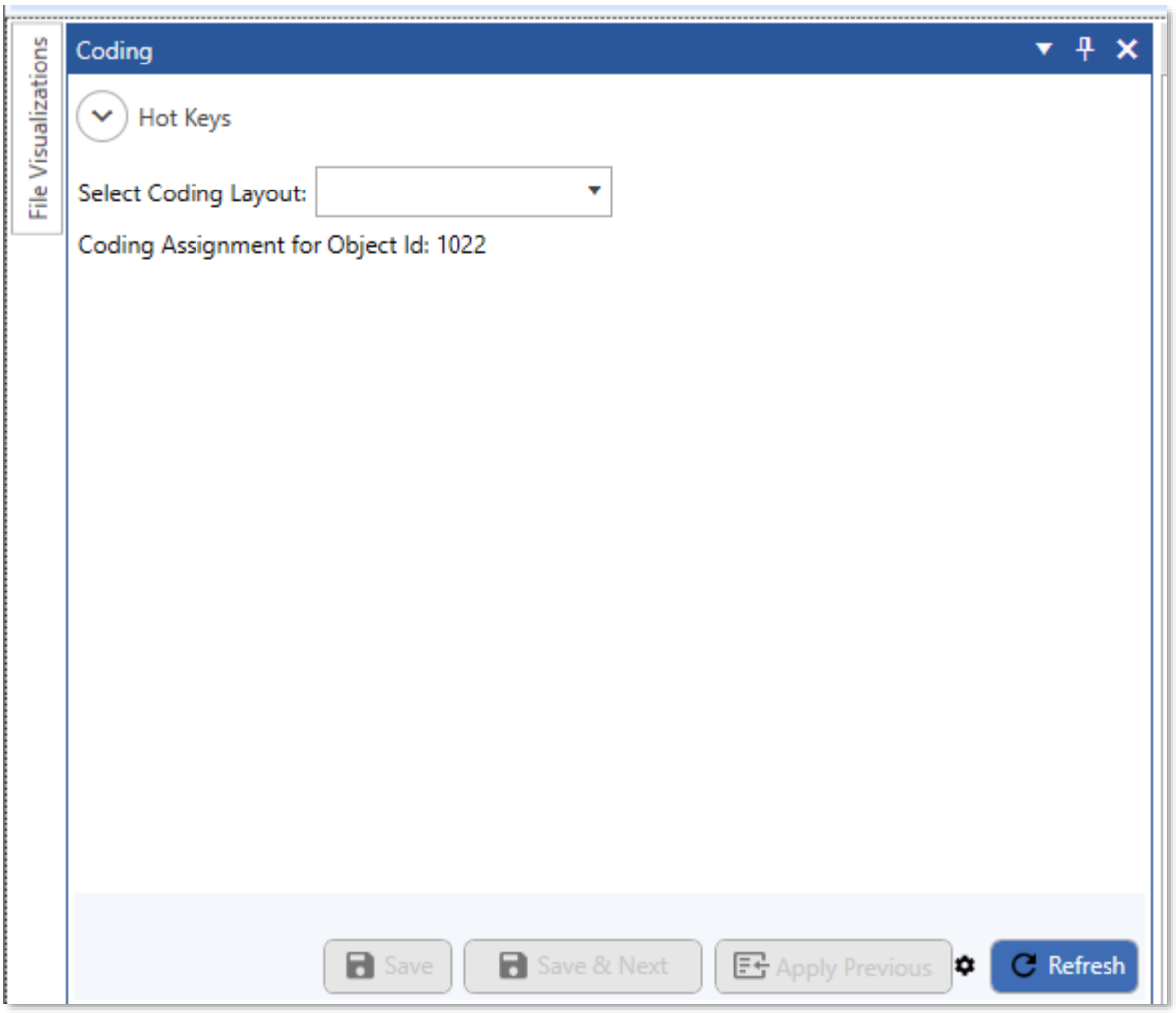
Panel Pinning

You can click on the **Pin** to pin the required panel to FTK Plus's screen as displayed below:



Additionally, you can hover over the required panel to view the details in the panel.

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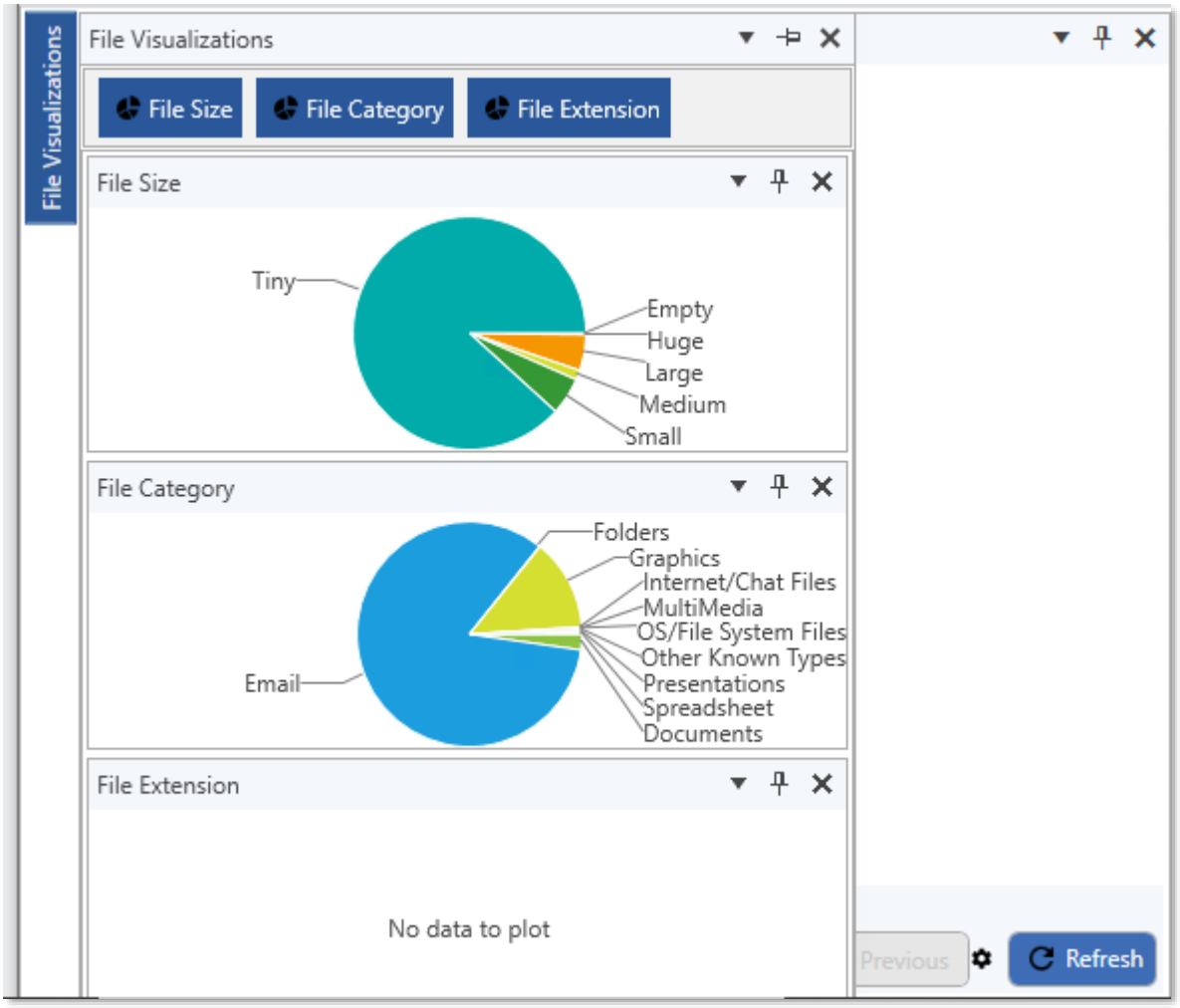

To unpin a pinned panel, click on the **Pin** .

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Layouts

You can create your customized layouts using the tools in the Layouts menu (top-right corner of the display). This customized layout will be your default view across FTK Plus.

FTK Plus provides you an option to organize your panels into Layouts that fit your monitor or preferences. You can use any of the following layouts to organize your panels:

- **Floating:** You can place the panel at any position or in front of any other panel. There will be no restrictions on the size or shape of the panel in this layout.
- **Dockable:** You can place the panel in any defined regions on the screen. Placing a panel over the defined areas will auto-size the panel to fit accordingly with any other visible panels.
- **Tabbed document:** You can arrange the panels as a tab and switch between the panels by clicking on the required tab. In this layout, you can view only one panel assigned as a tab at once.
- **Hide:** You can disable the panel and later click on the Panels icon to enable the required panel.
- **Auto Hide:** To minimize the panel into a tab when not in use.

Note: You can pin a panel and minimize it to a tab by clicking the **Pin** against the panel. Clicking on the tab will open the panel in full screen view.

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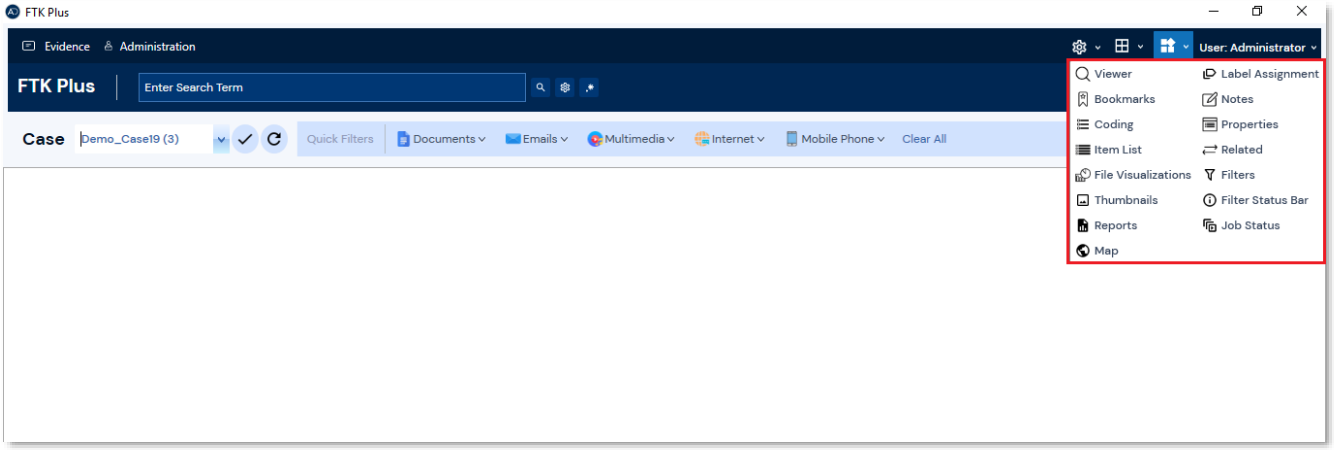
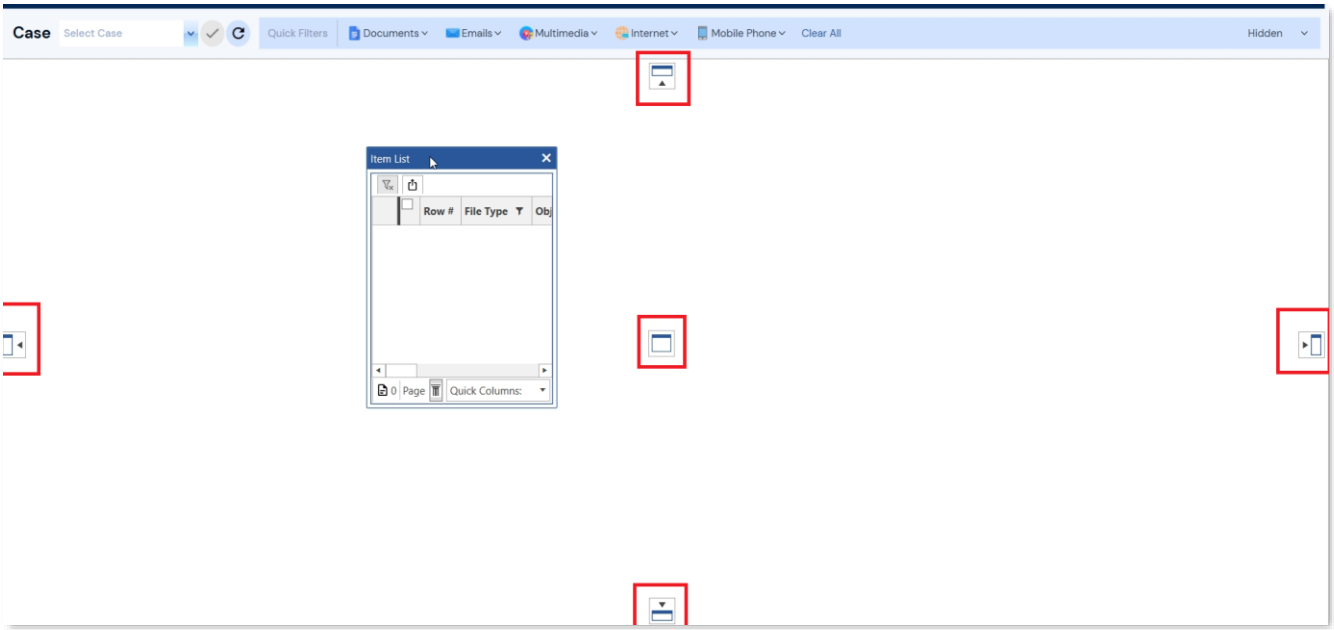
To create a layout:

1. From the Home page, click on the **Panel** .
    - The list of Panels is displayed.



2. Select the required panel to be included in the new custom layout.
3. Click and drag the title bar of the panel and place it on any of the highlighted areas.



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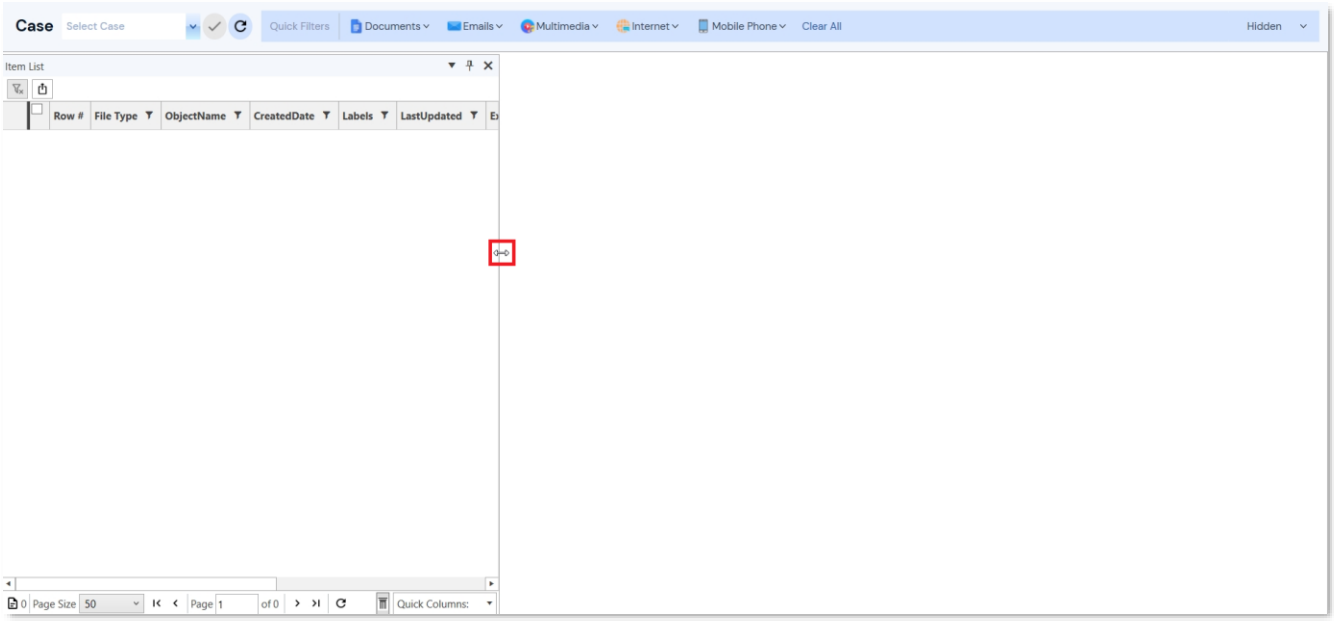
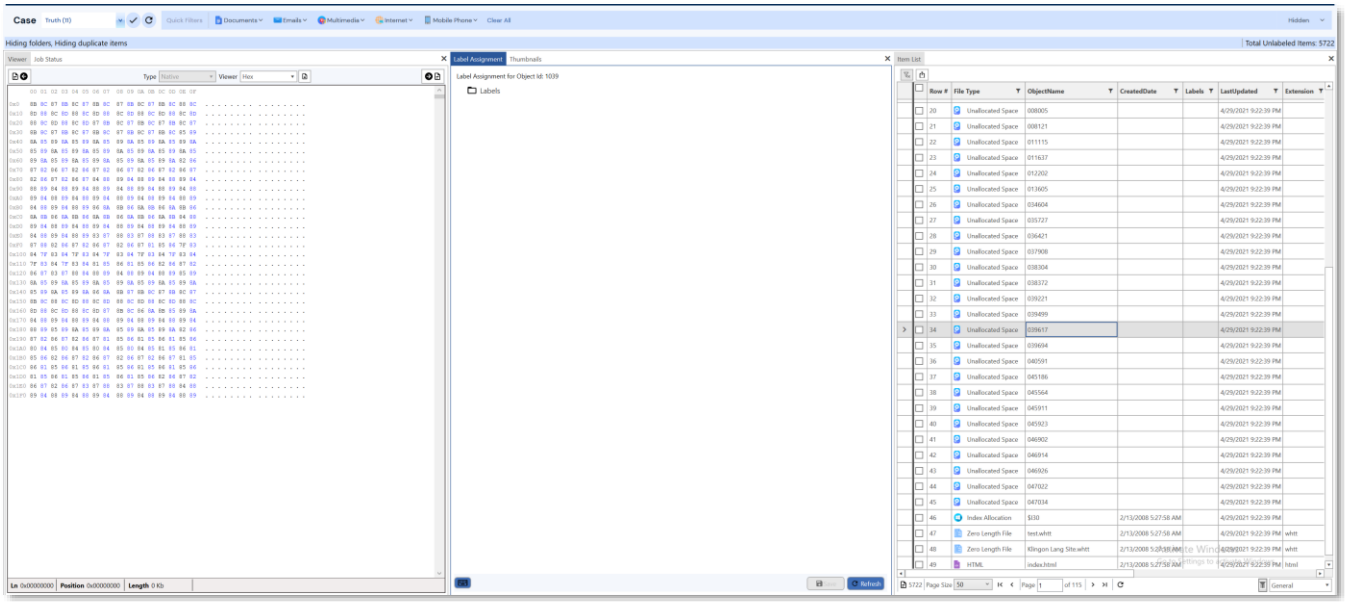
4. Resize the panel as required by dragging any corner of the panel.



5. Similarly, select and place the required panels.



6. Upon placing the required panels, click **Layout** from the top-right corner of the screen.
7. Click **Create New**.

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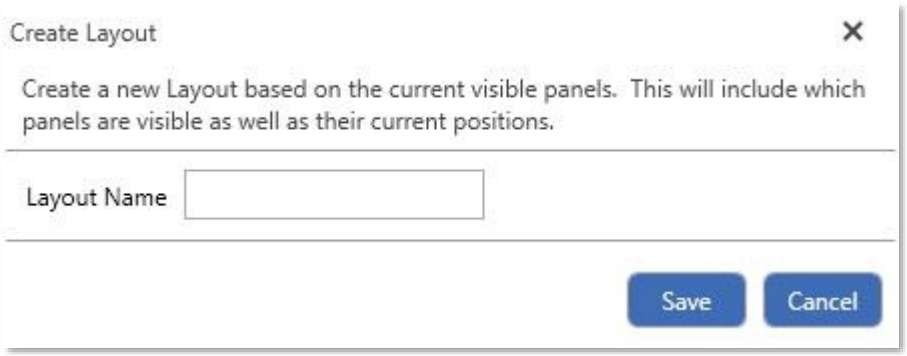
- The **Create Layout** prompt is displayed.



8. Provide a name for the new layout to be created in the **Layout Name** field.
9. Click **Save**.

The current placement of active panels on screen will be saved as this layout.

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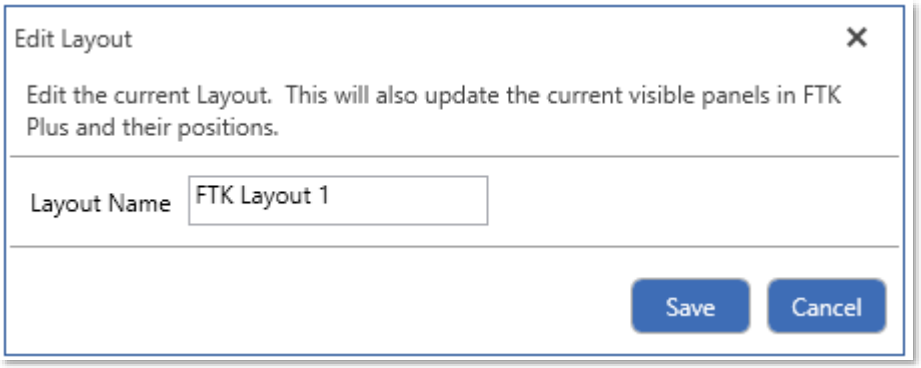
To edit a layout:

1. From the Home page, click **Layout** from the top-right corner of the screen.
2. Select the required layout from the **Current Layout** drop-down.
3. Make any changes to the panel.
4. Click the **Layout** .
5. Click **Edit/Update**.
    - The **Edit Layout** prompt is displayed.



6. Rename the Layout in the **Layout Name** field.
7. Click **Save**.

The layout will be updated with newly placed panels.

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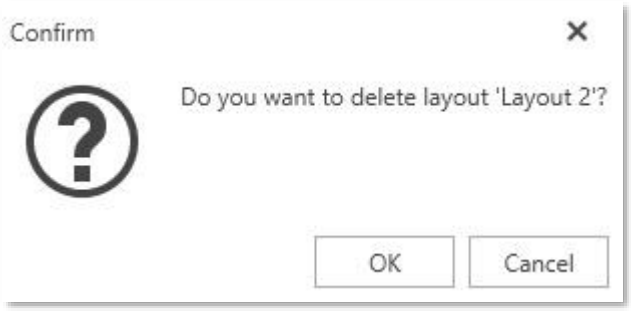
To swap between layouts:

1. From the Home page, click **Layout** from the top-right corner of the screen.
2. Select the required layout from the **Current Layout** drop-down.

The panels saved in the selected layout will be displayed in your home screen.

To delete a layout:

1. From the Home page, click **Layout** on the top-right corner of the screen.
2. Select the required layout from the **Current Layout** drop-down.
3. Click **Delete**.
    - The deletion **Confirm** prompt is displayed.



4. Click **OK**.

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Case Management

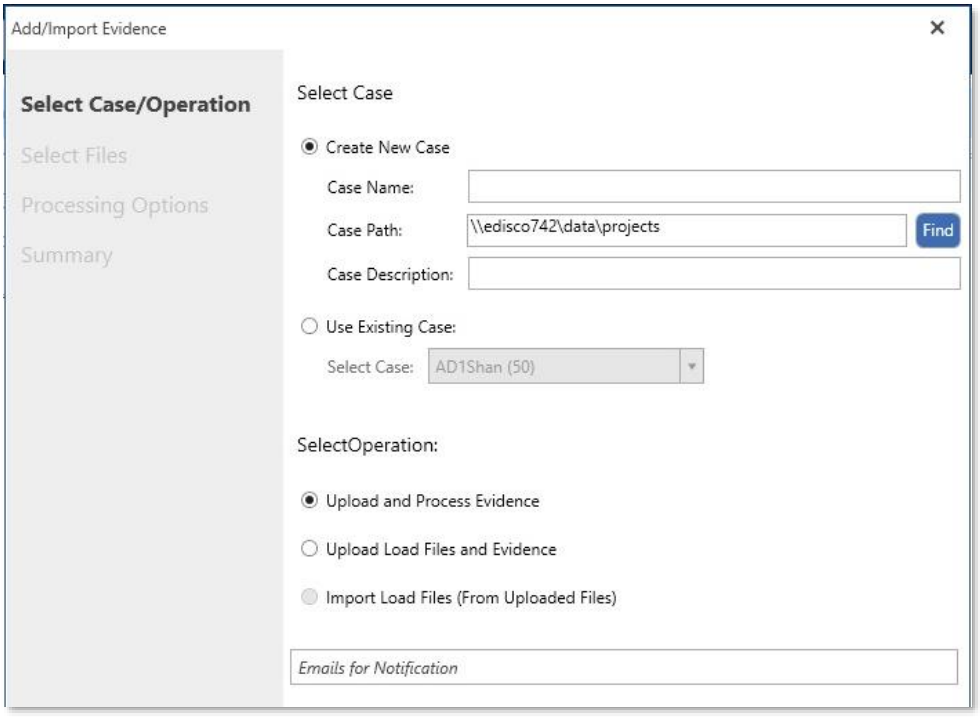
Case Management allows users to create cases, configure processing options and configure data to be exported.

Add/Import

The Add/import section provides you with the ability to create a new case, add evidence to a case as well as export evidence from a case.

To add or import data into a case:

1. From the Home page, click the **Evidence** button from the top-left corner.
2. Click the **Add/Import** button.
    - The **Add/Import Evidence** prompt is displayed.



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3. Select either of the following for the **Select Case** field:

    a. **Create New Case:** To create a new case by providing the following information:

Fields	Description
Case Name	The name of the case to be created.
Case Path	The path where the files intended for this case will be stored. ***Note**: You can set a default case path from the **Administration** > **System Management** > **Case Defaults***
Case Description	A brief description about the case.

    b. **Use Existing Case:** To use an existing case by selecting it from the **Select Case** field.

Warning: Only the cases a user has been assigned to will be displayed in this list.

4. Select any one of the below-provided file upload options for the **Select Operation** field:
    a. Upload and Process Evidence
    b. Upload Load Files and Evidences
    c. Import Load Files (From Uploaded Files)

5. Provide the email address in **Emails for Notification** to receive notifications regarding the status of case creation and case processing.

The purpose and process of the above-mentioned options are discussed below:

Note: The options listed in the **Add/Import Evidence** prompt will vary based on the selected **Select Operation** method.

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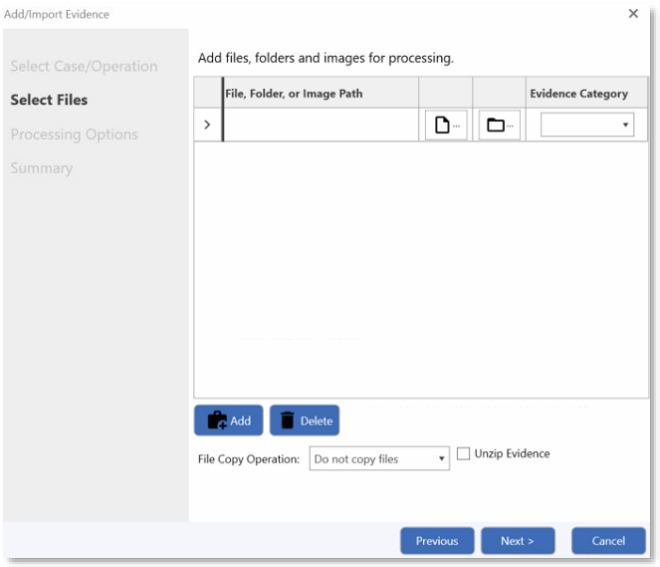
Upload and Process Evidence

Upload and Process Evidence can be used when you are required to manually upload files to application storage from local or cloud storage.

To upload and process evidence:

1. From the **Select Case/Operation** section, select **Upload and Process Evidence** option.
2. Click **Next**.
    - The **Select Files** section is displayed.



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3. Select the required files/folders for the case by using any or all of the following options:

	To browse and select the required files from the local storage.
	To browse and select the required folders from the local storage.
Evidence Category	To select an evidence time to categorise within FTK. A category must be selected. • Others – This will automatically detect the evidence type. • iOS – Mobile Evidence • Android – Mobile Evidence • Windows • Mac • Linux
	To browse and select the required files and folders stored in the AWS S3 location.

Notes:

- Selecting a folder will include all the files present inside the folder.
- Click **Add** to add another set of data to the case.
- Click **Delete** to delete an existing data set from the case.
- You can back up the evidence files in the server (Base URL) by selecting the **Copy files to server** option for the **File Copy Operation** field.
- Enable the **Unzip Evidence** check-box to copy the files to the server in the unzipped format.

4. Click **Next**.

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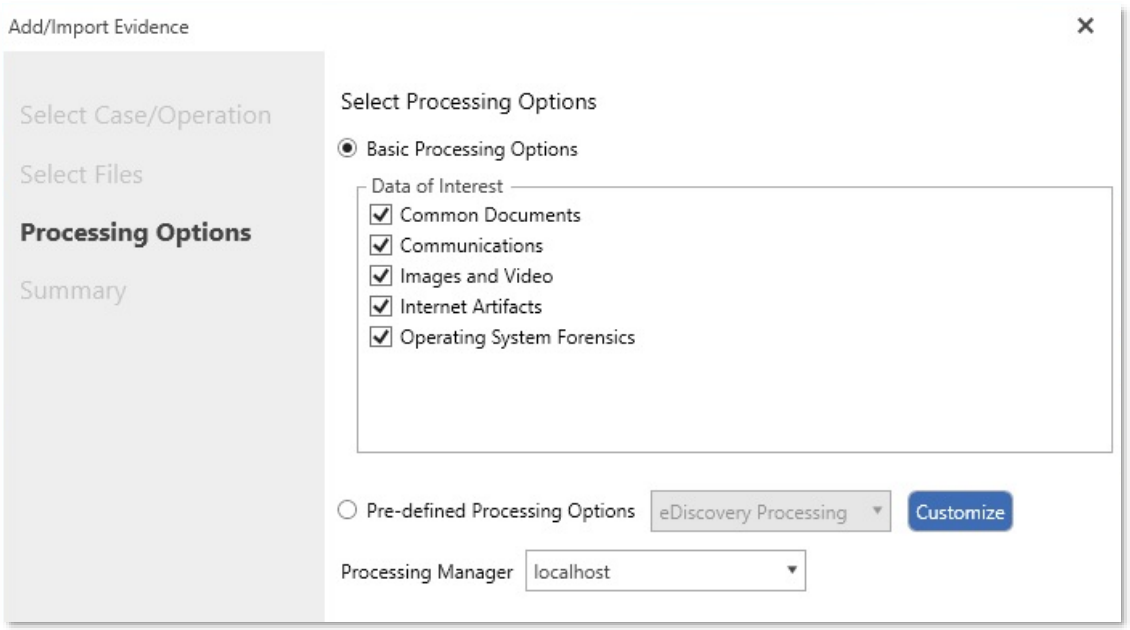
- The **Processing Options** section is displayed.



5. Select any one of the following options for **Select Processing Options**:

- **Basic Processing Options:** If you want to select and view FTK Plus predefined processing options.
- **Pre-defined Processing Options:** If you want to view your customized set of processing options after the initial processing.

Notes:

- Find more about the Processing options and Processing Profiles in FTK Plus, refer to the Processing Options section.
- Click **Customize** against the selected **Pre-defined Processing Options** to customize and save the required processing configurations.

6. Select the required **Processing Manager**.

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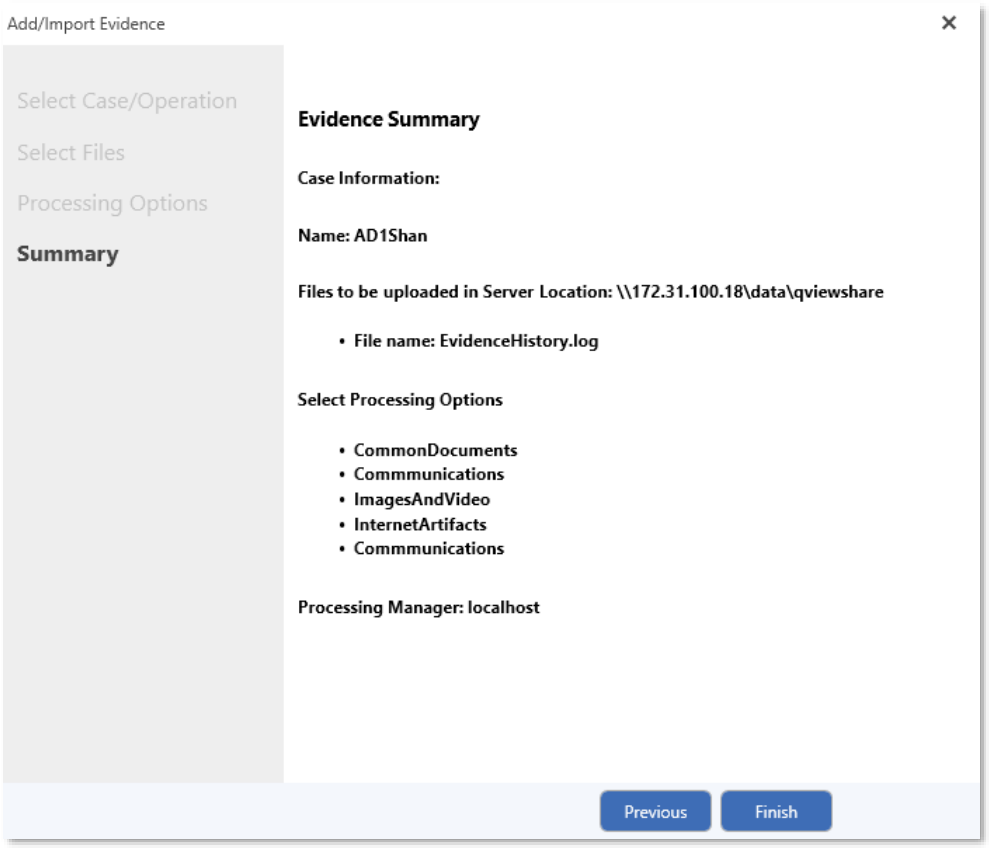
7. Click **Next**.
    - The **Summary** section is displayed.



8. Click **Finish** after validating the provided information in the **Summary** section.

Note: Upon clicking **Finish**, a job to create the case will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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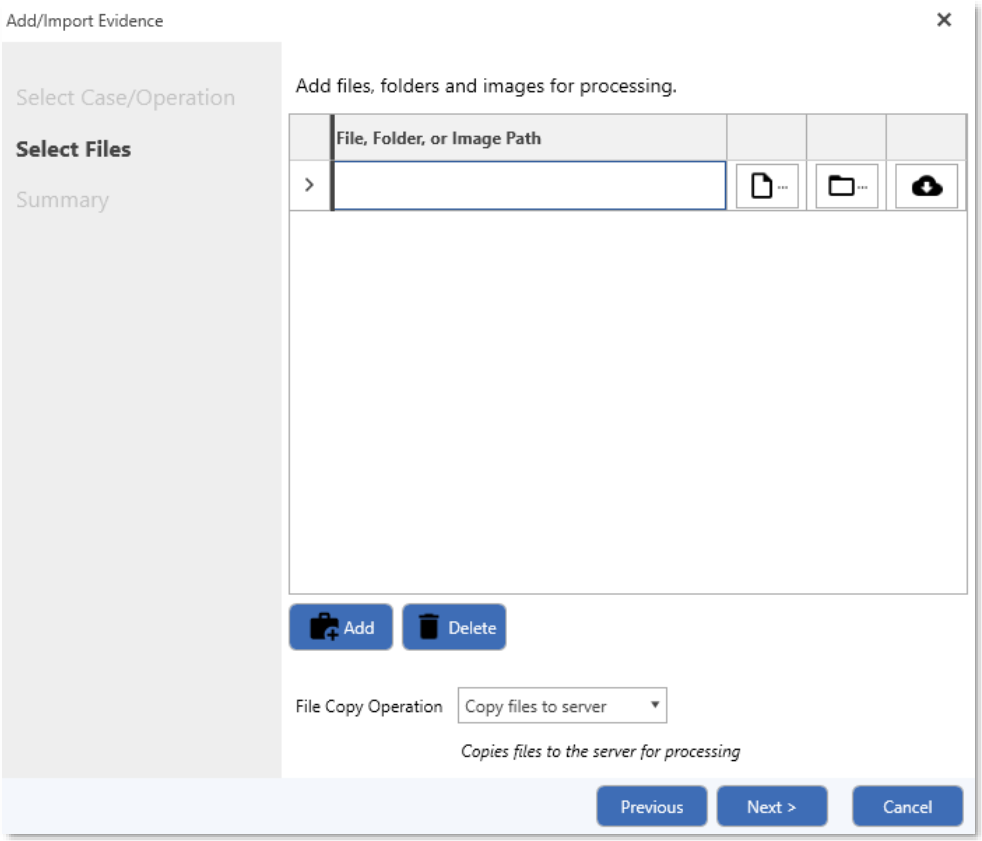
Upload Load Files and Evidence

This method is used when you want to load the files into the case folder without processing them.

To upload load files and process evidence:

1. From the **Select Case/Operation** section, select **Upload Load Files and Evidence** option.
2. Click **Next**.
    - The **Select Files** section is displayed.



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3. Select the required files/folders for the case by using any or all of the following options:

	To browse and select the required files from the local storage.
	To browse and select the required folders from the local storage.
Evidence Category	To select an evidence time to categorise within FTK. A category must be selected. • Others – This will automatically detect the evidence type. • iOS – Mobile Evidence • Android – Mobile Evidence • Windows • Mac • Linux
	To browse and select the required files and folders stored in the AWS S3 location.

Notes:

- Selecting a folder will include all the files present inside the folder.
- You can click **Add** to add another set of data to the case.
- You can select a row and click **Delete** to delete the existing data set from the case.
- You can back up the evidence files in the server (Base URL) by selecting the **Copy files to server** option for the **File Copy Operation** field.

4. Click **Next.**

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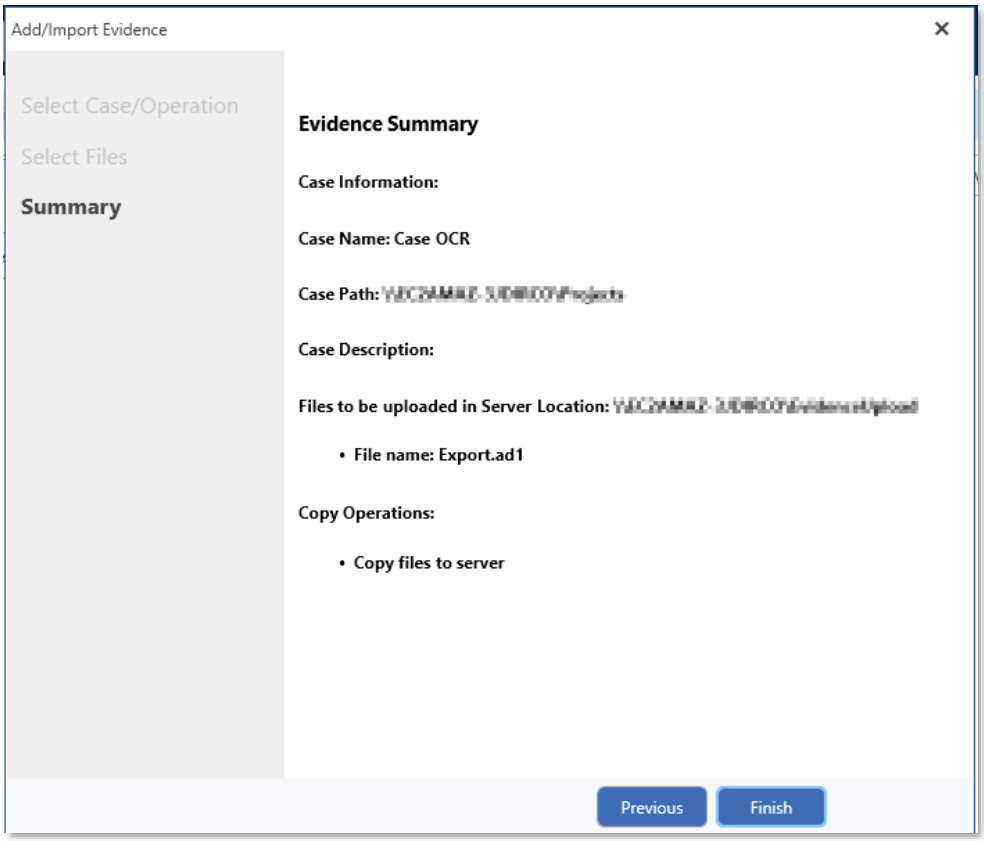
- The **Summary** section is displayed.



5. Click **Finish** after validating the provided information in the **Summary** section.

Note: Upon clicking **Finish**, a job to create the case will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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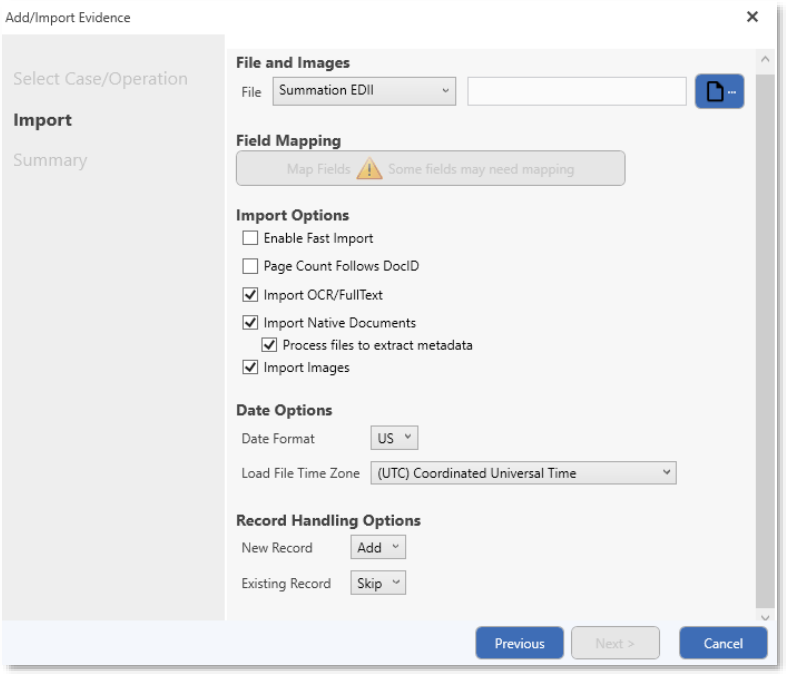
Import Load files (From Uploaded Files)

Warning: The **Import Load Files (from Uploaded files)** option will be enabled only when the **Use Existing Case** is selected in the **Select Case** field.

Import Load Files (from uploaded files) can be used to import a load file.

To import load files:

1. From the **Select Case/Operation** section, select **Import Load files (from Uploaded files)** option.
2. Click **Next**.
    - The **Import** section is displayed.



3. Select the load file type from the **File** drop-down.
4. Browse and select the load file by clicking on the **Browse file** .

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Warnings:

- The options for the **Field Mapping** and **Import Options** fields vary based on the option selected for the **File** field.
- For Concordance load files, ensure to select the DAT file, as well as the LFP or OPT load file - there will be a separate field for each.
- Check the First Row Contains Field Names box in the Field Mapping section.
- Select the correct delimiters - Field Separator, Quote Separator, Multi-entry Separator, and Return Placeholder.
- It may be necessary to open the load file to determine/confirm which delimiters to use and to ensure that the delimiters are unique, i.e. they do not appear in the data itself.

5. Configure the required values for **Field Mapping**.
   i. Choose a similar field (e.g., mapping a text field to a text field, a date field to a date field, etc.) to use for mapping.
   ii. Choose **SKIP THIS FIELD** to ignore the field.
   iii. If neither of the previous options works, talk to the case manager or application administrator about creating a custom field to be used for mapping.

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iv. Select **Skip Unmapped** to mark all unmapped fields with **SKIP THIS FIELD**.

Fields	Description
First Row Contains Field Names	Enable this to consider the first row as Column headers.
Field Separator	Select a character that is used as a delimiter. i.e., the character to be placed between the columns.
Quote Separator	Select a character that is placed on either side of the value within each of the columns.
Multi-Entry Separator	Select a character that is used to separate multi-entries in the column.
Return Placeholder	Select a character to mark the end of a line in a load file.

Warning: The above listed option is applicable only to Concordance/Relativity and Generic load files.

6. Configure the required values for **Import Options** as stated below.

Fields	Description
Enable Fast Import	Enable this to skip the indexing process.
Page Count Follows DocID	Enable this if your DII file has an @T value that contains both a Doc ID and a page count.
Import OCR/FullText	Enable this option to load an OCR.
Import Native Documents	Enable this option to import the native files.
Process files to extract metadata	Enable this option to process any additional metadata available in the file.
Import Images	Enable this option to load images.

7. Select the **Date Format** used in the load file.
8. Select the time zone used in the load file from the **Load File Time Zone** drop-down.

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9. Configure the required values for **Record Handling Options** based on the provided description found below.

Fields	Options	Description
New Record	Add	To add the new records present in the load file to the case.
	Skip	To skip adding the new records present in the load file to the case
Existing Record	Update	To add the records present in the load file without replacing the corresponding existing records in the case.
	Overwrite	To replace the existing records in the case with the corresponding records present in the load file.
	Skip	To skip adding the existing records in load file to the case

10. Click **Next**.

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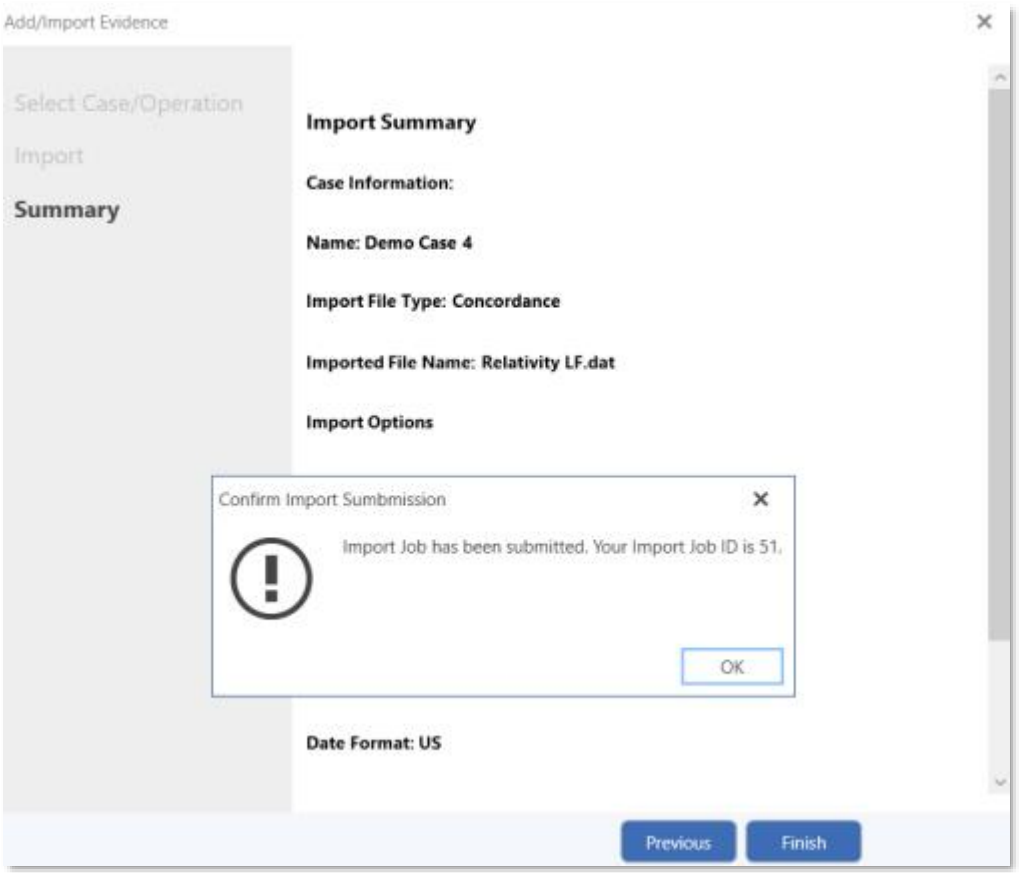
- The **Summary** section is displayed.



11. Click **Finish** after validating the provided information in the **Summary** section.

Note: Upon clicking **Finish**, a job to create the case will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress**

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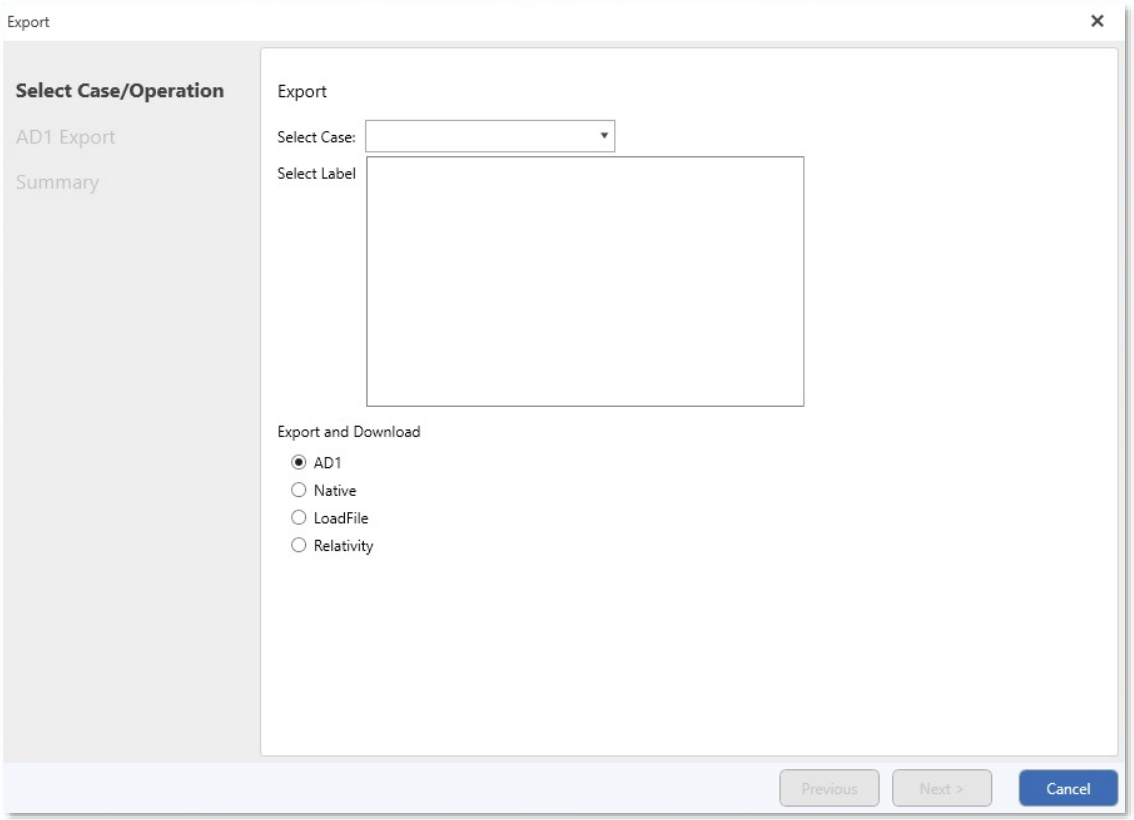
Export

This section explores the way in which FTK Plus allows you to export evidence from a case. When the user selects the Export evidence option, you can export and download labeled files, copy an existing export to a local folder, or delete an existing export folder.

If you choose to export the selected items from a case, you are given the options to export the files as either an AD1 (AccessData Custom Content Image), a native file or as a load file.

To export the files present in a case:

1. From the Home page, click **Evidence** from the top-left corner.
2. Click **Export**.
    - The **Export** prompt is displayed.



3. Select the required case from the **Select Case** drop-down.

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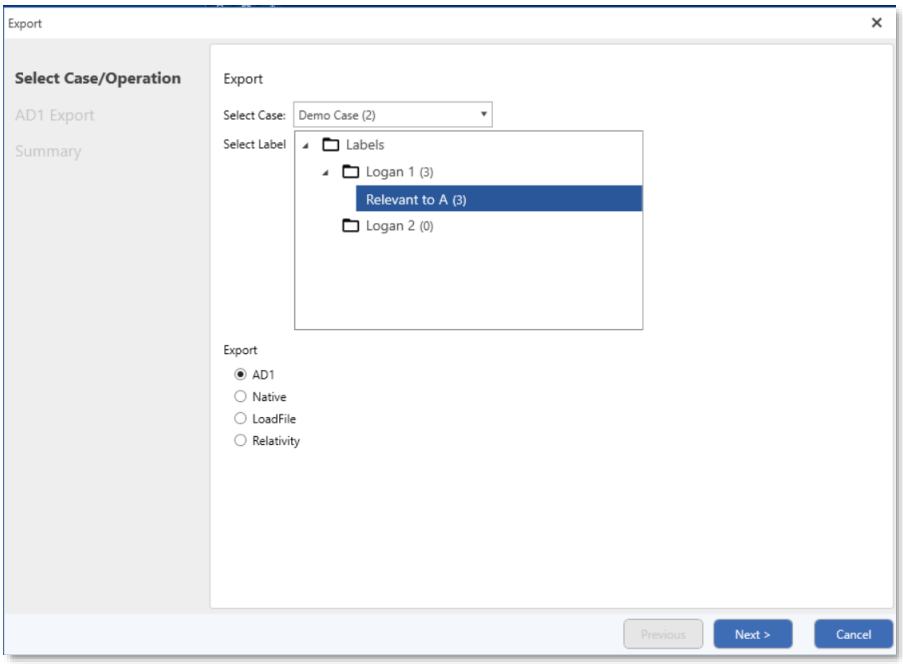
- The corresponding list of labels is auto-populated in the **Select Label** field.



4. Select the required label from the **Select Label** field.
5. Select the required **Export** option.

The available export types are discussed below:

Note: The options listed in the **Export** prompt will vary based on the selected **Export and Download** method.

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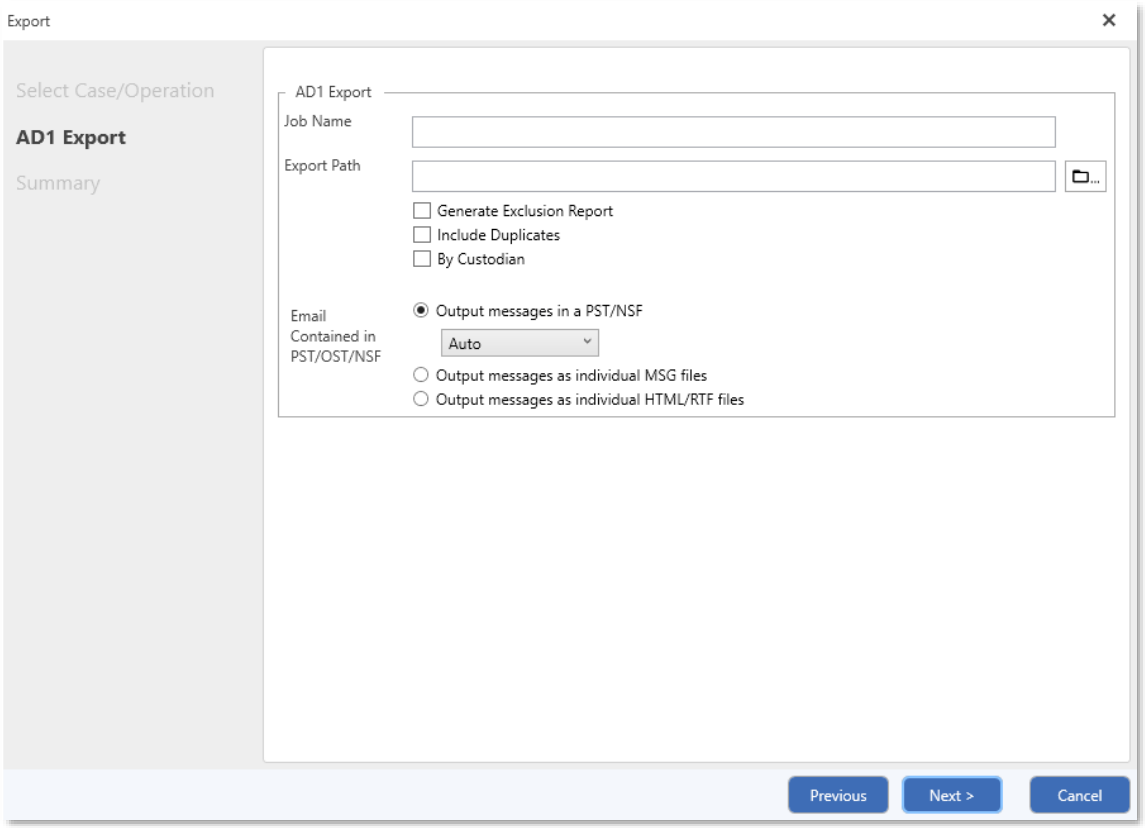
AD1

To export evidence as an AD1 file:

1. Select **AD1**.
2. Click **Next**.
    - The **Export** section is displayed.



3. Provide a **Job Name** for the export.
4. Select the export file location in the **Export Path** field.

Tip: You can click **Browse Folder** to browse and select the required folder location.

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5. Enable the required export options as stated below:

Fields	Description
Generate Exclusion Report	To generate an Exclusion Report for any duplicated objects.
Include Duplicates	To export any duplicate objects.
By Custodian	To export objects assigned by a Custodian.

6. Select any one of options below for the **Email contained in PST/OST/NSF** field.

Options	Description
Output messages in a PST/NSF	This option creates a new PST container file with all the email file messages (with their attachments) that are being exported. Select any of the following as required: • **Auto** – If the export contains PST files, the application will examine each PST to be exported and determine the fastest method between creating a new or reduced PST. If there are multiple PSTs being exported, the best method will be determined for each PST based on whether the majority of email families are or not to be exported. If the export only has NSF files and no PSTs, the reduced method will be used. • **Creation** – If the export contains a PST file, this option creates a new PST for each PST file and adds only the messages (with their attachments) that are being exported. This option is faster if the majority of the emails within the original PST are not being exported. If

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Options	Description
	the export only has NSF files and no PSTs, the reduced method will be used instead. ***Note**: Microsoft Outlook must be installed in order to create the PST.* • **Reduction** - If the export contains a PST file, this option creates a copy of each original PST and then removes all the messages that are not being exported. This option is faster if the majority of the emails within the original PST are being exported. However, this method may take much longer to complete if the majority of the emails within a PST are not being exported. If the export contains an NSF file, exports and productions of NSF data will export the records in an NSF format.
Output messages as individual MSG files	This option exports every email in an MSG file.
Output messages as individual HTML/RTF files	This option exports every email in a separate HTML/RTF format.

7. Click **Next**.

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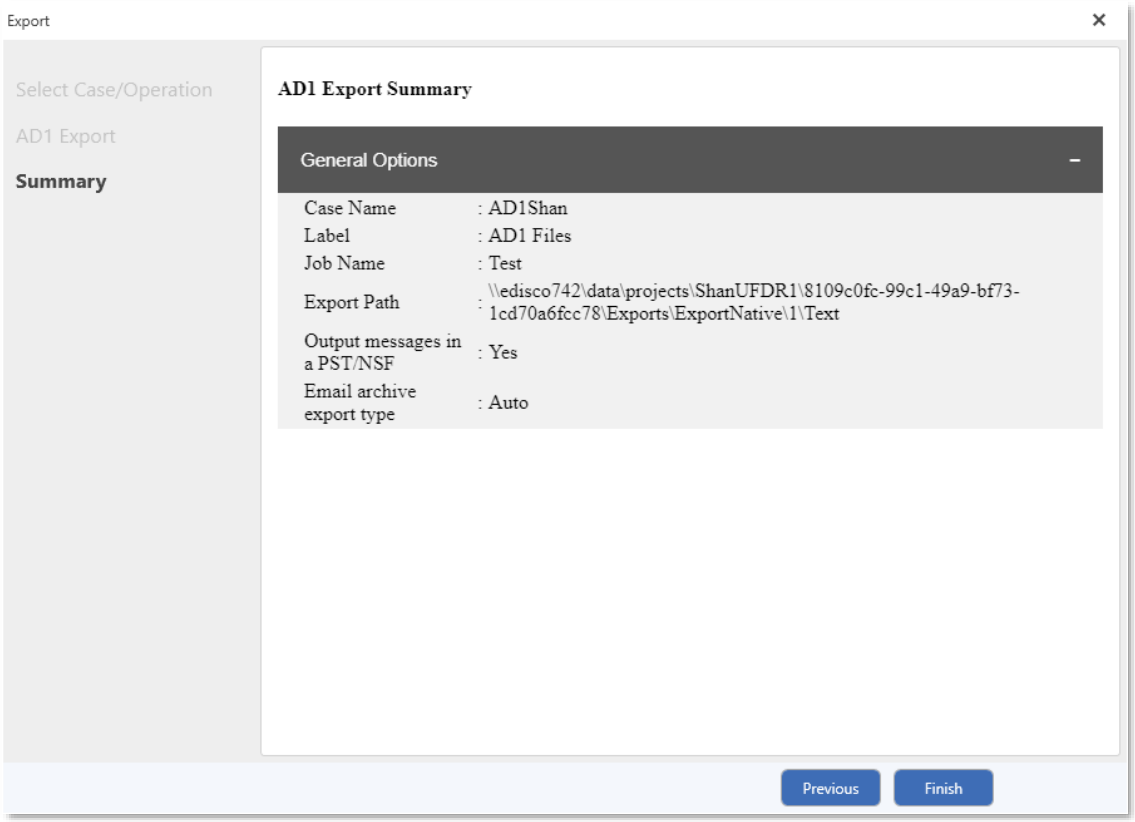
- The **Summary** section is displayed.



8. Upon validating the summary of all the inputs configured, click **Finish**.

Note: Upon clicking **Finish**, the export job will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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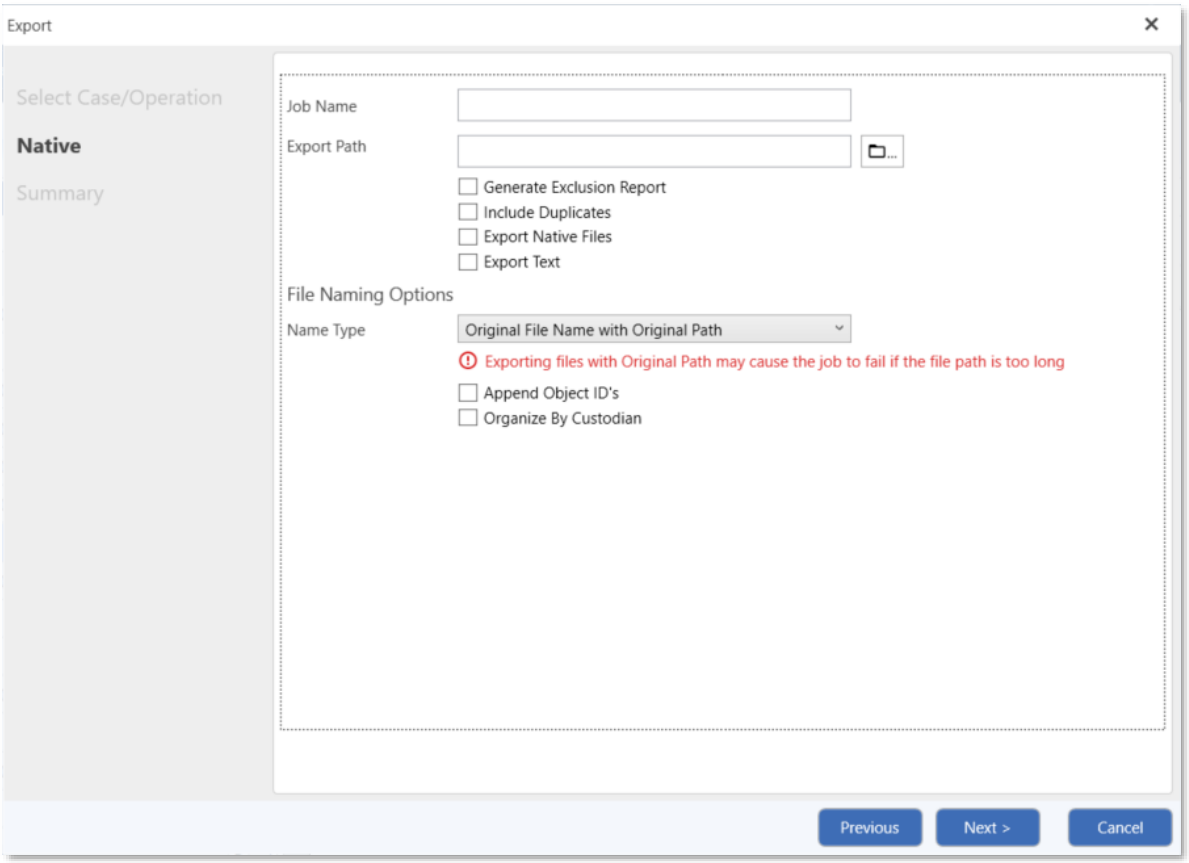
Native

To export the evidence in its Native format:

1. Select **Native** option.
2. Click **Next**.
    - The **Native** section is displayed.



3. Provide a **Job Name**.

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4. Select the export file location in the **Export Path** field.

Tip: You can click **Browse Folder** to browse and select the required folder location.

5. Enable the required export options as stated below:

Fields	Description
Generate Exclusion Report	To generate an Exclusion Report for any duplicated objects.
Include Duplicates	To export any duplicate objects.
Export Native Files	To export the files in its native format.
Export Text	To export a plain text version of the file's content.

6. Select the required Export file name type for the **Name Type** field.
    - Based on the **Name Type** selected, additional options and fields is displayed.

<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td>New ID</td><td>Numbering Options</td><td>
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 that produces two images each during conversion, the output would be:

<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>ABC00001.tif
ABC00002.tif</td></tr>
<tr><td>ABC00003.doc</td><td>ABC00003.tif</td></tr>
</table>
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td></td><td></td><td>
<table>
<tr><td></td><td>ABC00004.tif</td></tr>
</table>
Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>IMG00001.tif
IMG00002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>
Number by Page
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:
<table>
<tr><th>Native Document</th><th>Image Output</th></tr>
</table>
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th colspan="2">Available options and their Description</th></tr>
<tr><td rowspan="5"></td><td rowspan="2"></td><td>ABC00001.doc</td><td>ABC00001.001.tif
ABC00001.002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>ABC00002.001.tif
ABC00002.002.tif</td></tr>
<tr><td>Prefix</td><td colspan="2">Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Suffix</td><td colspan="2">Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Start Number</td><td colspan="2">Set the starting number of the first document or image within the volume of the export.</td></tr>
<tr><td></td><td>Padding</td><td colspan="2">Specify the number of document counter digits that you want.

Note: The maximum limit is 21.</td></tr>
<tr><td>Bates Number</td><td>Numbering Options</td><td colspan="2">• 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 that produces two images each during conversion, the output would be:

<table><tr><th>Native Documents</th><th>Image Output</th></tr><tr><td>ABC00001.doc</td><td>ABC00001.tif</td></tr></table></td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th colspan="2">Available options and their Description</th></tr>
<tr><td></td><td></td><td colspan="2">
<table>
<tr><td></td><td>ABC00002.tif</td></tr>
<tr><td>ABC00003.doc</td><td>ABC00003.tif
ABC00004.tif</td></tr>
</table>

• Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:

<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>IMG00001.tif
IMG00002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>

• Number by Page
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:
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td rowspan="5"></td><td></td><td><table><tr><th>Native Document</th><th>Image Output</th></tr><tr><td>ABC00001.doc</td><td>ABC00001.001.tif
ABC00001.002.tif</td></tr><tr><td>ABC00002.doc</td><td>ABC00002.001.tif
ABC00002.002.tif</td></tr></table></td></tr>
<tr><td>Prefix</td><td>Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Suffix</td><td>Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Start Number</td><td>Set the starting number of the first document or image within the volume of the export.</td></tr>
<tr><td>Padding</td><td>Specify the number of document counter digits that you want.

Note: The maximum limit is 21.</td></tr>
<tr><td>Original Doc ID</td><td>Not applicable</td><td>This naming is based on the original Doc ID.</td></tr>
<tr><td>Original File Name</td><td>Append Object ID’s</td><td>To include the Object ID to the native file names.

Example: File name [3].docx, here [3] is the Object ID</td></tr>
<tr><td></td><td>Append Object ID’s</td><td>To include the Object ID to the native file names along with the original path.</td></tr>
</table>

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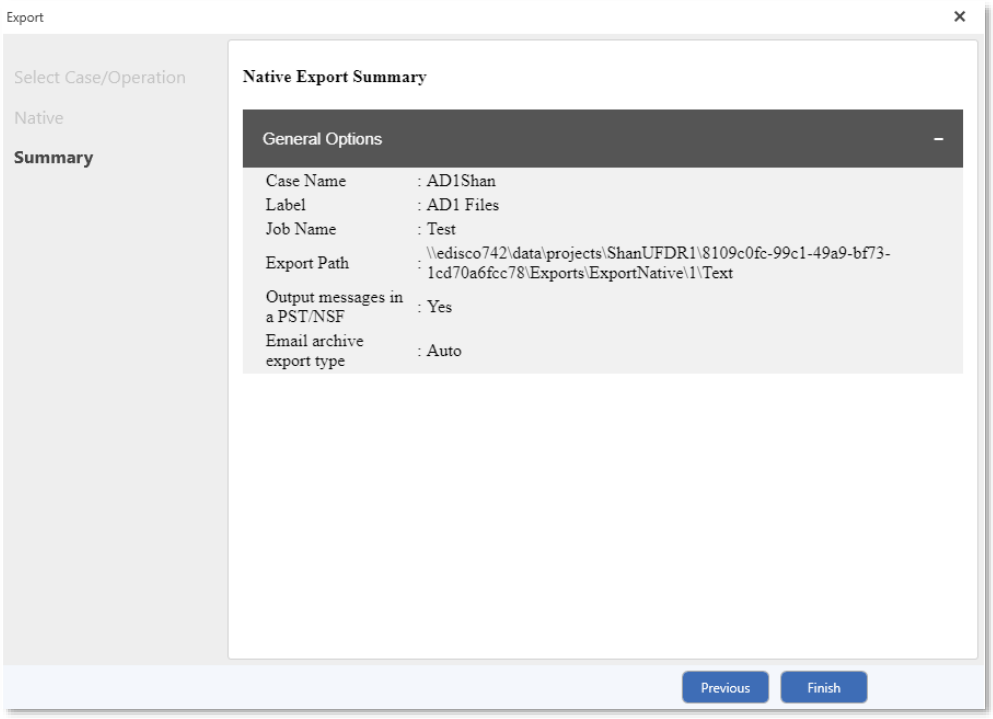
Name Type	Additional Fields/Options	Available options and their Description
Original File Name with Original Path	Organize By Custodian	Enable this check-box to create a folder with all the data associated with a custodian.

7. Provide appropriate values for the fields.
8. Click **Next**.
    - The export's **Summary** section is displayed.



9. Upon validating the summary of all the inputs configured, click **Finish**.

Note: Upon clicking **Finish**, the export job will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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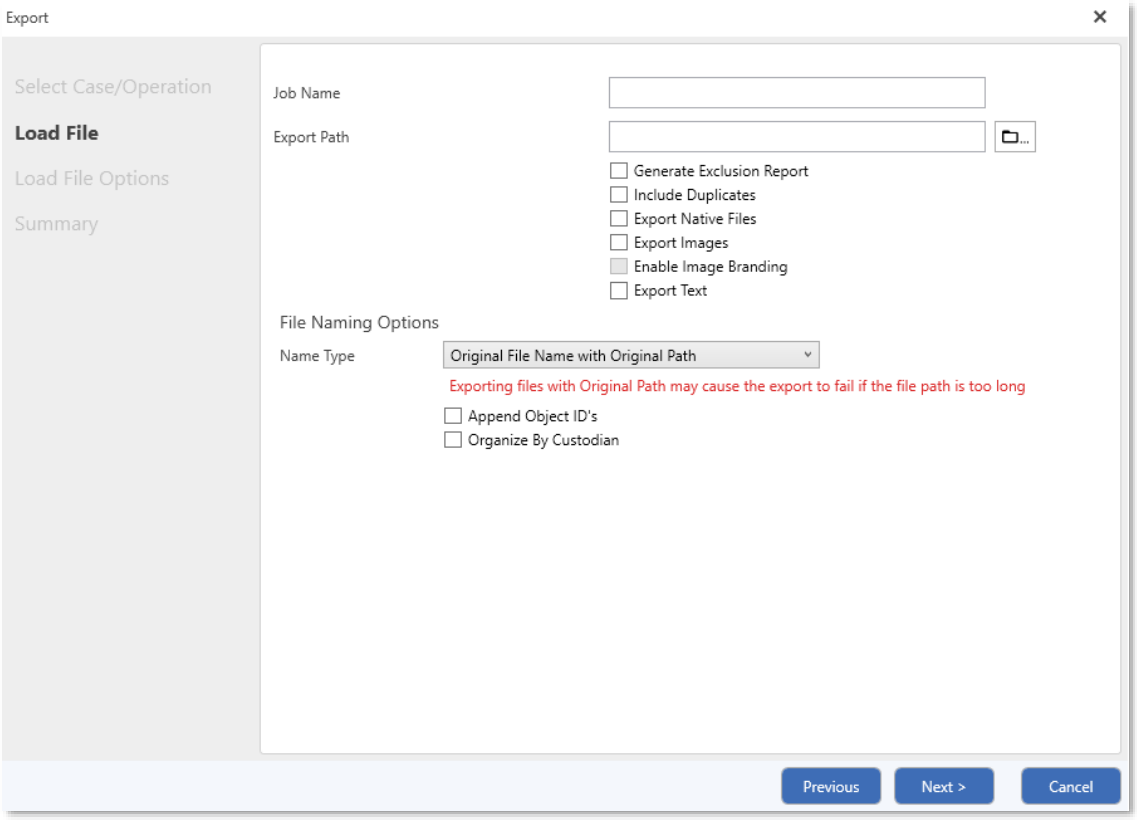
Load File

To export the evidence in a load file:

1. Select **Load File** option.
2. Click **Next**.
    - The **Load File** section is displayed.



3. Provide a **Job Name**.
4. Select the export file location in the **Export Path** field.

Tip: You can click **Browse Folder** to browse and select the required folder location.

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5. Enable the required export options as stated below:

Fields	Description
Generate Exclusion Report	To generate an Exclusion Report for any duplicated objects.
Include Duplicates	To export any duplicate objects.
Export Native Files	To export the files in its native format.
Export Images	To export the file in image format as PDF, single page TIFF, or multi-page TIFF.
Enable Image Branding	To apply the Footer the image files.
Export Text	To export a plain text version of the file's content.

6. Select the required Export file name type for the **Name Type** field.
    - Based on the **Name Type** selected, additional options and fields is displayed.

<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td>New ID</td><td>Numbering Options</td><td>
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 that produces two images each during conversion, the output would be:

<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>ABC00001.tif
ABC00002.tif</td></tr>
<tr><td>ABC00003.doc</td><td>ABC00003.tif
ABC00004.tif</td></tr>
</table>
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td></td><td></td><td>
Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>IMG00001.tif
IMG00002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>
Number by Page
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:
<table>
<tr><th>Native Document</th><th>Image Output</th></tr>
</table>
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th colspan="2">Available options and their Description</th></tr>
<tr><td rowspan="5"></td><td rowspan="2"></td><td>ABC00001.doc</td><td>ABC00001.001.tif
ABC00001.002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>ABC00002.001.tif
ABC00002.002.tif</td></tr>
<tr><td>Prefix</td><td colspan="2">Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Suffix</td><td colspan="2">Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Start Number</td><td colspan="2">Set the starting number of the first document or image within the volume of the export.</td></tr>
<tr><td></td><td>Padding</td><td colspan="2">Specify the number of document counter digits that you want.

Note: The maximum limit is 21.</td></tr>
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For example, if you have two documents that produces two images each during conversion, the output would be:

<table><tr><th>Native Documents</th><th>Image Output</th></tr><tr><td>ABC00001.doc</td><td>ABC00001.tif</td></tr></table></td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th colspan="2">Available options and their Description</th></tr>
<tr><td></td><td></td><td></td><td>ABC00002.tif</td></tr>
<tr><td></td><td></td><td>ABC00003.doc</td><td>ABC00003.tif
ABC00004.tif</td></tr>
<tr><td></td><td></td><td colspan="2">
Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
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<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>
Number by Page
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:
</td></tr>
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<tr><td rowspan="5"></td><td></td><td><table><tr><th>Native Document</th><th>Image Output</th></tr><tr><td>ABC00001.doc</td><td>ABC00001.001.tif
ABC00001.002.tif</td></tr><tr><td>ABC00002.doc</td><td>ABC00002.001.tif
ABC00002.002.tif</td></tr></table></td></tr>
<tr><td>Prefix</td><td>Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Suffix</td><td>Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Start Number</td><td>Set the starting number of the first document or image within the volume of the export.</td></tr>
<tr><td>Padding</td><td>Specify the number of document counter digits that you want.

Note: The maximum limit is 21.</td></tr>
<tr><td>Original Doc ID</td><td>Not applicable</td><td>This naming is based on the original Doc ID.</td></tr>
<tr><td>Original File Name</td><td>Append Object ID’s</td><td>To include the Object ID to the native file names.

Example: File name [3].docx, here [3] is the Object ID</td></tr>
<tr><td></td><td>Append Object ID’s</td><td>To include the Object ID to the native file names along with the original path.</td></tr>
</table>

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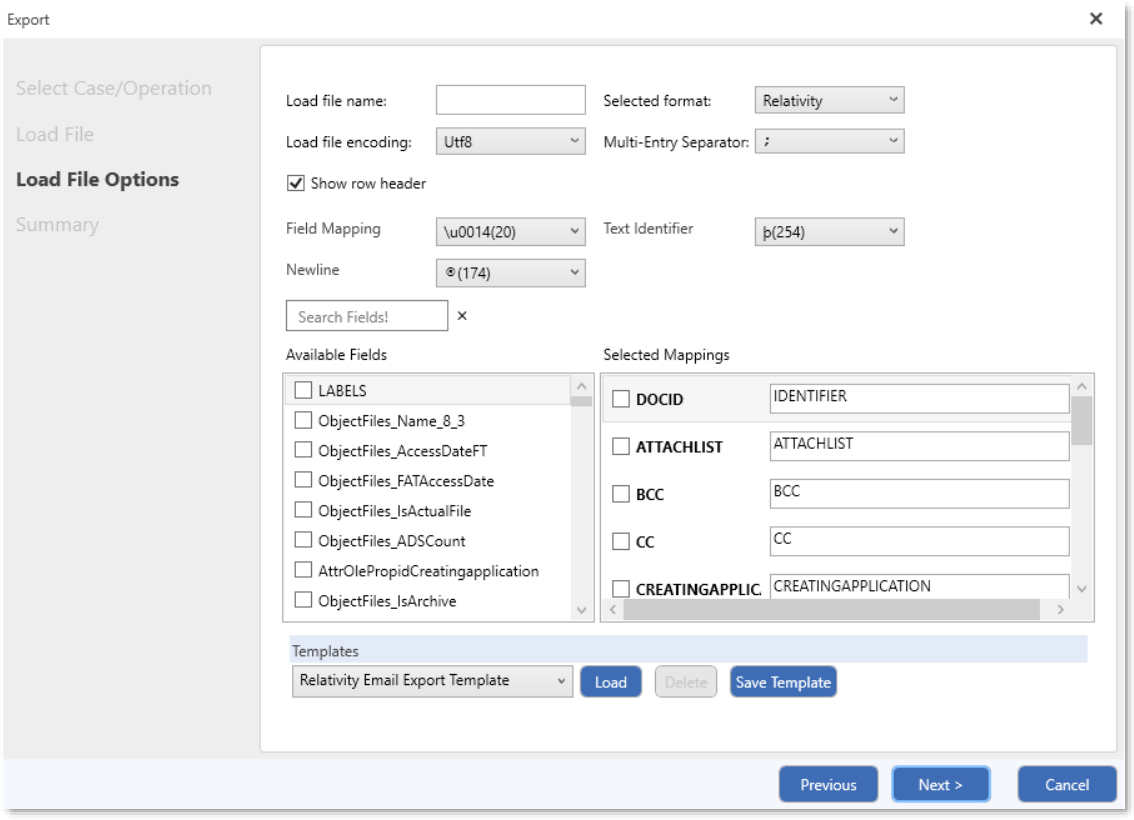
Name Type	Additional Fields/Options	Available options and their Description
Original File Name with Original Path	Organize By Custodian	Enable this check-box to create a folder with all the data associated with a custodian.

7. Provide appropriate values for the fields.
8. Click **Next**.
    - The export's **Load File Options** section is displayed.



9. Provide a name for the load file to be created in the **Load file name**.

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10. Select the required inputs for the following fields:

Fields	Description
Selected format	Select the format to export the load file in Relativity or SummationEDII format.
Load file encoding	Select any of the following options for load file encoding as required: • **ANSI** – To encode the 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 documents contain languages written in scripts other than Latin, a Unicode encoding form has to be chosen. Unicode encoding forms contain the character sets for all known languages. • **UTF-8** – To encode load files using UTF-8. Most commonly used for text written in Chinese, Japanese, and Korean. ***Note**: Refer Unicode standard for further information on this.* • **UTF-16** – To encode load files using UTF-16. Similar to UTF-8 this option is used for text written in Chinese, Japanese, and Korean.
Multi-Entry Separator	Select a character that is to be used to separate multi-entries in the column.
Show row header	Enable this check-box to display the row header for the columns of data.
Field Mapping	Select a character that can be used as a delimiter. i.e., the character to be placed between the columns.

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Fields	Description
Text Identifier	Select a character that is to be placed on either side of the value within each of the columns.
Newline	Select a character that is to be used to separate multi-entries in the column.

11. Select the fields to be exported from the **Available Fields** section by clicking the check-box against it.
    - The selected fields are moved to the **Selected Mappings** section.
12. Map the equivalent fields in Relativity or SummationEDII from the drop-down against each field of the **Selected Mappings** section.

Warning: The Control Number field of Relativity is a mandatory field and hence cannot be skipped without mapping it to a FTK Plus field.

Note: You can either select a template and click **Load** to auto-map as defined or perform the mapping manually and click **Save Template** to save the mappings as a template for the future.

13. Click **Next**.

Warning: The **Imaging Options** section will be displayed only when the **Export Images** option is enabled in the **Load File** section of the **Export** prompt.

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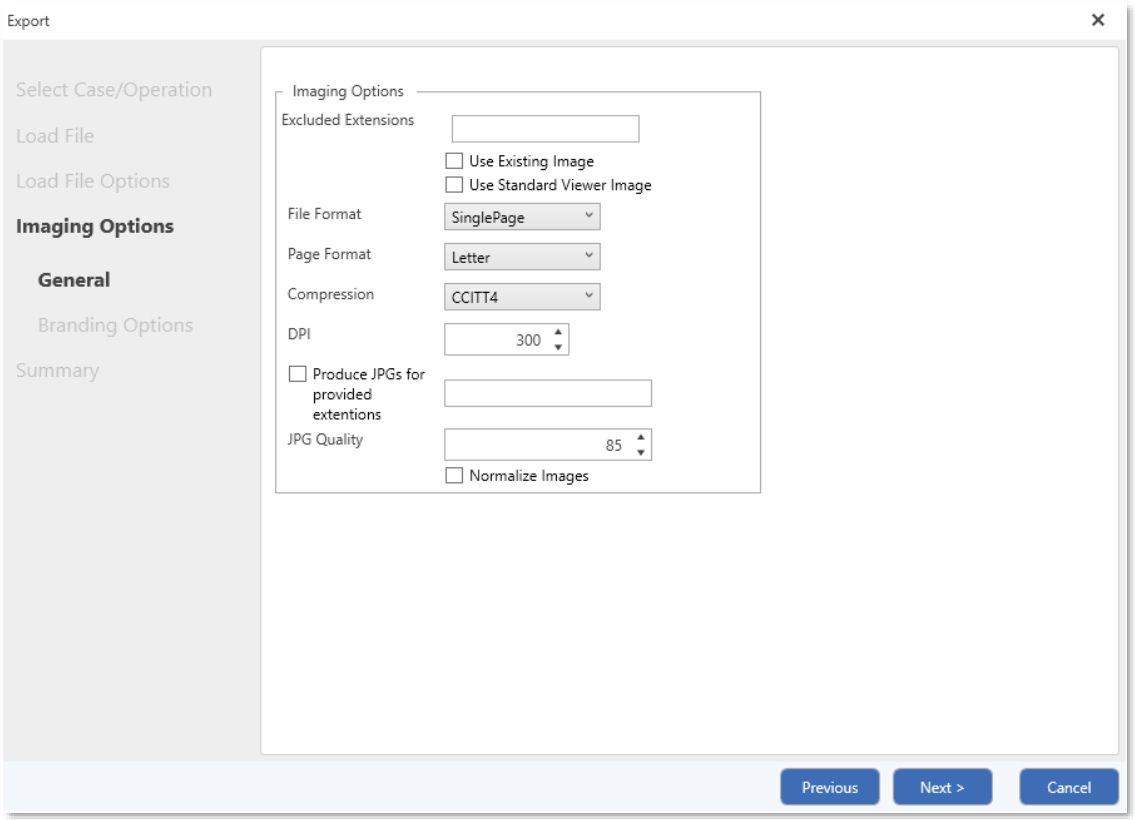
- The **General** subsection of the **Imaging Options** section is displayed.



14. Enter the image formats (comma separated) to be excluded from the exported files in the **Excluded Extensions** field.
15. Enable **Use Existing Image** to use an already existing image.
16. Enable **Use Standard Viewer Image** to automatically convert the images to SWF and make this the default viewer.

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17. Select any of the following formats for the **File Format** field.
    - **PDF** – To export all image files as PDF.

Note: When this option is enabled you can choose to configure the PDF files to be searchable by enabling the **Produce Searchable PDF** option.

    - **Single Page** – To export and display all contents of an image file in a single page format.
    - **Multi Page** – To export and display all contents of an image file in a multi-page format.

18. Select the **Page Format** for the images to be displayed.

Warning: The following fields are not applicable when **PDF** is selected for the **File Format** field.

19. Select the **Compression** type.
20. Configure the dots per inch value in the **DPI** field based on which the images should be exported.
21. Enable the **Produce JPGs for provided extensions** option in order to export select image formats in JPG format.
22. Provide the list of image formats to be converted as JPG in the text field against **Produce JPGs for provided extensions** option**.**
23. Enter the pixel quality in the **JPG Quality** field based on which the images should be exported.
24. Enable **Normalize Images** to obtain consistent page sizes throughout the entire export data.
25. Click **Next**.

Warning: The **Branding Options** section will be displayed only when the **Enable Image Branding** option is enabled in the **Load File** section of the **Export** prompt.

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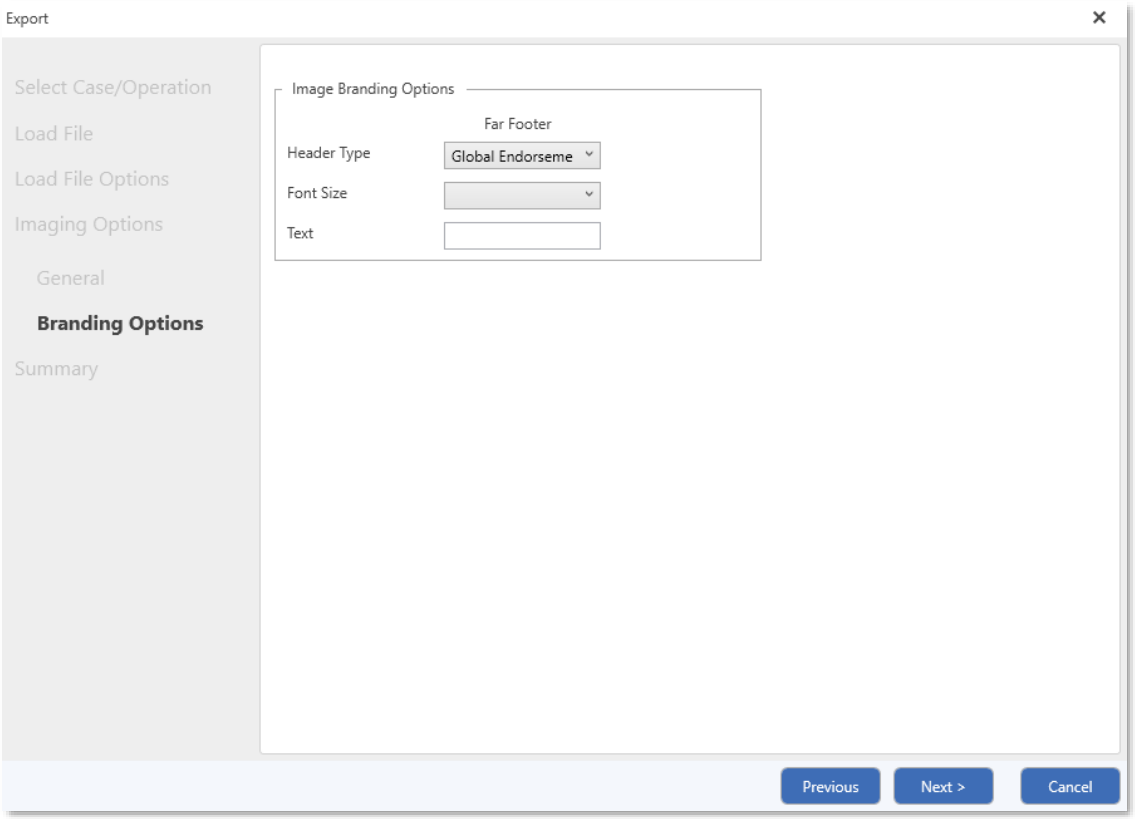
- The **Branding Options** sub-section of the **Imaging Options** section is displayed.



26. Select any one of the below provided options for the **Header Type** field:
    - **Page ID** – To add page numbers in every page of images exported.
    - **Global Endorsement** – Upon enabling this option, the Text field will be displayed.
        - **Text** – To append a customized text content to the image files.
27. Select the required **Font Size** for the **Header Type**.
28. Click **Next**.

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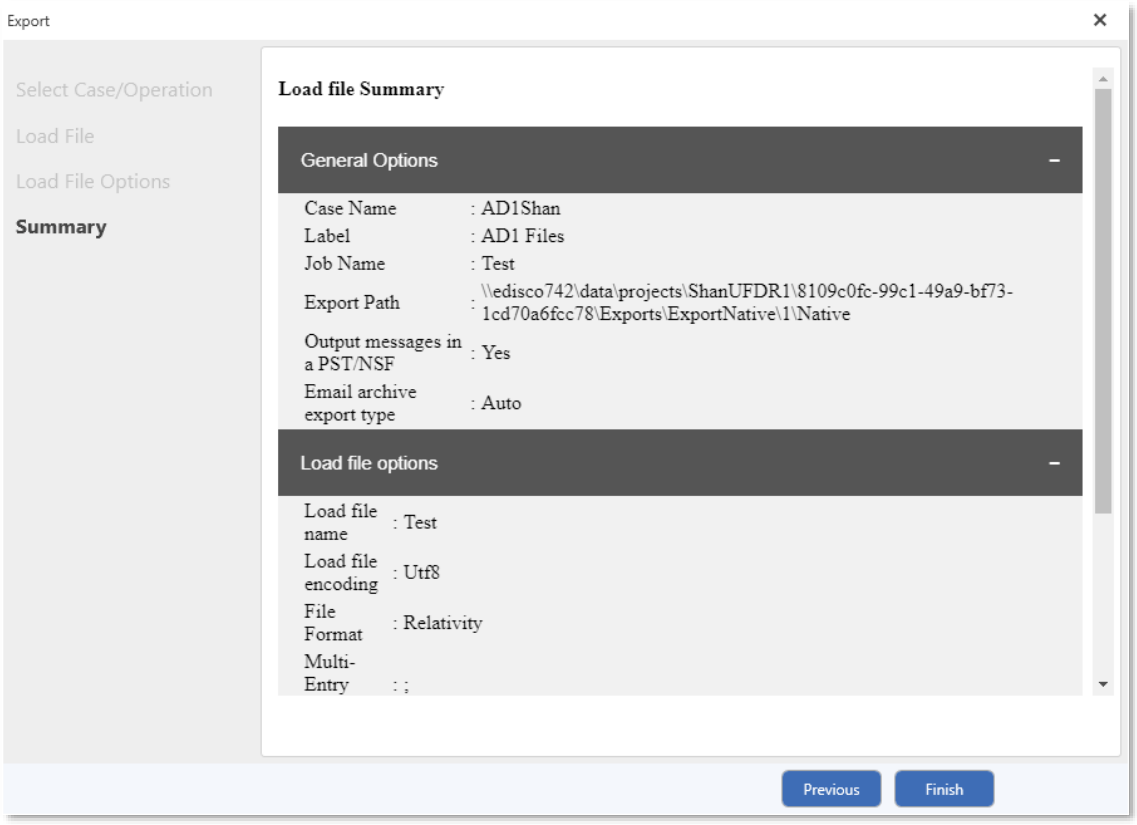
- The **Summary** section is displayed.



29. Upon validating the summary of all the inputs configured, click **Finish**.

Note: Upon clicking **Finish**, the export job will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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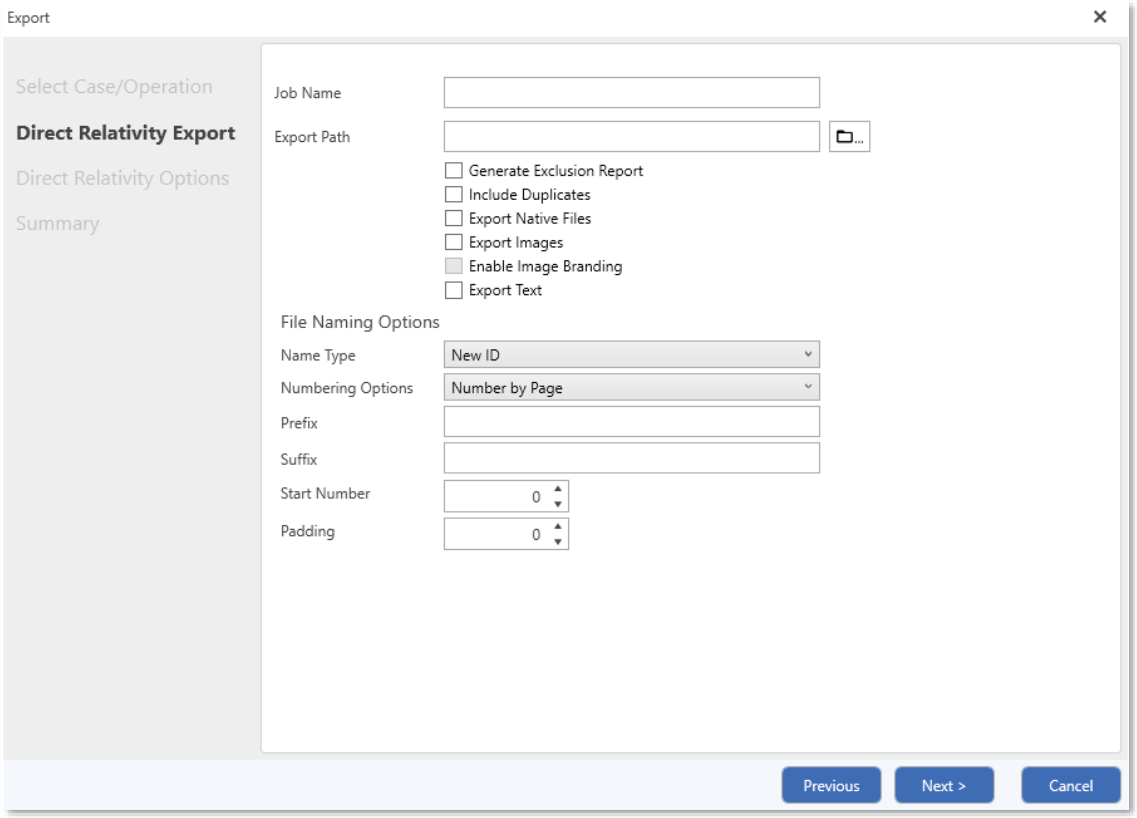
Relativity

To export the evidence in Relativity format:

1. Select the **Relativity** option.
2. Click **Next**.
    - The **Direct Relativity Export** section is displayed.



3. Provide a **Job Name**.
4. Select the export file location in the **Export Path** field.

Tip: You can click **Browse Folder** to browse and select the required folder location.

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5. Enable the required export options as stated below:

Fields	Description
Generate Exclusion Report	To generate an Exclusion Report for any duplicated objects.
Include Duplicates	To export any duplicate objects.
Export Native Files	To export the files in its native format
Export Images	To export the file in image format as PDF, single page TIFF or multi page TIFF.
Enable Image Branding	To apply the Footer the image files.
Export Text	To export a plain text version of the file's content.

6. Select the required Export file name type for the **Name Type** field.
    - Based on the **Name Type** selected, additional options and fields is displayed.

<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td>New ID</td><td>Numbering Options</td><td>
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 that produces two images each during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>ABC00001.tif
ABC00002.tif</td></tr>
</table>
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td></td><td></td><td>
<table>
<tr><td>ABC00003.doc</td><td>ABC00003.tif
ABC00004.tif</td></tr>
</table>
Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>IMG00001.tif
IMG00002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>
Number by Page
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:
<table>
<tr><th>Native Document</th><th>Image Output</th></tr>
</table>
</td></tr>
</table>

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Name Type	Additional Fields/Options	Available options and their Description	
		ABC00001.doc	ABC00001.001.tif ABC00001.002.tif
		ABC00002.doc	ABC00002.001.tif ABC00002.002.tif
	Prefix	Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export	
	Suffix	Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.	
	Start Number	Set 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. ***Note**: The maximum limit is 21.*	
Bates Number	Numbering Options	• **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 that produces two images each during conversion, the output would be:*	

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td></td><td></td><td>
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>ABC00001.tif
ABC00002.tif</td></tr>
<tr><td>ABC00003.doc</td><td>ABC00003.tif
ABC00004.tif</td></tr>
</table>
Independent Document and Page numbering
This option generates a sequential number that is applied to the document irrespective of pages that may or may not be produced. The images will also be numbered sequentially without any dependency to the document number. For example, if you have two documents each that produce two images during conversion, the output would be:
<table>
<tr><th>Native Documents</th><th>Image Output</th></tr>
<tr><td>ABC00001.doc</td><td>IMG00001.tif
IMG00002.tif</td></tr>
<tr><td>ABC00002.doc</td><td>IMG00003.tif
IMG00004.tif</td></tr>
</table>
Number by Page
This option generates a sequential number for every document and the pages produced for that
</td></tr>
</table>

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<table>
<tr><th>Name Type</th><th>Additional Fields/Options</th><th>Available options and their Description</th></tr>
<tr><td rowspan="5"></td><td></td><td>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:

<table><tr><th>Native Document</th><th>Image Output</th></tr><tr><td>ABC00001.doc</td><td>ABC00001.001.tif
ABC00001.002.tif</td></tr><tr><td>ABC00002.doc</td><td>ABC00002.001.tif
ABC00002.002.tif</td></tr></table></td></tr>
<tr><td>Prefix</td><td>Specify the prefix-naming convention that you want to use for the document and page numbering within the folders of the export</td></tr>
<tr><td>Suffix</td><td>Specify the suffix-naming convention that you want to use for the document and page numbering within the folders of the export.</td></tr>
<tr><td>Start Number</td><td>Set the starting number of the first document or image within the volume of the export</td></tr>
<tr><td>Padding</td><td>Specify the number of document counter digits that you want.

Note: The maximum limit is 21.</td></tr>
<tr><td>Original Doc ID</td><td>Not applicable</td><td>This naming is based on the original Doc ID.</td></tr>
</table>

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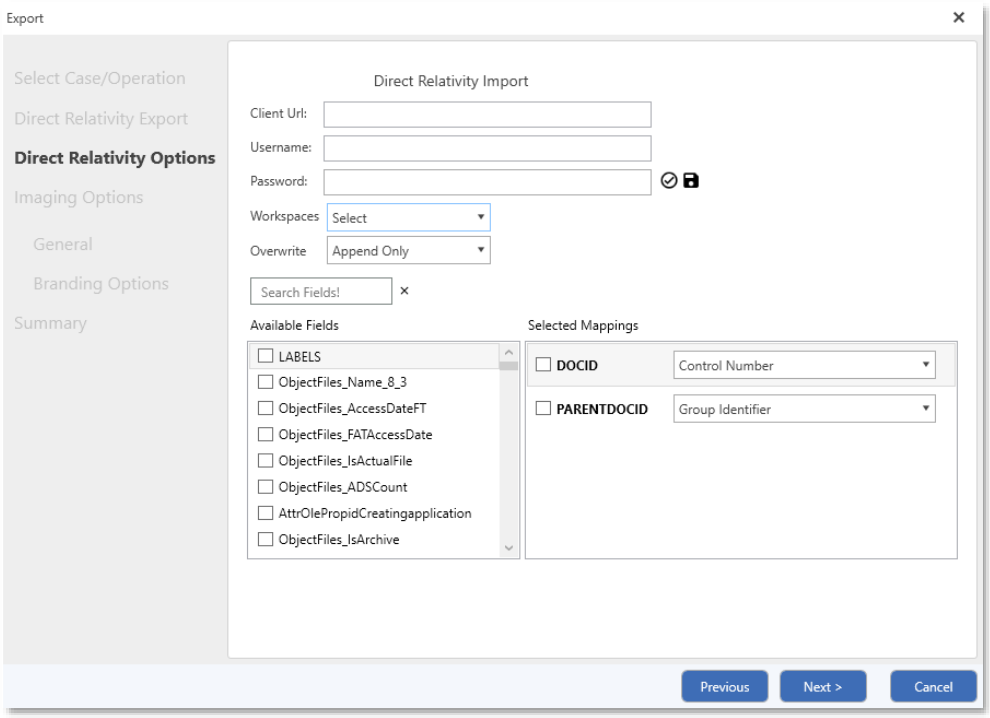
Name Type	Additional Fields/Options	Available options and their Description
Original File Name	Append Object ID's	To include the Object ID to the native file names. *Example: File name [3].docx, here [3] is the Object ID*
Original File Name with Original Path	Append Object ID's	To include the Object ID to the native file names along with the original path.
	Organize By Custodian	To create a folder with all the data associated with a custodian.

7. Provide appropriate values for the fields.
8. Click **Next**.
    - The **Direct Relativity Options** section is displayed.



9. Enter the **Client URL** of the Workspace you want to export into.

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10. Enter the Relativity **Username** and **Password** of the user who is a member of a Relativity group that has access to the Workspace.
11. Click **Check** to establish connection with the Workspace.

Note: You can click **Save** to save your user credentials.

12. Select the **Workspace** from the drop-down.
13. Select any of the below Overwrite options.
    - **Append Only**: To load only the new records. When performing a subsequent export, it will only add new records into the Workspace.
    - **Overlay Only**: To update existing records only. When performing a subsequent export, it will not insert any new records into the Workspace. However, the metadata will be updated, if records have the same Control Number (DOCID), and a different metadata.
    - **Append\Overlay Only**: To add new records and overlays data on existing records. This will add any new records with a unique Control Number (DOCID) and also updates the existing records with the same Control Numbers. It is to be noted that the same Overlay sub-options apply.
14. Select the fields to be exported from the **Available Fields** section by clicking the check-box against it.
    - The selected fields are moved to the **Selected Mappings** section.

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15. Map the equivalent fields in Relativity from the drop-down against each field of the **Selected Mappings** section.

Warning: The Control Number field of Relativity is a mandatory field and hence cannot be skipped without mapping it to a FTK Plus field.

Note: By default, the DOCID and PARENTDOCID fields in FTK Plus are mapped to CONTROL NUMBER and GROUP IDENTIFIER fields of Relativity respectively.

16. Click **Next**.
    - The **Summary** section is displayed.

17. Upon validating the summary of all the inputs configured, click **Finish**.

Note: Upon clicking **Finish**, the export job will be initiated. You can view the processing job's status by navigating to **Evidence** > **Evidence Progress.**

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Processing Options

Processing in simple terms is a treatment of data provided to evidence created and stored in the database to facilitate an efficient data review.

Generally, the processing is done right away while loading the evidence into a case or just prior to performing an analysis of the data. Typically, the data processing involves any or all of the following:

- Generating hash values for the files in the evidence.
- Categorizing the data by file types such as graphics, Office documents, encrypted files, etc.
- Extracting the contents of container and compound files, such as ZIP and TAR files.
- Creating an index of the frequently encountered words in the evidence files for quick searches and retrieval.
- Creating thumbnails for the graphics and videos in the evidence for easier identification.
- Decrypting encrypted files, if any.
- Identifying files that may need attention before reviewing. Files such as (Windows) system files, Archive files, etc.

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Evidence Processing

When a case is created, you can define the default processing options that are to be used whenever evidence is added to that case. By specifying default processing options for a case, you do not have to manually configure the processing options each time you add new evidence. The case-level defaults can be overridden and customized when you add new evidence or when you perform an additional analysis.

Commonly Used Processing Options

Processing Option	Description
MD5 Hash	Creates a digital fingerprint using the Message Digest 5 algorithm, based on the contents of the file. This fingerprint can be used to verify file integrity and to identify duplicate files.
SHA-1 Hash	Creates a digital fingerprint using the Secure Hash Algorithm-1, based on the contents of the file. This fingerprint can be used to verify file integrity and to identify duplicate files.
SHA-256 Hash	Creates a digital fingerprint using the Secure Hash Algorithm-256, based on the contents of the file. This fingerprint can be used to verify file integrity and to identify duplicate files. SHA-256 is a hash function computed with 32-bit words, giving it a longer digest than SHA-1.
PHash	Creates a Perpetual Hash for a multimedia file derived from a feature of its contents.
Photo DNA	Generates hash from the content within the image. The algorithm behind this analyzes the content of the image file and converts its representation into a 64-bit numerical fingerprint, called the PHash value. With this as reference, PHash values of other images in the evidence are compared to identify the similar objects in the image.
Flag Duplicate Files	Identifies files that are found more than once in the evidence. This is done by comparing file hashes.

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Processing Option	Description
KFF	Enables the Known File Filter (KFF) that lets you identify either known insignificant files that you can ignore or known illicit or dangerous files that you want to be alerted to.
Expand Compound Files	Automatically extracts and processes the contents of compound files such as ZIP, email, and OLE files.
Expand Compound Image Files	For any given evidence image file, expand any other evidence image files it contains and add their contents to the evidence.
Enhanced File Identification	Enables additional processing to determine the contents of multimedia files. ***Note:*** *You are advised to perform this processing since some multimedia files may be misidentified without this processing.*
File Signature Analysis	File Signature Analysis is an optional processing option. This lets you initially see the contents of compound files without necessarily having to process them. Processing can be done later, if it is deemed necessary or beneficial to the case by selecting File Signature Analysis.
Flag Bad Extensions	Identifies files whose types do not match their extensions, based on the file header information. Enabling this automatically forces File Signature Analysis to be selected.
Entropy Test	Performs an entropy test. This is useful when used in conjunction with indexing to not index binary data, etc.
Include Deleted Files	Scan enumerated objects (e.g., file systems, ZIP, email archives) for deleted items. ***Note:*** *If this is not selected it cannot be done later.*

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<table>
<tr><th>Processing Option</th><th>Description</th></tr>
<tr><td>Search Text Index</td><td>Stores the words from evidence in an index for quick retrieval. Using this processing option adds up to the memory consumption, approximately 25% of the memory required for the total evidence in the case.
When FTK Plus creates a full text index of evidence or places all text characters in an index file with a case, it does not capture spaces or the following symbols:
<table><tr><td>.</td><td>,</td><td>:</td><td>;</td><td>#</td><td>“</td></tr><tr><td>’</td><td>~</td><td>!</td><td>@</td><td>+</td><td>=</td></tr><tr><td>$</td><td>%</td><td>^</td><td>&</td><td colspan="2">*</td></tr></table></td></tr>
<tr><td>Create Thumbnails for Graphics</td><td>Creates thumbnails for all graphics in the case. The thumbnails are always created in JPG format, regardless of the original graphic file type.</td></tr>
<tr><td>Create Thumbnails for Videos</td><td>Creates thumbnails for all videos in the case. The thumbnails are always created in JPG format, regardless of the original video file type.
Note: You can set the frequency for picking a thumbnail from the video. You can do it by either providing the percent (1 thumbnail per n% of the video) or the time interval (1 thumbnail per n seconds of the video).</td></tr>
<tr><td>Generate Common Video File</td><td>When you process the evidence in your case, you can choose to create a common video type for all the videos in your case. These common video types are not the actual video files from the evidence, but a copied conversion of the media that is generated and saved as an MP4 file that can be previewed on the video tab.</td></tr>
<tr><td>EXIF for Videos</td><td>Parses XMP metadata (similar to EXIF data) from processed MP4 and most of the other modern video file formats. When parsed from a video file, the metadata values are displayed on the Properties tab of the file viewer pane.</td></tr>
</table>

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Processing Option	Description
HTML File Listing	Creates a HTML version of the File Listing in the case folder.
CSV File Listing	Creates a File Listing Database in CSV format instead of an MDB file.
Data Carve	Carves data immediately after pre-processing. This uses file signatures to identify deleted files contained in the evidence. All available file types are selected by default.
Meta Carve	Carves deleted directory entries and other metadata. The deleted directory entries often lead to data and file fragments that can prove useful to the case, that could not be found otherwise.
Optical Character Recognition (OCR)	Scans graphic files for text and converts graphics-text into actual text. That text can then be indexed, searched and treated as any other text in the case.
Explicit Image Detection	Generates explicit image scores (range 0-100) for graphic files.
Registry Reports	Creates Registry Summary Reports (RSR) from case content automatically. Enables Registry Summary Reports (RSRs) to be used directly from the Registry Viewer if it is installed.
Cerberus Analysis	Calculates the Cerberus Stage 1 Score for the evidence.
Send Email Alert on Job Completion	Opens a text box that allows you to specify the recipient email address for job completion alerts.
Process Internet Browser History for Visualization	Processes internet browser history files so that you can see them in the detailed visualization timeline.
Perform Automatic Decryption	Attempts to decrypt files using a list of passwords that you provide.
Language Identification	Analyses the first two pages of every document to identify the languages contained within.

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Processing Option	Description
Language Translation	Translate documents to target language using a Translation Server.
Document Content Analysis	Analyzes the content and groups it according to topic in the Overview tab.
Entity Extraction	Identifies and extracts specific types of data in your evidence. The available entities are listed in the Supported Entities for extraction section.
Generate System Information	Extracts data relating to system information of evidence.
Persons of Interest	Identifies contact information from email signatures.
Enable Conversation Threading	Allows threading for chat and email conversations.

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Language Translation

While processing the evidence, you can perform automatic language translation. This will analyze documents using RWS machine learning technologies. The supported languages will depend on the license you have, and will depend on the key pairs supported.

Prerequisites

- The RWS Language Translation server and engine must be installed.

Note: Refer to the KB article: RWS Language Translation Installation

- A valid RWS license is required.

Configuring Language Translation processing

To configure the Language Translation processing:

1. Perform any one of the below provided operations:
    - For new cases, in the **Add/Import Evidence > Processing Options** dialog click **Customize**.
    - For existing cases, in the **Examiner**, click **Evidence > Additional Analysis**.
2. Check **Language Translation**.
3. Click **Language Translation Options**.

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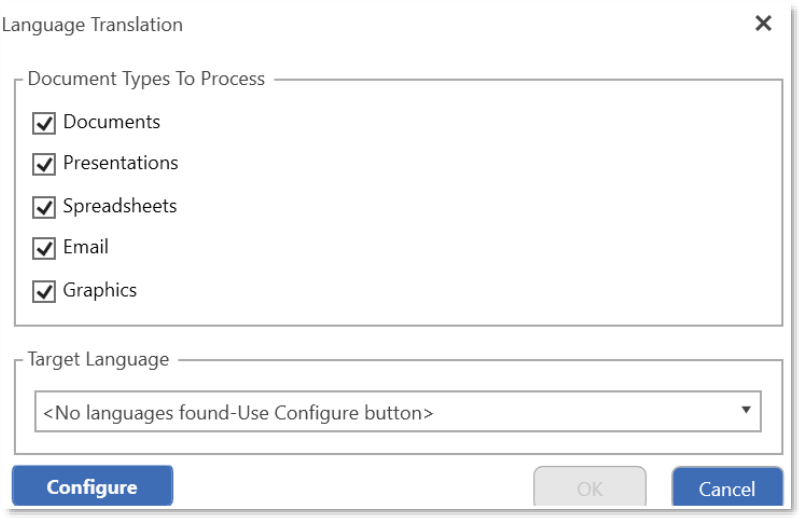
4. Click **Configure**.



5. Enter the **Server URL**.
6. Enter the **Port Number**.
7. Enter the **API Key**.
8. Click **OK**.
9. Select anyone of the following **Document Types to Process**.
    - Documents
    - Presentations
    - Spreadsheets
    - Email
    - Graphics
10. Select a **Target Language**.
11. Click **OK**.

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Entity Extraction

The Entity Extraction process extracts data from the content of files in your evidence. Unlike other processing options, this option extracts the data from the body of data rather than the metadata. Users can extract the following types of data:

- Credit Card Numbers
- Phone Numbers
- Social Security Numbers
- E-Mail Addresses

Information Type	Syntax	Successful extraction example	Fail case extraction example
Credit Card Numbers	16-digit numbers used by VISA, MasterCard, and Discover	• 1234-5678-9012-3456 • 1234 5678 9012 3456	• 1234567890123456 • 12345678-90123456
Credit Card Numbers	15-digit numbers used by American Express	• 1234-5678-9012-345 • 1234 5678 9012 345	• 1234567890123456 • 12345678-90123456
Phone Numbers	Standard 7-digit numbers	• 123 4567 • 123.3567 • 123-4567	• 1234567
Phone Numbers	Standard 10-digit numbers (A leading 1, for long-distance or 001 for international, is not included in the	• 123 456 7890 • (123)456-7890 • (123)456 7890 • (123) 456-7890 • (123) 456.7890 • +1 (123) 456.7890	• 1234567890

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Information Type	Syntax	Successful extraction example	Fail case extraction example
	extraction, however, a +1 is.)		
International Phone Numbers		• +12-34-567-8901 • +12 34 567 8901 • +12-34-5678-9012 • +12 34 5678 9012	• 12345678901 • (10) 69445464 • 07700 954 321 • (0295) 416,72,16
Social Security Numbers	Standard 9-digit number	• 123-45-6789 • 123 45 6789	• 123456789 • 12345-6789
Email Address	A prefix to the left of the @ symbol and a domain to the right of the @ symbol.	• username@company.com	• @companyname.com • username.com • username@.net • username.net@company

Warnings:

- Entities matching syntaxes with each other may be wrongly identified. For instance, a 15-digit Credit Card Number, 5105-1051-051-5100 may also be extracted as the phone number 510-5100.
- Apart from the 16-digit and 15-digit credit card numbers, other formats, such as 14-digit Diners Club numbers will not be extracted as credit card numbers.

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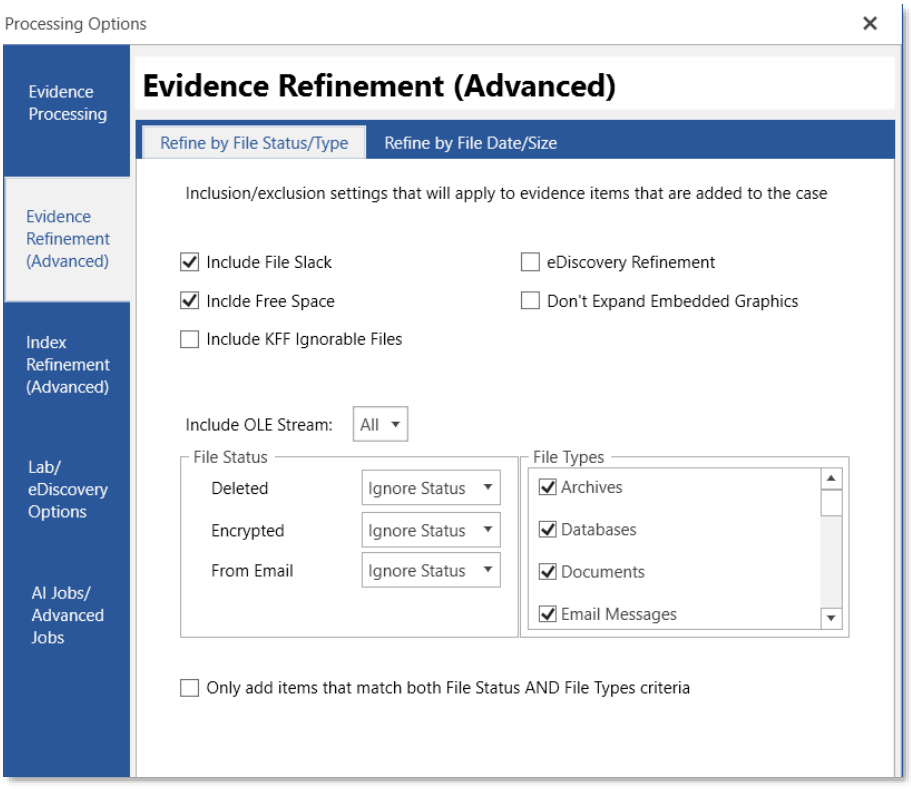
Evidence Refinement

The Evidence Refinement Options allow you to specify how the evidence is to be sorted and displayed. Also, this allows you to exclude specific data from the case evidence.

Many factors can affect which processing options are required. For example, if you have text-based data, you may perform a full text index to aid in the review process. Also, you may have identified the dataset has no use of encryption. In this case an entropy test may not be needed.

Warning: Once the data is excluded from an evidence item in a case, the same cannot be added back into the case. If necessary, you must remove the related evidence item from the case, and then add the whole evidence section again.



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Refining Evidence by File Status/Type

Processing Option	Description
Include File Slack	To include file slack space in which evidence may be found.
Include Free Space	To include unallocated space in which evidence may be found.
Include KFF Ignorable Files	To include files flagged as 'Ignorable' in the KFF for analysis.
Include OLE Streams	To include Object Linked and Embedded (OLE) data streams that are layered, linked, or embedded.
eDiscovery Refinement	To exclude files and folders that are not useful for most eDiscovery cases.
Don't Expand Embedded Graphics	This option lets you skip processing the graphics embedded in the email files.
Deleted	To decide how to treat the deleted files. You can choose to: • Ignore Status • Include Only • Exclude
Encrypted	To decide how to treat encrypted files. You can choose to: • Ignore Status • Include Only • Exclude
From Email	To decide how to treat email files. You can choose to: • Ignore Status • Include Only • Exclude
File Types	To select the required file types. You can exclude the files by proceeding to the next step without selecting it.
Only add items to the case that match both File Status and File Type criteria	To add files matching all the criteria selected in both.

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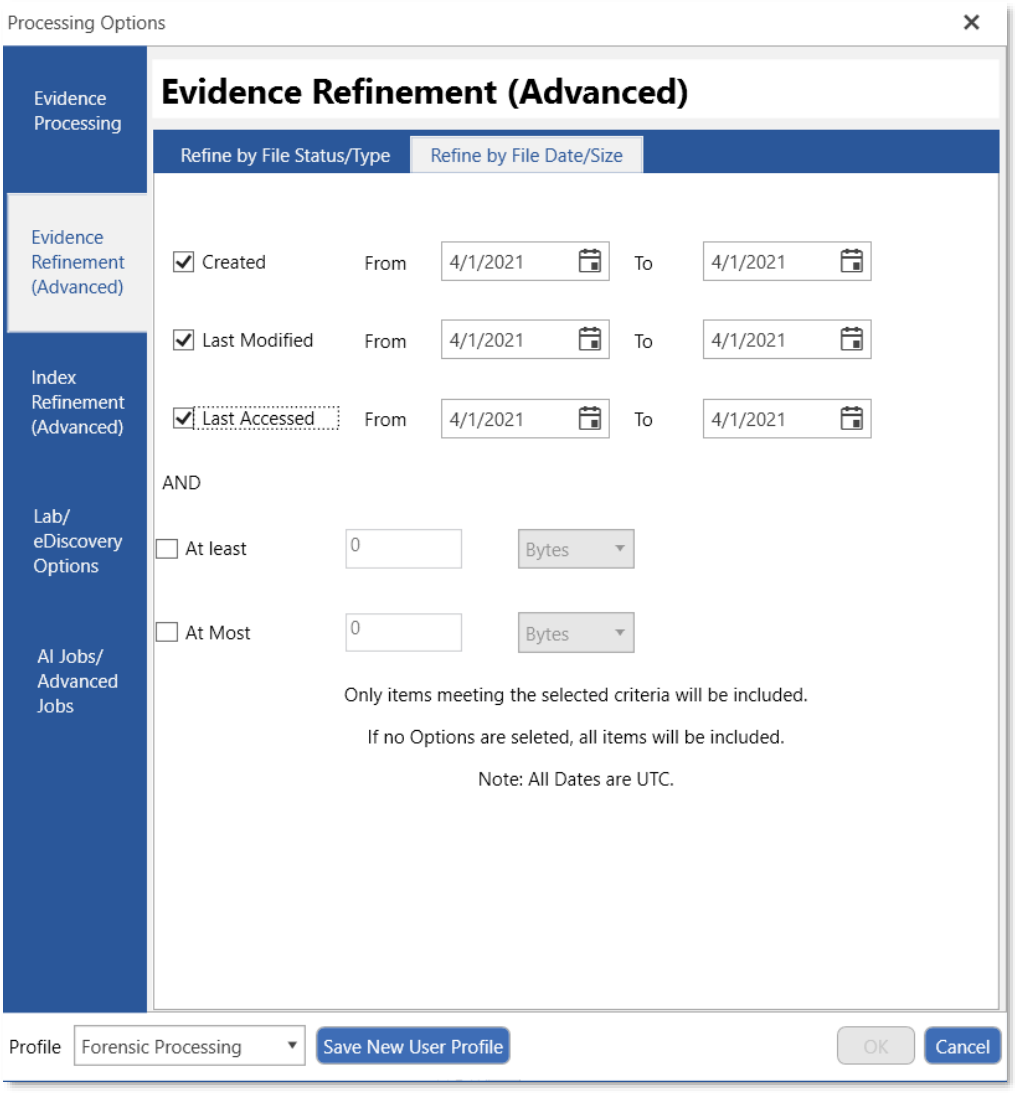
Refining Evidence by File Date/Size

You can filter files by the date range defined for Created, Last Modified, or Last Accessed date of the files. Files matching any of the three date filters will be considered here.

Similarly, you can filter the files based on the minimum and maximum file size using the **At least** and **At most** fields. Files matching any of the two size filters will be considered here.



Warning: When both date and size filters are used, only the files matching both the conditions are included.

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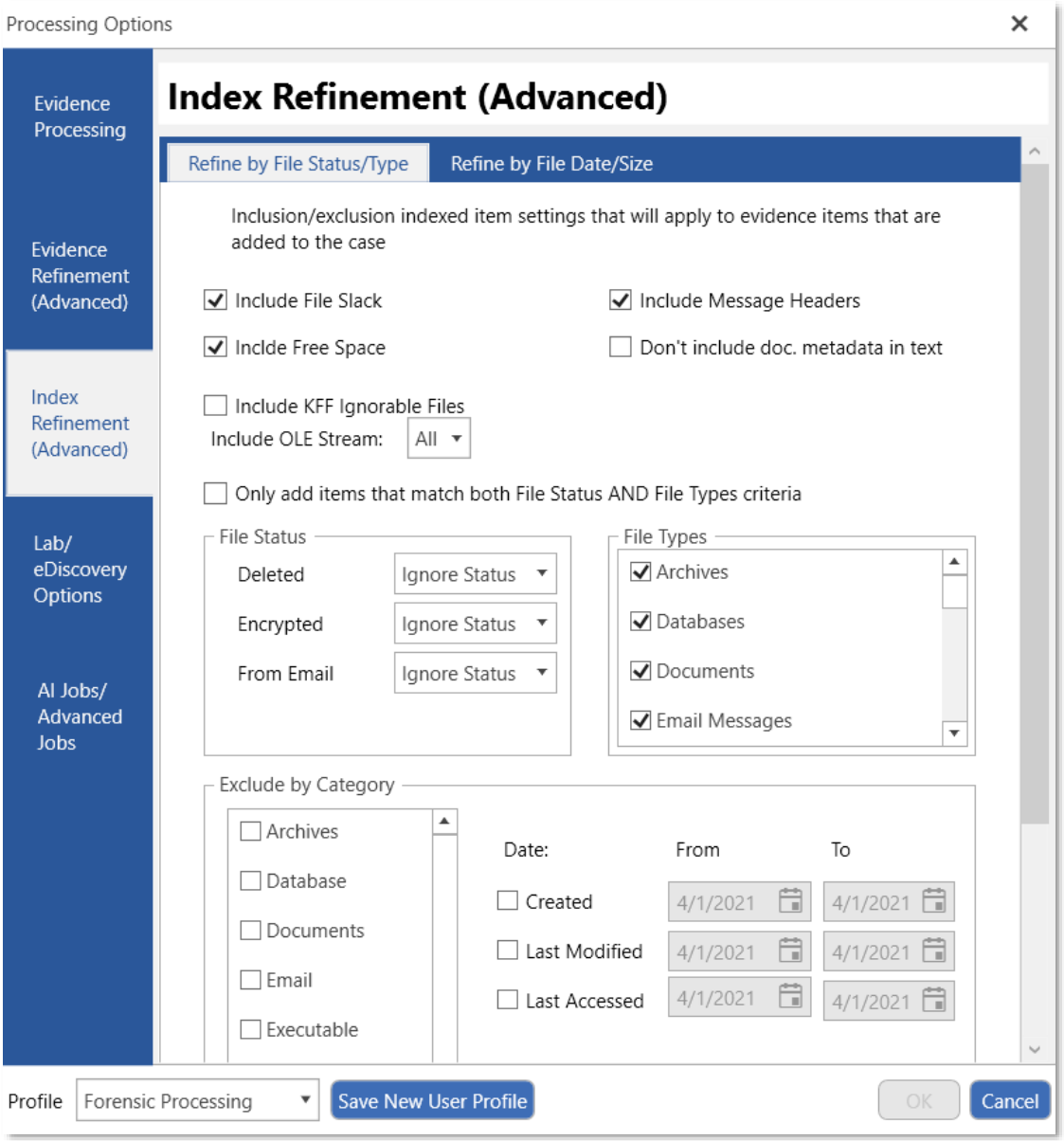
Index Refinement

The Index Refinement (Advanced) feature allows you to specify types of data that you do not want to index. You may choose to exclude data to save time and resources, or to increase searching efficiency.

Note: FTK Plus strongly recommends that you use the default index settings.



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Refining an Index by File Status/Type

Refining an index by file status and type allows you to focus attention on specific files needed for a case through a refined index defined in a dialog.

Options	Description
Include File Slack	To include file slack space in which evidence may be found.
Include Free Space	To include unallocated space in which evidence may be found.
Include KFF Ignorable Files	To include files flagged as 'Ignorable' in the KFF for analysis.
Include Message Headers	To include the headers of messages in filtered text. ***Note**: This option is enabled by default.*
Don't include document metadata in filtered text	To turn off the collection of internal metadata properties (such as Author, Title, Keywords, Comments, etc.) for the indexed filtered text. The fields for these metadata properties are still populated to allow for field level review. If you use an export utility such as ECA or eDiscovery and include the filtered text file with the export, you will also not see this metadata in the exported file.
Include OLE Streams	To include Object Linked or Embedded (OLE) data streams that are part of files that meet the other criteria.
Deleted	To decide how to treat the deleted files. You can choose to: • Ignore Status • Include Only • Exclude
Encrypted	To decide how to treat encrypted files. You can choose to: • Ignore Status • Include Only • Exclude
From Email	To decide how to treat email files. You can choose to: • Ignore Status • Include Only • Exclude
Exclude by Category	To select the required file types, date range and file size.
Only add items to the Index that match both File Status and File Type criteria	Applies selected criteria from both File Status and File Types tabs to the refinement. Will not add items that do not meet all criteria from both pages.

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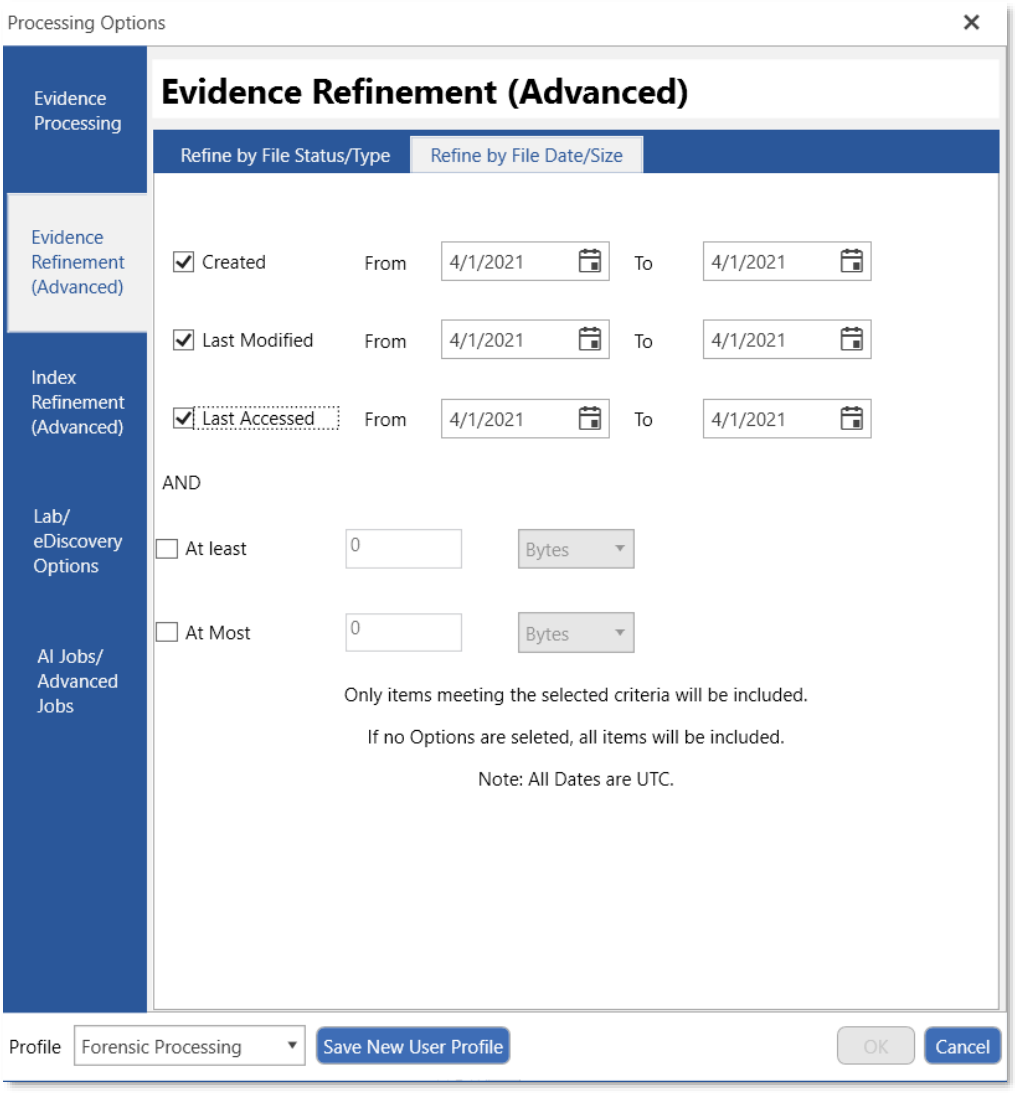
Refine an Index by File Date/Size

You can filter files by the date range defined for Created, Last Modified, or Last Accessed date of the files. Files matching any of the three date filters will be considered here.

Similarly, you can filter the files based on the minimum and maximum file size using the **At least** and **At most** fields. Files matching any of the two size filters will be considered here.



Warning: When both date and size filters are used, only the files matching both the conditions are included.

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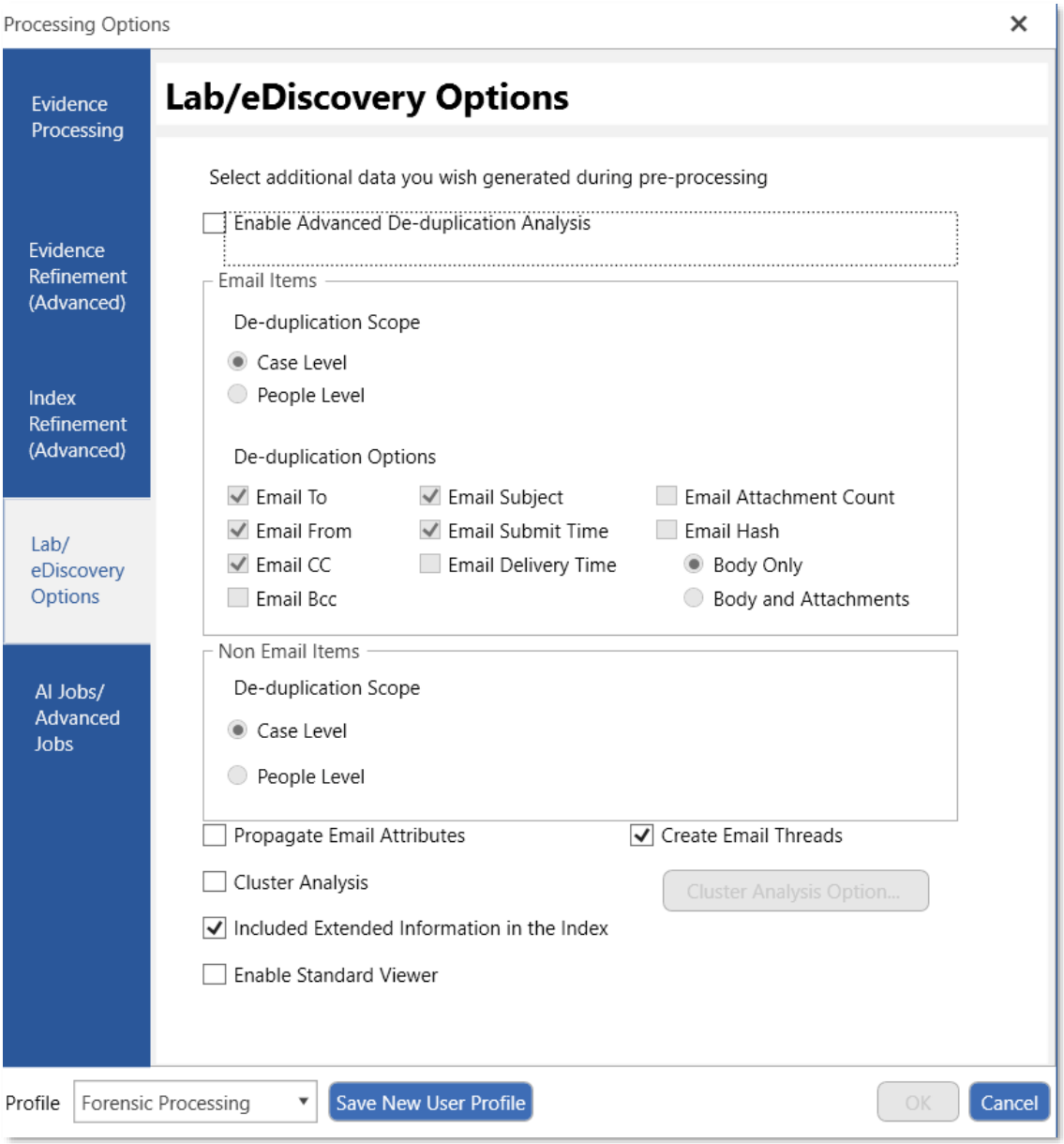
Lab/eDiscovery Options

Warning: This set of Processing options is available only for users with AD Lab and FTK Central licenses.



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The following table provides more information regarding each option and its description.

Option	Description
Enable Advanced De-duplication Analysis.	Enable this option to perform de-duplication on the email items and non-email items. This acts as the parent function for all the child function options listed in the page.
Email Items - De-duplication Scope	Choose whether you want this de-duplication process to be applied at the Case level, or at the Custodian level.
Email Items - De-duplication Options	Select the duplicates to be eliminated from the case as it processes through the collected evidence.
Non-email items - De-duplication Scope	Choose whether you want this de-duplication process to be applied at the Case level, or at the Custodian level.
Propagate Email Attribute	Enable this to copy the attachments or OLE items of an email and apply it to all the child files of the email.
Cluster Analysis	Enable this to perform an extended analysis of documents to determine related, near duplicates, and email threads. Click **Cluster Analysis Option** to select the document types for performing Cluster Analysis. You can also set the threshold value for the analysis.
Include Extended Information in the Index	Enable this to make the index data fully compatible with Summation/eDiscovery. This is generally enabled if you created a case in FTK Plus and need to review it in Summation or eDiscovery.
Create Email Threads	Enable this to sort and group emails by conversation threads.

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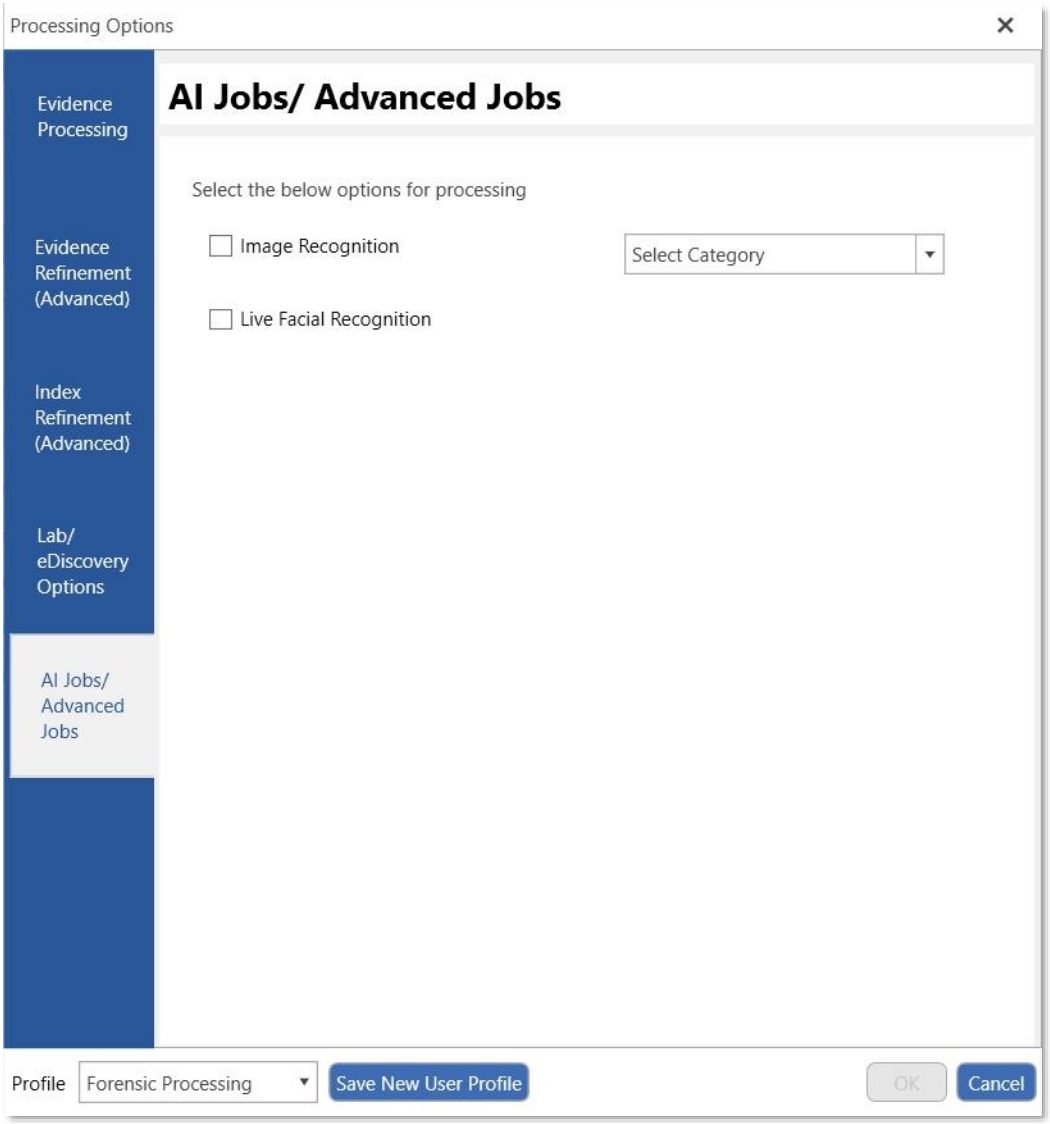
AI jobs/Advanced jobs

FTK Plus provides you advanced AI driven image recognition technology at disposal to help in identifying faces and objects. While AI Jobs can be run on a single case, multi-case mode is supported, and all cases can be used in conjunction with this type of job.



Tip: Image recognition is a resource intensive process. However, the AI Server supports Nvidia CUDA GPU acceleration. CUDA support for your GPU can be checked here.

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To perform image recognition, FTK Plus uses globally recognized third-party service providers. The image recognition capability and their back-end support are listed in the below table:

Image Recognition Capability	Technology employed			Dependency
	PHash/ PhotoDNA	AI Server - TensorFlow	Models - TensorFlow	FTK Plus AI Server
Image/Video Recognition - Identifying objects in images and videos	✗	✓	✓	✓
Image Recognition – Identifying similar objects	✓	✗	✗	✗
Live Facial Recognition and identifying similar faces	✗	✓	✗	✗

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The section below provides you a brief understanding on the technology employed and their behavior:

PHash/PhotoDNA

Perpetual Hashing is an image recognition technology that generates hash from the content within the image. The algorithm behind this analyzes the content of the image file and converts its representation into a 64-bit numerical fingerprint, called the PHash value. With this as reference, PHash values of other images in the evidence are compared to identify the similar images.

Warning: The Perpetual Hashing technology may be represented as 'PHash' or as 'PhotoDNA' depending on the licensing provided to your organization. However, the functionality remains unaffected.

AI Server – TensorFlow

Google's TensorFlow uses various algorithms and models to help in image recognition and classification tasks. FTK Plus AI server is built on top of this technology which provides you the capability to train on custom objects/faces and then identify similar objects/faces with an AI model.

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Image Recognition Models

To help you to identify the most common objects and faces, FTK Plus provides pre-created AI models. You can make use of this to directly recognize and identify faces and common objects on your evidence. These models save you the time otherwise spent on training a model for basic image recognition needs.

The existing model provided helps you in identifying the following objects:

- Aeroplan
- Banknotes
- Cannabis
- Cannabis (Bush)
- Coins and Notes
- Country Flags
- Drugs
- Nudity
- Person Face
- Pills
- Pistols
- Rifles
- Syringe
- Unusual Bong (Paraphernalia)
- Usual Bong (Paraphernalia)

You can select any of the provided categories and the images matching the categories will be automatically identified. Moreover, you can filter the images later using the identified category from the Filters Panel.

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Live Facial Recognition

Live Facial Recognitions allows you to automatically identify similar faces in multiple cases. FTK Plus provides AI models which get automatically configured during the AI server installation. The inclusion of these models allows you to dive directly into utilizing this feature without any additional configuration.

To edit the AI similarity threshold:

The AI Similarity Threshold is a numerical value that you can use to define the level of similarity you consider valuable when you try to find similar faces/objects. By default, FTK Plus has set the value as 1000 and you can alter it as required. Lower the score, higher is the similarity level. So, lowering the value provides you a lesser number of similar image suggestions compared to a higher value.

1. Navigate to C:\Program Files\AccessData\Forensic Tools\7.*\bin.
2. Open **ADG.WeblabSelfHost.exe.Config** in a text editor.
3. Find the **<add key="SimilarObjectThreshold" value="1000" />** property.
4. Change the value as required.
5. Save the configuration file.
6. Restart the QuincSelfHostService.

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Processing Profiles

FTK Plus provides numerous processing options which would benefit all of your needs. However, every processing option adds to the time consumption for the processing. FTK Plus allows you to choose the required processing options or to make use of the already curated set of processing options depending upon your need. This curated set of processing options is called a Processing Profile.

Processing profiles are used at the case level. Specifically, when you create a case, you can select a processing profile from a list as the default processing options for that case. Any time that you add evidence to that case, the profile's setting will be the default. This saves time by not having to reconfigure processing options each time evidence is added to a case. However, when evidence is added to a case, the processing options for that evidence set can be modified.

Processing profiles are stored in the database. It is important to note that the profile itself does not get saved with the case but only the processing options that are in the profile.

When a case is created, you can use one of the pre-configured profiles or create/select a custom profile. If a user creates a custom profile, they can save it with a unique name so that they can re-use it in a different case.

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FTK Plus provides five default processing files and their corresponding processing options are explained below:

- **Forensic Processing**: This profile provides you all the fundamental processing options required to perform basic data review
- **Field Mode**: This profile disables the standard processing options to speed up the evidence processing. However, you can then re-enable the required options through Additional Analysis later.
- **Summation Processing**: This profile provides the suggested options for viewing and analyzing data in Summation (web review). e.g. Cluster analysis, common video format generation, etc. are selected in this profile.
- **eDiscovery Processing**: This profile has processing options that match those that are enabled in AD eDiscovery by default. It provides the suggested options for viewing and analyzing data in eDiscovery (web review). e.g. MD5 Hashing, Indexing, Cluster analysis, etc. are selected in this profile.
- **Basic Assessment**: This profile provides quicker processing because fewer processing options are enabled. e.g. Indexing and Hashing are not selected, but 'compound file expansion' is included.

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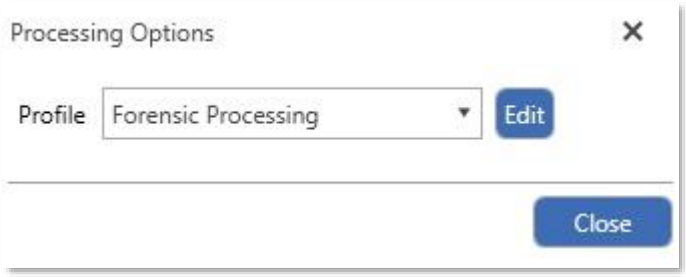
Custom Processing Profiles

When a case is created, you can either select any of the five Processing profiles provided by FTK Plus or can create a new Custom Processing profile by selecting the required options. Once a profile is selected or created, it is set as the default processing option for the case. However, this can be overridden and customized when you add new evidence or while performing additional analysis on the case.

To create a Processing Profile:

1. From the Home page, click the **Evidence** button from the top-left corner.
2. Click **Processing Options**.
    - The **Processing Options** prompt is displayed.



3. Select a processing profile.
4. Click **Edit**.

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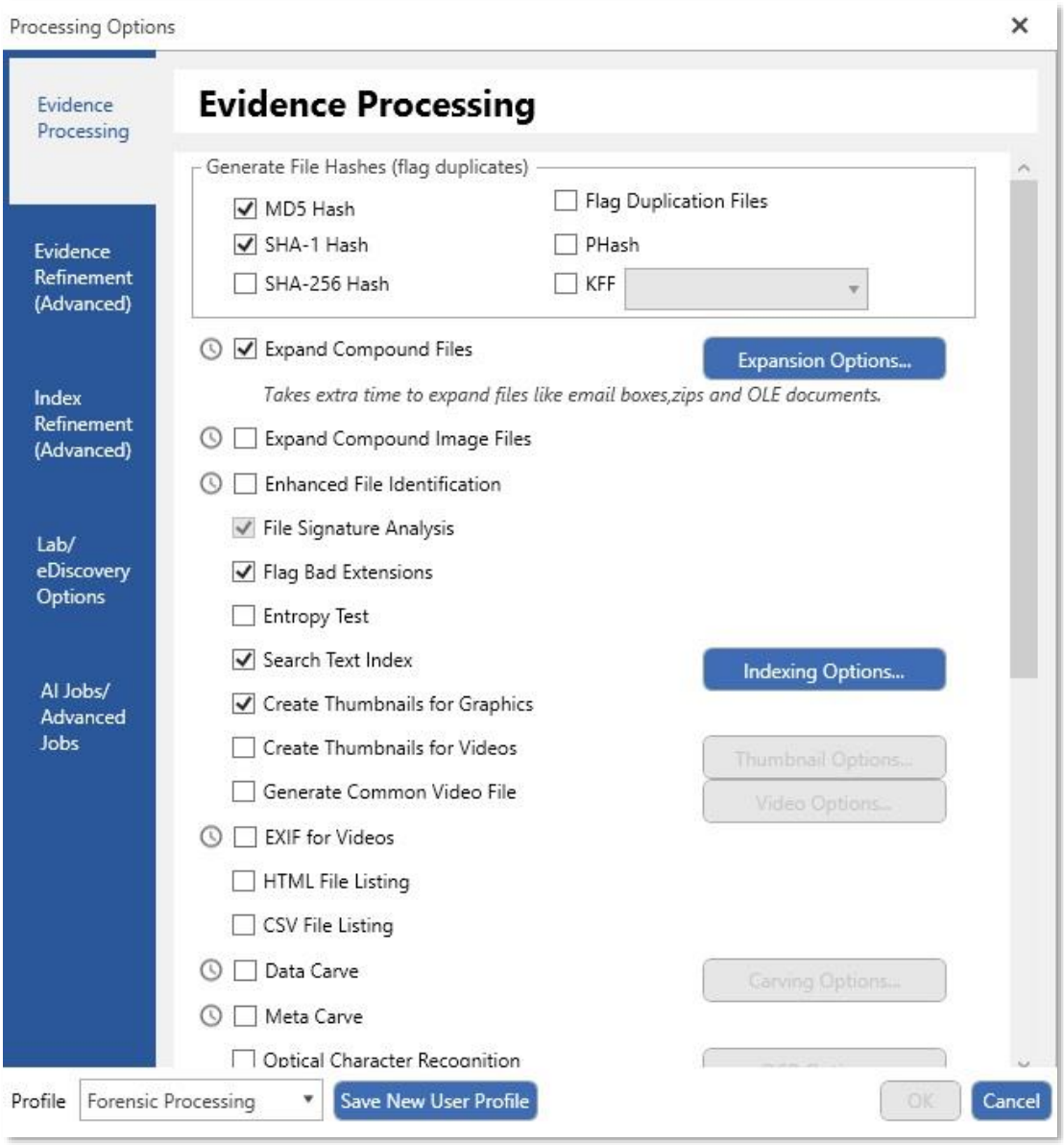
- The **Processing Options** prompt is displayed.



5. Configure the profile with required processing options.
6. Click **Save New User Profile**.

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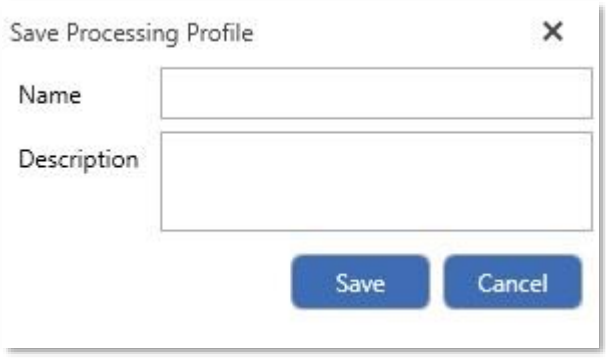
- The **Save Processing Profile** prompt is displayed.



7. Provide a **Name** and **Description** for the processing profile to be created.
8. Click **Save**.

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Compound Files

You can expand individual compound file types. This lets you see child files that are contained within a container such as ZIP files. You can access this feature during case creation and additional analysis.

Be aware of the following before you expand compound files:

- If you have labeled or hashed a family of files, then later choose to expand a compound file type that is contained within that label or family, the newly expanded files do not inherit the labeling from the parent, and the family hashes are not automatically regenerated.
- Compound file types such as AOL, Blackberry IPD Backup, EMFSpool, EXIF, MSG, PST, RAR, and ZIP can be selected individually for expansion.
- Only the file types selected are expanded. For example, if you select ZIP, and a RAR file is found within the ZIP file, the RAR is not expanded.

Note: If you expand data, you will have files that are generated when the data was processed and were not part of the original data.

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Supported Compound File Types

- 7-Zip
- Active Directory
- AFF4
- Android Backup
- AOL Files
- BZIP2
- Cellebrite UFDR
- Chrome Bookmarks
- Chrome Cache
- Chrome Json
- Chrome LevelDB
- Chrome SNSS
- Chrome SQLite
- DBX
- Edge Bookmarks
- Edge Cache
- Exterro Mobile Parsers
- Edge SQLite
- EMFSPOOL
- ESE DB
- EVT
- EVTX
- FireFox Cache
- FireFox JSON
- FireFox SQLite
- GZIP
- IE Cookie Text (IE 10 and newer)
- IE Recovery (IE 10 and newer)
- IE WebCache (IE 10 and newer)
- IIS Log
- iMessage SQLite
- Internet Explorer Files (IE 9)
- iOS Backup
- Log2t CSV
- Lotus Notes (NSF)
- Mail.ru Chat
- MBOX
- McAFee Log
- Microsoft Exchange
- MS Office, OLE and OPC documents
- MSG
- OneNote
- OpenSSH known_hosts File
- Outlook for Mac OLM
- PDF
- Pidgin Chat Log
- PKCS7 and S/MIME Files
- PST
- RAR
- Registry (full)
- Registry (timeline)
- RFC822 Internet Email
- Safari Plist
- Safari SQLite
- Skype SQLite
- SQLite Databases
- TAR
- Unistore Database (Windows 10 Mail)
- Windows Firewall Log
- Windows Registry.pol
- Windows Thumbnails
- XRY
- XWAY
- ZIP

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Compound File Expansion Options Category List

Category	Description
All	This is the full list of supported Compound File Expansion Options.
All Communication	This option includes all supported file types that are used for communication.
All Mobile	This option includes all supported file types found on any mobile device.
Archives	This option includes all supported archive file types.
Browsers	This option includes all supported file types used within a browser.
Email	This option includes all supported email file types.
Logs	This option includes all supported log file types.
Other Forensic Tools	This option includes all support third-party forensic tool image types.
Windows	This option includes all supported file types used within a Windows system.

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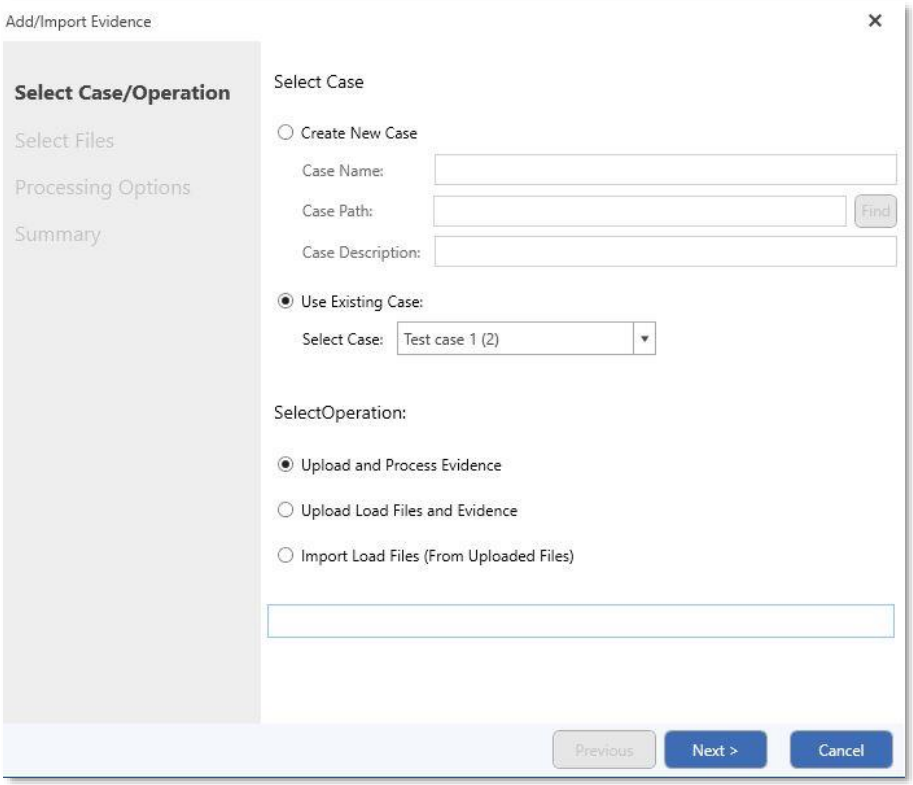
Additional Analysis

During an active case or when previous cases need to be revisited with additional evidence, users are able to add evidence to an existing case without having to split a case in several parts.

Adding additional evidence to a case

To add additional evidence to an existing case:

1. From the Home page, click the **Evidence** button from the top-left corner.
2. Click **Add/Import**.
    - The **Add/Import Evidence** prompt is displayed.



3. Click Use **Existing Case**.
4. Select the existing case from the **Select case** drop-down.
5. Fill in the required details and add the files required as explained in the Add/Import section.

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Performing additional analysis

Once evidence has been added to a case and processed, you may wish to perform another analysis task. To further analyze evidence, the Additional Analysis option can be used. The majority of the processing options available during the initial evidence processing remain available with Additional Analysis.

To perform additional analysis:

1. From the Item list panel, select the records for which additional analysis is required to be performed.

Note: If you want to perform Additional Analysis for all the records in the case you can directly proceed to Step 2.

2. Click the **Evidence** button from the top-left corner.
3. Click **Additional Analysis**.

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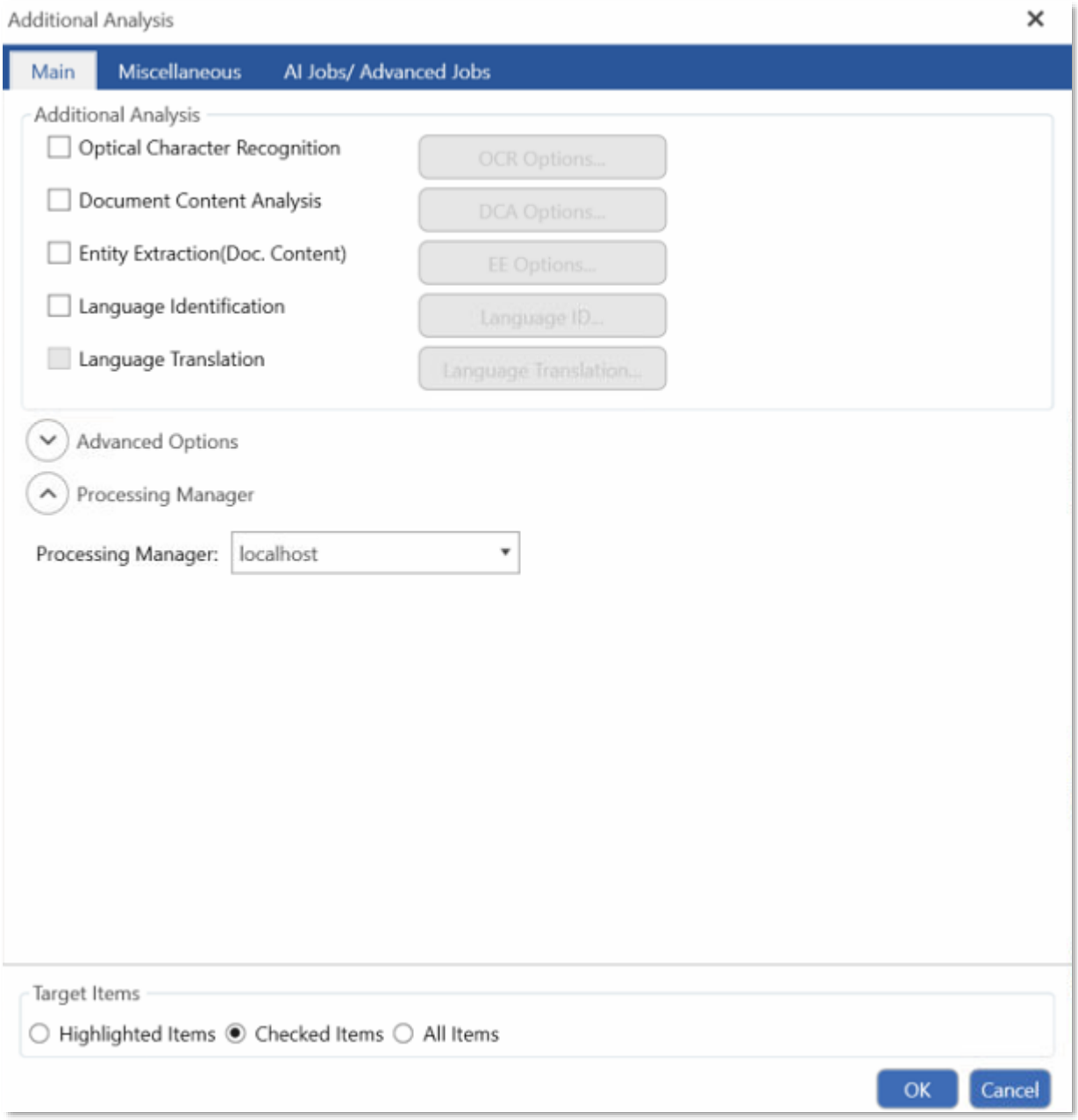
- The **Additional Analysis** prompt is displayed.



4. Select the analysis options that you require from the **Main, Miscellaneous,** and AI Jobs/ Advanced Jobs tabs.

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5. Select the items you wish to target by choosing any of the following options:
   - **Highlighted Items**: To perform Additional Analysis on the selected record.
   - **Checked Items**: To perform Additional Analysis on all the checked records.
   - **All Items**: To perform Additional Analysis on all the records in the item list.

6. If required, select a specific **Processing Manager**.
7. Click **OK**.

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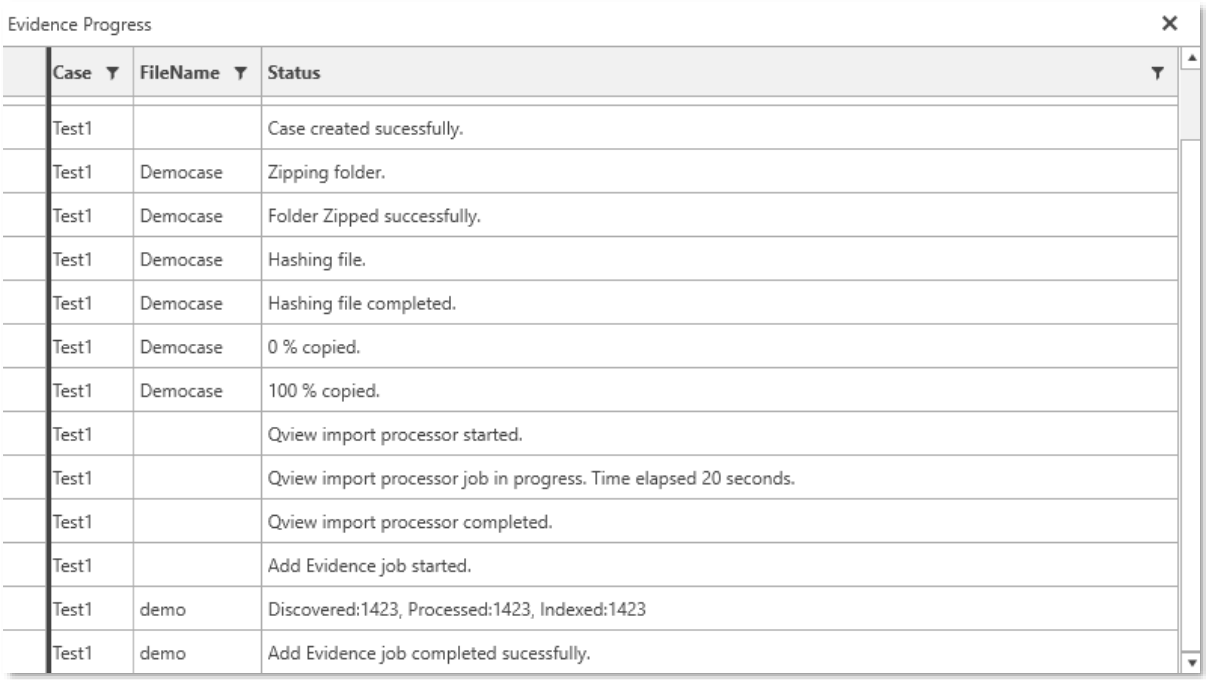
Evidence Progress

Upon creating a case, the processes required to upload and process evidence will be monitored and displayed in the **Evidence Progress** section.

To view the Evidence Progress:

1. From the Home page, click the **Evidence** button from the top-left corner.
2. Click **Evidence Progress**.
    - The **Evidence Progress** prompt is displayed.



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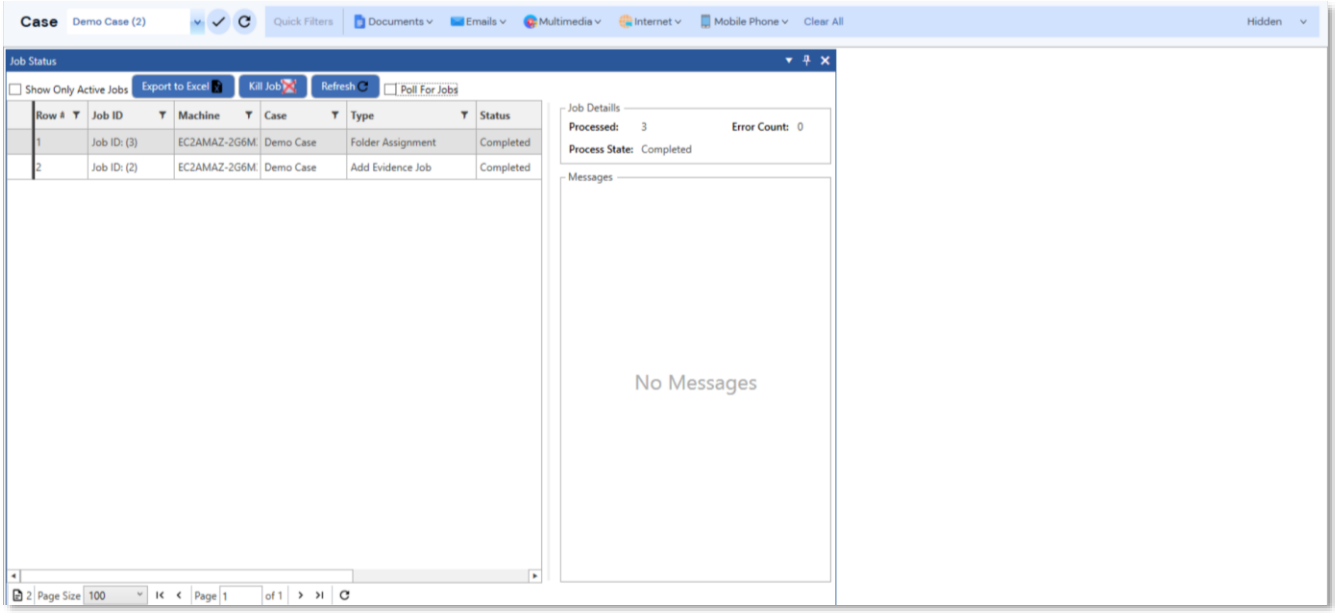
Job Status

The Job Status panel provides the list of jobs processed across the entire application. You can view the status and other information of the job such as case, job ID, start time, end time, etc. of the job.



Notes:

- You can choose to view only the currently running jobs by enabling the **Show Only Active Jobs** option.
- You can enable the **Poll For Jobs** option to automatically refresh and display the details of recent jobs for every 20 seconds
- You can download the list of jobs and its information by clicking on **Export to Excel**.
- You can mark a job as failed by selecting it and clicking on **Kill Job**.

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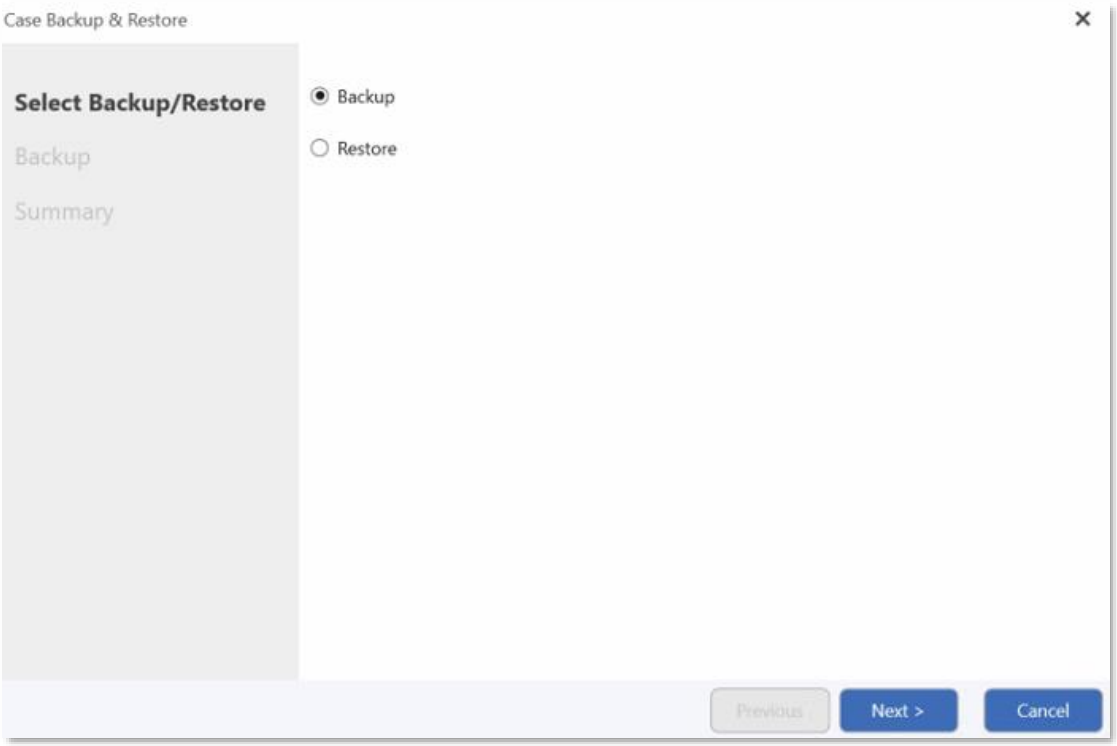
Case Backup & Restore

Case Backup & Restore allows you to create a backup of database data as well as the case folder, into a new directory. The contents of this backup can then be restored into its original state.

Backup a Case

To back up or archive a case:

1. From the home page, click **Settings** from the top-right corner.
2. Click **Case Backup & Restore**.
    - The **Case Backup & Restore** prompt is displayed.



3. Select **Backup**.
4. Select the **Case**.

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5. Select the **Backup** or **Archive** option.
    a. **Backup** – If you want the case and its database data to be backed up. Choose either of the location to back up the data.
        i. **Backup Directory** – Select the local server storage location to back up the selected case data.
        ii. **S3 Bucket** – Select a AWS S3 storage location to back up the selected case data.
    b. **Archive** – If you want only the database data to be backed up. The archive will be stored within the case folder. The folder will be called "DB f-0", "BD f-1", "BD f-2", etc.
        i. **Backup Directory** – Select the local server storage location to back up the selected case data.
        ii. **S3 Bucket** – Select a AWS S3 storage location to back up the selected case data.
    c. **Archive and Detatch** – If you want only the database data to be backed up and removed from the database. The archive will be stored within the case folder. The folder will be called "DB f-0", "BD f-1", etc.
        i. **Backup Directory** – Select the local server storage location to back up the selected case data.
        ii. **S3 Bucket** – Select a AWS S3 storage location to back up the selected case data.
6. Select the folder **path**.
7. Click **Create Backup** or **Create Archive**.

The corresponding job will be initiated.

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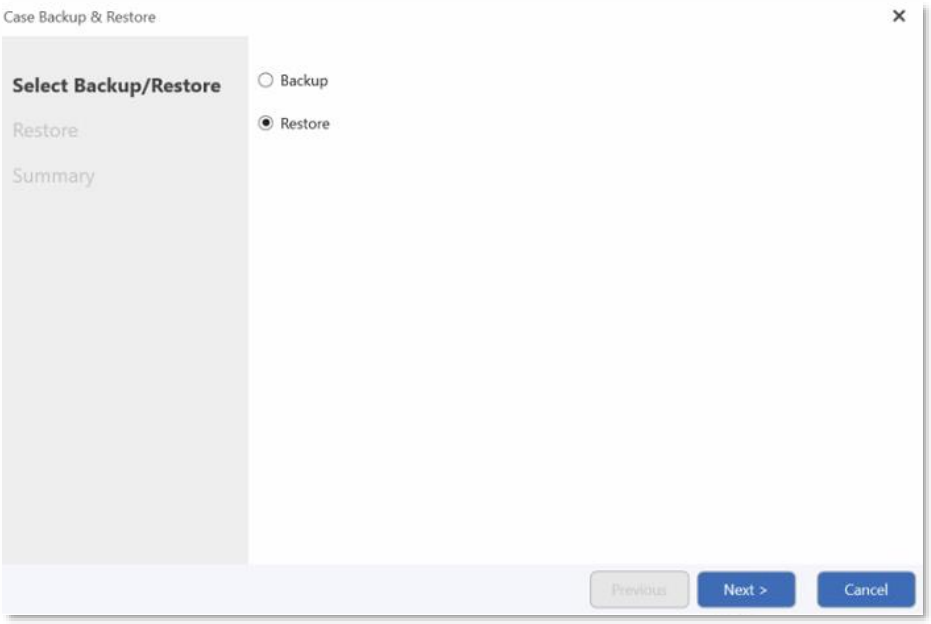
Restoring a Case

Note: To restore a case, you must have created a backup or archive.

To restore a case:

1. From the home page, click **Settings** from the top-right corner.
2. Click **Case Backup & Restore**.
    - The **Case Backup & Restore** prompt is displayed.



3. Select **Restore**.
4. Select a **Case**.
5. Select the **Restore type**.
    - **Attach** – If you want to restore the case and its database data.
    - **S3 Bucket** – If you want to restore the AWS S3 storage location.
6. Select the **Case Backup Directory** or **S3 Bucket location**.
7. Click **Restore**.

The restore job will be initiated.

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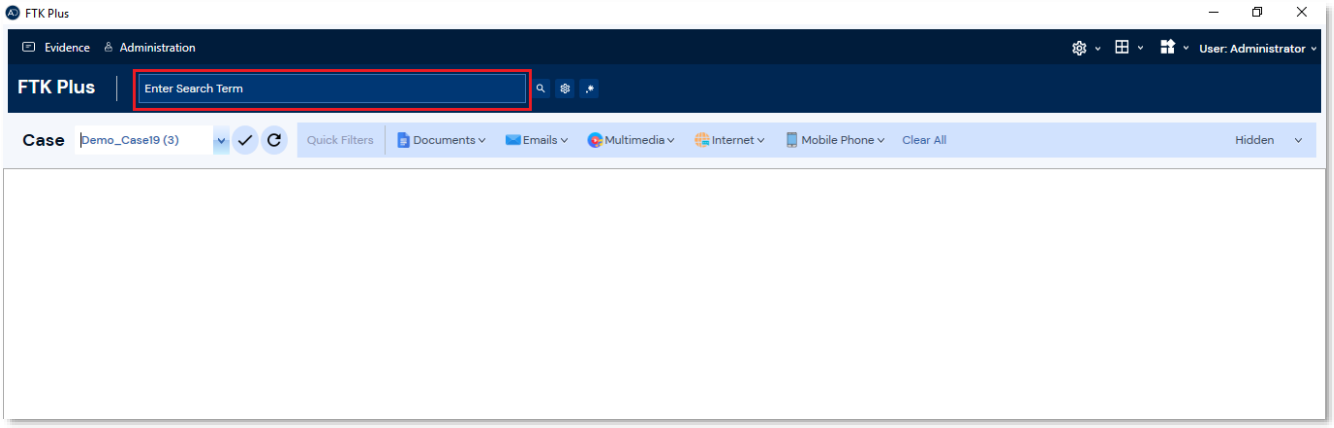
Searching

FTK Plus provides an effective set of search functionalities aimed to ease the process of searching and filtering the required set of records present in Cases.



The search capabilities of FTK Plus can be broadly classified into three and are explained in the upcoming sections.

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Basic Search

Basic search allows you to provide a search term and perform a search operation to list the results that match with the provided term. The results may contain the provided search term in either the content of the file or metadata.

To perform a Basic search:

1. From the Home page, select the required cases.
2. Enter the keyword to be searched in the **Enter Search Term** field.

Notes:

- You can provide multiple keywords to filter the data with a comma as a separator.
- From the Advanced search, you can enable the 'Search user content' option to search any notes (notes made in the **Notes** panel), bookmark comments (comments made in the **Bookmarks** panel), and translations (translations made in the **Chat** viewer of the **Viewer** panel).

3. Click **Enter** or **Search** .

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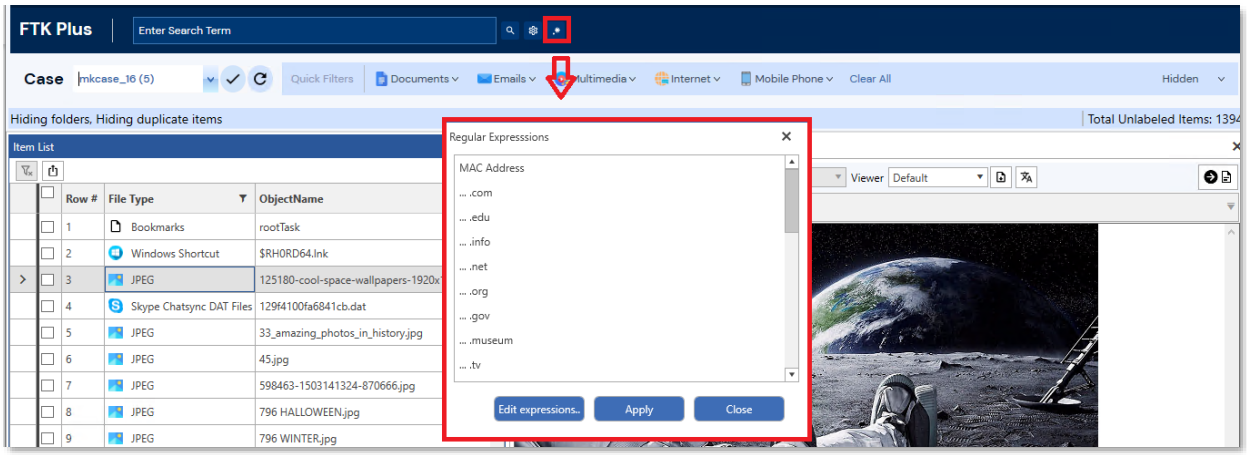
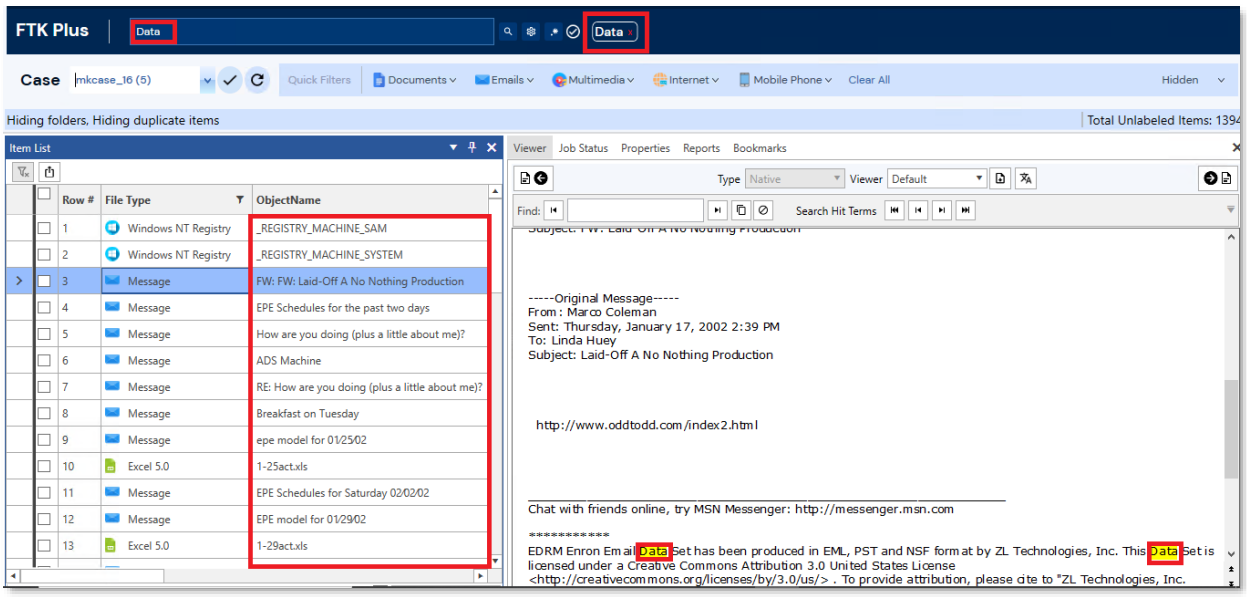
- The filtered details is displayed.





Notes:

- You can delete the previously searched keyword, enter a new keyword and perform a search to view the results matching both the previously provided and the newly provided keyword.
- You can click **Close** to delete the particular search criteria.

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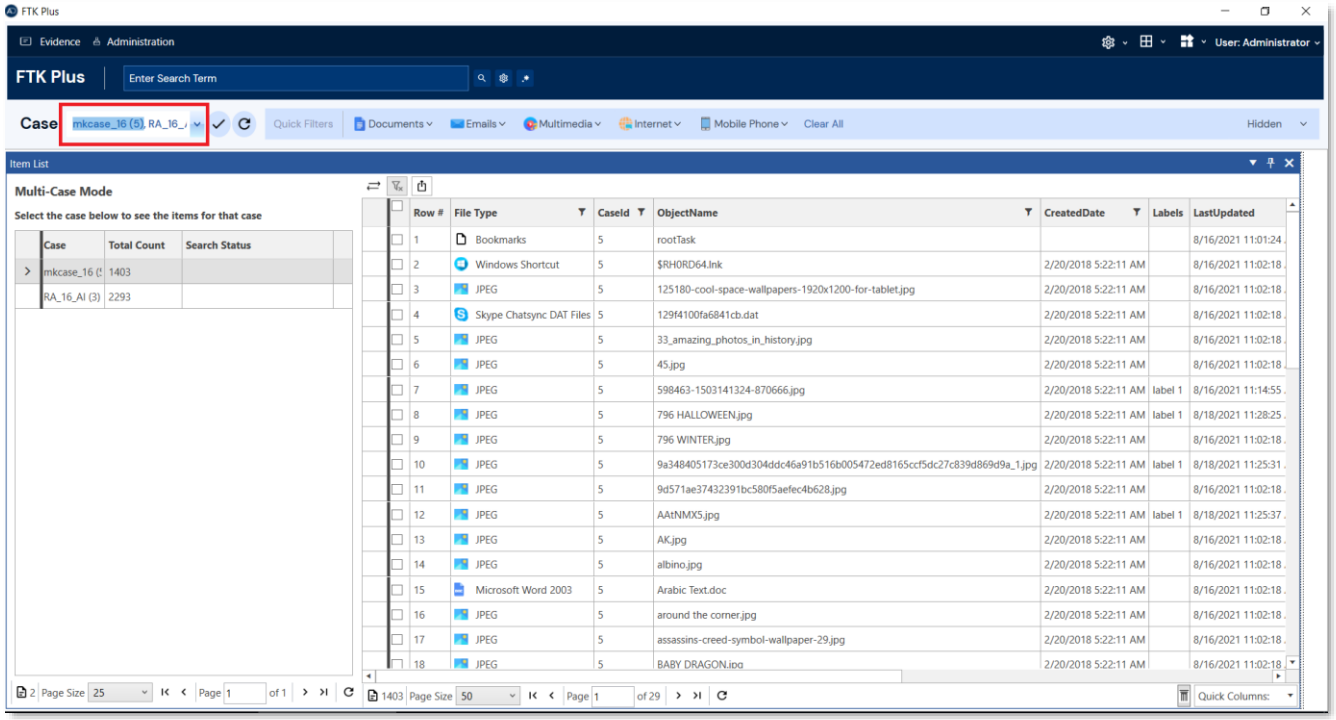
Multi-Case Search Optimization

You can select multiple cases and perform search for keywords at once and view the files matching the criteria in each case.

To perform a multi-case search optimization:

1. From the Home page, select the cases from the drop-down list as displayed below.
    - The **Multi-Case Mode** (Item List) is displayed.



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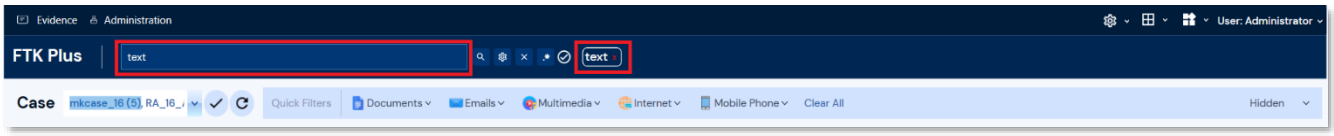
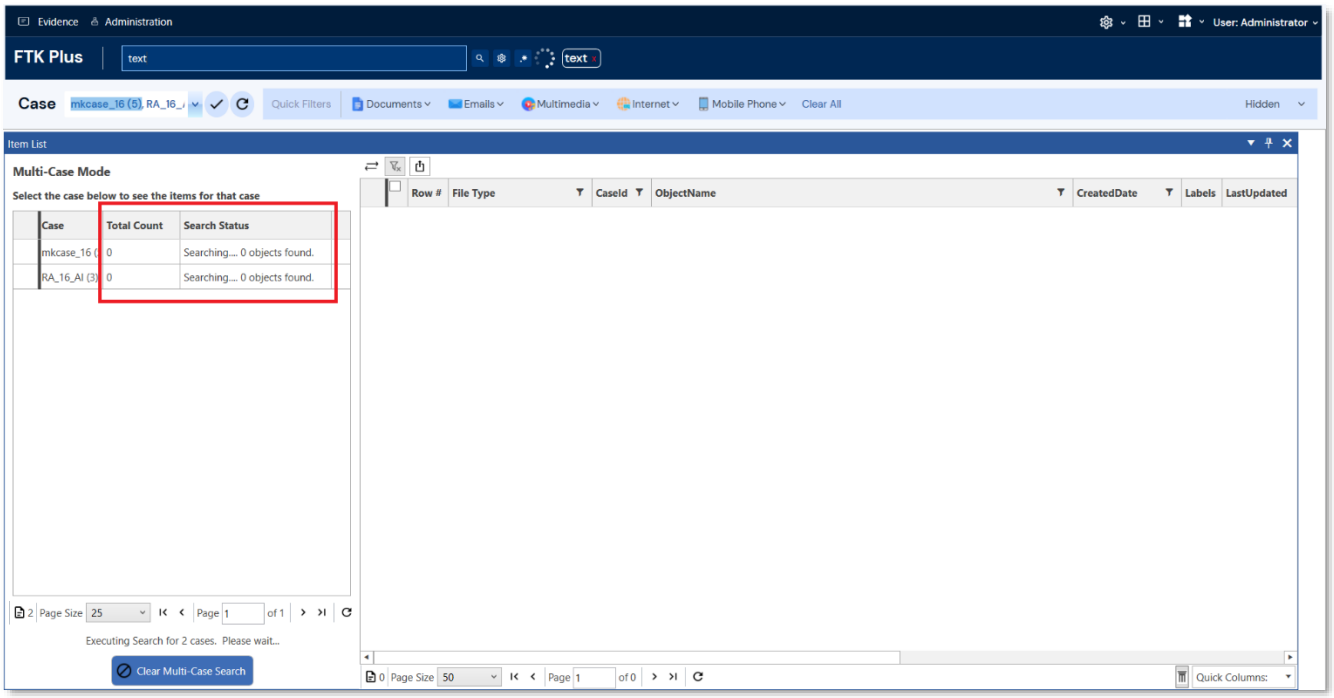
2. Search for the required contents from the search bar as displayed below,



3. Once the search is triggered, the cases – **Total Count** and **Search Status** will be displayed.



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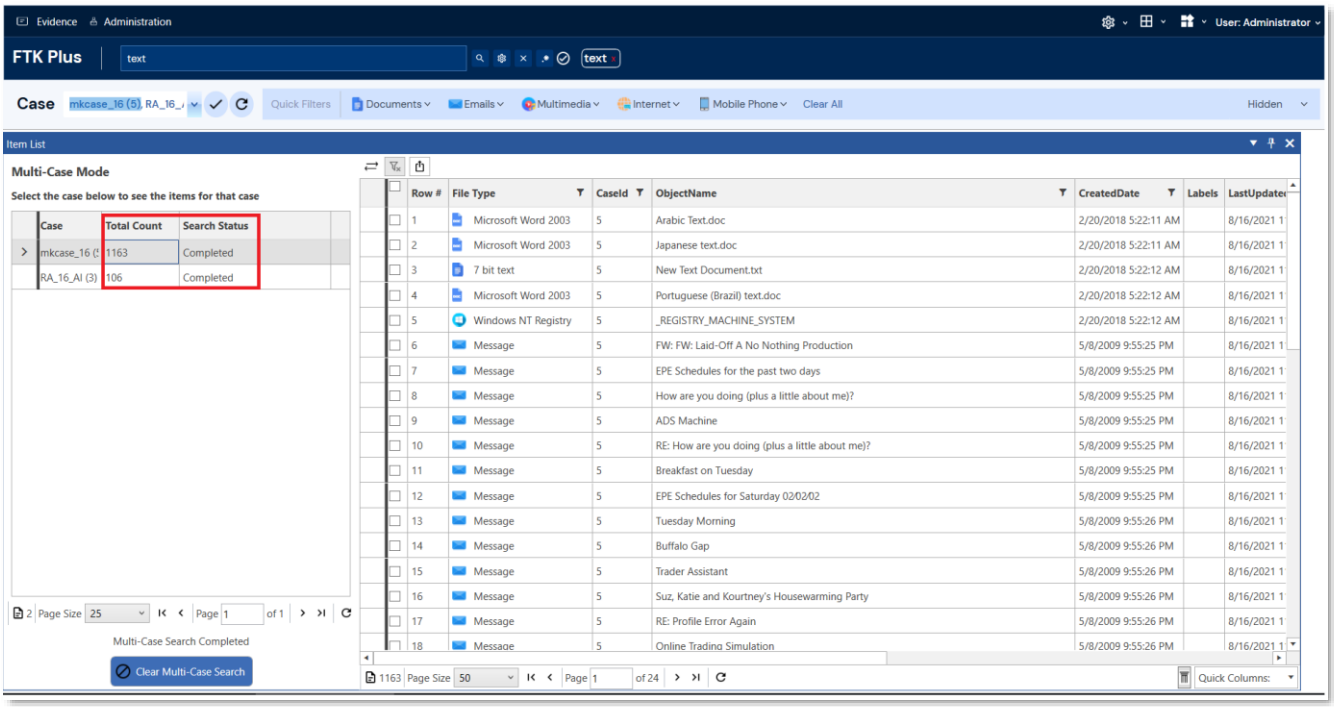
4. When a search is completed, you can view the **Total Count** and **Search Status** of the case, and the applicable file items for the cases will be displayed against it.



Notes:

- You can overwrite the keyword on the Search bar with a new keyword to filter files in combination with the keyword provided earlier.
- You can remove the keyword totally from the filter by clicking the **Close** against the particular keyword.
- Click **Clear Multi-Case Search** to clear all the filter criteria.

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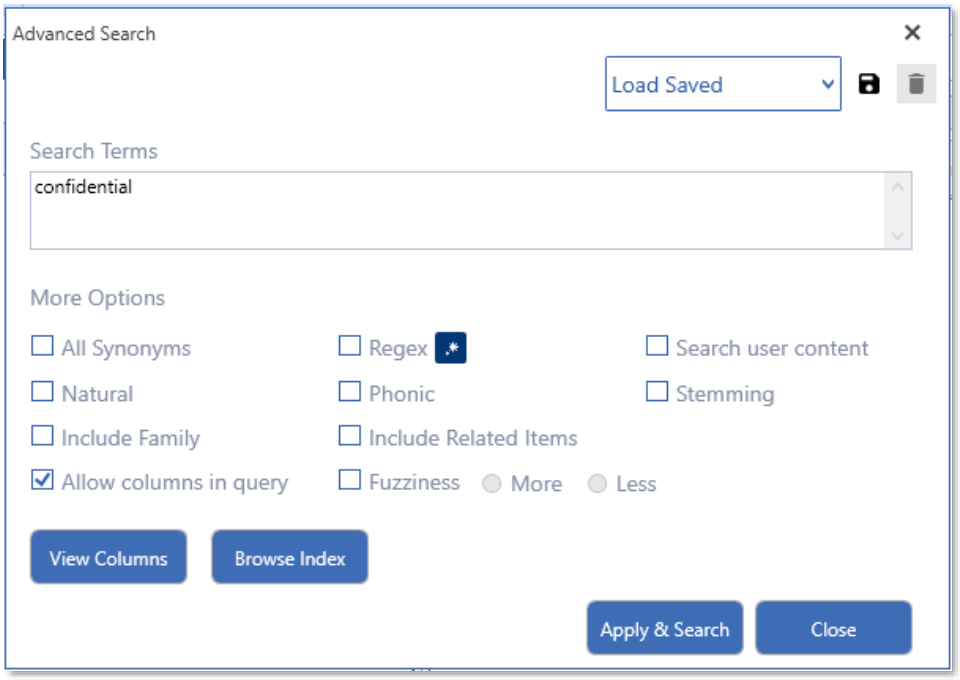
Advanced Search

FTK Plus Advanced Search allows you to perform a detailed search using the multiple filters and search options available in this feature.

To perform an Advanced Search:

1. From the home page, click **Advanced Search** against the search tab.
    - The **Advanced Search** prompt is displayed.



2. Enter the **Search Terms**.

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3. Enable the required filtering options. The functional behavior of the search types is provided below:

Options	Descriptions
All Synonyms	To search for keywords that have the same meaning as the provided search term. For example, searching for 'duplicate' will also find 'copy'.
Regex	To search based on ReGex, enable the check-box against it.
Search user content	To search for the content provided by the user in the application i.e. terms updated to a file by the user such as notes etc.
Natural	To detect and make use of the Boolean operators provided in the keyword statement. e.g. Providing the search term, "apple and orange" will list all the files that have both "apple" and "orange" in it. Similarly, providing "apple or orange" will list all the files that have either "apple" and "orange" in it.
Phonic	To include all the files containing words that sound like the specified keyword. For example, searching for 'Smith' will also find 'Smithe' and 'Smythe'.
Stemming	To include all the files containing the inflected words of the specified keyword. For example, searching for 'dye' will also find 'dying'.
Include Family	To include all the email family files consisting of the provided search term.
Include Related Items	To include all the files related items which consist of the provided search term.
Allow columns in query	To search for the term in a specific column. You can choose to search for a particular term from a column with the below syntax. **Syntax**: <column name> contains <keyword>.

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Options	Descriptions
	An example query may look like "From contains meyers", here 'From' is the name of the column and 'meyers' is the keyword to be searched for. ***Note:*** *You can view the list of all the columns applicable in the application by clicking the* ***View Columns*** *button.*
Fuzziness	To filter and display the files consisting of terms that are similar in spelling (or characters) to the specified search term. For example, searching. For example, searching 'serach', 'serch', 'sarch, will also find 'search'. You can set the Fuzziness level based on the below options: • **More** - To detect fuzziness up to 7 letters • **Less** - To detect fuzziness up to 3 letters

4. Click **Apply & Search**.

The search will be performed for the combination of the selected options, after which the results matching all the options will be displayed.

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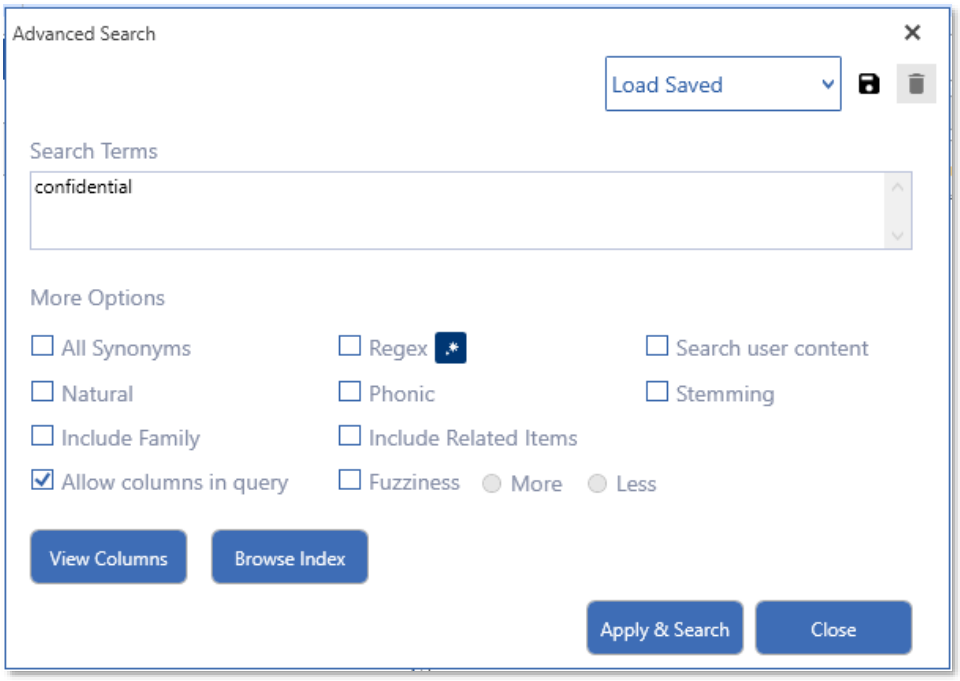
Browse Index

Browse Index is a summarized report to provide a detailed report of the results obtained in FTK Plus based on the performed search.

To perform Browse Index:

1. From the home page, click **Advanced Search** against the search tab.
    - The **Advanced Search** prompt is displayed.



2. Click **Browse Index**.

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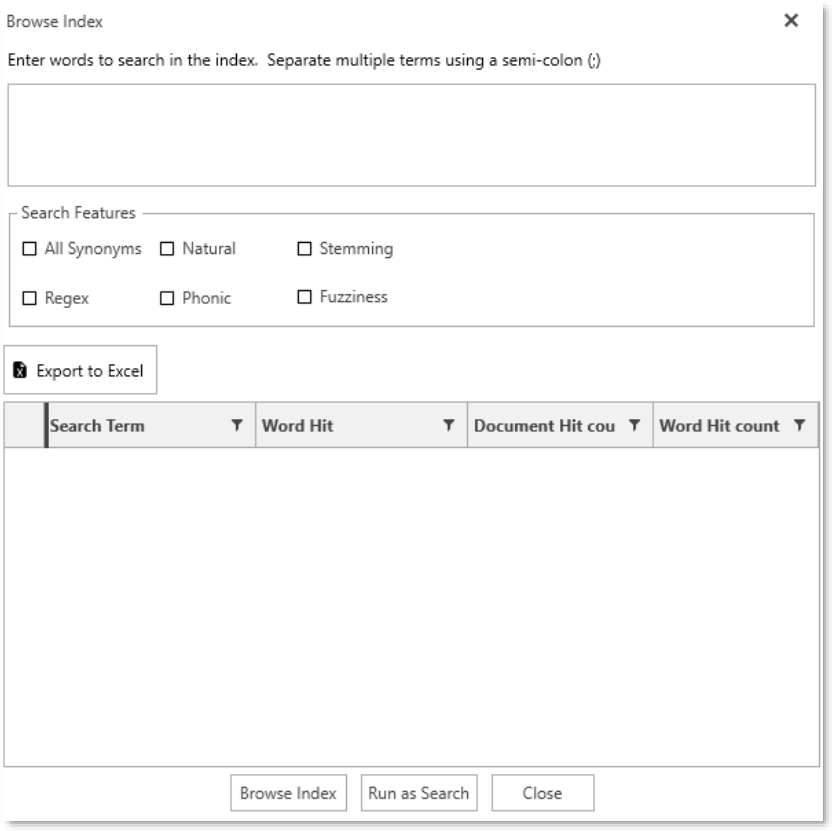
- The **Browse Index** prompt is displayed.



3. Enter the required search terms in the search text box.
4. Select the required **Search Features**.
5. Click **Browse Index**.
    - The detailed count report is displayed in the **Browse Index** prompt.

Notes:

- You can click **Export to Excel** to export the report as an Excel file.
- You can click **Run as Search** to perform the Advance search based on the configurations made in the **Browse Index** prompt and view the resulting files in FTK Plus.

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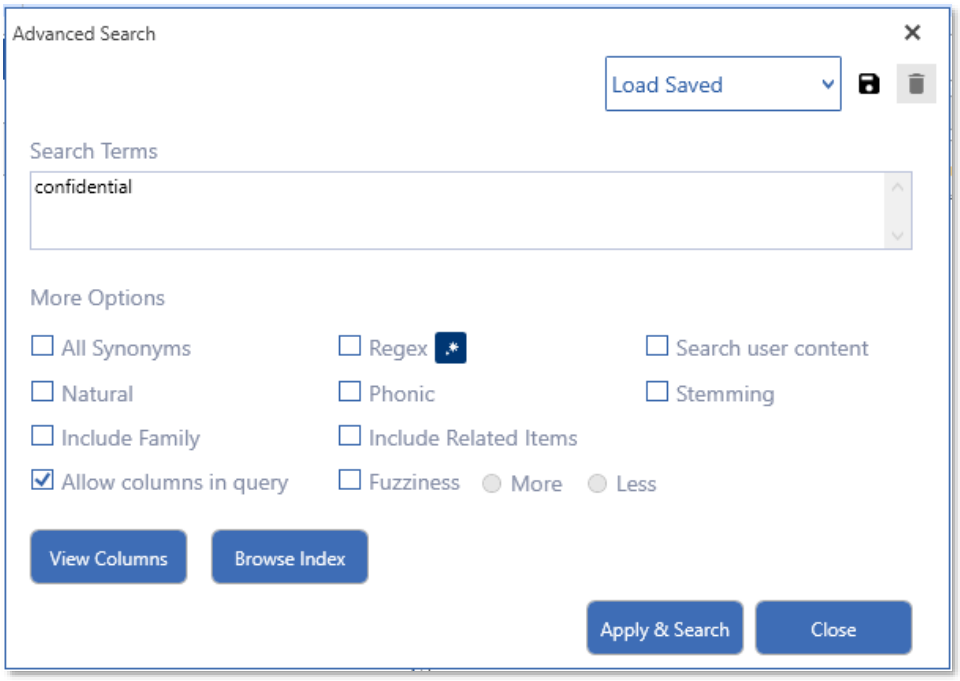
Saved Search

You can select a combination of multiple search options and save them together as a template. You can select this and load the saved search and reuse them for the required search term.

To save a search:

1. From the Home page, click **Advanced Search** against the search tab.
    - The **Advanced Search** prompt is displayed.



2. Enter the **Search Term**.
3. Select the required filtering options.
4. Click **Save** .

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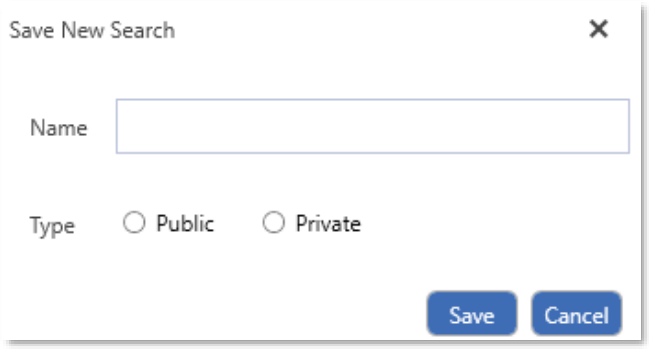
- The **Save New Search** prompt is displayed.



5. Enter the search **Name**.
6. Select the **Type** based on the below description:
   - **Public** – To make the saved search visible for all the users in the application.
   - **Private**. - To make the saved search visible only to you (creator).
7. Click **Save**.

The search will be saved and displayed as an option for the Load Saved field.

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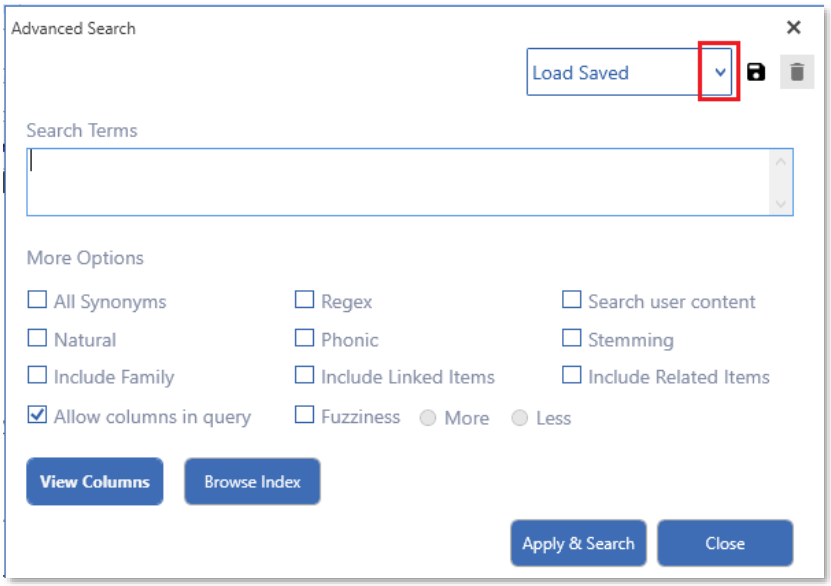
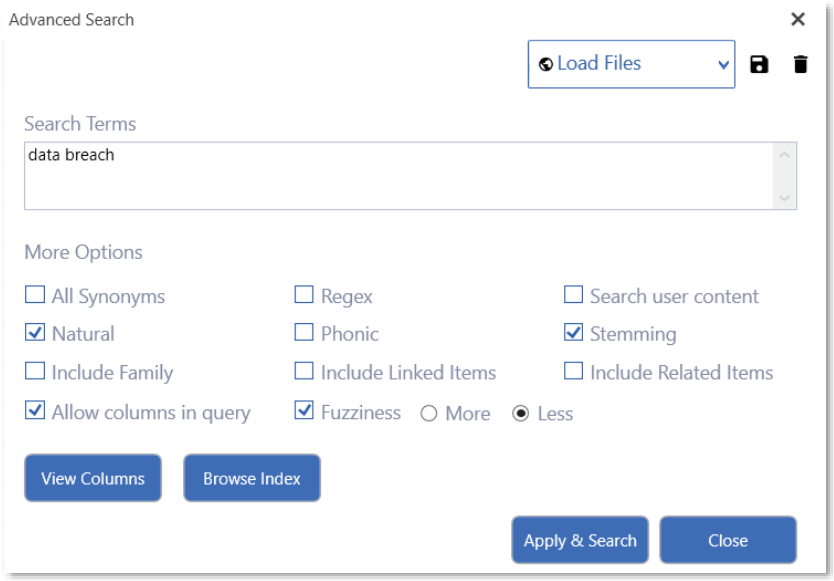
To load a saved search:

1. From the Home page, click **Advanced Search** against the search tab.
2. Click the drop-down list.



3. Select the required saved search.
    - The selected search criteria is populated.



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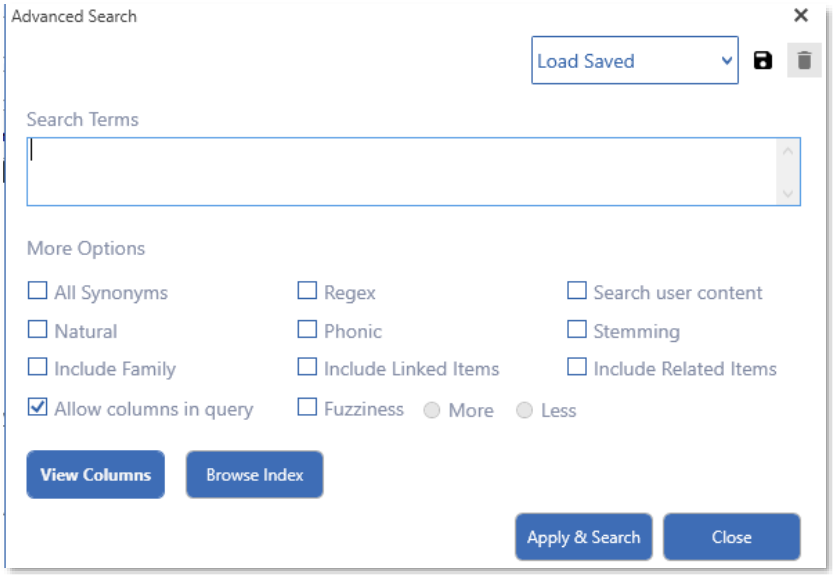
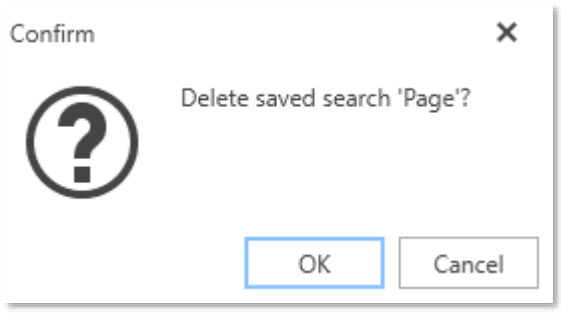
To delete a saved search:

1. From the Home page, click **Advanced Search** against the search tab.
    - The **Advanced Search** prompt is displayed.



2. Select the required saved search from the **Load Saved** field.
3. Click **Delete** .
    - The deletion **Confirm** prompt is displayed.



4. Click **OK**.

The selected saved search will be deleted.

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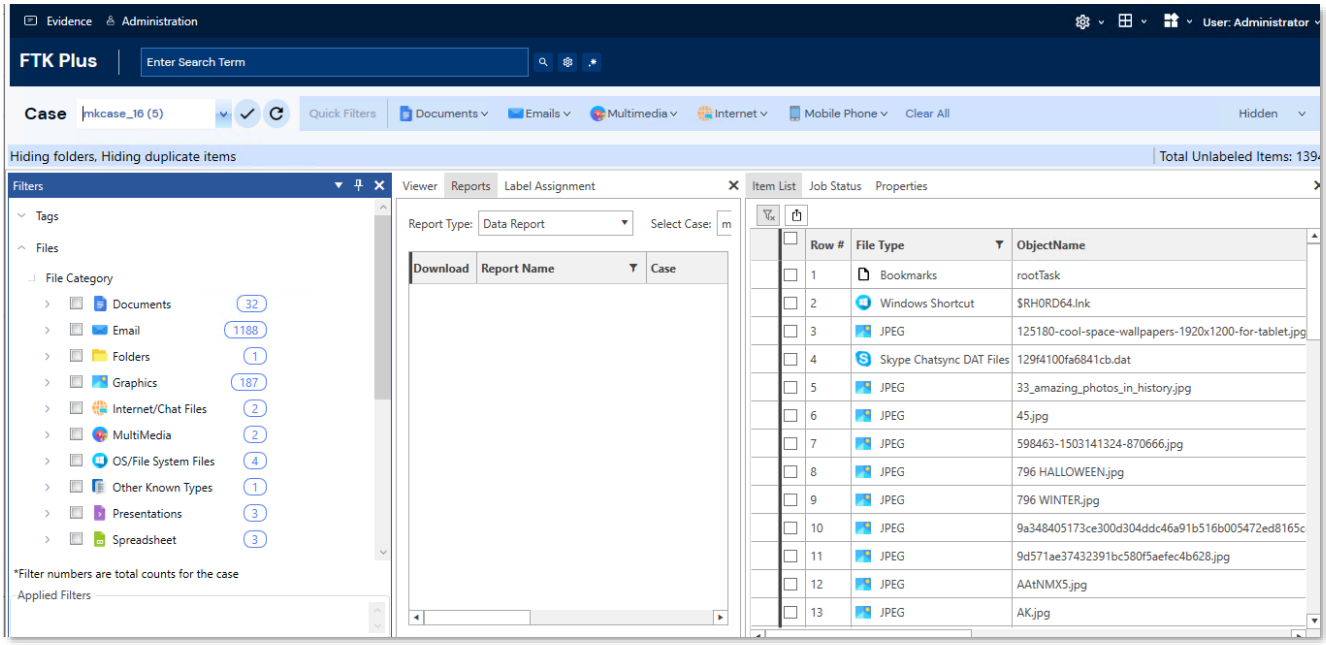
Filtering

The Filters in FTK Plus provides you a list of most useful filtering criteria using which you can drill down to a specific set of records. You can also employ nested filters, i.e., multiple filters in combination with each other to drill down to specific records.



Tip: You can employ multiple filters in combination with search queries to limit the search results.

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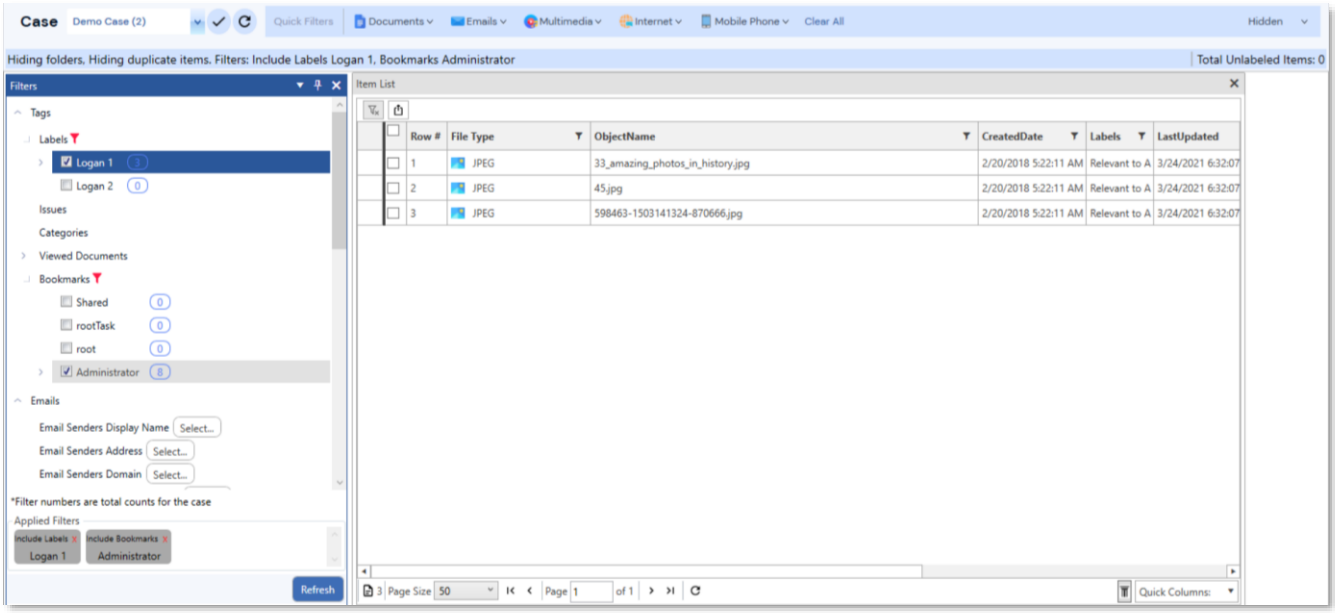
Filter Menu

To filter files (records):

1. From the **Filters** panel, enable the required filters.
    - The records matching the selected filter criteria are displayed in the **Item List** panel.



Warning: The counts displayed against the filter names are independent, i.e., the counts do not update to match the nested (multiple) filter counts.

Notes:

- The selected filters are summarized for quick reference in the Applied Filters section of the Filters Panel.
- You can choose to either show or hide the records matching the filter criteria by selecting or in the check-box against the particular filter.
- You can click **Refresh** to reset all the applied filters and refresh the filter facets with updates (if any).

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Quick Filters

You can filter the records in a case with the help of a filter menu based on the supported file types in the FTK Plus. You can select multiple filters to locate records efficiently.

The list of file types listed in Quick Filter are provided in the table below:

Quick Filter Group	File Types
Documents	• Adobe • Word • Presentations • Spreadsheets
Emails	• Emails • Contacts • Appointment
Multimedia	• Audio • Video • Graphics
Internet	• Web Page Categories • Browser History
Mobile Phone	• Chat Conversation • SMS/MMS • Contacts
Clear All	• Removes all active Quick Filters.

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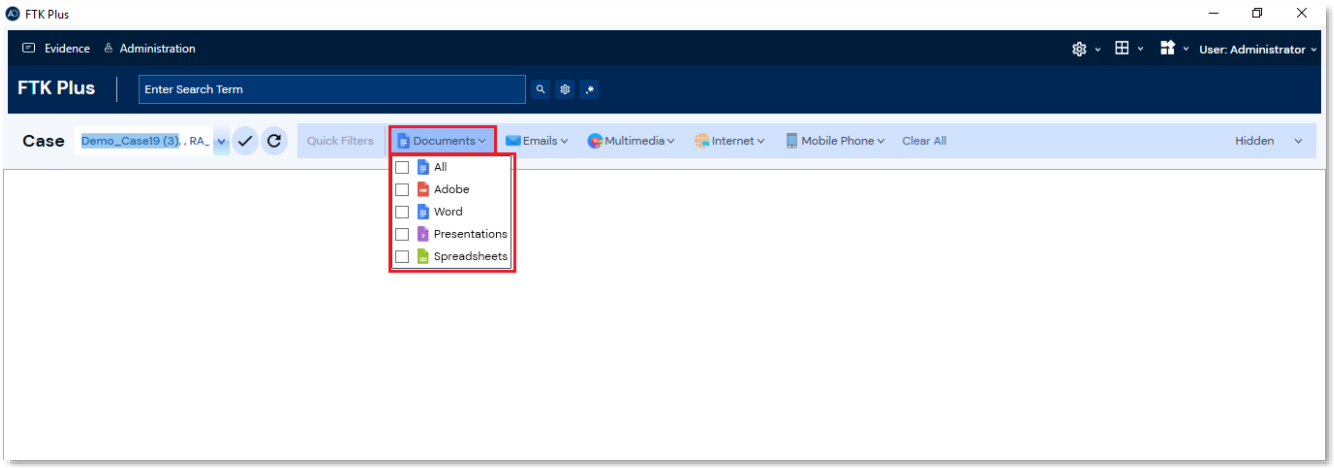
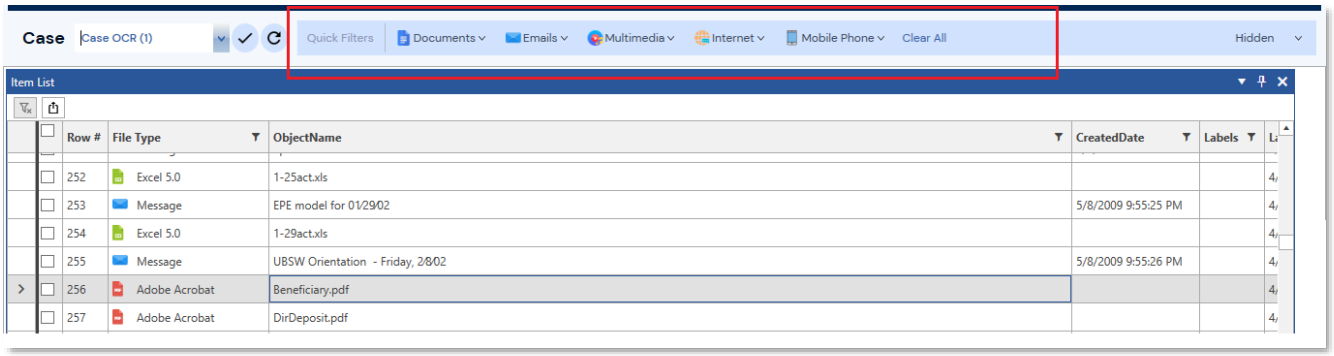
To filter files (records) using Quick Filters:

1. From the Home page, select the required cases.
2. Click on the drop-down list against the required file type from the **Quick Filters** ribbon.



3. Select the required filter.
    - The data is displayed in all the selected formats.



Notes:

- The selected filters will be highlighted with a red dot on the **File Type** .
- You can disable the selected filters by unchecking it or reset all the filters by clicking **Clear All**.

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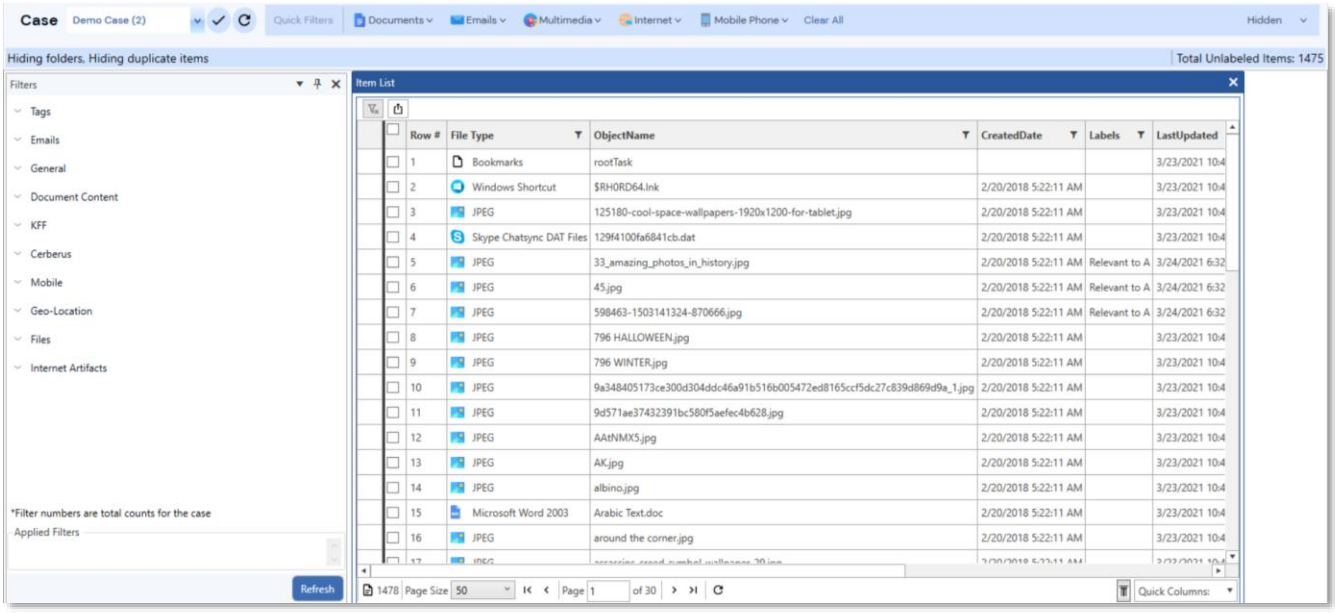
Filter Status Bar

This panel displays the filter criteria for the files hidden in the particular case. Moreover, it also provides the count of unlabeled items based on the currently applied filters.



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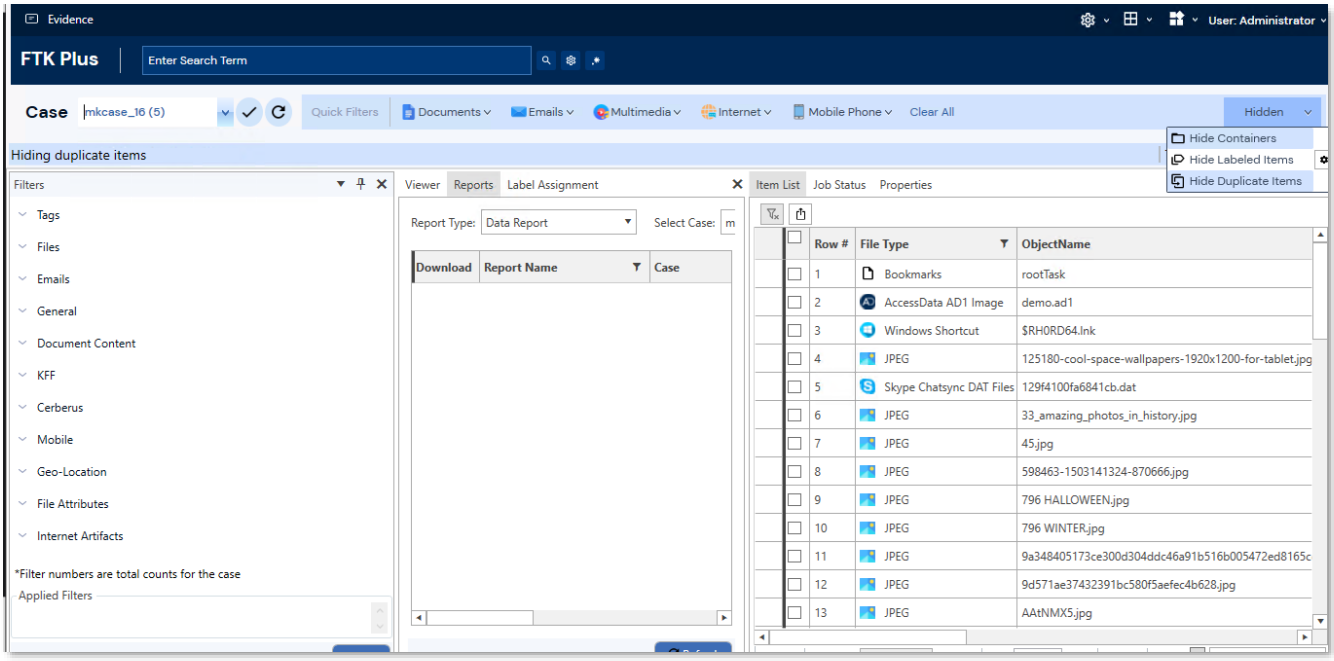
Additional Filters

The Additional Filters control box is used to quickly filter out (hide) items that are not relevant to the current task. You can enable the available options to hide containers, already labeled files, and duplicate files. By default, **Hide containers** and **Hide Duplicate Items** options are enabled.

To hide files/folders:

1. From the Home page, click the **Hidden** drop-down.



2. Select the required option as described below:
   - **Hide Containers** - To hide all the folders present in the case.
   - **Hide Labeled Items** - To hide the already labeled files. You can also configure to hide specific labeled files by clicking the **Settings** icon and selecting the labels.
   - **Hide Duplicate Items** - To hide the duplicate files and folders in the case.

Note: The selected filters are highlighted in grey background.

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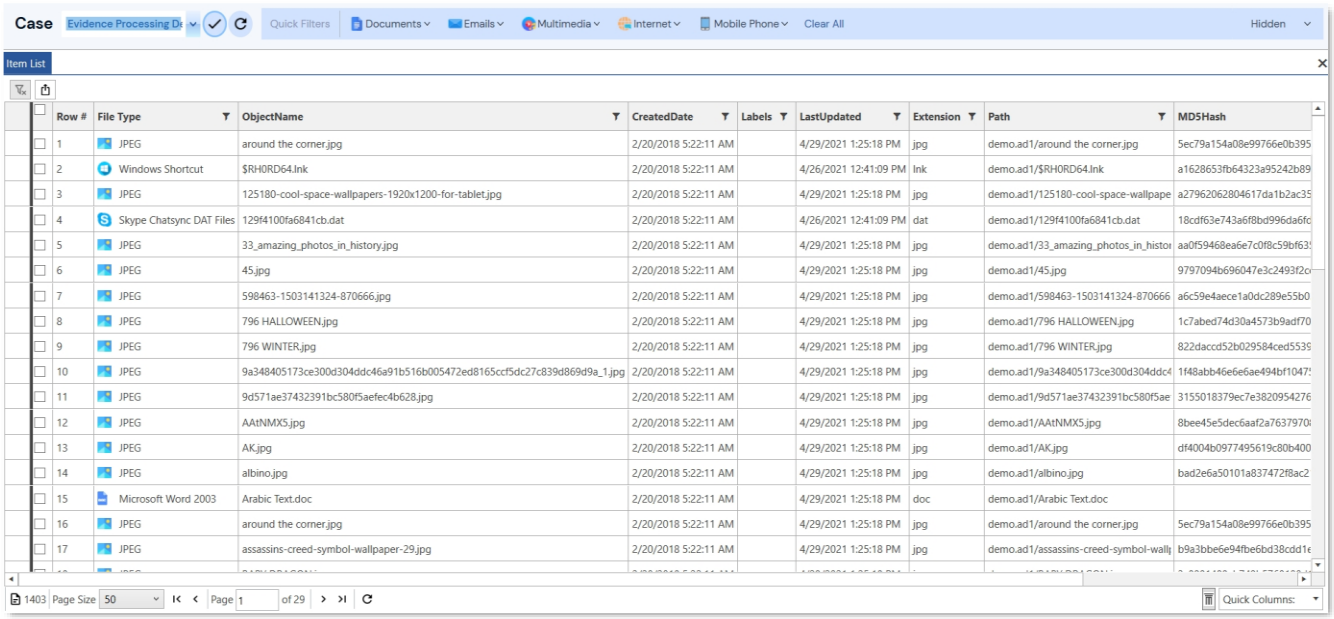
Reviewing Evidence

Item List

The Item list panel provides a grid view of the list of records present in the selected cases. This panel provides information such as File type, File name, path, etc. and when a record is clicked, the content of the file will be opened in the Viewer panel.



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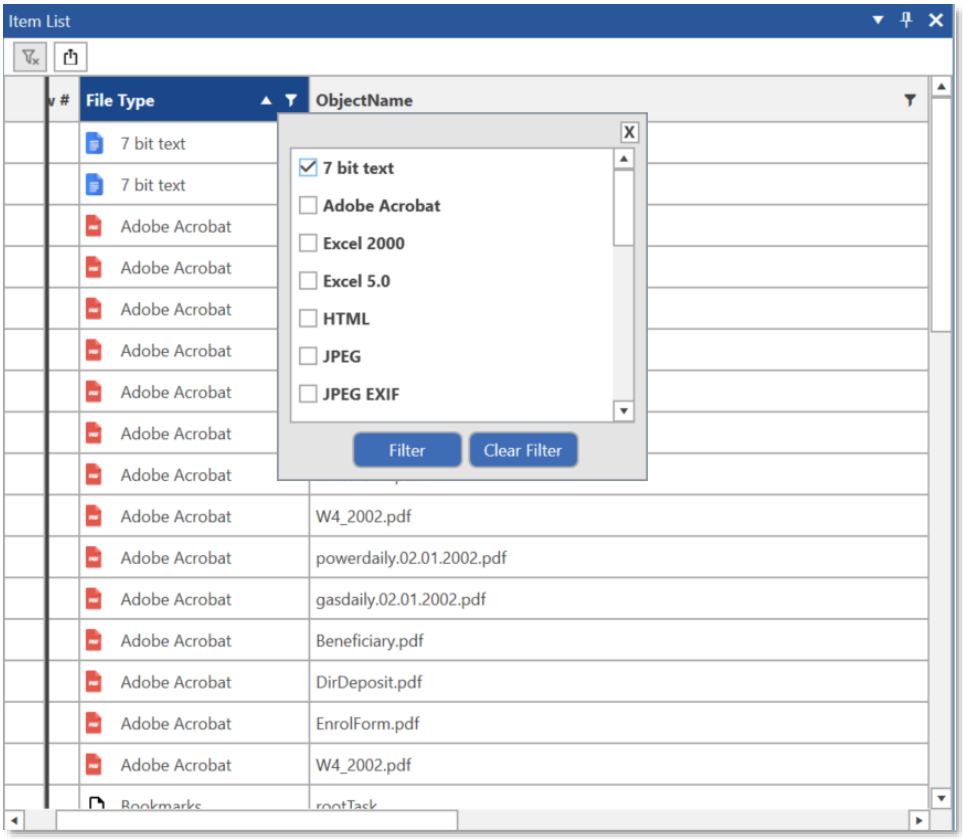
Column Filters

You can filter the details displayed in FTK Plus by clicking the **Filter** against the required column's header. Upon clicking the **Filter**, the following prompt will be displayed to configure the filtering details based on your preference.



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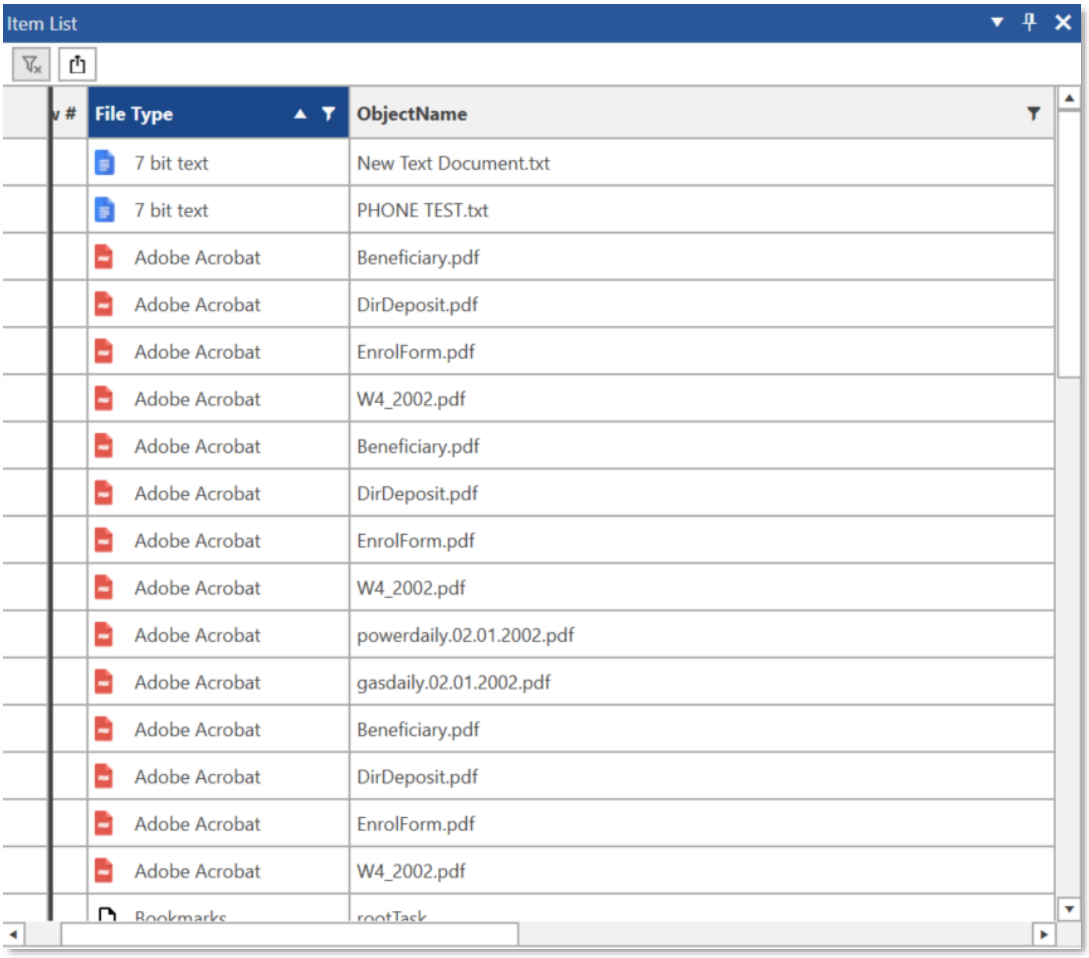
Column Sorting

You can click on the required column header to sort the details in ascending (indicated as the **Upwards Arrow** against the header) or descending (indicated as the **Downwards Arrow** against the header) order.



Note: You can click **Reset Filter** to reset all the column filters applied.

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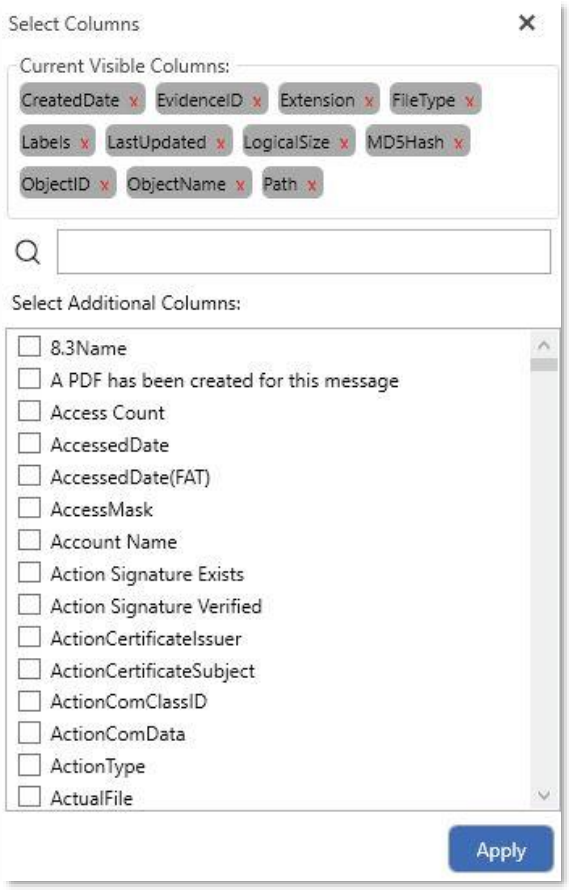
Custom Columns

To select the columns to be displayed:

1. From the Item list panel, click **Display** on the bottom-right corner of the panel.
    - The **Select Columns** prompt is displayed.



2. Remove the unnecessary columns from the **Current Visible Columns** section.
3. Select the required columns from the Select **Additional Columns** section.
4. Click **Apply**.

Note: Alternatively, you can click on any of the preconfigured list of column templates in **Quick Columns** to load and display the columns best suited for your purpose.

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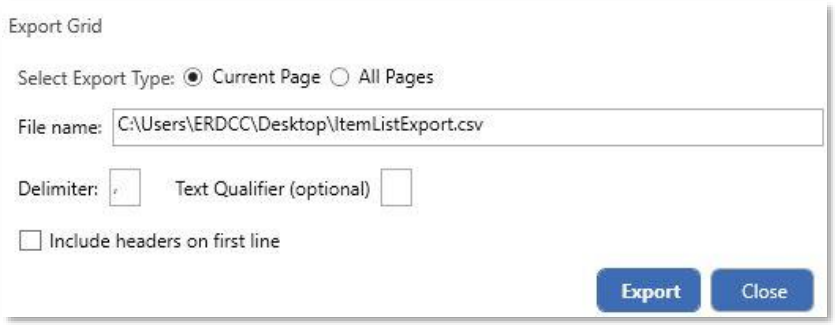
Exporting Metadata

To export the metadata details:

1. From the Item list panel, click **Export** on the top-left corner of the panel.
    - The **Export Grid** prompt is displayed.



2. Select if you want to export the metadata of the **Current Page** or from **All Pages**.
3. Edit the **File name** field to change the location or the file name.
4. Configure the export format as required.
5. Click **Export**.

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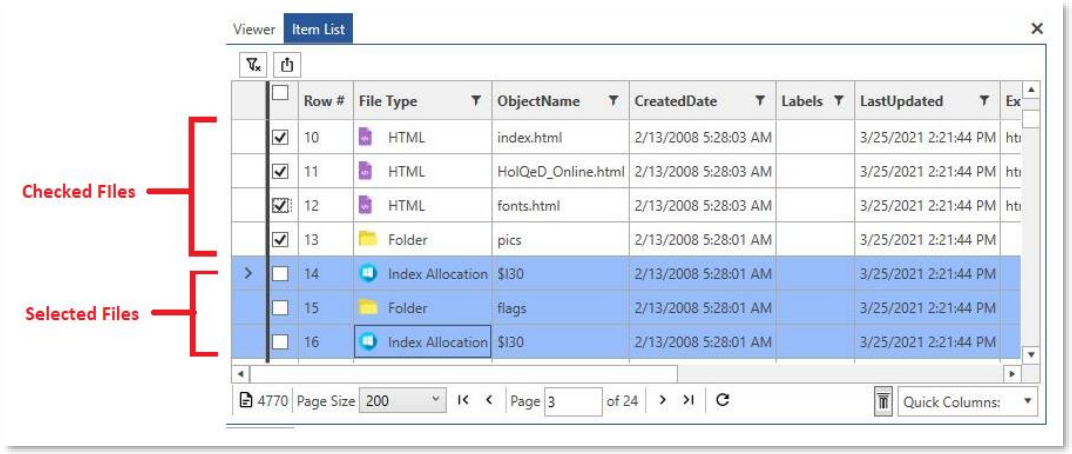
Checking vs Selecting Files

FTK Plus allows you to highlight/view or perform an action via the following methods:

- Checking files – Enable the checkbox against the required files to mark it to perform an action.
- Selecting files – Simply clicking on the required file to highlight/view it. To select multiple files, you can **press Ctrl + Left-click (mouse)**.



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Page Footer Details

The page footer details provide you an exact summary of the counts of the entity such as the total records present in the list, number of records displayed in each page and the number of pages available in total. Details displayed in the selected page or panel.

The representations and their descriptions are provided below:

Icons	Descriptions
4770	The number of entities being displayed in the selected window.
Page Size 200	To configure the number of entities to be displayed per page.
and	To navigate to the previous and next entity in the list respectively.
and	To navigate to the first and last entity in the list respectively.
Page 3 of 24	The current page out of total pages available in the window/panel. Instead of sequentially navigating through the pages, you can enter the required page number to directly navigate to it.
	To refresh the list.

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Right-click Options

Labeling

Refer to the Assigning Labels section for step-by-step instructions.

Bookmark

Refer to the Assigning Bookmarks section for step-by-step instructions.

Coding

Refer to the Coding Operations section for step-by-step instructions.

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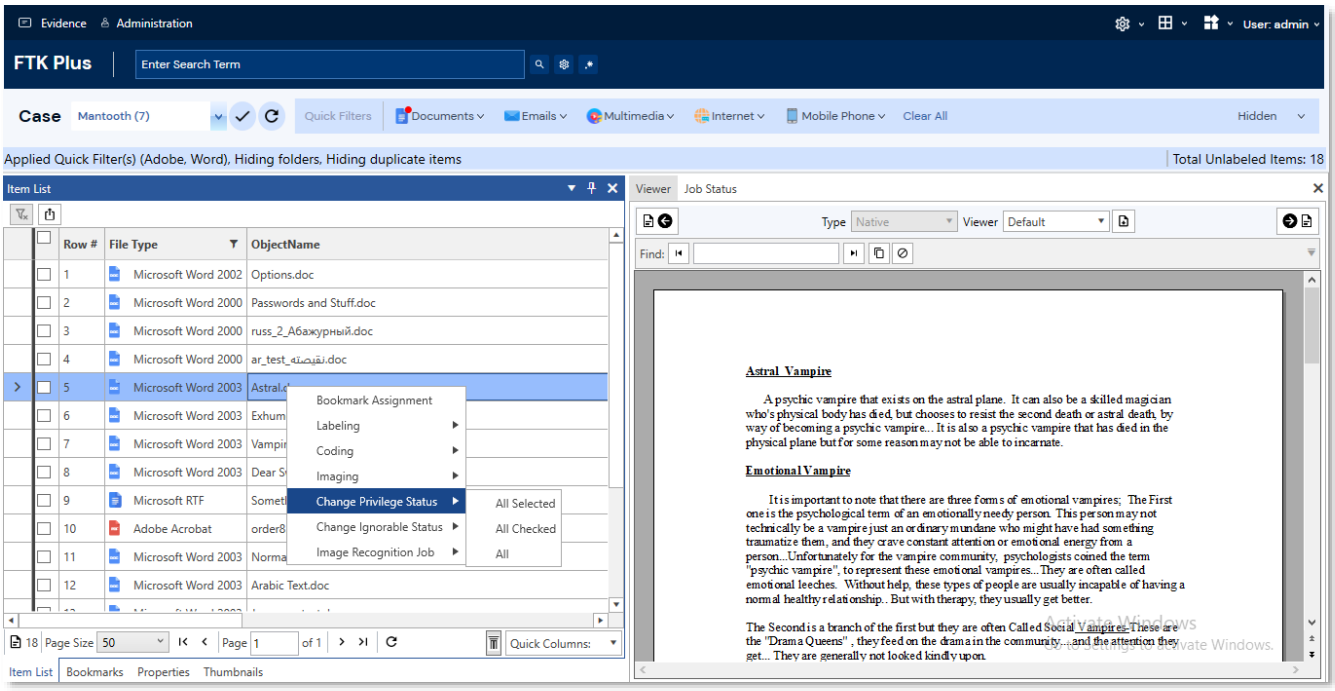
Change Privilege Status

To assign Privilege Status to files:

1. From the **Item List** panel, select the required records.

Note: You can either select it by enabling the check-box against an item or by pressing CTRL and left-clicking on the records.

2. Right-click on a selected record.



3. Select **All Selected**, **All Checked**, or **All** to apply the Privilege Status to the record, or all the checked records, or all records in the case respectively.

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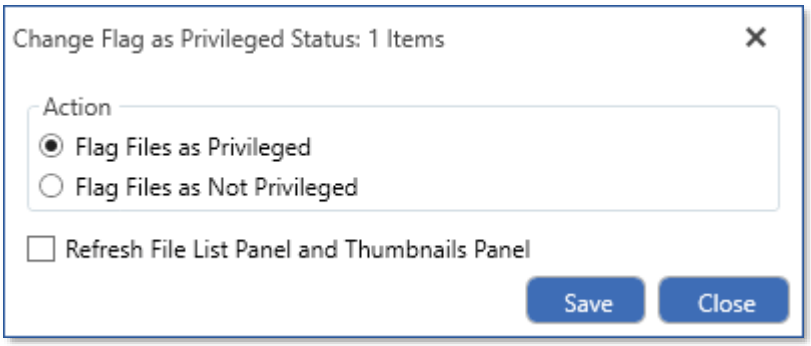
- The **Change Flag** prompt is displayed.



4. Select the required **Action** by enabling the radio button against it.
5. Enable the **Refresh File List Panel and Thumbnails Panel** to view the changes in the list view.
6. Click **Save**.

Note: Once the Flag is applied, the 'FlaggedPrivilege' column in the List view will be set to true.

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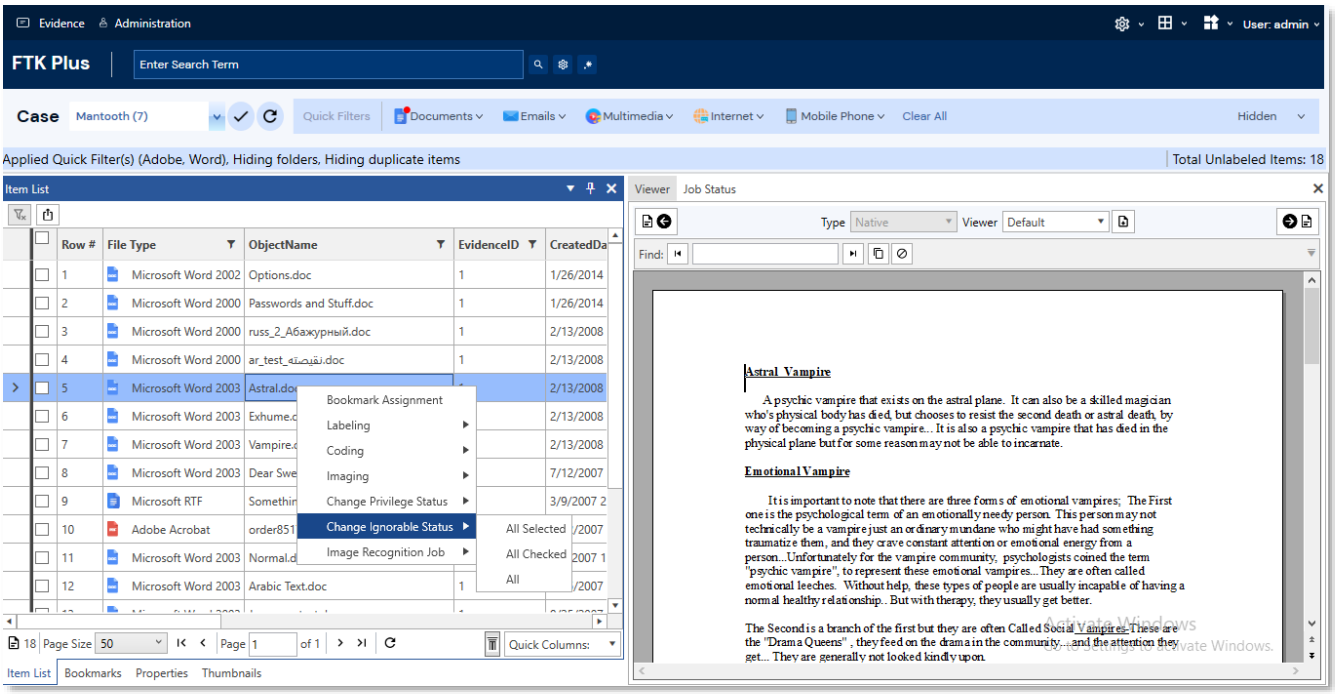
Change Ignorable status

To assign Ignorable Status to files:

1. From the **Item List** panel, select the required records.

Note: You can either select it by enabling the check-box against an item or by pressing CTRL and left-clicking on the records.

2. Right-click on a selected record.



3. Select **All Selected**, **All Checked**, or **All** to apply the Ignorable Status to the record, or all the checked records, or all records in the case respectively.

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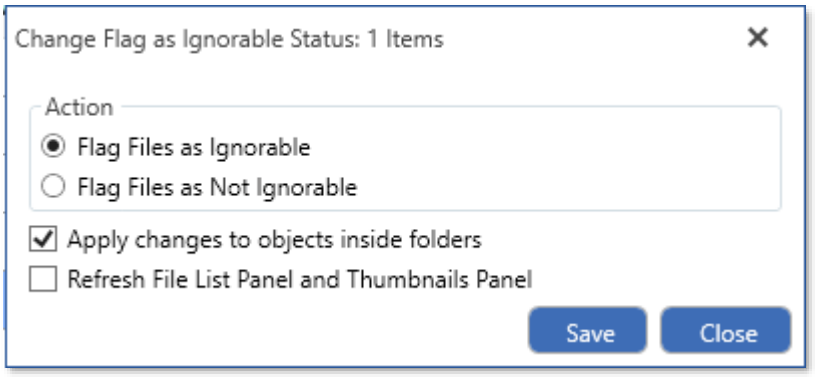
- The **Change Flag** prompt is displayed.



4. Select the required **Action** by enabling the radio button against it.
5. Deselect the **Apply changes to objects inside folders** checkbox if you do not want to apply flags to the files in folders.
6. Enable the **Refresh File List Panel and Thumbnails Panel** to see the changes in the list view.
7. Click **Save**.

Note: Once the Flag is applied, the 'FlaggedIgnorable' column in the List view will be set to true.

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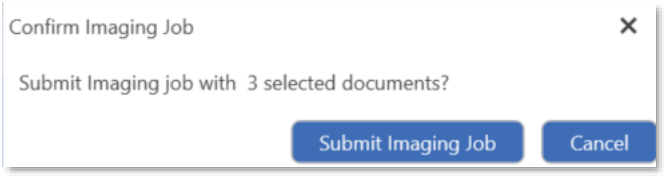
Imaging Process

The Imaging process runs automatically when viewing a file in the Annotate viewer. You can choose to manually run this job for selected/bulk files in advance to make review within the Annotate viewer faster.

To run the imaging process:

1. From the Item list panel, select the records.
2. Right-click on a selected record.
3. Select **Imaging**.
4. Select **All Selected**, **All Checked**, or **All** to label the selected records, or all the checked records, or all records in the case respectively.
    - The **Confirm Imaging Job** prompt is displayed.



5. Click **Submit Imaging Job**.

Image Recognition

You can select a record, right-click and select Image Recognition Job to run TensorFlow image recognition jobs using models on selected items.

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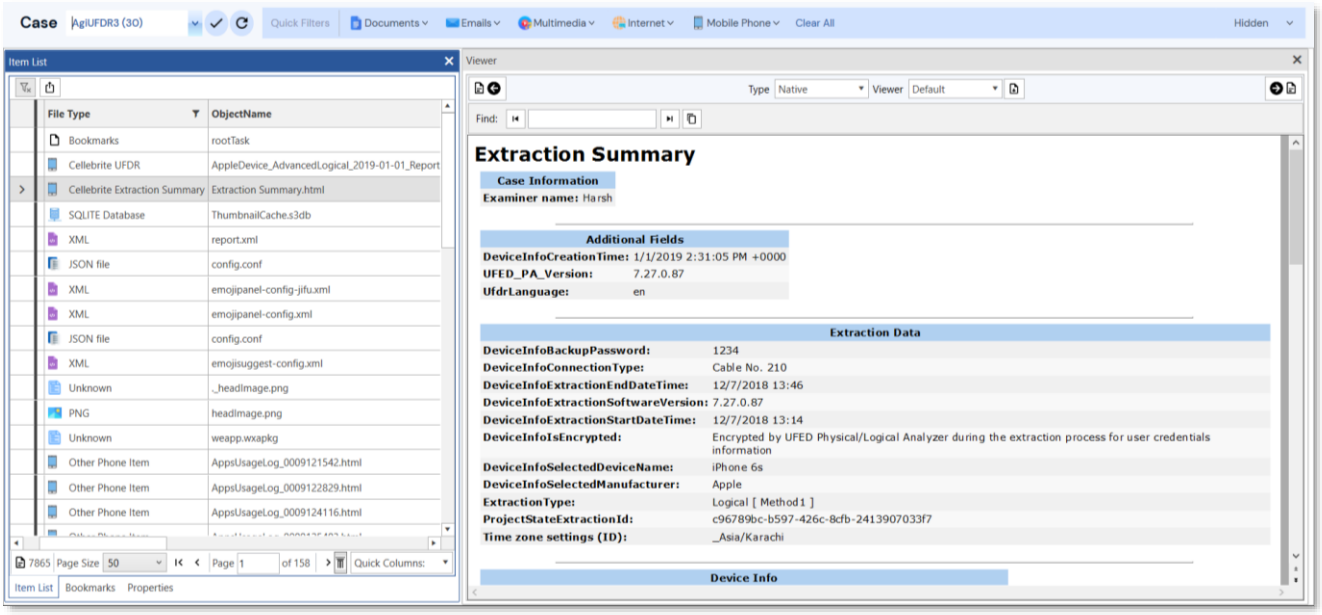
Viewer

The content of a selected record is displayed in the Viewer panel. By default, the content of the selected record is displayed in its native file format and view. However, you can choose the required file type to convert and view it.



The value for **Type** drop-down will be automatically updated based on the file type selected in the Item list, i.e., Native will be selected when you select any type of native files like DOC, XLS, etc. Similarly, when an image-type file is selected, the corresponding type will be PDF, JPEG, TIFF, or Multipage TIFF.

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You can also choose to view the file in any of the below view by selecting one from the **Viewer** drop-down:

- **Default:** The default view of the file in its actual representation is displayed.
- **Hex:** The content of the file is converted to its Hexadecimal equivalent and displayed.
- **Chat:** This view provides a logical mapping of the chat conversations between two or more individuals over a time period. Content of the multiple chat files may be displayed along with the selected chat file.
- **Contact:** The contact information found in a mobile device's contacts are displayed. For example, the WhatsApp name and profile photo of a contact.
- **Web:** A web view of the file is displayed.
- **Video:** The videos within a case are displayed.
- **Filtered Text:** A plain text view of the selected file is displayed**.**
- **OCR Text:** The characters or words recognized from the images are extracted and displayed.
- **Annotate:** Options to add comment, redact, and highlight any part of the file is provided.

Note: You can click **Previous** to view the previous document, **Next** to view the next document, and **Download** to download the document.

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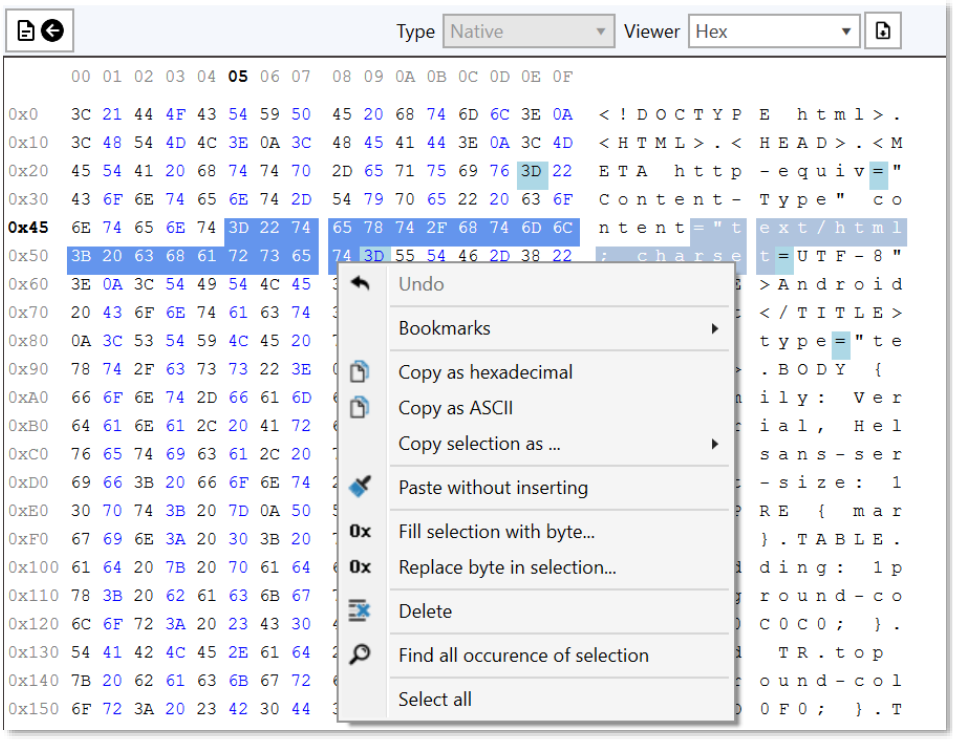
Hex Viewer

While browsing evidence in Hex view, you can use numerous functions found within the right-click menu. You can right-click the file's equivalent Hex view and perform any or all of the below options:



- Bookmarking (within the document – not within a case)
- Copy as Hexadecimal, ASCII, C, C# F#. Java, Visual Basic.Net, Pascal and TRL String
- Paste without Inserting
- Fill selection with byte
- Replace byte in selection
- Delete
- Final all occurrence of selection
- Select all

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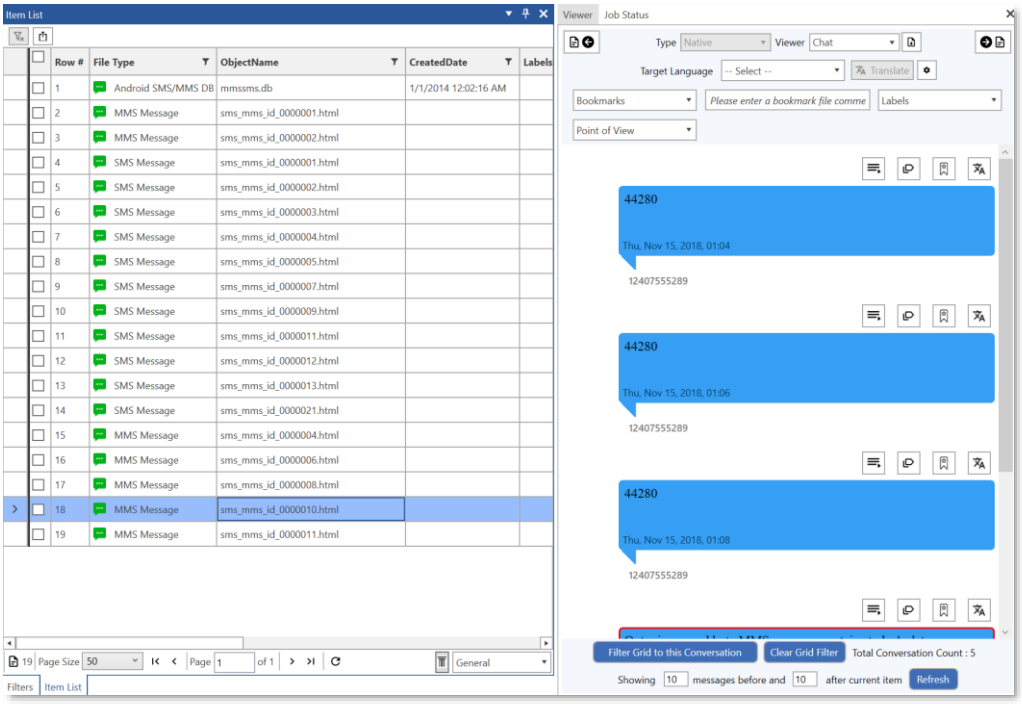
Chat Viewer

When a chat communication (iMessage, SMS, MMS, WhatsApp, etc.) is selected in the Item List panel, the Chat viewer displays the conversation. Additionally, you can use specific tools to view a message and its conversation thread, and tools to code/tag chat messages.



Note: By default, 10 messages before and after the selected item is displayed by default. However, you can change this and are required to click **Refresh** to see any changes.

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While using the Chat viewer, you are provided with the following functions to progress during the review process.

- **Refresh:** Click this to refresh the viewer.
- **Filter Grid to this Conversation:** Click this to filter the Item List panel to display only the conversations that are part of the selected records thread.
- **Clear Grid Filter:** Click this to remove the Filter Grid to this Conversation, if active.
- **Message Tools:** Each chat message includes options to:
    - Select this Chat on the Item List
    - Assign to Selected Label
    - Assign to Selected Bookmark
    - Assign/Edit Translation
- **Point of View:** The Point of View menu allows the user to toggle the conversation between any of the listed contacts.

Additionally, you can use the below listed options available for the chats:

Tool	Description
	To select the record in the Item List.
	To assign the selected label to the record. The label can be selected from the Labels menu displayed at the section displayed above the chats.
	To assign the selected bookmark to the record. The bookmark can be selected from the Bookmark menu displayed at the section displayed above the chats.
	To select the record to be translated. Translated text will appear within the chat bubble.

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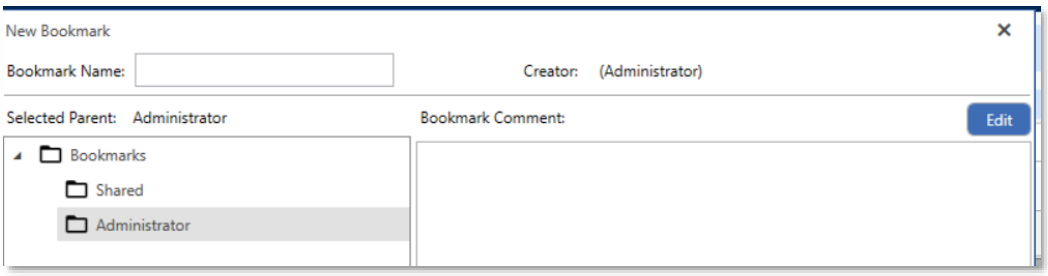
Bookmarking

During review, records can be bookmarked for further analysis or to include within a report.

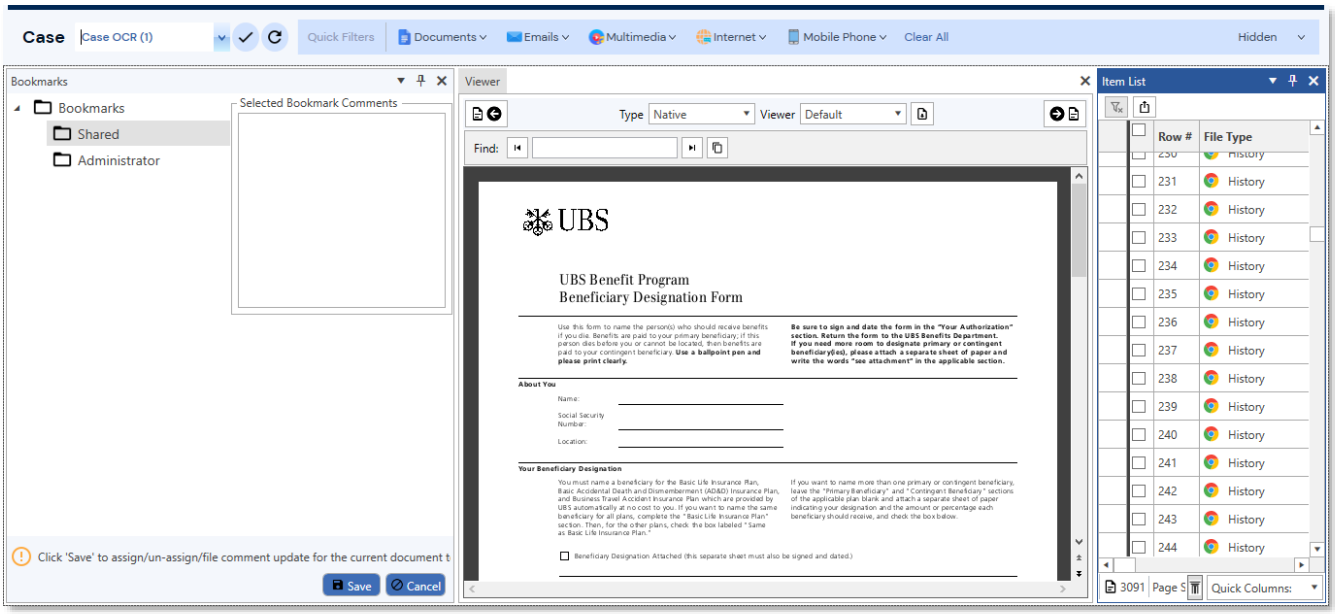
Creating a Bookmark

To create a new Bookmark:

1. From the **Bookmarks** panel, right-click on the folder under which the Bookmark is to be created.
2. Click **New Bookmark**.
    - The **New Bookmark** prompt is displayed.



3. Provide a name in the **Bookmark Name**.
4. Click **Save**.
    - The newly created **Bookmark** is displayed in the Bookmark panel.



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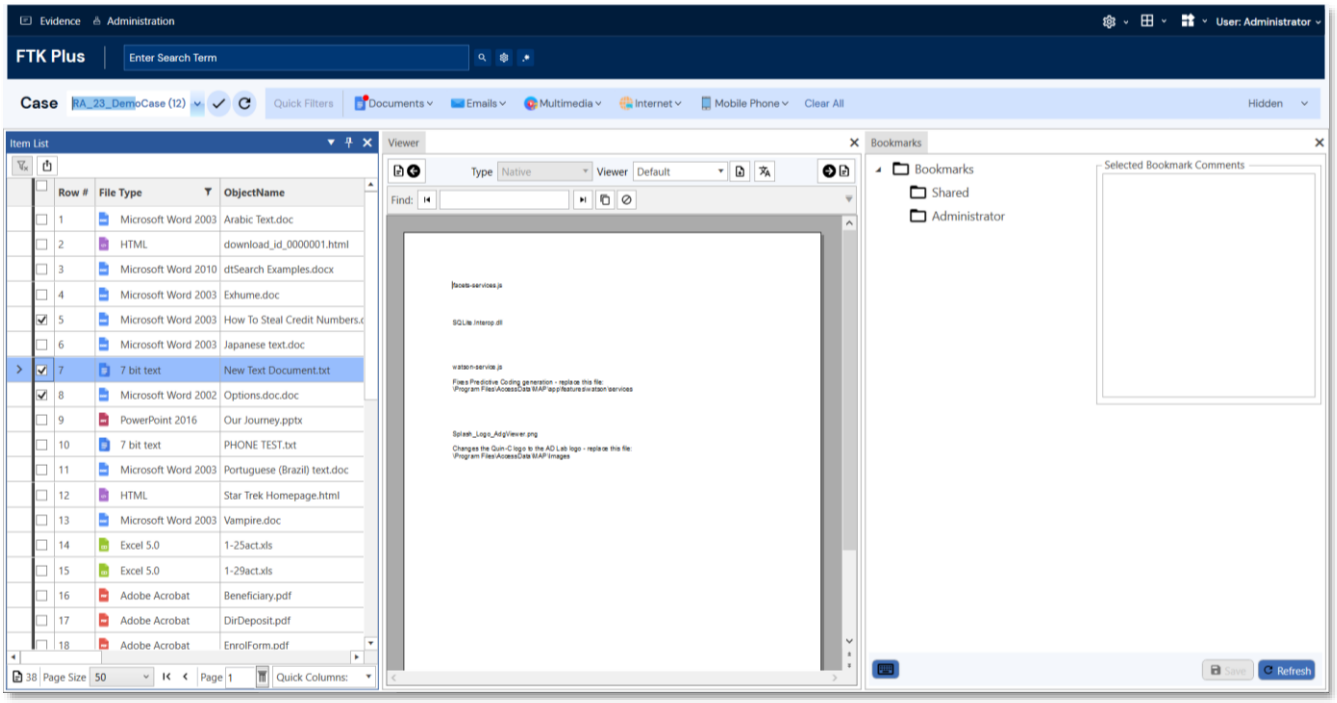
Assigning Bookmarks

To bookmark files:

1. From the **Item List** panel, enable the checkboxes against the required records.



2. Right-click on a record.
3. Select **Bookmark Assignment**.

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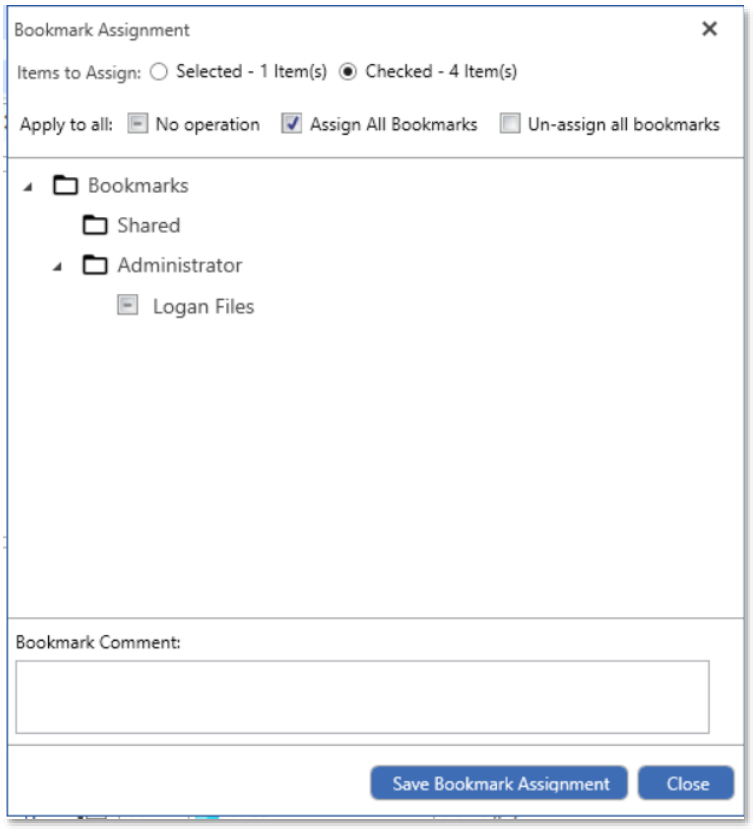
- The **Bookmark Assignment** prompt is displayed.



4. Select if you want to assign the Bookmark to all the selected records or to all the checked records by choosing **Selected** or **Checked** radio-button.

Note: Alternatively, you can select the required items and right-click on the document in the **Item list** and select **Bookmark Assignment** to bookmark the same.

5. Select the required Bookmarks by enabling the check-box against it.
6. Add a comment to the records added on the **Bookmark Comment** field.
7. Click **Save Bookmark Assignment**.

Note: Alternatively, you can also assign Bookmarks from the **Bookmarks** panel. This will add only the file that you are reviewing to the Bookmark.

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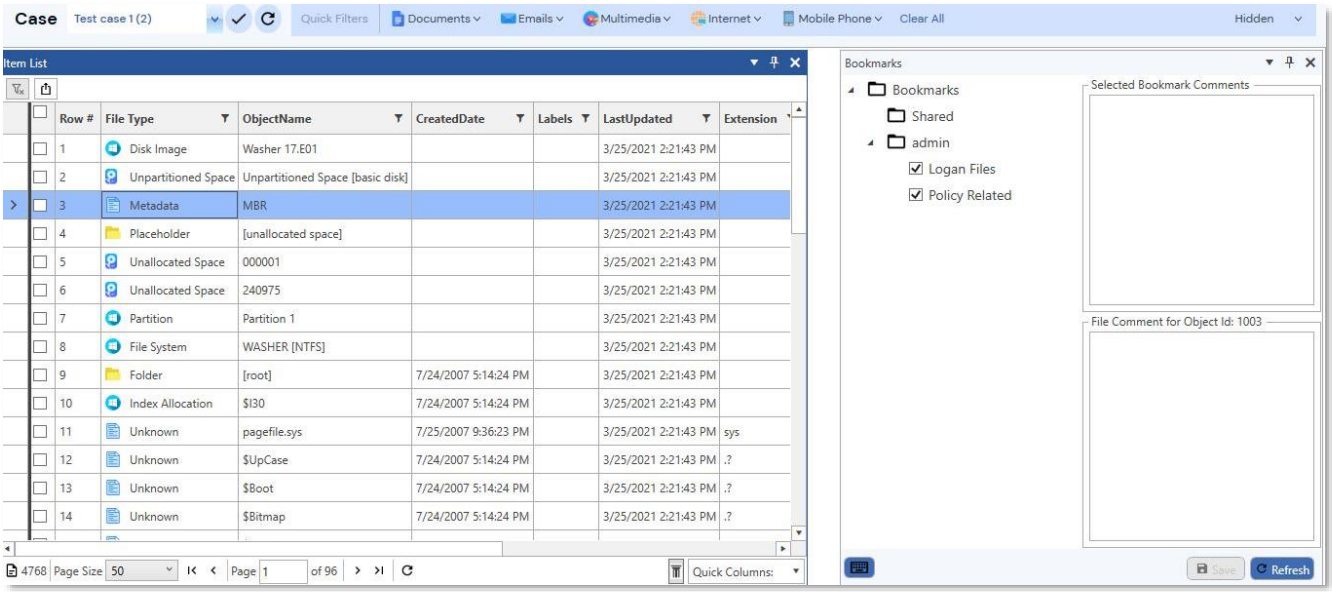
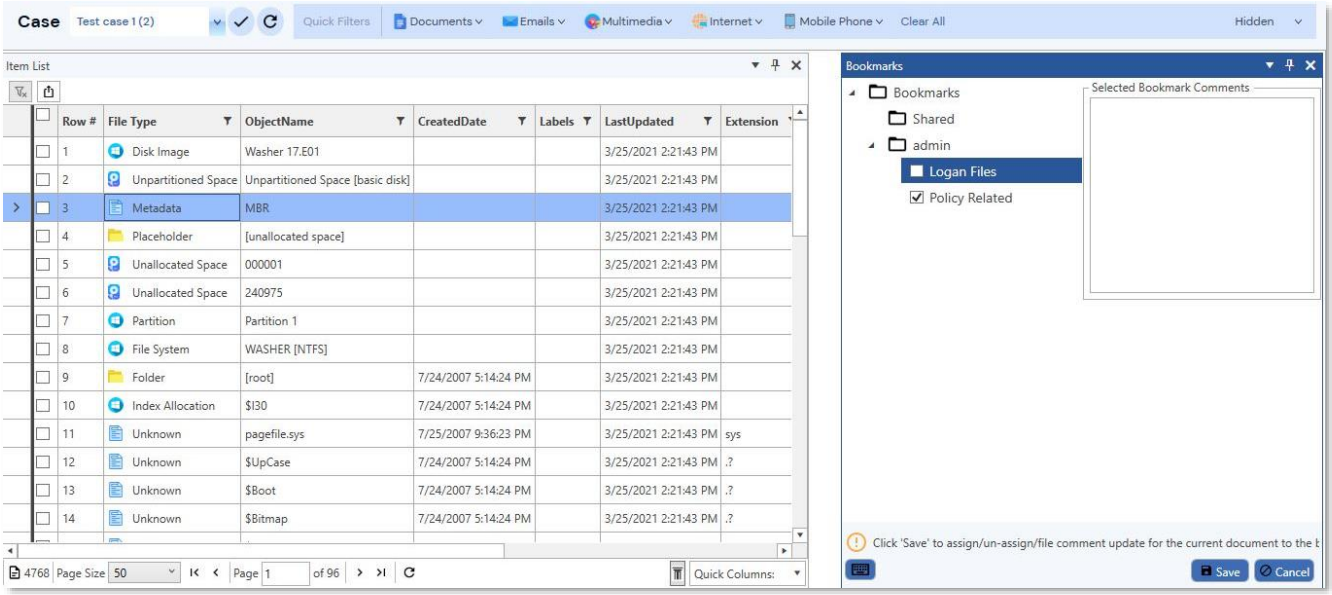
Removing Bookmarks

To remove bookmarks for the files:

1. From the **Item List**, select the record assigned with a bookmark.



2. In the **Bookmarks** panel, uncheck the box next to the bookmark to be unassigned.



3. Click **Save**.

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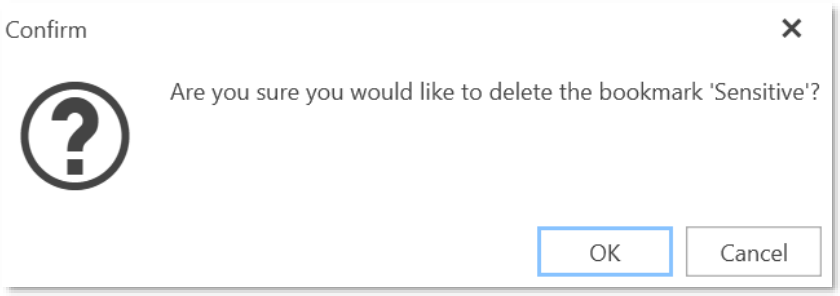
Deleting a bookmark

To delete bookmarks:

1. From the **Bookmark** panel, select the bookmark.
2. Right-click on it.
3. Select **Delete**.
    - The **Confirm** prompt is displayed.



4. Click **OK**.

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Labeling

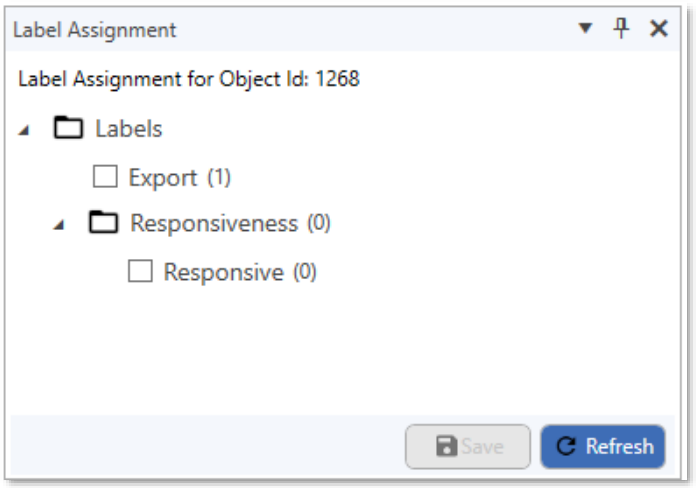
FTK Plus allows you to review and categorize files under a label for easier identification. You can apply more than one label to a record and also filter the required records by labels.

Creating a Label folder

To create a new folder:

1. From the **Labels Assignment** panel, right-click on the folder under which the folder is to be created.
2. Click **New Folder**.
    - The **New Folder** prompt is displayed.

3. Provide a **Name** for the folder to be created.
4. Click **Save**.
    - The newly created label folder is displayed.



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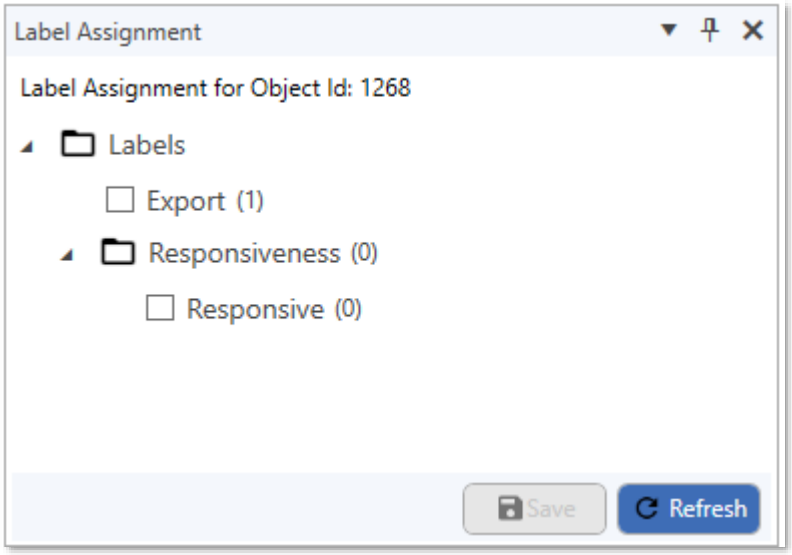
Creating a Label

To create a new label:

1. From the **Labels Assignment** panel, right-click on the folder under which the label is to be created.
2. Click **New File**.
    - The **New Label** prompt is displayed.

3. Provide a **Name** for the label to be created.
4. Click **Save**.
    - The newly created label is displayed.



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Setting permission for labels

Assigning permissions to a label allows specific users/user groups to have full control of a label during review. These users/user groups can assign these labels in a case they have access to.

To set permission for labels:

1. From the **Label Assignment** panel, select the required label.
2. Right-click on a selected label.
3. Click **Manage Permissions**.
    - The **Manage Permissions** prompt is displayed.

4. Select the users or user groups to access this label.
5. Click **OK**.

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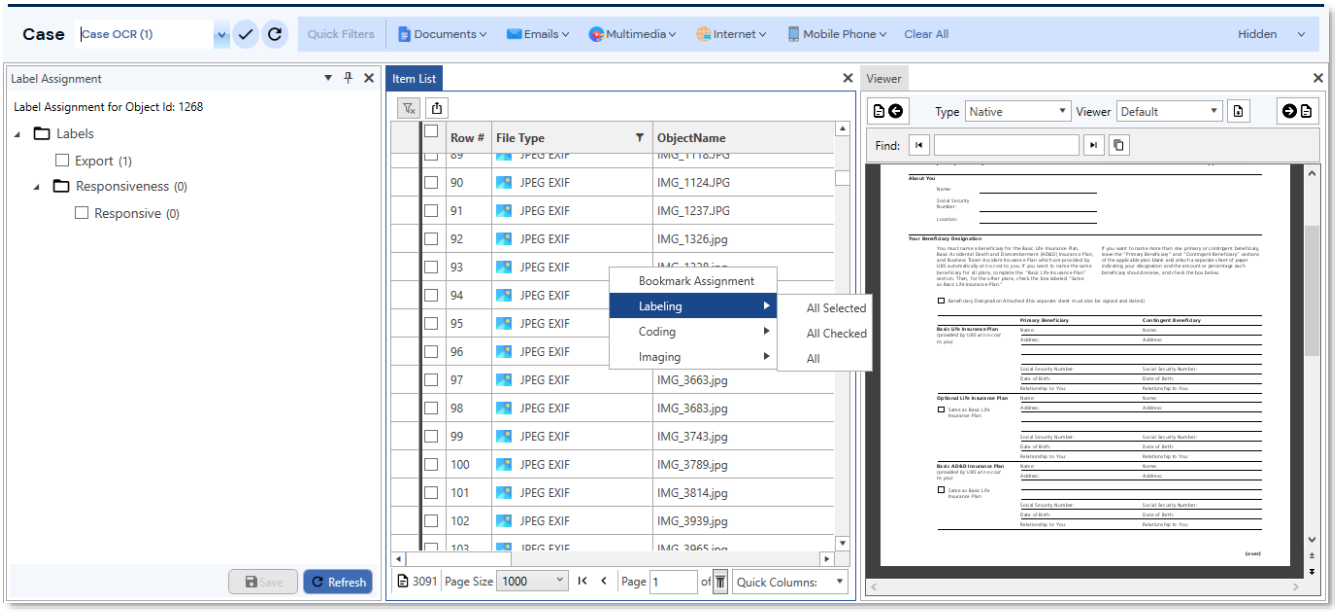
Assigning Labels

To assign labels to files:

1. From the **Item List** panel, select the required records.

> **Note:** You can either select it by enabling the check-box against an item or by pressing CTRL and left-clicking on the records.

2. Right-click on a selected record.



3. Select **All Selected**, **All Checked**, or **All** to label the selected records, or all the checked records, or all records in the case respectively.

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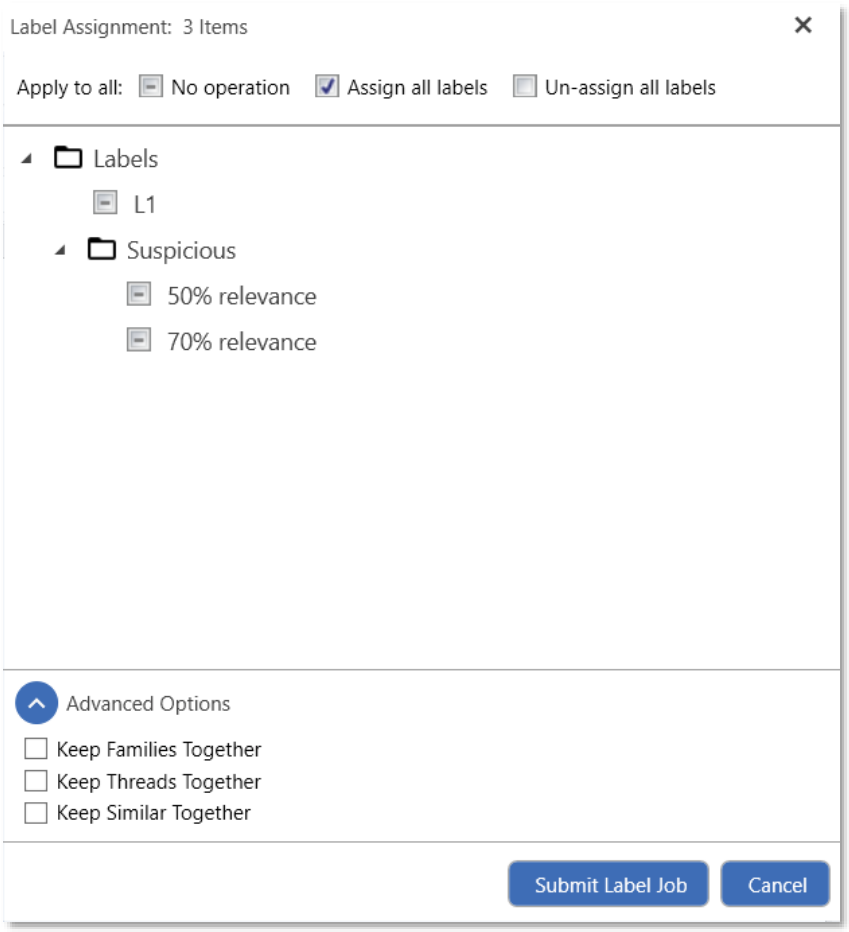
- The **Label Assignment** prompt is displayed.



4. Select the required labels by enabling the check-box against it.
5. Select any or all of the below options to apply the selected labels as stated below:

Option Name	Files included
Keep Families Together	To apply the selected label to documents within the same family as the selected documents.
Keep Threads Together	To apply the selected label to all documents threaded to the selected documents.
Keep Similar Together	To apply the selected label to all documents similar to the selected documents.

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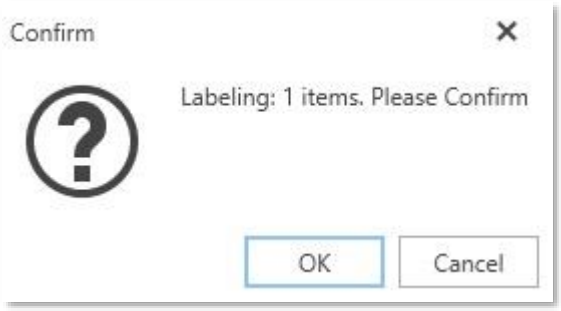
6. Click **Submit Label Job**.
    - The **Confirm** prompt is displayed.



7. Click **OK**.

Note: Alternatively, you can also assign labels from the Label Assignment panel. This will label only the file that you are reviewing.

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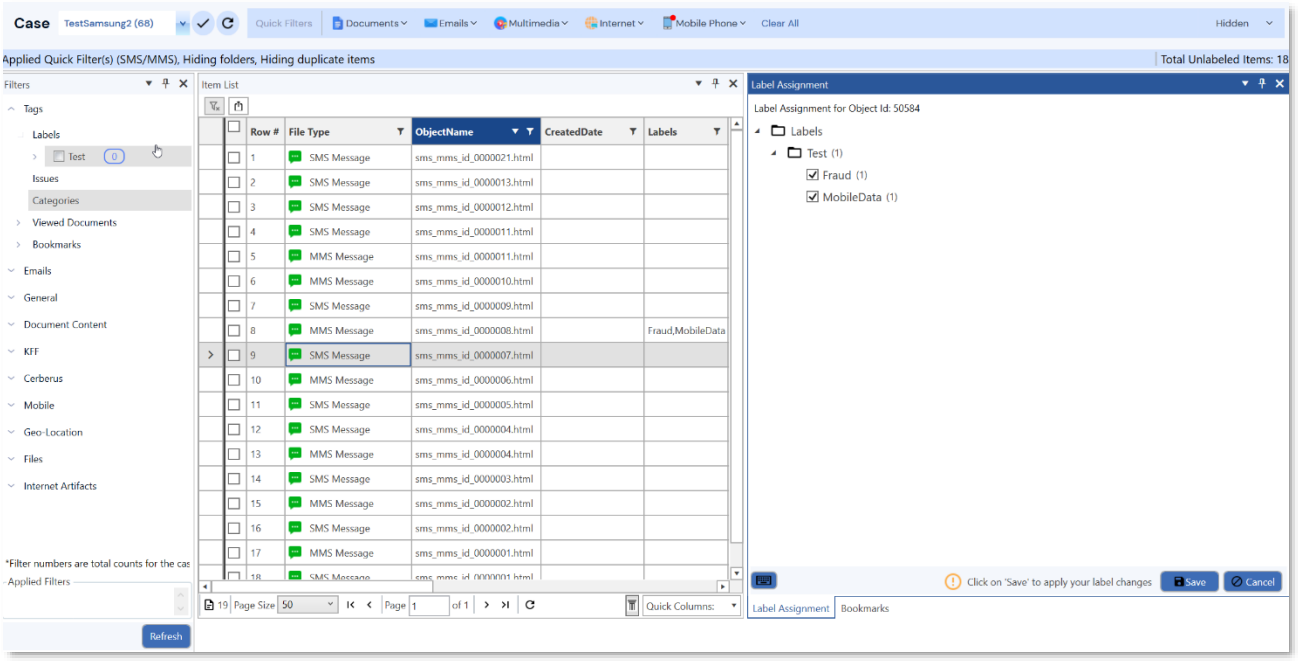
Removing Labels

To remove label for the files:

1. From the **Item List**, select the record assigned with a label.



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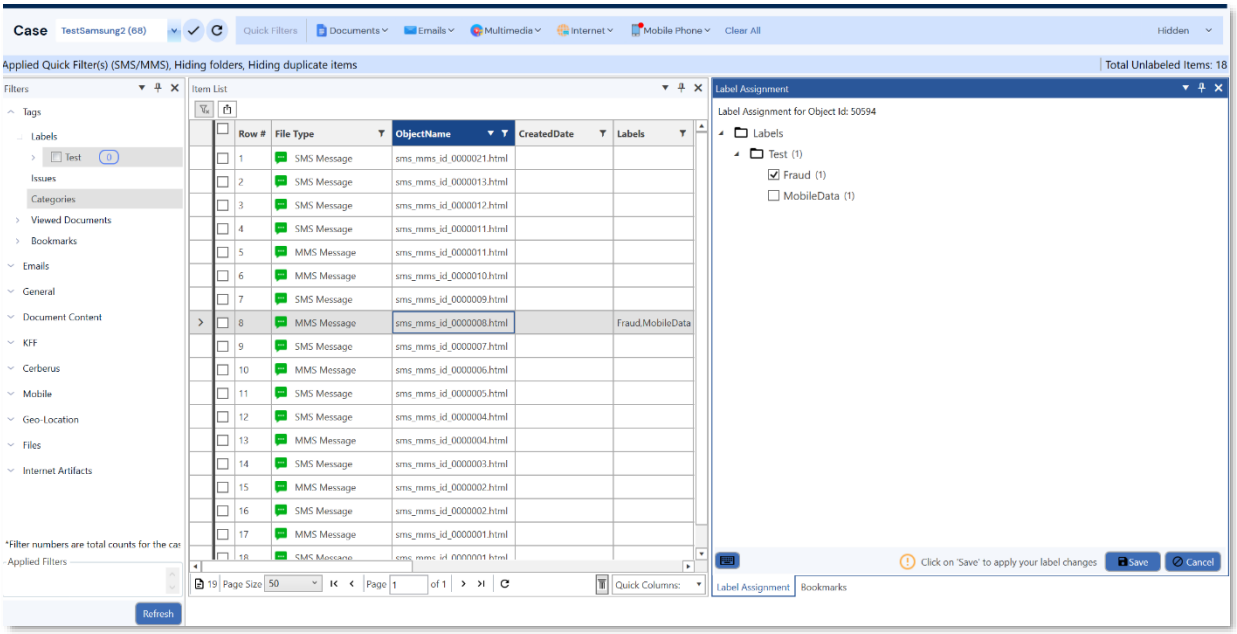
2. In the **Label Assignment** panel, uncheck the box next to the label to be unassigned.



3. Click **Save**.

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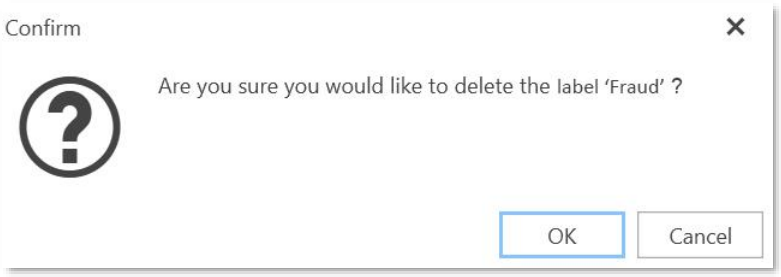
Deleting a Label

To delete label:

1. From the **Label Assignment** panel, select the label.
2. Right-click on it.
3. Select **Delete**.
    - The **Confirm** prompt is displayed.



4. Click **OK**.

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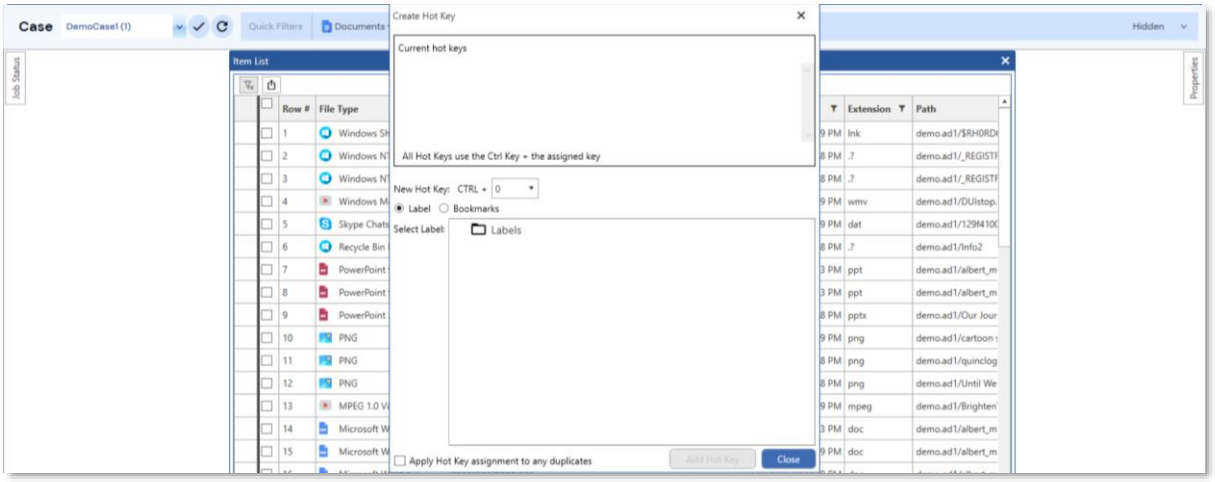
Hot Keys

The Hotkeys option allows users to easily apply Bookmarks or Labels by using a keyboard shortcut. Users can assign multiple Hotkeys with the use of the CTRL key.

Creating a Hot key

To create a Hotkey:

1. From the Home page, click on the **Settings** from the top-right corner of the screen.
2. Click **Hot Keys**.
    - The **Create Hot Key** prompt is displayed.



3. Select a key to be used along with CTRL as a shortcut for an action in the New Hot Key drop-down.
4. Select if you want to assign the hot key to a **Label** or a **Bookmark**.
5. Select the label or bookmark and click **Add Hot Key**.

Note: To apply the Label (assigned to the specific hot key) to the duplicates of the selected files during Review, you can select the **Apply Hot Key assignment to any duplicates** option. Alternatively, you can also create Hotkeys from the Label Assignment and Bookmarks Panel.

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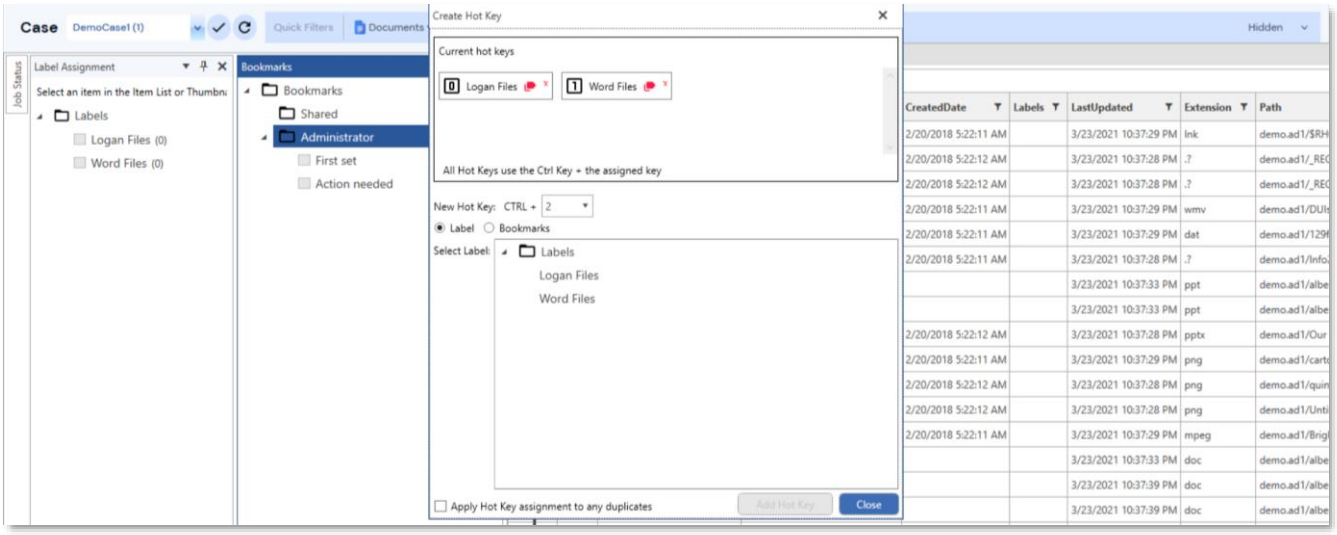
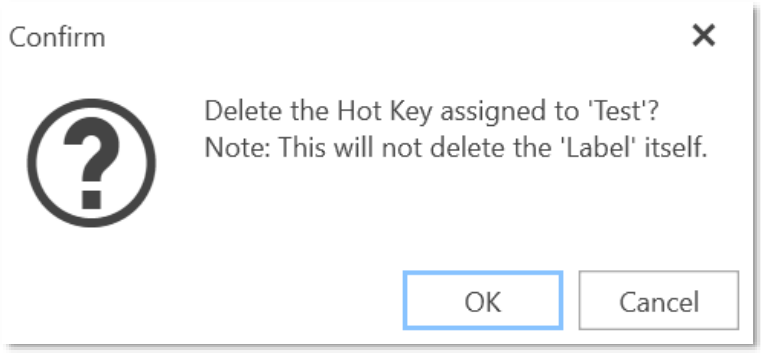
Deleting a Hot key

To delete a Hot key:

1. From the Home page, click the **Settings** from the top-right corner of the screen
2. Click **Hot Keys**.
    - A prompt with the list of existing hot keys is displayed.



3. Click **Close** on the hot key to be deleted.
    - The **Confirm** prompt is displayed.



4. Click **OK**.

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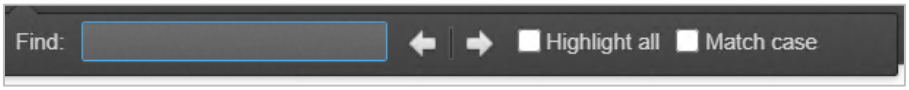
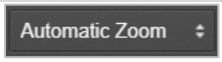
Annotate - Reviewing Evidence

When viewing documents in Annotate View, you will see a variation of icons and buttons. These options are useful for different processes such as creating tabbed productions, redactions, branding, unitization and having the ability to restore a document. The buttons available on the viewer and its uses are listed below:

Buttons	Description and uses
	Toggle Sidebar – This will open the sidebar, should there be multiple pages within a document, it will show each page for quick selection.
	Find in Document – Allows users to search for words and phrases while having the option to highlight these search hits. 
	Previous Page & Next Page – Clicking either will toggle between the different pages within a document.
	Page Toggle – Allows users to go to pages quickly without having to cycle each page.
	Zoom in and Out – Quick zoom.
	Zoom in and Out – Zoom with predefined ranges.
	Magnification – Users can control a magnifier on a document.
	Presentation Mode – Opens the document in full screen mode.
	Print - Ability to print a document as is or with annotations.

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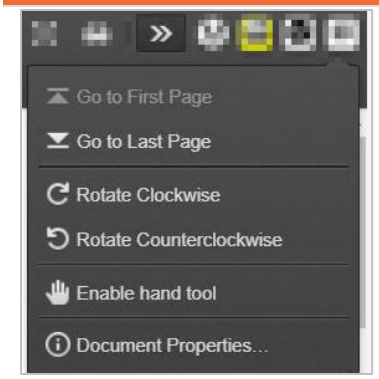
Buttons	Description and uses
	Additional Tools – Ability to move between multiple pages. Rotate a document clockwise and anticlockwise. Additionally, view Document Properties.
	Highlight Text – Allows text to be highlighted within a document.
	Write Text - Lets users type text over a document.
	Stamping – Stamp predefined value on a document.
	Redact Area – Main redaction tool. Allows users to pick a color for the redaction area.
	Redact Text – Allows text to be highlighted, then redacted.
	Save Redaction – Allows burned in redactions to be saved in the document.
	Burn in Redaction – Action to ensure redactions are held in place.
	Restore Document – Restores documents back to original state.
	Bate Stamping – Ability to stamp or watermark documents.
	Unitize Document – Allows documents to have document breaks, deletion of pages, moving of pages and rotation of pages.
	Create Tabbed Production – Creates a child document which can be a holder for redactions or other edits.

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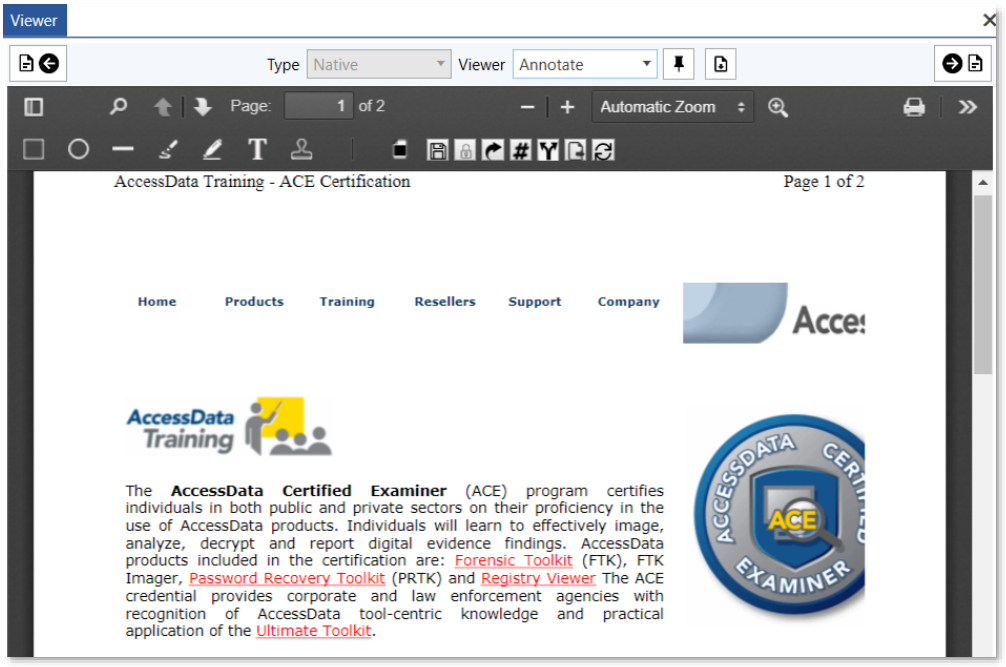
Tabbed Productions

FTK Plus facilitates expert document preparation, with tabbed production options for creating multiple versions of a document without adding additional documents to a case. This is ideal when redactions are required on a document. It must be done prior to any editing as users will be able to toggle between different versions of a document.

To create Tabbed Productions:

1. From the **Item List** panel, select a record to be viewed.
2. On the **Viewer** panel, select **Annotate** from the **Viewer** drop-down field.



3. Click on the **Production** .

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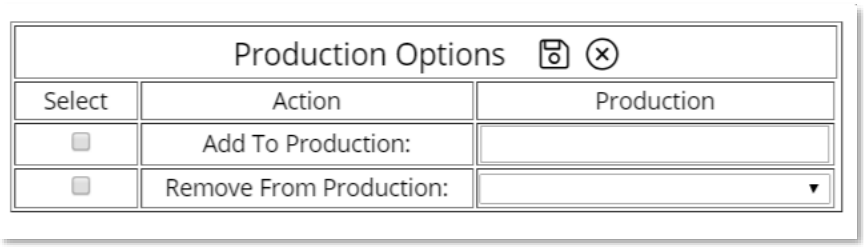
- The **Production Options** prompt is displayed.



4. Select the **Add to Production** option.
5. Provide a name to the production.
6. Click **Save** .

A drop-down list within the PDF Viewer will now appear to toggle between productions.

Filtering for Productions

To filter files for Production:

1. From the **Filters** panel, enable the **Tags** > **Labels** > **Productions**.
2. Select the production label of your choice by checking it.
3. The **Item List** will update with productions related to this label.

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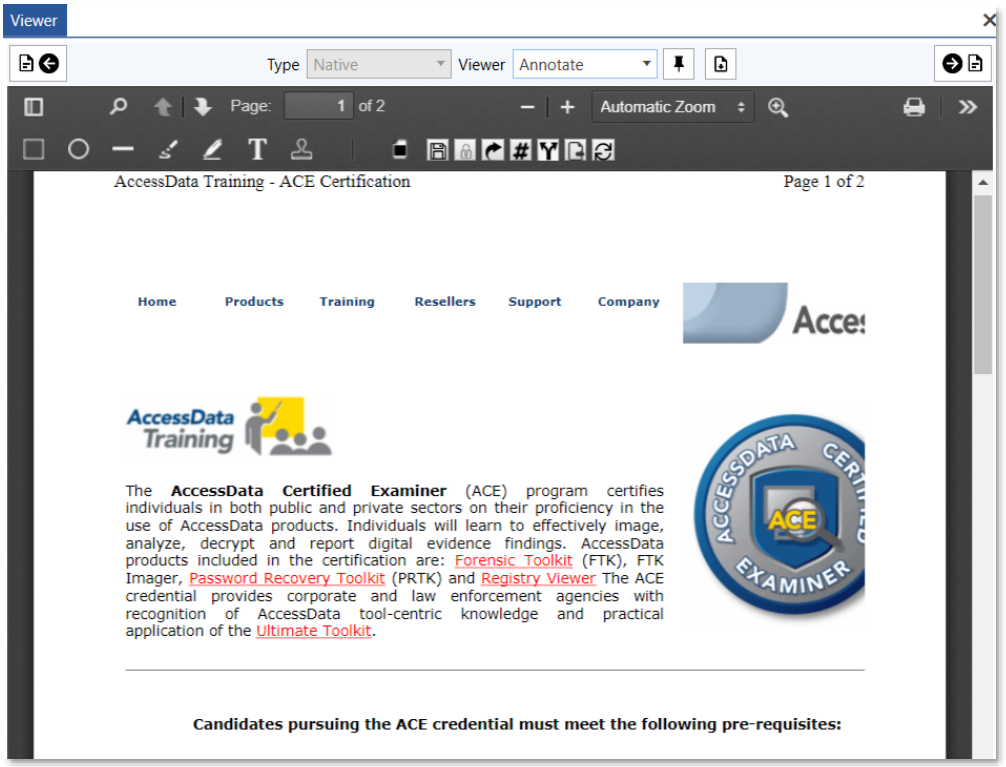
Redactions

FTK Plus provides you the option to redact sensitive or the information you wish to remove a part of the content. You can perform any number of redactions to a file.

To redact a content in file:

Warning: You are recommended to work on the Live version of the document and save the redacted version of the document as a Tabbed production.

1. From the **Item List** panel, select a record to be viewed.
2. On the **Viewer** panel, select **Annotate** from the **Viewer** drop-down field.



3. Click **Redact Area** to draw a redaction area or click **Redact Text** to redact text (highlight text before clicking).

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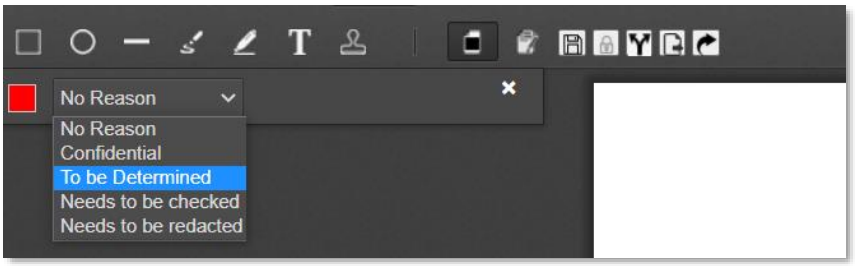
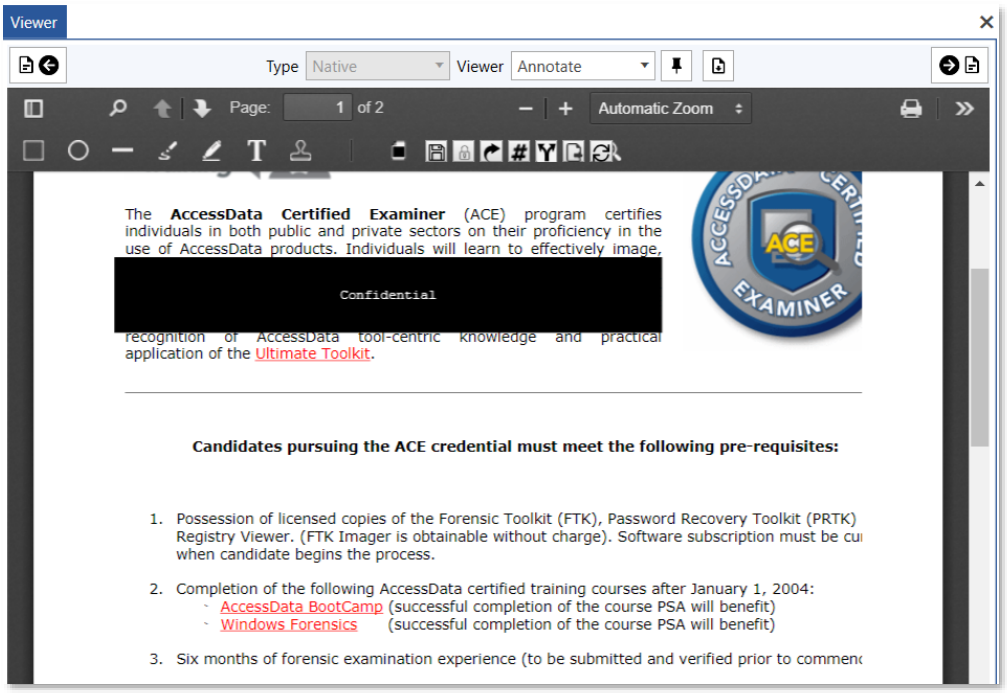
- When using the **Redact Area** you will have the option to use pre-created reasons.



4. Select the color to be used for redaction.
5. Select the reason for redaction (optional).
6. Left-click and draw a shape on the content to be redacted.



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Notes:

- You can click on the redaction and drag it to place as required.
- You can click on the redaction and click **Delete** to delete the redaction.

7. Click **Save** .

Warning: Saving this does not ensure that the redaction is permanent. You or other users will still be able to move or delete it. To permanently add the redaction to the file, click **Burn in Redaction** after saving it.

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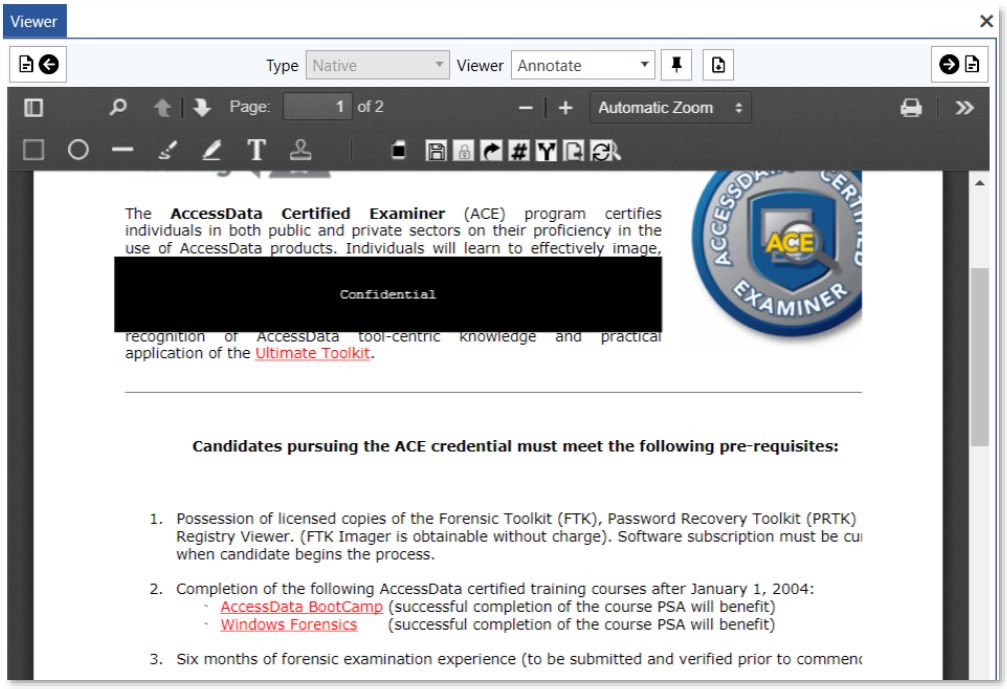
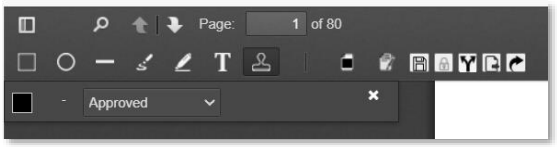
To stamp a content in file:

Warning: You are recommended to work on the Live version of the document and save the stamped version of the document as a Tabbed production.

1. From the **Item List** panel, select a record to be viewed.
2. On the **Viewer** panel, select **Annotate** from the **Viewer** drop-down field.



3. Click the **Stamp** .
    - You will have the option to use pre-created stamps.



4. Select the color to be used for stamping.
5. Select the text to be stamped.

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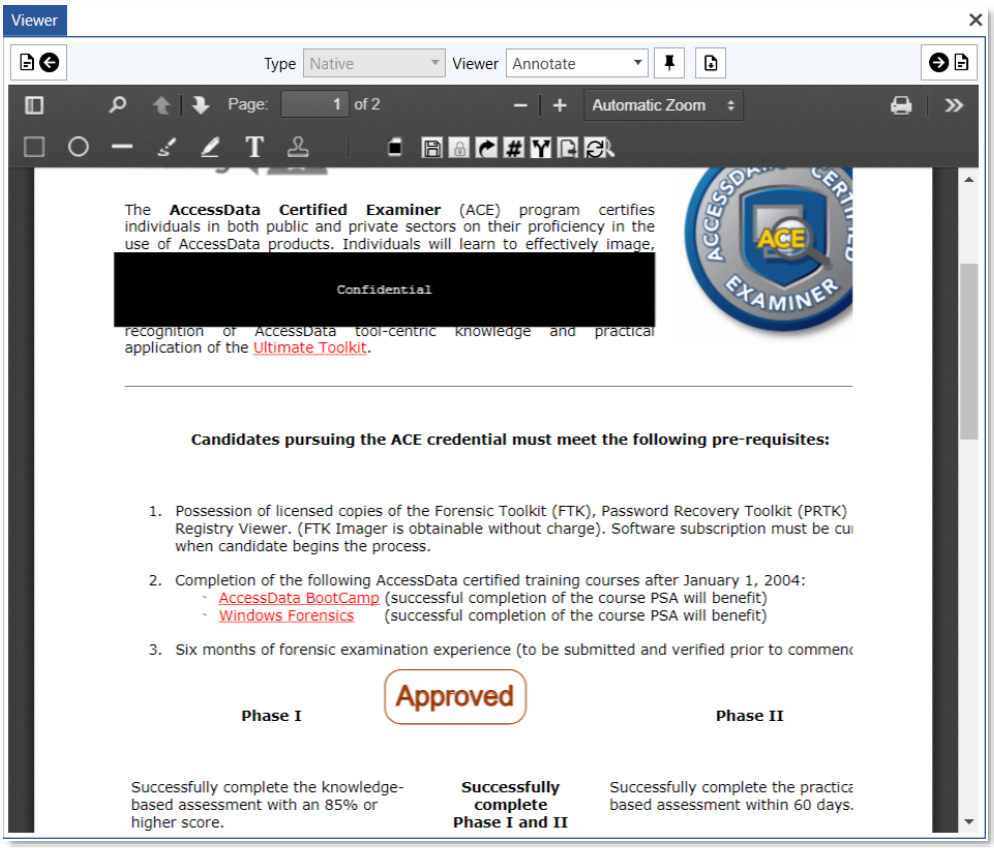
6. Left-click the content to be stamped.



Notes:

- You can click on the stamp and drag it to place as required.
- You can click on the stamp and click the **Delete** to delete it.

7. Click **Save** .

Warning: Saving this does not ensure that the stamping is permanent. You or other users will still be able to move or delete it. To permanently add the stamping to the file, click the **Burn in Redaction** after saving it.

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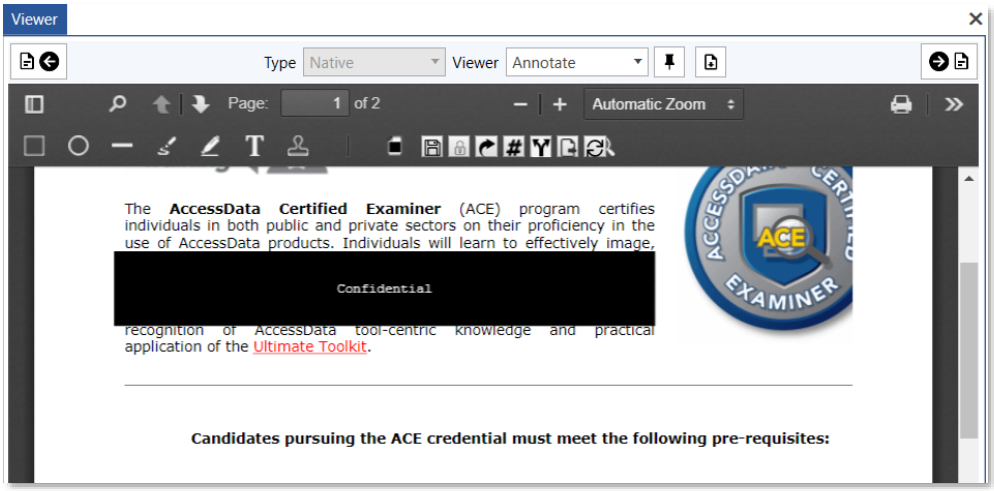
Unitization

FTK Plus allows you to split or merge imaged documents into child documents by using the process of unitization. Unitization allows you to edit documents visually by giving the ability to create document breaks, delete, move and rotate pages.

Warning: You are recommended to work on the Live version of the document and save the unitized version of the document as a Tabbed production.

To reorder documents:

1. From the **Item List** panel, select a record to be viewed.
2. On the **Viewer** panel, select **Annotate** from the **Viewer** drop-down field.
3. Choose the tabbed production (if applicable).



4. Click **Unitize Document** .

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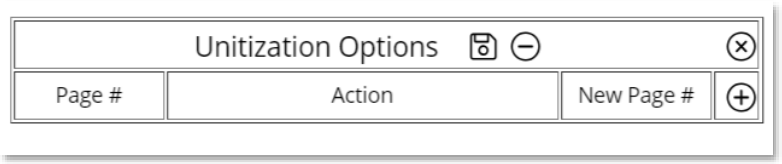
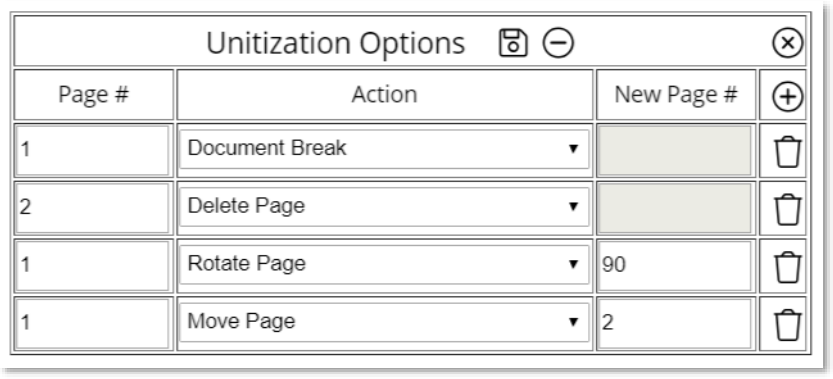
- The **Unitization Options** prompt is displayed.



5. Click **Add** .
6. Select any of the below relevant actions and provide the input.

Action	Input required
Document Break	Original Page number
Delete Page	Original Page number
Move Page	Original Page number, New Page number
Rotate Page	Rotation percentage



7. Click **Save** .

Note: You can click **Delete** against the required **Action** to delete it.

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Restore Document

There may be times where the documents reviewed have been incorrectly processed and/or poorly reviewed by a user. FTK Plus allows you to restore documents as they were first processed within a case.

To restore the original document:

1. From the **Item List** panel, select a file to be viewed.
2. On the **Viewer** panel, select **Annotate** from the **Viewer** drop-down field.
3. Choose the tabbed production (if applicable).
4. Click **Restore** .

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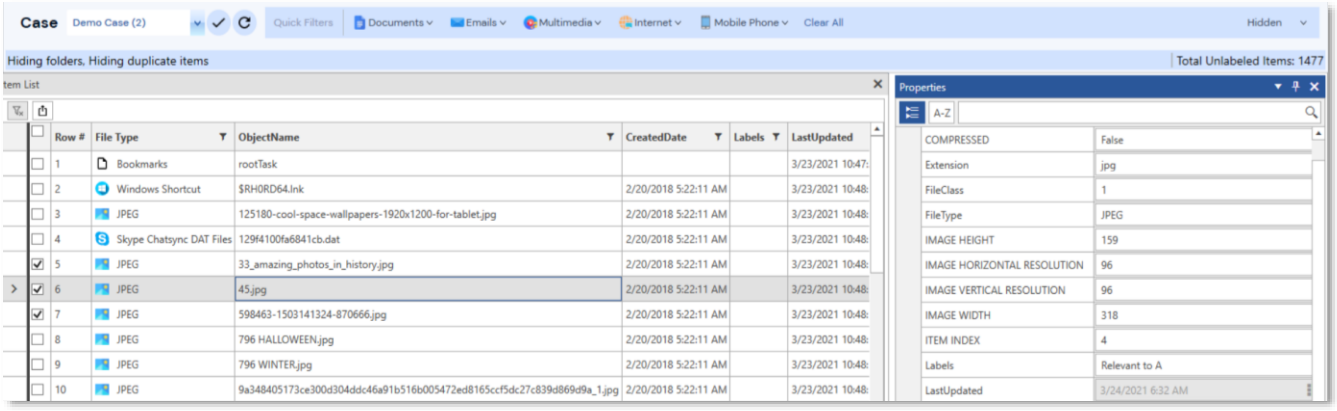
Other Panels

Properties

The Properties panel provides detailed system information about the selected record and also includes information such as timestamps, extension, file type, hash values, MFT record information, metadata information and disk geometry information.

To view the Properties of a file:

1. From the **Item List** panel, select or click on a record.
    - The information of the selected record is displayed in the **Properties** panel.



You can categorize the properties values upon clicking **Sort** . (This is applicable only for EML file types).

You can click the **A-Z** button to sort the properties in alphabetical order.

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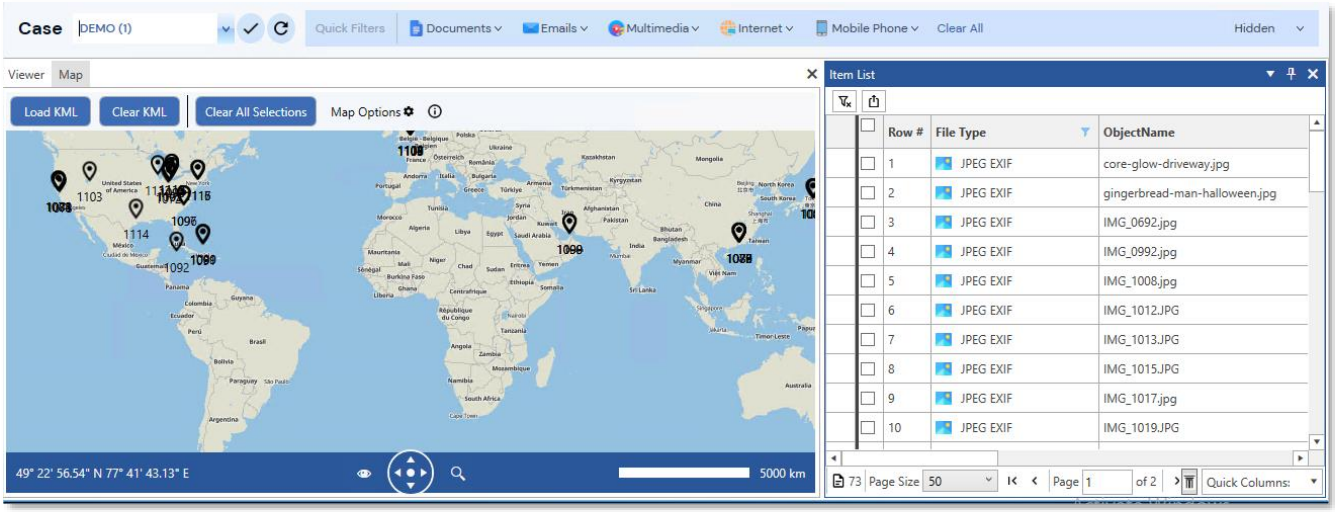
Map

The Map panel will provide the snapshot of the images available on a specific region. The geolocation information of graphic files in the case is retrieved from its EXIF metadata and pinned on the map with the ObjectID. Hovering over these points of interest or clicking on them will display the latitude and longitude values in the toolbar located at the bottom of the panel.



Notes:

- You can navigate through the Map by clicking and dragging or using **the navigation buttons** located at the bottom of the map.
- You can click **Search** and select an option to zoom to the areas nearby. The options and the corresponding areas are listed below:
    - **Neighborhood** – 100 Meters
    - **City** – 2 Kilometers
    - **Region** – 25 Kilometers
    - **State** – 500 Kilometers
    - **World** – 5000 Kilometers

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You can click **Map Options** to customize the files on Item List panel and the content on the Map panel via any of the following option:

- **Synchronize Item List Selection**: Enabling this option will automatically update the map to display only the records listed in the Item list panel.
- **Center Map on Item Selection**: Enabling this will automatically move the focus of the Map towards the selected record.
- **Filter Item List on Map Item Selection**: You can filter the Item List panel to display only the records in the selected points of interest on the Map panel.

Notes:

- You can create a selection area by clicking Shift + dragging your mouse cursor. This will allow you to select multiple points of interest and filter them within the item list.
- You can click **Clear All Selections** to clear all the selected items on the map.

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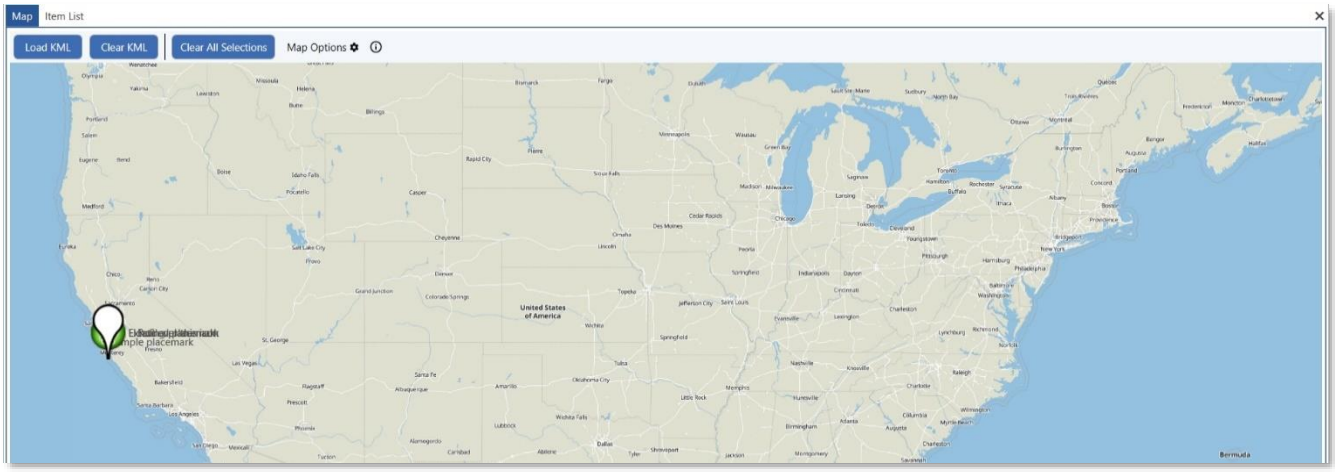
FTK Plus also allows you to import a KML (Keyhole Markup Language – XML Notation) to display geographic data. This data may be exported from an external earth browser/application; this data is usually grouped coordinates and will display as routes or specific points of interest.

To import KML File:

1. From the **Maps** panel, click **Load KML**.
2. Select and Open the KML file.

Warning: Only KML files are supported for this feature. You are required to convert KMZ files (if applicable) to KML format before attempting to load it in the application.



The map will now be populated with the data within the KML file.

Note: You can click **Clear KML** to remove the locations loaded via the KML file.

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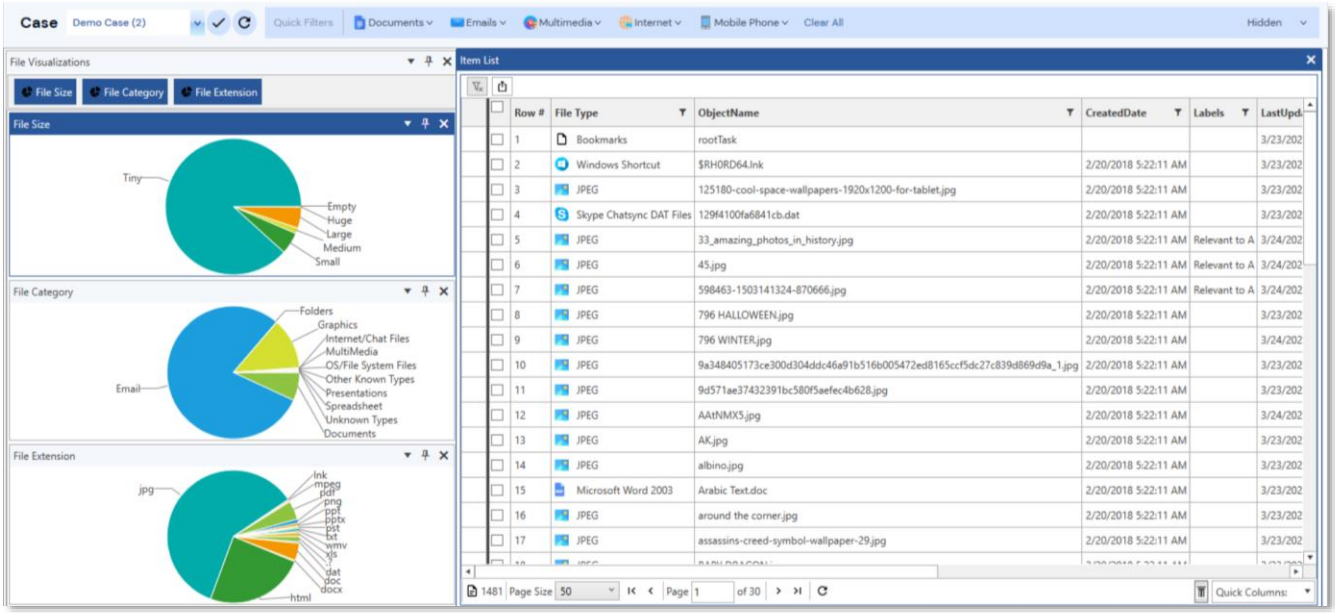
File Visualizations

The File Visualization panel displays three pie charts related to file size, file category and file extension.

Filtering the Item List

To filter the Item List using the file visualizations:

1. Click on an item within the pie chart, the color of the selected filter will change.
    - A second click will remove the active filter.
2. The Item List will be updated with the selected filter.



Note: You can click on the **File Size**, **File Category**, or **File Extension** tab on the File Visualization panel to view or hide the corresponding chart.

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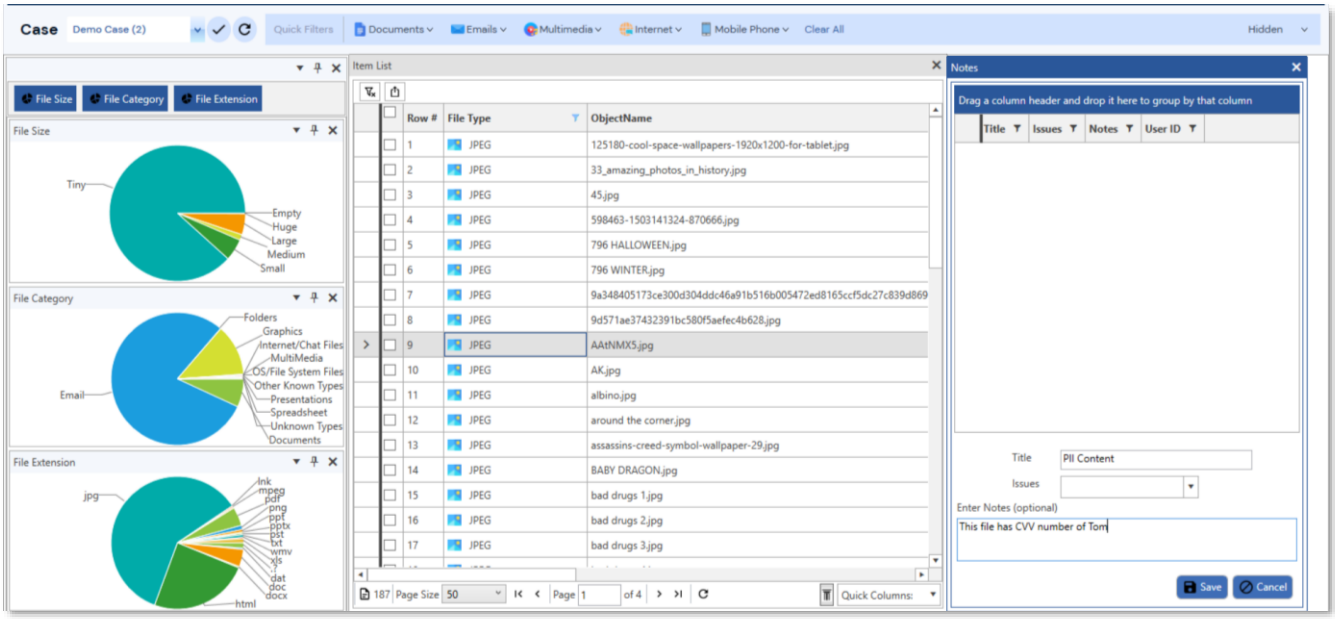
Notes

The Notes panel allows you to write notes about each file in the item list which can aid the user during the review process.

To add a note to a file:

1. From the **Item List** panel, select or click on a record.
2. Provide a **Title** for the Note to be added to the record.
3. Select the required **Issues.**
4. Provide the note to be added in the **Enter Notes (optional)**.



5. Click **Save**.

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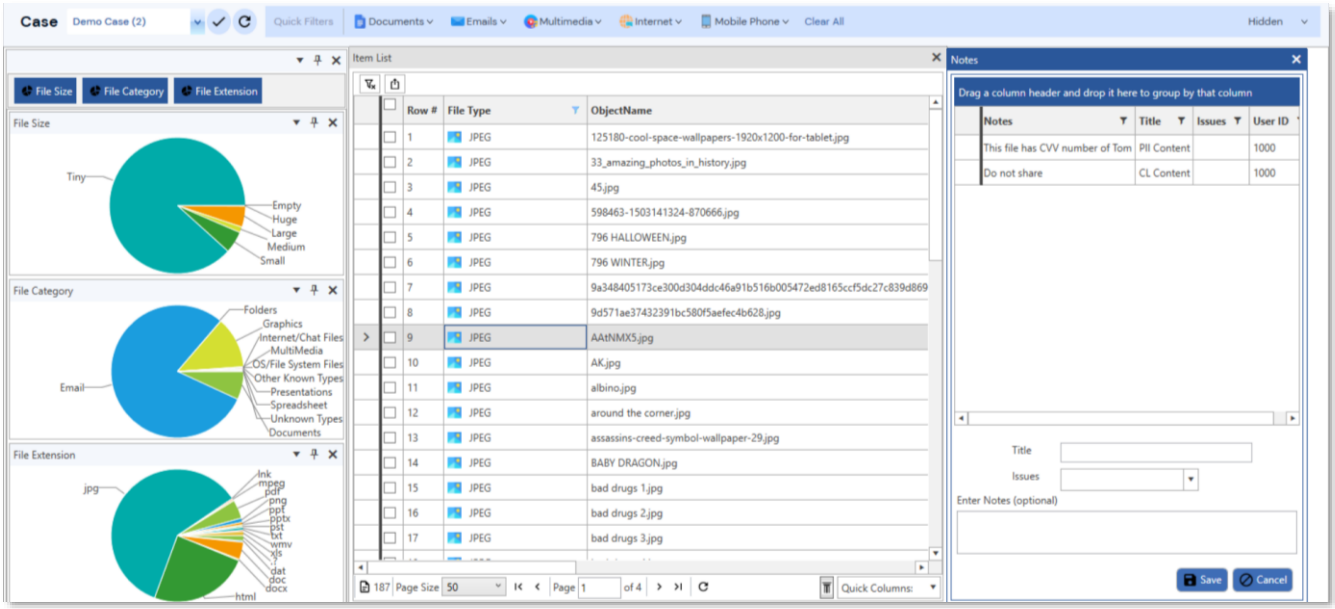
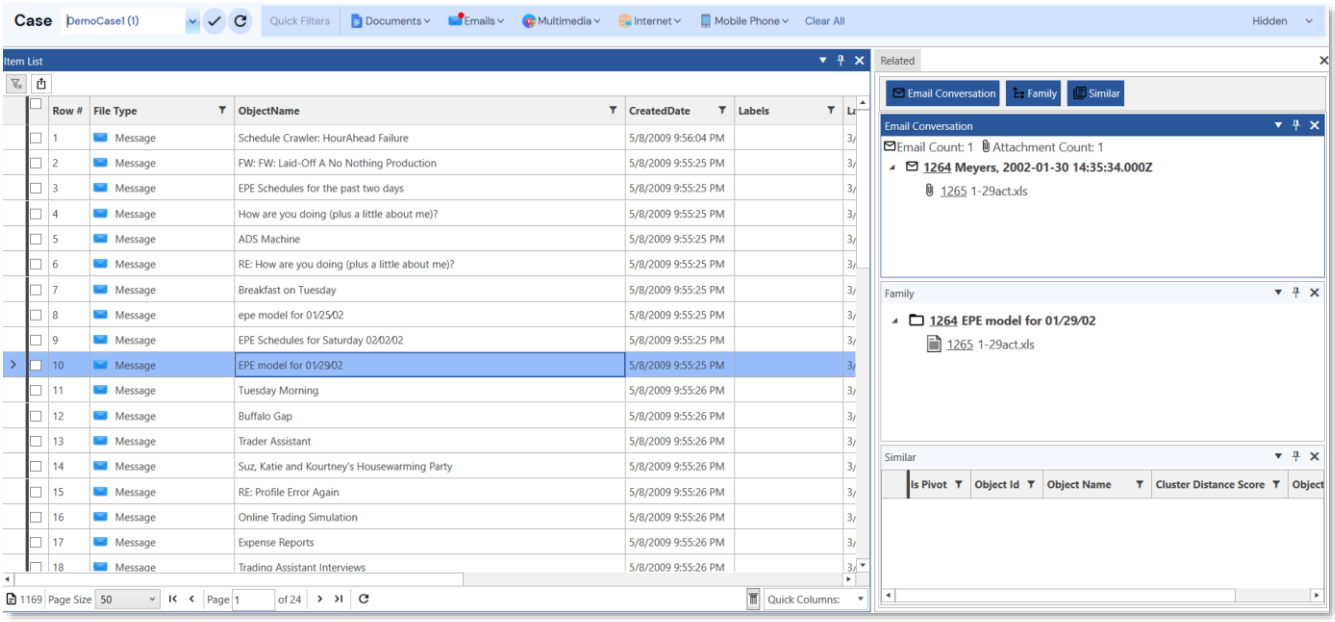
- The added note is displayed in the **Notes** panel.



Related

The Related Panel within FTK Plus allows you to view data relating to email data in three subpanels relating to Family, Conversation and Similar.



The information displayed in the three panels are listed below:

- **Email Conversation** – Displays the email messages sent and received in the selected email conversation.
- **Family panel** – Displays attached files in the selected email.
- **Similar panel** - Displays the records which are similar to the content of the selected record. This similarity is based on the threshold value set for the Cluster Analysis processing.

Note: You can view or hide any of the above three information by clicking on its name from the top of the Related Panel.

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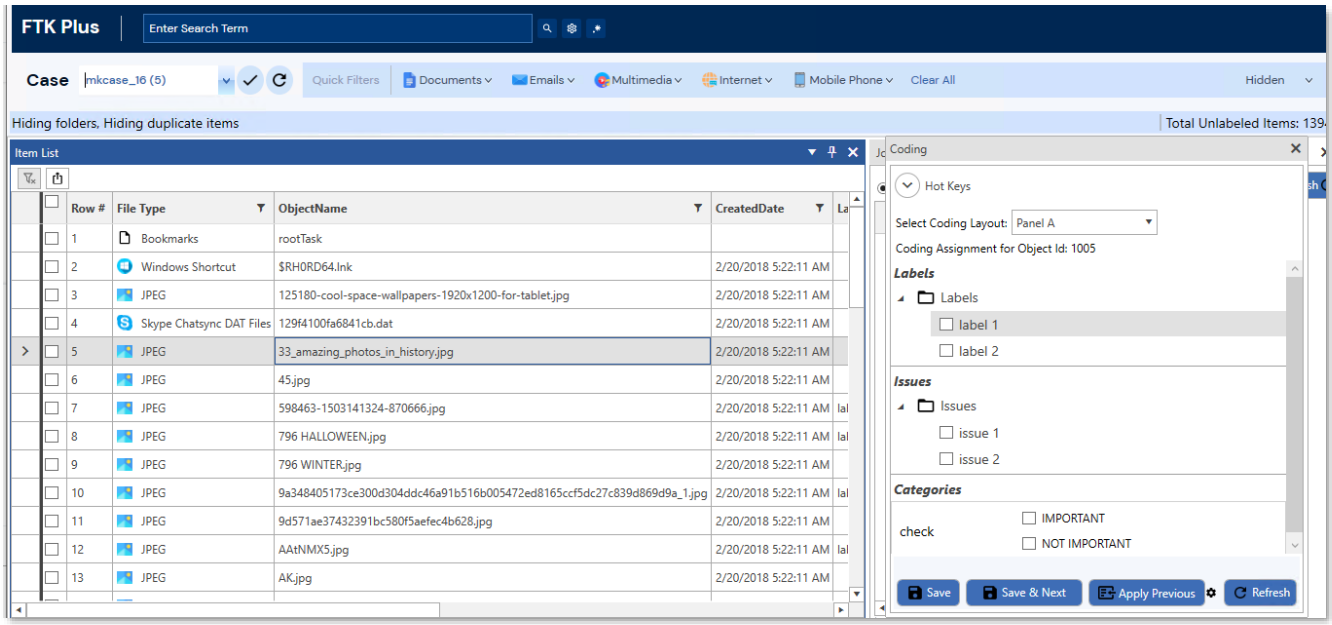
Coding

The Coding panel in FTK Plus allows you to use coding layouts created for the case to change the data of the selected document.

Warning: Coding layouts can only be created within the FTK Plus by the Application/Case Administrator.

To perform coding operations:

1. From the **Coding** panel, select the required layout from the **Select Coding Layout**.



2. Select the file to be coded from the **Item List** panel.

Note: Alternatively, you can also right-click on the required items from the **Item list** and select **Coding** to apply bulk coding for the selected items.

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3. Apply the required labels, issues, and categories for the record.
4. Click **Save**.

Notes:

- You can click **Save & Next** to save the coding applied for the selected record and move to the next record on the Item List panel.
- You can click **Apply Previous** to apply all the labels, issues, and categories (as required) applied to the previous record. You can click **Settings** to select which of the codes are to be applied when this option is selected.
- You can click **Refresh** to reset or refresh the Coding pane to reflect the latest updates.

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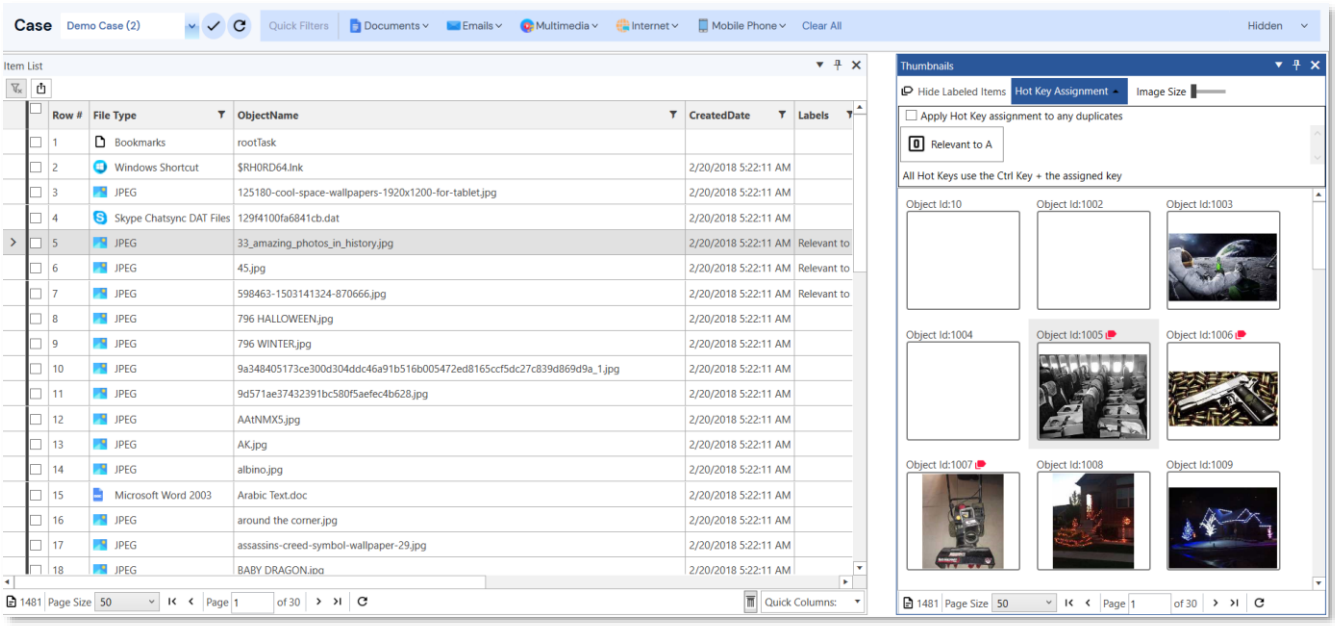
Thumbnails

The Thumbnails panel allows you to view thumbnails of the images and videos so as to help in reviewing larger numbers of graphic files.



Warning: The Thumbnail view is applicable only to images and videos. A blank thumbnail will be displayed for any other file types (e.g. Object ID: 1016 in the above image).

Notes:

- Labelled records are indicated with the icon against its Object ID. You can hide them by clicking the **Hide Labeled Keys** option. However, you will have to configure which labels to be hidden.
- You can resize the Thumbnails by adjusting the **Image Size** bar.

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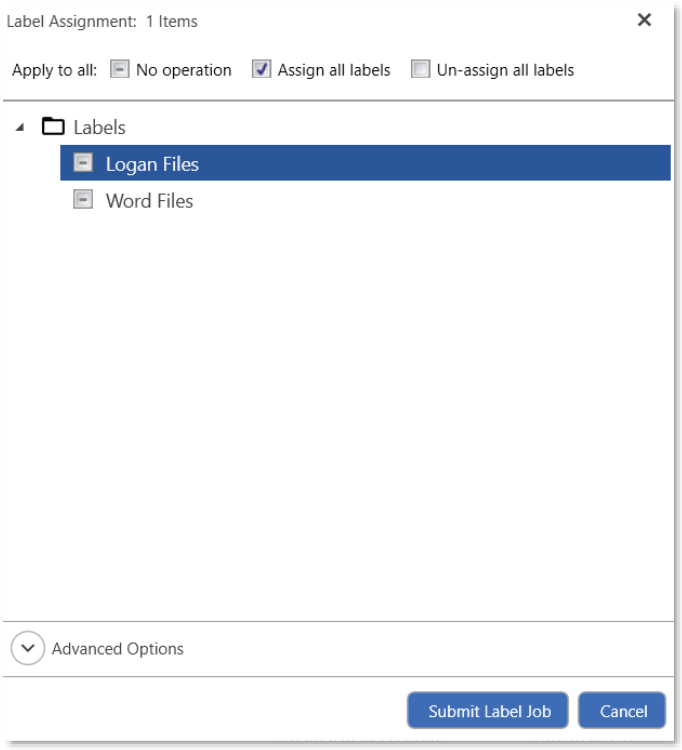
To label files via Thumbnails panel:

1. From the **Thumbnails** panel, select the records to be labelled.

Note: You can select multiple records by clicking on the records along with the CTRL button.

2. Right-click on any of the records.
3. Select **Labeling**.
4. Select **All Selected** or **All**.
    - The **Label Assignment** prompt is displayed.



Note: You can select multiple records by clicking on the records along with the CTRL button.

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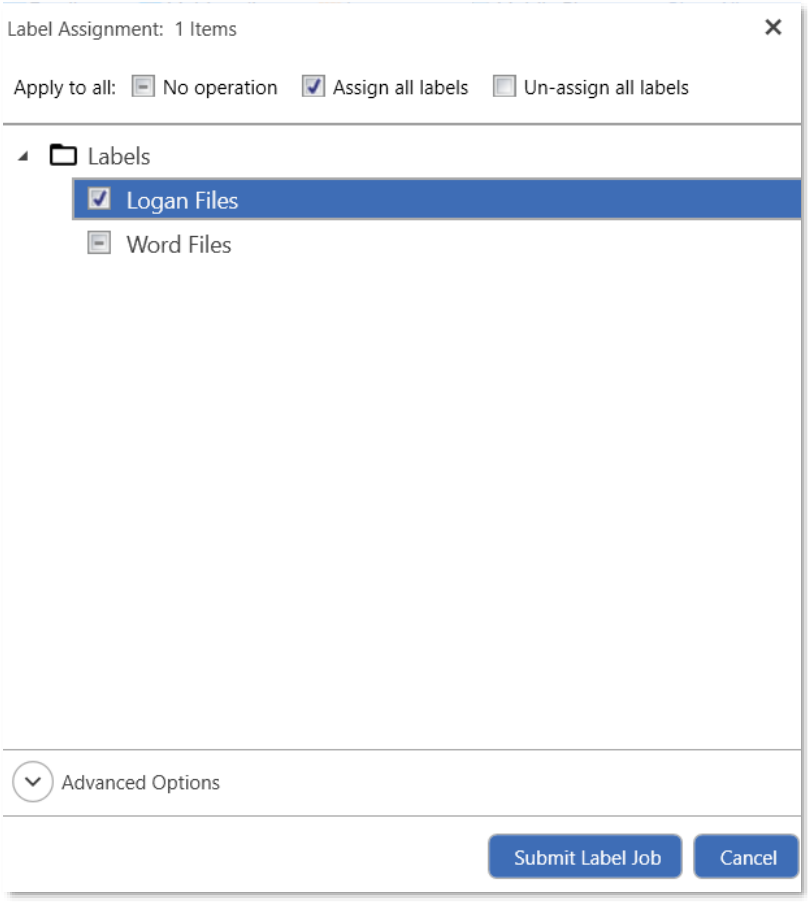
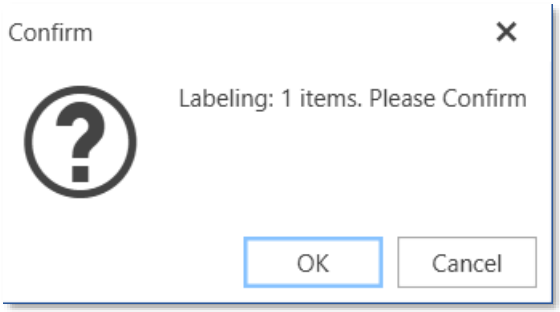
5. Select the labels to be assigned for the selected records.



6. Click **Submit Label Job**.
    - The **Confirm** prompt is displayed.



7. Click **OK**.

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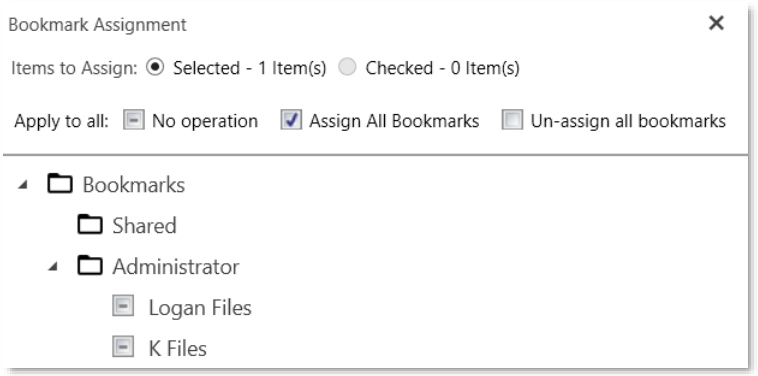
To bookmark files via Thumbnails panel:

1. From the **Thumbnails** panel, select the records to be bookmarked.

Note: You can select multiple records by clicking on the records along with the CTRL button.

2. Right-click on any of the records.
3. Select **Bookmark Assignment**.
    - The **Bookmark Assignment** prompt is displayed.



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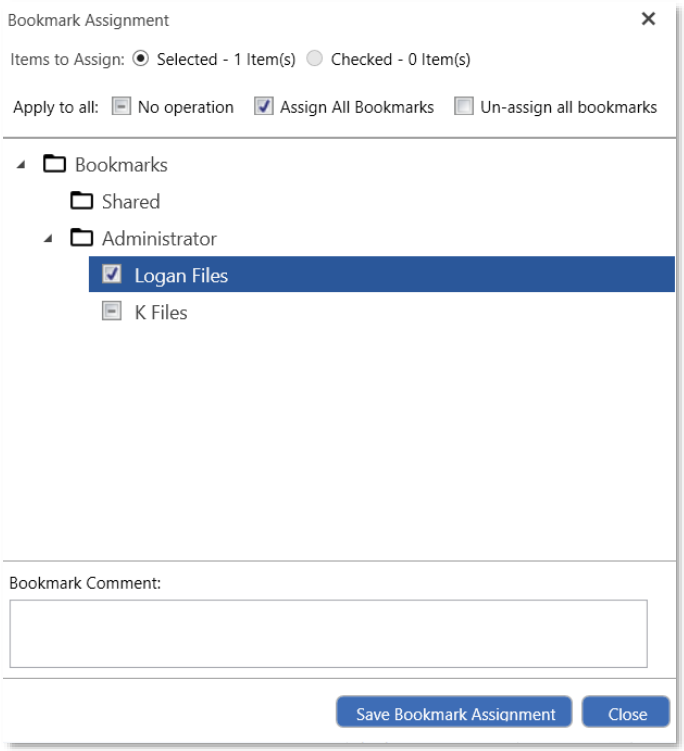
4. Select the bookmarks to be assigned for the selected records.



5. Click **Save Bookmark Assignment**.

Note: Alternatively, you can also select one or more multiple records from the Thumbnails panel and assign bookmarks by clicking the **Hot Key Assignment** > Bookmark name.

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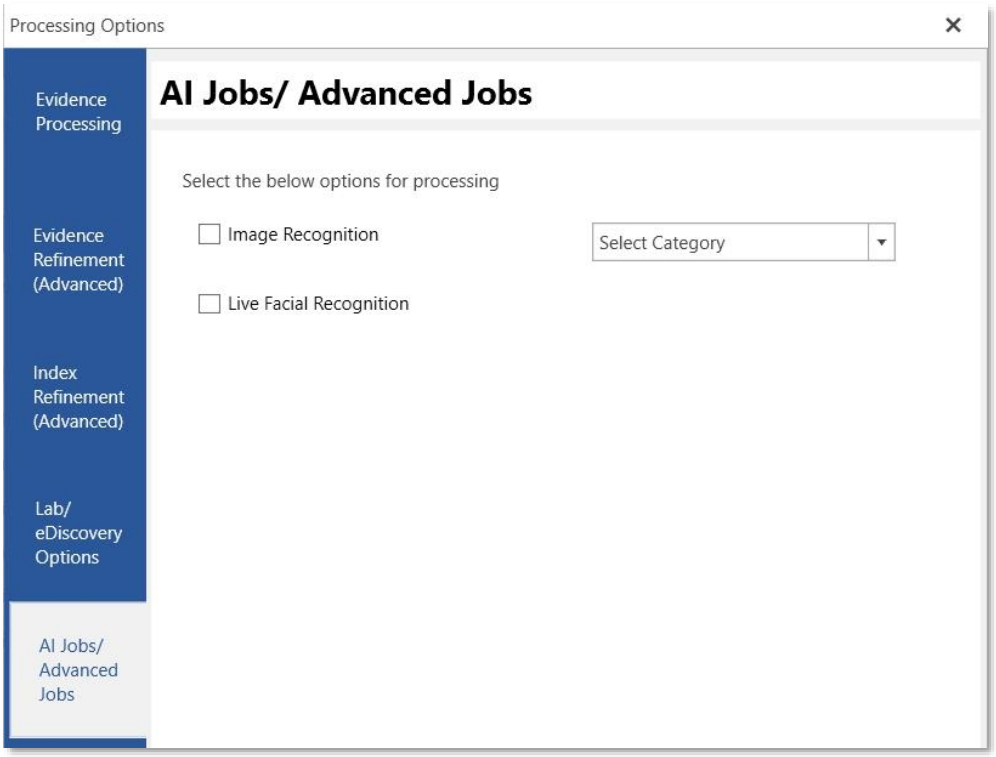
AI Jobs - Image/Video Recognition

Image Recognition (model based)

To use the pre-created AI models for image recognition during evidence processing:

1. While configuring the Processing Options, click **AI Jobs/Advanced Jobs**.
2. Select **Image Recognition**.



3. Select the required models from the drop-down list.
4. Click **OK**.

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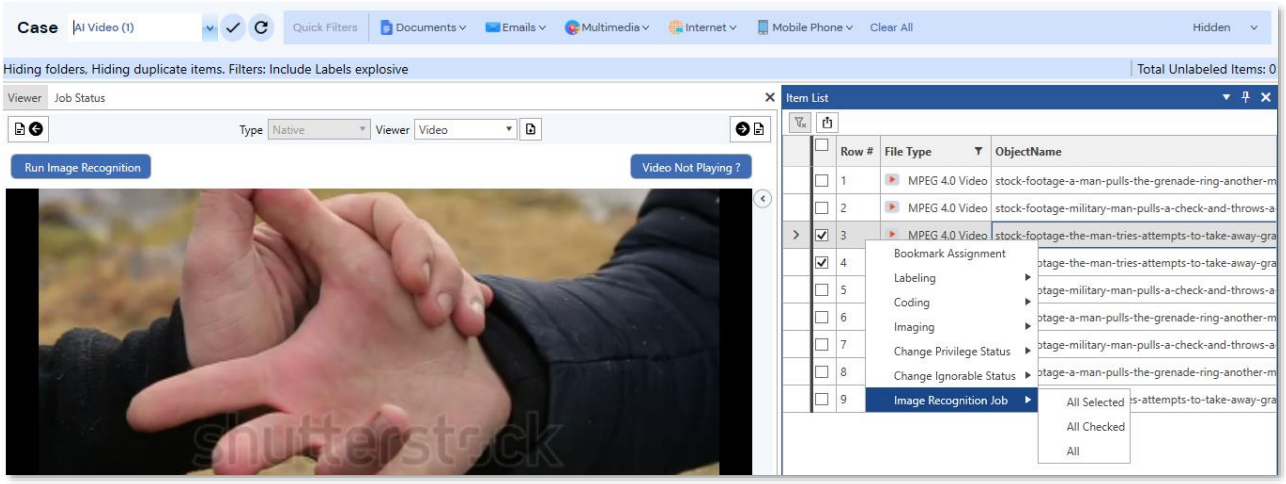
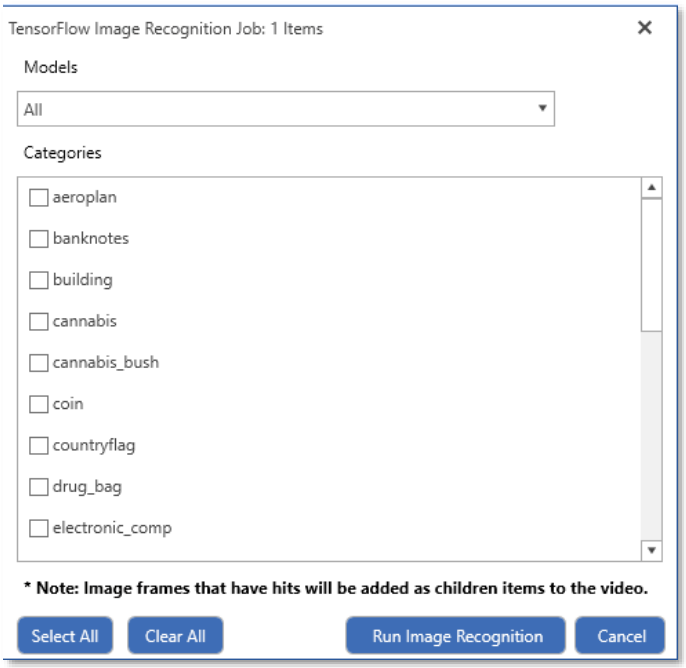
To perform Image Recognition after Evidence processing:

1. From the file list, **Select/Check** the files to perform image recognition
2. Right-click from the file list.



3. Select Image Recognition job.



4. Select the required model and click on **Run Image Recognition**.

Note: Alternatively, you can also run the Image Recognition job from the Viewer Panel.

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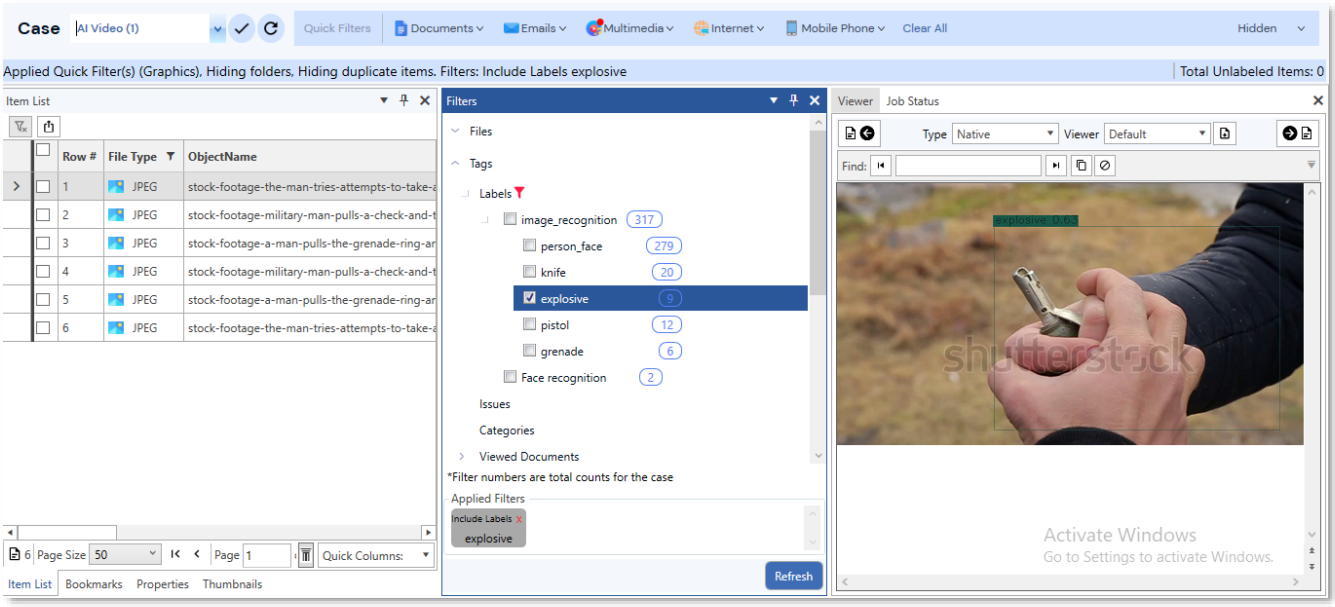
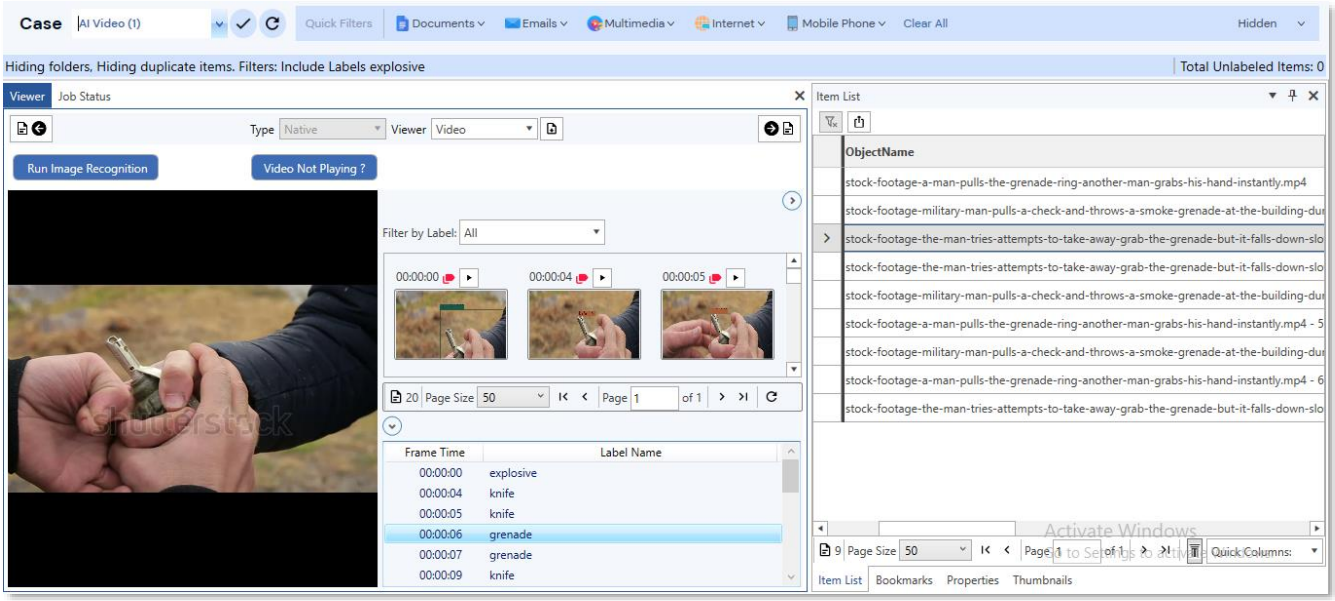
To view the files for which the objects are identified:

1. From the **Filter** Panel, select **Tags** >**Labels** > **Image Recognition.**
2. Select the model name to filter the files with the identified object.



3. Select the file to view the frame time of the object in a video file



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4. You can also Label or Bookmark the files from the Thumbnail viewer.

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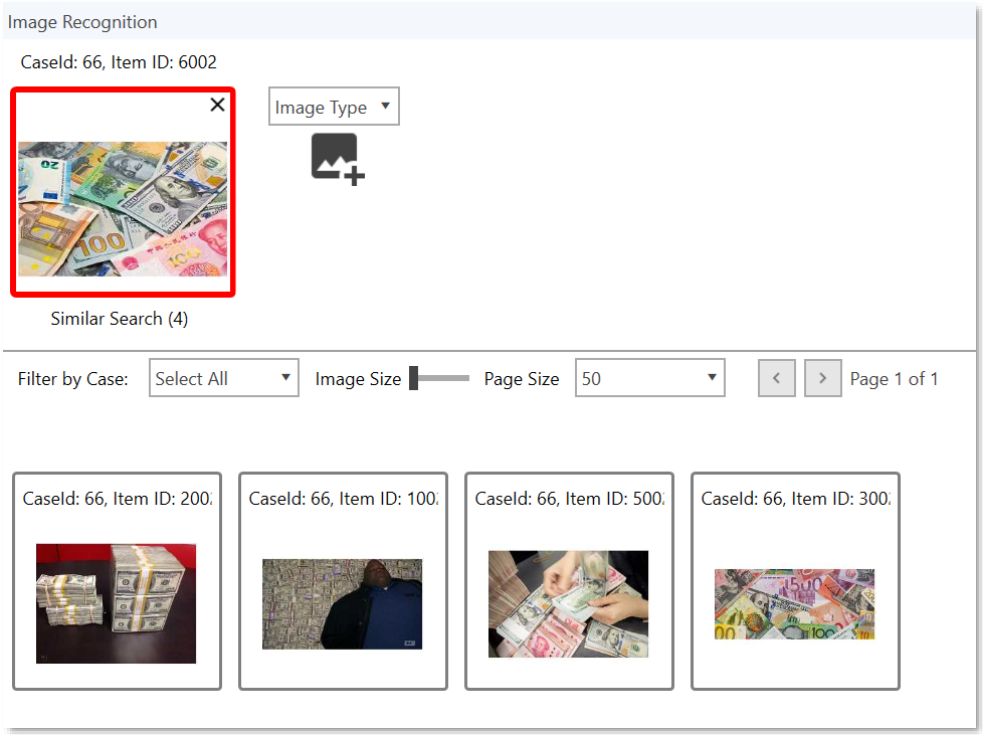
Similar Images

To view similar images:

Warning: To perform this action, you must perform **PHash/PhotoDNA** processing for the required records or for the case via Additional Analysis.

1. From the **Thumbnails** panel, select the record.
2. Right-click on the record.
3. Select **Search Similar Object**.
    - The **Image Recognition** prompt is displayed.



Note: You can also click **Add Image** to add an image from your local storage to identify similar images from your evidence. However, the image you added from your local storage will not be added to your case data.

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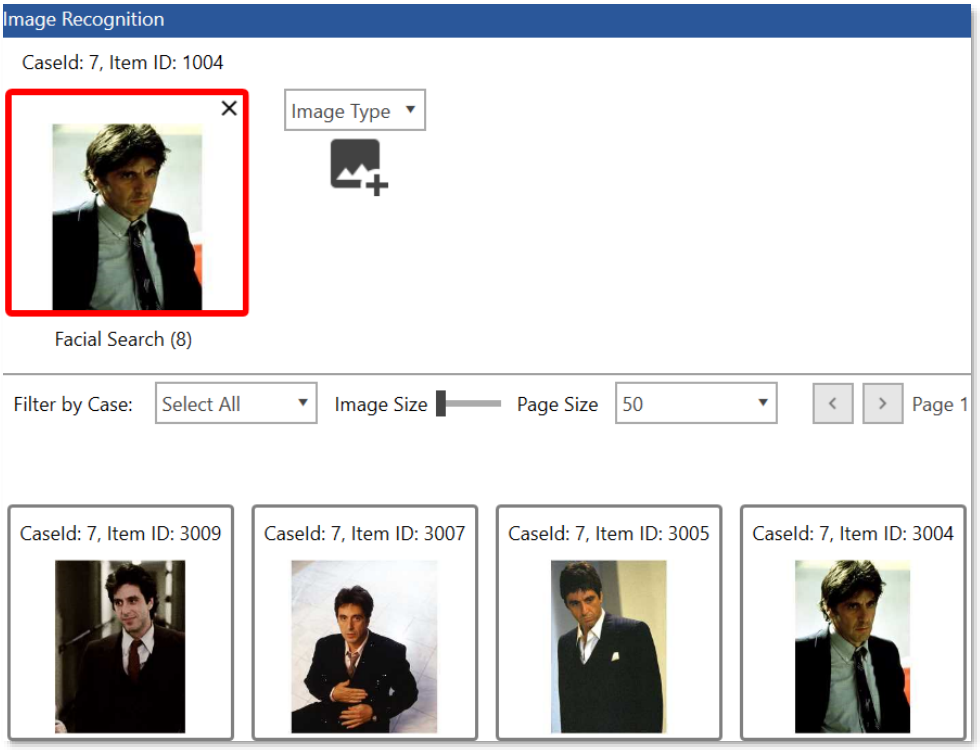
Live Facial Recognition

To view similar faces:

Warning: To perform this action, you must have enabled the **Live Facial Recognition** option from the AI Jobs/Advanced Jobs during evidence processing.

1. From the **Thumbnails** panel, select the record.
2. Right-click on the record.
3. Select **Search Similar Face**.
    - The **Image Recognition** prompt is displayed.



Note: You can also click **Add Image** to add an image from your local storage to identify similar images from your evidence. However, the image you added from your local storage will not be added to your case data.

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Video Recognition

Video Recognition allows you to take advantage of the TensorFlow integration within FTK Plus to analyze video files with ease. When the process is running and there are matches to an AI model, the matches are created as children to the parent video file.

Warning: The AI Server must be installed for video recognition to function.

Running Video Recognition

To run video recognition:

1. From the Home page, select a case from the drop-down list.
2. Click **Check** to load the case.
    - The corresponding details is displayed.
3. Locate a video file from the item list.
    a. Ensure the **Viewer** panel is visible.
4. Click **Run Image Recognition**.
5. Select an **AI Model**.
6. Click **Run Image Recognition**.

Note: Processing time may vary depending on the size of the video file.

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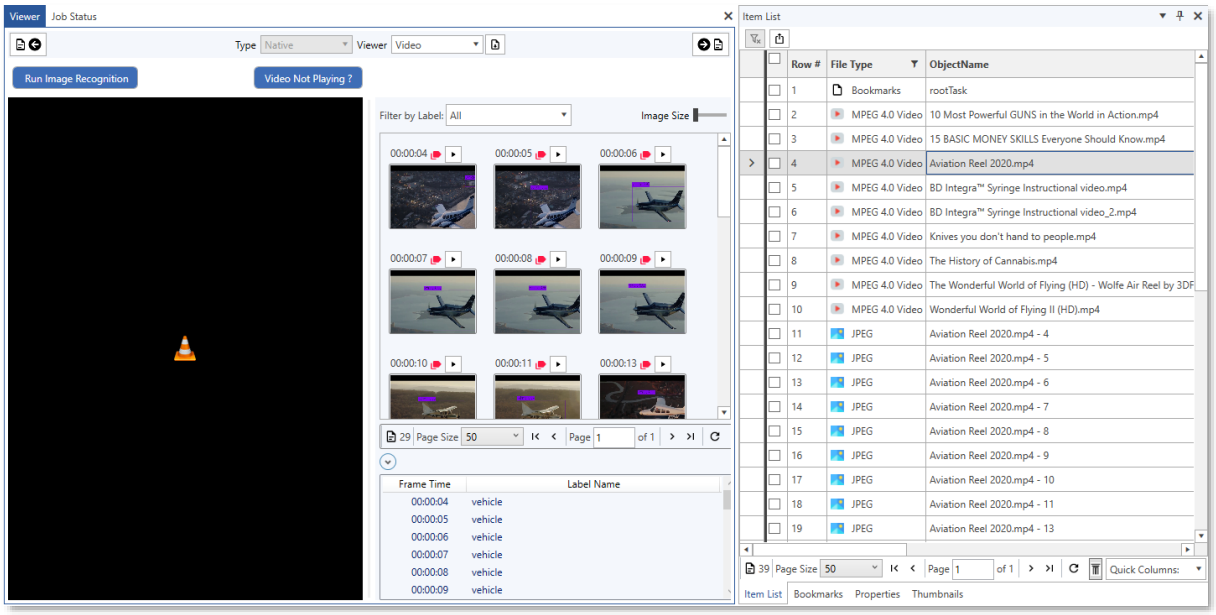
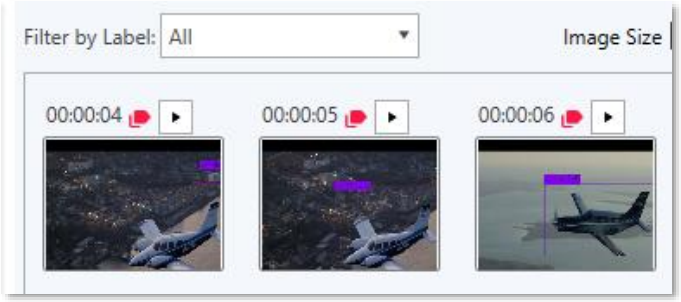
Reviewing Video Recognition Results

To review any video recognition results, ensure a video has completely processed. Without successful completion of video recognition, no results will be displayed.



To review video recognition results:

1. Locate the video file that had video recognition run.
2. Open the **Viewer** panel.
    - Another panel appears beside the video player, displaying the image recognition results.



    - The panel on the right pane displays any recognized objects through a bounding box with its related label and its accuracy (0-1, 1 being the most accurate match).

    - The frame times for any recognized objects is listed. Clicking on these will allow you to view the specific frame within the video.

Frame Time	Label Name
00:00:04	vehicle
00:00:05	vehicle
00:00:06	vehicle
00:00:07	vehicle
00:00:08	vehicle
00:00:09	vehicle

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Evidence Reports

You can create a case report about the relevant information of a case any time during or after the investigation and analysis of a case. Reports can be generated in different formats, including HTML and PDF.

Note: You can use the PDF report for printing hard copies HTML report for electronic distribution.

Types of Reports

FTK Plus provides 4 different report capabilities for you to provide a snapshot of your information.

- **Data Report**: The data report provides detailed information about the case, file count in each file category, labels and bookmarks applied to records.
- **Data Processing Report**: Based on the type selected this report provides information about the data that has been processed.
    - Data Volume Details –Information on Category Overview, Evidence List, Encrypted File List, Case Breakout and Processing Exceptions.
    - Duplicate Files – De-Duplication Information and File Duplicates.
    - Duplicate Emails – De-Duplication Information and Email Duplicates.
- **Processing Error**: Provides an overview of the general Processing errors.
- **Event Audit Log**: Provides a chronological summary of the selected events and their details

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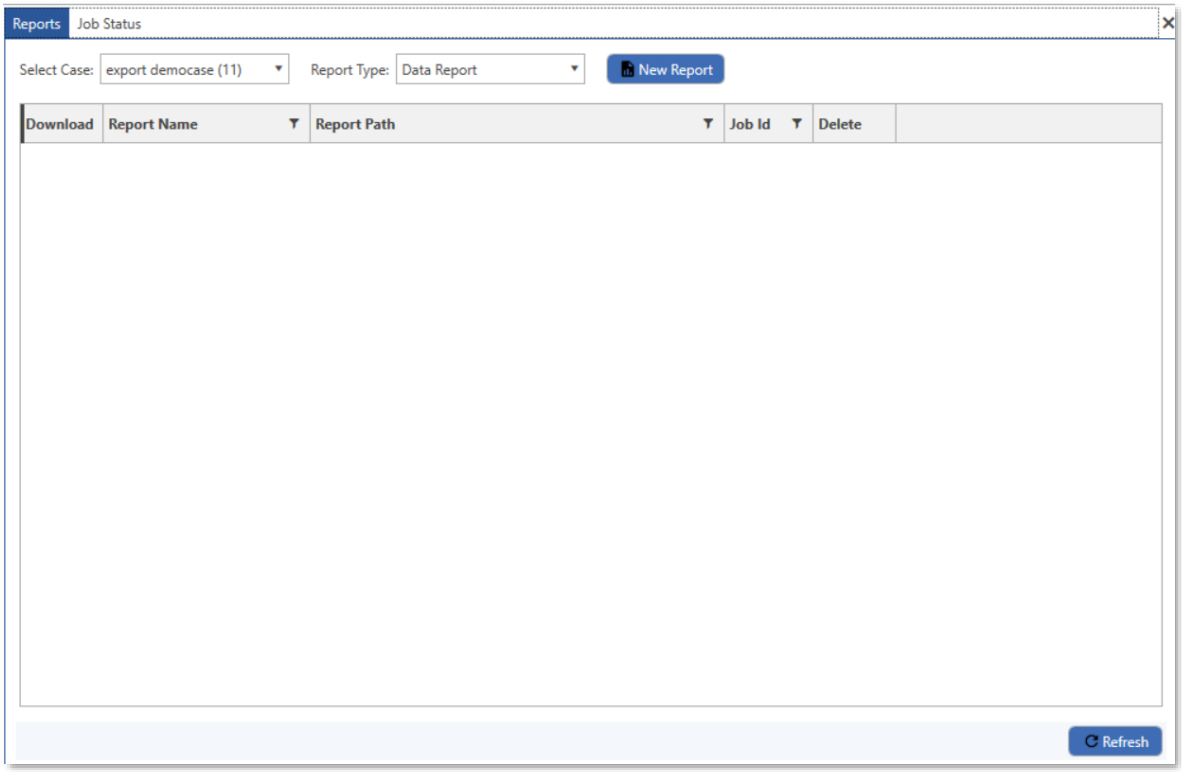
Creating a Data Report

To generate the Data report:

1. From the **Reports** panel, select the **Report Type** as **Data Report**.
2. Select the required case from the **Select Case** drop-down.



3. Click **New Report**.

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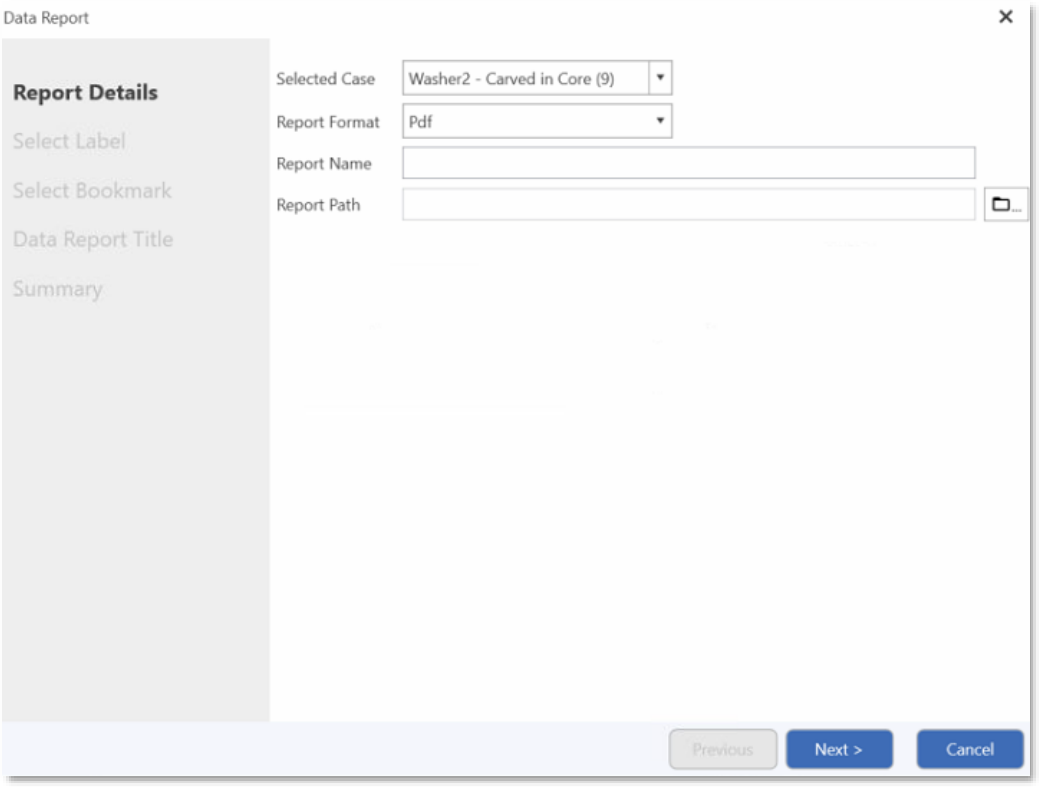
- The **Report Details** section of the **Data Report** prompt is displayed.



Note: The selected case is automatically populated in the **Selected Case**. However, you can change it if required.

4. Select the file type in which the report is to be generated from the **Report Format** drop-down.
5. Provide a **Report Name**.
6. Provide a **Report Path**.
7. Click **Next**.

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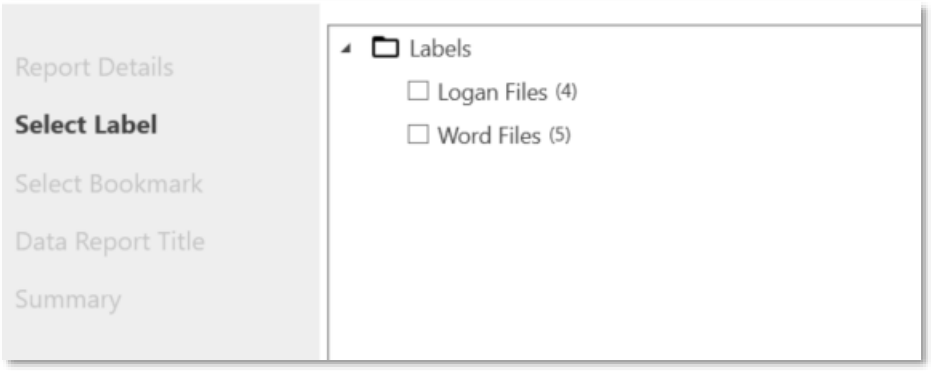
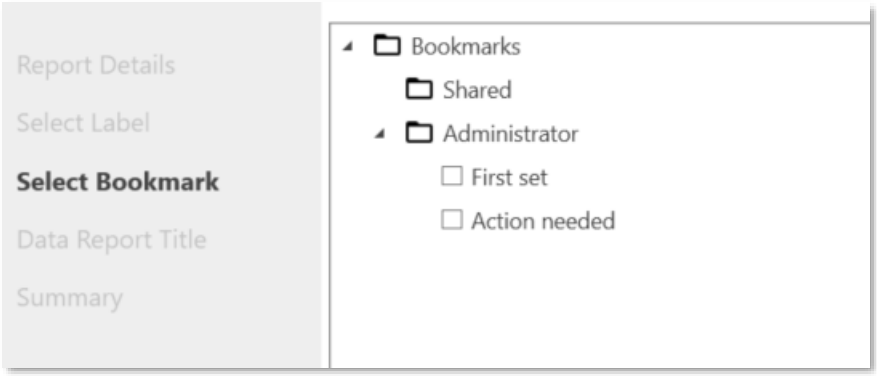
- The **Select Label** section of the **Data Report** prompt is displayed.



8. Select the required labels, in addition to **Full Size Images or Thumbnails** and click **Next**.
    - The **Select Bookmark** section of the **Data Report** prompt is displayed.



9. Select the required bookmarks and click **Next**.

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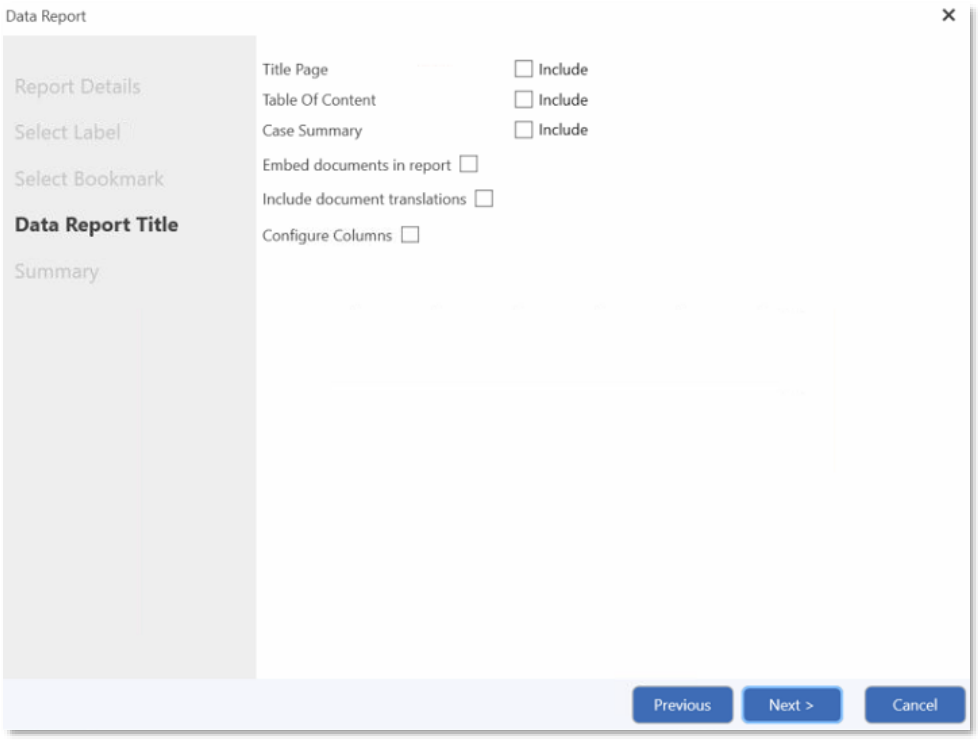
- The **Data Report Title** section of the **Data Report** prompt is displayed.



10. Enable the **Include** 'Title Page' checkbox and provide the details if needed to be added to the report.
11. Enable the **Table Of Content** and **Case Summary** details if needed.
12. Enable **Embed documents in reports** to include the files in the report. Select the files formats to be included.

Note: You can click on **Save Template** to save the provided information as a template.

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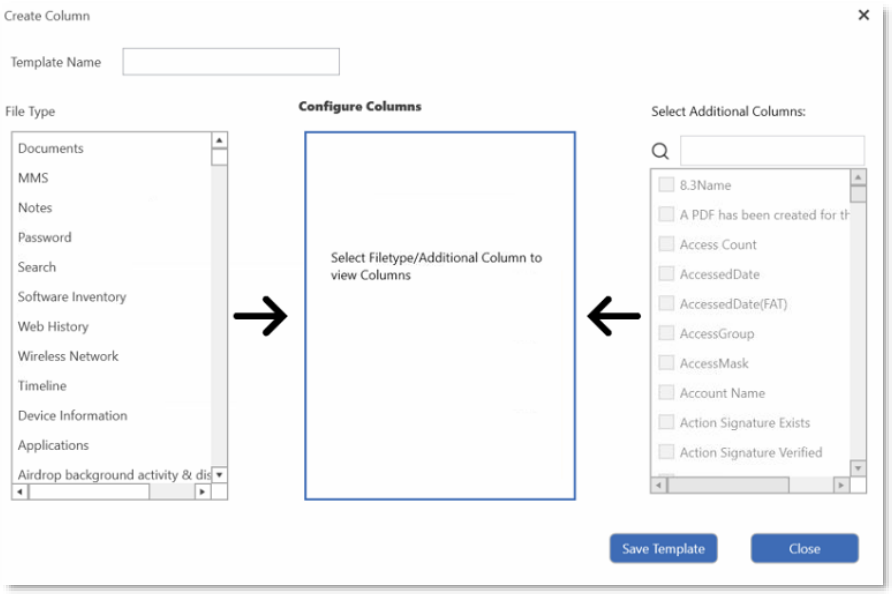
13. Enable **Configure Columns** to select specific columns to be shown within the report template.



a. Check **Configure Columns**.
b. Click **Create**.
c. Enter a **Template Name**.
d. Select a **File Type** if a default column is required.
e. In addition search for **Additional Columns**.
    i. Users can remove columns from the custom template by clicking **X**.

    Alternatively reorder the template by dragging a specific column.
f. Click **Save Template**.
g. Select the newly created template from the drop down list.

14. Click **Next**.

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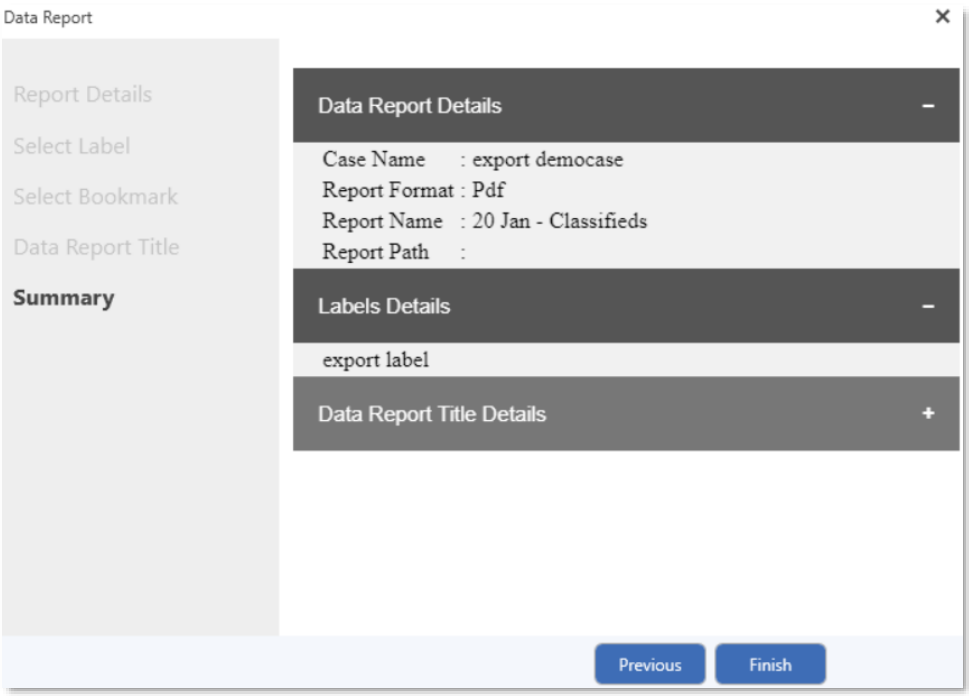
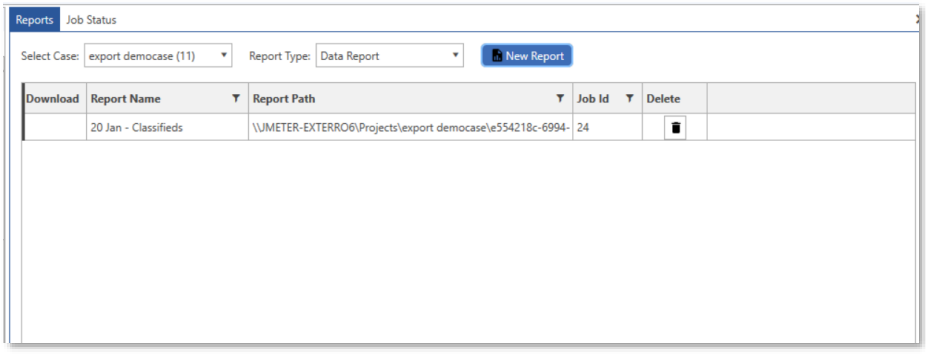
- The **Summary** section of the **Data Report** prompt is displayed.



15. Review the provided information and click **Finish**.



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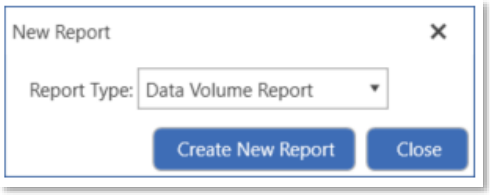
Creating a Data Processing Report

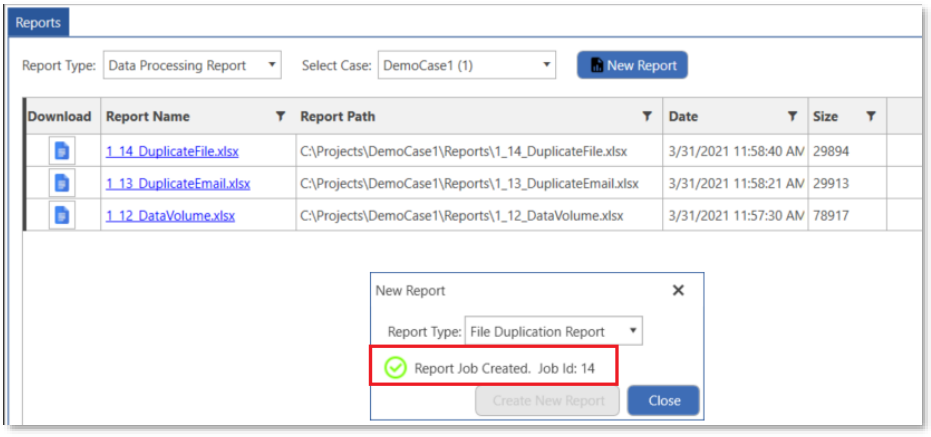
To generate the Data Processing report:

1. From the **Reports** panel, select the **Report Type** as **Data Processing Report**.
2. Select the required case from the **Select Case** drop-down list.
3. Click **New Report**.
    - The **New Report** prompt is displayed.



4. Select any of the following **Report Type**.
    - **Data Volume Report**: To view the general overview of data such as size, category, Evidence List, Encrypted File list, Case Breakout and Processing Exceptions.
    - **Email Duplication Report**: To view the list of total duplicate emails.
    - **File Duplication Report**: Lists total duplicate files as well as full list of duplicate items.

5. Click **Create New Report**.



The created report is added to the Reports panel and you can download it by clicking **Download** against the required report.

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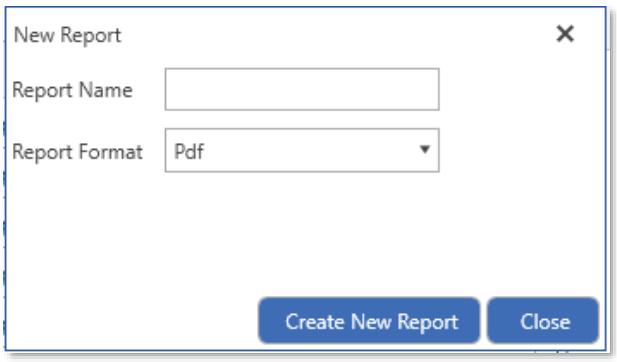
Creating a Processing Error Report

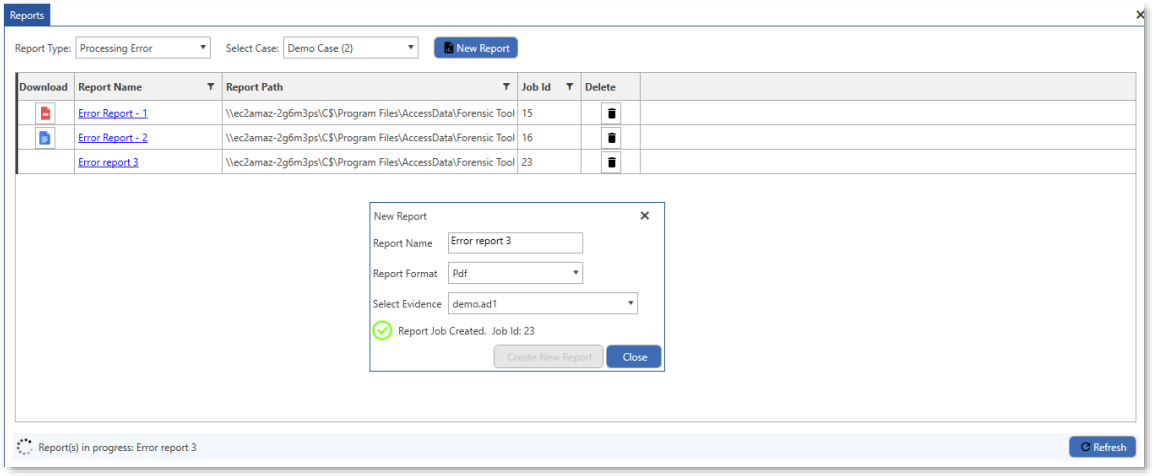
To generate the Processing Error report:

1. From the **Reports** panel, select the **Report Type** as **Processing Error**.
2. Select the required case from the **Select Case** drop-down list.
3. Click **New Report**.
    - The **New Report** prompt is displayed.



4. Enter the **Report Name**.
5. Select the file type in which the report is to be generated from the **Report Format** drop-down.
6. Click **Create New Report**.

The report will be created with a job ID as displayed below.



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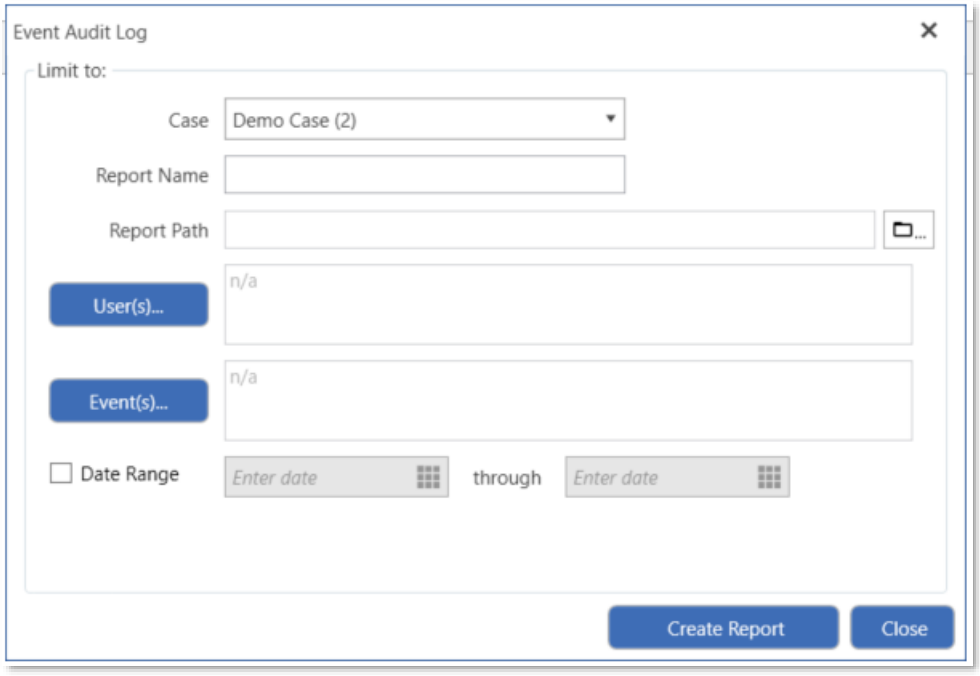
Creating an Event Audit Log Report

To generate the Event Audit Log report:

1. From the **Reports** panel, select the **Report Type** as **Processing Error**.
2. Select the required case from the **Select Case** drop-down list.
3. Click **New Report**.
    - The **Event Audit Log** prompt is displayed.



Note: The selected case is automatically populated in the **Selected Case**. However, you can change it if required.

4. Provide the **Report Name**.
5. Enter or browse and select the **Report Path**.
6. Click **Users(s)** and select the required users.

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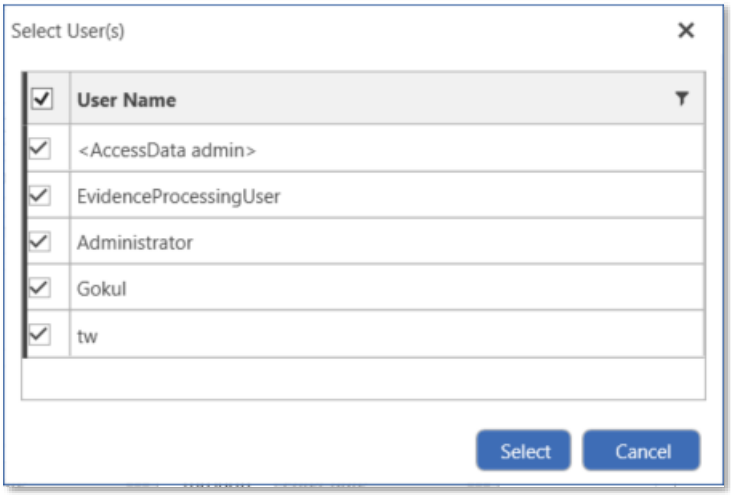
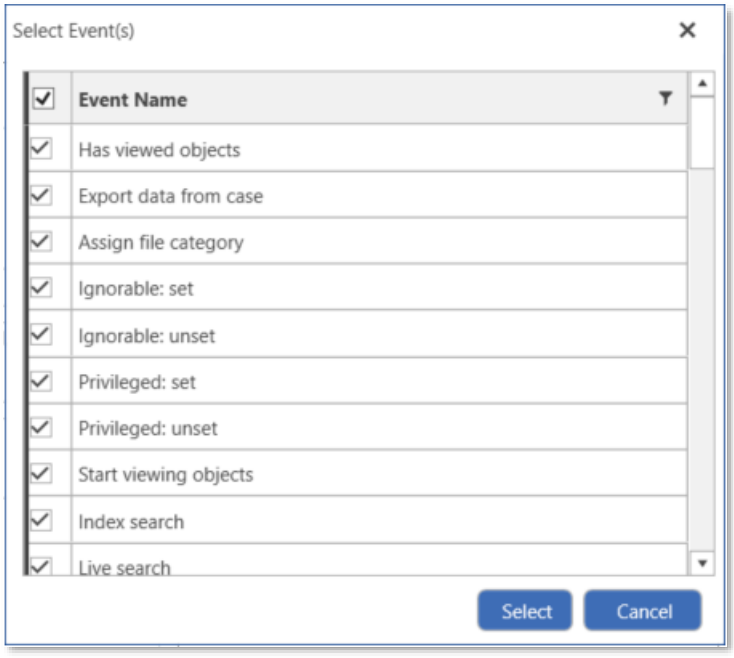
- The **Select User(s)** prompt is displayed.



7. Click on **Event(s)** and select the required events.
   - The **Select Event(s)** prompt is displayed.



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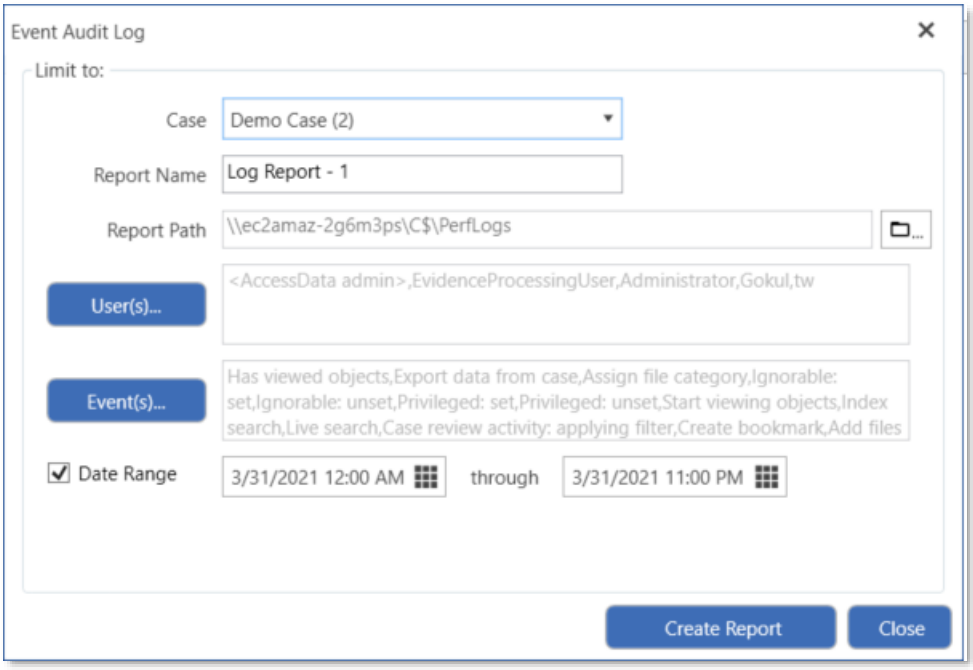
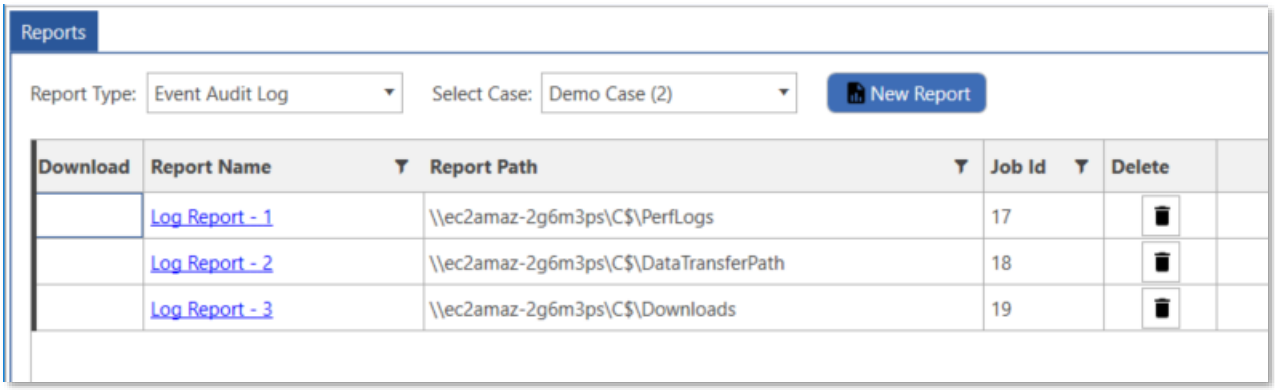
8. Enable the **Date Range** checkbox and choose the time period.



9. Click **Create Report**.

The report will be created with a job ID as displayed below.



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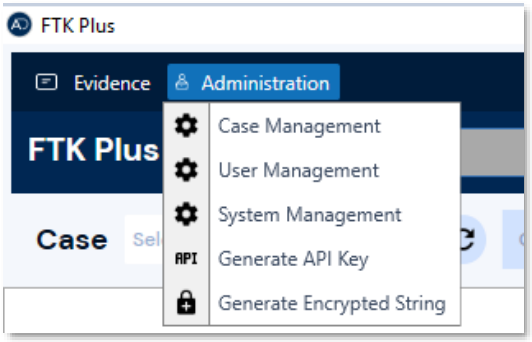
Administration

Administration Portal allows you to manage Users, User Groups, Permissions and Roles. Additionally, you can configure the System Settings such as the Site Server, agents, mail servers, certificates, and also monitor application health metrics.

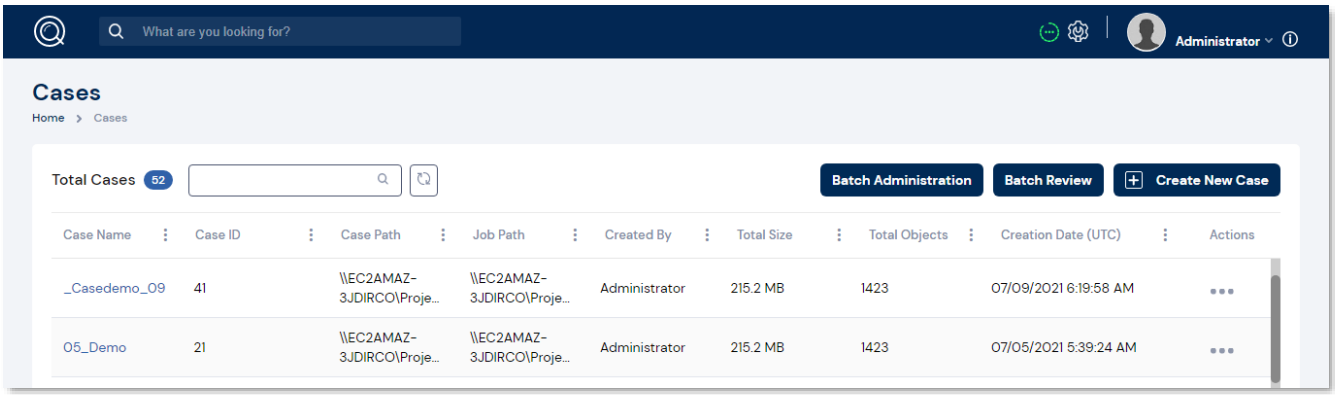
Case Management

To navigate to the Case Management page:

1. Click **Administration** from the top-left pane.
2. Select **Case Management**.



- You will be navigated to the admin portal of FTK Central to manage the Case.



Note: Please refer to the **FTK Central User Guide** for further details.

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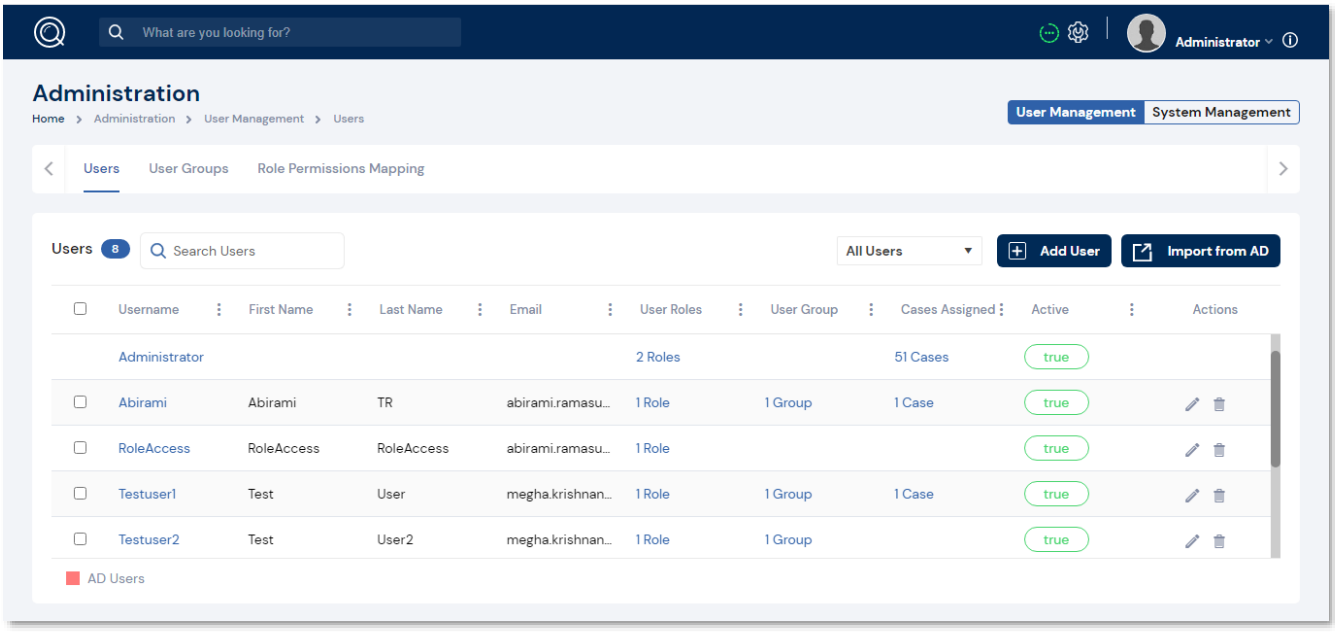
User Management

To navigate to the User Management page:

1. Click **Administration** from the top-left pane.
2. Select **User Management**.
    - You will be navigated to the admin portal of FTK Central to manage the Users.



Note: Please refer to the **FTK Central User Guide** for further details.

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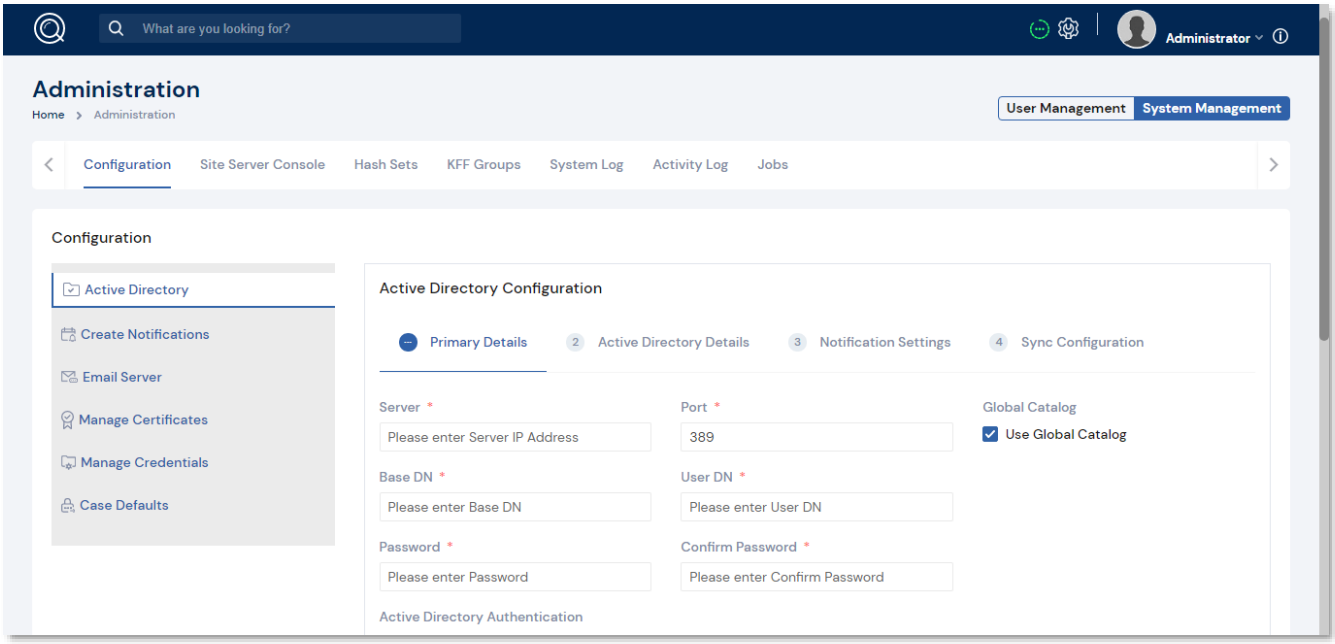
System Management

To navigate to the System Management page:

1. Click **Administration** from the top-left pane.
2. Select **System Management**.
    - You will be navigated to the admin portal of FTK Central to manage the System.



Note: Please refer to the **FTK Central User Guide** for further details.

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Generating API Key

Warning: To generate an API key to authenticate with the Quin-C service, you will require a CodeMeter License dongle with the ADAPI tag (with current expiration date) applied as a license attribute of your AD FTK/Lab/Enterprise license.

To generate API key:

1. Click **Administration** from the top-left pane.
2. Select **Generate API Key**.
    - The below pop-up appears:

3. Click **Copy API Key**.
    a. The API key is required for all requests.

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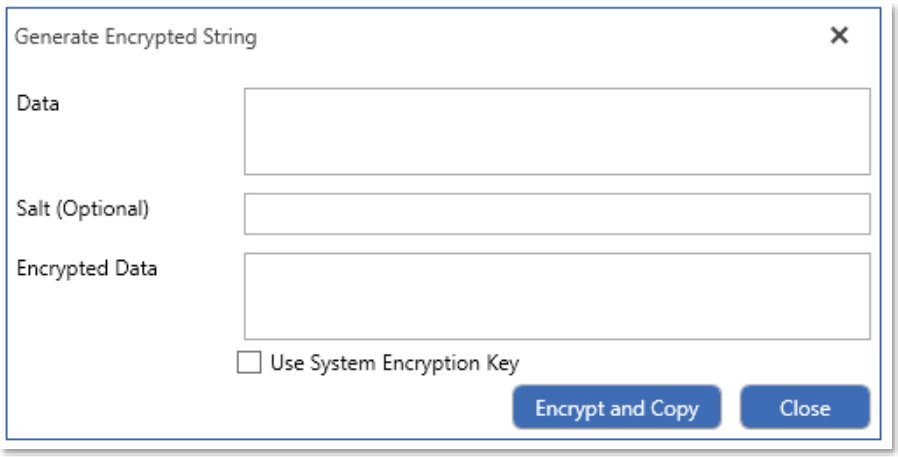
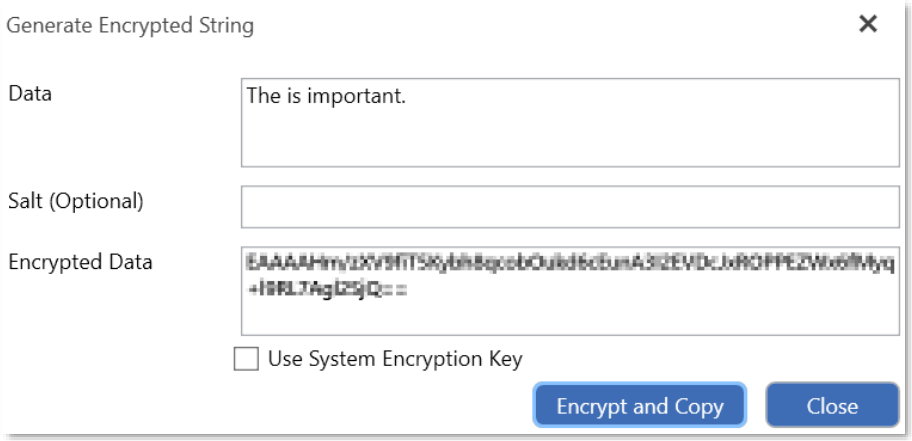
Generating Encrypted String

To generate encrypted string:

1. Click **Administration** from the top-left pane.
2. Select **Generate Encrypted String**.
    - The below pop-up appears.



3. Enter the **Data** to be encrypted.
4. Click **Encrypt and Copy** to view and copy the **Encrypted Data** to your clipboard.



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We’d love to hear from you

Our team will be happy to help you on any questions. Write to us!

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