

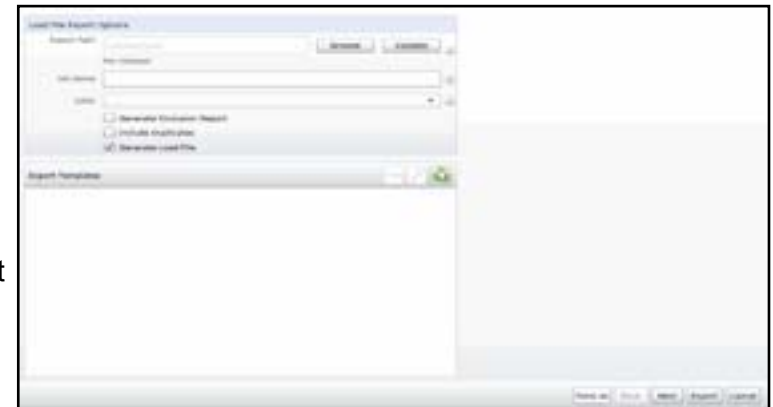
Export Sets

1 ABOUT EXPORT SETS


When you create an export set, you include all of the evidence to which you have applied a given label.

Once you've created an export set you cannot add documents to that set even if you use the same labels used previously. You can label additional documents and then create a new set using the same label.

Users need Create Export Set rights to create Export sets.



2 CREATING EXPORT SETS

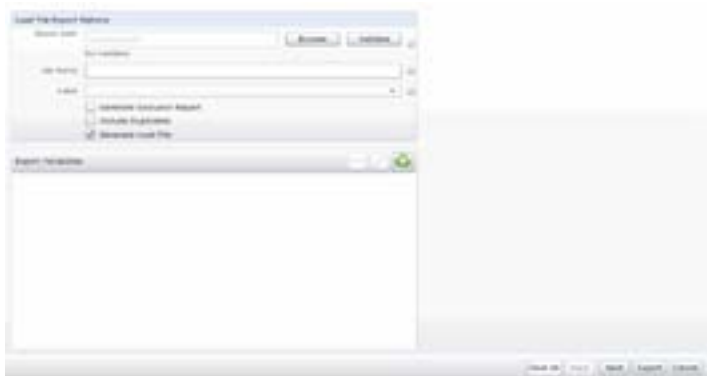
1. Before you create an export set, be sure you have applied at least one label to evidence files that you want to filter into the export set.
2. Project review, click the **Project Review**  button next to the project in the *Project List* panel.
3. In the *Case Explorer*, select the **Explore** tab, right-click the **Export Sets** folder, and select either **Create AD1 Export**, **Create Native Export**, or **Create Load File Export**.
4. Fill out the options in the *General Options* screen and click **Next**.
5. Select the options that you want in the *Files to Include* screen and click **Next**.
6. In the *Columns to Include*, click the right arrow to add a column to the export set and the left arrow to remove a column from the export set. You can rearrange the order of the columns by clicking the up and down arrows.
7. Click **Next**.
8. Select the options that you want in the *Volume Document Options* screen and click **Next**.
9. Select the options that you want in the *Image Branding Options* screen and click **Next**.
10. In the Summary screen, review the options that you have selected for the export set.
11. Click **Save**.

After your export set is created, it will appear in the *Export* tab of the *Home* page and under the *Export Sets* folder in the *Case Explorer* of the *Project Review*.

3 EXPORTING A EXPORT SET

After you create a export set, you can export it containing only the files needed for presentation to a law firm or corporate security professional.

1. On the *Home* Page, select a project and click the **Export** tab.
2. Click the **Export Set History** tab.
3. Next to the export set that you want to export, click either **AD1 Export**, **Native Export**, or **Load File Export**.



4. Enter or browse to the path where you want to save the export.
5. Enter a name for the export.
6. Fill out the options in the *General Options* screen and click **Next**.
7. Select the options that you want in the *Files to Include* screen and click **Next**.
8. In the *Columns to Include*, click the right arrow to add a column to the export set and the left arrow to remove a column from the export set. You can rearrange the order of the columns by clicking the up and down arrows.
9. Click **Next**.
10. Select the options that you want in the *Volume Document Options* screen and click **Next**.
11. Select the options that you want in the *Image Branding Options* screen and click **Next**.
12. In the Summary screen, review the options that you have selected for the export set.
13. Click **Export**.