

Summation Folder Structure Guide



AccessData Legal and Contact Information

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Contents

- AccessData Legal and Contact Information 3**
- Contents 8**
- Chapter 1: Project Folder Structure 9**
 - Project Folder Path 9
 - Finding the Project Folder Path 9
 - Project Folder Subfolders 10
 - Opening Project Files. 11
 - Files in the Project Folder 11

Chapter 1

Project Folder Structure

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

Project Folder Path

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

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

Finding the Project Folder Path

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

To find the project folder path

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

Project Folder Subfolders

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

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

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

- **AA:** This folder contains the Additional Analysis Jobs which consist of Jobs from Import, Imaging, Transcript Uploads, Clustering, etc.
This folder also contains subfolders for the respective jobs performed by the Additional Analysis jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.
- **AE:** This folder contains the jobs processed through Add Evidence.
This folder also contains subfolders for the respective Add Evidence jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.
- **MI:** This folder contains files for Index Manager jobs. These are run anytime you run another job to help update the database.
This folder also contains subfolders for the respective jobs performed by the Index Manager jobs. These folders contain compressed job information log files that are used for troubleshooting. The user should not need to access these log files.
- **EvidenceHistory.log:** This folder contains a log file of Add Evidence, Additional Analysis, and Indexing Jobs. A user should not need to access these log files.

Opening Project Files

To open any of the DAT files, you'll need to know the original extension of the files. For example, if the file is in the Tiff Folder, you know that it was originally a TIFF file. So if you change the extension from DAT to TIFF, you can open the file and it'll open as a TIFF File.

The files in the Native Folder are a little more complicated. You will need to match up the ObjectID to the one shown in the Project Review and determine what kind of native file it is and then change it to that extension accordingly. So that you do not alter the original file, it is best that you make a copy of the data files and then change the extension accordingly.

Files in the Project Folder

In the main Project Folder, there are many files that are not in folders. Some of the loose files that you may encounter include:

- **EvidenceHistory.log:** This is a log file of Add Evidence Jobs, Imaging Jobs, Production Sets, and Clustering Jobs.