

nunix Training

Nunix eDiscovery Specialist



eDiscovery



Investigations



Cybersecurity



Nunix Engine API

Nuix eDiscovery Specialist

ADVANCE • TWO-DAY INSTRUCTOR-LED COURSE

Nuix eDiscovery Specialist training is a two-day course that will work through the complete eDiscovery workflow, from ingestion of data to final results.

This training course will examine how to manage Nuix workflow settings to suit different kinds of data. Students will learn how to conduct effective quality assurance checks to identify data issues early, apply analytics, search and culling workflows, enable stakeholders to quickly review key issues or results, and create quality productions for exchange or use in court.

DURING THIS TWO-DAY CLASS, PARTICIPANTS WILL:

- Recognize and manage ingestion settings depending on source data
 - Manage data while maintaining chain of custody
- Make quality control checks to processed data to identify early data issues
 - Create preliminary reports and early case strategies
- Explore different culling techniques and discuss their merits and pitfalls
- Use advanced analytics to provide context to documents for further review tasks
 - Stage and conduct quality assurance productions ready for export
 - Troubleshoot simple configuration issues and errors.

PREREQUISITES

To obtain the maximum benefit from this class, you should meet the following requirements:

- Have previously completed Nuix 101
- Have at least 3 months of experience using

CLASS MATERIALS AND SOFTWARE

Training manual, material and lab exercises.

Right tool + Right way = Right results faster

MODULE 1: INTRODUCTION & CASE DATA PROCESSING

- Student and instructor introductions
- Project scoping
- Case creation
- Adding evidence
- Evidence processing settings for different types of cases
- Basic Troubleshooting
- Configuration profiles
 - Create a configuration profile
 - Loading a profile
 - Using the profile selector
- Post-processing quality control

MODULE 2: METADATA PROFILES

- Review profile types
- Nuix-defined
 - File properties
 - Evidence metadata
 - Filtered tags
 - Derived metadata
 - Custom metadata template

MODULE 3: QUALITY CONTROL/ EARLY CASE ASSESMENT

- Custodian Normalization
- Date range filter and known file types
- Exception reporting and handling
- Remediation of flagged items
- Item exclusions

MODULE 4: DEDUPLICATION

- Case deduplication
- Generate item set
- Identify originals

- Generate & compare digest lists

MODULE 5: SEARCH

- Family logic
- Search and tag
- Create terms with defined tags
- Expanded tag settings
- Import terms and tags from CSV
- Reporting the results
- Search macros

MODULE 6: NAMED ENTITIES

- Processing Settings
- Processing Settings
- Built-in Named Entities
- Regular Expression Lists
- Viewing the Results
- Customization of Icons

MODULE 7: NEAR DEDUPLICATION & CLUSTERING

- W-shingling
- Jaccard coefficient
- Resemblance threshold
- Chained near duplicates
- Clustering of items with textual similarity
- Export shingle list

MODULE 8: EMAIL THREADING

- Setting the Scope
- Generate Threads
- Quality Control
- Export Thread details
- Create Metadata Profile

MODULE 9: PRODUCING DOCUMENTS

- Setting the Sort Order

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- Populate stores
- Imaging Profiles
- Image Quality Control
- Markup sets
- Redactions
- Production Profiles
- Print Previews
- Production set quality control
- Locate imaging errors
- Generate slipsheets
- Using custom slipsheets
- Exporting of the production
- Legal export types
- Time considerations
- Worker memory configuration
- Report on duplicates
- Reviewing logs

MODULE 10: CERTIFICATION INFORMATION

- Exam procedures & overview

For a complete listing of scheduled courses, please visit
nuix.com/training

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