

Search Module Workflow

How does the Search Module fit into my workflow?

Search Modules Tabs

Scope

Terms

Reporting

Search Module Deliverables

Report

Tags and Custom Metadata

Search Module Save files

Family Logic Definitions

Hits

Top Level Hits

Reviewable Hits

Unique Hits

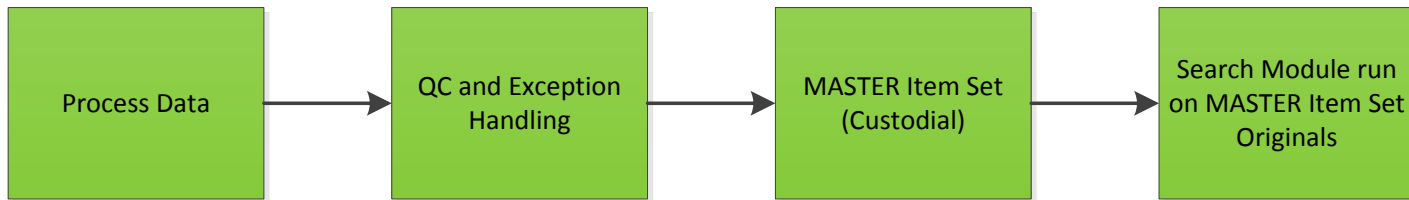
Unique Top Level Hits

Unique Reviewable Hits

The Search Module uses Item Sets to de-duplicate. You should create your MASTER Item Set prior to running Search Module in most workflows.

It's recommended to use a Custodial de-duplication format to create your item set for more complete search results.

It's recommended to always de-duplicate at the top/family level rather than individual level for e-discovery workflows



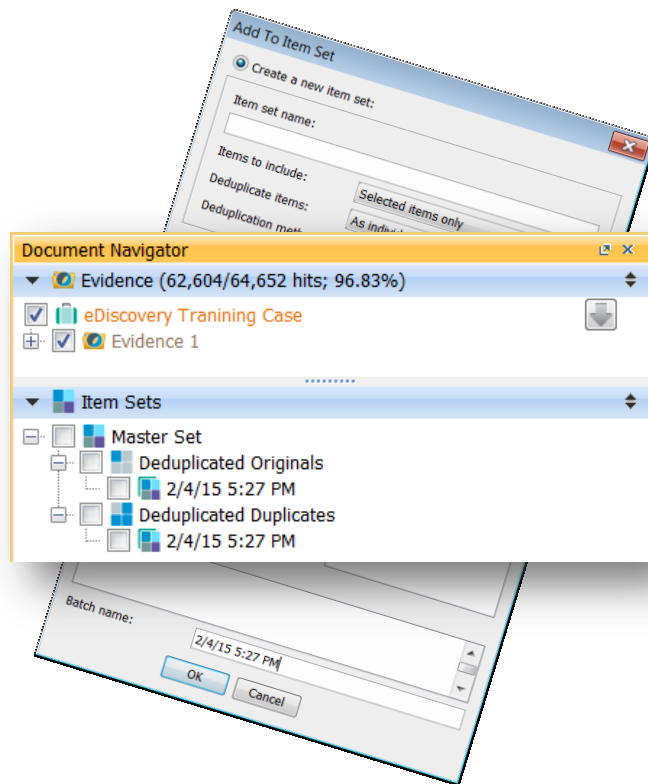
*Example Workflow Only

Item Sets

Use Items sets to clearly view the documents that are unique in your set and those documents that are considered duplicates of the original items.

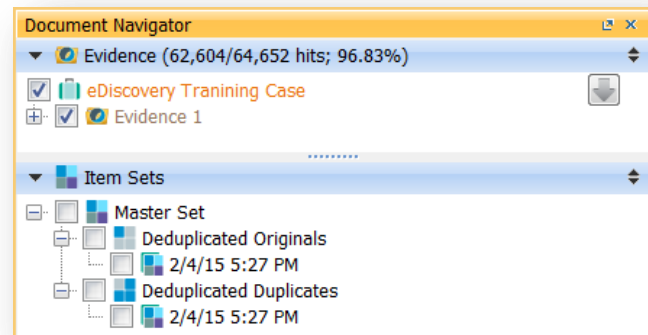
Item Sets are probably the best method of de-duplication.

1. Simple to use
2. Fast to apply
3. Self Documenting - they track originals AND duplicates



Using Item Sets

Item Sets reference originals and the duplicates, allowing easy tracking of which items were removed due to de-duplication.

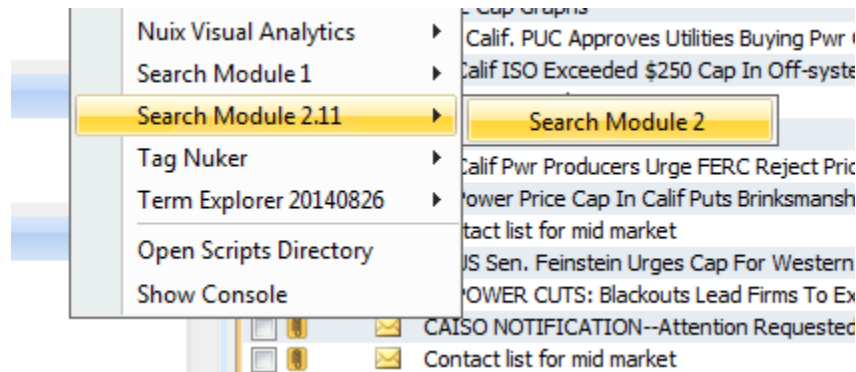


If you double click on **De-duplicated Originals**, you will see the search look something like this:

```
item-set:"e62eb630a6ed40898e22e87627b8b1d9"
```

When using the Search Module, you usually want to search the originals, rather than the entire Item Set.

The **Search Module** can be used to run multiple searches at the same time and provide both individual “per line” results as well as summary information for the “run”.



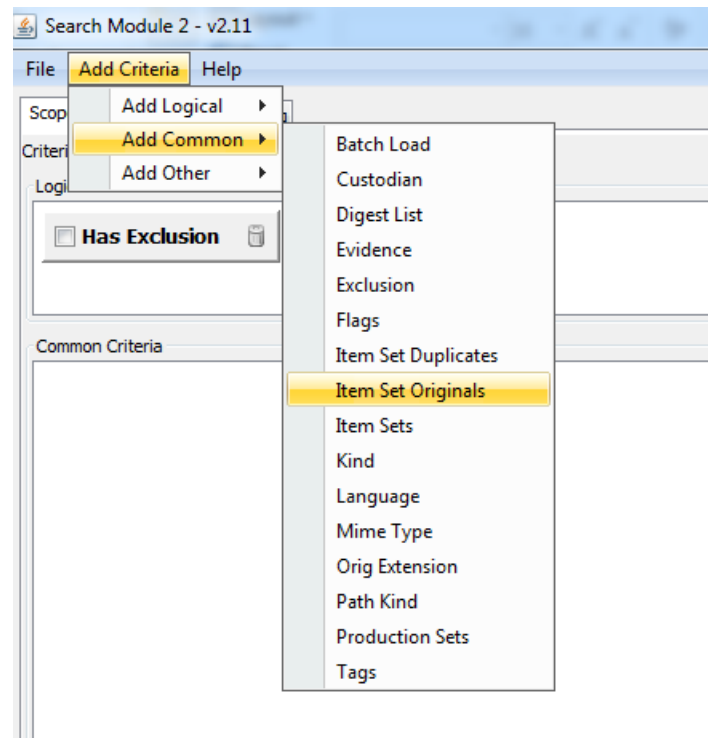
The Search Module is run from the **Scripts menu**. It is a separate install, and should be installed manually once Nuix has been installed. Post installation of the Nuix application, download and place the Search Module in the Script Directory. Once placed in the Scripts Directory the Search Module will appear in the Scripts drop down menu.

Scope Tab

Anything that is shared amongst ALL search lines should be added as scope. You don't have to remember the search syntax for the scope you choose - simply chose from the menu.

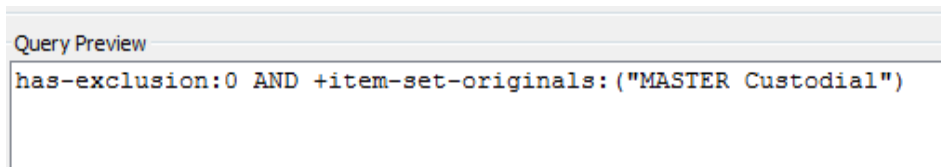
Once you *add* the scope Item to the Criteria area, you can choose the details.

There are scope options for all the common objects such as custodians, dates, kinds etc.

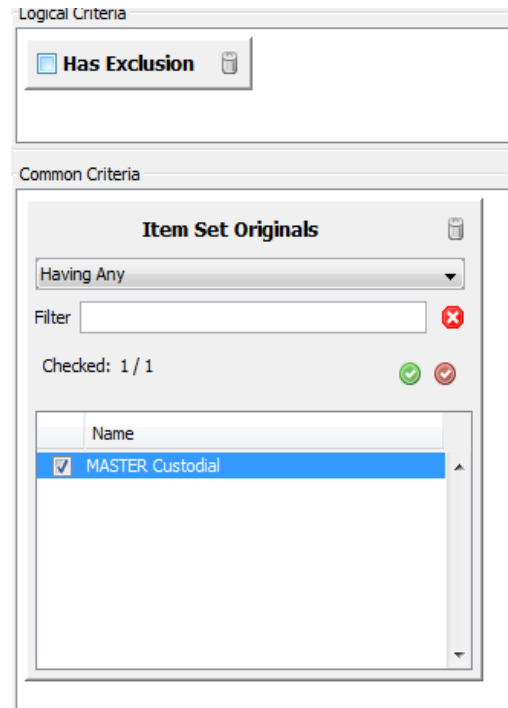
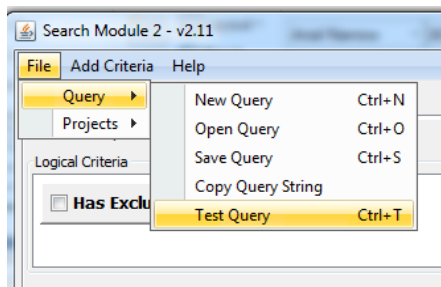


Scope Tab (Continued)

The scope provides a preview at the bottom of the tab...



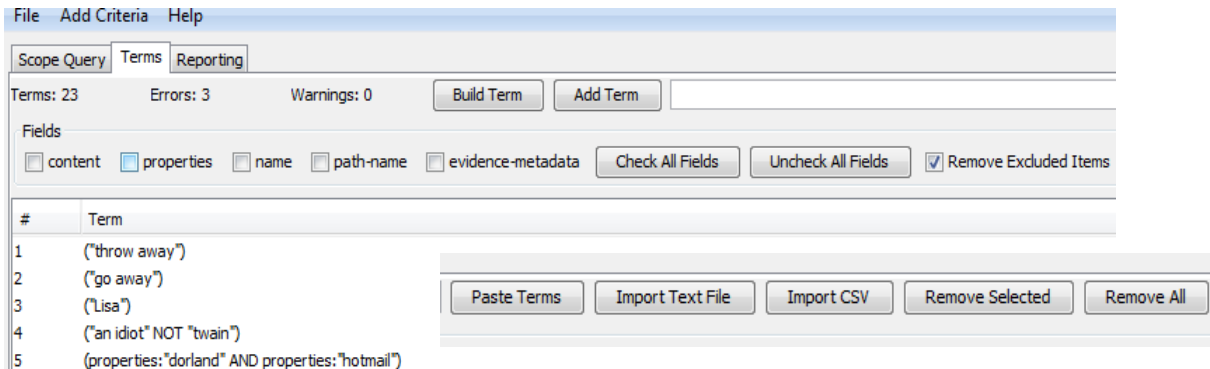
To test the scope query, you can click File-Query-Test...



You can also easily save the scope later in a reusable format for future search runs.

The **Search Module** contains three tabs: **Scope Query**, **Terms** and **Reporting**.

Terms - Any Nuix compliant search can be added as an Individual search on the Terms Tab. You can paste or import the terms!



The screenshot shows the Nuix Search Module interface with the 'Terms' tab selected. At the top, there are tabs for 'Scope Query', 'Terms', and 'Reporting'. Below the tabs, a status bar shows 'Terms: 23', 'Errors: 3', and 'Warnings: 0'. There are buttons for 'Build Term' and 'Add Term'. A 'Fields' section contains checkboxes for 'content', 'properties', 'name', 'path-name', and 'evidence-metadata', along with 'Check All Fields', 'Uncheck All Fields', and 'Remove Excluded Items' buttons. A table lists terms with columns for '#', 'Term', and a checkbox. The table contains five rows of terms. To the right of the table is a panel with buttons for 'Paste Terms', 'Import Text File', 'Import CSV', 'Remove Selected', and 'Remove All'.

#	Term
1	("throw away")
2	("go away")
3	("Lisa")
4	("an idiot" NOT "twain")
5	(properties:"dorland" AND properties:"hotmail")

Keep in mind that any portions of the search logic that are shared among **ALL** searches, should not be included in this section, they should be included in the **scope** section instead.

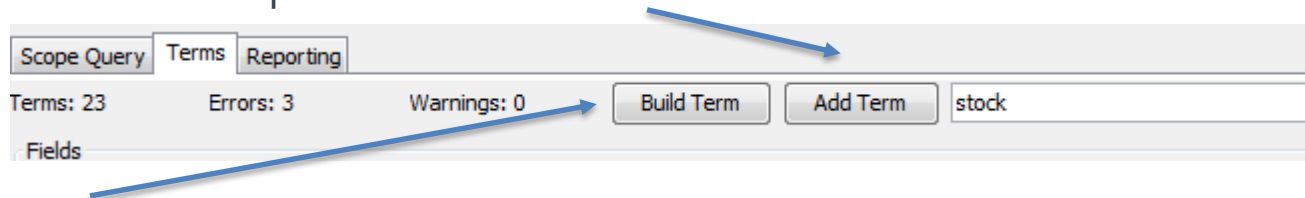
Terms (Continued)

Any terms with obvious syntax errors will be redlined, and will not allow you to continue until they are fixed.

#	Term	Show
1	("throw away")	
2	("go away")	
3	("Lisa")	
4	("an idiot" NOT "twain")	
5	(properties:"dorland" AND properties:"hotmail")	
6	("Virginia Commonwealth University" OR vcu)	
7	("Aquila Energy Marketing Corporation")	
8	("Sempra Energy Trading Corp")	
9	("Southern California Gas Company")	
10	("Dynegy Canada Inc")	
11	("Southern Company")	
12	("Duke Energy Marketing Limited")	
13	("Conoco Inc")	
14	("Enron Canada Corp")	
15	("Energy Trading-Gas Corporation")	
16	("Aron" w/2 "Company")	
17	("CoEnergy Trading Company")	
18	("TXU Energy Trading Company")	
19	("Exxon Company")	
20	("Phibro Inc")	
21	("Services and Trading Company")	
22	("Williams Energy Marketing" w/2 "Trading Company")	
23	("dlove8847@aol.com")	

Terms (Continued)

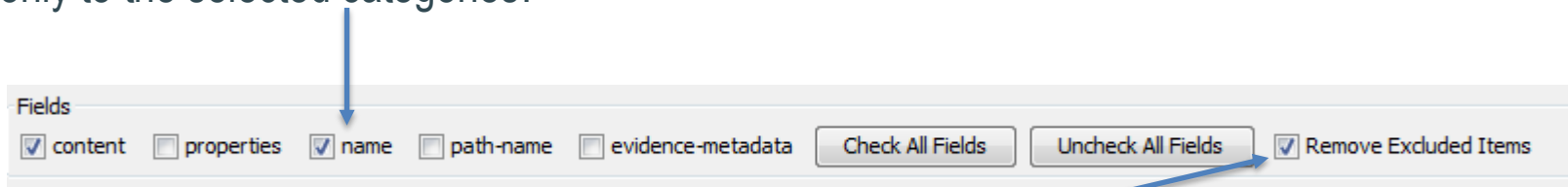
You can enter a new term in the box provided and click add term.



The screenshot shows the 'Terms' tab in the Search Module interface. At the top, there are three tabs: 'Scope Query', 'Terms', and 'Reporting'. Below the tabs, the status is displayed: 'Terms: 23', 'Errors: 3', and 'Warnings: 0'. To the right of the status are two buttons: 'Build Term' and 'Add Term'. Further right is a text input field containing the word 'stock'. Below the status and buttons is a section labeled 'Fields'. A blue arrow points from the 'Add Term' button to the text input field, and another blue arrow points from the 'Build Term' button to the 'Fields' section.

You can also click the Build Term button for a handy wizard that will help build individual search lines.

You can achieve “Global Options like” functionality by using the Fields section. Each search will apply only to the selected categories.



The screenshot shows the 'Fields' section in the Search Module interface. It features a row of checkboxes for selecting search categories: 'content' (checked), 'properties' (unchecked), 'name' (checked), 'path-name' (unchecked), and 'evidence-metadata' (unchecked). To the right of these checkboxes are two buttons: 'Check All Fields' and 'Uncheck All Fields'. Further right is a checkbox labeled 'Remove Excluded Items' which is checked. A blue arrow points from the 'Remove Excluded Items' checkbox to the 'Fields' section, and another blue arrow points from the 'Uncheck All Fields' button to the 'Remove Excluded Items' checkbox.

You can also decide if you want to keep excluded items excluded or include them for this search.

Search = dog AND cat

Parameters = content or name

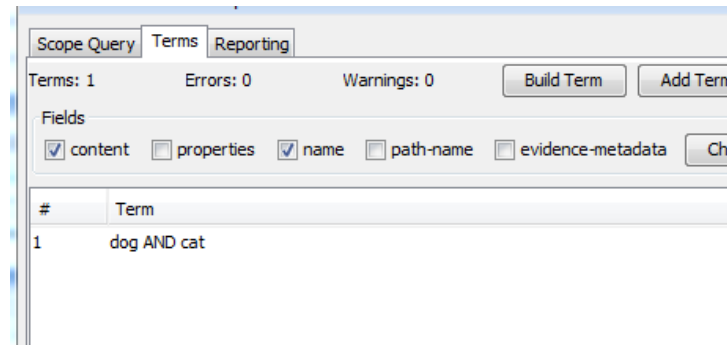
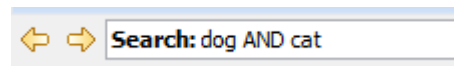
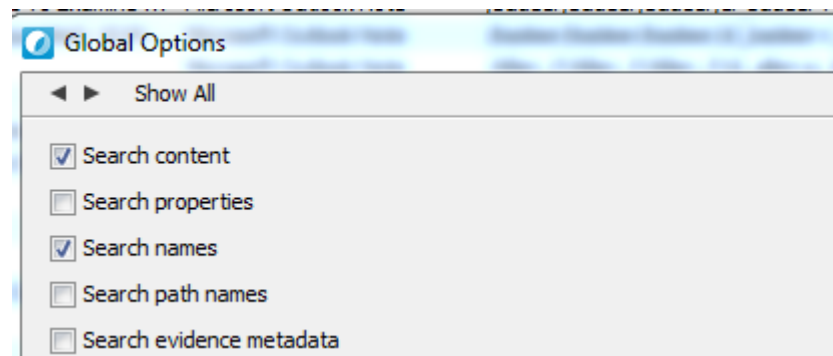
In workstation this equates to:

(content:dog OR name:dog) AND (content:cat OR name:cat)

In Search Module with tools this equates to:

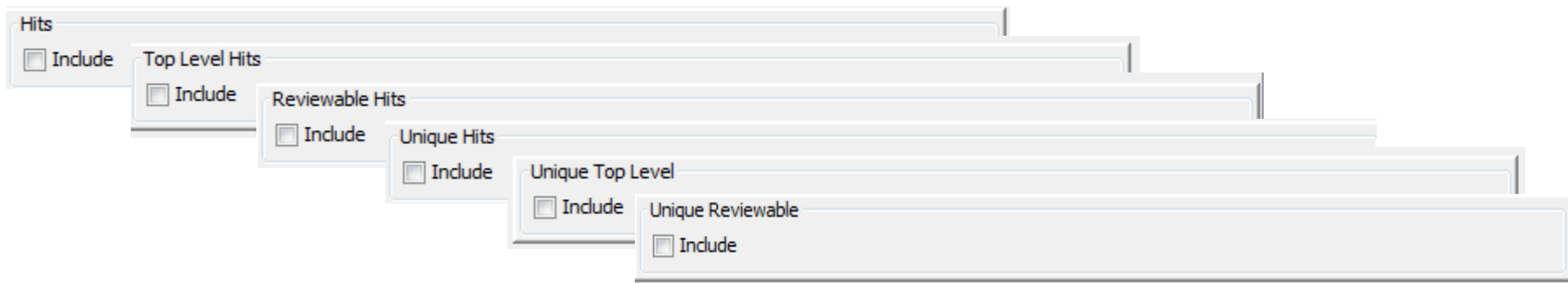
content:(dog AND cat) OR name:(dog AND cat)

Bottom line: Different but defensible



Reporting Tab

There are several options for what information to report tag or annotate



The image shows a series of overlapping checkboxes for reporting options in the Nuix interface. The options are arranged in a cascading manner, with each option having an 'Include' checkbox. The options are:

- Hits ☐ Include
- Top Level Hits ☐ Include
- Reviewable Hits ☐ Include
- Unique Hits ☐ Include
- Unique Top Level ☐ Include
- Unique Reviewable ☐ Include

You pick the fields that matter to your project and only those fields. Nuix won't waste time keeping track of metrics that it doesn't need to.

Reporting Tab (Continued)

For each of the six fields, Nuix lets you decide if you want it included.

You also get to decide if a volume gets calculated, if and how the records are tagged and even if you want Custom Metadata fields to be populated with the results.

The screenshot shows a configuration window titled "Hits". It contains several sections for customizing the reporting output:

- Include:** Two checked checkboxes, "Include" and "Report Audited Size".
- Tags:** Three radio buttons: "No Tagging", "Per Category", and "Per Term" (which is selected).
- Tagging Examples:** Two text input fields showing the resulting tag format. The first field contains "{datetime}|Hits". The second field contains "{datetime}|Hits|Term{sequence}".
- Custom Metadata:** Two radio buttons: "Dont Apply" and "Append" (which is selected).
- Field:** A text input field containing "SearchModule".
- Value:** A text input field containing "{term}".

Reporting Tab (Continued)

When it comes to naming your tags and Custom metadata you have ultimate control. Choose to name after the search, using a short name or a numbered sequence.

Placeholders allow you to provide a template for a tag which will be filled in with appropriate values at runtime.

A placeholder is recognized as: **{name}** Currently supported placeholders:


- **{date}** - Replaced with date when searching started, ex: 20141219
- **{time}** - Replaced with time when searching started, ex: 103000
- **{date_time}** - Replaced with date and time when searching started, ex: 20141219_103000
- **{category}** - Replaced with category of tag being applied, ex: "Hits", "Top Level Hits", "Reviewable Hits", etc
- **{term}** - Replaced with current term. Only works in term tag template and custom metadata template.
- **{sequence}** - Replaced with 4 fill sequential number, incremented once per term ex: "0001", "0002", "0003", etc. Only works in term tag template and custom metadata template.
- **{shortname}** - Replaced with the "Short Name" value on terms tab if provided. If the value is not provided will be replaced with the same value **{sequence}** would be for the given term. (

The report gets saved in a folder under your case in a "Reports" folder by default. You may change this location if you wish.

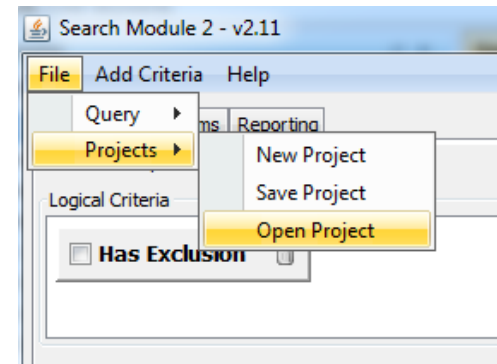
Report File	D:\Nuix\Nuix Cases\enronMedium6.0.3\Reports\SearchModule2_20150404_145120.xlsx
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Results

The report will be located in the specified location. In addition, a special project file will be automatically saved to reuse later and allow you to easily recreate past results.

Name	Date modified	Type	Size
 SearchModule2_20150331_151622.xlsx	3/31/2015 3:21 PM	Microsoft Excel W...	12 KB
 SearchModule2Project_20150331_151622.sm2p	3/31/2015 3:21 PM	SM2P File	10 KB

This file can be opened later via File -> Projects -> Open Project.



Results (Continued)

The first tab of the report shows search/line level results based on the requested fields.

	A	B	C	D	E	F	G	
	Term	Hits	Top Level Hits	Reviewable Hits	Reviewable Hits Audited GB	Unique Hits	Unique Top Level	Unique
	sterling lads	0	0	0	0	0	0	
	"back to back"	37	24	90	0.015	18	9	
	Ramp*	155	144	298	0.114	79	67	
	Milk*	76	74	642	0.083	26	23	
	Rig	123	73	202	0.129	52	29	
	Rigged	6	6	8	0.006	1	1	
	Rigs	46	18	109	0.042	3	2	
	Rinning	12	12	14	0.005	0	0	

Results (Continued)

The second tab displays summary information which gives us the results of the searches taken as a whole, or as a “run”.

This information is invaluable as it gives a picture of all of the searches together and considers overlap between the searches to present an accurate result.

	A	B	C	D	E
1	Scope Query	has-exclusion:0 AND +batch-load-guid:("89cdf31a-6695-4d89-9c94-17e			
2	Terms	65			
3	Total Hits	3474			
4	Total Top Level Hits	3069			
5	Total Reviewable Hits	6115			
6	Total Reviewable Hits Audited GB	0.984			
7	Reviewable Hits Tag	20150331_152102 Reviewable Hits			
8	Total Unique Hits	2887			
9	Total Unique Top Level	2545			
10	Total Unique Reviewable	4865			
11	Hits Total Time	00:00:05			
12	Top Level Hits Total Time	00:00:00			

Top Level Items

Top Level Items are...

1. Loose files that are not attached to another top level item
2. Emails that are not attached to other emails

How can I find Top Level Items?

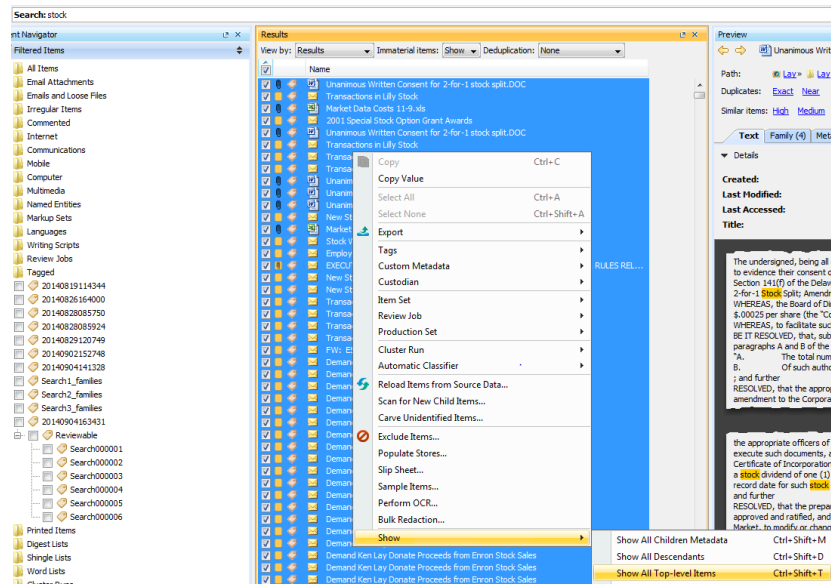
1. *Flag:top_level*

This flag can be used to restrict a search to just Top Level Items

Example: *stock AND flag:top_level* will return only Top Level Items that have directly hit on the Top Level Item.

2. The *Show All Top Level Items* Function

- For any record that is selected, this function will check to see if it's a Top Level Item.
- If it is, the item will stay in the result set, if it's not a Top Level item, the item will be removed and be replaced by it's Top Level Item.
- Show Top Level Items* is also known as "Going to Top Level".
- Results will be different than *flag:top_level*, depending on workflow.



Family Items

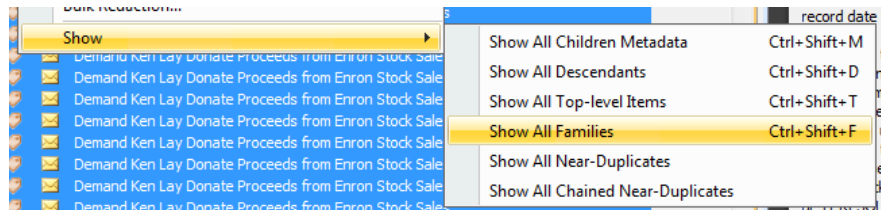
Families are...

- Any record that is related to another record.
- For example, if an email has three attachments and those attachments do not have any attachments themselves - this would be a family of four.

How can I find Family Items?

- Show All Families Function:

This function returns the original items selected, as well as all related records.



Descendants

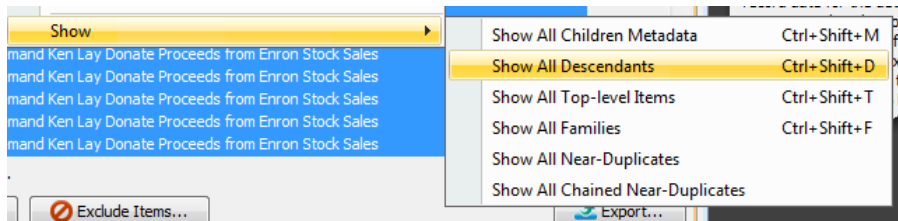
Descendants are...

- All records underneath an existing record. For example, if an email has three attachments and those attachments do not have any attachments themselves - that email would have three descendants.

How can I find Descendants?

- Show All Descendants:

This function returns all items underneath the selected items, but NOT the records themselves.



Immaterial Items

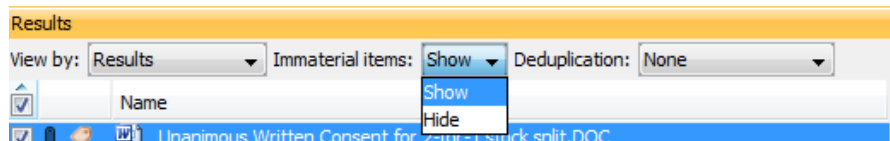
Immaterial Items are...

- Containers
- Some embedded content, not including office files

How can I find Immaterial Items?

- *NOT flag:audited*

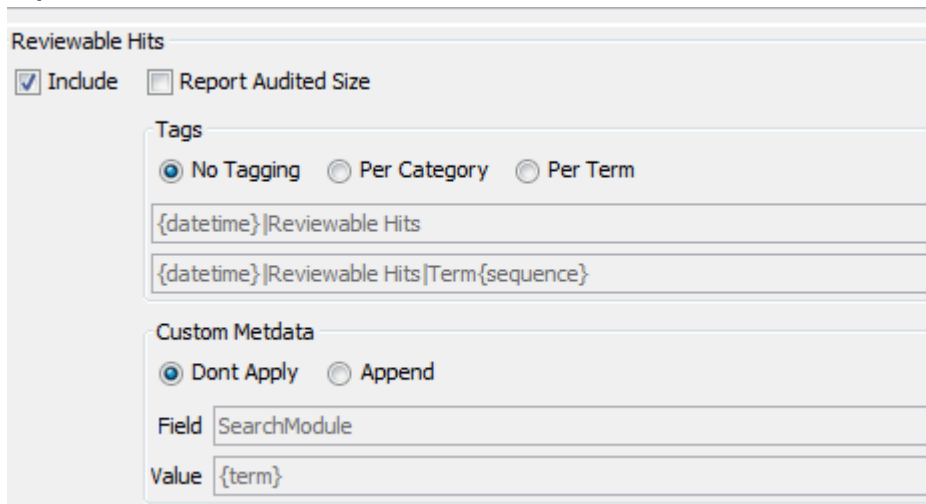
This flag search returns Immaterial Items - GUI Immaterial Items Toggle



Reviewable Hits

Reviewable Items are...

- A name used for “Family items minus Immaterial Items”
- Used by Search Module to report meaningful estimates for review. These are the records that normally get exported to review.



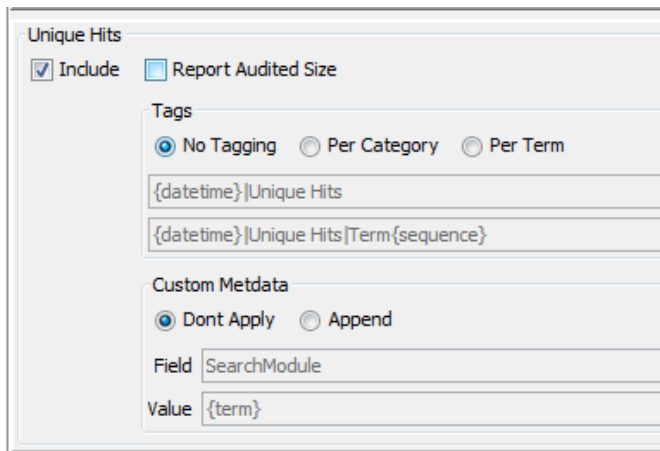
The screenshot shows a configuration window titled "Reviewable Hits". It contains several sections for setting up the review process:

- Include/Exclude:** A checkbox labeled "Include" is checked, and a checkbox labeled "Report Audited Size" is unchecked.
- Tags:** A section with three radio buttons: "No Tagging" (selected), "Per Category", and "Per Term". Below these are two text input fields containing the following tags:
 - {datetime}|Reviewable Hits
 - {datetime}|Reviewable Hits|Term{sequence}
- Custom Metadata:** A section with two radio buttons: "Dont Apply" (selected) and "Append". Below these are two text input fields:
 - Field:** SearchModule
 - Value:** {term}

Unique Hits

Unique Hits are...

- Indicates a record that hit on one “term” line and only one.
- Will not be populated if more than one term line hits on a record
- This field should only be used to analyze search terms against each other and not to nominate for export. Reviewable Items is better suited to nominate export candidates.

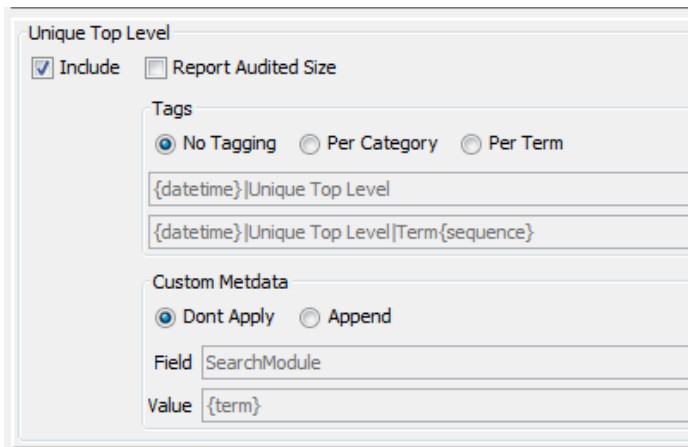


The screenshot shows the 'Unique Hits' configuration window. It has a title bar 'Unique Hits'. Inside, there are two checkboxes: 'Include' (checked) and 'Report Audited Size' (unchecked). Below these is a 'Tags' section with three radio buttons: 'No Tagging' (selected), 'Per Category', and 'Per Term'. Under 'Tags' are two text input fields: the first contains '{datetime}|Unique Hits' and the second contains '{datetime}|Unique Hits|Term:{sequence}'. Below the 'Tags' section is a 'Custom Metadata' section with two radio buttons: 'Dont Apply' (selected) and 'Append'. At the bottom are two text input fields: 'Field' containing 'SearchModule' and 'Value' containing '{term}'.

Unique Top Level

Unique Top Level are...

- Used to indicate the number of resolved top level items that are unique to this term line, and no other term line in the search run. The entire family must hit on only this term for a Unique Top Level to occur.
- This field should only be used to analyze search terms against each other and not to nominate for export. Reviewable Items is better suited to nominate export candidates.

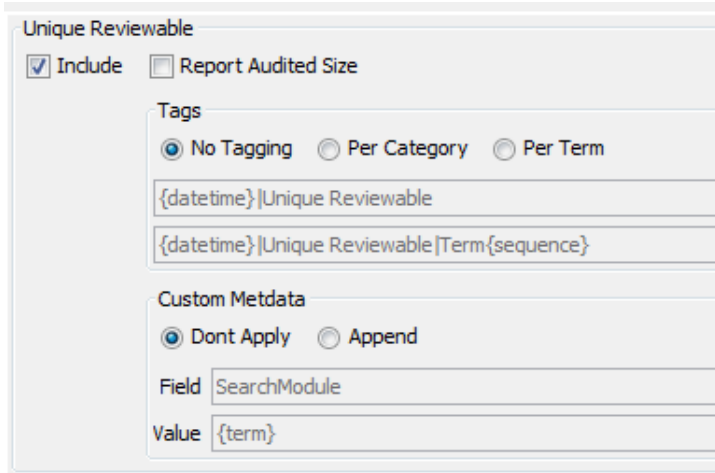


The screenshot shows the 'Unique Top Level' configuration window. It has a title bar 'Unique Top Level'. Inside, there are two checkboxes: 'Include' (checked) and 'Report Audited Size' (unchecked). Below these is a 'Tags' section with three radio buttons: 'No Tagging' (selected), 'Per Category', and 'Per Term'. There are two text input fields for tags: the first contains '{datetime}|Unique Top Level' and the second contains '{datetime}|Unique Top Level|Term{sequence}'. Below the tags is a 'Custom Metadata' section with two radio buttons: 'Dont Apply' (selected) and 'Append'. At the bottom, there are two text input fields: 'Field' with the value 'SearchModule' and 'Value' with the value '{term}'.

Unique Reviewable

Unique Reviewable are...

- Used to indicate the number of Reviewable Items that are associated with the Unique Top Level items in the previous field. This field indicates the total number of meaningful files related to a term line and only one term line
- This field should only be used to analyze search terms against each other and not to nominate for export. Reviewable Items is better suited to nominate export candidates.



The screenshot shows the 'Unique Reviewable' configuration window. It contains several sections: 'Include' with a checked checkbox, 'Report Audited Size' with an unchecked checkbox, 'Tags' with three radio buttons ('No Tagging' is selected), two text input fields for tags containing '{datetime}}Unique Reviewable' and '{datetime}}Unique Reviewable|Term{sequence}', 'Custom Metadata' with two radio buttons ('Dont Apply' is selected), a 'Field' input field containing 'SearchModule', and a 'Value' input field containing '{term}'.

Contact Support

support@nuix.com

OR

Contact your account team