

Simple Data Exporter

Welcome!

Thank you for choosing the Simple Data Exporter for your Summation iBlaze™ archiving and exporting needs. Intechgration specializes in creating inexpensive tools using the Microsoft .NET framework for the Litigation Support and Legal Technology industries. We are always open to new ideas, so please let us know if you have a great idea for a litigation support tool!

We can be found online at <http://www.intechgration.com> and you can reach us by email at info@intechgration.com.

About the Simple Data Exporter

The Simple Data Exporter is designed to help you archive or migrate your Summation iBlaze™ case data to industry-standard formats that don't require iBlaze™ for future viewing.

What does it do?

The Simple Data Exporter will archive or export the following case elements from Summation iBlaze™:

Core Database

- As "pipe and caret" or DAT format:
 - StdTable
 - eTable
 - People Table
 - Events Table
 - All other tables
- As OPT format:
 - ImgInfo Table

ocrBase

- As document-level text files

Transcripts (with notes and issue codes)

- As TRN files

Emails imported using the Summation™ ED Loader and currently in PST format

- Exported to MSG format with cross-reference file

What doesn't it do?

It currently does *not* export the following items:

- Case Organizer
- Briefcases
- Browser Briefcases
- Multipage image information

It will not move your images or native files from their current location

It does not write any information back to your database

It does not export image annotations.

- Ipro Tech has a utility as part of its Eclipse SE™ product that exports image annotations from Summation iBlaze™ .ann files directly into Eclipse SE™.

What should I think about before archiving or exporting my iBlaze™ case data?

Planning is key for any archiving or migration project. Some of the items you should consider before using the Simple Data Exporter include the following items.

1. How many cases do I need to archive or export data from?

If you have many cases, you need to plan for the time it will take, and perhaps allow for downtime on active cases.

2. What data do these cases contain?

- a. Images?
- b. Annotations?
- c. stdTable or eTable?
- d. Electronic documents?
- e. Transcripts?
- f. *Case Organizer?
- g. *Briefcases?
- h. *Browser briefcases?
- i. *Production briefcases?
- j. *Pleadings?

(Note that items marked with an asterisk are not currently supported by the Simple Data Exporter).

3. Are the images single page or multipage?

Single page image files will have one file per page. Multipage image files have one file per document.

4. If I used Summation™ to import emails, are the PSTs still in their original import location?

If not, note that the Simple Data Exporter does not currently support exporting the emails to MSG format.

5. What load file format do I want to export to?

The load file format you want to export or archive to will depend on what software, if any, you plan to use for viewing the case data in the future. You can export to pipe/caret or DAT formats. DAT is used by many litigation review tools.

6. Are any of the cases still active?

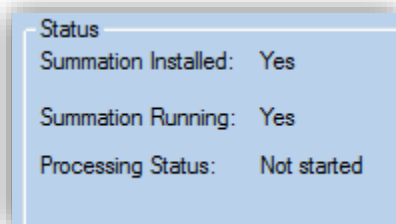
If so, be sure to plan for downtime to complete the archive or export, and to advise the case team that their case will be temporarily unavailable.

When you have answers to the above questions, you may want to take the extra time to create a project plan; especially if you have many cases you will be exporting data from or archiving.

Need help? We can refer you to appropriate consultants in your area.

Using the Simple Data Exporter

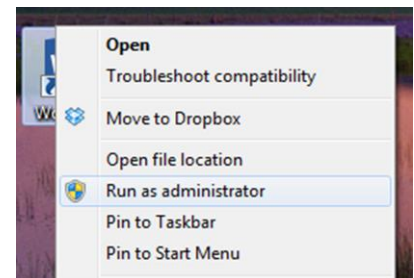
- Install the Simple Data Exporter.
- After installing the Simple Data Exporter, double-click on the Simple Data Exporter icon on your desktop to launch the software. Be sure that you are running Simple Data Exporter as an Administrator.
- Start Summation iBlaze™. Be sure that you are running Summation iBlaze™ as an Administrator.
Not sure how to run software as an administrator? See the [hint box to the right](#).
- Check that in the Status section in the middle right of the Simple Data Exporter indicates that Summation™ is installed *and* running. In the screenshot below, Summation™ has been installed and is running.



How do I run software as an Administrator?

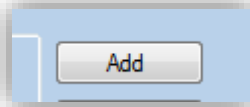
In Windows 7 you may need to launch certain software as an administrator in order for all features to work.

To do so, right-click on the software icon or executable file and choose "Run as administrator" as in the screenshot below.

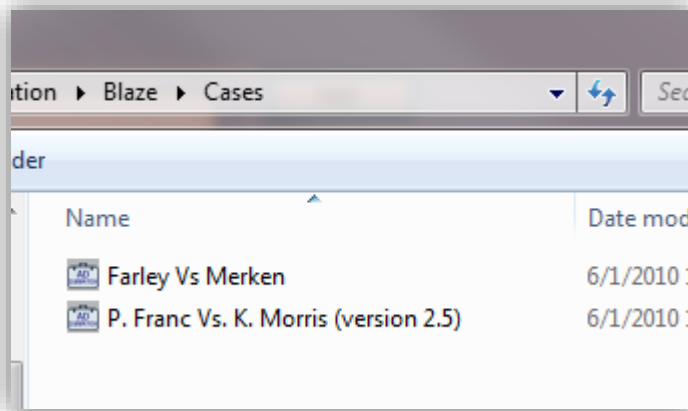


Selecting your cases

- Next, click on the Add button near the top right of the screen.

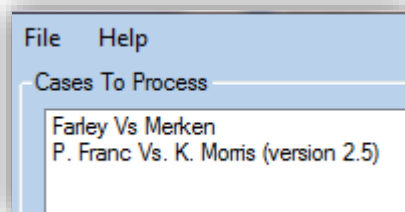


- A Windows Explorer window will open.
- Browse to the location of your Summation™ Case Information (.ci) files.

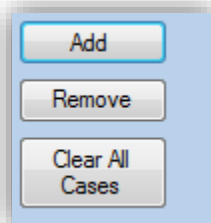


Not sure where to find your .ci files? See hint box to the right.

- Select the cases you want to archive or export data from.
- The selected cases should appear in the “Cases to Process” area on the left of the screen.



- If you added a case by mistake, select the case, and click on the “Remove” button.
- If you want to start over, click on the “Clear All Cases” button.



Where are my .ci files located?

Summation iBlaze™ .ci files are normally located in the Summation iBlaze™ install directory on the server (if you have a server-client install) or on your local computer (if you have a mobile install only).

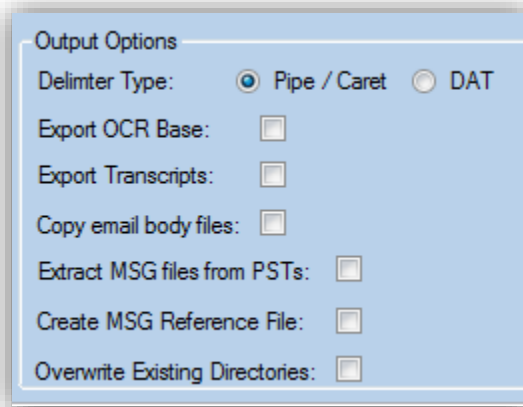
Usually this means it's in the Program Files in a directory called “Summation”. Look in that Summation directory for a subdirectory called “Blaze”. Look in the Blaze subdirectory for another subdirectory called “Cases”.

Still can't find it?

- Try looking in Program Files (x86)
- Try asking your Network administrator

Choosing your Output Options

- Next, choose your Output Options in the middle of the screen. You can choose the format for your load files and what you want to export.



- You can tailor the output to suit the needs of your selected case(s). If your selected cases have no electronic documents or transcripts, for example, then you only need to choose the “Delimiter Type” for your load files, and select the “Export OCR Base” option. All other checkboxes could be left unchecked.

Delimiter Type options:

- Pipe and caret

Pipe and caret refers to a delimited text file that separates fields (or columns) with a pipe symbol “|” and encloses the contents of those fields with carets “^”.

Keep in mind that if you have electronic documents in your case and are using the standard naming convention for those files (DocID^OriginalFileName.ext) that the caret symbol after the DocID will cause problems with this particular load file format. Use the DAT file format if you have electronic documents in your case.

- DAT

A DAT file is a common litigation support load file type used by several litigation support applications. It uses the ASCII code 020 for separating fields; ASCII code 254 for enclosing field contents; and ASCII code 174 for indicating a line break within a field in one record.

Export OCR Base

- Choose this option if you want to export the OCR from your Summation™ case.
- It will save one text file per document where there is OCR for that document.
- Notes on emails:
 - Note that for emails, the email body may be found only in the “Body” field of the eTable in Summation™, not in the ocrBase.
 - Alternatively, some of all of the text of the email body may be found in the “EMB” files.
 - These EMB files are exported separately (see “[Email body files](#)” section below).

Export Transcripts

- Choose this option if you have transcripts you want to export from your Summation™ case.
- Each transcript that has been loaded into Summation™ will be exported in the .TRN format and saved to the output directory.
- Note the following:
 - Document and other links cannot be exported as they are not part of the .TRN export.
 - Any text content of the transcript notes and issue codes will be exported.

Copy email body files

- Email body files are text files that are created when:
 - Emails contain a large amount of text. The first 2MB of email body text will be found in the “Body” field in the eTable; the “overflow” will be found in the EMB file for that record.
 - The option to save the entire email body text to the EMB file was selected at the time of import of the emails into Summation™.
- Selecting this option will copy the EMB files to the output directory location.

Extract MSG from PSTs

- If you used Summation™ to process and load your eDiscovery, any emails processed and loaded in this way will still be located in their original PSTs. Most review tools require such emails to be in MSG or similar “standalone” format.
- This option will export out all emails currently in PSTs and save them as MSGs named with the value in the DocID field.

Create MSG reference file

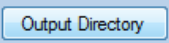
- This option will create a cross-reference file with the DocID and newly-created MSG file name from the “Extract MSG from PSTs” option above.

Overwrite Existing Directories

- Subdirectories for each selected Summation™ case are created in the selected output directory. These subdirectories use the “friendly case name” as their name.
- This option allows you to overwrite any existing, identically named subdirectory. You may wish to choose this option if you want to re-run an export.

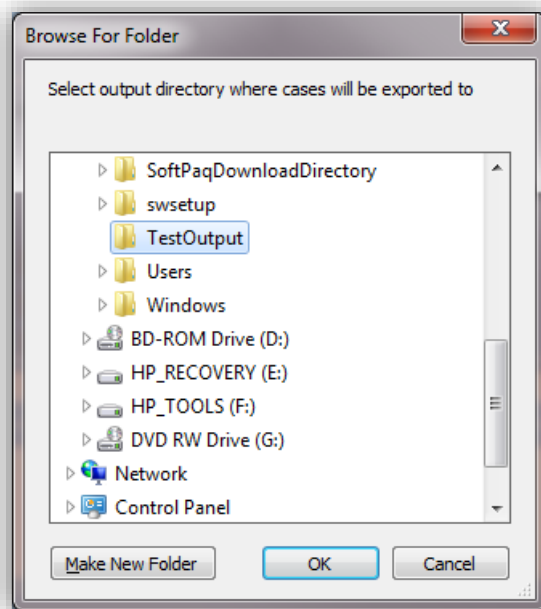
Choosing an Output Location and Processing the Export

Output Directory

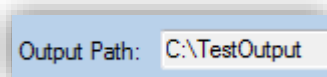
- Before running your export, you must choose an output location.
- To do so, click on the Output Directory button  and browse to a suitable location.

Be sure that your selected output location has sufficient space to hold the delimited data text files, OCR text files, transcripts, email body text files, extracted MSGs, MSG cross-reference file and logs for all the cases being exported.

- Once you have selected a suitable location, click OK.



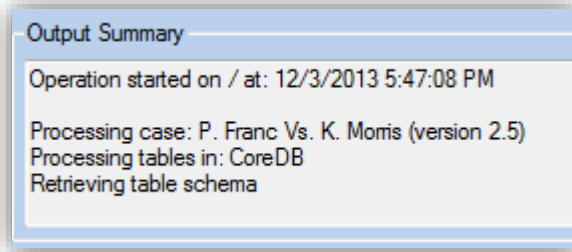
- The selected Output Directory location will appear in the Output Path textbox.



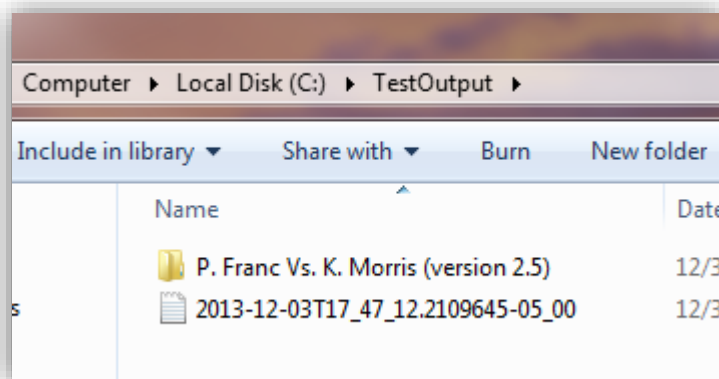
Processing your Export

- To export the selected output from your selected Summation™ cases, click on the Process button.

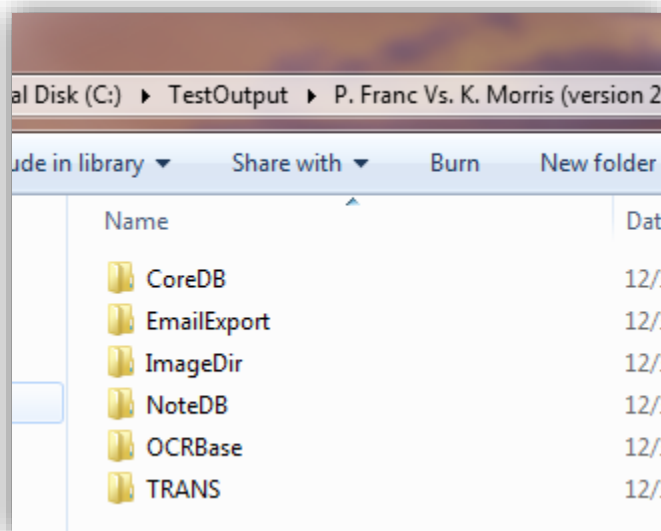
- The Output Summary will list the progress of your export.



- Check the Output Directory for your exported data. You should see a subdirectory for each case and a log file named for the time and date the export was run.

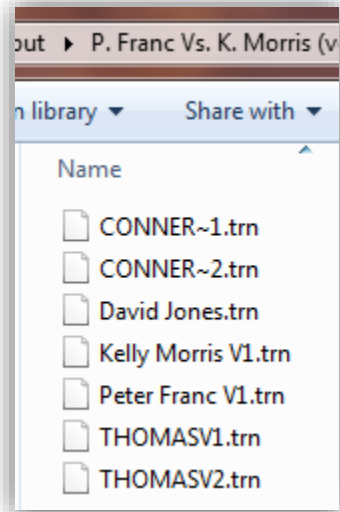


- The log file will contain detailed information for all the exports run for each process job.
- The case export directory will contain several subdirectories:

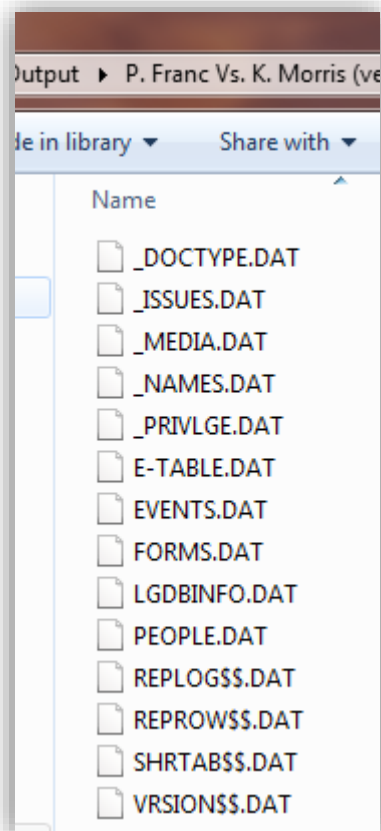


- In each subdirectory you will find the relevant exported data. For example:

- The TRANS subdirectory contains any exported transcripts.



- The CoreDB subdirectory contains the delimited data text files for each table in Summation™.



- Some subdirectories may be empty if no data for that selected option was exported.

About Intechgration

Intechgration is a software development and consulting company based in the US specializing in Windows-based litigation support software applications. Our small, dedicated staff has over 15 years' experience in both law firms *and* software development.

We are committed to making simple tools that help you get the job done. If you wish you had an “app for that”, let us know. We are always looking for ways to make your life easier so you can do less *drudge* and more *wow*.

You can reach us at info@intechgration.com.

Final Words

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