



Flexible Reporting with Intella

Reporting in Intella

Before version 2.3, reports had to be created manually, and outside of Intella. This involved a number of steps which includes the following:

- Exporting metadata via .csv for the items to be reported on
- Exporting the native items
- Using MS Word or Acrobat to create the report

Flexible Reporting was introduced in Intella in version 2.3. This includes a dedicated Reporting wizard which allows the user to create professional reports within Intella. Various options for sorting, styling, and other customization of the report are available in Intella's flexible reporting wizard.

This reporting wizard has been added to Intella Connect, and will be available in version 2.3.1.

Our forensic triage tool, W4, already has this reporting feature.

Creating a Report

Selecting the Items for the Report

The items that go into a report will be determined by searches, and investigator review. Because the items for the report can be displayed in a number of different ways, depending on what type of data is being reported, it is best to group your different types into separate tags, under a master, or top level tag.

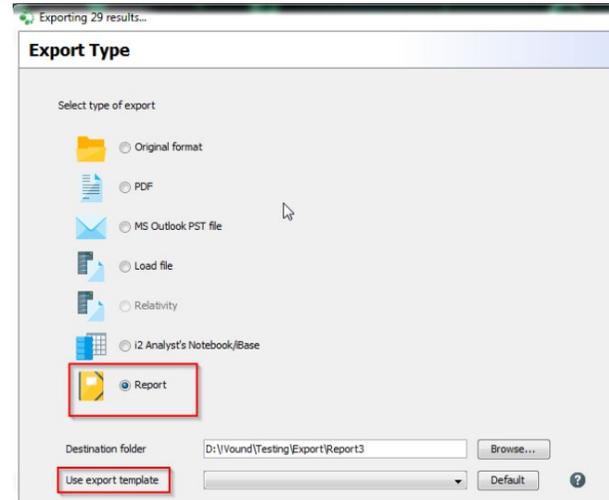
In this case I have a top level tag, with a variety of different artifact types under that tag. These include images, documents and logging data. The reporting wizard allows each type of artifact to have its own Section. You can configure different layouts, metadata fields and styling with each Section that you create for the report. That is why it is important to separate the different artifact types into tags.



Creating a Report

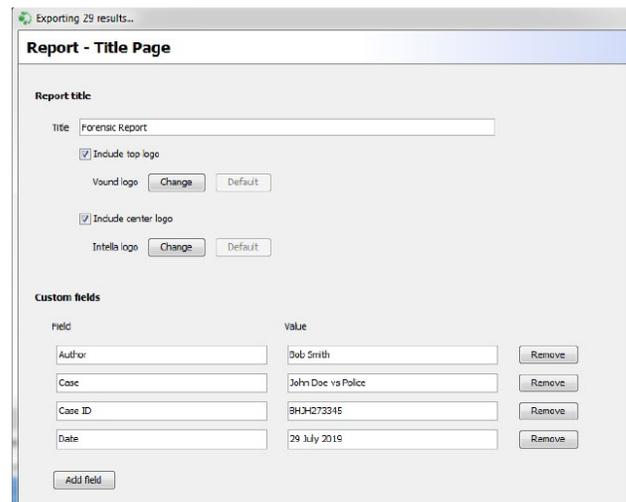
To create a report, you first need to select the items that you want to include in your report. In this case I searched on the top level tag, then right clicked, and used > Export > Selection.

There is a new option in the export type list at the bottom for Reports.



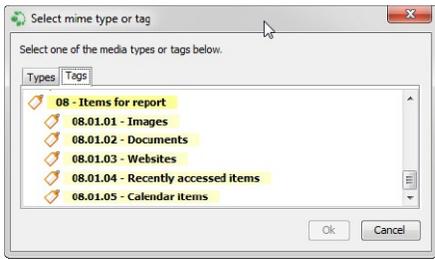
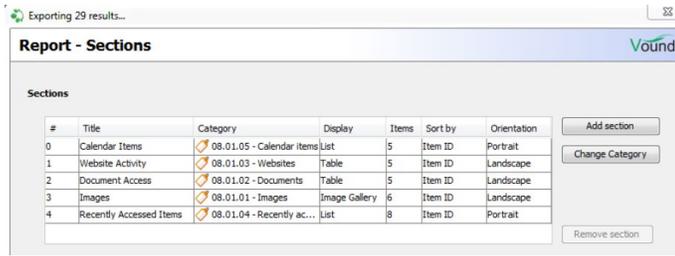
Note: An export template can be saved on the last page of the report wizard. This template can then be reused for future reports by selecting it in the Use export template field.

This page allows you to configure the front page of the report.



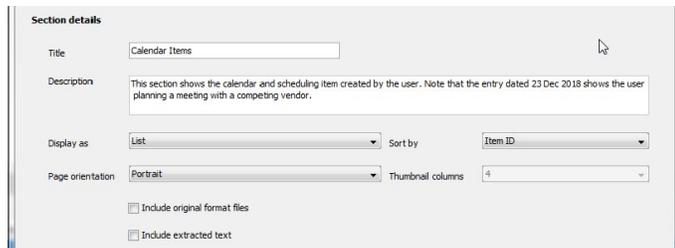
- You can enter a Title for the report. This title is shown on the front page of the report. It is also shown in the footer of each page (if enabled).
- You can use logos for the report. These can be the built-in Vound logos, or you can use your own custom logos. You can also disable the logos altogether.
- You can add custom fields to the Title page. These custom fields can be anything. Common fields include information such as the author of the report, the case name and case ID, and the date.

The next screen in the wizard allows you to add and configure the Sections for the data which you are reporting on. The Add Section button will show the lists for Types and Tags. This allows you to select the items for the new Section.



The Change Category button allows you to change a Tag or Type. This is useful for when a template is used from another case, and the tags that you want to report on have different names in that case.

You can customise each section that you add to the report. In this example we are showing calendar items which have been created by the user. In this view, the metadata for the calendar items are shown in a list view. Also, the page orientation is set to portrait.

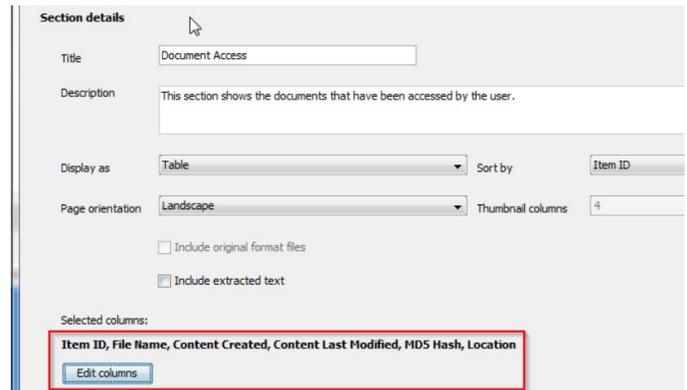


The Description will be shown at the top of the section in the report. This is where the user can describe in more detail what they are reporting on.

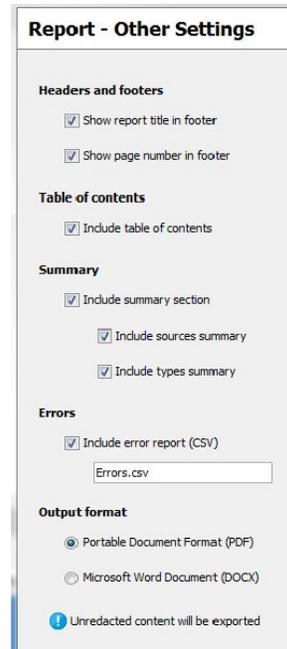
We also include options to export the native files, and/or the extracted text for the items in this section.

In another example we are showing documents which have been accessed by the user. In this view, the metadata for the documents are shown in a Table format, and the page orientation is set to landscape to accommodate several columns.

The Selected columns are shown at the bottom. You can use the Edit columns button to add and/or remove columns for each Section. This allows a great deal of flexibility for customised reporting.



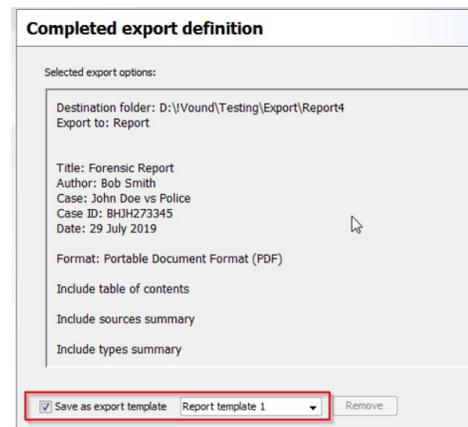
Other report settings are available in the wizard which include:



- Headers and Footers – Options to show the footer and page numbers
- Add a Table of contents to the report
- Add a Summary section to the report
- Errors when producing the report can be logged
- The output for the report are either in MS Word or PDF format.

The last page of the Report wizard shows a summary of the settings which have been selected for the report export.

This screen also allows the user to save the current settings as a template, which can be used for future report exports.



Phone Enquiries
+1 (888) 291-7201

Postal Address
10643 N Frank Lloyd Wright Blvd, Suite
101, Scottsdale, AZ 85259 U.S.A.

Email sales@vound-software.com
Sales Contacts
www.vound-software.com/partners

www.vound-software.com

