



Process. Search. Filter. Produce. Simple.

Connect Senior Reviewer

Level: Intermediate

Vound training courses will prepare you to effectively utilize Intella when conducting a range of tasks such as processing, searching, and reviewing email and other data for investigations and eDiscovery matters. The Connect Senior Reviewer class is designed to share knowledge and best practices in the use of Intella Connect through a web browser. Throughout this course, attendees will be exposed to video lectures and self-paced labs to reinforce the concepts presented throughout the learning modules.

Learning Objectives

Getting Started with Intella Connect

- Logging onto the system
- User customization options
- User dashboard overview
- Navigating the different views in Intella Connect:
 - Insight View
 - Search View
 - Review View
 - Batch View
 - Coding View
 - Export View
- Intella Connect Messaging Service

The Insight Tab

- Learn the functionality of the Insight categories
- User details
- System details
- Item types
- Discuss workflow options

Searching Techniques

- Learn the many options to Keyword search
- Use of the AND/OR operators
- Define the use of advanced searching techniques:
 - Phrase
 - Grouping
 - Wildcard
 - Fuzzy
- Define proximity searching
- Learn how to apply a field search

Working with Facets

- Define the purpose of the facets pane
- Learn each facet function
- Explore workflows in the use of facets
- Identify data based on discovered criteria:
 - Types
 - Dates
 - Locations
- Learn how facets can be used to include and exclude data from search functions

Visualizations

- Read a Cluster Map
- Navigate the Cluster Map
- Review Geolocation data
- Use the Timeline to focus on data within a specific date range

Tagging Items

- Overview of tagging
- Add tags
- Remove tags
- Use tags in the preview window
- Tag inheritance rules
- Assign shortcuts to tag groups
- Search with tags
- Delete tag groups
- Data culling techniques

Details Pane - Previewing Items

- Learn the function of the Details pane
- Navigation options
- List viewing options
- Viewing thumbnails of images
- Additional analysis functions

Batch Review

- Review batched data in the coding preview window
- Search techniques in the preview button
- Learn the function of the coding panel

Redactions

- Define the purpose of redactions
- Learn how to redact an item
- Discuss the limitations of redactions
- Redact search hits
- Remove redactions
- Redaction profiles
- Caveats

Exporting

- Review Intella export formats
- Create export templates
- Explore export sets
- Walk through the export set wizard
- Discuss post-production quality checks



PHONE INQUIRIES
+1 (888) 291-7201

POSTAL ADDRESS
10643 N. Frank Lloyd Wright Blvd.,
Suite 101, Scottsdale, AZ 85259, USA

AMERICA america@vound-software.com
ASIA asia@vound-software.com
EUROPE europe@vound-software.com

www.vound-software.com

The Vound logo features the word "Vound" in a white, sans-serif font. The letter "V" is stylized with a green swoosh that extends from its top right corner and curves under the "o".
AMERICA • ASIA • EUROPE