



**Process. Search. Filter. Produce. Simple.**

**Advanced course prerequisites:**

You must have at least **6 months** experience of **using Intella**.

**OR**

You must have completed the **Intella Basic Course**.

# Intella On Demand Advanced Course

The Intella On Demand Advanced Course is designed to teach you to effectively utilize Intella when conducting a range of tasks such as processing, searching and producing email and other data for investigations and eDiscovery matters. This course is for the experienced Intella user who wants to advance their skills and knowledge with Intella.

This class is designed to share knowledge and best practices in the use and operation of the software. During this course, attendees will be exposed to video lectures, self-paced labs and knowledge evaluations to reinforce the best practices learned throughout the modules.

## Learning Objectives

### Module 1: Introduction and Installation

- Review core functions of Intella
- Gain insight into the company profile
- Installation and Application setup options

### Module 2: Advanced system setup

- Memory management
  - Main process memory
  - Crawler memory
  - Case Manager memory
- Hard drive configuration

### Module 3: Post Processing Tasks

In this module we will cover some of the common workflows that you may use when using Intella.

- Reviewing processing errors
- Checking database for completeness
- Handling encrypted items
- Performing Optical Character Recognition (OCR)
- Email threading

### Module 4: Data Culling Workflows

During this module we will go through various workflows that can be used to cull a data set. By data culling an examiner can quickly reduce the number of items in the case that need to be reviewed.

- Data culling techniques
- Deduplicate items
- DeNist the dataset
- Remove irrelevant files
- Date range filtering
- Keyword searching
- File type filtering

### Module 5: Using Tasks

During this module we will cover creating tasks. The tasks feature can be used to automate certain processes after data has completed indexing.

- Learn how to use the tasks feature
- Explore creating complex multi-action tasks
- Discuss exporting tasks to use in other cases

## Module 6: Managed Document Review

During this module we will cover managed document review in Intella.

- Explore item coding in Intella
- Configure item review batches
- Using review tabs
- Limitations of managed review functionality

## Module 7: Regular Expressions

During this module we will go through the process to create and run regular expressions in Intella. Regular expressions can be used to identify patterns of data within items that may not be identified using regular keyword searching.

- Learn how regular expressions can be used
- Creating custom regular expressions
- Executing a regular expression search

## Module 8: Windows Registry Analysis

During this module we will cover basic registry analysis in Intella.

- Indexing the Windows registry
- Viewing notable registry artifacts
- Technical walkthrough of registry artifacts
- Operating system information
- Typed URLs
- USB storage devices
- Discuss searching the Windows registry
- Exporting Windows registry files

## Module 9: Email Analysis

During this module we will look at email analysis techniques in Intella.

- Explore an email header
- Discuss how email threading works
- Learn how to chart communications
  - Identities
  - Cluster map
  - Social graph
  - Geolocation
  - Email threads

## Module 10: Exporting and Productions

During this module we will cover exporting and production in Intella.

- Review Intella export formats
- Creating export templates
- Explore export sets
- Walkthrough the export set wizard
- Discuss post-production quality checks

## Module 11: Quality Control

During this module we will cover quality control and data verification steps that should be performed at various stages in the case life cycle.

- Review processed source data
- Ensure accuracy of OCR
- Verify redacted items
- Validate the search and filtering process
- Review the export

## Module 12: Maintenance and Troubleshooting

During this module we will discuss maintenance and troubleshooting in Intella.

- Learn how to perform case backups
- Review the process to restore annotations
- Explore troubleshooting errors using Intella log files
- Discuss troubleshooting dongle and licensing issues



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