



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

**Training prerequisites:**

Note that this course is a prerequisite to the **Intella Advanced** course.

# Intella On-Demand Foundation Course

This is a self-paced online course that is designed to teach the user all of the basic functionality of Intella. After taking this course, the user will be able to run a variety of search criteria effectively, review results, create tags, and export to a number of different formats.

Access to this course on the training portal is valid for 30 days from the purchase date.

## Learning Objectives

### Module 1: Introduction and Installation

- Learn the core functions of Intella
- Gain insight into the company profile
- Where to get technical and community support
- Learn the value in reading metadata
- Installation process.

Upon completion of module 1 you will know the history of Vound, which hardware should be considered for installation and how to obtain support for your products.

### Module 2: Case Creation, Adding Evidence and Processing Options

- Creation of new Intella Case
- Pre-indexing Tasks
- Adding Evidence items to the case
- Processing issues
- DeNISTing with Hash Lists
- OCR options
- Handling Encrypted Items.

Upon completion of module 2 you will understand how to create a new case, and the pre-processing options available when indexing data into a case.

### Module 3: The Interface, Basic Searching and Tagging

- Review the Intella interface
- Explore data viewing options
- Learn basic keyword searching techniques
- Gain an introduction to Tagging
- Learn the Insight® tab and reviewing options
- Discuss Flagging options.
- Restoring annotations
- Risk management

Upon completion of module 3 you will be familiar with the Intella interface and the different controls for functionality. You will also be able to conduct basic searching techniques.

### Module 4: Advanced Interface Settings and Item Management

- Learn the function of the Preview windows
- Creating redactions and redaction profiles
- Explore the Facets pane and define each sections function
- Review Date and Times in Intella
- Working with Regular expressions
- Creating Custom columns.

Upon completion of module 4 you will be able to use the review window and its options. You will have an insight into some best practices and you will be able to utilise more powerful searches using the Facets feature.

### Module 5: Visualizations

- Learn the function of Histograms
- Explorer the uses of the Social Graph feature
- Review the importance of Geolocation data
- Describe the uses of Email Threading
- Explore the Identities tab
- Using the Keywords tab
- Near-duplicate analysis
- Learn how to create Identities and use for case analysis.

Upon completion of module 5 you will have a good understanding of how to use the different visualizations in Intella effectively. This includes reducing the number of emails to review by using the email threading feature.

### Module 6: Exporting and Reporting

- Explore export options
- Single items
- Multiple items
- Metadata Exports
- Facet Exports
- Load File Exports.
- Exporting to customized reports
- Exporting to an Intella case

Upon completion of module 6 you will be able to export items and metadata from a case in a number of different formats.

### Module 7: Administration Settings and Troubleshooting

- Review all the options in the Preferences Tab
- Learn common troubleshooting tips to identify issues with your case, data and licensing.
- Learn how to read and interpret Intella's log files.

Upon completion of module 7 you will be able to configure the Intella interface so that it suits your workflow. Also, you will be able to troubleshoot issues with your case, data and licensing.

**Private and customized training is available – contact Vound for details.**

## Other Learning Options



### Live Training

During an extensive hands-on workshop, attendees will first learn of best practices in creating a case followed by exercises in data analysis using advanced features and workflows. Master the use of Intella in our TRAINING LAB.

[View website for training dates and locations](#)



### Online

Our online courses are designed to share best practices in the use and operation of our software. We are with you every step along along the way as you complete your education path, starting with the basics and moving you through increasingly difficult material until you become a Vound Certified Professional.

[Download Course Overview](#)



### Knowledge Base

Our Knowledge Base contains a complete listing of Intella user manuals and downloads. It also contains knowledge articles based on queries that have been resolved by our support team in the past.

[Subscriber Login](#)



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