

## TWO-DAY INSTRUCTOR LED CLASS



# Nuix Workstation

## DATA DISCOVERY SPECIALIST

The Nuix Workstation Data Discovery Specialist training course will take participants through a complete workflow using Nuix Workstation in the following ways:

- Examine how to recognize and manage ingestion settings depending on source data
- Learn how to conduct effective quality assurance checks to identify data issues
- Explore different culling techniques and discuss their merits and pitfalls
- Participants will review searching, tagging, reporting, and additional culling workflows to enable stakeholders to quickly review key issues or results
- Identify techniques to create quality production sets and exports for further review, exchange, or use in court

Students will be enrolled in the Nuix Workstation Data Discovery Specialist exam. Passing of the Nuix Workstation Data Discovery Specialist exam is a requisite for the Nuix Data Discovery Master certification.

### MODULE 1: COURSE INTRODUCTION AND CASE DATA PROCESSING

- Class Introductions and Course Objectives
- Overview of Nuix and Its Technology
- Nuix Workstation System Architecture
- Project Scoping
- Data Processing Tips
- Profiles
- Adding Case Evidence
- Evidence Processing Settings
- Data Processing Settings
- MIME Type Settings
- Parallel Processing Settings
- Decryption Keys
- Worker Script
- Pre-Filter Evidence
- Processing Details
- Background Processes
- Case Statistics
- Reload Evidence
- Processing and CPU
- Case Troubleshooting
- Nuix Support

### MODULE 2: METADATA PROFILES

- Metadata Types
- Viewing Metadata
- Metadata Profiles
- Nuix-defined Metadata
- Item Properties
- Evidence Metadata
- Custom Metadata
- Filtered Tags
- Derived Metadata
- Scripted Metadata

### MODULE 3: EARLY CASE ASSESSMENT

- Custodian Normalization
- Custodian Management
- Date Range Filter and Known File Types
- Predefined Filters
- Exception Reporting and Handling
- Post-Processing Quality Assurance
- Index and Storage
- Exception Reporting: Corrupted Items
- OCR Profiles
- View OCR Items

- Item Exclusions

#### **MODULE 4: DEDUPLICATION**

- Digest Generation
- Case Deduplication
- Item Sets
- Digest Lists

#### **MODULE 5: SEARCH AND ANALYSIS**

- Family Logic
- Searching Mobile Phone Data
- Search and Tag
- Search and Tag Controls
- Search and Tag Settings
- Search Macros
- Using Scripts
- Charts View
- Reports
- Case Summary Report

#### **MODULE 6: NAMED ENTITIES**

- Named Entities
- Named Entity Processing Settings
- Default Named Entities
- Search Named Entities
- .List Files
- Create a Named Entity
- Customize a Named Entity

#### **MODULE 7: NEAR-DUPLICATES, EMAIL THREADING, AND CLUSTERING**

- Near-Duplicates

- W-Shingling
- Jaccard Coefficient
- Chained Near-Duplicates
- Diff Tab in the Preview Pane
- Shingle Lists
- Email Threads – Cluster Run
- Creating Email Thread Information
- Cluster Runs
- Cluster Results
- Email Thread Example
- Export Email Threads and Associated Metadata

#### **MODULE 8: PRODUCTION SETS AND EXPORTS**

- eDiscovery Workflow Review
- Production and Export Workflow
- Imaging and Production Profiles
- Production Methods
- Populating Image Stores and Quality Control Images
- Markup Sets
- Bulk Redaction
- Production Sets
- Production Tab Details
- Legal Export
- Running Processes
- Legal Export – Bottleneck Solutions
- Legal Export Logs

For a complete listing of scheduled courses, please visit [nuix.com/training](https://nuix.com/training).

**Nuix (www.nuix.com)** creates innovative software that empowers organizations to simply and quickly find the truth from any data in a digital world. We are a passionate and talented team, delighting our customers with software that transforms data into actionable intelligence and helps them overcome the challenges of litigation, investigation, governance, risk, and compliance.

#### **APAC**

Australia: +61 2 8320 9444

#### **EMEA**

UK: +44 203 934 1600

#### **NORTH AMERICA**

USA: +1 877 470 6849

Nuix (and any other Nuix trademarks used) are trademarks of Nuix Ltd. and/or its subsidiaries, as applicable. All other brand and product names are trademarks of their respective holders. Any use of Nuix trademarks requires prior written approval from the Nuix Legal Department. The Nuix Legal Department can be reached by e-mail at [Legal@nuix.com](mailto:Legal@nuix.com). THIS MATERIAL IS COMPRISED OF INTELLECTUAL PROPERTY OWNED BY NUIX LTD. AND ITS SUBSIDIARIES (“NUIX”), INCLUDING COPYRIGHTABLE SUBJECT MATTER THAT HAS BEEN NOTICED AS SUCH AND/OR REGISTERED WITH THE UNITED STATES COPYRIGHT OFFICE. ANY REPRODUCTION, DISTRIBUTION, TRANSMISSION, ADAPTATION, PUBLIC DISPLAY OR PUBLIC PERFORMANCE OF THE INTELLECTUAL PROPERTY (OTHER THAN FOR PREAPPROVED INTERNAL PURPOSES) REQUIRES PRIOR WRITTEN APPROVAL FROM NUIX.