

# NUIX DISCOVER: INGESTIONS

Nuix Discover's Ingestions feature allows you to process unstructured data sets, such as native files and email messages. You can also extract metadata and load processed data directly into Nuix Discover. You can configure settings for ingestions, such as filtering by search term families and date ranges, and managing deduplication.

## STAGE AND UPLOAD DATA

### STAGE AND UPLOAD DATA - ON PREMISE

ESI must be staged in the ingest folder for the case on the **Nuix Discover** file system. Users with access to the file system can copy data over the network to the ingest folder **ServerName/RTFT/ingest/Case Name**. Use the following ftp or robust file copy tools to copy data into the ingest folder. These tools create a log and allow metadata dates to stay intact.

- Teracopy (free Sourceforge)
- Beyond Compare (paid application)
- Evidence Move (free **Nuix**)

### STATE AND UPLOAD DATA - SAAS

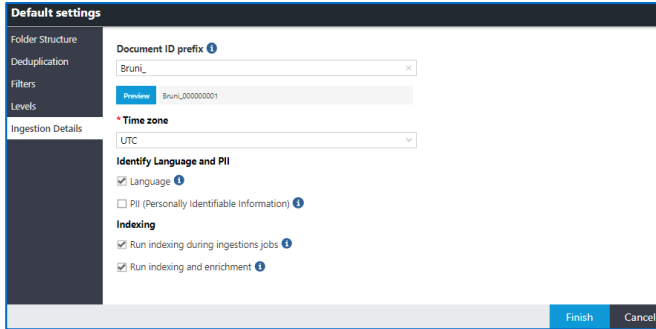
Use **Aspera** for fast upload of large sets of data. If you select the option to use Aspera, but the plug-in is not installed, you will get a message and link to the Aspera download page. Data must be in an archive file in .zip, .rar, .7z, .tar or tar.gz format. Multipart archive files can be uploaded in .zip or .rar format. If needed, enter a password to unzip the contents of the archive file.

## INGESTIONS – DEFAULT SETTINGS

1. On the Case Home page, under Manage Documents, click **Ingestions**.
2. On the toolbar, click **Default settings**.
3. On the **Folder Structure** tab, define the folder structure of the data. The Folder Structure must be at least two folders deep, and one folder must be **Custodian**. We recommend that you keep folder paths short, consistent, and concise.

4. Click **Next**.
5. On the **Deduplication** tab, under Deduplication, select **Case**. Select additional deduplication options as necessary and click **Next**.
6. On the **Filters** tab, select the appropriate ingestion filters and click **Next**.
7. On the Levels tab, specify how to organize the data in the application.

8. The **Include batch count as last level** check box is selected by default. Click **Next**.
9. On the Ingestion Details tab, type a **Document ID prefix** and click **Preview**.

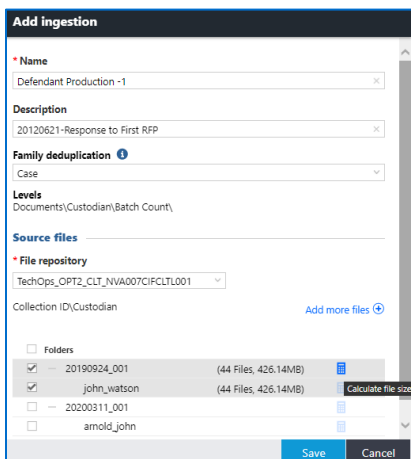


10. Select additional options as needed.
11. Click **Finish**.

## ADDING INGESTIONS JOBS

With the default settings complete, you can now create the ingestion job.

1. On the toolbar of the Ingestions page, click **Add**.
2. In the **Add ingestion** window, type a name for the ingestion job. **Family deduplication by Case** is selected by default.

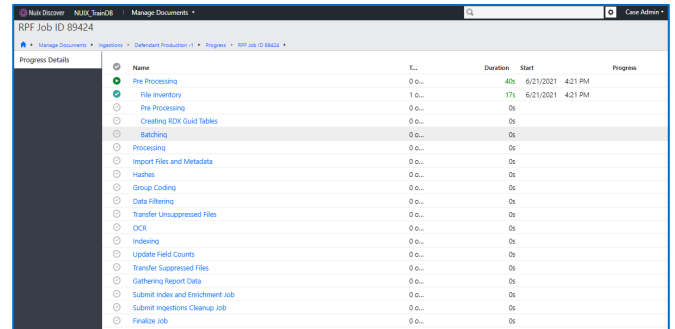


3. Under **Source files**, select the **File Repository**.
4. Under **Folders**, click the **plus sign(+)** to expand the Ingest level hierarchy, and then click **Calculate** to determine the file size for each folder.
5. Select the check boxes for the folders to ingest and click **Save**.

## MONITOR INGESTION PROGRESS

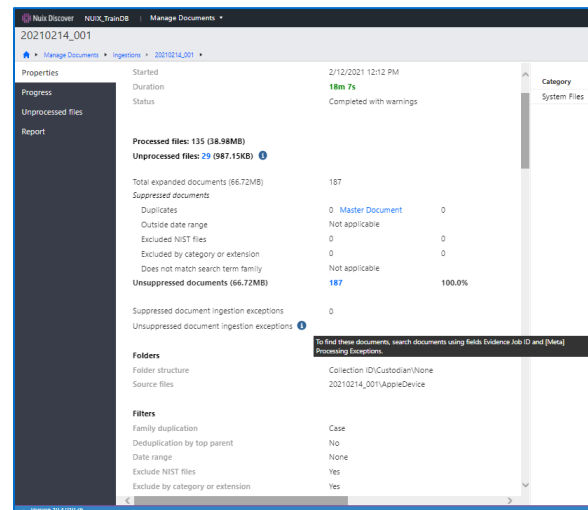
1. On the Ingestions page, click the **Refresh** symbol at the bottom of the page to update the status column for the ingestion job.
2. Click an **Ingestions job** name link and in the left Navigation pane, click **Progress** to monitor the status of the ingestion job.

3. Click the **View Progress Details** link to display the job, including detailed information for each task.



## EXCEPTIONS

Exceptions are displayed on the **Properties** page of the Ingestions job. Use the hyperlinks to view the documents on the Documents page. Search the **[Meta] Processing Exceptions** field or add it to the Browse pane to easily find exception documents.



Related Course(s): Nuix Discover Case Manager

Nuix Summer 2021 Pop-Up Webinar: Nuix Discover Ingestion and Load Files