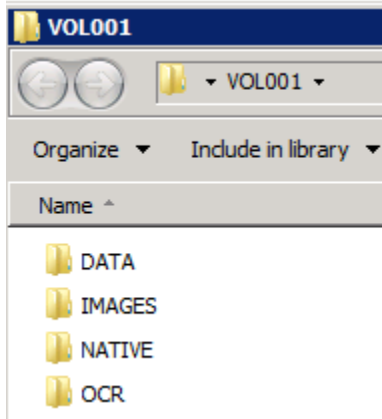


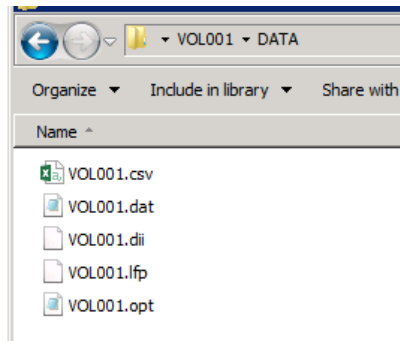
Loading Data Delivered With Load Files

Documents produced from other eDiscovery platforms are delivered in a format which includes “load files”. These files instruct the database where each document begins and ends.

When documents are produced in this format you will have a series of folders often labeled DATA, IMAGES, NATIVE, OCR depending on the contents of the production. The documents MUST be kept in this folder structure and all available on the server for the load files to accurately import the data.



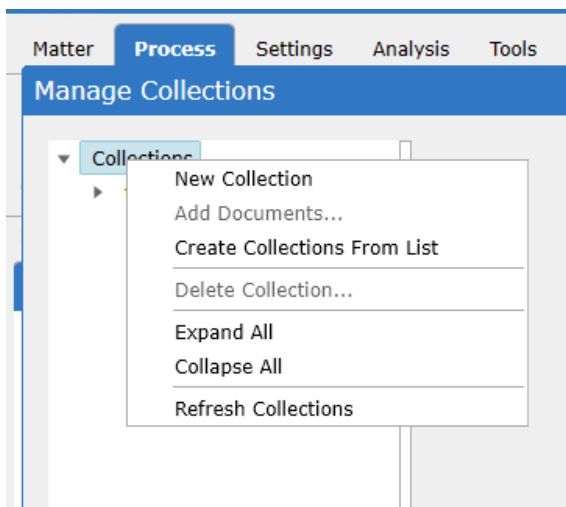
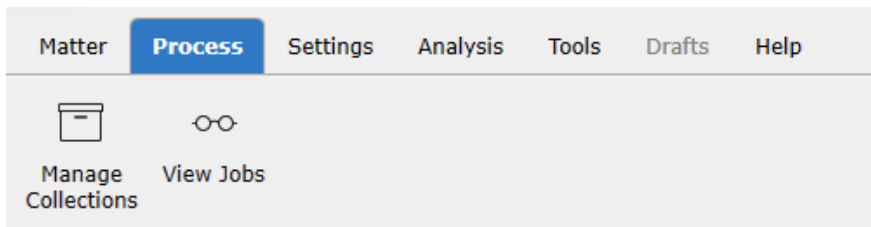
The OPT or LFP load file will be located in the DATA folder:



To add documents to a matter, create a Collection:

If the production is in a zip or container, first extract all files from the container.

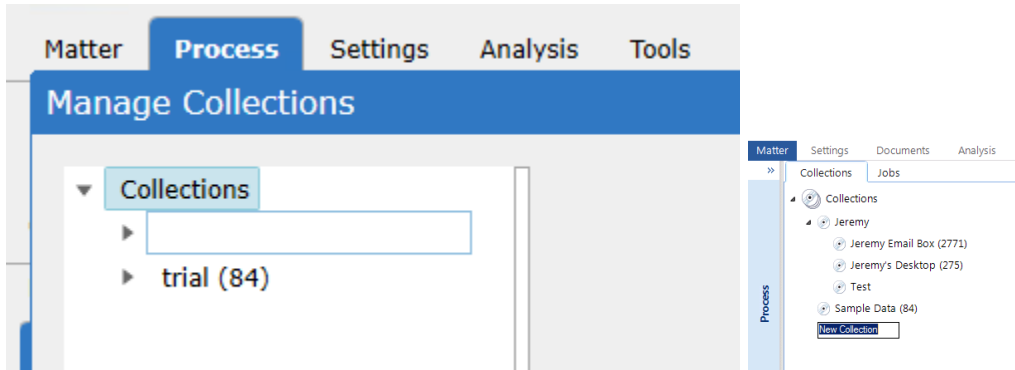
Switch to the Process menu:



Right-click on the "Collections" node or an existing collection and select **New Collection**.

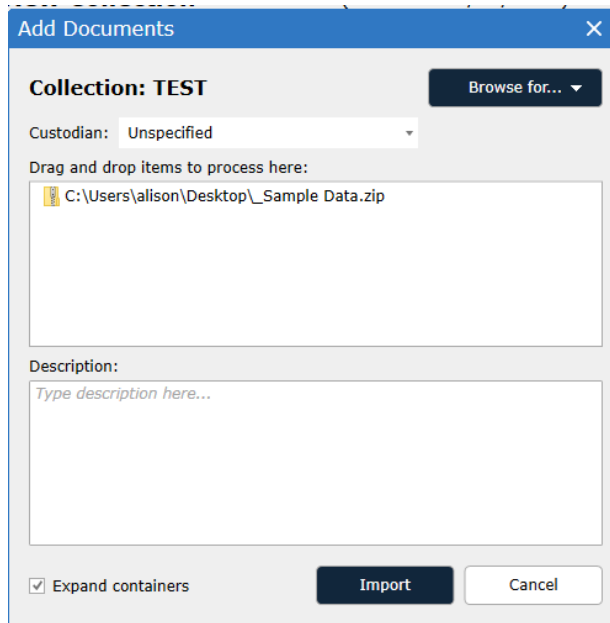
Loading Data Delivered With Load Files

A new collection node appears in the collection tree and is editable.



Drag and drop the lfp or opt file onto an existing collection node in the collections tree OR drag and drop onto the imports grid. The Add Documents interface will appear.

to



Imports of data from load files may necessitate the option to de-select “expand containers” if the data provided by the producing party has containers not intended be produced as separate documents. For example, when Excel files have embedded documents which upon expanding become an unintended produced document without a Bates number.

DATA			
Share View			
📁 > VOL001 > DATA 🔄 <input type="text" value="Search DATA"/>			
	Name ^	Type	Size
2:...	VOL001	Microsoft Excel Co...	7 KB
2:...	VOL001	DAT File	8 KB
2:...	VOL001.dii	DII File	10 KB
2:...	VOL001	LFP File	29 KB
2:...	VOL001	OPT File	27 KB

☐ If your DATA folder also contains a load file labeled as a DAT extension, please see the section on overlaying metadata:

Loading Data Delivered With Load Files

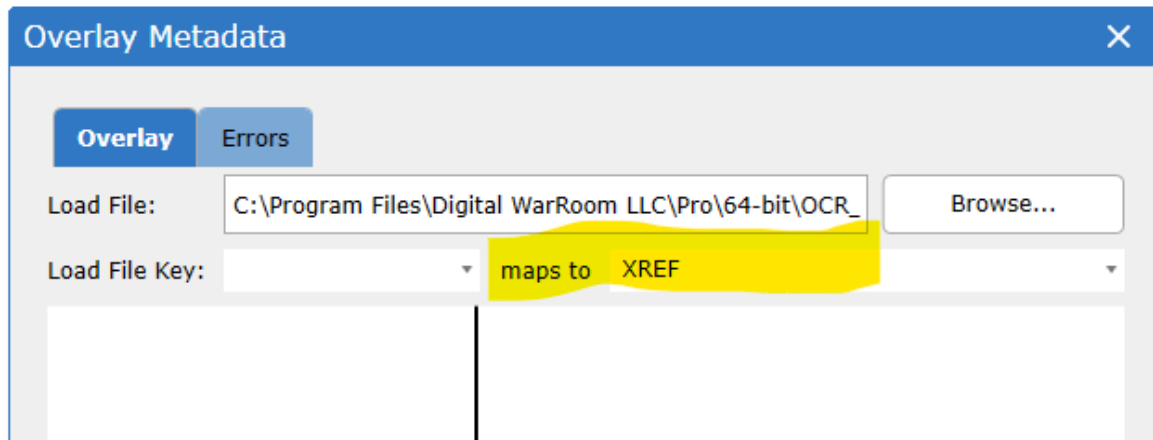
When DWR processes data with an OPT it reads the opt and loads the images from the Images Path from the OPT. It then crawls the folder structure and looks for any Native files and text files that have the exact same name as the BegBate in the OPT.

If the OPT starts with ABC-00001234,VOL001,IMAGES\00\000\ABC-00001234.tif,Y,,,2 the tool will stitch together ABC-00001234 and ABC-00001235 into a multipage image and copy to the repository. It will also look in the VOL001 folder structure for any Native file labeled ABC-00001234 and any Text file labeled ABC-00001234.txt and also match those to the same record.

If your text isn't loading (or the natives) be sure the producing party named them with the correct naming structure. Text is loaded with the OPT not the DAT file.

For the Metadata overlay we recommend using the Load File Key to be the XFER as the tool also populates the XFER with the exact naming convention of the files on disk. We found way too often the DAT files match the name on disk and that does not always match the BATES numbers.

DWR "normalizes" all BATES information for the BATES column and it will always be eight pad. The XFER field will match the images on disk naming.



The screenshot shows a dialog box titled "Overlay Metadata" with a close button (X) in the top right corner. It has two tabs: "Overlay" (selected) and "Errors". Below the tabs, there are two input fields. The first is labeled "Load File:" and contains the text "C:\Program Files\Digital WarRoom LLC\Pro\64-bit\OCR_". To its right is a "Browse..." button. The second is labeled "Load File Key:" and has a dropdown menu. The dropdown is currently set to "maps to XREF", and this text is highlighted in yellow. Below these fields is a large empty rectangular area.