nuix Training
NUIX eDISCOVERY SPECIALIST
Nuix eDiscovery Specialist training is a two-day course that will work through the complete eDiscovery workflow, from ingestion of data to final results.

This training course will examine how to manage Nuix workflow settings to suit different kinds of data. Students will learn how to conduct effective quality assurance checks to identify data issues early, apply analytics, search and culling workflows, enable stakeholders to quickly review key issues or results, and create quality productions for exchange or use in court.

**DURING THIS TWO-DAY CLASS, PARTICIPANTS WILL:**
- Recognize and manage ingestion settings depending on source data
- Manage data while maintaining chain of custody
- Make quality control checks to processed data to identify early data issues
- Create preliminary reports and early case strategies
- Explore different culling techniques and discuss their merits and pitfalls
- Use advanced analytics to provide context to documents for further review tasks
- Stage and conduct quality assurance productions ready for export
- Troubleshoot simple configuration issues and errors.

The class includes hands-on lab exercises that allow students to apply what they have learned during the lecture phases.

**PREREQUISITES**
To get the most out of this class, you should:
- Have previously completed Nuix 101.
- Have at least 3 months’ experience using Nuix.

**CLASS MATERIALS AND SOFTWARE**
You will receive a student manual, lab exercises and other class-related material.
MODULE 1: INTRODUCTION
• Student and instructor introductions
• Overview of the course
• System login credentials
• Workstation install
• Dependencies

MODULE 2: CASE DATA PROCESSING
• Project scoping
• Case creation
• Adding evidence
• Evidence processing settings for different types of cases
• Configuration profiles
  – Create a configuration profile
  – Loading a profile
  – Using the profile selector
• Post-processing quality control

MODULE 3: BUILD METADATA PROFILES
• Review profile types
• Nuix-defined
  – File properties
  – Evidence metadata
  – Filtered tags
  – Derived metadata
  – Custom metadata template

MODULE 4: QUALITY CONTROL/EARLY CASE ASSESSMENT
• Exception reporting and handling
• Remediation of flagged items
• Item exclusions
• Handling of immaterial items
• Statistics reporting
• Custodian normalization
• Date range filter and known file types
• Using result views as an ECA tool
• Reload culled dataset

MODULE 5: DEDUPLICATION
• Case deduplication
• Generate item set
• Identify originals
• Generate & compare digest lists

MODULE 6: SEARCH
• Review basic searching
• Family logic & immaterial items
• Fuzzy searching
• Advanced search
• Saved searches
• Search and tag
• Create terms with defined tags
• Expanded tag settings
• Import terms and tags from CSV
• Reporting the results
• Search macros

MODULE 7: NEAR DEDUPLICATION & CLUSTERING
• W-shingling
• Jaccard coefficient
• Resemblance threshold
• Chained near duplicates
• Clustering of items with textual similarity
• Export shingle list

MODULE 8: EMAIL THREADING
• Setting the scope
• Generate threads
• Quality control
• Export thread details
  Create metadata profile

MODULE 9: PRODUCING DOCUMENTS
• Populate stores
• Markup sets
  – Redactions
• Sorting
• Control numbering
• Image quality control
• Production set quality control
  – Locate imaging errors
  – Generate slipsheets
  – Using custom slipsheets
• Exporting of the production
  – Legal export types
  – Time considerations
  – Worker memory configuration
• Report on duplicates
• Reviewing logs

MODULE 10: NUIX eDISCOVERY
• Exam procedures & overview
To find out more about Nuix training courses, please visit nuix.com/training

OR contact Mandy Surowiec, Global Training Operations Manager
  » registrations@nuix.com  » +1 801-822-2435