



Process. Search. Filter. Produce. Simple.

Intella Foundations Intermediate Level Course

This Certified Vound training course will prepare you to effectively utilize Intella when conducting a range of tasks such as processing, searching, and producing email and other data for investigations and eDiscovery matters. The class is designed to share knowledge and best practices in the use and operation of the software. During this 2-day class, attendees will be exposed to lectures and self-paced labs to reinforce best practices learned throughout the training modules.

Learning Objectives

Day 1

Introduction and Installation

- Review core functions of Intella
- Gain insight into the company profile
- Installation and application setup options

Case Creation and Processing Evidence

In this module, we will cover case creation, some configuration settings, and processing evidence.

- Creating a new Intella case
- Pre-processing options
- Adding evidence items to the case
- Processing issues
- OCR options
- Handling encrypted items

Searching and Insight

In this module, we will cover Intella's searching and insight capabilities.

- The Intella interface
- Data viewing options
- Basic keyword searching
- Introduction to tagging
- Insight[®] reviewing options
- Flagging options

Data Review Part 1

In this module, we will cover Intella's tools for data review.

- Preview windows and their functions
- The facets pane: what it is and how each section functions

Day 2 over page...

You will walk out of this workshop with the Intermediate Intella Certification

Day 2

Data Review Part 2

In this module, we will cover the art of data review.

- Best practices for data review

Post-Processing Tasks

In this module, we will cover some of the common workflows that you may use when using Intella.

- Reviewing processing errors
- Checking the database for completeness
- Handling encrypted items
- Performing optical character recognition (OCR)
- Email threading

Data Culling Workflows

In this module, we will go through various workflows that can be used to cull a data set. Data culling allows an examiner to quickly reduce the number of items in the case that needs to be reviewed.

- Data culling techniques
- Deduplicate items
- De-NIST the dataset
- Remove irrelevant files
- Date range filtering
- Keyword searching
- File type filtering

Regular Expressions

In this module, we will go through the process to create and run regular expressions in Intella.

- Identify how regular expressions can be used
- Create custom regular expressions
- Execute a regular expression search

Email Analysis

In this module, we will look at email analysis techniques in Intella.

- Exploring email headers
- How email threading works
- Charting communications
- Identities
 - Cluster map
 - Social graph
 - Geolocation
 - Email threads

Exporting and Productions

In this module, we will cover exporting and production in Intella.

- Intella export formats
- Creating export templates
- Exploring export sets
- The export set wizard
- Post-production quality checks

Quality Control

In this module, we will cover quality control and data verification steps that should be performed at various stages in the case life cycle.

- Review processed source data
- Ensure the accuracy of OCR
- Verify redacted items
- Validate the search and filtering process
- Review the export



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