



## USING FirstCull™ REPORTS

In all cases, reports generated by FirstCull™ after an analysis are delivered in either PDF or CSV format or both. CSV is the primary delivery vehicle as it is useful for later report generation and adjustment in any spreadsheet program or in Crystal Reports.

In addition, FirstCull provides a spreadsheet template which is useful in aggregating information in making estimates of how much time and effort will go into a document review.

### Instant Analysis Reports:

- **Instant Analysis Reports** are generated without analysis of email attachments. The reports generate quickly as email files are not opened for attachment review. If there is very little email activity reflected in a dataset, the Instant Analysis Reports might be ideal.
- The **All Files Report** reflects, by custodian and in an aggregate summary, a file count by extension, size in megabytes, and a descriptive categorization.
- The **Mailbox Message Count** Report reflects email count without reference to attachments.

### Summary Reports:

- **Summary Reports** reflect all files including email attachments and provide by custodian and in an aggregate summary, a file count by extension, size in megabytes and descriptive categorization. Additionally,
- The **File Type Report** breakdown is provided in a separate CSV file; and
- The **eMail Report** breakdown is provided in a separate CSV files as well.

### OCR Status Reports:

- **OCR Status Reports** are presented in both PDF and CSV formats. They summarize the files by type and number which will require Optical Character Recognition treatment prior to rendering them searchable for free text search.

### Archive File Reports:

- Reports on archive and container file types which may appear in the dataset, such as .ZIP, .TAR, .GZ, .RAR, and .CAB
- The report is presented in both PDF and CSV formats;
- There is a separate report of all password protected archive or container files which could not be opened for count and other analysis. The report reflects document source, custodian and file name.





### Duplicate File Reports:

- The number of potential duplicate files – determined by application of standard hashing algorithms – is reported. “De-Dupe” operations in preparing documents for review are often time consuming.
- Reports are provided in PDF format and separate CSV formatted files provide summaries by file type and also of the files themselves as follows: **Overall Duplicate File Statistics Report**, **Duplicates By File Type Report** and **Duplicates By File Listing Report**.
- The “duplicates” are identified in the aggregate as being “identical” files.

### Mail Summary Reports:

- These are CSV formatted reports summarizing the email header content from Outlook PST files and Lotus Domino/NSF files. Separate count summaries are provided by Email Senders, Email Receivers, and Email Subjects. The same email being sent to separate Receivers is accounted for as multiple email receipts.
- The date ranges of the first and last emails for each of the foregoing headers is also reflected.

### Exceptions Reports:

- During FirstCull Scans, sometime files are encountered which cannot be effectively analyzed. This applies, by and large to files which have been corrupted in some way. Also, from time to time document paths and files names exceed the number of characters that can generally be recognized in program developed on a Microsoft™ platform. Each such file is accounted for by location and a general description of the exception is provided.
- The reports are provided both in PDF and CSV formats for user convenience.