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# NATIVE FILE PROCESSING

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Native File Processing with CloudNine Discovery Portal

# Table of Contents

|                                                                        |   |
|------------------------------------------------------------------------|---|
| Sending Data to CloudNine Review with CloudNine Discovery Portal ..... | 3 |
| Workflow: File System (Raw/Unprocessed Data) to CloudNine Review ..... | 3 |
| CloudNine Discovery Portal – Welcome Screen.....                       | 3 |
| Select the CloudNine Review Case .....                                 | 5 |
| Select Custodian and Data for Upload .....                             | 5 |
| Pre-Upload Filtering.....                                              | 6 |
| Confirm & Upload .....                                                 | 7 |
| Global Monitoring Console .....                                        | 7 |

# Sending Data to CloudNine Review with CloudNine Discovery Portal

CloudNine Discovery Portal is the gateway for sending data into your CloudNine Review project. The following types of data can be sent to CloudNine Review.

## The File System

- **Native/Raw Data:** Unprocessed electronic files that need processing to expand containers, extract metadata, and extract text.
- **Production / Processed Data:** Data that has undergone processing and has corresponding load files.
- **UFDR:** File created during modern data collections of cellphones, smart watches, tablets, etc.
- **Modern Data load file:** Delimited text load file containing data collected from smart devices.

In CloudNine Discovery Portal, the File System (e.g File Share, Hard Drive, Forensic Image, Load Files, Images, etc) to CloudNine Review is the Workflow to load data into your CloudNine Review Project.

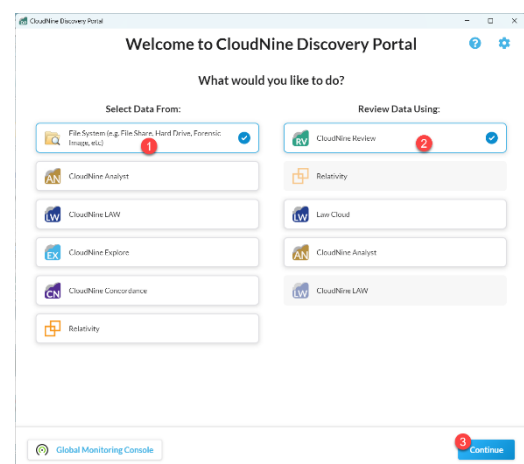
## Workflow: File System (Raw/Unprocessed Data) to CloudNine Review

In this workflow, electronic discovery files are selected for upload to CloudNine Servers. Data is processed, expanding container files and extracting the text and native files. Once processed, document records are available in the CloudNine Review project.

## CloudNine Discovery Portal – Welcome Screen.

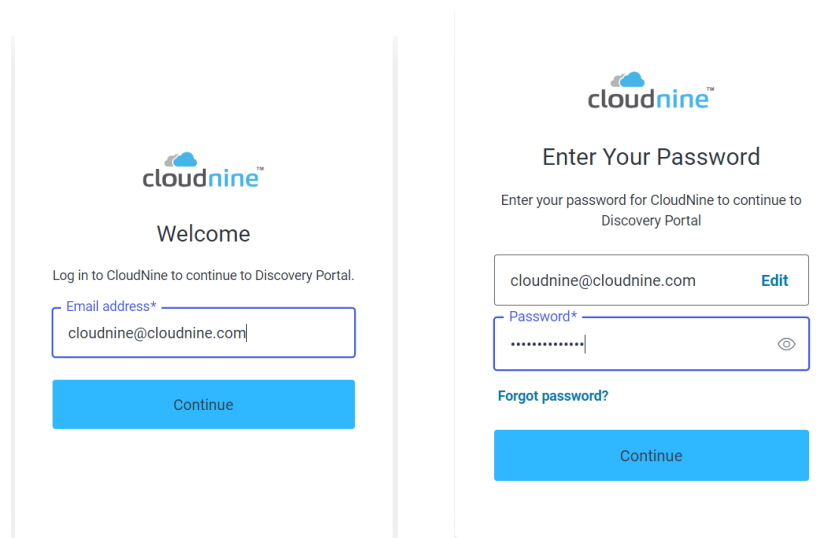
Launch CloudNine Discovery Portal. The Welcome to CloudNine Discovery Portal screen opens.

1. Under **Select Data From:**, choose **File System (e.g. File share, Hard Drive, Forensic Image, etc)**.
2. From the **Review Data Using:** column, choose **CloudNine Review**.
3. Click **Continue**.



## CloudNine Review Email and Password

The File System – CloudNine Review workflow requires you to connect to CloudNine Review. Enter the email and password you use to access CloudNine Review.

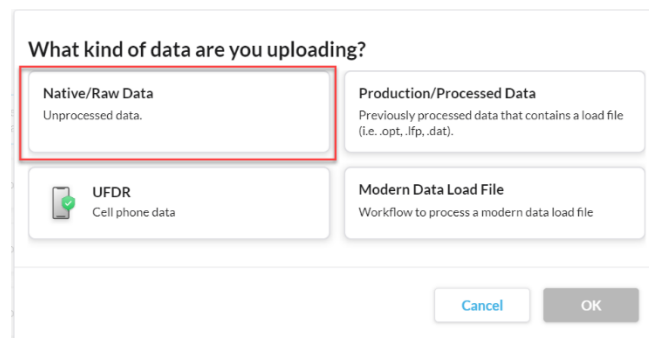


The first screenshot shows the 'Welcome' screen. It features the CloudNine logo, the text 'Welcome', and a prompt to 'Log in to CloudNine to continue to Discovery Portal.' Below this is a text input field labeled 'Email address\*' containing 'cloudnine@cloudnine.com|'. A blue 'Continue' button is at the bottom.

The second screenshot shows the 'Enter Your Password' screen. It features the CloudNine logo, the text 'Enter Your Password', and a prompt to 'Enter your password for CloudNine to continue to Discovery Portal.' Below this is a text input field labeled 'Password\*' with a masked password '.....|' and an eye icon. A blue 'Continue' button is at the bottom.

## What kind of Data are you Uploading?

Select **Native/Raw Data** to process and load electronic files into CloudNine Review.



The dialog box is titled 'What kind of data are you uploading?'. It contains four options:

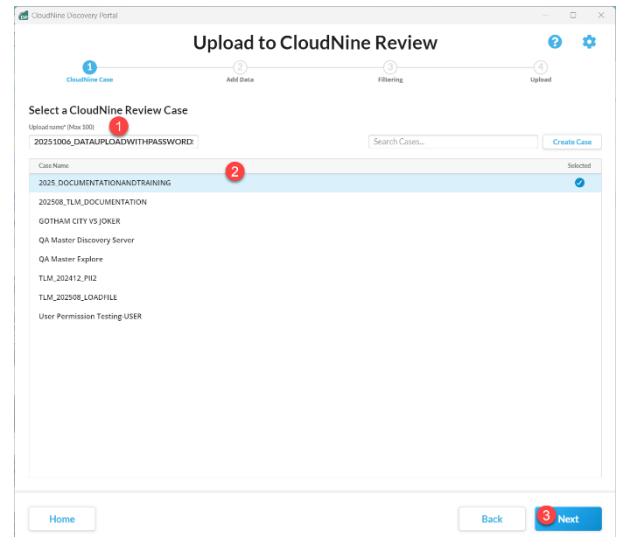
- Native/Raw Data**: Unprocessed data. (This option is selected and highlighted with a red box.)
- Production/Processed Data**: Previously processed data that contains a load file (i.e. .opt, .lfp, .dat).
- UFDR**: Cell phone data. (Accompanied by a smartphone icon.)
- Modern Data Load File**: Workflow to process a modern data load file.

At the bottom right, there are 'Cancel' and 'OK' buttons.

## Select the CloudNine Review Case

You have chosen the File System to CloudNine Review workflow, logged in to CloudNine Review, and selected Native/Raw Data files to process. You are on the Select a CloudNine Review Case screen.

1. Beneath **Upload name**, type a name for the upload.
2. Select the **Case Name** you wish to import the data into. Only CloudNine Review projects for which you have admin rights (global or project) are displayed in the list.
  - a. **Search Cases...** can be used to locate a CloudNine Review project quickly.
  - b. **Create Case:** If this is a new project for CloudNine Review, you can choose Create Case to create a new case. The case appears in the case name list and is italicized to indicate it is temporary until data reaches the CloudNine Servers. You must have Global Admin or Global User rights to create a new project for CloudNine Review. By default, if you make a case, you will be classified as a Project Admin.
3. Click **Next** to advance.



## Select Custodian and Data for Upload

On this screen, you will select the custodian and data that will be processed and loaded into CloudNine Review.

1. **Select/Create Custodian:** From the drop-down list, select an existing Custodian or choose the **Create New** option and **type** the **Custodian name** for the data you are uploading to CloudNine Review.
2. Under **Select Data for Upload**, either **drag and drop** files and/or folders or click **Browse** to select **Files or Folders** for upload. Once selected, files are listed individually.
3. **Password List:** Click the **Browse...** option to browse to a **text** file containing a list of known passwords for the data you are processing. Once selected, the path to the text file is displayed in the **Enter Password File**.

- Once you have the Custodian and selected Files for upload, click **Next** to proceed to the next screen.

## Pre-Upload Filtering

The Pre-Upload Filtering screen allows you to inventory and analyze your data before uploading.

You can cull data by folders, file type, specific files, or date range to exclude it from processing and uploading to CloudNine Review.

Under **Do you want to cull data prior to processing?**  
Choose either:

- Yes** to inventory the files and optional cull data.  
The default option uses file extension to inventory the files and is the quickest option.  
For a more thorough inventory of the files, select **Use Enhanced file type identification**.  
Enabled, this option uses the file header instead of the extension, providing a more accurate inventory of file types. Click [here](#) for more detailed information on the inventory and filtering feature.
- No** (default selection) skips the inventory process and processes all files for upload.

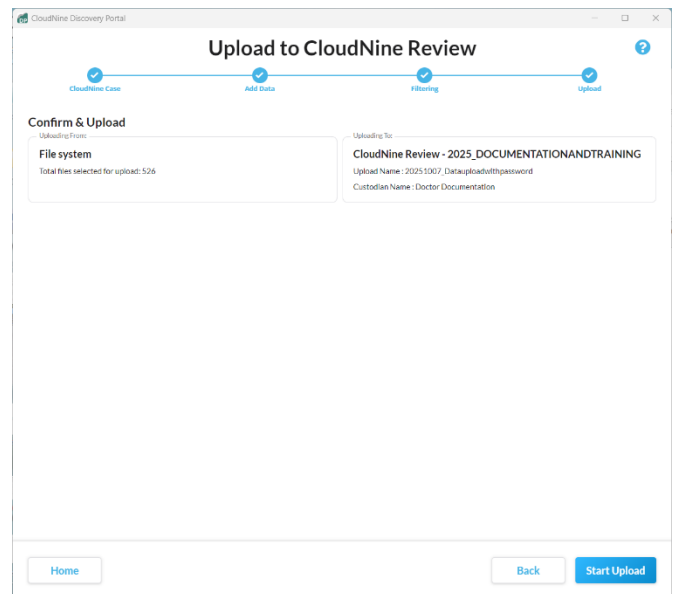
Keep the default, **No** selection, then click **Next**.

## Confirm & Upload

The Confirm & Upload screen provides a summary about the data upload. First is the Uploading From summary which shows the non-expanded file count selected for upload. Next is the Uploading To column showing the CloudNine Review project the files will be uploaded to, the Upload Name, and Custodian name the data will be assigned to.

If the file inventory process is run, additional information about the mail stores and file types that will be uploaded is provided along with an option to include information about the data upload.

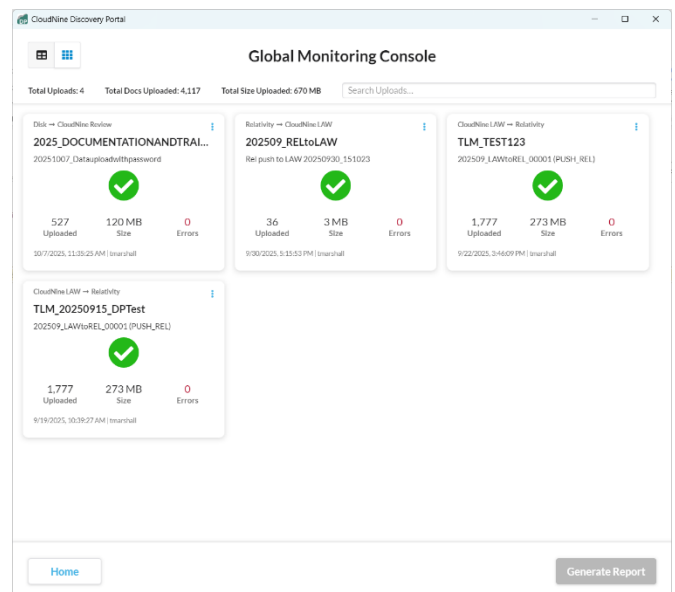
Review the information provided. When you are ready, click **Start Upload** to begin uploading the data to CloudNine Review.



## Global Monitoring Console

The Global Monitoring Console is used to monitor the upload process. Once the data reaches CloudNine Servers, Discovery Portal shows a complete status.

You will receive emails from CloudNine that provide an update on the status of data processing. The first email confirms we received the data, and processing has begun. A second email informs you when the data is online and available for review.



### Additional Resources

[CloudNine Discovery Portal Knowledge Base](#)

[CloudNine Review Knowledge Base](#)