

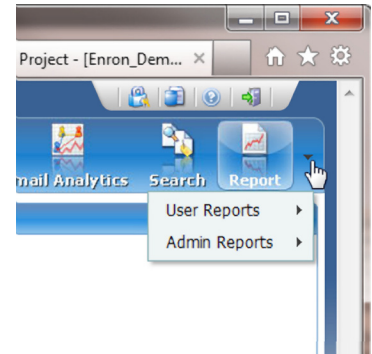
Covered in this document:

- Introduction to the Clarify Reports Interface
- User Reports
- Admin Reports

Introduction to the Clarify Reports Interface

Clarify provides a wide array of reports to help you evaluate your data. Run a report by making a selection from the fly-out menu that appears when you move your cursor over the Report icon on the project screen.

Note: *You must have a role level of "User" or higher to see reports. Project administrators can access more reports than Users.*



Reports are run against the entire project scope. In some reports, you can choose to narrow the scope of the report before you run it. For example, you can choose to run a report on a particular custodian for a particular time frame

Depending on the type of report, you may notice a series of icons at the top that represent options for navigating, saving, and printing the report.

These options include:

Display the search window

- Opens a search box to search for specific terms in the report.

Print Report

- Opens your system's print dialog box.

Print the Current Page

- Opens your system's print dialog box.

NOTE: *You will still need to click the radio button within that dialog box to print the current view rather than all pages in the report.*

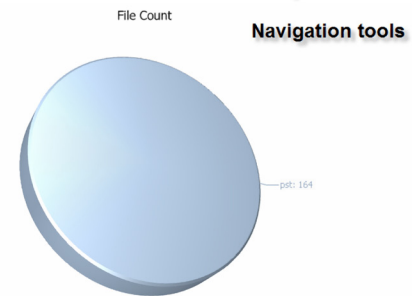


Scan File Project Summary

Project Name : Enron Demo
 Report Generated Date : 5/26/2011 11:18:56 AM
 Report Created By: jaakre

Total # of Custodians	131
Total # of Medias	131
Total # of Files	164
Total File Sizes	37.13 GB

Top 10 File Extensions



First Page

- Displays first page of report.

Previous Page

- Displays the page displayed before the current page.

Jump to Page

- Allows you to jump to desired page by selecting from dropdown menu.

Next Page

- Displays the next page.

Last Page

- Displays the last page of the report.

Export and Save

- Exports and saves the report using the file format selected in the dropdown menu to the right.

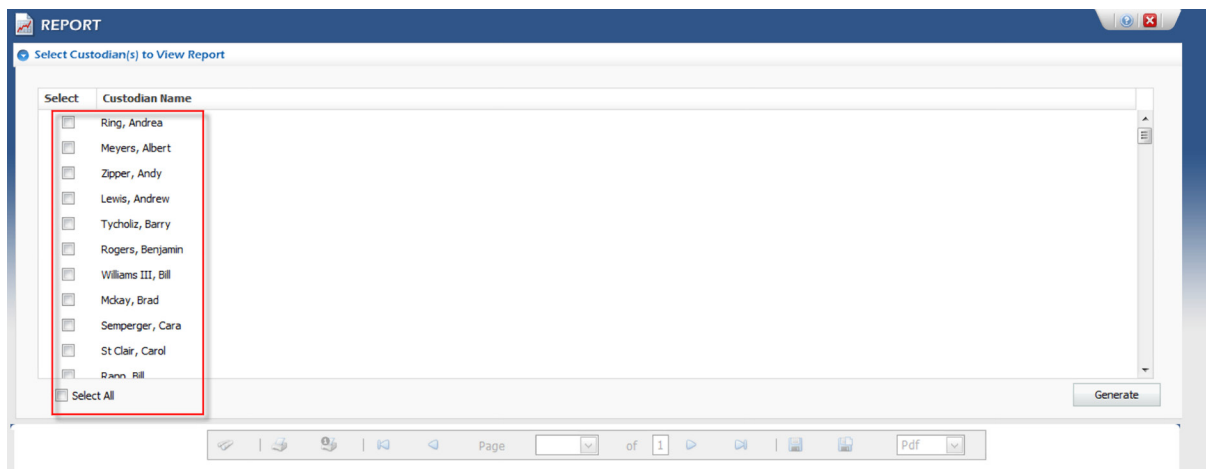
Export and Open

- Exports the report and opens it in either a browser window or an application, depending on the file format selected in the dropdown menu.

Export Formats

- Dropdown menu indicates what formats are available for report export.

Custodian level reports provide a means to filter and select custodians from a list.



Clarify offers a large number predefined User and Admin reports. There are two primary classes of reports: Admin and User. Below is an list of the types of reports available:

User Reports

Custodian Media Info

Pre-Ingestion Reports

- Scan File Summary
 - Project Level
 - Custodian Level
- Scan File Extension Summary
 - Project Level
 - Custodian Level
- Scan File Inventory
 - Project Level
 - Custodian Level

Ingestion/Processing Reports

- Summary
 - Project Level
 - Custodian Level
- Ingestion Summary
 - Project Level
- Directory Listing
 - Project Level
 - Custodian Level
- Date Restriction
- File Extension Restriction
 - Summary Report
 - Detail Report
- File Type Restrictions
 - Summary Report
 - Detail Report
- De-NIST
- System Files
- Duplicate Details
- Non Processable and Non Index Files
 - Summary Report
 - Detail Report
- Corrupted Files
 - Summary Report
 - Detail Report
- Password Protected Files
 - Summary Report
 - Detail Report
- Archive Files
 - Project Level
 - Custodian Level

Analytics

- Email Time Gap Reports
 - Archive Level
 - Custodian Level
- Domain
 - Project Level
 - Custodian Level
- Language
 - Project Level
 - Custodian Level
- Email Summary
 - Project Level
 - Custodian Level
- Electronic File Summary
 - Project Level
 - Custodian Level
- File Type Summary
 - Project Level
 - Custodian Level

Search

- Search Term Summary
 - Project Level
 - Custodian Level
- Search Term Audit
 - Project Level
 - Custodian Level
- Search/Tag Detail
 - Project Level
 - Custodian Level

Tag

- Tag Summary
 - Tag Report No De-Dupe
 - Tag Report Project Level De-Dupe
 - Tag Report Custodian Level De-Dupe
- Tag History



Admin Reports

Project Settings

Ingestion/Processing Reports

- Crash Log Report
- Ingestion Exception Log
- Ingestion Log Report

Security

- Login/Logout Report
- Associated Users

Export

- Summary
 - Project Level
 - Custodian Level
- Tag Summary
- File Detail

Others

- FullText Replacement Report

Misc

- Remaining File Type Summary
 - Project Level
 - Custodian Level
- Exception File Directory
 - Project Level
 - Custodian Level
- No-Text File Type Summary
 - Project Level
 - Custodian Level
- Not Indexed File Type Summary
 - Project Level
 - Custodian Level