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# GENIE

## Installation & User Guide

Hillogic Pty Ltd

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## GENIE

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This guide covers how to use the import and export features of GENIE – our Global Ediscovery Native Import Export tool.

Import can upload data from .MDB files to Relativity workspaces, extract text from native files, automatically map load file fields to Relativity fields and perform post-import script automation and indexing.

Export can produce .MDB files with supporting folder structure and create redacted OCR'd PDFs.

This application can be installed on any Windows OS, it is recommended it is installed within the Relativity environment to gain maximum performance, this is due to data transfer speed restriction over long distances.

The application (.RAP) must also be installed in the workspace.

## Installation

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### Desktop

1. Install setup.exe on desired user machine - This installs the Microsoft Access MDB engine (pre-requisite)
2. Install setup.msi on desired user machine - This installs the GENIE desktop application
3. Enter direct URL (for example <https://review.serviceprovider.com.au>)
4. Enter license number as provided

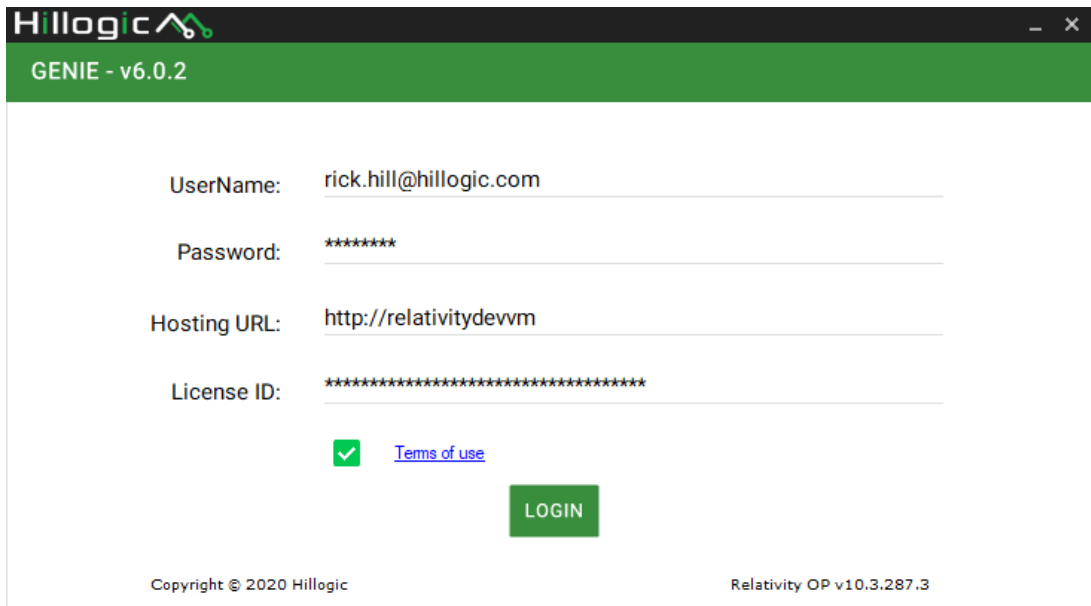
N.B. If prompted for a Domain, Username and Password when installing GENIE please enter your local network DOMAIN and user/pass which has direct access to the Relativity fileshare. This is an optional step.

### Workspace

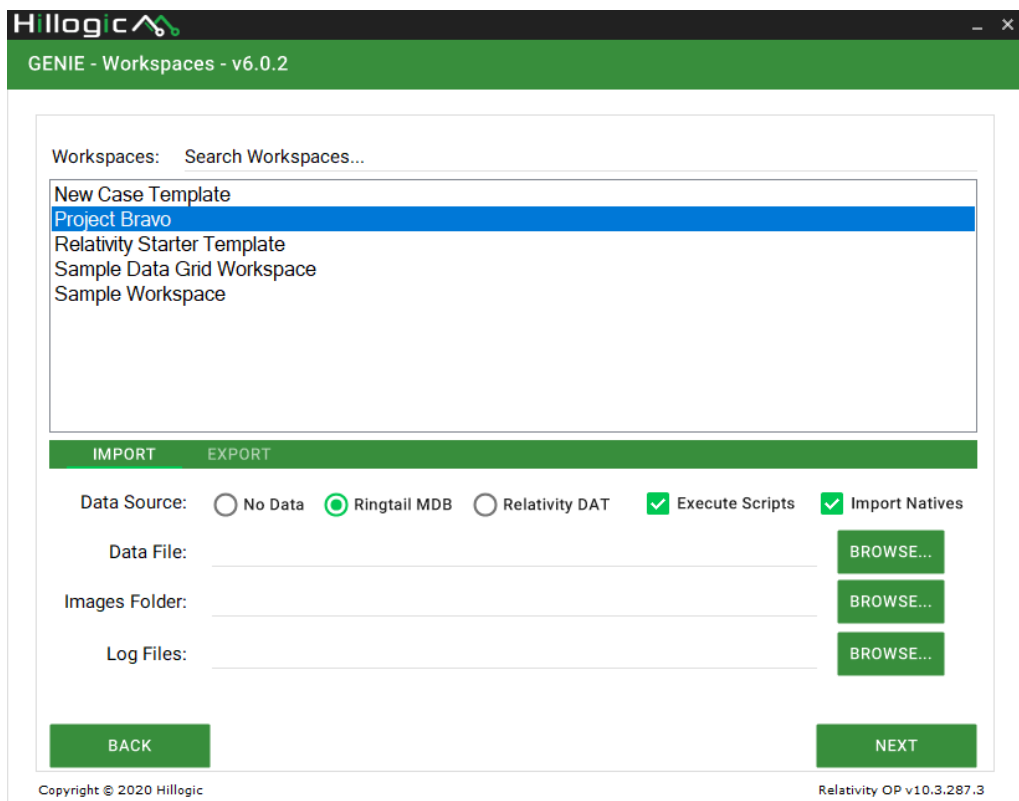
1. Install the .rap file provided (GENIE\_v6\_02.rap)
2. Optionally import (Use RDC to import as new records to the GENIE object) any of the following. These may need to be customized to suit your workspace fields.:
  - a. GENIE Import Settings Trial.txt
  - b. GENIE Export Settings.txt

## Logging In

1. Log into the applications by entering your Relativity credentials and password associated with the Hosting URL.

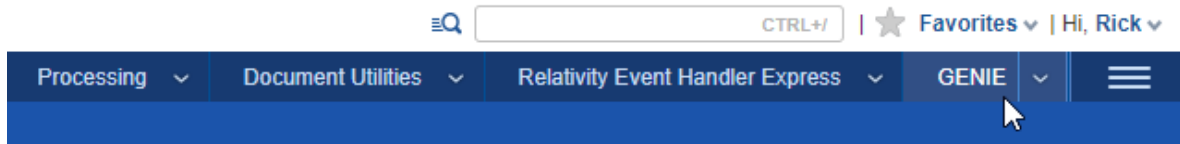


2. All the workspaces you have permissions to access will appear in the list. The list can be filtered by typing in the name of the case you need to access. Select the workspace from the list. For example, in the below, the workspaces have been filtered using the word “salt”:

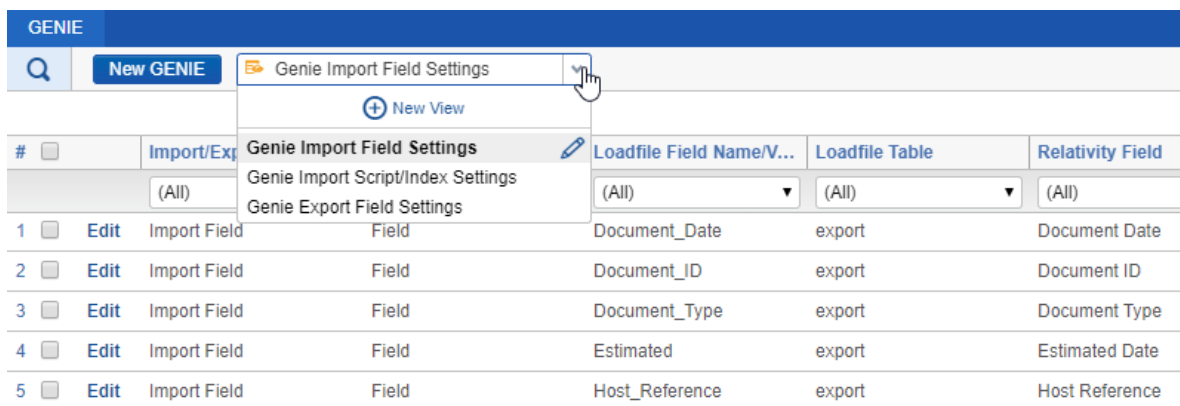


## Configuring the GENIE tab from within Relativity

1. To configure what fields are mapped with GENIE or what scripts are run post-import, select the GENIE tab:

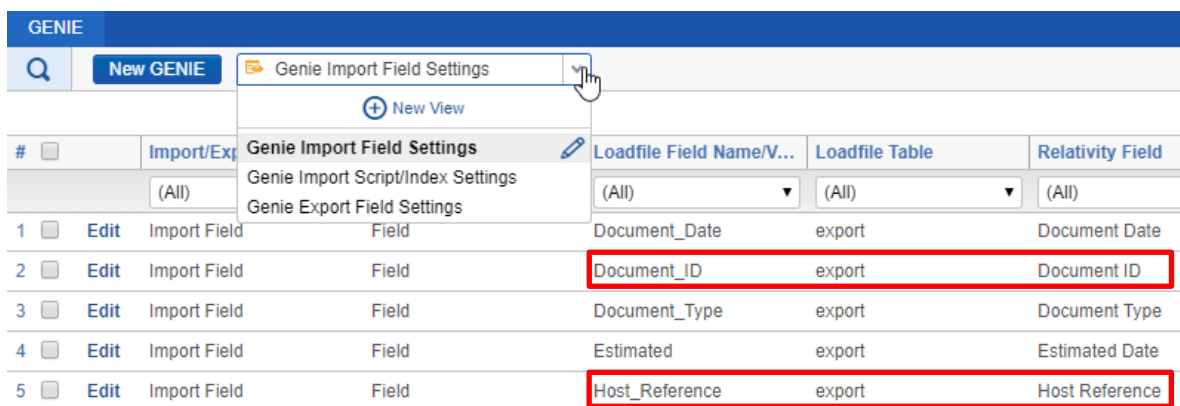


2. Click on the drop-down next to the 'New GENIE' button to view the relevant screen:



## Import Field Settings

3. The Import Field Settings will set the fields that will automatically be mapped in GENIE when importing:



4. To change one of these field mappings, click Edit or to create a new mapped field, click New GENIE:

Genie Import Field Layout ▼ 
Save Save and Next Save and New Save and Back Cancel

**Default Category**

**Import/Export:** ☒ Import Field ☐ Import Native Priority  
☐ Export Field ☐ Import Field Copy  
☐ Import Script ☐ Import Link Repeated  
☐ Import Index Content to Index  
Incremental Build  
[Manage](#)

**Loadfile Type:** ☒ Field ☐ Tranche ☐ PageCount  
☐ Value  
[Manage](#)

**Loadfile Field Name/Value:** Document\_ID ▼ [Manage](#)

**Loadfile Table:** ☒ export ☐ parties ☐ extras ☐ data ☐ N/A  
[Manage](#)

**Relativity Field:** ☐ File Name  
☐ MD5 Hash  
☐ SKY\_AnalyticsBillingStatus  
☐ Tranche  
☒ Document ID  
☐ Document Date

5. To begin editing the Import Field mapping, make sure that **GENIE Import Field Layout** is selected.

Field	Description
<b>GENIE</b>	This sets which function you are mapping the field for. To map a field for importing using GENIE, the appropriate section is <b>Import Field</b> .
<b>Loadfile Type</b>	<p>This sets the type of field that will be read from the load file:</p> <p><b>Field</b> - this will read the field in the load file for the data</p> <p><b>Tranche</b> - this will indicate to GENIE that this is a tranche field</p> <p><b>PageCount</b> - this will read the pages table in the load file for the data</p> <p><b>Value</b> - this will write a set value for all documents for this field</p> <p><b>NOTE:</b> The most common setting for this will be <b>Field</b></p>

<b>Loadfile Field Name/Value</b>	This is the name of the field from the load file that will be named. If the field is not in the drop down list, it should be added by selecting <b>Manage</b>
<b>Loadfile Table</b>	This is the table from the .MDB load file that the field will come from
<b>Relativity Field</b>	This is the field in Relativity that the data from the load file will be imported into. If the field is not in the drop down list, it should be added by selecting <b>Manage</b>

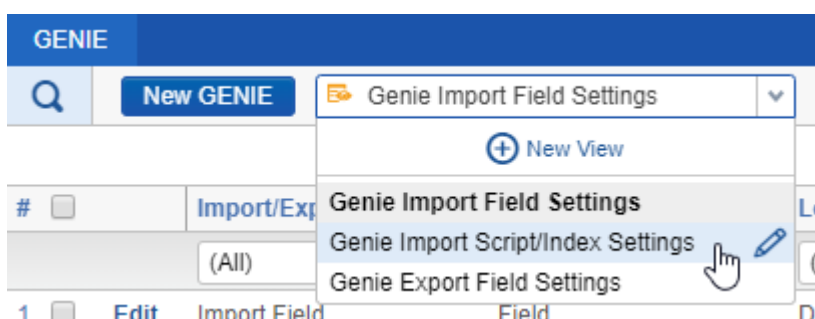
## Import Script/Index Settings

- The GENIE Import Script/Index will show you the sequence the post-processing scripts will execute:

#		Import/Export	Action Order	Script/Index Name
1	<input type="checkbox"/> Edit	Import Script	110	Set Extracted Text Size Field
2	<input type="checkbox"/> Edit	Import Script	115	Set Native File Size Field v4
3	<input type="checkbox"/> Edit	Import Script	120	Propagate Sent Date to Family Documents
4	<input type="checkbox"/> Edit	Import Script	130	Update Document Group Field
5	<input type="checkbox"/> Edit	Import Script	220	Post Processing - Update Tranche Field from Originating Processing Set Field
6	<input type="checkbox"/> Edit	Import Script	230	Post Processing - Update DocumentType Choice from FileType Field
7	<input type="checkbox"/> Edit	Import Script	240	Post Processing - Update Author from Email From

**NOTE:** The lower the number, the earlier in the sequence the script will execute.

- To change one of scripts, click Edit or to create a new mapped field, click New GENIE. Make sure to change the layout to the **GENIE Import Script/Index Layout**:



If a pop-up appears warning about losing unsaved changes, select **OK**.

The **GENIE Import Field Layout** will have the following settings:

Default Category

Import/Export: ☐ Import Field ☐ Import Script  
☐ Export Field ☐ Import Index Incremental Build  
[Manage](#)

Action Order:

Script/Index Name:

Script Inputs:

Field	Description
<b>GENIE</b>	<p>This sets what type of entry you are making.</p> <p>To map a script, the appropriate section is <b>Import Script</b>.</p> <p>If you are mapping an additional index that needs to be incrementally built (most commonly an analytics index) then select <b>Import Index Incremental Build</b>.</p>
<b>Action Order</b>	<p>This is the where in the sequence of the already executing scripts the current script will sit. The lower the number the earlier in the queue the script executes.</p>
<b>Script/Index Name</b>	<p>This is the name of the script that is to be executed.</p> <p><b>NOTE:</b> The name must exactly match the script for it to be executed. It is encouraged to go to your scripts section of the workspace and copy the name of the script and then paste it here. Otherwise, when running post-processing scripts, GENIE will generate an error.</p>
<b>Script Inputs</b>	<p>These are the inputs that the script will have – such as a Field name or data. These must be entered with the following syntax:</p> <p><b>[SQL Field Name1],[Input];[SQL Field Name2],[Input];</b></p> <p>A comma separates the field from the value and a semi-colon indicated an additional input field.</p>

Once these details have been filled out, select **Save** to store this in the script execution queue for GENIE post-processing.

**NOTE:** GENIE does not support linking repeated content filters to conceptual analytics indexes or incrementally building conceptual analytics indexes - these must be done manually after import.



## Export Field Settings

The Export Field Settings will set the fields that will automatically be mapped in GENIE when exporting:

#		Import/Export	Loadfile Type	Relativity Field	Loadfile Table	Loadfile Field Name/V...	Export Extra Category
		(All)	(All)	(All)	(All)	(All)	(All)
1	Edit	Export Field	Field	Document Date	export	Document_Date	
2	Edit	Export Field	Field	Document ID	export	Document_ID	
3	Edit	Export Field	Field	Document Type	export	Document_Type	
4	Edit	Export Field	Field	Estimated Date	export	Estimated	
5	Edit	Export Field	Field	Host Reference	export	Host_Reference	
6	Edit	Export Field	Field	Document Title	export	Title	
7	Edit	Export Field	Field	Confidential	extras	Confidential	PICK
8	Edit	Export Field	Field	MD5 Hash	extras	MD5 Hash	TEXT
9	Edit	Export Field	Field	Privilege	extras	Privilege	PICK
10	Edit	Export Field	Field	Attendees	parties	Attendees	
11	Edit	Export Field	Field	BCC	parties	BCC	
12	Edit	Export Field	Field	Between	parties	Between	
13	Edit	Export Field	Field	CC	parties	CC	
14	Edit	Export Field	Field	Author	parties	From	
15	Edit	Export Field	Field	Recipient	parties	To	

**NOTE:** The fields that will be included in the export MDB. GENIE will use the mapping from this tab as the default for this workspace

Additional export fields, typically for export extras, can be added by clicking on “New GENIE”:

Default Category

Import/Export: ☒ Import Field ☐ Import Index Incremental Build  
☒ Export Field ☐ Import Native Priority  
☐ Import Script ☐ Import Field Copy  
[Manage](#)

Loadfile Type: ☒ Field ☐ Tranche ☐ PageCount  
☐ Value  
[Manage](#)

Relativity Field: ☒ File Name  
☐ MD5 Hash  
☐ Placeholder  
☐ Redacted  
☐ Tranche  
☐ Document ID  
☐ Document Date

Loadfile Table: ☐ export ☐ parties ☒ extras ☐ data ☐ N/A  
[Manage](#)

Loadfile Field Name/Value: FILE\_NAME [Manage](#)

Export Extra Category: ☒ TEXT ☐ BOOL ☐ PICK  
☐ NUMB ☐ DATE ☐ MEMO  
[Manage](#)

For example, we are adding the field “File name” to the export mapping. It needs to be mapped from the name of the field in Relativity to the desired name in the .MDB.

**NOTE:** In order to add new choices, you will need to unlock the GENIE Application

## Importing Documents to Relativity

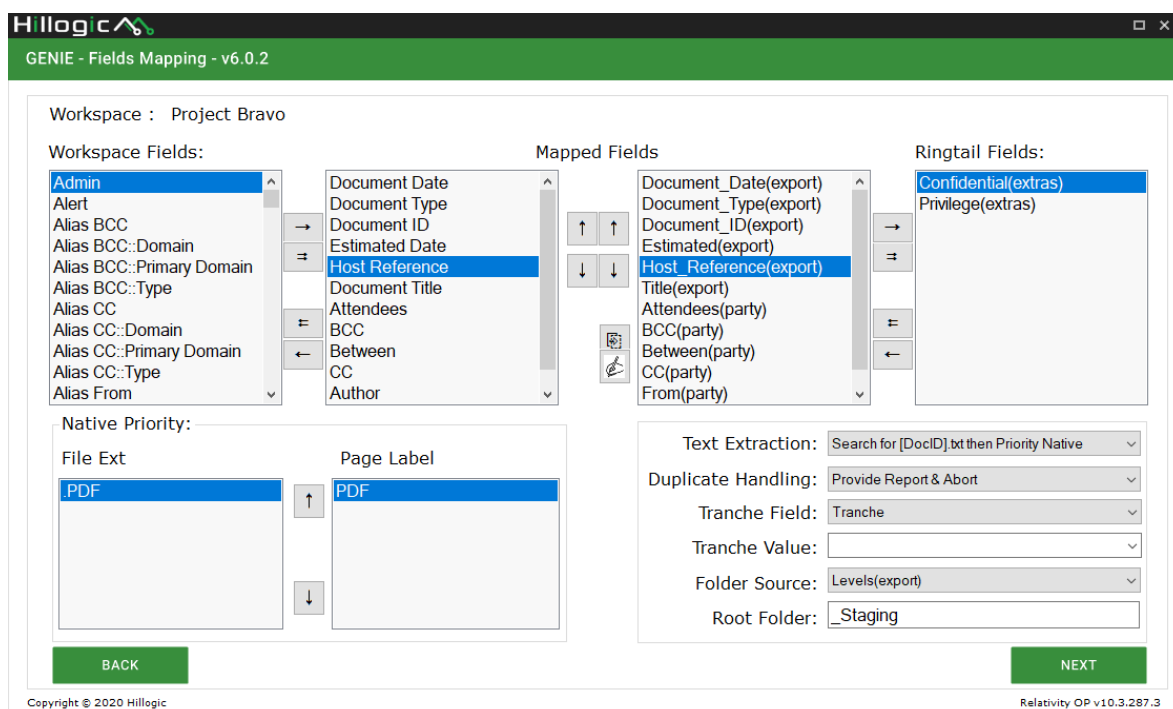
1. Select the Import tab

The screen has the following settings:

Field	Description
<b>Data Source</b>	<p>This option is to select the import data source:</p> <ol style="list-style-type: none"> <li>1. <b>Ringtail MDB</b> - export.mdb and documents in Ringtail folder structure</li> <li>2. <b>Relativity DAT</b> - load file and NATIVES, TEXT folders</li> <li>3. <b>No Data</b> - used for post-processing script/index automation and not importing. For the <b>No Data</b> option note <b>Execute Scripts</b> is ticked</li> </ol>
<b>Execute Scripts</b>	<p>GENIE will automatically run post-processing scripts/indexes once documents are imported. This is particularly helpful when adding new documents where analytics is required or when custom information is needed (e.g. updating host date).</p> <p>See section 'Modifying GENIE Import Script/Index Settings' on how to configure what scripts are automatically run after documents are imported.</p>
<b>Import Natives</b>	<p>Native files associated with the documents will be imported into Relativity. It is recommended to have this option ticked for a normal document upload.</p> <p><b>NOTE:</b> When GENIE is being used to overlay metadata for existing documents in the workspace would it be recommended to untick this option.</p>
<b>Data File</b>	<p>Click 'Browse' and direct to the data file that will contain the information for the document upload – either a Ringtail MDB or a Relativity DAT file.</p>
<b>Images Folder</b>	<p>This is the folder that contains the images for the documents to be uploaded. This will automatically populate when the data file is selected.</p>
<b>Log Files</b>	<p>This is the location of log files that are generated from the GENIE process. This will automatically populate when the data file is selected.</p> <p><b>NOTE:</b> These files should be sent to Hillogic Support when troubleshooting any GENIE problems.</p>

2. When you have applied the correct settings, click **Next**.

- The next screen will allow you to map the data fields from the load file to the corresponding Relativity workspace fields:

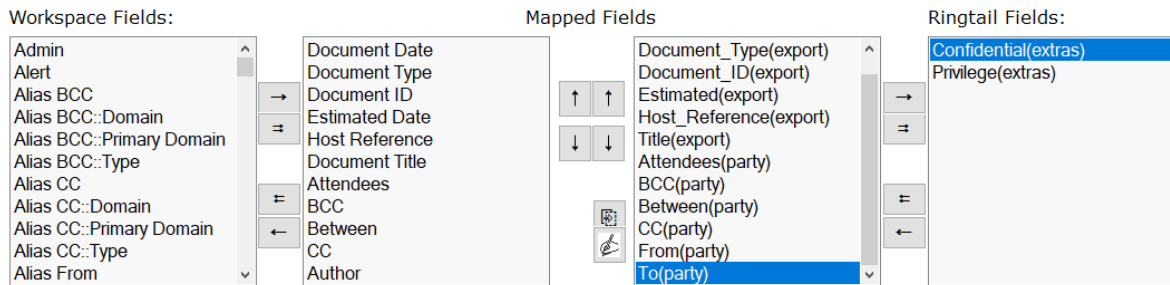


**NOTE:** Depending on the configuration of the GENIE tab in Relativity, many of these fields will be automatically mapped (see section 'GENIE Import Field Settings').

The following settings are:

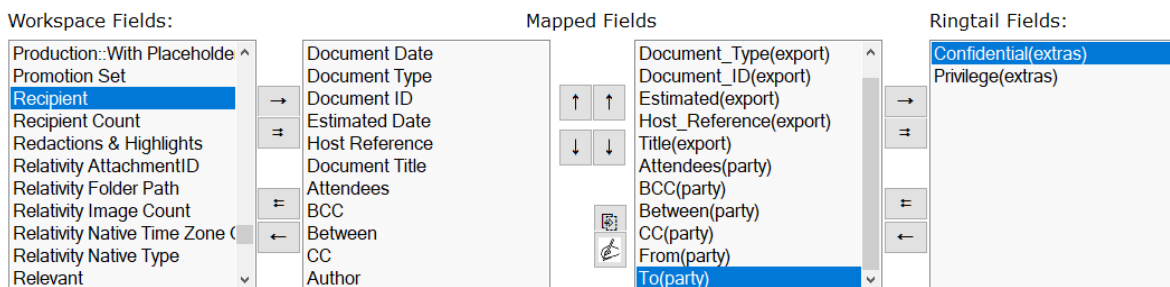
Field	Description
<b>Workspace Fields</b>	The fields that are currently available in Relativity.  <b>NOTE:</b> If new fields are added in Relativity then this list will need to be refreshed. This can be done by clicking the <b>Back</b> button and then hitting <b>Next</b> to return to this screen.
<b>Mapped Fields</b>	The fields that are in the load file that have been mapped to the Relativity workspace.
<b>Ringtail Fields</b>	The fields in the load file that have not been mapped to fields in the workspace.
<b>Native Priority</b>	This is the priority order of what type of native fields are loaded.

Use the arrows or double-click either the **Ringtail field** or **Workspace field** to move that field in or out of the **Mapped Field** section of the screen:

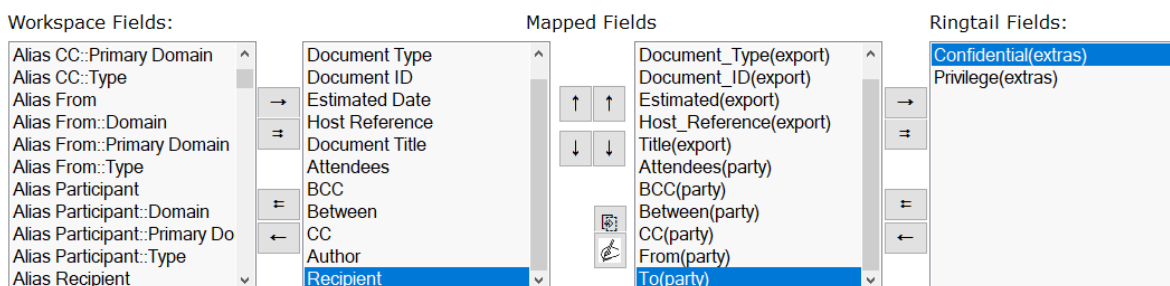



For example, the **To (Party)** field has been moved into the Mapped Field section (the brackets stating **Party** indicate it is from the Party table in the Ringtail MDB). Now you need to find and add the corresponding workspace field, usually the **Recipient** field but can be mapped to any other compatible field within Relativity.

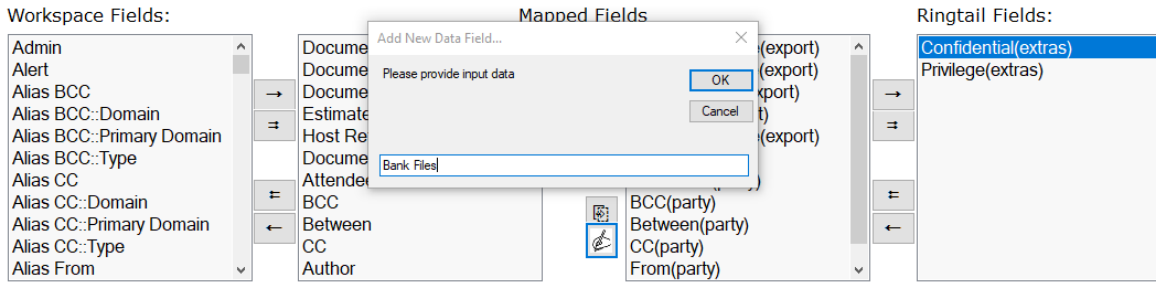
4. In the **Workspace Fields** section, scroll down to find the **Recipient** field (you can quickly locate this field by pressing 'r' key to see all fields starting with that letter), use the arrows or double-click to move it into the Mapped Field section:



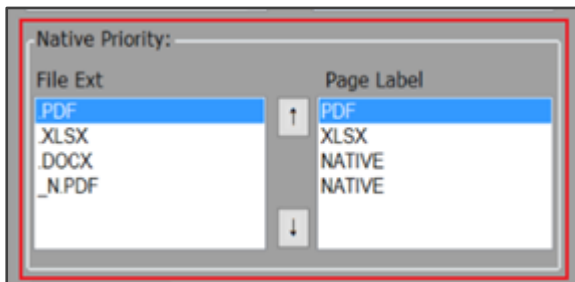
Once both fields have been added to the **Mapped Fields** section use the up or down arrows so that both fields are horizontally aligned or hover your mouse over a field to see the matched pair - this indicates that they have been mapped together:



5. You can **duplicate** fields  which allows you to import the same data from the load file to *two or more* separate fields in Relativity. Select a field in the right side of the Mapped Fields section and click the icon. GENIE will replicate that field, which you can then map to an existing Workspace field as previously instructed:
6. You can **create** a new field which allows you to bulk enter a fixed word or text value into a Relativity field (useful to labelling document uploads). Click the icon, then a pop-up window will allow you to enter a fixed word or text value into the new field. Double-click on the resulting field if you want to edit the data and field name, which you can map to an existing Workspace field as previously instructed:



7. Once all the necessary fields are mapped you need to set the **Native Priority**. This instructs GENIE to prioritise the uploading of certain documents over each other:



GENIE analyses all possible file extensions and page label combinations in the load file and displays them for prioritisation. The top File Ext/Page Label is the first priority when uploading files. For example, if there are two files for 1 particular document ID, an XLSX (Microsoft Excel File) and a PDF, whichever is higher on the list is the file that will be imported, while the other is **ignored**.

**NOTE:** We recommend always placing PDF at the bottom of the list, this will ensure NATIVES where available will be imported before the PDF, which may be a placeholder.

8. Then you need to enter the Import settings:

Text Extraction:	Search for [DocID].txt then Priority Native
Duplicate Handling:	Provide Report & Abort
Tranche Field:	Tranche
Tranche Value:	Electronic001
Folder Source:	Levels(export)
Root Folder:	_Staging

## Text Extraction

Field	Description
<b>Search for [DocId].txt then Priority Native</b>	To get the extracted text GENIE will search for a .txt file that is named by the document ID of the file it is uploading. If no such text file is found, then it will extract the text from the native.  <b>NOTE:</b> This is the recommended setting.
<b>Priority Native Only</b>	To get the extracted text, GENIE will only import the native file will be uploaded and extract the text from the native.
<b>Search for [DocID].txt Only</b>	To get the extracted text, GENIE will only import .txt files that are named after the document ID of the file to be uploaded. If there is none for that document, GENIE will <b>not</b> extract text from native files.

**NOTE:** An important note about native text extraction, GENIE will only extract text from documents, it does **not** perform any OCR on import.

## Duplicate Handling

Field	Description
<b>Provide Report &amp; Abort</b>	If any duplicates are found during the duplicate check stage, then the import will be stopped, and an error message will appear. The details of the duplicate documents will be recorded in the error log.
<b>Ignore Duplicates</b>	If a duplicate document is found in the workspace then the corresponding entry in the load file will be skipped.
<b>Overwrite Duplicate</b>	If a duplicate is found in the workspace then the importing document will overwrite the mapped metadata fields in the Workspace, as well as the Natives provided the <b>Import Natives</b> is ticked.
<b>Do Not Check for Duplicates</b>	There will be no check for duplicates. This is useful when importing new documents into a large database when you are confident that no duplicates exist as it is quicker.

## Tranche Field & Value

Field	Description
<b>Tranche Field</b>	This drop-down box gives a list of all multi-choice fields in the workspace. Typically, the Tranche field is used to keep track of different document imports.
<b>Tranche Value</b>	This is the value that the tranche field will have for each document successfully imported. The tranche value should either have been provided or it allows you to see the values already in the field, which you can use as a guide for the correct naming convention.

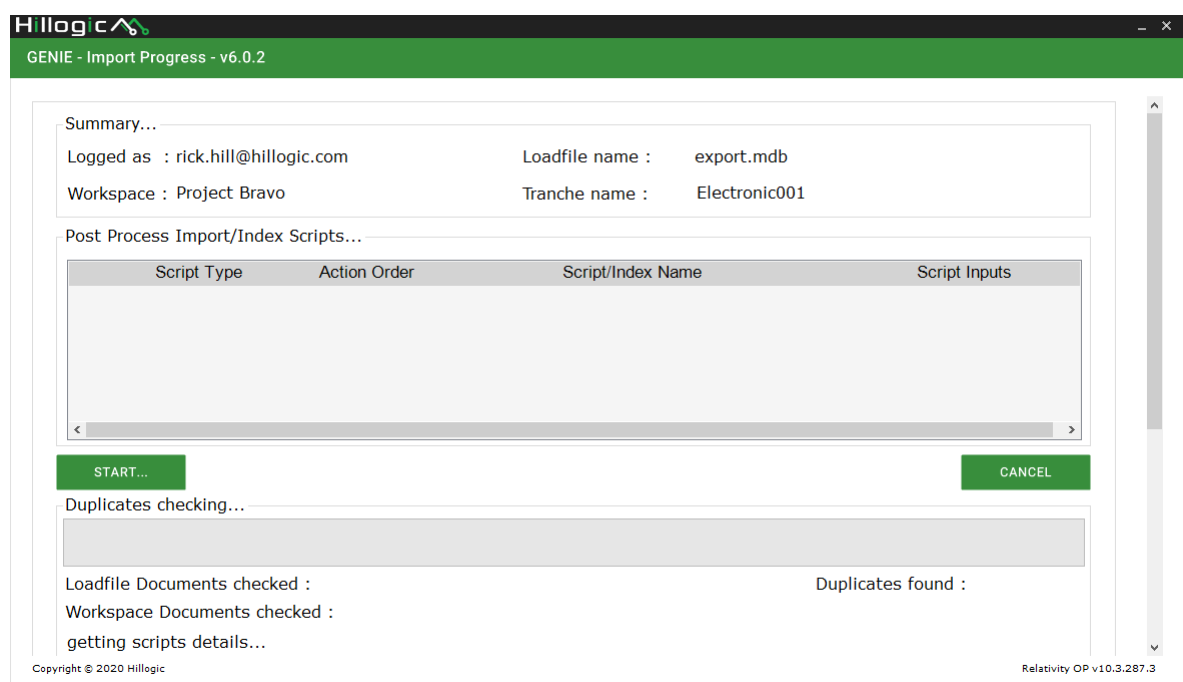
## Folder Source

Field	Description
<b>Folder Source</b>	This lets the user select the folder and sub-folder creation of the documents. By default, it will create the folders per the levels fields in the export table. This can be changed to any export extras field. It will automatically detect either a "/" or "\" and build the folder structure accordingly.

## Root Folder

Field	Description
<b>Root Folder</b>	All documents/folders will first be loaded to this folder, all additional folders created will be sub-folders of this folder. Use "\" to create multiple folder levels in this field.

- Once all the settings for the document upload have been entered, click on Next to go to the Summary screen and check the settings:



The screenshot shows the Hillogic GENIE - Import Progress - v6.0.2 window. The Summary screen displays the following information:

- Logged as : rick.hill@hillogic.com
- Loadfile name : export.mdb
- Workspace : Project Bravo
- Tranche name : Electronic001

Below this information is a section for Post Process Import/Index Scripts, which is currently empty. At the bottom of the window, there are buttons for START... and CANCEL. The Duplicates checking... section shows the following status:

- Loadfile Documents checked :
- Workspace Documents checked :
- getting scripts details...
- Duplicates found :

The bottom of the window shows the copyright notice: Copyright © 2020 Hillogic and the version number: Relativity OP v10.3:287.3.

10. On this screen you can see all of the mapped Import Script/Index Settings. By default, all of these items from the workspace will be ticked and hence run after the import is complete. You can optionally untick any of these before you start the import.

11. To begin the import click **Start**:

Workspace : Project Bravo
Tranche name : Electronic001

Post Process Import/Index Scripts...

Script Type	Action Order	Script/Index Name	Script Inputs
<input type="checkbox"/> Import Script	50	Update Document Group Field	
<input type="checkbox"/> Import Index Incremental Build	10	Analytics01	

START...
CANCEL

12. Stage 1 of the upload will be the duplicate check (unless not selected):

Duplicates checking...

Loadfile Documents checked : 2
Duplicates found : 2

Workspace Documents checked : 9

Please check the duplicates report in ringtail source folder.

- If you have 'Provide Report & Abort' set for Duplicate Handling and GENIE finds a duplicate, a pop-up will appear indicating how many duplicates it found and the process will stop. You can check the Duplicate Log for the document IDs of the duplicate documents. If you are happy to proceed, you can click back, return to the previous screen and alter the Duplicate Handling option before proceeding.
- If you have 'Ignore' or 'Overwrite' set for Duplicate Handling, the process will proceed to the next stage and display the number of duplicates found in the Duplicate checking section:

13. Stage 2 of the upload will begin uploading the documents to the workspace:

14. Stage 3 of the upload, the post-import scripts and indexing will be run:

15. Once all 3 stages have finished, a pop-up box will confirm that all documents were uploaded and all scripts were successfully run.

**NOTE:** If any errors occurred the pop-up box will indicate this, and the error log text file will be populated.



## Exporting Documents from Relativity

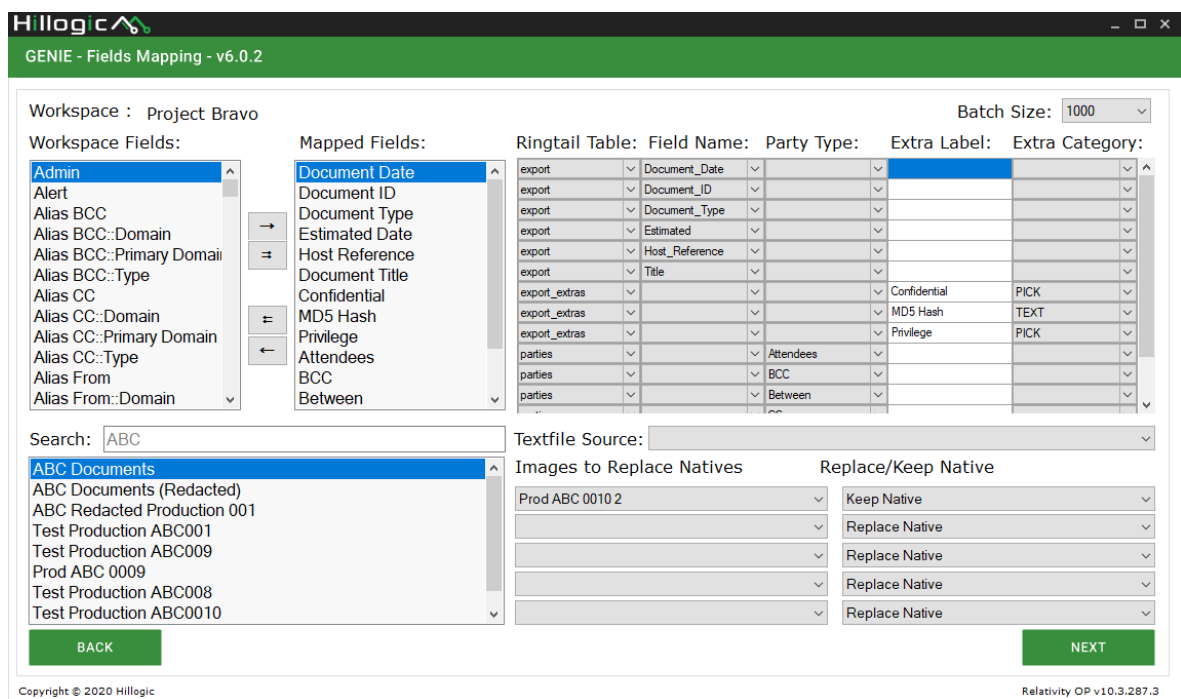
16. Select the Export tab

The screen has the following settings:

Field	Description
<b>Output Folder</b>	Click 'Browse' and direct to the location that you want to save the exported data
<b>Log Files</b>	This is the location of log files that are generated from the GENIE process. This will automatically populate when the data file is selected.  <b>NOTE:</b> These files should be sent to Hillogic Support when troubleshooting any GENIE problems.

17. When you have applied the correct settings, click **Next**.

The next screen will allow you to select the Saved Search and map the data fields from the Relativity workspace fields to the corresponding export load file fields:



Workspace : Project Bravo

Batch Size: 1000

Workspace Fields:

- Admin
- Alert
- Alias BCC
- Alias BCC::Domain
- Alias BCC::Primary Domain
- Alias BCC::Type
- Alias CC
- Alias CC::Domain
- Alias CC::Primary Domain
- Alias CC::Type
- Alias From
- Alias From::Domain

Mapped Fields:

- Document Date
- Document ID
- Document Type
- Estimated Date
- Host Reference
- Document Title
- Confidential
- MD5 Hash
- Privilege
- Attendees
- BCC
- Between

Ringtail Table: Field Name: Party Type: Extra Label: Extra Category:

Field Name	Party Type	Extra Label	Extra Category
export	Document_Date		
export	Document_ID		
export	Document_Type		
export	Estimated		
export	Host_Reference		
export	Title		
export_extras		Confidential	PICK
export_extras		MD5 Hash	TEXT
export_extras		Privilege	PICK
parties	Attendees		
parties	BCC		
parties	Between		

Search: ABC

ABC Documents

ABC Documents (Redacted)

ABC Redacted Production 001

Test Production ABC001

Test Production ABC009

Prod ABC 0009

Test Production ABC008

Test Production ABC0010

BACK

Textfile Source:

Images to Replace Natives

Prod ABC 0010 2

Replace/Keep Native

Keep Native

Replace Native

Replace Native

Replace Native

Replace Native

NEXT

Copyright © 2020 Hillogic

Relativity OP v10.3.287.3

**NOTE:** Depending on the configuration of the GENIE tab in Relativity, many of these fields will be automatically mapped (see section 'Import Field Settings').

18. Select the Saved Search that contains the documents that you want to export:

Search:

- ABC Documents
- ABC Documents (Redacted)
- ABC Redacted Production 001
- Test Production ABC001
- Test Production ABC009
- Prod ABC 0009
- Test Production ABC008
- Test Production ABC0010

19. In the **Images to Replace Natives** dropdown, select the Production Set that contains the documents that you want to export. All production set documents should be present in the saved search. It will then export the redacted OCR'd versions of the documents.

Images to Replace Natives	Replace/Keep Native
Prod ABC 0010 2	Keep Native
	Keep Native
	Replace Native
	Replace Native

20. In the Replace/Keep Native dropdown, select one of the following:

- Keep Native: If you select this option, production set documents will be ignored.
- Replace Native: If you select this option, production set redacted OCR'd documents will be exported instead of the original natives, providing that they are present in the saved search.

21. Map the fields that you want to include in the export load file.

Field	Description
<b>Workspace Fields</b>	The fields that are currently available in Relativity.  <b>NOTE:</b> If new fields are added in Relativity then this list will need to be refreshed. This can be done by clicking the <b>Back</b> button and then hitting <b>Next</b> to return to this screen.
<b>Mapped Fields</b>	The fields that have been set up to automatically be exported from the Relativity Workspace through the GENIE tab
<b>Ringtail Table</b>	Denotes which of the 4 export.mdb tables the data will be exported into
<b>Field Name</b>	The name of the field as it will appear in the export_table in the export load file
<b>Party Type</b>	The correspondence type as it will appear in the parties_table of the export load file
<b>Extra Label</b>	The name of the field as it will appear in the extras_table in the export load file
<b>Extra Category</b>	The category of the field as it will appear in the extras_table in the export load file

Use the arrows or double-click **Workspace fields** to move that field in or out of the **Mapped Field** section of the screen:

Workspace Fields:

Alias BCC::Domain  
Alias BCC::Primary Domain  
Alias BCC::Type  
Alias CC  
Alias CC::Domain  
Alias CC::Primary Domain  
Alias CC::Type  
Alias From  
Alias From::Domain  
Alias From::Primary Domain  
Alias From::Type  
Alias Participant



Mapped Fields:

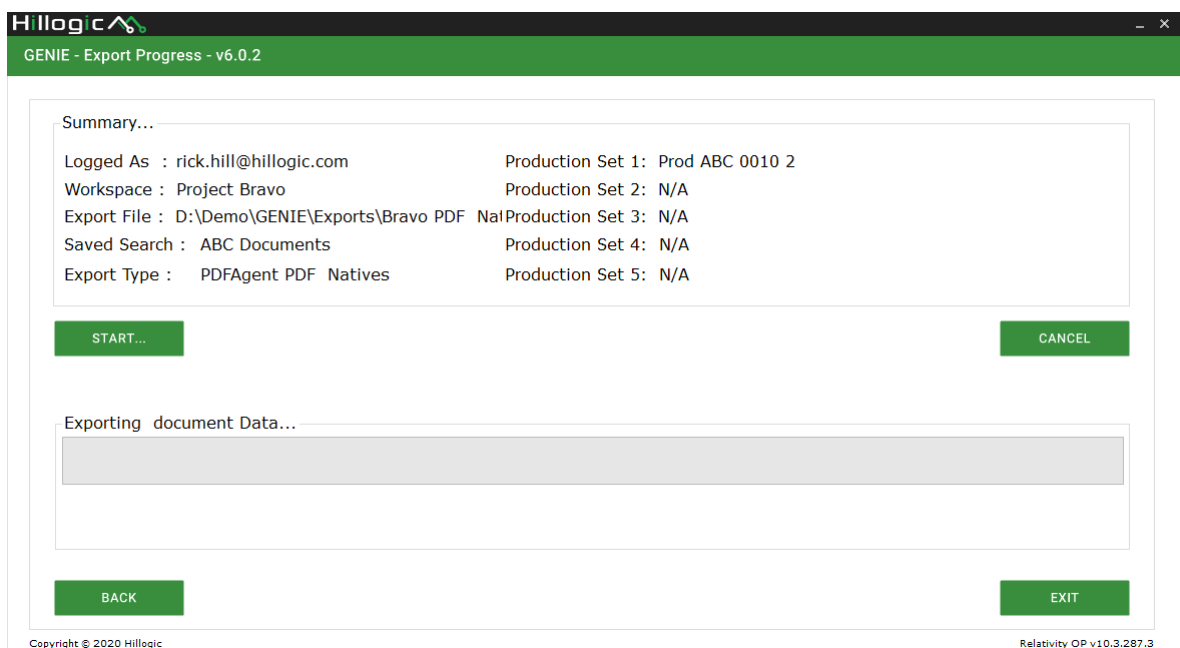
Document Date  
Document ID  
Document Type  
Estimated Date  
Host Reference  
Document Title  
Confidential  
MD5 Hash  
Privilege  
Attendees  
BCC  
Between

22. A new row will appear in the Ringtail Table on the right. Use the drop-down options in each column to determine where in the export load file the new field will appear:

Ringtail Table: Field Name: Party Type: Extra Label: Extra Category:

export	Document_Date					
export	Document_ID					
export	Document_Type					
export	Estimated					
export	Host_Reference					
export	Title					
export_extras				Confidential	PICK	
export_extras				MD5 Hash	TEXT	
export_extras				Privilege	PICK	
parties		Attendees				
parties		BCC				
parties		Between				

23. Once all the settings for the document upload have been entered, click on **Next** to go to the Summary screen and check the settings:



Summary...

Logged As : rick.hill@hillogic.com      Production Set 1: Prod ABC 0010 2  
 Workspace : Project Bravo      Production Set 2: N/A  
 Export File : D:\Demo\GENIE\Exports\Bravo PDF Nat      Production Set 3: N/A  
 Saved Search : ABC Documents      Production Set 4: N/A  
 Export Type : PDFAgent PDF Natives      Production Set 5: N/A

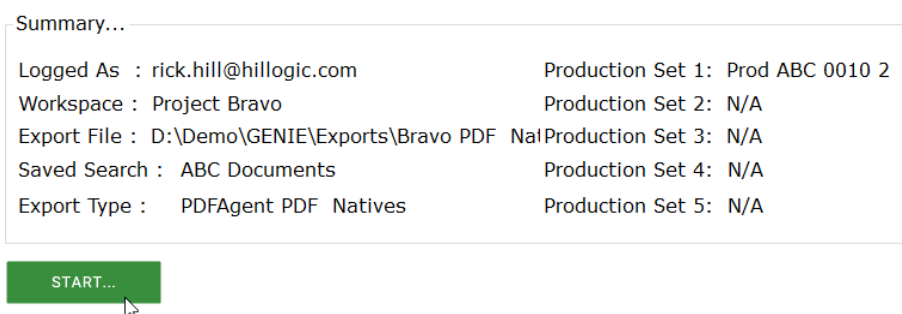
START...      CANCEL

Exporting document Data...

BACK      EXIT

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24. To begin the upload click **Start**:



Summary...

Logged As : rick.hill@hillogic.com      Production Set 1: Prod ABC 0010 2  
 Workspace : Project Bravo      Production Set 2: N/A  
 Export File : D:\Demo\GENIE\Exports\Bravo PDF Nat      Production Set 3: N/A  
 Saved Search : ABC Documents      Production Set 4: N/A  
 Export Type : PDFAgent PDF Natives      Production Set 5: N/A

START...

25. Stage 1 of the upload will:

- Export all metadata to an export MDB format per the mapping screen settings

- Copy Native documents and create a level folder structure (ABC\001\001)
- Export redacted TIF images from a production set as OCRRed PDFs

26. GENIE will launch an explorer window containing this data, along with a log file and error log file:

DATA (D:) > Demo > GENIE > Exports > Bravo PDF & Native			
Name	Date modified	Type	Size
ABC	22/09/2020 12:31 PM	File folder	
export.mdb	22/09/2020 12:31 PM	Microsoft Access Database	412 KB
Export_Extras_log.txt	22/09/2020 12:31 PM	Text Document	1 KB
Export_log.txt	22/09/2020 12:31 PM	Text Document	2 KB
GENIE_2020-09-22_12_30_error.txt	22/09/2020 12:31 PM	Text Document	2 KB
GENIE_2020-09-22_12_30_log.txt	22/09/2020 12:31 PM	Text Document	41 KB
OCRPages_log.txt	22/09/2020 12:31 PM	Text Document	1 KB
Pages_log.txt	22/09/2020 12:31 PM	Text Document	3 KB
Parties_log.txt	22/09/2020 12:31 PM	Text Document	1 KB

**NOTE:** If any errors were encountered during export GENIE will warn you to refer to the error log.

## Further Information

For further information about anything in this procedure, please contact the Hillogic team at [info@hillogic.com](mailto:info@hillogic.com).