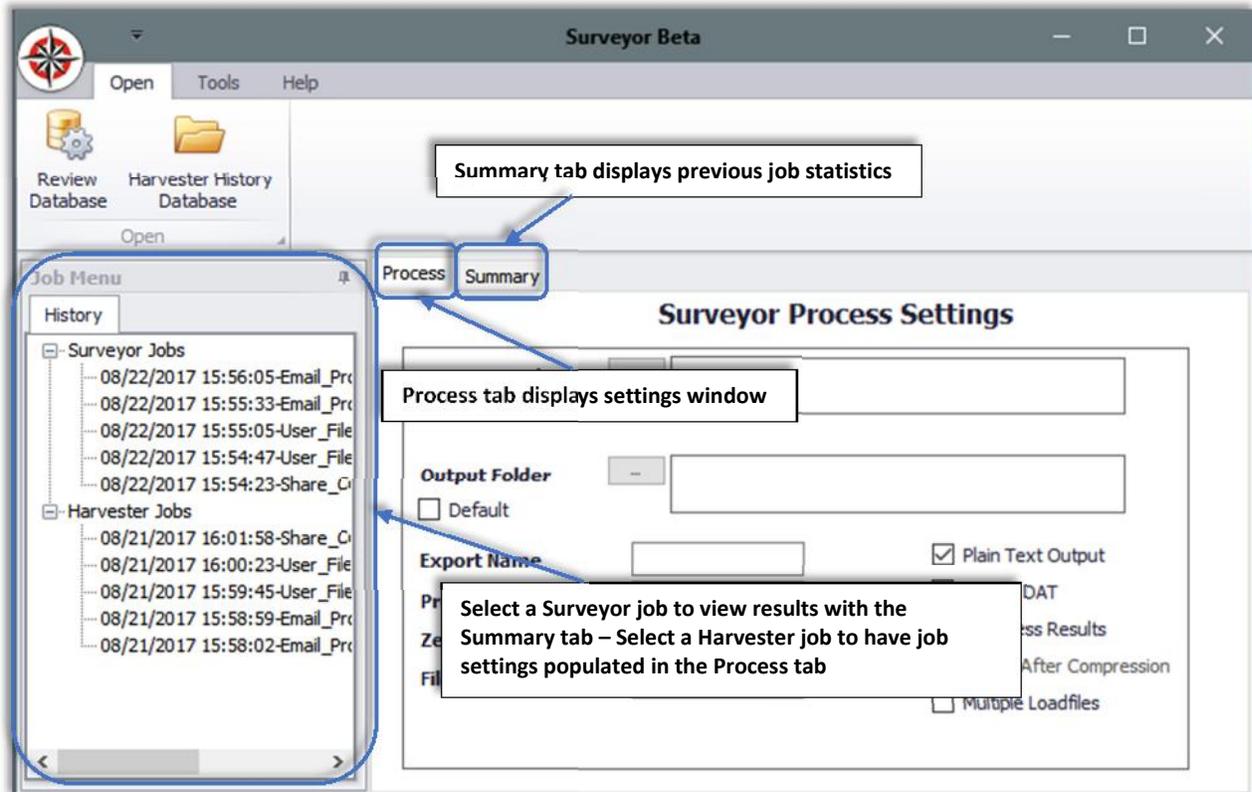


SURVEYOR

INTRODUCTION



SURVEYOR LICENSING OPTIONS

Surveyor allows you to activate and deactivate from local machines and portable drives (USB flash drives, external hard drives, etc.) No additional hardware or software is required to use Surveyor. Files processed by Surveyor are stored in their original (native) format and can immediately be used in all popular electronic discovery and support applications.

FEATURES IN SURVEYOR

- ✓ Import databases from Harvester or SafeCopy
- ✓ Preserve file timestamps and metadata
- ✓ Index files in an easy-to-read manner
- ✓ Export to customizable DAT, XLSX, or CSV
- ✓ Run locally or from a network share
- ✓ Outputs can be used with popular eDiscovery and support applications

These great features make Surveyor the professional's choice for forensically sound eDiscovery collections.

OVERVIEW

Surveyor takes groups of files and “flattens” them out while creating a DAT file of all of the metadata from the files. It runs through each file, indexing, copying the file, and copying the OCR text. Where Surveyor differs from many other programs is it doesn't just stop at normal files. Surveyor will take archives that contain other files such as .zip folders and email archives and will break them down to get at all the files and metadata included in the layers it breaks into. This can be especially helpful in cases when an email archive has many attachments that in turn could be things like .zip folders or more email archives.

ACTIVATE SURVEYOR

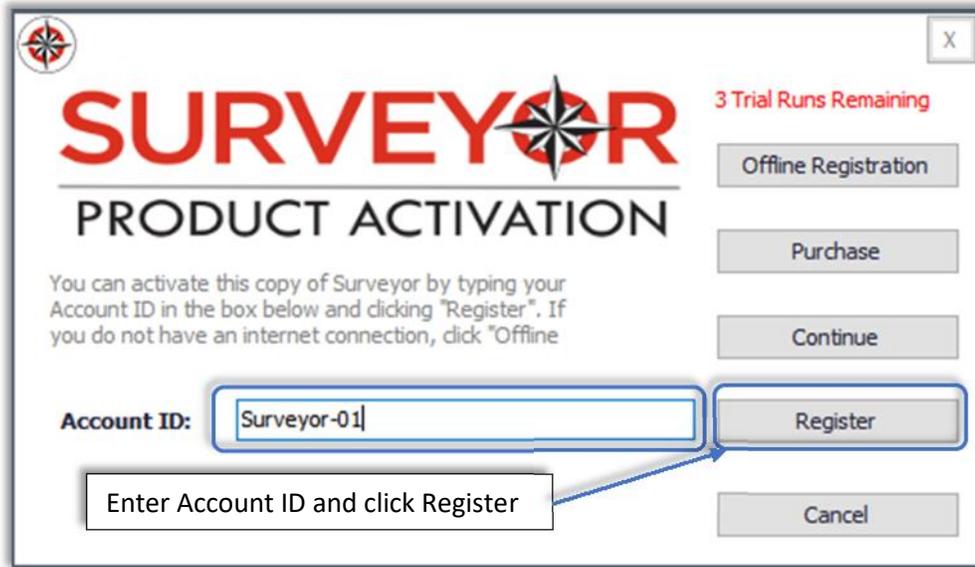
REGISTRATION

Surveyor can be licensed and run from or to a variety of media (USB flash drives, external hard drives) or a host computer.

The Surveyor license can easily be deactivated (checked in) and reactivated on a different device when needed.

To install and activate, follow these steps:

- Download Surveyor from the link provided
- Extract the .zip file contents to your external device (USB flash drive, etc.) or computer
- Run *Surveyor.exe*
- Enter Account ID and click Register to activate the product using online activation



If a firewall blocks the connection to the licensing server, offline activation can be accomplished by doing the following:

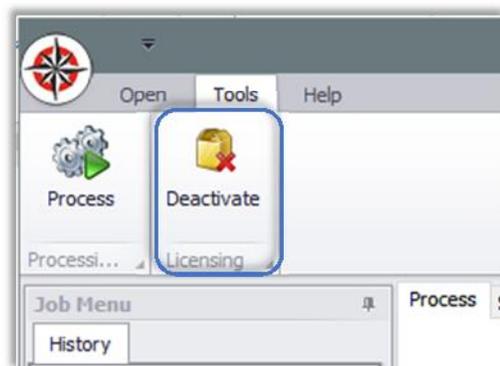
- Enter your Account ID and click Offline Registration. A serial number will be generated.
- Call 1-888-304-1096 or email support@pinpointlabs.com with your Account ID and serial number

PinPoint Labs will generate an activation key for you; enter this in the space provided and click Register.

TRANSFER LICENSE

Another advantage of Surveyor is the ability to move it from drive to drive or between different computers. Once activated on a drive the user can perform a collection, deactivate the license and move the license to another device or computer.

Once you have placed the .zip file contents onto another device or computer, you can activate the license using your same Account ID.

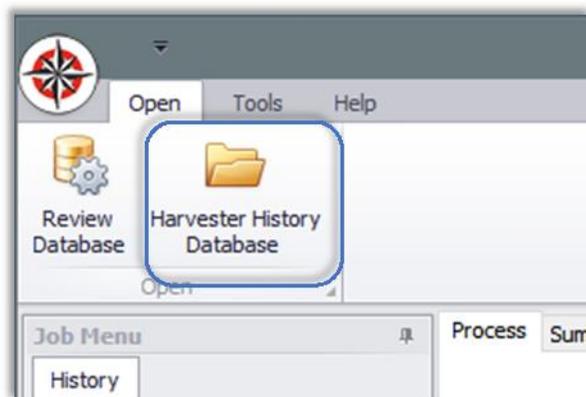


PROCESS FROM PINPOINT LABS DATABASES

Surveyor has the ability to process data from a previous Harvester or SafeCopy job using the job database (*_job.sdb*) from the logs location. Currently, these databases are the only supported source for Surveyor. For information on using Harvester and SafeCopy databases in Surveyor, see the Job Settings section below.

IMPORT JOBS FROM HARVESTER

In addition to using an individual Harvester job database to process jobs in Surveyor, users also have the ability to simply load an entire Harvester history database (*History.db*) into Surveyor. To do so, select the “Harvester Job Database” button in the upper ribbon, navigate to your Harvester’s “bin” folder, and select the *History.db*. This will load a new list in the History list of Surveyor, titled “Harvester Jobs”. To process one of these jobs, simply select it and the “Choose Database” and “Export Name” will be auto populated. After selecting the “Target” and any other options you may want (Prefix, Zero Padding, etc.) the job can be launched.



SURVEYOR JOB

JOB SETTINGS

- Source Database – (or Select Harvester History job from list) Select the Harvester or SafeCopy database you want to collect and extract from
- Output Folder – Select the target for the data output (defaults to a directory created where the source database resides)
- Export Name – Choose the name of the export – Creates a specifically named subfolder where all information for the job is saved
- Prefix – Indexing scheme for the file output – each file (named by count) will also contain the prefix
- Zero Padding – Number of zeros between the prefix and the count of files flattened
- Files Per Folder – Determines how many flattened files exist in each folder before a new folder is created
- Loadfile Size – Determines how many files exist in each DAT file before a new DAT file is created
- Options –
 - OCR – OCRs TIFF (or TIF) files and image-only PDF files, text is saved in the File_Text along with the native file text output
 - Text in DAT – Puts OCR text into the output DAT
 - Compress Results – Compresses final output while retaining uncompressed output
 - Delete After Compression – Deletes uncompressed output while retaining compressed output
 - Multiple Loadfiles – Splits final output DAT files based on the “Loadfile size” selected
 - Data Description – Allows for a label to better track the data or collection

Process Summary

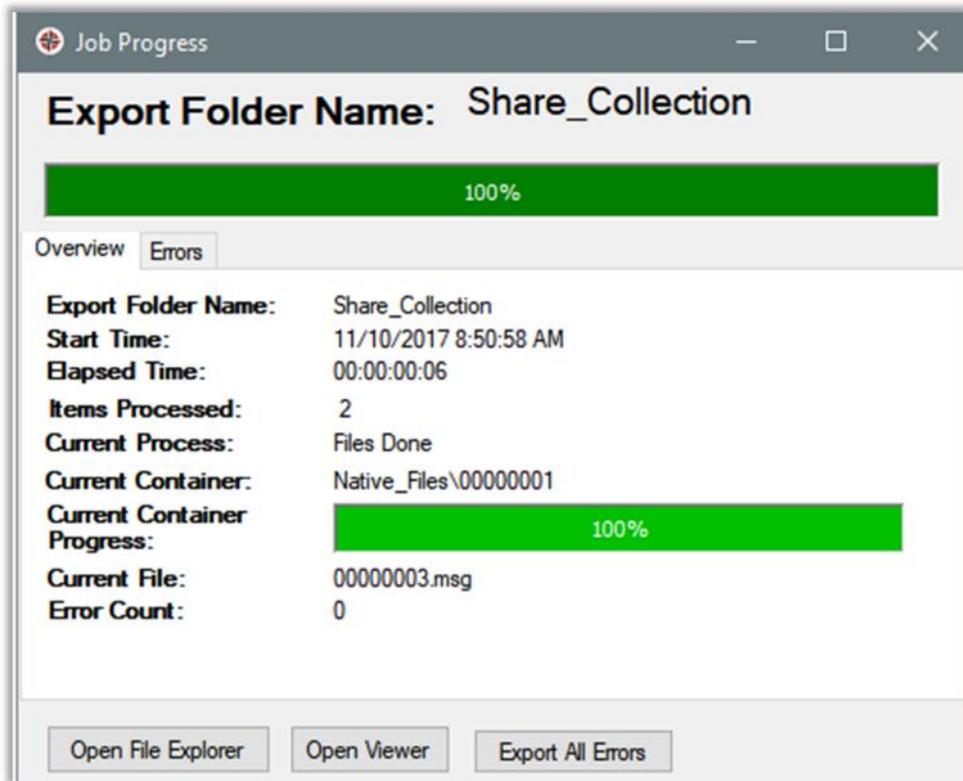
Surveyor Process Settings

Source Database ... C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802\
Output Folder ... C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802\
 Default

Export Name Email_Processing_Jo OCR
Prefix JDOE Text in DAT
Zero Padding 8 Compress Results
Files Per Folder 100 Delete After Compression
Data Description Multiple Loadfiles

JOB EXECUTION

After starting a job, the progress window will appear. The progress window contains information regarding the job processing stage, as well as error counts and elapsed time. Once complete, two new buttons will appear at the bottom of the window – Open File Explorer (this will open the logs folder) and Open Viewer (this will open the Grid Viewer).



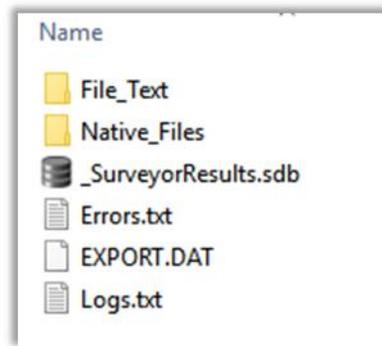
SURVEYOR JOB REVIEW

VIEWING EXPORT LOGS

Surveyor produces several logs alongside the output data. These logs are:

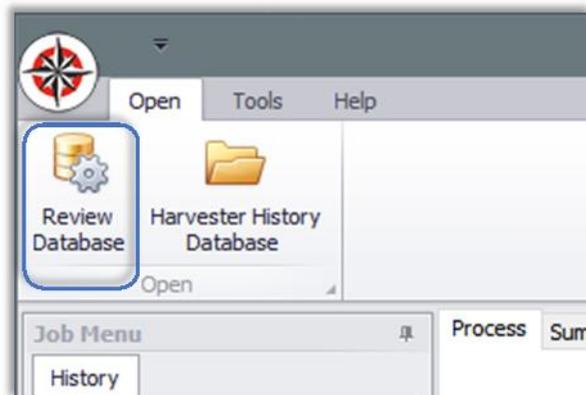
Errors.txt – Information about any errors that occurred during the job process excluding errors due to encryption

Logs.txt – Contains all information about the job process including errors, batch processes, extractions, and folder and file copy and creation.



BROWSING AND OPENING SURVEYOR DATABASE

Users can easily review a database directly from the main interface of Surveyor. Click the “Review Database” button in the upper ribbon, navigate to the *_SurveyorResults.sdb* you wish to view and click “OK”. This will open the Grid Viewer and populate the database.



REVIEW DATABASE GRID

VIEW DATABASE GRID

Here are several ways to open and view a Surveyor database, such as:

- Review Database – See the “Browsing and Opening Surveyor Database” section for more information
- Open Viewer (Process Summary) – See the “Job Execution” section for more information
- Open Viewer (History Summary) – See the “Summary Tab” section for more information

The screenshot displays the Surveyor Beta application window. The title bar reads "Surveyor Beta". The menu bar includes "Open", "Tools", and "Help". Below the menu bar, there are two buttons: "Review Database" (highlighted with a blue box) and "Harvester History Database". The "Review Database" button has a gear icon. Below these buttons is a "Job Menu" section with a "History" tab. The "History" tab shows a list of jobs under two categories: "Surveyor Jobs" and "Harvester Jobs". The "Surveyor Jobs" list includes entries like "08/22/2017 15:56:05-Email_Proc" and "08/22/2017 15:55:33-Email_Proc". The "Harvester Jobs" list includes entries like "08/21/2017 16:01:58-Share_Co" and "08/21/2017 16:00:23-User_File".

The main area of the window is divided into two tabs: "Process" and "Summary". The "Summary" tab is active, displaying a "Surveyor Summary" window. This window contains the following information:

Export Name	Email_Processing_John_Doe_PST_001
Run Time	08/22/2017 15:56:05
Surveyor Job Location	C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802\Email_Processing_John_Doe_PST_001\08-22-2017_15.55.50\
Harvester Job Location	C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802
Errors	0

An "Open Viewer" button is highlighted with a blue box next to the "Surveyor Job Location" field.

EXPORT OPTIONS

- Export to CSV – Exports current visible columns to CSV file delimited with comma and newline characters
- Export to XLSX – Exports current visible columns and holds on to rich text format of data so that it looks the same in Microsoft Excel
- Export to DAT – Exports current visible columns and create a DAT file that is useable in Concordance – enclosed by a special character and line is ended by a new character



SUMMARY TAB

SUMMARY TAB

After running a Surveyor job or opening a Harvester History database, the left side History menu will be populated. When selecting a job from the Harvester Jobs section, while on the Process tab (right window), you will be able to select options to initiate a Surveyor job. When selecting a job from the Surveyor Jobs section, while on the Summary tab (right window) you will be able to view information about a previous Surveyor job. Fields listed below:

- Export Name – The name of the Export folder
- Run Time – Time the job was ran
- Surveyor Job Location – Location of the Surveyor logs
- Open Viewer – Opens the Grid Viewer
- Harvester Job Location – Location of the Harvester/SafeCopy logs
- Errors – Number of error that a run produced

Surveyor Beta

Open Tools Help

Review Database Harvester History Database

Open

Job Menu

History

- Surveyor Jobs
 - 08/22/2017 15:56:05-Email_Proc
 - 08/22/2017 15:55:33-Email_Proc
 - 08/22/2017 15:55:05-User_File
 - 08/22/2017 15:54:47-User_File
 - 08/22/2017 15:54:23-Share_Co
- Harvester Jobs
 - 08/21/2017 16:01:58-Share_Co
 - 08/21/2017 16:00:23-User_File
 - 08/21/2017 15:59:45-User_File
 - 08/21/2017 15:58:59-Email_Proc
 - 08/21/2017 15:58:02-Email_Proc

Process Summary

Surveyor Summary

Export Name	Email_Processing_John_Doe_PST_001
Run Time	08/22/2017 15:56:05
Surveyor Job Location	C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802\Email_Processing_John_Doe_PST_001\08-22-2017_15.55.50\ <input type="button" value="Open Viewer"/>
Harvester Job Location	C:\Users\PT3\Desktop\Logs\Email_Processing_John_Doe_PST_001\21Aug17-155802
Errors	0