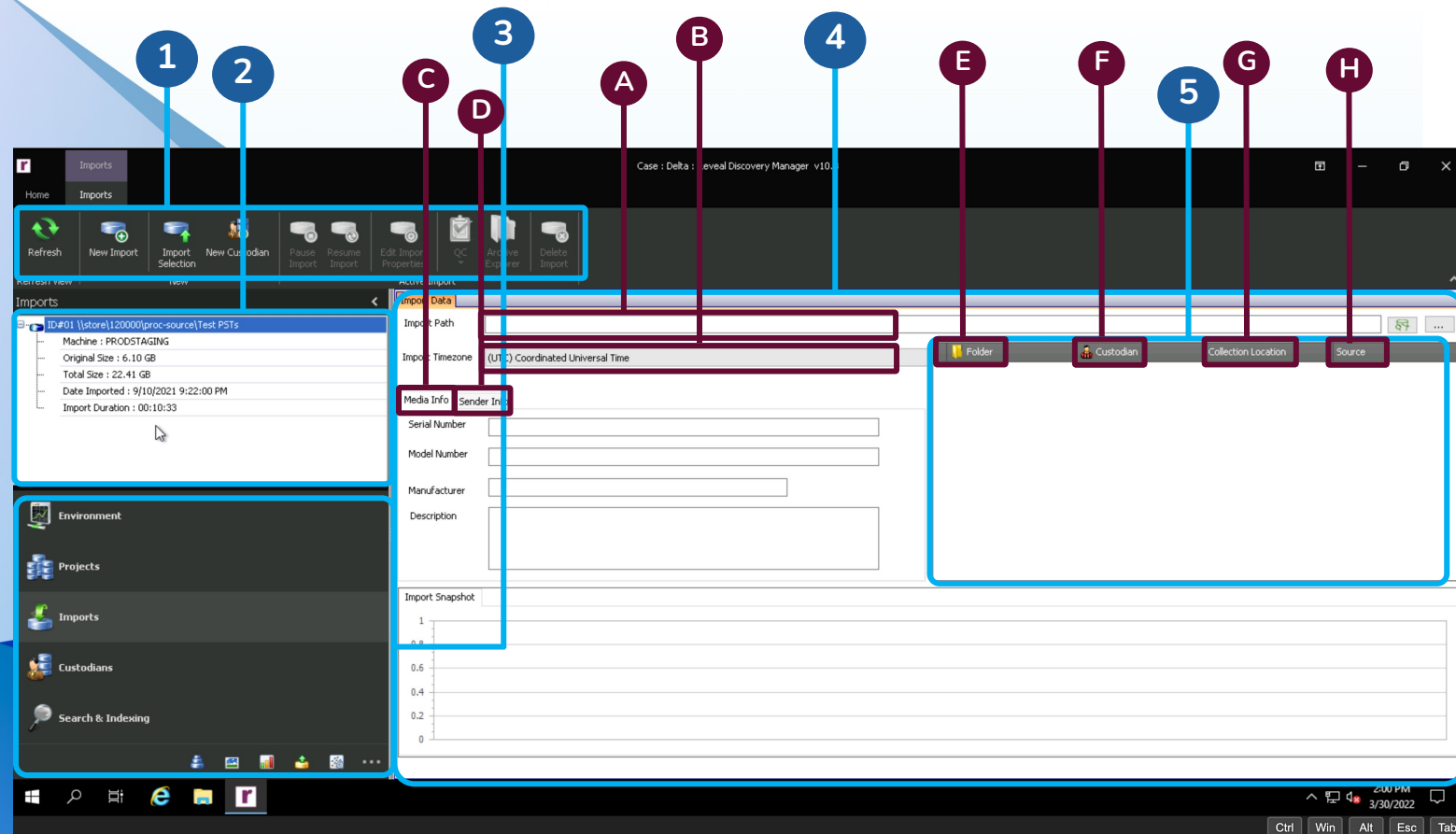


Processing Imports Interface



Processing Imports Interface Layout

1	Import Menu Ribbon	Contains the main menu options for creating and managing Import Jobs.
2	Import Job List	Displays the Import Jobs created for the selected Project.
3	Main Processing Menu	The main Reveal Processing menu where you can create and manage Projects, Custodians, Imports, etc.,
4	Import Job Setup	The interface for creating a new Import Job. Also displays Import Job settings for existing Import Jobs
5	Import Job Setup Grid	Allows you to associate tracking info to an Import Job such as Custodian, Location, and Source of data.

Import Menu Ribbon

	Refresh the current screen to reflect any updates to Import Job(s)		Resume a paused Import Job
	Create new Import Job		Update the tracking info for a specific Import Job
	Starts the Import process (launches the Import Job)		Launch the QC module to review Import (processing) Job errors
	Shortcut to creating a new Custodian on the fly to associate with Import Job		Delete selected Import Job
	Pause an Import Job while it is running		Review Import status and stats for all archived files processed (PSTs, ZIPs, etc.)

Import Job Settings

A	Import Path	The network path where the native files are located. This is the source location for the native files you want to Import.
B	Import Timezone	The timezone to be used to process the new Import Job. Here you can overwrite the timezone settings in Project Settings.
C	Media Info Tab	Enter the optional media tracking info for the new Import Job including hardware details (serial #, model #, manufacturer).
D	Sender Info Tab	Enter the optional data sender tracking info for the new Import Job including sender contact info.
E	Folder	When you enter/paste the Import Path, Reveal will populate this field with lowest level folder included in the path.
F	Custodian	Select the Custodian that should be associated with the Import Job
G	Collection Location	Select the Collection Location for the data associated with the Import Job
H	Source	Select the data source that indicates where the data was stored at the time it was collected for processing