

Breeze eDiscovery Suite 3.5.0

Introductions to Breeze Workflows:

(1) Converting Native Files to TIF with Bates Stamp

-and-

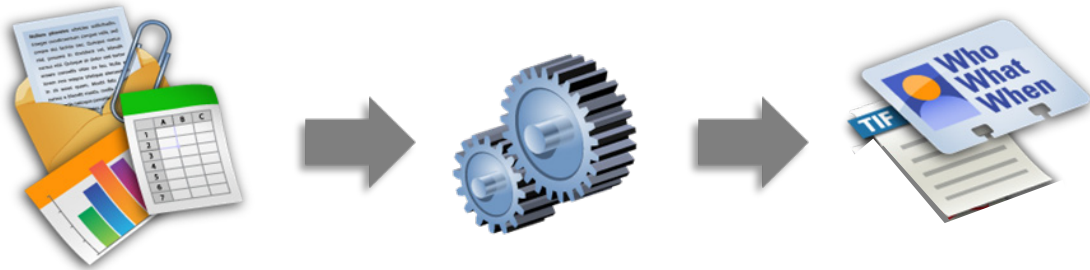
*(2) Deduplication: Eliminating Duplicate Native Files
in Data Sets*



breeze

Convert Native Files to TIF with Bates Stamp

Use these instructions to easily convert native files to TIF, then apply electronic Bates stamp and custom footers



Begin with Native Files

Process With Breeze

*End with Bates Stamped
TIFs with Load Files*

This workflow requires two Breeze options to complete. First, the user will process the Native files to TIF using the “**Convert Native Files to TIF**” option found under the EDD tab. Once the Native files are converted to TIF images in the output, the Breeze user will load the Breeze.mdb into the Image Manager “**Number & eStamp**” option to apply the Bates stamp on the output images.

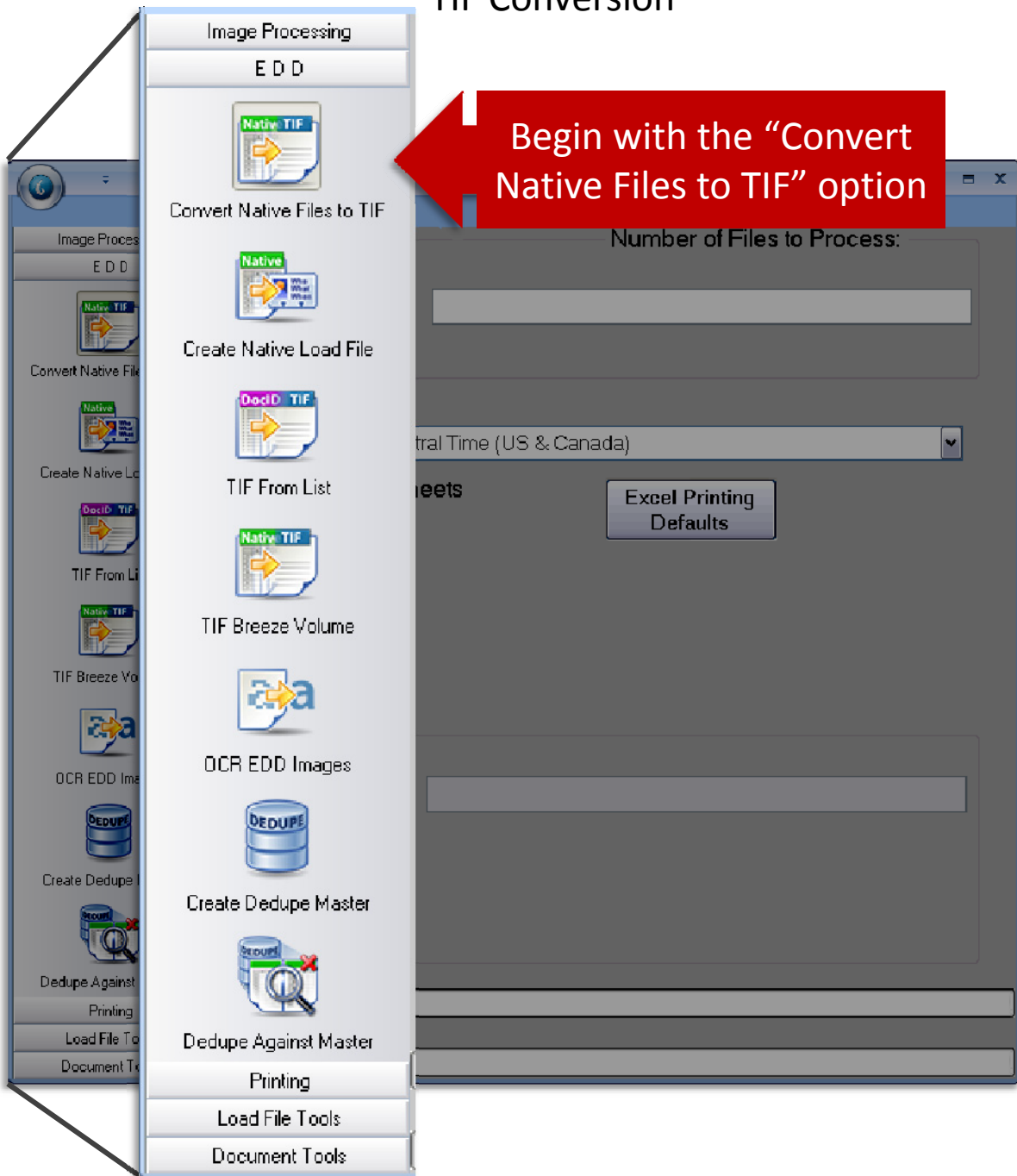
Below is a quick outline of this workflow:

1. Process Data Using the **Convert Native Files to TIF** Option – This process will perform the metadata extraction, TIF conversion and create the metadata eDII and DAT load files
2. Load the Breeze.mdb in the **Number & eStamp** option in the Image Manager – The Number & eStamp option allows the user to number the TIF files and apply the numbering scheme as an electronic Bates stamp in the output. Image load files are created in the output as well as optional metadata and native file inclusion in the output.

All of the steps required to complete each process are outlined in the Breeze eDiscovery Suite Users’ Guide

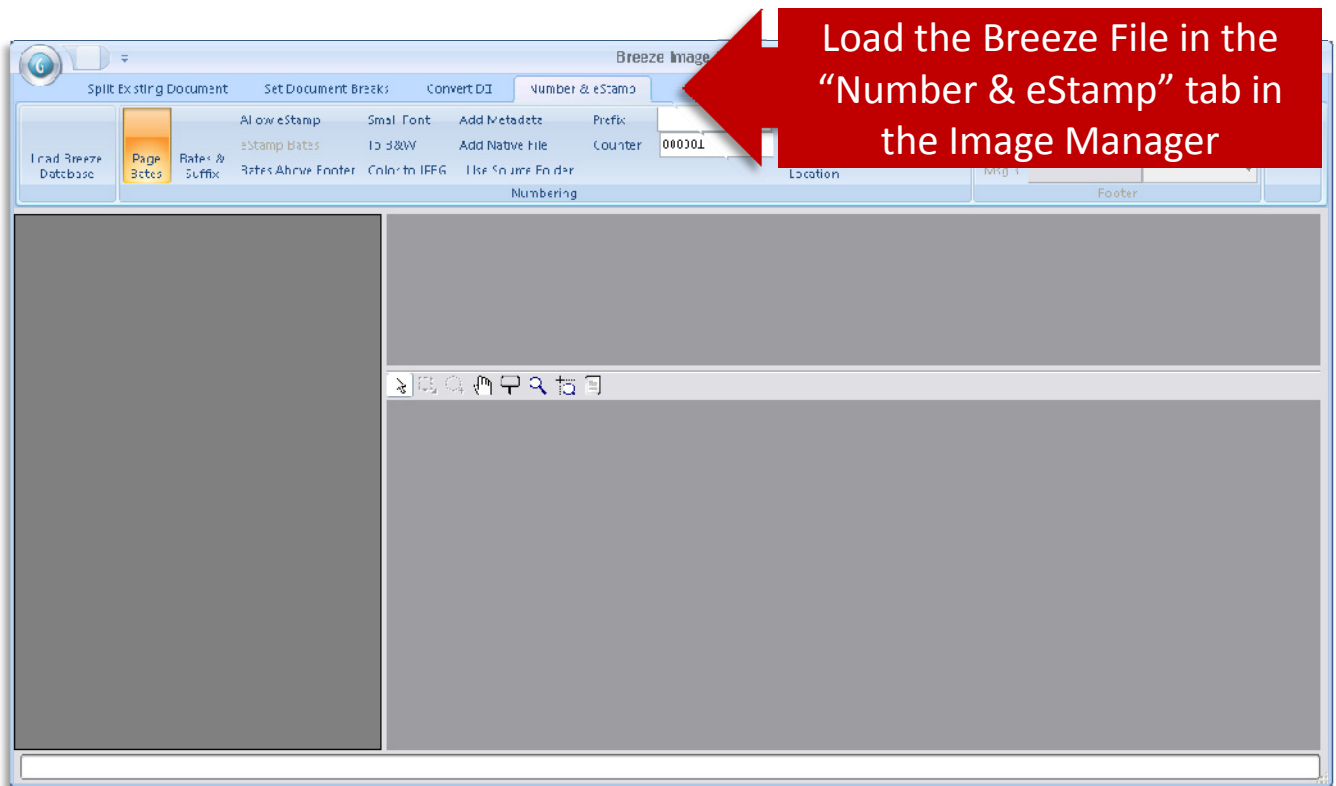
Convert Native Files to TIF with Bates Stamp

Step 1 – Convert Native Files to TIF Performs the TIF Conversion



Convert Native Files to TIF with Bates Stamp

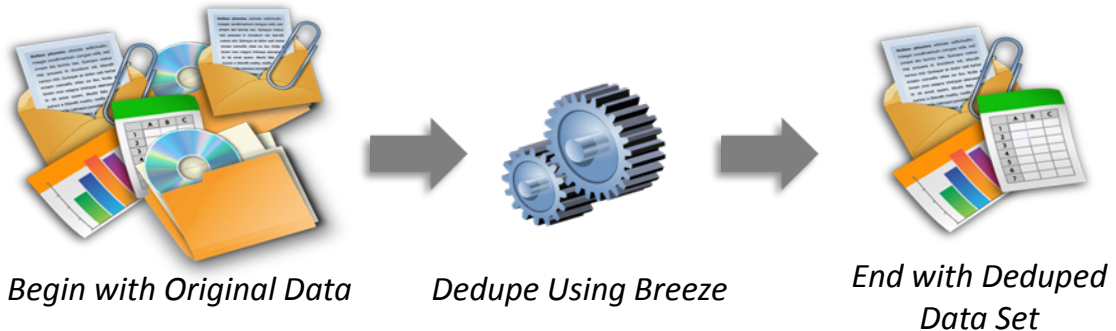
Step 2 – Number & eStamp Applies Electronic Bates Stamp to Images



Deduplication

Eliminate Duplicate Native Files in a Data Set

Breeze deduplicates native files either (1) within one data set or (2) across multiple data sets. See the explanations below to learn the difference between the two dedupe options. The dedupe options can only be performed on the output volume after it has been processed using either the “Convert Native Files to TIF” or “Create Native Load Files” options.



Option 1: Create Dedupe Master



Dedupe a single data set. This option will remove duplicates across the one selected data set. The “Create Dedupe Master” also designates the selected volume as the Master Dedupe Database. Subsequent databases will be deduped against this database to eliminate duplicate files across multiple data sets.

Option 2: Dedupe Against Master



This option allows the user to eliminate duplicates which exist in a subsequent data set. Breeze compares files in the subsequent data set against the files in the Master Dedupe Database (aka the original data set). When duplicates are found, the dupes are omitted from the updated load files.

When might you deduplicate a data set?

Before TIF Conversion – When duplicate files are eliminated, less files will be processed to TIF. This saves time during the conversion process.

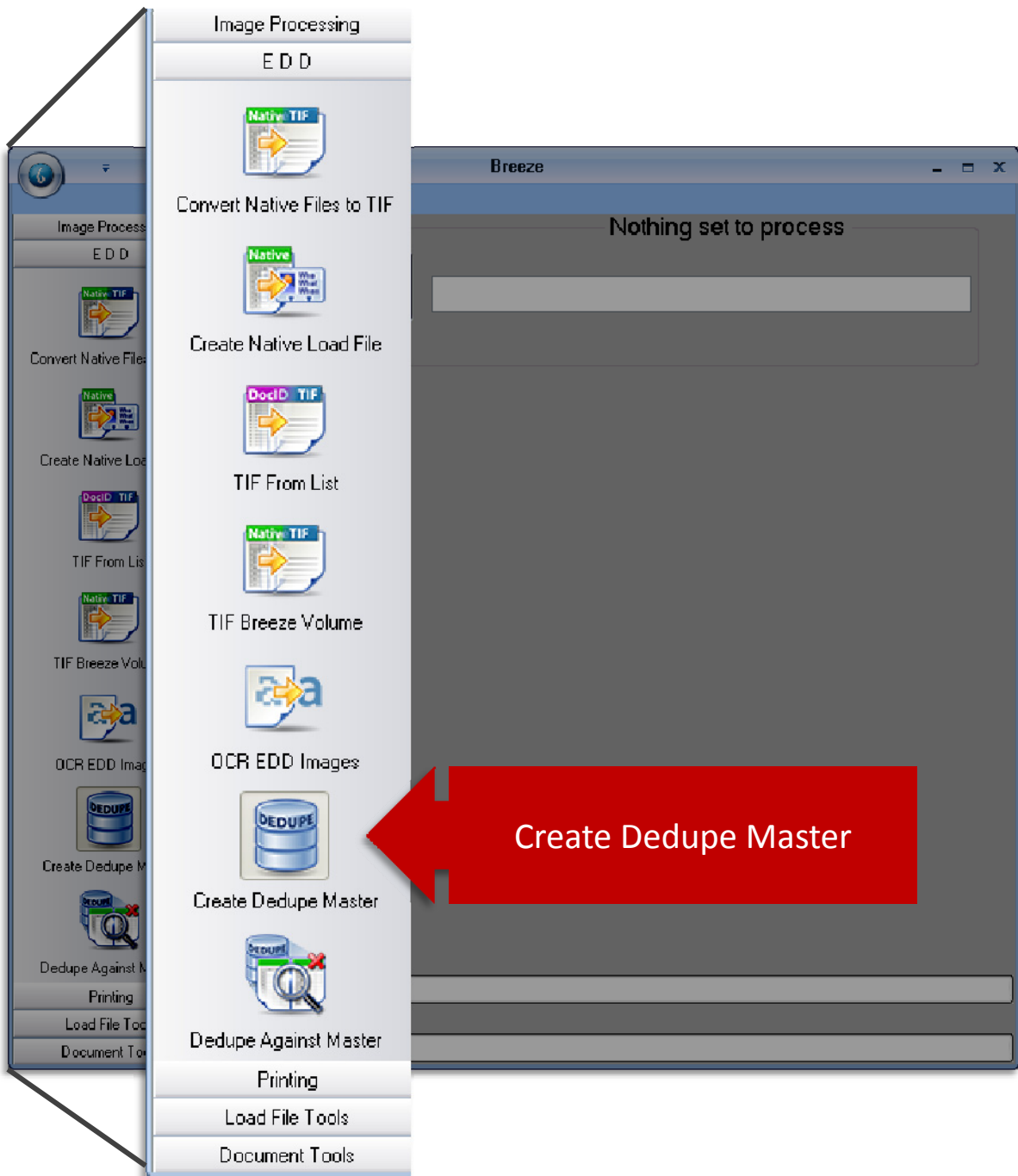
Eliminate Data Dump – A production cluttered with duplicate files can be considered a data dump. Making the decision to eliminate duplicates quells the “Data Dump” claim, e.g. – company icons saved in an email footer.

Prior to Native Review – Eliminating duplicate files results in a smaller data set. The smaller data set will take reviewers less time to cull through the native files, e.g. – the same spreadsheet attached to multiple emails in a PST.

All of the steps required to complete each process are outlined in the Breeze eDiscovery Suite Users’ Guide

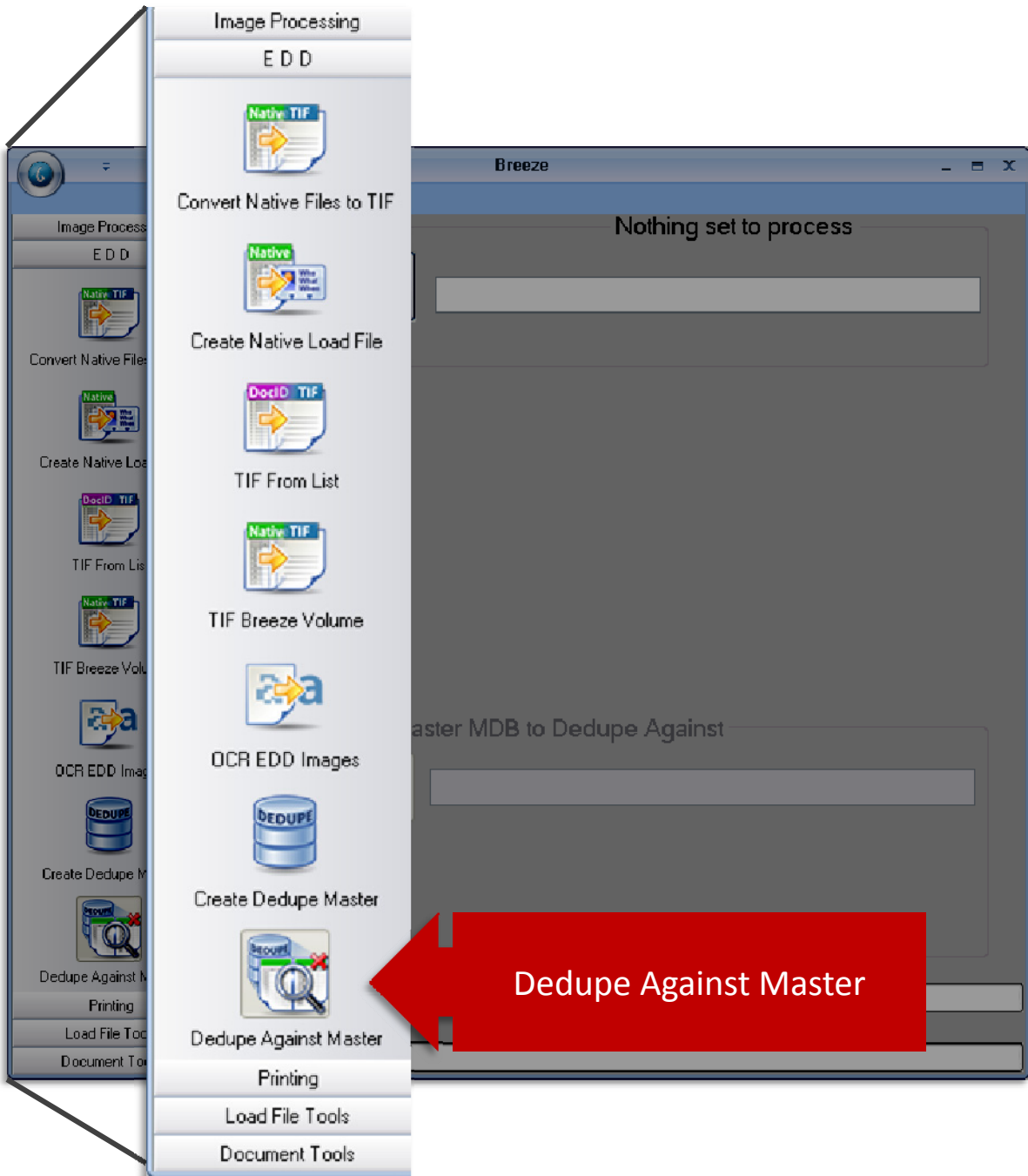
Deduplication

Option 1: Create Dedupe Master



Deduplication

Option 2: Dedupe Against Master



Breeze Technical Support Resources

*Check the many ways Breeze Lit can help you
Do It Yourself!*

- Call Support: 888-470-0621 ext. 11
- Email Support: support@BreezeLit.com
- Download the [Breeze eDiscovery Suite User Guide.pdf](#)
- Visit the [Breeze eDiscovery Suite Online Training Room](#) to learn at your own pace

Check out our DIY Blog
Focusing on Real World
Questions from Breeze Users

