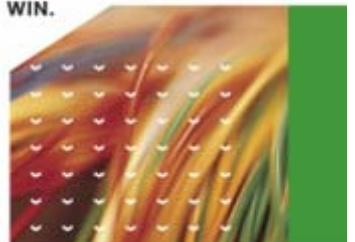


Tech Tips: TrialDirector

Importing Multi-Page TIFF Images From Summation

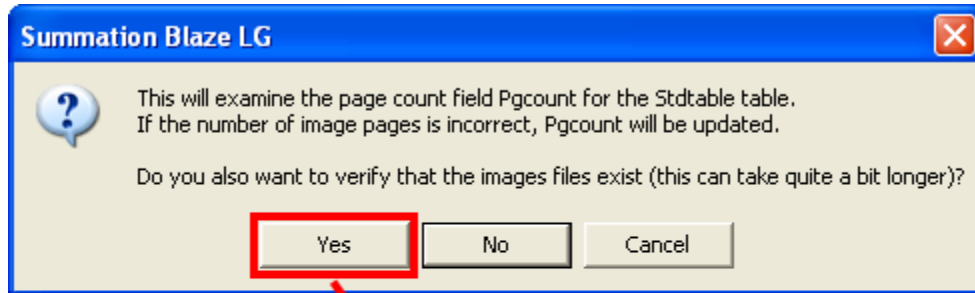
inData.
DISCOVER.
MANAGE.
PRESENT.
WIN.



Tech Tip: Importing Multi-Page TIFF Images From Summation

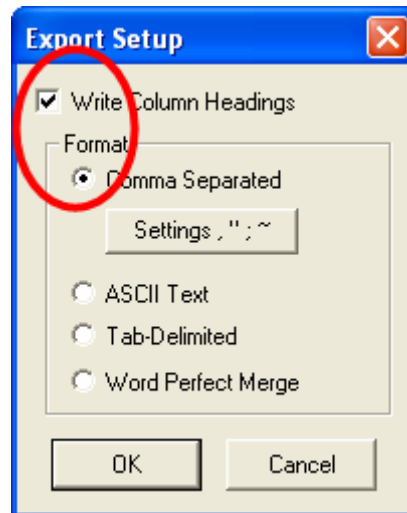
This Tech Tip resolves an issue when importing TIFF images from Summation to TrialDirector 5. This issue is expected to be resolved in the next TrialDirector update.

1. Back up your Summation case files before proceeding.
2. Open Summation in the Standard Form, then click on the *Summary Menu*, select *Tools*, then click *Verify Image Page Count*.

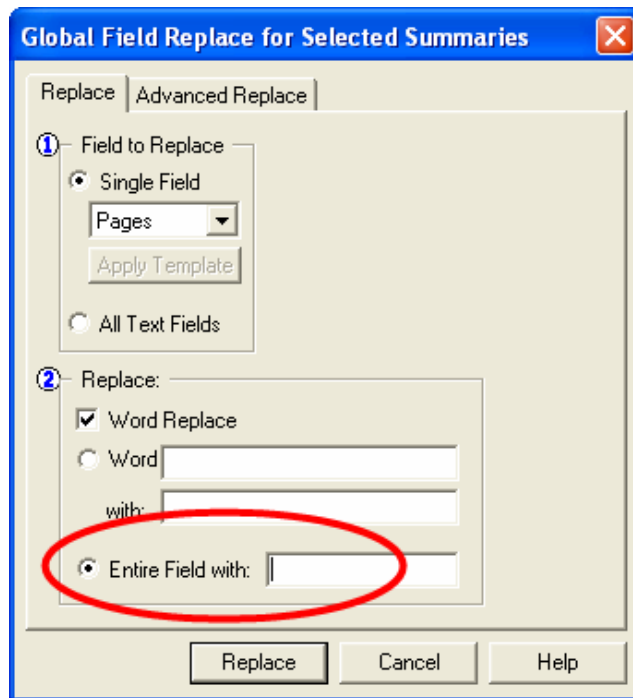


Choose YES here - it will take a bit longer to execute the utility but it will produce more accurate results.

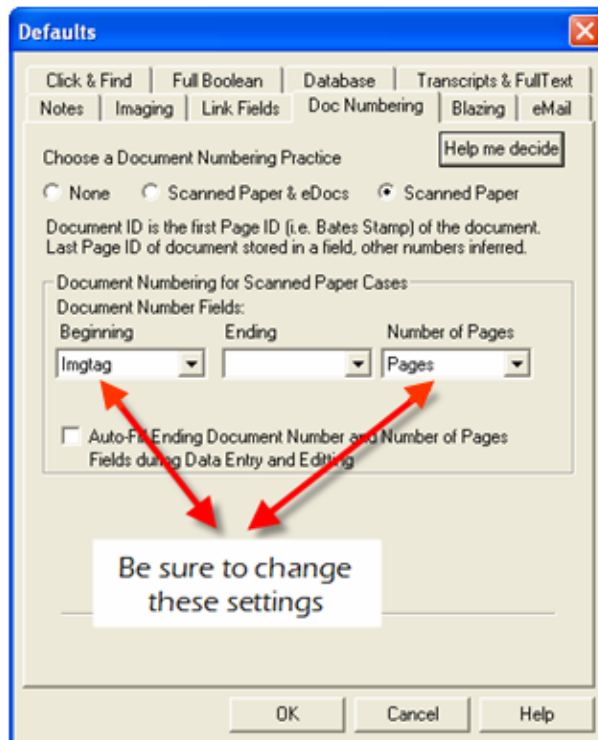
3. Export BegDocID & PgCount from Standard Form. Be sure to set your export for ASCII.



4. Change to Image Info Form. Remove all data from the Pages Field. Go into Edit Mode, then left-click on the Pages Column Header. Select "Replace Info". Replace the entire column with NOTHING

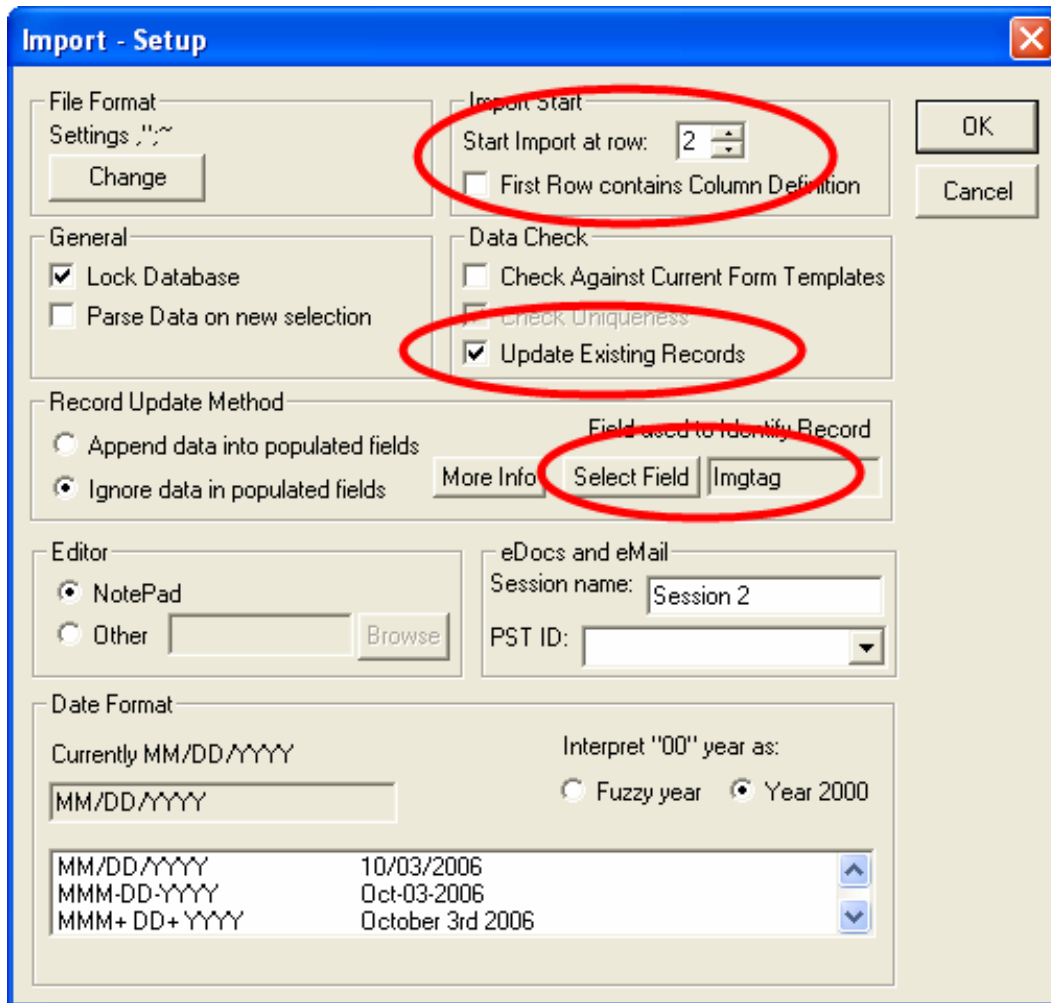


5. Update the Doc Number Default for the Image Info Table. Click Options, then select Defaults, then the Doc Numbering Tab

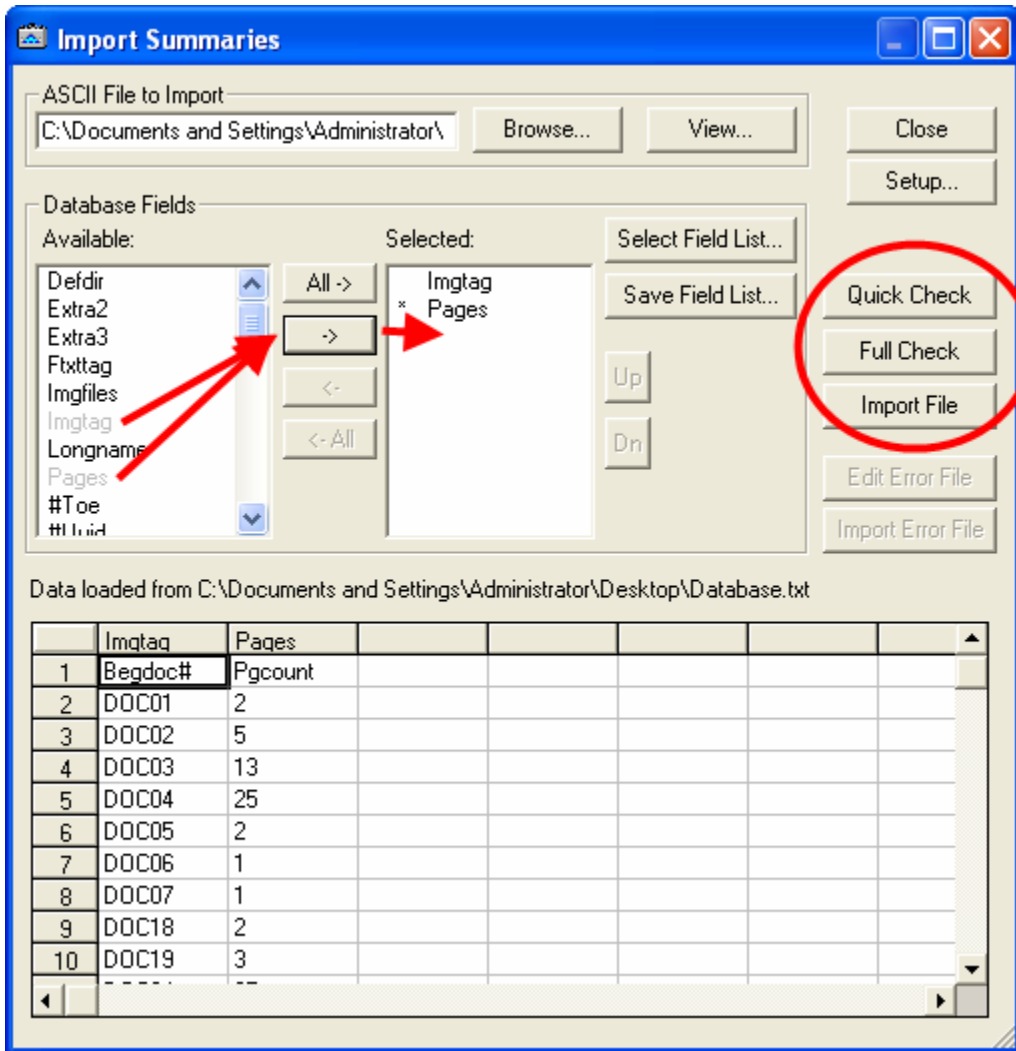


Tech Tip: Importing Multi-Page TIFF Images From Summation

6. Import summaries into the Image Info Form. Click *File*, then *Import Summaries*. Browse to the location of the file you exported above
7. Verify Import File Set-up. Click the *Set-up* button and verify the following settings:
 - Start Import at Row 2.
 - Select the option to “Update Existing Records”
 - Verify that the “Field used to Identify Record” is set to *Imgtag*



8. Set the order the Database Fields appear in the Import File. Choose the field on the left & move it to the right using the right pointing arrow. Be sure to list the field in the order they appear in the import file. If the *BegDoc#* is listed first, that will match with the *Imgtag* in the Image Info Table and the *PgCount* field will match the *Pages* field. With that done, run through the DB checks prior to import:
- Quick Check
 - Full Check
 - Import File



With the Pages Field now updated and accurate, we can correct your image import with TrialDirector.

9. Back up your TrialDirector Case Folder before proceeding
10. Locate the "Director.ini" file. Back-up the file and rename it to *Director.ini.old*. Update the path to point to a new temporary location and save as *Director.ini*. Open Summation and launch TrialDirector - this should create a NEW TrialDirector case which you will integrate with Summation.

Run the "Get Summation Image Info" script from TrialDirector. This will import all of the Summation image information again, only this time it will correctly recognize the multipage TIFF information

11. In TrialDirector, we will create new case load files based on this document load. Click *Tools*, then select Make Case Load Files. Answer YES when prompted to maintain the case volume information.

TrialDirector will tell you the location where it has created the new load files. Make sure to note the location as you will need to retrieve them.

12. Locate the "Director.ini" file and restore the file we renamed above
13. Launch TrialDirector by itself, NOT through Summation. With TrialDirector open, import the new Load File created above in Step 11. Click the Documents menu, then Import New Items from.... Select Batch Import file. Browse to the location of the load file and import it.
 - When prompted to overwrite existing items, answer YES.
 - When prompted to view the duplicates we will want to answer NO
14. Close TrialDirector.
15. Launch Summation. Open TrialDirector from the Summation Case Tools Menu. At this point, everything should appear normal, with the corrected load of all multi-page tiff images.

If you have problems with this procedure, contact inData Technical Support

Technical Support is available with every inData software product, 24 hours a day, 7 days a week on the inData Web site at www.indatacorp.com/Resources/support/. Visit the Tutorials, Tips & FAQ's, and User Guide pages for helpful "How to" hints on all inData products.

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