

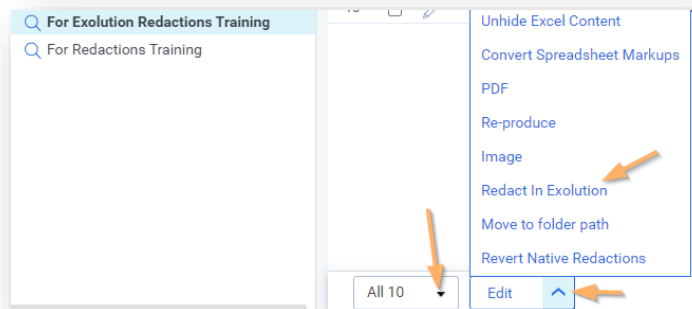
How to Use Exolution

Overview

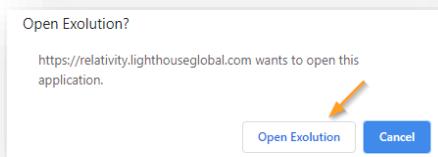
Exolution is a native file redaction tool that empowers you to efficiently redact Excel spreadsheets in their native format. Once the application is deployed in the Relativity workspace, your Lighthouse project team will take the identified spreadsheets and run them through the Exolution process to flatten the files in preparation for redaction. This processing converts all charts and tables to static images to apply and maintain the markups once the redactions are applied in a cell or column. There is also an Exolution viewer that needs to be installed on your local computer.

Exolution does not download the document to your laptop, it streams it to the viewer through Relativity for redactions. Documents can be returned in a saved search or batched to reviewers that are assigned to the redaction of these documents. This document will walk you through a few typical redactions that can be accomplished: Redacting a Column/Row of data, Redacting part of a cell and Search and Redact.

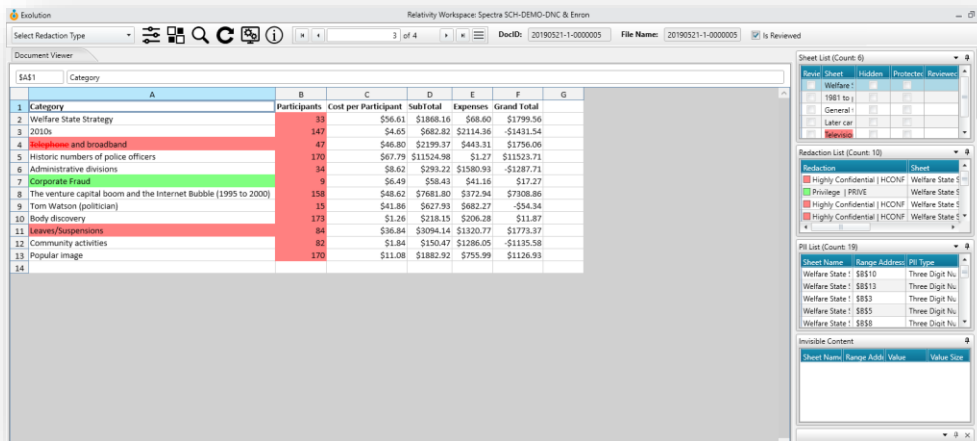
1. With a list of the spreadsheets that need redaction on the screen, use mass actions to select the new option **Redact in Exolution**, as shown below.



2. A new popup window will open as shown below. Click **Open Exolution**. If the document selected has not been ran through the Exolution processing tool it cannot be opened in the viewer.

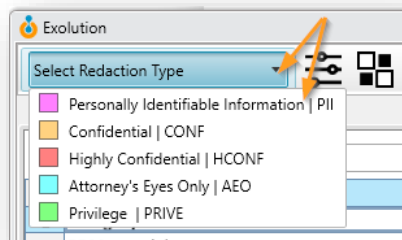


3. The Exolution viewer is displayed as shown below.

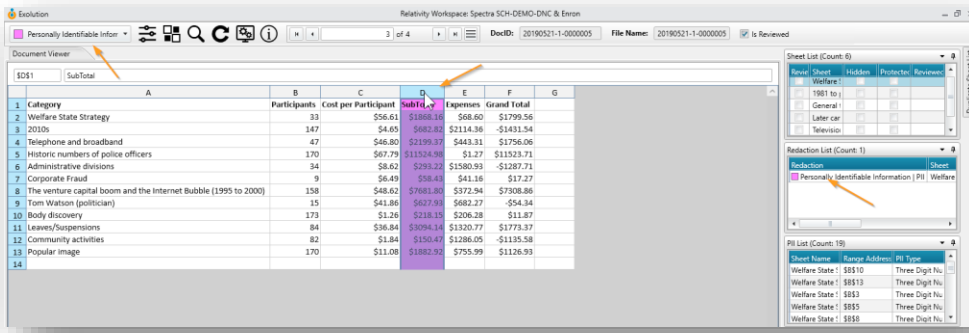


Redacting content: A Column/Row

1. First you need to select the Redaction Type from the top menu. Redactions are displayed in three formats as a **Color**, **Long Name** and **Short Name** as shown below with the selection of **Personally Identifiable Information** or **PII**. The color, long name and short name can be changed by working with your Lighthouse team member.



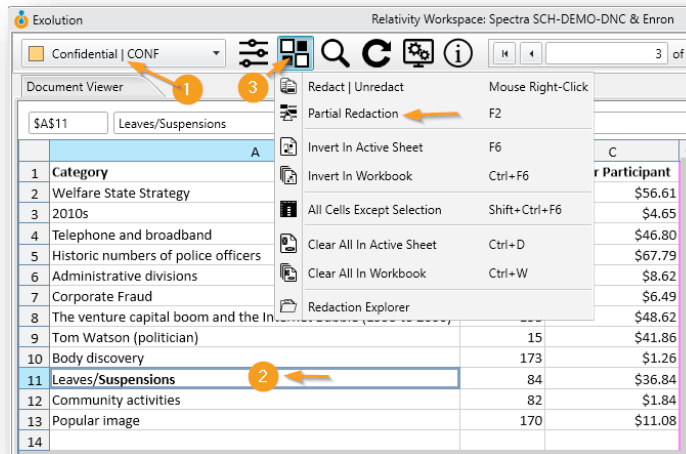
2. To redact a Column or row of data, select the **Redaction Type** and then select the content to be redacted. In this example we have selected the redaction type **Personally Identifiable Information | PII**. Next, we selected **column D** and right mouse clicked on it to redact the entire column. This also updates the Redaction List Count window on the right of the screen as shown below. You can navigate to each redaction you have made by click on the redaction in this window.



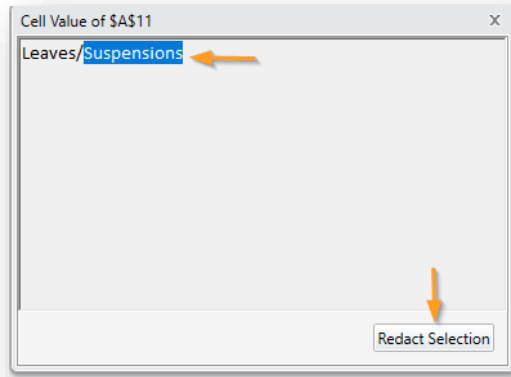
- To redact a cell of data, do the same steps as listed above and then right mouse click on the cell to be redacted. Not shown below.

To Partially Redact content of a cell

- Select the redaction type, in this example we selected **Confidential | CONF**.
- Select the cell that contains the partial data that needs to be redacted.
- Select the pull-down menu shown below and select **Partial Redaction** or hit the F2 key on your keyboard.

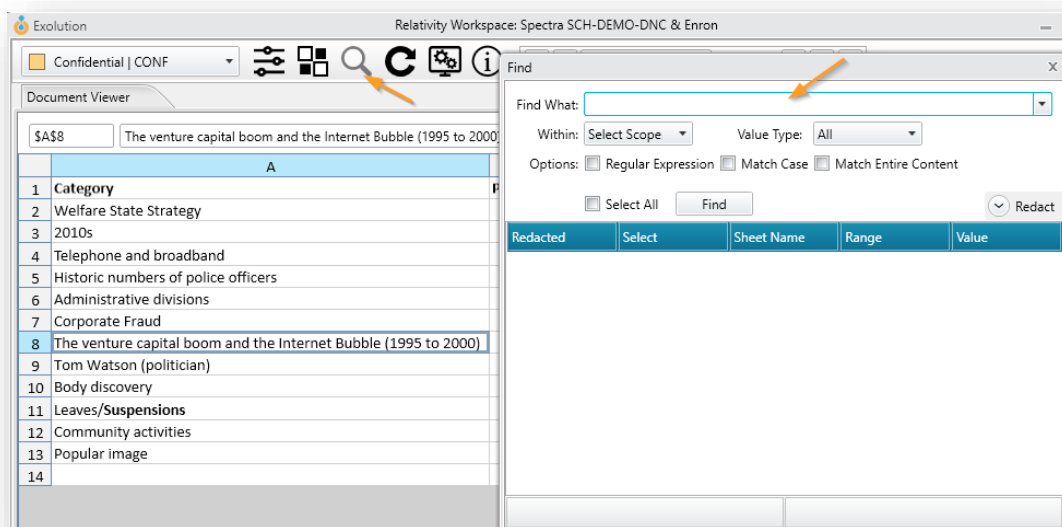


- In the new popup window select the content from the cell, as shown below we selected **Suspensions**. Next click **Redact Selection** as shown below.

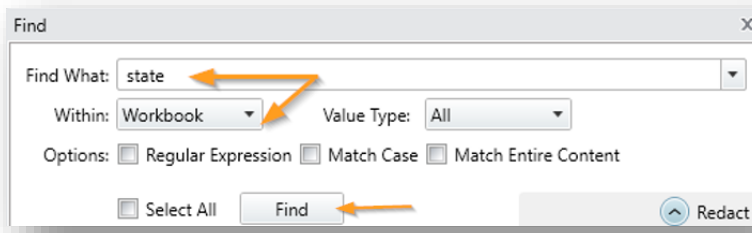


Search and Redact

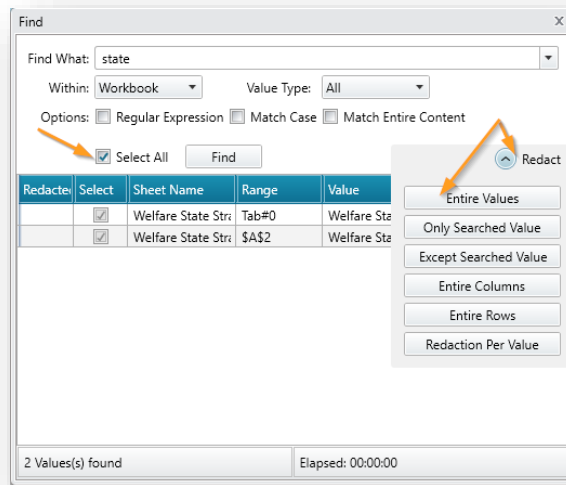
1. To search an entire workbook or sheet for content to redact, click the **magnifying glass** or search icon. This will open a new popup window.



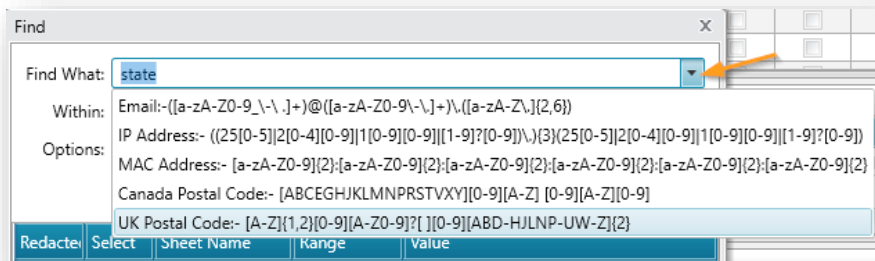
2. In the new popup window, enter the content to find and redact. In the example below we entered the word **state** and selected from the **Within** pulldown menu **Workbook**. Once you selected click **Find**.



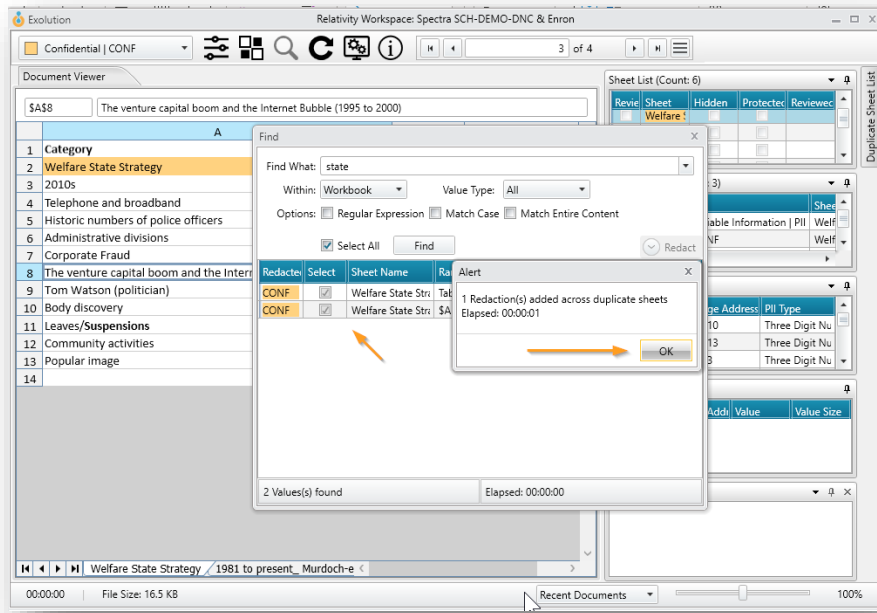
- Once the results are returned, either select **All** or only the results you want to redact and then select the **Redact** pulldown menu and select the type of redaction that should be made. **Entire Values** will redact everything around including the term. **Only Searched Value** will partially redact the content. **Except Searched Value** will redact everything except the searched value. The others are self-explanatory.



- The search option also includes functionality for finding **Personally Identifiable Information**. By using the pulldown menu for **Find What:** you will see predefined options for **Email Address**, **IP Address**, **MAC Address Canada** and **UK Postal codes** are available.

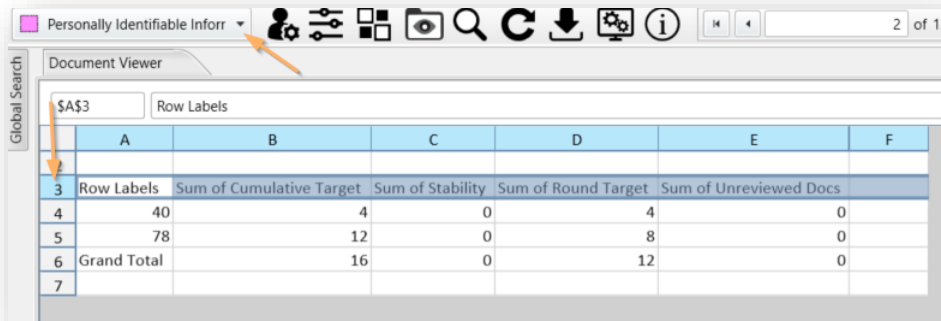


- Once the search and redact is complete the popup window will display the results as shown below.

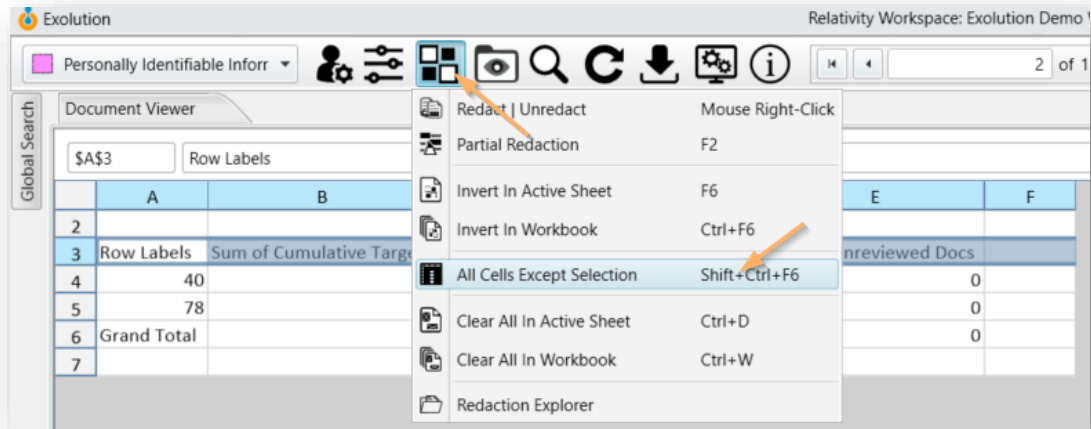


Inverse Redactions

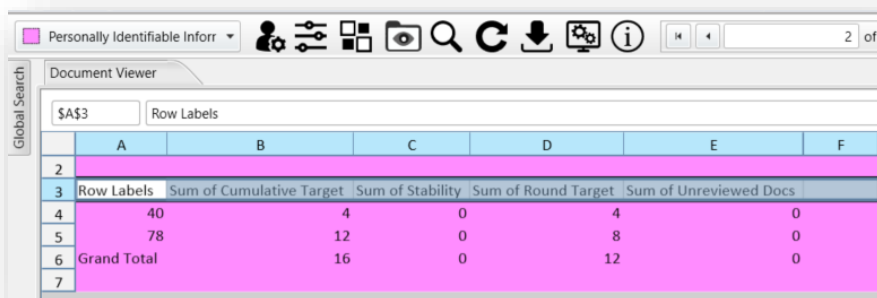
1. An effective method of redacting everything on worksheet except for the header or other information is to use the option, **All Cells Except Selection**. In the example below, we have selected the **Redaction** type from the menu and then selected **row 3**, the row we want to keep.



2. Next select the third icon on the top menu, this icon looks like four squares as shown below. From the menu select the option **All Cells Except Selection** or the keyboard shortcut, **Shit+CTRL+F6**

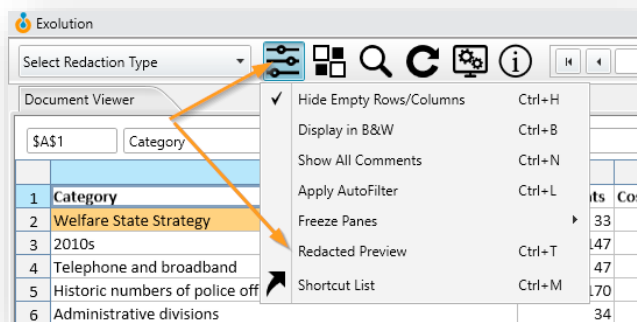


- Once **All Cells Except Selection** is clicked, every cell of that sheet, except for the selected row or column is redacted as shown below. **Note** if other sheets need to be redacted, you will need to select each sheet and follow the same steps mentioned above.

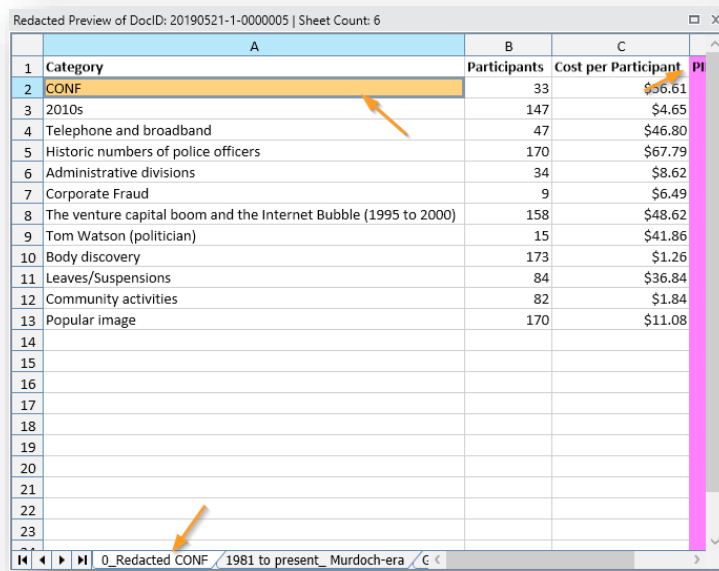


Previewing your Redactions

- At any time, you would like to see how the redactions will be displayed, select the top menu as shown below and **Redacted Preview**.

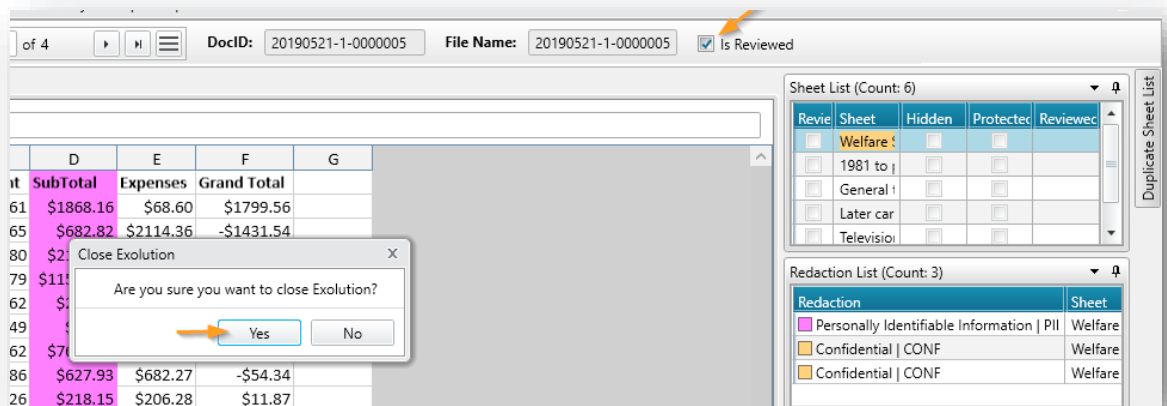


- Once selected all redactions are displayed. As shown below this also includes redacting the name of a worksheet or tab in a spreadsheet.



Saving your Redactions

- Once the redactions are complete, click the Is Reviewed button as shown here and close the document. This will update Relativity so the redacted document can be tracked and available for viewing from a coding from.



For additional assistance contact your Lighthouse team member