

Petrification Process

Summation Express/Pro

- Loading eDocs with an Import (eDII file) or through Evidence (folder or individual files).
- Select Summary Record (i.e. Marked)
 1. Check off the Position Number for Summary Record you want to petrify.
 2. Select Actions > Checked > Imaging > Go.
- Select Multiple Summary Records
 1. Check off the Position Numbers for Summary Records you want to petrify.
 2. Select Actions > Checked>AI I> Imaging > Go.
- Petrified Images will be viewable in the Image tab.

Summation iBlaze

- Loading eDocs with a eDII file or through the eDiscovery Console.
- Mark Summary Record.
 1. Right-click on **Field Number**.
 2. Select **Petrify Document in Black and White** or **Petrify Document in Color**.
- Select Multiple Summary Records.
 1. Go to **Summary > Marking Options > Petrify Marked Documents to Black and White** or **Petrify Marked Documents to Color**.
- Petrified Images will be viewable in the Image Viewer.