

# Logikcull Production Requirements

## Acceptable format for productions using Logikcull's Database Upload

Data must be compressed in a single zip file and should NOT be password protected or made up of multipart zips.

Directory structure typically includes the following folders within a top-level volume folder:

DATA - Contains the required metadata load file (DAT or CSV) and an image load file (OPT or LFP).

Load files should be accessible outside of the compressed zip.

Logikcull accepts the following encoding formats for these load files:

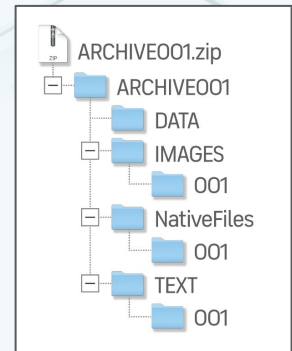
- UTF8
- UTF16
- ISO-8859-1 (Latin 1 - also sometimes referred to as Western European)

IMAGES - Supported formats:

- Single page black and white TIFF and color JPEG
- Multi-page black and white TIFF
- Multi-page PDF (black and white, or color)

NATIVES - Native path must be provided in the DAT file

TEXT - Text path must be provided in the DAT file



### Metadata Load File Structure

The sort order between the metadata load file and the image load file must be aligned.

Must have a header row with unique/clear field names so that they can be mapped properly.

CSV Example:

BEGDOC	ENDDOC	BEGINFAMILY	ENDFAMILY	AUTHOR	SENTDATE	SENTTIME	RECEIVEDDATE	RECEIVEDTIME	EMAILSUBJECT	FILEPATH
LGK0000001	LGK0000001	LGK0000001	LGK0000002		1/4/18	4:51:21 PM	1/4/18	4:51:29 PM	[External] Enga	\00. Chet Tahoe Emails .zip
LGK0000002	LGK0000002	LGK0000001	LGK0000002	User						\00. Chet Tahoe Emails .zip
LGK0000003	LGK0000003	LGK0000003	LGK0000004		4/11/18	11:21:26 AM	4/11/18	11:21:42 AM	[External] FW: z	\00. Chet Tahoe Emails .zip
LGK0000004	LGK0000004	LGK0000003	LGK0000004	A.J. Wesseler						\00. Chet Tahoe Emails .zip

Must be delimited, but you can choose which delimiters to use as long as they are consistent.

Metadata load file makes use of three (3) main delimiters and suggested characters:

- Column (separates load file columns) - ASCII 020 (¶)
- Quote (marks the beginning and end of each load file field) - ASCII 254 (p)
- Newline (marks the end of a line in any extracted or long text field) - ASCII 174 (®)

Metadata load file must include at least the "Begin Doc" field. You can provide any additional fields in the load file.

Fields that cannot be mapped to Logikcull directly can be imported in as new fields, or not imported at all

Date and time fields in the metadata load file are preferably separate fields, and should be in one of the following formats:

#### Date formats:

mm/dd/yyyy  
mm-dd-yyyy  
yyyy-mm-dd  
yyyymmdd

#### Time formats:

hh:mm:ss [AM|PM]  
hh:mm [AM|PM]  
hh:mm:ss  
hh:mm

#### Date-time formats:

mm/dd/yyyy hh:mm:ss [AM|PM]  
mm/dd/yyyy h:mm [AM|PM]  
mm-dd-yyyy hh:mm:ss  
yyyy-mm-dd hh:mm:ss

Months (mm), days (dd), and hours (hh) may all be denoted by a single digit.

If the time is in military format, the AM/PM indicator is not required.

# Logikcull Mappable Fields

## List of fields available for direct mapping in a Production Upload

### CONTROL NUMBERS

Begin Doc (minimum required)  
 End Doc  
 Family ID\*  
 Begin family\*  
 End family\*  
 Begin Attach\*  
 End Attach\*

### EMAIL METADATA

Email From  
 Email To  
 Email CC  
 Email BCC  
 Email Subject  
 Email Date Sent  
 Email Time Sent  
 Email Date Received  
 Email Time Received

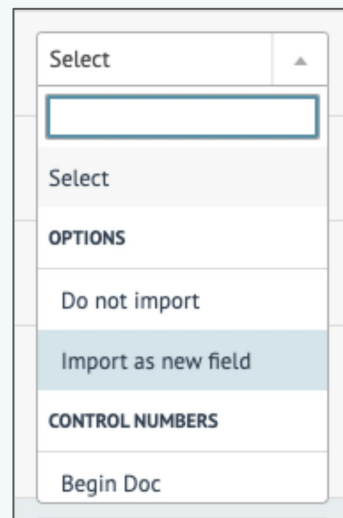
### FILE METADATA

File Name - (preferably with extension)  
 File Path  
 Document Date  
 File Size  
 File Author  
 File Last Saved By  
 File Company  
 File Keywords  
 File Title  
 File Comments  
 File Subject  
 File Revision Number  
 File Date Created  
 File Time Created  
 File Date Last Modified  
 File Time Last Modified  
 Full Text

### SPECIAL FIELDS

Custodian  
 Native File Link  
 Text File Link

Metadata load file must include at least the "Begin Doc" field. You can provide any additional fields in the load file. Fields that cannot be mapped to Logikcull directly can be imported in as new fields, or not imported at all.



(†) "Native File Link" and "Text File Link" in the metadata load file, and the Image File Link in the image load file must be in relative path format.

(\*) "Family ID", "Begin Family" and "End Family", or "Begin Attach" and "End Attach" fields are utilized to establish a family relationship. This can only be accomplished during the initial upload, so include these fields, if applicable. Example of supported metadata information for family members shown below.

Doc/Ctrl ID	Begin Doc	End Doc	Begin Family	End Family	Begin Attach	End Attach	Parent ID	Family/Group ID
FAM0000001	FAM0000001	FAM0000001	FAM0000001	FAM0000017	FAM0000002	FAM0000017		FAM0000001
FAM0000002	FAM0000002	FAM0000008	FAM0000001	FAM0000017			FAM0000001	FAM0000001
FAM0000009	FAM0000009	FAM0000017	FAM0000001	FAM0000017			FAM0000001	FAM0000001
FAM0000018	FAM0000018	FAM0000018	FAM0000018	FAM0000021	FAM0000019	FAM0000021		FAM0000018
FAM0000019	FAM0000019	FAM0000020	FAM0000018	FAM0000021			FAM0000018	FAM0000018
FAM0000021	FAM0000021	FAM0000021	FAM0000018	FAM0000021			FAM0000018	FAM0000018
FAM0000022	FAM0000022	FAM0000022	FAM0000022	FAM0000025	FAM0000023	FAM0000025		FAM0000022
FAM0000023	FAM0000023	FAM0000024	FAM0000022	FAM0000025			FAM0000022	FAM0000022
FAM0000025	FAM0000025	FAM0000025	FAM0000022	FAM0000025			FAM0000022	FAM0000022

To learn more go to [support.logikcull.com](https://support.logikcull.com) or [learning.logikcull.com](https://learning.logikcull.com)

To schedule a training, contact your Logikcull Account Manager or Customer Success Manager