



# Anatomy of a DII

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A DII (Disk Image Information) file is Summation's preferred method for loading images and data into a database. When the items being loaded are electronic documents or emails the preferred format is an eDII. The two versions both have the .DII suffix, but look very different.

Today we are going to walk through both a simple DII file and a more complicated eDII. However, first it makes sense to start with the method by which a summary is created in Summation.

## Summation's structure

### **E-Table**

Summation is built on a database, with multiple tables. The table we are most used to seeing is the E-table, which will contain all of our information for electronic documents and summaries that correspond to scanned images. You can view data in the E-Table when you select any form based on the E-table, most commonly the E-form, E-Stdfrm or E-Review.

### **ImgInfo**

The ImgInfo table contains all of the information about where image files are located.

### **DocID**

By default, the DocID is the link between all of the different tables that form a Summation database.

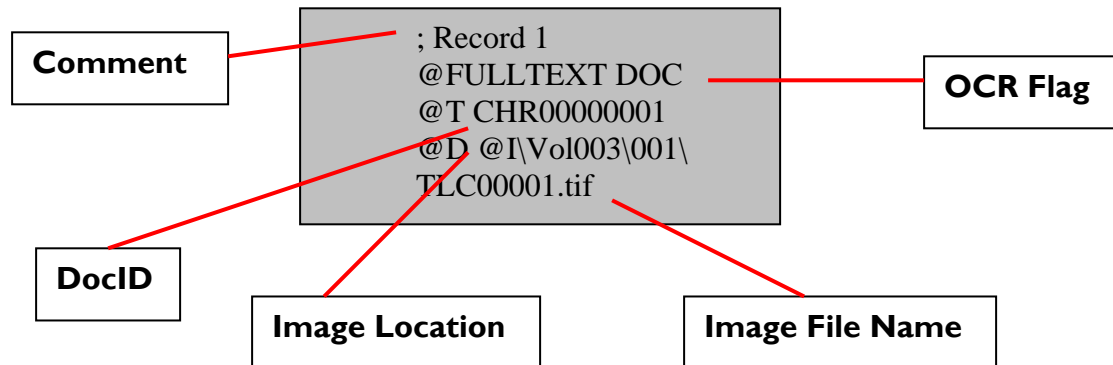
## Creating a Summary

While it is generally not advisable, and certainly not practical for everyday use. It is useful for training purposes to manually do the work of a DII by inputting the data directly into the ImgInfo and E-Tables.



## A Basic DII

We have just performed the work of a basic DII file, though clearly a DII file makes it significantly easier. A DII file uses the following Tokens to perform the work we just did:



- Summation ignores any text following a semicolon.
- Image Location becomes “DefDir” in the Imginfo Table and Image File Name becomes “Imgfiles”.

## Electronic Documents

We are going to manually create a summary of an electronic Document.

**MEDIA** – The MEDIA field tells Summation how to display documents. By default Summation assumes that there is no associated eDoc

**eMail** – If the value in the MEDIA field is “eMail”, summation creates an email to display BASED ON THE DATA IN THE E-TABLE. While, by default, all of the fields that Summation uses to construct the eDoc are locked from editing, the lock can be removed and the data can be changed.

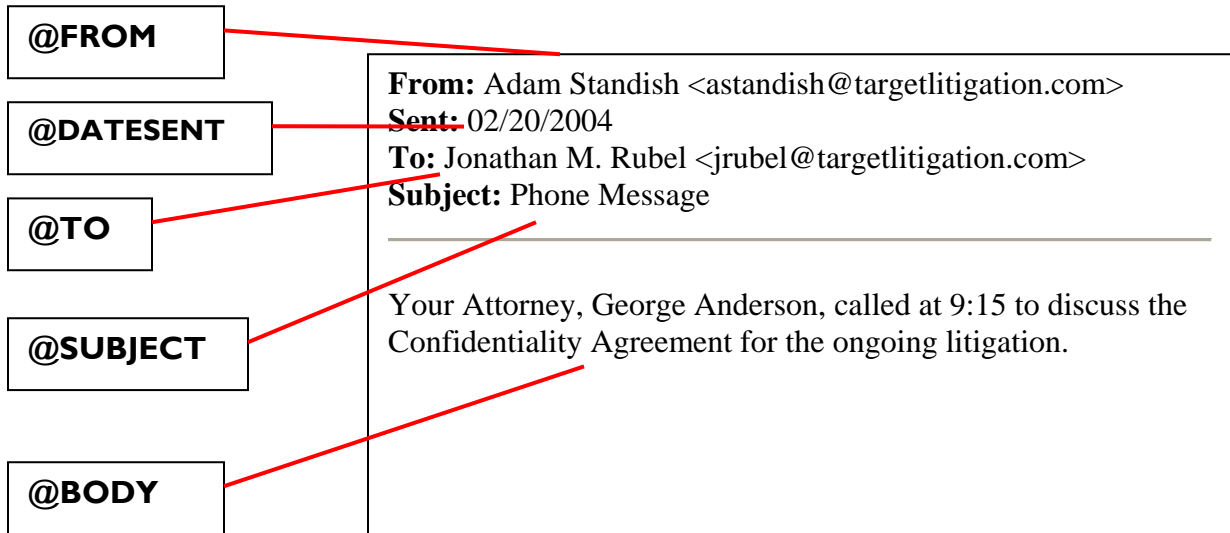
**Attachment or eDoc** – If the value in the MEDIA field is “Attachment” or “eDoc”, summation looks to the Doclink field for a link to the native file to display in the eDoc window



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## Sample eMail



## EDII Tokens

Unlike a regular DII, which uses “@C” followed by the name of a field, EDII files use tokens designed to insert data into predetermined data fields. Generally these data fields are set as read-only to prevent users accidentally overwriting data. In addition to the sample tokens in the diagram above, Summation recognizes a large number of data fields, mostly containing metadata. A comprehensive list of these fields is attached below.

# A Complete List of DII Tokens

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@APPLICATION	APPLICAT	APPLICATION	The application used to view the electronic document. For example:  @APPLICATION Word
@ATTACH	ATTCHIDS  (Field selected for <b>Attachment Doc IDs</b> in <b>Link Fields Defaults</b> .)	ATTACHMENTIDS  (Field selected for <b>Attachment Doc IDs</b> in <b>Link Fields Defaults</b> .)	Document IDs of attached documents. Multiple document ID values can be specified by separating them with semicolons. For example:  @ATTACH EML0001; EML0002
@ATTACHRANGE	ATTRANGE	ATTACHRANGE	The document number range of all attachments if more than one attachment exists. Each attachment, along with the e-mail message, is loaded into CT Summation as its own record. The attachment range is populated with the document number of the first attachment and the last number of the last attachment. For example:  @ATTACHRANGE WGH000008 – WGH0000010
@ATTMSG	MEDIA & FOLDERID	MEDIA & FOLDERID	The file name of the e-mail attachment (that is an e-mail message itself) including the relative or absolute path to the document. The relative path is evaluated using the path to the DII file as the root path. The file is copied to the <b>msg</b> folder (located in CaseData\[CaseName]\eDocs\msg).  The <b>Media</b> field is populated with the value <b>eMail</b> and the <b>Folderid</b> field is populated with the session name assigned during the import of the DII file.
@AUXID	AUXID	AUXILIARYID	Useful for tracking legacy document numbers. For example:  @AUXID AST00001
@BATESBEG	BATESRNG	BATESRANGE	Beginning Bates number, used with <b>@BATESEND</b> . For example:  @BATESBEG SGD00001

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@BATESEND	BATESRNG	BATESRANGE	Ending Bates number, used with @BATESBEG. For example:  @BATESEND SGD00055
@BCC	BCC	BCC	Anyone sent a blind copy of an e-mail message. For example:  @BCC Nick Thomas
@C	Fields are specified by user.	Fields are specified by user.	Optional token used to import data into specified fields in the document database. This helps decrease the amount of data entry required. @C is useful when the same value is repeated for a group of documents, such as documents that all have the same box number or author.  The syntax for the @C token is: @C <FIELDNAME> <DATA>  For example, to fill in the <b>Issues</b> field of the database with the value <b>Mental Health</b> , the line should read:  @C ISSUES Mental Health  For consecutive DII records where these values are the same, do not repeat the @C line. Instead, insert the next @C line in the next DII record where the data changes. To change the data value that is repeated, insert the @C line with the new value in the immediate record. To stop entering data in a field, insert an @C line with the field name following by nothing. For example:  @C ISSUES  The above example tells CT Summation to stop entering data in the <b>Issues</b> field.  <b>NOTE:</b> If a DII file record that already exists in the case contains an @C token that references a field with existing data, the data in the DII file will overwrite the data in the case.
@CC	CC	CC	Anyone copied on an e-mail message. For example:  @CC John Ace

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@D	DEFDIR (IMGINFO table)	DEFDIR (IMGINFO table)	<p>Required token for each DII record that has an image associated with it. <b>@D</b> designates the directory location of the image file or files. The data specified after <b>@D</b> goes into the Default Directory (<b>Defdir</b>) field of the <b>Imginfo</b> table.</p> <p>There are three different ways to denote the <b>Defdir</b> field:</p> <ol style="list-style-type: none"> <li>1) <b>@I</b> refers to the <b>Image Location</b> specified in the <b>Case Directory Customization</b> dialog. To open this dialog, select <b>Customize</b> from the <b>Case</b> menu.  For example: @D @\Box_34</li> <li>2) Hard coded drive letter and path or UNC path in the <b>Defdir</b> field (for example, F:\PFranc\Images or \\Server\PFranc\Images).  For example: @D \\Server\PFranc\Images</li> <li>3) <b>@V</b> refers to the specified volume label of the CD-ROM or DVD.  For example: @D @V CD-101:\Box_34</li> </ol>
@DATECREATED	DATECRTD	DATECREATED	<p>Date that the file was created, if applicable. For example:</p> <p>@DATECREATED 01/04/2003</p>
@DATERCVD	DATERCVD	DATERECEIVED	<p>Date that the file was received. For example:</p> <p>@DATERCVD 01/04/2003</p>
@DATESENT	DATESENT	DATESENT	<p>Date that the file was sent. For example:</p> <p>@DATESENT 01/04/2003</p>
@DATESAVED	DATESVD	DATESAVED	<p>Date that the file was saved, if applicable. For example:</p> <p>@DATESAVED 01/04/2003</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@DOCID	DOCID	DOCID	<p>Document ID of a full-text document, e-mail message, or electronic document. If the DII file includes full-text files, and the @DOCID token is used, then the @DOCID value (instead of the @T value) is used to import and associate ocrBase documents with the appropriate database summary.</p> <p>For example:</p> <p>@DOCID EML00017</p>
@EATTACH	DOCLINK  (Field selected for <b>Linked Document Field</b> in <b>Link Fields Defaults</b> .)	DOCLINK  (Field selected for <b>Linked Document Field</b> in <b>Link Fields Defaults</b> .)	<p>The file name of the e-mail attachment including the relative or absolute path to the document. The relative path is evaluated using the path to the DII file as the root path. The file is copied to the <b>eMail</b> directory and the path and file name are placed in the <b>Doclink</b> field. The <b>Media</b> field is populated with the value <b>Attachment</b>.</p> <p>For example:</p> <p>@EATTACH \\Server\Files\Flood Damages.xls</p>
@EDOC	DOCLINK	DOCLINK	<p>The file name of the electronic document including the relative or absolute path to the document. The relative path is evaluated using the path to the DII file as the root path. The file is copied into the <b>eFiles</b> directory and the path and file name are placed in the <b>Doclink</b> field. The <b>Media</b> field is populated with the value <b>eDoc</b>.</p> <p>For example:</p> <p>@EDOC D:\eDoc\WordDoc.doc</p>
@EDOCIDSEP	DOCID	DOCID	<p>Intended for service bureaus that use their own tracking numbers. The @EDOCIDSEP token allows CT Summation to remove the tracking ID from the file name and replace it with a CT Summation naming convention.</p> <p>For example:</p> <p>@EDOCIDSEP _            @T AA001            @EDOC D:\eDoc\TRACK001_Letter.doc</p> <p>@EDOCIDSEP uses a one character string value to indicate the demarcation in the file name. In the above example, CT Summation removes everything up to and including the first underscore and then inserts the document ID and a carat.</p> <p>The name of the file becomes the following:</p> <p>AA001^ Letter.doc</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@EMAIL-BODY	BODY	EMAILBODY	<p>Body of an e-mail message. Must be a string of text contained between <b>@EMAIL-BODY</b> and <b>@EMAIL-END</b>. The <b>@EMAIL-END</b> token must be on its own line. For example:</p> <pre>@EMAIL-BODY &lt;E-mail message text&gt; @EMAIL-END</pre>
@FOLDERNAME	FOLDER	FOLDER	<p>The name of the mailbox folder that the e-mail message comes from. For example:</p> <pre>@FOLDERNAME Jane-Doe-Mailbox\JDoe\Inbox</pre>
@FROM	FROM	FROM	<p><b>From</b> field in an e-mail message. For example:</p> <pre>@FROM Kelly Morris</pre>
@FULLTEXT	N/A	N/A	<p>Indicates that there are OCR documents attached to the record. The file names must match the names of the images (not including the extension).</p> <p>Variations:</p> <p><b>@FULLTEXT DOC</b> - One full-text file exists for each database record.</p> <p><b>@FULLTEXT PAGE</b> - One full-text file exists for each page of the document summary.</p> <p>Place <b>@FULLTEXT DOC</b> or <b>@FULLTEXT PAGE</b> at the top of the DII file above the individual records if you would like this token to apply to every record in the file.</p> <p>Place <b>@FULLTEXT DOC</b> or <b>@FULLTEXT PAGE</b> above the <b>@T</b> line of individual records, if you would like this token to apply on the record level. Similar to the <b>@C</b> token, this statement remains in effect until it is turned off. For example, when using the <b>@FULLTEXT PAGE</b> token, turn it off by placing <b>@FULLTEXT</b> in the next record that does not contain a full-text file.</p> <p><b>NOTE:</b> OCR documents must be located in the same location as the images unless the <b>@FULLTEXTDIR</b> token is present. Also, <b>@FULLTEXT DOC</b> and <b>@FULLTEXT PAGE</b> cannot be used with the <b>@OCR</b> and <b>@OCR-END</b> tokens.</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@FULLTEXTDIR	N/A	N/A	<p>The <b>@FULLTEXTDIR</b> token is a partner to the <b>@FULLTEXT</b> token. <b>@FULLTEXTDIR</b> allows the service bureau to specify a directory from which the full-text will be copied during the import. Therefore, the full-text files do not have to be located in the same directory as the images at the time of import.</p> <p>The <b>@FULLTEXTDIR</b> token gives you the flexibility to import the DII file and full-text files without requiring you to copy the full-text files to the network first.</p> <p>For example:</p> <p>@FULLTEXTDIR Vol001\Box001\ocrFiles</p> <p>The above example shows a relative path. CT Summation searches for the full-text files in the same location as the DII file that is imported and follows any subdirectories listed after the <b>@FULLTEXTDIR</b> token. The relative path works whether the DII file is on a network drive or on a CD.</p> <p>The <b>@FULLTEXTDIR</b> token applies to all subsequent records in the DII file until it is changed or turned off (by including the token with a blank value).</p>
@HEADER	HEADER	HEADER	<p>E-mail header content. The <b>@HEADER-END</b> token must be on its own line.</p> <p>For example:</p> <p>@HEADER</p> <p>&lt;Header Text&gt;</p> <p>@HEADER-END</p>
@I	DEFDIR (IMGINFO table)	DEFDIR (IMGINFO table)	<p>This token is used with the <b>@D</b> token. <b>@I</b> refers to the <b>Image Location</b> specified in the <b>Case Directory Customization</b> dialog. To open this dialog, select <b>Customize</b> from the <b>Case</b> menu.</p> <p>This location must be a drive letter and path or a UNC path that points to the directory where the images are stored. You can select any valid location or use CT Summation's default location, the <b>IMAGES</b> subdirectory under the <b>Case Directory</b>. In either case, the image files must be copied to this location.</p>
@INTMSGID	INTMSGID	INTERNETMSGID	<p>Internet message ID. For example:</p> <p>@INTMSGID &lt;00180c34fe5\$bf2d5\$050@SKEETER&gt;</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@L	LONGNAME  (IMGINFO table)	N/A	<p>This token is optional and denotes the long name or description of the image file or files. The data after <b>@L</b> goes into the <b>Longname</b> field of the <b>ImgInfo</b> table.</p> <p>For example:</p> <p>@L Patient History Form</p> <p><b>NOTE:</b> This token only applies to the CT Summation Blaze LG product line.</p>
@MEDIA	MEDIA	MEDIA	<p>Populates the <b>Media</b> field with a designated value (<b>eDoc</b>, <b>eMail</b> or <b>Attachment</b>). The <b>Media</b> field is a special field that CT Summation uses to identify whether a document is an electronic document, e-mail, or e-mail attachment. As a result, this token should be used with caution.</p> <p>For example:</p> <p>@MEDIA eDoc</p>
@MSGID	MSGID	MESSAGEID	<p>E-mail message ID generated by Microsoft Outlook or Lotus Notes.</p> <p>For example:</p> <p>@MSGID 000E8324B3AA800F4E954B8A14012000</p>
@MULTILINE	Any NOTE field specified.	Any LONGTEXT field specified.	<p>Allows carriage returns and multiple lines of text to populate a specified <b>Note</b> field in the CT Summation Blaze LG product line and a <b>LongText</b> field in CT Summation Enterprise. Text must be between <b>@MULTILINE</b> and <b>@MULTILINE-END</b>. The <b>@MULTILINE-END</b> token must be on its own line.</p> <p>For example:</p> <p>@MULTILINE FIELDNAME Here is the first line. Here is the second line. Here is the third line. Here is the last line. @MULTILINE-END</p> <p>For consecutive DII records where these values are the same, do not repeat the <b>@MULTILINE</b> line. Instead, insert the <b>@MULTILINE</b> token in the next DII record where the data changes. To stop entering data in a field, insert an <b>@MULTILINE</b> token with the field name followed by nothing.</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@NOPAGECOUNT	DOCID	DOCID	<p>Turns off automatically using a number after a space in the document ID as the number of pages. Allows document IDs to contain spaces. This token cannot be placed mid record and will only apply to records that are listed below it.</p> <p>For example:</p> <pre>@NOPAGECOUNT @T SCD00001 3602 @D @I SCD00001.tif</pre> <p>If the above DII record is imported, <b>SCD00001 3602</b> populates the document ID field. Without the <b>@NOPAGECOUNT</b> token, <b>SCD00001</b> populates the document ID field and <b>3602</b> populates the <b>Pgcount</b> field in CT Summation Blaze LG and the <b>Numpages</b> field in CT Summation Enterprise.</p>
@O	N/A	N/A	<p><b>@O</b> tells CT Summation that there are full-text documents in a specific location. When you use <b>@O</b>, there can only be one text file for the record. The <b>@O</b> token can be used in two scenarios.</p> <p>1) <b>@O</b> can be used when the full-text documents are located someplace other than the image location specified by the <b>@D</b> line of the DII file. In this scenario, the text file must have the name of the first image file, but with a .TXT extension. The full or relative path to the full-text document must be included.</p> <p>For example:</p> <pre>@T BK00001 @D @I\Box27 @O J:\Docs\Scanned Amendment1.TIF Amendment2.TIF</pre> <p>In this example, CT Summation expects the OCR text file for this record to be J:\Docs\Scanned\Amendment1.TXT.</p> <p>2) <b>@O</b> can also be used to point to a .TXT file that does not have the same name as the TIFF file or that has no associated TIFF file. In this scenario, the name of the full-text file must be specified.</p> <p>For example:</p> <pre>@T BK00002 @D @I\Box27 @O J:\Docs\Scanned\Amendment1.txt 2007_Amendment.TIF</pre>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@OCR @OCR-END	N/A	N/A	<p>Some service bureaus prefer including the full-text in the DII file itself rather than the traditional method of requiring the full-text to be imported from separate ASCII text files.</p> <p>The <b>@OCR</b> and <b>@OCR-END</b> tokens give you the flexibility to include the full-text (including line breaks) in the DII file. This method of importing full-text significantly improves the speed of the import, by eliminating the need for the system to search for and locate each text file and open it to copy the text into the <b>ocrBase</b>.</p> <p>Note that the <b>@OCR-END</b> token must appear on a separate line. For example:</p> <pre>@OCR &lt;extracted full-text, which can span multiple lines&gt; @OCR-END</pre> <p><b>NOTE:</b> When using <b>@OCR</b> and <b>@OCR-END</b> and including the full-text in the DII file, you cannot apply page breaks at specific locations in the full-text document. Also, <b>@OCR</b> and <b>@OCR-END</b> cannot be used with either <b>@FULLTEXT DOC</b> or <b>@FULLTEXT PAGE</b>.</p>
@PARENTID	PARENTID  (Field selected for <b>Parent ID</b> in <b>Link Fields Defaults</b> .)	PARENTID  (Field selected for <b>Parent ID</b> in <b>Link Fields Defaults</b> .)	<p>Parent document ID of an attachment. For example:</p> <pre>@PARENTID WGH000003</pre>
@PSTCOMMENT @PSTCOMMENT-END	N/A	N/A	<p>Stores information about a .PST file. Use this token to identify where a specific .PST file comes from and what it relates to. The comments are associated with the .PST file designated by the <b>@PSTFILE</b> token.</p> <p>The <b>@PSTCOMMENT</b> token is used in conjunction with the <b>@PSTFILE</b> token. <b>@PSTCOMMENT</b> should be followed by <b>@PSTCOMMENT-END</b> and must appear before the <b>@PSTFILE</b> token it applies to. The <b>@PSTCOMMENT-END</b> token must appear on its own line. For example:</p> <pre>@PSTCOMMENT &lt;COMMENT TEXT&gt; @PSTCOMMENT-END @PSTFILE EMAIL001\Pfranc.pst, Pfranc_14April_07</pre> <p><b>NOTE:</b> The comments are not written to the <b>Core Database</b> record. Review the comments by right-clicking an e-mail record in CT Summation and selecting the <b>Show PST Information</b> option.</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@PSTFILE	STOREID  (Field selected for <b>PST ID</b> field in <b>eMail Defaults</b> .)	STOREID  (Field selected for <b>PST ID</b> field in <b>eMail Defaults</b> .)	<p>The <b>@PSTFILE</b> token is used to process the .PST file by designating the following:</p> <ol style="list-style-type: none"> <li>1) The location of the .PST file at the time of import.</li> <li>2) The unique ID of the .PST file.</li> </ol> <p>The two values are separated by a comma. The path to the .PST file can either be hard-coded or relative to the location of the DII file at the time of import. The unique ID can be any unique value that identifies the .PST file. For example:</p> <p>@PSTFILE EMAIL001\PFranc.pst, PFranc_14April_07</p> <p>The .PST file's unique ID (the second value) is populated into the <b>PST ID</b> field designated in <b>eMail Defaults</b>. The default field value for this field is <b>Storeid</b>.</p> <p>The <b>PST ID</b> value specified by the <b>@PSTFILE</b> token is assigned to the record it appears in and will apply to all subsequent e-mail records. The value is applied until either the <b>@PSTFILE</b> token is turned off by setting the token to a blank value or the value changes.</p> <p>The <b>@PSTFILE</b> token can occur multiple times in a single DII file and assign a different value each time. This allows the service bureau to process multiple .PST files and present the data for all .PST files in a single DII file. For example, a service bureau can process five .PST files and include five instances of <b>@PSTFILE</b> tokens with five different values, all in the same DII file.</p> <p>As a best practice, the <b>@PSTFILE</b> token should be placed above the <b>@T</b> token.</p>
@READ	READ	READ	<p>Notes whether the e-mail message was read. For example:</p> <p>@READ Y</p>
@RELATED	OTHERIDS  (Field selected for <b>Related Document IDs</b> in <b>Link Fields Defaults</b> .)	OTHERIDS  (Field selected for <b>Related Document IDs</b> in <b>Link Fields Defaults</b> .)	<p>The document IDs of related documents. For example:</p> <p>@RELATED WGH000006</p>
@STOREID	STOREID	STOREID	<p>The .PST file identifier. Should not be used if the <b>@PSTFILE</b> token is used. For example:</p> <p>@STOREID PFranc_14April_07</p>

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@SUBJECT	SUBJECT	SUBJECT	The subject of an e-mail message. For example:  @SUBJECT Town Issues
@T	IMGTAG & DOCID  (IMGTAG is in the IMGINFO table)	IMGTAG & DOCID  (IMGTAG is in the IMGINFO table)	<p><b>@T</b> is required for each record in the DII file and designates the Image Tag.</p> <p>For example:</p> <p>@T SCD000527 @D @\Box10 SCD000527.tif</p> <p><b>@T</b> should be the first item listed for each database record unless tokens that apply to multiple records are used (such as <b>@PSTFILE</b>, <b>@FULLTEXT DOC</b>, or <b>@FULLTEXT PAGE</b>). If these tokens are used, they should be placed above the <b>@T</b> token.</p> <p>The data specified after <b>@T</b> goes into both the <b>Imgtag</b> field in the <b>Imginfo</b> table and the <b>Column to Hold Image Tag</b> (found in <b>Imaging Defaults</b>) in the document database table. The Image Tags must be unique. For this reason, most users use the document number as the Image Tag. The Image Tags establish the link between the document database table and the <b>Imginfo</b> table.</p> <p>When a user clicks on a document database record and opens the <b>Image Viewer</b> to see the corresponding image, CT Summation looks at the value in the <b>Column to Hold Image Tag</b> field and finds the <b>Imginfo</b> table record with the matching value in the <b>Imgtag</b> field. Then, CT Summation reads the image file location from the <b>Imginfo</b> table record and opens the image.</p> <p><b>NOTE:</b> If there is a template on the <b>Column to Hold Image Tag</b> field of the user's document database, then the Image Tag must conform to the template format.</p>
@TIMERCVD	TIMERCVD	TIMERECEIVED	Time that the e-mail message was received. For example:  @TIMERCVD 11:00 a.m.
@TIMESENT	TIMESENT	TIMESENT	Time that the e-mail message was sent. For example:  @TIMESENT 10:59 a.m.

TOKEN	BLAZE LG/IBLAZE FIELD POPULATED	ENTERPRISE/ENTERPRISE DATA MANAGER FIELD POPULATED	DESCRIPTION
@TO	TO	TO	<p><b>To</b> field in an e-mail message. For example:</p> <p>@TO Conner Stevens</p>
@TRANS	DEPOIDS  (Field selected for <b>Transcript Zoom Field</b> in <b>Link Fields Defaults</b> .)	DEPOSITIONIDS  (Field selected for <b>Transcript Zoom Field</b> in <b>Link Fields Defaults</b> .)	<p>The transcript description or file name. The value populates the <b>Transcript Zoom Field</b>. For example:</p> <p>@TRANS Kelly Morris Vol 1</p>
@V	N/A	N/A	<p>This token is used with the <b>@D</b> token and refers to the volume label of the image location.</p> <p>The <b>@V</b> token is used most often with images that are burned onto CD ROMs or DVDs. Substitute the volume label for the drive letter in the <b>@D</b> line, still including the path leading up to and including the directory in which the images are located. You must set up <b>Drives Holding Images</b> in <b>Imaging Defaults</b> so that CT Summation knows on which drive to look for the specified volume. The volume label can be obtained from any drive by looking at the drive properties in Microsoft Windows Explorer.</p> <p>Use the <b>Map Volume to Directory</b> option in <b>Imaging Defaults</b> if your images are on CD-ROM or DVD, <b>@V</b> is used in your DII file, and the volume label of the CD is also the first subdirectory. Enabling this option tells CT Summation to map the volume label indicated after <b>@V</b> in the <b>Defdir</b> field of the <b>ImgInfo</b> table to the drive letter(s) set in <b>Drives Holding Images</b>.</p> <p>For example:</p> <p><b>Defdir field in ImgInfo table:</b> @VCD_00001:  <b>Drives Holding Images:</b> G  <b>Maps to:</b> G:\CD_00001\</p> <p>This option is commonly used when the CDs are stored in a CD tower, or when the volumes have been copied to a fixed drive from a CD ROM or DVD.</p>