



NEXTPOINT EXPORT TEMPLATE MASTER LIST

NEXTPOINT SYSTEM NAME	COLUMN NAME IN LOADFILE	SEARCHABLE FIELD ?	EXPORT ONLY ?	METADATA PRIORITY LIST	ACCEPTS LOADFILE DATA ?
App Name <i>Application Name field value pulled from metadata of native file</i>	AppName	YES		producer extended-properties:application application-name	YES
Attach Count <i>Number of direct attachments (first level down); Does not count any attachments to subsequent attachments</i>	AttachCount	NO	YES		NO
Attachment Range <i>Bates range of entire family within the production; Starting with parent document and ending with last child document</i>	FamilyRange	NO	YES		NO
Author <i>Author of document. Combined field giving priority to created author and then last modified author.</i>	Author	YES			YES

Bates Range <i>Starting and end bates number of a document separated by a hyphen</i>	BatesRange	YES <i>(using bates:ABC* or bates:[ABC001 ABC999] syntax)</i>			YES
Bates Range Start <i>Starting bates number of document</i>	ProdBeg	YES <i>(using bates:ABC* or bates:[ABC001 ABC999] syntax)</i>			YES
Bates Range End <i>Ending bates number of document</i>	ProdEnd	YES <i>(using bates:ABC* or bates:[ABC001 ABC999] syntax)</i>			YES
CC <i>Semicolon separated list of carbon copy recipients for email</i>	CC	YES			YES
BCC <i>Semicolon separated list of blind carbon copy recipients for email</i>	BCC	YES			YES
Child IDs <i>All starting Bates numbers of any children in the flattened produced family – available only for parent documents</i>	ChildIDs	NO	YES		NO



Control Number <i>Unique identifier for document pages if chosen as naming priority in export template setup</i>	ControlNumber	NO	YES		NO
Created Date Time <i>Creation date and time of the native file when imported without produced images</i>	CreatedDateTime	YES		creation_date creation-date meta:creation-date dcterms:created Date	YES
Custodians <i>Custodians as set on import—multiple custodians from duplicate documents separated by semicolon</i>	Custodians	YES			YES
Designations <i>Work product folder prefix and number – multiples separated by semicolon</i>	Designations	YES			YES
Document Date <i>Combined date field with the following priorities— Emails: Sent date then received date Efiles and non-email attachments: modified date, then created date</i>	Date	YES		modified dcterms:modified last-modified last-save-date edit-time creation_date creation-date meta:creation-date dcterms:created Date	YES

Document Type <i>Category of document based on its origins. Email for any document natively processed as an email file; Attachment for any file extracted from an email file; Efile for any loose document (not imported as a ranged image import with a load file). These values can be overwritten via otherwise provided values in a loadfile.</i>	DocumentType	YES			YES
Document Author <i>Author field value pulled from metadata of the native file</i>	DocAuthor	YES		author creator dc:creator meta:author	YES
Document Last Author <i>Last 'Saved By' field value pulled from metadata of the native file</i>	DocLastAuthor	YES		last-author Meta:last-author	YES
Document Subject <i>Subject field value extracted from metadata of native file</i>	DocumentSubject	YES		Subject cp:subject dc:subject	YES



Document Title <i>Title field value extracted from the metadata of the native file</i>	Title	YES		title dc:title	YES
Email Message ID <i>Email message ID field value extracted from the metadata of the native file</i>	EmailMessageID	YES			YES
Email Author <i>Sender for emails</i>	EmailAuthor	YES			NO
Email Received <i>Last server datetime of a received email</i>	EmailReceived	YES			NO
Email Sent <i>Datetime of a sent email</i>	EmailSent	YES			YES
Email Subject <i>Subject of the email</i>	EmailSubject	YES			YES



Encrypted <i>Boolean field identifying whether a native document was encrypted on import</i>	Encrypted	YES		Encrypted pdf:encrypted	YES
Extracted Metadata <i>Unparsed paragraph field of a native documents embedded metadata listing</i>	ExtractedMetadata	YES			YES
Email Date <i>Combined datetime field with email sent date then email received date</i>	EmailDate	YES			YES
Email Delivery Date <i>Date email was delivered in the the format MM/DD/YYYY</i>	EmailDeliveryDate	YES			YES
Email Date Time <i>Time email was received in the the format MM/DD/YYYY</i>	EmailDateTime	YES			NO
Email Date Sent <i>Date email was sent in the the format MM/DD/YYYY</i>	EmailDateSent	YES			NO



Email Time Sent <i>Time email was sent in the the format HH:MM:SS using local time zone provided</i>	EmailTimeSent	YES			YES
Email Date Received <i>Date email was received in the format MM/DD/YYYY</i>	EmailDateReceived	YES			YES
Email Time Received <i>Time email was received in the the format HH:MM:SS XM using local time zone provided. If no local time is provided, Universal Time (formerly GMT) is used.</i>	EmailTimeReceived	YES			YES
Family Range Start <i>Starting bates number of a the parent of a document family. If no family is present, the starting bates number of the document.</i>	BegAttach	NO	YES		YES
Family Range End <i>Ending bates number of a the last attachment of a document family. If no family is present, the ending bates number of the document.</i>	EndAttach	NO	YES		YES



File Extension <i>File extension of the processed document</i>	FileExtension	YES			YES
File Size <i>File size (in bytes) of the processed document</i>	FileSize	YES			YES
File Name <i>Original filename of native file – contains subject of email message for email records</i>	was original efilename	YES			YES
File Path <i>Full path to the linked text file associated with a document imported using the load file import</i>	was original Filepath	YES			YES
Folders <i>List of work product folders, multiple folder semi colon separated</i>	Folders	YES			YES



Has Highlights <i>Boolean field indicating whether the documents has highlight work product</i>	HasHighlights	NO			NO
Has Page Notes <i>Boolean field indicating whether the documents has page note work product</i>	HasPageNotes	NO			NO
Has Redactions <i>Boolean field indicating whether the documents has redactions</i>	HasRedactions	YES			NO
Highlights Issues <i>List of work product highlight issues</i>	HighlightsIssues	YES			NO
Highlights Notes <i>Work product highlight notes, multiple notes separated by semicolon</i>	HighlightsNotes	YES			NO
Image Path <i>Path to images folder in export</i>	ImagePath	NO	YES		NO



Import Batch Numbers <i>Batch number document was imported into; Duplicate values semi colon separated</i>	ImportBatchNumbers	YES			NO
Issues <i>Work product responsive issues</i>	Issues	YES			NO
Last Print Date <i>Date the native file was last printed (MS Office documents)</i>	LastPrintDate	YES		last-printed meta:print-date	YES
Mailbox File <i>If present, filename of mailbox archive email was extracted from</i>	MailboxFile	YES			YES
Mailbox Path <i>Mailbox path represents the full sequence of mailboxes and sub-mailboxes that specifies the location of a certain, named mailbox</i>	MailboxPath	YES			YES
MD5 Hash <i>MD5 hash value of native document</i>	MD5Hash	YES			NO



Modified Date Time <i>Date and time the native file was last modified</i>	ModifiedDateTime	YES		modified dcterms:modified last-modified last-save-date edit-time	YES
Native Path <i>Relative path to native files contained in export</i>	NativeFile	NO	YES		NO
Nextpoint ID <i>Unique Nextpoint ID assigned to document</i>	NextpointID	YES			NO
Page Notes <i>Work product highlight notes, multiples separated by semicolon</i>	PageNotes	NO			NO
Parent ID <i>Parent starting bates numbers any children in the flattened produced family – available only for child documents</i>	ParentID	NO	YES		NO
Produced Attachment Count <i>Count of number of attachments included in an export from the perspective of the top level parent</i>	ProducedAttachmentCount	NO	YES		NO



Produced Page Count <i>Number of pages provided in export</i>	PgCount	NO	YES		NO
Recipients <i>Semicolon separated list of recipients for email – exact value depends on multiple factors, including the email client address book. This includes name, email address, and/or moniker.</i>	Recipients	YES			YES
Redaction Notes <i>Work product of notes made while redacting</i>	RedactionNotes	NO			NO
Redaction Reason <i>Asserted reason for redaction</i>	RedactionReason	NO			NO
Related Depositions <i>List of multiple deponents linked to document – separated by semicolon</i>	RelatedDepositions	YES			YES



Root Folder <i>Root folder location at time of processing (imported from File Room without a load file)</i>	RootFolder	YES			YES
Shortcut <i>Multipurpose field used to capture pathing, foldering, or naming information about imported documents</i>	Shortcut	YES			YES
Stored File Name <i>Original filename of a document</i>	Filename	YES			YES
Subject/Title <i>Combined field that pulls the email subject from emails and the title field from e-files and attachments</i>	Subject/Title	YES			YES
Tags <i>Manually added work product tags— multiples separated by semicolon</i>	Tags	YES			YES



Text Path <i>Relative path to text files contained in export</i>	TextFile	NO	YES		NO
Total Page Count <i>Count of processed images of document</i>	TotalPageCount	NO	YES		NO
Confidentiality <i>Work product coding of confidentiality</i>	Confidentiality	YES			NO
Privilege Code <i>Work product coding of privilege code</i>	Privilege Code	YES			NO
Privilege Status <i>Work product coding of privilege status</i>	Privilege Status	YES			NO
Relevancy <i>Work product coding of relevancy status</i>	Relevancy	YES			NO

Relevancy Reasons <i>Work product coding of responsive issues</i>	Relevancy Reasons	YES			NO
Total Attachment Count <i>Number of attachments of an individual document (not total count of attachments in a family)</i>	Total Attachment Count	NO	YES		NO