

Matter Number: _____

Project-Level Settings

Each setting has a menu listing available options. Contact your Project Consultant with questions.

To use the global numbering scheme for all custodians or a select few, please enter *Use Global Numbering* in the **Control Number** field for the corresponding custodian in the [Custodian Names and Settings](#) section of this document.

Site Name: _____

Exclude System Files: _____

Time Zone: _____

Extract Embedded – Docs: _____

Global Starting Number: _____

Extract Embedded – Email: _____

Global Suffix: _____

Include Native Email: _____

Deduplication Type: _____

Filtering Options

Catalyst can include or exclude data by using any combination of the values below. These rules are applied before processing and cannot be changed once data begins processing. All data not processed is reported.

Note: By default, Catalyst excludes [NIST](#) files, files with a size of 0 bytes, and system files. If you want NIST or system files included, please list them in this section as inclusions. To get a list of what is considered a system file, refer to the Processing Guide or contact your Project Consultant.

Available Fields:

Include or Exclude:

Value(s) to Include or Exclude:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Custodian Names and Settings

During data loading, we use the internal collection name.

Chinese, Japanese or Korean documents require special processing and may be garbled if a specific language is not specified. Custodian names will be displayed on the site as they are written. Only one language may be specified for each custodian.

	Custodian Name	Control Number	Suffix	Collection	Language/Locale
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____

Note: For details regarding processing options, refer to [Processing Specifications](#) in the Documentation Center.