

### General Information

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Site Name:	_____	Estimated Volume of Data:	_____
Requested By:	_____	Company:	_____
Phone:	_____	Address:	_____
Email:	_____		_____
			_____
Downtime Contact:	_____	Downtime Email:	_____

### Billing Information

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Company:	_____	Contact Name:	_____
Address:	_____	Contact Phone:	_____
	_____	Contact Email:	_____
	_____		_____

### Site Creation

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Site to Clone:	_____	Model Site:	<input type="radio"/> Yes	<input type="radio"/> No
Data Center:	US (Default)			
Items to Clone				
Collections:	<input type="radio"/> Yes	<input type="radio"/> No	Redaction Sets:	<input type="radio"/> Yes <input type="radio"/> No
Dynamic Folders:	<input type="radio"/> Yes	<input type="radio"/> No	Redaction Buttons:	<input type="radio"/> Yes <input type="radio"/> No
Look Ups:	<input type="radio"/> Yes	<input type="radio"/> No	Review Forms:	<input type="radio"/> Yes <input type="radio"/> No
Users:	<input type="radio"/> All	<input type="radio"/> None	<input type="radio"/> Specific Users Listed Below	
				_____
				_____
Security Groups:	<input type="radio"/> Default	<input type="radio"/> All	<input type="radio"/> Specific Security Groups Listed Below	
				_____
				_____

Is OpenText processing your documents?  Yes  No

*If you would like OpenText to [process your documents](#), please indicate the processing specifications in our [Processing Specifications](#) workbook.*

## Site Settings

Time Zone:  UTC Casablanca (default)  Other \_\_\_\_\_

Tag All for Related:  Checked/Enabled  Checked/Disabled  Unchecked/Disabled  Unchecked/Enabled

Tag All for Duplicates:  Checked/Enabled  Checked/Disabled  Unchecked/Disabled  Unchecked/Enabled

Turn On Predict:  Yes  No

Do your documents contain Foreign Language(s)?  Yes  No

*If Yes, language detection will be turned on to attempt to detect primary and secondary languages as an aid for search.*

*When the language cannot be detected in a document, a default language should be used for searching purposes. Typically this is English unless the Tokenized Language should be set to the language settings of the data collected.*

If other than English, what language should be tokenized? \_\_\_\_\_

## Initial Users

User	Organization	Partner Affiliation
Phone	Email	Role

  

User	Organization	Partner Affiliation
Phone	Email	Role

  

User	Organization	Partner Affiliation
Phone	Email	Role

  

User	Organization	Partner Affiliation
Phone	Email	Role

  

User	Organization	Partner Affiliation
Phone	Email	Role

### See Also:

- For more information on site setup and this workbook, see [Filling Out the Site Setup Worksheet](#).