TRAINING OFFERING

Skontaktuj się z nami

.

Email: szkolenia.ecs.pl@arrow.com
Phone: 12 616 43 00

Legal Discovery Using Veritas Enterprise Vault 12.2 Discovery Accelerator

Kod:	Czas trwania:	Cena netto:
VER_LD-EV-12 DA	24 Hours (3 days)	zł7,650.00

Description

The Legal Discovery Using Veritas Enterprise Vault 12.2 Discovery Accelerator course is designed for those who use Discovery Accelerator to search, review, and prepare archived items in support of information requests. This class describes the steps involved in setting up discovery searches and explains how to review, analyze, and export the search results. In addition, using research folders and setting up marks and tags are discussed. Also included are analytics and client review. NOTE: Installation, configuration, and troubleshooting of Discovery Accelerator are not covered.

Cel szkolenia

By the completion of this course, you will be able to:
• Define how Discovery Accelerator is used to meet a company's search demands.
• Set up research folders to perform proactive investigation. • Use marks to indicate the status of an item.
• Use tags to pose a question in a case. • Search, review, export, and produce requested items.
• Search and review items tagged with the Enterprise Vault Classification engine.
• Enable and use Analytics, Automatic Categorization, and Conversation View. • Schedule and run Discovery Accelerator reports

Uczestnicy

This course is for Discovery Accelerator users and other individuals who use Enterprise Vault Discovery Accelerator to retrieve requested business information.

Wymagania wstępne

You must have a working knowledge of using a Windows system such as Windows 7, 8 or 10.

Program szkolenia

1 Introduction to Electronic Discovery • Electronic Discovery • Introduction to Discovery Accelerator
• Starting and Navigating the Discovery AcceleratorClient • Setting up Roles • Case Study: Using Discovery Accelerator **Labs**
• Exercise A: Accessing the Discovery Accelerator Client • Exercise B: Navigating the Discovery Accelerator Client
• Exercise C: Modifying and Creating Roles • Exercise D: Assigning a Role to a User   **2 Sources of Archived Electronic Data**
• Records Management • Data Archiving Overview • Mailbox Archiving • Journaling Archiving • PST Archiving
• File System and SharePoint Archiving   **3 Custodian and Target Management** • Overview of Custodian Manager
• Accessing the Custodian Manager • Adding an Active Directory Domain • Viewing and Modifying a Custodian
• Viewing Custodian Groups • Setting Up Targets and Target Groups **Labs**
• Exercise A: Accessing the Custodian Manager Web Application • Exercise B: Viewing and Modifying the Custodian
• Exercise C: Adding Target Users • Exercise D: Adding Target Groups   **4 Research Folders and Cases**
• Introduction to Research Folders • Creating Research Folders • Research Folder Functionality • Setting Up Cases **Labs**
• Exercise A: Logging in as the Litigation Support Role • Exercise B: Creating a Research Folder   **5 Marks and Tags** • Using Marks
• Tags and Tag Groups **Labs** • Exercise A: Create New Marks   **6 Searches** • Performing Searches • Accepting Searches
• Search Schedules **Labs** • Exercise A: Running a Search • Exercise B: Running the Main Search in the Research Folder
• Exercise C: Promoting the Research Folder to a Case.   **7. Analytics and Auto Categorization** • Analytics Overview
• Configuring Analytics • Introduction to Automatic Classification **Labs** • Exercise A: Enabling Analytics on the Case
8 Assigning Items to Reviewers • Manual Review Overview • Assigning Items to Reviewers • Faceted Filtering
• Search within a Search **Labs** • Exercise A: Using the Facet Filter • Exercise B: Using the Search in the Filter
• Exercise C: Modifying a Mark in the Case • Exercise D: Creating a New Single Choice Tag Group
• Exercise E: Creating a New Multi-Select Tag Group • Exercise F: Creating a Case Tagging Rule to Assign the CXO Tags

• Exercise G: Creating a Case Tagging Rule to Tag Items with the Project Tag

• Exercise H: Creating a Case Marking Rule to Mark Items with the Confidential Mark • Exercise I: Adding a user to the Case

9 Manual Review • Review Process • Using the Similar / Duplicate Option • Copying Items to a Research Folder

• Customizing the Reviewing Screen • Conversation View **Labs** • Exercise A: Logging in as the First Line Reviewer Role

• Exercise B: Performing First Line Review • Exercise C: Performing the Legal Review • Exercise D: Using Conversation View

• Exercise E: Using the Copy Command • Exercise F: Using the Review Print Tab   **10 Exporting and Producing Data**

• Exporting and Producing Data • Export Using Duplicate or Similar • Best Practices **Labs**

• Exercise A: Exporting and De-duplicating Relevant Items • Exercise B: Exporting only duplicated Items

• Exercise C: Examining the Items • Exercise D: Exporting the Privileged Items to a PST file • Exercise E: Open the PST in Outlook

• Exercise F: Displaying the Bate Number in the Produced Data • Exercise G: Reviewing a Produced Item

• Exercise H: Exporting the Mike Tamas Research Folder   **11 Reporting** • Discovery Accelerator Chain of Custody Reports

• Running a Discovery Accelerator Report • Exporting Reports **Labs** • Exercise A: Running the DA Reports • Exporting Report Data

  12 Advanced Topics • Creating a New Customer • Discovery Accelerator Advanced Settings • Overview of Prefetch Cache

• Configuring Search Settings • Adding a Custom Search Attribute **Labs** • Exercise A: Forcing Search users to include a From Date

• Exercise B: Add a Search Location Field

Terminy

Na żądanie. <u>Prosimy o kontakt</u>

Dodatkowe informacje

Jeśli interesują Cię inne szkolenia tego producenta - skontaktuj się z nami.