



ONSITE³ Solutions Overview

January 2008

For more information, visit:

www.ONSITE3.com

Printed in the United States of America

Copyright © 2008 ONSITE³. All rights reserved.

ONSITE³, eView, Intelligent Collections, Advanced Tape Discovery, the eView logo, and the ONSITE³ logo are trademarks of ONSITE³, in the USA and in other countries.

ONSITE³

2011 Crystal Drive, Suite 200

Arlington, VA 22202 USA

703.276.1123

703.276.1172 Fax

www.ONSITE3.com

ONSITE³ Solutions Overview

Why ONSITE³

ONSITE³ is a leading global provider of one-source litigation support and electronic evidence management solutions for law firms and corporations, working anywhere around the world. We offer end-to-end solutions - including forensics, discovery, review, and consulting services.

With ONSITE³ services on your side, you can:

- Manage the increasing costs of electronic discovery
- Collect, process and review large volumes of data quickly and efficiently
- Understand and respond to changes in the Federal Rules of Civil Procedure
- Meet the requirements of increasingly strict regulatory compliance enforcement
- Eliminate the risks associated with the lack of e-discovery standards and precedents

With six full service facilities nationwide and international reach, ONSITE³ is ready to respond when you are.

ONSITE³ was started in 1991 and has grown into one of the premier providers of litigation support services in the United States and abroad. ONSITE³ provides its services to more than 1,500 clients and corporations, including a majority of the AmLaw 200 index of top law firms in the U.S. As a leading worldwide provider, following a decade of award-winning service, ONSITE³ provides digital imaging, electronic data discovery, computer forensics, coding, litigation copying and printing, and facilities management services with 24-hour expert customer service and continuing legal education courses.

Leading eDiscovery Provider... Validated by Customers

#1 Litigation Support Provider - 2006 AmLaw 200 Survey

Top 10 eDiscovery Vendor – 12th Annual AmLaw Tech Survey

Top 5 eDiscovery Processing Provider - 2007 Socha-Gelbmann EDD Survey

Complete Litigation Support... From One Source

Litigation support-centric consulting services focused on litigation preparation and risk management

Complete suite of forensics services

Full range of both electronic and paper-based discovery services

In house and hosted review services

National Deployment... International Reach

Six geographically deployed full-service support facilities

Proven experience in international project support

Established Background... Positioned for Future

Founded in 1991 with over 16 years industry experience

Over 1,500 law firm and corporate clients

Strongly backed by Summit investors

ONSITE³ Locations

Corporate Headquarters

2011 Crystal Drive
Suite 200
Arlington , VA 22202
703.276.1123
703.276.1172 Fax

Chicago, Illinois

300 West Adams Street
Suite 605
Chicago , IL 60606
312.704.1050
312.704.1090 Fax

Raleigh / Durham, NC

Research Triangle Park
1101 Slater Road
Durham, NC 27703
919.941.2857
919.941.2834 Fax

New York, New York

443 Park Avenue South
New York , NY 10016
212.252.9700
212.252.1717 Fax

Los Angeles, California

550 South Hope Street
Suite 800
Los Angeles, CA 90071
213.239.8166

Century City, California

10100 Santa Monica Blvd
Suite 1210
Los Angeles, CA 90067
310.785.6677

Atlanta, Georgia

200 Permalume Place
Atlanta , GA 30318
404.351.2679
404.351.7823 Fax

ONSITE³ Website Resources

For more information about ONSITE³, the following additional resources are available from our website at www.ONSITE3.com.

- Online Presentations
- Data Sheets
- White Papers
- RSS News Feed
- Webcasts
- Podcasts
- News Articles
- Press Releases
- Newsletter with Archive
- "Live" Demo Request Forms
- Free eDiscovery Estimator Tool
- Free Guide, "The New E-Discovery Rules"
- Industry Resources from the EDRM, Sedona Conference, and other sources

Find out today why ONSITE³ is your one source for litigation support.

Consultative and Diagnostic Solutions

Our consultants specialize in the litigation and regulatory issues that challenge government organizations, corporations and law firms. We can help you with:

- Litigation readiness assessments and response planning
- Discovery management planning
- Technology management planning
- "Meet and confer" planning
- Expert and Fact witness support

Discovery Consulting

For national and international issues, ONSITE³'s consulting practice group is committed to delivering the strategic guidance, practical assistance and human resources you need to succeed in meeting discovery requirements for both law firms and corporations. From friendly advice to detailed planning, you can count on our expertise on matters ranging from complex litigation to document management and regulatory compliance.

ONSITE³ can help you with:

Discovery Engineering

- Engineering assistance for your in-house or outside discovery solutions, or with re-engineering of current solutions
- Locating of electronically stored information, including data cataloging and mapping
- Training on how you can prepare a discovery readiness plan

Discovery Management

- Managing large and complex cases involving discovery
- Providing you with a document review manager and contract attorneys as well as the review platform

Data and Email Analytics

- Determining any gaps that may exist in data provided by the opposition
- Preparing trend analysis reports to show our findings
- Testifying on our findings, as either a fact or expert witness

Testifying Witnesses (Fact or Expert)

- Certifying and testifying to agree or dispute the methodologies utilized during the discovery process
- Offering opinions as an expert witness regarding the policies and procedures followed during a case
- Reporting to the court as a fact witness regarding our findings as identified

Technology Consulting

As a highly trained team of technology and computer forensics experts, ONSITE³'s consulting practice group is ready to help you. Whether you need immediate assistance or just advice on recommended best practices, you can turn to ONSITE³. We can help you succeed on a range of technology related issues, such as implementation of a document retention and destruction program or the selection and management of a document review platform.

ONSITE³ can also help you with:

Digital Archiving

- Utilizing ONSITE³'s proprietary technology (including scanning, electronic data discovery, and document review platforms) to assist you with digitally archiving your records and information

Records & Information Management (RIM)

- Utilizing the eView platform as a data repository, such as for integration of your RIM Program to facilitate electronic discovery

Technology Augmentation

- Assisting with the augmentation of your current IT infrastructure to address both electronic discovery and your records & information management requirements
- Training of technology teams on proper data collection methodologies, including the establishment of chain-of-custody forms and procedures

Data Cataloging / Identification Solution

ONSITE³ offers a data cataloging service utilizing a non-intrusive, appliance-based solution that is powered by Deepdive Technologies. Participating clients can receive detailed analysis, maps, and reports designed to facilitate their understanding of the location and types of electronically stored information on active network systems, including "loose" documents that may be found in various workgroups and domains, computers, and Windows file-shares. This network discovery technology can be used without disrupting business operations and with minimal involvement from IT personnel. ONSITE³'s clients can thus save considerable time, money and effort to gain visibility to the active data currently located on their networks.

Corporations that lack an enterprise content management system or that lack the resources to implement an enterprise content management system can benefit from this service. For these types of clients, ONSITE³ can assist in the implementation of a data cataloging and mapping program that can achieve the desired result of eDiscovery preparedness while also minimizing risk as well as minimizing investments in new infrastructure and personnel. This approach also leaves the door open for future implementation of an enterprise content management system and may in fact help to facilitate that process based on the increased understanding of existing systems and data locations.

The Data Cataloging Service is also complementary to ONSITE³'s Intelligent Collections™ Service (see Computer Forensics), which provides automated collection of electronically stored information from active network systems.

eDiscovery Processing and Production Services

ONSITE³ eDiscovery helps simplify the discovery process in this digital age. Our experts can convert, process, produce and archive all of your documents – whether paper or electronic – and store them in secure digital data repositories. This way, you can respond to legal matters proactively, quickly and efficiently. Our eDiscovery capability offers complete conversion, processing, production and archiving of live or legacy files, in almost any format of electronically stored information (ESI). We can help you:

- Clearly define the scope of discovery, including timelines and budgets
- Identify the right strategy and execution to reduce the number of documents needing review
- Extract email and documents from critical backups, archives and tapes
- Efficiently analyze and manage the high volume of data, documents and email
- Identify gaps in the records by date, name or issue
- Eliminate duplicate files and messages from multiple sources
- Streamline EDD processes with ONSITE³'s Electronic Evidence Enterprise (E3) platform.

As your trusted partner, ONSITE³ will help guide you through each stage of the discovery process, from initial conversion of your electronic data to final production of relevant documents. You can count us on to deliver what you need with consistent reliability, timeliness and accuracy.

Conversion

ONSITE³ eDiscovery saves you time and money by eliminating the need to process any documents in paper or audio forms. ONSITE³'s tools can extract full text and metadata from over 290 file formats, including conversion of voice-to-text as well as paper-to-text.

Voice-to-Text Conversion

With the increasing use of voice-over-IP technology in corporate communications, legal professionals are being called upon more often to conduct review of audio files as part of the evidence review process. Traditional audio review is an incredibly time intensive task that, with ONSITE³'s voice-to-text conversion technology, can be significantly decreased. ONSITE³'s technology enables transcripts of voice-over-IP voicemail messages, which are increasingly available as email attachments in many corporate environments, to be handled in the same manner as other electronic documents. In addition to the conversion of many types of audio files, ONSITE³'s technology can also convert audio tracks from most types of video files into electronic text format. This level of voice-to-text processing capability can save clients as much as 50 percent on the cost normally associated with conventional audio file review.

Paper-to-Electronic Conversion

Using advanced scanning and recognition software, we can convert all of your paper documents into electronic format, including searchable text format, and store them for you in our secure repositories. In addition, volume is not a problem. ONSITE³ can scan up to one million pages per day with 99.9% accuracy and with paper-to-image quality control.

Collection and Preservation

ONSITE³ has an extensive array of collection and preservation services, which are described in more detail in the section on our eForensics services later in this document, including information about our new Intelligent Collections™ and Advanced Tape Discovery™ services among other more traditional forensics-based collection, preservation, and analysis services.

Processing

With advanced filtering techniques, ONSITE³ can reduce the burden of reviewing vast amounts of electronic data. Our tools extract full text and metadata from over 300 file formats, customizing the data filtering to match the needs of your case. In addition, our proprietary software separates email files and attachments, and removes non-responsive and privileged items.

ONSITE³ helps narrow the universe of potentially responsive and relevant documents by delivering:

- Advanced keyword search capabilities
- Date restrictions
- De-duplication (i.e., elimination of duplicate records)
- File type restrictions

Production

Production is the payoff. When you turn data over to opposing counsel, ONSITE³ ensures timely delivery in formats including Summation, Concordance, JDS, Ringtail or your unique specification.

Our facilities operate 24 hours a day, 365 days a year, with the daily capacity to scan up to one million pages, copy over two million pages, and process over eight terabytes of e-discovery data. Quality Control is included, which results in 99.9% accuracy for scanning and copying. You can count on ONSITE³ to deliver what you need.

Archiving

These days, email correspondence and attachments can make or break a case. ONSITE³ eDiscovery can help you meet the latest compliance regulations, such as the Sarbanes-Oxley Act, for this type of electronic data. We can collect and archive email in multiple formats, including Microsoft Outlook, Lotus Notes, AOL Mail as well as custom email applications.

With our email archiving services, we can help you:

- Manage the vast volume of email communications
- Quickly search for relevant email content, including attachments
- Eliminate duplicate messages with multiple recipients
- Protect data integrity and confidentiality with physical and electronic security measures

Hosting

Processed or produced data can also be hosted in ONSITE³'s eView online repository for immediate needs or archival purposes for use in future litigation matters.

Paper Discovery Services

Complementing ONSITE³'s electronic discovery offerings, ONSITE³ also provides scanning, OCR, coding, printing, copying, and other services for paper documents, including conversion of paper documents into electronic format for ease of review and storage for ongoing or future litigation requirements.

ONSITE³'s paper discovery capabilities include:

- Scanning services, with capabilities for branding and document numbering (including Bates numbers)
- Scanning on client site, if deemed necessary. Deployed in a quick and timely manner
- Optical Character Recognition (OCR) for conversion of printed text into electronic editable text format
- Conversion to Portable Document Format (PDF) to preserve all fonts, images, graphics, and the layout of any source document. Searchable or non-searchable PDFs can be generated as needed
- Conversion to Tagged Image File Format (TIFF) for single or multi-page electronic document files
- Coding services such as for privileged, responsive, dates, locations, custodians, and many other standard and customizable coding options
- All scanning work is assured of accuracy through our 3-point Triple Quality Check process

Scanning

ONSITE³ provides scanning services for the conversion of paper-based documents into electronic format to facilitate ease of review and storage for ongoing or future litigation requirements.

ONSITE³'s scanning services and outputs include:

- All boxes and media are tracked through proprietary software called BoxTrax™
- Remote scanning services for US and international locations.
- Document unitization to achieve smallest physical boundary between documents, with de-stapling and re-stapling, and logical unitization based on logical boundaries such as page numbers, titles, dates, appearance, table of contents, physical binding elements (such as paper clips), and document types.
- Branding, document numbering, OCR, and PDF/TIFF conversion.
- Images and data delivered to client in any industry standard or proprietary application format.

OCR

Complementing ONSITE³'s scanning services for the conversion of paper-based documents into electronic format, ONSITE³ capabilities also include optical character recognition (OCR) for the analysis of scanned data to recognize characters that can then be converted to an editable and searchable text format.

More specifically, OCR provides a process by which computer software takes a scanned image of a static page of printed text (such as from a typewriter, printer, photocopy, or fax) and then translates that page from its static graphic format into a plain electronic text format.

Once the OCR process has been completed, the converted images are now editable and searchable text. Searches that once required hours or days of manual effort can now be accomplished in a just few seconds. ONSITE³'s advanced OCR systems can also convert text into a variety of font types and even into different languages. Another characteristic of our OCR software is its ability to simultaneously achieve readability for both the document and page levels of scanned document images.

Coding

ONSITE³ provides coding services for the identification, classification, and organization of paper documents converted into electronic format to facilitate ease of review for ongoing or future litigation requirements.

ONSITE³'s coding services include:

- Coding services can code documents with bibliographic information, names-in-text, keywords, and custom fields as requested.
- Bibliographic coding can be integrated with OCR, full text, or electronic document databases.
- Ability to create custom mark recognition sheets.
- Ability to create fields for client comments or any other types of client-populated fields.
- Coding services available for US and international locations.
- 500 coding stations company-wide with coders paid by the document, not hourly or temporary labor.
- Images and data delivered to client in any industry standard or proprietary application format (if provided with example structure and/or load file).

Printing and Copying

ONSITE³ supports printing electronic documents to paper (i.e. blowing them back into a printed format). We also provide standard photocopy services including color and oversized printing.

Print volume is not a problem. Collectively our seven production facilities have the capacity to copy or blowback over 3 million pages per day.

All copying and printing work is assured of accuracy through our three-point Triple Advantage Quality Check.

Computer Forensics

Provided by Electronic Evidence Labs (EELabs), a division of ONSITE³, our eForensics services deliver the electronic evidence you need for regulatory compliance, litigation or government investigations. From tape restoration to full data and password recovery, our technical specialists ensure defensible data is at your command - with minimal risk, cost and disruption to your business. As your trusted partner, we offer a full range of data forensics, data restoration and secure data storage services. These include:

- Full forensic restoration, preservation and identification
- Automate and streamline corporate investigations
- Full data and password recovery
- Backup and archiving - even from print, tape or obsolete media

Forensic Collections

ONSITE³ eForensics specializes in the recovery of digital "fingerprints" left by the routine use of computers and other electronic devices. Our experts can recover and examine previously deleted files, ensuring that you have all the pertinent evidence available to support a thorough investigation. Plus, our processes provide a defensible chain of custody. With the help of our mobile response teams, you can:

- Extract forensically sound data from PDAs, laptops, desktop systems, servers, external drives and legacy backup tapes
- Produce electronic documents with defensible chain of custody
- Recover lost or deleted data from virtually any device
- Recover password-protected data and encrypted files

Produce defensible evidence with ease

ONSITE³ provides an array of services, all geared to helping you obtain defensible data with consistent reliability, timeliness and accuracy. These services include:

- Forensic media imaging
- Live file extracts
- Computer forensic analysis
- Expert witness services
- Password recovery

First Line Analysis™ Service

Powered by Clearwell Systems, ONSITE³'s First Line Analysis™ service provides legal, security/forensics, and information technology professionals with the immediate ability to save significant time and money in supporting legal requests, regulatory inquiries, and corporate investigations. With the increase in time-sensitive requirements without a corresponding increase in time available, ONSITE³'s First Line Analysis Service provides users the following benefits:

- More cases solved in less time with rapid discovery of evidence and facts
- Less time required for investigations which take minutes instead of days
- Lower costs by eliminating manual, time-intensive review of thousands of false positives
- No redundant work, due to improved workflow and coordination within investigative teams
- Accurate and timely tracking of past and present investigations

- Greater productivity from eliminating manual processes and review steps

Intelligent Collections™ Service

Complementary to ONSITE³'s Data Cataloging/Identification Service, ONSITE³ also offers an Intelligent Collections™ service for automating the collection of electronically stored information from active network systems by utilizing a non-intrusive, appliance-based solution powered by DeepDive Technologies.

ONSITE³'s Intelligent Collections™ service provides users the following benefits:

- Forensically sound, defensible collections
- Improved information management with pre-defined and customizable reports
- Ease of use and non-intrusive, meaning that the appliance will not disrupt business operations and requires only minimal involvement from IT personnel
- The resulting data collections can be completed much more efficiently than with traditional methods offered by other eDiscovery and computer forensic providers

Data Restoration

ONSITE³ eForensics has the expertise you need to restore critical data from your backup tapes, even if the media is obsolete. We work with hundreds of tape formats and over 75 different versions of backup software. Plus, our teams can recover your archived data from multiple locations and/or third-party storage vendors. As a premier provider of tape restoration services, we can help you:

- Manage the massive amounts of data from your backup tapes
- Eliminate redundant records and reduce e-discovery data volumes by as much as 85%
- Protect the integrity and confidentiality of your data with robust physical and electronic security measures

Restore critical data with unprecedented speed

ONSITE³ has a full range of services for restoring data from both current and legacy applications. This means your aging or damaged media can become a valuable source of information. Our services include:

- Inventory/Catalog services
- Backup tape restoration
- Exchange database extraction
- Mailbox recovery
- Tape duplication

Advanced Tape Discovery™ Service

Powered by Index Engines, ONSITE³'s Advanced Tape Discovery™ service helps clients to locate relevant data stored on offline tapes without having to recover the data first, even to the extent of being able to identify and extract individual messages from tape. This capability can save customers both time and money because traditionally it was necessary to restore all the data from backup tapes before searching could even begin. Now, it is possible to identify which tapes have relevant data and then only restore the required data from those specific tapes.

- Ingest Data from online and offline tape environments

- Index Data including all content and metadata
- Query Data with deterministic approach to find everything, similar to searching on the Internet
- Produce Relevant Data using surgical extraction and restoration of identified files, content, and associated metadata

Preservation Archiving

Litigation, both pending and ongoing, can often spin off into unpredictable directions with surprising requests for information. ONSITE³ eForensics can help you be prepared for the unexpected by archiving electronic data and email communications. With these archives at hand, you can then be more responsive and have a quicker turnaround when responding to unforeseen discovery requests. With our preservation archiving services, we can help you:

- Manage the vast volume of email communications
- Quickly search for relevant email content, including attachments
- Eliminate duplicate messages with multiple recipients
- Protect the integrity and confidentiality of your data with robust physical and electronic security measures

Stay prepared with secure data storage

ONSITE³ has multiple forensics labs and a wide range of computing resources, all ready to help preserve your data for current and future litigation needs. Our services include:

- Drive image archiving
- Exchange database archiving
- Physical media storage
- Physical media wiping

Incident Response Teams

ONSITE³ understands the importance of reacting quickly to your forensics needs. We're ready to assist our clients, no matter what time of day or night, 365 days a year with our on-call Incident Response Teams (IRTs). Our IRTs have the ability to perform data collection and data analysis anywhere in the United States within 12-18 hours and Worldwide within 24-36 hours.

Document Review

Whether you're working with a small case or a project with millions of pages, the speed, efficiency and accuracy of your document review is critical. ONSITE³ review solutions deliver all three. ONSITE³ review empowers you to review electronic evidence at any time, from anywhere in the world. You can instantly search, retrieve and review case-critical documents with your choice of two secure online review solutions:

- eView for full-service reviews within your ONSITE³ repository
- ONSITE³ can also support other document review solutions upon request.

eView™ Review Platform

With eView from ONSITE³, you can benefit from innovative workflow management capabilities designed to streamline document review processes. Available as a client controlled document review application, eView is built upon a powerful, scalable SQL-based engine and also features an easy-to-use, web-based interface. With support for multiple user role types, eView enables clients to efficiently coordinate resources for even the most complex of projects. Backed by ONSITE³, you can also benefit from the expertise of our professional litigation support staff, to ensure your e-discovery projects stay on track and run smoothly from start to finish.

Document Review Features

ONSITE³'s eView review platform provides the best balance of people, technology, and documents and is ideally suited for law firms and corporations that need improved efficiency and effectiveness for handling large and complex document review projects. eView includes the following document review capabilities:

Built for Speed

The eView application is designed for large, fast-paced document reviews. The speed and performance of the application stem from a server-based application that operates on a Microsoft SQL 2005 platform. As such, eView can handle any type of litigation or second request review.

Robust Security

The eView application complies with strict government security requirements regarding secure logins and the management of computer systems. End user access can be restricted on a feature, field, document, folder, or tag basis.

Easy to Use

The eView application is designed to be easy to use. Everyone from the client administrator to the ultimate end user will enjoy the intuitive interface and design. With a familiar Microsoft Outlook look and feel, users will be able to quickly navigate through the tool minimizing the time required to learn the application.

Workflow Solutions

The workflow process and methodology coordinates people, documents and technology. eView creates an audit trail of activities and access, and enables consideration of the various roles,

responsibilities, tasks and processes for each type of user within a review. Clients can then understand each type of user and customize eView to streamline each user's workflow process.

Robust Reporting

Various and customizable reports can be generated by the client for nearly every component of the review and production. For example, clients can receive and review custom daily reports, permission reports, detailed project reports by client, case, or database, administrative log reports (big brother), and forecasting reports.

Client Controlled Application

The eView application allows the client to perform most functions within the system. The client will be able to create users, assign permissions, create tag and conflict rules, generate productions and privilege logs, generate various reports, manage reviewer assignments, and define batch folder schemes.

Collaboration

eView provides a shared workspace environment that is accessible anytime, anywhere in the world where ever there is an internet connection. Effective collaboration is demonstrated with the ability to view documents simultaneously, through threaded comment discussions and a chat feature that can be locked down per user.

Batch Foldering

eView allows clients to automatically create folders based on fielded information. For example, a client would be able to folder by custodian, by date, by custodian then by date, by file extension, or by original file path of an inbox or network stored files. The various foldering schemes can also be created/displayed in the reviewer assignment module for administering review documents.

Tag Rules

To assist with making sure documents are coded correctly by reviewers, eView can error trap reviewers real-time while marking documents. This will allow for consistent marking of documents across all reviewers, thus allowing for more accurate and timely production sets.

Conflict Management

Conflict checking is designed to automatically generate reports on any tagging inconsistencies. The client will have predefined conflict rules built-in, and will have the ability to manually create conflict rules. This will allow for consistent marking of documents across all reviewers, thus allowing for more accurate and timely production sets.

Document Isolation

Clients can lock down, isolate and restrict access to specific documents. The client administrator can limit access so that when users log in, they only see the documents they are supposed to.

Native/Image Review and Redaction Capabilities

eView offers a premier viewing, markup and DMU (Digital Mockup) package, providing native support for more than 450 formats including 3D CAD parts and assemblies, 2D CAD drawings, EDA PCB/IC layouts and schematics, scanned and raster documents, vector files, office documents and graphics. Users have a single point of access to their documents, regardless of format. There is no need to have the native application installed on the client PC, and redactions can be applied to an image or the actual native document, eliminating need for tiff-on-the-fly.

Keyword Highlighting

eView offers the ability to display custom color highlighting on key terms which remain highlighted throughout the review. Administrators can import a list of terms or manually apply terms and select which color should be used for each category of terms (Privilege, confidential, etc.). Persistent highlighted keywords in the full-text of a document alert the reviewer of potential privilege or confidential information and are obvious at first glance. Reviewers can perform faster privilege reviews with fewer instances of privileged documents or sensitive information inadvertently being produced.

Searching Capabilities

eView offers the ability to create simple and advanced queries. Search requests may include Boolean or natural language searches. Other search options, such as word stemming, relevance, or fuzzy, can be defined by the user in order to narrow the search to a specific folder or tag.

Message Thread Conversation Grouping

Message threading connects messages which are direct responses to a specific topic or conversation.

Parent/Child Association

eView quickly and easily shows the association between emails and attachments, i.e. parent and child association, which may be utilized for both email files and scanned paper material.

Duplicate Identification

eView quickly and easily displays all duplicates in the system on a document level. There is also a feature that allows you to tag, comment, and redact the original and have all markings transfer to all duplicates.

Comment Section

eView offers an area where users can share comments and questions regarding specific documents. These comments are stored as threaded discussions where users can respond to a comment to provide feedback. These comments can be shared as public or private, and they record the user who created the comment, and date/time of when the comment was created.

Workflow Management Features

eView services from ONSITE³ utilize an advanced workflow process and methodology designed to help you coordinate people, documents and technology into an effective and collaborative system for document review. eView helps the client streamline the workflow process with ease of categorization for different types of users, allowing the client to carefully consider the various roles, responsibilities, tasks and processes associated with each type of user within the overall review process. Workflow capabilities include:

Role Management

eView defines seven roles within the application; Site Admin, Client Admin, Client User, Expert Witness, 1st Reviewer, 2nd Reviewer, and Privilege Reviewer. These roles can assist with easy categorization of users within a document review. These roles are not restrictive, meaning that you can choose not to use them, and you can create custom privileges within these roles.

Review Workflow Management

eView offers a simple interface to manage 1st and 2nd review teams, and allow them to work seamlessly in tandem. The intuitive design assists the client with prioritizing and managing daily workflow tasks, distributing documents to reviewers for action, and generating pre-defined reports to understand the progress of the entire document review. Reviewers can be assigned to specific folders of documents, or pull from the entire population of documents. The reviewers will receive the documents in batches. The numbers of documents that are contained in the batches are pre-determined by the client admin and are completely customizable.

Robust Reporting

Various and customizable reports can be generated by the client for nearly every component of the review and production. For example, clients can receive and review custom daily reports, permission reports, detailed project reports by client, case, or database, administrative log reports (big brother), and forecasting reports.

Privilege Log Workflow Management

Clients can easily manage one or more privilege logs in a centralized location with the application. This workspace allows you to manage and edit the privilege log, select the fields that need to be on the privilege log, and export the log to a desired delimited format. Further, the ability to define privilege log rules and include privilege families is important so privileged information is not produced by mistake.

Production Workflow Management

Clients can easily manage one or more productions in a centralized location with the application. The ability to define production rules and run conflict checks is important to only produce what is intended to be produced. This workspace allows you to store the production specifications, and review the overall production summary.