

The flexible online review tool that adapts to diverse project requirements for analysis, search, and reporting – increasing reviewer productivity and reducing overall review cost.

## Perform Native Review Everywhere

Over any internet browser on PC or Mac and on an iPad, review documents in their original native format, with the option of converting to image with true TIFF on-the-fly capability, without incurring any additional fees. Built-in document alerts notify the reviewer of hidden attributes in the native file, such as hidden columns and rows, track changes, or speaker notes. The reviewer will know to download and review the native file when they see an alert icon in the interface.

## Easy-to-Use Software

Users experience day one productivity with minimal training. Visual cues throughout the user interface help you identify and work within the software. Review and bulk tag families, threads, and duplicates in a single easy-to-use screen. InControl™ will even automatically keep track of what you have already reviewed and skip items you have already designated. When working with entities such as domain names, use the option to hide reviewed documents that have already been tagged. Also, the software supports Unicode, which meets users' international requirements for document review.

## Improve Efficiency with Enhanced Search

Perform quick entity searches using analytics and pre-clustered data (quick entities) to do a first pass on data and identify volumes of junk emails (non-responsive groups of e-files, by file type and/or by file name). Drill deeper into a quick entity search by adding additional search terms (search within a search) through InControl's™ advanced search capabilities. Improve second pass review efficiency by identifying items that could be potentially privileged, or that are potentially relevant.

The second pass reviewer can review documents more effectively based on the criteria that grouped them together in the first pass review. Implement InControl's™ integrated concept taxonomy, full-hit highlighting, and extensive search capabilities, which include metadata and entity refinement. Full hit highlighting terms are highlighted and each term has its own color for easy visual identification.

## Increase Productivity with Analytics

Implement InControl™ productivity features to optimize review time. Near-duplicate identification detects similar documents quickly. Users can sort and organize to expedite review and maximize efficiency; coupled with actual duplicate identification and bulk tagging, this can save immeasurable time and maximize work product. Thresholds for similarity can be customized on a case-by-case or collection-by-collection basis. Use email threading to quickly identify all emails pertaining to a conversation, as well as their discussion threads, and their attachments, to gain review efficiency. Concept clustering allows quick organization and sorting of documents for specialized review and analysis. Subject matter experts can focus efforts based on their strengths. Assignments can be made easily, and documents can be quickly distributed for review using public or private folders or administrative batching.

InControl™ has built-in proprietary analytic functionality, which removes the cost associated with integrating third party solutions. Because the analytics are in the same platform as review and project management tools, time and cost are saved, and efficiencies are gained.

## Access Real-time Reporting

Review projects demand efficiency, and InControl™ provides real-time reports on document review progress. Common reports in our customizable



report suite include: User Document Review Summary, User Login Summary, Standard Tag Status, Assigned Documents by User, Privilege Type Summary, Privilege Log, Tag Summary, Annotation Log.

## Flexible Installation Infrastructure

InControl™ has the most nimble architecture, enabling companies to grow their installation as their data users increase. This does not require rework or significant downtime; it is simply an expansion of the hardware configuration. InControl™ technology was designed to expand to meet business demands.

## Customize an Intuitive User Interface

Experience day one productivity with minimal training for attorney review teams in an interface designed for attorney reviewers. Take advantage of exceptional customization through tag and field profiles for different types of users, to increase efficiency and focus reviewers on their given tasks. Go a step further and use customizable field and tag ordering, which places the most important tags at the top of the coding interface. Bulk tag duplicate documents, search results, documents in a family group and documents of the same file type – or restrict this functionality based on review requirements.

## Produce Data Easily

Production management is flexible and easy-to-use with InControl™. Allowing the same document to be produced in different ways within a single production repository for each case, the tool allows users the flexibility to produce native, TIFF or both types of files, while tracking settings and supporting exports of different types of files and formats. Consistent with the rest of the platform, production is set-up on a permissions basis such that users only access what they are permitted to see or do.

## Manage the Review Workflow

Assignments can be made easily, and documents can be quickly distributed for review. Assign from multiple load files, and enter assignment criteria in a single location. Preview your results before confirming assignments. Customize your preview by adding new columns, changing the layout, or sorting. Assignment progress reporting helps you know exactly what reviewers have accomplished and predict completion dates. The assignments features are designed with the review administrator in mind – to help you manage review as effectively as possible.

## Manage Project Communication

InControl™ provides visibility into your project workflow. The project manager acts as a central hub of information and communication that you can rely on for status updates, project documentation, specifications and team notifications. Define automatic messaging and notifications communication protocols for receiving project status updates. Manage user permissions to permit add, update, delete, or view-only access to information.

## Use Transparent Project Information

InControl™ makes project information easily accessible and visible, defined by how you set-up roles on the project team. Through our customizable, robust reporting, you can monitor reviewer productivity and track review progress in real-time. You can also export search results, reports and documents. The auto-generated privilege log also provides project management benefits to a review manager.

Allowing users to perform online review in a tool that they enjoy using – from a company that will always support them – is what we are about. At Reveal, we listen to our users, and we build InControl™ so that the functions our users need are at their fingertips.

Kevin Reester, CTO