DigitalWarRoom®
By GGO

DWR WorkGroup™

The fees for traditional e-discovery services, based on data volume, are geared to 'mega cases' with high stakes and high budgets. Unfortunately, the high cost of e-discovery often has undue influence over the decision to settle vs. pursue a case. Digital WarRoom shifts the equation, freeing you from the strategy limitations posed by e-discovery.

Digital WarRoom WorkGroup is a practical, cost-controlled, collaborative, end-to-end e-discovery solution for corporations and law firms facing mainstream cases and government investigations.

Created on the robust Digital WarRoom end-to-end e-discovery platform, WorkGroup is a network accessible application that supports data ingestion, processing, review, annotation, and production to opposing counsel – all in a single application.

The Benefits of Strategic E-discovery

Better Informed Case Strategy

- Confirm the cost of e-discovery early. The Digital WarRoom model takes the variability out of processing costs, allowing you to accurately assess your options.
- Integrated analytics identify key individuals, topics, events, informing you for a Meet & Confer discussion and e-discovery agreement.

Reduce Risk of Data Loss

- All document extraction, email processing, and final production are done within WorkGroup
- Collected data never leaves your control; eliminate the risks inherent in multi-vendor processing.

Rapid, Consistent Review

- Familiar Windows work area resembles Outlook, reducing the learning curve for reviewers.
- Family group and conversation thread management assure consistent, rapid review.
- Every activity, decision, tag and data management action is captured in detailed defensibility logs.

Freedom from Uncertainty

- The Digital WarRoom Platform scales to support every matter – from the smallest in-house issue to the large, complex multi-year litigation.
- Our team of consultants backs you through the entire project - you'll have the resources to meet any unanticipated challenge in e-discovery.

Typical WorkGroup Implementation

- WorkGroup is a software application designed for network based access
- Secure remote access makes review available to co-counsel, clients and offsite team members
- Administrator access supports case creation and management functions
- Designate™ licenses provide document reviewers with efficient review-focused features
- Scalable to support any number of reviewers

WorkGroup Application and Case Database Microsoft SQL Express

Administrator:
- Case Creation
- Data ingestion & processing
- Full Reviewer capability
- Run Imaging for TIFF production
- Prepare Productions & Export Data
- Run and export reports

Reviewers:
Designate™ License Search, annotate, redact, tag documents for responsiveness & privilege

WorkGroup Key Features

A single WorkGroup installation can support one or more Administrators and 10 licensed reviewers, to take a matter from processing through document production:

Processing

- Ingest document collections from a network drive, local hard drive, or accessory storage device
- Extract messages from Email container files
- Extract documents from .zip, .rar, and hundreds of other file types
- Conduct Optical Character Recognition (OCR) on image files to extract and index text
- Utilize integrated NSRL list to distinguish and exclude files that are not user-created data ("de-NIST")
- Index content for rapid search

Analysis

- Analyze the corpus by file type, custodian, date range, metadata fields
- Filter by file type, extension, marks, issue codes
- "Who to Whom" network analysis provides insight into communications between individuals
- Find "like documents" to analyze similar and near-duplicate items

Review

- Unlimited number of reviewers using the Designate license may work on a server-based matter
- Scope feature helps organize collections of documents for review planning, deposition preparation
- Patent-pending "Pith" digital fingerprint identifies exact duplicates, assuring consistent document tagging
- Review and mark attachments, family groups, conversation threads in context
- Customizable tags, annotations, issue codes
- Adverse party review capability

Production

- Prepare productions from within the review environment
- Produce in Native format or images
- Archive capability captures entire case for review on other DWR installations – great for co-counsel or client review in DWR Pro.
- Create export Load files for Summation, Concordance, iPRO, CSV, XML, others
- Clawback function tracks documents pulled back from a production set

System Requirements

Microsoft SQL Server 2008 Express (or SQL Server 2008) to support the database structure in Digital WarRoom® WorkGroup.
For best performance, we suggest
- Operating System Windows 7 Professional
- 4 GB of RAM
- 160GB of free hard drive space
- Quick View Plus, document viewer, version 10 or later. (not the free trial version).

WorkGroup Minimum System Requirements

- Pentium 4 Compatible @ 2.33 GHz
- RAM - 1GB minimum
- Hard drive space - 20GB minimum
- Video - 1,024 x 768 pixel resolution monitor
- Operating System - Windows XP Professional SP2
- Software
  - Microsoft .NET Framework 4.0 or later
  - Microsoft Internet Explorer 7 or later - set as default browser
  - Microsoft Office Professional 2007
  - Microsoft SQL Express 2008 or SQL 2008

Designate™ Client System Requirements

Minimum system requirements for installing the Designate - 90 Day software license:
- Pentium 4 Compatible @ 2.33 GHz
- RAM - 1GB minimum
- Hard drive space - 20GB minimum
- Video - 1,024 x 768 pixel resolution monitor
- Operating System - Windows XP Professional SP2
- Software
  - Microsoft .NET Framework 3.5 or later
  - Microsoft Internet Explorer 7 or later - set as default browser
  - Microsoft Office Professional 2007

Digital WarRoom WorkGroup is supported by a team of highly experienced, ACEDS certified e-discovery experts. Consulting services and guidance are available to assist you with project management, data forensics, data mining, custom reporting and other services. Contact us to get started on your project today.

organization of legal professionals

CERTIFIED
◆CEDS
E-DISCOVERY SPECIALIST

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