DigitalWarRoom®
By GGO

DWR WorkGroup™

Digital WarRoom WorkGroup is a multi-user server-based e-discovery application that allows law firms, corporate IT or in-house legal teams to manage e-discovery ESI processing, analytics and early case assessment, document review and production in response to litigation, investigations or other legal challenges.

DWR WorkGroup allows law firms to take control of e-discovery, provide more responsive service to clients, and reduce costs. The integrated processing engine in WorkGroup processes over 300 file types in unlimited volume, eliminating the high cost and bottlenecks experienced in using external processing services. Create and manage case data, document review and production all in one application. There is no limit to the number of cases, and no limit on the volume of ESI processing.

The Benefits of Strategic E-discovery

Inform Case Strategy

- Confirm the cost of e-discovery early on. The Digital WarRoom model takes the variability out of processing costs, allowing you to budget accurately.

- Integrated analytics identify key individuals, topics, events, in the data set.

- An early case assessment review of key custodians informs the 26(f) meet and confer negotiations, contributing to creation of a sound e-discovery agreement.

Secure Chain of Custody

- All document extraction, email processing and final production are done within one environment in WorkGroup.

- Collected data never leaves your control, eliminating risks inherent in transferring data between multiple tools.
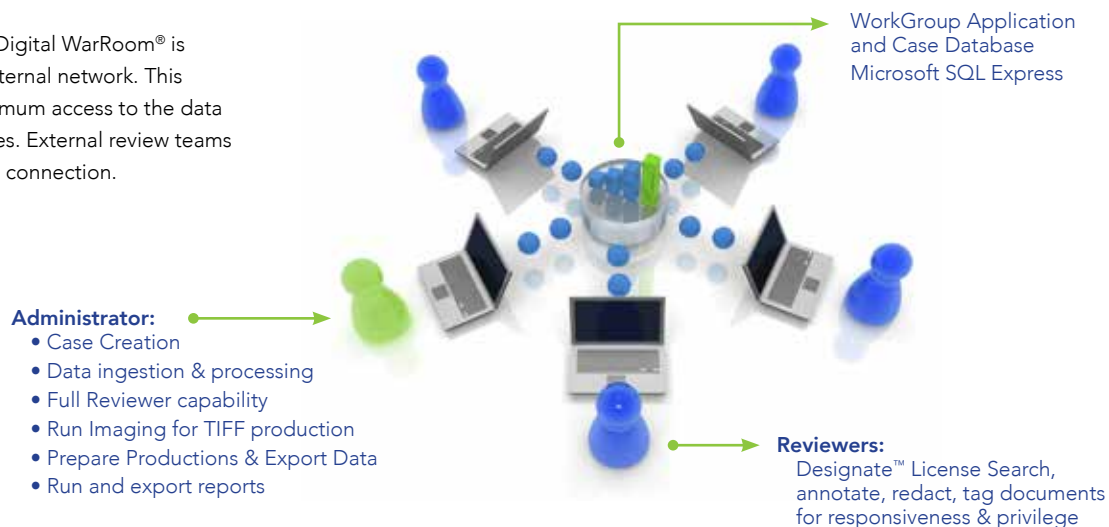
Rapid, Efficient Attorney Review

- Familiar, intuitive Windows work area resembles Outlook, reducing the learning curve for reviewers.

- Family groups and attachments, email conversation threads, bulk-marking increase efficiency.

- Attorney annotations related to privilege are captured for automated Privilege log creation.

Freedom from Uncertainty

- Digital WarRoom WorkGroup scales to support every matter, from the smallest in-house investigation to the large, complex, multi-year litigation.

- Digital WarRoom is unique in its ability to create and save case data in a portable form. A case database created on any Digital WarRoom product can move seamlessly between DWR Pro on the desktop, DWR WorkGroup server, or DWR Remote SaaS hosted review.

WorkGroup Implementation and Configuration

In the configuration shown, Digital WarRoom® is configured as part of your internal network. This allows the reviewer the maximum access to the data using the fastest transfer rates. External review teams can be connected via secure connection.

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 Features at a Glance

A single WorkGroup installation can support one or more administrators and an unlimited number of document reviewers.

Processing

- Drag and drop, or browse network data stores to select data for processing
- Processing options include deNIST, de-duplication, email and container extraction
- Over 300 file types supported
- Unicode compliance, natural language processing and support for over 100 languages
- OCR (Optical Character Recognition) extracts text from image files, indexing text for searchability

Analysis

- Analyze the corpus by file type, custodian, date range, other metadata fields
- Filter by file type, extension, mark, issue code
- Graphical "Who to Whom" analysis shows communication patterns between individuals
- Find 'like documents' to analyze similar and near-duplicate items

Review

- Unlimited number of reviewers using the Designate™ license may work collaboratively on a server-based matter
- Scope feature helps organize collections of documents for review planning, deposition preparation
- Create custom tags, issue codes, annotations reflecting the case elements and protocol
- Customizable redaction feature simplifies multi-page redaction
- Ingest Adverse party productions for review

Production

- Produce in native format or image files
- Create export load files for Summation, Concordance, iPRO, CSV, XML, others
- Archive capability: save an entire case database and re-open on another DWR installation – great for sharing with outside counsel, client

System Requirements

Microsoft SQL Server 2008 Express including R2 (or SQL Server 2008) to support the database structure in Digital WarRoom® WorkGroup.

For best performance, we suggest:
- Operating System - Windows 7 Professional
- 4GB of RAM
- 160GB of free hard drive space
- Quick View Plus 12 (not the free trial version)

WorkGroup System Requirements
- Pentium 4 Compatible @ 2.33 GHz
- RAM - 4GB minimum
- Hard drive space - 160GB
- Video - 1,024 x 768 pixel resolution monitor
- Operating System – Windows 7 Professional
- Software

  - Microsoft .NET Framework 4.0
  - Microsoft Internet Explorer 8 or later - set as default   browser
  - Microsoft Office Professional 2007
  - Microsoft SQL Express 2008 or SQL Server 2008 (including R2)
  - PDF-XChange
  - Alterna TIFF
  - Irfanview

Designate™ Client System Requirements
Minimum system requirements for installing the Designate - 90 Day software license:
- Pentium 4 Compatible @ 2.33 GHz
- RAM - 2GB minimum
- Hard drive space - 120GB
- Video - 1,024 x 768 pixel resolution monitor
- Operating System – Windows 7 Professional
- Software

  - Microsoft .NET Framework 4.0
  - Microsoft Internet Explorer 8 or later – set as default browser
  - Microsoft Office Professional 2007
  - Quick View Plus 12 (not free trial version)
  - PDF-XChange

Digital WarRoom WorkGroup is supported by a team of highly experienced, ACEDS certified e-discovery experts. Consulting services and guidance are available to assist with project management, data collection, forensic analysis, data mining, custom reporting and special requests. Contact us to get started today.

Organization of legal professionals

CERTIFIED E-DISCOVERY SPECIALIST CEDS

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