



# Atlas Enterprise Discovery Management

## ATLAS FOR RIGOROUS DISCOVERY

- » Defensible, intelligent legal holds with integrated data collection workflow
- » Consistent IT and employee hold compliance
- » Less risk and effort for inside and outside counsel

With Atlas Discovery for Legal, Discovery for IT and Discovery for Employees. Proven, sustainable solution for discovery risk in the world's largest enterprises

## ELIMINATE THE "BIG 7" DISCOVERY RISKS

Atlas provides a single, cohesive legal holds system with discovery workflows for legal, RIM, employees and IT as well as cost and risk analytics. With Atlas, your organization eliminates the "Big 7" Discovery Risks:

1. Failure to identify the right custodians
2. Missing rogue or employee managed data sources in hold or collection
3. Failure to preserve or collect data during employee transfers and terminations
4. Inadvertently retiring or modifying data on hold
5. Failure to follow through on data or sources identified in custodian interviews
6. Overlooking or mishandling data in collection
7. Inability to assemble or defend the preservation and discovery audit trail

*Atlas Enterprise Discovery Management enables your organization to leverage outside counsel more efficiently by pre-interviewing custodians electronically, reducing the scope of data collected and reviewed with tight scoping, and ensuring a reliable, defensible process record. When used with Atlas Discovery Cost Forecasting, Atlas helps inside and outside counsel prepare quickly and effectively for discovery conferences, to jointly establish budget expectations and negotiate the scope of preservation and discovery from a shared fact base.*

## Atlas Discovery for Legal Capabilities

### Efficiently Scopes and Manages Custodians and Data Sources

- » Easily manage very large custodian pools
- » Scope and identify custodians by their responsibilities for records, IT systems or involvement in the issue in dispute
- » Copy custodian lists from existing matters to accelerate and improve hold scoping
- » Scope custodians individually, by current or historical department affiliation, by function or role, prior matter involvement, project code, or other attributes
- » View an organization to quickly see its employees and data sources and its departmental structure
- » Track and scope terminated employee assets
- » Filter employees by status, title, responsibility or responsiveness for more targeted communications
- » Add, remove and segment custodians over time
- » Scope based on country boundaries
- » Appropriate legal staff get alerted automatically whenever custodians in their holds transfer or terminate so data can be sequestered
- » Define data sources involved in matters and track them as you would custodians; add and remove them as matter facts change
- » Automatically incorporate data source stewards in hold communications and issue collection instructions to appropriate data liaisons
- » View the master list of data sources for a matter and look up any data source to see all its current holds and pending collections
- » Define and re-use standard preservation protocols for data sources based on their unique data management method and ability to preserve in place (when used in coordination with Atlas Discovery for IT)

### Streamlines and Automates Hold Publication

- » Segment notices by recipient role or knowledge. Customize notice content and sub-segment custodian population based on their responses and new development in the matter
- » Establish any number of notice templates with pre-defined variable text that automatically completes the notice and updates as information changes in future reminders
- » Create tables, bullet lists, include images, and use advanced formatting to increase the impact and effectiveness of notices
- » Copy the hold and its recipients and issue multiple versions of notices as facts change over the matter lifecycle
- » Include attachments to notices
- » Systematically send reminders, track confirmations and escalate non-confirmations and alert legal staff on exceptions

- » Enable confirmation through browser, email or recorded by a legal user
- » Record employee verbal and paper confirmations for a complete audit trail
- » Manage multiple notices over long matter lifecycles with visibility across legal staff
- » Courtesy copy the notice to management and legal staff
- » Route notices for approval prior to publication; capture the approval history automatically
- » Define criteria for holding records and data in place in repositories and archives, and publish holds directly to systems (when used in coordination with Atlas Discovery for IT and Atlas Compliance Automation)
- » Efficiently define and communicate instructions to IT to place holds on specific custodians' data within a data source and require confirmation tracking per custodian and/or data source (when used in coordination with Atlas Discovery for IT)
- » Release holds on one or more custodians with comments and systematic release notification; automatically direct custodians to their remaining holds in release notices

#### **Author and Conduct Effective Virtual Interviews**

- » Combine initial hold notice with custodian questionnaire incorporating hold compliance tracking
- » Establish intervals for re-issuing questionnaires, track responses and set escalations for non-responses
- » Author a library of standard questionnaires and add questions as needed
- » Define both questions and answers with checkboxes, text fields, drop down lists and conditional questions
- » Allow custodian to save their response and complete it in multiple sessions
- » View saved drafts and record responses on the custodian's behalf in interactive interviews

#### **Automates Actions and Improves Follow Up on Interview Results**

- » Automatically collate recipient responses by group, question, answer and follow up required
- » View responses to a single question/answer combination across all custodians or view responses to all questions for one or more custodians
- » Set automatic alerts and action items for specific answers
- » Add comments and notes to each custodian's response for a more complete record and easy follow through on facts gathered.
- » Easily present custodian responses and legal annotations to data collectors without manually creating tedious custodian-specific collection instructions (when used in coordination with Atlas Discovery for IT)
- » Provide outside counsel with employee responses to facilitate in-person interviews

#### **Plans and Coordinates Data Collections**

- » Collect to preserve when necessary and easily adjust the collection as document requests are received
- » Define and re-use standard collection protocols for data sources for consistency and completeness (when used in coordination with Atlas Discovery for IT)
- » Determine collection scope and assign collections to discovery specialists with complete instructions, full custodian and data source information, shared status tracking, data ingestion and automatic audit trail (when used in coordination with Atlas Discovery for IT)
- » Issue multiple collection instructions to specialists, RIM and custodians and aggregate all collections with automatic record keeping; issue and view sequential collections by their time phase and easily compare what was collected iteratively
- » Enable collections appropriate for diverse country laws including voluntary collections in European Union and specialist collections in the United States (even in the same matter)
- » Collect directly from custodians with metadata and chain of custody record
- » Audit or sample the collection by custodian, data source, and content for the matter at any time and augment it as needed
- » Automatically collect from data sources (when used in coordination with Atlas Compliance Automation)
- » Eliminate manual logging of files collected by custodian, their source, hash, and chain of custody with automated record keeping

## ATLAS SUITE TECHNICAL SPECIFICATIONS

### Browser

- » Microsoft Internet Explorer (v 6, 7 or 8) or Firefox (v 3.5.7).

### Oracle Database Environment

- » Database: Oracle 11g on any Oracle supported OS.
- » One of these application servers: IBM WebSphere 6.1, Oracle WebLogic 11g or JBoss 5.
- » Running on one of the following OS: Windows Server 2000 or 2003, Solaris 9 & 10, Red Hat Enterprise Linux 5.

### External Evidence Repository

(Available with Oracle Environments)

- » Choice of built-in Oracle RDMS or local or network mounted file servers or equivalent.

### Authentication

- » SSO Siteminder, LDAP 3.0 (i.e. Active Directory), NTLM 1.

### Manages Collected Data Efficiently

- » Collected data is indexed and searchable as it is ingested, including email messages, files, and attachments
- » Search by custodian and content to quickly assess collection completeness, evidence or matter standing
- » Avoid re-collecting data already in Legal's possession with easy custodian and data source look-ups and full collection history
- » Export data for review in its native form for specific or all custodians with an automatic audit trail; track when and where collected information was distributed and monitor for return or disposition
- » Disposition the collection when the matter is finally resolved; determine which review and law firms have data to be dispositioned and release the hold

### Easy to Use with Natural Process Management

- » Quickly navigate to recent work with "personal breadcrumbs" and fast links
- » Personalize your dashboard and alert preferences
- » Create and manage all actions, timelines, and project activity related to a matter for a single source of truth
- » Follows the natural sequence of events and iteration over typical matter lifecycle
- » Define the legal team for a matter and share alerts and action plans automatically
- » Look up facts by organization, matter, custodian, data source or other element with automatic cross referencing to get a 360 degree view
- » View personalized dashboards with work in progress, items for review, key matter status, and favorite reports

### Easily Controls, Monitors, and Manages the Discovery Process

- » Exceptions to holds, collection requests, and interviews are automatically detected and legal staff is alerted via email and on their dashboard
- » Status and due date tracking ensures timely completion of discovery activity and enables cycle time tracking
- » Departing and transferring employees are automatically detected and legal can look up holds by employee
- » Manage matter category permissions with enhanced security controls and matter-specific access control
- » Action items and alerts are automatically assigned and easy to manage
- » Easily define, track and monitor all preservation and discovery activities in a single system of record for higher integrity and less manual record keeping
- » Preserve data in place with a full audit trail
- » Publish comprehensive, convenient reports for inside and outside counsel that show the entire preservation and discovery record over the matter life
- » Use dozens of built-in reports, save them to PDF or Excel, or write your own web-based reports
- » Look up current legal holds and collections for any employee or system
- » Define discovery delegate or steward for data sources
- » Look up terminated employees to determine active holds, collections

### Manages the Matter Closure, Release and Disposition Processes

- » Release one or more custodians over the matter course
- » Release holds on data sources for routine disposal
- » Close out matters including disposition of collected data to avoid legacy data build up
- » Determine where collected data has been provided to service providers or outside counsel and ensure its destruction
- » Easily cross reference custodians in a closing matter to determine other matters with active holds and collections; reference their open matters in release notices or selectively release custodians
- » Secure, authorized disposition workflow prevents errors
- » Track all holds, all custodians and all data sources for a definitive view of legal obligations and to enable routine, defensible disposal of data not on hold

### **Manages Asset Inventory**

- » Define all classes of data sources and manage as a portfolio; type and clone to populate the catalog
- » Use flexible data source definition to define and manage assets by data type, system type and administration, active status, DR policy, security, and discovery attributes
- » Centrally manage data service providers and vendors and associate one or more assets and organizations with the provider
- » Link assets to one or more organizations
- » Manage predecessor/successor relationships
- » Manage staff assignments to data sources
- » Ability to set up data sources (including email, desktop, file shares, applications) and corresponding collection templates for collection workflow

### **Enables Data Governance**

- » Filter and find assets by location, data type, vendor, system type, responsibility, organizations served, stewards
- » Track system retirement and transitions
- » Capture the history of a system, including its active lifecycle, business unit relationships, data format, retention and DR practice, and successor systems

## **Atlas Discovery for IT**

*Atlas Discovery for IT automates communication of discovery requirements and facts between IT and legal staff with automatic action item assignments, notifications, alerts, work planning and easy look-up of holds and collections. Discovery for IT eliminates the risks associated with ‘dropped’ preservation activities, manual logging and double tracking between Legal and IT, duplicate collections and inadvertent disposal of data on hold. Discovery for IT is an extension of Enterprise Discovery Management — the single system of record with workflow for Legal, IT, RIM and Line of Business. Discovery for IT makes it easy for IT to manage compliance and manage data.*

### **Atlas Discovery for IT Capabilities**

#### **Coordinates Discovery Tasks**

- » See all collection activity past and pending in a single convenient dashboard
- » Look up current legal holds and collections for any employee or system
- » Automatically log legal requests in your ticketing systems
- » Get complete hold and collection instructions with all relevant custodian and data parameters in an easy-to-use collection workbook
- » Share tasks and job lists across the data collection team
- » Capture and share notes with others completing a collection and with the legal team
- » Eliminate duplicate record keeping and manual entry

#### **Aligns IT Collection Task Management**

- » Individual job lists provide complete instructions and self service for data collectors
- » Clear and precise instructions avoid wasting time and prevent misunderstanding and errors
- » Collection job dashboard for discovery coordinators includes work load tracking and reporting by system, custodian and collector
- » Ability to select a task from the list and complete some or all of its elements
- » Automatic indexing, logging and audit trail on uploaded documents when collected inside Atlas

## ONLY ATLAS IS PROVEN AT THE SCALE, RELIABILITY, AND COMPLEXITY YOU REQUIRE

- » In production in Fortune 5 since 2005
- » Manages over 5 million custodians and 1 million data sources
- » Used in more than 100 countries
- » Successfully upgrading customers' litigation data set for four product generations
- » Single legal holds with over 100,000 custodians
- » Customers with more than 15,000 active matters
- » Used to defend spoliation claims

- » Indexed document types commensurate with database indexing capabilities on applicable Atlas/database versions

### Streamlines Collection Workflow

- » Ability to view collection instructions per custodian, capture notes, upload data, and document the location of collected information if stored outside of Atlas
- » Browse through a matter collection by custodian or browse for collection requirements by custodian across multiple matters to streamline work
- » See all relevant instructions on a single page, including complete employee information, notes from legal on the custodian's data set, parameters and date ranges, and work already done on the collection
- » Upload documents or log evidence location and record location in matter audit trail

### Provides Collection Templates for Data Source Types

- » Collection template selection and "fill in the blank" capability for collection requestors
- » Ability to set up data sources (including email, desktop, file shares, applications) and corresponding collection templates for collection workflow
- » Define discovery delegate or steward for data sources
- » Expand to larger and more detailed data source pools with Atlas Information Governance for IT

### Informs the Employee Termination Asset Management Process

- » Look up terminated employees to determine active holds, collections
- » Enables disposition of terminated employee data when appropriate

### Provides Visibility into Discovery Workload

- » View open and closed tasks by individual; individual staff workload status
- » Get accurate projections and automatic updates in future quarters to plan staffing
- » Align IT resources with anticipated workloads
- » Use Atlas dashboards for visibility on load by staff, type of discovery and asset class

## Atlas Discovery for Employees

*Atlas Discovery for Employees automates communication of preservation requirements and status with legal staff. As an extension of Atlas Enterprise Discovery Management, your organization has a single system of record with workflow for the key stakeholders in Legal, IT and Line of Business. Discovery for Employees keeps global employees in line with legal requirements.*

### Atlas Discovery for Employees Capabilities

#### Enables Effortless Employee Compliance

- » Receive targeted notices and reminders
- » Confirm from outside the company intranet, on a BlackBerry or other PDA
- » Find and reply to interviews on discovery portal
- » Coordinate employee consents in EU countries
- » Log verbal and paper confirmations for a complete audit trail
- » Look up personally relevant holds at any time via an employee portal
- » Employee "self-collection" by using drag-and-drop of Outlook email or files

## Related Products in the Atlas Suite

### Control Discovery Costs with Atlas Discovery Cost Forecasting

Atlas Enterprise Discovery Management systematically captures data for Atlas Discovery Cost Forecasting. Atlas Discovery Cost Forecasting enables legal finance executives to manage and control discovery costs across the corporate matter portfolio. With Atlas Discovery Cost forecasting, determine total discovery costs by fiscal period to communicate legal expenses to finance and lines of business. Attorneys can automatically calculate discovery costs for a matter at the outset to control cost and negotiate smaller scope effectively. Continuously re-forecast as matter facts change to determine earliest and optimized matter resolution.

### Defensibly Dispose When Combined with Atlas for Value-Based Retention

Works seamlessly with Atlas for Value-Based Retention to ensure records are properly maintained and disposed. This Atlas solution extends the data catalog and management of data sources across the portfolio and enables a company to quickly put a global retention program in place. When combined with Enterprise Discovery Management, these Atlas products enable defensible disposal to dramatically reduce data storage costs and discoverable mass related risks.

### Increase discovery accuracy and compliance by incorporating data sources into the process with Atlas Information Governance for IT:

- » Automatically include data sources, tapes, and records by department in the scope of a matter
- » Scope data sources by location, records contained, organization affiliation
- » Include physical and electronic records
- » Include terminated employee data and legacy data/tapes where applicable

### Further Automate IT Discovery Efforts with Atlas Compliance Automation

Eliminate manual collections and enable attorneys to collect directly with Atlas Compliance Automation. With Atlas Compliance Automation, collect data directly from email archives, content management applications, and file shares. Atlas Enterprise Discovery Management customers leverage Atlas Compliance Automation services to connect to IBM, Symantec, EMC, file shares, Autonomy and other sources. The SDK allows IT to implement connectors for high volume systems for lower cost compliance.

### Achieve Rigorous Discovery and Defensible Disposal

Atlas Enterprise Discovery Management is part of the Atlas Information Governance Suite. With both Atlas for Rigorous Discovery and Atlas for Value-Based Retention in place, the world's largest organizations are achieving defensible disposal. With IDC predicting data volume increasing at 50% per year, the legal burden is great than ever, discovery and data management costs are escalating at a time when enterprises are looking for significant cost reduction. The Atlas Information Governance Suite is the only solution that eliminates unnecessary legal risk and unnecessary discovery costs and data management expense.

### ACA Legal Holds Connector for IBM eDiscovery Manager

The Connector enables legal departments to reduce legal risk by applying *real time* legal holds on emails at the data source, while automating the audit trail and increasing IT and legal productivity. By leveraging Atlas with IBM eDiscovery Analyzer, attorneys can directly assess risk and cost early in the case lifecycle to avoid over-collection and over-production of data.



An IBM Company

To learn more,  
visit [www.pss-systems.com](http://www.pss-systems.com)  
or call 650.810.8722

©2010 PSS Systems, an IBM Company.

This information is not intended as legal advice. The only warranties for PSS Systems products and services are set forth in the express warranty statements accompanying such products and services. Atlas Enterprise Discovery Management Product Overview 1010v2