



systemware

Email Archive and Discovery

Reduce the Complexity and Cost of Discovery

Today, email and other electronically stored documents are routinely required as evidence during litigation. You need a sound data management strategy as well as a robust and flexible solution to help control the costs of litigation and investigations, manage data growth and control storage costs.

With Systemware Email Archive and Discovery™, you will be proactively capturing, indexing and storing a single instance of all email correspondence and attachments. We provide powerful search capabilities by common fields like sender, recipient, subject, date, CC and BCC for quick retrieval dramatically improving your ability to conduct early case assessment and internal investigations as well as provide litigation support. With our ability to place a legal hold, Systemware can easily preserve all email during litigation reducing the risk of penalties and fines. And depending on your needs, our solution can be configured to archive select mailboxes or every mailbox within your enterprise.

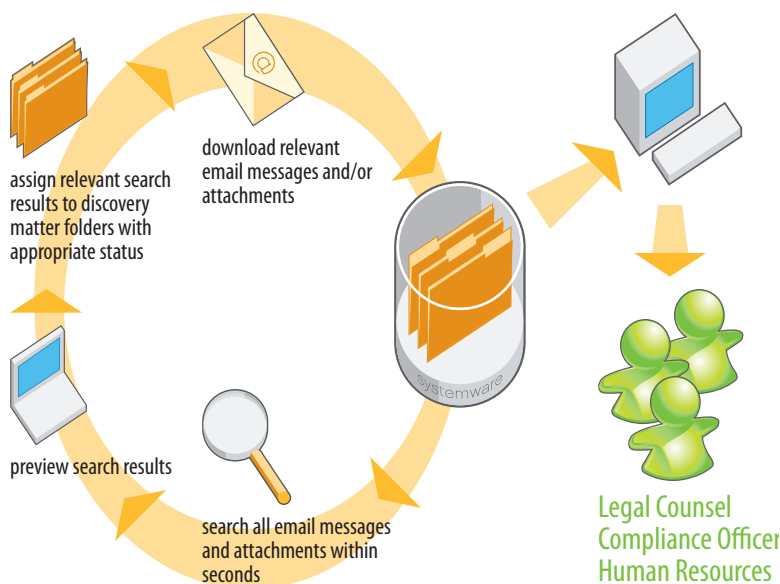
Key Benefits

- ▶ Significantly reduces the overall cost of discovery.
- ▶ Mitigates risk exposure by automatically capturing all email to comply with FRCP.
- ▶ Rapidly addresses discovery responses with a single access point to all enterprise email.
- ▶ Expedites early case assessment with the ability to quickly and easily execute searches, collect and present relevant data.
- ▶ Clearly improves operational efficiencies by reducing data storage burdens resulting in better email server performance and delivering significant email storage management benefits.

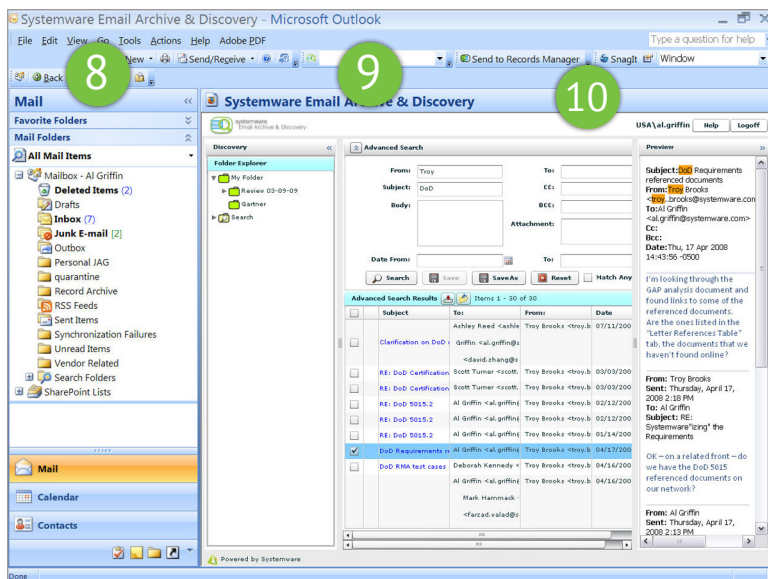
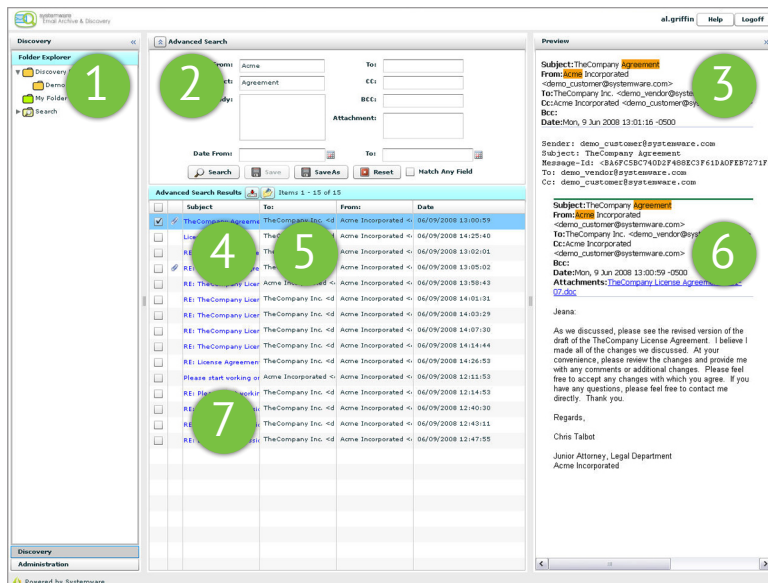
Proactive, Enterprise Electronic Information Management

Discovery - Significantly reduce your discovery costs by paring down the amount of material by prioritizing custodians, selecting date ranges and using keywords. Eliminate the high cost of outsourced review of first pass cull by leveraging this new technology in-house. Become better prepared to get the information legal needs while minimizing disruptions to ongoing IT operations.

Archive - Reduce costs by migrating data to archival storage thus improving email system performance with a reduced data load on the server. Eliminate mail box quotas as well as PST files through direct archive access. Provide users with immediate access to their personal archived email eliminating the need for IT to restore lost or deleted messages.



Systemware Email Archive and Discovery



- 1 Matter folders used to aggregate relevant messages for further review, assignment to other collaborators, and to bulk download for production or distribution. Personal folders available to organize personal archived email
- 2 Easy to use search panel to input criteria to locate messages and attachments
- 3 Preview pane for initial visual screening of message by user
- 4 Download control to select file format for download such as EML, PST, MSG, XML, PDF, zipped
- 5 Matter folder control to move selected messages to designated Matter folder en masse
- 6 Hit highlighting to make it easy to see where the message matched the search criteria
- 7 Search results listing of all email messages and attachments which matched the search criteria. Use the check box to select message for download or filing in a folder
- 8 Offers an easy to use interface within Outlook
- 9 Leverages the existing Active Directory security standards for single sign on to enterprise documents and information
- 10 Export control to easily send selected email in Outlook to Records Manager™ for declaration as a record

About Systemware

Systemware provides ECM solutions to some of the largest US organizations – across multiple platforms – in deployments managing petabytes of data and billions of documents. Systemware enables customers across a wide range of industries to make better business decisions, capitalize on information assets, improve productivity while reducing costs and ensuring compliance. Founded in 1981, Systemware is a privately-held corporation headquartered in Addison, Texas, with branch offices throughout the United States.



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