

Legal Discovery Using Symantec Enterprise Vault 8 Discovery Accelerator

COURSE DESCRIPTION

The *Legal Discovery Using Symantec Enterprise Vault 8 Discovery Accelerator* course is designed for those who use Discovery Accelerator to search, review, and prepare archived items in support of information requests. This class goes through the steps involved in setting up discovery searches and how to review, analyze, and export the search results. Using research folders and setting up marks and tags is discussed. Also included are analytics and client review. Installation, configuration, and troubleshooting of Discovery Accelerator are not covered.

Delivery Method

Instructor-led

Duration

2 days

Course Objectives

By the end of this course, you should be able to:

- Define how Discovery Accelerator is used to meet a company's search demands.
- Set up research folders to perform pro-active investigation.
- Use marks to indicate the status of an item.
- Use tags to pose a question in a case.
- Search, review, export, and produce items that have been requested.
- Turn on and use Analytics, Automatic Categorization, and Conversation View.
- Schedule and run Discovery Accelerator reports.

Who Should Attend

This course is for end users of Discovery Accelerator or other individuals who use Enterprise Vault Discovery Accelerator to retrieve requested business information.

Prerequisites

You should have a working knowledge of Enterprise Vault on Windows.

Hands-On

This course includes practical exercises and assessment items that enable you to test your new skills and begin to transfer them into your working environment.

COURSE OUTLINE

Introduction to Electronic Discovery

- Electronic Discovery
- Introduction to Discovery Accelerator
- Starting And Navigating Discovery Accelerator
- Setting Up Roles

Sources of Archived Electronic Data

- Records Management
- Data Archiving Overview
- Mailbox Archiving
- Journaling Archiving
- Public Folder Archiving
- PST Archiving
- Instant Messaging Archiving
- File System and SharePoint Archiving

Custodian and Target Management

- Overview of Custodian Manager
- Accessing the Custodian Manager
- Managing and Creating Custodians
- Managing and Creating Custodian Groups
- Setting up Targets and Target Groups

Research Folders and Cases

- Introduction to Research Folders
- Creating Research Folders
- Research Folder Functionality
- Setting Up Cases

Identification, Collection, and Preservation

- Performing Searches
- Accepting Searches
- Search Schedules

Marks and Tags

- Using Marks
- Tags and Tag Groups

Analytics

- Analytics Overview
- The Analytics Process
- Configuring Analytics

Automatic Categorization

- Using Automatic Categorization

Manual Review

- Manual Review Overview
- Assigning Items to Reviewers
- Faceted Filtering
- Review Process
- Customizing the Reviewing Screen
- Conversation View

Exporting and Producing Data

- Exporting and Producing Data
- Best Practices

Reporting

- Discovery Accelerator Chain of Custody Reports
- Running a Discovery Accelerator Report
- Scheduling and Exporting Reports

Advanced Topics

- Creating a New Customer
- Discovery Accelerator Advanced Settings
- Overview of Pre Fetch Cache
- Configuring Search Settings
- Third Party Connectors