Legal Discovery Using Veritas Enterprise Vault 12.*2* Discovery Accelerator

COURSE DESCRIPTION

The *Legal Discovery Using Symantec Enterprise Vault 12.2 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 describes the steps involved in setting up discovery searches and explains how to review, analyze, and export the search results. In addition, using research folders and setting up marks and tags are discussed. Also included are analytics and client review. **NOTE**: Installation, configuration, and troubleshooting of Discovery Accelerator are not covered.

Delivery Method
This course is available in the following delivery methods:
- Instructor-led training (ILT) – 3 days
- Virtual instructor-led training (VILT) – 3 days

Course Objectives
By the end of this course, you will be able to:
- Define how Discovery Accelerator is used to meet a company's search demands.
- Set up research folders to perform proactive investigation.
- Use marks to indicate the status of an item.
- Use tags to pose a question in a case.
- Search, review, export, and produce requested items.
- Search and review items tagged with the Enterprise Vault Classification engine.
- Enable and use Analytics, Automatic Categorization, and Conversation View.
- Schedule and run Discovery Accelerator reports.

Who Should Attend
This course is for Discovery Accelerator users and other individuals who use Enterprise Vault Discovery Accelerator to retrieve requested business information.

Prerequisites
You must have a working knowledge of using a Windows system such as Windows 7, 8 or 10.

COURSE OUTLINE

Introduction to Electronic Discovery
- Electronic Discovery
- Introduction to Discovery Accelerator
- Starting and Navigating the Discovery Accelerator Client
- Setting up Roles
- Case Study: Using Discovery Accelerator

Sources of Archived Electronic Data
- Records Management
- Data Archiving Overview
- Mailbox Archiving
- Journaling Archiving
- PST Archiving
- File System and SharePoint Archiving

Custodian and Target Management
- Overview of Custodian Manager
- Accessing the Custodian Manager
- Adding an Active Directory Domain
- Viewing and Modifying a Custodian
- Viewing 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

Marks and Tags
- Using Marks
- Tags and Tag Groups

Searches
- Performing Searches
- Accepting Searches
- Search Schedules

Analytics and Auto Categorization
- Analytics Overview
- Configuring Analytics
- Introduction to Automatic Classification

Assigning Items to Reviewers
- Manual Review Overview
- Assigning Items to Reviewers
- Faceted Filtering
- Search within a Search

Manual Review
- Review Process
- Using the Similar / Duplicate Option
- Copying Items to a Research Folder
- Customizing the Reviewing Screen
- Conversation View

Exporting and Producing Data
- Exporting and Producing Data
- Export Using Duplicate or Similar
- Best Practices

Reporting
- Discovery Accelerator Chain of Custody Reports
- Running a Discovery Accelerator Report
- Exporting Reports

Advanced Topics
- Creating a New Customer
- Discovery Accelerator Advanced Settings
- Overview of Prefetch Cache
- Configuring Search Settings
- Adding a Custom Search Attribute