

Veritas Alta eDiscovery: Administration

COURSE DESCRIPTION

The *Veritas Alta eDiscovery: Administration* course is designed for customers who perform investigations and collect data for FOIA, GDPR or other state and federal data requests. The course also caters to customers who perform electronic data discovery, review, and production for litigation.

The course discusses the configuration and use of Veritas Alta eDiscovery to help legal professionals discover valuable information for cases. It enables you to gain the necessary fundamental and advanced skills that are required to manage and leverage Veritas Alta eDiscovery features that ensure adherence to company communication policies and regulatory requirements.

Delivery Methods

This course is available in the following delivery method:

- [Instructor-led training \(ILT\)](#)
- [Virtual instructor-led training \(VILT\)](#)
- Self-paced

Duration

- Instructor-led training - ILT: 2 days
- Virtual instructor-led training - VILT: 2 days

Course Objectives

After completing this course, you will be able to:

- Summarize the factors that affect the eDiscovery process.
- Explain the Electronic Discovery Reference Model (EDRM).
- List the key features of Veritas Alta eDiscovery.
- List the roles available in Veritas Alta eDiscovery.
- Assign the Reviewer and Administrator role to an account.
- Configure targeted collections for Microsoft Teams, OneDrive for Business, Enterprise Vault, Exchange Online, and Import.
- Configure and work with managed accounts.
- Explain the functionality of labels, legal holds, and tags.
- Summarize the options and functionality in the eDiscovery and Investigations tab.
- Illustrate the case workflow for eDiscovery administrators and reviewers.
- Manage the case documents to production sets.
- Perform annotation and redaction operations on emails and files using the Native Viewer.
- Perform operations on searched emails, collaboration messages, and files.

- Perform operations on Advanced ECA search items and cases.
- List the methods to search the contents of cases and tables, accounts, lists, and reports.
- Perform export operations.
- Summarize collaborative eDiscovery reporting.

Simulations

This course includes simulations that enable you to learn new skills and transfer those skills into your working environment.

COURSE OUTLINE

Understanding the Basics of eDiscovery and the Electronic Discovery Reference Model

- Introducing eDiscovery
- Introducing Electronic Discovery Reference Model (EDRM)

Introducing Veritas Alta eDiscovery

- Introduction to Veritas Alta eDiscovery

Working with the Veritas Alta eDiscovery User Interface

- Understanding the Veritas Alta eDiscovery User Interface

Understanding Veritas Alta eDiscovery Roles

- Roles in Veritas Alta eDiscovery
- Assigning Roles in Alta eDiscovery

Simulations

- Assigning the Reviewer Role to an Account in Veritas Alta eDiscovery
- Assigning the Administrator Role to an Account in Veritas Alta eDiscovery

Working with the Investigations tab

- Introduction to Investigations in Advanced eDiscovery
- Veritas Advanced eDiscovery: Targeted Collections
- Managed Accounts
- Reassigning Emails
- Working with Labels
- Working with Legal Holds
- Implementing Tags

Simulations

- Viewing Nodes Present Under the Investigations Tab
- Reassigning Emails
- Working with Labels
- Applying Tags and Legal Holds

Working with the eDiscovery tab

- Introducing the eDiscovery Tab
- Working with Cases
- Working with Case Documents and Production Sets
- Working with Reviews
- Performing Annotation and Redaction Operations

Simulations

- Viewing the eDiscovery Tab User Interface Options List
- Adding a New Case
- Managing Cases
- Moving Case Documents to a Production Set
- Managing the Production Set
- Creating Tags for Case Documents
- Reviewing Cases
- Reviewing Files in the Native Viewer

Performing Searches in Veritas Alta eDiscovery

- Search Operations in the Investigations tab
- Working with Searched Items
- Working with Advanced ECA Searches
- Search Operations in the eDiscovery tab
- Methods for Searching Cases and Accounts
- Methods for Searching Tables and Reports

Simulations

- Creating Searches in Veritas Alta eDiscovery
- Performing Search Operations on Cases

Managing Exports and Working with Collaborative Reports

- Performing Exports in Veritas Alta eDiscovery
- Working with Collaborative Reports

Simulations

- Performing Export Operations
- Working with Collaborative Reports

About Veritas

Veritas Technologies is a global leader in data protection and availability. Over 80,000 customers— including 87 percent of the Fortune Global 500—rely on us to abstract IT complexity and simplify data management. The Veritas Enterprise Data Services Platform automates the protection and orchestrates the recovery of data everywhere it lives, ensures 24/7 availability of business-critical applications, and provides enterprises with the insights they need to comply with evolving data regulations. With a reputation for reliability at scale and a deployment model to fit any need, Veritas Enterprise Data Services Platform supports more than 800 different data sources, over 100 different operating systems, more than 1,400 storage targets, and more than 60 different cloud platforms. Learn more at www.veritas.com. Follow us on Twitter at [@veritastechllc](https://twitter.com/veritastechllc).

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