

Atlas eDiscovery Process Management for IT

Empowers legal and IT professionals to manage defensible legal workflows

Atlas eDiscovery Process Management™ empowers attorneys, paralegals, and discovery professionals to efficiently manage a rigorous, highly defensible legal holds workflow. It enables corporate legal organizations to use outside counsel more efficiently by electronically pre-interviewing custodians and reducing the scope of the data required to be collected and reviewed. Atlas eDiscovery Process Management automates the communication of discovery requirements and facts between IT and legal staff, including action item assignments, notifications, alerts, work planning, and searches through holds and collections. Atlas eDiscovery Process Management helps produce a more reliable, defensible process record for improved, more cost-effective legal outcomes.

Benefits for IT

Coordinates discovery tasks

Delivers the ability to effectively coordinate discovery tasks to manage, find and view collection data more easily.

Aligns IT collection task management

Avoids costly duplication of efforts by aligning IT collection task management efforts between your legal and IT staff.

Streamlines the collection workflow

Enhances your collection workflow with better browsing, viewing, and logging capabilities.

Enables workload visibility

Enhances visibility into your discovery workloads and assets for better planning and resource allocation.

Provides collection templates

Uses collection templates for data source types to reduce manual tasks and improve collection data accuracy.

Highlights

- Scope more efficiently and precisely
 - Eliminate manual follow-up
 - Preserve data in place and collect without employee disruption
 - Automatically monitor collection status and chain of custody logging
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Key Features

Streamline the collection workflow

View collection instructions by custodian, capture notes and upload data, and document the location of collected information stored outside of Atlas products. Browse a matter collection by custodian, or browse for collection requirements by custodian across multiple matters. See relevant instructions on a single page, including thorough employee information. Explore notes from legal staff on the custodian's data set, parameters, and date ranges. Quickly identify work already done on a collection.

Gain visibility into discovery workloads and assets

View open and closed tasks by individual and view individual staff workload status. Get accurate projections and automatic updates for future quarters to improve staff planning. Align IT resources with anticipated workloads. Use dashboards for visibility into workload by staff, type of discovery, and asset class. Search for terminated employees to determine active holds and collections. Dispose of terminated employee data when appropriate.

Align IT collection task management

Support thorough, precise instructions and self-service options for data collectors. Use a collection job dashboard designed for discovery coordinators to track workloads and view reports by system, custodian, and collector. Select a task from a list and complete some or all of its elements. Log, index, and update an audit trail automatically for uploaded documents collected with Atlas products. Index document types using database indexing capabilities for selected Atlas and database products.

Provide collection templates for data source types

Choose from multiple collection templates that include fill-in-the-blank capabilities for collection requestors. Set up data sources, including email messages, file shares, and applications, with corresponding collection templates to create collection workflows. Specify a discovery delegate or steward for data sources.

About Breakwater

Breakwater helps mitigate risk and gain insight from sprawling information by combining technology automation and human expertise. Our expert consulting, software, and managed services address the challenges within information governance, disputes and investigations, regulatory compliance, privacy, and cybersecurity. Our solutions allow governance, legal, and risk professionals to locate, access, analyze, and manage information by making data transparent and actionable. Breakwater helps clients in public and private sectors mitigate risk, improve productivity, and increase profitability by transforming how they use data.

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