

Autonomy (Formerly
Iron Mountain) Legal
Discovery Advanced
Document Review



Course Overview

This course covers the principal features and functions that reviewers use to analyze document sets, conduct full text and metadata searches, manage search results, and organize documents for different case purposes.

Duration

- *2 hours self-paced eLearning*

Pre-Requisites

- *None*

Course Content

In this course we cover the following topics:

- *Logging into Autonomy (Previously Iron Mountain) Legal Discovery*
- *Overview of the different types of folders*
- *Searching (full text and metadata)*
- *Faceted Search*
- *Property Navigation*
- *Keyword Groups and Persistent Hit Highlighting*
- *Creating and Managing Tags*
- *Coding Fields*
- *Bulk Operations*
- *Random Sampling*
- *Bookmarks*
- *Printing and downloading documents*

Entry Fee

- *This \$295 USD per individual*
- *This course is hosted on a SCORM-compliant eLearning platform. Learners have 90 days to complete the course.*

www.autonomy.com

Copyright © 2010 Autonomy Corp. All rights reserved.
Other trademarks are registered trademarks and the properties of their respective owners