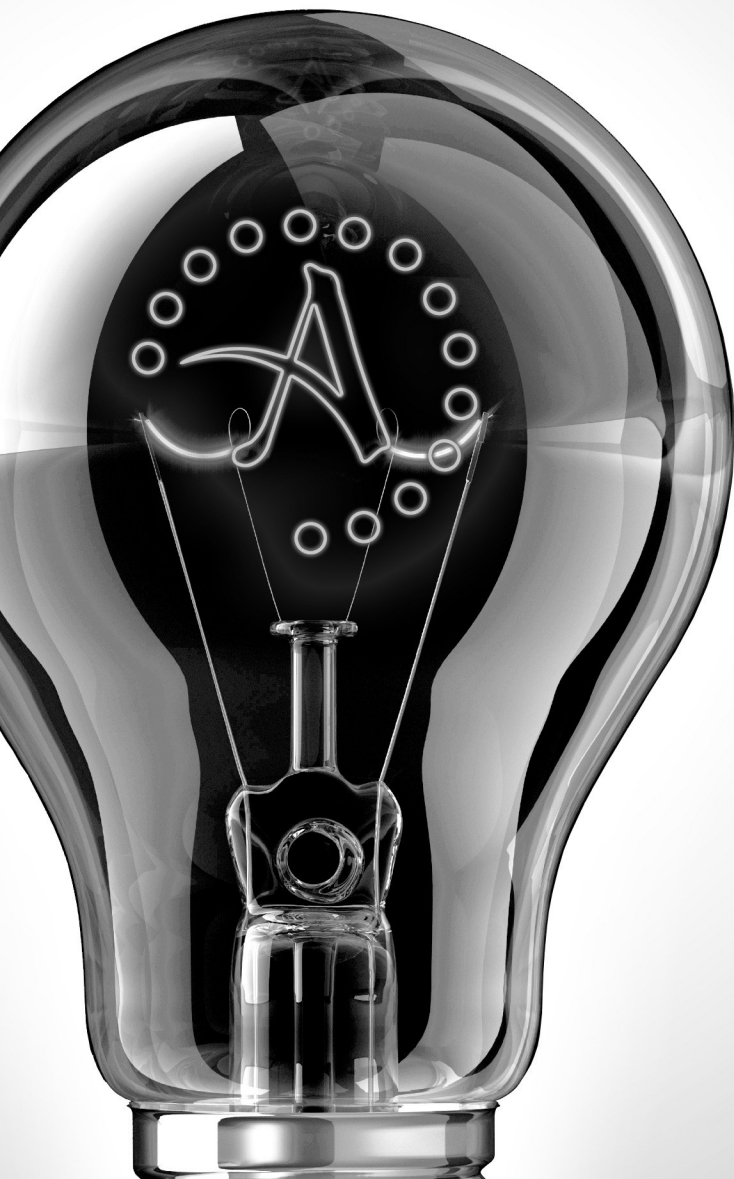


Autonomy (Formerly
Iron Mountain) Legal
Discovery for
Administrators



Course Overview

This course covers the principal features and functions that administrators and case managers use to manage electronic discovery document review projects.

Duration

- *2 hours self-paced eLearning*

Pre-Requisites

- *None*

Course Content

In this course we cover the following topics:

- *Logging into Iron Mountain Legal Discovery*
- *Overview of the different types of folders*
- *Concept Folders*
- *Security for Administrators*
- *Searching (full text and metadata)*
- *Faceted Search*
- *Property Navigation*
- *Keyword Groups and Persistent Hit Highlighting*
- *Managing Task Assignments*
- *Managing workflow using Workpools*
- *Creating and Managing Tags*
- *Coding Fields*
- *Bulk Operations*
- *Random Sampling*
- *Using the Production Organizer 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.*

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