

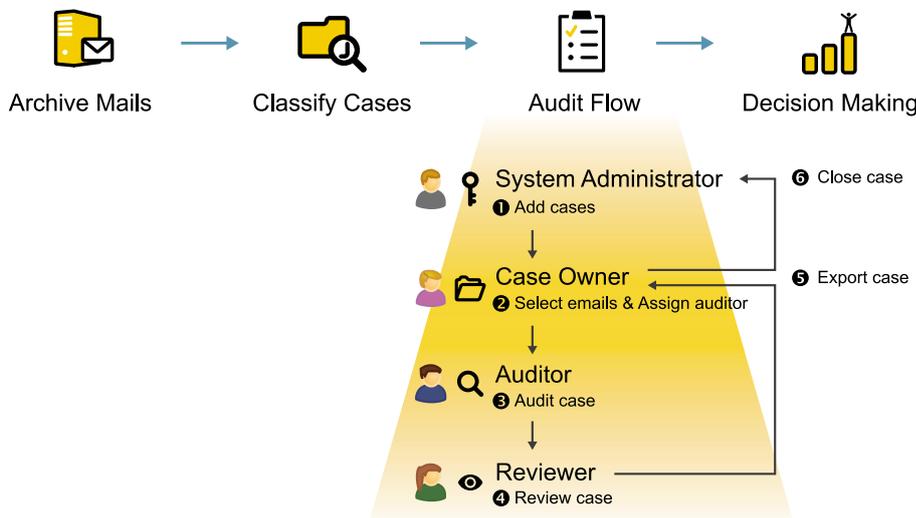


Integrated audit flow.
Litigation process faster.

Mail Archiver

Case Management (CAS)

Case Management (CAS) function helps you categorize your massive emails and clarify the correlations among cases and emails. With the help of case planning, integrated process flow control, and audit personnel allocation, you can make better and faster decision for each case.



Benefits

- Categorize your massive emails in collections
- Set tiers to review the emails
- Clarify the correlations among emails
- Simplify the process for legal and IT department
- Makes any litigation process faster
- E-Discovery & Regulation Compliance Management
- Save cost from penalties in lawsuits

Case Management Process Flow

The process flow was designed to facilitate the searching of archived emails:

1. Administrator creates a new case and specifies the Case Owner
2. Case Owner assigns the Auditor and Reviewer
3. Owner adds the archived mails to the new case
4. Auditor decides if the mails are related
5. Reviewer confirms the classification again.
6. Once the case is closed, Case Owner exports it as a csv or html file.

The case owner can assign auditor and reviewer and export the cases to files. The auditor and reviewer manage the emails by marking them

as "Unrelated," "Related" or "Cannot Confirm." If they choose "Unrelated", the email will be sent back to the archive folder. If they choose "Related", the email will be saved in the case folder. When it's hard to distinguish whether the email is related or not, they can choose "Cannot Confirm." In addition, the "Comment" space helps auditor and reviewer annotate some useful information, which makes it easier for the email to be found afterwards.

CAS function was designed to simplify the process of handling mass amount of emails. It reduces the time for collecting related emails and thus help the organizations work more efficiently and get organized on the cases.