
Symantec eDiscovery Platform (Clearwell) 8.0: For Administrators

Duration: 2 Days Course Code: HA0417

Overview:

The Symantec eDiscovery Platform 8.x: For Administrators course is designed for legal professionals that perform Electronic Discovery on Electronically Stored Information. The course is designed to be delivered over two (2) days. It focuses on the Identification and Collection of the Electronic Discovery Reference Model (EDRM), as well as, the installation, configuration and maintenance of the Symantec eDiscovery application. This class covers the major functionalities of the Symantec eDiscovery Platform as well as best practices for managing eDiscovery projects using Symantec eDiscovery Platform. It includes treatment of processing, search techniques, workflow management, export guidelines, and so on.

Target Audience:

This course is for customers, support engineers, consultants, and partners who need to maintain and use the Symantec eDiscovery Platform. The course is intended for the personnel responsible for maintaining the Symantec eDiscovery Platform infrastructure and performing identification and collection of data, typically an IT professional.

Objectives:

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| ■ After completing this course, you will be able to: | ■ Understand Data pre-processing and processing. |
| ■ Setup and configure the system. | ■ Create and use both employees and custodians. |
| ■ Configure the eDiscovery Platform server and eDiscovery Platform Web server for Legal Holds. | ■ Perform Identification and Collection of electronic items for discovery. |
| ■ Perform maintenance actions, for example backups Understand installation and upgrade fundamentals. | ■ Manage Identification and Collections. |
| ■ Create and setup Cases. | ■ Work with Enterprise Vault Search Preview and Hold in Place. |
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Content:

EA 1: Symantec eDiscovery Platform Fundamentals 1

- Symantec eDiscovery Architecture: basic and distributed
- Symantec eDiscovery Service Accounts
- Symantec eDiscovery appliance overview
- Symantec eDiscovery application installation overview
- Patch Notification and Management
- Upgrading Symantec eDiscovery

EA 2: Symantec eDiscovery Platform Fundamentals 2

- System settings and tasks
- Setting up the Legal Hold Web Server
- Backups
- Symantec eDiscovery Utility
- Symantec eDiscovery Support
- Hands-on labs:
- System settings and user interface
- Run a case backup.
- Use the Symantec eDiscovery Utility.
- Upload logs for support.

EA 3: Source Setup and Case Creation

- Source Setup
- All cases settings
- Processing settings
- Hands-on labs:
- Add Case Folder Source.
- Modify the All Cases Settings.
- Configure Processing Settings.

EA 4: Discovery and Processing

- Discovery (pre-processing)
- Pre-processing options
- Processing
- Hands-on labs:
- Perform Discovery.
- Perform Processing.
- Batch Folders
- Perform Load File Import

EA 5: Object Security

- User Roles
- User Access Profiles
- User Access Groups
- Hands-on labs:
- Create Roles
- Create Access Profiles
- Create Access Groups

EA 6: User and Custodian Setup and Management

- User management
- Creating a new user
- Custodian Manager
- Hands-on labs:
- Create Users
- Use Custodian Manager

EA 7: Identification and Collection Fundamentals

- Overview of identification and collection
- Source and Active Directory discovery
- Hands-on labs:
- Perform Active Directory discovery
- Create Source Accounts
- Create Sources
- Create Destinations

EA 8: Collections and Collection Tasks

- Creating collections
- Filtering data and assigning custodians
- Managing Collection Tasks
- Enterprise Vault Search Preview
- Data Hold-In-Place in Enterprise Vault
- Hands-on labs:
- Create Collection Tasks
- Filter Collections
- Assign custodians
- Perform Enterprise Vault Search
- Perform Data Hold-In-Place for Enterprise Vault

EA 9: OnSite Collections and Collection Sets

- OnSite collections overview and workflow
- Preparing and running OnSite Collector
- Creating collection sets and adding to case
- Hands-on labs:
- Create an OnSite Collection
- Create a Collection Set
- Evaluate Collection Set
- Add Collection Set to Case

EA 10: Collection Reporting and Maintenance

- Collection reporting capabilities
- IC backup, user roles, licensing
- Hands-on labs:
- Export Collection Report
- Basic troubleshooting

Further Information:

For More information, or to book your course, please call us on 00 966 92000 9278

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