

## SITE MANAGEMENT AND SETUP

### Create a Matter

• Click the logo from any screen to return to the dashboard

Company, Firm, or Client

Matters

• Click the arrow to go to Matter details or Create a New Matter

Activity Stream

08/02/17

- Collection Created Enron Demo 08/02/17 10:11:26 MDT Collection created for Shau...
- Collection Created Enron Demo 08/02/17 10:01:04 MDT Collection created for Shau...

08/01/17

- Collection Created Enron Demo 08/01/17 14:49:51 MDT Collection created for Patt...
- Custodian Linked Enron Demo 08/01/17 09:29:38 MDT Patricia Daly linked to Mat...

New Matter

• Enter Matter details and select Insight Direct at Delivery Format

Name: Doe v. Smith

Matter Number: 12345

Case Number: 0003-09-9987

PO Number:

Notes:

Caption:

Contacts: Add Contact

Region:

Business Unit:

Delivery Format: SEC-DAT Format

Email From:

Legal Data Strategies: The name on outgoing emails to Custodians

Email Reply-To: no-reply@legaldatastrategies.com

### Notify - Create Custodians

• Select Custodians, then Add Selected Custodians (from existing) or Create Custodian

Custodians Deliveries Home

New Legal Hold

Advanced Search

Title: Select an Option

Department: Select an Option

Location: Select an Option

Group: Select an Option

All Custodians in this Client

CS Thompson csthompson.com

Custodians to add to this Matter

Add All Remove All

Create Custodian Add Selected Custodians

# LEGAL HOLDS

## Create a Legal Hold

**Start by creating a new Legal Hold and monitor holds on this screen.**

**1** Add Custodians from the matter or find custodians from other matters.

**2** Create the notice or start with an existing one.

**3** Add attachments, a single acknowledgement question or include a questionnaire that you create.

- Send when you are ready

**Set reminders and escalations:**

- **Acknowledgement Reminder:** automatically send reminders to custodians who have not acknowledged their legal holds
- **Hold Reminder:** automatically send routine reminders to custodians, making sure that they remember their active Legal Holds
- **Escalation:** escalate the Hold Reminder to a supervisor

## Create Questionnaire

**No need to include custodians, email, or note if the Questionnaire is sent with the notice**

**Use the recommended questions or create custom ones**

**New Questionnaire**

# Data Profiler

**Catalyst** Patty Daly | Catalyst | Sign Out

All Matters ▾ Enron Demo ▾

Legal Hold Questionnaire **Data Profiler**

**Data Profiler Management**  
Data Profiler helps you get a handle on your legal budget and strategy by scanning a Custodian's computer to provide a summary of

Custodian  
▸ Larry Barela  
Rob Moore

**I need to scan my Custodians**  
Choose this option to scan Custodian machines. Review a summary of type and quantity of files for each Custodian before any Data Collections begin. **Next**

**I have the hard drive**  
Choose this option if you have physical drives. Review a summary of type and quantity of files for each Custodian before any Data Collections begin. **Next**

**New Data Profiler**

**I have the hard drive**  
Choose Options  
Date From: 01/01/17 To: 08/01/17  
Select Custodians

**Advanced Search**  
Title: [Select an Option]  
Department: [Select an Option]  
Location: [Select an Option]  
Group: [Select an Option]

**All Custodians**  
Search: [Search]  
Adam Barr (adam@catalyst.com)  
Blake Stevens (1800blake@gmail.com)  
Derek DuVall (dduvall@catalystsecure.com)  
Jesse Sackin (jsackin@catalystsecure.com)  
John Pappas (jpappas@catalystsecure.com)  
John Ross (jross@catalystsecure.com)

**Custodians to Profile**  
Bob Saucy (bsaucy@catalystsecure.com)

**Select custodian or hard drive**

# COLLECTION

## Preserve - Collect

- Under Preserve, create a new collection

Preservation Management  
Manage the defensible collection and preservation of data from resources both within and outside of the organization.

Custodian	Name	Type	Requested	Collection Status	Actions
Bill Boxer	Test Collection 123	PC (Windows)	2017-06-20	Completed: 99.7 MB	
Mary White	Test Collection 123	PC (Windows)	2017-06-20	Waiting for Custodian	

New Collections

Name:  Date From:  To:

Collection Types:  PC (Windows)

Custodians:  Adam Barr (abarr@catapps.com), Blake, Bob S, Derek, Jesse Sackin (jsackin@catalystsecure.com), John Pappas (jpappas@catalystsecure.com), John Rossi

Options:  Collect Files Automatically, Collect Email Automatically, Collect Custodian Identified Files

Send email notifications to each Custodian

## Monitor Collection Status

Collection Statistics

Category	Count	Size
Collected	2	576 MB
Expanded	18275	1.23 GB
Exceptions	-221	-583 MB
Searchable	18054	673 MB
File Types		
Email	14935	432 MB
Document	1471	107 MB
Spreadsheet	280	47.3 MB
Image	142	29.7 MB
Presentation	69	26.9 MB
Other	930	25.5 MB
Graphics	144	2.98 MB
Video	3	1.46 MB
Text	80	10.6 KB

Custodian	Name	Requested	Collection Status	Actions
Larry Barrels			Completed: 576 MB	
			Completed: 33.7 MB	
			Completed: 120 MB	
			Completed: 481 MB	
			Completed: 2.42 MB	
			Completed: 1.1 KB	

# Discover – Search & Deliver

The screenshot shows the Catalyst search interface. On the left, there is a 'My Searches' sidebar with a list of saved searches. The main area is divided into 'Query' and 'Sources' tabs, with a 'Run' button at the bottom. The results section shows 1,201 search hits and 63.4 MB of data. A table lists asset types and their counts and sizes.

Asset Type	Count	Size
Document	4	114 KB
	1,168	49.2 MB
	22	10.9 MB
	1	1.64 KB
Presentation	3	1.04 MB
Spreadsheet	3	1.84 MB

Search returned in 0.09 seconds

• Select the custodian sources, file types and exclusions here

Individual queries

Results displayed automatically.

Saved Searches

• Create New Search Groups

This close-up shows the context menu for a search entry in the 'My Searches' list. The menu options are: Deliver, Copy, Rename, Delete, Advanced, Lock Query, and Lock Input.

• Use the menu to Deliver, lock or take other actions