

Technical Brief

Functionality

Product Description

eDocNavigator™ provides an alternative to printing documents and other data produced in connection with litigation. Attorneys may load, code, search, review and print documents using the on-line archive. Snapshots of the archive may be downloaded to a local machine or removable media (such as a CD) for additional review, search and printing as desired.

How It Works

Electronic documents and images are received via CD and loaded into the archive by the Site Administrator in their original folder structure. As part of the loading process documents are indexed for both metadata and full text search. All common document and image types are supported, including Microsoft Office, Outlook (including attachments), PDF, TIFF and Lotus Notes.

Documents may be coded using either the browse or search interface. Standard metadata fields (coding) are maintained for each document. Additional fields may be defined by an administrator. Case and document notes may be added by any user.

The archive consists of the documents and images together with sophisticated search mechanisms that permit the user to do full content and metadata searches against the documents in the archive. Full phrase, keyword, proximity and Boolean searches are supported. Documents and images may be selectively added to a MyDocuments basket and then written out to a local machine or removable device (normally a CD).

Architecture

Loading

Documents and images are loaded from CD or DVD directly by the Site Administrator into the archive, maintaining the native folder structure. FTP is not supported. Documents and images are indexed when loaded. Document properties (e.g. *Author*) are extracted and written to the metadata database as well.

Coding

Documents and images may be coded using predefined fields (e.g. *Proprietary*). Additional fields for a case may be defined by the Case Administrator. Document/image coding fields display simultaneously with a preview window to maximize the efficiency of the coding process. Metadata fields that are both coded and extracted from document properties (such as *Author*) are identified separately in the database.

Search and Retrieval

eDocNavigator™ uses iConcepts' proprietary *SearchStorm™* search technology to produce fast, accurate searches using a broad range of search techniques. *SearchStorm™* supports key words, full phrases, Boolean logic and proximity searches as well as multiple search words and phrases.

The advanced search function supports a Query By Example query builder.

Retrieved documents may be previewed via PDF and accumulated into a MyDocuments basket for later download. Documents and images are automatically compressed during download. Documents and images are printed individually – multiple document sets are sent sequentially to the printer and printed using operating system commands.

Reports

Reports are produced directly from within the application. No third party reporting tool is used.

Supported Environments

eDocNavigator™ is a Windows-based application. Internet Explorer v5.5 or higher is required.