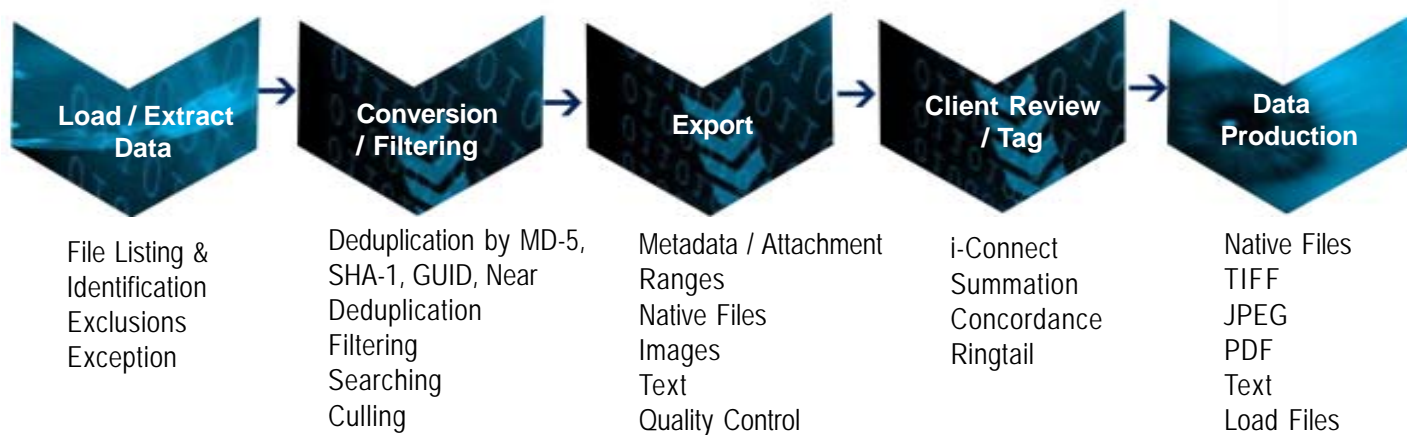




As more data is stored electronically, Electronic Data Discovery (EDD) is becoming an integral part of the litigation landscape, InfoVision21 has the tools, expertise, and experience to assist in crafting effective eDiscovery strategies. InfoVision21 adopts a sincere customer focused approach, resulting in superior satisfaction and trust. Our Project Managers coordinate effective communication during every phase of the eDiscovery process—from data collection up to data production. InfoVision21 has developed and integrated tight quality control and audit procedures in the entire eDiscovery lifecycle. Our goal is to provide the highest level of service using the best combination of technology and tools while controlling costs.



For further information, please contact:

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Range of Services Legal – Electronic Discovery

- Free file list reports to determine scope of project.

Native file

- Quick Print Feature – The quick print feature allows printing of images without processing with standard or color slipsheets that can be selected from any tray on your printer.
- Slip sheets with custom metadata fields – Standard or color slipsheets are now supported and this feature now allows you to choose up to 10 metadata fields to be displayed on each slip-sheet for every document processed.
- Full QC Module – Version 2.8 includes a full QC module that allows QC by document type as well as the ability to quickly and easily reprocess files. Files may be reprocessed on the fly, either through eScan-IT or via the native application, or they may be marked for batch reprocessing. The QC personnel may change any or all processing options for that file type to 'fine tune' the file for proper output.
- Over two dozen indexed, fielded, and full-text search options for all electronic files (including email): -
 - ◇ Phrase searching
 - ◇ Boolean operators - like and/or/not can join words and phrases.
 - ◇ Proximity searching - finds a word or phrase within "n" words of another word or phrase.
 - ◇ Directed Proximity - searching finds a word or phrase "n" words before another.
 - ◇ Phonic searching - finds words that sound alike, like Smythe in a search for Smith.
 - ◇ Stemming - finds variations on endings, like applies, applied, applying in a search for apply.
 - ◇ Numeric range searching - finds any number between two numbers, e.g. between 6 and 36.
 - ◇ Wildcard support - allows ? to hold a single letter place, and * to hold multiple letter places.
 - ◇ Fuzzy Searching - uses a proprietary algorithm to find search terms even if they are misspelled. Search fuzziness adjusts from 0 to 10 so you can fine-tune fuzziness to the level of OCR or typographical errors in your files.
 - ◇ Synonym - Synonym searching lets you look for fast and find quick, speedy, etc. You can also add your own thesaurus terms.
 - ◇ Combining Search Types - Nearly all the search types above can be combined.
 - ◇ Ability to search within results – Continue to refine your searches to find the data you need
- Exception handling with page threshold setting - This will allow the user to define what would be considered an exception based on the projected number of pages and flag the document as an exception and allow reprocessing during Q/C.
- Support for processing embedded objects – Process embedded objects within files. Option to limit file types to investigate for embedded objects. Choose from five different categories of supported embedded files to process.
- Time Zone processing options for email messages - The ability to process email messages using any time zone is now available. You can process email messages using your local time zone, convert all times to GMT, or specify any time zone in the world.
- Option to separate email files from other types for processing - Now you can specify the type of EDD session you want to process; process email files only, all files except for email files, or process all types together.
- Files are now processed by directory, in alphabetical order - Files are now processed in alphabetical order, by directory rather than Windows normal random order.

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Range of Services Legal – Electronic Discovery (continued)

- Additional metadata fields - We have added additional advanced metadata fields for all documents.
- Additional Office processing options – Advanced options for Word, Excel, and PowerPoint.
- Saved session option for stopped or unintentional interrupted batches – If a session is shutdown before completion, whether by the user or due to a machine or power problem, the session may be restarted where it left off.
- Data Only Export option – Option to export metadata, text and/or original files without creating images. Offers the ability for client review before image creation.
- Image creation from Import file – The new export option creates a unique track number to allow easy processing, image creation, and export based upon the client’s identification of the files they wish to process.
- A pre-search filter allows searching of specific file types that save time and money.
- Support for over 350 file types including database, spreadsheets, email, graphics, and electronic document files.
- Link locally or remotely to IPRO View projects and upload data and images to an IPRO Image Server via the Internet. Step-by-step instructions walk you through the process making it a painless experience each step of the way.
- View detailed reports listing name, size, pages, and number of potential duplicates before processing.
- View images before processing by removing unwanted document images to save time and money.
- Supports creation of single-page TIFFs or JPEGs, multi-page TIFFs including color TIFFs, and PDFs.
- Print and view your report findings before processing allowing you to choose what to process.
- Support for ADF, flatbed, and virtually all scanners that are TWAIN, or Kofax compatible.
- Export to IPRO, DocuLex, Summation, Concordance, and other prominent litigation products.
- Breeze through multiple email files per session, compatible with most leading email formats.
- Extract and view full-text metadata from virtually any file format before processing.
- Process one project from multiple computers or multiple projects from one computer.
- Image enhancement such as despeckle, deskew, and black border removal.
- Easy document, child, and single-page boundary setting and modification.
- Maintain and record document boundaries and attachment ranges.
- Easy navigational menus, clear graphics, and easy to read text.
- Fully compatible with all IPRO software version 7.5 and higher.
- List and save unknown file types for independent processing.
- Electronically validates each file type for true native format.
- Support for box, folder, document, and child boundaries.
- Customized processing options for Excel Spreadsheets.
- Supports mark sense prep sheets to set boundaries.
- Option to endorse the Bates™ number on the image.
- Combines front and back of check into one image.
- Implement automatic or custom Bates™ numbering.
- Ability to renumber images before export.
- De-dupe on a project or batch level.
- Customizable indexing/coding fields.
- Highly thorough de-duplication.
- Ideal for multifunction devices.
- High-speed, accurate OCR.
- High-speed image printing.
- Removal of blank pages.



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