The i365 MetaLINCS E-Discovery Suite integrates E-Discovery steps from Processing through Review, Analysis and Production. The Suite's advanced content analysis capability works across the E-Discovery life cycle to minimize the set of documents that need to be processed and reviewed, while providing greater insight for early case assessment, case risk management and for, contextual, SMART Review.

Available as licensed software, an appliance or a managed service, MetaLINCS culls and deduplicates data with industry leading accuracy and provides intuitive views of key people, concepts, and timeframes. E-Discovery Suite reduces the risks and costs of E-Discovery by delivering a modern, scalable architecture, a web-based user interface, advanced search and unique visual analysis tools. It integrates seamlessly with outside services and third-party review and production tools, expanding your options further.

**Highlights**

**Analytic Processing**
MetaLINCS Processing, the most sophisticated analytic preprocessing engine in the industry, helps you cull and deduplicate your document set to minimize processing costs. A combination of automated and customized criteria eliminate nonresponsive documents while grouping and prioritizing remaining documents.

**Single Pass Processing**
Single pass processing allows you to index your data only once and to go from Processing to Review, Analysis and Production, all in one solution. Intermediate steps are eliminated, so you save time and eliminate the risk of losing or spoiling information as a result of moving documents between systems.

**Comprehensive Analysis**
We pioneered the use of sophisticated analysis in E-Discovery and continue to offer the broadest, most advanced set of solutions for the E-Discovery life cycle from Collection through Production. You gain greater insight faster while processing up to terabytes of data and organizing the smallest relevant set for SMART review.

**Integrated Review with Redaction**
Our full-featured review application provides powerful management and tracking features to execute and monitor the review process. Case managers can create custom review assignments.
that reduce review errors automatically and maximize review speed. Reviewers can customize their workflow for one- or multiple-pass reviews while reading documents grouped by topic to speed decision making. MetaLINCS review application includes: a customizable UI, flag hot keys, single-click review mode, TIFF viewer and sub-folders that automatically track reviewed and unreviewed content. Integrated redaction is available that supports translucent and opaque viewing modes as well as annotations and does not require installation.

**Extensible 64-bit Enterprise Software**
E-Discovery Suite has a 64-bit service oriented architecture with a web UI. It flexibly integrates with your existing systems. APIs and connectors let you access your archives and repositories, and comprehensive reports provide information required by IT and your legal team.

**Advanced Analytic Processing**
MetaLINCS advanced analytic processing extracts a full set of standard document metadata and content while handling containers, attachments and embedded content. It is the basis for a comprehensive set of patent-pending analytic tools used to organize for SMART review and especially helpful for early case assessment. The analysis capabilities include:

**Topical Concept Clustering**
A hierarchical document organization that can be used globally or within custodian sets to dramatically improve reviewer efficiency by showing documents grouped by similar content. This hierarchical organization lets you determine how focused you want to be with reviewer assignments.

**Directory**
This gives users a macro view of the document set so they can identify key people, vocabulary and related documents in minutes rather than hours or days. Case managers use the directory to triage the data and to prioritize and organize for a faster, more accurate review. 29 categories automatically update with each search to show, in real-time, an overview of the search results. No system configuration or training is required prior to processing.

**Thread Analysis and Review**
Reviewers can understand individual emails in the context of an entire thread and can review by thread, increasing their speed and accuracy. A graphical and text oriented presentation of the information shows both the structure and content of a thread. Content is displayed in a marked-for-change format to show what changed from message to message. BCC’s, changes in the recipient list and missing messages are graphically highlighted.

**Social Network Analysis**
Identify key relationships as they correspond to topics and time frames.

**Advanced Search**
All core search capabilities are available, including stemming wildcard, proximity, search within results and Boolean operators. In addition, searches can incorporate parent-child relationships and combinations of body content and metadata. Attorney work product, including flags and annotations, is searchable in combination with document keywords and metadata. Queries can be expanded to show the details of each search and how many results came from each variation in stemming or wildcards. Variations that were not searched but resemble the search terms are also shown to help refine the search and identify important terms.

**Foreign Language Support**
The i365 MetaLINCS E-Discovery Suite fully supports Unicode and can process, index and search virtually any language. In addition, it provides specific linguistic support for the major Asian and Western European languages. This additional support provides language-specific stemming and automatic language identification of documents.
**Extensive Document Support**
You can process more than 300 document types as well as PST, MSG, NSF and EML email formats. Content from archive files, attachments and embedded content are fully indexed and displayed.

**Binary Filtering**
It is possible for certain types of corrupted content to result in binary data being indexed by other search engines. This results in slower performance because the search index is “polluted” with numerous meaningless strings. The i365 MetaLINCS E-Discovery Suite solves this problem with a filter and workflow that preserves all legitimate content while skipping most binary content.

**Attachments**
The majority of documents subject to E-Discovery are email, many of which have attachments. The i365 MetaLINCS E-Discovery Suite maintains the parent-child link in these documents. It also indexes the relationship between parent and child. Each of these can then be searched as an individual document. A keyword search that gets a hit in an attachment also shows the parent among the search results. This ensures that parents of relevant documents are accounted for in review assignments and during review.

**Analysis Applied to Early Case Assessment and Review**
Early case assessment requires rapid navigation of a large data set to identify key document sets for collection, prepare for 26(f) Meet and Confer, and to reveal information that helps solve the “you don’t know what you don’t know” problem. The i365 MetaLINCS E-Discovery Suite’s simple-to-use but powerful web UI requires minimal training but still provides just the right high-level information. Users are not overwhelmed by details or confusing options.

Reviewers appreciate the standard linear review workflow with its single-click review and fast response time. The ability to review documents in clusters based on threads, topics or any of the many analytic categories, makes reviewing faster and more flexible. Our “more like this” feature dynamically creates a custom cluster, which can be reviewed before returning to a linear review.

- HTML, TIFF and Native viewing
- Dual screen support
- Complete metadata and TIFF viewer
- Important email header differences detected and displayed
- Single select and advance workflow
- Searchable document annotations
- Integrated redaction
- Customizable flag hot keys

**Review and Case Management**

**Review Setup**
A web-based interface simplifies case management and setup. Review assignments, flags and folders can all be easily customized and managed. Review flags can be grouped in exclusive and nonexclusive groups to reduce the possibility of flag conflicts. Review definitions allow multiple review phases to proceed simultaneously within the same case. Review assignments can be created automatically based on any search criteria. Review progress tracked and visible in real-time. Flexible security groups make it easy to associate users with review folders and custom review definitions.

**Reports**
A privilege log, export report, redaction report and review productivity report are among the standard reports available for case management. Custom reporting is also available.

**Production**
Our production step produces native files with an option for global, per-custodian or no deduplication. An optional load file is available in choice of Concordance®, Summation® or EDRM XML format. E-Discovery Suite integrates seamlessly with our hosted tiffing service.
Accountability
You get an audit trail of all system activity, chain-of-custody tracking and preservation within the i365 E-Discovery Suite system.

Automation
A script engine allows automation of many common tasks for reuse within a case or on future cases. Culling criteria and review assignment creation are two examples of best practices that can be preserved and reused.