# REVIEW. FIND. SHARE. GET ON TOP OF REVIEW WORKLOADS FASTER.

### Concordance<sup>®</sup> Desktop

# Concordance<sup>®</sup> Desktop discovery management software has always been powerful. And now, it's simpler to use.

When only an estimated 10 – 15% of the information you receive is relevant to your case, how can you identify responsive data during discovery? And when most of your information comes in the form of PDFs, how can you quickly get them ready for searching, review and production? You can accomplish both objectives with new simplicity using the latest version of Concordance® Desktop discovery management software.

Learn more: www.lexisnexis.com/litigation/contact-us Learn more:



www.lexisnexis.com/litigation/products/ ediscovery/concordance-desktop

#### Simplify your litigation workflow

Used by more than 70,000 litigation professionals, Concordance<sup>®</sup> Desktop gives you more control over your cases by handling a heavier workload faster, providing results more accurately, and bringing a higher level of collaboration to the team. Concordance<sup>®</sup> Desktop will speed up your team's review process so you can focus your time on winning more cases and being more profitable.

- Benefit from a more efficient process of evaluating responsiveness of documents, ensuring fewer mistakes and more accurate and defensible results.
- Organize folder structures based on tags and arrange files by exhibit number, witness list of review category, allowing documents to be reviewed up to 10 times faster.
- Gain a more efficient workflow and better case insights with all of your review data in one repository
- Provide your clients with a tangible status quickly
- Get access to the most powerful and intuitive search engine in litigation and pinpoint key evidence with confidence.
- Share your database with other, allowing the team to get through the review process quicker.

#### Viewing your documents

The **Concordance® Desktop Viewer** enables you to perform near-native review and native document redaction, produce color or grayscale productions, perform bulk printing and use advanced production capabilities.

Concordance has made a major difference in how we review documents. We use Concordance daily because of the simplicity and ease of use.



#### Faster, Reliable Imports

#### Import Engine

The new multi-core, hyper-threaded import engine is now faster and allows users to work on things while they import data, speeding up a firm's review process.

4	Auto number documents		
	Starting Number	0000001	1
	Prefix	PREFIX	
4	Bates Stamp		
	Bates stamp documents	Yes	
	Bates prefix	Bates	1
	Bates starting number	0000001	
4	Path Display		
-	Display Full Path of Attachments	Yes	
4	Duplicate Handling		L
	Do not allow duplicate E-mails	Yes	
4	Field mapping		
	CNDCN	Document Control Number(Doc ID)	
	ATTACHMENT	Mail Attachment	
	FROM	Mail From	
	то	Mail To	
	CC	Mail CC	
	BCC	Mail BCC	
	TITLE	Title	
	SUBJECT	Subject	
	AUTHOR	Author	
	COMPANY	Company	
		Author	

#### Connectivity On the Go

#### **Remote Connectivity**

Streamline review process by facilitating access of their database with co-counsel, expert witness and more without the need of their own license.

All User Groups    PSTimport    ONLINE      All User Groups    JOHNISMITHDB    ONLINE      All User Groups    MULTIPST2    ONLINE      All User Groups    CNOCRdb    ONLINE      All User Groups    CNTrainingDataEdoc    ONLINE      All User Groups    transcripts    ONLINE      All User Groups    OCRETHES    ONLINE      All User Groups    OAdfileimport    ONLINE      All User Groups    IdoHNSKIFIES    ONLINE      All User Groups    IdoHNCR    ONLINE      All User Groups    bbchXOCR    ONLINE      All User Groups    bbchXOCR    ONLINE      All User Groups    pstimport55    ONLINE      All User Groups    pstimport-003    ONLINE      All User Groups    4pstimport-002    ONLINE      All User Groups    4pstimport-001    ONLINE      All User Groups    Pstimport    ONLINE      All User Groups    Pstimport	Matter	Database		Status	-
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#### Easy-to-Use Administrative Console

#### Administrative Console

The new admin console allows administrators better insight into and control over databases and administrative tasks which provides teams more flexibility.

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atabases									
Refresh 🚡 Synchronize now Auto refresh on									
Clerts	A Ver	Type	Name	Status	See	Indexed	Deca	CB Court	Modified
Matters	11.00	DAT	OCROR	Online	SALKE	Yes	25	65	1/4/2015 8:44 AM
G User Groups									
🟳 Dutabares	11.00	eMail	PSTimport	Online	243 KB	Yes	13	13	1/4/2015 8:44 AM
(8) III Apstimport	11.00	eMail	PSTimport-001	Online	252 KB	No	14	14	1/4/2016-8:44 AM
4pstimport-000	11.00	eMail	JOH INSMITHER	Online	10 MB	Yes	539	455	1/4/2016 8:44 AM
4pstimport-002	11.00	eMail	MULTIPST2	Online	303 828	Yes	13	13	1/4/2016-8:44 AM
4pstimport-003 AlbertPSTimport	11.00	eMail	MULTIPST2-005	Online	306 KB	Yes	13	13	1/4/2016-8:44 AM
beteStampPST	11.00	DAT	CNOCRdb	Online	554 KB	Yes	25	65	1/4/2016-8:44 AM
EniaminRogersErronPSTs	11.00	eDoc	CNTrainingDateE.	. Online	1 MB	Yes	32	29	1/4/2016-8:44 AM
BilEncorPST	11.00	Unknown	transcripts	Online	516 KB	Yes	1	0	1/4/2016-8:44 AM
EradMckay/PST	11.00	DAT	OCReetfiles	Online	548 KB	Yes	25	65	1/4/2016-8:44 AM
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III CNOCRab	11.00	DAT	(B)CNOCR	Online	552 KB	Yes	25	65	1/4/2016-8-44 AM
	11.00	DAT	Obtextile	Online	892 KB	Yes	90	130	1/4/2016 8:44 AM
CONTROL	11.00	eMail	patimport55	Online	300 K/B	No	13	13	1/4/2015 8:44 AM
- III cowco	11.00	Unknown	cowco	Online	4 MB	Yes	203	843	1/4/2016 8:45 AM
- COWCOL	11.00	eMail	4pstimport-003	Online	10 MB	Yes	1141	1139	1/4/2016 8:45 AM
- dbCNOCR	11.00	eMail	4estimport-002	Online	205 K30	Yes	12	13	1/4/2016 8:45 AM
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edec1224	11.00	eMail	4pstimport	Online	298 KB	Yes	13	13	1/4/2016 8-45 AM
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edecimaertCNDCN	11.00	eDoc	edocimport(ND_		1 MB	Yes	29	28	1/4/2016-8-45 AM
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te EnronPSTs	11.00	ebtei	CONTROL	Online	10 MB	Yes	1141	1139	1/4/2016 8:45 AM
EnronPSTs-001	11.00	et/ail	batesStampPST	Online	11 MB	Yes	1141	1139	1/4/2016-8:45 AM
EnronPSTs-002	11.00	eMail	BradMckayPST	Online	11 MB	Yes	526	563	1/4/2016 8:45 AM
EnronPSTs-003	11.00	Unknown	EngePSTs-003	Online	14 MB	No	1982	1967	1/4/2016 8:45 AM
- IMPORTLOADBAT	11.00	eMail	EnronPSTs-002	Online	5 MR	No	1141	1139	1/4/2016 8:45 AM
JOHNSMETHOB	11.00	eMail	EngePSTs-002	Online	145 KB	No	1141	1199	1/4/2016 E-45 AM
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### Simplified Rollout & Implementation

#### Unification

The Concordance Desktop modules are now unified into one install simplifying the implementation process and allowing clients to operate over the internet with no need for additional modules.



Concordance revolutionized the legal world as much as the Internet has revolutionized society.

#### Collaborative case analysis and organization

A highly intuitive user interface delivers easy navigation, resulting in greater efficiency and improved case organization:

- Single search, review, annotation and organization features help save time as they are all accessible on one screen
- Statistics allow you to easily manage the preview process and see when changes were made to document tags (e.g., additions, deletions) and by whom
- Multi-level subject foldering allows users to organize their tags in hierarchical groups for ease of review and categorization by public or private

#### Streamlined eDiscovery

Import, search and organize email and other electronic documents quickly and accurately:

- Send scanned paper documents and electronically processed files directly from LAW PreDiscovery<sup>®</sup> software to Concordance Desktop discovery management software for more detailed review
- Email and document wizards make it simple to import e-documents—and keep the original formatting, metadata and hyperlinks to native documents, as well as parent-child relationships between email and their attachments
- Use enhanced, built-in Find Attachment features to gather related parent and attachment documents in a database based on the fields containing the attachment information for an active query.
- Rely on Sticky Zoom and Sticky Rotate settings in Concordance Desktop Native Viewer to change scanned spreadsheets to landscape at your desired magnification and retain that view even when you navigate between records.
- Easily change the order in which specific fields appear to you in the Edit view for all records in the database.

#### Fast document searching

Concordance<sup>®</sup> Desktop software includes one of the most powerful and intuitive search engines in litigation, so you can pinpoint key evidence with confidence:

- Locate key documents or hard-to-find evidence and quickly find any word, phrase, date, email address or document type with simple search technology
- Perform Boolean, fuzzy, wild card and relational searches, as well as concept searches that are available with third-party integration
- Get persistent hit highlighting in the document data view when you run a Persistent Search query using the Quick, Simple, Form or Advanced Search feature.
   Your search remains active and provides highlighting on an ongoing basis.
- Save and re-run searches on up to 128 databases simultaneously
- Automatically include attachments when searching
- Pinpoint hard-to-find evidence using advanced search techniques and a simple fill-in-the-blank form
- Transform jumbled, misspelled OCR and coded text into valuable, searchable data with the innovative synonym builder



Easily select options for Persistent Search and hit highlighting in the document data view.

#### Large capacity

Sizable database capacity makes importing and managing volumes of electronic data and scanned OCR text pain free:

- Concordance<sup>®</sup> Desktop software accommodates 12 megabytes of data (approximately four copies of Tolstoy's War and Peace) per field
- It handles a million records per database and can search up to 128 databases at one time

#### Foreign character language support

Take on multinational cases with Unicode™ foreign character language support. Easily work with documents in Chinese, Russian, Japanese, Arabic, Korean and Greek, as well as many European languages.

#### **Flexible reporting**

Produce formatted, customized reports for fact review and trial preparation:

 Report Wizard creates numerous reports—privilege logs, Q&A sets, annotations, production history reports and more

Concordance is so easy to use and gives me the ability to be efficient when reviewing discovery documents.

-Deborah Norvold, Senior Paralegal, Snyder & Brandt, P.A.

#### **Concordance Desktop Requirements**

## Concordance Desktop Server hardware recommendations

The hardware recommendations for a Concordance Desktop Server on a network computer are:

- Dual 3GHz Xeon<sup>®</sup> or Pentium HT (hyper-threaded)
  processors or higher
- 4 GB of RAM or higher (8 GB or higher Recommended)
- 40 GB of disk space or higher

## Concordance Desktop Server software and system recommendations

The software and system recommendations for a Concordance Desktop Server on a network computer are:

- Microsoft<sup>®</sup> Windows 7 (64 Bit) or Microsoft<sup>®</sup> Windows Server 2008 R2
- Microsoft<sup>®</sup> Outlook 98 or Higher (32 bit)
- High-speed Internet connection
- The .NET Framework 4 or higher
- Two open ports for inbound/outbound traffic
- Two open ports in the firewall are needed for inbound and outbound traffic. By default, reviewers use Port 443 because it's generally already open on most firewalls and is typically used for SSL packets, so beware of packet monitoring protocols. The Administration Console uses Port 10001 by default for administrators, because it's typically not used by other services.

Generic Concordance, in comparison to other competitors on the market, is a very powerful software program giving me confidence in the stability of my databases. Additionally, I have found this software very user-friendly even for users new to databases. One of its most powerful features is the ability to search multiple terms which can then be combined to narrow down search results to a manageable number. The time savings this affords me in finding relevant documents is invaluable.

-Judy Smith, Paralegal, Winstead PC

#### Download a complimentary trial!\*

#### Go to www.lexisnexis.com/litigation/contact-us

to download your trial of Concordance Desktop today.

Concordance Desktop is part of a comprehensive range of LexisNexis<sup>®</sup> litigation solutions that work together, helping you achieve success from early data assessment to discovery, depositions and presentations. For more information, go to www.lexisnexis.com/litigation/contact-us.

Satisfaction Guaranteed. Concordance Desktop is backed by a no-risk, 30-day money-back guarantee. Try it on your next case. If it's not the best software for your organization, we'll refund your money.

\*Concordance Desktop Software Trial Offer subject to your acceptance of the terms and conditions set forth in the Concordance Desktop Information Retrieval System License Agreement. Complimentary 15-day Concordance Desktop trial software with Concordance Desktop Viewer. It is your responsibility to ensure your computer system meets all the requirements necessary to download the Concordance Desktop trial software. Concordance Desktop specially disclaims all liability for any and all damage associated with the downloading and/or using of the Concordance Desktop trial software, including but not limited to technical hardware or software failures of any kind, any damage to any person's computer, network or systems of any kind. The Concordance Desktop trial software is provided "AS IS," without a warranty of any kind. ALL EXPRESSED OR IMPLIED REPRESENTATIONS AND WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, ARE HEREBY EXCLUDED. Concordance Desktop reserves the right to cancel or modify the trial offer program for any reason. This Concordance Desktop trial software subscription is valid for 15 consecutive days after downloading the Concordance Desktop software for use. Offer limited to one software download per person. Other restrictions may apply. Void where prohibited.



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