

# PRODUCTS



**Out**index

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## OutIndex Products

**OutIndex E-Discovery®** is an electronic discovery platform designed for Tier 1 Service Bureaus to provide robust de-duplication, indexing, metadata and text extraction, as well as TIFF conversion from native files and popular email applications. OutIndex E-Discovery fully supports Unicode. The software has successfully processed projects in multiple languages including Arabic and double-byte Japanese.

**OutIndex Review®** is a reliable native and image review platform used to manage data, create reports check the progress of document review projects and your team members. With a tight security mechanism, it is suited for large scale document review and utilizes Microsoft SQL Server as the data repository.

**OutIndex Acquisitor®** enables the harvesting and catalogue of electronic data from its source, enabling collection and preservation in a forensically sound manner.

**OutIndex eDiscoveryXpress®** is a rapid processing, user-centric, cost-effective electronic data discovery (EDD) tool ideal for in-house data processing.

**OutIndex E-Discovery Engine®** is a set of Microsoft .NET components for building systems and applications that perform actions used in electronic discovery processes.

## OutIndex E-Discovery

### Description

OutIndex E-Discovery is a fast, accurate distributed processing platform of electronically stored information (ESI) used in litigation defense, regulatory compliance and investigation activities. OutIndex E-Discovery allows Tier 1 service providers to index, extract metadata, keyword search and de-duplicate email and user files while performing extensive logging of all operations. OutIndex E-Discovery is fully Unicode compliant, enabling processing of multi-lingual character sets including European, Middle-Eastern and Asian languages. Output can be delivered as either native files or production level TIFF or PDF images with load files for review in popular litigation support software packages such as Concordance®, Summation® and Ringtail®.

OutIndex E-Discovery supports a project centric workflow, allowing for flexible processing scenarios and procedures. OutIndex E-Discovery can be scaled to run on everything from a notebook computer to a data processing center for maximum performance and distributed processing.

### Key Benefits

- High volume distributed processing
- Highly scalable
- Unicode compliant

### Processing Features

- Distributed architecture providing increased processing speed and scalability for intensive processing activities such as metadata extraction, indexing, searching, de-duplication and production output
- Central command console providing control and management of multiple projects
- Compatible with leading email and user file formats
- Ability to process, index and filter Lotus Notes in its native format, enabling delivery of a NSF file with de-duplicated, filtered messages
- All email types can be normalized into your choice of either MSG or HTML formats
- Embedded file processing for both email and user files
- Multi-level compressed file processing (ZIP, TAR, RAR)
- De-dupe using configurable MD5 hashing options within custodians or globally across custodians

# OutIndex E-Discovery

## Management Features

- Control Centre module provides a single point of management for multiple projects
- Create a processing task list for each project
- Assign and schedule processing nodes to your projects and task lists



## Indexing and Production Features

- Unicode indexing
- Advanced searching including options for Boolean and Proximity searches
- Customized Bates numbering
- Deliver both TIFF/Text and Native files along with file metadata
- Extraction of bibliographic data and full-text from virtually any file format
- Rolling production support
- Create load files to review in popular litigation support software packages such as Concordance®, Summation® and Ringtail®

## Quality Control Features

- Ability to skip problem files, log them and maintain production workflow

## *Single Workstation Processing*

### Hardware Requirements

- Minimum
  - o Pentium 4/3.0 GHz or above or AMD equivalent
  - o 1 GB RAM
- Recommended
  - o Pentium Dual Core/2.0 GHz or above or AMD equivalent
  - o 2 GB RAM

### Software Requirements

- Windows Professional 2000/XP/2003 or Windows Advanced Server 2000/2003
- Microsoft SQL Server 2000/2003, Oracle, MySQL
- Internet Explorer 6.0 or higher
- Microsoft Office XP or 2003
- Lotus Notes Client 6.5 or higher
- Adobe Reader 6.x or higher
- Winzip
- PeerNet® TIFF Driver 6.x or higher

# OutIndex E-Discovery

## *Distributed Processing*

### Hardware Requirements – Database Server

- Minimum
  - Pentium 4/3.0 GHz or above or AMD equivalent
  - 4 GB RAM
- Recommended
  - Intel Xeon/2.0 GHz or above or AMD equivalent
  - 8 GB RAM
  - SATA or SCSI hard drives

### Hardware Requirements – Processing Node

- Minimum
  - Pentium 4/3.0 GHz or above or AMD equivalent
  - 1 GB RAM
- Recommended
  - Pentium Dual Core/2.0 GHz or above or AMD equivalent
  - 2 GB RAM
  - SATA hard drive

### Software Requirements – Database Server

- Microsoft Advanced Server 2000/2003
- Databases supported: Microsoft SQL 2000/2003, Oracle, MySQL

### Software Requirements – Distributed Processing Nodes

- Windows Professional 2000/XP/2003 or Windows Advanced Server 2000/2003
- Microsoft SQL Server 2000/2003, Oracle, MySQL
- Internet Explorer 6.0 or higher
- Microsoft Office 2000/2003
- Lotus Notes Client 6.5 or higher
- Adobe Reader 6.x or higher
- Winzip
- PeerNet® TIFF Driver 6.x or higher

## OutIndex Review

### Description

OutIndex Review is a document review system accessible over the Internet that provides an intuitive interface. Reviews can search and review documents for electronic discovery, litigation support, due diligence and regulatory compliance activities.

### Key Benefits

- On demand service – no technology investment required
- Unicode compliant – supports search and review of documents containing multi-lingual character sets including European, Middle-Eastern and Asian languages.
- Seamless Native File and TIFF review

## OutIndex Review

### Features

- Users can view, categorize, and annotate documents
- Users can redaction, annotation and highlight TIFF images
- Easy administration of the review process.
- Configure coding fields
- Allocate work to certain groups or individuals for manual review
- Privilege reports
- Administrator security features
- Reporting
- Number of documents reviewed/yet to be reviewed
- Check productivity of staff
- How documents have been categorized, when and by whom
- Time/date when marked relevant

Also available is OutIndex eReviewXpress®, a flexible review application designed for the single user who is traveling, at a remote location or needs to perform fast review of a small volume of email messages and native user files. Please contact sales@OutIndex.com for additional information about this product.

## OutIndex Acquisitor

### Description

OutIndex Acquisitor enables the harvesting of electronic data in a forensically sound manner from Windows file systems and eliminates the need to perform costly, time consuming, whole-disk preservation prior to harvesting relevant files for eDiscovery processing.

### Key Benefits

- Crawl and collect active data on your network servers, storage systems and personal computers without disrupting your end users
- Crawl, index and process email and user files from a single system
- Improve your ability to cull down potentially responsive data using system, object metadata and content filtering
- Unicode compliant

### Features

- Browse Windows file system data sources
- Scan email and user files to create a catalogue of all of the file and directory hierarchies that were made available to OutIndex Acquisitor
- Native file catalogue includes the Uniform Naming Convention (UNC) file path, MD5 hash, file system attribute values, embedded metadata values, file extension, and file type
- Apply file system and embedded metadata search criteria prior to full text indexing
- Unicode compliant, enabling indexing of multi-lingual character sets including European, Middle-Eastern and Asian languages
- Advanced searching including options for Boolean and Proximity searches
- Embedded file processing for both email and user files
- Multi-level compressed file processing (ZIP, TAR, RAR)

## OutIndex Acquisitor

### Features (continued)

- De-dupe using configurable MD5 hashing options within custodians or globally across custodians
- Output can be generated as native files combined with load files for review in popular litigation support software packages such as Concordance®, Summation® and Ringtail®

### Hardware Requirements

- Minimum
  - Pentium 4/3.0 GHz or above or AMD equivalent
  - 1 GB RAM
- Recommended
  - Pentium Dual Core/2.0 GHz or above or AMD equivalent
  - 2 GB RAM

### Software Requirements

- Windows Professional 2000/XP/2003 or Windows Advanced Server 2000/2003
- Internet Explorer 6.0 or higher
- Microsoft Office XP or 2003
- Lotus Notes Client 6.5 or higher
- Adobe Reader 6.x or higher
- Winzip

## OutIndex eDiscoveryXpress

### Description

OutIndex eDiscoveryXpress is a flexible software application for litigation support professionals to rapidly perform email and user file processing. This easy to use application combines several useful functions – file listings, de-duplication, email message format conversion, metadata extraction and load file generation in a simple to user interface. OutIndex eDiscoveryXpress is designed to remove the frustration and extra work created by using multiple utility programs in order to complete what should be simple tasks.

### Key Benefits

- Intuitive User Interface
- Email conversion support
- Rapid metadata extraction and load file generation

### Features

#### Data Organization

Users have the ability to create projects in order to organize data.

#### Foreign Language Support

eDiscoveryXpress is Unicode compliant, supporting multiple languages including Hebrew, Arabic, Chinese, Japanese, Korean (CJK), German, French, Spanish and Italian.

# OutIndex eDiscoveryXpress

## Features (continued)

### Native File and Email Support

eDiscoveryXpress supports hundreds of popular file and email types, including Microsoft Outlook PST and OST files, Lotus Notes NSF files, Microsoft Outlook Express DBX files and POP3 email. Support is also provided for common compressed file types including ZIP, RAR and GZ.

- Quick Peek - Summary Report of Directory or Email container contents.
- Convert Microsoft Outlook OST files to PST files
- Hash Files (MD5 Hash Value)
- Export Microsoft Outlook PST file contents to either MSG or HTML format
- Export Lotus Notes NSF file contents to either EML or HTML format
- Export Microsoft Outlook Express DBX to EML or HTML format
- Import MSG or EML files into a Microsoft Outlook PST file
- Convert MSG or EML messages to HTML format

### Data Analysis and Reporting

Legal teams can analyze their data in order to prepare for Meet & Confer meetings and make educated decisions about what data to process. The reports include a summary of the number of items in the data set, list of file types, number and size of each file type and folder locations within PST and NSF files.

### De-duplication

Users can de-duplicate files and email across or within a data set.

### Output

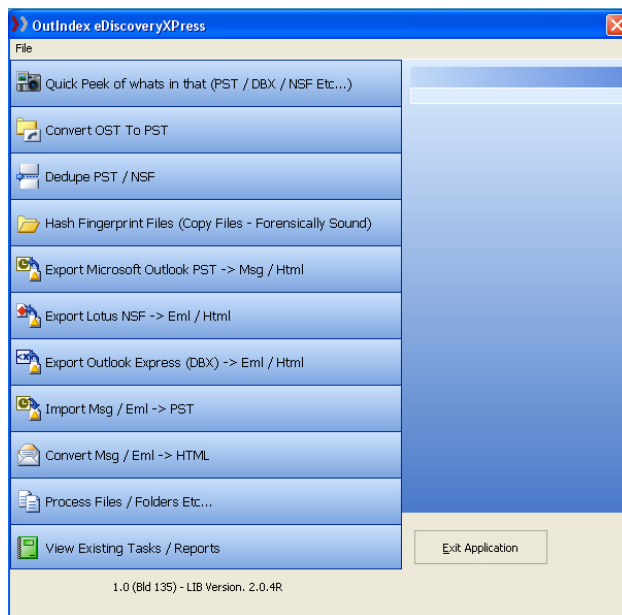
Process Native Files and Email into a Concordance load file (TEXT with Hyperlinks to native files)

## Hardware Requirements

- Minimum
  - o Pentium 4/3.0 GHz or above or AMD equivalent
  - o 1 GB RAM
- Recommended
  - o Pentium Dual Core/2.0 GHz or above or AMD equivalent
  - o 2 GB RAM

## Software Requirements

- Windows Professional 2000/XP/2003
- Internet Explorer 6.0 or higher
- Microsoft Office XP or 2003
- Lotus Notes Client 6.5 or higher
- Adobe Reader 6.x or higher
- Winzip





# OutIndex E-Discovery Engine

## Description

OutIndex E-Discovery Engine is a set of Microsoft .NET components for building systems and applications that perform actions used in electronic discovery processes.

- MetadataExtraction – Responsible for extraction of metadata from electronic documents and email messages
- DataSearchIndexer – Responsible for indexing and searching electronic documents and email messages
- EDocPrinter – Responsible for printing of electronic documents and email messages to common image formats such as TIFF, PDF and JPG.

## Key Benefits

- Rapid Development - Pluggable programming components allowing for rapid application development
- Unicode compliant – supports search and review of documents containing multi-lingual character sets including European, Middle-Eastern and Asian languages including Chinese, Japanese, Korean (CJK), Cyrillic, Arabic, Hebrew, German and French
- Flexible licensing terms for product integration or back-office processing system

## Features

- Extensive Email Support: Uniform access method for PST, Lotus Notes, DBX, MSG and EML email message formats
- Extensive File Support: Supports over 300 file types
- Introspection: Language and file identification on the binary level
- OCR Support: In-Built image OCR module
- Compressed File Support: Extensive support for compressed files including RAR, LZH, ZIP, GZIP, TAR and BZ2
- De-duplication: Provides hashing functionality for ease of de-duplication of unique items
- Forensic File Movement: Large file copying routine in a forensically sound manner

## OutIndex Services

### Collection Assistance

OutIndex provides collection assistance services to forensic, consulting, litigation support and electronic discovery service providers.

### ESI Processing & Production Services

Using OutIndex E-Discovery, our professional services team can perform fast, accurate processing of electronically stored information (ESI). OutIndex E-Discovery is fully Unicode compliant, enabling processing of multi-lingual character sets that comprise European, Middle-Eastern and Asian languages. ESI processing and production can be performed at OutIndex's London or New York City facilities or on-site using one of OutIndex's Portable Processing Centers.

### Computer-Based Language Translation

OutIndex Professional Services provides computer-based language translation services. OutIndex supports 15 of the world's most popular languages including English, French, Spanish, German, Italian, Portuguese, Dutch, Greek, Swedish, Arabic, Chinese (Traditional and Simplified), Japanese, Korean and Russian.

### OutIndex E-Discovery Deployment & Installation Consulting

The core objective of the OutIndex E-Discovery Deployment & Installation Consulting service is to help ensure the successful rollout of OutIndex E-Discovery in order to quickly realize the ROI of your investment.

### OutIndex E-Discovery Training

OutIndex Professional Services provides 1-day, 2-day and custom training for project managers, consultants and technical operators of the OutIndex E-Discovery platform.

### Technical Support

OutIndex technical support is available 7x24x265 to ensure that technical issues with our products will be dealt with quickly and efficiently. Options for response times and service level goals are available and priced accordingly.

### Custom Development

The one characteristic constant with electronically stored information is that formats change and new formats are created. OutIndex Professional Services can provide custom development to handle a wide variety of scenarios.

## About OutIndex

Founded in 2002, OutIndex has its headquarters in London. Our mission is to provide innovative software and services that enable our clients to manage electronic data discovery quickly, efficiently and accurately.

Our groundbreaking Electronic Discovery (E-Discovery) software is utilized by some of the leading auditing, professional services and litigation support firms. Our products are fully scalable and have been consistently recognized by our customers and partners as being unsurpassed in the UK, USA and worldwide.

Our experienced developers have worked for Microsoft and Oracle, and have an extensive knowledge of delivering software solutions to blue-chip organizations. We can customize our products for the specific needs of your organization or industry.



#### Corporate Headquarters - UK

+44 (0)20 7840 5800

69 Lambeth Walk  
London SE11 6DX  
United Kingdom

#### North American Headquarters

(212) 227-9559

405 Lexington Avenue  
26th Floor  
New York, NY 10174

#### E-mail Contacts

General Information	<a href="mailto:info@OutIndex.com">info@OutIndex.com</a>
Sales Information	<a href="mailto:sales@OutIndex.com">sales@OutIndex.com</a>
Support	<a href="mailto:support@OutIndex.com">support@OutIndex.com</a>

#### Website

<http://www.outindex.com>