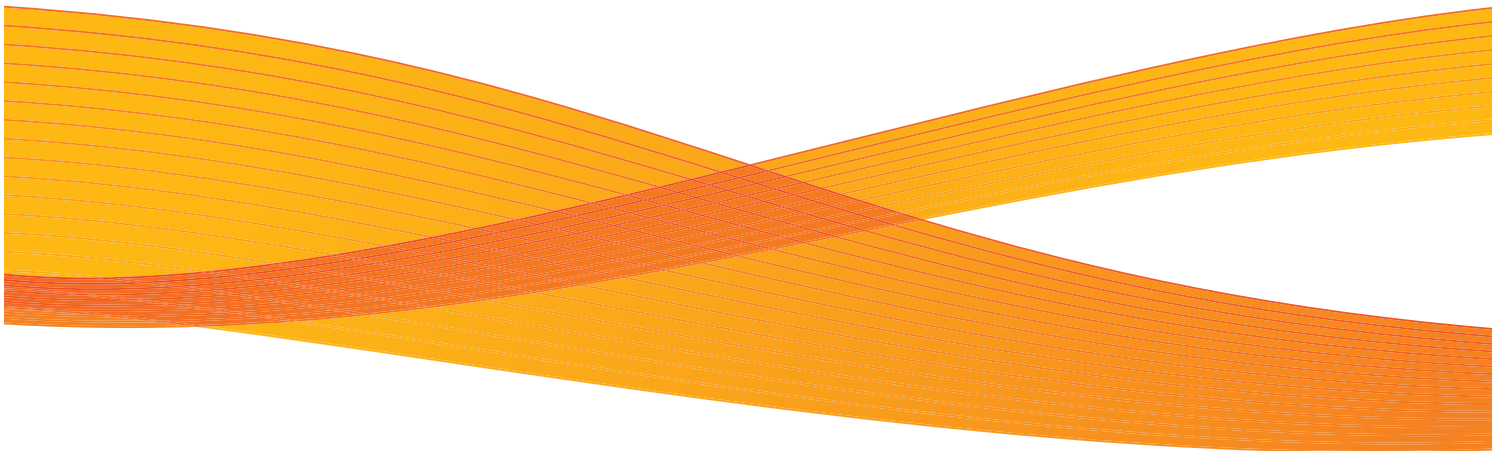


# OmniX™ from Xerox® Litigation Services

## Enhancing Document Review Efficiency



**Xerox® Litigation Services is one of the world's largest providers of electronic discovery technology and services.** Our OmniX™ hosted review platform provides users with unmatched ease of use, functionality, speed, scalability and flexibility—it is designed and customized to match your specific review requirements. No capital expenditures, installs, hosting or scaling of any kind are required.

With more than two billion pages of hosted data, tens of thousands of client users and over 300 employees, Xerox® Litigation Services is the trusted e-discovery partner of many of the world's leading corporations and law firms.

### Document Formats

OmniX supports documents in nearly any format and allows common document types to be reviewed in their original format in Internet Explorer. All documents sent to Xerox® Litigation Services for processing can be converted into an image and viewed in any Web browser; a corresponding plain text file enables searching and text highlighting.

### Native File Viewing

E-mail documents, including Lotus Notes, Web documents in HTML and Microsoft® Office documents (Word, PowerPoint and Excel) are viewable in their original format. Users can examine modifications tracked in a Word document and the formulae in an Excel file as if they are accessing the documents from their desktop.

### Foreign Language Support and Detection

OmniX supports extraction of text for documents in more than 115 languages, including those with non-Latin alphabets (such as Japanese or Arabic). Foreign language content can be faithfully rendered for review with fully searchable text and metadata in the original language.

The Foreign Language Identifier tool instantly determines the languages a document contains, identifies the majority language providing a percentage breakdown of each and parses languages at the sentence level.



Each client's home page is customized to include as much or as little information as desired.



Users can search for documents containing specific languages and even specify a detection ratio if desired.

## Transcripts

Users can view existing transcript annotations, add and edit annotations and search annotations by user, topic or date.

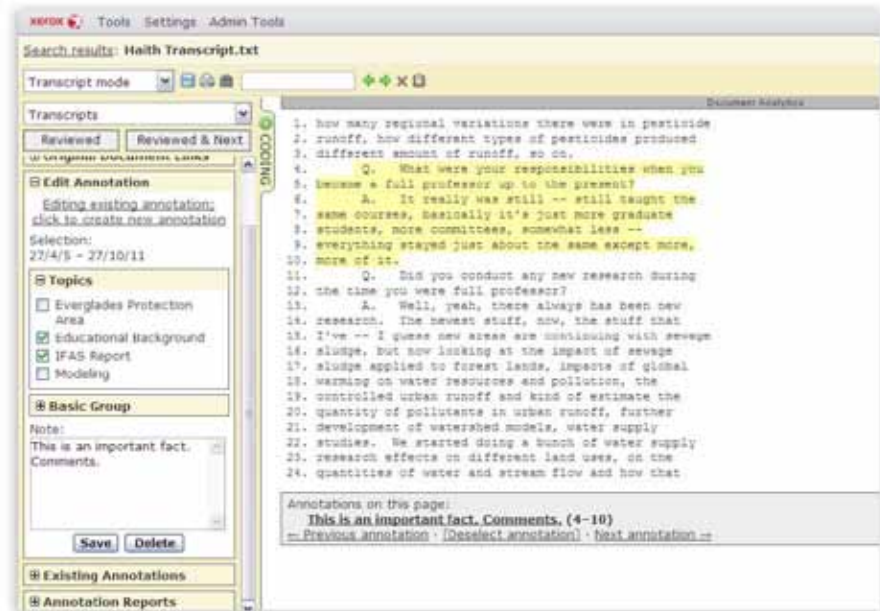
## Other Supported File Types

OmniX™ supports common media file types, such as MP3 audio or video files, as well as various instant messaging formats—all accessed and reviewed through the platform as other standard documents are.

## Document Review Tools

OmniX offers a complete set of tools for reviewing and annotating documents in TIFF, PDF, HTML and other standard native applications.

- **Term Highlighting and Annotations:** Reviewers can manually highlight portions of a document, attach annotations to each highlighted area and then navigate directly to pages or sections of a document containing the highlighted terms.
- **Redactions:** Any document can be blocked out with a redaction; the original document remains available on the platform, while copies produced to opposing parties bear the redaction blocks.
- **Native Redactions:** Specified users can redact native Microsoft® Excel files and file images, delete or edit portions of the native file and save the redacted version of the document separately from the original, all directly from OmniX.
- **Automated Redactions:** This tool searches through the text of documents for user-provided terms and automatically redacts those terms from the images of the documents.
- **Inverse Redactions:** Users select the portion(s) of a page they wish to keep and OmniX will automatically redact the remaining portion of that page.
- **Coding:** Users can code documents to indicate their level of importance, confidential status or any other category designated by the client.
- **Bulk Coding:** Reviewers can code an entire binder of documents in just one step, rather than applying the same coding to each document, one by one.



Case transcripts and exhibits can be hosted on the OmniX platform.



Coding data types and categories, such as responsiveness and privilege status, are customized for each client.

- **Assignment Queue Management:** Review managers can collect binders into a queue to be reviewed, assign users to the queue, set binders to be auto-forwarded to the next level of reviewers upon completion and monitor the progress of a review.

## Document Coding Consistency

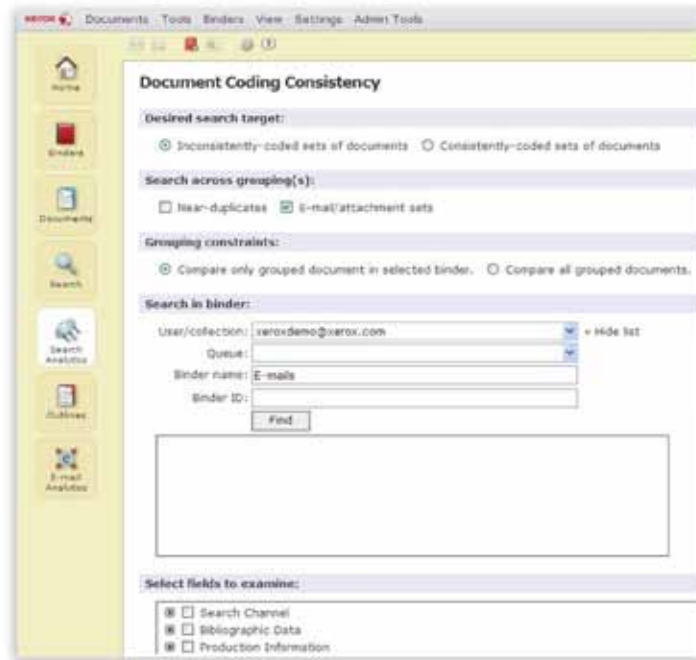
Review managers can monitor reviewer performance and ensure coding consistency across a similar set of documents following a first-level review or as a final pre-production check.

## Clustering

This tool automatically groups like documents based on relationships in the text and concepts they contain. Clustering helps clients understand the scope of their population and can be used to prioritize documents for review.

## Coding Quality Control

With this tool, users can select a tag such as responsive or non-responsive and a binder will be generated to show documents inconsistently coded by the following criteria: near dupes, e-mail family, e-mail threads and search terms.



This QA tool is used to ensure coding consistency across a like set of documents.

## Analytical Tools

### Corpus Analysis

The corpus analysis feature provides a breakdown of the documents contained in a corpus by type and percentage, so users can quickly visualize the make-up of a set of documents and make decisions on how to best approach the review.

### E-mail Analytics

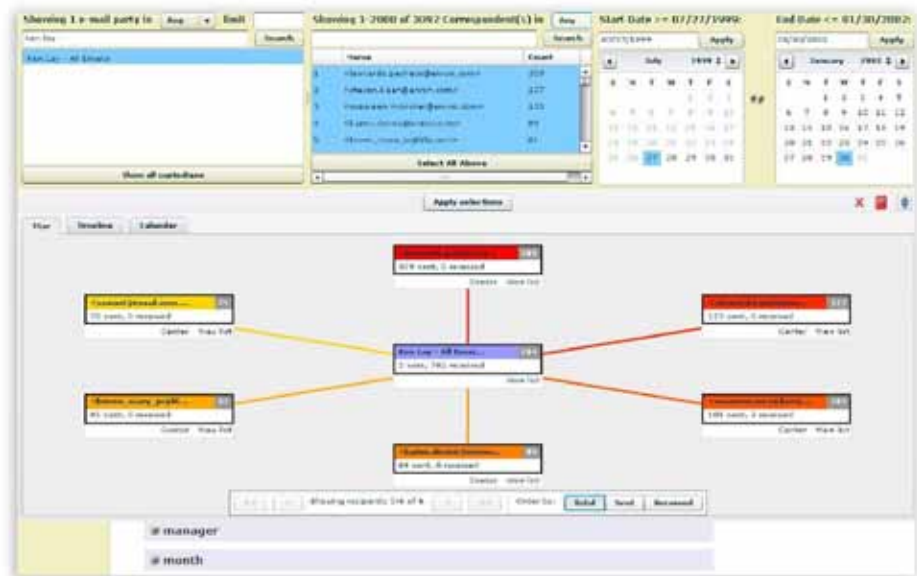
With this advanced analytical tool, clients can quickly identify key individuals and communication patterns of interest. Users can select a specific individual and a time frame to get an immediate visual representation of all e-mails sent to and received by that person. Names, e-mail addresses, dates, frequency and content are displayed in multiple views.

### Document Analytics

Users can see all prior activity on a document in a snapshot view displayed above it. All activity related to reviews, productions, near duplicates, e-mail threads, privilege status, concept search and outlines is available—useful data when working with documents involved in several different matters.

### E-mail Threading

This tool enables users to view e-mails in the context of a chain or thread, showing where a single e-mail fits within a series of e-mails between authors.



E-mail Analytics' star view enables users to visualize communications between individuals key to a case. Contacts within the spokes can be moved into the center of the star so that their communications can be further analyzed.

## Near Duplicate Identification

Users can locate and group documents that are similar to a starting document, then use the bulk coding tool in OmniX™ to ensure quick and consistent coding across that set of documents.

## Search Capabilities

OmniX offers a range of powerful search tools used to quickly find key documents in a site collection.

## Full-Text Searches

Full-text search is used to find documents based on specific keywords and phrases across a document collection or instances of keywords appearing in close proximity to each other anywhere in the text of a document. Full-text search terms are highlighted in the document text when the user opens one of the matching documents.

## Metadata and Work Product Searches

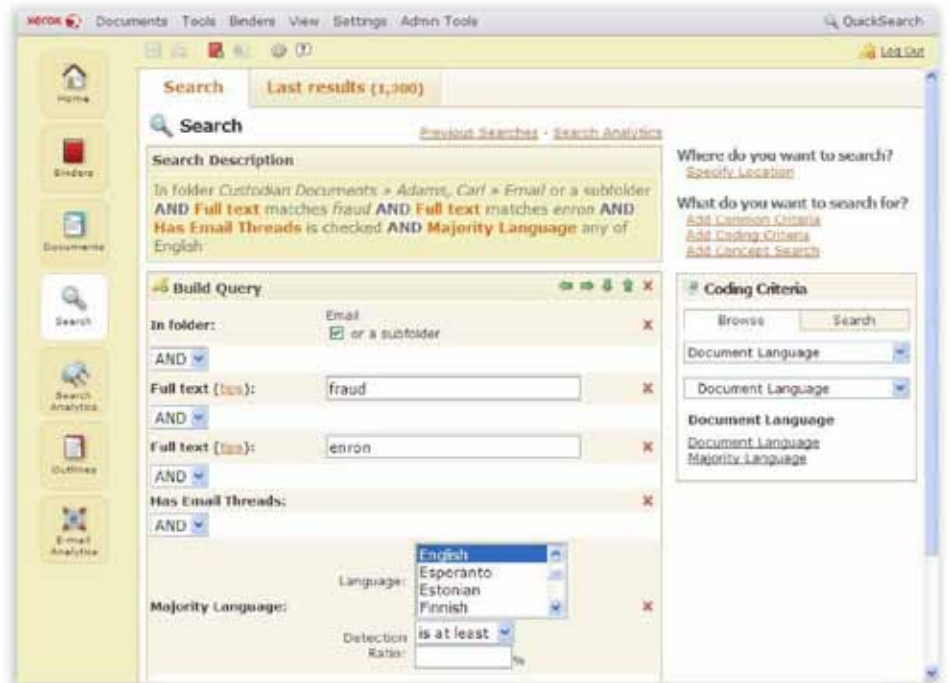
This tool is used to quickly find documents according to the metadata behind them—such as documents written by a specific person, correspondence between specific parties within a given date range, documents uploaded to the site at a specific time or documents produced to opposing counsel.

## Concept Search

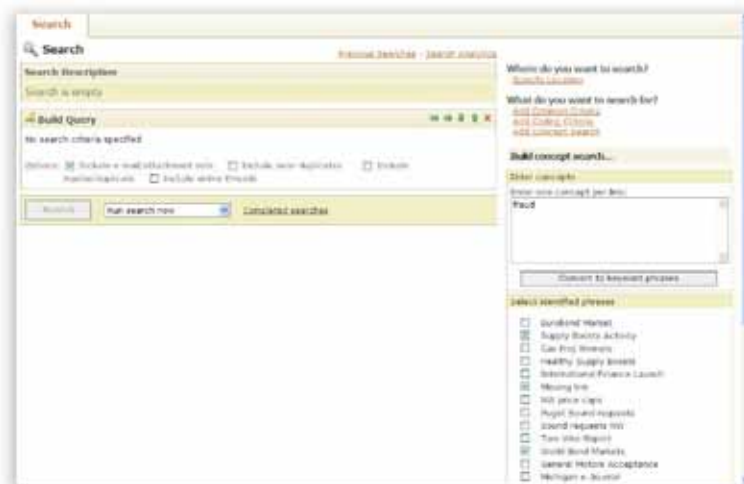
Users can identify potentially important key terms and phrases in a document collection based on their correlation to a starting term or set of terms. In generating lists of key terms via a concept search, users can identify additional terms critical to the matter. With concept search, users can also find documents related to specific points in an outline. Links can be inserted from the outline to the appropriate documents.

## Saved and Scheduled Searches

Complex search criteria can be saved and re-run at any time to find new documents that match the criteria. Users can run searches in the background and continue to review documents on OmniX while waiting for the results. Searches can also be scheduled in advance to run at specified times.



Users can build and run complex searches containing multiple full-text and/or metadata search criteria and include any combination of Boolean logic, proximity, exact phrase and wildcard operators.



Users can enter a concept, retrieve phrases used across the document population that could potentially relate to that concept and then select the additional phrases they wish to include in their search.

## Advanced Data Detection

This tool enables users to quickly find formatted numerical data contained within documents, such as social security, policy, patent, claim or account numbers, and highlights the data matching the user's specified format.

## Search Analytics

Search Analytics helps clients dig deeper into search results by providing options for executing more targeted searches. Users upload a set of search terms and specify the type of return desired, for example:

- Stemming: Variants of a root word
- Fuzzy: Misspelled versions of a word
- Synonym: Synonyms of a search term
- Related: Terms related to a given search term
- Soundex: Words that sound the same, but are spelled differently
- Wild Card Expansion: Expanded versions of specified text

## Organizational Tools

A suite of organizational tools help clients efficiently and effectively organize documents in preparation for review and productions.

### Binder and Folder Organization

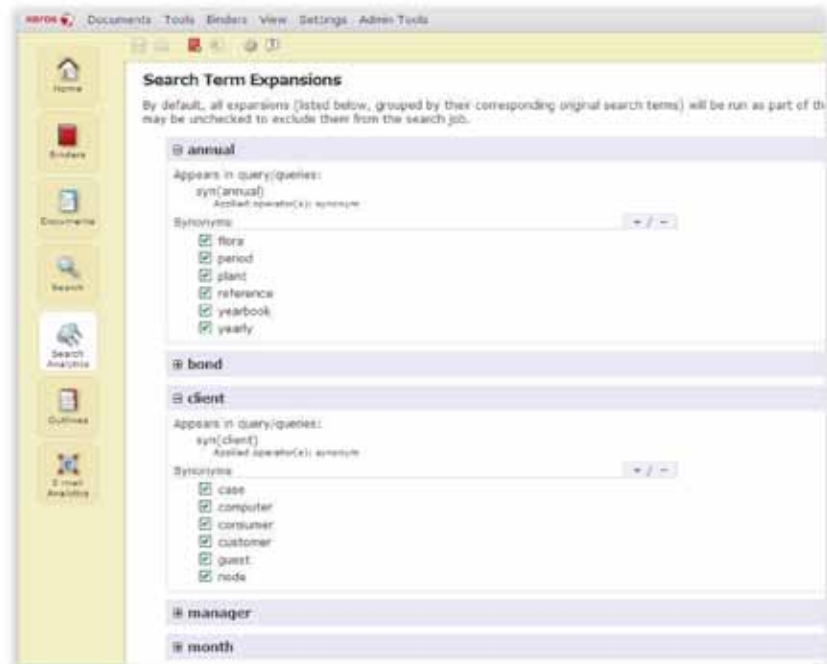
Binders allow users to:

- Store the results of a document search
- Organize documents into batches for review, production and/or reporting purposes
- Store documents, productions and exhibits that have been reviewed for easy reference

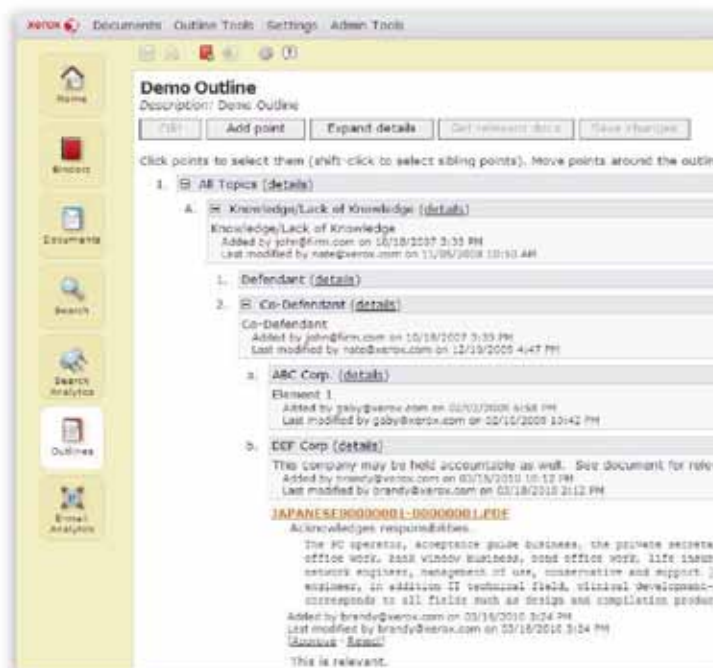
Users can create new binders, divide binders, run content comparisons on two binders and generate reports on documents within a binder.

### Outlines

Users can create outlines of main topics and subtopics, add annotations and detailed notes to each outline point and attach key documents and excerpts to the outline. Outlines can be shared among multiple users, printed and exported into Word format with their accompanying attachments.



In this example, Search Analytics retrieved synonyms to the term “annual”—users would then select which synonyms should be included in the search.



The outline feature is an organizational tool most often used by attorneys preparing for depositions.

## Reporting Tools

Reporting tools enable users to create customized templates for their own use or to share with other users. Data fields can be pulled from across the site and compiled into a report template. Custom names can be assigned to fields and multiple data fields can be joined into single report columns. Reports can be accessed and run at any time against multiple binders or folders of documents and viewed in OmniX™ or exported into Excel.

### Processing and Review Dashboard

The dashboard tracks where documents are in the processing and review pipeline, providing a real-time view into the status of clients' data. This tool provides transparency into where the data is in the process so users can monitor what has been received, processed and reviewed to better manage deadlines.

### Privilege Log

Users can collect all subjective metadata on a set of documents to create a detailed privilege log. Metadata can be normalized in advance (names, e-mail subjects, sentence starters and closers, etc.) and selected from customized drop-down lists and checkboxes, eliminating the need to manipulate the data once exported into a CSV or Excel file.

### Review Manager

Several reports are accessible from the Review Manager tool, including:

- Review Statistics
- Metadata Reports
- Coding Change Reports
- Binder Review Information
- Login Time Reports

### Aggregate Reporting

This tool compiles data from various reports (searches and metadata fields) and is most often used to perform a quality control check prior to production.

### Prioritization Dashboard

Xerox® Litigation Services' Categorix technology integrates seamlessly with OmniX in the form of the Prioritization Dashboard. With targeted input from case attorneys and statistical sampling driven by our Categorix team, documents are quickly ranked for review. Real-time results can be monitored in the Prioritization Dashboard.

Loading Status	Processing Statistics						Review Statistics	
	Received (K/Docs)	Expanded (K/Docs)	Called (K/Docs)	Selected (K/Docs)	Loaded (K/Docs)	Reviewed (K/Docs)	Reviewed (%)	
Complete	280.58	151.325	387.87	2,826,755	18.82	54,428	72.04	543,034
In Progress	34.01	7	40.65	423,123	0	0	2.13	21,359
								0

A snapshot of the Processing and Review Dashboard is located at the top of the home page so progress can be accessed from the moment users log in.

Custodian	Loading Status	Review Status	Received (K/Docs)		Expanded (K/Docs)		Called (K/Docs)		Selected (K/Docs)		Loaded (K/Docs)		Reviewed (K/Docs)	
			Count	Size	Count	Size	Count	Size	Count	Size	Count	Size	Count	Size
ALLIANCE	Complete	Complete	7.46	5,151	7.62	5,469	8.84	5,839	1.47	3,439	9.81	5,261	9.81	5,261
BILLBOARD	Partially Complete	Complete	24.01	11,451	27.04	121,274	4.47	2,894	0.56	16,209	0.01	2,837	0.01	2,837
BIRDAIR, INC	Complete	Complete	0.00	3,809	2.18	2,947	8.47	861	8.38	339	1.89	3,111	1.89	3,111
BURLINGTON	Processing	N/A	15.46	0	18.46	121,560	0	0	0	0	0	0	0	
BURLINGTON	Complete	Not Started	4.01	1,408	4.01	1,408	0	0	0	0	0.01	1,408	0	0
CHIL, CHIC	Partially Complete	In Progress	02.36	20	04.71	259,296	0	0	0.30	8,136	0.30	148,432	0.30	1,362
CHIL, CHIC	Complete	Complete	0.84	0	0.39	52,827	0	0	0.00	2,294	0	0	0	
COMPTON, A/E	Complete	Not Started	9.13	28,234	9.13	28,234	0	0	0	0	0.13	28,234	0	0
COVINGTON	Complete	Complete	0.06	0	0.01	16,827	0	0	0.01	179	0.01	14,896	0.01	14,896
DEPARTMENT OF HEALTH	Complete	Complete	14.77	12,847	16.27	123,475	0.06	20,822	28.12	67,712	0.06	14,137	0.06	12,127

Processing and review progress can be viewed by custodian, media shipment, source, review status and more.

E-mail Address	05/08/2010	05/09/2010	05/10/2010	05/11/2010	Total	Hours Logged (h)	Percent Reviewed	Review Rate	Rate Change (%)
blg@firm.com	25	28	47	0	100	6.48	10%	18.75	-65.75%
brang@firm.com	19	0	0	0	100	3.47	10%	26.03	-2.64%
ctvs@firm.com	0	20	0	60	100	2.86	10%	26.00	+16.63%
ed@firm.com	26	20	15	0	100	6.30	10%	17.79	-82.16%
felice@firm.com	0	0	80	10	100	2.07	10%	42.39	+46.53%
jane@firm.com	0	42	0	55	100	2.30	10%	26.49	-27.14%
jerig@firm.com	15	35	30	0	100	2.87	10%	34.88	+17.54%
jfr@firm.com	0	85	4	15	100	3.81	10%	26.09	-10.33%
marisa@firm.com	0	23	0	77	100	2.31	10%	42.88	+32.59%
sang@firm.com	20	25	44	0	100	2.82	10%	34.00	-13.82%
Totals	126	303	260	232	1,000	34.77	100.00%	28.78	-

Managers can analyze reviewer statistics to determine productivity levels of review teams and easily compare progress from reviewer to reviewer using several different metrics.

## System Security

OmniX™ is designed to ensure maximum security in e-discovery. We work with clients to develop individual security measures to meet the varying requirements of each and every matter.

### Security Groups

Security group assignments control user access to individual documents and document review binders, privileges to mark up or view documents and the ability to view markups and redactions made by users in other security groups.

As new documents are added to a client site, specific user groups are given access to those document folders. Group access can be revoked or modified upon request and users can be moved among security groups.

### User Permissions

Access to specific OmniX tools can be granted or revoked for individual users or groups. Users assigned to review only specific documents can be restricted from performing any function outside the scope of their assigned tasks, while lead attorneys can be granted access to all features and tools necessary to monitor review progress.

### Access by IP Address

Restrictions can be employed so users or groups of users can only access OmniX from certain IP addresses, such as the network addresses assigned to their office. Attorneys that need access from any location, such as a laptop or a mobile network, can be granted access regardless of IP address.

## Additional Services

Xerox® Litigation Services supports your OmniX review with end-to-end e-discovery services from collection and processing to production and consulting for the e-discovery lifecycle. Some of our additional OmniX-related offerings are highlighted below.

### Legal Hold

OmniX Legal Hold, a module available on OmniX, enables legal teams to efficiently distribute, manage and track legal hold notices. Users can utilize e-mail templates and uploaded distribution lists to generate automated legal hold notices to parties believed to possess documents related to a litigation or investigative matter. Detailed reports identify which recipients have acknowledged receipt of or responded to a hold notice.

### User Executed Productions

Users can customize specifications for a production, including native productions, submit a production request of any size and track the progress of a production directly from OmniX.

### CategoriX Automated Document Classification

CategoriX, Xerox® Litigation Services' proprietary automated document classification technology, significantly improves attorneys' ability to quickly search and filter information contained in large document collections in litigation and investigations. Leveraging the expertise of attorneys and subject matter experts most knowledgeable about the case early in the process, CategoriX applies statistical and machine learning techniques to calculate graduated relevance scores for each document in the collection. CategoriX can be used to address a range of review tasks—from automated prioritization, QC enhancement to first-pass review.

## Hosting Multiple Litigation Matters

At the request of a client, Xerox® Litigation Services can support several litigation matters on a single site, placing all separate and shared documents on the same matter site. Security measures dictate whether users have access to documents related to one, several or all litigation matters.

### OmniX Mobile

Key OmniX tools, including search, review statistics and the processing and review dashboard, are accessible from certain mobile devices. This feature is only available to clients that elect to activate it.

## OmniX Technology

Xerox® Litigation Services is committed to introducing new features and making ongoing enhancements to OmniX in order to streamline and create efficiencies in the e-discovery process for our clients. The OmniX review platform is proprietary, developed and maintained by one of the largest in-house development teams in the industry. The development team introduces new features and tools based on clients' requests and use of the platform—often leveraging technology from Xerox R&D facilities—to benefit all OmniX users at no cost.

OmniX, supported by end-to-end e-discovery services and consulting expertise, assists corporations and law firms in managing cost and risk throughout the e-discovery process.

**Xerox® Litigation Services:**  
Voted Best eDiscovery Provider  
Two Years in a Row in the 2010 and 2011  
New York Law Journal Rankings

**About Xerox® Litigation Services.** Voted “Best eDiscovery Provider” two years in a row in the 2010 and 2011 *New York Law Journal* rankings, Xerox® Litigation Services is one of the world's largest providers of e-discovery technologies and services. With more than two billion pages of hosted data, tens of thousands of client users and over 300 employees, Xerox® Litigation Services is the trusted partner of global corporations and their outside counsel, streamlining the e-discovery process from collection through production. With our OmniX™ review platform, automated document classification technology, CategoriX, and a wide range of e-discovery consulting services, Xerox® Litigation Services efficiently and effectively manages the most complex, voluminous discovery projects from beginning to end.

For more information on Xerox® Litigation Services visit [www.xerox-xls.com](http://www.xerox-xls.com), call 877.273.3887 or e-mail [info@xls.xerox.com](mailto:info@xls.xerox.com).

