



## Winning with Equivio

### Software for near-duplicates and email threads

#### **Winning with Equivio**

Equivio groups near-duplicates and structures email threads. By grouping similar documents, Equivio users gain a decisive competitive advantage -- Equivio cuts through redundant data, enabling you to focus directly on the unique information you need to win. The Equivio product is used to expedite the management and review of unstructured document repositories. The grouping of near-duplicates and email threads allows similar documents to be handled and treated together. The result: Equivio users slash the time and cost of document review, while ensuring the consistent treatment of similar documents.

The scale of the near-duplicate phenomenon is immense -- in typical enterprise environments, 30-50% of files are near-duplicates. This translates into huge hidden costs whenever people need to manage, search or review documents. With Equivio, this cost burden can be eliminated.



## The Edge in eDiscovery, Data Retention and Intelligence

By reducing complexity, Equivio's technology gives the winning edge in data review and management applications:

- In data review, Equivio enables the suppression of redundancy, allowing users to zoom in on the information they need to build and argue their case.
- In data management, Equivio's ability to group similar documents reduces the implementation costs for data preservation systems, while ensuring the consistent application of archiving, declassification and treatment policies.

Equivio is offered as a specialized component for integration within third-party applications for ediscovery, internal investigations, document retention, email archiving and intelligence.

## Read less. Think more. Win big™

By grouping near-duplicate documents and emails, Equivio generates immediate, concrete benefits:

- **Less costs.** Equivio technology directs the reviewer to what's important – viz. to documents that contain unique information, and to the unique information within each document. Proven in hundreds of cases, Equivio's technology consistently reduces review and handling costs by 25% and more.
- **Less time.** In many situations, it's impossible to review all the documents in the given time window. Equivio enables prioritized review by zooming in on value-added, unique data.
- **Less risk.** By focusing the user on unique documents and data, Equivio helps ensure that critical information is not missed.
- **Consistent treatment.** The Equivio groupings ensure consistent preservation, coding and annotation of very similar documents. The need for consistency applies throughout the data cycle, from the feed of documents into the retention archive, through the implementation of storage policies, and the treatment of documents in a specific litigation or regulatory event.
- **Accessing the data users need.** By allowing the virtual suppression of redundant data, Equivio helps users cut directly to the information they need.



## Equivio>NearDuplicates

Equivio>NearDuplicates detects and groups near-duplicate files. While existing technology can detect exact duplicates, Equivio offers a unique capability for detection of near-duplicates. Near-duplicate files are documents with minor differences – e.g., contract versions containing a few different words.

TextCompare: C:\DATA\My Documents\\_\AlphaSupremo\NDA\Generic.doc VS C:\DATA\My Documents\\_\AlphaSupremo\NDA\Alan Walling.doc

Base: C:\DATA\My Documents\\_\AlphaSupremo\NDA\Generic.doc  
Modified: C:\DATA\My Documents\\_\AlphaSupremo\NDA\Alan Walling.doc

LETTER OF INTENT  
Non Disclosure Agreement  
BETWEEN  
Globe Estates Ltd., a company organized under the laws of the United States of America, having its registered office at 5 Greenhill Road, Dover, Delaware.  
Hereinafter referred to as "Globe"  
On the one hand,  
AND  
~~COMPANY NAME, a company organized under the laws of FLAID;~~  
Hereinafter  
Mr. Alan Walling, hereinafter referred to as: ~~Short Company Name~~ "Walling"  
On the other hand,  
Hereinafter called together "the Parties".  
RECITALS  
The Parties wish to protect and preserve the confidential and/or proprietary nature of information and materials that may be disclosed or made available to each other in connection with certain discussions, negotiations or dealings between the Parties relating to the project: \_\_\_\_\_ (description of the project to be inserted here) (Purpose): intellectual property creation or protect.  
The Parties have organized their rights and obligations concerning confidentiality in the present agreement (hereinafter "the Agreement").  
NOW, THEREFORE, THE PARTIES HAVE AGREED AS FOLLOWS:  
Section 1 - Proprietary Information.  
"Proprietary Information" means any and all information disclosed by the disclosing party ("Discloser") to the receiving party ("Recipient"), whether in writing, or in oral, graphic, electronic or any other form, that is identified as confidential or is provided under circumstances reasonably indicating it is confidential or proprietary at the time of such disclosure. Proprietary information includes, without limitation, any items communicated between the Parties for the Purpose such as (a) any trade secret, know-how, idea, invention, process, technique, algorithm, program (whether in source code or object code form), hardware, device, design, schematic, drawing, formula, data, plan, strategy and forecast (b) any technical, engineering, manufacturing, product, marketing, servicing, financial, personnel and other information; and (c) any information relating to the GLOBE products, GLOBE products, specifications, price list, architecture or development plan.  
The Parties are independent contractors, and neither party shall have any authority of any kind to bind the other party in any respect whatsoever.  
Done in \_\_\_\_\_, the \_\_\_\_\_ September 23, 2004  
GLOBE  
  
Alan Walling  
By: (signature)  
By: (signature)  
Name:  
  
Richard Hathaway  
Name:  
  
Alan Walling  
Title: CEO  
Title: Consultant

Document comparison created by TextCompare, a product of Equivio



Equivio>NearDuplicates identifies near-duplicates and organizes them into sets for efficient and coherent handling. This streamlines the document review process:

- **Stage 1:** Assign the near-duplicate sets to reviewers, ensuring that one reviewer handles a document and its near-duplicates in a systematic manner.
- **Stage 2:** Start review of a near-duplicate set with the pivot document, the most representative document in the near-duplicate set. After reading the pivot, the reviewer decides whether the rest of the documents in the near-duplicate set can be skipped or require granular review.
- **Stage 3:** Using the compare facility, the user zooms in on the differences in each near-duplicate vis-à-vis the pivot document. As a result, the user needs to read only the differences. Moreover, the user is sure not to miss minor, yet potentially critical, differences.
- **Stage 4:** The user can bulk handle a near-duplicate set. The Equivio groupings help ensure the consistent treatment of like documents -- for example, when marking documents as privileged or responsive.

### Using near-duplicate sets



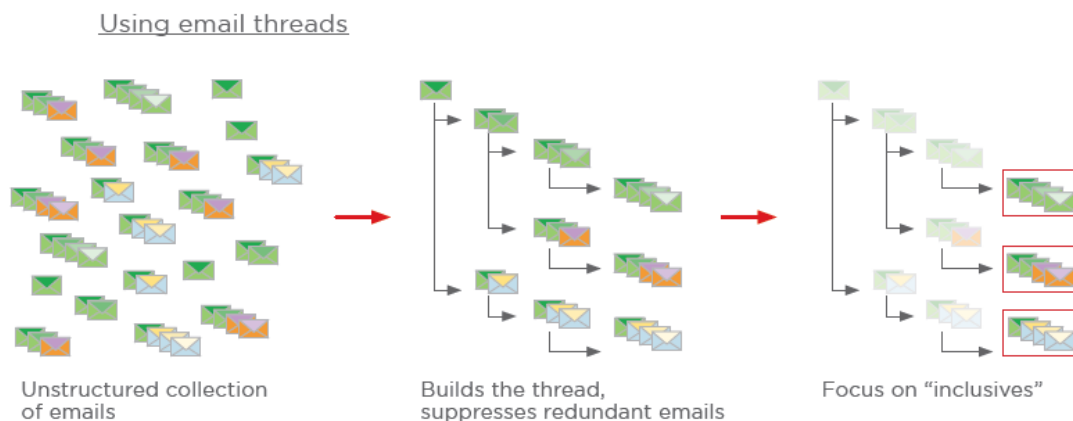


## Equivio>EmailThreads

Equivio>EmailThreads captures and reconstructs email conversations. By identifying the unique emails in a collection, the tool drastically reduces the number of emails that need to be reviewed.

The Equivio tool simplifies the review of emails, while allowing the review of the email within its original context:

- **Stage 1:** Assign email threads for review, ensuring coherent review of email data.
- **Stage 2:** Start review of an email thread by reading the first “Inclusive”. An “Inclusive” is the last email in a thread. Equivio verifies that each Inclusive contains the entire history of the thread.
- **Stage 3:** Review the other Inclusives in the thread with the Equivio>Compare tool. Equivio>Compare highlights between emails, eliminating the wasteful review of email data that the user has already seen. The user reviews unique data only.
- **Stage 4:** Users can bulk handle all the emails in a thread, reducing time and cost, while also ensuring that all the emails in the thread are treated consistently.



Equivio’s content-centric technology for email threads allows users to review only emails that contain unique content. Applied to data in the Enron case, Equivio was able to reduce the overall review effort by 60%. The content-centric approach is robust, eliminating any dependence on the idiosyncrasies of email metadata, while also facilitating thread analysis on OCR collections.



## About Equivio

Equivio enables the management of data redundancy in content-centric business processes. Equivio's technology zooms in on unique data, allowing you to read less, think more, win big™.

With products for grouping near-duplicates, capturing email threads and automating prioritization, Equivio powers a broad range of business applications, including e-discovery, records management, email archiving, data retention and intelligence. To learn more about winning with Equivio, email [info@equivio.com](mailto:info@equivio.com) or visit [www.equivio.com](http://www.equivio.com).

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