

**USER GUIDE** 

# **E-DISCOVERY**

# **Table of Contents**

1	Introduction			3
2	How Lepide Helps with e-Discovery			
3	Starting e-Discovery			
	Setting Up a Case			
4				∠
	4.1 Install Agent			2
	4.2	Creating a New Case – Non Indexed		8
		4.2.1	Running a Report	15
		4.2.2	Other Non Index Case Action Menu Options	17
	4.3	Create a New Case – Indexed		18
		4.3.1	Specify the Search Criteria for an Indexed Case	31
		4.3.2	Action Menu for Indexed Cases	34
	4.4 Create a New Location		18	
5	Support			34
6	Trademarks3			35

#### 1 Introduction

E-discovery (electronic discovery) is the legal procedure for locating, collecting, and delivering Electronically Stored Information (ESI) as evidence to be used in court cases or investigations. Information governance programs frequently incorporate e-discovery since it is an obligatory legal and regulatory requirement.

E-discovery is frequently ignored by organizations and only becomes meaningful after a case is launched. Moreover, the e-discovery process is often unfamiliar ground for many organizations with investigations into data privacy concerns and digital infiltration proving to be a challenge, even with experienced internal staff.

Organizations that store large amounts of data need to know exactly what data they have, and where it is located. Large databases might take months to search, and investigators need to have access to the right information quickly.

# 2 How Lepide Helps with e-Discovery

The Lepide Web Console provides an out-of-the-box e-Discovery tool that will scan your repositories to locate files containing Personally Identifiable Information (PII).

Our Solution allows you to combine multiple values as well as search an expansive range of file types ensuring you get the most accurate results possible, thereby avoiding time-consuming false positives.

# 3 Starting e-Discovery

- From the Home Screen, choose a Lepide Category, for example, Lepide Identify
- The Lepide Identify Dashboard screen is displayed
- From the top of the screen, click on Lepide Identify and choose e-Discovery

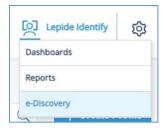
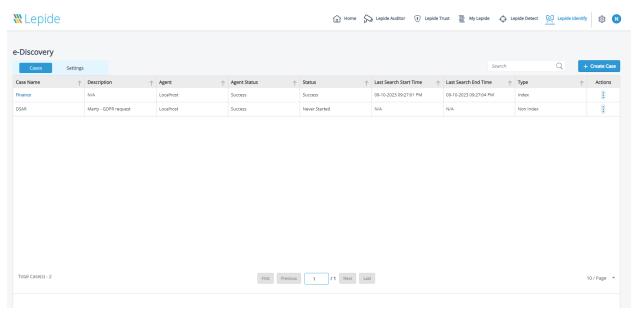


Figure 1: e-Discovery Menu Option



The e-Discovery screen will be displayed:

Figure 2: e-Discovery Screen

# 4 Setting Up a Case

The first step in the e-Discovery process is to set up a Case to specify the details of the data you want to find. A case can be Non Indexed or Indexed depending on your requirements and the instructions for setting these up are given in Sections 4.2 and 4.3 of this guide.

You can use Local Host or an Agent when setting up an e-Discovery Case. The following steps explain how to install an Agent:

## 4.1 Install Agent

- Click the **Settings** tab (top of the screen next to Cases)
- This will display the **Settings** window with **Categories** listed on the left hand side
- Ensure that the Agents category is displayed by clicking the **Agents** icon:



• All installed agents are listed here



• Agent settings can be edited by clicking the



• To install a new Agent, click the **Install Agent** button

This displays the Install Agent dialog box:

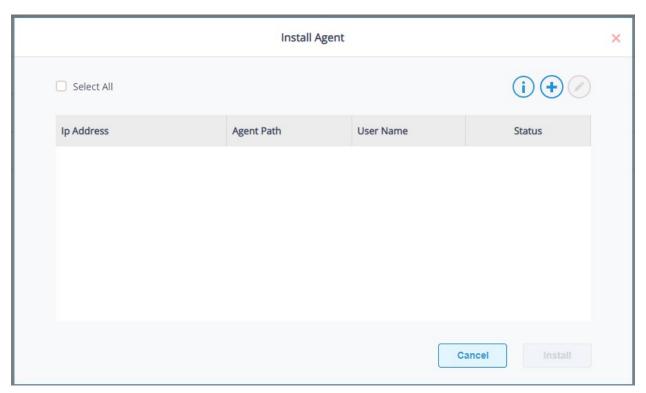


Figure 3: Install Agent

To add a new agent:

• Click the icon

This displays the Add Server dialog box:

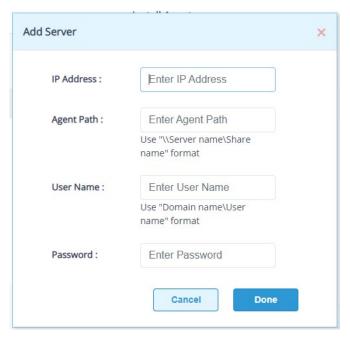


Figure 4: Add Server

• Add the following information:

- **IP Address:** Add the IP Address

Agent Path: Use \\Server\ name\\Share\ name\ format
User Name: Use domain name\\User\ name\ format
Password: Enter Active Directory password

Click **Done** when finished

- Once all the Agents have been added, check the box(es) to select Agents individually or choose **Select All** to select all Agents
- Click the **Install** button to install the Agents.

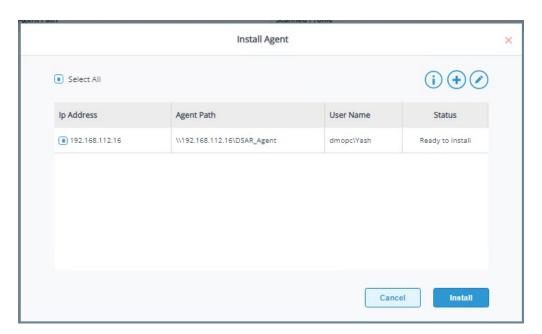


Figure 5: Install Agent with Server Added

# 4.2 Creating a New Case – Non Indexed

To create a non indexed Case:

- On the left of the screen are two tabs: Cases and Settings
- Ensure that the **Cases** tab is selected
- Click the + Create Case button (top right of the screen)
- The Create New Case dialog box is displayed:

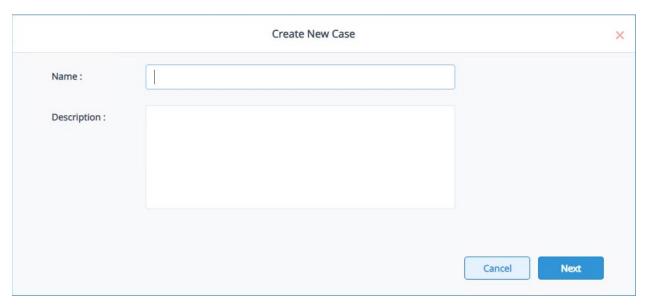


Figure 6: Create a New Case

- Type in the **Name** of the case and add a **Description**
- Click **Next**

The Select Objects dialog box is displayed:

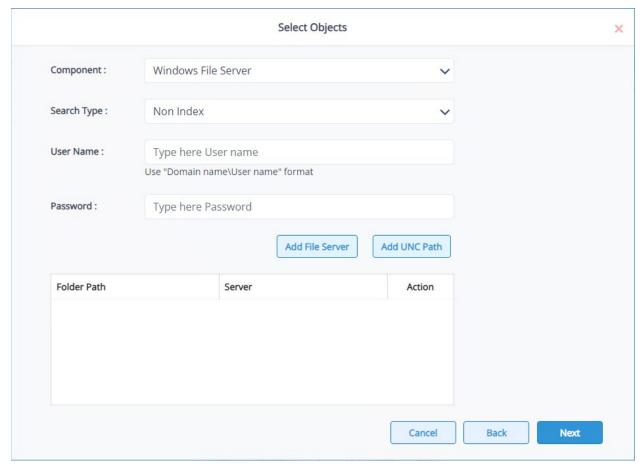


Figure 7: Select Objects

- Select the **Component**
- Select **Non Index** for the **Search Type**. To use the Index Search Type, please refer to section 4.3 of this guide
- Add the **User Name** in **Domain name\User name** format
- Type the **Password** (this is the Active Directory login password)
- Click the **Add File Server** button to add a File Server. The file server will be listed at the bottom of the dialog box.
- Click the **Add UNC Path** to specify a UNC path in this format: \\Server name\Share name. This will be listed at the bottom of the dialog box.
- Click Next

The File Type dialog box is displayed:

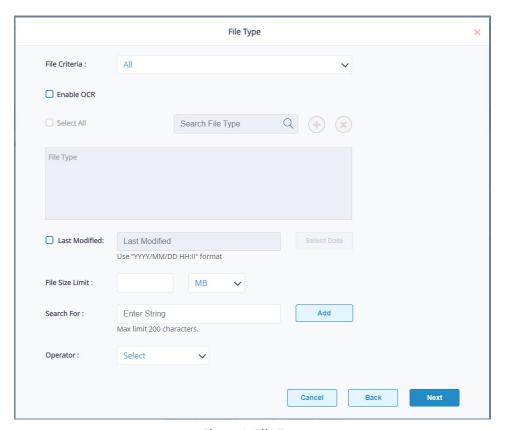


Figure 8: File Type

This allows you to specify all the details for the files you want to find. The more specific you can be here, the better the search results will be.

#### Choose the following:

• File Criteria: All, Include or Exclude

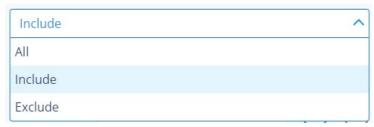


Figure 9: File Criteria

• If you choose **Include** or **Exclude**, the following file type options will be displayed:



Figure 10: Select from File Types

This is a long list of file types. Scroll down to see the complete list. Check or uncheck the file type boxes to choose which ones you want to Include or Exclude

• **Enable OCR:** Check enable OCR (Optical Character Recognition) if you want image files

containing text to be scanned

• **Select All:** Check this box to select all file types

**Search File Type:** Type a file type here to search for and it will list all file types containing that

value.

For example, if you type .doc into the search box, it will show \*.doc, \*.docx and

\*.docm and so on.



Figure 11: Search File Type

• Click the icon to add a file type

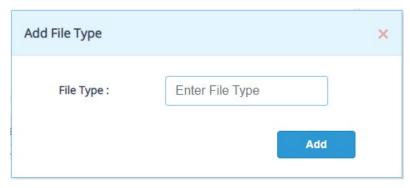


Figure 12: Add File Type

- Type the file type name and click Add
- If you want to remove this file type, select the file type to be removed and click the



Check Last Modified to specify a date when the file(s) was last modified

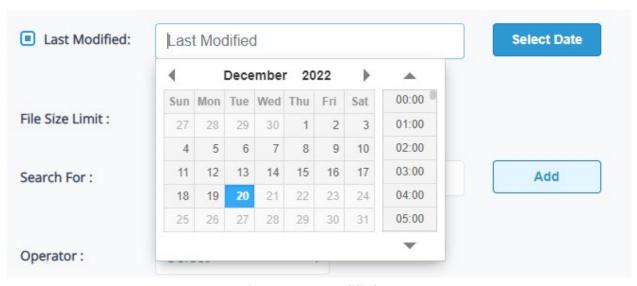


Figure 13: Last Modified Date

File Size Limit: This can be KB or MB. The suggested limit is 20MB

**Search For:** Here you can type strings of characters that you want to search for. Click **Add** to

add each string.

In the example below where we are searching for Marty Byrde we could add

search strings for his name, address, DOB and so on

• Choose the Operator. In this case it is OR to search for any of the strings

Each string will be displayed at the bottom of the dialog box along with the operator specified:

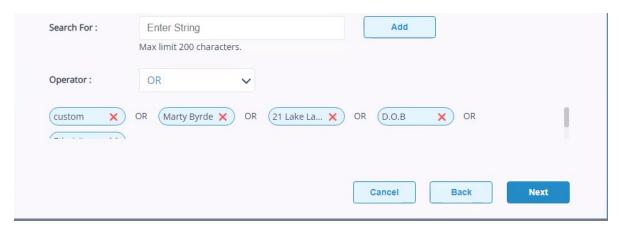


Figure 14: Add Character Strings

• Click **Next** 

The Search Server dialog box will be displayed:

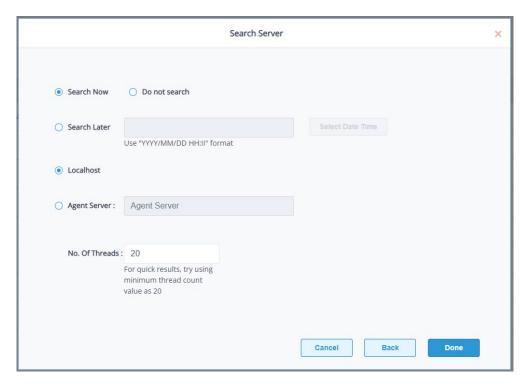


Figure 15: Search Server

Here you can specify when the Search should start:

- **Search Now** search immediately
- **Do not Search** the Case is set up, but the search can be initiated at a later date
- **Search Later** specify a date and time for the search to start
- Choose Local Host or Agent Server

If you choose Agent Server, you will need to click the **Validate Agent** button

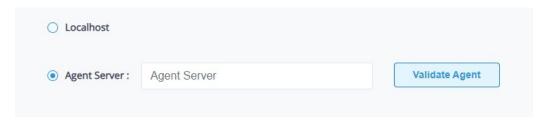


Figure 16: Validate Agent

- **No of Threads:** For quick results keep the minimum thread count value as 20
- Click **Done** when finished
- A message will appear: Case Created Successfully

The Case will be listed in the e-Discovery screen:

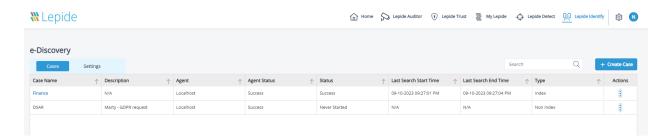


Figure 17: e-Discovery Screen

## 4.2.1 Running a Report

Once a Case has been set up, and a scan has been run, you can run a report to see the data returned based on the criteria specified in the Case.

• From the e-Discovery screen, click the report icon next to the case on which you want to run the

This will show the following menu:



Figure 18: Case Action Menu - Non index

• Choose Success Report

#### The Report is displayed:

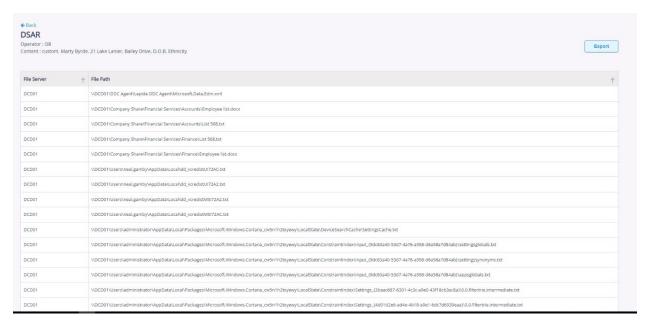


Figure 19: Success Report

- The Case Name, Operator and search strings are shown at the top of the screen
- File Server and File Paths are listed for all the files that have been found to contain the search criteria we specified in the Case
- The report can be Exported to CSV or PDF by clicking the Export button

Here is an example of a report exported to PDF format:

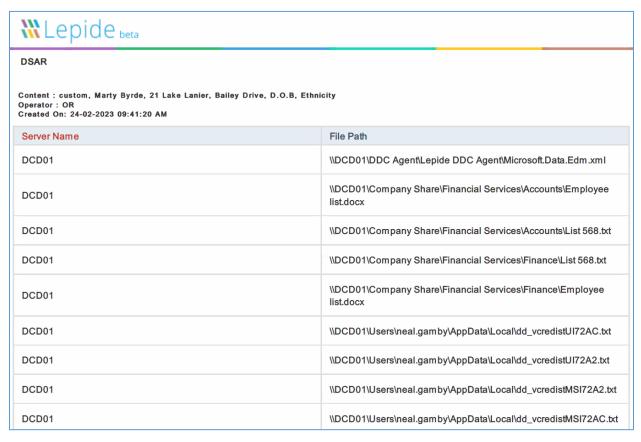


Figure 20: Report Exported to PDF Format

## 4.2.2 Other Non Index Case Action Menu Options

The other menu options are as follows:

Start Scan: Starts the scan running

• **Remove:** Delete the Case

If you choose **Remove**, you will have to confirm the action:



Figure 21: Confirm Removing the Case

• **Edit:** Edit the scan settings

• Failed Report: List all Failed Reports for this Case

## 4.3 Creating a New Case - Indexed

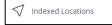
When you create a new case which is Indexed you will need to select a **Location**. A Location contains server and file type information and once a location has been created, you can use it for multiple cases.

The steps for setting up a new Location are given below. If you already have the Location set up, then you can move to Section 4.3.2 of this guide.

#### 4.3.1 Create a New Location

The steps to create a Location, to use with an indexed case, are as follows:

- From the e-discovery window, choose the **Settings** tab
- This will display the Settings window with Categories listed on the left hand side
- Select the Indexed Locations Category by clicking the icon:



- All Location Names are listed on this screen
- To add a new Location, click the + Create Location button

This displays the Create New Location dialog box:

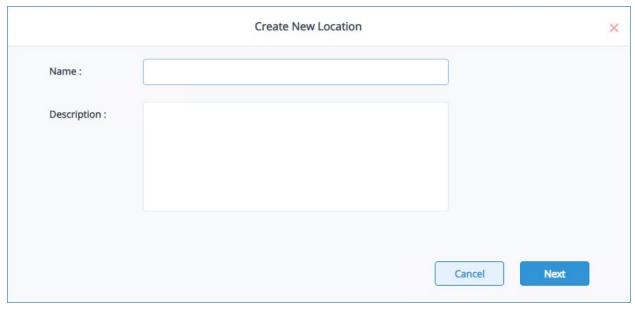


Figure 22: Create New Location

- Type in the **Name** of the location and add a **Description**
- Click **Next**

The Select Objects dialog box is displayed:

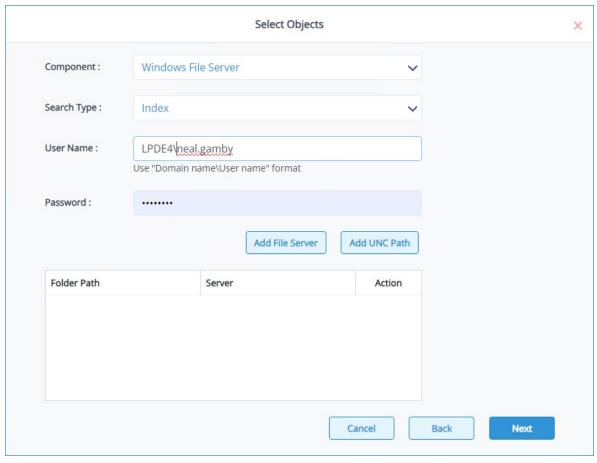


Figure 23: Select Objects

- Select the **Component**
- Index will be selected for the Search Type
- Add the User Name in Domain name\User name format
- Type the **Password** (this is the Active Directory login password)
- To add an entire file server to be indexed, click the **Add File Server** button. Once added, the file server will then be listed at the bottom of the dialog box.
- To add a specific location to be indexed, click the **Add UNC Path** in this format: **\\Server name\Share name.** Once added, this will then be listed at the bottom of the dialog box:

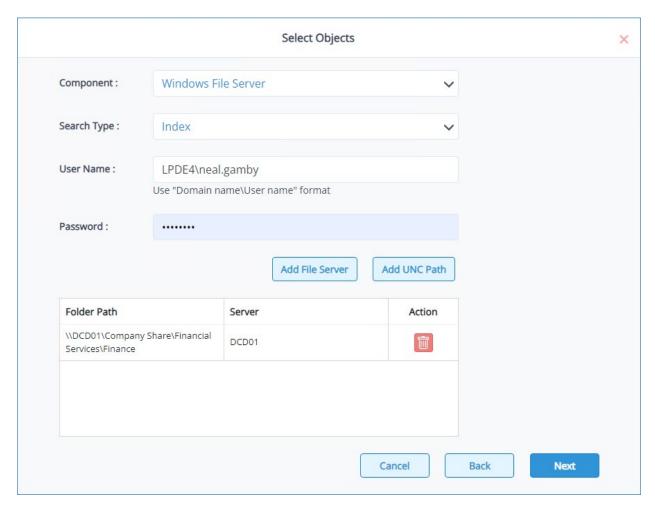


Figure 24: Select Objects with UNC Path Specified

#### • Click **Next**

The File Type dialog box is displayed:

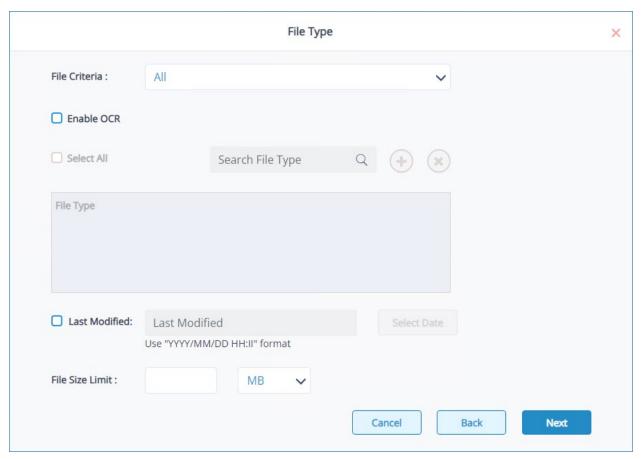


Figure 25: File Type

This allows you to specify all the details for the files you want to find. The more specific you can be here, the better the search results will be.

#### Choose the following:

• File Criteria: All, Include or Exclude

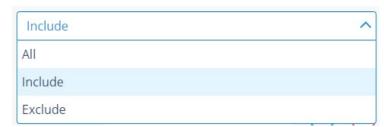


Figure 26: File Criteria

• If you choose **Include** or **Exclude**, the following file type options will be displayed:



Figure 27: Select from File Types

This is a long list of file types. Scroll down to see the complete list. Check or uncheck the file type boxes to choose which ones you want to Include or Exclude

• **Enable OCR:** Check enable OCR (Optical Character Recognition) if you want image files

containing text to be scanned

• **Select All:** Check this box to select all file types

• Search File Type: Type a file type here to search for and it will list all file types containing that

value.

For example, if you type .doc into the search box, it will show \*.doc, \*.docx and

\*.docm and so on.

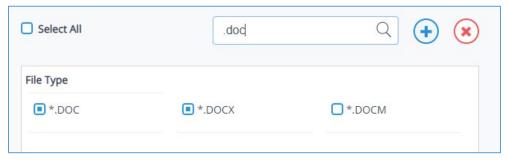


Figure 28: Search File Type

• Click the icon to add a file type

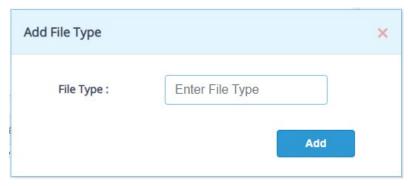


Figure 29: Add File Type

- Type the file type name and click Add
- If you want to remove this file type, select the file type to be removed and click the



• Check **Last Modified** to specify a date when the file(s) was last modified

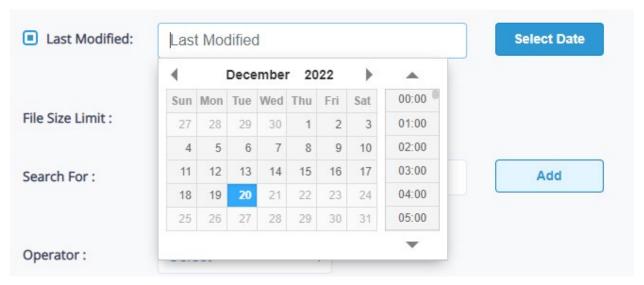


Figure 30: Last Modified Date

• File Size Limit: This can be KB or MB. The suggested limit is 20MB

• **Search For:** Here you can type strings of characters that you want to search for. Click **Add** to add each string.

In the example below where we are searching for Marty Byrde we could add search strings for his name, address, DOB and so on

• **Choose** the **Operator**. In this case it is **OR** to search for any of the strings

Each string will be displayed at the bottom of the dialog box along with the operator specified:



Figure 31: Add Character Strings – new screenshot required

• Click **Next** 

The Search Server dialog box will be displayed:

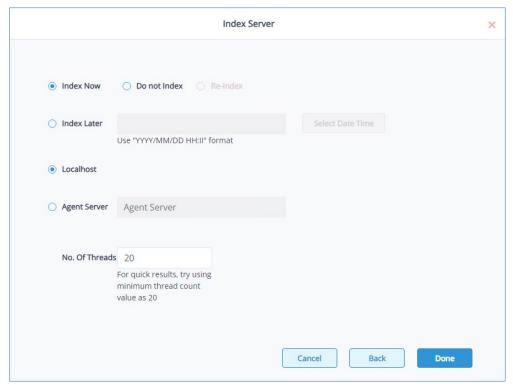


Figure 32: Index Server

Here you can specify when the Search should start:

- Search Now search immediately
- **Do not Search** the Case is set up, but the search can be initiated at a later date
- **Search Later** specify a date and time for the search to start
- Choose Local Host or Agent Server

If you choose Agent Server, you will need to click the **Validate Agent** button



Figure 33: Validate Agent

- No of Threads: For quick results keep the minimum thread count value as 20
- Click **Done** when finished
- A message will appear: Location Created Successfully

The Location will be listed in the e-Discovery screen:

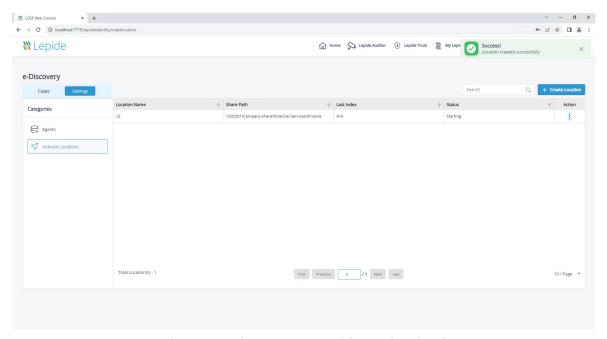


Figure 34: e-Discovery Screen with Location Listed

#### 4.3.2 Create Case

Once you have set up a Location, you can create an indexed Case. The steps for doing this are as follows:

- On the left of the e-Discovery screen are two tabs: Cases and Settings
- Ensure that the **Cases** tab is selected
- Click the + Create Case button (top right of the screen)
- The **Create New Case** dialog box is displayed:

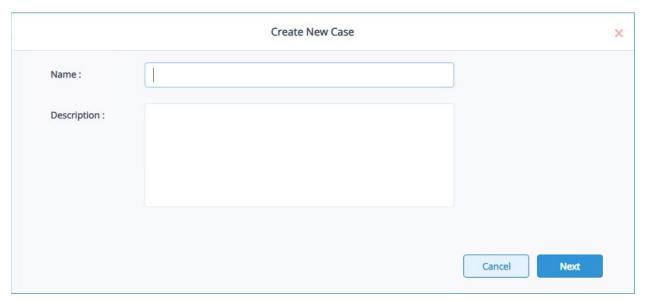


Figure 36: Create a New Case

- Type in the **Name** of the case and add a **Description**
- Click **Next**

The Select Objects dialog box is displayed:

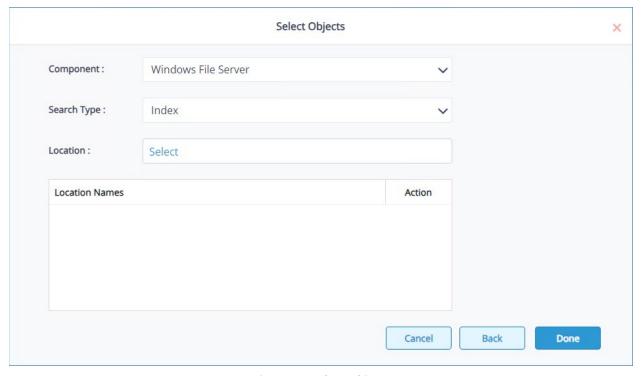


Figure 37: Select Objects

- Select the **Component**
- Select **Index** for the **Search Type**. To use the **Non Index** Search Type, please refer to Section 4.1
- Select the **Location.** For information on how to create a **Location**, please refer to Section 4.4
- The Location Name will be displayed at the bottom of the dialog box:

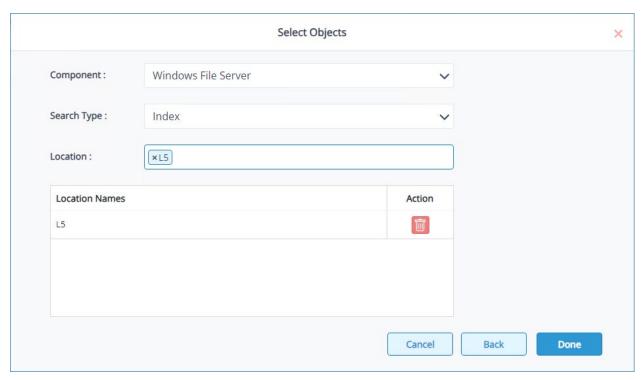


Figure 38: Select Objects with Location Names Displayed

#### Click Done

The Case name will be displayed. Indexed cases are shown in blue while non-indexed cases are shown in black.

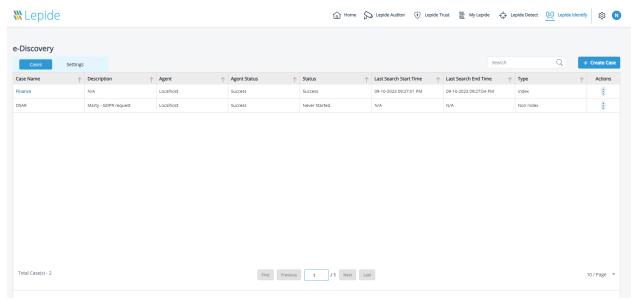


Figure 39: e-Discovery Screen

### 4.3.3 Specify the Search Criteria for an Indexed Case

Once an Indexed Case has been set up, you can specify the search criteria.

- Click on the Case Name (shown in blue for an Indexed Case)
- Type the search string and click **Add**

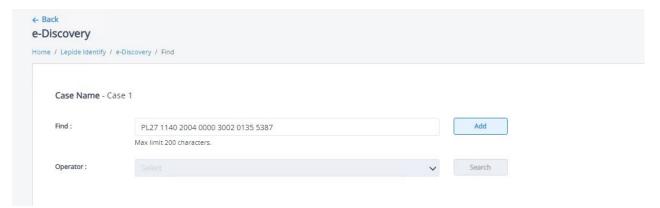


Figure 40: Search String

The string will be displayed at the bottom of the dialog box

- From the Operators drop down list, select AND/OR as required
- Click Search
- The results will be displayed at the bottom of the screen:

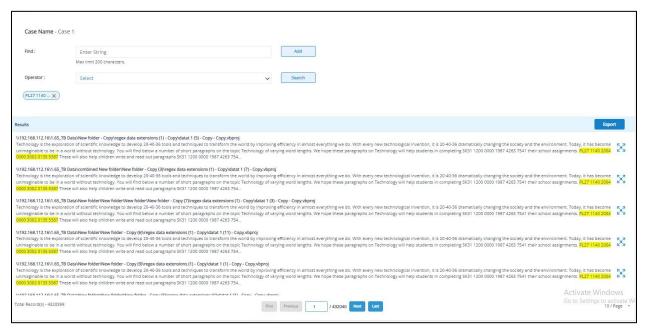


Figure 41: Search Results

From here you can click the icon to preview the file:



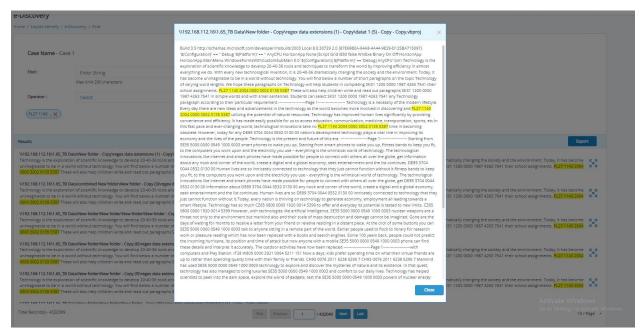


Figure 42: File Preview



• Click **Export** to export the file to PDF or CSV format:

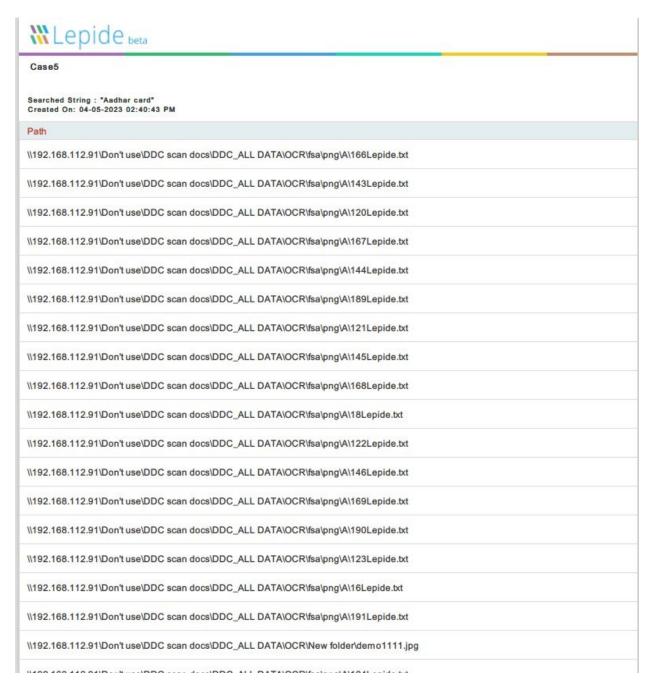


Figure 43: File Exported to PDF Format

#### 4.3.4 Action Menu for Indexed Cases

From the e-Discovery screen, click the icor

This will show the following menu:



Figure 44: Case Action Menu - Index

The Action Menu options are as follows:

• **Search:** Display the Search dialog box

• **Remove:** Delete the Case

If you choose **Remove**, you will have to confirm the action:

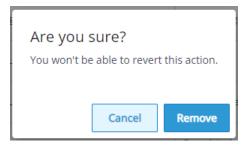


Figure 45: Confirm Removing the Case

• Edit: Edit the scan settings

# 5 Support

If you are facing any issues whilst installing, configuring, or using the solution, you can connect with our team using the contact information below.

Product Experts Technical Gurus

Rest of the World: +91 (0) -991-004-9028 Rest of the World: +91(0)-991-085-4291

Alternatively, visit <a href="https://www.lepide.com/contactus.html">https://www.lepide.com/contactus.html</a> to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit <a href="https://www.lepide.com/data-security-platform/">https://www.lepide.com/data-security-platform/</a>.

### 6 Trademarks

Lepide Data Security Platform, Lepide Data Security Platform App, Lepide Data Security Platform App Server, Lepide Data Security Platform (Web Console), Lepide Data Security Platform Logon/Logoff Audit Module, Lepide Data Security Platform for Active Directory, Lepide Data Security Platform for Group Policy Object, Lepide Data Security Platform for Exchange Server, Lepide Data Security Platform for SQL Server, Lepide Data Security Platform SharePoint, Lepide Object Restore Wizard, Lepide Active Directory Cleaner, Lepide User Password Expiration Reminder, and LiveFeed are registered trademarks of Lepide Software Pvt Ltd.

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