# eDiscovery

## BUYERS GUIDE: 2020 EDITION



### Legal Tech
#### PUBLISHING

# DigitalWarRoom

## A Powerful and Consistent User Experience for All Your eDiscovery Projects Whether You Need Desktop Software for Small Matters or Have Multiple Matters that Must Be Hosted & Maintained in the Cloud

> **"The duty of competence is pushing lawyers to understand how to utilize an eDiscovery platform and related tools. DWR wants to make sure the tools are available at a reasonable and affordable price so the small to midsize firm does not lose business because they cannot provide a basic service."**
>
> –Bill Gallivan, CFO and COO of Digital WarRoom.

**Company Name Brand**
Digital WarRoom (DWR)

**Product Name Brand(s)**
DWR Pro Software (Desktop eDiscovery Software)
DWR Single Matter (Hosted eDiscovery)
DWR Private Cloud (Multi-Matter Cloud eDiscovery)

**Latest Developments and Updates**
- Claw back documents and duplicates from review.
- Near-line archiving and split-invoicing available with the DWR Management Console
- Review active processing jobs in one click.
- View and export produced or endorsed images in document review.

A military "war room" is used for battle-planning. A legal "war room" is used for planning litigation strategy. Digital WarRoom is a powerful and consistent software platform for anyone that needs to plan a comprehensive attack on the processing, review, and production of electronically stored information.

Unlike the general approach of most eDiscovery software, Digital WarRoom offers law firms and corporate legal departments a choice of three different implementations of the software so that you can start small on your PC, but have the confidence that Digital WarRoom will fully support all your needs when your matters grow large and multiply. And the best part is that all three tiers boast the same user experience so your transition is seamless.

**Three Software Options, One Experience**
The DWR Pro Software works on Windows and macOS computers (macOS requires Parallels Desktop to run the DWR software). The Single Matter and Private Cloud offerings host data in Digital WarRoom's private cloud that can be accessed from any computer (Windows or Mac) via Microsoft's Remote Desktop Protocol.



**Figure 1:** The DWR interface provides diverse views into a matter available from the lower left-hand corner. Each view sports different features through the menu bar at the top. You can resize and detach windows, drag them to a second monitor, and add and remove columns on demand.

> **Whether you use DWR Pro Software from your desktop, or let DWR host data for you, you get access to the same user experience across the board."**

DWR's hosting environment can apply unlimited computing power to process your data. In a pinch, the company can operate your hosted DWR software on your behalf and augment your staff to complete any eDiscovery task including data processing, analytics, document review, and production.

Whether you use DWR Pro Software from your desktop, or let DWR host data for you, you get access to the same user experience across the board. For example, the lower-left corner of DWR's interface provides direct access to the different phases of your eDiscovery project including Process, Policy, Review, Drafts, Produced, and Reports. *See Figure 1 on the previous page*.
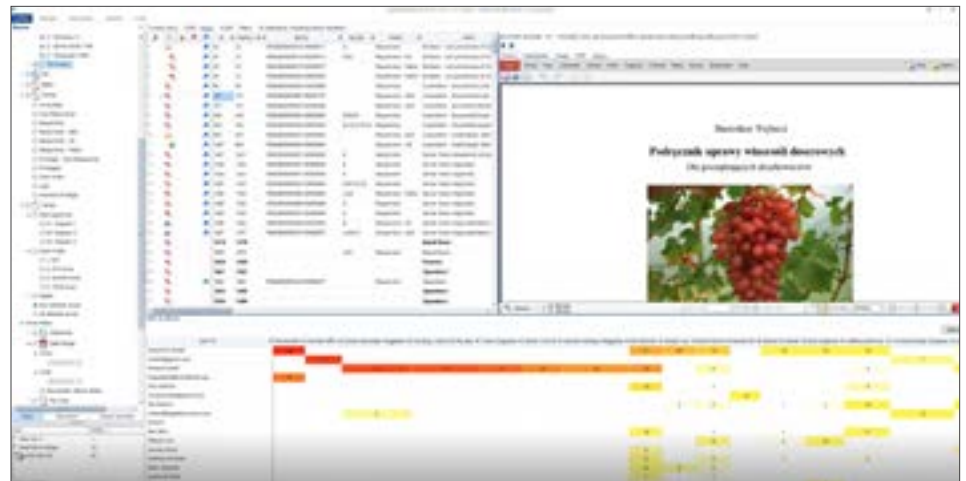
**Proper Data Processing**
The Process interface supports drag-and-drop, so you can pull over a PST or ZIP file from your desktop directly into the hosting platform, and a wizard pops up to confirm data import into a matter. Once done, the data is processed and written to the database for your review. DWR

supplies a single-tenant MS-SQL database for hosted versions and SQL Express for desktop versions.

You can organize file uploads in the Process tab such as by matter and custodian. Any time you process data, or create document productions and run OCR (optical character recognition), DWR monitors the tasks so you never lose track of your work.

If there are active processing jobs, click the green "View Jobs" tab in the upper right-hand corner of the menu to display those running jobs. A right mouse-click function cancels a running job. When all tasks are complete, the green View Jobs tab disappears. You can view all jobs by clicking the Process icon and select the Jobs tab. On the bottom right-hand side of the Jobs screen, check "Show Completed Jobs" to display completed or canceled jobs for a historical record of who processed what data for a matter.



**Figure 2:** The DWR Policy view provides an intuitive workflow to help attorneys quickly analyze data sets. You can filter data sets by custodians, file types, keywords and more. Results appear in the top center window. The bottom right window shows data analysis, which includes emails from "Who to Whom."

> **Once data is processed, you can cull the set by date range, file type, and file extension and apply various de-duplication strategies to reduce the number of documents you have to start reviewing.**"

### Filters and Facets
Once data is processed, you can cull the set by date range, file type, and file extension, and apply various de-duplication strategies to reduce the number of documents you have to start reviewing. *See Figure 2 on the previous page.*

DWR assigns each file a unique MD5 hash value for verification and de-duplication purposes. From the Policy view, you can de-duplicate data by a custodian (vertical de-duplication) or apply a global de-dupe strategy across selected data in a matter (horizontal de-duplication).

You can search for all documents last marked by a reviewer by selecting the Reviewers filter along with other filters such as extension type, date range, file type, or redaction state. The Reviewers screen displays all reviewers who accessed the database and a number beside each reviewer shows the number of their document marks.

The Policy view in DWR helps attorneys negotiate relevancy in a "meet & confer." You can report the results of keyword searches using Boolean search strategy in a grid. *See Figure 3.*

### Strong and Supportive Searching
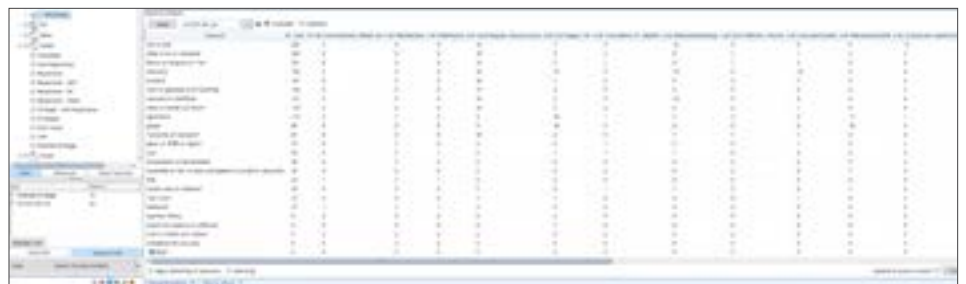The DWR search interface lets you quickly list keywords with Boolean syntax or you can import a pre-populated keyword list. The software uses licensed libraries to search keywords outside of MS-SQL to improve database performance. To learn more about the data, you can quickly combine a keyword search with other metadata such as file types or date ranges.

To code a document, you can right-click its row in the database. The right-click options vary depending upon the context. For example, right-clicking an object in a search result list surfaces different features than when you right-click a file in the document browser.

If you're not a fan of right-clicking, you can always apply codes to documents using the Work Product Palette, which you can float over a window or dock onto the desktop view. In the Palette, your previous marks and coding stick to the next document so you can quickly replicate work as needed. When you highlight a coded document, the Palette shows the coding saved with the document. *See Figure 4 on the next page.*

### Informative Reports
In the DWR Management Console, Private Cloud customers can view, report, and archive matters to reduce hosting fees, which never cost you more than $10 per gigabyte. Select a matter and drill down to report data, such as time & activity,



**Figure 3:** In the Policy view, DWR can analyze various scenarios of keyword searches on a data set to help negotiate relevancy in a meet & confer conference. You can export the keyword reports into Microsoft Excel to share them with meeting participants.

> **In the DWR Management Console, Private Cloud customers can view, report, and archive matters to reduce hosting fees, which never cost you more than $10 per gigabyte."**

productions, and billable space (amount of de-duplicated data), which you can use for invoices to recover expenses from clients or charge-back corporate departments. Invoices can calculate charges by matter, gigabytes, seats, or users. *See Figure 5 on the next page.*

Any time you engage a function that results in a change to a data set, DWR gives you reporting options. You can view the data in charts or grids and export it to Microsoft Excel format for further analysis and share the data with colleagues, courts, or adversaries.

**Transparent Pricing**
DWR is refreshingly transparent with their pricing and training. You can license the single-user desktop Pro Software for an annual $1,795 fee, which comes with unlimited email support, one hour of installation support, and an hour of training.

The Single Matter hosted software is $250 per month (no annual commitment) and includes one matter, 25 gigabytes of data

for review ($10 per GB overcharge), and one user (add active users at $50 per user per month). The Single Matter version includes unlimited email support and one month of training.

The Private Cloud hosted version is $2,000 per month with an annual commitment ($1 per GB overcharges), comes with 50 users, unlimited email support, and two months of training. The Management Console is included with Private Cloud.

**Who is DigitalWarRoom?**
In 2000, brothers Dan and Bill Gallivan were employees at the Seattle law firm of Preston Gates & Ellis when the firm had to review a warehouse full of documents as part of the federal government antitrust investigation of Microsoft. The Gallivans succeeded in utilizing technology to help the firm in this monumental task, and then launched Digital WarRoom in 2010 as a hosted service and a standalone software. The company's mission is to make DIY eDiscovery software to help small to midsize law firms and corporate legal departments embrace the
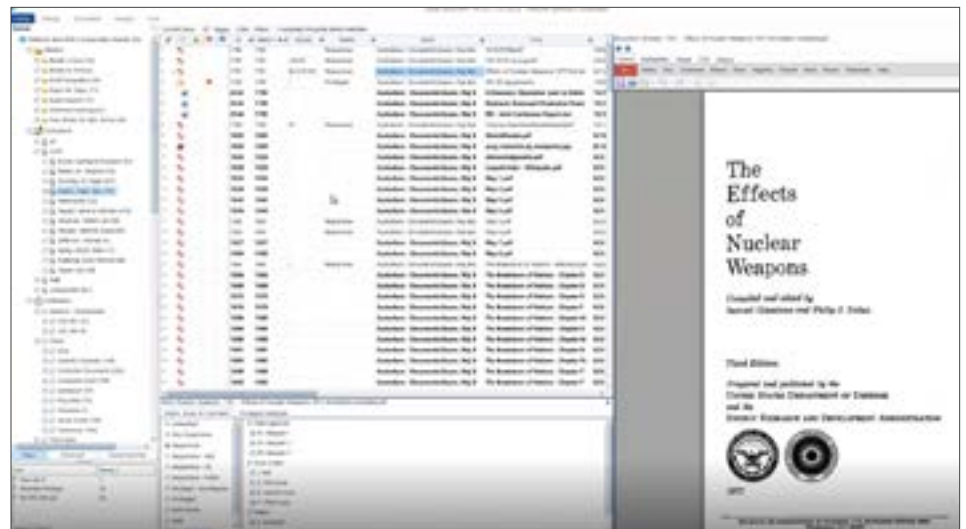


**Figure 4:** In document review, mark a document and apply issue codes by using a right-click or use the Work Product Palette to markup the document.

duty of competence, which is pushing lawyers to understand eDiscovery platforms and tools.

**Why Should You Consider Digital WarRoom?**
- DIY software to use on-premises or in the cloud without relying on service providers.
- DWR maintains sole control over its hosted software and computer resources in a private cloud, limiting customers' risk profile for cloud computing.
- Analyze and report keywords and keyword lists to negotiate relevancy in Meet and Confers.
- Nearline stored data to reduce hosting charges, which never cost more than $10 per GB.

**Try Out Digital WarRoom For Yourself!**
Sign up for Digital WarRoom today and only pay $250 for the first month, including training and all features, regardless of data volume or user count (subsequent months at regular pricing).



**Figure 5:** You can use the DWR Management Console to review and report on all matters, including matter size, user time and activity data, and billable data.

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