



## **Autonomy Education**

### **Autonomy Legal Hold Administrator & End User Training**

Autonomy Legal Hold (ALH) automates the process of notification, preservation, and data collection across all enterprise repositories, desktops and laptops. Legal counsel or other specified employees can quickly initiate the “legal hold” process across the entire organization, then track compliance through simple web-based forms. ALH is part of Autonomy’s suite of software modules that span the Electronic Discovery Reference Model (EDRM), thus enabling you to conduct all tasks, from Information Management and Legal Hold to Production, on Autonomy’s powerful common infrastructure.

This one-day course is designed for in-house legal teams and legal service providers who need to learn how to quickly collect data dispersed across the enterprise, issue and enforce legal holds, and provide immediate, shared, and secure access to the collected data.

Autonomy’s training courses are designed for various levels of technical sophistication, from the technical staff responsible for installation, configuration and administration of the Autonomy systems, to the end users who will use the solution every day. All our students are trained in a similar manner, using both theory and practical workshop training. Autonomy Education programs ensure each user fully understands the capabilities and features of the software before installing, configuring or just using the technology in the Autonomy workshop.

Autonomy’s training courses are classroom/workshop based. Autonomy believes the most productive way to learn is to actively use the software. We encourage System Administrators and Engineers to attend most of the product training (particularly the Administration components), so that they not only know how to maintain the service, but can also troubleshoot more effectively when a user has a particular request. Our courses use pre-indexed data, which allows the trainer to lead the students through a well-designed set of workflow procedures representative of a typical workflow.

**Course Name:** Autonomy Legal Hold End User & Administrator Training

**Duration of Course:** One day

**Audience:** Software administrators, legal and records management users, litigation case managers, and document reviewers.

**Training Format:** Discussion, demonstration and hands-on practice using the customer's ALH installation if available, or an Autonomy training environment.

**Course Agenda:**

- Autonomy will provide:
- One day of hands-on training
  - Fully documented training materials which set out the tasks and lessons planned for the day
  - Each student participating in the practical workshop will be provided with a dedicated computer

**Course Curriculum:**

**Morning: Autonomy Legal Hold End User Training**

This is a hands-on training activity using the customer's ALH Review Console or Autonomy's workshop environment.

**Audience:** Software administrators, legal users, and anyone managing or reviewing cases.

<b>Lesson:</b>	<b>Objectives:</b>
Introduction and Overview	<ul style="list-style-type: none"><li>• Trainer and student introductions</li><li>• Brief overview of Autonomy Legal Hold and other licensed products</li><li>• Log in to the ALH Console using appropriate credentials</li></ul>
The ALH User Interface	<ul style="list-style-type: none"><li>• Navigate the user interface</li><li>• Understand the user interface</li><li>• The My Account tab (home page display preferences and customized e-mail notifications)</li></ul>
Managing Cases and Holds	<ul style="list-style-type: none"><li>• Create and manage Cases</li><li>• Create and manage Holds</li></ul>
Custodians and Workflows	<ul style="list-style-type: none"><li>• Add and manage Custodians</li><li>• Add and manage notification Workflows</li></ul>

Reports and Collections	<ul style="list-style-type: none"> <li>• Run reports and using report filters</li> <li>• Review data collection status</li> <li>• Identify due dates and notifications for case</li> </ul>
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### Afternoon: Autonomy Legal Hold Administrator Training

**Audience:** Software administrators and users appointed to manage the Autonomy Legal Hold system.

Lesson:	Objectives:
User and Role Administration	<ul style="list-style-type: none"> <li>• Access the administrative functions within ALH</li> <li>• Manage users, groups, roles, entitlements and categories</li> </ul>
Keyword Lists & Data Sources	<ul style="list-style-type: none"> <li>• Create, edit and import Keyword Lists for use as a whitelist or blocklist</li> <li>• Create and maintain data sources, targets and assets for collection</li> </ul>
Case Structure	<ul style="list-style-type: none"> <li>• Create and maintain Case divisions, resolutions, types and statuses, and Custodian lists</li> <li>• Create and maintain Policies and Policy categories</li> </ul>
Workflows	<ul style="list-style-type: none"> <li>• Enable and edit workflow processes, and create and maintain workflow templates</li> </ul>

### Classroom Training

Autonomy Education offers regular training courses at our classroom training centers in the US and UK, as well as Bangalore, India and Singapore. Autonomy has fully equipped classrooms in the following locations:

**San Francisco**  
Autonomy, Inc.  
One Market Plaza  
19th Floor  
Spear Tower  
San Francisco  
California 94105  
USA

**Washington D.C**  
3120 Fairview Park Drive  
2nd Floor  
Falls Church, VA 22042  
USA

**Dallas**  
2200 Ross Avenue  
Suite 3500  
Dallas,  
Texas 75201  
USA

**Chicago**  
303 E. Wacker, Suite 2700  
Chicago, IL 60601  
USA

**San Jose**  
160 East Tasman Drive  
San Jose,  
CA 95134  
USA

**Cambridge, UK**  
Autonomy House  
Cambridge Business Park  
Cowley Rd  
Cambridge  
CB4 0WZ  
UK

**Training Fees** (in USD, tax not included, current as of August 2, 2010):

<b>Class:</b>	<b>Student Fee:</b>
ALH End User & Admin Training	\$500.00

- A discount of 20% is included for 4 registered (public classes) attendees or more from the same organization.
- Please also note that for public classes, Autonomy requires a minimum of 5 attendees to reserve their places in the training course before any reservations can be confirmed for that course.
- A discount is applicable for all organizations belonging to the Autonomy Partner Program.

**Onsite Training**

Autonomy Education also offers onsite training services, subject to availability of adequate training facilities. Travel reimbursement is applicable for all onsite training at the customer site. Autonomy maintains small class sizes (10–12) in order to provide adequate individual attention. Please contact us at [training@autonomy.com](mailto:training@autonomy.com) for a Training Plan customized to meet your organization's needs.

**Booking a training course:**

All bookings/reservations for attending an Autonomy training course must be communicated via [training@autonomy.com](mailto:training@autonomy.com). Public training courses at one of Autonomy's classroom facilities may be booked through our website at

<http://www.autonomy.com/content/Services/Training/index.en.html>.

# AUTONOMY EDUCATION STANDARD TERMS AND CONDITIONS

**Training Services:** Details of the Autonomy training courses are outlined at <http://www.autonomy.com/content/Services/Training/index.en.html>. Autonomy reserves the right to adjust the syllabus of any course at its sole discretion and without notice.

**Registration and Payment:** To register, a Training Order Form [available from [training@autonomy.com](mailto:training@autonomy.com)] must be sent to Autonomy. Registration will be accepted up to 14 days before a class commences, with late registration considered on a case-by-case basis. Only attendees who are registered and confirmed may attend training classes. Please note, only valid Autonomy customers and partners may attend Autonomy Education courses. Full payment is due 30 days after commencement of the course. All attendees will receive an e-mail confirmation at least one week before each class.

**Cancellation:** A minimum number of attendees are required for each course, for this reason Autonomy reserves the right to re-schedule the commencement date of any course up to 10 working days prior to the published commencement date. If rescheduled dates are not suitable, Autonomy's liability will be limited to a refund of the registration fees paid. Attendees may cancel or reschedule an attendance date by notifying [training@autonomy.com](mailto:training@autonomy.com) at least 10 working days prior to course commencement. A full refund will be given for cancellations at least 10 working days prior to course commencement; course fees are not refundable for later cancellations. Autonomy will make a reasonable attempt to reschedule a cancelled registration, however if attendance cannot be rescheduled the registration will be cancelled. Autonomy reserves the right to refuse a place on a course for any lawful reason.

**Attendee Responsibilities:** Attendees will (i) meet the prerequisites and recommendations as outlined in the Autonomy Education Order Form; (ii) attend each training session at the set schedule and participate in training activities as directed by the instructor; (iii) make themselves aware of and adhere to Autonomy policies related to health, safety, security, and emergencies; (iv) not copy, in whole or in part, any material acquired during the course; and are (v) responsible for all travel, accommodation and other sundry costs. Autonomy reserves the right to terminate the training course for any attendee it reasonably believes is not fit to attend.

**Copyright:** All intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided or made available in connection with the course remain the sole property of Autonomy and no copies may be made of course materials unless expressly agreed in writing by Autonomy. Autonomy does not permit videotape or any other type of recording of training sessions.

**Warranties And Disclaimers:** Except where expressly provided otherwise in an agreement all information provided directly or indirectly through an Autonomy training course is provided "as is" and without warranty of any kind. Autonomy disclaims all warranties with respect to this information, whether express or implied, including the implied warranties of merchantability, satisfactory quality and fitness for a particular purpose. In no event will Autonomy be liable for any direct, indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, incurred by you or any third party, whether in contract, tort or otherwise, arising from your access to, use of, or reliance upon information obtained from or through an Autonomy training course. Autonomy reserves the right to make changes, updates or corrections to the information contained in its training courses at any time without notice.