



Autonomy Education

Autonomy Investigator/ECA Administrator & End User Training

Investigator/ECA (Autonomy's Early Case Assessment software module) and Introspect deliver an innovative approach to eDiscovery, through rapid data intake and streamlined processing, review and production processes that are fully compliant with the Federal Rules of Civil Procedure (FRCP). They achieve this by harnessing Autonomy's Intelligent Data Operating Layer (IDOL) to perform all eDiscovery operations on a single platform.

Investigator/ECA uses conceptual analysis, including visual tools, as well as keyword searching to allow legal users to quickly assess what may be hidden within their collection of documents. Along with Autonomy Legal Hold (ALH), Investigator/ECA and Introspect 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 training plan pertains specifically to our one-day Investigator/ECA course designed for legal users (particularly legal counsel and case managers). However, because Investigator/ECA seamlessly integrates with Introspect to provide a complete EDD search/review/production platform, we encourage you to take this course in conjunction with our two-day Introspect course designed for legal users, including document reviewers. For more information, please see our training plan for Autonomy's Introspect training courses.

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 Investigator/ECA Administrator & End User Training

Duration of Course: One day

Audience: Legal users, particularly legal counsel and case managers.

Training Format: Discussion, demonstration and hands-on practice using an Autonomy-hosted Investigator 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:

Autonomy Investigator/ECA Training

Audience: Legal users (particularly legal counsel and case managers). Also, software administrators and users appointed to manage Autonomy's IDOL Server and the Investigator system.

Lesson:	Objectives:
Understanding Investigator	<ul style="list-style-type: none">• Introductions (as necessary)• Conceptual overview
Investigator Administration	<ul style="list-style-type: none">• Create Roles• Assign access• Create Users• Add Users to Roles• Create Casebooks• Add Users to Casebooks
Investigator Search	<ul style="list-style-type: none">• Search with Investigator• Understand IDOL Server
Creating Workbooks	<ul style="list-style-type: none">• Create Workbooks• Assign users to Workbooks• Store queries

Casebook History	<ul style="list-style-type: none"> Organize the data in preparation for review and export
Advanced Analytics	<ul style="list-style-type: none"> Message Tracer and Link Maps Exercise tasks
Tag Management	<ul style="list-style-type: none"> Enable Tags Create Tags Review documents Produce Reports

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 July 28, 2010):

Class:	Student Fee:
Investigator/ECA 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 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. 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] 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 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.