# Discovery Workflow Made Easy

*Using DISCO for Advanced Document Review*

*The size and complexity of cases can vary dramatically. All too often, solutions that are easy to use — which are great for small cases — lack the advanced capabilities to handle bigger cases with large review teams and multiple review stages.*

*DISCO Workflow enables firms to manage large and complex reviews without sacrificing DISCO's already famous ease-of-use and performance. With just a few clicks, you can easily design and optimize your review process in real-time with visual analytics.*

## One Size Can Fit All

DISCO Workflow has been designed from the ground up to meet the needs of any review. From a small case with a handful of reviewers to multi-terabyte cases with hundreds of reviewers, the goal was the same: make setup, management, and organization of document review easy without sacrificing capability and control required by different processes or strategies.

In addition to creating a new restricted reviewer interface for contract reviewers, DISCO Workflow was designed to simplify three main things:
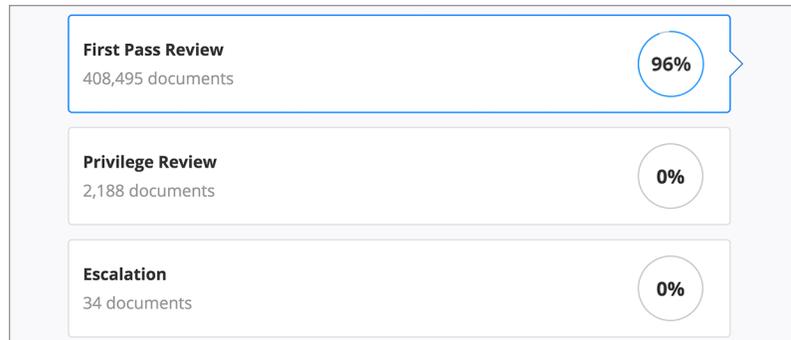
- Creating and managing even the most complex reviews

- Organizing and prioritizing documents for review

- Gaining insights from people, pace, and decision metrics as the review proceeds

DISCO

# DISCO combines world-class engineering with a deep love and respect for the law to deliver the best legal technology.
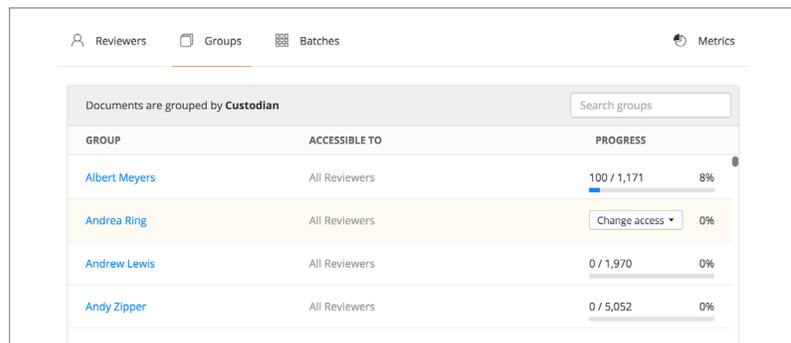
## Workflow Management

Design and implement your review process with ease. DISCO Workflow delivers the ability to create review stages, design review decisions, and manage review teams with just a few clicks, even on the largest of reviews with terabytes of documents and hundreds of reviewers. Gone are the days of having to rely on — and wait for — third parties to set up, manage, and control your review.

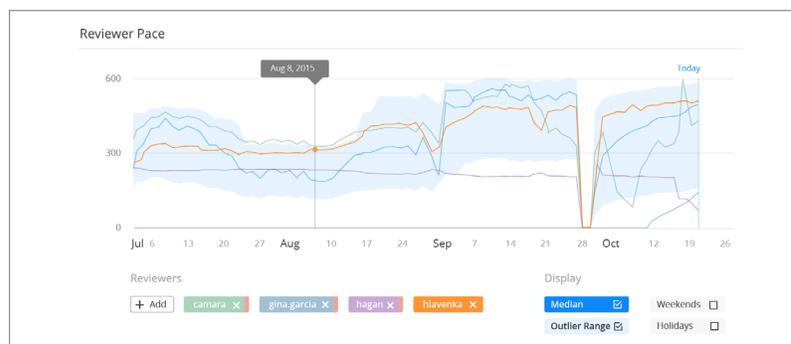| First Pass Review | 408,495 documents | 96% |
| Privilege Review | 2,188 documents | 0% |
| Escalation | 34 documents | 0% |

## Review Organization

Segment and prioritize your data into review stages with ease. Adding documents to a stage is as easy as a search, and moving documents through your workflow is automatic. Documents can be grouped to allow for more granular control over which documents are reviewed by reviewers, and on-demand batching means changing strategies doesn't require clearing any backlogs.

Reviewers · Groups · Batches · Metrics

Documents are grouped by **Custodian**    Search groups

| GROUP | ACCESSIBLE TO | PROGRESS | |
| --- | --- | --- | --- |
| Albert Meyers | All Reviewers | 100 / 1,171 | 8% |
| Andrea Ring | All Reviewers | Change access ▾ | 0% |
| Andrew Lewis | All Reviewers | 0 / 1,970 | 0% |
| Andy Zipper | All Reviewers | 0 / 5,052 | 0% |

## Key Metrics

Gain insight and take control as key metrics are presented to you in real-time as your review progresses. Recognize outlying decisions made by reviewers, stay up-to-date with completion date expectations, objectively quantify team performance, understand tagging trends, and get a snapshot of your overall review process — and optimize it when needed — on demand.

Reviewer Pace

Aug 8, 2015

Today

600

300

0

Jul 6   13   20   27   Aug   10   17   24   Sep   7   14   21   28   Oct   12   19   26

Reviewers    + Add   camara ✕   gina.garcia ✕   hagan ✕   hlavenka ✕

Display    Median ☑   Weekends ☐    Outlier Range ☑   Holidays ☐

## DISCO

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