



UDS EDD SOLUTION: FREQUENTLY ASKED QUESTIONS

Today law firms are realizing not only the cost and time savings associated with electronically producing e-mail in the discovery process, but also the liability of a paper production of e-mail. During a paper production of e-mail many programs such as Outlook allows the user to actually modify the original e-mail by adding text, recipients, and attachments. The UDS EDD Solution process produces the e-mail programmatically not allowing any manipulation of the data ensuring your discovery production process will withstand close opposition counsel scrutiny.

Q. Is the database compatible with Summation?

A. Yes. Our UDS EDD Solution service quickly creates a database that is compatible with virtually any image enabled database program including: Summation, Concordance, DB Textworks, Microsoft Access, Daticon, Virtual Partner, among many others. Custom database import can be crafted by our engineers to fit any archival database system. Direct .TIFF to CD output is also available.

Q. What are the components of the database?

A. UDS EDD Solution quickly creates the following database components:

TIFF images. You have the option to have the image key or Bates number, burned into the image. You can also have a text message or watermark burned into the image without disturbing existing data on the original document.

OCR of the e-mail body. Perfect text files built for the OCR engine within Summation or other database programs. The UDS EDD Solution program creates a .txt file from the body of the e-mail, which is typically used in the OCR function of a litigation database.

OCR of attachment files. Perfect text files built for the OCR base within Summation or other database programs. This is one of the greatest advantages UDS EDD Solution provides. The program creates a .txt file for all text based attachments. UDS EDD Solution contains custom code for over 220 different file types. The text files created from the attachments allow our clients to perform cross-file platform searches within their litigation database.

Attached files. UDS EDD Solution copies all attached files to an attached files directory. During this process UDS EDD Solution maintains all possible file versions by appending files with the same name with a sequential number in end brackets. This file version nomenclature method is critical to understand the lifecycle of a document and or file.

Link to attached files. A link is created to each attachment file allowing the user to open the file in its native program. File linking is extremely useful when working with Excel and Access files.

Document coding. The UDS EDD Solution service can instantly code your discovered data with popular attributes such as BegAttach, EndAttach, BegDoc, EndDoc, Author, Recip, CC, BC, DocType, DocDate, DocTitle, Folder, Page Amount, Link to Attachment File, Source, and available Meta Data. The UDS EDD Solution service automatically captures coded data and creates a data file for loading into a database allowing our clients to perform sorts, Boolean searches, and create reports.

Q. Why should I choose UDS EDD Solution over conventional production methods?

A. The UDS EDD Solution and File-2-Database process is much quicker than conventional production methods. We can currently produce hundreds of thousands of pages daily. The cost savings combined with the ability to capture data that is unavailable via conventional production methods is a huge advantage for our clients. Additionally, the time savings provided via the UDS EDD Solution and File-2-Database process has allowed many of our clients to access key information critical to their case, in a matter of days as opposed to months.

Currently, we can process up to 15 different e-mail file formats including Microsoft PST files and Novell GroupWise mail formats. We generally create a project within our UDS EDD Solution program customized for an individual client. At that point we can then set the program to eliminate duplicates from the collection as we continue to load PST files. In many cases we are adding archived e-mail files from numerous back-up tapes making the de-duplication process critical. Once the e-mail file has been loaded we "rip" the e-mail, capturing all of the included data such as author, CC, date, subject, body of the message, etc.

Once the e-mail has been ripped we have many production options. Based on client instructions we can configure the service to produce all or only certain document types within the archived e-mail file. For example, a Microsoft PST file can contain 15 different document types (e-mails, journal entries, contacts, tasks completed, etc.) and perhaps the opposing counsel has only requested "e-mail". In this situation we create a database from just the e-mails and all other document types are automatically excluded. We can also set a filter by date to produce only the documents that fall within a certain time period and capture a list of uncaptured documents for future reference, if needed.

Q. How should you receive my e-mail?

A. We can work with virtually any media type currently available. We can process e-mail received on ZIP disks, CDs, hard disks, DDS3 Tapes, DLT Tapes, and AIT Tapes from any of our clients, anywhere. PST files, among other types of data can also be uploaded to our secure 24/7 FTP Internet link when time is an important factor. Additionally, we can provide the data for review on the Internet in a secure location via our local data center.



Thank you for your interest in the Universal Document Solutions EDD solution. While this document is focused on the UDS EDD Solution service, which primarily works with e-mail discovery, we are in no way limited to e-mail discovery. Universal Document Solutions is your secure, turnkey document reproduction partner. We offer a wide variety of document reproduction services, (paper-to-paper and paper-to-digital), and electronic discovery options.

Please contact us and let us answer any other questions you may have about our services.

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