

Weekly Status Report

Client:	City of Dallas	Status Date:	9/27/2013
Project Name:	EnCase eDiscovery Training & Upgrade to EnCase eDiscovery v5.3.0		
SOW Number:	02201-E01A		
Project Manager:	Dean Bogarde		
Distribution:	Dean Bogarde, Michael De La Cruz, Jasen Yens, Greg Whipple, Ed Schandlbauer		

Project Summary

Guidance Software, Inc. was asked to conduct Legal Hold training for select individuals from the Legal Department in an effort to help the city attorneys understand how our product can benefit them. Guidance Software, Inc. was also asked to conduct one-on-one training and knowledge transfer to the IT employees using our eDiscovery product. Guidance Software, Inc. also conducted an upgrade from eDiscovery v5.2.2 to eDiscovery 5.3.0 in order to resolve a software limitation with v5.2.2 and Outlook 365.

PLANNED THIS WEEK	ACCOMPLISHED THIS WEEK	PLANNED NEXT WEEK
Legal Hold Training EnCase eDiscovery Training Upgrade to eDiscovery v5.3.0 (if released) Resolve 365 connector issue	A preliminary Legal Hold training was conducted on Monday to determine how long the upcoming training sessions should be and what items we should be spend additional time on, but Legal Hold training kept getting pushed back and ultimately the City Attorneys decided to cancel their training. Upgraded their three systems from ECC v5.2.2 to ECC v5.3.0 APEDS02 - SAFE – Upgraded from v7g to v7h and updated the SAFE service logon account information. - Database Utility – Installed v5.3.0 - Database – Upgraded all v5.2.2 active and reserved databases to v5.3.0 - Web Components – Upgraded to v5.3.0 - ECC Web Server (x64) – Upgraded to v5.3.0 and reconfigured ECC Web configuration settings. - Examiner Service – Upgraded to v5.3.0 - EnCase Examiner – Installed v7.08.01 - ECC Desktop – Installed v5.3.0 and updated all locations with the new Certs/Licenses. APEDS01 - ECC Desktop – Installed v5.3.0 and updated all locations with the new Certs/Licenses. - Examiner Service – Upgraded to v5.3.0 APEDS-FRED - ECC Desktop – Installed v5.3.0 and updated all locations with the new Certs/Licenses. - Examiner Service – Upgraded to v5.3.0	

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	Resolved an Exchange 2003 connection issue due to custodian mailboxes residing on another Exchange Server in the cluster. The problem was resolved by creating a second Exchange service account (CITY\encase.examiner00) and mailbox on the second Exchange Server (EXCTY00) and creating two separate Exchange Sources in ECC for EXCTY00 and EXCTY05 that used their respective service account to log on with in the "Authenticate User by\Specifying Credentials" section on the Mail Server Source window in ECC. eDiscovery v5.3.0 training for the IT staff covered these items: • Difference between Enterprise and ECC • Overview of Enterprise basic concepts (SAFE, EnScripts, Evidence files, NAS Licensing) • Creating Databases • Editing Case Settings • Importing Custodians • Creating Targets • Defining Sources (SAFE, Home/Group Shares, Exchange) • Assigning Targets • Creating a Collection Job • Advanced Criteria Writing • Exporting and Importing Criteria Sets • Creating and Editing Conditions • Exporting and Importing Conditions • Importing Evidence Files • Importing files into Imported Data Set (PST, NSF, & Evidence Files) • Managing Jobs (queue, cancel, on-hold) • Monitor Examiner status and number of Examiners available via the web • Troubleshooting the Examiner service • Email de-duplication • Creating a customized Criteria list for the department to use • Best practice suggestions for Forensic and eDiscovery cases • SAFE servlet deployment with Sweep Enterprise Resolved the 365 connector issue by creating a mailbox for the CITY\encase.examiner account on the 365 server. We were able to successfully create a Source connection to the 365 server, and ran a successful collection job on a 365 mailbox.	