Simpana® Search

Information Access and eDiscovery of Electronically Stored Information (ESI) to Improve Productivity and Reduce Risk

Key Benefits

▶ **Legal Discovery, Business and Compliance Benefits**
– Simplify, speed and reduce the cost of enterprise-wide eDiscovery
– Simplify and accelerate the review process by removing more extraneous data earlier in the process, saving on outsourced costs
– Eliminate the IT bottleneck by empowering legal and business teams to conduct their own searches
– Lower risks by providing legal teams with direct control of legal hold actions
– Improve and simplify responses to compliance inquiries and audits
– Enable discovery teams to collaborate more easily to search, find and classify relevant files and messages

▶ **User Productivity Benefits**
– Improve end-user productivity and business competitiveness by delegating end-user search
– Improve self-management by eliminating the downtime users face when relying on administrators for retrieving e-mail and files
– Enable fast and easy search for files on a user's own desktop including Microsoft® Office, text, messages and other files

▶ **Administrator Productivity Benefits**
– Reduce and alleviate the burden on administrators to support legal discovery and business compliance audits
– Reduce and alleviate the burden on administrators to recover files and messages on behalf of users
– Leverage federated search across distributed enterprise locations and multiple data types and content sources with a single platform to present a single result set
– Easily control user access to data with leveraging Microsoft Active Directory® (AD)
– Point-and-click audit reporting

The Business Challenge

Enterprise search is fast becoming mission-critical software for enterprises, playing important roles in solutions as diverse as compliance, eDiscovery, business intelligence, security and information management. According to Forrester Research, companies are under increasingly onerous regulatory pressure to control and produce digital communications and records in a timely manner—making technologies like search that shorten information retrieval times a hot commodity (2008). Fast and efficient access to corporate information is today's problem child, especially in a climate of tightening budgets. Empowering end-users and knowledge workers alike to search across the enterprise is enabling the creation of new, game-changing business models, new lines of business, and the realization of more accessible, relevant information at substantially reduced costs.

The CommVault® Simpana® Solution

CommVault® Simpana® software offers a radically better approach that removes the degrees of separation typically found between users and their data. Information is often geographically dispersed across data centers, remote offices, laptops and desktops. CommVault's federated unity search lets users search a number of different sources with a single query, allowing a more comprehensive search experience. CommVault® Simpana® software provides a front-to-back approach to information access through the use online (application and file system), together with offline (archive, backup and replicated data) indexing. The interface operates against the single, virtual pool of managed data created by CommVault's exclusive singular approach. The result is a complete 360 degree perspective on where information is, the number of copies, relevancy, ownership, classification and above all, access, view and retrieval. The Simpana Search interface services the growing demands of business, compliance and legal teams as well as end-users. It includes capabilities designed to assist organizations in responding to legal discovery actions and compliance audits, including classification and preservation features, as well as data analytics, review, filtering and workflow. All of these capabilities combine to and enable higher levels of business productivity and competitiveness by offering users direct access to data.

Easy, Direct Access to Information

Instead of requiring users to work through a help desk and administration teams to find and recover their data, Simpana® Search provides users with easy-to-use, direct web access to files and e-mail managed by CommVault® Simpana® software. The CommVault Search interface is a web-based browser that enables users to search for files and e-mail using attributes and content that can be located anywhere within the file, document

or e-mail message, including attachments. Simple and advanced criteria can be applied, including search by file/message attributes, content keywords and phrases and data policy properties (for example, source, agent, timestamps and job-ID). Wildcard and Boolean search methods are supported, along with alternative spelling suggestions to improve the quality of the search results. Search views offer intuitive features such as relevancy scoring, hit sorting and dynamic content teasers to allow users to quickly determine which items they need. Search-within-a-search capabilities offer an easy way to quickly refine and narrow searches by applying more targeted criteria.

The data that is searchable through the Search interface includes CommVault backup and archive copies that have been Content Indexed. This data can be secondary or "offline" copies of:

▶ Any file system data

▶ Microsoft® Exchange messages and attachments

▶ IBM® Lotus Domino® messages and attachments

▶ Microsoft SharePoint® documents and objects

▶ Data stored on disk and tape

▶ Search capabilities can also be extended to "online" or production copies of Windows® file system data, by applying CommVault Content Indexing to Windows file system servers

What Makes a Good Search Even Better

– Scope

– Scalability

– Self-Management

– Speed

– Refinement and filter

Universe of Discoverable Data Easily search and discover information from a single, virtual pool of managed data:

– Online and Offline Data

– Archive Copies

– Backup Copies

– E-mail and Attachments

– SharePoint Documents and Objects

– File System Data

– Data Stored on Disk and Tape

The Application of Search

– eDiscovery

– Collaboration

– Classification

– Filing/Enterprise Content Management

– Archiving

– Data Recovery

Optimized Information Access

Optimizing information—the ability to search and access it—is gaining board-level attention in most companies today, especially as it relates to eDiscovery and corporate governance best practices. As courts and regulators become less tolerant of data management mistakes, the need grows for a unified approach to search and find any copy of managed data when the clock is ticking. With CommVault® Simpana® software, multiple different types of data are combined into a single, searchable archive. Search and discovery is enabled across data types and site boundaries.

Using a single index, Simpana Search can rapidly find data according to parameters such as date, time and application. Once responsive data has been identified, legal holds can be affected with point-and-click ease. Discovery users can e-mail Result Sets to reviewers or to outside counsel when preparing for litigation, as well as export files and e-mail messages for easy import into legal discovery workflow tools. With information at their collective fingertips, key decision makers, legal compliance officers and business end-users are able to make more informed decisions, reduce risk and improve multi-channel collaboration.

Key Features and Benefits

Features	Benefits
Context Indexing	Drive higher efficiencies with universal search and discovery by any word in the e-mail or within attachments, as well as backup and production data copies. Search both online and offline data. 77 languages and 370 data types are supported for content search.
Comprehensive, Federated search	Search across distributed environments and all Content Indexed data types from a user-friendly web interface. Searches can be based on keywords, dates, header fields, full text, Boolean phrases and patterns, Wildcard and search within-a-search results. Search across multiple data stores, sites and geographies to enable enterprise-wide eDiscovery.
User group roles to define span of search	Administrators can define multiple user groups with specific search capabilities to allow for different levels of authority and desired levels of secure access.
eDiscovery/Compliance Search	Privileged users can use the same search interface to search, view and retrieve supported and Content-Indexed object-level data under management.
End-user search and retrieve	Enables end-users to search and retrieve messages and attachments from the archive, minimizing the need for help from administrators. End-users can browse and retrieve messages that are stubbed, deleted, archived and in archive .PST files.
Optimized search page view	Offers show/hide menu options and better layout to provide maximum working space for various web browser or Outlook clients. Adds new folding controls ("…") which are applied to content fields that are longer than one display line on the screen. Allows more items to be fit into the common view.
Customized end-user views	New customization options that allow customer to apply a different logo and banner background to the end-user, Discovery and Search Admin master views. Those changes are preserved on upgrades.
Additional security by supporting LDAP	Search now supports an external domain configured with secure Lightweight Directory Access Protocol (LDAP), which provides additional network security.
Web Client Search Console	Start the Search Web Interface from directly within Outlook® or using a URL from a web browser.
Audit-Ready Search Restore Job Reporting	Point-and-click, audit-ready reporting provides details suitable for discovery audits. Provides proof of search results and complete result set delivery.
One-click legal holds	Preserve authenticity and integrity of data. Legal holds can be administered globally and/or selectively across the enterprise based on search criteria and/or custodian.
Preview the results of a search before retrieve	Gives administrators the option to cull down a search set and reduce the number of items that will be retrieved, before the retrieve process begins to save time on critical legal discovery search demands and retrieval jobs, which can span millions of objects.
Query Builder for customer SQL® queries	Enter custom SQL queries in eDiscovery/Compliance searches to fine-tune your search and retrieve of data.
Save Queries as "My Queries"	Queries can be named and saved for easy re-use. Queries include keywords, version of the file to search for, location, file types, messaging details and span of search.

Key Features and Benefits cont'd

Features	Benefits
Quick View	Restores the selected results item to the job results directory on the local web server, to make the item locally viewable.
Search Envelopes	Search Envelopes can be exported and shared to confirm content—before content is retrieved.
Navigators	Quickly sort the items in Search Results by selecting to sort by size, by modified or received time and item Multipurpose Internet Mail Extension (MIME) type. MIME types include plain text, application type, image and so forth.
Result Sets	Allows users to create folders of relevant hits that they can add to or delete over time. User can apply annotations to result sets and can be manipulated for local use. Items from Result Sets can be exported to CAB and .PST files, and the summary can be saved as an XML file.
Export Results	Content can be easily exported to .PST and ZIP files to share in among groups of people, such as legal discovery teams.
Download staging area	Provides an easy-to-manage staging area for preparing to export content into ZIP or .PST files, to ensure that the items that you need are included in the list before you perform the export.
Search Restore Job Monitoring	The status of jobs performing recovery of items to the local web server can be viewed from the Search interface.
Search Restore Job Summary Report	Point-and-click reporting available to administrators provides detailed information on the search restore jobs that are performed by users from the Search web interface. Reports include a summary of search jobs for each client, a list of all search restore jobs during a specified time period, and detailed information on each search restore job.
Easy Administration Capabilities to Control Search Disk Space	Use Set disk quotas, number of results per page, queries per user, results per Result Set, Result Sets per user and Result Set retention periods to control the amount of disk space that each Search user can consume.
Intelligent browsing support for clients	New sensing control to determine if the user is browsing from a MAC® system to change the e-mail items from msg to eml format; Entourage/MAC clients can only open *.eml format items.
Deduplication Capabilities Available	Deduplication of files and attachments across backup and archive copies as well as across e-mail, files and SharePoint® document sets, reduces the redundancy of data, making it faster and easier to search.
Active Directory® (AD) Integration with Single Sign On (SSO) Available	AD Group used to simplify role-based security management and maximize administration efficiencies.

Conclusion

Simpana® Search provides a single point of access to multiple content sources, effectively connecting end-users and business teams to the right information at the right time—helping them to make better informed, faster decisions.

System Requirements

Supported File Systems and Data for Index and Search	Microsoft® Windows®, UNIX®, Macintosh® and Microsoft Exchange Mailbox and Public Folders, SharePoint® Documents, IBM® Lotus Domino® Server (archive copies only), respectively.
Search Console Server	Windows® Server running Internet Information Services (IIS)

Note: System Requirements are subject to change. For up-to-date System Requirements, please refer to product documentation on the CommVault website at http://www.commvault.com

SIMPANA
software

CommVault® Simpana® Backup & Recovery, Archive, Replication, Resource Management and Search software is designed to work together seamlessly from the ground up, sharing a single code and common function set. This exclusive single-platform architecture enables unparalleled software efficiency, performance and reliability for unprecedented control over data growth, costs and risk.

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