

# Digital Safe Search and Export Service

Outsource your Digital Safe searches and exports to the experts to free up your internal resources and minimize your operational costs

The Micro Focus Digital Safe Search and Export Service allows your organization to quickly and cost-effectively respond to urgent and complex regulatory requests for the information securely stored within your Digital Safe archive. You can benefit from over 15 years of Micro Focus experience running high-volume searches to support Legal and Compliance teams across a wide range of industries. This expertise includes a deep understanding of search query syntax and logic, as well as of the Digital Safe repository, data feeds and content-type configurations. By outsourcing search and export services to the experts, you can free up your staff to work on higher-value activities, whilst meeting your regulatory needs in a fully compliant manner. Use cases include rapidly responding to urgent and complex regulatory requests, reducing downstream

eDiscovery costs through focused searches and extractions, and surfacing data gaps that need to be remediated.

### Product Highlights

The Search and Export Service provides access to expert Micro Focus services personnel focused on supporting customers with constructing and executing queries in the Digital Safe, as well as validating, encrypting, and packaging high-volume search query result sets delivered to the customers' designated locations via electronic transfer (SFTP/FTP), physical media (USB/DVD/SHDD) or approved transfer technology.

A Media Packaging Service is also available that only includes the Encryption and Packaging feature of the full Search and Export Service.

### Quick View

- Rapidly respond to urgent and complex regulatory requests
- Increase your staff productivity
- Streamline your search and export workflow
- Reduce downstream eDiscovery costs through focused searches and extractions
- Increase the evidential weight of your searches
- Avoid spoliation of critical evidence
- Minimize corporate risk by surfacing data gaps that need to be remediated

Audit Management								
testdomain1		0% used of 10.0 GB			<span>Preview</span> <span>Review</span> <span>Stop</span> <span>Resume</span> <span>Delete</span>			
Max Allowed Audit Size: 10216 MB		Audit Name: <input type="text"/>		Owner: <input type="text"/>		<span>Find</span>		
Previous Page   Viewing Audits 1 - 18 of 18   Next Page				Page 1 of 1		Go   Audits Per Page 50		
Name	Submission Time(GMT)	Start Time (GMT)	Elapsed Time	Status	Time to Completion	Expected Results	Owner	
PSTTest001	06/15/2018 10:34:21 AM	06/15/2018 10:34:22 AM	00:03:16	Completed	00:00:00	5	admin LastName	
Just001	06/15/2018 10:18:38 AM	06/15/2018 10:18:38 AM	00:02:14	Completed	00:00:00	5	admin LastName	
NSF audit	06/15/2018 07:45:19 AM	06/15/2018 07:45:20 AM	00:07:58	Completed	00:00:00	2	admin LastName	

Key Features	Search & Export Service	Media Packaging Service
Query Syntax Review and Logic Validation	X	X
Completeness Review	X	X
Cost Estimate	X	X
Search Execution	X	X
Email Variations	X	X
Date Gap Analysis	X	X
Delta Audits	X	X
Quality Control	X	X
Verification	X	X
Encryption and Packaging	X	X
Capacity Monitoring	X	X

## Key Benefits

**Rapid Response:** Respond rapidly and cost effectively to regulatory audit and eDiscovery requests.

**Increased Efficiency:** Benefit from enhanced efficiency by outsourcing your search needs to Digital Safe specialists.

**Increased Productivity:** Free up your internal resources to work on higher value activities.

**Increased Evidential Weight:** Outsource your searches to a third party to minimize appearance of conflicts of interest.

**Compliance by Design:** Ensure proper handling of business data to avoid spoliation of critical evidence during the end-to-end search and export workflow.

## Key Features

**Query Syntax Review and Logic Validation:** Over 15 years of Digital Safe experience running complex searches to support high-profile clients.

**Completeness Review:** Assessment of customer request and recommendation for completeness and accuracy.

**Cost Estimate:** Advance provision of time-and-materials estimate per customer request.

**Search Execution:** Complete end-to-end search execution: from initial search query

entry, through search query monitoring, to final search query completion. Search results delivered in PST, NSF, or EML with metadata.

**Email Variations:** Exclusion of out-of-scope messages for email addresses provided by the customer to minimize number of messages for downstream review.

**Date Gap Analysis:** Detection of date gaps for specific time periods within search results to ensure data set completeness.

**Delta Audits:** Re-execution of searches to retrieve messages archived after a prior search.

**Quality Control:** Quality control via peer review on submitted search queries.

**Verification:** Verification of results set files for readability and message counts.

**Encrypting and Packaging:** Encryption and packaging of data collections for delivery via electronic transfer (SFTP/FTP) or physical media (USB/DVD/SHDD).

**Capacity Monitoring:** Email notification in the event that capacity limit is reached in the designated electronic transfer site.

## Additional Information

Learn more by contacting Micro Focus Managed Services at: [askmanagementservices@microfocus.com](mailto:askmanagementservices@microfocus.com)

Contact us at:  
[www.microfocus.com](http://www.microfocus.com)

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