

# IS-A-TASK™

## eDiscovery Legal Project Management

### ONE Portal To Manage Enterprise eDiscovery Projects!

#### Reduce Time and Cost

- IS-A-TASK saves time and cost as a cloud-computing hosted solution:
- ✓ User friendly application, 508 Accessibility Compliant
- ✓ Simultaneously manage both case and operation team project activity
- ✓ Guarantee more accurate and on-time deliverables
- ✓ Access application with any browser, pc, or tablet

#### Process Efficiency

- IS-A-TASK centralizes the administration of managing eDiscovery projects:
- ✓ Form designer to create custom task instruction forms
- ✓ Templatize team workflow and security modeling
- ✓ Integrated pricing, billing, invoicing, and budgeting
- ✓ Display interactive dashboard reports or create custom, saved reports

#### Source Inventory

- IS-A-TASK offers a central portal to track and organize case project source details:
- ✓ Inventory Custodians to link to various assets, media and case projects
- ✓ Inventory Assets to link to various custodians and case projects
- ✓ Inventory Media to link to various custodians and case projects
- ✓ Inventory Productions to link to various media, custodians and case projects

#### Scope Management

- IS-A-TASK offers a central portal to capture and manage eDiscovery project scope details:
- ✓ Build dynamic defensible project workflows
- ✓ Build complex project instruction forms
- ✓ Track case billable and non-billable time entries
- ✓ Media tracking with chain of custody

#### Integrated Communication

- IS-A-TASK brings legal case teams together for tighter integration and greater transparency:
- ✓ Centralize all project communication
- ✓ Collaborate between and across internal teams and external vendor relationships
- ✓ Integrate with Active Directory, SSO Azure and ADFS
- ✓ Integrate with Email and Quickbooks

Inovitech, LLC is a solutions company based in the Washington DC metro area, specializing in building workflow process, and cloud-computing business applications to support legal case professionals.

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