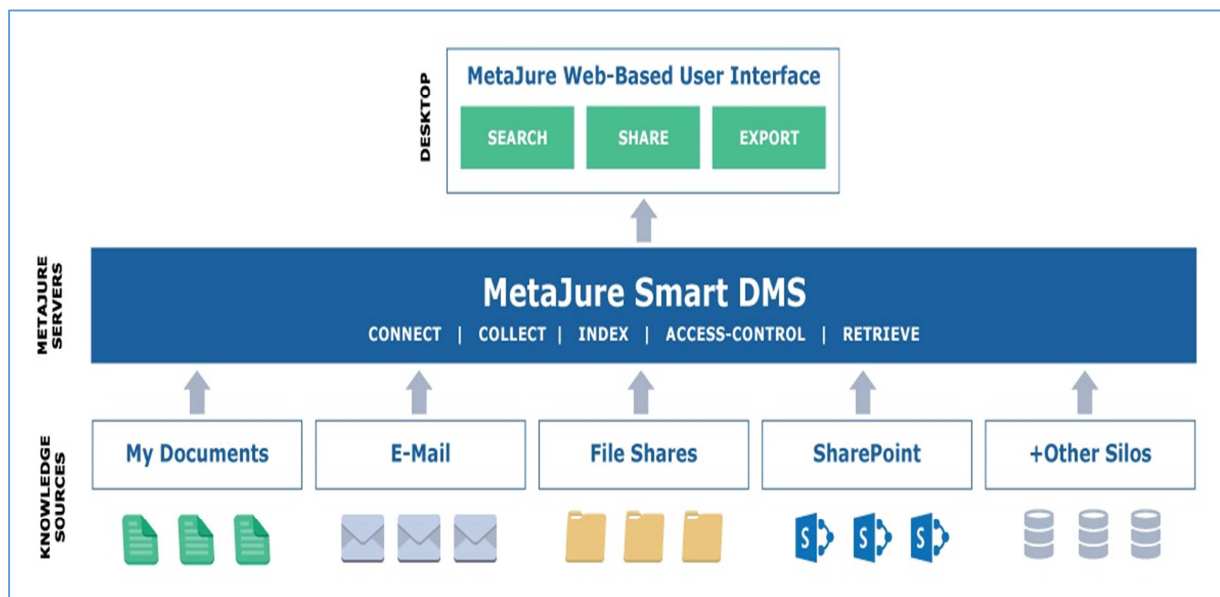


Automated Document Management Delivers a Powerful Advantage For Your Law Firm



As an IT professional, your firm’s lawyers and staff look to you to ensure they can back up, store and find documents and emails easily and quickly. MetaJure’s Smart DMS delivers the fast and intuitive document search experience lawyers want while simplifying and minimizing your time and support.

MetaJure:

- Automates collection, integration, indexing and retrieval of all documents and email, regardless of the location of the information.
- Supports “Bring Your Own Device” through domain authentication (i.e.; phones, iPads, etc.) and leverages existing hardware.
- Delivers search that is fast and comprehensive so users need only a few minutes of training and there’s very little troubleshooting.
- Works seamlessly with traditional DMS systems like Worldox, NetDocuments, iManage and cloud storage systems (e.g., Dropbox, etc.).
- Uses native formats and requires no data conversion.
- Can be deployed on premise behind your firewall or on our private hosted cloud.
- Automatically processes all image-based documents such as PDFs and TIFFs via Optical Character Recognition (OCR) technology so they are fully text-searchable.

The MetaJure System

Architecture

MetaJure provides users with one simple search interface that makes it easy to find all documents they have access to, no matter where they reside. Documents are protected with complete access security that reflects the security from the native data store. Users can choose to share locally stored emails and attachments with selected colleagues through personalized “sharing profile” settings.

The MetaJure application is delivered as on-premise (virtual or physical) appliance or hosted on the MetaJure private cloud.

Security

System security

- MetaJure is an appliance that runs completely behind your firewall or hosted on the secured MetaJure private cloud.
- The search interface runs in your web browser. All communication is via 128-bit SSL encryption.
- Access requires that each user be validated against the enrolled user list. MetaJure supports single sign-on (SSO) using Windows (Active Directory) authentication or third-party tools such as the CA SiteMinder^(R) product. MetaJure also supports its own built-in user validation if SSO is not available.
- All system components are secured by Windows (Active Directory) and each product’s authentication method.

Document security

Each document indexed by MetaJure has its native document access security information harvested from the data store where it resides. That information is then stored in MetaJure’s data structures for subsequent document security access control queries. If a document has restricted access on the native file share, the same will apply in MetaJure.

Emails on user PCs

MetaSync is an innovative MetaJure application, pushed to the desktop via a link to the MetaJure server. It synchronizes emails and attachments to the server throughout the day, without affecting PC performance. Once indexed, the emails on each user’s PC are included in his/her search results. Because MetaSync is an “active” application, MetaJure maintains a current store of your firm’s data—ensuring optimal search results.

Selective sharing of emails stored on PCs

If users choose to activate the optional sharing feature, they can share their locally stored email folders with colleagues. Users or admins can control which folders are made available and to whom.

MetaJure System Requirements for On-Premise Deployment

We offer two options to download the MetaJure software from our FTP site:

- 1) Download a pre-configured MetaJure virtual appliance. You can then simply import that virtual appliance into your virtualization environment. We support Hyper-V (VHD file) and VM Ware (ovf file). The guest operating system is Windows 2008 R2. This option offers the fastest deployment as all software is pre-packaged and ready for deployment in a matter of hours.
- 2) Download the MetaJure software onto an existing virtual or physical machine. We support Windows 2008 R2 and higher. This is the preferred option for IT departments with stringent requirements for their base images.

In both cases, the machines are joined to the client domain.

The minimum virtual machine configuration is equivalent to a large instance with the following specifications:

Recommended Server Hardware

- 4 GB of memory
- Dual Quad-Core CPUs
- 200 GB of storage

MetaSync Requirements

Our MetaSync application (installed on every law firm PC) runs on the Windows operating system. The following Windows configurations are supported:

- 512MB of RAM (minimum)
- Windows 7, 8, and 10 (32- and 64-bit)
- Microsoft Office 2010, 2013 and 2016 (32- and 64-bit)

SmartPhone and Tablet Access

SmartPhone and Tablet users can access MetaJure with standard VPN client enabled such as OpenVPN.

Supported Browsers

- Firefox 3.6, 10.x, and latest
- Internet Explorer 9 and higher
- Safari (latest)
- Chrome (latest)

MetaJure Cloud Deployment

Description

MetaJure can provide physical servers to meet the computing needs of the most demanding document management functions like database (SQL Server), processing, crawlers, and search. Our physical servers (located in Scottsdale, Springfield and Miamisburg) utilize “Boot from LUN” technology that allows for higher availability and faster disaster recovery.

The majority of servers in our hosted environment are virtualized using VMware vSphere technology. Utilizing vSphere allows us to spread Virtual Server images over multiple physical hosts, gaining high availability and the ability to perform maintenance with no impact to our customers.

MetaJure will provide the Server OS as part of the solution. The standard version is Windows 2012. We also provide the option for an enterprise suite of antivirus software that is updated regularly.

MetaJure provides an enterprise-class storage solution as a service at the primary and DR facilities respectively. The storage solution provides for primary data storage capacity, secured on-site data backups for retention and restore, off-site data replication via private network circuit and off-site data retention and backups.

Data Security and Multifactor Authentication

Securing customer data is the top priority for MetaJure. We implement a layered approach utilizing different tools and techniques to ensure customer data is secured. Each customer has their own Virtual Local Area Network (VLAN), allowing only required traffic in and out and granting no access to other customer traffic. Microsoft AD security is used to control user/group access at the application and OS layer. It is the responsibility of the customer to control user credentials via AD. Where possible, we deploy McAfee® Enterprise suite of products which receive daily updated signature files for antivirus, anti-malware, spyware, etc.

MetaJure also provides a wide variety of configuration options to meet our customers’ needs, including

- Disk options (SAS, SATA, Archive)
- Loading Data – Online Data Transfer
- Disaster Recovery

For more detailed technical descriptions of on premise and cloud installations, configurations and options, please contact us at info@metajure.com.