



Donoma OneVault provides policy-based compliance archiving & governance of email and communication records for secure retention, fast, flexible e-Discovery, with defensible chain of custody and cradle to grave management of data.

LICENSING & RETENTION CONFIGURATION:

How is OneVault licensed? For text based content, OneVault is licensed by data type, then by account. For example, you may start with OneVault for O365 and license all 500 of your users for Outlook archiving. You then turn on Microsoft Teams, and want to start archiving that information. You would add on 500 seats of Microsoft Teams data archiving. Audio & video based content is based on storage volume shared across the organization.

How is this product available? OneVault is a cloud-based SaaS platform.

Can I archive historical data (for example, from former employees) with OneVault? Yes.

OneVault can ingest historical data. Please speak with your Donoma representative to discuss your particular needs.

Does OneVault require that the native application license be maintained in order to retain? No.

OneVault enables you to maintain email and communications former employees while either recycling or releasing the originating data source license. (For example, O365)

MANAGING & WORKING WITH RECORDS:

How does records search work?

The system has an easy-to-use interface where you choose the date range for your search, then click to select additional search parameters to narrow down to just the data you want.

The results are then delivered on your screen for you to preview, review, redact or package for production. Only designated personnel have access to data, and that can be configured to give these reviewers as much or as little visibility as is appropriate for their role. An audit trail is kept of all activity.

What are my search options? Once the date range is selected; users can layer in multiple search parameters.

These searches can span across multiple data types (email + Teams for example). The result is a very intuitive, flexible compound search with production of records controlled by corporate policy for both data and data access.





Do you maintain file attachments? Yes.

Attachments are not only retained but are kept in context with the conversation where they were shared.

Can I search in one place for different data types for particular people/groups? Yes.

Just establish your search parameters, and OneVault will display the records complete with visual icons to make it easy to see the different data types and key information such as timestamp, tags and more.

Can we see the context of an entire conversation? Yes.

OneVault shows the entire conversation thread with any associated files attached and notes additional parties to the conversation.

Can a user delete data before it is archived? No. OneVault's tamper-proof design archives in real time.

If a user deletes an email, chat or other archived data type locally, it does not impact the retention. The communication was retained the moment they pressed the enter key. This is in contrast to a backup scenario, where records could be deleted prior to the backup and missed.

What if we need to vary the hold length for specific records? OneVault allows for retention length adjustments by an authorized administrator.

This is commonly seen when needing to flag records for litigation hold, as an example. All changes are tracked in the audit system.

Do I have to manage the deletion of records? No.

OneVault manages the entire lifecycle of your records from creation to secure deletion, according to the policies you establish. This ensures your organization does not retain more than needed or incur additional liability during future discovery by having to disclose data that should have been destroyed.

Can OneVault help me automatically filter and flag conversations? Yes.

Keyword Smart Actions make this easy. Pre-defined keywords trigger notifications and/or tags that can in turn be used for workflow & review. This all happens in the background and is transparent to the end user.

Does OneVault restrict the number of people I can designate with access to review data? No.

We do not restrict the number of administrators you can designate for review capabilities, nor is there a different charge for users with those roles.





Why can't I just use a backup? How is archiving different? Archiving is continuous. A backup is a point in time snapshot that only captures data once per day. The following provides more detail comparing a backup to OneVault's capabilities

	Backup	OneVault
Continuous retention	✗	✓
Encrypted data retention	✗	✓
Secure search tools	✗	✓
Fast search results	✗	✓
Automatic lifecycle retention	✗	✓
Chain of custody tracking on searched/produced data	✗	✓
Contextual search results also includes participants, metadata & related content	✗	✓
Search by conversation participant (required for legal & regulatory standards)	✗	✓
Produce search results in a commonly usable electronic format	?	✓
Role-based access for users outside IT	✗	✓
Audit trails on activity.	?	✓





RETENTION & INTEGRATIONS

What records can OneVault retain & manage?

Email: Microsoft Office365, Exchange 2016, Gmail, Historical EML & PST files.

IM & Chat: Cisco Jabber via IM&P or Webex, MS Teams Chat, Webex Teams Chat².

Video Meetings: Zoom Meetings¹, Webex Meetings²

Other Audio/Video: Cisco Unity Connection voicemail, MP3/4/4A files¹.

How do you handle retention policies with different lengths? OneVault Retention Policies can be mapped to User Accounts or Groups. For example, if you have a directory group called 'Legal Hold' containing users whose records should be kept indefinitely, that group will appear in OneVault and retention can be set accordingly. If a user is in multiple groups, the longest retention policy will apply.

What directory services does OneVault Support? It supports Azure AD, LDAP(S), Google Directory, and Cisco Unified Communications M Directory.

Have more questions? Contact us and we'll be happy to help!

Toll free in US & Canada: (866) 265-2770

Worldwide: +1 (540) 443-3560

hello@donomasoftware.com

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Dates subject to change.

