



Covered in this document:

- Logging into Clarify
- Determining Matter Status

Logging into Clarify

- Open Internet Explorer and go to <https://clarify.fiosdiscovery.com/>.
- You will be prompted for your user name and password.
 - If you do not have a user name and password, please contact your Fios Project Manager for assistance.
 - If you forget your password, click “Forgot your password?” Your password will be sent to the email address associated with the account.

A screenshot of the Fios Clarify login interface. On the left is the Fios Clarify logo with the text "fiosclarify™ case intelligence V 3.2.3.0" and the website "www.veniosystems.com". On the right is a login form with fields for "User Name:" and "Password:", a link for "Forgot your password?", and a blue "LOG IN" button.

User Name:

Password:

[Forgot your password?](#)

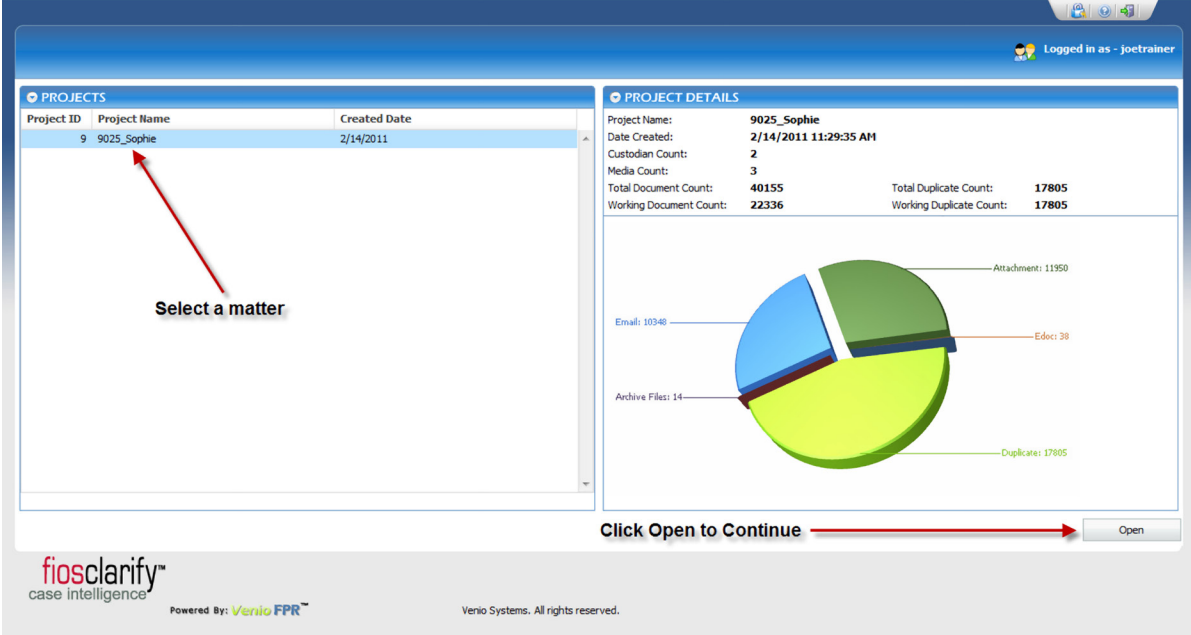
LOG IN

www.veniosystems.com



Determining Matter Status

Once logged in, you will see the summary screen. The summary screen allows you to select a project from the projects window and view an overview of the selected project in the project details window.



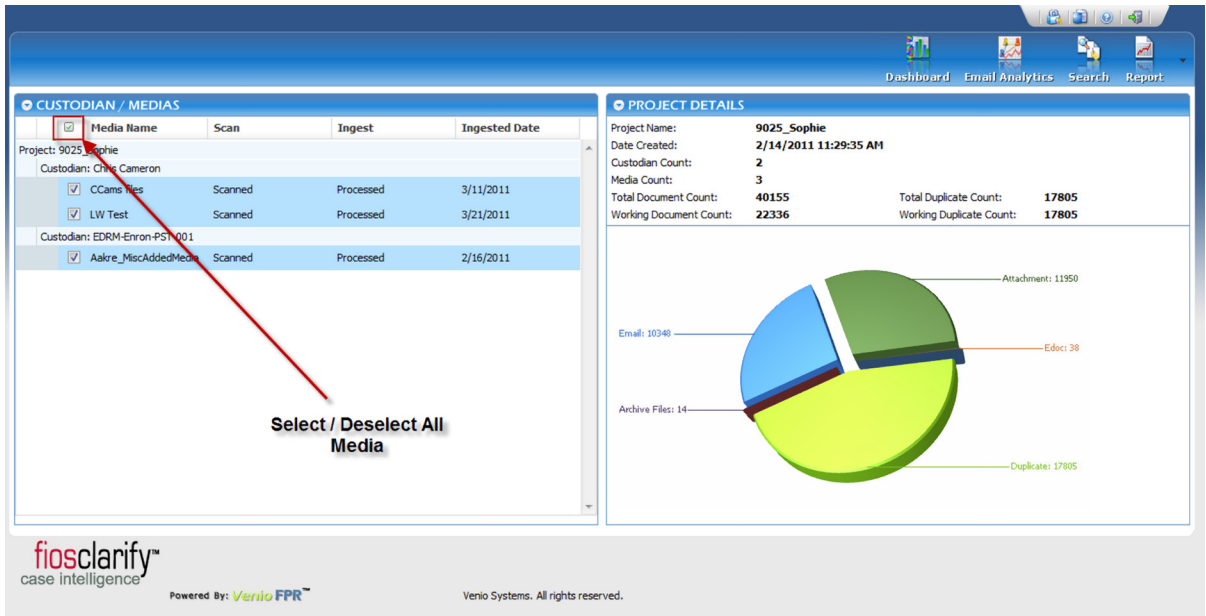
Information available in the Project Details window includes:

- Project Name
- Date Created
- Custodian Count
- Media Count
- Total Document Count
- Working Document Count
- Total Duplicate Count
- Working Duplicate Count

The pie chart provides a fast means of determining counts for the following file types:

- Email
- Attachments
- Edocs (also known as loose files)
- Duplicate
- Archive Files
 - Includes zip and email containers, such as PSTs or NSFs

To continue to the project screen, click “Open.”



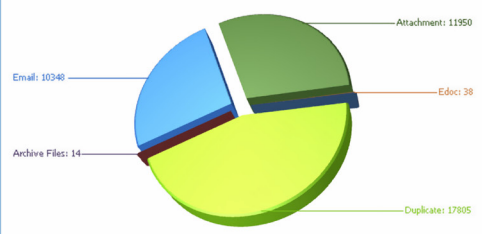
CUSTODIAN / MEDIAS

<input type="checkbox"/>	Media Name	Scan	Ingest	Ingested Date
Project: 9025_Sophie				
Custodian: Chris Cameron				
<input checked="" type="checkbox"/>	CCams files	Scanned	Processed	3/11/2011
<input checked="" type="checkbox"/>	LW Test	Scanned	Processed	3/21/2011
Custodian: EDRM-Enron-PST-001				
<input checked="" type="checkbox"/>	Aakre_MiscAddedMedia	Scanned	Processed	2/16/2011

PROJECT DETAILS

Project Name: 9025_Sophie
 Date Created: 2/14/2011 11:29:35 AM
 Custodian Count: 2
 Media Count: 3
 Total Document Count: 40155
 Working Document Count: 22336
 Total Duplicate Count: 17805
 Working Duplicate Count: 17805

Select / Deselect All Media



Attachment: 11950
 Email: 10340
 Archive Files: 14
 Duplicate: 17805
 Edocs: 38

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You may select which media in a project to open using the checkboxes next to the media or custodian name. Click the checkbox at the top to select and open all items in the project.