

IT'S TIME TO TAKE

THE NEXT STEP

Turn Office365 into a
LEGAL DMS



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Heute...

Was ist “MatterCenter”

- Woher kommt es
- EPONA Komponenten und Services

Die *DMS for Legal* Lösung

- Der Arbeitsplatz
- Zusammenarbeit in Gruppen und zwischen Anwaltskanzleien
- Mobilität

Technische Details im Anhang

- Architektur & Voraussetzungen
- Migration und Archivierung

Wer oder was ist EPONA ?

MatterCenter Herkunft



- MatterCenter wurde für die Microsoft Rechtsabteilung erstellt
- Gemeinsames Bearbeiten von Fällen in allen Dokumentformaten inklusive e-Mail
- Die Microsoft Version wurde bei mehr als 15 Kunden implementiert (GE, Volvo, andere...)
- EPONA übernahm die Weiterentwicklung (470 Kunden)
- Eingebettet in **DMSforLegal**

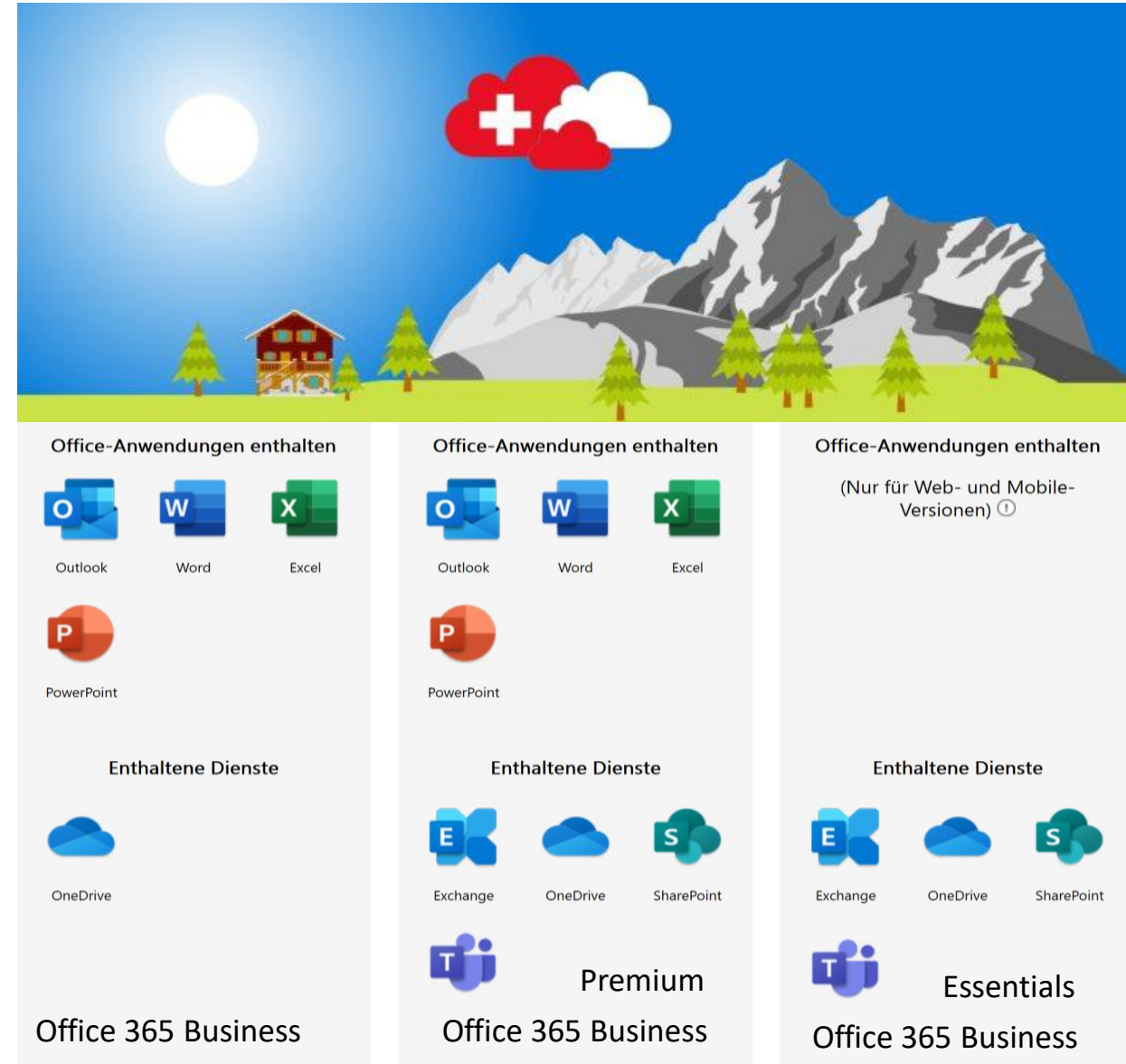


Azure und Office Datacenters in der Schweiz

- Am 29. September wurden 2 Microsoft Datacenter in CH eröffnet – Zürich und Genf
- UBS, SwissRe, uvm bereits aktiv
- Azure ab sofort verfügbar – Office in ca 4 Monaten

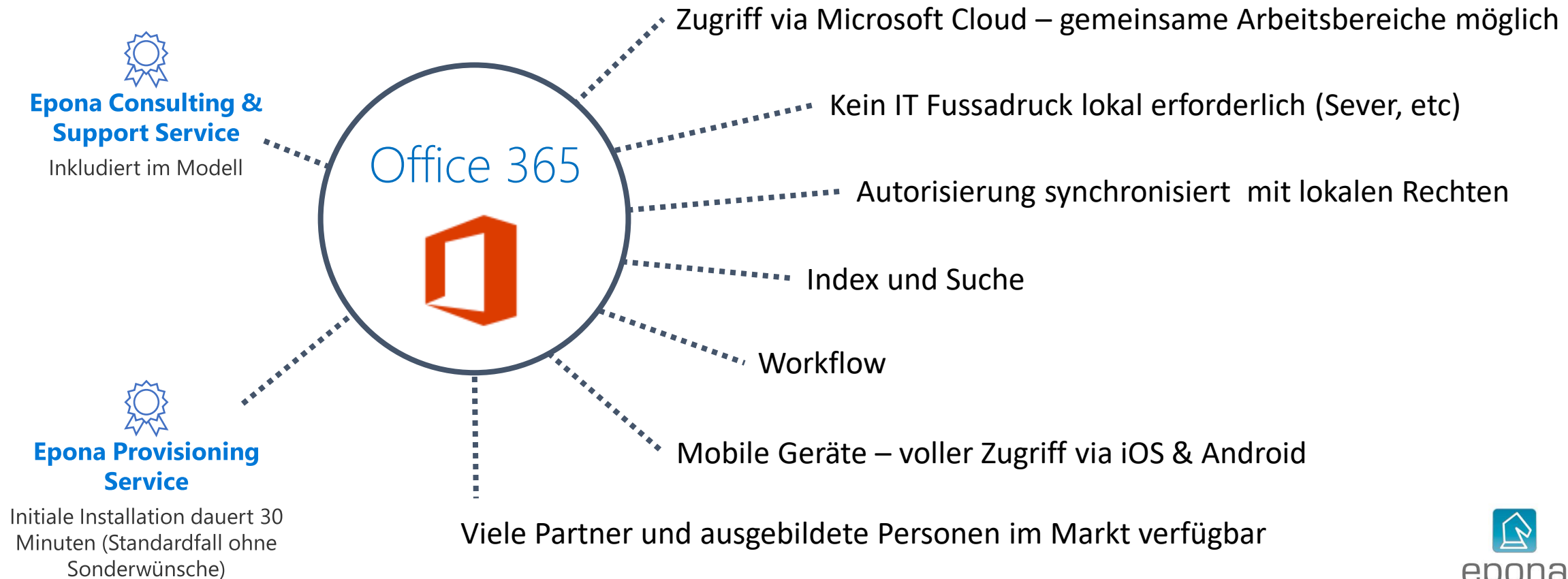
Was ist Office 365 ?

- Office 365 ist ein Abonnement
- O365 Business enthält Mail und Chat/Telefonie Backend Services
- “Besitzer” von Office 2016/2019 Versionen brauchen nur “Essentials”

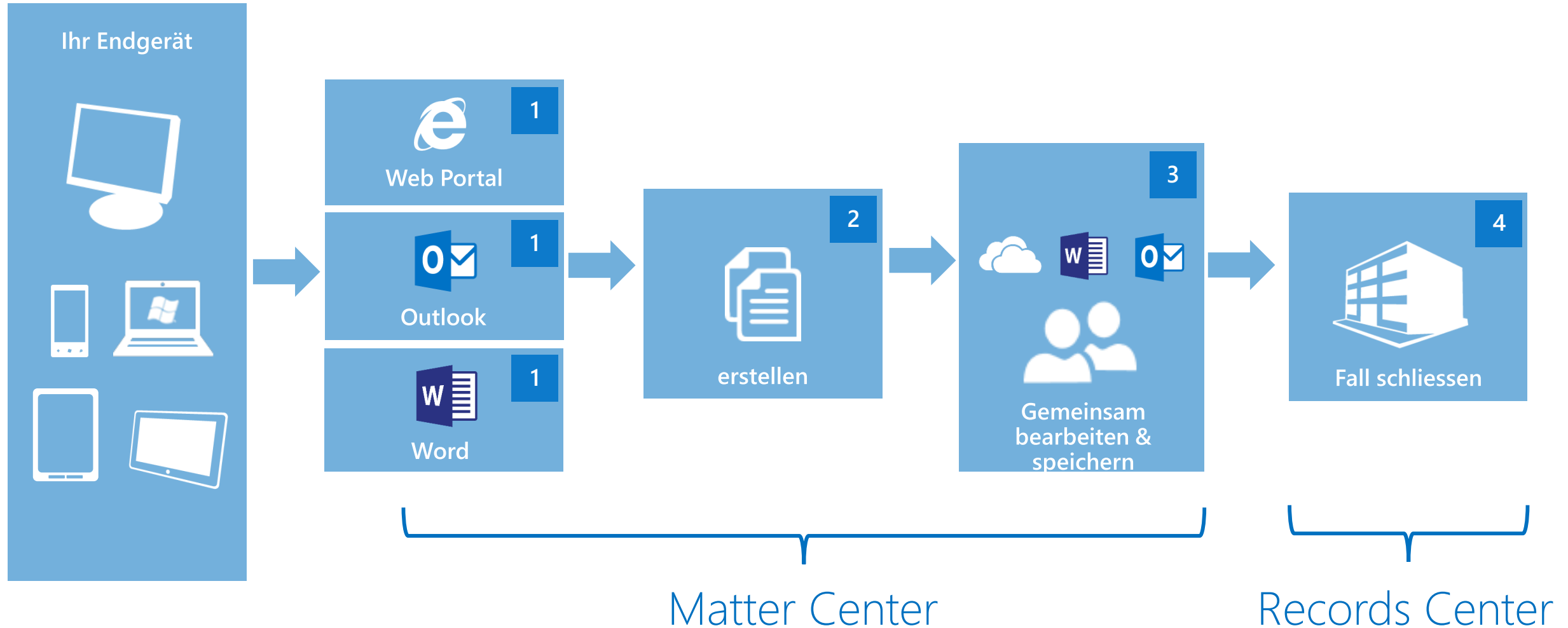


Vorteile der Lösung durch Benutzung von O365

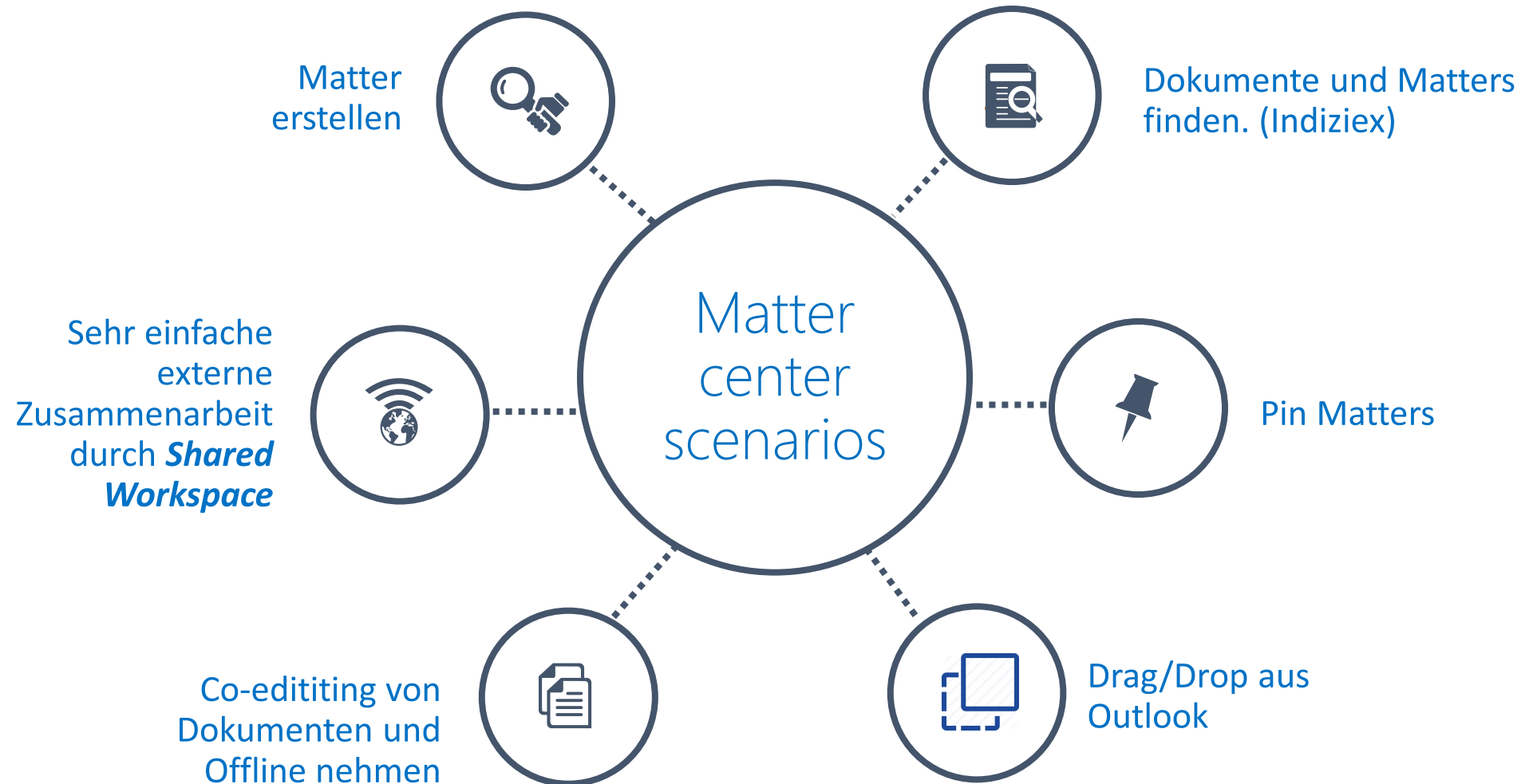
- Office 365 stellt eine globale Infrastruktur zur Verfügung
- Sharepoint Online ist die Maschine, die Workflow, Archiv etc ermöglicht
- Skalierbarkeit von 365 global – 2 Datacenter in der Schweiz



Der Matter Center Lifecycle

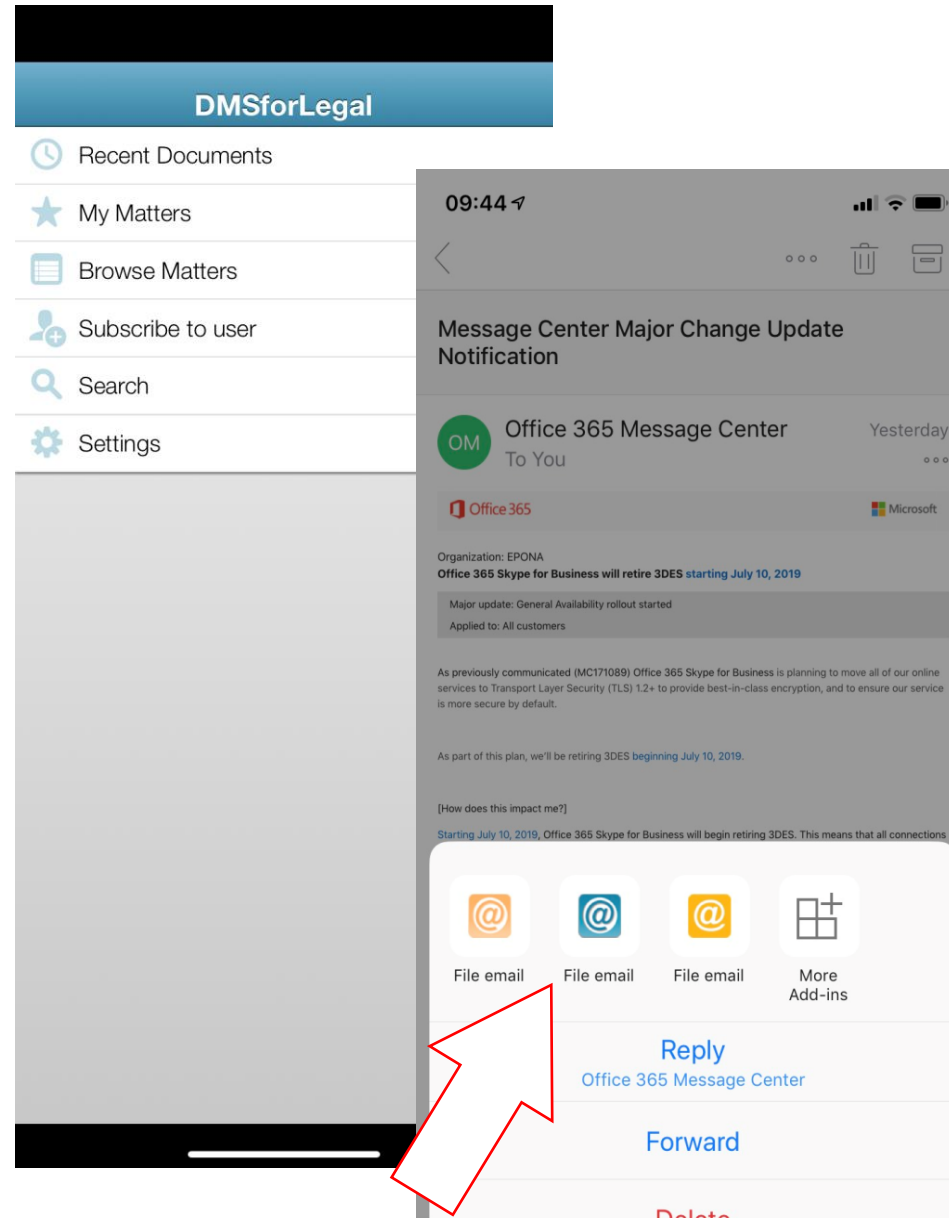


MatterCenter Szenarien

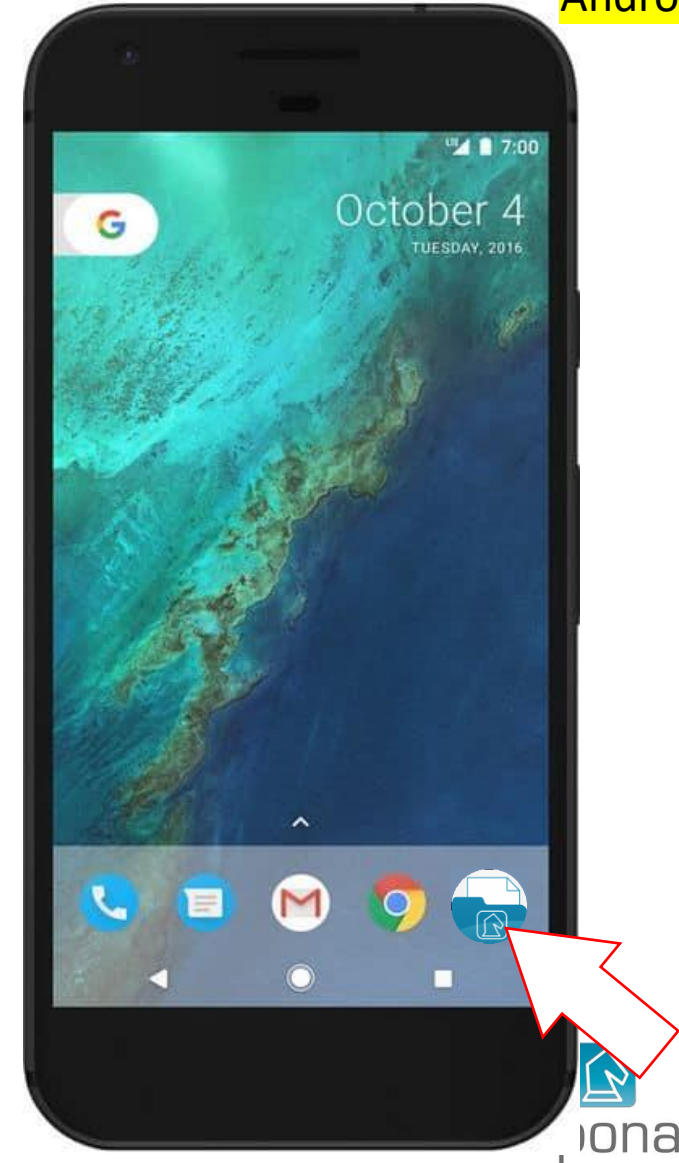


Mobile Geräte

iOS

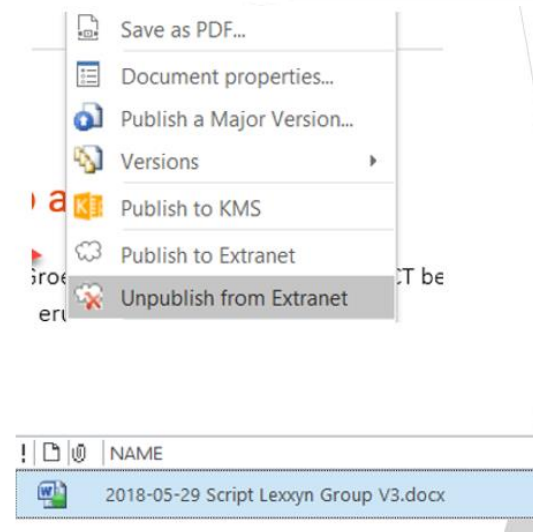
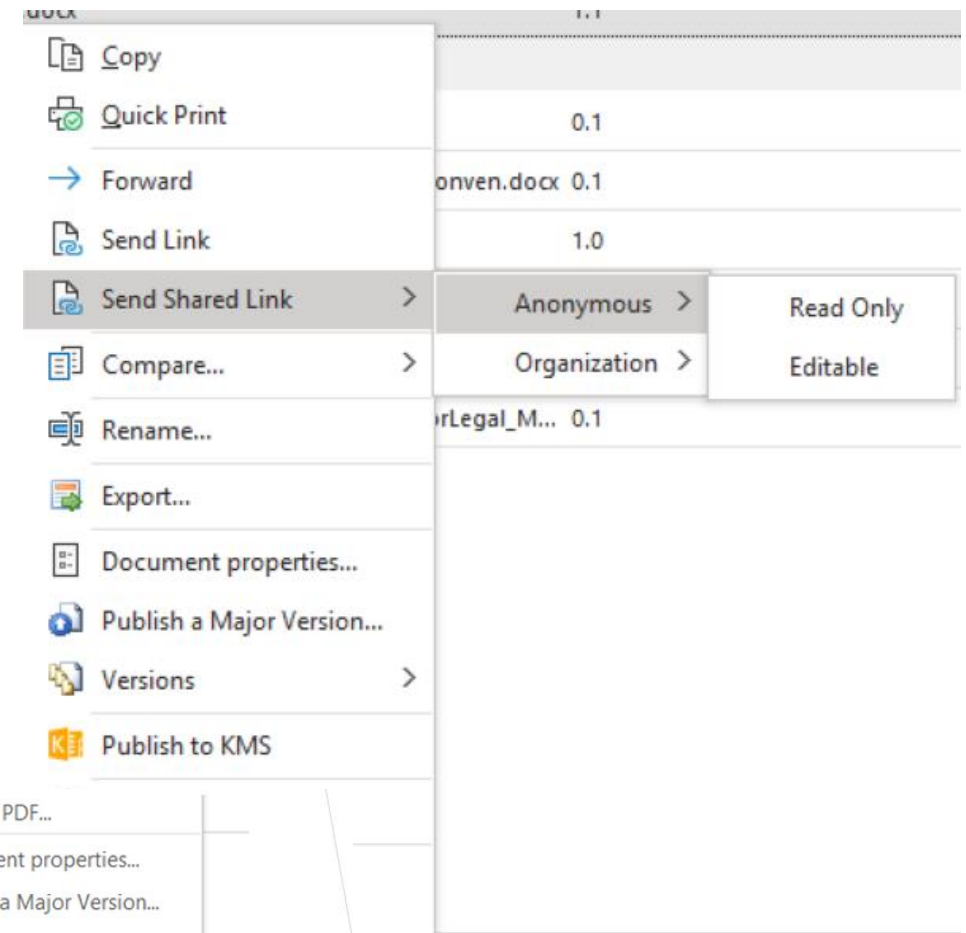
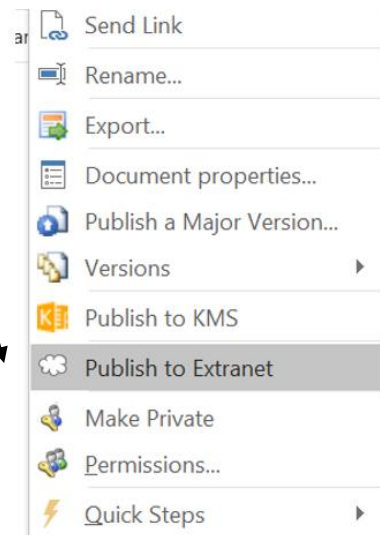
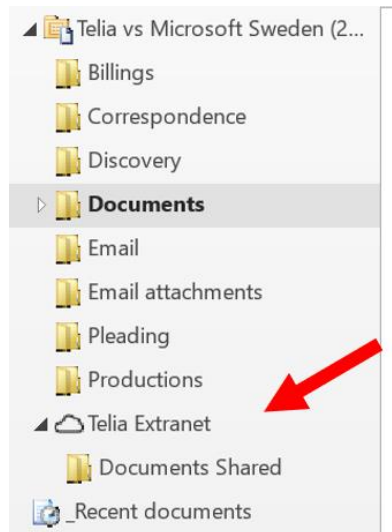


Android



Externer Shared Workspace

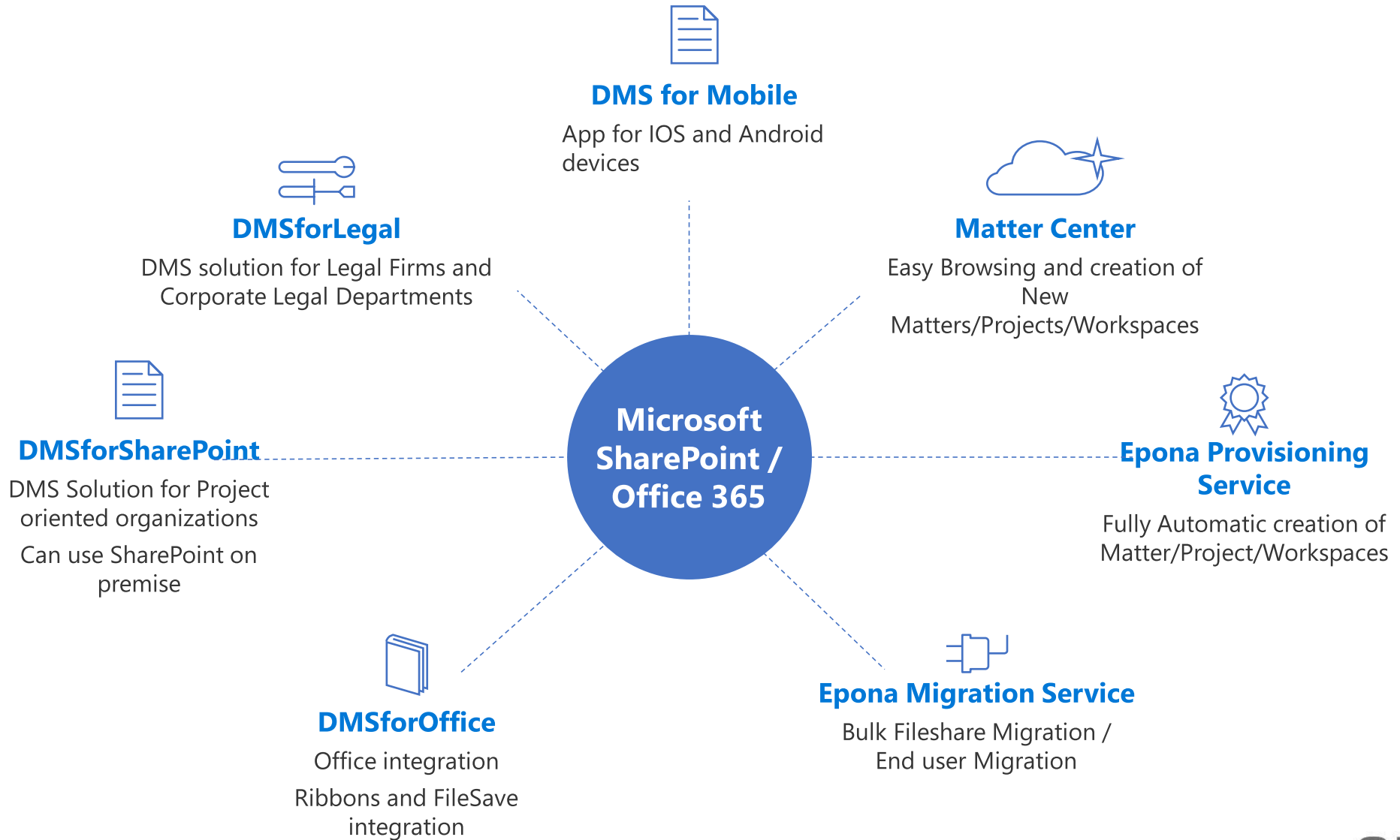
Zusammenarbeit mit
externen Rechtsabteilungen



Anhang



Epona *)



Look and Feel

MatterCenter Browser

The screenshot shows a web browser window with the address bar displaying `https://epona.sharepoint.com/_layouts/15/sharepoint.aspx`. The browser tabs include "Epona - Business optimizing" and "SharePoint". The page header features the "Epona DMS for Office 365" logo and a search bar with the placeholder text "Search by matter name, matter ID, or keyword". Below the header, there are tabs for "My matters (1)" and "All matters (16)". The "All matters" tab is selected, displaying a table of legal matters. The table has columns for Matter, Matter ID, Client, Modified date, Responsible Attorney, and MatterStatus. The data rows include "Cheese versus Velveta (2018-0111)", "Credit Suisse Reorganisation (2018-0101)", "Donald Duck Enterprises (2018-0113)", "Ford vs Tesla (1)", "GDPR Project (2018-0109)", and "Knowledge Management System (KMS)".

Matter	Matter ID	Client	Modified date	Responsible Attorney	MatterStatus
Cheese versus Velveta (2018-0111)	2018-0111	Food Safety	Mar 15, 2018	ExternalUser	Open
Credit Suisse Reorganisation (2018-0101)	2018-0101	Epona Test Client	Feb 8, 2018	ExternalUser	Open
Donald Duck Enterprises (2018-0113)	2018-0113	Prospects	Mar 28, 2018	ExternalUser	Open
Ford vs Tesla (1)	1	Kylo Ren	Feb 8, 2018	Keith Valley	Open
GDPR Project (2018-0109)	2018-0109	Karla's Department	Mar 15, 2018	ExternalUser	Open
Knowledge Management System (KMS)	KMS	KMS Client	May 23, 2018	Keith Valley	Open

Look and feel

Outlook integration – e-Mails ablegen in “Matters”

The screenshot displays an Outlook email window titled "Client email - Message (HTML)". The ribbon includes tabs for File, Message, Insert, Options, Format Text, Review, Help, DocsCorp, and a search bar. The email header shows the recipient as Claudia Heemskerk <cheemskerk@lexxyn.nl> and the subject as "Client email". An attached Word document is titled "20122174 Danone - Advice _bart [DMS010-1530605265-48].docx" (142 KB). The email body contains the following text:

Hello Claudia,

This is a our advice for the Danone negotiations.

With kind regards,
Bart

Bart van Wanroij
Director

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T +31 10 206 63 70 | M +31 6 27 09 00 46 | bart.vanwanroij@epona.com |

Below the text is an advertisement for Epona with the slogan "IT'S TIME TO TAKE THE NEXT STEP" and the Epona logo.

A dialog box titled "@ DMSforLegal - File email" is open, prompting the user to "Type in the name of the desired folder, or browse to manually select one." The dialog box contains fields for To (Claudia Heemskerk), Cc, and Subject (Client email). The Destination field shows a list of folders, with "Danone - advies (20122174)" selected. The list includes the following items:

- Danone - advies (20122174)
<https://delissenmartens.sharepoint.com/sites/DMS010/20122174/Documenten>
- Danone Nederland (DANONE03)
<https://delissenmartens.sharepoint.com/sites/DANONE03/Shared Documents>

At the bottom of the email, there is a disclaimer:

This email and its attachments are confidential and may contain legally privileged information. You should not disclose the contents to any other person. If you are not the intended recipient, please notify the sender immediately and delete this email from your system. Epona is a registered (registered in the Commercial Register of the Rotterdam Chamber of Commerce under number 24.26.47.41). Legally binding obligation can only arise for, or be entered into on behalf of, Epona, by means of a written instrument signed by authorized representatives of Epona Software Products B.V. or its contents.

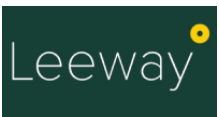
Look and feel

MatterCenter – Sicherheit und Compliance

The screenshot displays the Office 365 Security & Compliance center. The left sidebar contains navigation options: Alerts, Permissions, Classifications, Data loss prevention, Data governance, Threat management, Search & investigation (expanded), Content search, Audit log search (selected), eDiscovery, Reports, and Service assurance. The main content area is titled 'Search' and shows '37 results found'. It includes filters for Activities (set to 'Show results for all activities'), Start date (2017-05-17 to 00:00), and End date (2017-05-25 to 00:00). The 'Users' filter is set to 'Show results for all users', and the 'File, folder, or site' filter is set to 'Terumo'. The search results table lists activities performed by 'bart.vanwanroij...' on May 23, 2017, including file checks, modifications, uploads, and access.

Date	IP address	User	Activity	Item	Detail
2017-05-23 13:33:25	81.173.65.241	bart.vanwanroij...	Checked in file	Terumo offerte [Epona-20160103]...	Checked in from "2016...
2017-05-23 13:33:24	81.173.65.241	bart.vanwanroij...	Modified file	Terumo offerte [Epona-20160103]...	Modified in "sites/1761...
2017-05-23 13:33:24	81.173.65.241	bart.vanwanroij...	Uploaded file	Terumo offerte [Epona-20160103]...	Uploaded to "2016010...
2017-05-23 13:33:24	81.173.65.241	bart.vanwanroij...	Checked out file	Terumo offerte [Epona-20160103]...	Checked out from "201...
2017-05-23 11:12:41	81.173.65.241	bart.vanwanroij...	Modified file	20170523_Terumo_TataConsulting...	Modified in "sites/1761...
2017-05-23 11:12:40	81.173.65.241	bart.vanwanroij...	Accessed file	20170523_Terumo_TataConsulting...	Accessed from "201601...
2017-05-23 10:42:38	81.173.65.241	bart.vanwanroij...	Accessed file	20170523_Terumo_TataConsulting...	Accessed from "201601...
2017-05-23 10:42:33	81.173.65.241	bart.vanwanroij...	Uploaded file	20170523_Terumo_TataConsulting...	Uploaded to "sites/176...

Epona Referenzen









Rechtliche Aspekte von Cloud in der Schweiz

- Kontakt bei Microsoft: Dr. Jan Widmer (jan.widmer@microsoft.com)
- Schweizerischer Anwaltsverband Website
Memo von Herrn Schwarzenegger
- Bundesgerichtsentscheid Outsourcing 4.7.2019 - 2C_1083/2017
<https://www.mll-news.com/bundesgericht-nimmt-stellung-zur-vereinbarkeit-des-outsourcing-mit-dem-anwaltsgeheimnis/>
- Cloud Provider Angestellte sind als Hilfspersonen klassifiziert

Wer ist EPONA ?

- Epona ist basiert in Rotterdam
- Niederlassungen in NL, GER, UK, USA
- Lange Erfahrung mit Lösungen für “Legal Document Management Systems (LDMS)”
- Langjähriger Partner von iManage und NetDocuments
- Fokus nunmehr auf Beratung und Installation von Microsoft basierten LDMS
- 470+ Kunden weltweit
- Mehrere Kunden in der Schweiz

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