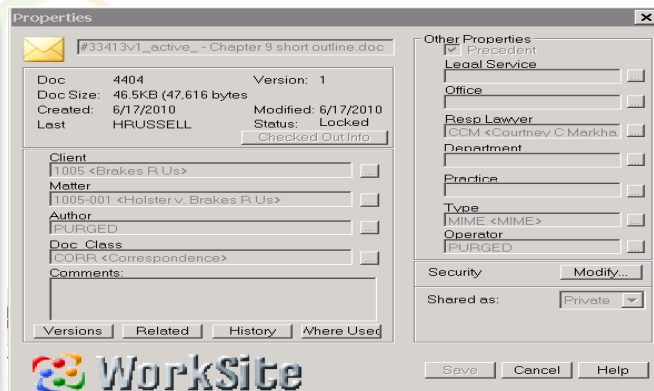
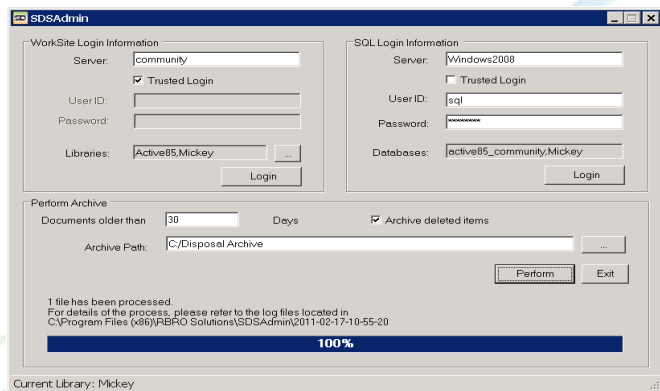




## RBRO SOLUTIONS

Our knowledge, your imagination. Powerful software.



# SafeDelete System

## Product Description

SafeDelete System (SDS) is an innovative tool developed by RBRO Solutions which places documents deleted by users in a virtual recycle bin with no extra steps for the user. As usual, the user right-clicks on the document, instead of delete, the user selects Dispose, thus providing the user with the ability to remove a document from their view.

## Visibility

Once disposed, the documents are only visible to an Administrator and remain in the database to be easily recovered, archived, or purged, based on a predefined schedule.

If the user realizes that the document was disposed of in error, they may request to have it reinstated.

## SDS Administrator Product

SDS exports the documents marked for deletion or archive to a path specified by the document profile. If the SDS is set to archive, all documents Disposed will automatically be copied to a network location as they are removed from the system. If the archive option is not selected, then all documents Disposed will be purged from Autonomy iManage WorkSite. A log file is generated for each operation.

## SDS Purge Service

Automatically purges disposed documents from the system based on a schedule defined by the Administrator. If installed, all documents remaining in the Recycle Bin longer than the amount of days set by the Administrator, will automatically be purged from the system. A log detailing the file's metadata and original location is emailed to the administrator each time the service performs a purge operation.

## No More Restoring From Backup Tapes

Your Administrator no longer has to go to the backup tape in order to restore 'Disposed' documents. They simply find the document based on the profile or in the 'hidden trash folder' and by right-clicking on the document, they will have the option to Restore. When the Administrator restores a document, SafeDelete automatically re-associates the document with all its original folders.

Contact us today for more information.