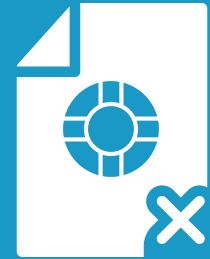


Safe Delete reduces risk and protects content, even when inadvertently disposed

- Virtual 'recycle bin' enables the easy retrieval of inadvertently disposed documents
- Flexible configuration for varying degrees of control
- Integral tool to help organizations enforce document disposal policies
- iManage Work 10 compatible
- iManage Cloud compatible



Safe Delete provides administrators and users with peace of mind, by maintaining a virtual recycle bin that stores disposed documents and allows for easy restoration of documents if required.

With *Safe Delete*, documents that are disposed by users are instantly removed from view and stored within a virtual recycle bin. If required, and depending on the configuration implemented, either administrators or users can retrieve disposed documents from the virtual recycle bin.

During the document disposal process, *Safe Delete* retains the original folder association, profile and security of the original document and automatically re-establishes this information to the document if it is restored. There is no information lost from the document in the process. The only way the document is changed during the dispose and restore process is by having history entries added for both actions.

PRODUCT FEATURES

- Administrators can run a scheduled task to refile documents to the appropriate folder in the correct workspace.
- Increase the speed to launch Microsoft Outlook for FileSite clients, if the user has a large number of shortcuts.
- Once documents have been refiled to their correct location, the metadata and security can be updated based on the workspace or folder where the document is located.
- Documents can be placed into folders using complex business rules or data in external systems.

Safe Delete is an RBRO WorkSite System Manager (WSM) snap-in. The RBRO WorkSite System Manager is a proprietary enterprise administration solution that allows organizations to gain a greater degree of control over their iManage Work system through a single source. It is provided at no charge with the purchase of Safe Delete or other snap-in tools.

ABOUT RBRO SOLUTIONS

A premiere iManage partner for over 15 years and trusted globally by over 400,000 business users, RBRO Solutions is dedicated to helping organizations get the greatest value from their business content and work processes by extending the power of their iManage Work solution. With over 700 iManage engagements, RBRO applies best practices and know-how to simplify iManage implementations, upgrades and migrations.

RBRO can transform how organizations get work done with adoptable and scalable improvements in business efficiency and agility—that integrate seamlessly across corporate systems—adding value to the iManage Work solution, enabling you to decrease your overall cost of ownership by simplifying tasks and empowering users.

ABOUT IMANAGE

iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve. ILTA's 2017 Innovative Solution Provider of the Year, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world — including more than 2,000 law firms — rely on iManage to help them deliver great client work.

Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit imanager.com.



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