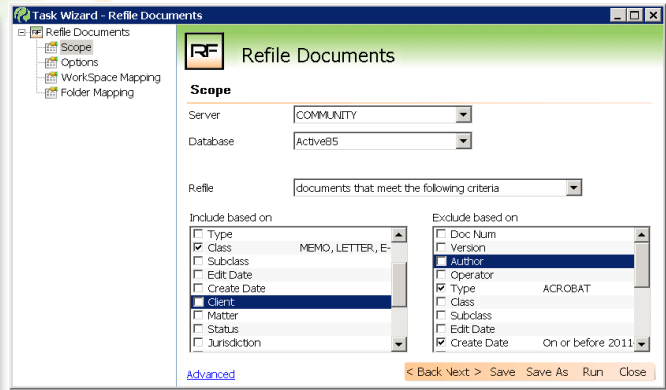
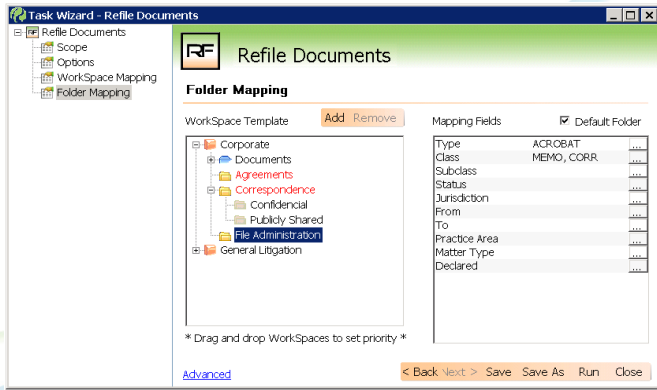




RBRO SOLUTIONS

Our knowledge, your imagination. Powerful software.



ReFiler

Product Description

ReFiler, developed by RBRO Solutions, is an Administrator product which collects all orphan files that are not contained in a folder (often referred to as the flatspace) and moves them to a folder within a WorkSpace that matches the Client (custom1) and Matter (custom2) and Document Class values.

The Typical Challenge

If an end user accidentally deletes a document from its appropriate folder, the document is now lost in flatspace. Of course, a search can be performed to find it. However, if the owner of the document does not search for the document before significant time has passed or if another user is not aware of its existence to browse by folder, the document will remain lost in flatspace.

The ReFiler Solution

ReFiler is configured to conduct a search through one WorkSite Library at a time and can be limited to a minimum or maximum Document Identification (ID) range.

Once the settings are configured, you click the [Perform Refile] button to run the ReFiler tool and the search will begin.

When the ReFiler locates any orphan files, the files are placed in a folder within the appropriate WorkSpace that matches the Client (custom1), Matter (custom2) and Document Class values.

When the search is complete and all refileing is done, the screen will report back:

- the number of documents located
- the number of documents filed

WSM - ReFiler Snap-in

ReFiler is also available as a WSM - ReFiler Snap-in for RBRO's WorkSite System Manager (WSM) solution. The Snap-in collects all orphan files that are not contained in a folder (the flatspace) and moves them to a folder within a WorkSpace that matches the Client, Matter, and Document Class values. Update metadata and security separately on selected versions of documents based on their location in WorkSite.

Contact us today for more information.