

Milan Recycle Bin

Soft delete documents with the safety of a multistage process

To prevent accidental or inappropriate deletion, most law firms and others do not allow users to directly delete content, which then leaves out-of-date information in iManage. This is especially annoying to lawyers and professionals because documents intended for deletion will be returned in search results.

Milan Recycle Bin allows users to delete documents as needed but within a multistage process similar to Windows. Professionals can restore documents themselves for a defined period of time – administrators can be afforded a longer time – before documents are deleted automatically or manually. Once documents are deleted, Milan Recycle Bin retains the metadata of the document, including file location for possible restore from back-up. When used in conjunction with Milan Legal Hold, documents that have been placed in the Milan Recycle Bin will not be automatically deleted, assuring risk management teams that users can delete documents without violating legal information preservation.

Product Features

- › Allows users to delete documents and recover deleted documents for a fixed period of time
- › Addresses common situations like hard-deleting the last document version when multiple versions exist, deleting all versions of a document, or reverting to a previous version of a document
- › Provides users with views of what they deleted
- › Gives administrators a fixed time period to restore documents before they are automatically deleted
- › Grants administrators control over who can delete documents and what rights are required to delete documents
- › Prevents deletion of documents while still hiding them
- › Permanently deletes documents but retains metadata records

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The Platform

The Milan for Information Governance family of products is for organizations that use iManage, DeskSite, and FileSite (iManage product family) as their document management system. Milan promotes greater adoption of the iManage product family by empowering users to do more by improved administration without IT intervention.

For organizations that are focused on improving collaboration and work processes, Milan enables a more standardized approach in the iManage. For the information governance and risk management professional, Milan enables processes such as transfer of client files and confidentiality management, including ethical walls, litigation holds, data leakage, and investigations. Milan also provides functions for SharePoint and iManage Records Manager (IRM).

Platform Support

IIS 6 or later

.NET 4.0 or later

SQL Server 2005 or later

iManage 8.5 Server or later

DeskSite or FileSite 8.0 SP1 or later

Windows Server 2008 R2 or later (virtual or physical)

Localization support

IE8 or later, Chrome 16, Safari

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About Prosperoware

Prosperoware delivers a family of software products and integrated platforms to improve matter centricity, information governance, remote access, iManage and SharePoint integration, and pricing and experience management. Prosperoware enables lawyers and professional staff to manage a wide range of document-intensive processes without IT support across multiple systems, including iManage, Microsoft SharePoint, and any system that stores security in a SQL database.

Prosperoware clients include BakerHostetler, Berwin Leighton Paisner, Cravath Swaine & Moore, DLA Piper, Duane Morris, Hill Dickinson, Hughes Hubbard & Reed, Sheppard Mullin Richter & Hampton, and White & Case. Prosperoware has offices in Europe, Asia, and the United States. To learn more, visit Prosperoware's website at www.prosperoware.com.

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