DOCUMENT RETENTION ARCHIVE UTILITY

iSQL LLC	User Guide

A tool to identify and archive documents in Matters to match your Records Retention Policy.

Documents, Docket Events, and Notes can also be searched for and deleted en masse from Matters to match your Records Retention Policy.

Document Retention Archive Utility

WORKING WITH THE DOCUMENT RETENTION ARCHIVE UTILITY

The Document Retention Archive Utility is a .NET application residing on your SQL Server or Document Storage Server. The Utility automates moving old documents or documents associated with Matters of a designated status to an alternate document storage location or to delete in in accordance with your records retention policy.

By using the Document Retention Archive Utility, your server will only have the documents on it which are needed. This provides the following benefits:

- Improved speed using ProLaw's Full Text Index search to query and retrieve documents.
- Reduced data to be backed up on a daily basis since archived documents are relatively static.
- The ability to stage data for deletion in keeping with your records retention policy.

NOTE: DOCUMENTS, DOCKET EVENTS, AND NOTES **CREATED IN CONTACTS** WILL *NOT* BE DELETED USING THIS APPLICATION.

The Document Retention Archive Utility is designed to work with Matter-related Documents and Events. Documents and Events that show on the Contact Events Tab where the Contact is related as an Addressee or a party to a Docket Event or Note will be deleted from Contacts as well since those are pointers to the actual Event in the Matter.

Any Documents and Events created in Contacts should be related specifically to the Contact and not related to any specific Matter. As such, it is assumed these are outside of the Records Retention Policies related to Matters in your operations. These may include such items as Holiday Correspondence, Docket Events to schedule meetings to build client relationships not related to specific Matters or for birthday reminders, Correspondence with Vendors on contracts or services.

If your firm has been creating Matter-related Documents, Docket Events, or Notes in Contacts, please review your operations. If events in Contacts need to be archived or deleted, these will need to be done manually.

Contents

METHODOLOGY

The Document Retention Archive Utility serves a specific function. It can be used to select which documents in ProLaw are to be removed from the SQL Server or Document Storage Server. These documents can be removed to be archived to store outside of ProLaw or they can be deleted entirely. The application does not leave a copy of these documents on the server or in ProLaw once they are removed. In addition, the application allows Matter Notes and Docket Events to be deleted as well.

Users have full control in selecting which Documents are to be Archived or Deleted either in batches matching pre-set criteria in accord with the records retention policies of the office or by Matter. Unless working with the *Matter Direct* tab, the operation of both Archiving and Deleting Documents is almost the same. Select the parameters to be used for Archiving or Deleting Documents which include: Number of years back; Matter Status; Area(s) of Law to be included; the path; and batch size. When Archiving Documents, the path to the archival directory is to be added as well as the directory and a sub-directory schema to be selected. Once set, the parameters may be named and saved to be used again in the future. Once set, click the *Process* button to Archive or Delete the Documents. When deleting, one has the option to delete Notes and Docket Events Matching the same parameters. When working on the *Matters Direct* tab, select the Matter and Event Types to delete then Delete them.

Steps

1) Select the Tab to work on. Having separate tabs ensure the user will choose the correct action to take.
    a. Archive Documents
        i. Removes documents off the SQL Server or Document Server where Documents in ProLaw are stored.
        ii. Moves these to another server or file location.
    b. Delete Documents
        i. Removes documents off the SQL Server or Document Server where Documents in ProLaw are stored.
        ii. Does not copy these documents to another file location. These are permanently deleted.
    c. Matter Direct
        i. Removes Documents, Docket Events and/or Notes off the SQL Server or Document Server where Documents and Events are stored.
2) Select the parameters to be used for archive or deletion.
3) If archiving documents, select the drive where these documents will go.
4) If deleting Events by Matter, select Matter ID and the Event Types to be deleted
5) Click the Process button.

## How to Use the Document Retention Archive Utility

1. Double-click with your left mouse button on the Document Retention Archive Utility
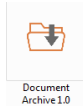
   shortcut on the desktop.

2. ProLaw does not need to be open to use the Document Retention Archive Utility but it can be useful to use if you need to search for Matter IDs and other information you may need to archive or delete.|

3. Once you archive or delete your selections from ProLaw they will no longer be in ProLaw. This application does not make a copy. There is no way to retrieve data once deleted other than from a recent back-up from your server.

4. Any Archived Documents that are copied back to ProLaw will not have their original document number. ProLaw will see these as new documents.

5. Tabs at the top of the Document Retention Archive Utility allow you to *Archive Documents, Delete Documents* and/or Docket Events and/or Notes, *Matter Direct* to delete Documents, Docket Events, and/or Notes by Matter.

6. You may set parameters to use such as date of the Number of Years Back to search, Matter Status, and Area of Law to set parameters for determining which documents are to be archived from ProLaw on the *Archive Documents* tab.

7. You may set parameters to use such as date of the Number of Years Back to search, Matter Status, and Area of Law to set parameters for determining which documents, docket events, and/or notes are to be deleted from ProLaw on the *Delete Documents* tab.

8. Parameters can be named and saved to be used again on the *Archive Documents* and *Delete Documents* tabs. Each tab will retain separate lists to be reused for future searches.

9. You can select which Matter is to have documents, docket events, and/or notes deleted from the specified Matter. Only one Matter may be selected at a time.

10. Once archived or deleted, these events will no longer appear in ProLaw.

11. Once deleted, these events will no longer exist on your server. This is the equivalent of shredding the physical document.

HOW TO ARCHIVE DOCUMENTS
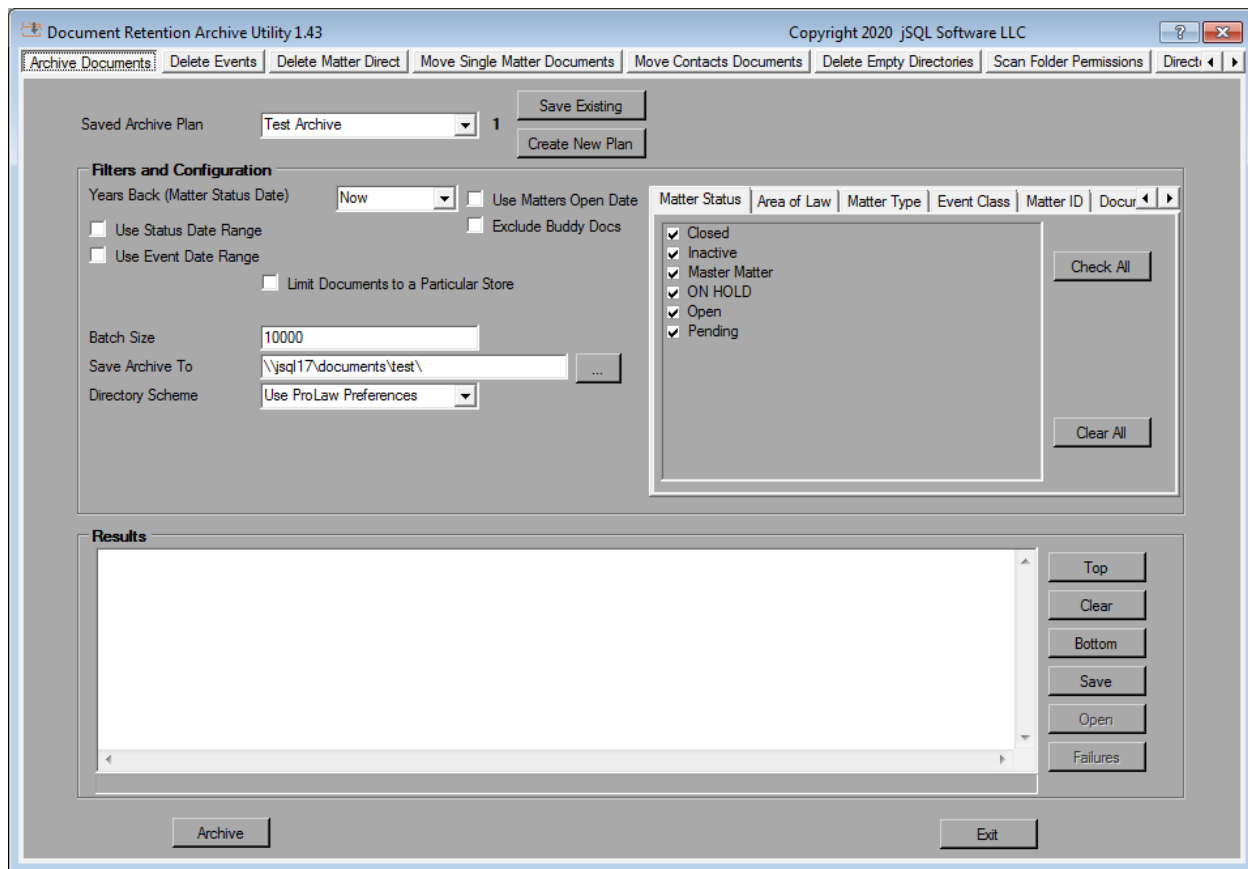
The *Archive Documents* tab is used to archive documents outside of ProLaw. This tab only works with documents and not any other event type. Documents must be archived to another file outside of ProLaw. This can be on your server, a local or remote hard drive, or any other place where these documents are to be electronically stored. If these are to be copied onto an optical disk (CD or DVD), they will first need to be archived to a drive outside of ProLaw.

The protocols used for archiving documents must be in accord with the Records Retention Policy of the office. The rights to use the Document Retention Archive Utility should only be granted to those who have been trained both in the operation of this program and with the policies of your office.

An unlimited number of pre-set plans can be created and saved to be used repeatedly. This is helpful as different Areas of Law may require different standards for archiving documents. These can be run according to a schedule that matches your Records Retention Policy.

This program removes documents from ProLaw when archived. If you wish to make copies of documents to use outside of ProLaw while leaving the originals in ProLaw, see the jSQL Document Export Utility which is designed for that purpose.

Using the Archive Documents Tab

- *Saved Archive Plan:* This field allows you to select a saved Archive Plan to reuse for archiving documents from ProLaw using the same schema.
- *Save Existing:* This button lets you save the plan you have just created.
- *Create New Plan:* This button gives you a pop-up window where you can name the new plan you want to use. Use the *Enter* button to save the name.
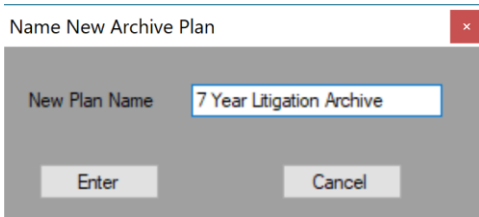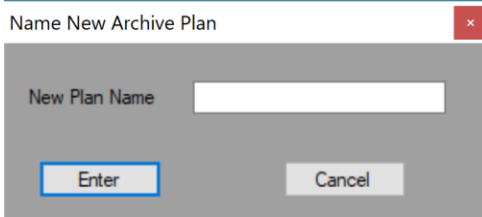
- *Exclude Buddy Documents:* This checkbox allows you to determine if buddied to another Matter will be included in the archival process or not. Checking this box will not archive any documents buddied to another Matter.
- *Number of Years Back:* This drop-down list allows you to select the parameter to use for determining when the Document Retention Archive Utility will search to determine which documents to include for archiving.
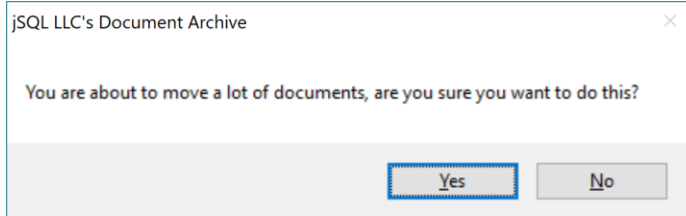

This list goes back the number of months or years specified to select which documents will be included.

It is *not* searching for everything between today and the timeframe selected. This will search for Matters where the Year or Month on the Status Date is equal to or more than the date from when you are running this search. Example: If running this program in the year 2017, the Document Retention Archive Utility will search for Matters where the Status Date is 2007 or earlier. This will include only those Matters with the Status Type selected in the *Include Status* field.

- *Use Open Date:* This will default the search to all Matters where the Open Date matches the Number of Years Back Search rather than the Status Date from the *Include Status* field.
- *Use Status Date Range:* This allows you to specify a date range of Matters to include in your query. The date ranges is computed against the Matter Status field. If this option is checked, you will see two date fields – Before and After. Both fields need to be filled in. Selecting this option disables the Use Open Date and Years back selections.
- *Matter Status:* This field allows you to select one or more Status Types to be included in your search. Normally, one would want to archive or delete Events in Closed Matters. There may be exceptions for Matters which have been more *Inactive* or another status used in your office which would be appropriate in keeping with your Records Retention Policy.
    - o *Check All* and *Clear All:* These let you include all Status Types or Clear your selections.
- *Area of Law:* This window displays a list of all the Areas of Law used in your office. You may select one or more Areas of Law to use in your search. This allows you to exclude any Matters by AOL which should not be archived (such as Family Law, Estate Planning, or Administration).
    - o *Check All* and *Clear All:* These let you include all Areas of Law or Clear your selections.
- *Event Class: This window displays a list of all the Event Classes within your ProLaw database. You must select one or more Event Classes to use in your search. This allows you to exclude certain Event Classes which should not be archived.*
    - o *Check All* and *Clear All:* These let you include all Event Classes or Clear your selections. Selecting the "General (No Event Class)" option will include any documents that aren't assigned an Event Class.
- *Matter Type: This window displays a list of all the Matter Types within your ProLaw database. You may select one or more Matter Types to use in your search. This allows you to exclude any Matter by Matter Type which should not be archived.*
    - o *Check All* and *Clear All:* These let you include all Matter Types or Clear your selections.
- *Custom:* New to version 1.35, you now have the ability to add a custom filter to your document archives. The filter works in conjunction with two database level functions that will need to be programmed to query up the key data you are concerned with. This data can be from the Files Module, a custom tab (or a series of custom tab entries). It is very flexible. Whether you can see this list is controlled by the configuration file. Likewise, the name of the Custom list is also controlled by the configuration file. If you wish to use this functionality, contact your jSQL LLC representative for assistance.
- *Batch Size:* This is *only* for offices using Replication or Document Server. This allows you to limit your search to a particular number of documents. This is useful when your document directory is exceptionally large.
- *Save Archives To:* Designate the drive and file where documents are to be archived.
- *Directory Scheme:* Use this drop-down list to choose how the archived files will be grouped when removed from ProLaw. The choices are by *Matter ID* , by *Year Case Closed* or *Use ProLaw Preferences – which uses the subdirectory hierarchy defined in Matters – Preferences – Documents tab.*

- *Create Matter ID Sub-directory:* Use this checkbox when grouping files by *Year Date Closed* to create sub-directories for each Matter within that year. Note: This option is not available if grouping documents by the MatterID. It only appears when *Year case closed* is selected.
- *Limit Documents to a Particular Store:* When selected, it provides the ability to save the UNC path limitation. See below.
- *Document Store Limit:* Enabling this option will limit what documents are archived to those housed in the defined directory. NOTE: The specified path must match the path used by the documents in ProLaw.
- *Process:* This button will archive the documents selected based on the criteria used in the fields listed above. A pop-up window will ask to confirm your actions.

jSQL LLC's Document Archive	×
You are about to move a lot of documents, are you sure you want to do this?	
	Yes No

- *Exit:* This button closes the Document Retention Archive Utility.
- *Information Window:* This window shows a list of all the actions taken by the Document Retention Archive Utility. This is useful for troubleshooting any technical issues and for verifying your archival actions. The *Top* and *Bottom* buttons are conveniences to scroll directly to the top or bottom of the window listings.
- *Tip: If you have a subset of data that you want to archive on a regular schedule, think about creating a custom Matter Type or Event Class (depending upon the level of granularity needed) called Archive and then regularly assigning items to that classification. You can contact jSQL LLC to assign in creating various different automation schemes.*

HOW TO DELETE DOCUMENTS, DOCKET EVENTS, AND NOTES
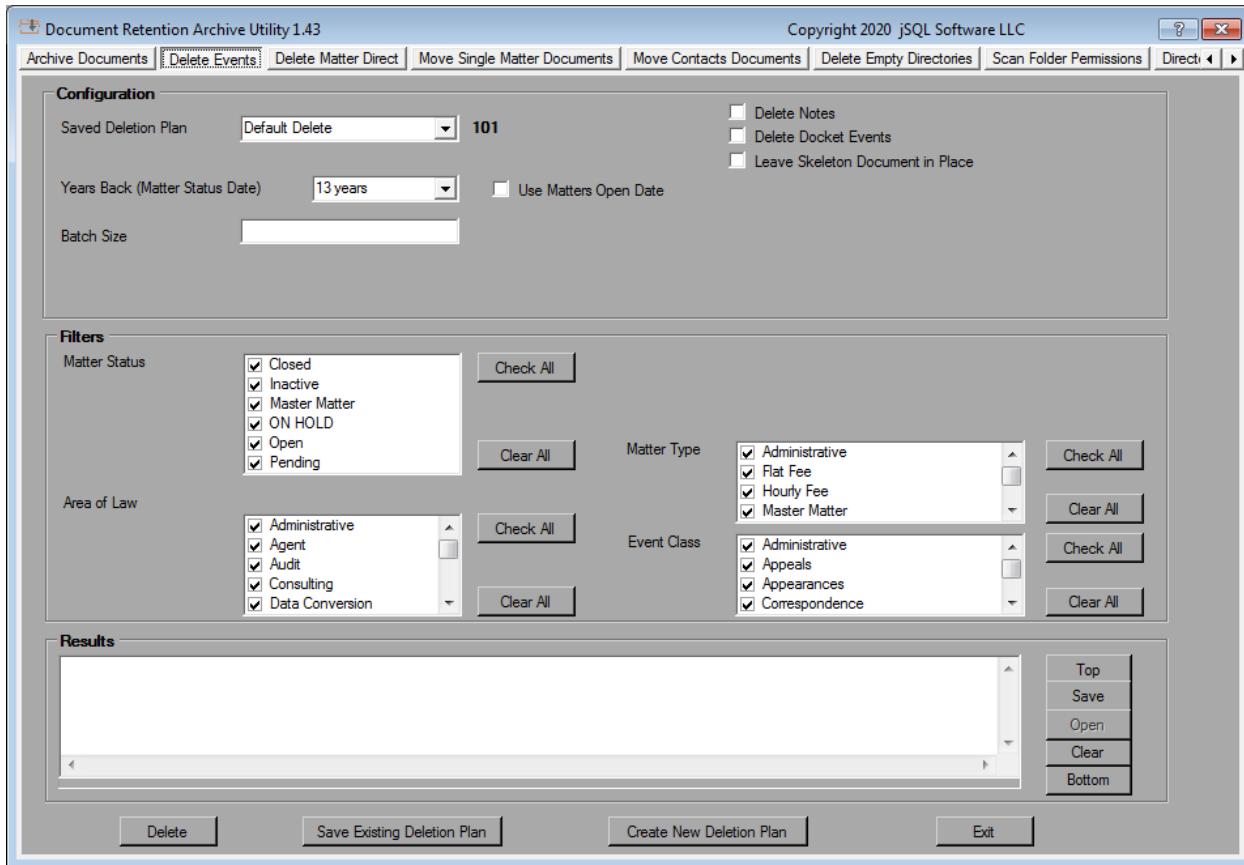
CAUTION: Using this tab will delete documents from your server. This is the equivalent of shredding your physical files. The documents selected will no longer be available in ProLaw or reside on your server. The only way to retrieve them would be from a back-up file. The back-up file will only be available in accordance with your operation's data recovery protocols.

In addition to Documents, this tab allows you to **delete** the Notes and Docket Events from a Matter. This should be used in accordance with your Records Retention Policy.
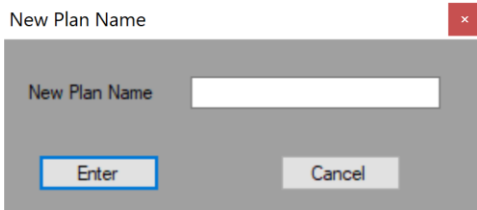
An unlimited number of pre-set plans can be created and saved to be used repeatedly. This is helpful as different Areas of Law may require different standards for deleting documents and other events. These can be run according to a schedule that matches your Records Retention Policy.

The *Delete Documents* tab will only delete Events from a Matter. It will leave the Matter intact in ProLaw without affecting Related Contacts and Custom Tabs. If all Events have been deleted from the Matter, the Matter may be queried and deleted *en masse* from within ProLaw if that matches your office record retention policies. Leaving the Matters in place, allow for continued use of the Matters for historical purposes and for Conflict Searches.
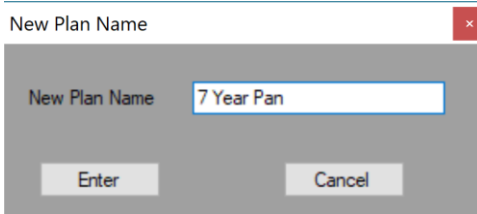
Using the Delete Document Tab

Working with the *Delete Documents* tab is nearly the same as the *Archive Documents* tab as noted in the preceding section. This tab is uses a darker color of gray to help distinguish it from the Archive Tab.

- *Saved Deletion Plan:* This field allows you to select a saved Deletion Plan to reuse for deleting documents from ProLaw using the same schema.
- *Save Existing:* This button lets you save the plan you have just created.
- *Create New Plan:* This button gives you a pop-up window where you can name the new plan you want to use. Use the *Enter* button to save the name.

- *Exclude Buddy Documents:* This checkbox allows you to determine if buddied to another Matter will be included in the deletion process or not. Checking this box will not delete any documents buddied to another Matter.

- *Number of Years Back:* This drop-down list allows you to select the parameter to use for determining when the Document Retention Archive Utility will search to determine which documents to include for deleting.

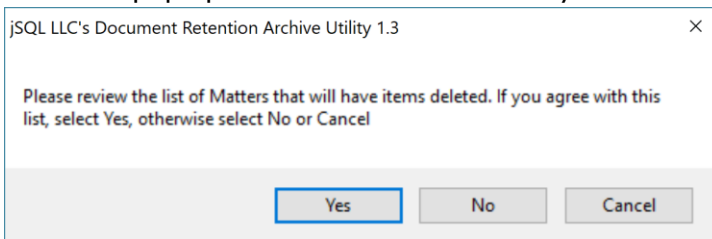| 1 year |
|---|
| 2 years |
| 3 years |
| 4 years |
| 5 years |
| 6 years |
| 7 years |
| 8 years |
| 9 years |
| 10 years |
| 11 years |
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| 2 months |
| 3 months |
| 4 months |
| 5 months |
| 6 months |
| 7 months |
| 8 months |
| 9 months |
| 10 months |
| 11 months |

This list goes back the number of months or years specified to select which documents will be included. It is *not* searching for everything between today and the timeframe selected. This will search for Matters where the Year or Month on the Status Date is equal to or more than the date from when you are running this search. Example: If running this program in the year 2017, the Document Retention Archive Utility will search for Matters where the Status Date is 2007 or earlier. This will include only those Matters with the Status Type selected in the *Include Status* field.

- *Use Open Date:* This will default the search to all Matters where the Open Date matches the Number of Years Back Search rather than the Status Date from the *Include Status* field.

- *Matter Status:* This window allows you to select one or more Status Types to be included in your search. Normally, one would want to archive or delete Events in Closed Matters. There may be exceptions for Matters which have been more *Inactive* or another status used in your office which would be appropriate in keeping with your Records Retention Policy.
    - *Check All* and *Clear All:* These let you include all Status Types or Clear your selections.

- *Matter Type:* This window lists the Matter Type field names used in your office. These can be included as part of your search if needed by checking the Matter Types to be included. Leaving this blank will include all Matter Types.
    - *Check All* and *Clear All:* These let you include all Status Types or Clear your selections.

- *Area of Law:* This window displays a list of all the Areas of Law used in your office. You may select one or more Areas of Law to use in your search. This allows you to exclude any Matters by AOL which should not be archived (such as Family Law, Estate Planning, or Administration).
    - *Check All* and *Clear All:* These let you include all Areas of Law or Clear your selections.

- *Event Class: This window displays a list of all the Event Classes within your ProLaw database. You must select one or more Event Classes to use in your search. This allows you to exclude certain Event Classes which should not be archived.*

- o *Check All* and *Clear All:* These let you include all Event Classes or Clear your selections. Selecting the "General (No Event Class)" option will include any documents that aren't assigned an Event Class.
- *Custom:* New to version 1.35, you now have the ability to add a custom filter to your document deletion plans. The filter works in conjunction with two database level functions that will need to be programmed to query up the key data you are concerned with. This data can be from the Files Module, a custom tab (or a series of custom tab entries). It is very flexible. Whether you can see this list is controlled by the configuration file. Likewise, the name of the Custom list is also controlled by the configuration file. If you wish to use this functionality, contact your jSQL LLC representative for assistance. The skeleton functions are created as part of the initial installation routine.
- *Batch Size:* This is *only* for offices using Replication or Document Server. This allows you to limit your search to a particular number of documents. This is useful when your document directory is exceptionally large.
- *Delete Notes:* This checkbox will delete all Notes from the selected Matters.
- *Delete Docket Events:* This checkbox will delete all Docket Events from the selected Matters.
- *Leave Skeleton Document in Place:* This checkbox will delete the selected documents from Prolaw and your server but leave the Notes field for the document in place. With this field checked, a new field opens named *Updated Note Syntax*. Anything typed in this field will be joined to the Document Notes for all Documents being deleted. An example might be as shown in the screenshot below.
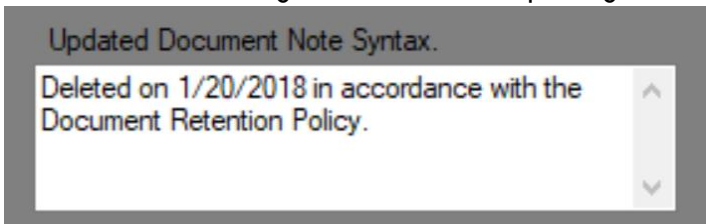

- *Dummy Document Path:*
- *Process:* This button will **delete** the documents selected based on the criteria used in the fields listed above. A pop-up window will ask to confirm your actions.

- *Exit:* This button closes the Document Retention Archive Utility.
- *Information Window:* This window shows a list of all the actions taken by the Document Retention Archive Utility. This is useful for troubleshooting any technical issues and for verifying your archival actions. The *Top* and *Bottom* buttons are conveniences to scroll directly to the top or bottom of the window listings.

USING THE MATTER DIRECT TAB
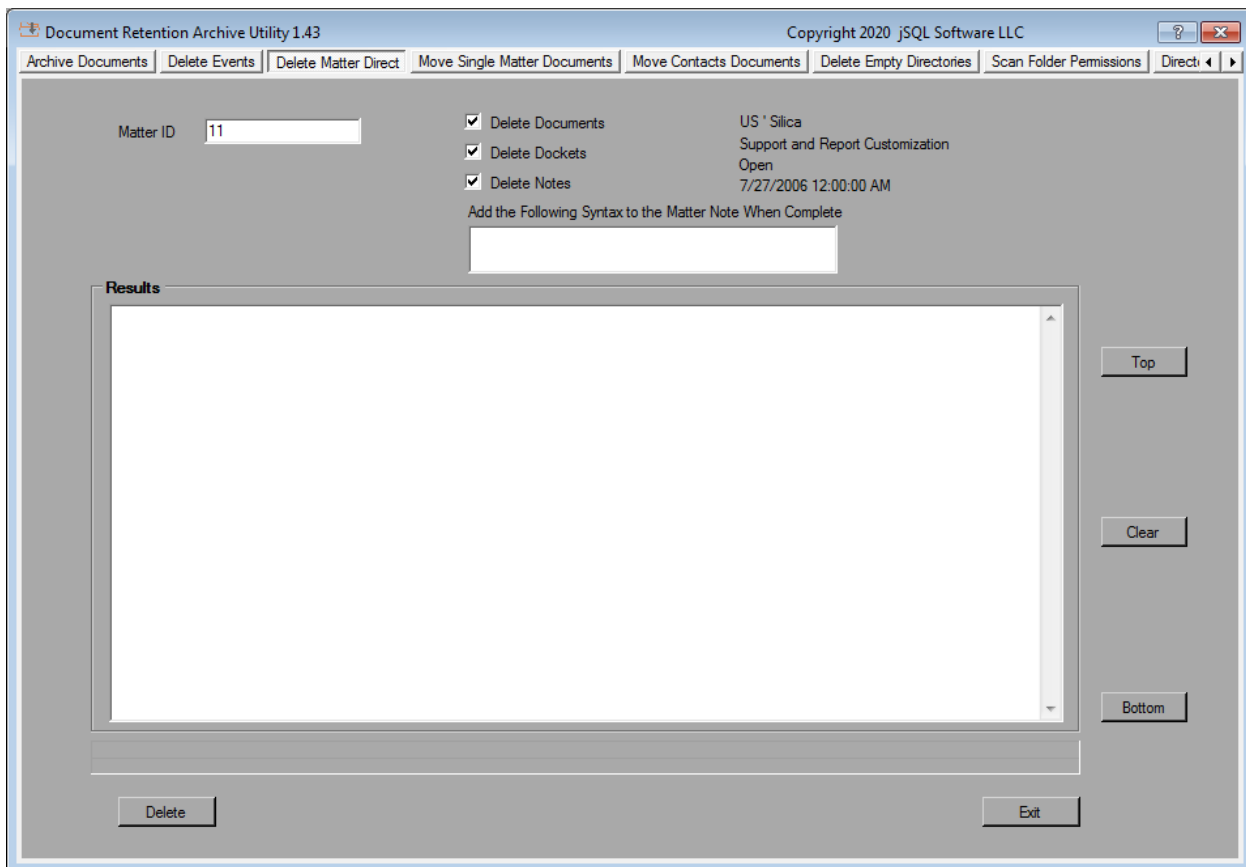
The *Matter Direct Tab* allows you to select a single Matter where you can delete Documents, Docket Events, and/or Notes.

- *Matter ID:* Enter the Matter ID of the Matter where you with to delete Events.
- *Delete Documents:* Using this checkbox will delete all documents in the Matter selected.
- *Delete Dockets:* Using this checkbox will delete all of the Docket Events in the Matter selected.
- *Delete Notes:* Using this checkbox will delete all of the Notes in the Matter selected.
- *Add the Follow Syntax to the Matter Note When Complete:* You can fill this text box with syntax that you want to appear in the large Notes field on the Matters' Notes tab, Notes field. Usually information indicating when, why and by whom the documents, dockets and/or notes were deleted is placed here.
- *Information Window:* This window shows a list of all the actions taken by the Document Retention Archive Utility. This is useful for troubleshooting any technical issues and for verifying your archival actions. The *Top* and *Bottom* buttons are conveniences to scroll directly to the top or bottom of the window listings.

USING THE MOVE SINGLE MATTER DOCUMENTS TAB
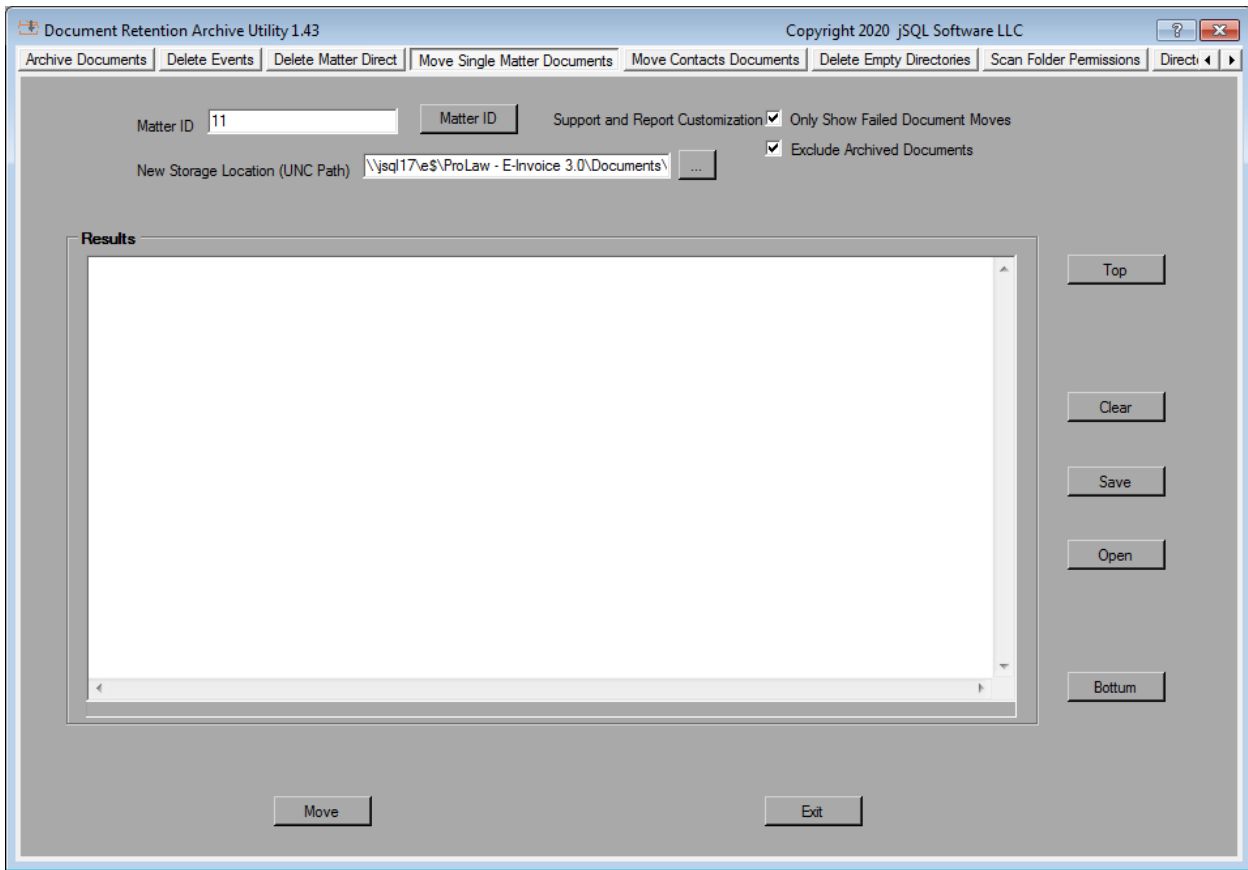
The *Move Single Matter Documents Tab* allows you to select a single Matter and specify a UNC path location where you want the documents associated with that matter to be moved. This is extremely helpful for firms that have multiple offices and want to move the documents from one server to another.   The resultant path for the documents will be the New Server UNC Path plus the regular ProLaw document storage hierarchy.

- *Matter ID:* Enter the Matter ID of the Matter where you with to delete Events.
- *Validate: Option button that will show you the short description of the matter you are looking to process.*
- *Move: This starts the process running.*
- *Only show failed moves checkbox:* Using this checkbox will limit the results panel to display those documents, if any, that could not be moved.

USING THE MOVE CONTACTS DOCUMENTS TAB
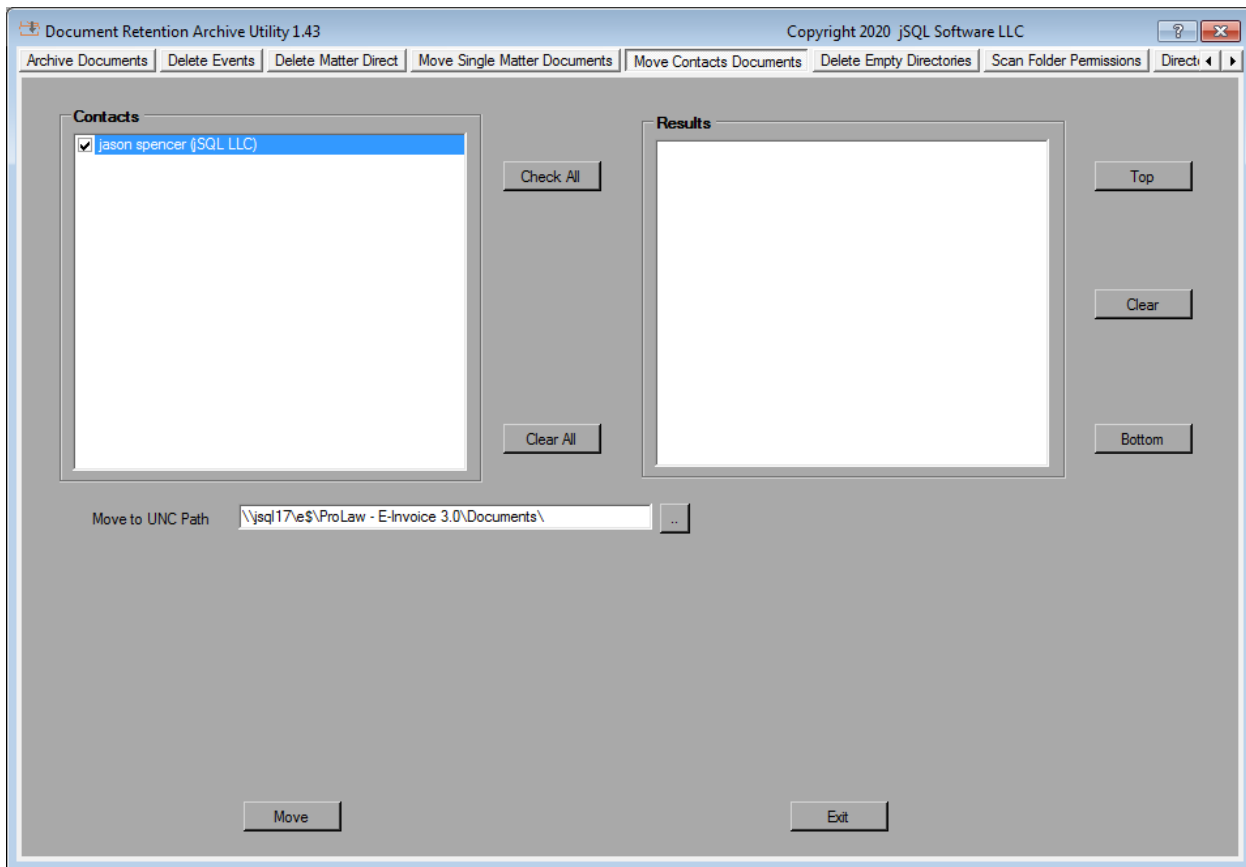
The *Move Contacts Documents Tab* allows you to one or move Contacts and move all documents associated with your selection to a new storage location. Only Contacts that appear in the left hand side of the tab (Contacts Selection Grid) have documents associated with them. This tab is very useful when are moving or refreshing your ProLaw document store. ProLaw's refresh documents path regularly fails when faced with even a small amount of contact documents to refresh. The resultant path for the documents will be the New Server UNC Path plus the regular ProLaw Contacts document storage hierarchy as defined in Contacts Preferences.

USING DELETE EMPTY DIRECTORIES TAB
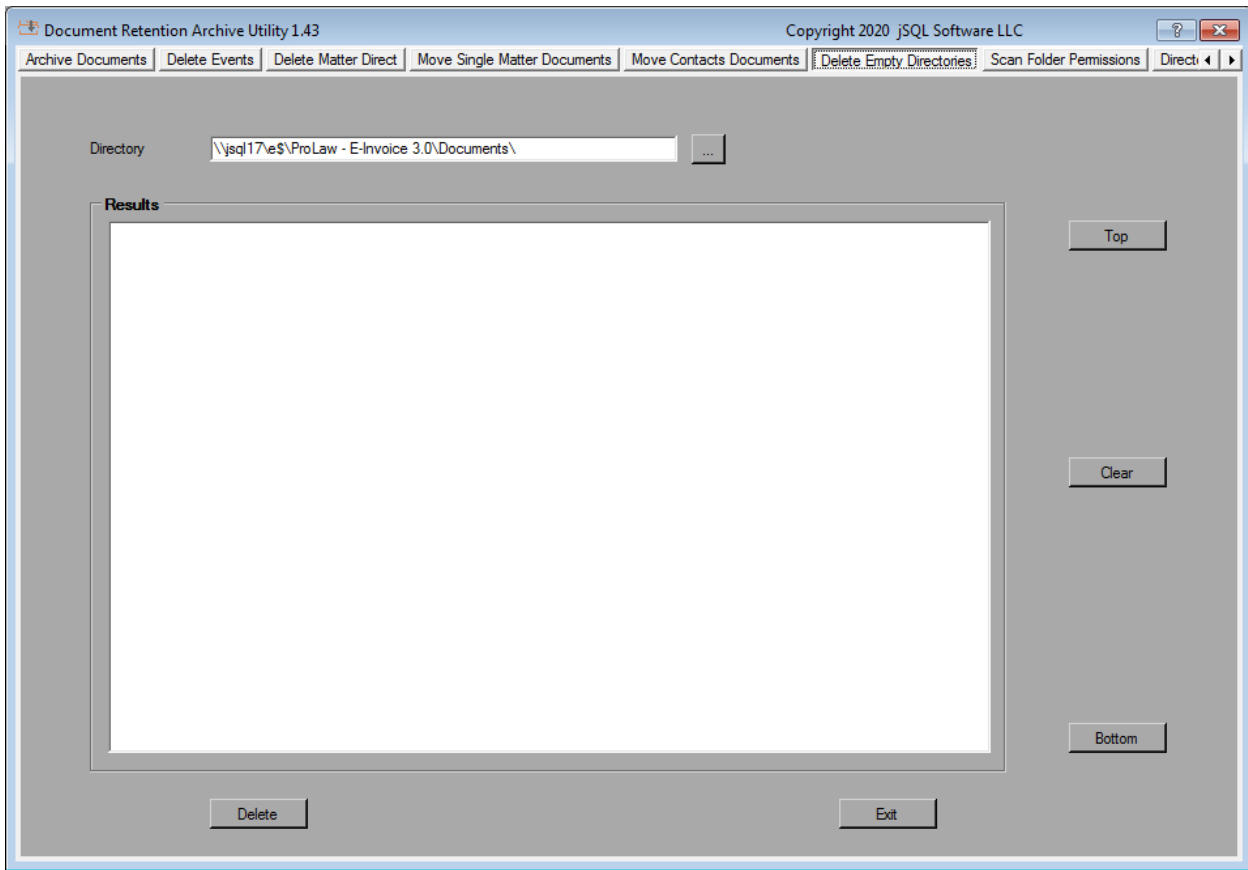

The *Delete Empty Directories Tab* is an administrative function and usually is run after a bunch of documents have been moved or deleted. It is basically a housekeeping mechanism. You simple put in the UNC path of the direction you want scanned, the process scans that directory and all subdirectories and deletes any empty directories. The result is a cleaned up directory structure.

USING SCAN FOLDER PERMISSIONS TAB

The *Scan Folder Permissions Tab* in an administrative tab. The process scans the default ProLaw instance's document store and checks some very basic rights conditions that could result in one or more of the Document Retention Archive Utilities processes in failing. The result set will tell you the basic idea of the error along with the directory name. You can save the results to a text file for easy viewing at a later time.
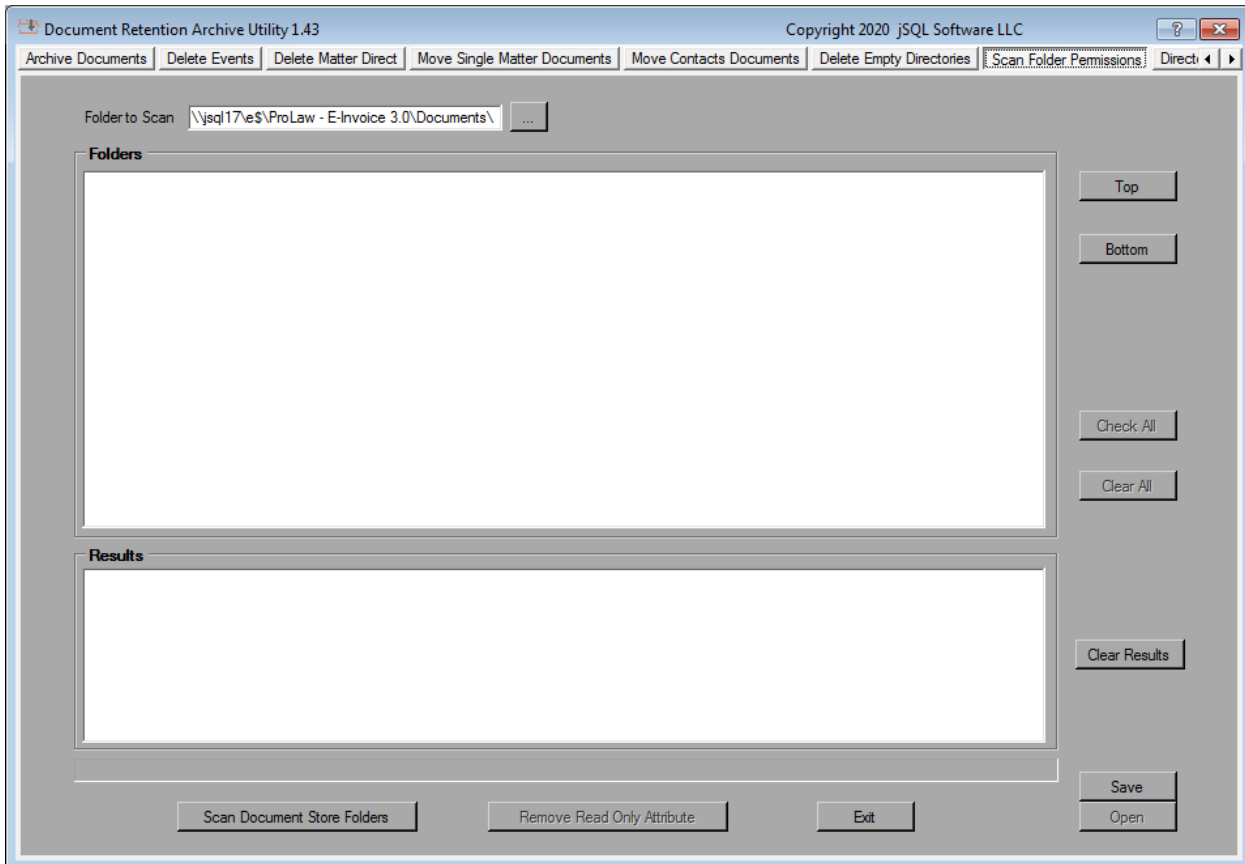
USING DIRECTORY SIZE TAB

The Directory Size *Tab* will rarely be used. This tab allows you to scan the directories of you ProLaw document store (First level or two levels deep) and see which folders are taking up the most room. Some clients use this to determine what information needs to be archived or otherwise addressed. Whether you scan to the First Level or the Second Level (Think ProLaw document storage preferences) depends upon how you have your system configured. If you have preferences setup by Client Sort then MatterID, you probably would scan to the Second Level so you can tell which matters have large document stores. The result set is sent to the Results panel and can be saved to a text file for further analysis.
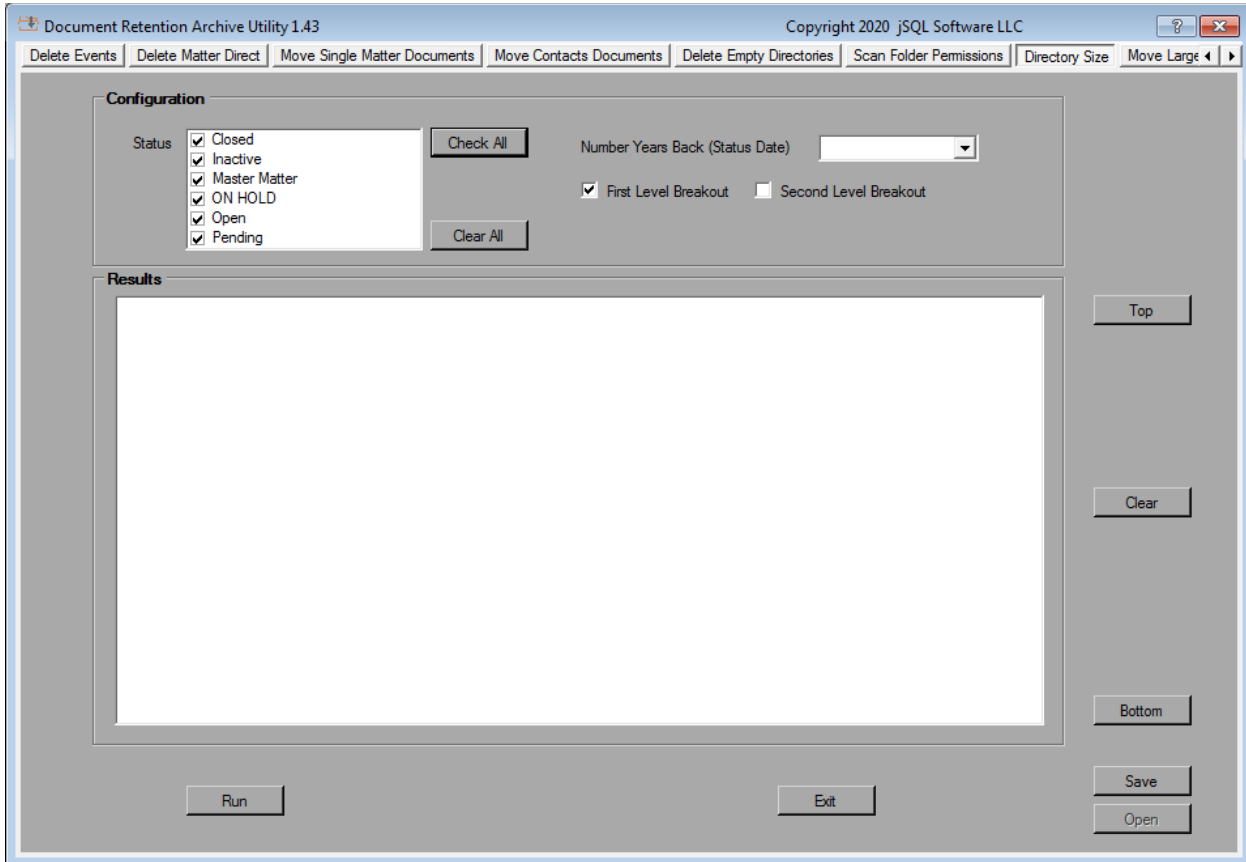

- *Status:* Select the Matter's status (or all) that you want to scan.
- *Number Years Back (Status Date): This selection limits the matters returned based on the status date being a specific time frame in age.*
- *First Level Breakout: Selecting this checkbox will scan your ProLaw document store and sum up the total file size in each first level folder. The first level folder is defined by the first level in the Matters – Preferences – Documents – Subdirectory scheme setting.*
- *Second Level Breakout: Selecting this checkbox will scan your ProLaw document store and sum up the total file size in each first level folder. The first level folder is defined by the first level in the Matters – Preferences – Documents – Subdirectory scheme setting.*

- *Run: Starts the scan process. Depending upon the size of your document store, this process can take a while to complete.*

NOTES: The process scans all files within the chosen hierarchy, not just ProLaw files. So if you have non-ProLaw files in your ProLaw document store, they will be included in the scan.

USING MOVE LARGE PROLAW FILES – MANUAL TAB

The Move Large ProLaw Files – Manual tab allows you to scan local you ProLaw document store and identify certain file types or files of a certain size. It will then compare the result set of the scan with the documents pointers in ProLaw to match up the two. The result is a list of documents meeting your criteria that are in ProLaw. You when can move these documents to an alternate location. This is very useful to capture large PDF files, video and audio files and some specialized x-ray/medical scan files. Once the files are moved, ProLaw is updated to reflect the new location and the original file is then deleted.
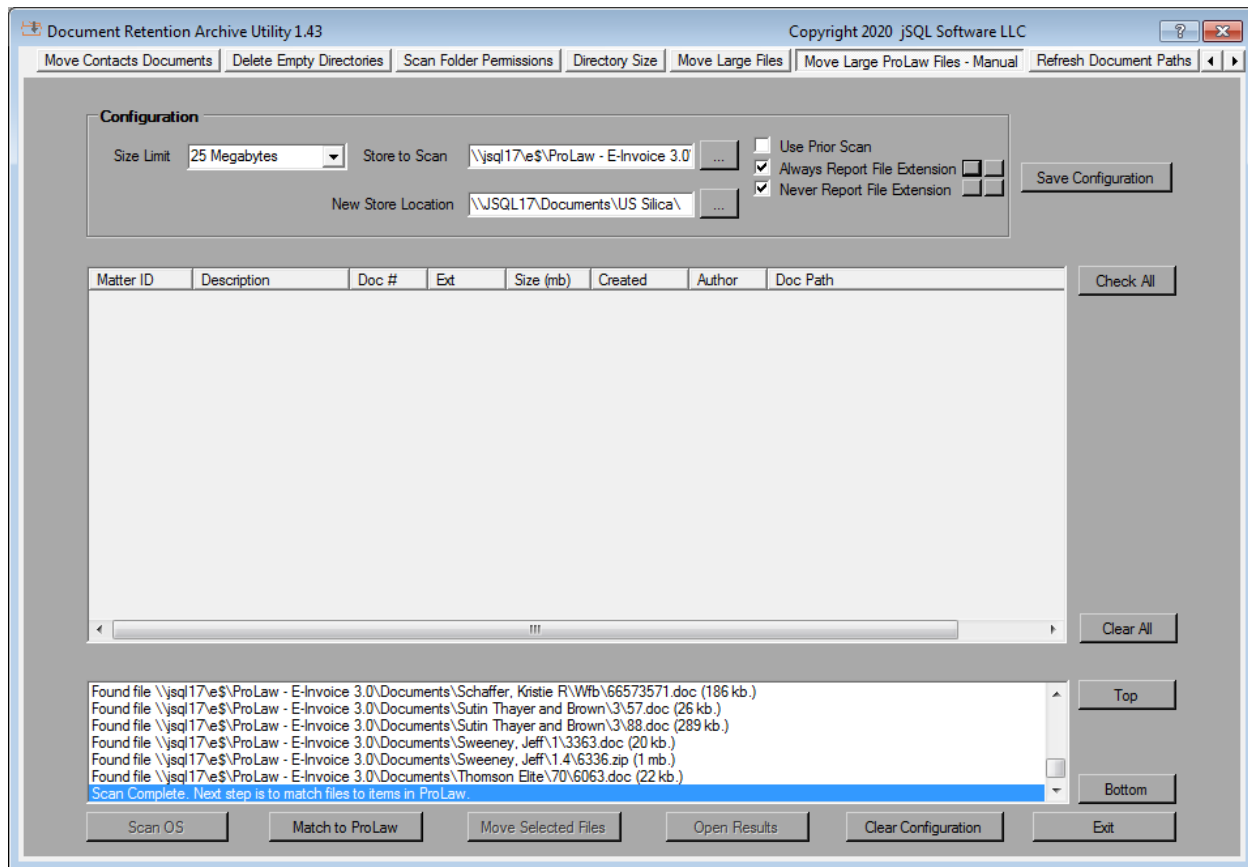
- *Size Limit:* Allows you to specify the minimum file size limit you are looking for.
- *Store to Scan:* This allows you to specify which ProLaw data store you are looking to scan. Some instances of ProLaw will have multiple data stores associated with it – archives etc.
- *New Store Location:* Where you want the result set of documents moved to.
- *Always Report File Extensions:* Selecting this option will bring up a checked list box of file types that you can ALWAYS capture during the SCAN OS phase of the process – regardless of size. If you need to access or edit the list to review, you can uncheck and recheck the check box or you can hit the small button to the right of the preference name.

- *Never Report File Extension:* Selecting this option will bring up a checked list box of file types that NEVER will be captured during the SCAN OS phase of the process – regardless of size. If you need to access or edit the list to review, you can uncheck and recheck the check box or you can hit the small button to the right of the preference name.
- *Use Prior Scan:* When the Scan OS button is pressed, the selected document store location is scanned for all files meeting your search criteria. The results of this scan are stored within the ProLaw database.
- Save Configuration: Selecting this preference commits the above selections to the ProLaw database so that next time you launch the application, your configuration reappears.
- SCAN OS: This scans the selected document store for files based on all your filters.
- Match to ProLaw: Performs a file name to file name comparison of each document in the result set to the ProLaw events table. Any documents that are truly ProLaw documents will appear in the Document Listing.
- Move Selected Files: You can select one, many or all documents to me moved by checking the check box to the left of the document name. When you hit the Move Selected Files button, the document(s) in question are copied to the new storage location. A comparison is then performed between the new and old documents to verify the file copy completed correctly. Then ProLaw database is then updated. If both of the preceding steps complete successfully, the original document is deleted. The result is ProLaw points to the document in the new storage location.
- Save Results: Selecting this button causes the contents of the Results box to be saved to a text file so you can review it in detail. The result file is stored within the DRAU application directory.
- Open Results: Allows you to open the result text file for review using the Windows Notepad.

USING REFRESH DOCUMENTS PATH TAB (MATTERS)

The Refresh Documents Path module is designed to greatly enhance the functionality of ProLaw's native refresh document path process and accomplish the task in a much more stable and user friend manner. Currently the module allows you to create up to 99 different Refresh Plans. All plans can be saved to the ProLaw database and are retrievable by selecting the plan name from the Refresh Plan drop down list. Each plan can be run via a scheduled task – requiring no human intervention. It is important to note that next to each Refresh Plan there is a number. This number is the way the system identifies which plan you want to run via a scheduled taks. More about that later.

Configuration:

Created in the last: This setting will limit your refresh to documents created in the last XX days. By itself, this is no limit on what matters these documents are associated with.

Use Status Date Range: Selecting this option disables the Created in the last preference and instead provides the ability to select a before and after date. So if you want to only refresh document paths with a Matter Status Date September 30, 2018 and July 25, 2019. Of course you must select which status(s) you want to include in your query as well.

Use Event Date Range: Selecting this option disables the Created in the last preference and instead provides the ability to select a before and after date. So if you want to only refresh document paths for doucments created between September 30, 2018 and July 25, 2019.

New Storage Location: If you wish to move your documents from one place to another, you can specify the new document storage URL here. This field must be populated with a valid URL.

Limit to Documents in: This preference means that only documents contained within this storage location will have their paths refreshed. This is particularly important for replication clients or clients with multiple ProLaw document stores.

Exclude Docs in: This preference allows you to exclude any document located in the designated URL from having its path refreshed. **Note, it is very important that when specifying inclusions and exclusions you use the exact same path as is used within the ProLaw database for storing the URLs.** Otherwise you could end up refreshing documents you do not wish to or excluding documents you want to refresh.

Exclude Archived documents: If you have archived any documents using the DRAU, there is a tracking record associated with the archive. Selecting this preference tells the refresh routine to ignore those records. The result is your archived documents stay in the archived location.

Exclude Refreshed Documents: The Refresh Document Paths routine provides you with so many filters that it is very possible (and likely) that you will capture multiple documents in different plans. Selecting this preference will exclude any document from having its path refreshed multiple times. While nothing would end up happening to the document as it was already moved to the correct location in the first pass, selecting this option will prevent the application from going throw the steps of selecting the document, comparing its current path to the new potential path etc.

Include Buddy Documents: Buddy documents are hard to process. Which matter do the documents belong under? If you move the document once and then attempt to move it a second time you end up moving the same document around for no good reason. For this reason, you are given the option to exclude Buddy Documents from the refresh. If you are refreshing all your document paths, you will eventually need to allow buddy documents to be refresh, but on the first pass we recommend skipping them as the refresh process can slow down a lot dealing with these documents.

Matter Status: Just like it reads, select the Matter Status of the matters that you want to have processed via the Refresh Document Paths routine. If you select no Matter Status, the matter status will be ignored when querying up your result set.

Area of Law: Just like it reads, select the Area of Law of the matters that you want to have processed via the Refresh Document Paths routine. If you select no Area of Law, the area of law will be ignored when querying up your result set.

Matter Type: Just like it reads, select the Matter Type of the matters that you want to have processed via the Refresh Document Paths routine. If you select no Matter Type, the matter type will be ignored when querying up your result set.

Document Type: Just like it reads, select the Document Types of the documents that you want to have processed via the Refresh Document Paths routine. If you select no Document Type, all documents (subject to the Event Class limit below) will be processed.

Event Class: Just like it reads, select the Event Class(es) of the documents that you want to have processed via the Refresh Document Paths routine. If you select no Event Class(es), all documents (subject to the Document Type limit above) will be processed.

As you can see, you can finely tune what needs to be refreshed.

Running a Refresh Plan via a scheduled task is easy. Start by creating a new scheduled task with Windows Task Scheduler. This can be found in then Administrative Tools section of a Windows based machine. When you get to the option of what you want to do, select Start a ProLaw. Follow the setup so that you can go to the location of the DRAU executable. Select it to run via the scheduled task. In the Add Arguments section you need to put your plan number preceded by a /. So if we want to run plan 701, it would be /701. Additionally, you will need to add the /SILENT switch to your arguments field. This tells the application it is not running in interactive mode and that it should just go ahead and process the enumerated plan (701 in this case).
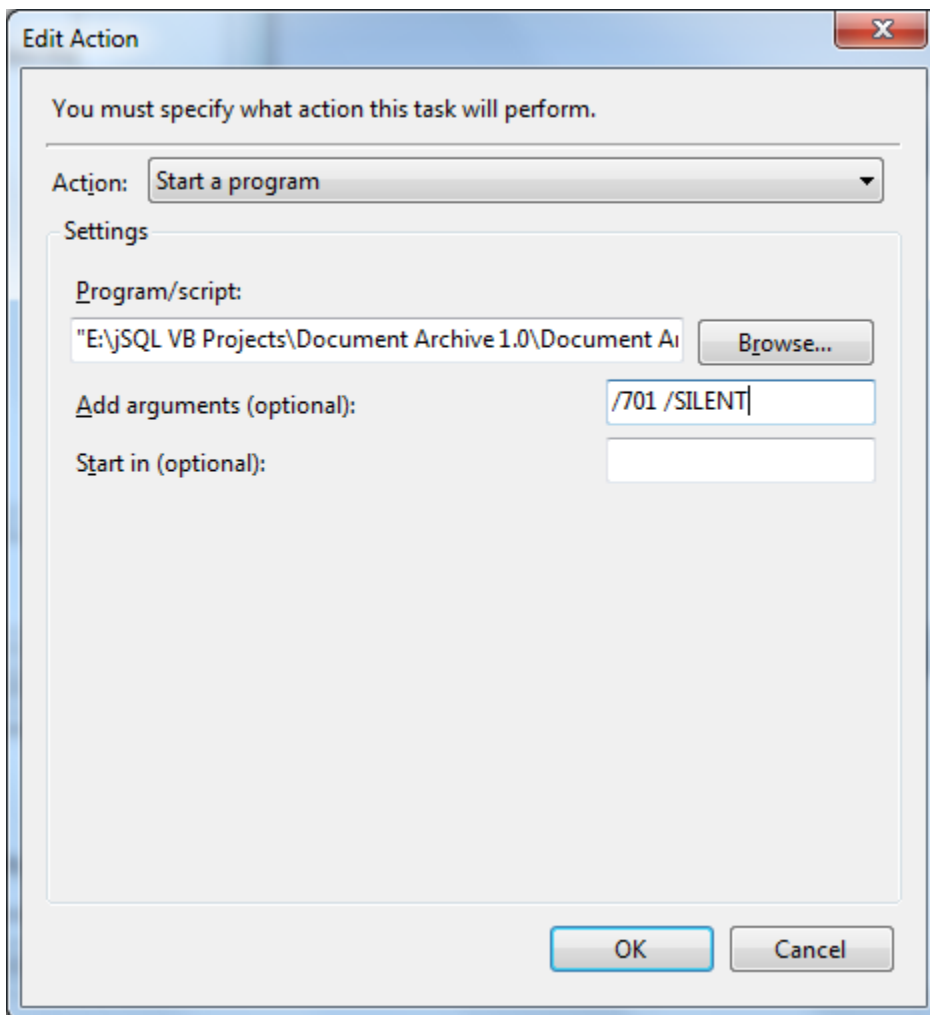
To determine which plan number you want to setup via the scheduled task, open the DRAU utility, go to the Refresh Document Paths tab and select the plan for the Refresh Plans drop down list. Once you have the correct name selected and have confirmed the preferences are setup as you want them, note the number next to the plan name. It will be in the 700 – 799 range.

Save your plan making sure the plan is set to run whether you are logged in or not – if you truly want this to do so. Often times this option is overlooked.
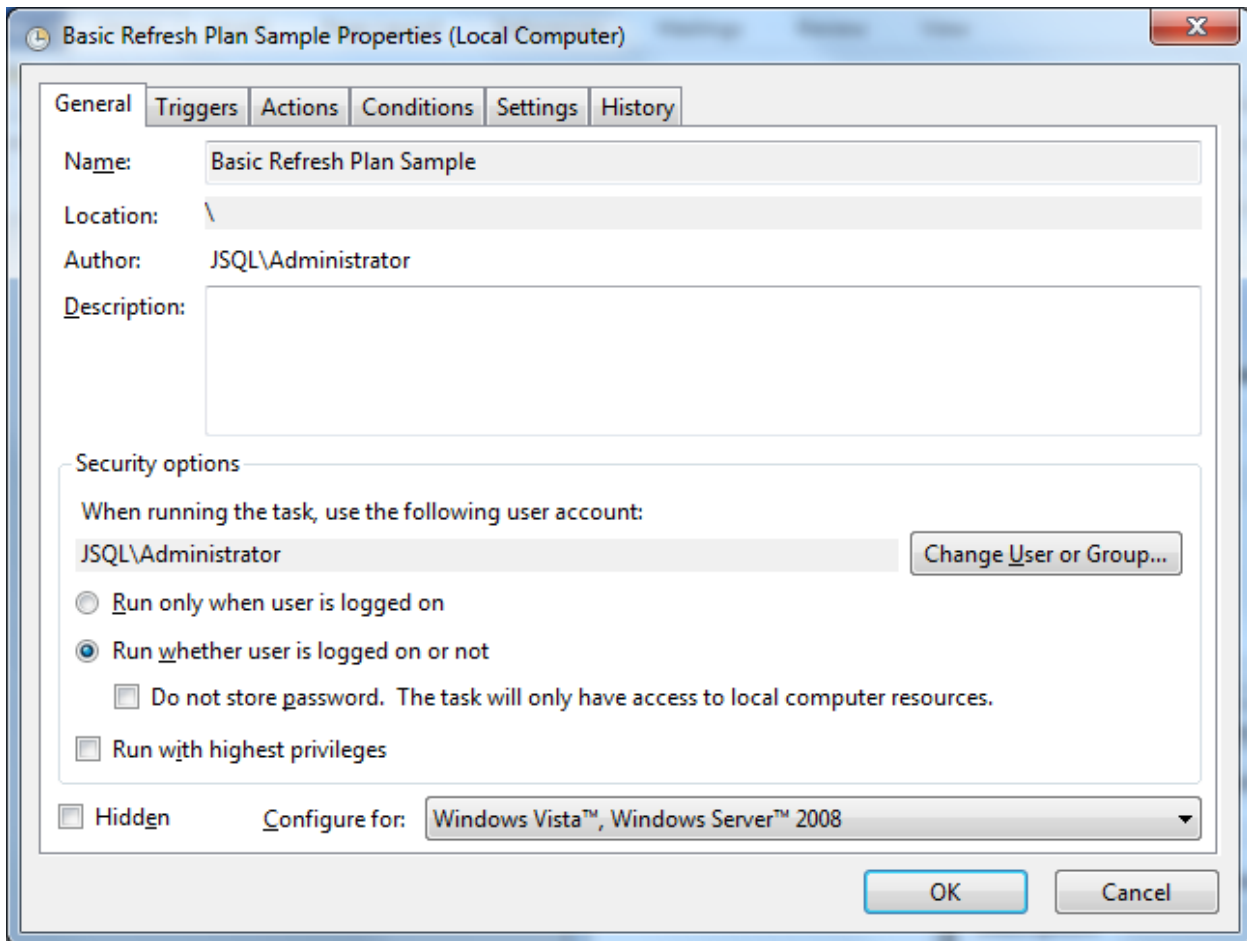
The plan is now scheduled to run automatically.

USING CONVERT .DOC TO DOCX TAB

The Convert .dox to .docx tab is used to update exist documents created using an older version of Microsoft Word to the newer (and enhanced) format. The process programmatically opens each file and saves if to the updated format and gives it the updated file extension. ProLaw is also updated to reflect the new file name. As ProLaw has progressed through various iterations of the .NET platform, there have been issues opening the older .doc files. This has resulting in the need for someone to open the file, save it to the new format and then drag it into ProLaw. The Convert .doc to .docx process does away with the need for any manual intervention.
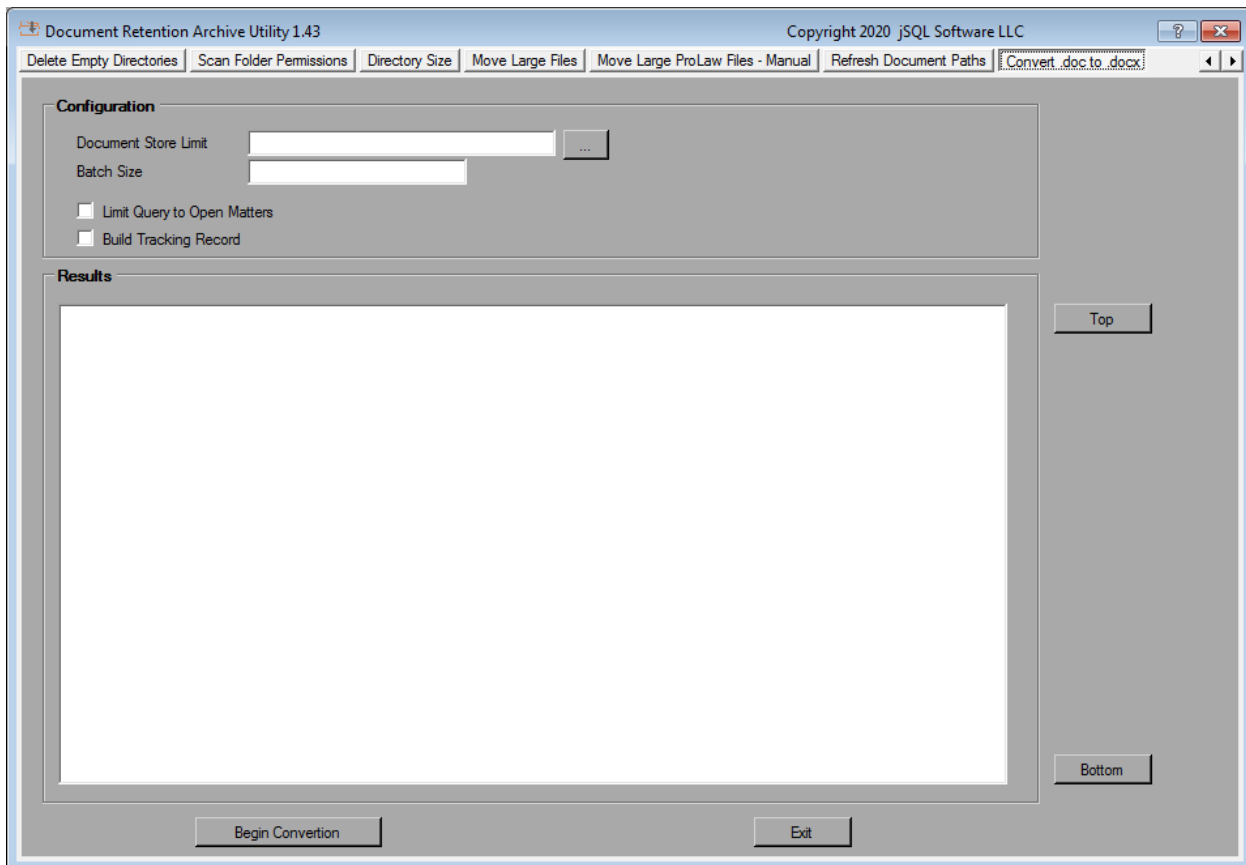
Since the number of .doc files in a given ProLaw document store can be huge, we have provided a few ways to limit the number of documents processed in a given batch. We highly recommend processing no more than 10,000 documents per batch. The process is resource intensive so it is best to file it up at the end of the day and let it run over night. We are constantly looking for ways to improve this process and are actively soliciting input on what filters we can add to make this routine more useful.

WHAT'S NEW IN RELEASE 1.43

- Added Convert .doc to .docx Tab.
- Added date range feature to Refresh Document Paths process.
- Minor appearance adjustments.
- New Icons
- Minor bug fixes.

A WORD ABOUT THE CONFIGURATION FILE

- Tab access can be controlled via configuration file settings.
- Tab names can be changed by using editing the configuration file.
- Tab background colors can be changed by editing the configuration file.
- As part of the document scan process, by default the application tries to rebuild some database indexes. This preference can be disabled via the configuration file. Whether this is left on or not is a matter of firm security policy, database size and server performance/load.
- Enabling the Custom list feature in either the Archive module or the Delete Events module will require editing the configuration file and more importantly, customizing a series of database functions. Before implementing these features, test thoroughly.
- Do not change preferences that you do not know the purpose of. You could unintentionally disable your license, cause the application to stop function or some other bad event of biblical proportions.

And finally, the Document Retention Archive Utility's functionality has grown significantly since its inception in 2015. We are striving to consolidate some functionality, expand the flexibility of the product and obviously make it better overall. To do this we need your assistance, feedback and recommendations on what we can do to make the product more useful.

2019 Roadmap: Q3 - Q4 will be based on adding more features or expanding those already in place. We are looking at expanding the archive functionality to archive dockets, notes and document data to an external database. This will remove them from ProLaw all together but there will be the ability to reload the data into ProLaw from an administrative console. The precise timing and cost of this functionality is still being evaluated.