



EasyFolders

- Empowers users to add required folders to workspaces while maintaining standardization.
- Create standardized templated folder structures and apply template folders to workspaces.

Easy Folders ensures firm-wide consistency, while providing users with the ability to customize workspaces according to their needs

Consistency and control are important factors when it comes to maintaining workspaces in a document management system. *Easy Folders* reduces risk by allowing administrators to create and control standardized template packages.

The risks associated with allowing users to customize workspaces include human error in creating folders or selecting metadata and security, as well as the creation of unnecessary folders that will cause a organization's DMS to become cluttered.

With *Easy Folders*, these risks are reduced and users still have a degree of flexibility in customizing *iManage Work* workspaces by adding the folders that they want, when they want them.

Product Features

Administrators can:

- Create standardized templates for distribution across the organization
- Simplify the initial folder structures delivered during workspace generation
- Control which users have access to add any set of folders
- Control those workspaces to which customized folders can be added
- Allow certain users to add custom folders to specified workspaces
- Limit access to custom folders to certain folder levels within the workspace structure

"As part of our firm's first 'Hackathon', RBRO assisted by looking at ways products such as Easy Folders could provide the flexibility for our administrative staff and fee earners to be more productive in the firm's e-filing initiative."

—Landers & Rogers,
Australia

Components

Easy Folders snap-in: Allows administrators to create standardized template packages that can be made available to specific users or groups, to be added into all or selected workspaces.

Easy Folders client: Provides users with the ability to select from firm-approved standardized packages of folder structures.

Requirements

System compatibility: 32-bit and 64-bit

Client (OS): Windows 7, 8.x and Windows 10 OS

Server (OS): Windows Server 2008 through 2016

iManage requirements (Client): Desksite/Filesite 8.5 through 9.3

iManage requirements (Server): *Work* Server 8.5 through *Work 10*

Other details: Works with *iManage* cloud/on-premise environments; *iManage* cloud-ready

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

About RBRO Solutions

RBRO Solutions, a leading business solutions provider, is dedicated to helping organizations get the greatest value from their business content and work processes. The company is trusted globally by over 400,000 business users and has worked with over 500 medium, large and Fortune 500 companies. RBRO offers visionary leadership to its clients with respect to changing landscapes that impact their business.

Over 30 propriety RBRO business solutions seamlessly support mission-critical business systems for top legal and corporate brands worldwide. The company was established in 2003 at the forefront of the enterprise content management, big data and document management era. RBRO continues to be a leader in its approach.

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