



# EasyImport

- Facilitates the capture of locally-saved content within *iManage Work*

End-users can quickly import documents and folders into *iManage Work* directly from the Microsoft Windows file system

*Easy Import* is an easy-to-use tool that allows users to directly move or copy documents and/or folders from the Microsoft Windows file system into *iManage Work*. It allows:

- non-uniform structures to be easily imported into *iManage Work* by end-users;
- content to be migrated when needed, instead of relying on a larger administrator-managed import; and
- quick and easy import of content provided by clients or new staff.

*Easy Import* allows individual users to import their locally-saved documents to *Work*. To maintain consistent organization, *Easy Import* allows users to directly import a Microsoft Windows folder structure into *Work*. In addition, documents imported into *Work* with *Easy Import* will automatically be profiled with the metadata of the destination workspace and folder. With *Easy Import*, users simply have to 'right-click' the document or folder to be imported and:

- move or copy individual documents to *Work*, with the option to add the document as a new version, new document or to overwrite an existing *Work* document;
- simultaneously move or copy multiple documents and/or folders into *Work*, or
- move or copy entire folder structures to *Work*.

"We have had a fully licensed copy of the EasyImport tool for only a few days. It has proven to be a proverbial 'game changer' for our importing needs. It is easy to use and does the job as advertised well."

—B. GRIFFIN  
DMS ENGINEER  
TOP 10 AM LAW 100 FIRM

## Product Features

- Allows users to 'right-click' individual documents, a series of documents or entire folders in the Microsoft Windows file system for import into *Work*
- Automatically applies destination workspace metadata to documents during the import process
- Incorporates seamless profiling and allows users to maintain consistent document and folder organization within *Work*

## Requirements

**System compatibility:** OS 64-bit only

**Client (OS) Windows:** 7, 8.x and Windows 10 OS (64-bit only)

**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 requirements (.NET):** Not applicable

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

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### 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 proprietary 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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