



Shortcuts Management

- Enable users to organize their shortcuts with company-approved shortcuts' structures

Provide users with the ability to select from an approved set of structures for organizing shortcuts on their workspace shortcuts' list

Shortcuts Management allows administrators to generate and manage shortcuts templates for company-wide distribution, improving user productivity through meaningful shortcuts' organization and quick access to relevant content.

Once an administrator has created a set of approved shortcuts structures, users have a finite number of ways to set up their shortcuts. As a result, workspace shortcuts are organized in a similar manner for all users across the organization. This standardization helps to facilitate collaboration between users and makes the navigation of *iManage Work* to relevant workspaces much easier and quicker.

Product Features

***Shortcuts Management* provides administrators with the ability to create shortcuts templates via a visual, user-friendly interface that allows them to:**

- Provide users the ability to organize the shortcuts in their “My Matters” or “My Favourites” by selecting a pre-defined categorization method
- Increase the speed to launch Microsoft Outlook for FileSite clients, if the user has a large number of shortcuts. Shortcuts can be compressed and categorized for a quicker launch
- Develop dynamic templates to automatically create shortcuts to new workspaces and update a user’s workspace shortcuts list, based on specified metadata
- Push out specific workspaces to the shortcuts lists of designated staff to ensure that they have quick and consistent access to company content
- Backup, restore or purge shortcuts
- Notify users when new shortcuts have been added to their workspace shortcuts list

Product Features cont.

This functionality provides administrators with the flexibility to:

- Roll out a specific shortcuts categorization to certain users, departments or the whole company
- Deploy specific shortcuts to company- or department-specific workspaces
- Customize detailed instructions for delivery of shortcuts to users based on metadata or external data

Requirements

System compatibility: 32- or 64-bit *iManage Work* environments

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

Shortcuts Management snap-in: (64-bit) Version 2.05.00 or later of WSM/(32-bit) Version 2.04.00 or later WSM

Shortcuts Management client (.NET): Version 4.0 or greater

Shortcuts Management 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 Shortcuts Management 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 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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