



ImportManagement

- Import email content into *iManage Work*
- Perform mass imports of external documents into *iManage Work*

Import Management is a leading migration tool that allows organizations to quickly migrate email and document content from any DMS or folder/file system quickly.

When setting up an organization's *iManage Work* document management system, the initial import of content can be a time-consuming and difficult challenge.

ImportManagement quickly imports documents and emails into *Work* at speeds of tens of thousands documents per hour, minimizing both risk and downtime.

Import Management - Documents automatically assigns metadata values to specific documents based on either the metadata associated with the document, or via a text file or query. Migrated documents are filed into the appropriate workspaces based on their metadata, or new workspaces can be created using imported metadata, ensuring that documents are not lost in 'flat space' during import. As with metadata, document security can be inherited when filing documents in *Work*, or default security and individual access permissions can be applied via data definitions.

Import Management - Email migrates email content from PST files, *Exchange* public folders and user inboxes into *Work*, while maintaining the same mail-based structure.

Product Features

- Option to maintain the original folder structure in *iManage Work* (***Documents & Email***)
- Import to existing workspaces or create new workspaces as required (***Documents & Email***)
- Dynamically extract and map values during source collection (***Documents & Email***)
- Dynamically make mass or point changes in a staging area prior to import (***Documents & Email***)
- Extensive staging area viewing options for easy review and amendment (***Documents & Email***)
- Validate metadata values for easy correction (***Documents & Email***)
- View and modify security of items in the staging area (***Documents & Email***)
- View and modify destination folders of items in the staging area (***Documents & Email***)
- Exclude items in the collection from being imported (***Documents & Email***)

Product Features cont.

- Apply formulas and value maps to items in a collection (*Documents*)
- Import from Windows file systems including any existing DMS data (*Documents*)
- Recreate existing DMS folder structures (*Documents*)
- Import from Exchange mailboxes or PST files (*Email*)
- Import one or multiple mailboxes in one import job (*Email*)
- Import email, contacts, appointments and other mailbox items (*Email*)
- Filter import based on exchange classes (*Email*)

Requirements

System compatibility: OS 64-bit only

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

Server (OS): Windows Server 2008 through 2016

iManage requirements (Client): Desksite/Filesite - 8.5 SP2 update 4 through 9.3

iManage requirements (Server): *Work Server* - 8.5 SP2 update 4 through *Work 10*

Other requirements (Exchange Server): Exchange Server 2010 SP2 (with Exchange web services enabled) or 2013

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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