EASY FOLDERS

Empower users to add required folders to workspaces while maintaining standardization

- iManage Work 10 compatible
- iManage Cloud compatible

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 document management system (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

Easy Folders is an RBRO WorkSite System Manager (WSM) snap-in. The RBRO WorkSite System Manager is a proprietary enterprise administration solution that allows organizations to gain a greater degree of control over their iManage Work 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

A premiere iManage partner for over 15 years and trusted globally by over 400,000 business users, RBRO Solutions is dedicated to helping organizations get the greatest value from their business content and work processes by extending the power of their iManage Work solution. With over 700 iManage engagements, RBRO applies best practices and know-how to simplify iManage implementations, upgrades and migrations.

RBRO can transform how organizations get work done with adoptable and scalable improvements in business efficiency and agility—that integrate seamlessly across corporate systems—adding value to the iManage Work solution, enabling you to decrease your overall cost of ownership by simplifying tasks and empowering users.

ABOUT IMANAGE

iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve. ILTA's 2017 Innovative Solution Provider of the Year, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world — including more than 2,000 law firms — rely on iManage to help them deliver great client work.

Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit imanage.com.

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