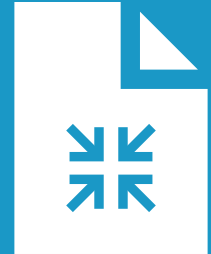


End-users can quickly import documents and folders into iManage Work directly from the Microsoft Windows file system



- Facilitates the capture of locally-saved content within iManage Work
- iManage Work 10 compatible
- iManage Cloud compatible

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 iManage Work. To maintain consistent organization, *Easy Import* allows users to directly import a Microsoft Windows folder structure into iManage Work. In addition, documents imported into iManage 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 iManage Work, with the option to add the document as a new version, new document or to overwrite an existing iManage Work document;
- simultaneously move or copy multiple documents and/or folders into iManage Work, or
- move or copy entire folder structures to iManage Work.

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 iManage 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 iManage Work

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 imanager.com.



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