



EASY TAG

RBRO SOLUTIONS

Easy Tag makes migration to iManage Work from a file system fast and efficient



- Tag folders in a Windows file system to reorganize or facilitate import into iManage Work
- Store metadata associated with the folder contents in a database for easy retrieval
- iManage Work 10 compatible
- iManage Cloud compatible

Easy Tag is an *RBRO WorkSite System Manager (WSM)* snap-in/client tool that enables an administrator to setup specific metadata fields and values that are then applied to folders in a Windows file system using the *Easy Tag* client. Metadata fields and values may be derived from any database or an Excel worksheet.

Easy Tag snap-in includes functionality to:

- configure the selection of metadata fields and values that will be selected from using the client;
- define an import folder naming convention to facilitate the import of tagged folders;
- store tag information for retrieval in WSM database;
- designate path for folder relocation to facilitate import or to organize content; and
- designate iManage Work connections that determine which iManage Work libraries may be selected as a copy destination within the client.

The *Easy Tag* client component includes functionality to:

- simply right-click on a folder or multiple folders in the file system and select *Easy Tag* from the 'Sent To' submenu;
- select metadata fields and values to apply to selected folders;
- view existing tags on individual folders;
- rename tagged folders with tag values and invoke the relocation process; and
- select an iManage Work location as the import destination of the folder contents.

PRODUCT FEATURES

- Tag folders without having iManage Work pre-installed and configured
- Use variables to look up metadata in external systems
- Rename folders to indicate tagging information
- Move folders that have been tagged to a network location
- Store tagging metadata into a database table for later use
- Specific DMS locations can be selected while tagging when importing into existing iManage Work environments
- *Easy Tag* mode makes *Import Management* setup easy

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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