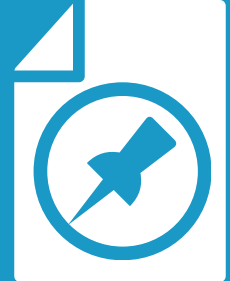# SHORTCUTS MANAGEMENT

Provides the ability to select from an approved set of structures for organizing shortcuts on a workspace shortcuts' list

- Enable users to organize their shortcuts with company-approved shortcuts' structures
- iManage Work 10 compatible
- iManage Cloud compatible

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:

- Provides users the ability to organize the shortcuts in their "My Matters" or "My Favourites" by selecting a pre-defined categorization method
- Increases 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

Shortcuts Management 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 Shortcuts Management 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.