# IMPORT MANAGEMENT

## Quickly migrate email and document content from any DMS or folder/file system.

- Import email content into iManage Work
- Perform mass imports of external documents into iManage Work
- iManage Work 10 compatible
- iManage Cloud compatible

When setting up an organization's iManage Work document management system, the initial import of content can be a time-consuming and difficult challenge. *Import Management* quickly imports documents and emails into Work, minimizing both risk and downtime.

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

***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)*
- 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)*

## ABOUT RBRO SOLUTIONS

A premier 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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