### EXPORT



Facilitate a stressfree, customizable content export from iManage to any Windows location.

Search Criteria Export Workspace	(5)	× n
Add Addstored Critere     Export Advanced	Exclude Datasheet	
Workspace Custom Name	e.g. [custom1].[custom2]	
Results: Document Custom Name	e.g. [custom1].[custom2]	
Active Worka* When File Already Exists	Overwrite	v
worker8 Export Latest Version Only		
Workall3     Export within Timestamped	Folder	
Truncate Long File Path		
Reason		
	Set As Default	Cancel

When an attorney/lawyer transitions to another law firm, they often take their matters with them, which can leave support teams in a challenging position, as they are tasked with exporting multiple workspaces simultaneously. The complexity of this task can escalate depending on the volume of data involved. When coupled with the daily challenges support staff face when exporting content from different locations, which can't be accomplished easily via iManage, these teams are forced to push other projects to the sidelines to focus on exporting data.

Export automates the process of exporting documents and entire workspace folder structures from iManage Work. The solution allows support teams to configure the scope of the export task and place the exported content on a network path, reducing downtime and the impact on the allocation of IT resources.



#### EXPEDITE PROCESSES

- Export large numbers of documents and workspaces at the same time.
- Choose to include or exclude specific types of folders.
- Empower support admins to run export tasks without needing to provide them with additional permissions to view the content.

#### **TRACK & MANAGE** EXPORT TASKS

- Set up specific parameters for an export task.
- Complete configurations quickly and minimal effort.
- Generate a report/datasheet with a customized set of profile information that details data regarding the documents that were exported.

### ACCURACY

- Keep exported documents current with a document update option that overwrites previously exported documents
- Configure the system to export the latest versions or all versions of documents automatically
- Append a timestamp to the export folder



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## EXPORT

# RBRO SOLUTIONS

iManage

### **PRODUCT** FEATURES:

- Bulk export workspaces and selected content from an advanced search result.
- Generate profile information of the content being exported into a datasheet.
- Choose which profile information to include in the datasheet.
- Export files even if path length exceeds windows limit.
- Update content by re-exporting instead of duplicating.
- View and monitor current and previously ran export tasks, review errors on the user interface.
- Exclude folders based on their profile (ex. where class = Admin).
- Exclude empty folders from the export.
- Choose to export only latest version of the documents.
- Customize the name of Workspace and documents on the exported.
- Bulk export documents selected from an advanced search result.





### **ABOUT** RBRO SOLUTIONS:

A premiere iManage Partner since 2003 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 transforms 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 and enabling you to decrease your overall cost of ownership by simplifying tasks and empowering users.

