



Innovative Computing Systems

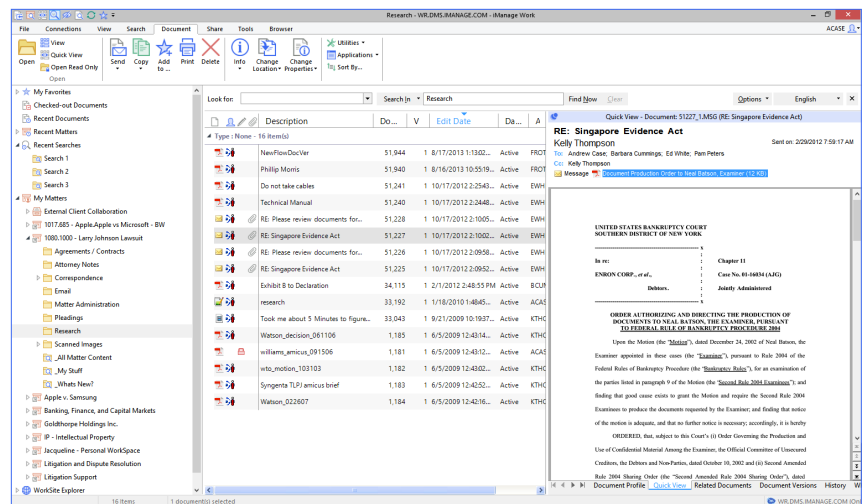
# Enhance productivity and client service with secure, shareable workspaces

## KEY BENEFITS

- Make better, more informed decisions and improve client responsiveness with a single view into all project-related communications and content
- Securely share workspaces with granular permissions, version control and content encryption
- Understand every angle of the client engagement by searching across all project-related communications and content
- Simplify and enhance professionals' work through integration with partner applications that support work product management
- Respond to client needs from anywhere, at any time, with secure mobile access to shared workspaces

Delivering great work for clients has never been more challenging. Professionals must manage more than just client documents; they must keep track of hundreds of emails, texts, voicemails and instant messages that contain critical, project-specific information. Plus, they need 24x7 access to the work product, from anywhere, with the highest levels of security. And they need to collaborate with far-flung colleagues, consultants and clients. How can you enable professionals to work more productively in order to deliver the best client work possible?

With iManage Work, your professionals can view relevant work product in context, rapidly create and revise documents, and collaborate with colleagues, consultants and even clients—all within a single, project-specific workspace that's securely accessible from anywhere, on any device. What's more, thanks to seamless integration with email, they can work on projects right from their email application. The result? Enhanced productivity and client service—all while keeping client information secure and confidential.



## IMANAGE WORK PRODUCT MANAGEMENT

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure governed file sharing and collaboration
- **iManage Insight:** Enterprise content search and analysis
- **iManage Govern:** Project archiving and records management

Seamless integration between iManage Work and popular email applications allows professionals to work in their familiar work environment.

## Consolidate communications and content into unified workspaces

Email is the primary work environment for many professionals. With iManage Work, they can manage emails and document attachments side by side with other work product, improving productivity and saving valuable billable time. Seamless integration with Microsoft Office 365 and Lotus Notes makes emails that are typically isolated in individual in-boxes part of the shared and governed engagement file. iManage Work also speeds the filing process

## IMANAGE WORK MODULES

- **FileSite:** Microsoft Outlook integration
- **DeskSite:** Desktop work product management with tight Microsoft Office integration
- **Work for SharePoint:** Microsoft SharePoint integration
- **Email Manager:** Microsoft Exchange and Lotus Notes integrations
- **OffSite:** Offline work product management
- **OCR Server:** Scanned document conversion to fully searchable text
- **Mobility:** iOS and other mobile apps

by learning each user's filing habits and suggesting appropriate locations or even automatically filing emails. And robust server-side filing enables professionals to file large volumes of emails from their desktop or mobile devices without the typical delays in moving emails. Integration with other leading productivity tools, such as Adobe Acrobat and WordPerfect, and enterprise portals, such as Microsoft SharePoint, further extends the productivity benefits of iManage Work.

## Securely share workspaces with colleagues, consultants and clients

Powerful security features, including granular permissions and version control, ensure that each user sees only those emails or documents for which they are authorized, enabling professionals to share workspaces with colleagues, consultants and clients with confidence. And with inherited metadata, security and records retention policies, sensitive client information is always properly tagged and secured—without any user intervention.

## Search and extract the full value of business information

Professionals rely on search capabilities to cut through information overload and clutter. With iManage Work, a single search executes across all content related to the work product—emails, documents, images, voicemails and other associated materials—enabling professionals to find the information they need more quickly and better serve the client.

## Easily integrate with iManage partner applications

Switching among various other applications professionals need to use in order to complete client engagements can waste precious billable time. You can improve your professionals' productivity and reduce the cost of switching by integrating iManage Work with a variety of partner applications, including:

- Time and billing, ethical walls and conflicts
- Matter and project management
- IP management
- Document comparison and metadata scrubbing



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## 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 worldwide. Every day, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Nearly 3,000 organizations around the world—including more than 1,800 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 [www.imate.com](http://www.imate.com).