iManage Work
Archive Manager

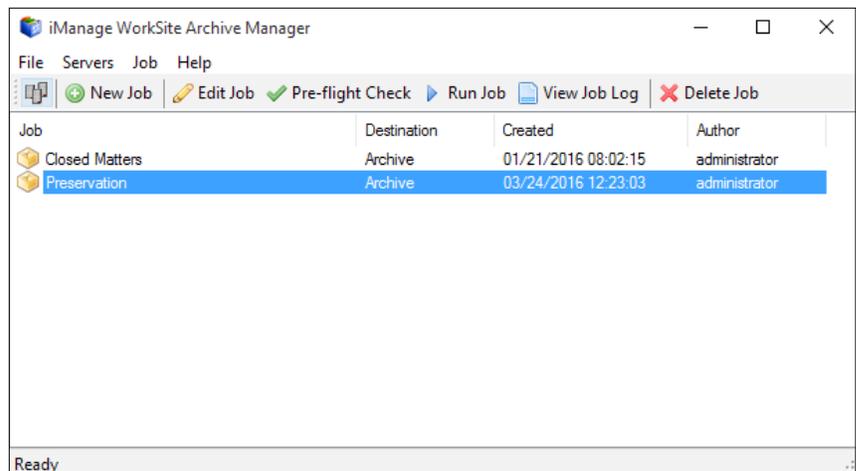# Reduce the cost of managing large libraries

KEY BENEFITS

- Reduce lifecycle cost for large libraries

- Facilitate preservation and discovery

- Drive high adoption with automation and seamless integration

- Better Search Experience

- Flexible deployment—Deploy on premises or in the iManage Cloud

Exponentially growing work product libraries are driving the cost of storage and ownership higher in many organizations. And the volume of work product will only increase, so how do organizations control the cost of large work product libraries over long periods of time while ensuring they remain governed and available to users for search and knowledge management?

iManage Archive Manager

iManage Archive Manager provides cost-effective archiving of complete iManage workspaces to enable cost-effective lifecycle management. With iManage Archive Manager, an archive library on less expensive infrastructure and storage is made available for closed engagements, thereby reducing the load on the primary iManage infrastructure. Archived projects may still be available for search and remain fully governed by iManage Records Manager, ensuring continued availability and governance of work product throughout the entire lifecycle.

Create the appropriate archival process in an easy-to-use interface

Reduce lifecycle cost for large libraries

The unprecedented explosion in content that firms have to manage and retain—particularly due to e-mail retention and compliance needs—requires new approaches to managing very large data sets. Managing this content effectively over time can have dramatic impact on storage costs. With Archive Manager inactive content can be migrated to centralized data centers or inactive libraries reducing storage costs.
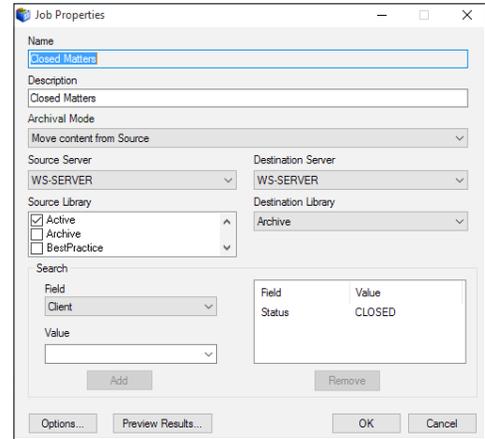
Facilitate Preservation and Discovery

Complying with preservation orders is a challenging reality for risk managers and records administrators. With iManage Archive Manager, preserving content to launch the discovery process is very straightforward. By creating a protected

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

snapshot of active content within a preservation library, the discovery process can be initiated without disrupting work in progress or restricting access to potentially valuable content. Without the metadata capture features in iManage Archive Manager, the organization is at risk for spoliation due to lost or modified metadata and content.

Drive high adoption with automation and seamless integration

Policies can be set up to allow Archive Manager to move content based on an event driven schedule. This is similar to moving physical records offsite once they are no longer needed. Once that content is moved, the end user still has easy access to all the information. Users can search archived content so knowledge sharing and productivity are never hindered.

Configure and deploy automated policies based on appropriate metadata

All content in the archive is still governed by iManage Records Manager; Records Manager knows where all content is stored and continues to manage it in accordance with records policy and apply legal hold as needed.

Better Search Experience

By moving old content out of the active library and into a different library, search results become much more relevant for your users. It's easy to navigate between libraries when searching. Users can choose to search just the active library or just the archive library, based on requirements. No longer are users weeding through results that are old and outdated in order to find the information they need. This make them more efficient and more productive.

Deploy on premises or in the iManage Cloud

iManage Work Product Management may be deployed on-premises, or delivered as a hybrid cloud service on the iManage Cloud.

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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.imanage.com.

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