

Work Product Management For Professionals



BENEFITS

- **Improve productivity:** electronic workspaces serve as a single source of information.
- **Improve customer service:** powerful search keeps information at the professionals' fingertips, workspaces can be extended to collaborate or share files with client, contractors and other external parties.
- **Move from paper to digital**
- **Gain new insights:** comprehensive search and knowledge management capabilities.
- **Improve governance and security over critical work product:** secure and manage all electronic and physical content and communications in accordance with a policy. Enhance governance without imposing additional work on busy analysts.

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:** Archiving, Records, Threat detection and Security Policy Management

Whether it is managing a portfolio of properties, patients receiving home healthcare services, real estate development projects, cases or consulting projects, professionals face common challenges when working with documents, emails and other communications.

- Property development and management companies manage activities by property or project. Access to leases, agreements, applications, and other documents enables faster, more accurate decisions. Eliminating paper, communicating electronically with off-site crews, asset owners or prospects and automating recurring leases and other processes are often challenges.
- Educational institutions are challenged with managing information and communications by student, generating and managing grant proposals and managing intellectual property and other licensing operations.
- Energy companies and utilities must collect, maintain and manage information in strict accordance with regulatory requirements, and organize that information by facility or by entity.

iManage Work Product Management

iManage Work Product Management is used by more than 3000 government agencies, corporations, educational institutions and other organizations. More than 1 million professionals rely on iManage to get work done.

iManage Work Product Management provides an integrated solution to manage a unified electronic file that stores all relevant content including documents, email and scanned paper for an asset or project. Encompassing document management, email management, file sharing, collaboration, records management and information governance, iManage offers the most complete functionality, reliability, security and integration with other key legal tools.

Improve productivity and client service with electronic files

Electronic filing cabinets: With iManage Work, professionals manage asset or project related content and communications in a single unified electronic file,

MANAGE ALL CLIENT WORK PRODUCT IN SINGLE UNIFIED ELECTRONIC MATTER FILES BY CLIENT AND ENGAGEMENT



which may be viewed inside Microsoft Outlook, Office, Lotus Notes and mobile devices including tablets and mobile phones, or web browsers.

All relevant metadata is assigned as content is filed, so professionals have no forms to complete. Intelligent filing suggestions for email solve the challenge posed by high email volume.

Find what you need when you need it: Single search across email, documents, presentations, and scanned images saves professionals time, and enables better re-use of previous work product best practices.

Access to content anywhere on any device: Mobile apps keep all information in electronic files updated on your professionals' laptops for unfettered productivity even when not connected.

Easy and secure file sharing and collaboration

iManage Share enables companies to standardize on a single tool for file sharing that not only addresses internal security and governance needs but is also completely integrated with document management. External parties don't have to learn another application or be burdened with keeping data in synch.

Transform information to insight

With iManage Insight you can search across SharePoint, email, shared drives, and archives to get a single enterprise wide search. You can identify otherwise hidden expertise and leverage the benefits of the entire organization.

Eliminate paper and manual processes

Scanned documents can be routed automatically to proper folders based on extracting key information. Valuable office space is saved by converting physical paper into searchable files. The iManage Work OCR turns scanned documents and email attachments into searchable knowledge.

Secure and govern all content and communications

iManage Govern enables organizations to secure and govern all work product by client or asset. As professionals file information in electronic files, the system automatically applies the appropriate governance policy based on client or asset. Professionals do not need to be made into records managers.

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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. 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 <https://imanager.com>.