



iManage

Making knowledge work



Building a culture of
knowledge sharing

Collaborate effectively



At the heart of every organization is its people and its knowledge, and a successful culture of knowledge sharing hinges on how you bring these factors together. Teams with easy access to information and organizational expertise – who can collaborate efficiently, intelligently, and securely – ensure sustainable growth in a highly competitive market.

Building pathways and networks that accelerate collaboration encourages employees to exchange and preserve their knowledge with confidence. Many knowledge organizations accomplish this by building a dedicated knowledge management team, but there are other options.

A knowledge work platform that fosters seamless coworking and has integrated tools that support, protect, and reward contributions to the organization's collective intelligence is key to preserving knowledge for the benefit of all.





Sticking points

As the need for new ways to collaborate in the age of hybrid work has snowballed, the process of finding these solutions has proved challenging. Knowledge silos, legacy technology, and cumbersome document management practices often hinder collaboration, along with imperatives to enforce governance protocols, ensure access is “need-to-know,” and maintain confidentiality of sensitive materials.

Knowledge work platform

Organizations often replace legacy technology to improve collaboration, but new technologies demand different skill sets and a cultural readiness for change. With seamless interoperability, the iManage Cloud platform empowers knowledge workers to work intuitively, unlock productivity, and build company expertise. Customers rely on our vibrant ecosystem of partners and integrations to help democratize knowledge work, harness innovation to drive performance, and deliver better business outcomes.

“

The iManage platform seamlessly integrates our documents and emails with robust security and governance applications. Our staff appreciate the user-friendly interface.”

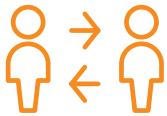
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JASON THOMAS, Chief Information Officer,
Cole, Scott & Kissane

About iManage™

iManage is dedicated to Making Knowledge Work™. Our cloud-native platform is at the center of the knowledge economy, enabling every organization to work more productively, collaboratively, and securely. Built on more than 20 years of industry experience, iManage helps leading organizations manage documents and emails more efficiently, protect vital information assets, and leverage knowledge to drive better business outcomes. As your strategic business partner, we employ our award-winning AI-enabled technology, an extensive partner ecosystem, and a customer-centric approach to provide support and guidance you can trust to make knowledge work for you. iManage is relied on by more than one million professionals at 4,000 organizations around the world.

Visit www.imate.com to learn more.



of knowledge workers report communicating more **asynchronously*** than they did last year.

*Asynchronous communication is distinguished by interactions that do not take place in real time or do not require an immediate response.

Connectivity

A connected workforce is an engaged workforce, and that enables businesses to keep good people and attract top talent. Making the exchange of information easy, natural, secure, and fluid increases employee satisfaction, enables teams to problem-solve more effectively, and helps promote a culture of knowledge sharing.

Seamless Teams integration

Wherever you work, your content is safe with Microsoft Teams and iManage. A collaboration tool already familiar to most knowledge workers, Microsoft Teams integrates smoothly with iManage Work to allow professionals to collaborate effectively, while content remains secure and governed in the iManage platform. Users share comments, questions, or revisions, without losing track of changes or worrying which version is final.

- Search, preview, and edit Work files directly from Teams without switching applications.
- Enable real-time and in-document collaboration while limiting time-consuming context switching.



iManage integration with Teams is very intuitive. You can even preview a document in Teams.”



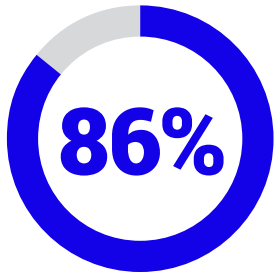
TIM MOONENS, IT Director, PMV

How iManage supports connectivity in your organization

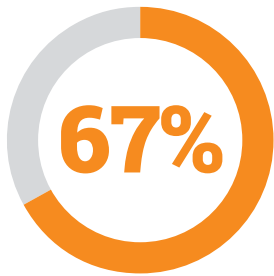
Microsoft Teams has arisen as a powerful solution for real-time collaboration, particularly in the era of the hybrid workforce. With iManage, Teams becomes an even more effective tool for collaborating on documents, enabling multiple professionals to work together from anywhere.

iManage provides seamless integration between Teams and the iManage platform, so users can exchange links to work in progress or share content quickly by dropping it into the iManage tab in Teams, where they can search, preview, or edit documents without switching between applications. iManage acts as the single source of truth for content, with full version management, document history, and access control. With their documents secure in iManage, workers can use Teams to exchange drafts, share revisions, or ask questions, and ultimately collaborate more effectively to deliver their best work.

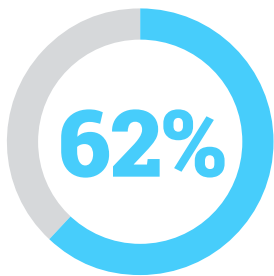




86% of employees and executives cite the lack of effective collaboration and communication as the main cause of workplace failures.



67% of global office workers feel crushed by doing repetitive tasks.



62% of the workday is lost to repetitive, mundane tasks.

(as reported by leadership)

Productivity

Document management inefficiencies can curb the free flow of information where it is most needed to support collaboration. Navigation challenges, inadequate or nonexistent search capabilities, and convoluted processes for saving emails and related documents are the tip of the iceberg. One of the biggest obstacles to productive collaboration is a cumbersome process for working together to write a document.

Connect, communicate, co-author

Designed with input from hundreds of professionals and enhanced with AI-based smart features, iManage Work document and email management takes a mobile-first approach that gives users unparalleled flexibility. Work from anywhere, anytime, on any device — and with tight Microsoft 365 integration, including Teams and Outlook, collaboration is a snap.

“

The move to iManage Work 10 has paid off for us more than three times over. Higher productivity makes us more competitive and increases our revenue growth.”



MIKE PETERS, ECM & Information Management Manager, RSM Australia

How iManage supercharges productivity with co-authoring

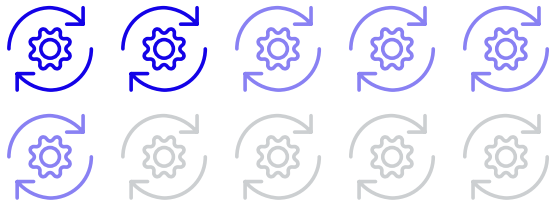
iManage document co-authoring removes traditional barriers to collaboration and lets team members work together in real time to deliver content. When working on a document meant that only one author could contribute at a time, managing edits across a team could be a challenge. With next-generation co-authoring, iManage enables multiple authors to work together securely on a document *at the same time*, and automatically saves and synchronizes all changes.

This means team members can add their contributions or suggest revisions while an author is still working in the document. Users can track changes in real time, review and accept edits, and view a complete document history, ensuring that the final version is complete and accurate. By eliminating wait times for access, iManage co-authoring accelerates the document creation process and lets every team member contribute their expertise.





93% of surveyed business leaders believe that using **technology** to improve work outcomes and team performance is very important or important to their organization's success.



At least **30%** of the activities in about **60%** of all occupations are **automatable**, based on existing technologies.



of global office workers view **automation skills** as critical in their development – a viewpoint consistent across age groups and phases of the career journey.

Time management

Technology's promise to end mundane, repetitive, and time-consuming labor feels almost a fable. Even in this time of indisputable disruption, all that glitters is not gold. But maintaining allegiance to conventional approaches to work is neither wise nor profitable. Savvy executives are reimagining how job roles and skill sets can shift to accommodate new ways of working.

Dynamic workflows

A task management application that lets you organize and manage tasks seamlessly within iManage Work, iManage Tracker allows collaborators to catch up on project details, manage reviews and approvals, identify any roadblocks, and monitor project status.

You can further streamline repetitive tasks by integrating iManage with other software tools via Microsoft Power Automate, using "connectors." Automated custom workflows reduce the need to switch contexts so projects finish faster with fewer errors and greater transparency.



iManage integrations help us complete the cycle without breaking up the process. Workflow is fluid and smooth."

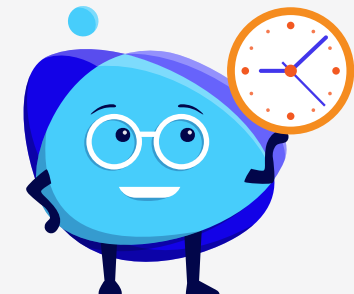


MELVIN EVANS, Director of Information Technology,
Hand Arendall Harrison Sale

How iManage provides the tools for success in workflow and task management

iManage Tracker is the first and only task management solution fully integrated with the iManage platform. Tracker drives collaboration by providing full transparency into projects, so every team member can view open tasks, timelines, and status, improving visibility and reducing risk. Tracker empowers knowledge workers to take control of their work by organizing tasks and content at the project, matter, or client level. Built natively into the iManage platform, Tracker is able to connect tasks and workflows directly with the associated documents and emails.

iManage offers deep integration with Microsoft Power Automate to further streamline tasks by using low-code tools to build custom content-driven workflows. Organizations can drive additional value from content resources in the iManage platform and reduce their total cost of ownership by enabling modular and customized work processes with Power Automate.





85% or more of many knowledge workers' time is spent on email, IM, phone and video calls, a number that has **doubled** over the past decade.

9+ in 10

business leaders say poor communication impacts productivity, morale, and growth, **citing impacts** such as increased costs, missed or extended deadlines, and reputational erosion.



Closing deals manually

Rife with collaboration challenges, deal closings often involve hundreds of documents to be negotiated with executed signature pages to manage. Long, disjointed email chains in complex deals can lead to version-control issues and, absent a holistic view of the deal's progression for all, the process becomes a time-consuming chore.

Close and deliver

iManage Closing Folders legal transaction management supports a collaborative closing environment by letting you invite other lawyers into your deals. This gives the whole team a single, central view of the deal and ensures that everyone can inspect the closing room digitally and verify what they are closing on. Giving clients visibility into deal progress and allowing them to review documents at their convenience enhances their peace of mind. The increased transparency also helps avoid any confusion that might otherwise arise.

“

iManage Closing Folders improved the engagement between junior and senior lawyers which helps us deliver the top tier quality our clients expect.”



JAKE IRWIN, Partner, McCarthy Tétrault

How iManage makes transaction management and the closing process more collaborative

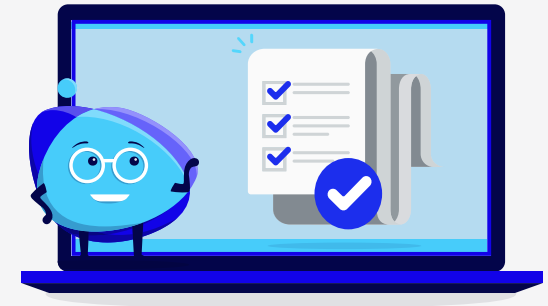
iManage Closing Folders improves collaboration and reduces risk in legal transactions by creating a single centralized view of the deal and all its associated tasks. Closing Folders automates complex transaction checklists, workflows, and signature processes, and enables real-time reporting of deal status and next steps. Advanced AI automatically identifies signature pages and streamlines the signature process for all parties.

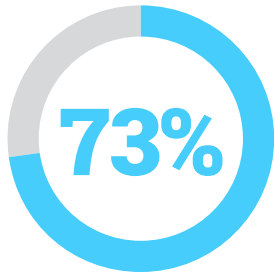
Native integration with the iManage platform ensures a single source of truth for transaction documents from creation through closing and maintains full security and governance of content throughout the process. Closing Folders empowers attorneys to reduce the time spent on administrative tasks and spend more time working together to close the transaction and deliver for clients.



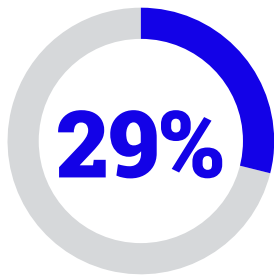
7.47

Leaders report teams lose the equivalent of nearly **an entire workday** each week (7.47) due to poor communication issues such as resolving unclear communications or following up on asks.





of workers spend an average of 1-3 hours a day just trying to **find information** or a particular document.



of respondents claimed it is difficult, or nearly impossible, to **extract the knowledge needed** for daily work from repositories.

Knowledge sharing

Knowledge workers should not have to start from scratch when the firm's best work can inform their task. But is that knowledge current, accessible, and contextualized? When an organization lacks the system to capture, organize, share, and preserve critical know-how, the price it pays in lost efficiencies affects the bottom line.

Critical access to know-how

While some can fill the niche with enterprise search or other knowledge management (KM) solutions, the ideal solution for many organizations would be lower cost, with faster implementation. iManage Insight+ meets that ideal. With Insight+, knowledge teams can grant access to the firm's collective know-how in granular detail, while maintaining iManage need-to-know platform security, configurability, and scalability.

“

The idea is to crystallize firm know-how and add it to the KM system in its very best state. Using the iManage system, our lawyers can always start from the best work the firm has done.”

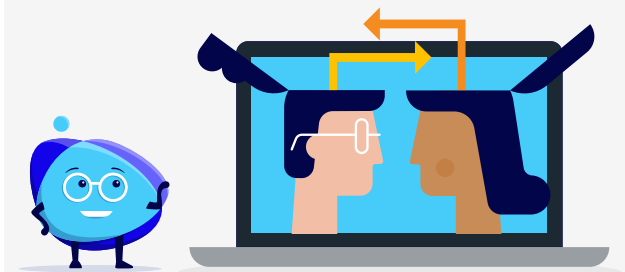


CAROL ALDRIDGE, Head of KM/IS, Burges Salmon

How iManage supports knowledge sharing in your organization

iManage Insight+ is a knowledge search and management solution native to the iManage Cloud ecosystem. With Insight+, knowledge teams can grant users frictionless access to a curated knowledge library of best practices, templates, and examples — while observing all the right permissions and other critical compliance and IT considerations.

Insight+ provides a robust toolset for creating and maintaining a knowledge library so knowledge managers can help associates help themselves, delivering quality work faster and more effectively. Insight+ features hundreds of metadata fields and taxonomies for documents, automation through connections with Power Automate, and a discovery search interface for end users — all configurable via iManage Control Center. By choosing iManage Insight+, organizations maximize the value of their investment in the iManage Cloud while inheriting its security, configurability, and centralized data architecture.



Collaborate effectively

iManage celebrates the human component of knowledge with solutions that optimize your work environment for the most inclusive customer and employee experiences. Secure, cross-business collaboration is the baseline in the iManage ecosystem, where critical business intelligence and data are always protected. And by providing users with our real-time, in-document co-authoring, best-in-class file-sharing, and lightning-fast search capabilities you'll quickly build a culture of knowledge sharing.

Collaborate intelligently and work together from anywhere with a central place for your teams to advance their projects. iManage prioritizes the safety and security of your documents and data without ever sacrificing productivity. As part of the best, most up-to-date, most secure knowledge work platform for your sensitive content, our solutions optimize your customer business outcomes by:

- ✓ Making connections meaningful and collaboration frictionless
- ✓ Following best practices in cloud infrastructure security for business
- ✓ Building awareness for a cross-disciplinary collaboration model
- ✓ Streamlining digital collaboration with artificial intelligence services
- ✓ Predicting and preparing for the future of collaboration

Enabling knowledge workers across the world to collaborate and connect



Contact us for a [demo](#) or visit our [website](#) |

[LEARN MORE >](#)

How iManage helps you make knowledge work

iManage is dedicated to making knowledge work by enabling organizations to uncover and activate the knowledge that exists inside their business content and communications.

We're committed to helping you and your business make knowledge work in four core ways:



Create

Find and create value inside your organization and activate your expertise.



Collaborate

Connect and share safely anywhere and eliminate friction to make faster, better decisions.



Protect

Manage and protect the IP under your care by embedding governance security into your workflows.



Innovate

Innovate with confidence in our ecosystem of partners and integrations.

