

# Work Product Management for Corporate Legal Departments



## BENEFITS

- **Improve professional productivity** at all levels of the organization by managing client content and communication in integrated electronic matter files
- **Improve quality of service to** clients by providing online collaborative workspaces for sharing and firm knowledge
- **Gain new insights** with comprehensive search and knowledge management capabilities
- **Improve governance and security over critical work product** without imposing additional work on busy lawyers

## 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

Significant increases in corporate litigation, consolidations, mergers, compliance demands, and continuing cost pressures, are creating new challenges for corporate legal departments. Corporate legal departments need innovative ways to improve productivity, streamline management and collaboration with external counsel, automate processes, reuse knowledge, and better govern sensitive corporate work product. A comprehensive legal information management solution that can do more than just manage internal documents is required.

## iManage Work Product Management

iManage is the leading provider of work product management to the legal industry. iManage is used today by over 2000 law firms and over 500 corporate legal departments of all sizes.

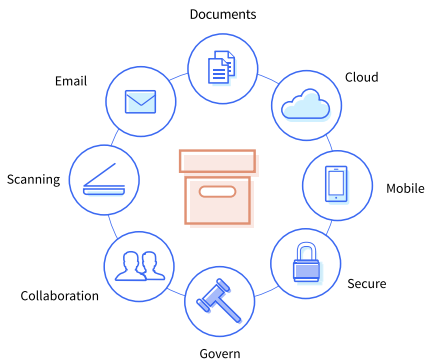
iManage Work Product Management provides a single integrated approach to managing the electronic matter file from before a matter is opened until the last information is disposed of in accordance with policy. Encompassing document management, email management, file sharing, collaboration, knowledge management, records management and information governance, iManage offers the most complete functionality, reliability, security and integration with other key legal tools.

With iManage, your attorneys work smarter, can work from anywhere and manage external counsel more effectively, reducing legal spend.

## Improve Attorney Productivity with the Electronic Matter File

With iManage Work, all matter-related documents, email and other communications are managed in a single unified electronic matter file, which may be viewed inside Microsoft Outlook, Gmail, Lotus Notes, a desktop client, mobile devices including tablets and mobile phones, or web browser.

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



“iManage Work and its tight integration with Microsoft Office and our legal-specific applications make it very easy to save, open, edit, view and search documents for our attorneys, saving them a great deal of time.”

— **Jaime Gamarra, Senior Associate  
Systems Analyst for IT legal Applications,  
Thermo Fisher Scientific**

Automate common processes such as NDAs, basic claims, subpoena processing, and contract management. iManage facilitates contract negotiation, and can also manage the resulting obligations and due dates.

### **Streamline Collaboration and Management of External Counsel, and Consultants**

Transform how you manage external counsel to improve information flow, reduce wasted time, and create a single complete record of each matter. iManage Share is a secure external collaboration platform to exchange documents, collaborate on revisions, or collect submissions from external parties. Fully integrated with iManage Work, iManage Share is secure file sharing and collaboration with consumer-ease-of-use, with the security and governance required by today’s legal departments.

### **Transform Information to Insight**

Extend iManage search across your enterprise. With iManage Insight you can search across SharePoint, email, shared drives, and archives to get a single personalized enterprise wide search result. You can identify otherwise hidden expertise and leverage the benefits of a large global organization, by exposing all knowledge to proper secure search.

### **Secure and Govern all Content and Communications**

iManage Govern enables you to secure and govern all work product by matter. As attorneys file information in iManage Work, the system automatically applies the appropriate governance policy based on matter or practice area. Lawyers do not need to be made into records managers, iManage manages the process in accordance with firm and client policy.

Only iManage Govern offers records management—both physical and electronic — that is fully integrated with the electronic matter file. This avoids the need to copy information out to a separate record system, and provides a single consistent method to apply governance policy across physical and electronic records.

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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>.

