

# Work Product Management for Law Firms



## BENEFITS

- **Improve professional productivity:**  
Manage client content and communication in integrated electronic matter files.
- **Improve quality of client service:**  
Provide online collaborative workspaces for sharing and firm knowledge.
- **Gain new insights:** Comprehensive search and knowledge management capabilities.
- **Improve governance and security:**  
Secure and manage all electronic and physical content and communications in accordance with firm and client policy. Enhance governance 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:** Project archiving and records management

Law firms are dealing with increased client expectations for greater access to information, new ways of servicing matters, and all at reduced cost.

Today's firms are experiencing a "new lawyer," tech-savvy, mobile, and with a new expectation for how information is available, delivered and managed. Meeting the needs of the new lawyer and providing technology that works how they want to work is a new pressure facing IT organizations

## iManage Work Product Management

iManage is the leading provider of work product management to the legal industry. iManage is used today by over 1800 law firms and over 400 corporate legal departments of all sizes.

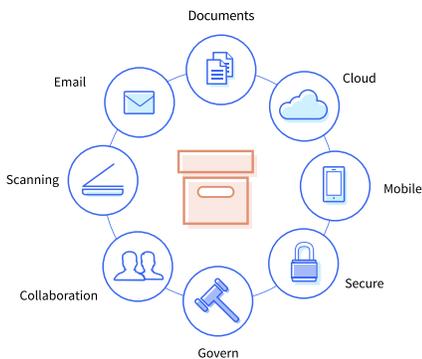
iManage Work Product Management provides an integrated solution to managing the electronic matter file from before a matter is opened, until the last information is disposed of in accordance with policy. Encompassing document management, email management, file sharing, collaboration, knowledge management,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

With iManage, your attorneys work smarter, are better informed of all matter activity, and have access to critical matter related information from anywhere, even when not on line. iManage enables your attorneys to focus on delivering great service-and not on managing permissions and records policies.

## Improve attorney productivity with the electronic matter file

Manage all matter-related content and communications in a single unified electronic matter file, which may be viewed inside Microsoft Outlook, Lotus Notes, a desktop client, mobile devices, or a web browser. Each type of user—legal assistant, associate, partner—can choose the views and methods best suited to how they want to work, but everyone sees the same, real-time view of the matter.

## IMANAGE WORK PRODUCT MANAGEMENT



“At Seyfarth we constantly look for better ways to serve our clients. iManage is key to our business and helps our attorneys manage client work product.”

— **Andy Jurczyk CIO, Seyfarth Shaw LLP**

### Securely share files and collaborate with clients and external consultants

File sharing and collaboration are fully integrated with document management, metadata scrubbing and comparison tools to enable the fastest and easiest way to share and collaborate with clients—securely.

Emails, documents, presentations, and PDFs are accessed in a single search, saving attorney time and enabling better re-use of previous work product best practices.

### 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 a large global organization, supporting the mission of “one firm.” Collate “best practices” into taxonomies in order to re-use proven work product.

### Secure and govern all content and communications

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

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.

### 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. Organizations of all sizes can get access to the industry-leading functionality of iManage on an annual subscription basis. Upgrades, migration services are all provided.

[www.imate.com](http://www.imate.com)

[@imateinc](https://twitter.com/imateinc)

[www.linkedin.com/company/imate](https://www.linkedin.com/company/imate)



### 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).