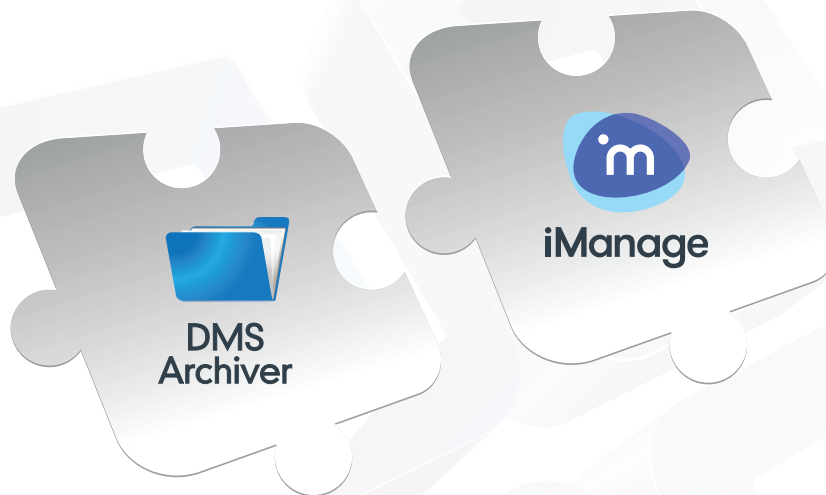


DMS Archiver for iManage Work

Providing a flexible multi-stage archiving solution to meet your DMS Matter or Document compliance requirements through highly configurable workflows based on your retention policies.



SOLUTION HIGHLIGHTS:

- ❖ Configurable multi-stage workflows:
 - A soft archive to remove or add users and make the matter workspace private.
 - Litigation Hold process
 - A full archive to move the matter workspace, documents and folders to an archive location, making inaccessible to users.
- ❖ Supports on premises and iManage Cloud.
- ❖ Support for more than one iManage server (both source and destination).
- ❖ Users can request approval for matters to be archived.
- ❖ Deletion / removal of archived content.
- ❖ The ability to move to an archive destination more than once.
- ❖ Users are automatically notified prior to scheduled full archive.
- ❖ Subsequent extensions can be applied before a matter workspace is fully archived.
- ❖ Compliance Officers can accept or deny extension requests.
- ❖ A comprehensive workflow designer to allow custom workflow configurations and provide an audit trail of matter workspace archiving activities.



iManage

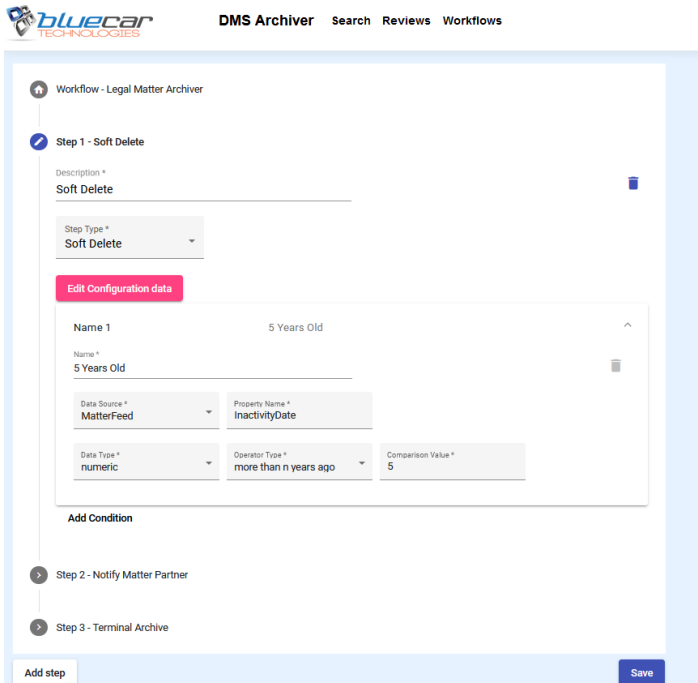


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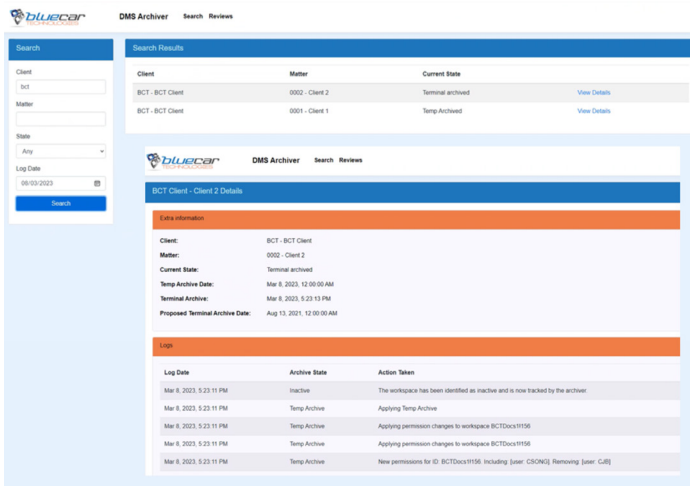
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WORKFLOW DESIGNER

- Multi-step flexible workflow design.
- Supports complex logic conditions based on DMS or external data feed meta data.
- DMS or external data feed meta data.
- Supports a range of workflow actions including soft delete, moving and deletion of matters from multiple sources and destinations.
- Additional archive targets being added (Microsoft Azure and AWS).



COMPLIANCE DASHBOARD

- View matters throughout the archive process.
- Approve archive extension request.
- Full audit of activities which take place on the matter during the workflow.



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