

Desktop Importer for iManage Work®

Requirements:

- Operating System: Windows 8 and 10 Supported
- Processor: 500 MHZ or higher
- Ram: 128 MB or higher
- iManage v8.5—9.3, DeskSite or FileSite
- Certified w/IE up to v11

Features:

- ▶ Mass imports entire Directory Trees
- ▶ Simple end user interface
- ▶ Automatically builds folders in iManage
- ▶ Checks for duplicate files
- ▶ Tags, moves or deletes files after import

Pricing:

- Annual Maintenance calculated @ 20% of total list price
- Must match iManage client license count. Minimum purchase 50 users.

To Place Order Contact:
 Donna Keys
 4426 Mountain Rd.
 Pasadena, MD 21122
 Phone: (202) 588-2000
 X103
dkeys@younts.com

Product Description

This popular utility can be used by administrators or end users to mass import documents into iManage Work from a directory structure. Once a directory is selected, the entire directory and sub-directories are brought into a "spreadsheet" view. Each column in the "spreadsheet" represents an iManage field. Fields can be filled out by column, sub-directory or individually. Look-ups link back to the Work database for verification of field values.

Once the fields are filled out, the program imports all documents into iManage, automatically creating the profiles. In addition, the existing directory structure can be automatically created as folders inside of iManage.

Once imported, the files are deleted, moved, or the extension is changed depending on the customizable settings.

Import?	Last Updated	Description	Author	Oper
✓	4/1/2003 7:00:45 PM	Patl	DA	DA
✓	12/7/1999 8:00:00 AM	Patl	CHR	CHR
✓	12/7/1999 8:00:00 AM	Patl	CHR	CHR
✓	1/17/2002 10:29:21 AM	Patl	CHR	CHR
✓	1/24/2002 7:08:34 PM	Patl	CHR	CHR
✓	1/24/2002 7:08:41 PM	Patl	CHR	CHR
✓	1/24/2002 7:08:22 PM	Patl	CHR	CHR
✓	1/17/2002 7:59:55 PM	Patl	CHR	CHR
✓	1/17/2002 7:59:55 PM	Patl	CHR	CHR
✓	4/17/2003 6:19:03 PM	Patl	CHR	CHR
✓	1/24/2002 7:08:34 PM	Patl	CHR	CHR

Easy To Use Graphical Interface

Browse to a directory structure of files you wish to import. Once the starting directory is selected, the spreadsheet is loaded. Walk through each of the fields and fill out the appropriate values. The program is fully tied to the iManage database. You can fill out fields freeform or use the look-up feature to validate field values. The original path and document name can be inserted into the comment field for easy searching. Once complete, click the import icon and all of the files will be imported into Work.

Directories and Files	Import?	Last Updated	Destination Workspace	Document Name	Author	User	Application	Doc
C:\Documents and Settings\jones\My Documents					Administrators			
Default.rdp	✓	1/5/2004 3:17:42 PM			Administrators			
desktop.ini	✓	12/11/2003 7:54:35 PM			Administrators			
LotusInstall.log	✓	5/12/2004 4:01:17 PM			Administrators			
REMINDER_Conflict of Interest Inquiry# 361.htm	✓	4/29/2005 12:25:05 PM			Administrators			
REMINDER_Conflict of Interest Inquiry# 604.htm	✓	4/29/2005 1:32:54 PM			jones			
Test.txt	✓	3/1/2005 11:23:19 AM			Administrators			
Test.txt	✓	3/1/2005 11:12:18 AM			Administrators			
THEWALL.sql	✓	11/20/2004 1:18:50 AM			Administrators			
C:\Documents and Settings\jones\My Documents\A					Administrators			
C:\Documents and Settings\jones\My Documents\A					Administrators			
C:\Documents and Settings\jones\My Documents\C					Administrators			
ASSET PURCHASE AGREEMENT FORM.doc	✓	1/5/2004 6:32:30 PM			Administrators			
ASSET PURCHASE AGREEMENT.doc	✓	1/5/2004 6:28:42 PM			Administrators			
board policy.doc	✓	5/17/2004 4:51:32 PM			Administrators			
Letter before action.doc	✓	1/9/2004 7:25:42 PM			Administrators			
Limited Shareholder's Agreement.doc	✓	11/29/2005 4:00:06 PM			jones			
Minutes of Settlement.doc	✓	1/9/2004 7:28:47 PM			Administrators			
Notice of Application.doc	✓	1/9/2004 7:17:51 PM			Administrators			
NOTICE OF INTENDED ACTION.doc	✓	1/9/2004 7:24:39 PM			Administrators			
Offer to purchase FORM.doc	✓	1/5/2004 6:28:42 PM			Administrators			
offer to purchase the Shares FORM.doc	✓	1/5/2004 6:28:17 PM			Administrators			
Order to Settle.doc	✓	1/9/2004 7:32:04 PM			Administrators			
order.doc	✓	1/9/2004 7:19:05 PM			Administrators			
Statement of Claim.doc	✓	1/9/2004 7:23:40 PM			Administrators			
Statement of Defense.doc	✓	1/9/2004 7:22:51 PM			Administrators			
C:\Documents and Settings\jones\My Documents\C					Administrators			
WT11US.HST	✓	5/25/2005 9:55:27 PM			Administrators			
WT11US.UWL	✓	3/7/2005 3:44:08 PM			Administrators			