

CIO Solutions

DMS SPECIAL

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25 Document Management System Solutions Transforming Business - 2016

In an era of digitalization, document management systems (DMS) have made it possible to track, manage and securely store large volumes of documents from multiple sources. A DMS has built in version control that allows organizations to retrieve full document history, alongside the ability to improve collaboration—both internally and externally through web based environments.

Today's DMS extensively make use of cloud to ensure the availability of documents anytime and anywhere. Social technologies are also being integrated into DMS to ensure a seamless process for organizing, storing, and revising files. Meanwhile, the large volume of documents and the varied channels in which they circulate are prompting enterprises

to look at the security aspect of DMS—both in cloud and on-premise.

In this scenario, we bring to you “25 Document Management System Solutions Transforming Business in 2016,” featuring solution providers who offer state-of-the-art services and tools to reduce the pain-points present in the industry.

Our selection panel has evaluated hundreds of solution providers offering innovative technologies, methodologies and outstanding customer service in this space. The listing provides a look into how these solutions fulfill the burning need of cost-effective and flexible solutions that add value in the evolving DMS arena.



Company:
iManage

Description:
Helps firms serve their clients more effectively by improving productivity and governance throughout the creation, sharing, and security of work product

Key Person:
Neil Araujo,
CEO & Co-Founder

Website:
imanager.com

iManage

Simplifying the Work Product Lifecycle

Delivering great work for clients has never been more challenging. Professionals must manage more than just client documents; they must keep track of hundreds of emails, texts, voicemails and instant messages that contain critical, project specific information. Companies require an effective and secure Work Product Management system to improve professional productivity and client satisfaction.

A real estate law firm, De Grandpré Chait was struggling to ensure security and maintain confidentiality while managing, storing, and sharing electronic copies of contracts and other legal documents with their clients. The firm opted against Dropbox as it couldn't fulfill their security demand. Upon approaching iManage, the attorneys were independently able to create collaboration spaces and ensure security through their solutions. Unlike the traditional file sharing and collaboration tools, the Chicago-based iManage offers content management that improves their clients' productivity and governance throughout the creation, sharing, and security of work product. "By leveraging two of our key offerings, iManage Work and iManage Share, De Grandpré Chait could help their attorneys to be more productive and efficient in improving client satisfaction," says Neil Araujo, CEO and Co-Founder, iManage.

"iManage Work supports the creation and management of any electronic information, regardless of its location," states Araujo. "It conducts a single search that operates across the

entire electronic project file including all emails, documents, and forms to help customers search information from tens and thousands of documents and emails existing within the system."

Using iManage Share, De Grandpré Chait attorneys achieved a high level of security when sharing information, which in turn saved a significant amount of time, compared to the way they previously shared documents. This was performed simply by dragging and dropping files to shared cloud workspaces, whereas acting as a secure sharing link to reduce load on email infrastructure. "iManage Share is an add-on product that enables customers



professional service organizations globally is iManage Insight and Govern solutions. Insight is an analytics product that provides search capabilities to the clients, making it easy for them to quickly map search results across multiple repositories and locations. This is done in a unified search, and effectively helps clients to identify the hidden expertise and understand their business better. Secondly, "iManage Govern manages the archiving and disposition of physical



Our Work Product Management system helps customers to effectively organize and track the complete lifecycle of a professional engagement, before it is opened, until the content is discarded

to easily take one or more documents and share it with the clients securely with its Google drive like sharing capability, but within a private cloud," delineates Araujo. With its unique capabilities, iManage simplified the complete workflow for De Grandpré Chait to exchange information in a secure manner.

"Our Work Product Management helps customers to effectively organize and track the complete lifecycle of a professional engagement, before it is opened, until the content is discarded," notes Araujo. Furthermore, the two key components that make iManage trustworthy among over 3,000

and electronic information, while ensuring their organizations meet all the audit and discovery requirements," enlightens Araujo. iManage also provides comprehensive mobile solutions that enable clients to securely access their files from anywhere, anytime.

iManage, in the future, is aiming to focus on user experience design, making document management easy to use. "Our innovation plans are to develop effective machine learning and analytics, enabling clients to easily search for information based on their requirements and efficiently manage information lifecycle," concludes Araujo. **CS**