

ilmpor



ilmpor™ is the most powerful tool for importing external content directly into iManage Work. It offers automated or on-demand processing options and comprehensive file-by-file or folder-by-folder workflow processing. ilmpor can use external data sources to create branching workflow processes that determine which content to process, where to place it, what metadata and security to set, and more. Whether you are importing terabytes of documents from network file shares, converting legacy document management systems, or importing content for new employees, ilmpor is the best tool for the job.

Advantages

- Import documents from any number of sources in one job
- Stage up to 15 steps of workflow processing for each document, including setting metadata and security, or identifying dynamic targets
- Automate or manually run import jobs
- Include post-processing options, such as document deletion
- Import and match documents to existing structures or create WorkSpaces and substructures to match source folder structures
- Support for differential importing with version control
- Set User and Group security on folders based on operating system security
- Merge native operating system structures into new or existing WorkSpaces
- Read and write to any number of ODBC data sources for document or structural information, including profile data, security, and history for smooth system migrations or phased migrations of content over time
- Full data logging of all operations
- Compatible with WorkSite Exporter to provide full "round-tripping" of content out of and back into iManage Work

iImport



User Value

- Uses existing data to recreate metadata, security, and history
- Imports and matches documents to existing structures or creates new matter-centric structures
- Controls the importing process while maintaining organizational structures
- Simplifies the process of converting from one content management system to another
- Saves time and money by efficiently importing documents