



# IRIS Exporter

*Saving time exporting documents automatically*

Exporting documents, folder structures or entire workspaces is a time consuming process, when done manually. With the Exporter this process becomes fast, and simple. It enables (end) users to export documents, document folders or complete workspaces from iManage Work without losing the original folder structure.

## THE IRIS ANSWER

The Exporter is an easy to use desktop tool. It can be installed on any client machine with iManage Filesite (32-bit) or Desksite (32-bit) and Microsoft Office. Using a 'wizard', users are guided through easy steps to export a selection of documents,

**"Exporter enables to export documents without losing the original folder structure"**

document folders or a complete workspace, including its original folder structure and documents.





# IRIS Exporter for iManage

When exporting documents and/or folders, they can be renamed. The Exporter offers the option to use available iManage Work metadata to name documents and folders. For each export, an index page will be created. This index page will give a summary of what has been exported. This index page can be added on the top level of the created folder structure. The Exporter offers the

choice of exporting all versions of documents, or the final versions only, filtered on date or specific authors.

## KEY FEATURES

- User friendly step by step interface;
- Copy (a selection of) documents;
- Copy folders (including sub folders) or complete workspaces;
- Rename documents based on their metadata values;
- Rename document folders (including the matter workspace) based on their metadata values;
- Create an index page for each export;
- Export all versions, or final versions only;
- Export documents using document searches;
- Workspaces can be deleted after export of the Workspace has been completed successfully (optional).

## REQUIREMENTS

- iManage Filesite (32-bit) or Desksite (32-bit)

## GIVE US A CALL

### GENERAL INQUIRIES

+31 43 408 66 00

### SUPPORT SERVICES

+31 43 408 66 01

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



Member of **Canon** Group