Making image documents searchable

The Challenge—Hidden Content

Professional organizations today report that up to 20% of the documents and attachments stored in their work product management system are unsearchable because they lack a full text index. These "hidden documents" are becoming a greater part of your overall information under management for several reasons:

- Most final content still starts as paper. Signed versions of final agreements, court provided documents, evidence and discovery all produce TIFF or image PDF attachments from the counter party.

- Many organizations receive image files (TIFF, JPG) as email attachments that are filed into iManage work, but do not have a full text index.

- In contentious cases, opposing counsel has been known to send key relevant documents, stripped of their text content leaving only images humans can read making it difficult to find in an electronic file.

- More and more, as users capture images of paper by "scanning" them with their mobile devices, OCR is not included, leaving these documents invisible to full text search.

As the volume of "hidden documents" grows, user frustration increases as key documents can no longer be "found." Important firm knowledge is lost and unavailable for reuse and confidence in the system decreases.

iManage Work—OCR

iManage Work OCR unlocks your most valuable content assets by making image documents searchable. iManage Work OCR (Optical Character Recognition) is an optional module available for iManage Work.

iManage Work OCR inspects each new document as it is brought into the system, regardless of how it is captured, and attempts to extract text and add a searchable index to that document, if one is not already available. In addition, the OCR module inspects all documents in your libraries to identify documents filed previously that do not have entries in the full text index and makes appropriate entries. In doing so, the OCR module provides a complete go-forward-go-backward solution to making all content stored in iManage Work "findable."

Improve professional productivity and reduce firm risk

By making 100% of firm work product searchable, you improve the chances and percentage of work than can be easily found and reused, improving productivity. Making content fully searchable reduces the risk of noncompliance and e-discovery costs.
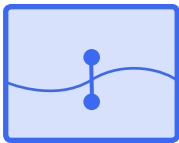
IMANAGE WORK PRODUCT MANAGEMENT

Document + Email Management

- **iManage Work:** Secure document and email management

- **iManage Share:** Secure, governed file sharing and collaboration

RAVN Artificial Intelligence

- **iManage Extract:** Automatic extraction of critical business information from large volumes of documents and unstructured data sets

- **iManage Insight:** Enterprise content search and analysis

- **iManage Classify:** Intelligent categorization of large volumes of business data

Security + Information Governance

- **iManage Security Policy Manager:** Need-to-know security policies at scale

- **iManage Threat Manager:** Data protection from internal and external threats

- **iManage Records Manager:** Electronic and physical records management without professional user burden

Address user frustrations with search

iManage Work OCR eliminates complaints about documents that cannot be found. It improves user satisfaction with search, by making sure every document is fully available to be searched—and found.

Maintain integrity of the original documents

iManage Work OCR offers the choice of simply indexing the images or generating a new PDF with text index to preserve the original content in its original form.

Converts embedded content

Deeply embedded images or unsearchable content will be uncovered by iManage Work OCR because it unwraps emails with attachments which may be zipped or nested within email chains.

Easy to implement-not taxing on current infrastructure

iManage Work OCR extends your existing iManage Work indexer infrastructure. You can re-use your investment in full text search for iManage Work.

Deploy in the iManage Cloud or on-premises

iManage Work Product Management is available in the iManage Cloud, the first and only cloud service to bring proven technology relied upon by Internet leaders such as Google, Facebook and Twitter to the professional community for document and email management.

Cloud users benefit with continuous upgrades, zero downtime for maintenance, extensive scalability and sustainable performance from anywhere, integrated analytics to intelligently monitor and protect all data from unauthorized or malicious access, and data encryption for data at rest and in motion using customer managed encryption keys.

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iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve. ILTA's 2017 Innovative Solution Provider of the Year, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world — including more than 2,000 law firms — rely on iManage to help them deliver great client work.

Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit imanage.com.