

PROJECT-CENTRIC TASK AND CHECKLIST MANAGEMENT WITH iMANAGE TRACKER

Key Benefits

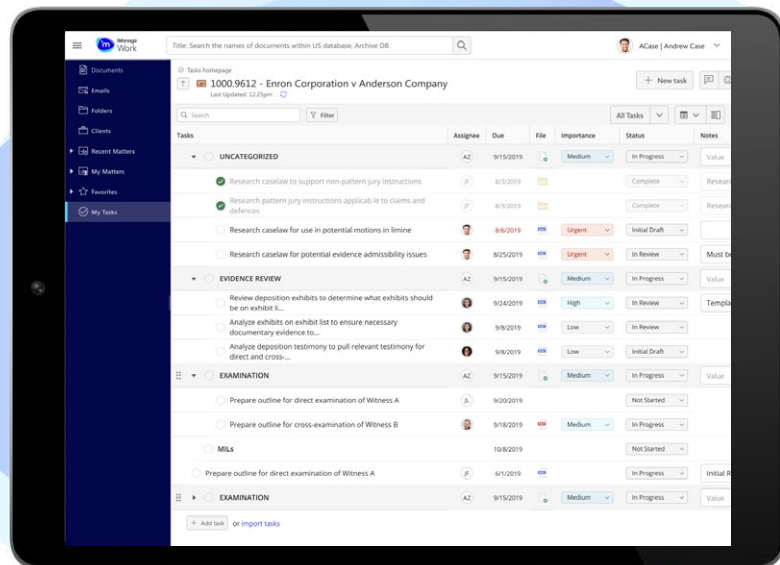
- **Project-centric:** Keeps documents, emails, and tasks organized by your clients and unit of work
- **Works where you work:** Natively embedded with both iManage Work and Microsoft Office
- **Full-project visibility:** Enables better collaboration and clear visibility into tasks and status at the client, project, matter, or organizational level
- **Comprehensive security:** Embedded iManage need-to-know security protection for information
- **Built to scale:** Save pre-populated lists to minimize re-keying

Document + Email Management

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure, governed file sharing and collaboration
- **iManage Drive:** Easy-to-use interface to iManage Work

It's no news that [multi-tasking hampers productivity](#). "Context-switching" – the idea of changing between apps or devices – may be the latest form of multi-tasking, specifically for those who spend most of their day in front of a computer. For knowledge workers, document management system and task management tools have typically been two separate platforms that require manual linking and rekeying – all to simply associate specific documents with assigned tasks.

iManage Tracker is the first and only task management application fully integrated with iManage Work 10 that reduces context-switching to improve productivity. Tracker is designed to empower knowledge workers and their leaders to take control of their work. With Tracker, users can organize tasks and content, improve visibility, and reduce risk. In these ways, iManage helps knowledge workers be more productive, collaborative, and secure.

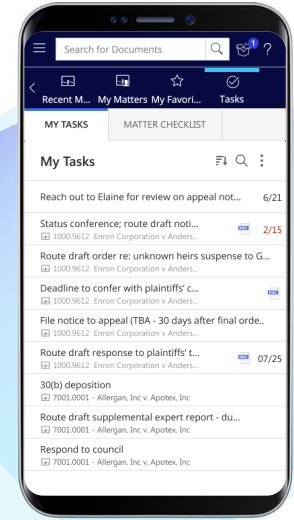


End users can see all their assigned tasks in a matter with the ability to sort by column such as Due Date, Importance, or Status

Put Documents & Email to Work

At the highest level, Tracker accelerates the value of the iManage platform by making knowledge stored in documents and emails actionable and dynamic. End users can transform emails and documents into a more productive format for getting work done by filling in a to-do list instantly with drag-and-drop features.

Unlike traditional project management tools, Tracker lets users select and present documents and emails as tasks natively in iManage Work at the project and client levels –making their knowledge work assets inherently tied to their to-do lists. Tracker also works natively with your users' everyday apps –such as Microsoft Outlook and Microsoft Word – which means no more app-switching to find to-do lists.



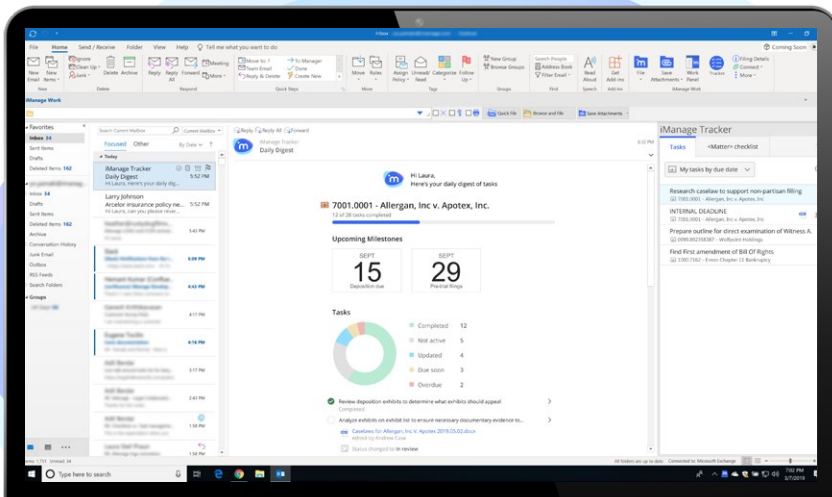
Drag and drop emails to create and assign tasks in the Tracker Panel as part of the iManage Add-In for Outlook

Improve Teamwork and Transparency

Teams can collaborate better than ever using Tracker's full visibility into project statuses and progress. Tracker keeps teams connected and informed of all items on a project so they can easily identify and address obstacles.

Reduce Risk with the Gold-standard in DMS Security

Traditional task management tools will not come close to the security and ethical walls inherent to iManage Work 10. Across teams or clients, tasks are visible exclusively on a need-to-know basis, with the ability to define user permissions by matter, client, and more.



In the My Tasks view, users can make changes to individual tasks assigned across all their matters

About iManage™

iManage transforms how professionals get work done by combining artificial intelligence, security, and risk mitigation with market-leading document and email management. iManage automates routine cognitive tasks, provides powerful insights and streamlines how professionals work, while maintaining the highest level of security and governance over critical client and corporate data. Over one million professionals at over 3,000 organizations in over 65 countries – including more than 2,000 law firms and 500 corporate legal departments – rely on iManage to deliver great client work – securely.