

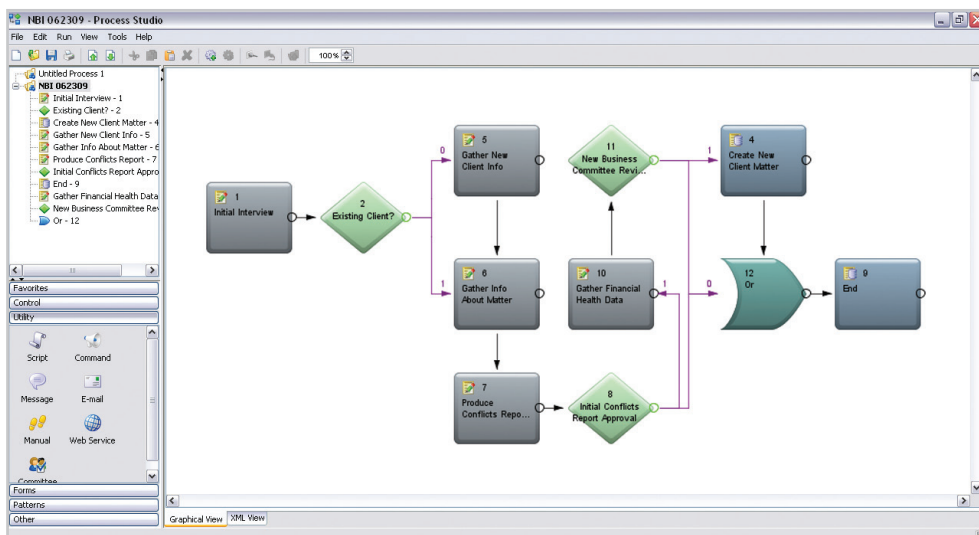
# iManage Workflow Manager

## Leverage Autonomy's Unique, Meaning Based Computing Technology to Automate Document-Centric Business Processes

Autonomy iManage Workflow Manager is a full featured intelligent process automation engine that can deliver significant improvements in productivity and compliance. The solution provides rich capabilities for modeling and simulating business processes, rules based routing, electronic forms, real time business activity monitoring, secure connectivity into other business systems and digital signatures. In addition, by understanding the meaning of the information, iManage Workflow Manager can intelligently route documents or raise alerts. The module provides out-of-the-box integration with all iManage WorkSite clients, including iManage FileSite, iManage DeskSite as well as web and mobile clients.

## Powerful and Flexible, Yet Easy-to-use and Quick-to-deploy Process Automation for WorkSite

iManage Workflow Manager augments iManage WorkSite's industry leading document management with powerful and intelligent process automation capabilities. Built on Autonomy's unique meaning-based technology, iManage Workflow Manager is a feature rich, enterprise class process automation engine. The integration with WorkSite is designed to provide out-of-the box functionality that enables users to invoke workflow functions right from the WorkSite user interface. The combination provides iManage customers the ability to automate and streamline business processes such as document review and approval, correspondence tracking, accounting engagement workflow, contract management, new client intake or conflicts check. As a result, organizations can exercise tight control over key business processes to manage risk for improved compliance and governance and drive greater efficiency through time and cost savings.



## Highlights

- Built on unique technology that drives automation by understanding the meaning of information; enabling intelligent routing and activity generation
- Single unified approach for document and process management
- Designed from the ground-up for automating processes that involve a high degree of human input and interaction
- Best practices for WorkSite legal, accounting, corporate and government customers, eliminates the complexity and cost of retrofitting an off-the-shelf workflow system

*“Autonomy offers the industry’s most comprehensive and versatile capture and process automation solution- the Intelligent Document.”*

—Gartner Cool Vendor in Business Process management, 2008

*“Approach of embedding rules about information makes their Intelligent Document framework for process automation very dynamic.”*

—IDC



## Advanced Features and Capabilities

- Leverages existing iManage WorkSite client interfaces for Microsoft Outlook, Web, Microsoft Sharepoint or the desktop eliminating the need to retrain users on additional add-ins or complex forms.
- Powerful visual designer enables business analysts to logically map the business workflow, create forms and simulate processes
- Digital signatures for electronically approving transactions
- Powerful reporting and monitoring tools to provide greater visibility into the business, and help enforce compliance requirements across the enterprise
- Highly scalable, fault-tolerant, open architecture that accommodates the growth of staff, processes and information across the enterprise
- Complete audit trail of all workflow actions within the document history

## Enables Automation of Key Processes for Legal, Accounting, Corporate, and Government Entities

iManage Workflow Manager enables legal, accounting, corporate, and government customers to address many of their critical business processes, including:

- **Legal - New Matter Intake:** The new matter intake process is one of the most critical processes for a law firm. The firm needs to ensure that new matters are free of ethical and business related conflicts of interest and the matters must be initiated in multiple enterprise systems and then approved by the appropriate individuals. With iManage Workflow Manager this process can be reduced from weeks to hours.
- **Corporate - Review & Approvals of Important Documents:** Corporations frequently create important documents that require multiple levels of review & approval for compliance to company policies, such as contracts that are created as part of sales transactions, and financial statements created in the financial reporting processes. iManage Workflow Manager automates the processes for the creation, review and approval of these documents ensuring best practices are followed and reducing risk to the firm.
- **Government Agencies - Correspondence Tracking:** iManage Workflow Manager enables government agencies to track correspondence, complaints, approvals and responses to provide efficient and prompt services to its constituents. It enables automatic creation of electronic folders for each issue and provides the ability to make assignments, track due dates and provide management key metrics and reports.
- **Accounting Firms - End-to-End Engagement Workflow:** The iManage Workflow Manager enables accounting firms to automate, control and track their entire engagement process with clients; from the introduction of a new client or engagement, through client acceptance, engagement work, to the engagement closing where client files can be automatically retained, archived, and disposed of appropriately. The integration of iManage Workflow Manager with iManage WorkSite, practice management, and other enterprise systems results in consistent data and ensures that minimal effort is used to achieve compliant business processes across multiple offices and practice areas. It also allows accounting firms to make better use of their resources in all offices by identifying workload and automating scheduling decisions.

## Benefits

By streamlining and automating key business processes iManage Workflow Manager can drive significant improvements in productivity, cost savings, compliance and customer satisfaction that ultimately impact an organizations profitability, competitiveness and ability to grow and scale.

- Drives consistent execution of business processes across the organization ensuring compliance with standard operating procedure, regulations and best practices
- Improves the agility of the organization by reducing time and manual effort to accomplish key tasks
- Enables data-driven decisions about resource allocation or employee performance by providing better visibility and metrics about utilization, work load and response times
- Aids compliance by providing a complete audit-trail of who did what and when
- Enables organizations to scale and grow by providing the ability to orchestrate administrative and compliance processes consistently and globally

## About Autonomy iManage

Autonomy iManage is the leader in information management applications for the legal and professional services market. Building on Autonomy's advanced Meaning Based Computing platform, Autonomy iManage offers the most comprehensive suites of information management applications all on a common platform. Autonomy iManage has over a decade of experience working with law and accounting firms to understand how these professionals interact with information and their need to find, manage and process large volumes of content quickly and intuitively. Organizations from all over the world, including 75 of the top 100 global law firms, are standardizing on Autonomy iManage which uniquely spans the complete EDRM on a single technology platform, including document and email management, information governance, archiving and records management, knowledge management, policy management and eDisclosure, legal hold and review. Autonomy iManage can now link over 1,400 law firms with the data inside over 20,000 corporate clients using powerful, familiar tools, and is the only vendor to offer the ability to access and analyze corporate information in-place for a case, eliminating point solutions and the risky and costly hand-offs of data used for investigations and litigation.

Customers include corporations and law firms such as Allen & Overy, BAE Systems, Bloomberg, Citigroup, Deutsche Bank, DLA Piper, Grupo Santander, LexisNexis, Linklaters, Lloyds TSB, Merrill Lynch, Slaughter and May, UK Law Society, and White & Case. More than 400 companies OEM Autonomy technology, including Symantec, Citrix, HP, Novell, Oracle, Sybase and TIBCO. The company has offices worldwide.

Please visit [www.autonomy.com](http://www.autonomy.com) to find out more.

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