

DMS Archiver for iManage Work

Providing an automatic 2-step archiving solution to meet your DMS Matter compliance requirements. A highly configurable workflow to apply, review and approve extension requests.



SOLUTION HIGHLIGHTS:

- ◇ A 2-step archiving process:
 - A soft archive to remove or add users as required and make the matter workspace private.
 - A full archive to move the matter workspace, documents and folders to an archive database, making it inaccessible to users.
- ◇ Supports on premises and iManage Cloud.
- ◇ Users are automatically notified prior to scheduled full archive.
- ◇ Subsequent extensions can be applied before a matter workspace is fully archived.
- ◇ Compliance Officers can accept or deny extension requests.
- ◇ A comprehensive Admin Portal to display the latest status of a matter workspace and provide an audit trail of matter workspace archiving activities.



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