

## RBRO Solutions

RBRO Solutions provide a broad range of utilities to enhance the way iManage WorkSite users operate with significant gains in workflow efficiency through the ease of use. The set of RBRO tools provide risk management & Ethical Wall solutions, Workspace management, document migration, archiving solutions, and user enhancements.

A selection of the RBRO tools most widely used by WorkSite clients include:

Software	Functionality
<b>Worksite System Manager (WSM)</b> - Framework -	WSM is an enterprise administration solution that enables organisations to gain a greater degree of control over their entire iManage WorkSite System with the range of snap-ins available.
<b>Workspace Management</b> - snap-in -  (includes Metadata management)	<ul style="list-style-type: none"> <li>Manage multiple WorkSpace templates; the first step to managing all your content in WorkSite. Enables visual WorkSpace design functionality with the ability to rearrange folders using drag and drop.</li> <li>Metadata Management - provides users with the ability to view, edit, and add WorkSite custom values, document classes, applications, and document types across all connected libraries.</li> </ul>
<b>ReFiler</b> - snap-in -	<ul style="list-style-type: none"> <li>Enables refilling of documents based on WorkSite metadata and create mapping templates.</li> </ul>
<b>Shortcuts Management</b> - snap-in -	<ul style="list-style-type: none"> <li>Provides users with the ability to select a firm approved structure for organising shortcuts on their WorkSpace Shortcuts lists, and automatically keep shortcuts organised for each user or restore shortcuts if deleted.</li> </ul>
<b>Consolidate &amp; Archive</b> - snap-in -	<ul style="list-style-type: none"> <li>Easily merge multiple WorkSite libraries into one library. Create a new WorkSite library or split an existing library into two or more and map security and metadata appropriately.</li> </ul>
<b>EasyFolders</b> - snap-in -	<ul style="list-style-type: none"> <li>Allows administrators to create standardised template packages made available to specific users/groups. Provides users with the ability to select firm-approved standardised packages of folder structures.</li> </ul>
<b>FolderExport</b>	Allow end users to select any WorkSite folder or Workspace and export all the documents and subfolders to a specified location outside of WorkSite.
<b>EasyImport</b>	Allow end users to quickly and easily import content into WorkSite. Users can select single or multiple documents and/or folders to import with just a few clicks. Single documents can be imported as a new version of an existing document or over-write a current document.
<b>SafeDelete System (SDS)</b>	Provides the ability to remove unwanted documents from WorkSite and still have the security of knowing that items deleted in error may be recovered with ease.
<b>DMSBriefcase</b>	Provides an efficient way for WorkSite users to work offline within their own briefcase as well as collaborate with a team by sharing a common briefcase. <b>Alternative to WorkSite Offsite.</b>
<b>MasterEthics</b>	Create security templates for specific clients or matters. When a new document is saved into WorkSite, ethical wall security is instantly applied based on the client or matter information.

