



Audience

For individuals who need to use iManage Works to store their documents and emails

Outcomes

To be able to file and retrieve records in an efficient manner

Course Content

- What is iManage Work
- The structure & layout of an iManage Workspace
- Finding workspaces and documents
- Using My Matters and My Favourites
- Saving documents
- Viewing document properties & history
- Saving & viewing versions
- Using Express search
- Sending and saving emails
- Saving received emails & associated attachments
- Deleting and refiling documents or emails

Duration

2 hours with lots of hands-on practical exercises

Price

£210

Extra Consideration

We will need to view your iManage Work DMS ahead of the training session, to tailor the session accordingly. We will use a 'training' workspace within your DMS to deliver the course.