

iManage DeskSite™ and iManage MailSite™

Capture, Store and Collaborate on Critical Business Content – From Your Desktop

iManage is the leading provider of collaborative content management software.

iManage DeskSite and MailSite are full-featured, document management environments for the Windows desktop. With iManage DeskSite and MailSite, you can capture, organize, store and reuse critical business content generated by many popular Windows-based applications.

By providing access to enterprisewide content from desktop applications that created the content, iManage DeskSite and MailSite enable quick adoption of document management functions throughout your organization.



Business Content: Your Most Valuable and Vulnerable Asset

For most knowledge workers today, the desktop is their office. A significant amount of everyday work, including documents, spreadsheets, presentations and e-mails is stored on these desktops. Unstructured data represents up to 80 percent of all information generated by organizations. Yet too often the data is hard to access and prone to corruption or loss. The time and effort required to recreate lost or corrupted data can be a significant drain on organizational productivity and profitability. What today's information explosion demands is an easy, cost-effective way to manage and secure the full scope of critical business content directly from the familiar desktop environment.

iManage DeskSite and MailSite

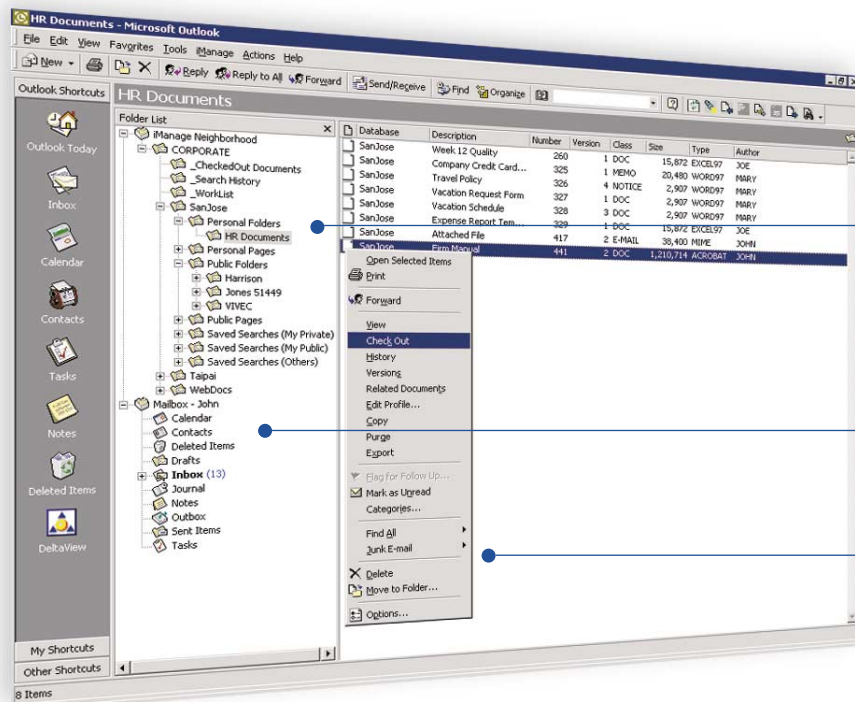
Document Management for the Windows Desktop

iManage provides two full-featured document management clients — iManage DeskSite and iManage MailSite — to help companies manage large volumes of documents, presentations, spreadsheets, schedules, business reports, e-mails, multimedia images, engineering drawings and other vitally important business content.

DeskSite and MailSite provide out-of-the-box, tight integration with popular windows applications such as MS Office, WordPerfect, MS Outlook, Lotus Notes and Novell GroupWise. That means you can create a new document, open an existing document, save a document as a new version, change profile information and perform many other document management functions — all without ever leaving your familiar application interface.

Seamlessly Access Documents Stored in iManage Repositories Directly From Your Favorite Windows Desktop Application

iManage
MailSite



Conduct powerful searches based on document meta-data and full text. Save and share searches.

Track your checked out documents, the last 40 documents edited and the last 10 searches performed with quick lists.

Organize and share documents in a folder hierarchy. Create and maintain private folders as well.

Perform comprehensive document management functions including check-in/check-out, document relationships, version control, audit trails, and profiling for each document.

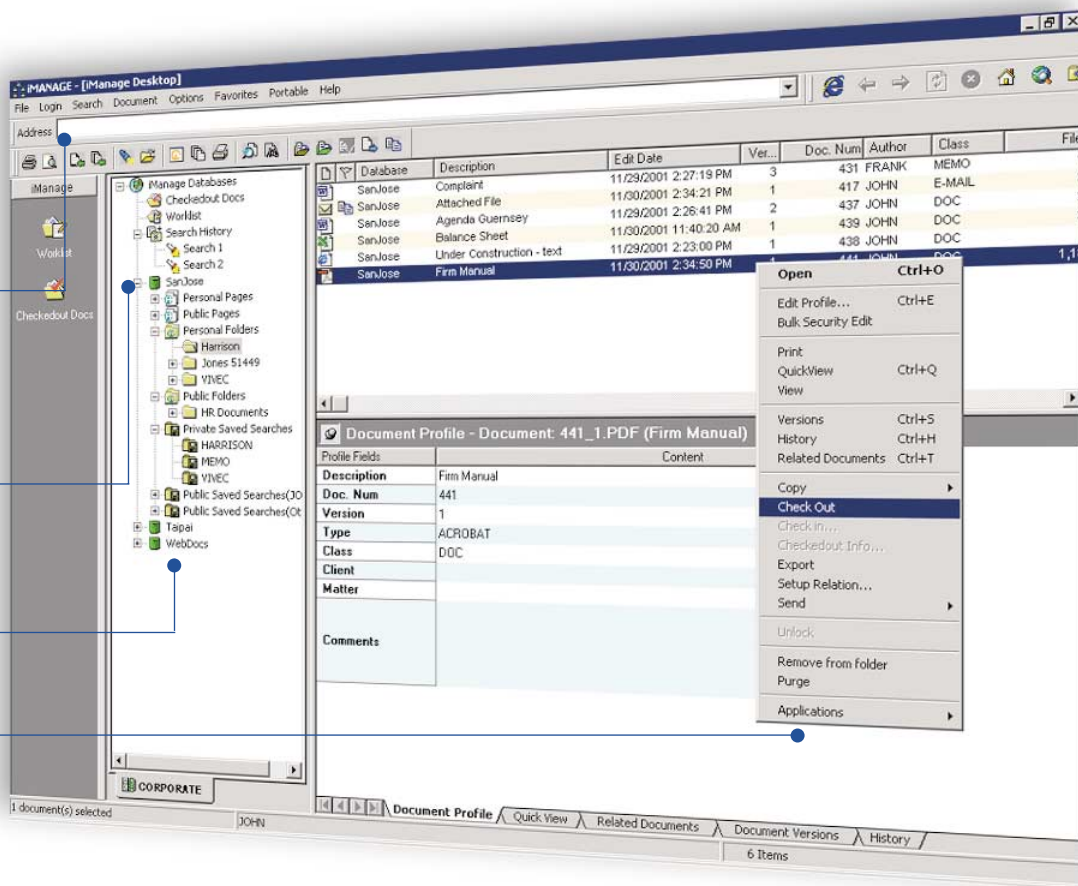
iManage DeskSite is an intuitive custom Windows client, while iManage MailSite provides seamless access to enterprisewide content and document management functionality directly from MS Outlook. By combining the familiar user interface of frequently used applications with powerful document management functionality, DeskSite and MailSite enable a rapid adoption of document management functions across the organization. That means users can become immediately productive with minimal training.

Both iManage DeskSite and iManage MailSite offer comprehensive document check-in/check-out, version control, audit trail, archiving, categorization, full text and meta-data searches and many more document management functions. With iManage DeskSite and MailSite applications, employees save valuable time and money by leveraging and reusing existing data, applications and business processes, instead of being compelled to recreate them.

Sophisticated Document Management Capabilities

Key Features of iManage DeskSite and iManage MailSite Applications

- **Folder Hierarchy:** Organize documents in a folder hierarchy and share these folders with other users and groups or maintain them privately. Because documents can belong to multiple folders, a single copy can be maintained yet referenced in different places.
- **Document Relationships:** Establish links between a primary document and appendices, such as a cover letter and contract.
- **Quick Access Lists:** Directly access quick lists, such as the list of documents checked out, the last 40 documents edited and the last 10 searches performed.
- **Check-In/Check-Out Capabilities:** Maintain the integrity of each document by ensuring that only one person can modify the document at any time.
- **Sophisticated Version Control:** Ensure data accuracy and currency by allowing review and editing of the most current version of the document.



< iManage DeskSite

- **Audit Trails:** Track the history of documents, including all activities performed on the document for regulatory, legal or operational purposes.
- **Comprehensive Profiling Capabilities:** Tag and classify each document with meta-data fields tailored to your organizations' specific classification requirements. In addition to commonly used meta-data fields you can also define custom fields such as character, numeric, date or Boolean type.
- **Searching:** Conduct powerful Boolean, wildcard, number or date range searches based on document meta-data and full text. Frequently performed searches can be saved and shared.
- **Document Viewer:** Quickly launch and print a document, even if the native application is not installed on the desktop. The viewer supports more than 130 document formats so you can work on several documents simultaneously.
- **Publishing to the Web:** Publish documents to a Web page, or publish both documents and folders directly to your Intranet or Extranet Web pages through simple drag and drop operations.
- **Publishing in PDF Format:** Link the PDF document automatically to the original file it was created from.
- **Portable Mode:** Check out and edit documents while on the road and then automatically update documents to the central repository when you go online, using automatic synchronization features.
- **Archiving and Retrieval Features:** Manage the entire information life cycle, including purging obsolete documents, to meet regulatory document retention guidelines.
- **Powerful Security:** Control access to system functionality and content at the object level based on user, group or role, so that sensitive information remains in the hands of authorized users.
- **Customizability:** System administrators and designers can easily customize the forms required to create a new document, edit the profile of an existing document or search for documents using a simple forms editor.
- **Client Customization:** Customize the DeskSite and MailSite clients to integrate with other desktop applications, to add new document operations or to modify the behavior of existing application functions with the iManage development Kit.

Add-Ons for Tight E-mail Integration

iManage DeskSite offers add-on modules that provide tight integration with e-mail MS Outlook, Lotus Notes and GroupWise. Users can directly profile incoming e-mails and attachments and attach profiled documents to outgoing e-mails from within their e-mail application.

Robust Reliable Platform That Scales With Your Business

All WorkSite applications are powered by an open, secure enterprise-class platform that scales to handle millions of documents and tens of thousands of geographically distributed users. Built on a highly flexible, distributed, multitier architecture, the WorkSite server supports an array of powerful features including:

- Support for geographically distributed repositories, built-in fault tolerance, load balancing and clustering. This ensures that iManage applications are available 24x7, 365 days a year, and your data is protected against hardware, software or network failure.
- Comprehensive administration tools allow integration with LDAP, NDS and ADS servers making it easy to administer your iManage WorkSite.

Rapid Application Development and Deployment

Both DeskSite and MailSite applications can be deployed out-of-the-box in a matter of weeks. Or you can customize and extend these applications with the iManage Software Development Kit. Developers with VB or COM experience can create new applications to solve specific business problems with the development kit, yet leverage the security, scalability and functionality of the WorkSite platform. With iManage WorkSite, you get a robust scalable solution that is quick to deploy and easy to maintain — resulting in a lower total cost of ownership and rapid return on investment.

Professional Services, Technical and Partner Support

All iManage products are backed by professional services, technical support, training services, and online support to help you successfully implement and extend your iManage WorkSite. And you can choose from a global network of more than 125 partners, systems integrators and consultants to help you deploy an iManage solution at your site.

System Requirements

For iManage DeskSite and iManage MailSite

- Intel® Pentium® processor
- Microsoft Windows 95, Windows Millennium, Windows NT 4.0, Windows 2000 or Windows XP
- 64 MB of RAM
- 50MB of available hard-disk space

For iManage MailSite Only

- | Windows Outlook, 98, 2000

About iManage

Headquartered in San Mateo, Calif., iManage, Inc. is a leading provider of collaborative content management software for global enterprises. iManage WorkSite is an integrated application suite that delivers document management, collaboration, portal access, knowledge management, workflow and business process automation in a single solution on a secure Internet platform. With iManage WorkSite, you can efficiently manage and collaborate on critical business content and processes with employees, customers and partners around the world. You realize significant improvements in communications and process efficiency, faster response times and a rapid return on investment. More than 400,000 professionals working at over 1,000 businesses, including legal and financial services, high tech, manufacturing, government and professional services, have transformed their organizations with the iManage WorkSite.

For more information, please e-mail us at contact@imanager.com or visit our Web site at <http://www.imanager.com>.



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