



Morae DMS Products

Morae **Importer**

Morae's Phoenix Importer enables firms to import large volumes of content into the iManage Work Document Management System. Its powerful server-based engine allows administrators and end-users to import email, documents, and entire folder structures via its intuitive, web-based interface.

Importer supports smart rule-sets for complex, automated imports and can maintain folder structures from workspaces or the file system.

Importer can also readily import email from PSTs, Exchange public folders, and end-user inboxes directly into iManage Work.

Features

- Import Documents and Folders into iManage Work directly from network shares or removable storage
- Import from Microsoft Exchange Email Stores and Outlook PST folders
- Dynamic, intuitive, wizard-driven interface guides users through the import process
- Activity reporting and job completion notification to alert on status of import jobs and highlight exceptions or potential issues
- 'Set and Forget' scheduling with ability to apply priority to specific jobs
- Comprehensive, built-in guidance notes, help functionality, and documentation
- Granular options enable users to specifically include or exclude certain folders or file types during import as well as control folder creation
- Full language pack integration to display the user interface in English, French, German, Chinese (Simplified and Traditional), Spanish, and Russian

Benefits

- Enable iManage administrators to perform simple, codeless updates of workspaces
- Powerful, granular access control of iManage administration
- Increased logging and auditing of all workspace management
- Single, centrally-deployed model supports distributed, global iManage models
- Uses single, integrated, web-based administration for all Morae products
- Empower end users to manage their matter teams and folder structures
- Reduced risk by removing NRTAdmin access for certain users

Product Summary Checklist

- ✓ **Seamless Integration with iManage Work**
- ✓ **Import from folders, file shares, and email stores**
- ✓ **Full Reporting and Monitoring**
- ✓ **Scheduled and Real Time Processing**
- ✓ **Integration with other Morae Phoenix iManage Work Management Products**
- ✓ **Wizard-driven, web-based functionality**
- ✓ **Integrated Help and Assistance**
- ✓ **Multi-Lingual menus and user interface via language packs**





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Morae **Exporter**

Morae's Phoenix Exporter enables firms to export large sets of content from the iManage Work Document Management System. Exporter is integrated with iManage FileSite and DeskSite and allows the user to export one or more Workspaces to the file system and maintain the Workspace structure.

Features

- Export Documents and Folders from iManage Work to the file system
- Choose one or more Workspace to export at a time
- Maintain the Workspace folder structure when exporting content or flatten if desired
- Option to folder export to a date range
- Option to only export the latest version
- Granular options enable users to specifically include or exclude certain folders during export
- Retain the iManage Last Edit Date on the exported content
- Automatically truncate the document name if required
- Ability to also export metadata to XML for exported content

Benefits

- Exporting and preserving the Workspace folder structure aids familiarity
- Saves time performing mass exports of one or more Workspace at a time
- iManage history updated for compliance
- Granular exports give the user control
- Control and limit what content is exported

Product Summary Checklist

- ✓ **Seamless Integration with iManage Work**
- ✓ **Export from iManage Workspaces or folders**
- ✓ **Full iManage auditing on exported content**
- ✓ **Scheduled and Real Time Processing**
- ✓ **Wizard-driven, web-based functionality**
- ✓ **Remembers previous settings, so repeated exports are quick and simple**

About Morae

Morae Global Corporation, which acquired Phoenix Business Solutions in May 2019, is a market leading provider of digital and legal business transformation in the legal industry. We are purpose-built with former general counsels, law department operations directors, innovative leaders from LPO and eDiscovery firms, top law department management consultants, and senior strategy and technology experts who customize solutions to assist law firms, law departments, and compliance functions in transforming how legal work is done.



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