



DMS: iManage Works

Audience

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

Outcomes

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

Course Content

- What is iManage Work
- The structure & layout of iManage Work
- Finding workspaces and documents
- Using My Matters and My Favourites
- Saving documents
- 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.