

# ACCESSING and USING IMANAGE

The iManage integration with First Legal's eFiling portal, First Connect, streamlines the movement of documents for eFiling orders between the two systems.



#### WHAT IS IMANAGE?

iManage is a Document Management System (DMS) that helps Law Firms manage all the documents created and used by the firm. It provides document version control, access control, collaboration, and many other features. Their website is: https://imanage.com/

#### **KEY BENEFITS**

The integration streamlines the movement of documents in two ways:

- When placing an eFiling order, documents can be loaded into the portal workflow directly from iManage. This saves time by eliminating the need to download a document from iManage to the local computer first before uploading it to the portal.
- When an eFiling order is completed by the court clerk, returned documents are automatically saved into the iManage system in the proper Client and Matter folder.

## **Imanage Worksite User Guide**

### **Roman Wölfel**

#### **Imanage Worksite User Guide:**

The 2010 Solo and Small Firm Legal Technology Guide Sharon D. Nelson, John W. Simek, Michael C. Maschke, 2011-07-16 Computers Computer operating systems Monitors Computer peripherals Printers Scanners Servers Server operating systems Networking hardware Miscellaneous hardware Productivity software Security software Case management Billing software Litigation programs Document management Document assembly Collaboration Remote access Mobile security More about Macs Unified messaging and telecommunications Utilities The legal implications of social networking Paperless or paper LESS Tomorrow in legal tech The Lawyer's Guide to Microsoft Word 2007 Ben M. Schorr, 2009 Microsoft Word is one of the most used applications in the Microsoft Office suite This handy reference includes clear explanations legal specific descriptions and time saving tips for getting the most out of Microsoft Word and customizing it for the needs of today s legal professional Focusing on the tools and features that are essential for lawyers in their practice this book explains the key components to help make lawyers more effective more efficient and more successful

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