



Workspace Modification for iManage

The easiest way to change a folder structure for an existing Workspace.

We have all been there, accounting defines a Workspace Template for a given Matter, only to later realize the wrong Template was chosen. If too much time has occurred, there will be documents stored in the folders of these Workspaces. This makes it difficult to move to the new Workspace with the corrected Template.

Firms need a smart and simple solution that doesn't require the extra work of deleting the current Workspace and performing manual document moves. GDSI has made Workspace modification tasks as easy as possible to address this issue.

KEY FEATURES

- Web-based application, stored internally at the firm
- Simple to use—just choose the new Template, the existing Workspace, and go!
- Adds Folders from the new Template not found in the existing Workspace
- Option to remove empty folders not used in the current Workspace
- If using WS Toolkit's Workspace Generator application, users can view the status of Workspace Management

SYSTEM REQUIREMENTS

- Windows IIS Server—
2016, 2019, 2022
- MS SQL Server—
2016, 2017, 2019, 2022

