EASY ID

RBRO SOLUTIONS

Customize document identification tags within your Microsoft Word documents

- Enforces firm-wide standardization
- Easy functionality through Microsoft Word ribbon
- Auto-update option available
- iManage Work 10 compatible
- iManage Cloud compatible

Organizations often distinguish Microsoft Word documents by placing specific identification information within the footer, header or body of the document.

Easy ID is a customizable tool that enables organizations to stipulate and enforce the type of information to include in a Microsoft Word document, specify the location of the identification tag and apply the appropriate style settings.

With *Easy ID*, identification information and settings are easily applied to Microsoft Word documents that are saved to iManage Work. With the simple click of a button, *Easy ID* will populate Microsoft Word documents with the identification information specified. This allows organizations to enforce their document standardization policies by ensuring that all Microsoft Word documents contain the same identification information and are located in the same place within the document.

PRODUCT FEATURES

- Enforces firm-wide document standardization policies
- Allows firms to choose the information to be included in a Microsoft Word document footer, header or in the body of the text
- Integration with Microsoft Word ribbon makes it easy to apply identification tag information
- Can be configured to automatically apply identification information when a document is opened or saved

ABOUT RBRO SOLUTIONS

A premiere iManage partner for over 15 years and trusted globally by over 400,000 business users, RBRO Solutions is dedicated to helping organizations get the greatest value from their business content and work processes by extending the power of their iManage Work solution. With over 700 iManage engagements, RBRO applies best practices and know-how to simplify iManage implementations, upgrades and migrations.

RBRO can transform how organizations get work done with adoptable and scalable improvements in business efficiency and agility—that integrate seamlessly across corporate systems—adding value to the iManage Work solution, enabling you to decrease your overall cost of ownership by simplifying tasks and empowering users.

ABOUT IMANAGE

iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve. ILTA's 2017 Innovative Solution Provider of the Year, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world — including more than 2,000 law firms — rely on iManage to help them deliver great client work.

Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit imanage.com.

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