

## Customize document identification tags within Microsoft Word documents and add or remove identification information right from the ribbon



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.

### **STANDARDIZE INFORMATION**

- Enforce organization-wide document standardization policies.
- Choose the information to be included in the MS Word document header, footer, or body of the text.
- Configure to automatically apply identification info when opened or saved.

### **ACCELERATE PROCESSES**

- Easily apply identification tag information from the ribbon tab in MS Word documents.
- Eliminate the need to search, copy, and paste identification data.
- Quickly search for and locate materials based upon streamlined identification tagging system.

### **ENSURE ACCURACY**

- Remove manual errors in inputting identification information by streamlining work steps.



## 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 premier iManage Partner since 2003 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 transforms 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 and enabling you to decrease your overall cost of ownership by simplifying tasks and empowering users.*



*"With multi-generational knowledge of iManage Work solutions, RBRO have developed an intimate understanding of how lawyers work and their day-to-day challenges.*

*• Sandeep Joshi, VP Business Development, iManage*

