

# TEC Tools for iManage

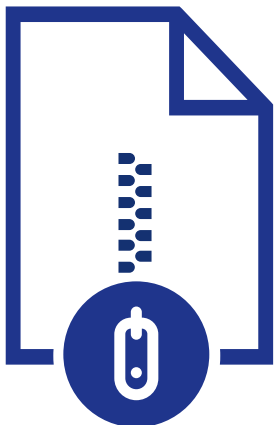
Our Cloud-ready TEC Tools are the perfect companion suite for your iManage Work DMS, no matter your build.

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## TEC Migration Suite for Bulk Content Migration

- Specifically designed for fast and efficient migration of large volumes of content
- Employs a simple five step wizard-based interface to help you to quickly and efficiently migrate data
- Migrates data between a variety of data sources, including iManage Work
- Allows you to apply filters to content sources, create inclusion/exclusion lists and apply date range criteria
- Able to target content from SQL Databases, Exchange OST Files, ZIP files and more



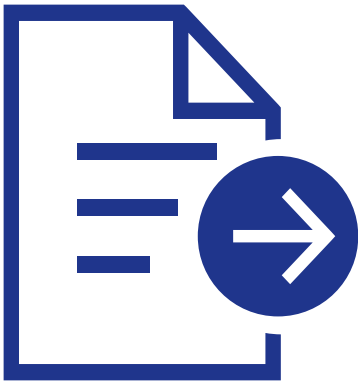
## TEC Archiver for Secure Data Storage

- Designed for the seamless copying of Workspaces, Metadata, Folders and Documents from one Library to another
- Enables stamping of both original and archived documents
- Works in tandem with TEC GDPR Delete to remove documents archived before a specified date
- Allows you to restore deleted Workspaces by reversing the source and target libraries
- Offers the ability to configure an (optional) SMTP Server to email personnel upon completion



## TEC GDPR Delete for Data Management and Compliance

- Enables the easy removal of Workspaces, Clients and Matters, to ensure keep data stores compliant in line with regulations
- Also allows users to toggle to remove either target or 'other' misfiled Client/Matter Documents
- Works in tandem with TEC Archiver to delete stamped Workspaces
- Offers a range of customised deletions, including the option to specify a cut-off date to skip the deletion of data created after chosen dates
- Offers the ability to run the application silently to allow scheduling or automation from other applications



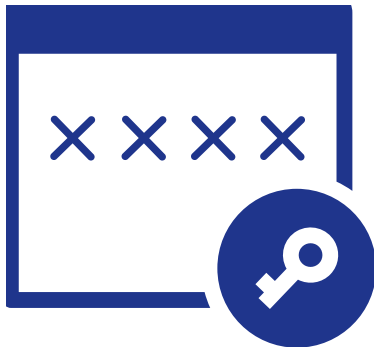
### TEC Refiler for On-Demand Workspace Refiling

- Specifically designed for fast and efficient refiling of content
- Enables users to run refiling tasks both on-demand and on a scheduled basis
- Allows firms to easily keep information up-to-date and correctly stored, by enabling Workspaces, Matters and more to be refiled with all necessary metadata automatically updated
- Makes DMS maintenance and upkeep simpler with easy refiling of Workspaces and Matters in accordance with your clients' activity



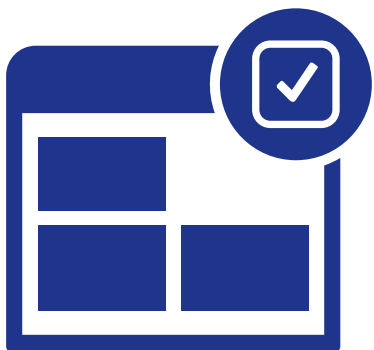
### TEC Send and Sign: The DocuSign Integration for iManage

- Enables documents to be digitally signed and authorised from within your iManage Workspace, with a single right click action
- Automatically files signed documents to your iManage Workspace, allowing you to combine DocuSign's enhanced data security with iManage's compliance model, for enhanced security
- Allows you to authorise and sign documents without relying on paper print-outs.



### TEC Decrypt for Collaboration on Encrypted Emails

- Enables users to easily find and decrypt encrypted emails stored within iManage, so relevant parties can collaborate on cases without the need for individual decryption
- Offers client peace-of-mind whilst increasing efficiencies within your firm



### TEC Template Manager for Document Regulation

- Ensures compliance is maintained within your firm through the management of templates for key documentation
- Allows template access to be controlled so that only approved templates are used for each case, ensuring your documents are always compliant, up-to-date and in-line with company policies
- Enables you to maintain consistency across your branded materials, with the management of house styles, document layouts and key footer information

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