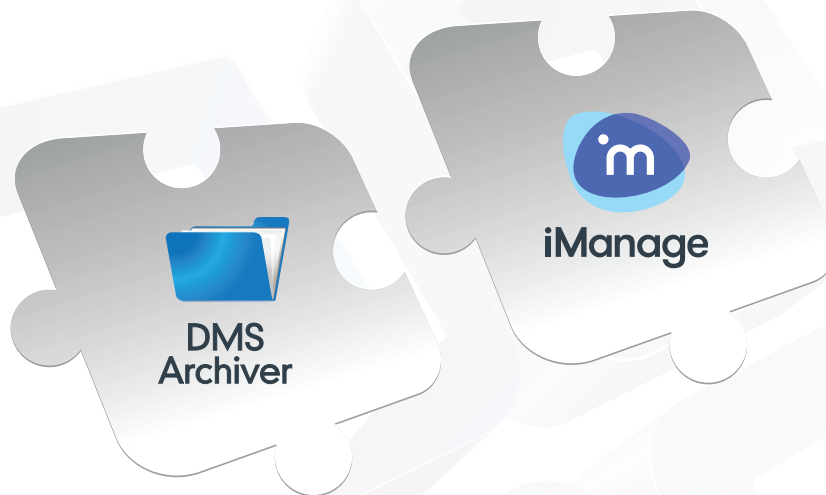# DMS Archiver for iManage Work

Providing a flexible multi-stage archiving solution to meet your DMS Matter or Document compliance requirements through highly configurable workflows based on your retention policies.

DMS Archiver
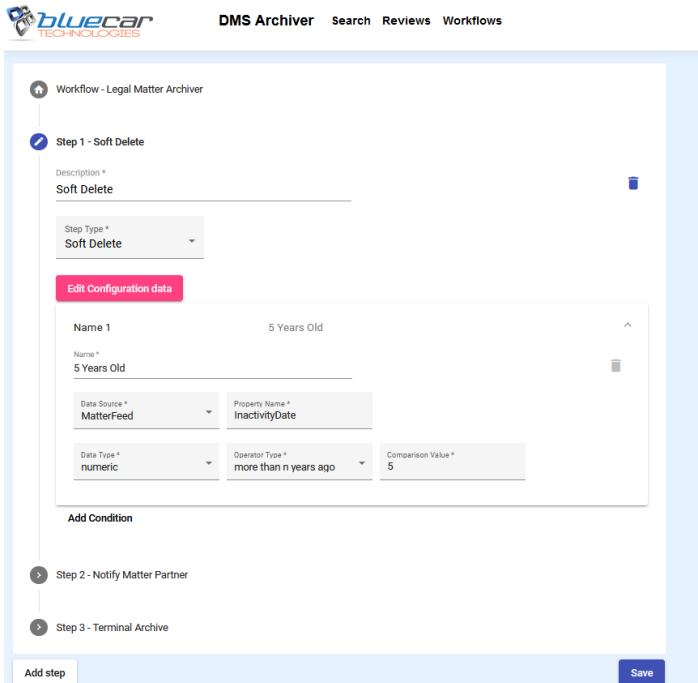
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SOLUTION HIGHLIGHTS:

- Configurable multi-stage workflows:

    - A soft archive to remove or add users and make the matter workspace private.

    - Litigation Hold process

    - A full archive to move the matter workspace, documents and folders to an archive location, making inaccessible to users.

- Supports on premises and iManage Cloud.

- Support for more than one iManage server (both source and destination).

- Users can request approval for matters to be archived.

- Ability to archive contents to Microsoft Azure Blob Storage, reducing Cloud storage cost whilst improving resilience.

- Deletion / removal of archived content.

- The ability to move to an archive destination more than once.

- Users are automatically notified prior to scheduled full archive.

- Subsequent extensions can be applied before a matter workspace is fully archived.

- Compliance Officers can accept or deny extension requests.

- A comprehensive workflow designer to allow custom workflow configurations and provide an audit trail of matter workspace archiving activities.

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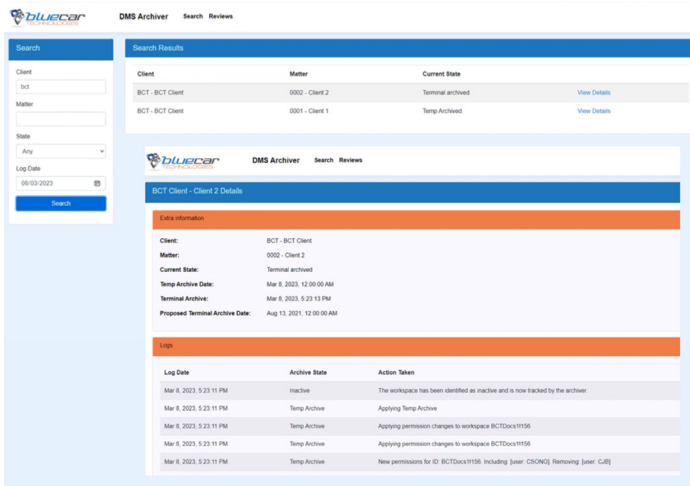T: +44 (0) 1183 382916   E: info@bluecartechnologies.co.uk

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WORKFLOW DESIGNER

- Multi-step flexible workflow design.

- Supports complex logic conditions based on DMS or external data feed meta data.

- DMS or external data feed meta data.

- Supports a range of workflow actions including soft delete, moving and deletion of matters from multiple sources and destinations.

- Additional archive targets being added (Microsoft Azure and AWS).

COMPLIANCE DASHBOARD

- View matters throughout the archive process.

- Approve archive extension request.

- Full audit of activities which take place on the matter during the workflow.

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