question += 'Q: How do I view an electronic rendition in iManage Records Manager?'

keyword = 'renditions'

You can view an electronic rendition in iManage Records Manager by selecting the ellipsis at the far right of the row of a document which has the label Electronic Rendition Available and selecting View Electronic Renditions.

question += 'Q: Can you list the steps to printing an individual label in imanage records manager?'

keyword = 'label'

To print an individual label in imanage records manager, follow these steps:

1. Select the context menu for a record or box in the Label Queue.

2. Select one of: Generate Label Report (PDF) or Generate Label Report (XML).

3. See the Report Queue section for more details. A confirmation prompt displays.

4. When the report has completed, the available context menu actions will be: Download or Mark as Printed.

question += 'Q: How do I relate a filepart in iManage Records Manager?'

keyword = 'relating'

You can relate file parts in iManage Records Manager by clicking the

icon and selecting Relate Item from the drop-down menu.

question = 'Q: How do I view pending delivery requests in imanage records manager?'

keyword = 'pending delivery'

To view the list of pending delivery requests, select Requests from the navigation bar. The PENDING tab of the Delivery Requests page displays.

question = 'Q: Can a file part contain other file parts in imanage records manager?'

keyword = 'file part'

Yes