

Document Management Systems Comparison Table

Overview	webDMS®	NetDocuments	iManage
Integration with Microsoft Data Protection Manager Does the vendor provide advanced disaster recovery & cyber security?	Yes	Unknown	Unknown
Offline DMS with Local Folders Does the DMS send/receive to the cloud and work offline?	Yes	Unknown	Unknown
Cloud Application Is the application natively cloud-based?	Yes	Yes	Yes
Organization How are files, folders, and data organized?	By Client/Matter	By Client/Matter	By Client/Matter
Time Capture Does the software include timekeeping?	Yes	Optional	Optional
Document Assembly Does the software include document assembly?	Yes	Yes	No
Technical Expertise Required How much technical knowledge will you need to have (or hire)?	Low	Moderate	High
Windows & Mac Support Does the software work on both Windows and Mac OS?	Yes	Yes	Yes
Storage Included How much storage is included by default without having to pay for more?	200 GB	1 GB / User	Unknown
User Interface Is the software intuitive and easy to use?	Yes	No	Yes
Portal Provides clients with secure DMS access	Yes	Unknown	Unknown
Subscription Price What is the subscription price for the software?	\$45/user	Not Public	Not Public

On-Premises Installation			
Purchase Price This is \$10/user over 36 months.	\$339/user	No Option	Not Public
Drag and Drop Everywhere Move, copy, or link between folders in Microsoft Outlook, Windows, etc.	Yes	Unknown	Unknown
Automatically Profiles Emails Groups them into conversations	Yes	Unknown	Unknown
Migration & Support	webDMS®	NetDocuments	iManage
Third-Party Consultation Can you implement, train, and support without hiring a third-party reseller/consultant?	Yes	No	No
Migration Performed By Who handles the conversion and migration of your firm's data?	PerfectLaw	Third-Party Reseller (Not NetDocuments)	Third-Party Reseller (Not iManage)
Features	webDMS®	NetDocuments	iManage
Document Previewer Remotely preview documents of any format without opening them	Yes	Yes	Yes
Store & Manage Documents Store, organize and manage documents within the software	Yes	Yes	Yes
Email Integration Drag and drop integration between Outlook and the browser.	Yes	No	No
Automatic / Integrated OCR Available OCR for all documents stored in the software	Yes	Yes	Yes
Full-Text Search Search across content of all documents and email	Yes	Yes	Yes
Document Version Management Automatic versioning, review prior document versions	Yes	Yes	Yes

Document Profiling & Tagging Apply custom document types, statuses, and tags	Yes	Yes	Yes
Inbox Profiles Outlook Inbox will show which emails have been profiled in the DMS	Yes	No	No
Multi-Domain Check Outs Checking out on multiple Windows domains is respected	Yes	Unknown	Unknown
Favorite & Recent Documents Quick access to recent and favorite documents	Yes	Yes	Yes
Opening Documents Open a document from the browser into Microsoft Office	Yes	No	Yes
Options	webDMS®	NetDocuments	iManage
Office 365 Integrates with Office 365	Yes	Yes	Pending
Additional IT Support Extended/Unlimited IT Support for your law firm	Optional	Optional	Optional
Security	webDMS®	NetDocuments	iManage
User and Group Permissions Define who can and cannot access certain matters and data	Yes	Yes	Yes
Data Encryption in Transit Your data is encrypted in transit on the Internet	Yes	Yes	Yes
Data Encryption at Rest Your data is encrypted at rest on the server	Yes	Yes	Yes
Native Two-Factor Authentication Two-factor authentication / multi-factor authentication for additional data security	Optional	Yes	Yes

Built-In Geographic Redundancy

Data automatically backed up to multiple data centers / regions

Optional

Optional

Optional

Perks for PerfectLaw

All-In-One® Users

webDMS®

NetDocuments

iManage

Uses All-In-One Database

No double/triple entry or unnecessary integration

Yes

No

No

Automated Conversions

Eliminates duplicate and redundant data

Yes

No

No

Built-In Document Assembly

Merges any and all data to fill out forms automatically

Yes

No

No

Automated Time Capture

Capture time for billable activities via PCs or phones

Yes

No

No

Stores Bills & Reports

Automatically

Eliminates all manual steps

Yes

No

No