



# IntraLinks Workspace Builder

Gathering, organizing and indexing information for any project can be a time-intensive process. IntraLinks Workspace Builder gives you the most efficient way to upload, organize and manage information throughout the life of your project.

Workspace Builder enables you to build your IntraLinks solution from scratch in minutes.

Workspace Builder is a powerful tool that provides an extra measure of control and efficiency when organizing and managing your IntraLinks solution. Giving you the ability to manage the process directly from your own desktop, you can build your solution from scratch through a drag-and-drop functionality allowing you to set up your workspace in a matter of minutes. Further, it gives you access to the files on your local and network drives as well as letting you manage files already available on IntraLinks.

## Intuitive Interface to Get You Started

Workspace Builder's easy-to-use interface — including keyboard short-cuts, multi-select capability, right-click functionality and familiar drag-and-drop handling features — enables you to get up and running immediately. You'll be able to add, delete and organize information whenever you need to, throughout the life of your project or deal.

## Add Files and Folders in Bulk

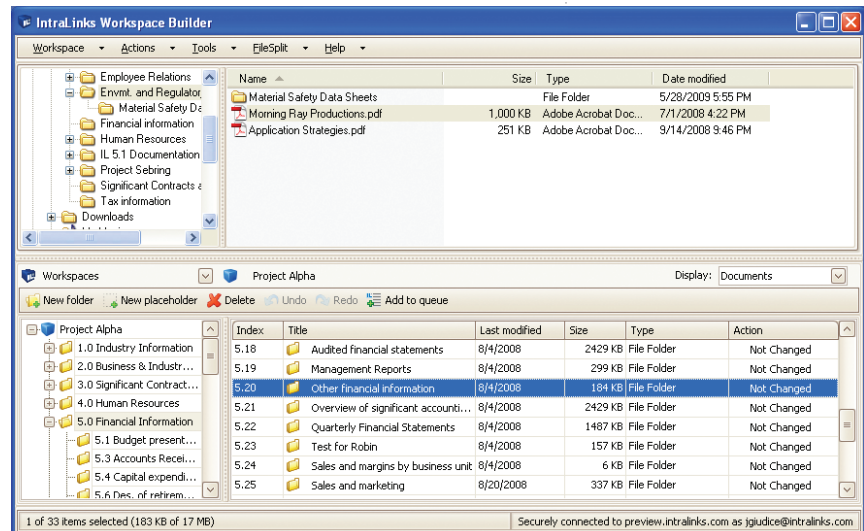
Workspace Builder gives you access to the files on your local and network drives as well as letting you manage files on your workspace. You can create new folders and publications with a single click. You can also select multiple files, or even entire folder structures, and drag and drop them onto IntraLinks — right from your desktop.

## Dynamically Index Information

If you need to restructure or reorganize your critical information, you can easily rearrange folder structures and files rather than deleting them and uploading new files. Workspace Builder automatically updates the index whenever you reorganize, add or delete files.

## Participant Manager

You can add, remove and make changes to users and groups as you stage your workspaces, including managing users and groups in bulk. You can also set permissions for multiple users and groups.



## Features:

- Multi-file upload files, folders, and entire directories of information
- Dynamically index information
- Easily rename and preview PDF files
- Microsoft Word and PowerPoint files can be converted to PDF upon upload
- Accessible directly from the IntraLinks platform
- Save a local copy of the changes to your structure and resume work later
- An Update Checker utility enables you to scan for software updates



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## Security

Our top priority is to provide you with the highest level of security, compliance and auditability for the exchange of your information, avoiding possible risks and exposure to your business. Our solutions adhere to industry-mandated regulatory requirements, including SAS-70 Level II and ISO 9000 certifications. IntraLinks' comprehensive approach toward security extends across our entire solution, including the application, infrastructure and process.

## Affordability

Offering a true turnkey solution, we require no additional hardware or software, no expensive training programs and no new demands on your IT resources. With no upfront capital costs, our Software as a Service (SaaS) business model provides a budget-friendly, scalable cost structure that yields returns almost immediately and continues through the long term.

## Easy Implementation

With tens of thousands of implementations worldwide, we can get you up and running in minutes. Easy integration with your current software and internal systems ensures a seamless workflow. And as your business evolves, our solution enables you to easily add users, expand your uses and increase your volume of information to adapt to your ever-changing business needs.

## Cross-Organizational

Transforming the way organizations do business, we've created a way for you to collaborate on your mission-critical business projects with experts and colleagues regardless of their location, inside and outside the company firewall. Enabling you not only to do business more quickly, safely and efficiently but more profitably as well.

## Service

Delivering a technology solution to extremely demanding clients, such as those in financial, pharmaceutical, biotech and legal industries, requires a tremendous level of dedication and unwavering commitment to our customers' success. Offering a full-service approach, we'll set up and manage your solution so that your team can hit the ground running. And we provide global 24/7/365 live support in more than 140 different languages.

## Expertise

For more than a decade, we've been helping companies around the world exchange their critical information. With 750,000+ users across 90,000 organizations around the world, we offer solutions based on innovative best-of-breed technologies along with direct domain knowledge and best practices by industry to ensure you get the most value from your IntraLinks solution.

## Global

At your desk or on your Blackberry, our solution is available in multiple languages. And with thousands of customers worldwide using IntraLinks, you can be assured that we will manage your business globally. With personnel and offices in 16 countries on four continents and a growing list of leading enterprises around the world, IntraLinks offers international reach with customized support.

## The IntraLinks Advantage

IntraLinks® provides enterprise-class solutions, which facilitate the secure, compliant and auditable exchange of critical information, collaboration and workflow management inside and outside the enterprise. Our on-demand solutions help you organize, manage, share and track information, enabling you to accelerate your workflow, optimize your business processes and realize new profit potential.

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