



EIM Production Report for DM

What is it and what are the benefits?

The purpose of the Production series of reports for DM is that it allows IT management to monitor the DM document production via any number of classifications. This type of automatic, custom reporting provides IT Management with valuable statistical trends for how the DM repository is being populated and processed. For instance, monitor DM usage by individual user.

What else should I know?

- Documents created per Matter, sorted descending, for the top 10 matters based on document creations.
- Number of documents created in a certain period based on application, so you can compare the number of Outlook messages saved versus Word, Excel, or even PowerPoint.
- Document production per Practice Area, if Practice Area is captured in DM profiles.
- Count of Documents edited in the past 30 days by Client/Matter/and DocType.
- Watch a video on Production Report for DM @ <http://www.eimintl.com/videos.html>

What does a sample report look like?

Author ID	Creation Date	Count of Docs
AUSER	07/16/14	3
AUSER	07/18/14	2
AUSER	07/23/14	3
JDOE	07/02/14	1
JDOE	07/29/14	3
JJONES	07/28/14	3
JJONES	07/30/14	3
JJONES	07/02/14	3
JJONES	07/24/14	5
JJONES	07/28/14	2
MSMITH	07/07/14	3
MSMITH	07/21/14	3
MSMITH	07/25/14	1
MJACKSON	07/08/14	3
STESTER	07/03/14	3
STESTER	07/10/14	3
STESTER	07/03/14	2
STESTER	07/30/14	2
	Total # of Items	48