M-Files®

Enhance the efficiency and quality of your information and processes with M-Files

Microsoft Partner
Gold Application Development

M-Files® is a powerful, metadata-powered **enterprise content management (ECM) and document management solution** that solves the problems of managing, finding, and tracking information in companies of all sizes.

Available in 24 languages, M-Files is easy to deploy, learn and use, and has enabled thousands of businesses in over 100 countries to make dramatic gains in efficiency and productivity by improving the way they organize and manage their documents, information and processes.

www.m-files.com

M-Files has resulted in a huge increase in productivity and accuracy in the performance of our agency."

- Osmany Pereira Gonzalez, Manager Joint Services, United Nations Environment Programme

"Other systems we looked at seemed to be much more costly, and would have taken longer to implement than M-Files. Our employees did not require formal training to become proficient with the system. It was easy to train our internal teams, and the M-Files staff was very responsive to our questions."

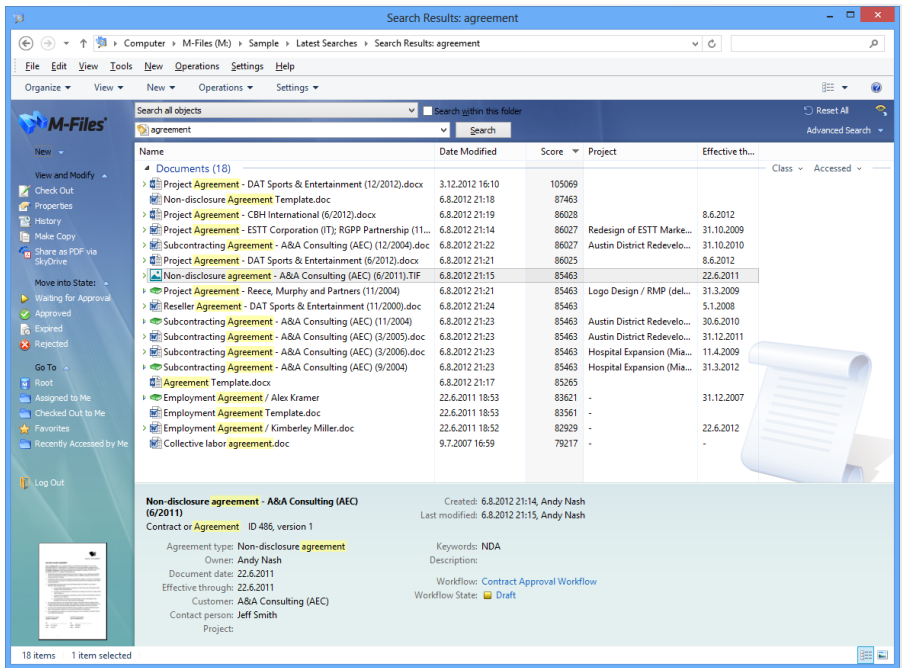
- Thorunn Bergsdottir, Quality Manager, MP Bank

"Audits are common in finance for mining operations, especially during the research phase prior to breaking ground. We place preliminary assessments and associated information into our secure M-Files vault, and this centralized approach makes for a much smoother audit process."

- Thorsten Neumann, IT Manager, Banro Corporation

"Before M-Files, it was sometimes challenging to find the correct versions of files. When this occurred, we had to spend precious time finding them on our server. In a billable-hour environment, we have to watch the internal processes carefully."

-Martina Andersin, CFO, Hill+Knowlton



You can save all of your files and documents directly to M-Files from any application. You can always find the correct information quickly and easily based on the content and metadata attributes of the document.

USED BY THOUSANDS OF CUSTOMERS IN DIVERSE INDUSTRIES TO IMPROVE PRODUCTIVITY AND EFFICIENCY

M-Files helps businesses succeed in today's fast-paced and information-intensive environment by improving efficiency and maximizing the reusability of information. Because of M-Files' unique metadata-driven architecture, you can find the right document instantly with a simple keyword search -- a much faster and more effective means for locating information than navigating through complex and confusing network folders. In addition, check-out and check-in features eliminate the problems of data loss and "version creep" that can result when simultaneous changes to documents are made by multiple users.

With cloud, on-premise, and hybrid options, M-Files is easy to deploy and implement. In a short period of time, you can begin reaping the benefits of effective information and process management, and avoid the chaos and confusion of the network folder approach.

From advanced reporting features and mobile document access, to the ability to seamlessly integrate with existing CRM and ERP systems, M-Files provides a flexible platform that supports a wide-range of business needs and requirements.

DID YOU KNOW?

59% of 1,000 managers surveyed say they miss important information almost every day because it exists within the company, but they can't find it. (Source: Accenture)

Users waste 30 minutes a day -- or 16 days each year -- searching for documents. (Source: Harmon.ie)

An efficient solution for conducting enterprise searches across all available internal content could improve staff productivity by an average of 30% (Source: AIIM)

M-Files is your solution for effective document management! According to our latest customer satisfaction survey, 97.1% of users said that M-Files makes finding information easier.

A FRESH THINKING APPROACH TO DOCUMENT MANAGEMENT

Powered by Windows Azure

Traditional enterprise content management and document management systems are expensive, complicated products that require major changes in business processes and extensive IT services and support. M-Files changes this paradigm by providing a powerful yet easy-to-use solution that helps businesses organize, manage and track documents and information.

CONTROLLED EDITING OF DOCUMENTS

- Prevent simultaneous changes with check-in and check-out functionality
- Automatic version history: restore previous versions or compare changes with previous versions
- Change log and audit trail: always be able to see who has made edits and changes
- Manage document processes easily with workflows and assignments

INTEGRATE WITH EXISTING SYSTEMS

- Seamless integration into Windows
- Support for all file formats (Word, Excel, PDF, JPEG, etc.)
- Direct integration with all modern CRM and ERP systems and other database systems
- Import e-mail messages from your email server
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QUICK & EASY ACCESS TO INFORMATION

- Find documents, related customers and projects easily and within seconds
- Quick search: find files based on their data classification, metadata attributes and content
- Publish certain documents specifically to customers and partners
- Advanced data reporting and analysis capabilities

SECURE

- Control data visibility; hide and protect sensitive documents while maintaining a single storage location
- Simple and configurable permission settings reduce the risk of human error
- Windows Active Directory authentication
- Encrypted connections
- Automated backups of all data

SCAN AND ARCHIVE

- Electronic document archive: compatible with all desktop scanners and all-in-one printers
- Text recognition in scanning (OCR)
- Archive files in PDF/A-1b format for efficient long-term preservation of electronic documents

EASE OF USE, ANYWHERE

- Familiar Windows user interface: “Open” and “Save” functions
- Web access and mobile document management capabilities
- View, create, edit, and store documents in offline mode, with automatic synchronization once re-connected

IMPROVE QUALITY AND PROCESSES WHILE ENSURING COMPLIANCE

M-Files is an easy and practical solution that helps manufacturing organizations and related businesses fulfill the documentation requirements associated with quality regulations and standards. Standards and regulations such as ISO 9001, FDA 21 CFR Part 11, EU GMP Annex 11, HIPAA and Sarbanes-Oxley, set certain requirements for document management that can be easily met with M-Files.

With the versatile and powerful M-Files workflow features, routine company tasks can be automated and task assignments can be given to the right persons at the right time - with no programming required. Workflows within M-Files can be instituted for approval of contracts, circulation of purchase invoices, processing job applications and for myriad of other use cases that require the review, edit and/or approval by several entities.

METADATA: THE BENEFITS OF MANAGING DOCUMENTS AND INFORMATION NOT BY WHERE IT IS BUT BY WHAT IT IS!

M-Files is built from the ground up with metadata in mind, and upon the notion that it is easier to describe "what" something is rather than guess "where" it is stored. This metadata-driven approach is comprehensive, from navigation (or browsing and search), to access permissions, workflow and replication:

NAVIGATION AND "DYNAMIC VIEWS"

Metadata-driven navigation solves an intractable shortcoming of traditional folder-based approaches that are limited to allowing a file to exist in only one location, or having copies of the file (or links to the file) reside in other folders. In M-Files, unique information shows up dynamically wherever and whenever it is needed without duplication, thereby eliminating a host of traditional ECM and workflow issues.

REPLICATION AND LONG-TERM ARCHIVING

Replication is metadata-driven in M-Files, enabling some data to be replicated to other remote document vaults based on its metadata. For instance, certain documents might be replicated to a cloud-based vault for publishing or archiving, or only certain data might be replicated from a main corporate vault to a subsidiary vault, while all data from the subsidiary vault is replicated to the main corporate vault.

Archiving content in M-Files is also based on metadata, so instead of simply archiving certain folders to an external storage location, users can create dynamic archiving rules to control what documents and information is archived, such as archiving only documents that are classified as receipts that are more than three years old.

SECURE, AUTOMATED ACCESS CONTROL

Unlike traditional ECM systems, which are more restrictive and make use of antiquated security models based on folders, permissions control the M-Files way means that a document's final access control settings are derived from its metadata – and it is done so in a highly dynamic way, with changes to the metadata driving changes in document permissions – instantly and automatically. This one-of-a-kind architecture provides a revolutionary way for M-Files customers to manage access to confidential content.

WORKFLOW AND BUSINESS PROCESS EFFICIENCY

Leveraging the metadata-driven workflow capabilities of M-Files to improve business process efficiencies eliminates bottlenecks, maintains consistency and quality in documentation, and assures employees do not accidently skip a step in important procedures. Workflows can be instituted for approval of contracts, circulation of purchase invoices, processing job applications and for myriad of other use cases that require the review, edit, and/or approval by several entities.

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