M-Files®

10 BENEFITS OF M-FILES

INTELLIGENT INFORMATION MANAGEMENT

- NO INFORMATION SILOS
- ONE COMMON VERSION OF ANY DOCUMENT
- ENRICH DATA WITH METADATA
- SPEND MORE TIME ON VALUE-ADDING TASKS
- EASE OF USE
- CONTENT IN CONTEXT
- FOCUS ON CRITICAL DATA
- LEVERAGE METADATA TO MANAGE WORKFLOWS
- EASIER COMPLIANCE
- COLLABORATE WITH COLLEAGUES AND PARTNERS

NO INFORMATION SILOS

Business information is stored in several different systems, and in several different content repositories.

Yet, you need easy access to all that information.

With Intelligent Information Management, you ***can store, find, access and manage information regardless of the file location or the user interface*** you are using.

Eliminate the need for content migration in siloed information environments

CONTENT IN CONTEXT

Content becomes valuable only in the right context.

The same information is valuable to employees in different roles for a different reason, and they look for it with corresponding criteria.

With Intelligent Information Management ***the same, correct information is found based on different search criteria.***

Find information based on the right content for your use case

ONE COMMON VERSION OF ANY DOCUMENT

Information is often copied to several different locations by employees who need access in their own context. Up to 70% of documentation is recreated at some point.

With Intelligent Information Management everyone ***uses the single, correct version of a document*** and there is no need for copies creating version chaos.

No need to duplicate data

FOCUS ON CRITICAL DATA

Different repositories within any business typically hold a lot of obsolete and outdated information, as well as documents that no one knows anything about.

Intelligent Information Management lets you ***focus on critical data*** by illuminating business-critical data from the dark data.

Manage what is critical for business

ENRICH DATA WITH METADATA

Metadata is used to describe other data.

With metadata, you don't need to know where something is stored, you just need to know something about what it is.

Intelligent Information Management helps you ***automate tagging*** so that content can be tagged with almost any information: ***document type, expiration date, customer or project name, etc.***

Understand content in a business context

LEVERAGE METADATA TO MANAGE WORKFLOWS

As an example, metadata can be leveraged to alert users of expiring contracts or learning assignments, or to set automated permission settings.

Intelligent Information Management is not only about finding information, but also about ***streamlining business processes and workflows.***

Easily automate business processes for improved efficiency

SPEND MORE TIME ON VALUE-ADDING TASKS

Manual document handling, such as filing and searching for a specific document, takes a lot of time. On average, an information worker spends more than two hours per day searching for documents.

Intelligent Information Management ***lets employees focus on their actual work*** rather than document management.

Increase office work productivity

EASIER COMPLIANCE

Businesses need to comply with laws and regulations as well as industry standards and internal guidelines.

The ability to separate business-critical or sensitive data from clutter will help handle sensitive information accordingly.

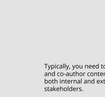
With the automated workflows of Intelligent Information Management, ***it is easier to comply with regulations, and automatically keep audit trails.***

Improve compliance and risk management

EASE OF USE

IT systems and software can only enhance efficiency if users embrace them to their everyday use cases.

Intelligent Information Management offers ***one unified user interface on all devices and across all repositories and platforms***, across cloud and on-premises implementations making it easy for end users.



Improve user adoption

COLLABORATE WITH COLLEAGUES AND PARTNERS

Typically, you need to share and co-author content with both internal and external stakeholders.

Intelligent Information Management makes it easy to ***collaborate securely and efficiently***. Just share a common link to the one common version of any document and keep track of version changes and updates.

Boost controlled collaboration

ABOUT M-FILES

Unlike traditional ECM systems, M-Files allows organizations to manage content and information regardless of whether that information resides in M-Files or other business systems or repositories. It allows any organization to effectively address the process, productivity and compliance challenges they face caused by content chaos, without disrupting existing processes, systems or users.

Users benefit from the powerful tools to find, edit, share and organize content and information directly from SharePoint, Salesforce or any Windows application, gaining the advantage of artificial intelligence to automate office work.

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