

The Dangers of Workflow Errors

THE POWER OF AUTOMATION

Whether your organization is a management consulting firm, a wealth management group or a health-science company, **a single manual document error**—just one kink in the system or "wrench in the gears" can grind the entire organization to a halt.

There's a better way: WORKFLOW AUTOMATION.

By replacing error-prone manual processes, workflow automation improves the level of consistency of the actual work performed throughout the entire lifecycle stage of a document, resulting in a faster, more accurate experience for your business—from the top C-Suite to the local field office.



The result? Missed delivery deadlines—

everything from contract execution to client proposals—as well as damaged reputation, frustrated employees, and decimated profits.

Automated workflows ensure that the monitoring and reporting procedures are completed. This has not only made our job easier, but also greatly improved our quality, operations as well as deliveries to customers.

Susanna Eerola
Global Quality & Sustainability Manager
Roal



CHALLENGE 1

THE CONSEQUENCES OF MANUAL PROCESSES:

- Manual data entry errors can create potentially damaging results for a business
- Manual tasks are redundant; paperwork increases downtime
- Trying to figure out who needs to next sign or approve a document can create confusion and more errors

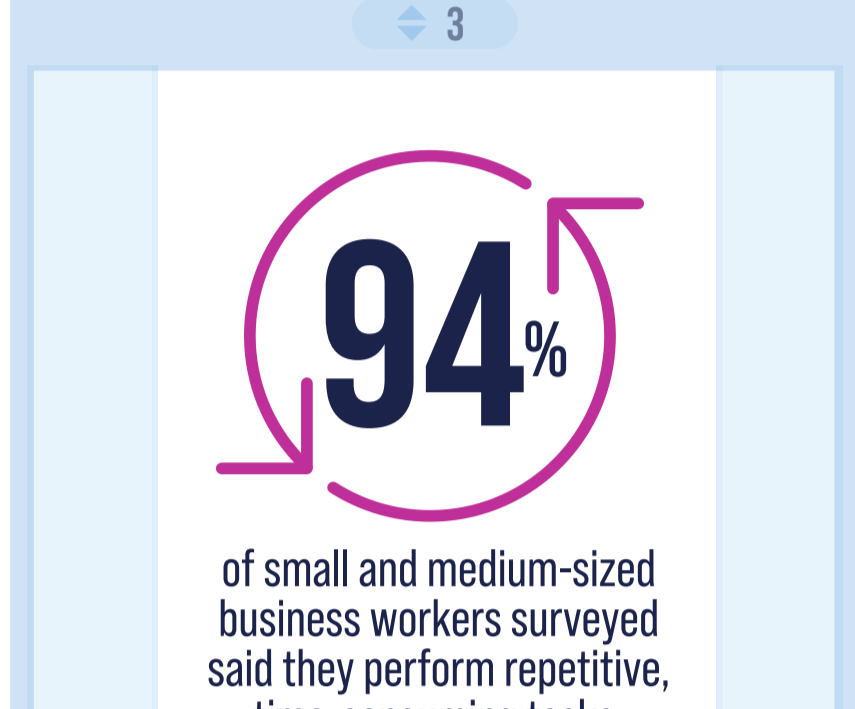
THE SOLUTION

- Reduce redundancies by giving a clear view of the digital workplace and eliminating replicated files
- Reduce non-billable or low-value time spent on manual and repetitive tasks
- Get the right information to the right person at the right time with automated processes



M-Files automates our opportunity management process. Using Salesforce and M-Files together has allowed us to achieve significant efficiency in our operations, leading to cost savings of around \$100,000 annually.

Troy Adams
Director of Business Technology
VDA



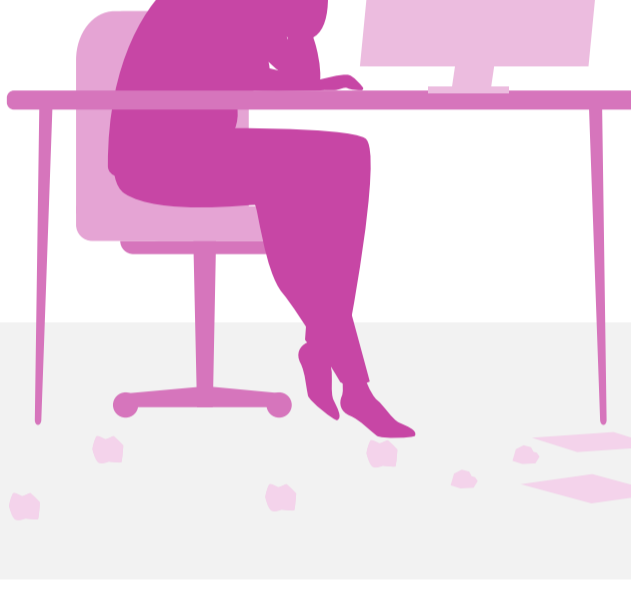
CHALLENGE 2

INABILITY TO TRACK PROCESS BOTTLENECKS THAT SLOW DOWN BUSINESSES:

- Lost revenue due to slow manual processes
- Redundant and outdated tasks create stress for team members
- Lack of IT/technical staff to set up automated processes

THE SOLUTION

- Increase trackability and analytic insight which helps prevent bottlenecks
- Shine a light on each stage of the process, producing data to understand how well it's working and where it can be improved
- Deploy a no-code visual designer—no need for an IT staff to develop the solution



We now trust that our data and logs are accurate all of the time, and that we can generate proof that a person received training or signed off on a corrective action—all within M-Files. With M-Files, that entire workflow is automated, recorded, and available.

Stacy Raben
Nuclear Products Division Manager
Vigor, LLC



CHALLENGE 3

RISK MITIGATION AND COMPLIANCE PROTECTION:

- Manually entered data may not be compliant
- Protect data and information from getting into the wrong hands
- Workflows lack proper, built-in security controls

THE SOLUTION

- Enable superior risk mitigation and compliance protection
- Ensure sensitive data can only be viewed, edited, copied, or downloaded by the right people
- Ensure documents and contracts are signed by the right people, and that people are notified when they are about to expire
- Apply the right workflows, security controls, records management, and approvals to information automatically



M-Files

THE SMARTER WAY TO WORKFLOW

Increase consistency & reduce errors:
M-Files systems can automatically ensure your firm's procedures are followed.

Reduce stress
Knowledge workers can relax knowing your organization's system intuitively provides the right information as soon as they need it.

Streamline and shorten audit cycles:
Critical information from any stage of work can always be found immediately.

Harness the power of AI:
Automatically push a document or set of documents, set/update metadata and permissions, and trigger workflows—AI identifies what it is or what it contains so that it can act on the content.

SCHEDULE A DEMO

to learn how M-Files can help enforce a new level of security and compliance success and help reduce business risk.

Sources

"Zapier report: The 2021 state of business automation," April 2021.

"Reducing Human Error In The Workplace: The Role of Intelligent Automation," March 2022.