

The Power of Workflow Automation

It's a stark but all-too-real fact for any business: A single manual document error—just one kink in the system or “wrench in the gears” — can grind your entire organization to a halt. There's a better way: workflow automation. By replacing error-prone manual processes, workflow automation improves the level of work consistency throughout the entire document lifecycle stage, resulting in a faster, more accurate experience for your business.



CHALLENGE 1

MANUAL PROCESS DANGERS

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

DO YOU KNOW:

How are your documents routed and signed?



SOLUTION 1

- 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



CHALLENGE 2

TRACKING PROCESS BOTTLENECKS

- 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- Redundant and outdated tasks create stress for team members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

DO YOU KNOW:

How do you track business processes?



SOLUTION 2

- 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



CHALLENGE 3

COMPLIANCE PROCESS PROTECTION

- Manually entered data may violate compliance
- Protecting data from getting into the wrong hands
- Workflows lack robust, built-in security controls

DO YOU KNOW:

What are your task bottlenecks?



SOLUTION 3

- 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

THE SMARTER WAY TO...WORKFLOW

M-Files helps your organization create workflows to automate business processes and guide daily work.

- **Increase consistency and 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.

50% improvement in ease of document creation using templates by M-Files customers.

60% improvement reported in document categorization and indexing by M-Files customers.

65% of knowledge workers are less stressed thanks to workflow automation of tasks.

SCHEDULE A DEMO

to discover how M-Files delivers the Smarter Way to Work through workflow automation.



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