



***M-Files***<sup>®</sup>

# MANAGE YOUR ENTIRE BUSINESS

SECURE, MANAGE AND PROCESS

DATA AND CONTENT ANYWHERE, AND AUTOMATE OFFICE WORK

**METADATA DRIVEN**

**SYSTEM AND REPOSITORY NEUTRAL**

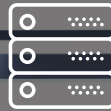
**INTELLIGENT**



ANY  
PROCESS



ANY  
DEVICE



ANY  
REPOSITORY



ANY USER  
INTERFACE



ANY  
INFORMATION



ANY  
DEPLOYMENT

**ONE UNIFIED EXPERIENCE**



## **GAIN MORE EFFICIENCY AND FOCUS**

### **USE CONTENT THE WAY YOU NEED TO**

With M-Files, it doesn't matter how you use content, where it resides, what platform you have, or which user interface you use — you always have a unified user experience. You can use it anytime, anywhere, and with any device, from the cloud, on-premises, or as a hybrid solution. Improve collaboration with scalable, agile cloud services and integrate with local servers to leverage existing infrastructure.

### **MINIMIZE TIME SPENT ON INFORMATION MANAGEMENT**

M-Files lets you manage information based on what it is rather than where it's located on the company network. There is no need for migration since you can either store information in M-Files or connect to other systems and repositories — managing it in one view. M-Files lets you manage both structured data, like customer data, and unstructured content, like documents, images and emails. Users benefit from powerful tools to find, edit, share and organize content and information directly from SharePoint, Salesforce or any Windows

application. Information is always in context and available for relevant personnel and for the task at hand, minimizing time spent on finding and managing information.

### **AUTOMATE TIME-CONSUMING DOCUMENT HANDLING TASKS**

The amount of information is doubling every two years. That information comes in increasingly different formats and is stored in an increasing number of systems and repositories. M-Files uses artificial intelligence to analyze, categorize, and tag information automatically. The out-of-the-box and self-learning intelligence features let anyone reap the benefits of AI. Distinguish business-critical and time-sensitive data from clutter, and automatically classify and tag it to be able to focus on value-added operations rather than manual document handling.

### **AUTOMATE OFFICE WORK**

M-Files supports multiple use cases across industries — even the highly regulated ones. Workflows and solution templates let you easily automate office work and integrate document management with business processes. You can upgrade your entire information management process across the organization. This way you never miss that important deadline or fail to follow established guidelines.



# TAKE CONTROL OF YOUR DATA AND CONTENT

## EMPOWER YOUR USERS

In M-Files, everyone has access to the latest and most up-to-date version. M-Files automatically saves version history, letting people return to an earlier version, when necessary. This also provides an efficient audit trail. Metadata can be edited any time during the document lifecycle. Users love how M-Files ensures nothing is lost. If an end user accidentally deletes a document, the administrator can easily return it.

## REDUCE BUSINESS RISK

The built-in workflows of M-Files help you reduce regulatory risk and comply with industry standards or company policies by minimizing human error. M-Files helps you keep track of critical tasks and reduce the risk of non-compliance. It empowers you to organize, record and automate everything in your business, streamlining audit processes.

## COLLABORATE WITH EASE

Collaboration is easy with M-Files. You can share a link to one common version of a document with internal or external stakeholders. This

means no more hassle in managing different versions. All comments and corrections are in one place and you save precious time. You can also manage workflows and make sure content gets finalized and approved according to company guidelines.

## PROTECT CONFIDENTIAL INFORMATION

Protecting confidential information is vital for any organization. With M-Files, you can automatically set access and user rights based on role. M-Files also comes with extensive built-in security features to make sure your data stays safe. We take data protection seriously and have the external certifications to prove it.

## RELIEVE IT FROM MANUAL UPDATES

M-Files is automatically and regularly updated to ensure you have access to all the latest features and functionality. Security updates are immediate, minimizing risk of breaches and other attacks. As M-Files is always up-to-date and does not require manual updates, IT staff can focus on other, more relevant and value-adding tasks.

## INTELLIGENT INFORMATION MANAGEMENT



**Minimize disruption**



**Minimize or eliminate  
the need for migration**



**Let the organization  
and people spend time on  
value-adding operation**



**Put information in  
context**



**Put users in control**



**Unlock the value of  
information and drive  
innovation**





## DON'T TAKE OUR WORD FOR IT

### USERS LOVE US

We have thousands of satisfied customers all over the world. What is more, those customers give us excellent feedback about the intuitive and easy-to-use interface, offering a wide variety of features and capabilities.

M-Files offers you a unified user experience across different systems, repositories, platforms, devices and user interfaces. With M-Files, you don't need to compromise between ease-of-use and rich functionality. You get a user-friendly tool set to streamline and automate business-critical information management processes.

### RECOMMENDED BY INDUSTRY

### ANALYSTS

Industry analysts have also recognized the M-Files approach to intelligent information management:

- **"Visionary"** in the Gartner 2018 Magic Quadrant for Content Services Platforms
- **"Leader"** in the Forrester Wave: Enterprise Content Services, Q2 2017
- **"Leader"** in the Nucleus Research ECM Technology Value Matrix 2018

## ABOUT M-FILES

M-Files provides a next-generation intelligent information management platform that improves business performance by helping people find and use information more effectively. Unlike traditional enterprise content management (ECM) systems or content services platforms, M-Files unifies systems, data and content across the organization without disturbing existing systems and processes or requiring data migration.

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