



KONICA MINOLTA

M-Files[®]



**IMPROVE PROCESSES &
TRANSPARENCY
TO LOWER COSTS**
M-FILES BUSINESS ESSENTIALS

Giving Shape to Ideas

THE BACK OFFICE BURDEN

Due to limited resources, SMBs may lack the systems needed to effectively handle their back office operations. To complicate this challenge, data is often stored in different software applications, such as filesharing tools, email, or network folders. This not only makes it difficult to locate specific information – it burdens the management and staff with time-consuming and error-prone practices that eat away at profitability. With M-Files Business Essentials, you can now avoid such manual efforts altogether and instead focus on your core tasks. In a single platform, M-Files Business Essentials helps SMBs efficiently manage all their back office functions while supporting compliance requirements.



QUICK DEPLOYMENT & HIGH USER ADOPTION

RETHINK YOUR BUSINESS ESSENTIALS

M-Files Business Essentials support key business processes, automatically and securely, with preconfigured workflows and dashboard views that ensure quick deployment and high user adoption. Gain efficiencies and reduce financial risk across the following functions:



Accounts Payable

Manage and process invoices, receipts, purchase orders, financial statements and tax documents to increase operational efficiencies and minimize risk.



Human Resources

Manage employee files (resumes, certifications, employment contracts) and data (contact information, vacation, performance) with built-in security for confidential employee data.



Contract Management

Maximize visibility and control for contract management with notifications, assignments, audit history and version control to reduce inefficiencies and costs.



Project Management

Find, search, and track project documentation and its status (draft, approved, under review, etc.) to streamline the entire project management process.



Customer Relationship Management (CRM)

Take advantage of basic CRM features, included to track sales campaigns, opportunities and contacts to help you drive sales. Upgrade later to full CRM when needed.



Asset Management

Keep up with everything you own, who it is assigned to, where it lives, and any other information you need to run your business effectively.

THIS IS WHAT MAKES M-FILES BUSINESS ESSENTIALS UNIQUE

1. Access All Your Information Instantly

M-Files Business Essentials provide a single point of access to content and information stored in your existing systems and content repositories. Using M-Files, your staff can store, access, organize, edit, share and process content faster and more effectively.

2. Organize Content, Assisted by A.I.

M-Files applies artificial intelligence to help your staff classify content and information in a uniform approach, improving your organization's ability to organize and process information efficiently.

3. Helps You Go Paperless

Optical Character Recognition (OCR) converts different types of documents, such as scanned paper originals, PDF files or images captured by digital camera into editable and searchable data.

4. Sign Documents Electronically

DocuSign software is integrated with M-Files enabling you to sign and approve electronic documents using the highest security standards, then send documents through predefined workflows.

5. Fast and Flexible Deployment

In addition to preconfigured workflows and user groups, M-Files offers on-premise, in-the-cloud, or hybrid deployment options. Cloud vault storage is included, making you instantly cloud ready.

6. Scales with Your Business

Simply add more licenses as your business grows and change configurations to meet your evolving business needs.



“We initially selected M-Files based on their ability to help us cut down on our paper consumption, but we soon discovered that the system also has powerful capabilities that enable us to streamline business processes and boost employee productivity by eliminating paper-intensive processes across our organization.”

Mike Hardy,
Accounting Director, Orion Associates



BENEFITS



Unified Back Office System

Effectively control all your data and processes in a unified system



Improved Transparency

Provide users with real-time accessibility and status of workflows, along with associated information



Reduce Costs and Risks

Improved operational efficiencies result in lower costs and risks



Enhance Productivity

Collaborate across business functions, and see information in context



Mobile Accessibility

Access all your information and workflows securely from a mobile device



Support Compliance

Ensure compliance with protected, defined processes and audit history



Simplify Data Backup

Support data continuity and disaster recovery by centralizing data, either in the cloud or on the server



Easy to Learn

Deep integration with Microsoft® Windows, provides an instantly familiar user interface



Minimal Administration

Thanks to preconfigured back office facilities and automatic updates

More information about M-Files:
www.konicaminolta.eu



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RETHINK DIGITAL TRANSFORMATION