



KONICA MINOLTA

**M-Files**<sup>®</sup>



**INTELLIGENT  
INFORMATION  
MANAGEMENT**  
**M-FILES**

Giving Shape to Ideas

# INTELLIGENT INFORMATION MANAGEMENT

## Document Capture & Management

M-Files delivers a simple, unified experience to intelligently find, access and manage information from any system, without disturbing people or processes.

# INFORMATION MANAGEMENT IS MORE THAN JUST A BUZZWORD

## RETHINK DOCUMENT CAPTURE & MANAGEMENT

In today's competitive business climate, the key is to identify the data that is useful so that we can make informed decisions based on accurate, up-to-date information.

By deploying an intelligent information management system, organizations can benefit from the quality, integrity and accuracy of their most critical information. Information management can also be used as a means of controlling risk, ensuring compliance, enabling consistent workflows and operating procedures as well as harmonizing processes.

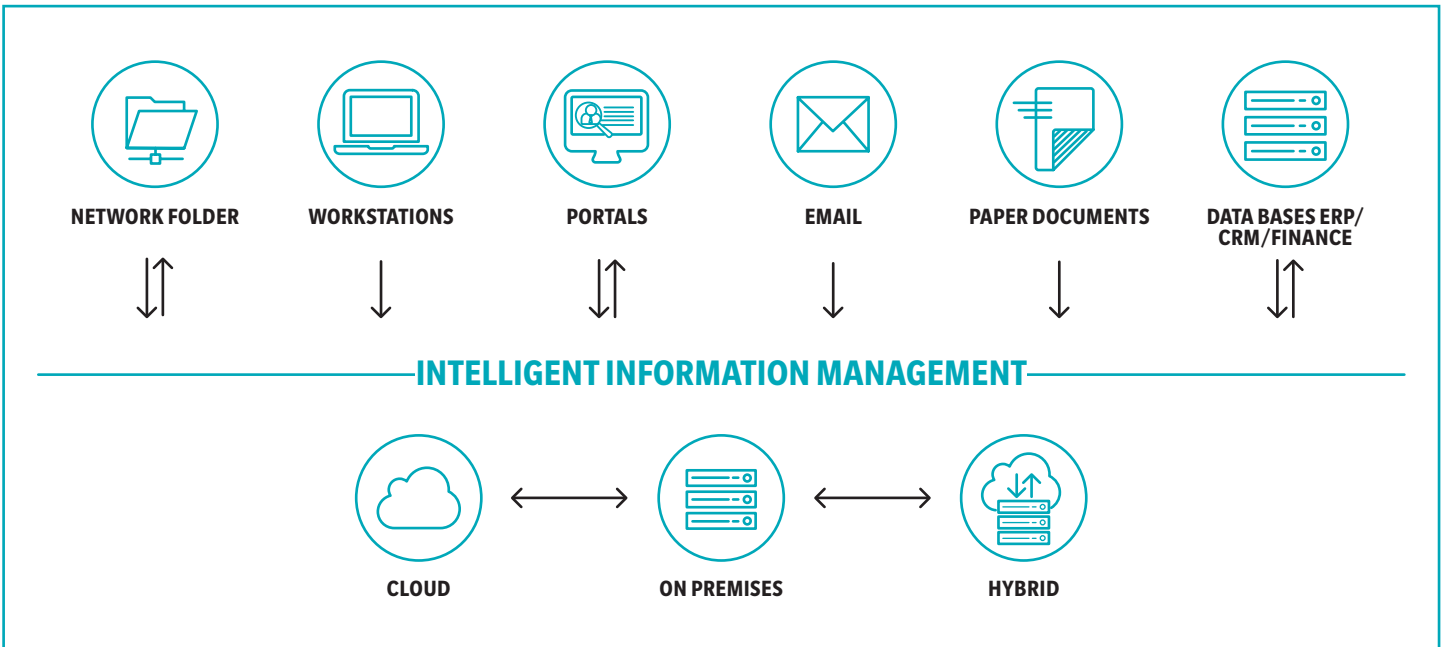
Unlike traditional ECM systems, M-Files allows organizations to manage content and information regardless of whether that information resides in M-Files or other business systems or repositories. Users benefit from the powerful tools to find, edit, share and organize content and information, gaining the advantage of artificial intelligence to automate office work.



**Find information fast**

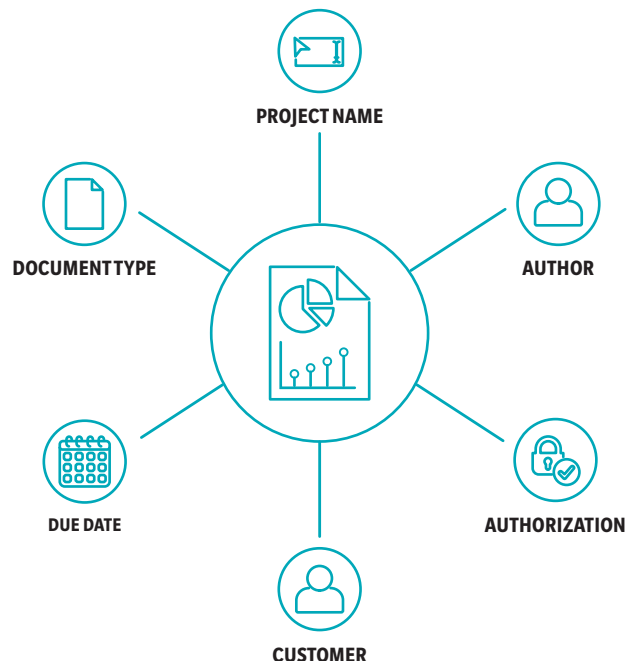
Experience true Enterprise Search to find and edit documents and information across all of your systems immediately – even on your mobile device. Access and edit a project plan in your network folders, view agreements in SharePoint or see everything related to a customer in Salesforce without having to migrate anything.

M-Files applies artificial intelligence to classify and organize everything based on what it is and present related information in context so you never have to remember where it’s saved or which version is the right one.



**A metadata-driven system**

Metadata is data about data – information attached to a file or document, the purpose of which is to define, describe and classify that file or document. M-Files organizes all information across systems and repositories to make information easy to find and to enable each user to search for information in the way that is most intuitive to them as an individual.





### Sharing & collaboration

Whether you need to share documents or collaborate with colleagues, M-Files keeps everything streamlined and organized to make cooperation and teamwork easier and more efficient – even with partners outside the organization.

The advanced collaboration features ensure that there is only one correct version of a document in use; there are no duplicates and no outdated versions. Editing (highlighting, commenting) and approving documents is also simplified. This means that sharing documents in M-Files is as easy as a right click.



### People like using M-Files

The biggest challenge of deploying a new system is getting everyone to use it.

M-Files uses a consistent user interface, regardless of the device you choose. So users can easily access and manage content in any system or repository – whenever and wherever they need it.

Easy and intuitive work with automated metadata and workflows significantly increases user adoption.



### Easy mobile working

Manage files from any system and repository in one view and on any device. Location-independent access to important documents and information is indispensable. With M-Files it is also possible to work in offline mode. You can view, edit and save documents without requiring a wireless or network connection. As soon as network is available again, the edited data is automatically updated.





### Document processing

M-Files' built in workflow engine also supports work efficiency. It can be used to describe and automate certain processes within the organization to ensure consistency.

A great example of this is an invoicing process. With M-Files it is possible to run the approval workflow completely automatically.

Defined workflows with resubmission, representative regulations and deadline control help to speed up the approval process.



### Protect confidential information

It's important to keep your content safe while maintaining access. Easily set permissions and automate data security. M-Files Active Directory integration automatically applies organizational changes to individual users as they change roles and tasks.



### Compliance & regulation

M-Files is a proven and powerful tool for managing regulatory requirements and is perfect for managing and controlling GDPR requirements. With M-Files, you control compliance with security and confidentiality policies and other standard rules. M-Files can be used by both internal and external auditors, it also can support any type of audit or certification.

# FLEXIBLE AND EASY DEPLOYMENT

**M-Files deployment is simplified as much as possible. The system can be implemented in phases, if required, to ensure that the process does not become a massive IT project for the organization right from the get-go.**

M-Files can be on-premise, cloud-based or a hybrid of those two. The popularity of cloud services today is based on ease of use: the latest versions of software are available immediately, updates take place automatically, and using a mobile application of the platform is simple and easy. Sometimes organizations are required to store certain types of data on-premise – either for compliance or security reasons. A hybrid approach enables them to combine the reliability of on-premise with the flexibility of the cloud.



# SUPPORT FOR ALL BUSINESS PROCESSES



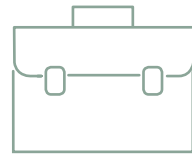
**DOCUMENTS  
CONTENT**



**CASES  
RECORDS**



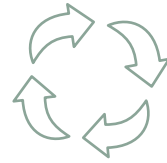
**CONTRACTS  
SALES**



**PROJECTS  
REPORTING**



**INVOICES  
ACCOUNTS**



**WORKFLOWS  
COLLABORATION**



**QUALITY  
COMPLIANCE**



**HR  
TRAINING**



**PRODUCTION  
RISK MANAGEMENT**



**SIGNING  
ARCHIVING**



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# RETHINK DIGITAL TRANSFORMATION

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