



KONICA MINOLTA

**M-Files**<sup>®</sup>

# RETHINK FLEXIBLE WORK STYLES

**M-FILES**



Giving Shape to Ideas

# M-FILES WORK REMOTELY FROM ANYWHERE

The digital transformation is under way – advanced technologies, economic factors, lifestyle trends, and even crises promote and speed up the age of mobility. Sometimes, work simply has to be done outside the office. M-Files is a cost-effective and secure solution for managing back-office activities. M-Files helps improve visibility and efficiency in the areas of accounts payable, human resources, asset management, contract management, CRM, and project management.

## Access content anytime, anywhere and with any device

Do you travel much? Do you need access to documents and content when you are not in the office and have no network connection on your mobile device? No problem – with M-Files you can access your information online or offline using a mobile device. Whether you want to capture and submit a receipt for a business dinner, quickly provide an updated version of a quote while at a customer's, or approve the latest version of an SOP with an eSignature – M-Files' mobile applications ensure that you can access all relevant information and participate in workflows quickly, anywhere and anytime.

Only **45%**  
of workers can edit documents  
on a mobile device.



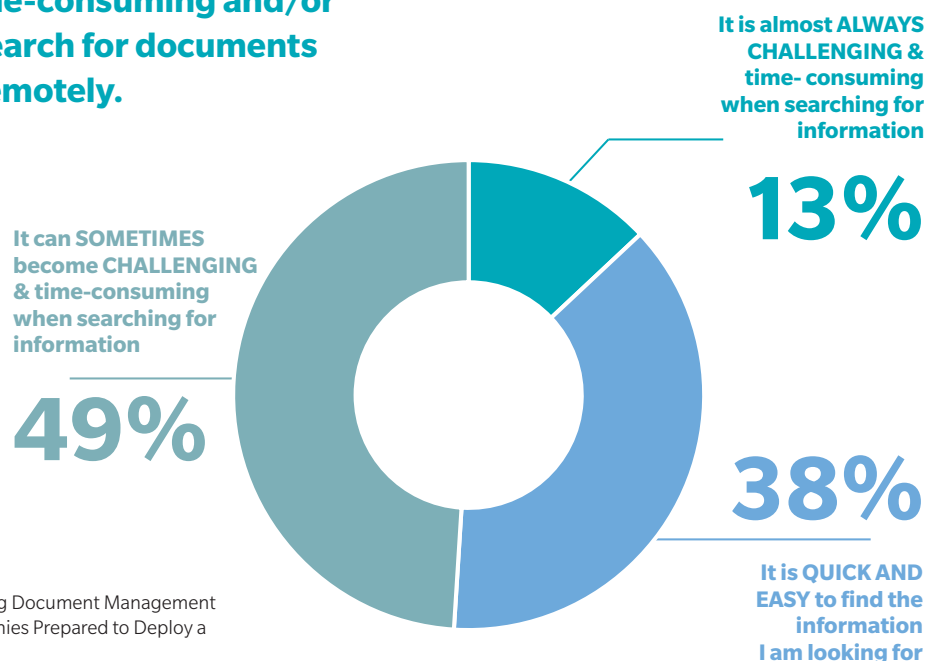
# MANAGE ALL INFORMATION IN ONE SYSTEM

M-Files offers a next-generation software platform for intelligent information management. M-Files significantly improves the performance of businesses and organizations by helping people store, find, and use information effectively. M-Files automates operational workflows such as invoice approvals. This way you ensure consistency with M-Files checking that every step in your business process is followed diligently. And all of this is also possible via M-Files mobile.

## 360° view of data

M-Files is the world's first solution that enables users to employ, link, and manage information consistently across all systems without migration. This fundamentally improves the way users and organizations interact with information. The usual proliferation of information silos is overcome in favour of a uniform 360-degree view: All information, whether unstructured documents or application data, is offered to users in the right format and context – regardless of the storage location and system in which it is managed. M-Files does not require any data migration but offers a quick fix providing remote workers with access to all their data without the need for complex and risky data migration projects. Of course, at a later stage data can be migrated and for example benefit from metadata etc. but there is no immediate need for that. All connected sources can be used instantly and uniformly via the user-friendly desktop as well as web clients and the modern mobile apps.

**62%** of workers sometimes or always find it time-consuming and/or challenging to search for documents when working remotely.



Source: M-Files, Remote Working Document Management Benchmark Report: "Are Companies Prepared to Deploy a Remote Workforce?", 2020

# MAKE YOUR PROCESSES MORE EFFECTIVE

## Workflows

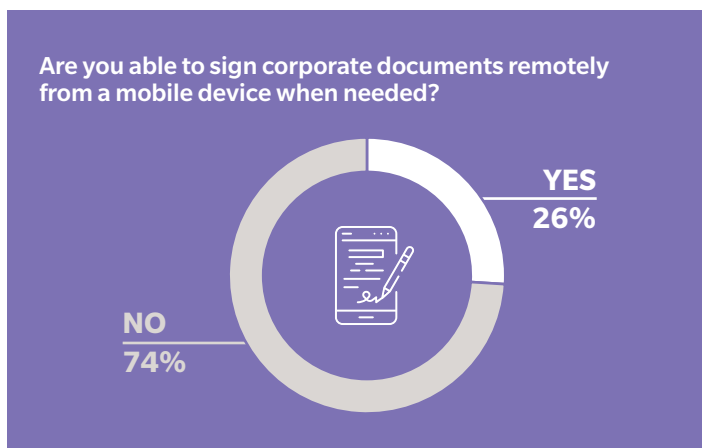
M-Files is a flexible platform with full workflow capabilities: Automatically generated metadata can trigger processes, control access rights, and generate any view of the required information.

## Permissions

With M-Files, it is easy to protect confidential data while making it accessible to specific people in the organization. M-Files automatically and dynamically manages permissions, ensures data security, and even converts documents into protected records as needed.



Nearly two-thirds of respondents **(65%)** indicate that they experience challenges in reviewing, approving and signing documents.



Just **26%** report that they can sign documents remotely from mobile devices.



### Compliance

M-Files Mobile enables organizations to comply with regulations outside the office, even in highly regulated industries. You can access, view, edit, and share the most current data and observe compliance anytime, anywhere. The eSignature feature integrated into M-Files Mobile enables companies to sign documents with FDA 21 CFR Part 11 and Eudralex Vol 4 Annex 11-compliant electronic signatures.

### Collaboration

Even better, M-Files not only optimizes business processes with workflow automation but also supports digital technologies for collaboration. In our modern working world regardless of location or time constraints, the unified collaboration with employees, suppliers, partners, and other stakeholders can be challenging. With M-Files, you can organize documents, CAD drawings, e-mails, and other materials by project, project phase, customer, owner, or other attributes – even when exchanging large amounts of data.

The M-Files collaboration tool facilitates sharing, improves collaboration, and makes processes more efficient. This applies to value creation within a company and likewise to the interaction with business partners and stakeholders.

# M-FILES PAVES THE WAY INTO YOUR MOBILE FUTURE

## Always up to date

M-Files' version control functions ensure that you always have access to the latest version of a document, even via M-Files Mobile. It is easy to see what has changed, who changed it, and when the change was made; so you needn't worry about outdated documents or manually sorting through multiple versions.

## Support for a wide range of business processes

Another major advantage of the M-Files platform is that it is not tied to a specific business application. It can control and manage data for a variety of business requirements such as Human Resources, billing, project management, compliance, and more. Organizations can customize M-Files, integrate it with their various systems, and ensure that their data is managed in the way they want. M-Files is a perfectly upgradable software solution that will accompany you into your mobile future.

## Accounts payable

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

## Invoice processing

Automate and track the review and approval of invoices as well as other financial business processes to ensure invoices are paid on time.

## Enterprise content management

Manage all your business content regardless of the format or origin of the content. Turn unmanaged data to managed in a matter of minutes. Make data available for all relevant departments and employees.

## Quality & compliance

For companies in highly regulated industries, manage audit processes, standard operating procedures (SOPs), non-conformance reports, corrective and preventative actions (CAPAs).

## Sales & marketing automation

Integrate with existing CRM to create a connection to critical content like proposals, presentations, contracts, POs, invoices, quotes and e-mails.

### **Contract lifecycle management**

Securely keep contracts organized and ensure that the right people get fast access to the right version of any contract from any workplace and any device.

### **Human resources**

Manage and track recruitment, training, performance appraisals, payroll and benefits to maximize operational efficiencies and knowledge; protect critical and confidential information.

### **Project management**

Define simple rules for content visibility, task deadlines and ownership to streamline the entire project management process.

### **Document management**

Enable users to instantly access files from any device while ensuring version control and avoiding duplication of content.

### **Records management**

Manage records from the point at which they are created to their eventual archiving and disposal.





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