



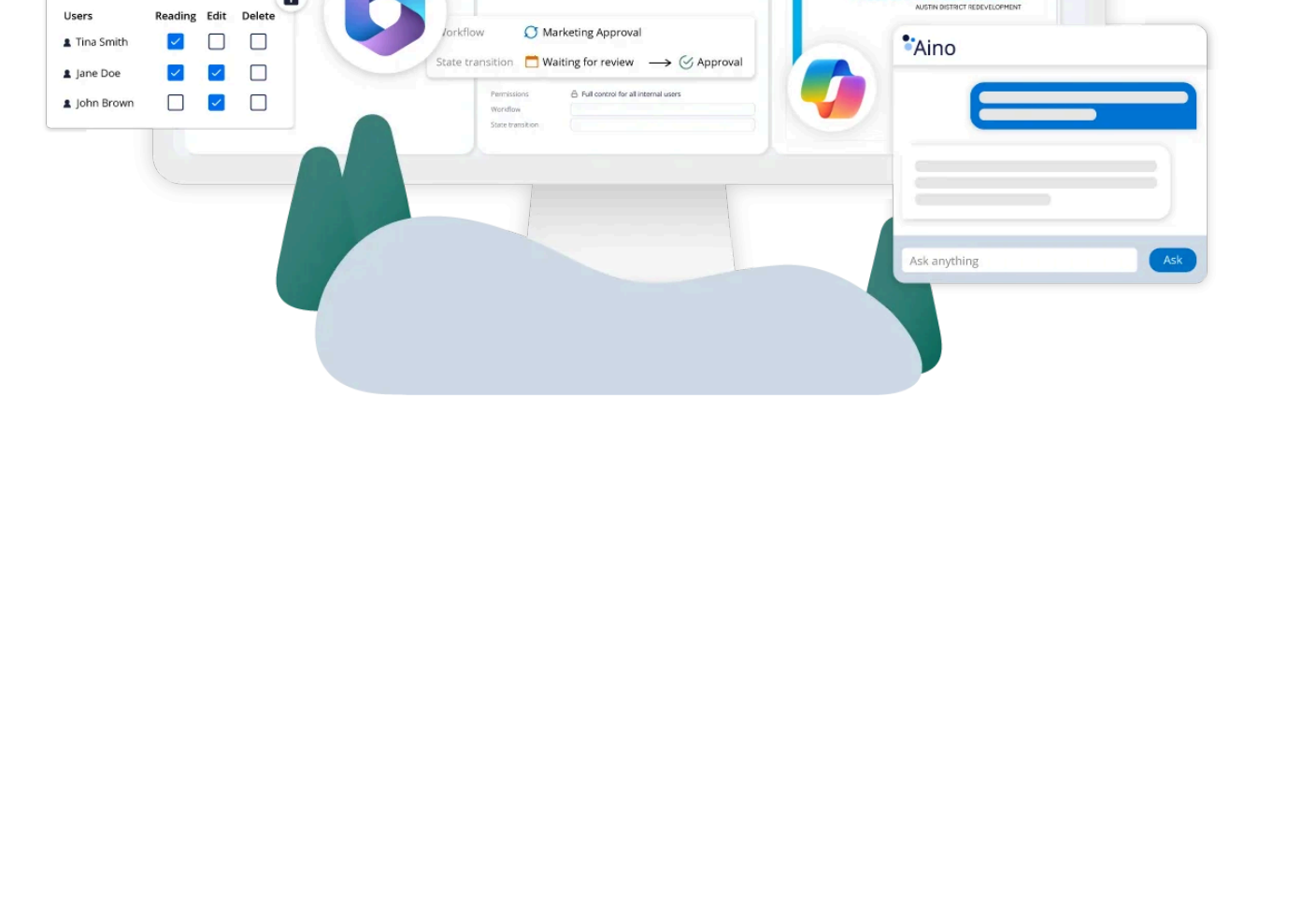
Paperless Document Management

Future Of Work Calls For Paperless Document Management

The rise of digital technologies has made the paperless office a true possibility. In addition to saving money and reducing your carbon footprint, eliminating paper documents can dramatically improve productivity, security, and compliance.

To truly let go of paper, however, you'll need a superior paperless document management system. The right technology will make it easier to digitize documents, keep them secure, make sure they're easy to find, and enable your workers to share them in a safe and controlled way with customers, partners, and colleagues.

As an intelligent information management solution, M-Files delivers all the capabilities you want from a paperless document management solution. From unifying data and breaking down information silos to automating workflows and reducing business risk, M-Files streamlines enterprise document management and profoundly improves how you do business in a digital, work-from-anywhere world.



The Benefits of a Paperless Office

Transitioning to a paperless system can be a challenge. Reconfiguring paper-based workflows and committing to following new practices takes time and dedication. But with the right document management solution (DMS), the benefits of a paperless office will make all your effort worthwhile.

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Cost savings

In a paperless office, you'll obviously save on the cost of paper, ink, storage, and printing equipment. But you will also save money by making it easier for workers to find and share files, and by streamlining security and compliance efforts.
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Automatic retention and backup

In the paperless office, you no longer need to create physical backups of documents or worry about how long those boxes of records should be kept or when they should be shredded. By automating retention and backup, you can save time and money while allowing your IT administrators to focus on other tasks.
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Tighter security and easier compliance

Digital documents can be protected with much stronger security measures such as encryption and access restrictions. And it's far easier to produce a compliance audit trail of access to and changes made in digital documents.
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Reduced carbon footprint

Eliminating the use of paper, ink, and toners can have a significant impact on your carbon footprint.
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Easier access

Digital documents can be easily accessed from any location, at any time, on virtually any device. This convenience results in faster business processes, better collaboration, and more productive workdays.

How To Automate Workflows

To support paperless document management, M-Files makes it easy to automate document workflows that boost productivity and eliminate manual errors. With the M-Files Workflow engine, you can create custom workflows based on existing manual business processes. M-Files can automatically create assignments for colleagues and follow-up to make sure things are on track. M-Files uses metadata tags to guide each document through the stages of a workflow, automatically updating metadata as the file moves from a draft form through review, a comment stage, approval, and signature.

Enabling documents to be signed electronically can help to accelerate workflow. With M-Files' electronic signing features, you can allow anyone to sign a document from anywhere on earth in a secure and auditable way. M-Files verifies the authenticity of the signature, immediately stores the signed documents according to policy, and initiates workflows that support archival and retrieval rules.

M-Files: A Smarter Paperless Document Management System

M-Files is a cloud-based, intelligent information management solution that offers superior tools for paperless document management. With M-Files, your employees can easily digitize paper documents and access digital records from anywhere, no matter where they're stored or in what format. Additionally, M-Files automates document workflows and makes it easier to manage the document lifecycle.

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Convert paper to digital files

M-Files Optical Character Recognition (OCR) features lets you search and glean information from scanned documents, making them easier to organize, store, manage, and retrieve.
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Keep documents safe

M-Files provides automated, role-based user rights that make it easy to control who has access to files. Permissions change automatically when there are changes in the organization or workgroups.
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Save and retrieve documents faster

M-Files organizes documents with a folderless solution backed by robust automation. In M-Files, every document is tagged with metadata about what's in the document, who created it, who needs to see it, and lots of other essential information. To find a file, you no longer need to know where it was stored. Instead, you can enter a few details about the document in the M-Files search bar and get connected to your information in just a few clicks.
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Avoid versioning headaches

M-Files' paperless DMS software keeps one definitive version of each document, so you never have to worry about multiple versions being emailed back and forth. To collaborate on a file, simply share a link to the authoritative version with colleagues, clients, and partners. Multiple users can edit and review documents simultaneously.
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Eliminate data silos

M-Files' AI-powered technology finds and connects documents located throughout the organization in disparate systems, repositories, network folders, platforms, applications, and devices. Rather than moving all those documents to a central repository, M-Files leaves each document in its place while providing a single view of all information within the organization. As a result, you can easily break down information silos and gain access to any document in seconds.

Integrate M-Files With Your Favorite Tools

M-Files integrates easily with most common line-of-business applications and productivity solutions. That means your workers can take advantage of the power of M-Files' paperless document management capabilities without needing to learn a new tool or log into a new platform. From Microsoft 365, SharePoint, and Teams to Salesforce and Google Workspace, M-Files lets you access your documents with the applications you use every day.

Additionally, M-Files integrates data across all your systems to eliminate data silos. Whether your documents are stored in network folders, legacy ECM solutions, or on individual devices, you'll get a single view of your content that makes it easier to organize, manage, and secure your paperless office.



How M-Files Enables Efficiency for Your Business

Faster Search

What you need, when you need it. That is the way M-Files works. Fast, easy, and intuitive.

[Learn More](#)

Familiarity

You can use your favorite daily tools, such as MS Teams or Salesforce to manage your documents.

[Learn More](#)

Easy Collaborat

Share content securely, and co-author documents simultaneously — wherever you work.

[Learn More](#)

Streamline Daily Work

Let M-Files suggest tags for your documents and add workflows for faster processing.

[Learn More](#)

Discover the Power of Artificial Intelligence Capabilities

Watch videos and access resources to learn how AI can transform your knowledge work with M-Files Aino.

Featured Resources

The Smarter Way to Work with Automation and AI

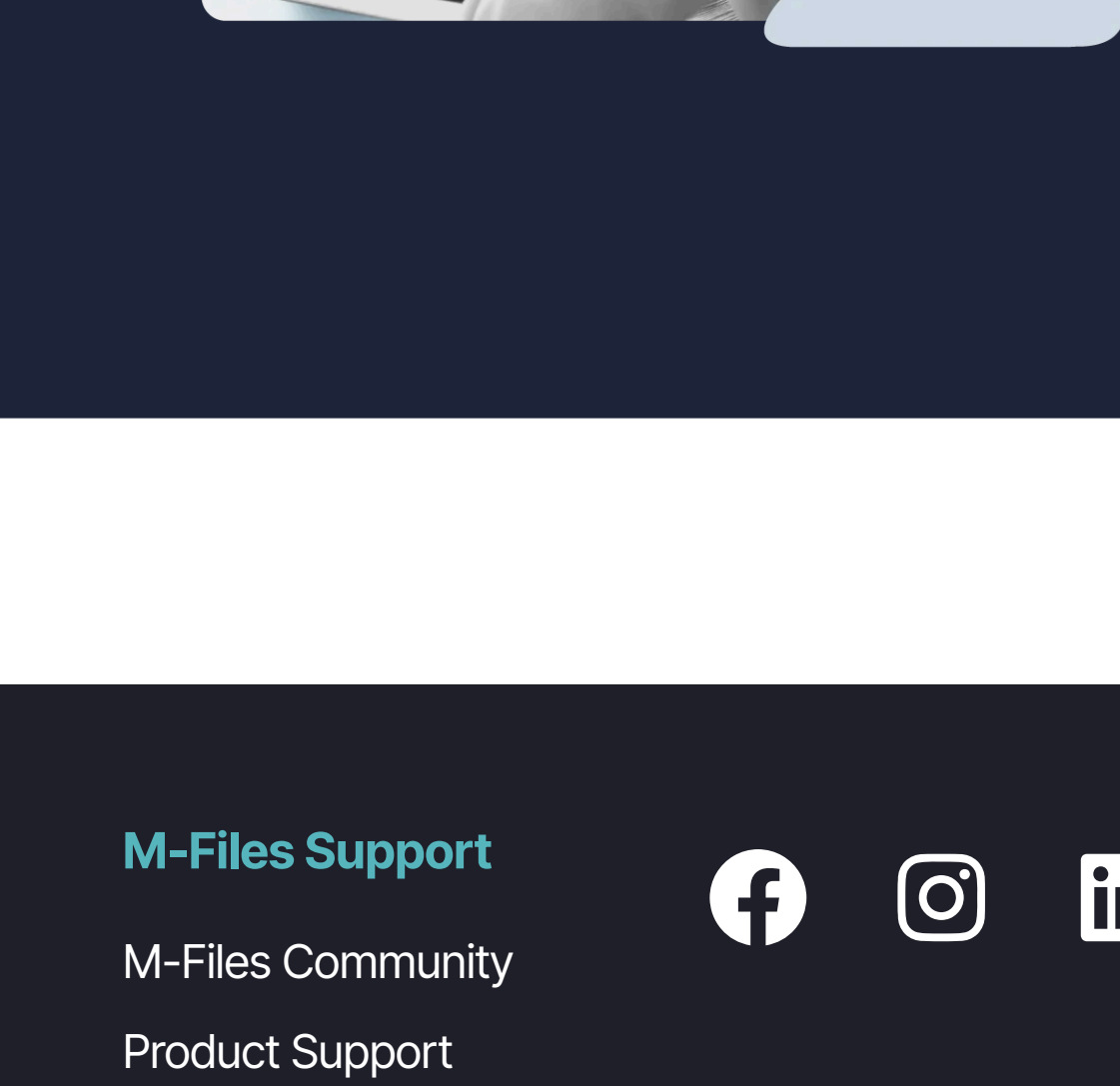
Why Choose M-Files?

M-Files is the choice of thousands of organizations in more than 100 countries around the globe. With M-Files, you get all the benefits of smart automated information management from day one, without the headache of a costly and time-consuming data migration project. M-Files automates your document-heavy workflows in an easy and efficient way so that your information can work for you rather than the other way around. From simple document management use cases to sophisticated workflow automation, M-Files supports your business processes and lets you get more value from your investments in information.



See M-Files In Action

Seeing is believing. Schedule a demo to learn more about simplified search, automatic workflows, intuitive user interfaces, and built-in integrations with existing applications and file systems.



4.3 ★

4.5 ★

4.4 ★

[Try M-Files for Free](#)

[Get a Live Demo](#)