



## ECM FOR LEGAL DEPARTMENTS

# Simplify and improve management of your contracts, leases, cases and legal

Documents are at the heart of legal profession, and effectively managing contracts, leases and cases can be time and resource-intensive. M-Files dramatically improves these processes and enables your legal department to quickly find, organize, approve and archive all types of legal documents and activities.

With powerful document control, records management, workflow, scanning and collaboration capabilities, M-Files dramatically improves how legal teams manage documents and other important information.



**CONTRACTS**



**OCR**



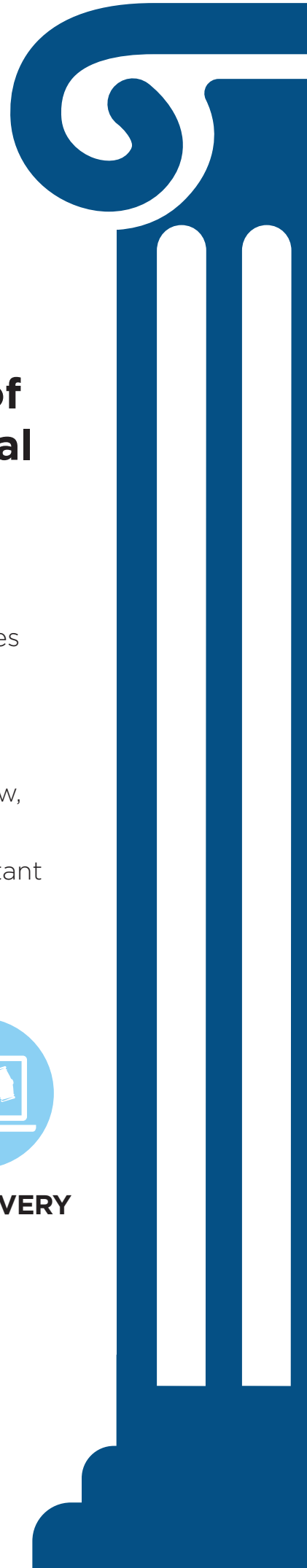
**PERMISSIONS**



**MOBILE**



**eDISCOVERY**



M-Files provides support for both the pre-signing and post-signing phases of the contract life cycle. M-Files streamlines contract management processes by helping you keep your contracts organized and ensuring the right people always have fast access to the right version of a contract from any place or from any device.



### **Pre-signing contract management:** Templates, version control

M-Files saves your legal department time and energy with the ability to create dynamic contract templates, and you can also easily import your existing templates into the system. To help avoid the typical contract pre-signing challenges, M-Files provides comprehensive workflow management capabilities that streamline the contract review and approval process. M-Files also features version management functionality with the ability to roll-back and compare current contract iterations with past versions, as well as the ability to share drafts for co-authoring with external parties via the cloud.



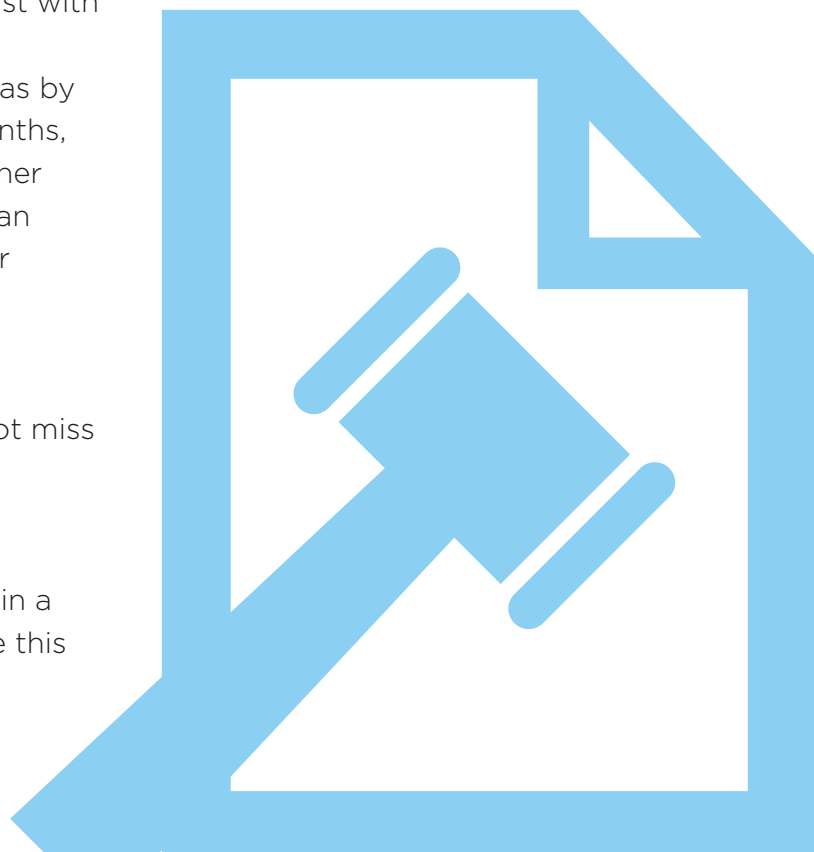
### **Post-signing contract management:** OCR/scanning, searches

Once signed, your contracts can be scanned and imported into M-Files. OCR (Optical Character Recognition) makes the contract content searchable, while also automatically classifying your archived contracts. M-Files also supports eSigning, which helps organizations transition away from manual, time-consuming and error-prone paper-based methods for signing and executing contracts.

M-Files offers a unique approach for storing and dynamically organizing contracts and contract-related information and correspondence (such as email) by their attributes, such as parties, category, life cycle state, owner, sign date etc.

Combined with powerful keyword search capabilities, M-Files makes finding any contract lightning fast with the ability to search by any combination of attributes, such as by all contracts that expire in 6 months, by supplier or by literally any other attribute. Additionally, M-Files can store contracts automatically for long-term archiving purposes in PDF/A-1b format.

To make sure your team does not miss an important date for renewing, renegotiating or terminating a contract, M-Files will notify the appropriate person(s) via email in a timely fashion in order to ensure this important task is completed.





## **Manage** leases, cases, legal entities

In addition to contracts, M-Files also simplifies and improves how your legal department manages leases that are tied to contracts, cases and legal entities. Similar to contracts, M-Files manages leases, cases and legal entities by their attributes, such as effective and expiration dates, workflow status, related asset, responsible person, owners, location etc. and allows you to organize these items dynamically based on any combination of attribute types.

M-Files also manages all documentation, records and correspondence related to leases, cases and legal entities, such as emails, approvals, articles of incorporation, certificates, permits, contacts, critical dates and alerts, etc.



## **Permissions:** Streamline access, authorization

M-Files manages the access permissions of documents and data automatically based on the attributes of the content and roles of users. You can enforce file access privileges and retention policies based on the agreement type and automatically archive or purge documents after their designated retention time. In addition, M-Files automatically updates access privileges and authorization rights when an employee's role in the organization changes.



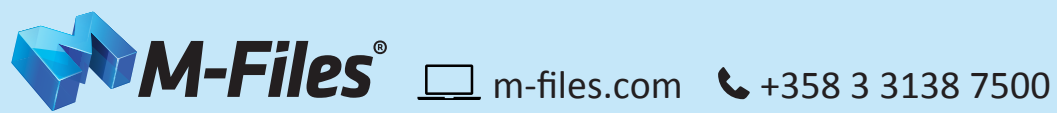
## **Mobile:** Access anywhere, anytime

Contract owners and approvers are often on the road and this can significantly slow down contract life cycle management processes. M-Files enables users to access the system from any computer, device and location via the native Windows client, browser, or from M-Files mobile apps.



## **eDiscovery:** Simplify collection, organization

With M-Files, your legal department can collect, organize and manage evidence for eDiscovery purposes. Relevant information is easy to identify with powerful search capabilities, including proximity search. Lawyers can review documents in hold individually and place immaterial records back into use.



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