

MULTIPLY THE POWER OF MICROSOFT 365

A vast number of organizations rely on the Microsoft 365 Office suite as their primary productivity solution. While Microsoft tools makes content authoring and collaboration fast and easy, information management is often overlooked.

M-Files helps optimize investments in Microsoft 365 with improved support for business processes and information governance.

M-Files integrates into Microsoft 365 and acts as the single point of access for all enterprise data. You can find, access, and manage all connected data, regardless of its repository through Microsoft user interfaces.

CHALLENGE 1

INFORMATION IS HARD TO FIND

- Information is stored across OneDrive, SharePoint, Teams, and non-Microsoft systems.
- Employees need to remember the right system and information location.
- Determining the latest version or status of information can be difficult.

SOLUTION 1

A SINGLE SOURCE OF TRUTH WITH CONTEXTUAL SEARCH

- M-Files connects to all repositories and systems to create a single source of truth.
- Contextual search helps find information based on what it is rather than where it is.
- Document status and version history are easily available.

CHALLENGE 2

PROCESSES ARE MANUAL AND INEFFICIENT

- Information management relies on manual processes and employee diligence.
- There are no automated rules on how to name files or where to store them.
- Business processes are executed and tracked manually, wasting time and money.

SOLUTION 2

WORKFLOW AUTOMATION EMBEDDED INTO MICROSOFT 365

- M-Files guides users when creating new content or filing existing documents.
- Details like file naming, permissions, or the next reviewer are automated.
- Workflows, views, tasks, and notifications help keep daily work organized.

CHALLENGE 3

INCREASED RISK OF NON-COMPLIANCE

- Access control is cumbersome and hard to keep up to date.
- Policies and procedures rely on employee diligence.
- Audit trails can break with access control issues and document duplication.

SOLUTION 3

AUTOMATED PERMISSIONS AND BUILT-IN COMPLIANCE CONTROLS

- With M-Files, access control is automated and follows the rhythm and rules of the business.
- Compliance controls are embedded into daily work.
- Every content access and edit creates an electronic audit trail.

THE SMARTER WAY TO WORK

The M-Files metadata-driven document management platform enables knowledge workers to instantly find the right information in any context, automate business processes, and enforce information control. For Microsoft 365 users, we provide a competitive advantage that drives substantial ROI by helping deliver better customer experiences and higher-quality work with lower risk.

94%

of professional services organizations relied on Microsoft office productivity tools.

35.6%

of professional services workers were very satisfied with their document/content management solution in a recent survey.

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Our people started doing what people do when they can't work fast enough on the likes of SharePoint: they go back to their 'old faithful friend' and start shoving everything in folders on a server. M-Files allows us to reduce the complexity of some of our procedures and you don't have to teach people how to do a given process, it's just managed behind the scenes by M-Files.

KATONI ENGINEERING

SCHEDULE A DEMO
TO LEARN HOW M-FILES CAN HELP
TAKE CONTROL OF YOUR QUALITY
AND COMPLIANCE.



M-Files Premier
RESELLER

FTS Group is an international IT consulting company and integrator founded in 1994.

The FTS Team helps businesses select and implement the most appropriate IT solutions and supports organizations on their digital transformation journey. FTS Group is a partner and Premier Reseller of M-Files.

Website:
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FTS shaping your
digital future