

# The Power of Workflow Automation

**It's a stark but all-too-real fact for any business: A single manual document error—just one kink in the system or “wrench in the gears” — can grind your entire organization to a halt. There's a better way: workflow automation. By replacing error-prone manual processes, workflow automation improves the level of work consistency throughout the entire document lifecycle stage, resulting in a faster, more accurate experience for your business.**



## CHALLENGE 1

### MANUAL PROCESS DANGERS

- Manual data entry errors can create damaging results for a business
- Manual tasks are redundant; paperwork increases downtime
- Figuring out who needs to sign or approve a document next can create confusion and more errors

DO YOU KNOW:

**How are your documents routed and signed?**



## SOLUTION 1

- Reduce redundancies by giving a clear view of the digital workplace and eliminating replicated files
- Reduce non-billable or low-value time spent on manual and repetitive tasks
- Get the right information to the right person at the right time with automated processes



## CHALLENGE 2

### TRACKING PROCESS BOTTLENECKS

- Lost revenue due to slow manual processes
- Redundant and outdated tasks create stress for team members
- Lack of IT/technical staff to set up automated processes

DO YOU KNOW:

**How do you track business processes?**



## SOLUTION 2

- Increase trackability and analytic insight which helps prevent bottlenecks
- Shine a light on each stage of the process, producing data to understand how well it's working and where it can be improved
- Deploy a no-code visual designer —no need for an IT staff to develop the solution



## CHALLENGE 3

### COMPLIANCE PROCESS PROTECTION

- Manually entered data may violate compliance
- Protecting data from getting into the wrong hands
- Workflows lack robust, built-in security controls

DO YOU KNOW:

**What are your task bottlenecks?**



## SOLUTION 3

- Enable superior risk mitigation and compliance protection
- Ensure sensitive data can only be viewed, edited, copied, or downloaded by the right people
- Ensure documents and contracts are signed by the right people, and that people are notified when they are about to expire

# THE SMARTER WAY TO...WORKFLOW

M-Files helps your organization create workflows to automate business processes and guide daily work.

- **Increase consistency and reduce errors:** M-Files systems can automatically ensure your firm's procedures are followed.
- **Reduce stress:** Knowledge workers can relax knowing your organization's system intuitively provides the right information as soon as they need it.
- **Streamline and shorten audit cycles:** Critical information from any stage of work can always be found immediately.
- **Harness the power of AI:** Automatically push a document or set of documents, set/update metadata and permissions, and trigger workflows—AI identifies what it is or what it contains so that it can act on the content.

**50%** improvement in ease of document creation using templates by M-Files customers.

**60%** improvement reported in document categorization and indexing by M-Files customers.

**65%** of knowledge workers are less stressed thanks to workflow automation of tasks.

## SCHEDULE A DEMO

to discover how M-Files delivers the Smarter Way to Work through workflow automation.



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**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.

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