M-FILES BACK OFFICE

Streamline Processes, Improve Transparency and Lower Costs for Small and Medium Businesses (SMBs)

THE BACK OFFICE OVERHEAD BURDEN

Due to limited resources, SMBs may lack the systems needed to effectively handle their back office operations. To complicate this challenge, data is often stored in different software applications, like file-sharing tools or email, as well as, network folders. Not only does this make information difficult to locate, but burdens management and staff with time-consuming and error-prone practices that eat away at profitability. Now SMBs can ditch the manual labor and find up-to-date information in real-time, freeing them up to focus on strategic initiatives. In a single platform, M-Files Back Office helps SMBs efficiently manage all their back office functions, while supporting compliance requirements.

ADDRESS YOUR BACK OFFICE CHALLENGES WITH IMPROVED INFORMATION ACCESS, PROCESS AUTOMATION AND DOCUMENT CONTROL

The M-Files Back Office solution supports key business processes, automatically and securely with preconfigured workflows and dashboard views that ensure quick deployment and high user adoption. Gain efficiencies and reduce financial risk across the following functions:

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

Human Resources
Manage employee files (resumes, certifications, employee contracts) and data (contact information, vacation, performance) with built-in security for employee confidential data.

Contract Management
Maximize visibility and control for contract management with notifications, assignments, audit history and version control to reduce inefficiencies and costs.

Project Management
Find, search, and track project documentation and the status of documentation (draft, approved, under review, etc.) to streamline the entire project management process.

Customer Relationship Management (CRM)
A lite CRM to track sales campaigns, opportunities and contacts, designed to help your company drive sales.

Asset Management
Keep up with everything you own, who it's assigned to, where it's living, and any other information you need to run your business effectively.

WHAT MAKES M-FILES BACK OFFICE UNIQUE?

1 Access All Your Information Instantly

M-Files Back Office provides a single point of access to content and information stored in your existing systems and content repositories. Using M-Files your staff can store, access, organize, edit, share and process content faster and more effectively.

2 Organize Content, Assisted by A.I.

M-Files applies artificial intelligence to help your staff classify content and information in a uniform approach, improving your organization's ability to organize and process information efficiently.

3 Helps You Go Paperless

Optical Character Recognition (OCR) converts different types of documents, like scanned paper, PDF files or images captured by digital camera into editable and searchable data.

4 Sign Documents Electronically

DocuSign software is integrated with M-Files enabling you to sign and approve electronic documents using the highest security standards, then send documents through pre-defined workflows.

5 Fast and Flexible Deployment

In addition to preconfigured workflows and user groups, M-Files offers on-premise, in the cloud or hybrid deployment options. Cloud vault storage is included, making you instantly cloud ready.

6 Scales with Your Business

Simply add more licenses as your business grows and change configurations to meet your shifting business needs.

BENEFITS:

✓ **Unified Back Office System**
Effectively control of all your data and processes in a unified system

✓ **Improved Transparency**
Provide users with real-time accessibility and status of workflows, along with associated information

✓ **Reduce Costs and Risks**
Improved operational efficiencies result in lower costs and risks

✓ **Improve Productivity**
Collaborate across business functions, and see information in context

✓ **Mobile Accessibility**
Access all your information and workflows securely from a mobile device

✓ **Support Compliance**
Ensure compliance with protected, defined processes and audit history

✓ **Simplify Data Backup**
Supports data continuity and disaster recovery by centralizing data, either in the cloud or on the server

✓ **Easy to Learn**
Deep integration with Microsoft® Windows, gives an instantly familiar user interface

✓ **Minimal Administration**
Preconfigured back office and automatic updates means minimal administration

M-Files®