M-FILES

Experience a smarter way to work with documents, content and information.

M-Files intelligent information management locates needed documents and automates tedious tasks, saving you time and money to grow your business.

Navigation & "Dynamic Views"

In M-Files, unique information shows up dynamically wherever and whenever it is needed without duplication.

Replication & Long-Term Archiving

Replication is metadata-driven in M-Files, enabling some data to be replicated to other remote document vaults. Archiving content in M-Files is metadata-driven, so users can create dynamic archiving rules to control what documents and information is archived.

Secure, Automated Access Control

With M-Files a document's final access control settings are derived from its metadata – and it is done so in a highly dynamic way, with changes to the metadata driving changes in document permissions – instantly and automatically.

Workflow & Business Process Efficiency

The metadata-driven workflow capabilities of M-Files improves business process efficiencies, eliminates bottlenecks, maintains consistency and quality in documentation, and assures employees do not accidently skip a step in important procedures.

Controlled Editing Of Documents

- Prevent simultaneous changes with check-in and check-out functionality.
- Automatic version history: restore previous versions or compare changes with previous versions.
- Change log and audit trail: always be able to see who has made edits and changes.
- Manage document processes: workflows and assignments.

Integrate With Existing Systems

- Seamless integration into Windows.
- Support for all file formats (Word, Excel, PDF, JPEG, etc.).
- Direct integration with all modern CRM and ERP systems and other database systems.
- Full integration with all Microsoft Office applications.
- Import e-mail messages from your email server.

Quick & Easy Access To Information

- Find documents, related customers and projects easily and within seconds.
- Quick search: find files based on their data classification, metadata attributes and content.
- Publish certain documents specifically to customers and partners
- Advanced data reporting and analysis capabilities.

Secure

- Control data visibility: hide and protect sensitive documents while maintaining a single storage location.
- Simple and configurable permission settings reduce the risk of human error.
- Windows Active Directory authentication.
- Encrypted connections.
- Automated backups of all data.

Scan & Archive

- Electronic document archive: compatible with all desktop scanner and all-in-one printers.
- Text recognition in scanning.
- Archive files in PDF/A-1b format for efficient long-term preservation of electronic documents.

Ease Of Use, Anywhere

- Familiar Windows user interface: "Open" and "Save" functions.
- Web access and mobile document management capabilities.
- View, create, edit, and store documents in offline mode, with automatic synchronisation once re-connected.