

Simply *EASY* Document Management!



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Easy Document Management Without Trading Off Features

M-Files® is powerful yet easy to use document management software for managing, finding and tracking documents and information.

- No more chaotic traditional file cabinets and Windows network folders.
- Find documents or files quickly when you need them.
- Stop losing files and eliminate clutter and unnecessary duplicates.
- Effortlessly track old versions and automate workflows and processes.
- Keep all files secure in a single central vault accessible at any time.

Improve efficiency and increase productivity and customer satisfaction by getting control of your documents and information.

M-Files is easy and affordable – get started today!

Store ANY document or information
in a single central Vault



All file types are supported



Windows Explorer Interface

- ✓ Easy to use
- ✓ Instantly familiar



Fast Search

- ✓ Search on metadata and file contents



Secure

- ✓ Access permissions per document



Controlled Editing

- ✓ Version control
- ✓ Check-in / Check-out
- ✓ Workflow & Notifications



Supports All Windows Applications

- ✓ Use standard commands: Open, Save
- ✓ Supports all file types



Offline Use and Web Interface

- ✓ Fast & Reliable "local" performance
- ✓ Automatic server synchronisation
- ✓ Anytime, anywhere access
- ✓ Mac & Linux support



Document Capture

- ✓ Email support with Drag & Drop
- ✓ Scan paper documents with OCR



Connect to External Databases

- ✓ CRM, ERP, Accounting systems, etc.

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Easy Windows Explorer Interface Supports All Windows Applications

The screenshot displays the M-Files application window with a ribbon menu (Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, M-Files, Acrobat). The main content area shows an 'M-Files News' document from June 2009, Volume 1 Issue 3. Below the document, contact information is visible: '00, Tampere, Finland, Tel: +358.3.3138.7500', '0, Plano, TX 75074 USA, Tel: +1.972.516-4210', and 'Email: motivesys@motivesys.com'.

Overlaid on the screenshot are several callout boxes:

- Access M-Files vaults with standard commands like Open, Save, Save as, etc.** (pointing to the File menu in the Explorer window).
- Check-in/Check-out facilitates collaboration and avoids conflicts** (pointing to the 'Check In' and 'Check Out' buttons in the ribbon).
- Manage any type of document with your own properties or "metadata"** (pointing to the 'Properties' dialog box for a document).

The Properties dialog box shows metadata for a document titled 'Proposal 7701 - City of Chicago (Planning and Development)'. Fields include: Name or title, Document date (7/16/2006), Customer (City of Chicago), Project (Philo District Redevelopment), Effective through (8/31/2007), Accepted (No), Proposal number (7701), Keywords (Proposal Chicago Philo District), and Description (Planning and Development proposal for the City of Chicago).

Where is M-Files Used:

- ▶ Law and Accounting firms managing client and financial records
- ▶ Medical practices and Healthcare organisations managing transcriptions and electronic health records
- ▶ Industries requiring compliance: for example BS10008, ISO27001 or BS25999
- ▶ Records Management with audit and retention requirements
- ▶ Architecture, Engineering, Construction and Manufacturing firms managing project and design documents, including CAD files
- ▶ Any business that needs to organise and manage important documents and information

Microsoft
GOLD CERTIFIED
Partner



M-Files
Web Part
for SharePoint



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