M-Files for SharePoint

The Document Management System That Maximizes Your Existing SharePoint Investment

When you deployed SharePoint, you made a significant monetary investment in a collaborative infrastructure for your organization. SharePoint is a great collaboration tool, but is it meeting your document management requirements? Many SharePoint clients find they must develop expensive custom modifications in order to make SharePoint serve their needs. This is where M-Files can come to your aid. For a minimal additional investment, you will have an out-of-the-box solution that provides the ease of use, speed and performance, and user acceptance that your SharePoint platform is lacking. M-Files can make SharePoint shine.

SharePoint's great strength is as a collaboration portal. Custom programming or an alternate solution is needed to utilize SharePoint as a superlative document management system. This is where M-Files For SharePoint comes in.

Key features that M-Files adds to SharePoint's capabilities are:

- M-Files is compatible with all applications—allowing you to open and save documents while you are working.

- M-Files searches are faster and more effective with full-text search capabilities and customizable search options.

- M-Files can be used offline and operates efficiently even with slow network connections.

- M-Files interfaces easily with existing CRM, ERP, other accounting systems, and email.

- M-Files makes it easy to add metadata to your files with a built-in versatile, expandable metadata structure.

- M-Files automatically saves previous versions of files so you have a full version history of your documents.

- M-Files interfaces fully with SharePoint. Files stored in M-Files can be accessed directly through SharePoint.

- M-Files makes information publishing to SharePoint faster, easier, and more accurate.

- M-Files enables reporting and generation of business intelligence graphs on documents and metadata—from within the program.

- M-Files is compatible with Fast Search technology.

- M-Files provides built-in document security controls including secure user access, permissions per document, and check-in / check-out controls.

Make the most of your SharePoint investment.

Microsoft SharePoint has been widely adopted by organizations large and small because it is a solution that makes it easier for people to work together.

Now you can add M-Files, an end-to-end solution specifically designed for document management, to the great collaborative functionality of SharePoint. M-Files' full range of capabilities and easy user interface will enable your organization to maximize the benefits of SharePoint for your document management system.

SharePoint publishing sites are defined by setting M-Files metadata properties.

Challenges / Solutions

Challenge: Weak Document Management Capabilities

Key document management features are not present in SharePoint without additional programming, such as ability to fully customize metadata, efficient access to full version history of content, and ease of tailoring workflows.

Challenge: Lacks Regulatory Management and Enforcement Features

Because SharePoint does not provide a unified interface with which to manage security and permissions, the enterprise must dedicate significant time and expense to custom programming or manual oversight procedures.

Challenge: Web-Based System Causes Usability Problems

Document retrieval and upload on SharePoint are reliant upon the availability of the web server, which is also occupied with serving content to the web. This results in slow performance. Temporary Internet folders, which are created to improve usability, can actually cause additional problems when they aren't recognized properly by SharePoint—resulting in versioning errors and future retrieval issues.

Challenge: Challenge of Company Wide Adoption

When employees find the process of using SharePoint cumbersome, they store files locally or manually, which compromises data integrity and searchability and puts the organization at legal risk for noncompliance.

Challenge: Server Bottlenecks

The SharePoint infrastructure relies upon a SharePoint server, or farm of servers, to handle the sometimes competing functions of collaboration and document management. This can cause slow-downs and bottlenecks.

Solution: Designed For Document Management

M-Files was built from the ground up as a full-featured enterprise-level document management system with sophisticated workflow features. M-Files is an easy-to-use, flexible solution that gives you quick, dependable document access and control, including full version history, metadata and full text search.

Solution: Built-in Compliance Controls and Tools

M-Files has out-of-the-box support for a broad range of compliance and regulatory requirements: including ISO 9000/9001 in manufacturing, HIPAA in medical, Sarbanes-Oxley in financial and accounting, and 21 CFR Part 11 for the medical device and pharmaceutical industries. M-Files gives you complete document security and control.

Solution: Local Virtual Drive (M drive) Makes Document Management Quick and Easy

Instead of logging into a web portal, users save files directly to their local (virtual) M drive, which is also available to other users. This results in faster and more accurate retrieval and storage time. It also allows quicker access to files when offline, or when the server is slow.

Solution: Popularizes User Adoption

M-Files utilizes the widely familiar and easy-to-use Windows Explorer interface, and seamlessly interfaces with all Windows applications. Users do not have to change their work processes to accommodate the solution. M-Files handles the process of synchronizing with the server in the background.

Solution: Eases Server Bottlenecks

M-Files takes the document management load off of SharePoint with a farm of servers dedicated to document management. This allows you to make the most of your SharePoint investment: SharePoint for collaboration and M-Files for Document Management.

NEXT STEPS

M-Files is a powerful, intuitive system that integrates seamlessly with SharePoint and will put your organization on the road to fast, efficient document management. If you would like to learn more, please contact your account representative to discuss your organization's needs and priorities.