SECURITY

- Control and protection of documents
- Simple access rights, configurable and automatic
- SSO authentication supported
- Encrypted client / server or web connexion (https, vpn, encryption)
- Save and replicate data (hybrid, cloud, on-premises)
- Possibility to integrate with Microsoft SQL Server (optional licence)

QUALITY & ASSOCIATED PROCESSES

- With M-FILES, you apply the process and the quality that meet the requirements imposed by regulations and quality standards.
- With workflow features, processes are applied easily and systematically for all contributors.

M-Files • workflow - ECM – archiving

Organise, share, find and secure all your data

Windows 10   CITRIX   Microsoft CERTIFIED

M-Files ®

GIT Business Software
Since 1981

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Presentation

M-FILES is the essential tool to manage your documents!
Electronic Document Management (EDM) software, it helps companies, regardless of their size, to find, share and secure all documents and information.
By adopting M-FILES, you are saving time for everyone and safely archiving your date!

GIT, historic retailer of M-FILES in Switzerland, will help you install this software that enables:

- Document management (DMS)
- Enterprise content management (ECM)
- Enterprise Information management (EIM)
- Integration with WinEUR software (ACCOUNTING and DocuRH): invoice management, contract lifecycle management (CLM) and HR
- Certified Iso 9001:2018, M-FILES will become an indispensable aid in your internal quality and safety process
- Available in 29 languages

Product highlights

✔ Easy to set up for a part or all your system

✔ Integrated to Windows explorer

✔ Access management by workflow

✔ Use applicable to internal processes

✔ All documents are stored in one place

✔ Access to the database anytime, anywhere

✔ Teamwork tool

✔ Integration with existing systems such as professional software, ERP, B2D…

Spécificités specifications

AN ARCHITECTURE
BASED ON METADATA

- Order based on use and not location of archived documents. M-FILES focuses on «WHAT» rather than «WHERE».
- Dynamic navigation for intuitive search and remarkable gains in efficiency (virtual views).
- Permission and workflow are also based on metadata.
- M-FILES takes into account content replication to improve performance (multi site) and secure archiving of data.
- Document access rights are completely dynamic and automatically attributed according to their metadata: this provides users with greater efficiency and simplicity to manage confidential content.
- Workflows help strengthen and optimise processes, control implementation of procedures, guarantee the coherence and quality of documents in their lifecycle (contract approval, invoice processing, procedure dissemination, etc.).
- Possibility to integrate an electronic signature for legal archiving of documents.

Technical aspects

CONTROLED MODIFICATION
OF DOCUMENTS

- Lock and co-writing function
- Automatic history: follow-up and traceability possible with display of previous archived versions.
- Control document process with workflow and task attribution.
- Activity and modification logs

ACCESS TO INFORMATION

- Quick and easy thanks to the metadata used for the description of content
- Intelligent search of documents according to content (metadata)
- Create reports and statistics with the advanced reporting functions (optional)
- Complete indexation of content by OCR (optional) to improve the search function

NUMERISATION &
PROBATIVE ARCHIVING

- Dematerialisation of documents from any type of scanner
- Automated cleaning of archived documents by task
- Conversion of specific documents to PDF for legal archiving

INTEGRATION

- Compatible with all file formats
- Interface possible with existing databases (CRM, ERP, GRH,…)
- Integration with Windows Explorer and Office (Word, Excel, …)
- Capture E-mails for Outlook
- Management and integration of third-party and business applications (M-Files API client/ Server/Web)