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M-Files®

M-Files® News

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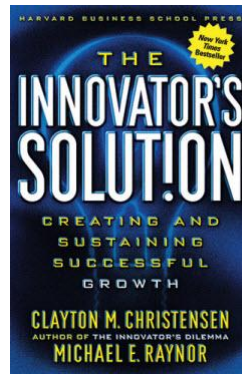
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M-Files Viewpoint

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Disrupting the Document Management Market



Document management often conjures images of complexity and change, difficult change. And in fact, for the most part, these images are accurate for a typical implementation today, and especially for those early adopters who started developing their own solutions in-house or chose an “enterprise” solution in the past.

People typically resist change, especially difficult change. Market research indicates that more than 85% of small to medium-size businesses are not using a document management solution, yet managing documents and the vital information necessary to run a business that they contain, is one of the first areas that any business should consider to improve efficiency and increase productivity.

[Click here to read on...](#)

Sincerely,
The M-Files Team

Announcements



M-Files 6.0

An exciting new release of M-Files is planned for release this fall, and is available now for those interested in evaluating the beta pre-release.

M-Files 6.0 Beta Available for Evaluation

An exciting new release of M-Files is on track for release this fall. M-Files 6.0 has a number of exciting features and is available now in a beta release.

New Features and Enhancements in M-Files 6.0:

- Support for Microsoft SQL Server
- M-Files OCR module (additional cost)
- Preview function in M-Files UI
- Save as and send as PDF
- New features and enhancements in workflows and assignments
- M-Files menu in PowerPoint
- Enhancements to Web Access
- 64-bit M-Files Server
- More...

If you are interested in early access to M-Files 6.0, please contact us at beta@m-files.com. Please note that it is recommended to wait to use M-Files 6.0 in production environments after it is officially released in the fall.

M-Files Customers



"...people felt good about it. Generally speaking, people tend to resist change..." explains Akras. "But in light of that, the change went really well. The switch went off the old system and on with M-Files over the weekend. The transition was smoother than expected; it turned out to be a matter of hours instead of days."

Fläkt Woods: Breathing Fresh Air into Windows

M-Files gives air solution giant Fläkt Woods new command over its data

Headquartered in Switzerland, Fläkt Woods is one of world's leading manufacturers of air handling units and air terminal devices for non-residential buildings. A global market leader in the production of ventilation systems for infrastructure and industrial facilities, the company ranks second worldwide in fan production for cement plants, tunnels, and subways. With more than 3,500 employees serving customers in 75 countries, Fläkt Woods generates over €670 million in revenue.

"Though it's not normally part of my job description," says

Akras, "implementing a document management system has been part of my role lately." His team was the second major Fläkt Woods department to switch over to the M-Files electronic document management system, in the company's gradual transition to a simple and efficient digital document solution.

[Click here to read more...](#)

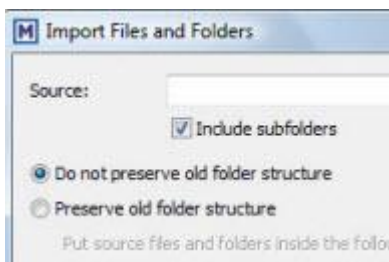
Tech Tip

Import Files and Folders

One of the first questions new users of M-Files ask is how do they import their existing files into the M-Files vault. The answer: it's easy, just use the "Import Files and Folders" command.

The "Import Files and Folders" command allows you to easily import even large numbers of files to M-Files. Selecting this function opens a dialog box where you can specify which files and folders are to be imported and how they should be organized.

[Click here to read the rest of the Tech Tip...](#)



M-Files Community Training & Help

Don't forget to rely upon the M-Files Community to discuss questions and issues with real users of M-Files.

A collection of Powerpoint slides covering various aspects of M-Files are currently available in the thread titled: "[Community Training Series.](#)"

Some of the topics covered include the following:

- Installing M-Files
- Daily Use of M-Files
- Replication
- Metadata structure - basics I
- and more...

There are lots of other topics and interesting discussions that you can review and to which you can contribute. Check it out at the link below:

M-Files Community: www.m-filescommunity.com

Did You Know...?



- Over thirty billion original documents are used each year in the United States.
- The cost of documents to corporate America is estimated to reach as much as 15% of annual corporate revenue.
- Documents claim up to 60% of office workers' time and account for up to 45% of labor costs.
- 85% of documents are never retrieved, 50% are duplicates and 60% are obsolete.
- For every dollar that a company spends for a final document, ten dollars are spent to manage the process.

Source: Designing a Document Strategy; Kevin Craine

With facts like this staring you in the face, there's no better time than today to start getting your documents and information organized for success.

Contact us at sales@m-files.com with any questions about the articles or information in this newsletter, or to get started with M-Files today!

Thanks for reading!