

HOW TO SAVE HALF OF YOUR WORKDAY WITH INTELLIGENT INFORMATION MANAGEMENT

Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it you can never get it back.

Businessman & Author Harvey Mackay



What if there was a magic wand that could give you four extra hours of work time every day? Can you imagine what you could accomplish?

THERE IS A MAGIC WAND.

According to various surveys, workers waste upwards of

4 HOURS PER DAY searching for information and manual, inefficient processes.



And an **INTELLIGENT INFORMATION MANAGEMENT SOLUTION** can help you **RECLAIM THAT TIME.**

HOW MUCH TIME DOES AN EMPLOYEE SPEND SEARCHING FOR INFORMATION EVERY DAY?

Interact Source says **IT'S BAD**
1.6 HOURS

19.8% of business time – the equivalent of 1.6 hours per day – is wasted by employees searching for information to do their job effectively.

McKinsey says **IT'S WORSE**
1.8 HOURS

Employees spend **1.8 hours every day** — 9.3 hours per week, on average — searching and gathering information.

Put another way, businesses hire 5 employees but only 4 show up to work. The fifth is off searching for answers, but not contributing any value.

IDC says **IT'S EVEN WORSE FOR KNOWLEDGE WORKERS**

The knowledge worker spends about **2.5 hours per day**, or roughly **30% of the workday**, searching for information.

2.5 HOURS

THE IMPACT OF LOST PRODUCTIVITY IN SEARCHING FOR INFORMATION:

Assuming the average worker spends 2 hours per day searching for information...

Assuming an average yearly salary of \$70,000...

The inability to find and retrieve document costs a 500-person organization

\$8.75 MILLION PER YEAR

HOW MUCH TIME DOES AN EMPLOYEE SPEND ON MANUAL, INEFFICIENT PROCESSES EVERY DAY?

Approximately 10-20% of work hours

ABOUT 1.5 HOURS PER DAY — are spent on dull, repetitive tasks.

Source: Software Testing and Big Data Hadoop

Organizations **LOSE 20 TO 30% OF REVENUE**

every year due to inefficient processes.

Source: IDC

Office workers waste **69 DAYS A YEAR** on administrative tasks, costing companies **\$5 TRILLION.**

Source: Unit 4

45% OF CURRENT PAID ACTIVITIES can be automated by today's technology, an equivalent of **\$2 TRILLION**

Source: McKinsey

THE SOLUTION? INTELLIGENT INFORMATION MANAGEMENT

M-Files intelligent information management gives you the gift of time — **YOUR MOST VALUABLE RESOURCE.**

No more searching across four different systems for the right version of the right document. No more wasting time on manual, repetitive processes.

{ FIND INFORMATION LIGHTNING FAST }

ANYTIME, ANYWHERE ACCESS
Access the information you need from the office, home, airport, hotel, coffee shop... 24 hours a day, 7 days a week.

AI-ENABLED METADATA
Classify and tag your documents — with the help of AI — to make them easy to find later.

GOOGLE-LIKE SEARCH
If you know a couple keywords, M-Files will return the most relevant results for what you need.

MOBILE ACCESS
Get information from your desktop, laptop, tablet or mobile device.

ONE STOP
Find information in one place, no matter where it's stored — CRM, ERP, network folders, SharePoint... wherever.

{ WORKFLOW AUTOMATION }

FEWER ERRORS, LESS RISK
Significantly reduce human errors that cost lots of time and resources.

INCREASED PRODUCTIVITY
Eliminate repetitive tasks and enable your employees to focus on more critical business activities, which in turn increases productivity.

IMPROVED TEAMWORK
Provide a convenient platform where employees can collaborate on task-based work efficiently.

SAVES TIME
Automated workflows help your employees save time on repetitive, manual tasks.

SCALABILITY
Eliminate the bottlenecks and reach a new level of productivity — at scale, organization wide.