HOW TO SAVE HALF OF **YOUR WORKDAY WITH** INTELLIGENT INFORMATION MANAGEMENT

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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.

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?



***A MAGIC WAN** According to various surveys,

*THERE IS

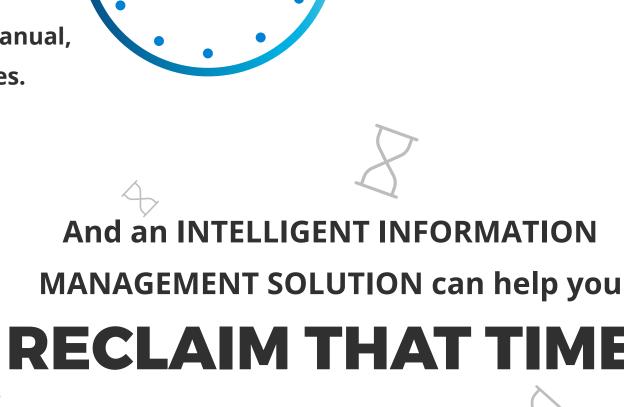
information and manual, inefficient processes.

workers waste upwards of

4 HOURS

PER DAY

searching for



HOW MUCH TIME DOES AN EMPLOYEE SPEND SEARCHING FOR INFORMATION

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

EVERY DAY?

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

Interact Source says IT'S BAD

1.8 HOURS

Employees spend 1.8 hours

every day — 9.3 hours per

and gathering information.

week, on average — searching

roughly 30% of the workday, searching for information.

Assuming the average worker

spends 2 hours per day

searching for information...

The knowledge worker spends

about 2.5 hours per day, or

THE IMPACT OF LOST PRODUCTIVITY

Assuming an

average yearly

salary of \$70,000...

HOURS

Put another way, businesses hire 5

but not contributing any value.

employees but only 4 show up to work.

The fifth is off searching for answers,

The inability to find and retrieve document costs a 500-person organization \$8.75 MILLION

IN SEARCHING FOR INFORMATION:



Organizations

LOSE 20 TO

30% OF

REVENUE

every year due to inefficient processes.

Source: IDC

45%

OF CURRENT PAID ACTIVITIES

can be automated by today's technology, an equivalent of

2 TRILLION

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

Office workers waste

69 DAYS

A YEAR

on administrative tasks, costing companies

\$5 TRILLION.

Source: Unit 4

Source: McKinsey

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

ANYTIME,

Access the

information you

need from the

office, home,

airport, hotel,

a week.

coffee shop... 24

FEWER ERRORS.

Significantly reduce

human errors that

cost lots of time

and resources.

LESS RISK

hours a day, 7 days

ANYWHERE ACCESS

THE SOLUTION? INTELLIGENT INFORMATION MANAGEMENT

No more searching across four different systems

No more wasting time on manual, repetitive processes.

GOOGLE-LIKE

If you know a

couple keywords, M-Files will return

the most relevant

results for what

you need.

IMPROVED

Provide a

convenient

efficiently.

platform where

employees can

collaborate on

task-based work

TEAMWORK

SEARCH

for the right version of the right document.

FIND INFORMATION }
LIGHTNING FAST

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Classify and tag

your documents —

with the help of Al

— to make them

easy to find later.

METADATA

MOBILE ACCESS ONE STOP Get information Find information in from your desktop, one place, no laptop, tablet or matter where it's stored — CRM, ERP, mobile device. network folders. SharePoint... wherever.

WORKFLOW

AUTOMATION

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PRODUCTIVITY

Eliminate repetitive

tasks and enable

focus on more

critical business

activities, which in

your employees to

turn increases productivity. **SCALABILITY SAVES TIME**

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repetitive,

more intelligent with built-in Al to automatically categorize and protect information. To learn more, visit www.m-files.com.

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Eliminate the **Automated** workflows help bottlenecks and your employees reach a new level save time on of productivity —

Document Management. Redefined. M-Files is the only intelligent information management platform that organizes content based on what it is, not where it's stored. You can even connect to existing network folders and systems to make them

manual tasks. organization wide.