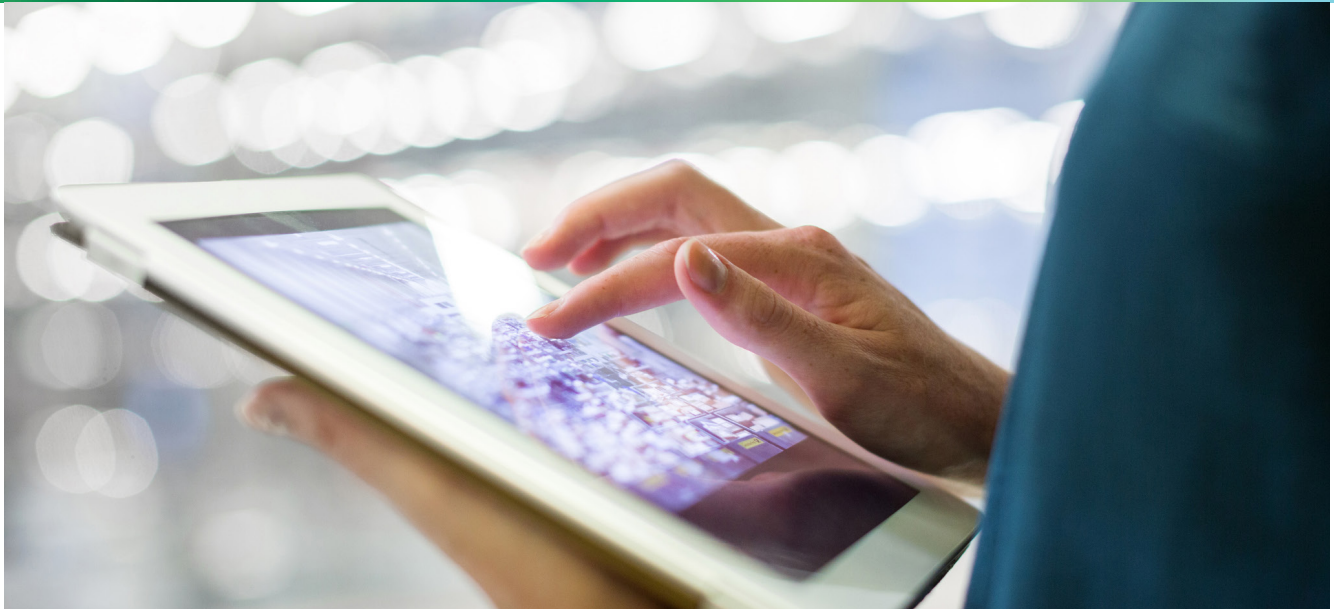


Solving the Knowledge Work Challenge with M-Files



BACKGROUND



For businesses that rely on knowledge workers, productivity and employee experience are critically important to growth and profitability - particularly in times of economic uncertainty. Although many companies have reaped the rewards of transforming other parts of their businesses,

how knowledge workers handle information remains frustratingly manual. Solving the knowledge work challenge helps you retain top talent, make knowledge work more productive, and can drive significant business outcomes.

THE CHALLENGES



<p>CHALLENGE 1 TRYING TO FIND THE RIGHT INFORMATION CREATES FRUSTRATION AND WASTE</p>	<ul style="list-style-type: none"> • Saving documents involves decisions on file naming, versions, folder locations and access rights. • Companies also have multiple systems for documents, adding another layer of complexity. 	<ul style="list-style-type: none"> • As a result, knowledge workers waste hours every day trying to find the right information. <p>DO YOU KNOW: Does anyone ever complain about finding information?</p>
<p>CHALLENGE 2 SLOW AND ERROR PRONE MANUAL PROCESSES HINDER BUSINESS PERFORMANCE</p>	<ul style="list-style-type: none"> • Most processes from document creation to collaboration and approval are manual. • People re-invent the wheel; balls get dropped and overall performance is hindered. 	<ul style="list-style-type: none"> • Interacting with customers and other external stakeholders is cumbersome. <p>DO YOU KNOW: Do people feel there's too much bureaucracy and manual work?</p>
<p>CHALLENGE 3 A SECURITY AND COMPLIANCE MEASURES RELY TOO HEAVILY ON INDIVIDUAL DILIGENCE</p>	<ul style="list-style-type: none"> • Document access and sharing rules are applied manually by individuals. • Compliance controls are based on manually following procedures and checklists. 	<ul style="list-style-type: none"> • Audit trails breakdown when crossing system or organizational boundaries. <p>DO YOU KNOW: Do you ever get nervous when an audit is getting closer?</p>



<p>SOLUTION 1 ELIMINATE INFORMATION CHAOS WITH THE AUTOMATED ORGANIZATION OF DOCUMENTS.</p>	<ul style="list-style-type: none"> • Make document filing easy by automating the decisions on naming, context, and access. • Unify visibility and access to enterprise data by connecting to other repositories and systems. 	<ul style="list-style-type: none"> • Enterprise search and contextual views help knowledge workers instantly find what they need.
<p>SOLUTION 2 IMPROVE PROCESS EFFICIENCY AND ACCURACY WITH AUTOMATED WORKFLOWS.</p>	<ul style="list-style-type: none"> • Automate end-to-end document workflows to increase productivity. • Use templates, assignments, and notifications to assist and guide knowledge workers. 	<ul style="list-style-type: none"> • Integrate external collaboration as a natural part of your workflows.
<p>SOLUTION 3 REDUCE BUSINESS RISK WITH AUTOMATED SECURITY AND COMPLIANCE.</p>	<ul style="list-style-type: none"> • Automate permissions based on document type, client, project, or any other business criteria. • Include compliance controls as part of daily workflows with automated audit trails. 	<ul style="list-style-type: none"> • Retain documents in the central access control, regardless of where they are being used from.

M-Files.

Take the first step towards the Smarter Way to Work. M-Files can provide you with the Solutions to these challenges.

Contact FUJIFILM Business Innovation today to discover more.

fujifilm.com



FUJIFILM Business Innovation Asia Pacific Pte. Ltd.

20E Pasir Panjang Road #08-21 Mapletree Business City
Singapore 117439 | Tel. +65-6766-8888

Trademarks •FUJIFILM and FUJIFILM logo are registered trademarks or trademarks of FUJIFILM Corporation. •All product names and company names mentioned in this brochure are trademarks or registered trademarks of their respective companies.

M-Files is a registered trademark of M-Files Corporation. All other registered trademarks belong to their respective owners.