

M-Files Connects Popular Scanners with Advanced Document Management

Certification of eight scanners, including Canon, Epson, Fujitsu, Kodak, Panasonic and Plustek, means small businesses and workgroups can easily implement streamlined document workflow and finally make the move toward the paperless office.

June 8, 2010 - DALLAS— Motive Systems, the developer of [M-Files](#) easy [document management software](#), has certified eight popular scanners for streamlined document import and classification. By scanning documents directly into M-Files, businesses can eliminate paper documents and enhance overall workflow with advanced document management features such as: secure access permissions to ensure only authorized access to confidential information; version control to automatically maintain document history for accountability, quality standards and compliance; and automation of common business processes such as document approvals and invoice processing, to improve productivity.

“The vast majority of the businesses have yet to consider document management solutions because they view them as complicated and expensive — that’s a misconception we’re trying to change,” said Greg Milliken, general manager of Motive Systems. “These new, affordable scanners are a great way to put paper to work, but without smart document management in place, the proliferation of scanned documents leads to other problems. With M-Files, companies can scan, tag, store and organize their documents. M-Files is easy to install and implement, and ensures that eliminating paper doesn’t create a new problem.”

Scanners now certified for easy scanning with M-Files include: Canon imageFORMULA DR-3010C, Epson Workforce GT-S80, Fujitsu ScanSnap S1300, Kodak i1320 Plus, Panasonic KV-S1025C, and Plustek SmartOffice PS282 and MobileOffice AD450.

Eliminating paper can give rise to new problems: out of the frying pan and into the fire?

Easy-to-use and affordable scanners are extremely popular with businesses of all sizes in their quest to tackle the inefficiencies associated with paper documents. The latest models offer advanced features such as one-touch, high-resolution scanning; fast, automatic document feeding; and integrated optical character recognition that creates searchable PDF files. But, unless intelligent document management is in place, the vast majority of scanned documents simply move from traditional file cabinets to disorganized Windows folders, where they can be even harder to find and put to work.

Using M-Files in conjunction with a scanner is a step toward a comprehensive [document management](#) strategy for a business. It ensures any document within reach of any team member, and allows team members to ‘smart tag’ their documents for efficient indexing and classification. M-Files replaces the traditional folder system of Windows with a flexible, contextual document-tagging approach that works the way people work – using projects, tasks, contacts, or other any other tags to group documents.

The M-Files “Virtual-Local” drive interface supports any scanner or Windows application

M-Files offers a simple and unique method of integration by allowing scanning to the M-Files “Virtual-Local” drive — the M: drive. The M: drive is available to any Windows application or device such as a scanner, and saving to it automatically deposits any document in the secure M-Files vault, where it can be quickly tagged and classified using a combination of automatic or manual approaches. A key benefit of the M: drive is that it is always available, just like a local hard drive, and automatically synchronizes with a central vault. This provides fast, reliable performance, even when the central server is not accessible due to heavy loads or a network outage or server crash.

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True, professional document management that is both easy and affordable

[Document management software](#) has traditionally been complicated and expensive, requiring significant investments in the software as well as the IT resources to configure and maintain it. In addition, solutions usually entail major changes in business processes that require costly user training. In contrast, by offering a complete [document management system](#) that is both easy to use and affordable, M-Files makes this efficient office-management technology accessible to any business – especially smaller businesses.

In addition to support for scanned paper documents, M-Files provides advanced [document management](#) features such as fast search, automated version management, secure access permissions, document check-in and check-out, and support for email and connections to other office systems such as a CRM, accounting or billing system.

Sign up for a free trial today at the M-files web site at www.m-files.com/try.

Where to find M-Files around the Web:

M-Files [website](#), [blog](#), [Facebook](#), [Twitter](#) — [@m_files](#)

About Motive Systems

Motive Systems Inc. develops easy-to-use, professional [document management software](#) that enables companies and organizations of all sizes to make dramatic gains in efficiency and productivity by improving the way they organize and manage their business documents, information and processes. More than 50,000 licenses of the company's products have been sold to over 3,500 customers in more than 60 countries worldwide. The company's flagship product, [M-Files](#), is available in 15 languages and is in use at customers such as AstraZeneca, BSA LifeStructures, EADS, FinnComm Airlines, Parker Hannifin, and Thales. Motive Systems also offers M-Files Express, the only completely free, professional [document management software](#) on the market. For more information, please visit www.m-files.com.

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