

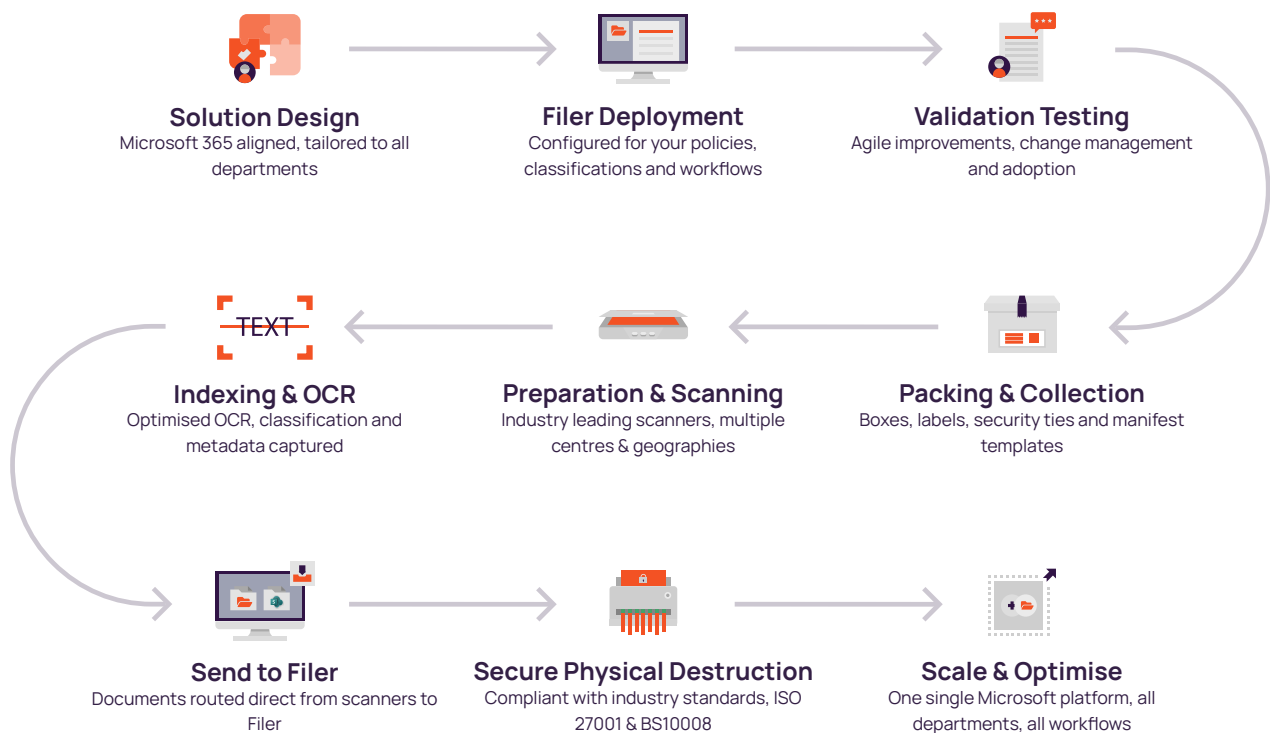


End-to-end digitisation with Microsoft 365

More and more organisations are looking to digitise their paper documents and store them within Microsoft 365. It sounds simple, but we've seen too many projects introduce unnecessary complexity, delays and costs due to the misalignment between multiple suppliers and internal resources.

With Mizorix's end-to-end service, you will avoid these headaches. Benefiting from expert guidance through every stage, you'll ensure your project goes to plan first time.

Our Process



Why working with Mizorix is easy



We start with the end-user experience

Our experts design your user centric digital solution first, which informs your scanning and processing strategy. Helping you to avoid unnecessary costs such as AI processing for documents your employees rarely access or a need to re-scan important documents when renditions don't meet end-user requirements.



We offer strategies for every scenario

Combining state of the art physical infrastructure with a solution built on top of Microsoft 365, we are one of the only providers with the flexibility to deliver solutions for every scenario. From intelligent AI classification for documents, to tailored forms and workflows via the market leading Power Platform.



We provide skilled project management

Our end-to-end service means you aren't required to manage multiple suppliers and internal resources with complex independencies. We provide you a single project plan and certified project management resource, ensuring your delivery is on-time and on-budget.



Intelligent document and records management for SharePoint Online and Microsoft 365

Do you love SharePoint as a document repository and collaboration space, but find it's difficult to maintain structure and search is too open ended, thus you can't find your content?

Mizorix Filer is an enterprise-grade add-on for SharePoint Online which delivers an enhanced solution for filing, managing, and accessing documents and records, delivering a superior end-user experience that is easy to maintain.



SharePoint

- ✗ Clunky viewing experience
- ✗ Content sprawl and duplication
- ✗ Missing metadata
- ✗ Misfiled documents
- ✗ Limited personalisation
- ✗ Limited **Outlook** integration
- ✗ Bespoke third-party integrations
- ✗ Complex implementations
- ✗ Difficult to replicate across departments
- ✗ Costly to build and maintain
- ✗ Minimal support for scanned documents
- ✗ Minimal PDF format support
- ✗ Manual annotation and redaction
- ✗ Limited **Power Automate** integration
- ⚠ Automated retention and disposition (only available with E5 licencing plans)



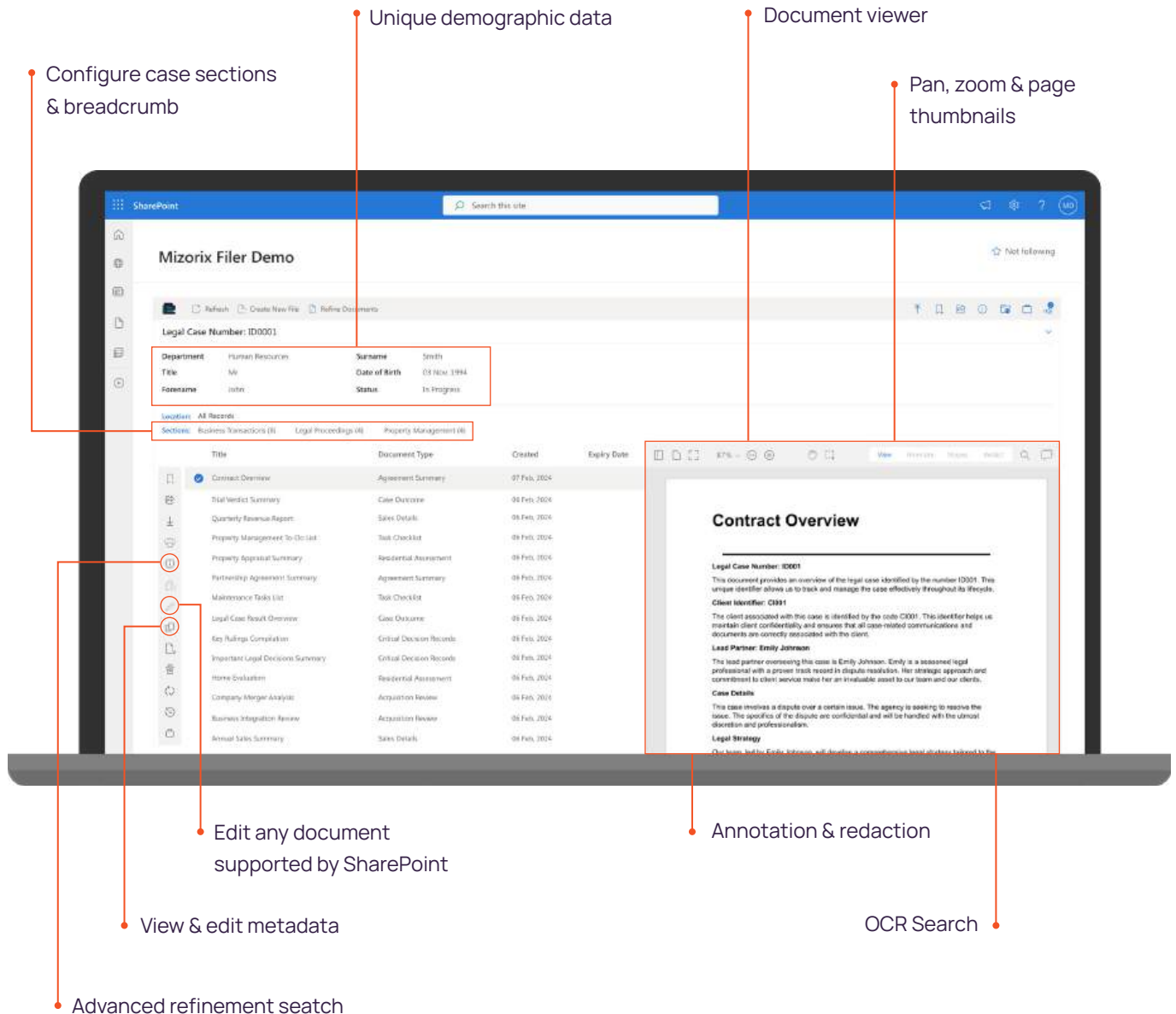
SharePoint + Filer

- ✓ Single view and instant document access
- ✓ Organised classification structure
- ✓ Automated metadata capture
- ✓ Automated document filing
- ✓ Bookmarks, predefined and contextual views
- ✓ **Outlook App** for email/attachment filing
- ✓ Low-code or native third-party interfaces
- ✓ OOTB standardised implementation
- ✓ Easily scalable through configuration
- ✓ Inclusive support and updates
- ✓ Direct ingestion of scanned documents
- ✓ PDF conversion and manipulation
- ✓ Annotations and redaction for PDFs
- ✓ Enhanced integration with **Power Automate**
- ✓ Automated retention and disposition



Enhanced end-user experience

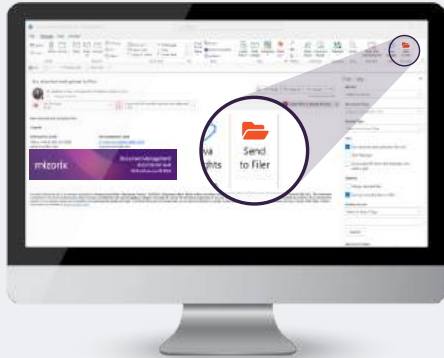
A superior user interface which allows users to more easily search, locate and explore records or documents in context (HR personnel file, projects, legal matters, cases, etc.)



Why Filer?

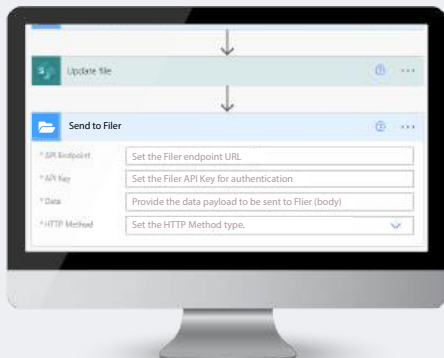
- ✓ Enhanced end-user experience
- ✓ Easier to scale and maintain
- ✓ Cloud-based solution
- ✓ Faster to implement
- ✓ All data remains within Microsoft 365
- ✓ Cost efficiency vs third-party EDRMS

More features



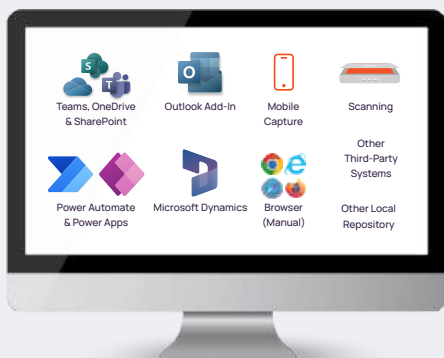
Outlook integration

Filer's Outlook Add-in allows users to interact and save documents directly from **Outlook** to **Filer**. Making it easy to save emails and attachments with associated metadata directly from **Outlook** to **Filer** for organised storage.



Low-code integration

Filer has a **Power Automate** connector accessible with all levels of **Microsoft Power Automate** licensing. The connector enables **Power Automate** flows to send documents direct to **Filer** for storage and classification, amongst a range of other features.



Intelligent document filing

Filer's native connectors, **Outlook** Add-in and OpenAPI allow for documents from any source to be ingested using a standards- based mechanism. **Filer's** routing engine then automatically files documents based on metadata.



Filer FAQs

» Does Filer replace SharePoint?

Not at all – SharePoint has some fantastic tools for productivity and collaboration you will still utilize.

» Can I utilize the Power Platform with Filer?

Yes, Filer has a native integration with Power Automate meaning document workflows can be triggered directly from Filer. There is a pre-built Power Automate connector to “Send Data to Filer” for automatic filing (No premium licensing needed)

» What is Filer’s workflow engine?

Power Automate

» What is Filer’s Data capture engine?

Power Apps or Microsoft Forms, in fact anything as it’s fully integrated to Power Automate allowing data to be consumed from pretty much anywhere!

» How can I integrate third-party line of business systems?

Filer has an OpenAPI – almost all modern day systems will be capable of API integrations (3-10 days work).

» How does Filer secure my data?

All your data never leaves your Microsoft tenant and therefore all your IT Governance settings apply to Filer.

» Does Filer enable Subject Access Requests/GDPR compliancy?

Yes, Filer has a ‘Briefcase’ feature which allows organisations to quickly create document packs for processes such as SARs or Audits. This creates a secure copy of your documents where you can edit, redact and share with custom retention and access rules.

» When should I use Filer’s retention/policy management engine?

Not all Microsoft licensing offers this capability – in these scenarios you would use Filer’s engine.

» Can I have a free demo environment?

Yes, please reach out to us directly to work with you to provide an appropriate environment.