

Project Document Management

Project document management organizes, tracks, and securely shares project documents throughout their lifecycle, ensuring teams always have access to the right information and latest versions.

Why Choose Project Document Management?

Organizations deploy a project document management solution to centralize and organize the vast amounts of documentation required for large and small projects.

Enhanced collaboration between internal teams and external stakeholders supports seamless communication and accountability. Compliance with regulatory and industry standards while minimizing risks associated with mismanaged, outdated, or inaccessible information is also a benefit of project document management.

Finally, by streamlining workflows and providing real-time project visibility, users can make timely decisions, improve operational efficiency, and contribute to successful, cost-effective project delivery.

Challenges of Document Management for Projects



Document Accessibility

Projects commonly have large volumes of documents managed by several different departments, this leads to chaotic folder structures and makes information hard to find.



Costly Solutions

Costs can be a challenge in managing project documents. Many systems invoice based on project value or document volume, leading to unpredictable and high expense.



Collaboration with Stakeholders

With both internal and external parties involved, it can become difficult to share documents and communicate effectively. This can lead to delays and challenges within the project.



Risk Management and Security

There can be high levels of sensitive documents within a project, ensuring proper permissions or access rights is vital but can be difficult and time consuming.

Project Document Management

Integrate your Project Document Management Solution

Integrating project document management systems with other enterprise solutions, such as project management software, ERP's, GIS, and electronic signature platforms enhance efficiency by enabling seamless data flow across platforms.

This integration eliminates information silos, reduces the risk of data duplication, and ensures that all teams have access to the most up-to-date information in real time. Without integration, organizations face the risk of disconnected systems, leading to fragmented data, missed opportunities, and delays in decision-making.

Better Project Document Management with Indixio + M-Files.



Deploying M-Files as a project document management system with Indixio as a partner ensures that your organization can manage complex projects with greater efficiency, security, and accuracy. M-Files offers a scalable, flexible platform that centralizes all project-related documents and integrates seamlessly with other enterprise systems.

With Indixio's expertise in implementing and customizing M-Files for industries such as natural resources & energy, transportation & utilities, AEC, and professional services, your team gains a partner who understands the specific challenges of project documentation and can tailor solutions to meet your unique needs.

By leveraging M-Files' document management capabilities, organizations can ensure that critical project information is accessible in real time, enabling faster decision-making and reducing the risk of delays. Indixio's support ensures that your system is optimized for your workflows, enhancing collaboration among internal and external stakeholders, maintaining compliance, and streamlining approval processes to keep projects on track and within budget.

Book a chat with our team

 1.855.461.1158  indixio.com



About M-Files Hubshare

M-Files Hubshare is a document management and collaborative workspace solution for projects that allows organizations to create fully customizable collaboration hubs. We provide you and your clients with innovative features to streamline daily work, optimize your time and expedite your business processes, in a 100% customizable and secure environment.

What is a Hub?

A hub is a secure, modular & customizable workspace that allows for collaboration. Hubs enable you to:

Facilitate secure information sharing

Annotate documents

Participate in workflow processes

Communicate collectively

M-Files Connector

The **M-Files Connector** lets you securely share M-Files documents with clients through Hubshare without duplicating files. Clients can also securely upload documents, keeping everything centralized and accessible.

External Collaboration

Securely share and manage project documents with external stakeholders, while controlling who can view, upload, or download files.



Secure access to project documents

Easy document uploads and submissions

Personalized, branded client portals

Flexible access permissions



Benefits of Project Document Management with Indixio + M-Files.

M-Files is designed to work with  Microsoft 365

Centralized Document Repository

Keep all project documents organized in one place, making it easy to find, manage, and access the right information.

Version Control

Always work with the latest document version while keeping previous versions accessible when needed.

Enhanced Security

Protect sensitive project documents with access controls that ensure only authorized users can view or edit information.

Cost Savings

A per-user licensing model makes costs more predictable and allows your document management system to scale with your needs.

Increased Efficiency and Timely Project Delivery

Automate document workflows and approvals to reduce manual tasks, bottlenecks, and project delays.

Improved Decision-Making

Get real-time access to accurate, up-to-date project information to make faster, informed decisions.

Records Retention and Compliance

With **IDX RM**, project documents are automatically retained according to your organization's retention policies.

Seamless Collaboration

Collaborate securely with internal and external stakeholders through M-Files, Microsoft Teams, and Hubshare.

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