

M-FILES CORPORATION

**M-FILES 2018 RELEASE CANDIDATE**  
**NEW FEATURES AND ENHANCEMENTS**

VERSION 0.2

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# 1. Introduction

M-Files 2018 introduces Intelligent Metadata Layer and a completely redesigned user interface along with many other new features and enhancements designed to increase performance, reliability, productivity, and efficiency.

This document walks you through the main enhancements, but for a more detailed description of what Intelligent Metadata Layer is and what it can offer to you and your organization, see the document [M-Files Intelligent Metadata Layer](#).

**Note:** This documentation applies to the M-Files 2018 RC release. Certain features and configurations may still change in the final release.

## 1.1 System Requirements

Refer to [System Requirements](#) in the user guide for comprehensive details on the system requirements.

## 1.2 Discontinued Features

The following features are no longer supported in M-Files 2018:

- We have ended support for Windows Vista. Microsoft stopped supporting Windows Vista in April 2017.
- M-Files 2018 does not support embedding the username and password of a user to links shared via M-Files Web. Instead, with M-Files 2015.2 and newer, we recommend using the *Share Public Link* functionality.

## 1.3 How to Upgrade

M-Files customers with an active *Upgrades and Support Subscription* have the right to update their M-Files software at no charge. If you need support for installing or upgrading the software, or if you want to gain as much benefit as possible from the features in M-Files 2018 for the specific needs of your company, our [consulting services](#) are available. Our [customer service](#) staff is also available to assist you with any licensing and subscription related matters.

Please see the detailed [upgrade instructions](#) to get started with M-Files 2018.

**Note:** The file data encryption mechanism was upgraded for M-Files 2015.3. If you are updating to M-Files 2018 from versions 2015.2 or older, run the [Update Encryption Status of Existing Files](#) command for all the vaults that have the *Enable encryption for file data at rest* feature enabled.

## 1.4 Contact Us

Please contact an M-Files Partner or our sales team for a custom online or on-site presentation of M-Files tailored for your business needs. Email us at [sales@m-files.com](mailto:sales@m-files.com). For technical support, please send your requests to [support@m-files.com](mailto:support@m-files.com) or visit <http://support.m-files.com>.

## 2. Intelligent Metadata Layer

M-Files 2018 introduces Intelligent Metadata Layer (IML), which is a repository-neutral approach to enterprise content management that unifies information across different sources based on context, not on the system or folder in which the information is stored.

Please refer to the document [M-Files Intelligent Metadata Layer](#) for a detailed description of what IML is, how it works, and how it can improve the information and document management capabilities of your organization. The document defines the high-level architecture of IML and provides instructions on how to take it into use.

## 3. New M-Files User Interface

M-Files 2018 introduces a completely new user interface that makes M-Files even more engaging and personal. The most remarkable changes are the more powerful new home screen and the new search experience.

### 3.1 Home Screen

The new home screen collects all the information that you need for effective and effortless daily use:

- Quick views contain all the information that you have been working on lately, such as recently accessed documents, your assignments, and objects that you have checked out.
- The *Pinned* tab is the place for your most important objects. You can pin views, objects and external repository folders and files so that you are able find important information directly via the home screen. Thanks to IML, it does not matter whether the information resides in an M-Files vault or in any of the connected external repositories.
- The area at the top of the user interface allows you to easily navigate between different areas of the user interface. With the tabs on the left side, you can navigate between the most used views, and with the ones on the right, you can select between the metadata card, document preview, search options and the *Pinned* tab.

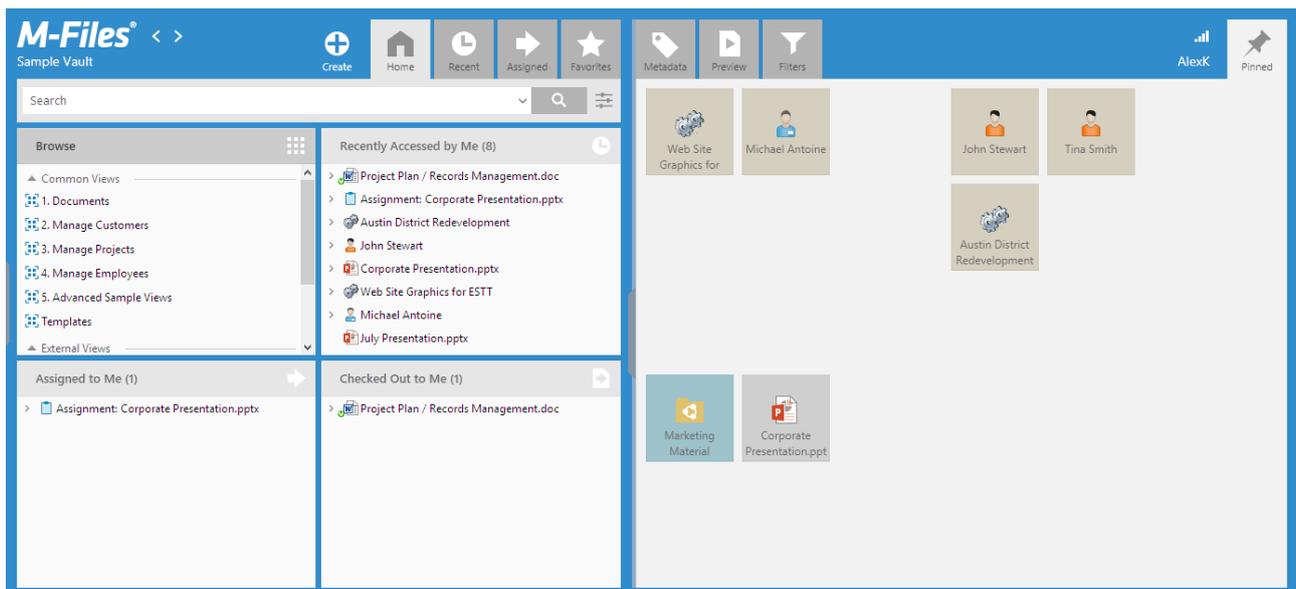
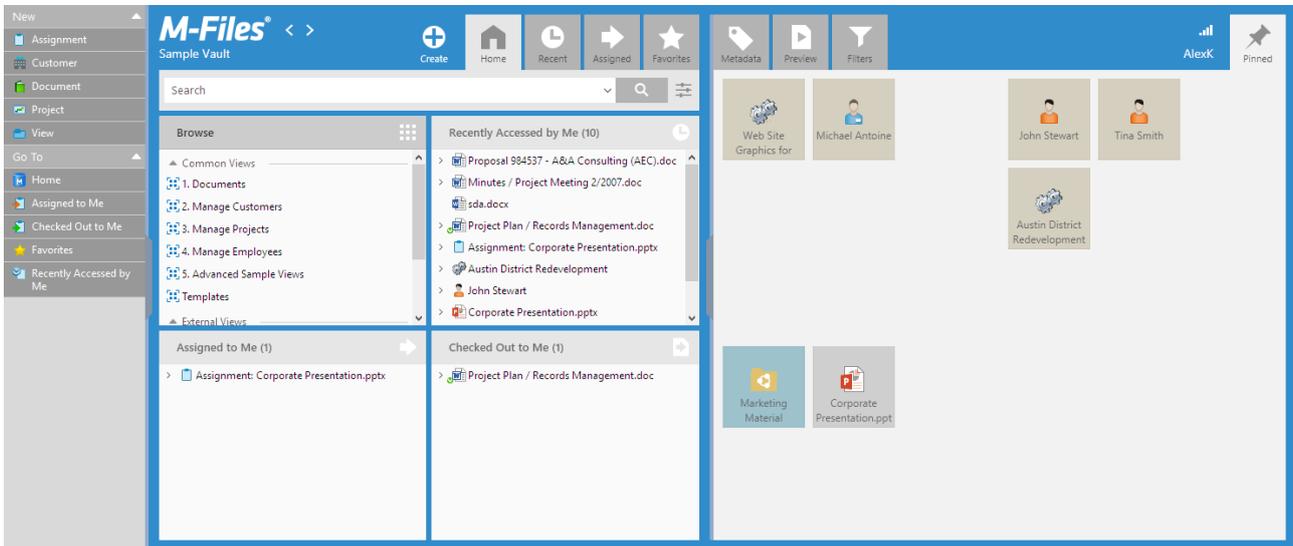


Figure 1: M-Files 2018 user interface.

### 3.1.1 Opening the Task Area

In M-Files 2018, the task area is hidden by default. It can be displayed (or hidden again) by clicking the vertical tab on the right edge of the task area.



**Figure 2:** The user interface with the task area visible.

Administrators can also define out-of-the-box behavior for the task area. In some cases it may be a good idea to have the task area visible by default. Use the following registry key to define whether task area is visible or hidden by default:

```
Key | HKEY_CURRENT_USER\SOFTWARE\Motive\M-Files\<version>\Client\MFShell\<vault name>
```

<b>Value name</b>	TaskPaneInitialState							
<b>Value type</b>	REG_DWORD							
<b>Description</b>	<p>Defines whether the task area is hidden, visible, or completely disabled.</p> <p>The task area is hidden by default and users can choose to display it via the M-Files client. You can change the behavior by using this registry key.</p>							
<b>Default value</b>	1	The task area is hidden.						
<b>Valid values</b>	<table border="1"> <tr> <td>0</td> <td>The task area is disabled and cannot be opened by the end user.</td> </tr> <tr> <td>1</td> <td>The task area is hidden by default but can be expanded by the user.</td> </tr> <tr> <td>2</td> <td>The task area is visible by default but can be hidden by the user.</td> </tr> </table>		0	The task area is disabled and cannot be opened by the end user.	1	The task area is hidden by default but can be expanded by the user.	2	The task area is visible by default but can be hidden by the user.
0	The task area is disabled and cannot be opened by the end user.							
1	The task area is hidden by default but can be expanded by the user.							
2	The task area is visible by default but can be hidden by the user.							

### 3.1.2 Pinning an Object

The most straightforward way to pin an object is to drag it from a listing area to the Pinned tab. Other options to pin an object are via the metadata card or by right-clicking an object in the listing area and selecting **Pin** from the context menu. You can pin M-Files views, objects and external repository folders and files. For example, you can pin the SharePoint folder of your team or a document in a network folder that you regularly need.

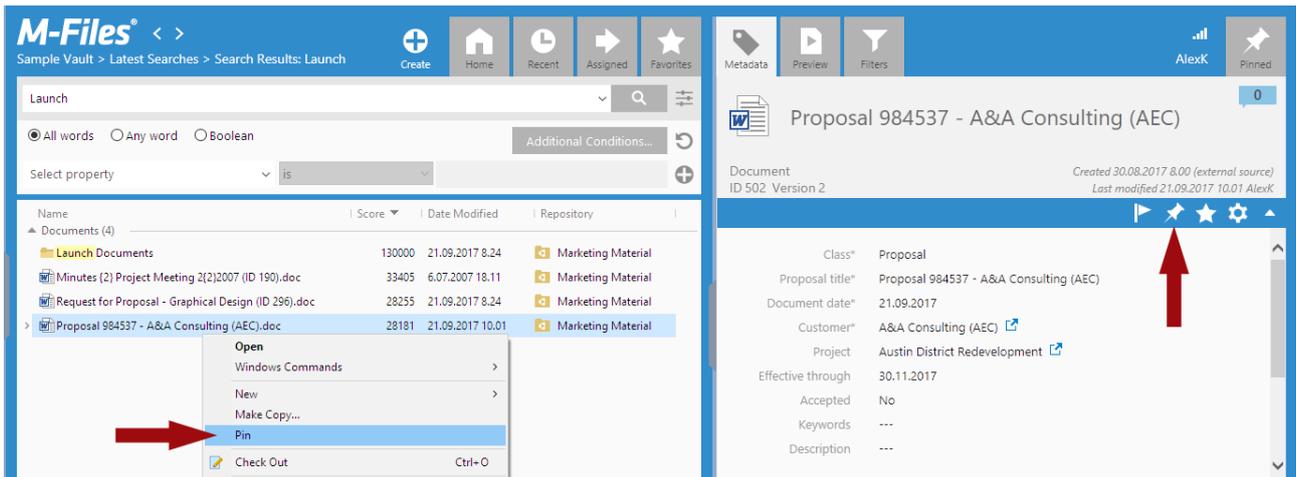


Figure 3: Pinning an object in M-Files 2018.

You can unpin an object by right-clicking it in the listing area and selecting **Unpin** from the context menu or by right-clicking the pinned object on the *Pinned* tab and selecting **Unpin** from the context menu.



### 3.2 Search Experience

In addition to the search options that can be accessed by clicking the search options icon (☰) on the right side of the search field, you can further refine your search via the *Filters* tab (▼) in the right pane. The *Filters* tab is also opened whenever you activate the quick search field.

Search results from other vaults can be found at the bottom of the left pane, the same way as in M-Files 2015.3.

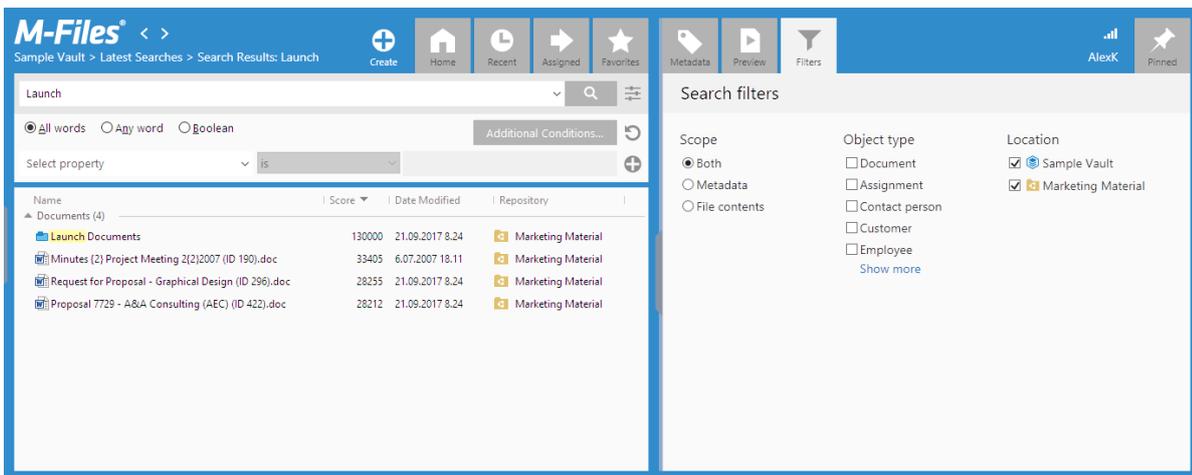


Figure 4: M-Files 2018 search.

## 4. Performance Improvements

### 4.1 Streaming Support

M-Files 2018 supports file streaming. This is especially beneficial with, for example, large video files or with very large PDF's. With video files, streaming allows the playback application to start playing the video content immediately after the file is opened. You can also skip to a particular part of a video. File streaming also facilitates copying large files from M-Files to your computer.

### 4.2 Other Performance Improvements

#### 4.2.1 Office Document Optimization

M-Files 2015.3 SR2, M-Files 2018, and later optimize the way M-Files properties are read in M-Files Desktop when Microsoft Office documents are opened. Depending on the number of properties, documents now open up to 50 percent faster than before.

#### 4.2.2 Metadata Card Optimization

In M-Files 2018, we have streamlined how M-Files Desktop opens the metadata card. The metadata card in a vault with a complex metadata structure now opens up to 40 percent faster than before.

#### 4.2.3 Optimizations Related to User Group Operations

M-Files 2018 significantly improves performance in environments with tens of thousands of user groups. This includes operations done through M-Files API as well.

Operations that are remarkably enhanced:

- Logging in to vaults
- Viewing the metadata card

#### 4.2.4 Metadata Structure Version Unchanged when Users or User Groups Added or Modified

M-Files 2018 now keeps local cache untouched when users or user groups are added or modified.

#### 4.2.5 SQL Server 2016 Service Pack 1 Performance Optimization

M-Files 2018 Server can utilize the [Columnstore Index](#) feature in the Express, Standard, and Enterprise editions of Microsoft SQL Server 2016 SP1 and later. This can speed up view queries significantly. Previously, this feature was supported only with SQL Server 2016 Enterprise Edition.

## 5. New Configuration Options for External Object Synchronization

We have added a few very useful configuration options related to the *Connections to External Database* feature to better control how and how often external objects are updated or added from the external database.

## 5.1 Forced Full Refresh for External Object Types and Value Lists

M-Files now allows forced full refresh of external objects and value lists within certain intervals. Previously, the refresh operation was only triggered on a daily basis and whenever an M-Files client application requested the value list. Now, with the new Named Value Storage settings, you can define the full refresh interval for each external value list and object type separately.

Refer to [Default Refresh Logic and Configuration Options for External Value Lists and Object Types](#) for more details.

This improvement is available in M-Files 2015.3 SR2 and later.

## 5.2 Updating Recently Modified External Objects Only

External objects can be updated either via the *Quick Refresh* or the *Full Refresh* operation. The downside of the quick refresh operation is that it does not detect changed objects. On the other hand, a full refresh can be a relatively heavy operation when synchronizing objects from large external databases.

You can now apply a registry setting to specify that only new and recently modified data is refreshed when the quick or full refresh operation is run.

Refer to [Default Refresh Logic and Configuration Options for External Value Lists and Object Types](#) for more details.

# 6. New Configuration Interface for Metadata Card Configuration Rules

M-Files 2018 has introduced a new configuration interface for metadata card configuration rules. This new interface allows for much easier and faster creation and updating of rules, and also facilitates other usability improvements.

## 6.1 Location of the Rules

The metadata card configuration rules are now a part of the *Configurations* section of a vault in M-Files Admin:

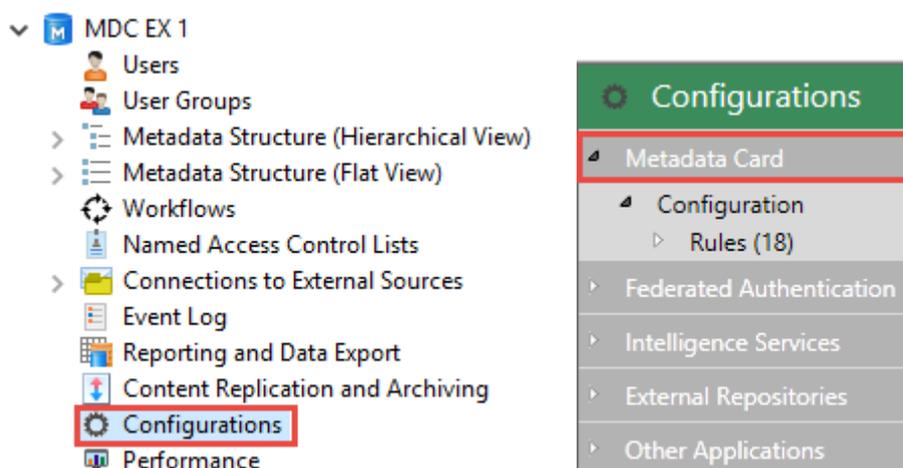


Figure 5: Opening the metadata card configuration section in M-Files Admin.

## 6.2 Editing the Rules

Metadata card configuration rules are still made up of the rule name, rule conditions (filters), rule behaviors, and sub-rules. You can use the left-side navigation area and the *Configuration* tab to browse the rule hierarchy.

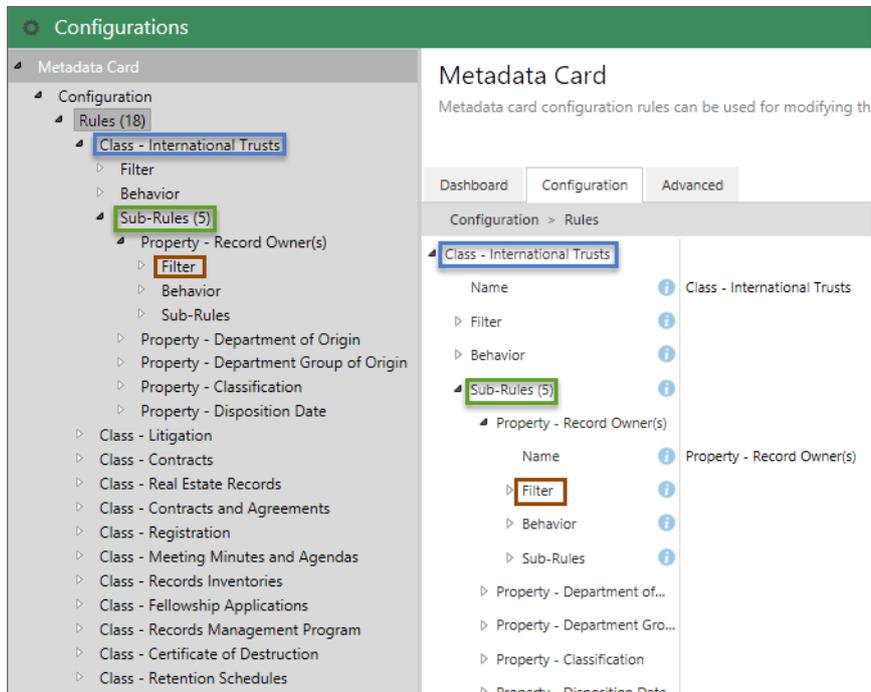


Figure 6: Metadata card configuration rules in M-Files Admin.

Selecting a node via the navigation area controls what is displayed in the *Configuration* tab. This allows you to easily focus on small sections of the configuration.

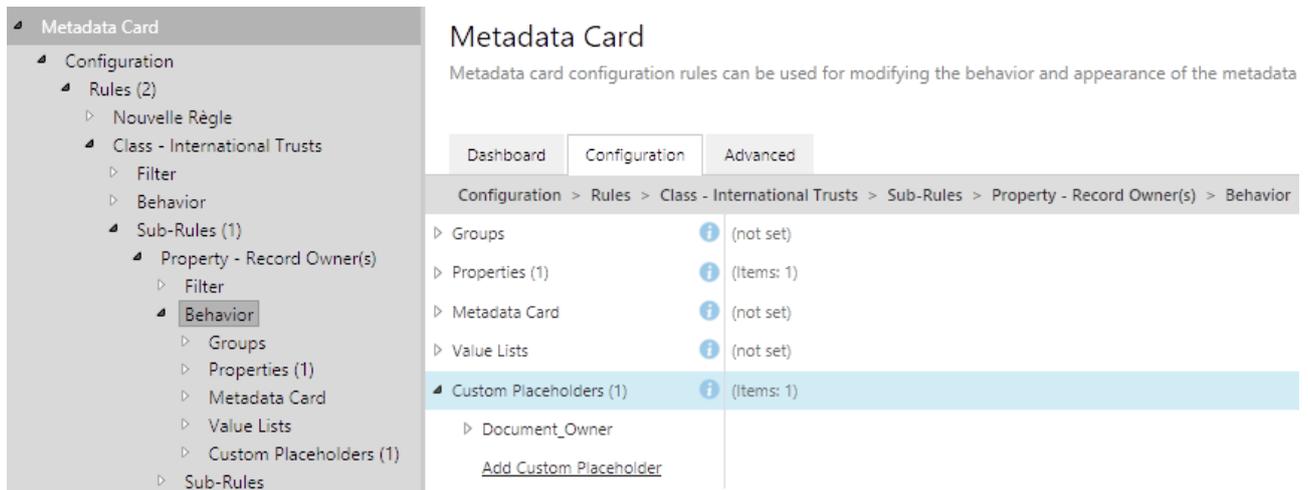


Figure 7: Focusing on a specific part of the metadata card configuration in M-Files Admin.

For power users and various advanced scenarios, the *Advanced* tab may be selected to display the underlying JSON specification used by the system. This is a slightly different JSON format from the one that was used prior to M-Files 2018.

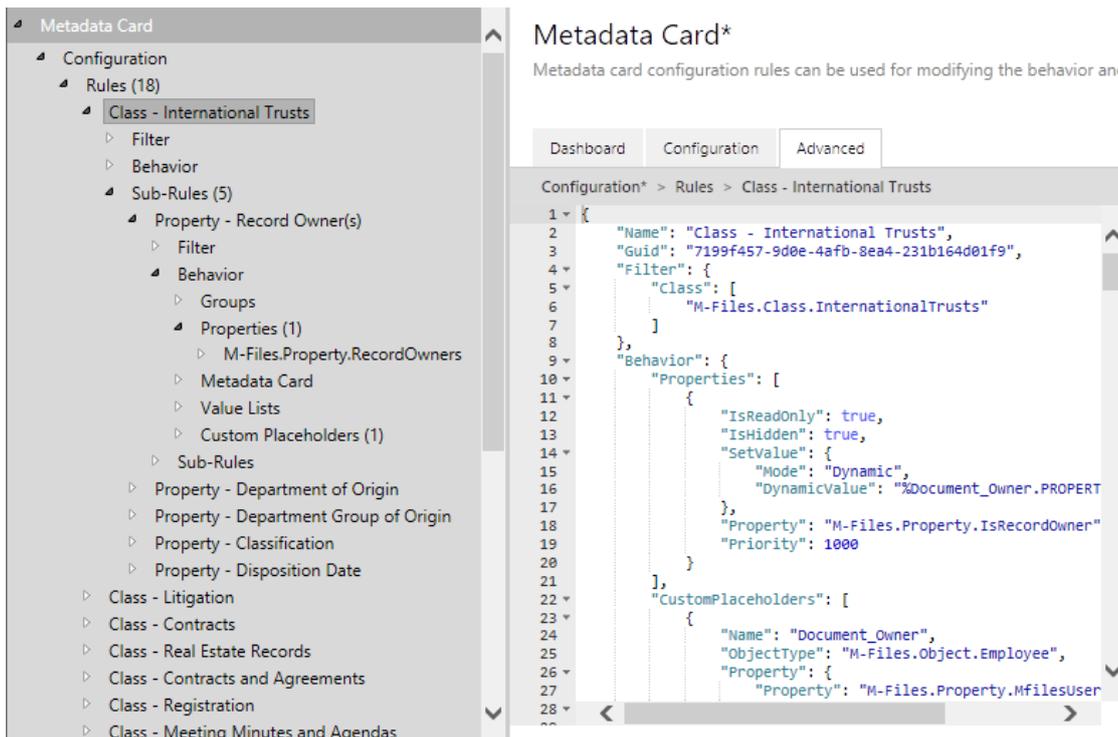
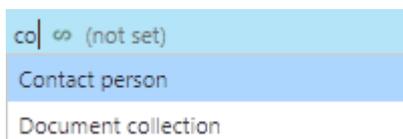


Figure 8: The *Advanced* tab showing a metadata card configuration rule in JSON.

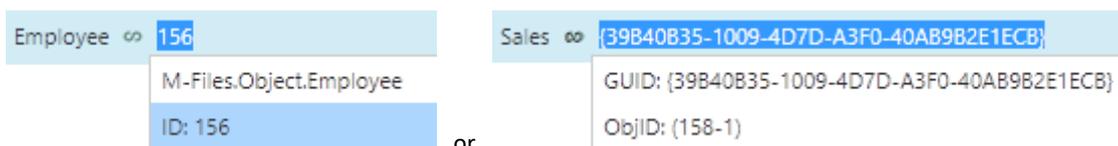
### 6.3 References to the Vault Metadata Structure

In order to refer to various portions of a vault metadata structure, prior to M-Files 2018, users needed to specify the internal ID value of items or the GUID values or the alias of the item. In this new interface, users are able to identify items by simply using the current display name of the item. The system will automatically determine the alias, ID or GUID of selected item and utilize that value to refer to the element. This saves the user a lot of time and effort, and also increases the readability of what the system is doing.

For instance, to point to an object type, the user may now start typing the name of the object type and then select a suitable one in the list of matching values:



Once selected, the system will automatically select the best available method to refer to that element. The user may choose to select a different way to refer to that element by clicking the down arrow after selecting the reference:

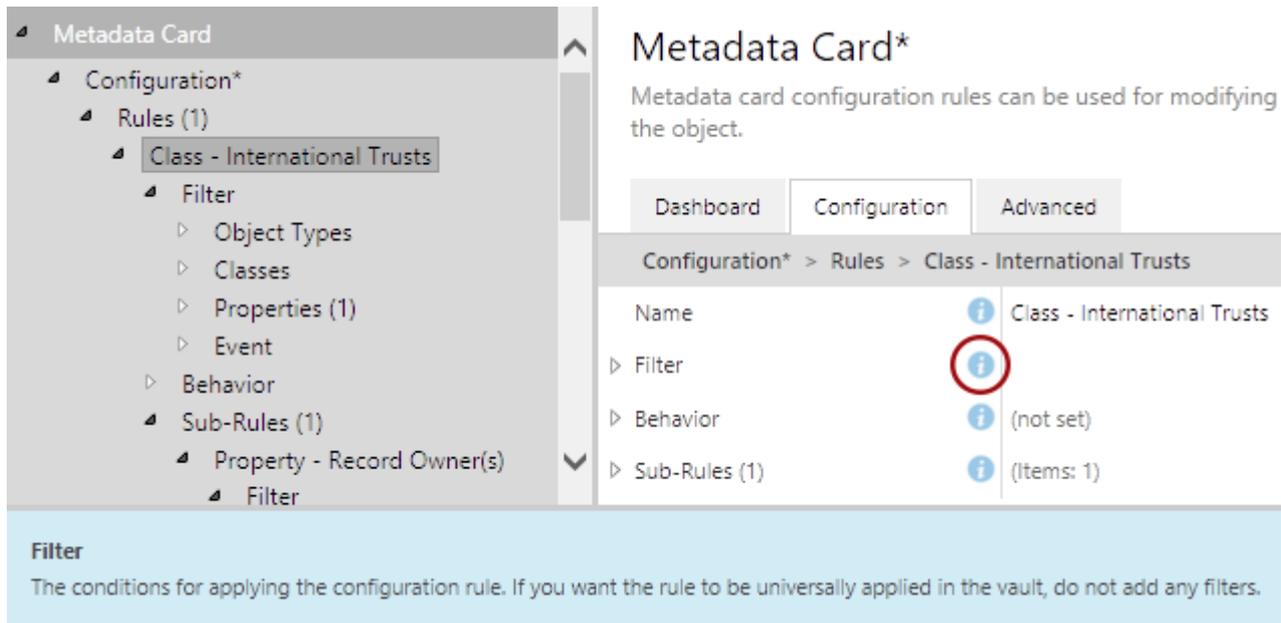


## 6.4 Other Features

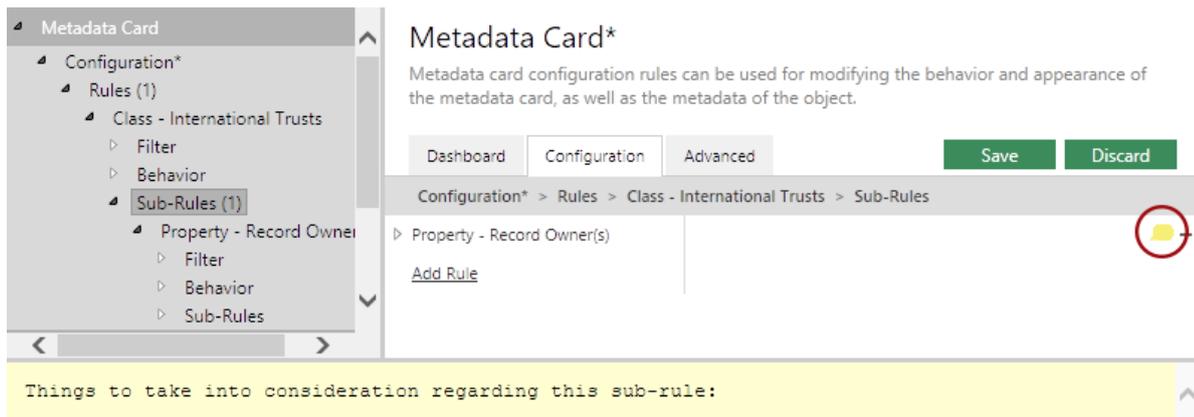
### 6.4.1 Information and Comments

The new interface also allows additional information and user comments to be displayed.

When there is information available explaining what various items are for, a blue information icon (i) is shown next to the item name:

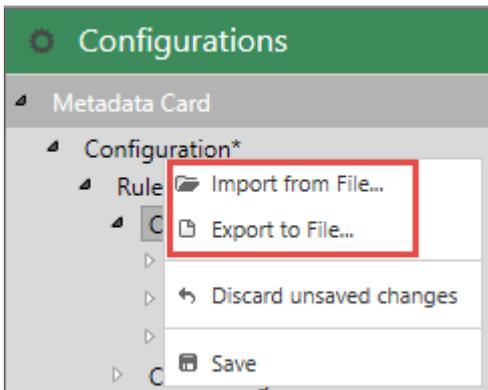


You may select any item and then click on the "Comment" tab at the bottom of the screen to enter free-form text that you would like to save for providing additional information regarding the selected item. When you have entered a comment, a yellow comment indicator is displayed at the right side of the selected item:



### 6.4.2 Importing and Export Configurations

To facilitate migration between environments or vaults as well as backing up configurations, you can import and export the full set of metadata card configuration rules via the configuration editor. You can access these functions by right-clicking the root node in the gray navigation area of the configuration editor:

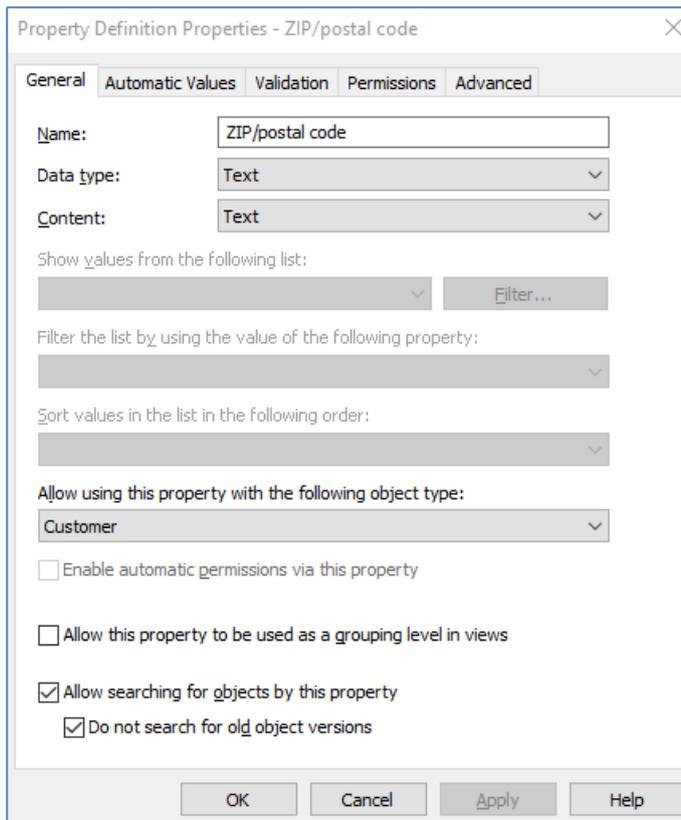


For backing up individual rules or other portions of the configuration, it is recommended to select the desired node and then access the *Advanced* tab. This allows you to copy and paste specific portions of the JSON representation of the rule.

## 7. Other New Features and Enhancements

### 7.1 Allow or Disallow Properties to Be Used as Search Criteria

M-Files 2018 allows administrators to determine whether users should or should not be able to use a particular property as a search criterion. This can be defined for each property in M-Files Admin, via the *Property Definition Properties* dialog.



**Figure 9:** The *Property Definition Properties* dialog in M-Files Admin.

If you choose to disable this option, searches based on the values of the selected property do not generate any results. Notice that properties that are not indexed for search will not appear as search condition options in the advanced search and view filter features either.

Alternatively, you can enable the option and use the *Do not search for old object versions* suboption to define that users can only search for the *latest versions* of objects on the basis of the values of this property.

If you think the property is a relevant search criterion, this option should be enabled. Otherwise, it is best to leave it disabled to allow the search to perform optimally.

## 7.2 New Event Handlers for Creating, Modifying and Deleting Views

M-Files 2015.3 SR2 and M-Files 2018 can now trigger event handlers when a view is created, deleted or modified. The following view-related event handlers have been added:

- BeforeCreateView
- AfterCreateView
- BeforeModifyView
- AfterModifyView
- BeforeDeleteView
- AfterDeleteView

## 7.3 Vault-Specific Locale Settings for Server-Side PDF Conversions

When converting Microsoft Word documents that contain dynamic metadata fields (see the [Insert M-Files Property](#) feature) to PDF using the server-side PDF conversion feature, M-Files refreshes the metadata fields before the PDF conversion is performed. The date values are formatted upon refresh using the locale settings of the M-Files server computer. If you need to change the locale of the dates but you cannot change the server locale, you can specify a locale for the vault to override the server locale.

To specify the vault locale, add the following key and value to the named value storage of the target vault:

```
Storage Type: MFConfigurationValue
Namespace: M-Files.Core.Server.Settings
Key: LocaleName
Value: <language culture name>, for instance fi-FI, en-US, sv-SE
```

This improvement is available in M-Files 2015.3 SR2 and later.

## 7.4 External File Sources: Extracting Metadata from File Properties

The Windows properties of files from an external file source can now be used for populating M-Files metadata. These properties include, for instance, the creation time, the last accessed time, the file size and the read-only attribute of a file.

You can take this feature into use via M-Files Admin, under the *Connections to External Sources* section. Once you have opened this section, create a new connection and select the *Metadata* tab in the properties dialog of the connection.

On the *Metadata* tab, select the property that you want to modify, and then click the **Edit...** button. Then, select the *Read from the properties of the imported file* option, and select a suitable Windows property via the drop-down menu.

The screenshot shows a 'Define Property' dialog box with the following configuration:

- Property:** Created
- Use a fixed value: [Empty text box]
- Read from an XML file produced by HP DSS  
Specify the name of the prompt you have defined in HP Digital Sending Software (DSS): [Empty text box]
- Read from an XML file  
Specify the XPath expression that determines the appropriate node in the XML document: [Empty text box]
- Use an OCR value source  
[Define...] (not defined)
- Read from the properties of the imported file  
**File property:** Date created
- Conversion to value list item**
  - Use the value read as the ID of the item
  - Use the value read as the name of the item
  - Add a new item to the list if a matching item is not found

Buttons: OK, Cancel

**Figure 10:** Defining Windows properties for populating M-Files property values.

The accepted data types for the Windows properties are as follows:

- Name: *Text, Text (multi-line)*
- Directory: *Text, Text (multi-line)*
- Extension: *Text, Text (multi-line), Choose from list*
  - This is the only Windows file property that allows the *Add a new item to the list if a matching item is not found* option to be enabled. The option *Use the value read as the name of the item* is always selected for all the Windows properties.
- Created at: *Timestamp*
- Last modified: *Timestamp*
- Last accessed: *Timestamp*
- Read-only: *Boolean*
- Hidden: *Boolean*
- Archive: *Boolean*

File properties that are not suitable with the data type of the selected M-Files property cannot be chosen. If you select an incompatible file property, the following error message is displayed: "The data type of selected property is not suitable for selected Windows file property."

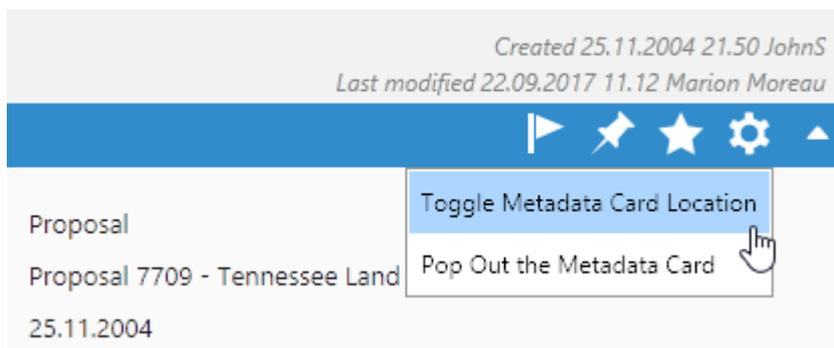
**Note:** Only standard Windows file system (FAT32, NTFS) file properties are supported.

## 7.5 Preventing Users from Toggling the Location of the Metadata Card

You can prevent users from toggling the location of the metadata card between the right pane and the bottom pane by hiding the setting from the metadata card option ribbon and disabling it in the *View > Display Mode* menu.

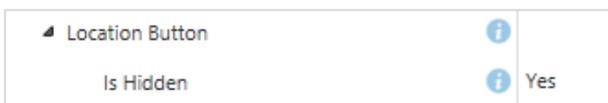
### Hiding the setting from the metadata card option ribbon

The metadata card option ribbon is one of the two places where the setting for the metadata card position is displayed.



**Figure 11:** The setting for toggling the metadata card position in the metadata card option ribbon.

**Option 1:** If you have already upgraded to M-Files 2018, you can use the configurations editor in M-Files Admin to create a new metadata card configuration rule to hide the toggle setting from the metadata card. The *Location Button* option can be found under *Behavior* → *Metadata Card* → *Theme*. To hide the setting, set the *Is Hidden* value to *Yes*.



**Figure 12:** The option for hiding the metadata card position setting in M-Files 2018.

**Option 2:** If you are using M-Files 2015.3, you can use the metadata card rule below to hide the setting. You can leave the rule condition empty if you want the rule to be always applied.

```
{
  "MetadataCard": {
    "Theme": {
      "LocationButton": {
        "IsHidden": true
      }
    }
  }
}
```

### Disabling the setting in the *View* menu

The setting is also located under the *Display Mode* menu (press Alt in M-Files Desktop and select *View > Display Mode*).

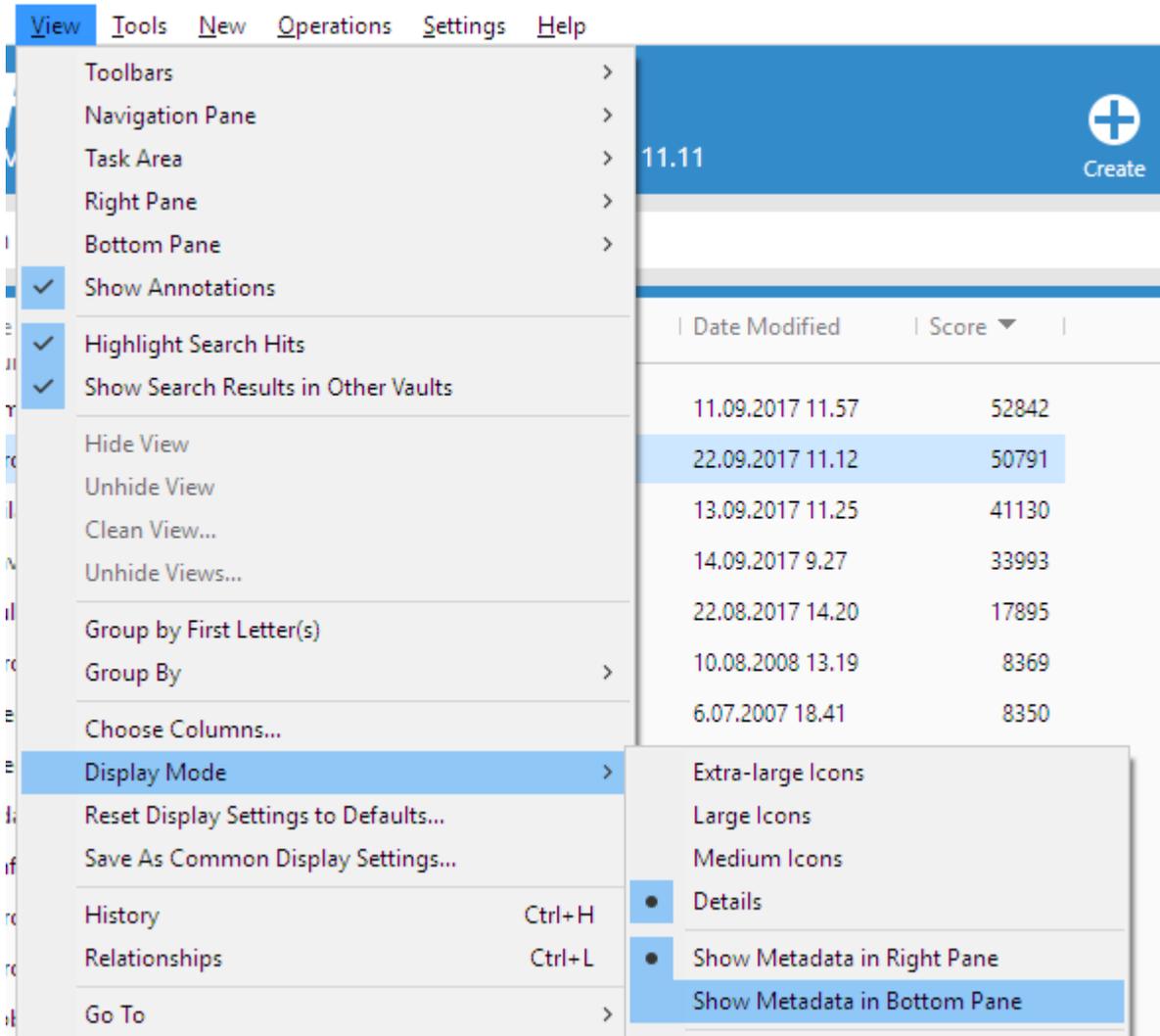
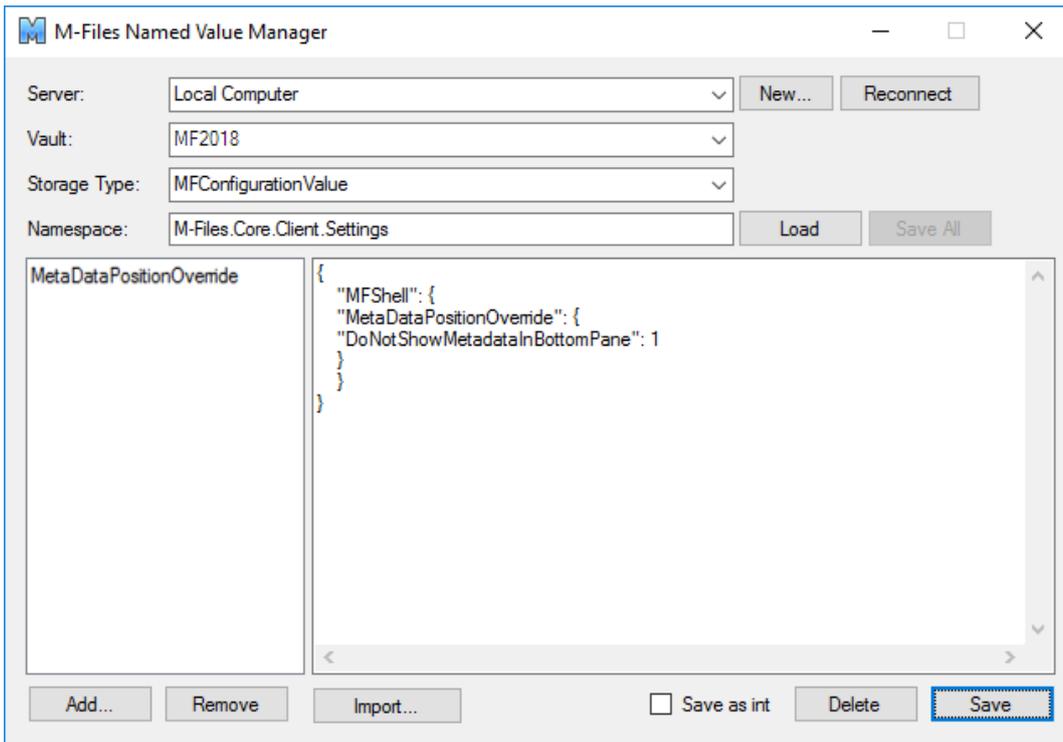


Figure 13: The Show Metadata in Bottom Pane setting in M-Files Desktop.

If you wish to disable this menu item (as well), you can do so by using a named value configuration. Add the configuration shown below using [M-Files Named Value Manager](#). This also moves the metadata card to the right pane the next time users log in to the vault.



**Figure 14:** Disabling the *Show Metadata in Bottom Pane* setting via M-Files Named Value Manager.

This feature is available in M-Files version 11.3.4330.178 and later. The configurations editor is available in M-Files 2018.

## 7.6 New M-Files URL Search Parameters

New search parameters are added to the M-Files URL interface to enable full text searches. Refer to the [M-Files URL Properties](#) document for full list of configuration options.

## 7.7 Length Limitation Removed for Inserted M-Files Properties in Microsoft Word

A limitation preventing more than 255 characters to be inserted into a Microsoft Word document via the M-Files *Insert Property* feature has been removed. M-Files 2018 no longer limits the length of the inserted property, but if required, you can take the limitation back to use with the following Windows registry setting:

**Key** HKEY\_LOCAL\_MACHINE\SOFTWARE\Motive\M-Files\*<version>*\Client\MFOfficeAddin

<b>Value name</b>	LongValueInMultilineTextPropertyInWordAllowed	
<b>Value type</b>	REG_DWORD	
<b>Description</b>	Defines whether users are allowed to insert long property values (meaning values of over 255 characters) to Microsoft Word documents via the M-Files <i>Insert Property</i> feature.	
<b>Default value</b>	1	Inserting long values is allowed.
<b>Valid values</b>	0	Inserting a long property value to a Microsoft Word document only displays the first 255 characters.
	1	Inserting long values is allowed. The number of inserted characters is not limited to 255 characters.

## 7.8 Update for the M-Files OCR Module

The M-Files OCR module, which is used for text recognition (OCR) functionalities in M-Files, has been updated for M-Files 2018.

If you wish to use text recognition functionalities in M-Files 2018, or if you are updating from a previous M-Files version to M-Files 2018 and want to continue using the M-Files OCR functions, see the document [Instructions for enabling the M-Files OCR Module](#) for instructions on how to download and enable the M-Files OCR module for M-Files 2018.

## 8. New Mobile Features

### 8.1 Using the Default Browser for OAuth Requests

iOS and Android applications can be configured to use the default web browser of the device for OAuth requests instead of web pages embedded in the mobile application. This configuration is necessary, for example, when Google is used as the identity provider for OAuth authentication. This configuration option has been added because Google no longer supports embedded web pages for OAuth requests. You can read more about this change at [Google Developers Blog](#).

See [Configuring OAuth 2.0 for M-Files Authentication](#) for instructions on how to use the default mobile browser for OAuth authentication.

### 8.2 New User Interface for Mobile Applications

M-Files Mobile for Android and iOS have new user interfaces. The key changes are:

- The previous tile-based home screen is no more. The new home screen consists of expandable lists that give you quick access to your most important documents.
- Navigate between the most important views using the bottom navigation bar.
- The search is accessible at all times.
- The top and bottom panes are hidden when listings are scrolled.

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#### 8.2.1 Pinned Items

M-Files 2018 introduces the *Pinned* tab that you can use for storing shortcuts to your most important objects in the vault and in any external repository. Read more about the *Pinned* tab for M-Files Desktop in [New M-Files User Interface](#).

Pinned items can be accessed via the new home screen in the M-Files Mobile for iOS and Android applications. Pinned items are synchronized between the mobile and desktop clients, so that you have access to them regardless of the client you are using. You can use object context menu (...) to pin and unpin objects.

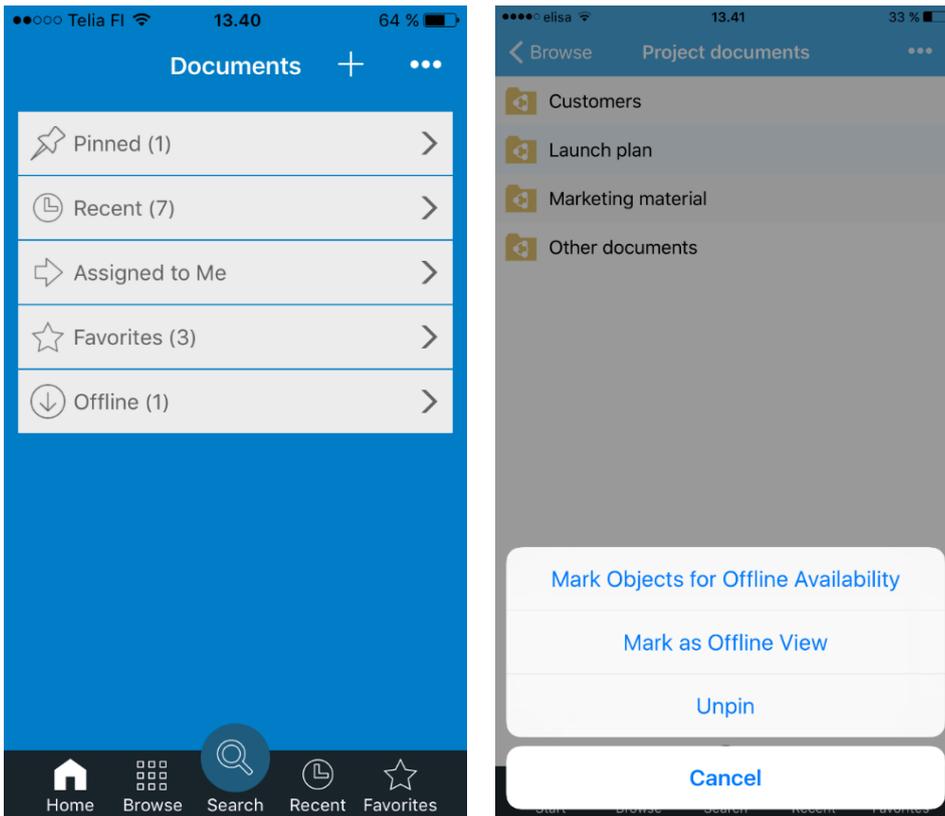


Figure 15: The new home screen with the *Pinned* section in iOS.

**Note:** The new home screen requires M-Files Server 2015.x or later. The *Pinned* view, however, requires M-Files Server 2018.

### 8.3 Intelligent Metadata Layer in the Mobile Applications

M-Files Mobile for iOS and Android now support Intelligent Metadata Layer. IML for mobile applications provides the following features:

- Browse external repositories via the M-Files Mobile user interface.
- Read and edit documents in external repositories via the M-Files Mobile user interface.
- Search across different repositories (Enterprise Search).
- Add metadata to files in external repositories.
- Utilize metadata suggestions when adding metadata to files in external repositories or when adding new content to M-Files.

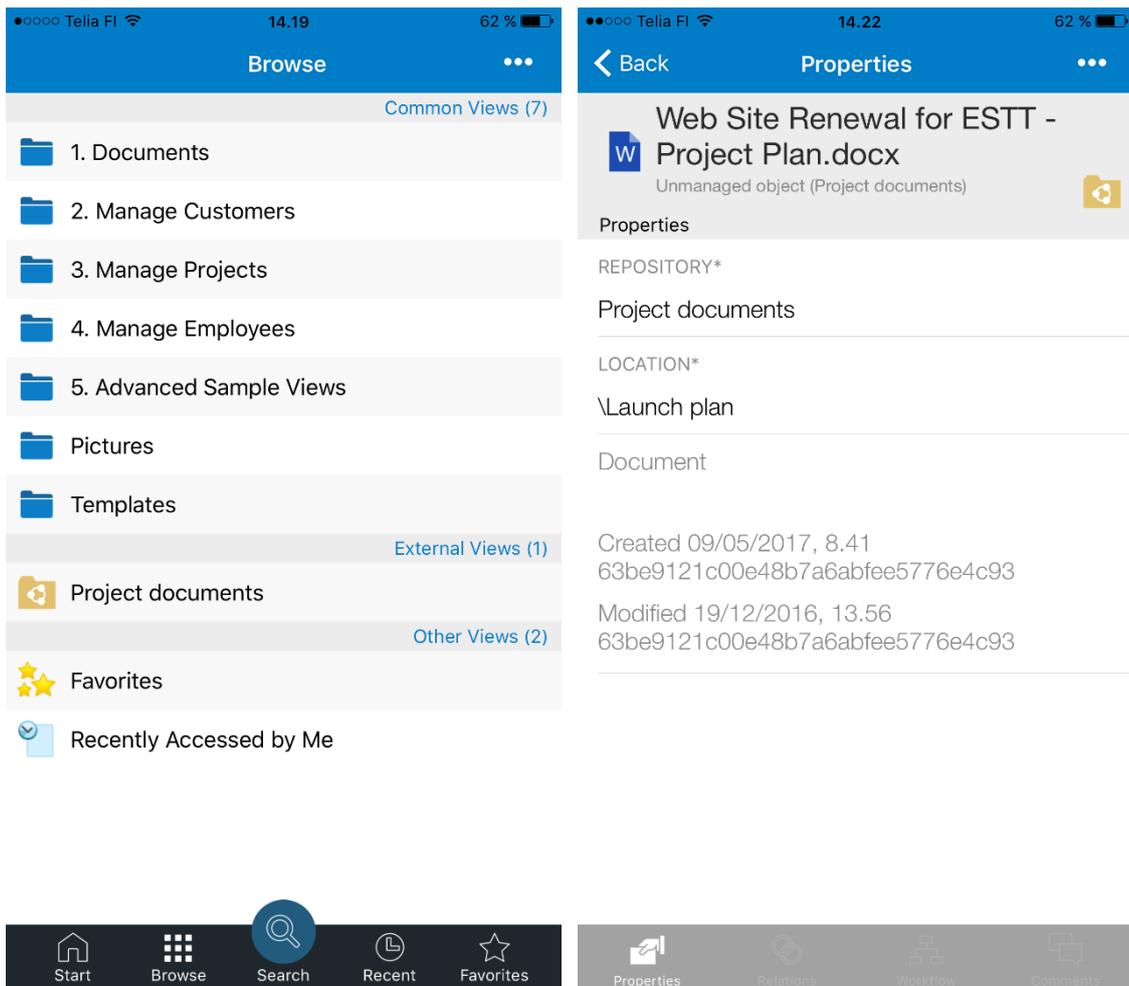


Figure 16: Network folder connection and unmanaged object properties view in iOS.

## 8.4 Support for Reading QR Codes

The M-Files mobile applications for iOS and Android now support reading QR codes. You can use QR codes, for example, to open a particular file, to create a new object, or to execute a search. You can also use QR codes for adding property values to the metadata card. Please refer to [Using QR Codes in M-Files Mobile Applications](#) for more details.

## 8.5 Annotating Documents in M-Files Mobile for Android

Creating and editing document annotations online is now possible with the M-Files mobile application for Android as well. The iOS application has already supported this feature for a while.

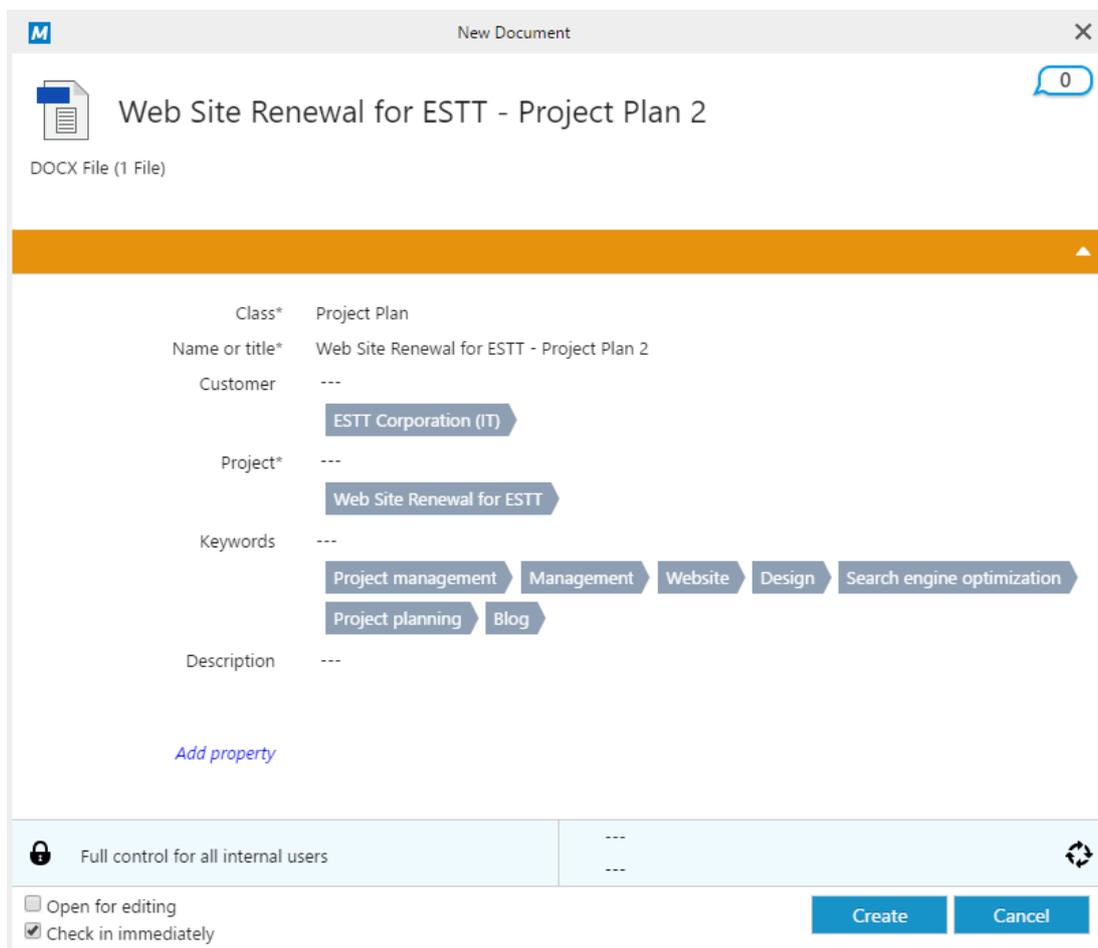
## 9. New M-Files Web Features

### 9.1 Intelligent Metadata Layer in M-Files Web

M-Files Web now also supports Intelligent Metadata Layer.

IML in M-Files Web allows you to do the following:

- Browse connected external repositories via the M-Files Web user interface.
- Read and edit documents located in external repositories via the M-Files user interface.
- Search for objects across repositories (Enterprise Search).
- Utilize metadata suggestions for new M-Files objects.
- Promote external repository objects. This essentially means that a metadata object representing the file in the external repository is created to the M-Files vault, allowing you to categorize and locate the object much more easily.



The screenshot shows a 'New Document' window in M-Files Web. The document title is 'Web Site Renewal for ESTT - Project Plan 2' and it is a 'DOCX File (1 File)'. The metadata fields are populated with suggestions:

- Class\*: Project Plan
- Name or title\*: Web Site Renewal for ESTT - Project Plan 2
- Customer: ESTT Corporation (IT)
- Project\*: Web Site Renewal for ESTT
- Keywords: Project management, Management, Website, Design, Search engine optimization, Project planning, Blog
- Description: ---

At the bottom, there are options for 'Full control for all internal users' (checked), 'Open for editing' (unchecked), and 'Check in immediately' (checked). 'Create' and 'Cancel' buttons are also visible.

Figure 17: Metadata suggestion in M-Files Web.

## 9.2 Office Online Tools<sup>[AV1]</sup> for Cloud Customers

M-Files Cloud Vault users can make use of the viewing and editing capabilities of Office Online in M-Files Web. To use Office Online features in your Cloud Vault, enable the *Office Online editor* option on the M-Files Web configuration page (`configuration.aspx`).

The screenshot shows the configuration page for 'M-Files 2018'. The 'Office Online editor' option is highlighted with a red box and is currently set to 'Disable'. Other options include 'Java applet' (set to 'Disable'), 'Prevent navigation outside default view' (checked), 'Default search criteria' (checked), 'Default search setting' (checked), 'Maximum number of search results' (50), 'Maximum number of results to export' (50), 'Top menu' (set to 'Show'), and 'Breadcrumb' (set to 'Show').

M-Files 2018

Name: M-Files 2018

Unique ID: {EC2AD7F6-10B4-4198-9682-8AF58665FB88}

Allow access to this vault

Default view: Home

Layout: Default layout

Java applet:  Enable  Disable

**Office Online editor:  Enable  Disable**

Prevent navigation outside default view

Default search criteria:  Retain latest selection made by user

Force the following selection:

Default search setting:  Retain latest selection made by user

Maximum number of search results: 50

Maximum number of results to export: 50

Top menu:  Show  Hide

Breadcrumb:  Show  Hide

Force all users to use Coordinated Universal Time (UTC)

Save Reset

Figure 18: M-Files Web configuration page.

## 9.3 Annotations and Redlining

Creating and viewing annotations is now supported in M-Files Web as well. To create new annotations, select the *Preview* tab for any document and click **New Annotations** via the task area on the left. This should open the annotation toolbar in the preview window. Once you are done, save your annotations by clicking **Save Annotations** via the task area.

The options for hiding, showing and editing annotations are also located in the task area.

CONDIFENTIAL

## EXECUTIVE SUMMARY – SALES TRAINING

QUALITY CONSULTATION is committed to collaborate with OMCC Corporation to provide training for OMCC sales staff. This document summarizes the project communication plan for the project in detail.

### PROJECT PLAN

#### COMMUNICATION RESPONSIBILITIES

Document	Recipients	Responsible	Frequency
Executive status report	Andy Nash	Mike Taylor	
Issue management document	Andy Nash	Tina Smith	Every two weeks
<b>Change control document</b>	<del>Mike Taylor</del>	<del>Jonathan Lockhart</del>	<del>Every two weeks</del>
Project schedule	Mike Taylor	Jonathan Lockhart	Every four weeks

#### TEAM STRUCTURE

Team	Responsibilities	Leads
Project management	Responsible for keeping the project on schedule and within budget.	Jonathan Lockhart
Project sponsor	Responsible for overseeing the delivery of the project and stakeholder expectations management.	Mike Taylor
Training specialist	Produces the training schedule and material	Kimberley Miller
Training coordinator	Responsible for organizing the competence assessment and the training sessions in cooperation with the individual instructors.	Bill Richards

Figure 19: Annotations in M-Files Web.

## 9.4 Improved File Preview

File preview in M-Files 2018 Web has been improved. You can easily browse through the previewed document by using the thumbnail view or by using the improved search function within the *Preview* tab.

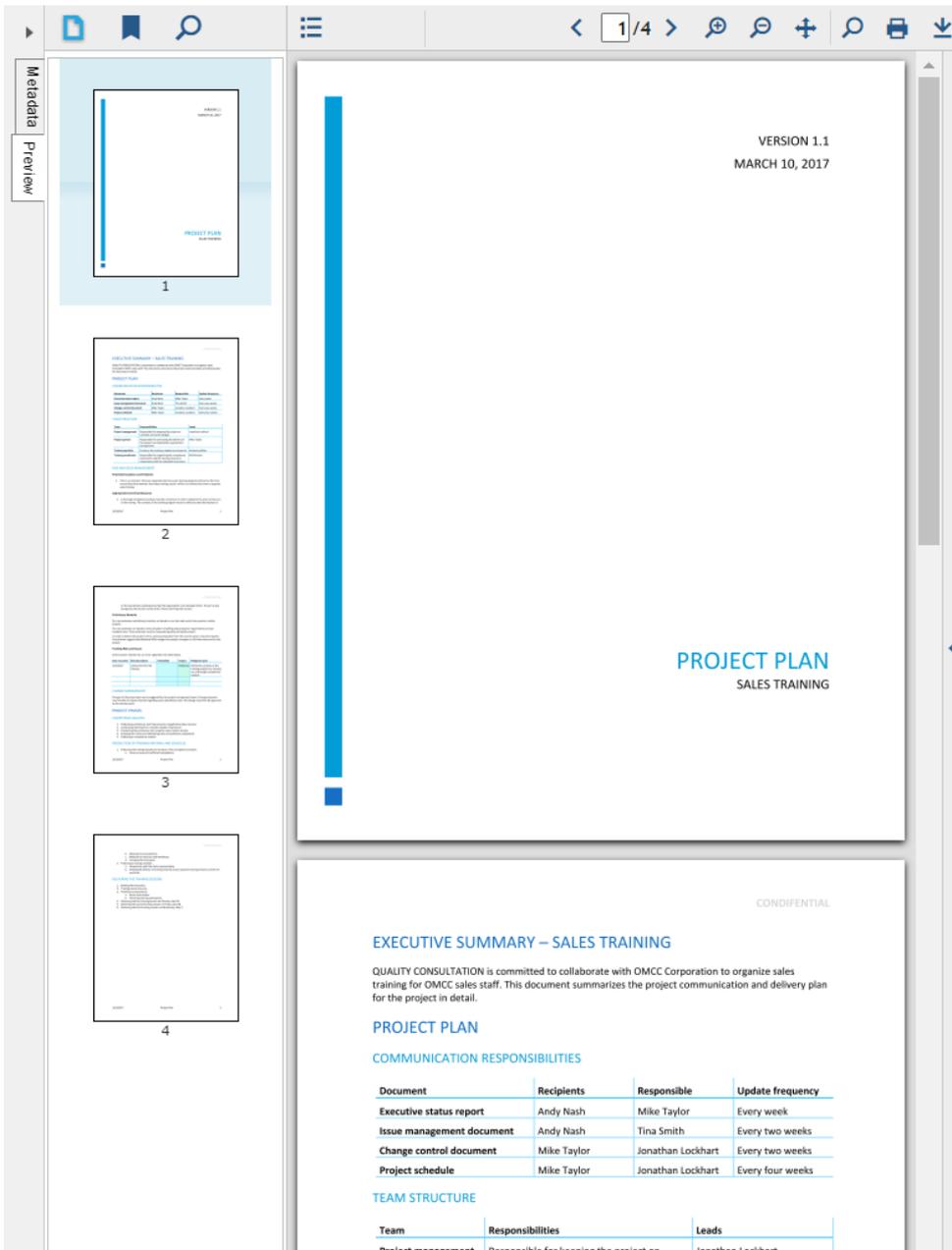


Figure 20: Thumbnail view on the *Preview* tab in M-Files Web.

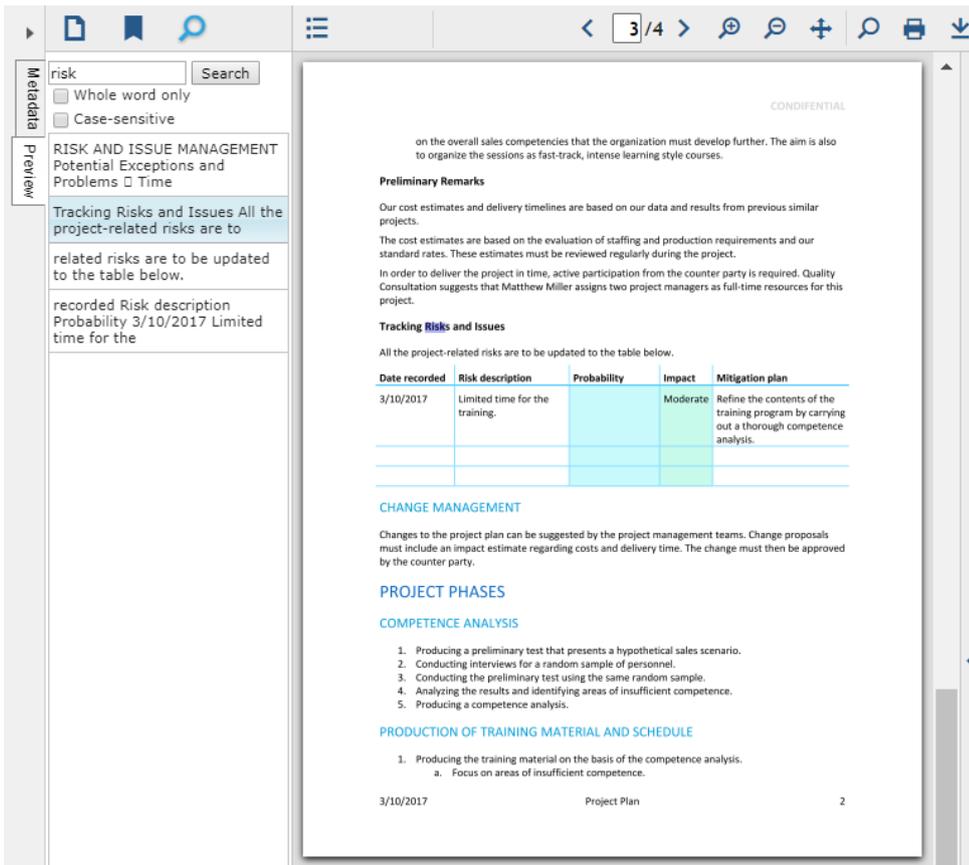


Figure 21: Search file contents on the *Preview* tab in M-Files Web.

## 10. Improvements in M-Files APIs

### 10.1 Digit Grouping in the M-Files Client API

M-Files 2015.3 user interface supports digit grouping for formatting real numbers in views and on the metadata card. In addition to this, the M-Files Client API now also supports methods for digit grouping.

The `GetValueAsTextEx` method now has a parameter called `AllowDigitGrouping`. If the value of this parameter is true, digit grouping is used for integers and real numbers. However, this is effective only if the value of the `Localized` parameter is true as well.

The `GetValueAsLocalizedTextEx` method now has the same `AllowDigitGrouping` parameter. If the value of the parameter is true, similarly to `GetValueAsTextEx`, digit grouping is used for integers and real numbers.

## 11. M-Files Language Versions

M-Files 2018 is available in the following user interface languages:

- ✓ Albanian
- ✓ Arabic
- ✓ Hungarian
- ✓ Italian

- ✓ Bulgarian
- ✓ Chinese (Traditional/Taiwan)
- ✓ Chinese (Simplified/RPC)
- ✓ Croatian
- ✓ Czech
- ✓ Danish
- ✓ Dutch
- ✓ English
- ✓ Estonian
- ✓ Finnish
- ✓ French
- ✓ German
- ✓ Greek
- ✓ Hebrew
- ✓ Japanese
- ✓ Korean
- ✓ Norwegian
- ✓ Polish
- ✓ Portuguese (Brazil)
- ✓ Romanian
- ✓ Russian
- ✓ Serbian
- ✓ Slovakian
- ✓ Slovenian
- ✓ Spanish
- ✓ Swedish
- ✓ Turkish
- ✓ Vietnamese

In addition to providing these software localizations, M-Files lets you translate the metadata structure of your vaults to any language. Users can individually select the software and metadata structure language of their preference.

The M-Files Web language is determined by each user's browser settings, but it is equally possible for the system administrator to override the language selection via the M-Files Web configuration.

The language of an M-Files mobile app can be changed via the language settings of each device.

## 12. Change History

The table below describes the essential changes by document version.

VERSION	DATE	ESSENTIAL CHANGES
0.1	2017-09-18	Alpha documentation
0.2	2017-11-28	Release Candidate documentation

## 13. Reference Documents

- [M-Files Intelligent Metadata Layer](#)
- [Default Refresh Logic and Configuration Options for External Value Lists and Object Types](#)
- [M-Files URL Properties](#)
- [Configuring OAuth 2.0 for M-Files Authentication](#)
- [M-Files Mobile Apps Feature Comparison](#)
- [Using QR Codes in M-Files Mobile Applications](#)