

# TESTIMONIAL NBC UNIVERSAL

ENTERTAINMENT | NEW YORK CITY, NY

**NBCUniversal**

**Lori Murray**

Director - Contract Administration

“The clients our department services have increased four-fold since I joined the department a number of years ago. M-Files helped us become more centralized with our processes from coast to coast as well as provide **EASY ACCESS TO CONTRACTUAL DATA AND REPORTS.**”



“There are many different cycles our contracts must go through - documents are requested, assigned, drafted, sent out for review, signed, counter-signed, amended, extended, etc. It was a challenge for us to keep track of the state of each individual contract. However, with the ability to label documents with metadata within M-Files, we now have much more **VISIBILITY INTO THE STATUS OF EACH CONTRACT.** With a single click, we can see all the important information - who it's assigned to, what state it's in, which business requested it, the role of the person involved, if they have a particular clause in the contract, the latest version and the like.”



“M-Files now plays a key role in the contract process - from initial request to signed contract. We've created contract templates in M-Files and metadata attributes enable us to track the status and important details so we're informed and we don't lose track of what is important. M-Files is integrated with our internal contract management system, so after the contract has been signed and processed, a name search in M-Files can also bring up key data from our **CONTRACT MANAGEMENT SYSTEM** without logging into both systems.”



“We use the **WORKFLOW FEATURES** in M-Files to notify the administrator whenever a contract goes into a particular state that triggers changes in payroll and benefits. Because time is important in our business, it's essential for us to be informed of particular changes so we can deal with them accordingly in a timely manner. In this regard, M-Files has been a huge help.”



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