



KONICA MINOLTA

Delivering Business Value with Konica Minolta Enterprise Content Management Solution



Giving Shape to Ideas

ENTERPRISE CONTENT MANAGEMENT SOLUTION



Managing content across the enterprise is a challenge. The advent of technology has allowed us to create documents on a wide platform, store them on hard disk, cloud and print and store them anywhere. With the rising concern of security and compliance while optimising the process flow, we need to think how to make it productive and secure from the entire document lifecycle.

Konica Minolta Enterprise Content Management (ECM) Solution enables business to minimise risks, providing you with a total visibility of the process, documents and information while reducing total cost.

The ECM Solution helps to capture, manage, process, distribute and centralise important business content in secure location without compromising compliance. It can help boost productivity while encouraging collaboration among users and allow for easy sharing of information.

Konica Minolta leverages the power of technology with its bEST (bizhub Extended Solution Technology) where it is an open interface technology incorporated into Konica Minolta devices to serve as a shared platform for enhancing the work environment. With this, third party applications can be integrated into Konica Minolta devices and users can move information faster with integrated control at the touchscreen of the bizhub Multi-Function Printers.

With Konica Minolta ECM solution, users just need to scan and let system do the work of auto capturing, indexing, foldering and initiating workflows for processing or approvals.





**HOW DOES IT
BRING BUSINESS
VALUE TO YOU?**



To manage the dispersed information, **Konica Minolta Enterprise Content Management Solution** captures the information right at the source regardless of the format and organises them in a unified system. In addition, by automating repeatable steps in the processes, it can reduce errors and ensure consistency and accuracy.

To support the changing needs of work lifestyle and mobility, content is made available to users and customers as and when they need it, from almost any device or application.

Users can work on the same document at the same time, eliminating non value added tasks and time resulting in improved productivity. Decisions can be made faster with optimised processes and have the ability to manage the workflow across departments and externally.

The solution allows you to have full control over the access of the information. Reports can be generated, providing you with full visibility and taking control of your processes. Organisation is able to define records retention policies while adhering to regulatory and legal compliance.





Benefits



Reduce operating costs

- Eliminates the cost of printing, shipping and storing paper because your content is captured electronically
- Improves effectiveness by providing instant access to content and processes from anywhere, even a mobile device
- Speeds up processes by automating predictable decisions and providing useful tools to manage all the surrounding tasks, activities and case work, allowing you to increase productivity without increasing staff



▶ Improve customer service

- Reduce time spent searching in multiple locations for documents and waiting for documents to be retrieved and delivered
- Ensures consistency in process related functions
- Provides online real-time visibility into status of requests, transactions and orders

▶ Minimise risk

- Allows easy enforcement of your security policies and tracks access and activities
- Facilitates reporting and auditing on the information you do and don't have
- Ensures expired content are disposed according to defined retention schedules



FOR THE EARTH. FOR THE FUTURE.

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Presence in the region

Bangladesh . Bhutan . Brunei . Cambodia . Indonesia . Laos . Malaysia . Mauritius . Myanmar . Philippines . Singapore . Sri Lanka . Thailand . Vietnam

About Konica Minolta Business Solutions Asia

Konica Minolta Business Solutions Asia is a leader in print and enterprise content management focusing on optimisation, productivity and information sharing via its broad range of office and production printing solutions and services. Backed by strong service standards and proficient support staff, Konica Minolta has won numerous awards and recognition, including placement in the Leaders Quadrant on the Gartner 2014 Magic Quadrant for Managed Print Services (MPS) and Managed Content Services (MCS). Konica Minolta, Inc. has also been named to the Dow Jones Sustainability World Index for four years in a row. For more information, please visit: <http://www.konicaminolta.sg/business/>.



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