



KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

Scalable Solutions Moving Your Organization Forward

overview

Innovate. Is your business overwhelmed with paperwork? Will your documents reach the right people at the right time? Are emails piling up in your inboxes? Can you track down the orders, invoices, reports and back-up correspondence you need? Does your mobile workforce need to have the ability to communicate, collaborate, and be productive from anywhere, at any time? And do security compliance requirements keep you awake at night?

There are simple solutions that address all these challenges—Konica Minolta's Enterprise Content Management (ECM) solutions with single-source reliability, scalable cost-efficiency and proven performance. Konica Minolta ECM strategies help you capture, manage, store, and control all your business content—documents, images, emails, videos, instant messages and more. By extending your information to mobile devices—you can ensure that your business runs as productively and efficiently as possible, regardless of where you or your employees are.

Konica Minolta ECM solutions free your high-value employees from low-value tasks—so managers and IT professionals can concentrate on your business objectives. Routine document processes can be automated. Security demands can be addressed more quickly. Paper and energy costs can be reduced. Your workflow can be more productive—and your team can take advantage of new opportunities for innovation, growth and profit.



Giving Shape to Ideas

Optimize.

Konica Minolta can design, deploy and support an ECM strategy customized for your business—a strategy that organizes your information, optimizes your printing, manages your infrastructure, and controls your costs. Konica Minolta ECM solutions enable you to operate more efficiently. Respond more quickly to customer needs. Safeguard your data. Streamline your workflow. And leverage the power of your IT investments, including accounting and ERP systems. Konica Minolta has proven expertise in Enterprise Content Management—including best-practice innovations and competitive advantages that keep you ahead of the curve.

benefits



Capture



Process



Access



Integrate



Measure



Store

Capture your critical data more efficiently.

Automated ECM processes can collect documents, convert formats, and distribute information in accurate, retrievable form to all your business applications and databases. Konica Minolta will help you introduce industry-leading document scanning and capture software to ensure consistent capture, indexing and validation.

Connect to your essential business applications.

Konica Minolta can help you integrate new ECM systems with your existing business processes—including ERP and other line-of-business applications from providers like Microsoft, Oracle, SAP, Epic, Meditech, Lawson, Datatel, and many more. Even custom systems can be integrated to ensure that your ECM solution works the way you do.

Reduce manual overflow to increase productivity.

Konica Minolta ECM solutions help you identify ways to make every manager and administrator more productive—reducing the time spent on routine day-to-day employee activities and liberating the potential power of your workforce.

Gain visibility into critical business processes.

Real-time monitoring of business activities yields immediate information you can use to address problem areas and make better business decisions—and Konica Minolta makes it easy to configure custom dashboards, see the status of current processes and set benchmarks to measure progress and results.

Comply with regulations to mitigate risk.

In today's fast-changing regulatory climate, you need a thorough but flexible way to retain documents and manage records. Konica Minolta ECM solutions enable you to set limits on access and automatically invoke retention policies on documents, emails and more—enforcing SOX, providing data to auditors, implementing business roles and risk tolerance.

Be proactive in the cloud.

Konica Minolta Software-as-a-Service (SaaS) solutions bring you the power of Enterprise Content Management without the expense of capital or infrastructure investment. You'll have cloud computing power, data backup reliability and a simple migration path—including the ability to move from SaaS to an on-premises solution as your business needs change.

Konica Minolta ECM Benefits:

Save time, improve access and reduce costs:

- Maximize current staff productivity by automating document processes.
- Capture, reformat and retrieve documents more quickly to speed your workflow.
- Scan, save and share documents electronically, reducing paper and energy costs.

Manage information, leverage productivity, and gain a competitive advantage:

- Organize and categorize your document workflow so everyone stays in the loop.
- Free your employees to concentrate on achieving business goals.
- Respond to customers, improve service, and realize new opportunities.

Enhance security, maximize IT investments, and protect the environment:

- Safeguard sensitive information, respond to changing compliance demands.
- Integrate seamlessly with accounting and ERP systems.
- Konica Minolta energy-saving and recycling advantages help you go green.

KONICA MINOLTA: GIVING SHAPE TO IDEAS.

Konica Minolta Business Solutions U.S.A., Inc. is a leader in enterprise content management, technology optimization and cloud services. Our solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of information to increase productivity. Recognized as a #1 Brand for Customer Loyalty by Brand Keys for seven consecutive years, awarded "MFP (multifunction peripheral) Line of the Year" by Buyers Laboratory LLC, and named to the Dow Jones Sustainability World Index, the company focuses on end-to-end business solutions to help your business grow. Clients trust Konica Minolta to help them envision how they can achieve their goals and deliver innovative solutions to give shape to their ideas. For more information, visit www.CountOnKonicaMinolta.com and follow @KonicaMinoltaUS on Facebook, Twitter and YouTube.



For further information, please visit our website: www.KonicaMinoltaECM.com



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