

Konica Minolta Managed Content Services




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With the exponential growth of business content, one of the major challenges faced by businesses across industries is the management and utilisation of business content. Oftentimes, the documents come in the form of hard copy and electronic format and from dispersed locations. The unstructured content and disorganised storage may result in inefficiency and unproductivity.

Operational concerns include getting the information to the right person at the right time, keeping track of records, invoices, orders, reports and correspondences, increasing paper workload and emails; and adhering to the information security policies. Business can be susceptible to poor data protection and security.

Konica Minolta Managed Content Services (MCS) enables business to improve operational efficiency by streamlining the digital workflow and is tailored to meet the needs of the individual. It allows companies more effective use of their ever-expanding content.



MCS is a one-stop service that offers consultation-based suggestions for improving work efficiency along with exclusive software for content management, MFPs for data input and output, and document digitisation service.

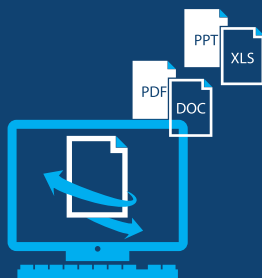


It allows centralised management of a huge and varied volume of content such as electronic data, enabling customers to use it more effectively. This service helps to enhance efficiency and contributes to cost and environmental impact reduction, while strengthening security and business continuity.

MAKING INFORMATION ACCESSIBLE

Konica Minolta Managed Content Services addresses all these challenges by streamlining and optimising business process around the contents.

CAPTURE, REFORMAT AND RETRIEVE DOCUMENTS MORE QUICKLY TO SPEED THE WORK FLOW.



SCAN, SAVE AND SHARE DOCUMENTS ELECTRONICALLY, REDUCING PAPER AND ENERGY COST.

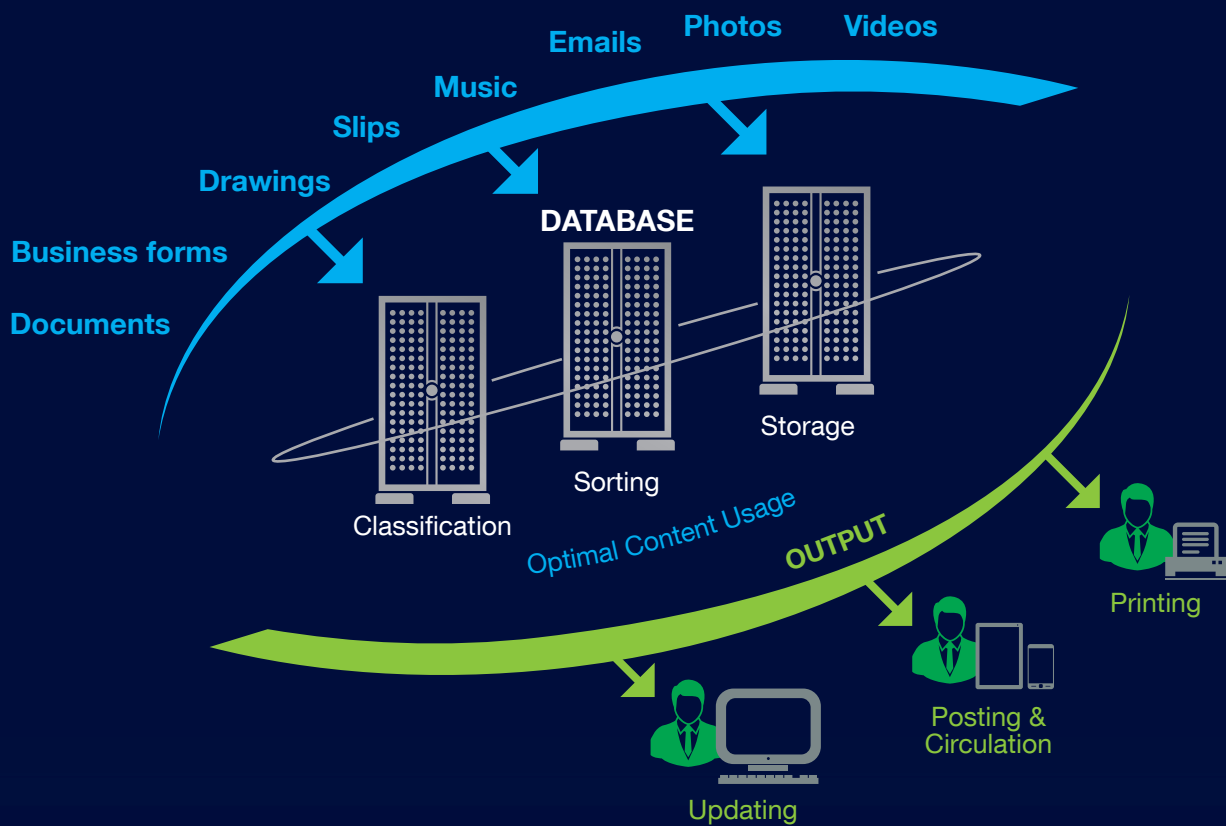


SAFEGUARD SENSITIVE INFORMATION, RESPOND TO CHANGING COMPLIANCE DEMANDS.



ORGANISE AND CATEGORISE DOCUMENT WORKFLOW SO EVERYONE STAYS IN THE LOOP FROM ANYWHERE AT ANY TIME.





With over ten years of experience through its **Optimised Print Services (OPS)**, Konica Minolta offers consultancy, implementation of infrastructure and managed services to businesses across industries. Nearly 6,000 customers worldwide have their processes optimised with regards to the handling and utilisation of information through OPS. Customers can look forward to benefit from a **total solution with the integration of technologies and Managed Content Services in their daily work processes**. This exemplifies Konica Minolta dedication to be at the forefront of technological innovation and provision of services and solutions.



The combined offering of our Enterprise Content Management, Optimised Print Services and MFPs and Printers allows our customer to maintain control of their content. The service will help to minimise risks, providing customers with a total visibility of the process, documents and information while reducing total cost. In addition, the ECM Solution also helps to capture, manage, process, distribute and centralise important business content in a secure location without compromising compliance. It can help boost productivity while encouraging collaboration among users and allow for easy sharing of information, as users can work on the same document at the same time, eliminating non value-added tasks and saving time.

Case Study

Enhancing document management efficiency for a real estate company

M MISSION

To improve the management efficiency of huge volumes of real estate contracts and other data

Real estate services deal with a wide variety of materials from contracts to floor plans and photographs of properties. While real estate companies usually employ centralised management systems to handle each stage of the process—from the showing of rental properties, contract signing, and property maintenance to the final stage of contract termination—they have to enter certain data from the individual documents into the system manually; an overly time-consuming and costly step. Therefore, they are looking for improvements in efficiency.





SOLUTION

Facilitating workflows by simplifying database input

We recommend the use of a zonal OCR* when scanning documents with an MFP. This enables the automatic mining of required information in the documents, such as contract numbers or addresses of the properties. Then, all the operators have to do is check for accuracy before the information is added to the database, eliminating the need to manually input the information from the documents and greatly enhancing efficiency. This solution also links up not only text information but also image data such as floor plans, maps and photographs in the database, allowing use of the network to complete the entire workflow: document approval, updating, preparation and printing. This means, for example, that real estate companies can extract the rental properties whose contract expiration dates are approaching and automatically prepare the documents needed for renewal; or, they can collect information specifically on those rental properties that meet the requirements of a prospective tenant. This solution helps our customers improve their workflow efficiency in various ways.

**OCR (Optical Character Reader): A technology to optically read printed characters and automatically convert them into data.*



FOR THE EARTH. FOR THE FUTURE.

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Presence in the region

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Konica Minolta Business Solutions Asia

Konica Minolta Business Solutions, a leading company in advanced document management technologies and solutions for the desktop to the print shop, brings together unparalleled advances in security, print quality and network integration via its award-winning line of bizhub® multi-function products (MFPs); bizhub PRESS® and bizhub PRO® production print systems; magicolor® color printers; and pagepro® monochrome printers. Konica Minolta also offers software solutions and optimised print services to reduce document output cost, improve productivity and optimise office environment, backed by impeccable service and support team.

Konica Minolta adopts a proactive effort in reducing global environmental impact through its green product lifecycle. In line with its core message “Giving Shape to Ideas,” Konica Minolta endeavours to respond to its customers’ needs across the world with relentless creativity, innovation and advance technology.

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