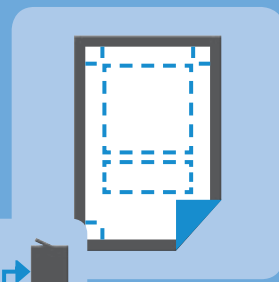
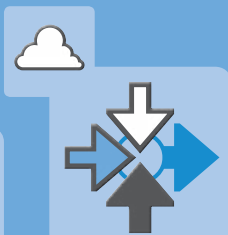
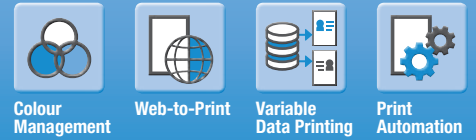


DOCUMENT CAPTURE & MANAGEMENT

Characteristics

- Document capture
- Document processing
- Document distribution
- Content & document management





Colour Management



Web-to-Print



Variable Data Printing



Print Automation



Make-Ready



Document Capture & Management



Security



Connectivity



User & Cost Management



Output Management



Device Management



Cloud & Mobile Printing

KONICA MINOLTA
APPLICATIONS

FOCUS ON STREAMLINING YOUR INFORMATION FLOW

Today, staying competitive means optimising corporate processes by effectively harnessing digital workflows for internal and external services. This applies to most companies that have to deal with large amounts of paper-based and electronic information on a daily basis. A lot of time is wasted on inefficient workflows.

Document volumes have been growing exponentially in recent years; knowledge workers spend 15% to 30% of their time finding documents because many of them are located in unmanaged and unstructured filing systems. Tasks like manually separating and distributing mail, invoices, contracts and so on to the right persons, departments or folders are extremely time-consuming.

- You don't want your employees to waste valuable working time on tedious manual paper-based workflows if business processes can be organised more efficiently by digitisation.
- You don't need your office workers to spend a lot of time trying to find and redirect correct document versions to the appropriate department or colleague.
- Your employees should no longer upload and share documents haphazardly via e-mail, file server or other distribution channel. You certainly don't want your employees to retype the text of a PDF or Excel document just to bring content into another file format.

Professional Document Capture & Management solutions help you optimise internal and external communication processes. Efficient scanning and capture applications facilitate the processing of incoming and outgoing information and, in conjunction with comprehensive content and document management solutions, ensure the efficient distribution, delivery and management of all information into the right hands.

TYPICAL CAPABILITIES AND WHAT THEY MEAN FOR YOU

Document capture

Konica Minolta's document capture philosophy ensures that the digitisation of a paper-based document, including its instant classification for later processing, is as straightforward as a simple scanning process. This enables the efficient capture of any information, whether an invoice, a business letter, a completed questionnaire or any other document. All capture processes determine which elements have to be addressed for the chosen document type, for instance the selection of client numbers from the central database for the scanning of a contract. Access to the various business processes can be started from different systems, such as scanning a paper document, filing an e-mail message or importing information from an existing archive.

- ▶ Proper digitisation is essential to optimise overall efficiency. Users benefit from high flexibility in document processing and save the time needed to retype information thanks to a wide choice of file formats for document capture on the fly. Digitising paper documents with a single click enables the content to be included into other electronic documents, which simplifies and speeds up document processes.

Document processing

During document capture, OCR (Optical Character Recognition) and OMR (Optical Mark-up Recognition) enable the automatic recognition and instant classification of document types, which ensures the correct and fully automatic digital processing of the captured information. Process-relevant data can also be extracted and directly included in document management or other business systems in a fully automatic operation. On a more basic level, document processing of course also stands for the simple conversion of document formats, completely doing away with the time-consuming manual retyping of text.

- ▶ Clearly defined workflows optimise internal processes, streamline routines and save a considerable amount of time. Automated processes, including barcode recognition, zone OCR and forms recognition, ensure that almost no user intervention is required.

Document distribution

Depending on the document type or classification, documents are not only processed and information extracted; the information is also transmitted to its correct destination within the company within seconds, which considerably improves business processes. Suitable software applications provide the necessary flexibility to recognise different backend systems and to understand in which format and with which metadata documents and the contained information have to be digitally available.

- ▶ This functionality ensures high compatibility with existing systems (ERP, DMS, CRM, etc.) as well as easy integration into existing infrastructures, which streamlines internal processes and saves a considerable amount of time.

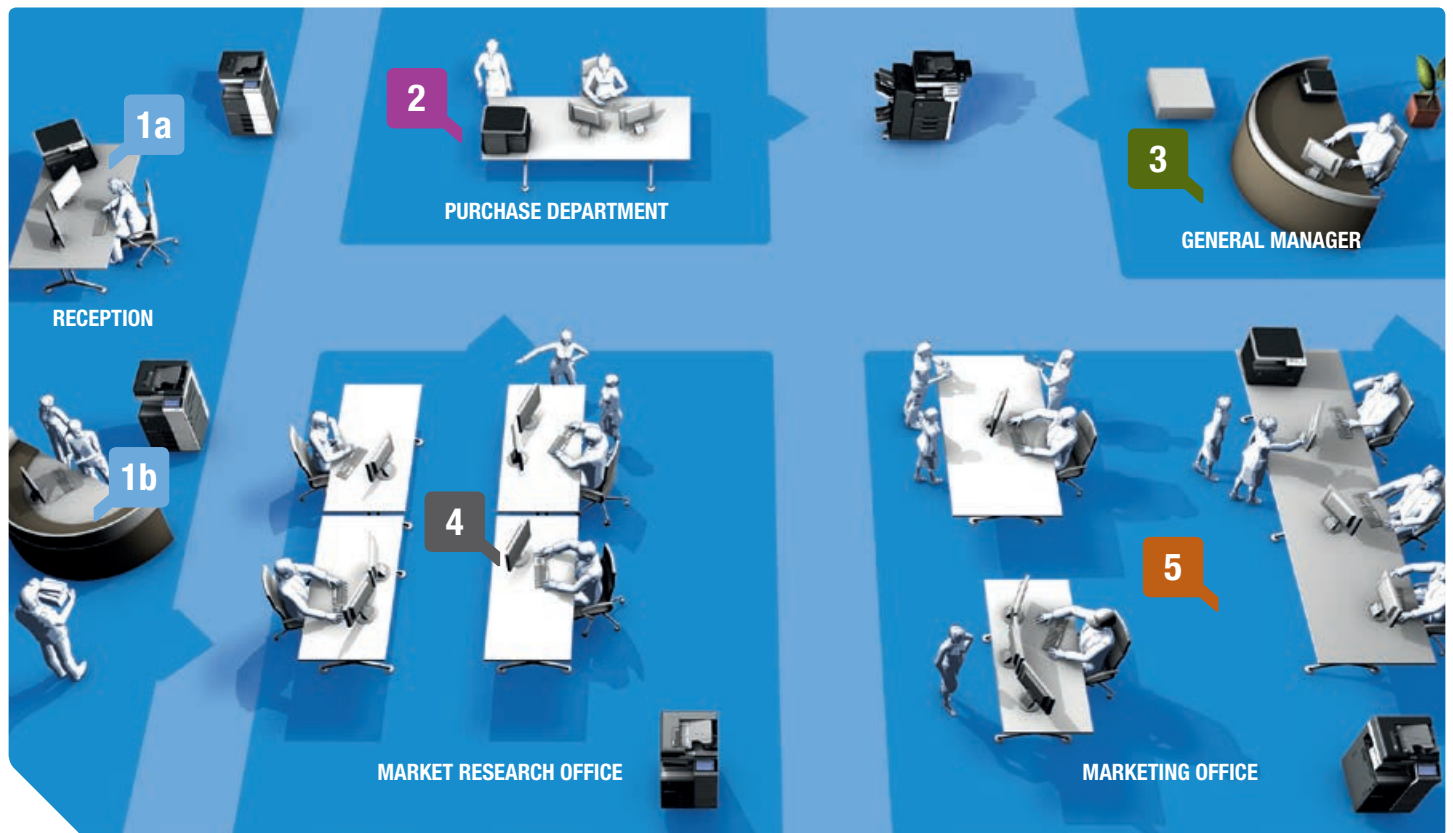
Content & document management

This refers to the easy and convenient collaboration on and sharing of digital documents, as well as straightforward editing and the secure archiving of all information. It also concerns comprehensive authentication management for repositories and documents. Document editing must include annotation capabilities for reviews and approval by individual users. Monitoring must be consistent and all editing stages as well as other transactions reliably documented for complete transparency of all changes made to documents and information.

- ▶ Implementing content management workflows helps companies streamline their internal organisation and improve their efficiency. Benefits in detail include cost reductions in managing information, shorter reaction times on incoming information, easier collaboration, and increased efficiency and productivity. Better revenues can be generated, corporate governance ensured, and regulatory compliance mechanisms securely put in place.

In the interest of process optimisation and task control, our Document Capture & Management applications help you streamline the document and information flow within your organisation. Improve internal collaboration, facilitate the instant retrieval of information and benefit from the fast transformation of paper-based documents into process-ready data that can be edited, stored and archived in your company database. With Konica Minolta's comprehensive Document Capture & Management software portfolio, you enhance user productivity and achieve a rapid return on your investment.

WORKFLOW



Some examples for typical workflow scenarios

Paper-to-digital with zonal recognition

1 All incoming mails are distributed via the reception desk. Invoices are automatically digitised, indexed and routed to the incoming folder of the respective bookkeeper in the purchase department (split into suppliers A-M and N-Z). The distributing software automatically renames the documents with the current date, running number and recognised supplier name, notifying each bookkeeper about newly filed invoices for counter-check and approval.

Invoice approval

2 The purchase department checks the incoming invoices in their content management application and changes the document properties to "payment approved" to initiate payment.

Company-wide document retrieval for quick review

3 The purchaser wants to check recent invoices from a specific supplier for the latest purchase conditions. Using the convenient full-text index of the scanned documents, he can easily retrieve all the supplier's invoices within a few seconds. He adds some annotations and forwards the document to his purchase director for a review of the purchase conditions.

Automated survey summaries

4 Market Research has sent out a market survey. The MFP recognises the structure and results of the returned questionnaires and automatically transmits the inserted information into a structured summary file.

Content collaboration

5 The Marketing department creates a new product catalogue on the basis of the survey results. The composition of a full catalogue requires several employees to contribute information and graphics, and others to assure the quality. Advanced annotations, version management and access rights ensure that the right people always work on the latest document version and that all changes are easily traceable.