

**SymQuest**<sup>®</sup>  
A KONICA MINOLTA COMPANY

ENTERPRISE CONTENT  
MANAGEMENT



KONICA MINOLTA

WORK FASTER AND SMARTER

# CONTENT MANAGEMENT

# Expertise.

Overwhelmed with paperwork? The solution is Konica Minolta. Are emails piling up in your inboxes? Can you track down the orders, invoices, reports and back-up correspondence you need? Do multiple versions of documents lead to confusion? Are your users asking to collaborate on documents from mobile devices? Are your high-value workers stuck spending their time on low-value, manual or repetitive tasks? And do security compliance requirements keep you awake at night?

Konica Minolta's Enterprise Content Management (ECM) solutions transform your business information, allowing you to work more efficiently and productively. With simple solutions to capture, manage, access and govern all your content, Konica Minolta improves the flow of information and frees employees from manual tasks for improved business operations and streamlined processes.



### Technology

What makes Konica Minolta your best choice? Our ECM experts work directly with you to understand your business needs, your processes and your content demands. We will design, deploy and support an ECM strategy customized to your business. Our best-practice strategies can organize your information, optimize your scanning and printing, manage your infrastructure and control costs. With our portfolio of industry-leading ECM software and hardware solutions, you'll have everything you need to capture, manage, store, integrate and safeguard all your business content from documents, images, emails, videos, instant messages and more.

### Capture

Bring in content in any form. Capture paper or electronic documents, convert formats and distribute information in an accurate, retrievable form to all your business applications and databases.

### Connect

Make content serve your business needs. Improve business processes by integrating your ECM system with business applications such as ERP or CRM systems.

### Automate

Reduce manual overflow. Automate repetitive tasks with OCR conversion, document routing, Bates stamping and defined business rules to increase worker productivity.





### **Visibility**

See what's really going on. Custom dashboards provide visibility into your business processes, letting you check current status and set benchmarks to measure progress and results.

### **Compliance**

Keep ahead of fast-changing regulations. You can limit a user's access to content based on business rules and security permissions; automatically invoke retention policies on content, emails and more; enforce compliance, meet audit requirements and mitigate business risk.

### **Cloud**

A silver lining in productivity. Konica Minolta cloud computing options make ECM easy, provide reliable data backup options and offer a simple migration path helping you move from on-premise to cloud ECM repositories.

### **Human Resources**

Streamline HR processes. Take a proactive approach in managing and securing employee information from paper to electronic applications, evaluations, photos, HR documentation and signatures.

### **Expertise**

How can Konica Minolta help your business move forward? We understand that your success depends on how well information moves through your organization. Working with companies of all sizes and across all industries, including government, insurance, finance, education, healthcare and manufacturing, we have helped improve the flow of information between employees, partners, systems and business processes. Businesses are more efficient, workers more productive and customer satisfaction increases.

### **Accounts Payable**

Take control of your invoicing process. Automate manual data entry and enable electronic workflows to drive Accounts Payable productivity and reduce operational costs.

### **Accounts Receivable**

Information when and where it's needed. Improve the storage and retrieval of your transactional information, ensuring that it is available to your employees and clients.

### **Contracts**

Management made easy. Store, track, review, approve, access and check the status of contracts through their entire lifecycle.

### **Claims**

Minimize complexities, save resources. Provide your claims team with the information they need to quickly process claims and handle exceptions according to your defined business controls.





## Advantages.

Enterprise Content Management you can count on. Konica Minolta ECM solutions combine industry software, hardware and support services in a comprehensive, end-to-end approach—providing you with a powerful, scalable solution designed for your specific business requirements. We combine the performance advantages of bizhub Office MFPs (multifunctional peripherals), digital presses, managed print services and comprehensive, innovative software solutions for capture, conversion services, content management and SharePoint consulting services.

You'll have a solution that takes advantage of mobile access and cloud capabilities to capture information from virtually anywhere and deliver it to enterprise applications—accelerating processes, minimizing latency, speeding transactions and reducing costs for better service. To speed your workflow and grow your business, count on ECM solutions from Konica Minolta.

### A checklist of ECM benefits from Konica Minolta:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Enterprise Content Management | <input checked="" type="checkbox"/> Records Management                  |
| <input checked="" type="checkbox"/> Document Management           | <input checked="" type="checkbox"/> Document Security                   |
| <input checked="" type="checkbox"/> Intelligent Document Capture  | <input checked="" type="checkbox"/> Compliance Tools                    |
| <input checked="" type="checkbox"/> Document Process Automation   | <input checked="" type="checkbox"/> Collaboration                       |
| <input checked="" type="checkbox"/> Document Scanning             | <input checked="" type="checkbox"/> IT Services                         |
| <input checked="" type="checkbox"/> Document Workflows            | <input checked="" type="checkbox"/> Vertical-Industry Specific Software |
| <input checked="" type="checkbox"/> Cloud Computing               | <input checked="" type="checkbox"/> Systems Integration                 |



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Maine / New Hampshire / New York / Vermont

[www.SymQuest.com](http://www.SymQuest.com) / 800-374-9900