

Konica Minolta Managed Content Services



FOR THE EARTH. FOR THE FUTURE.

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In the fast-paced digital era, content extraction and accurate data analysis are keys for business growth. These contents, in the form of digital or hard copy can be streamlined and Konica Minolta specialises in managing, indexing and analysing data to provide accurate and reliable information for your organisation.

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. Often times, 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.



THE BENEFIT

- To make things simpler, we established an integrated solution with PeopleSoft (Oracle based HR Management System) which is an existing system used by the company's HR to manage the employee data for single source retrieving.
- An email notification will be sent to the HOD, informing that these new employee records are created & whether the status of employee is Hire or Rehire.

Konica Minolta is proud to be your end-to-end solutions provider in the field of managed content services.

THE SOLUTION

- A complete solution consisting of Scanning Services and Office Assistant is deployed to manage their document storage and retrieval, as well as system customisation and integration with the company's existing HR system ensuring seamless creation of new employee folders, search and retrieval of images. A bureau service team is deployed to look into the scanning services.
- Once the documents come into the shared folder, the Data Grabber Importing Tool reads the CSV file & based on the information provided, it automatically uploads each scanned document into the correct Employee Folder with indexes in Office Assistant. If the Employee Folder does not exist then it will first auto create the Employee Folder & then upload the documents.
- Once the folders are successfully created, Data Grabber Importing Tool will send an email notification to the HOD.



Accuracy

Scan & Capture

A systematic data entry is essential and the ability to accurately retrieve the data for future usage is very important. Konica Minolta's specially developed tools help you to index your data accurately so that you have absolute confidence in your future data retrieval.

Data Analysis

Document & Data Processing

Konica Minolta's solutions do not stop at scanning and indexing. We provide quality consultation service in data analysis and reporting according to your company's requirements.

Customisation

Enterprise Content Management (ECM) / Document Management System (DMS)

Even with an existing Enterprise Content Management (ECM) or Document Management System (DMS) in place, our teams of experts are able to provide integration services according to your business requirements. Full customisation of front and back-end content management solutions is available for Konica Minolta's Content Management Solution.

Affordable Scanner

Affordable Document Scanner with Low Investment

A document scanner, excluding labour costs and parts replacements a huge sum of investment. Konica Minolta's scanning module is efficient yet low in investment. Our scanning module can be integrated into your existing system to provide full scanning and indexing functionalities.

Off-site Storage

Your Records Storage Bank

With your data digitised and easily retrieved, you can now move your hard copy documentations to an off-site premise for greater protection thus freeing up valuable office space for business expansion.

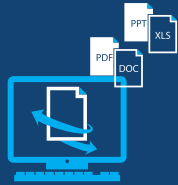
MCS is a one-stop service that offers consultation-based suggestions for improving work efficiency along with exclusive software for content management, MFPs for data input and output, and document digitisation service.

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.



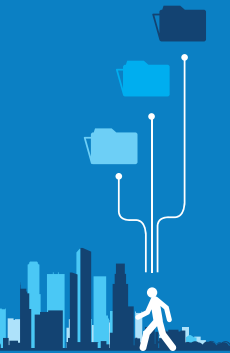
SCAN, SAVE AND SHARE DOCUMENTS ELECTRONICALLY, REDUCING PAPER AND ENERGY COST.



SAFEGUARD SENSITIVE INFORMATION, RESPOND TO CHANGING COMPLIANCE DEMANDS.



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



Case Study

A leading integrated consumer media entertainment group in Malaysia and Southeast Asia with operations in 4 key areas of business, namely Pay-TV, Radio, Publications and Digital Media.

THE CHALLENGES

- Documents pertaining to staff are requested frequently by various HOD's for reviews and internal matters and the HR Department needs to locate and furnish these documents to the requester within a reasonable time frame. There are 5,000 current employee records & about 19,000 past staffs who may re-join and most of the past records were stored at an off-site location.
- Need to also increase the document security & control whenever there is request for employee file as it contains private and confidential information. Digitisation of documents is definitely a must.
- Customer has around 5,000+ current employee files (Hard Copies) which need to be scanned & uploaded into the system - into the desired Employee Folder, and to auto populate of index fields. And if the Employee Folder is not currently existed in the system, it should be auto created upon the scanning and uploading of the employee record.

