

Total Document Management Solution

Reform your Document Management System from Conversion to Maintenance

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Return On Investment (ROI) gained from document management may be far beyond your imagination, in terms of time and money. Reforming a corporation's document management system to a digital one is well-justified with numerous successful cases. Independent research conducted by organizations such as The Aberdeen Group, IOMA, and PayStream Advisors also substantiates productivity gains up to 82% in companies with automated document management and workflow. Konica Minolta, with specialties in imaging and document management, offers a one-stop document management solution which ensures its smooth start with on-going efficient maintenance.

Document Capturing

Business Process Outsourcing (BPO) Service

The Business Process Outsourcing (BPO) Service assists corporations having an easy switch to digitalization through handling systematic document conversion from paper to e-formats. Piles of accumulated documents are no longer a hindrance to your document management reform.

Benefits

Quality Deliverables – Our professional scanning equipment guarantees high quality images retaining your full data.

High Efficiency – We are committed to the planned turnaround time.

Robust Security – High security measurements are applied in the BPO Centre, including:

- Round-the-clock monitoring with security equipment such as Burglar alarm, access control and 24-hour CCTV.
- Execution of guidelines and workflow with security standard as one of the major requirements.
- Our company has been certified the International IT Security Management Standard of ISO 27001. The security level is well-recognised.

Professional Management – Our experienced management team monitors the professional BPO Service team and keeps clients abreast with the project progress with daily reports.

One-stop Solution – The BPO Service takes care of your document digitalization with one-stop servicing from mobilising preparation, equipment purchasing to post-project maintenance with professional advices and implementation.

bizScan

bizScan created by Konica Minolta is a cost-effective and user-friendly document capturing tool which addresses corporations' need for efficient document management with in-house resources. Two powerful modules are available:

OCR Connector – A powerful Optical Character Recognition (OCR) turning paper documents into editable and searchable files

- Simple and consistent user-friendly interface
- 5 compatible output formats (MS Word, Excel, PowerPoint, Searchable PDF and Plain Text)
- Multi-language intelligence recognizing more than 180 languages

Capture Assistant – an efficient data capturing tool automating your database indexing and information sharing

- Multiple profiles for capturing and exporting different sets of indexes
- Export data as XML files with references to images
- Flexible file delivery to your business applications

Benefits

Efficient Information Sharing – To allow instant paper document scanning and conversion accessible to all office users riding on the seamless integration with Konica Minolta multi-functional systems

Security – To securely transform paper documents into editable files with centralised control on access right

Productivity Enhancement – To streamline paper distribution workflow and enhance office productivity

Flexibility in Integration – Capable to integrate with various document management systems

Information Management & Sharing

Key Features

- An enterprise level document management system for data storage, retrieval and management
- Easy integration delivering fast and impressive ROI
- Scalable with high flexibility to meet companies' unique needs
- Multi-function for data security
- Document version control and history tracking
- Customisation of document usage in applications/folders

- Information search and retrieval in just a click

Benefits

- To efficiently and effectively keep track of all documents for retrieval
- To provide a central repository for well-managed document sharing with user access right control
- To save more office space used to be occupied by documents
- To improve data accuracy by reducing manual errors
- To ensure effortless maintenance with a user-friendly platform

Workflow Management

Key Features

- Visual Process Designer creating and sharing sophisticated workflow
- Forms Designer generating forms required in workflow
- Business analysis tool delivering customized analytical reports of productivity, performance and processes

Benefits

- To improve an organization's business process through collaboration of management and IT techniques
- To standardize automated format that improves operational efficiency by improving communication and decision making in a structured way
- To quantify performance indications for more accurate and substantial business analysis

BPO Centre

- 24-hour active Security Control
- Wide range of Professional Equipment
- Service Excellence under experienced management

Benefits of Digitalising Document Management

Cost Effectiveness

- It reduces costs for document retrieval either by internal manpower or from service providers.
- It saves storage cost remarkably under the continuously increasing commercial rental market.
- It avoids document duplication in scattered filing maintained by different departments or staff.

Time Effectiveness

- It standardizes the filing system and ensures efficient retrieval with systematicness. It hence delivers fast responds during the auditing process.
- Centralised and digitalised management assists instant execution and monitoring.

Collaboration Enhancement

- It streamlines and speeds up document sharing and therefore enhances collaboration and operation efficiency.

Data Security

- Multiple backup copies of a large volume of documents and immediate disaster recovery are enabled, terminating hazards of data lost.
- It allows convenient management on data access with centralised user right control system, which is difficult to execute with a conventional system.

Environmentally Conscience

- Document circulation and storage with electronic files reduces printing and thus saves paper.

Case Study

Space for Documents

- No. of shelf per cabinet: 4 shelves
- No. of box files per shelf: 10 box files
- Total no. of box files: 40 box files
- No. of sheets per box file: 250 sheets
- Total no. of sheets per cabinet: 10,000 sheet
- Dimension of cabinet: 1.5' x 3' = 4.5sf

Rental Cost

- Rental Fee (Class A commercial building in central): HK\$120/sf

- Estimated Efficiency Rate: 75%
- Management Fee: HK\$4/sf
- Actual Rental Fee: HK\$164/sf

Document Storage Cost:

7 years* of storage cost saved:

$(\text{HK\$}164 \times 4.5\text{sf} \times 12 \text{ months} \times 7 \text{ years} \times 40 \text{ box files}) = \text{HK\$}61,992$ (for 40 box files)

(* in compliance with the ordinance requirement)