MANAGED APPLICATION SERVICES POWERED BY WORKPLACE HUB
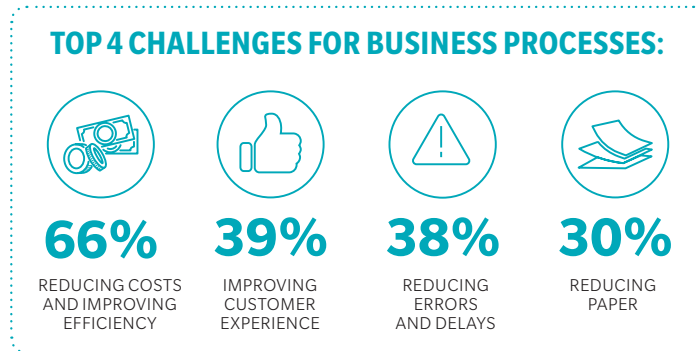
RETHINK DOCUMENT AND INFORMATION MANAGEMENT

KONICA MINOLTA

workplace**hub**

Giving Shape to Ideas

IT'S THE TINY LITTLE THINGS...

... THAT AT LARGE MAKE UP THE DIFFERENCE.

Huge challenges faced by organisations across the globe lie within the effective management of information and reduction of paper in order to improve efficiency. Whether you are a large enterprise, an independent professional or a small business, managing information and documents effectively is key to successful operations in tough times.

TOP 4 CHALLENGES FOR BUSINESS PROCESSES:

66%	39%	38%	30%
REDUCING COSTS AND IMPROVING EFFICIENCY	IMPROVING CUSTOMER EXPERIENCE	REDUCING ERRORS AND DELAYS	REDUCING PAPER

Source: Comspec Consulting & Konica Minolta, Improving and Automating Business Operations through Information Management - a benchmarking survey, 2018

Seamless content and document management helps you mastering your business content flows

Are you sometimes leaving the (home) office, wondering what you've actually done and where the time went?
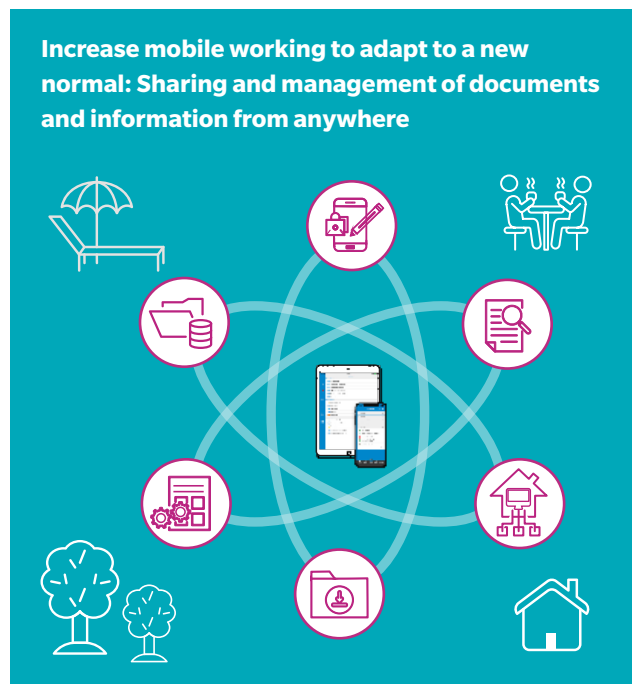
Most employees spend considerable time on reoccurring tasks: Documents have to be scanned, processed and delivered to another destinations, for example another department or a CRM system. Information needs to be updated in different locations. All of these administrative tasks involve a lot of manual intervention and potential for human error.

With a seamlessly integrated, automated content and document management workflow in place, employees will be able to manage documents much more efficient and interact with information consistently across different systems.

**Reach the next level of digital maturity:
Benefits of information and document management at a glance**

- Increase Mobility, productivity and collaboration
- Reliable decision making through quick access to latest relevant data and documents
- Increases your company's productivity by creating accelerated, transparent workflows
- Save valuable time thanks to the automation of routine office tasks
- Secure company knowledge and make it available regardless of location
- Cut your costs by offering fast access to company-relevant documents and data and increase your ROI
- Support of compliance guidelines

Increase mobile working to adapt to a new normal: Sharing and management of documents and information from anywhere

WORKPLACE HUB PROVIDES A SELECTION OF FULLY MANAGED WORKFLOWS THAT SUPPORT YOU IN YOUR DAILY TASKS

Our business solutions provide a 360° view on your documents and information. As such, they help improve the performance of your business by helping people store, find, and approve information effectively. Access your data from any device, being sure of maximum protection and security.

- Capture documents and information automatically from multiple sources such as mobile devices, Google Cloud Print, email, MFP User box
- Documents can automatically be converted into other formats and processed by different features
- Retrieve content easily

- Classify and find your information and files easily in your business package (Smart and dynamic indexing /Business Process Services)
- Management of files and information consistently across different systems

- Exchange, share and transmit legal documents securely to your clients, your clerk or the administrations through highest encryption standards
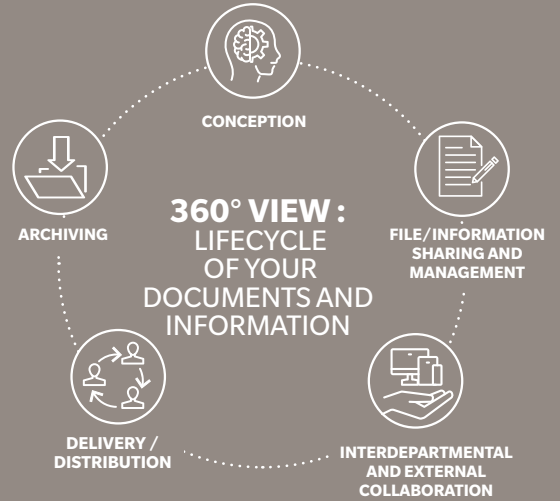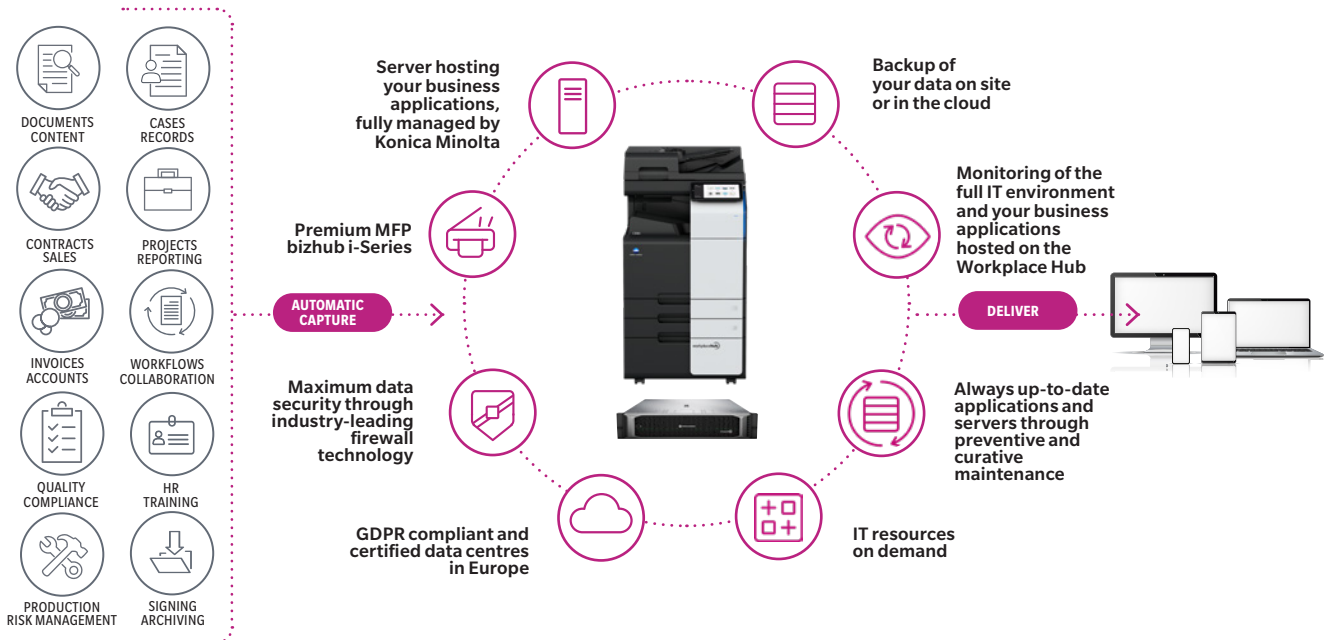- Simplify collaborative work and execution of legal acts through seamless workflows

- Flexible mobile working – print documents and access information from anywhere!
- Automatic routing from content to folders, FTP servers, MFPs, or e-mail recipients

- Archive and store your digital documents and information securely

360° VIEW : LIFECYCLE OF YOUR DOCUMENTS AND INFORMATION

- CONCEPTION
- FILE/INFORMATION SHARING AND MANAGEMENT
- INTERDEPARTMENTAL AND EXTERNAL COLLABORATION
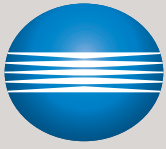- DELIVERY / DISTRIBUTION
- ARCHIVING

DOCUMENT AND INFORMATION MANAGEMENT COMBINED WITH THE EXEMPLARY WORKPLACE HUB ECOSYSTEM: A SCALABLE END-TO-END SERVICE FOR A RANGE OF BUSINESS PROCESSES SO YOU CAN FOCUS ON YOUR CORE BUSINESS

- DOCUMENTS CONTENT
- CASES RECORDS
- CONTRACTS SALES
- PROJECTS REPORTING
- INVOICES ACCOUNTS
- WORKFLOWS COLLABORATION
- QUALITY COMPLIANCE
- HR TRAINING
- PRODUCTION RISK MANAGEMENT
- SIGNING ARCHIVING

Server hosting your business applications, fully managed by Konica Minolta

Premium MFP bizhub i-Series

AUTOMATIC CAPTURE

Maximum data security through industry-leading firewall technology

GDPR compliant and certified data centres in Europe

Backup of your data on site or in the cloud

Monitoring of the full IT environment and your business applications hosted on the Workplace Hub

DELIVER

Always up-to-date applications and servers through preventive and curative maintenance

IT resources on demand

A fully managed solution with on-premise capabilities and a bridge to the cloud for streamlined workflows.

Managed Application Services, powered by Workplace Hub, provides you with easy access to a range of different software and applications, such as Document and Information Management. You benefit from functionality, we make sure they're up-to-date, secured and maintained silently in the background.

Workplace Hub integrates and manages your applications and related hardware into an all-in-one-solution, so you save time in your daily business.

MANAGED APPLICATION SERVICES: YOUR BENEFITS IN A NUTSHELL

- **More time to focus on your business critical tasks, because we relieve you from operational IT burden**
- **Always up-to-date print hardware and applications with the need of only few internal resources**
- **Peace of mind: Automated data back-up and recovery as well as security up dates**
- **Cost transparency through a fixed monthly fee makes business planning easier**
- **Reduction of operational IT spend**
- **Scalable services that adapt with the evolution of your business**
- **Take faster decisions related to the business, whilst we take care about the operational IT management**

Our Promise

As a global company with a strong local service network in over 150 countries, Konica Minolta helps you reach the next level in the digital maturity of your organisation, enabling you to run a successful, protected and sustainable organisation in an ever-changing world.

Through our long-standing experience in the management of printing, combined with strong expertise in IT services, we deliver the Intelligent Connected Workplace on your terms.

Recognised for our Smart Workplace Vision (Keypoint Intelligence, 2018), we are your partner identifying and unlocking the potential digitalisation holds for you.

Konica Minolta's Support & Service:

- **Installation and configuration** of Workplace Hub hardware and software
- **Updating Virtual Machines**
- **Security updates** (e.g. antivirus, UTM)
- **Creation of accounts and user rights**
- **Creation of WiFi access points** (private and public)
- **Workplace Hub usage assistance**
- **Workplace Hub updates** once a new version becomes available
- **Handling of any incidents related to Workplace Hub hardware and software**

OUR INDUSTRY-LEADING PARTNERS FOR A HIGH QUALITY SOLUTION:

Acronis   Hewlett Packard Enterprise   Microsoft   SOPHOS