KONICA MINOLTA

KOMI DOC EMPOWERING YOUR DIGITAL WORKSPACE
RETHINK BUSINESS PROCESS MANAGEMENT
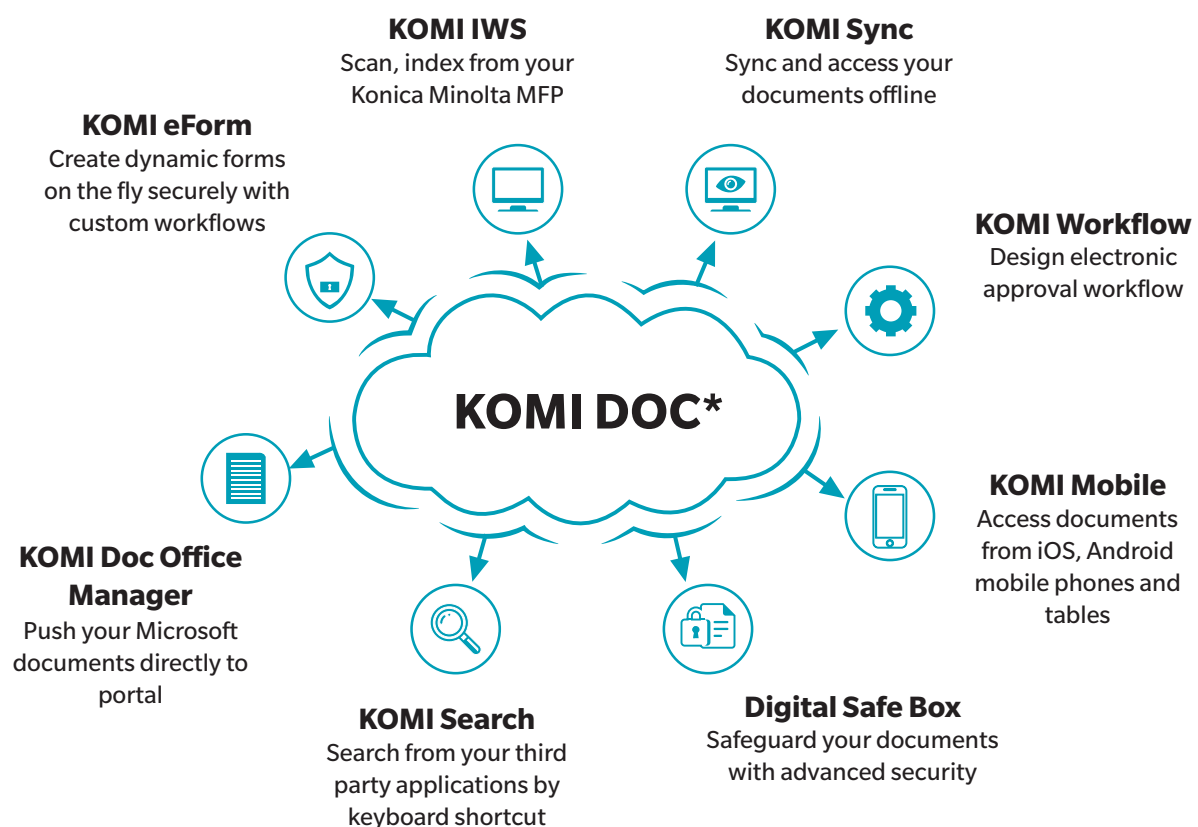
Giving Shape to Ideas

WE UNDERSTAND THE CHALLENGES PHYSICAL DOCUMENTS BRING

Managing paper documents can be a cumbersome and challenging process as it is expensive, and documents can be easily misplaced and require huge physical storage space.

On top of this, paper processes also hinder collaboration and productivity. With remote work becoming the new norm, it becomes a top priority for businesses to digitise their business processes to enable remote collaboration, documents access and sharing without compromising on security.

INTRODUCING KOMI DOC CLOUD PLATFORM

Streamline your business processes with workflow and collaboration solutions

KOMI IWS
Scan, index from your Konica Minolta MFP

KOMI Sync
Sync and access your documents offline

KOMI eForm
Create dynamic forms on the fly securely with custom workflows

KOMI Workflow
Design electronic approval workflow

KOMI DOC*

KOMI Mobile
Access documents from iOS, Android mobile phones and tables

KOMI Doc Office Manager
Push your Microsoft documents directly to portal

KOMI Search
Search from your third party applications by keyboard shortcut

Digital Safe Box
Safeguard your documents with advanced security

*For the availability of the module, please contact your local Konica Minolta's Representative.

DIGITISE EXISTING PAPER-BASED PROCESSES FOR EFFICIENT OPERATIONS

With KOMI Doc, you can unleash your digital potential; transferring your paper-based processes into an electronic workflow to manage your operations more efficiently in 5 key areas.

Improve Communication

- With KOMI Doc platform, you can consolidate and share information with your ecosystem - internal business units, teams, external suppliers and/or even your customers.

- For Corporate and branding purpose, you can also customise KOMI Doc's interface and login page with your corporate logo and colours for a professional, branded experience.

- Keep track of your communication in the business process with discussion thread tied to documents.

Automate Process

- Build customised Workflows in minutes using the in-built wizard to interact with your business contacts and speed up document communication and notifications.

- Automatically assign task to a specific user or a department when a document needs to be reviewed or approved.

Search and Retrieve

- Search, retrieve instantly any document right from your business software tool.

- Get a real-time access to the most recent version of a document.

Control your business

- Supervise in real time the completion of tasks, the status of every request and follow your team's progress.

- Maintain an audit trail of all your workflow processes

Work Anywhere, Anytime

- Access your company's information anywhere, anytime right from your mobile devices with KOMI Doc's mobile app.

- Stay connected to the key documents and business processes and process your pending tasks while On-The-Go.

MANAGING DOCUMENTS HAVE NEVER BEEN EASIER WITH KOMI DOC

Whatever your needs, we're up to the challenge.

With multiple advanced features, KOMI Doc will transform the way you work and collaborate. Simple to use, it will help to speed up your filing process, and improve efficiency in document search.

KOMI IWS

Seamlessly integrated with Konica Minolta's Multi-Function Printers (MFP), KOMI IWS allows you to file scanned paper documents directly into an online KOMI Cloud/ KOMI Doc document management space. Search and retrieval of documents is easy with KOMI Doc's intuitive search feature via the MFP control panel whereby documents can then be printed out directly from KOMI Cloud DMS.

Admin Console

The admin console allows the assignment of user access and permissions as and when required. Easily oversees groups and users, manage access rights to projects and documents, and delegate tasks so you can start collaborating.

Document Management

Digitise your paper documents and store them in the cloud. Benefit from the platform's quick and easy setup, without any need to maintain the server

Document Search and Retrieval

Easily locate and retrieve documents in any file format using a simple search box or create your own advanced search criteria.

Document and Folder Subscriptions

Receive real time alerts each time a change is made when you subscribe to specific documents and folders. An email with secure link to the updated content will be sent to the user.

Version Control

Eliminate the need to manually sort and track your documents version with KOMI Doc's version control. View what was changed, when and by whom.

Online Workspaces

With KOMI Doc's smart collaboration tool, you can invite others to edit, review and comment on your documents in real time, enabling collaboration online with ease.

Workflow Manager

The ready to deploy yet easily extensible Workflow Manager engine of KOMI Doc provides you the possibility to set-up standard and advanced document routing and approval processes, just by drag and drop.

Mobile App

Access, manage, file and retrieve your documents On-The-Go with KOMI Doc's mobile app. It is now possible for you to collaborate and stay connected, anytime anywhere.

Security and Confidentiality

Have peace of mind while collaborating on content and sharing information online with KOMI Doc's security features which include encryption, multi-factor authentication, digital watermarks, access rights control, and other top-level security features etc.
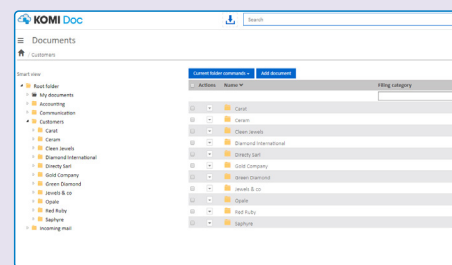
RETRIEVE ANY DOCUMENTS INSTANTLY

Print & scan right from your MFP control panel

KOMI Doc enables you to retrieve documents instantaneously according to highly relevant search modes that are fast and easy to use.
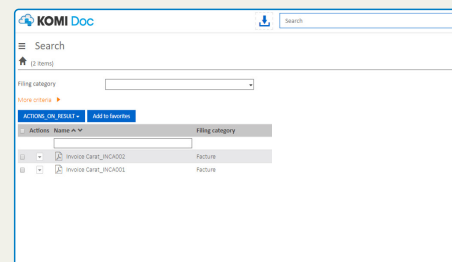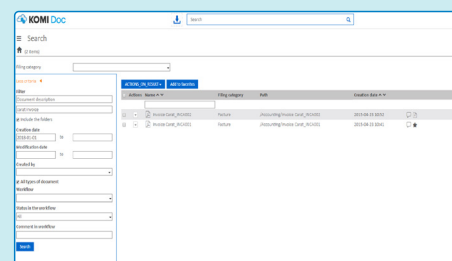
1

Browse your Windows type folders structure to precisely locate a file.

2

Retrieve any documents right from your Konica Minolta's MFP control panel and print them on demand.

3

Benefit from OCR technology and from a «Google like search box» to retrieve file on content.

THE MANY BENEFITS OF KOMI DOC

Legal context and technology solution maturity offer a real opportunity for organizations to speed up their digital transformation and gain in productivity, competitivity, customer satisfaction and financial efficiency.

Discover how KOMI Doc will help you succeed in your digital transformation.

1. Manage all your information within a single platform

Benefit from a global collaboration platform which enables you to publish, manage, share, validate, store, ... all types of documents regardless of format (paper, electronic, emails etc.) with all volume types.

2. Grow at your own pace

With KOMI Doc, you can simply start with a project within a department and gradually add users and business processes to cover a wider functional scope.

3. Secure your sensitive information

With KOMI Doc, benefit from advanced security technology, ensuring you high level confidentiality.

4. Improve your exchanges

Other than great user experience, KOMI Doc stands out with its intuitiveness and speeds up information circulation among various departments.

5. Achieve substantial savings

By setting you free from paper, KOMI Doc will bring you a quick return on investment and savings in operational costs.

Scan Me for more info !

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About Konica Minaolta Business Solutions Asia
Konica Minolta Business Solutions Asia is transforming the workplace of the future with its customer-centric solutions and hardware for the digitally connected world. We are committed to creating new values for the society with our expertise. From information management to technology enabling tools, the solutions help businesses improve taheir time to information, support mobility, and optimize business processes with workflow automation. Konica Minolta, Inc. has also been named to the Dow Jones Sustainability World Index, one of the most prestigious global indices of ESG investment, for seven years in a row. For more information, please visit http://www.konicaminolta.sg/business/.

(Information accurate as of 1 October 2019)

FOR THE EARTH, FOR THE FUTURE.

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Our organisation is certified according to ISO27001, ISO9001, ISO14001 and ISO13485 standards.