e-biz VAULT

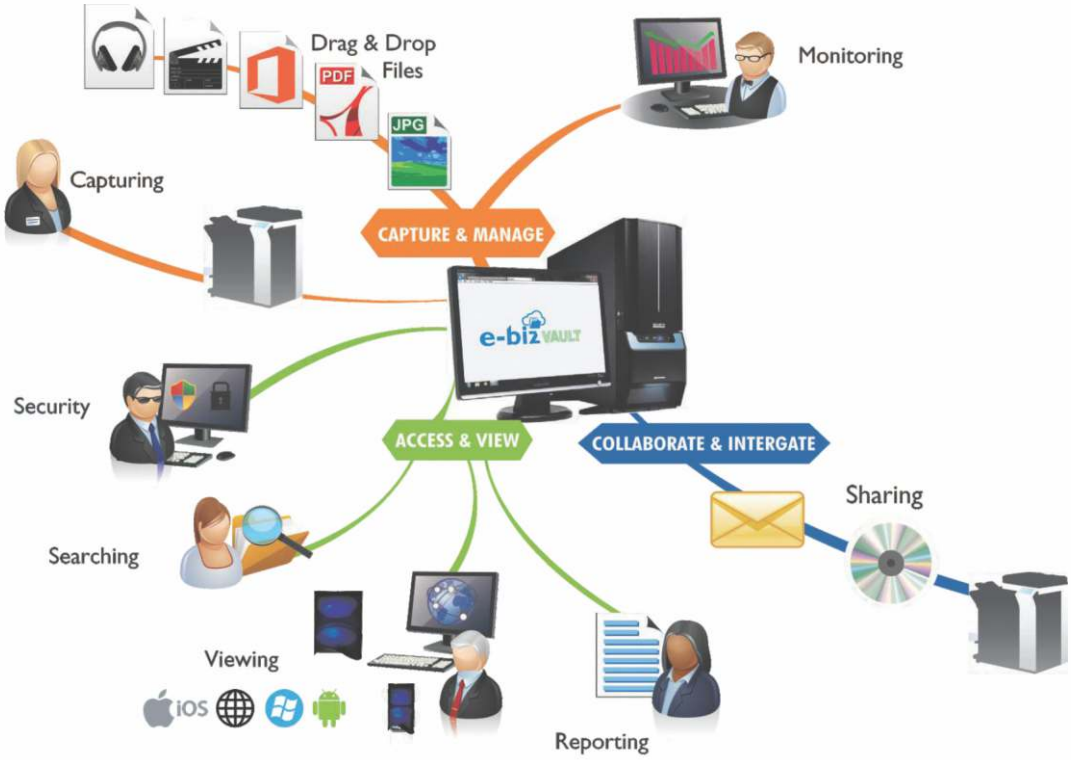
CREATING DIGITAL WORKPLACE

ARE YOU FACING THESE CHALLENGES?

- Does your business involve a lot of documentation?
- Are you spending a lot of money in managing paper documents?
- Do you spend a lot of time in searching for the right information?
- Do you lose important documents?

Introducing e-bizVAULT

e-bizVAULT is an on-cloud Enterprise Content Management (ECM) designed for businesses engaged in document centric processes. It enables capture of documents through multiple channels, managing documents in a centralised repository and making available right information at the right time with stakeholders, thus improving operational efficiency and reducing operational cost. With rich features and intuitive UI, it also seamlessly integrates with Konica Minolta bizhub MFPs.



Business Benefits

- **Reduce operational cost** by managing documents in electronic form across all stages of the document cycle - right from capture, storage, retrieval to delivery and saving office space as well as employee man-hours.
- **Improve productivity** through anytime anywhere access to information, and minimizing the time lost in managing and searching documents.
- **Scale business** by optimising overall process SLAs and resource utilisation while enhancing the capacity to handle additional transactions.
- **Ensure compliance** with best in class security and electronic backup of all the documents, while preventing loss of information even from disasters.

Why e-bizVAULT?

Document Management

Create categorised cabinets and folders to organise documents. Multiple file formats such as PDF, DOCX, XLS, JPG, MP3, MP4 etc. are supported. Document versioning is supported through check-in and check-out feature.

Custom Metadata

Create custom metadata for different cabinets for easy retrieval of documents. Different types of metadata such as Text, Number, Date and Drop-down list are supported. Metadata can also be inherited from existing cabinets.

Quick and Easy Search

Search documents through tagged metadata and file/folder name. e-bizVAULT uses OCR technology which converts image PDF into searchable PDF for searching keywords across cabinets. Frequent searches can be saved as templates.

File Sharing

Email documents directly from e-bizVAULT as attachments. Files/ folders can also be shared through hyperlink without sending email attachments.

Mobile

Access information on-the-go through e-bizVAULT mobile app (Android and iOS). The platform renders the user interface on all form factors such as Laptop/ Desktop/ Mobile/ Tablet seamlessly enabling users to perform all functions such as document view, document upload, search and file share effortlessly through a mobile device.

MFP integration

Integrate seamlessly with bizhub MFP to scan, index and store the captured information directly from MFP panel to e-bizVAULT. Folders can be created automatically from index values entered on MFP panel.

Security

Assign rights and functional privileges on cabinets and folders for users and groups to control access. Audit trails are available to track user activity.

Annotations

Annotate documents with tools such as Highlight, Drawing, Strikeout and Notes to mark important details for further reference.

Cloud

Access e-bizVAULT anytime from anywhere to leverage a multi-tenanted deployment on the robust AWS cloud architecture to relieve the end users from the burden of IT support management and maintenance.

Reports and Dashboard

Configure custom reports based on index fields and filters. The platform also provides pre-configured out of the box reports such as, Login/Logout report, File report, Folder report and Cabinet report. The dashboard enables users to monitor storage space utilisation, licensing, expiration and activation status.

Reminders and Notifications

Get notification alerts on folders and files upon rename, move, version, deletion, etc. Users can also configure reminders based on date.

Intuitive UI and Personalisation

Use easy and intuitive UI to access platform features. Personalised shortcuts to access Favourites, Saved Searches, Recent Files, etc. are also available.

Sustainability

Conserve environment by digitising documents and reducing paper use.

"e-bizVAULT has helped us organise files, making it easier for us to manage important legal documents. The search and retrieval features save us a lot of time in searching for the right information."

Legal Head
Large Manufacturing and Real Estate Company In India

"Konica Minolta e-bizVAULT's excellent collaboration features enable us to share large sized file of documents as a viewable/ editable URL ensuring controlled access to limited set of users. Reminders and notifications ensure timely renewal of vendor contracts without missing the deadlines."

Administrative Officer
Leading Educational Institution in India

https://bt.konicaminolta.in/e-bizvault/

KONICA MINOLTA

POWERED BY

Konica Minolta Business Solutions India Pvt. Ltd.

Building No: 8, Tower – C, 10th Floor, DLF Cyber City,
Gurgaon - 122001 | Tel: + 91-124-6652000
marcom@bin.konicaminolta.in / SMS "KM DMS" to 52424