GET AN EDGE ON
GREAT PRODUCTIVITY

Manage your records with speed and efficiency.

It's no secret that businesses in the digital age need to find new ways to manage their paper and business processes. In fact, organizations today are looking for ways to take control of their unstructured documents—and capture content to retrieve documents when they need it. Manually processing documents is inefficient and wastes time, resources and money. Konica Minolta's Dispatcher Phoenix solution offers an ECM package that gives you the enterprise-level tools you need to reduce paper consumption and efficiently manage your paper-based records, files and forms. You can quickly scan, index and store documents coming into the enterprise, optimizing your business processes while reducing costs for your organization.

Dispatcher
Phoenix

Giving Shape to Ideas

STREAMLINE HOW YOU CAPTURE INFORMATION,
MAXIMIZING EFFICIENCY IN YOUR WORKFLOW.

As the mountain of information continues to grow in your business, effectively capturing and indexing large volumes of data, images and communications quickly becomes critical to your success. Dispatcher Phoenix's ECM package does just that, streamlining high-volume batch scanning and indexing processes for enterprise-wide business efficiency, seamlessly integrating with popular document management systems, including Microsoft® SharePoint® and OnBase® by Hyland, and providing real-time reporting for billing, employee productivity tracking and more.

With so much content to process, your team could be feeling overwhelmed by paper—and information. Dispatcher Phoenix with the optional ECM package helps with both, digitizing paper documents, and automating processing and document capture. But ECM is about more than going paperless—it's about accessing the information you need when you need it. Extracting the data. Indexing documents for future retrieval. Overall, you can manage and leverage the information that drives your organization.

A Workstation for Batch Scanning that's Innovative, Flexible and Powerful.

Every day, your company faces the same dilemma: the need to scan a high volume of paper documents. Scanning page by page and storing individual files is time consuming and counterproductive. Dispatcher Phoenix offers a Workstation for quick and easy batch scanning, which provides:

TWAIN SUPPORT
Dispatcher Phoenix Workstation is flexible, working with any manufacturer's TWAIN-based scanners and TWAIN-compatible MFPs; providing flatbed and document feeder support; and allowing you to drag and drop files from Windows Explorer into the Workstation, or import all images from a folder.

DOCUMENT SEPARATION
Dispatcher Phoenix Workstation goes further than batch scanning — it automatically separates files. You can define a specific page count to use or separate documents based on detected blank pages, bar codes and patch codes.

DOCUMENT MANIPULATION
With thumbnail images, Dispatcher Phoenix Workstation allows you to easily manipulate pages and documents. You'll be able to flip, rotate and reorder pages; rescan images; insert new images; merge/split documents and more. Now, if one page in a batch scanned incorrectly (perhaps with a sticky note, a dogeared page or just poor scan quality), you won't have to rescan the entire batch — just that one page. That's time and cost effective.

IMAGE QUALITY ASSURANCE
Naturally, quality is crucial when batch scanning. Dispatcher Phoenix Workstation comes with quality assurance features to help you ensure your scan quality. You can zoom in for a full-sized document view using the mouse wheel and spy glass controls. And fixing a scanned image is easy. Pages within the batch can be automatically rotated and deskewed as they come into Dispatcher Phoenix Workstation.

OnBase is a registered trademark of Hyland Software, Inc., in the United States and other jurisdictions. Microsoft and SharePoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
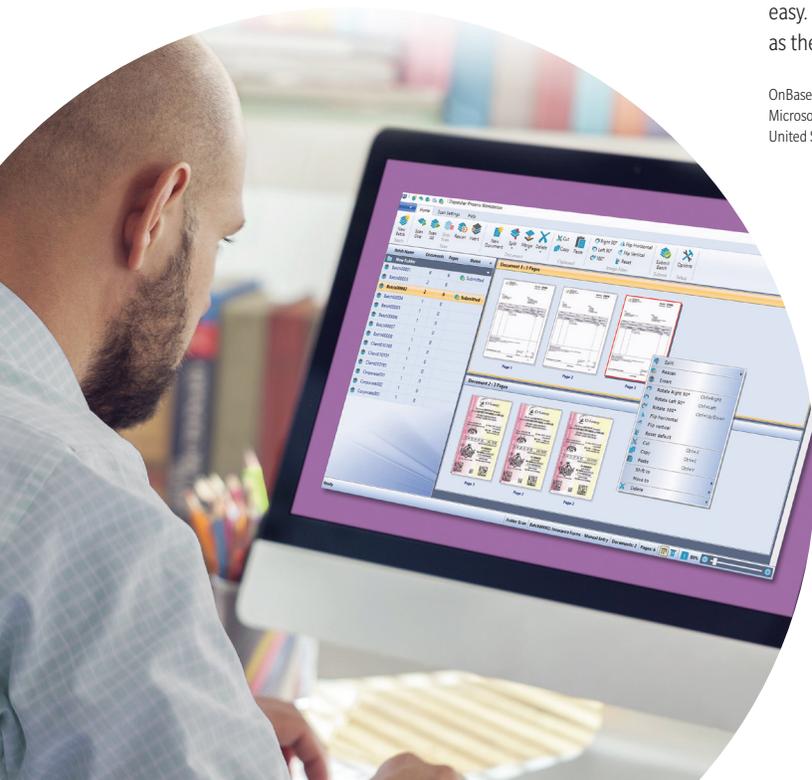
An Easy-to-Use Interface. And a Robust Set of Tools to Get the Job Done.

By adding ECM tools to the Dispatcher Phoenix Web user interface, you'll now have important tools for batch indexing, batch verification, batch management and reporting right at your fingertips.

Batch Indexing

Now you can easily and quickly index your documents either manually or automatically. Indexing features include:

AUTOMATED INDEXING VIA OCR
Pre-populate index fields quickly and accurately with data that has been automatically extracted from documents via forms processing, OCR, etc.

SUPPORT FOR DATABASE LOOKUPS TO SPEED INDEXING
Eliminate the need to manually rekey data by auto-populating index fields with information retrieved from a database.

KEYBOARD SHORTCUTS
You can quickly tab through fields, save indexed information, go to the next document in the batch, move to the next page of the document, go back to the previous document, release all documents in the batch from the indexing queue and more— without ever lifting your hands from the keyboard.

STICKY FIELDS
Information in select index fields can be retained to further reduce indexing time.

FLEXIBLE DOCUMENT VIEWER
Index while viewing each document page in a flexible viewer that can be undocked from the web browser and moved to a secondary monitor.

Document Verification

Featuring a robust verification tool accessible via the Dispatcher Phoenix Web interface, Dispatcher Phoenix allows you to check the quality of your documents and easily release or reject documents in a batch.

Batch Manager

The Batch Manager is an easy way to track activity throughout the system. Administrators can open existing document batches … view the status of any existing batch … release a batch locked by a specific user … and more. A color-coded progress bar (red, yellow and green) keeps you informed every step of the way.

Reports

Dispatcher Phoenix's reporting capabilities provide essential information and metrics for your business. You can generate reports based on user or date, including:

• Keyboard tracking for billing purposes

• Batch summary such as the number of documents in each batch, average processing time per document and per batch, etc.

• User productivity including average keystrokes per document, total processing time per user, etc.

BUILT TO SUIT YOUR **BUSINESS NEEDS.**

The Dispatcher Phoenix family of automated document workflow solutions also includes:

DISPATCHER PHOENIX SCANTRIP
Perfect for businesses of all sizes, Dispatcher Phoenix ScanTrip simplifies core scanning workflows, including extracting data from paper and electronic files, converting documents to searchable PDFs, distributing documents to popular cloud applications, and more.

DISPATCHER PHOENIX RELEASE2ME+
As a convenient and secure follow-you print solution, Release2Me+ enables organizations to further secure their print and scan-to workflows while utilizing OCR capabilities for data extraction and document conversion.

DISPATCHER PHOENIX
An advanced document processing and workflow automation solution with sophisticated tools for rules-based file distribution. In addition to the ECM package, a variety of optional vertical market packages can be added onto the Dispatcher Phoenix license, including:

Legal: Speed up and simplify legal document processing with automated Bates stamping, redaction, connectors to document management systems and more.

Education: Advanced features for educators include an automated bubble sheet grading solution, a web-based bubble sheet generator tool and more.

Healthcare: Advanced document workflow for processing, sharing and securing patient information, including a direct connector to OnBase® by Hyland, a secure prescription print solution and Scan-to-EHR capabilities via HL7 Connector and CDA Generator.

Finance: Capture, process and distribute financial documents with automated file conversion, advanced OCR and more.

Government: Helps state and federal agencies manage documents with greater security and accessibility. Includes Dispatcher Phoenix's Copy Defender functionality to secure printed documents, along with support for CAC/PIV authentication and Scan-to-Me/Scan-to-Home capabilities.

MORE WORKFLOW **FLEXIBILITY**

Modular Add-On Options
Dispatcher Phoenix is scalable, allowing you to add additional features once your business needs change. Options include forms processing, document classification, barcode processing, redaction, advanced job routing and much more.

Multiple Connectors Available
Other connectors to popular content management systems and Cloud storage service solutions are available, including: Box.com, Dropbox, FileAssist, Google Drive, Laserfiche, M-Files, Microsoft SharePoint, OnBase, OneDrive, OneDrive for Business, SharePoint Online, WebDAV, Workshare, Worldox.

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For complete information on Konica Minolta products and solutions,

please visit: kmbs.konicaminolta.us/dispatcherphoenix

PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT
Enterprise Content Management (ECM)

Document Management

Automated Workflow Solutions

Business Process Automation

Security and Compliance

Mobility

IT SERVICES
Application Services

Cloud Services

IT Security

Managed IT Services

IT Consulting & Projects

Business Consulting Services

TECHNOLOGY
Office Multifunction Business Solutions

Commercial and Production Printers

3D Printers

Wide Format Printers

Laptops, Desktops and Computer Hardware

Servers and Networking Equipment

Managed Print Services (MPS)

Managed Enterprise Services

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