



KONICA MINOLTA

TECHNOLOGY



# Workflow Automation for Any Organization

## Digital transformation and automation

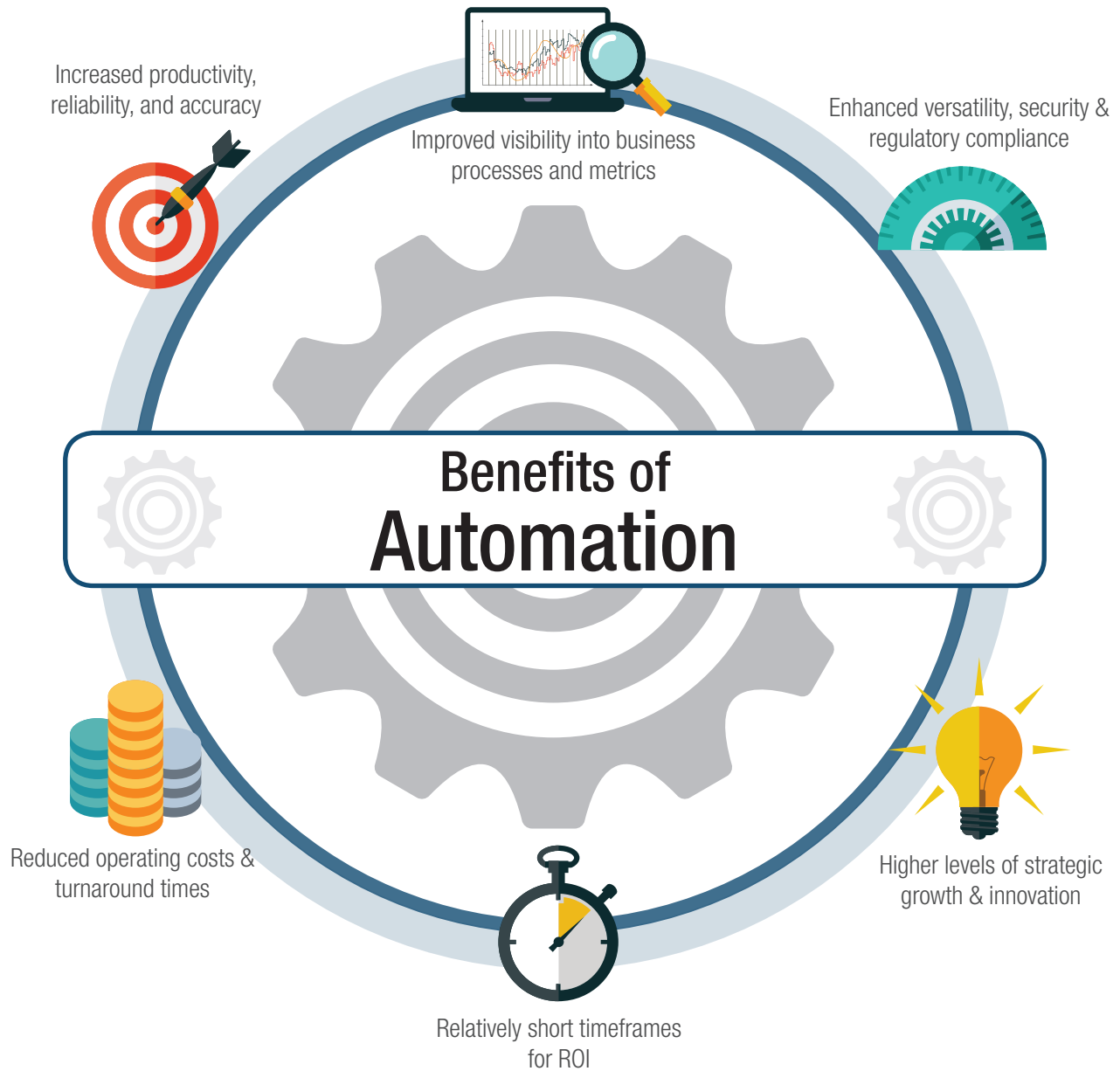
are powering strategic growth for many organizations. In order to meet customers' rising demands for higher levels of service, businesses need to boost cost-efficiencies and increase productivity within their organizations. Through business process automation and streamlined document processing workflows, organizations can turn their focus from repetitive and often time-consuming manual document processing tasks to more innovative and creative efforts.

With Konica Minolta's Dispatcher Phoenix solution, we can offer our customers a customizable solution that addresses their day-to-day document processing challenges. This guide has been developed to help you sell and position Dispatcher Phoenix to a wide variety of markets.



**Dispatcher**  
*Phoenix*  
Solutions Guide

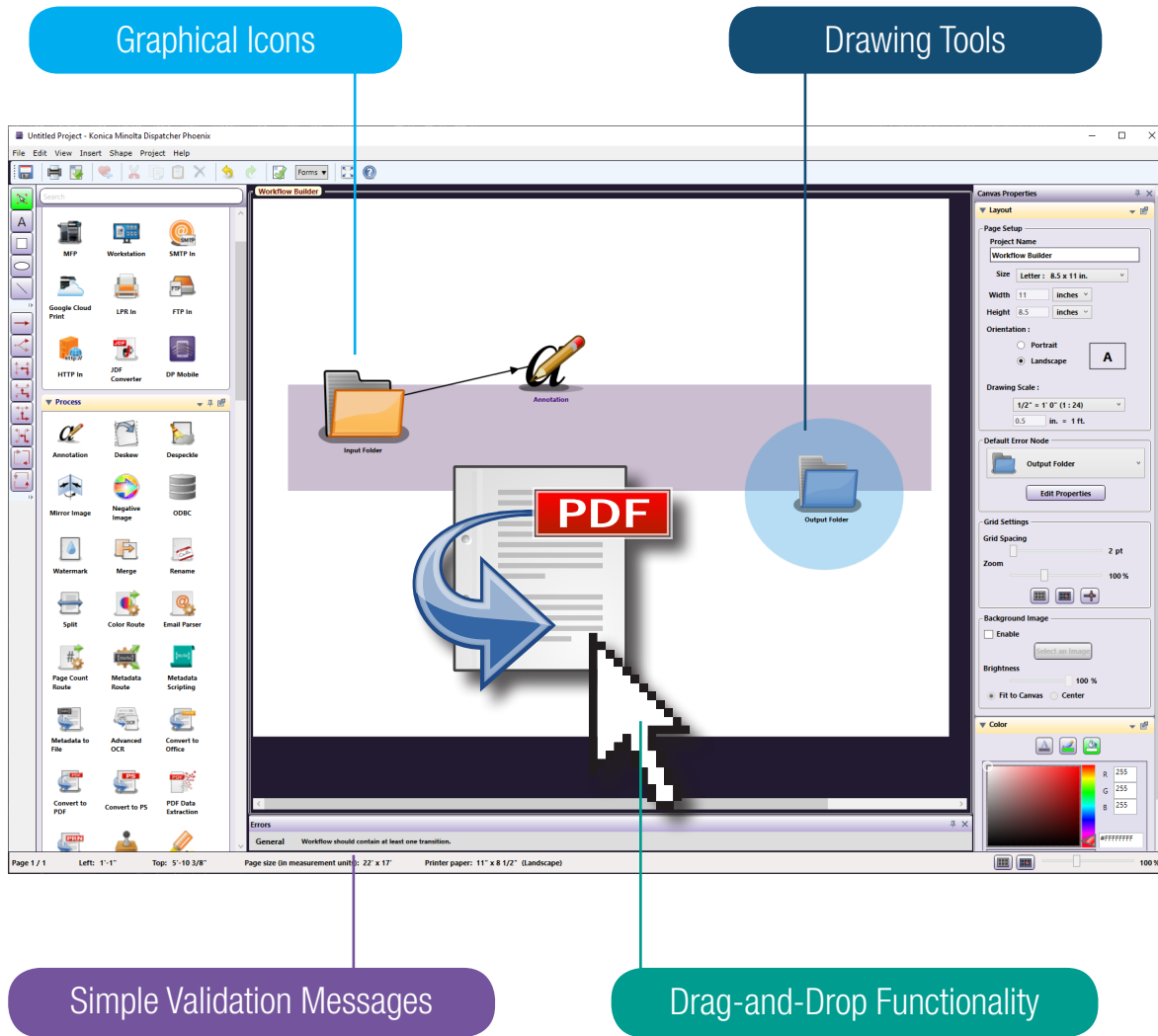
Konica Minolta's award-winning automation solution, Dispatcher Phoenix, can help organizations reduce the time and cost that is spent on document processing, while improving efficiencies throughout the organization. Despite the numerous advantages that robotic process automation (RPA) and business process automation can bring to organizations, a relatively small number of businesses actually take full advantage of this technology.



The Dispatcher Phoenix platform is a powerful tool that automates a wide range of processes, streamlining time-consuming operations such as document redactions, batch scanning & indexing, zonal OCR, annotating documents, and more. With Dispatcher Phoenix, organizations across a range of vertical markets can strategically automate their document processing workflows to drive efficiencies.

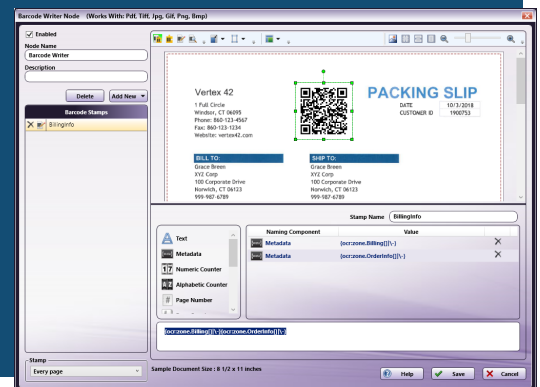
## Transform a Time-Intensive Manual Workflow

Dispatcher Phoenix is designed to allow organizations to create customized workflows to methodically collect, process, and distribute documents and files for long-term storage and future retrieval. An organization that is transitioning manual document processing to an automation solution can quickly and easily configure a workflow that suits their unique needs. Dispatcher Phoenix's easy-to-use Workflow Builder Tool includes:



## Reduce Dependency on Inefficient Processes

Dispatcher Phoenix recognizes standard and 2D barcodes to allow for document indexing, processing, and intelligent routing. Automatic, flexible barcode processing allow businesses to streamline workflows involving splitting, indexing, or routing documents based on barcode information. Quickly and easily draw zones to capture an existing barcode or generate a custom standard or 2D barcode as a file label or for a custom cover page.



## Reduce Your Office Footprint

Filing paper documents uses valuable resources including time and floor space. In office environments, paper documents and files can be quickly scanned, processed, and distributed to a computer's directory structure through Dispatcher Phoenix. Using a Konica Minolta MFP's intuitive display, employees can index, browse, and create new folders with a Windows Explorer-like navigation before automatically sending documents to their destination.

In addition, with Dispatcher Phoenix's Advanced OCR capabilities, organizations can facilitate quicker data retrieval and reduce the number of errors and inaccuracies. Since paper documents are prone to loss or destruction, OCR enables organizations to transition important data to digital formats to improve data security and free up office space.



Dispatcher Phoenix's Advanced OCR node allows organizations to:

- Automatically divide page content to create ordered zones.
- Quickly and easily create custom OCR zones and resize or reposition existing zones.
- Convert image files to PDF, Searchable PDF, and Microsoft Office formats such as \*.doc and \*.xls.



## Decrease Administrative Costs

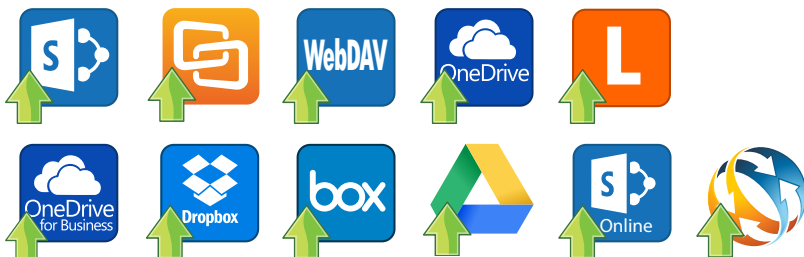
Employees are often tasked with repetitive, time-consuming assignments instead of focusing on projects that drive engagement and innovation. Dispatcher Phoenix automates these mundane tasks including:

- Extracting text and data from reports, forms, patient or customer records, letters, invoices, etc. for import into other applications.
- Redacting confidential information from legal case files, financial documents, government applications, etc.
- Transforming paper documents to Searchable PDF file formats for long-term storage and data retrieval.
- Converting key documents to Microsoft Office formats to enable editing.

## Drive Collaboration with Direct Connectors to the Cloud

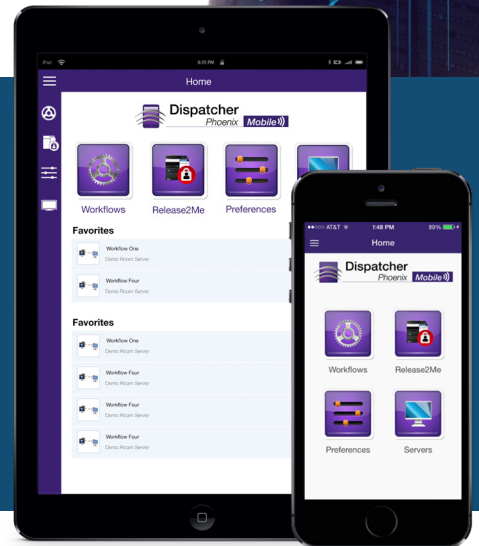
With Dispatcher Phoenix, organizations can scan documents directly to the cloud. With single sign-on capabilities, personnel can be automatically connected to their Dispatcher Phoenix workflows and cloud accounts when they authenticate at an MFP. Organizations can take advantage of the following connectors to drive collaboration between their teams:

- Box
- Dropbox
- OneDrive
- OneDrive for Business
- SharePoint
- SharePoint Online
- Google Drive
- WebDAV
- Workshare
- OnBase
- Laserfiche
- And more



## Automation on the Go with Dispatcher Phoenix Mobile

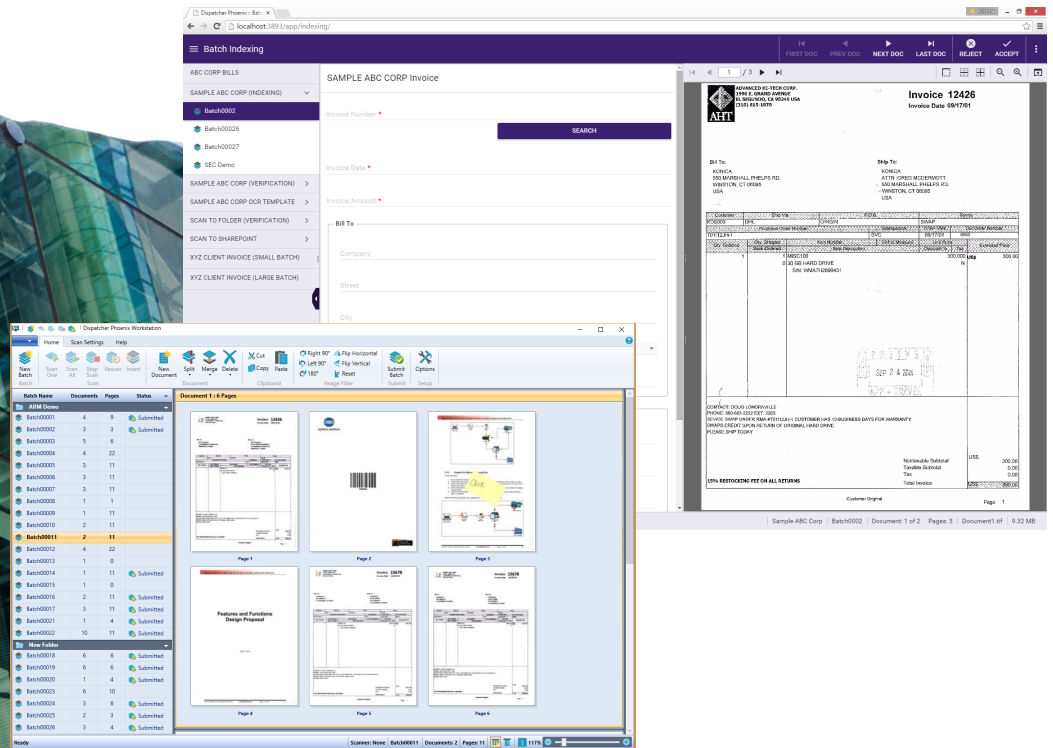
To support an increasingly mobile workforce, Dispatcher Phoenix provides anywhere, anytime access to document workflows with the Dispatcher Phoenix Mobile application. Employees in the field and on-the-go professionals can access the same, familiar workflows from their iOS and Android devices. With Dispatcher Phoenix Mobile on your team, workers and administrators will have greater control over documents including the ability to geo-tag files and add metadata – both are essential productivity advantages in the era of mobile professionals.



## Handle a Large Volume of Documents

Empower Enterprises to streamline the handling and organization of their paper-based documents with Dispatcher Phoenix's ECM Tools.

The Workstation application connects to any third-party TWAIN-based scanner to streamline the batch scanning process. Dispatcher Phoenix's Batch Indexing Tool supports both manual and automated indexing and Forms Processing while the Verification Tool ensures the quality of the scanned documents. In addition, the web-based reports tools give managers increased visibility into their business processes. The Report Generator Tool allows managers to check the status of a batch and generate keystroke or user productivity reports.

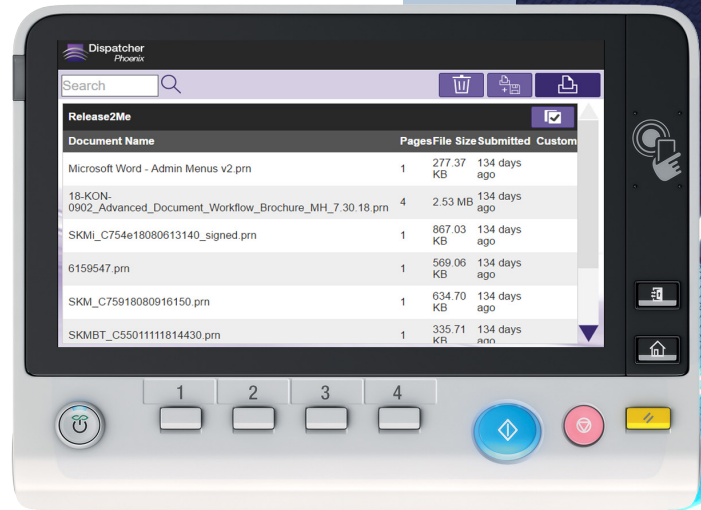


## Advanced Scalability

Due to its modular architecture, Dispatcher Phoenix allows customers to invest in a custom solution that is tailored to their unique business needs at a cost-effective price point. In addition to taking advantage of the base functionality of a Dispatcher Phoenix license, companies can add individual modules to their applications as organizations grow and needs change. Organizations may also take full advantage of our free 30-day demo nodes licenses that empower businesses to try new features, such as Advanced OCR, Barcode Processing or Release2Me at no additional cost.

## Secure Pull Printing with Release2Me

Provide staff, managers, administrators and other employees with the ability to control confidential information with Dispatcher Phoenix Release2Me. Using Release2Me, print jobs are held in a queue until they are released at a networked device or MFP by an authenticated user. This process ensures that resources such as toner or paper are not wasted and documents are not printed until users enter a password or use an ID card to authenticate themselves at an MFP.



## Comply with Security Mandates

To ensure your business information remains secure, Dispatcher Phoenix supports several methods of authentication including Active Directory, LDAP, and more. In addition, Dispatcher Phoenix helps to support compliance with Europe's General Data Protection Regulation (GDPR), China's Cyber Security Law, the APEC Privacy Framework and Cross-Border Privacy Rules (APEC CBPR), Singapore's Personal Data Protection Act (PDPA), and Japan's Act on the Protection of Personal Information (APPI).

## Preserve Confidential Documents & Data

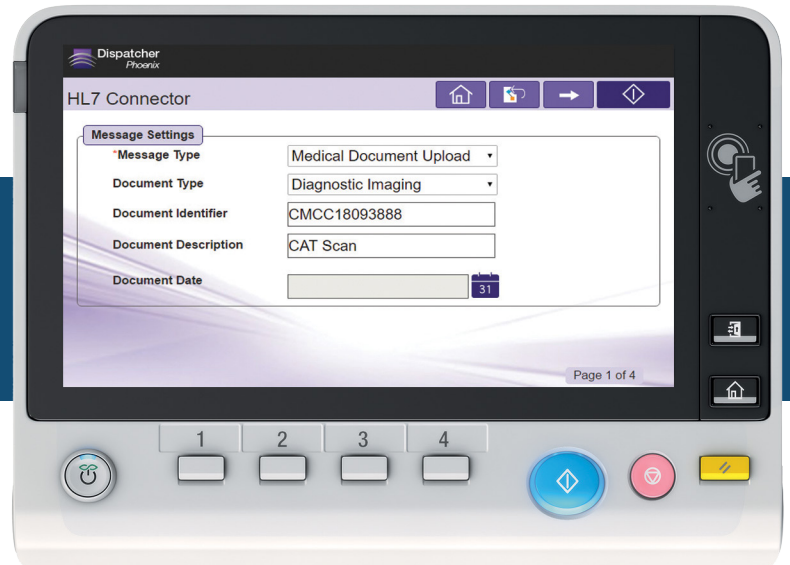
To enable organizations to remain in compliance with GDPR requirements, Dispatcher Phoenix allows businesses to anonymize documents using intelligent redactions and password-protected PDF functions to secure and protect processed data throughout a workflow. In addition, Dispatcher Phoenix adds automated security features to existing business workflows to ensure advanced and secure file transmission and storage. Confidential documents can be intelligently renamed, processed, and sent to secure file storage such as an SFTP Server.

Dispatcher Phoenix has numerous features specifically designed for our customers in the healthcare field.

## Prioritize Customer and Patient Service

Using Dispatcher Phoenix, businesses can connect to an ODBC database to automatically pull customer or patient information to the MFP Panel to seamlessly index and store documents in the correct location. In addition, Dispatcher Phoenix offers Health Level Seven (HL7) and Clinical Document Architecture (CDA) connectivity to ensure the secure transmission of PHI and PII for hospitals, clinics, and other healthcare facilities.

The HL7 International Standards provide a comprehensive framework and related standards for the exchange, integration, sharing, and retrieval of electronic health information that supports clinical practice and the management, delivery, and evaluation of health services. With Dispatcher Phoenix's HL7 connectivity, healthcare providers can use their existing systems without major reinvestment required in new technologies, which lowers costs and extends the life and efficiencies of their current systems. It also improves workflow by allowing medical professionals to focus on core business activities instead of writing specs from scratch to send data between the two systems.



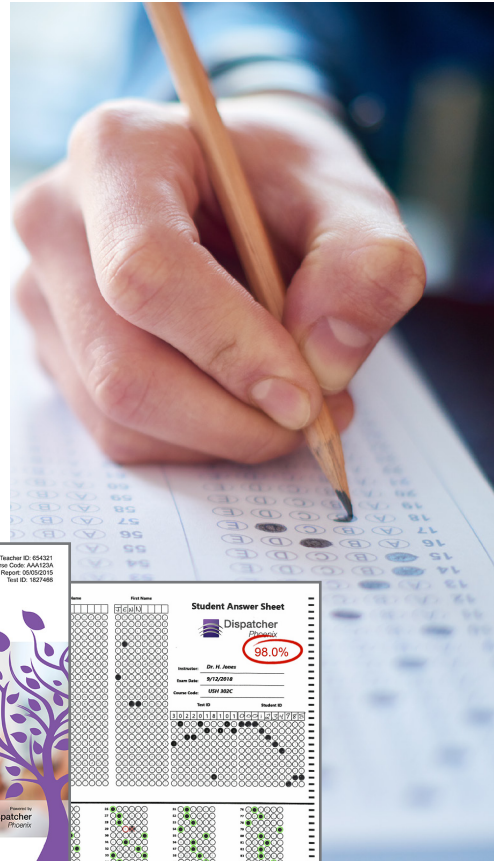
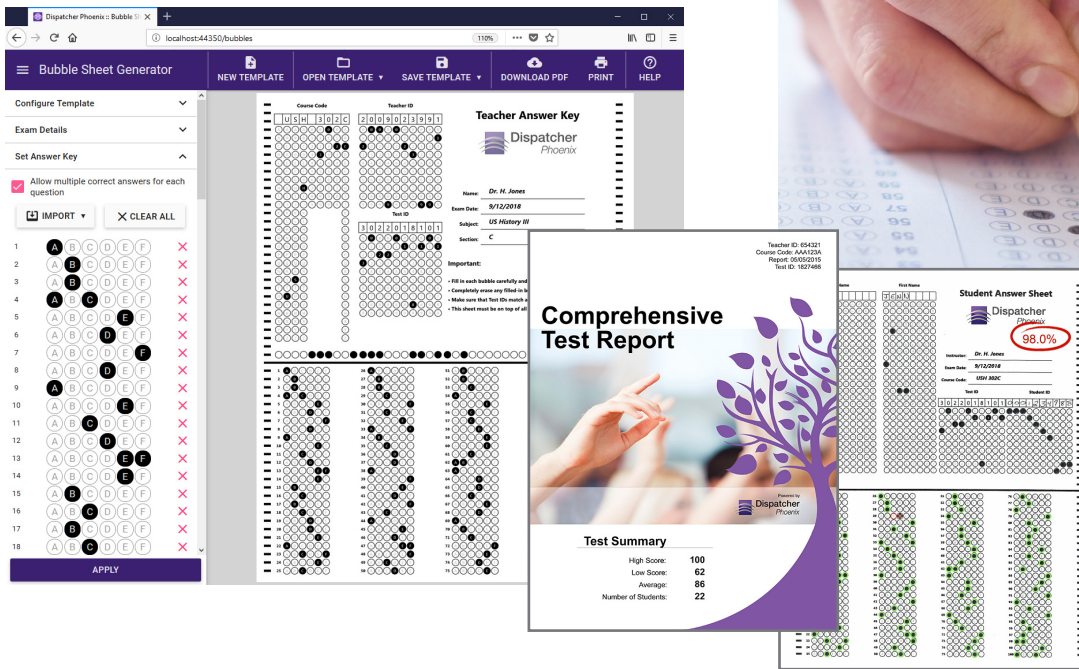
Using Dispatcher Phoenix HL7 Connector & CDA Generator, healthcare organizations can:

- Automatically process medical documents and patient data into standard HL7 CDA documents.
- Securely scan patient information, such as HIPAA Consent forms, surgical consent forms, referrals, medical histories, registration summaries, face sheet data, etc. from a Konica Minolta MFP.
- Include a custom message that will be sent with the document to the EHR.
- Create more comprehensive digital records with more actionable patient data to provide a higher level of patient care.



## Streamline the Test Creation & Grading Process for Educators

Grading and analyzing test results is a never-ending educational task – but it doesn't have to compromise teaching and learning. Konica Minolta's Bubble Grader solution lets teachers quickly and easily create and print their own bubble sheet tests, while saving schools money by not having to buy pre-printed bubble sheets. Using Optical Mark Recognition technology on plain paper, Bubble Grader allows educators to scan and obtains grade results automatically, with data reports at their fingertips in minutes.

**Teacher Answer Key**

Dispatcher Phoenix

Name: Dr. H. Jones  
Exam Date: 9/12/2018  
Subject: US History III  
Section: C

Import/Export:  
- Fill in each bubble carefully and  
- Completely erase any fill-in's  
- Make sure that Test IDs match in  
- This sheet must be on one of all!

**Comprehensive Test Report**

Dispatcher Phoenix

**Test Summary**

High Score:	100
Low Score:	62
Average:	86
Number of Students:	22

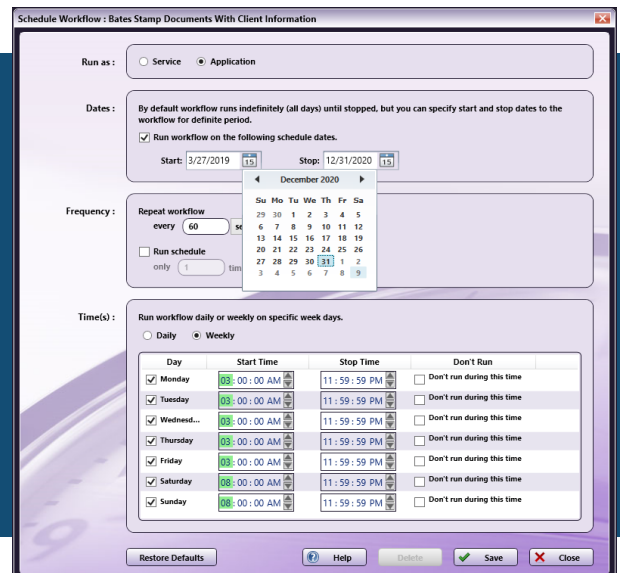
**Student Answer Sheet**

Dispatcher Phoenix

Score: 98.0%

## Optimize Productivity with Workflow Scheduling

To ensure workflows can address all of an organization's automation needs when it's most convenient for the team, Dispatcher Phoenix enables workflow scheduling. Specify a day of the week or time of the day to run a workflow, along with the frequency, to save valuable time and resources. High-volume workflows, such as those including heavy processing tasks like OCR, can be scheduled to run after business hours.



**Schedule Workflow : Bates Stamp Documents With Client Information**

Run as:  Service  Application

Dates: By default workflow runs indefinitely (all days) until stopped, but you can specify start and stop dates to the workflow for definite period.  
 Run workflow on the following schedule dates.  
 Start: 3/27/2019 15:00 Stop: 12/31/2020 15:00

Frequency: Repeat workflow every 60 seconds  
 Run schedule only 1 time

Time(s): Run workflow daily or weekly on specific week days.  
 Daily  Weekly

Day	Start Time	Stop Time	Don't Run
<input checked="" type="checkbox"/> Monday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Tuesday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Wednesday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Thursday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Friday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Saturday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time
<input checked="" type="checkbox"/> Sunday	03:00:00 AM	11:59:59 PM	<input type="checkbox"/> Don't run during this time

Restore Defaults Help Delete Save Close

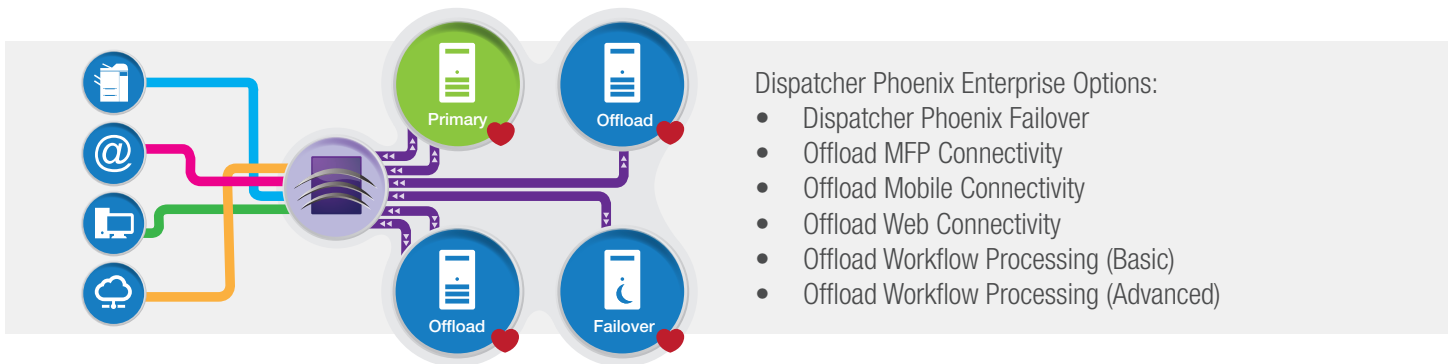
# Qualifying Questions

1. Do you currently have an automation goal or strategy?
2. Would you like to be able to browse for folders on your PC or a Network Share right from the MFP so you can scan your files directly into their final destination?
3. Would you like to use barcodes to simplify the task of processing your files automatically?
4. Would you like to convert scanned documents to editable or searchable formats?
5. Do you need to index your documents at scan time for future use in a document management system or in the cloud?
6. Do you currently use a manual process to generate and apply barcodes to documents?
7. Do you outsource these tasks?
8. Do you need to further process emails from an inbox or an MFP as part of a workflow?
9. Do you need to extract data from your documents for future use in other systems?
10. Do you need to send scanned documents from an MFP to other people or systems?
11. Do you have repetitive, manual tasks that use a lot of resources, including time, to complete?
12. Do you need to ensure that your documents are being sent to the most suitable printer?
13. Does your organization print sensitive files which require confidentiality and security?
14. Does your organization need to comply with PDF/A electronic file format requirements?



# Workflow Automation Across Vertical Markets

At Konica Minolta, we understand that different types of market organizations have different everyday tasks, requiring an automation solution that specifically solves their different business processes. With this in mind, we offer multiple editions of Dispatcher Phoenix that are tailored to each vertical market.



*Note: Please reference your regional solutions pricing for item numbers and pricing.*

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