KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

Enterprise Content Management Solutions

education

Konica Minolta's enterprise content management
(ECM) solutions for your educational campus helps
you find the information you need, control it and make
it work for you. From admissions to financial aid to
transcript capture and transfer course evaluation, with
information centralized and easily available on a multi-
application (ECM) platform, you will drive efficiencies
in student services while reducing operational costs in
your business office and administration.

Join us on a campus tour to see how your educational
institution can be connected with ECM.

Learn more at KonicaMinoltaECM.com

Onboarding

Human Resources

Registrars Office

Athletics

Financial Aid

Curriculum Review

Accounts Payable

Advancement

Admissions

President's Office

Transcript Processing

Bursar's Office

Legal

Giving Shape to Ideas

Gain efficiencies by automating predictable, redundant paper-based tasks and secure your institutional data while applying retention, business continuity and disaster recovery.

Administration

- **Curriculum Review**
  Eliminate paper-intensive submission, review and approval processes that cause delays in curriculum changes and quickly deliver new or revised programs and courses.

- **Legal/Contract Management**
  Automate rules-based approval, routing and escalation tasks to quickly create and securely manage contracts, accelerate reviews and approvals and support vendor relationships.

- **President's Office**
  Document approvals and decisions made by senior administrators, executives and board members – such as policy decisions, curriculum changes, staff changes, etc. – to make answering accreditation questions simple.

Enrollment Management

- **Admissions**
  Regardless of the application method – paper, fax, email or web – our solution captures and stores all parts of a student's application and makes it available digitally to approved parties immediately, securely and simultaneously.

- **Financial Aid**
  Automate collection of incoming documents and review processing so you respond to applicants faster and more accurately with financial aid options – driving students to your institution.

- **Registrar's Office**
  Digitize and electronically store documents in one place. Find files easier, deal with telephone inquiries faster and process requests in record time – all while eliminating paper forms and manual approval processes.

  Electronically manage and archive student records and time-based materials to ensure the life cycle of the document complies with your institution's Retention Policy for destruction, transfer or permanent retention.

- **Transcript Processing**
  Eliminate manual data entry of individual courses from transcripts and write captured data to your degree audit solution. Leverage existing equivalencies or route those with no equivalency to quickly answer student questions regarding how incoming credits affect degree completion and automatically write new equivalency rules to your ERP.

Human Resources & Finance

- **Accounts Payable**
  Integrate our solution with your accounting solution to improve information access, automatic processes and eliminate compliance risk – all while extending the value of your existing systems.

- **Bursar's Office**
  Automatically track and follow-up on past-due accounts and gain an accurate accountability trail, minimizing audit risks. Offer students and parents online access to bills and accounts.

- **Human Resources**
  Decrease the effort and expense of storing and retrieving employee files and increase security and compliance while elevating your service levels.

- **Onboarding/Offboarding**
  Automate reminders and give new students, staff and faculty the extra attention they need to feel welcome and experience a successful start on campus, quickly and reliably.

Advancement & Athletics

- **Advancement**
  With the ability to search for any name, word or phrase in just seconds, you quickly find the person you are looking for – new prospect, current donor, wealthy alumni. Track and access gift agreements, revisions and sign-offs in one place.

- **Athletics**
  Seamlessly track compliance with regulations surrounding activities such as recruiting new student athletes, monitoring, students' academic eligibility and injury treatment.

Student Services

- **Student Health**
  Eliminate paper, filing, copying and storage costs. Securely capture accurate and more complete patient information faster, support compliance and create a better patient registration experience.

- **Student Organizations**
  Increase efficiency in registration and response with faster responses and accurate student information.

- **Housing Assignments**
  Automate application and change processing for housing assignments and reduce errors through accurate data capture and secure student file storage. Eliminate delay with lost student information utilizing a centralize repository for easy access.

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Item #: ECMeducationSS
6/16-I