



KONICA MINOLTA

# dokoni CASE

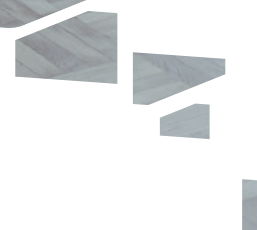
## Category



Document  
Capture &  
Management

## Characteristics

- Document capture
- Document processing
- Document distribution
- Content management





# STREAMLINE DOCUMENT WORKFLOWS WITH SHAREPOINT

**As a straightforward document workflow management application based on Microsoft SharePoint (2010 and 2013), dokoni CASE provides valuable extensions and enhancements to the MS SharePoint content management functionality. With its built-in support for defined workflows, the application facilitates the processing of digitised documents.**

Nowadays, document processing and collaboration are essential aspects of the daily business routines in more or less every corporate environment. Documents are usually handled by and shared among several co-workers, for example to approve invoices, accept and process orders, delegate tasks, and on many other occasions. It is crucial that at all times the correct and up-to-date document content is forwarded to the right person without delay and that no information is lost.

As a simple case management tool for basic office agenda processing, dokoni CASE offers an immediate overview of the whereabouts and actual status of documents: It is for example possible to authorize an employee for a specific

task and to limit the relevant operations to this particular user. At the same time, the application ensures that the document in question is only processed further once all actions required on it have been completed.

dokoni CASE comes in the two versions Standard and Premium. Integrating fully with Konica Minolta multifunctional devices, both speed up daily processes with scalability and extensive functionality, including a simple, intuitive and adaptable user interface as well as the live preview of documents. As a comprehensive enterprise content management (ECM) module, dokoni CASE provides clear document workflow functions.

# KEY FEATURES

## Content management

- **Document indexing:** This determines a responsible, authorised person for each document type, specifies allowed operations in the system, and offers full-text search. All mandatory indexes/metadata are checked before placing the document into the next phase of its lifecycle (another status or final archiving).
- **Modular workflows:** The workflow settings available to facilitate the forwarding of documents and information are flexible and easy to manage. Employees can conveniently customise their own workflows by choosing exactly the required module(s) to create the desired actions. This requires no support from a Konica Minolta technician. Users can also determine particular access rights, process obligations to complete documents before switching them to another status, and add notifications, etc.
- **Instant document preview:** dokoni CASE offers document card lists that add further views for all essential objects. Each user can individually select these as well as trigger public and private tasks. Users can create their own views, including “My tasks”, “Due today”, “Active tasks”, “Assignment tasks”. Also forms for Mobile devices (iOS, Android) and all browsers are supported.
- **Macro buttons:** These can be used to fill in predefined values for certain document card fields, change the document status, and start new tasks like a request for comment or additional approval on that document.
- **Notification system:** dokoni CASE extends the standard notification features of MS SharePoint with short e-mail messages, which inform users about any modification to their documents.
- **Export/import of documents to and from other sources:** Documents can be exported to and imported from dokoni CASE from/to other systems like ERP or SAP, other MS SharePoint objects, other databases, or scanned from MFPs. Other import/export options are the import from a mailbox or data box and the export to an external file storage medium, etc.
- **Integration of digitisation processes:** Documents scanned on a Konica Minolta system equipped with a capture solution (like eCopy or Document Navigator) can be further processed directly by dokoni CASE.
- **Enhanced governance and security:** This defines substitutability and specifies the tasks permitted to particular users in the specified document state; this includes the administrators.
- **Better and faster installation:** Compared with the previous 2.2 version for SharePoint 2010, dokoni CASE is now faster, easier, and less invasive to install in an existing environment. A new installation wizard facilitates the installation or upgrading. The wizard is programmed to avoid common user mistakes ensuring for example that sufficient disk space is available as well as other aspects that might easily be overlooked. Scripts are available enabling unattended installation and an installation log with detailed information is provided.
- **Enhanced user interface:** Document cards (attachment fields) support drag & drop features. As a considerable operation improvement over the previous 2.2 version, all information is provided in one place on the site content configuration page - users no longer need to access any subsites.



# WORKFLOW



# TECHNICAL SPECIFICATIONS

## MINIMUM SYSTEM REQUIREMENTS

<b>Operating systems</b>	Microsoft Windows Server 2008 R2 SP1 Microsoft Windows Server 2012
<b>Memory</b>	12 GB RAM on physical or virtual server
<b>Hard disk space</b>	200 GB of free disk space
<b>CPU</b>	64-bit 2.5 GHz, 4 cores processor
<b>Web browser (SP2010)</b>	Internet Explorer 8 – 10
<b>Web Browser (SP2013)</b>	Internet Explorer 10, Google Chrome, Mozilla Firefox, Apple Safari
<b>SharePoint</b>	SharePoint 2010 Foundation or Server SharePoint 2013 Foundation or Server
<b>Database</b>	SQL Server 2008 R2 SP1 Standard or Express SQL Server 2012 Standard or Express

## PRODUCT SPECIFICATIONS

<b>Version(s)</b>	3.0 (SP2013), 2.2 (SP2010)
<b>Editions</b>	Standard, Premium
<b>Extensions</b>	Modules (14)
<b>Requirements</b>	Active Directory is required Internet Connection is required
<b>Language for administrators</b>	English
<b>Supported languages</b>	English, Czech, Finnish, French, German, Italian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Ukrainian

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.