

HOW TO GROW YOUR BUSINESS WITH WORKFLOW AUTOMATION

From pro-paper traditionalists to technology trailblazers, we have four key stages that businesses like yours might identify with in their journey towards digital and automation maturity. At the top end of this scale, businesses are leveraging the benefits of digitised and automated workflows throughout their organisation to drive efficiency, productivity and competitive advantage. Yet no matter what stage a business is at, there is always room to grow. Read on to discover where your business belongs, and what's next in your digital journey.



Traditionalist

For Traditionalists, legacy workflows and the 'busyness' of everyday work is keeping employees stuck in the world of paper-based and manual processes... so they're missing out on the world of benefits that technology enables. The good news is, the opportunities to innovate are huge...



Digital Convert

As a Digital Convert, you're not alone. Like many businesses, at this stage you've embraced digital technology to an extent to improve the functionality, accessibility and security of your documents and workflows – but your digital processes are still ad hoc and fragmented, rather than seamlessly automated.



Automation Expert

Automation Experts are already benefiting from having built some end-to-end automation into everyday business processes – minimising the level of human intervention required so employees are empowered to focus on what they do best.



Tech Trailblazer

At this stage, an organisation has in place some of the most up-to-date innovations in digital technology. They have embraced the principles of automation and are already reaping the benefits of building end-to-end automation into everyday business processes: not only in cost savings and improved efficiency, but in taking the next step to leverage business data to deliver superior value to stakeholders and boost competitive advantage.

So – you identify as a Digital Convert! Congratulations – you're in a good place. You've enthusiastically dipped a toe into the realm of digitisation, but there's opportunity to grow further by embracing automation.

At this stage you're likely using basic functions of a Multifunction Printer (MFP) to digitise and store your documents – a great start. But the management of these documents still remains largely manual. Your everyday processes such as invoicing, for instance, probably have some degree of digitisation such as scanning to a folder, however there is no end-to-end automation in place.

You may have a vision for automating your everyday business workflows such as recruiting and invoicing, and have made steps towards digitising these, yet your processes aren't completely automated – still requiring a significant degree of human intervention.

[Find out what this means for your business](#)

What this means for your business

As a business that has embraced digital technology to support your everyday processes, you have the right technology infrastructure and the intent to innovate – but your technology isn't working as hard for you yet as it could be.

At this stage of your business' journey to digital and automation maturity, there are also some security questions to consider. How secure is your digital data? Is your cloud provider secure and compliant? Without end-to-end automated document workflows in place, are your employees using 'workarounds' that place your business at risk of data breaches such as the loss or theft of sensitive information?

It's time to take the step from disjointed digitised information to automated workflows – minimising the need for human intervention in everyday business processes so your employees can get back to doing what they do best. You're perfectly primed to take the next step and start leveraging end-to-end automation to drive huge improvements in efficiency and productivity.



Opportunities for growth



- Reduce manual labour involved in everyday document management workflows
- Improve productivity through focusing employees' efforts on skill-based tasks
- Provide remote or field workers with automated processes to improve their capabilities
- Improve collaboration and meeting room technology for greater efficiency and flexibility
- Ensure the security of your business data as it flows throughout the increasingly automated workplace

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Recommendations

It's time to leverage Ricoh's expertise in workflow automation to take your digital workplace to the next level and maximise your business' efficiency.

Scan documents directly to useful third party applications such as Google Drive and Dropbox, for seamless storing and sharing of business-critical documents. Get your paper archives digitised and backed up with minimal manual effort. Cut major costs in HR onboarding, invoicing and mailroom workflows with end-to-end automated solutions designed to free employees from these time-consuming tasks. And rest assured that all these automated processes are taking place with the utmost security measures in place.

Building some key end-to-end automation into your business processes now will help boost your ability to deliver on your objectives faster and more effectively, to help drive your competitive advantage.



All this and more is possible with Ricoh. To discover how we can help your business take the leap to automation and start reaping the benefits, visit us at ricoh-europe.com