Maximise Your Business Productivity Through Workflow Automation

Amidst rapid technological change and fluctuating market demands, businesses must maximise employee productivity.

However, different factors can stop employees from delivering their best.

31% of employees feel frustrated when unable to find documents and information they need[1]

32% of employees on average waste time doing performative and repetitive work with no significant contribution[2]

63% of employees spend too much time on emails and in meetings[3]

Improved productivity benefits the company, employees and the bottom line. With workflow automation, there are more ways to get productive work done.

Explore the Benefits of Workflow Automation for Your Business

What is workflow automation?

It refers to using software or digital tools to automate repetitive and routine tasks within a business process.[4]

How does workflow automation benefit businesses?

Streamlines operations

Reduces manual effort

Minimises errors

Increases team efficiency

Enables the business to scale effectively and swiftly

Workflow automation in action

A financial services firm that transfers client information manually between spreadsheets and systems decided to implement a Robotic Process Automation (RPA) solution to improve productivity.

With a software robot that automates data-intensive tasks, the firm was able to reduce manual work, eliminate human errors and enable employees to focus on doing more value-added activities.
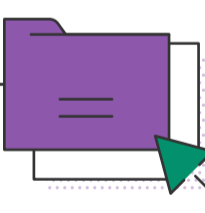
The 'no-code' RPA solution means employees can use it confidently without needing help from programmers.

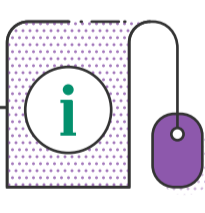## Five Workflow Automation Solutions to Drive Employee Productivity

1 Content processing and workflow
- Streamline both paper and digital document flows.
- Automate processes such as invoice approvals and onboarding to enhance efficiency.
- Digitally route documents to appropriate departments and automate workflow archiving to minimise manual tracking.
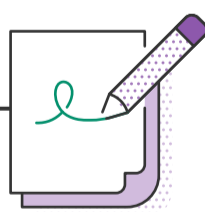
2 Document management and sharing
- Centralise digital files using cloud-based document handling applications.
- Store, organise, update and view files in real time from any device, anywhere.
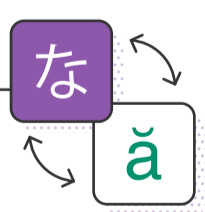
3 Information retrieval
- Adopt a reliable document management platform for categorising documents.
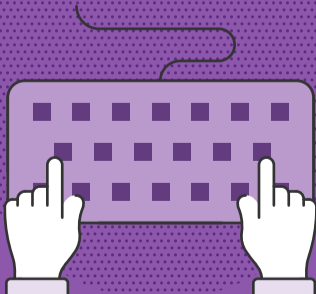- Instantly locate and retrieve data without searching through multiple folders or files.

4 Contract signatures and approvals
- Use electronic signatures to sign and approve documents online.
- Finalise contracts faster and reduce the risk of lost paperwork.

5 Language translation
- Auto-detect the language and translate using scan translation software.
- Move business transactions along quicker than before.

Bring out the best in your employees with effective digital workflows.

Get more done in less time. Simplify work processes, automate document management and reduce human error with workflow automation.

Find out how FUJIFILM Business Innovation can help you.

Scan the code or click

Website

References
1.   VentureBeat. Report: Employees spend 3.6 hours each day searching for info, increasing burnout. 2022
2, 3. Slack (Salesforce). State of Work 2023
4.   Technology Magazine. Top 10 benefits of business process automation. 2023

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