

# 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

Digital Converts have embraced digital technology to an extent to improve the functionality, accessibility and security of documents and workflows – but digital processes are still ad hoc and fragmented, rather than seamlessly automated.



## Automation Expert

Congratulations – you identify as an Automation Expert! Your business is already benefiting from having built some end-to-end automation into your everyday business – minimising the level of intervention required so your 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.

As an Automation Expert you've not only embraced digitisation but have built automated workflows into business critical processes such as HR onboarding, invoicing and document management – saving considerable costs in resource and time.

You're likely working with a Multifunction Device enabling functionality such as scan direct to cloud and other third party applications. Perhaps you have entirely automated your invoicing or mailroom systems, or have plans to do so. At this stage your collaboration technology should allow you to communicate seamlessly with colleagues across multiple locations via sophisticated video conferencing solutions.

Your field or remote workers should be able to stay connected with the bricks and mortar office through digital and automated workflows that enable them to access the information they need wherever they're working.

A business at this stage of the journey towards automation maturity is in a great place – already leveraging the cost saving and efficiency benefits of automation – yet there are exciting places still to go in the world of digital technology, as well as some considerations along the way...

**Find out what this means for your business**

## What this means for your business

At this stage you're pretty savvy with the benefits that automated workflows can bring your business. But as you grow even more sophisticated in your automation technology, you'd be smart to consider the security of the data your business holds. Have you thought about the security of data not only in cloud storage but also in transit? Are there points in your document workflows where the data you process could be vulnerable to loss or attack? Are you compliant under the new General Data Protection Regulations (GDPR)? Which outsourcing partners do you rely on, and are they compliant?

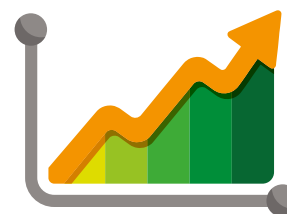


Once you're confident in the security of your automated workflows – why not take them further? Are all departments benefiting from automation? Perhaps there are gaps in your existing workflows that could be seamlessly connected with end-to-end automation. And are you making the most of the valuable data your automated workflows can capture?

## Opportunities for growth

Now that most of your critical business processes such as finance, HR onboarding and basic document management are fully automated it's time to consider other opportunities to introduce automation and reap even greater rewards.

- Optimise business efficiency with end-to-end automation across all everyday processes
- Boost the level of automation in meeting room and collaboration technology for greater efficiency and flexibility
- Enhance the security of automated workflows for compliance reasons
- Ensure the scalability of your IT infrastructure and automation technology as the business grows
- Attract and retain quality talent through a sophisticated offering in digital and flexible working
- Build the foundation for capturing big data to drive Business Intelligence



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## Recommendations

Ricoh has the solutions you need to optimise the benefits your business is gaining from automation technology, ensure the workflows you do have in place are secure, and help you take the next leap...

As you already have the technology infrastructure in place for automated workflows, look for areas of the business where this could deliver even further benefits. For instance, get your mailroom digitised and automated if it isn't already. Can you reduce costs further in HR with entirely automated on-boarding? Enhance the sophistication of your mobile print capabilities.

Lock down the security of your data with solutions such as rules-based printing to send the right print job to the right device, reducing the risk of human error leading to breaches of sensitive information. Check that your third party providers such as cloud solutions are secure and compliant – so you know that you're covered for GDPR and beyond.

The future of your journey towards automation maturity is exciting! With Ricoh you can ensure that the processes you've already automated are secure, optimised and implemented across the business for maximum impact. Not only that – we can support you to take the next step in leveraging the true benefits that automation can deliver to grow your business – using the big data you capture to build business intelligence that can deliver game-changing competitive advantage.



To discover how Ricoh can help your business take the next leap in automation and start reaping the benefits visit us at [ricoh-europe.com](http://ricoh-europe.com)