

## Business Challenges:

"We need to move to **more efficient** paper-to-electronic workflows."

"Our employees spend too much **time** in repetitive manual tasks."

"We **miss opportunities** because we're not communicating efficiently."

"We waste too much time **retrieving** the right version of a document."

"How can new technology **help** us?"



## PROFESSIONAL SERVICES

Business Process Optimization >

### BUSINESS WORKFLOW ANALYSIS & DESIGN

#### Ensure Smooth, Efficient, Cost Effective Operations

Your business probably relies on custom processes to extract, deliver, and manage critical data and documents. But are these processes as efficient and up-to-date as possible?

Canon Information & Imaging Solutions can provide the expert insight and experience you need to find solutions that better support your organization. They can examine your current business processes, assess your infrastructure, identify your needs, and match them with the latest improvements in technology. The end result is a clear roadmap for moving your organization forward.

With Canon Information & Imaging Solutions, chances are, you can improve your processes. Why not learn how?

#### Assess and Optimize Your Business Workflows

Canon Business Workflow Analysis & Design services consist of two phases: analysis and recommendations. An expert team of project managers and solutions consultants begin by assessing your current document processes. They identify bottlenecks and uncover opportunities for improvement and optimization. They then outline a roadmap forward that takes into account your specific business processes and constraints, such as network infrastructure, legacy technology, and the risks and challenges associated with implementing new systems.

#### Canon Business Workflow Analysis & Design services cover a wide range of areas, including:

- Document creation
- Data and information input
- Imaging
- Data extraction
- Indexing, storage and retrieval
- Document routing
- Document management

# See Business Workflow Analysis & Design in Action

Still not sure how workflow improvement solutions might apply to your organization? Here are a few examples of enterprise workflows and industry-specific situations to offer ideas on where this service can be applied.

## Accounts Payable

Canon Business Workflow Analysis & Design services can help transform this often labor-intensive, manual process into an automated system that communicates this information seamlessly between internal users and external vendors.

## Legal Review Processes

Many businesses need to route contracts, marketing, and other documents through the appropriate legal channels. Canon Business Workflow Analysis & Design services can automate and improve the efficiency of these processes.

## Shipping and Receiving

Does your company process large numbers of forms and invoices? Even if you already have automated data entry processes, new technology solutions may enable you to achieve significant savings in time and cost. Canon Information & Imaging Solutions can tell you how.

## HR Hiring Processes

Slow communications can often cause delays in reviewing resumes. An expert team can analyze how your organization takes in and processes applications and recommend automated solutions that help reduce errors and cut down on the time it takes to make hiring decisions.

## Additional Industry Processes

From mortgage processing and legal case management to electronic medical record integration, industries across the world are improving their paper-to-digital processes. Canon Business Workflow Analysis & Design services can examine and assess the effectiveness of your current processes, while making suggestions for improvement.

## Find out more

### Interested in learning more?

Contact your Canon representative or authorized dealer today.

## Get What You Expect

Canon Information & Imaging Solutions can provide ground-up assessments and recommendations for your organization. However, you can start the process by detailing how you are currently using documents and back end systems to support your business — and by identifying the pain points and opportunities you see.

That way, you'll help Canon Information & Imaging Solutions professionals uncover the best solutions to help keep you in front of the competition.



# Canon

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