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CANON SOLUTIONS AMERICA



CANON SEE IMPOSSIBLE



STREAMLINE YOUR
**BUSINESS COMMUNICATIONS AND
APPROVAL PROCESS**



TAKE CONTROL OF YOUR BUSINESS COMMUNICATION AND APPROVAL PROCESS WORKFLOW

The goal of any business is to serve its customers and keep them satisfied. When a company sets about designing processes to manage and control information and approvals, it needs to be mindful that it doesn't deflect the employees' time away from their core business functions. Striking a balance between control and efficiency is key.

ARE YOUR EMPLOYEES SPENDING TOO MUCH TIME

FOLLOWING DOCUMENTS THROUGH THE APPROVAL PROCESS?

Time wasted working with documents amounts to a **21.3%** productivity loss for information workers.*

67% of organizations believe business process management enhances support and collaboration.**

73%

of organizations feel business process management increases organizational ability.**

* AIIM 2012 – Capitalizing on Content

** AIIM BPM – User Perceptions and Expectations, 2016



TYPICAL BUSINESS COMMUNICATIONS AND APPROVAL PROCESS CHALLENGES



Approvals often require manually entering the same information into multiple spreadsheets and databases.



Information from documents in multiple file formats needs to be combined into one file.



Employees lack visibility on the status of an approval.



Approvals can become lost and the process needs to be initiated from the beginning.

CONSEQUENCES OF A CUMBERSOME COMMUNICATION AND APPROVAL PROCESS



Employees spend too much time on tasks that are deemed bureaucratic and unnecessary.



Time lags can result in unsatisfied employees, customers, and suppliers, all of whom expect open communication.



Time is wasted following up on approvals and determining where they got stuck.



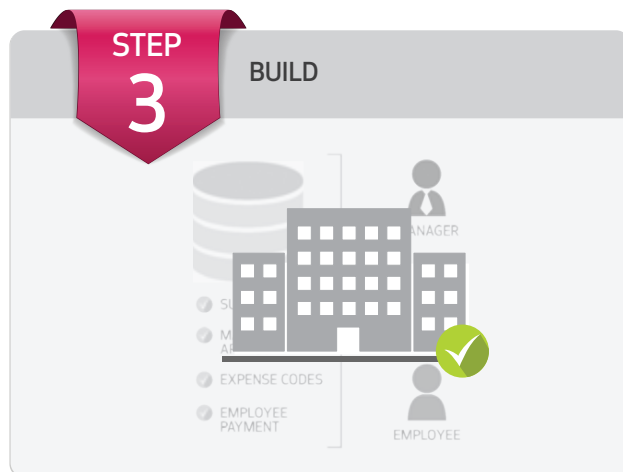
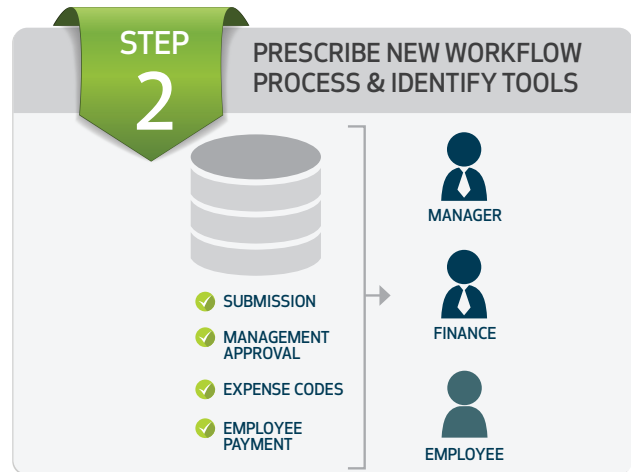
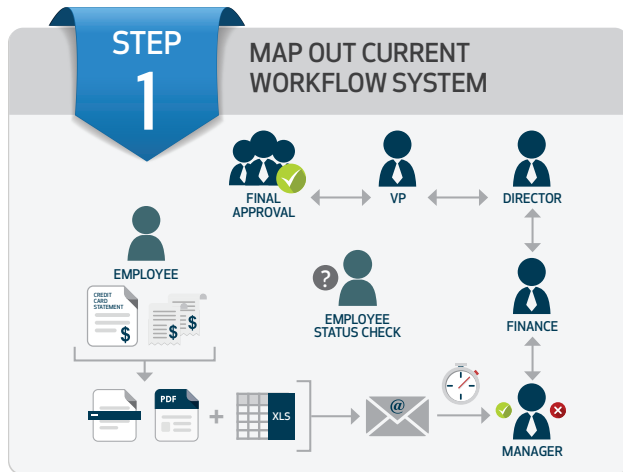
Errors can be made along the process as the document moves manually in and out of hardcopy and digital forms

Let Canon Solutions America's combination of specialized software technology, process architects, and solution engineers help you increase the efficiency of your Business Communications and Approvals process.

PUT EXPERIENCE TO WORK FOR YOU

Creating a more efficient Business Communication and Approval process requires experience in all facets of information management—capture, storage, retrieval, and security. Canon Solutions America's team of professionals works with organizations like yours every day to help optimize the flow of business-critical information.

SAMPLE WORKFLOW: EMPLOYEE EXPENSE CLAIM APPROVAL PROCESS



Work with various departments to implement workflow changes and ensure adoption.



Periodic review to ensure compliance with the new workflow.

EXCLUSIVE CANON SOFTWARE SOLUTIONS FOR BUSINESS COMMUNICATION AND APPROVAL PROCESS OPTIMIZATION

Therefore
PEOPLE PROCESS INFORMATION

An information management and workflow software connects people, processes, and information.

uniFLOW

An open platform for all print, scan, and document management processes.

imageRUNNER
ADVANCE
Desktop

Software that lets you easily collaborate, manage, and publish documents on a single platform.



A MORE EFFICIENT COMMUNICATION AND APPROVAL SYSTEM BENEFITS ALL

TYPICAL BENEFITS OF A STREAMLINED COMMUNICATION AND APPROVAL SYSTEM

- Better internal communication processes
- Better communication between you and your customers
- Less time spent by employees on non-productive tasks
- Faster turnaround of internal documents and processes
- Faster turnaround of applications and approvals
- Improved visibility for employees, customers, and suppliers
- Improved cash flow with reduced order processing times
- Less chance of data entry errors
- Lower instance of lost applications

Controlling the flow of information in your company and ensuring proper steps are put in place for approvals is critical to business success. When those processes are unnecessarily cumbersome and require too much employee time, productivity can be reduced. A streamlined communication and approval system can balance your need for process and control with an efficient workflow.

UTILIZE CANON TECHNOLOGY TO ITS FULL POTENTIAL WITH PROFESSIONAL SERVICES FROM CANON SOLUTIONS AMERICA

Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team makes the difference for a successful deployment.

Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.

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A thick red diagonal line is positioned to the left of the contact information.

For more information, call or visit
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