

## Streamline business processes



**Each year the amount of information created across enterprises in paper and digital formats combined grows faster than 65 percent.<sup>1</sup>** This influx of information is not only

increasing, but up to 80 percent of it comes in an unstructured format.<sup>2</sup> Workers across all organisations are spending more and more time sifting through this information from multiple channels and inconsistent formats, leading to decreased productivity and an increase in inefficient, manual processes. Some reports suggest up to 28 percent of the typical workday is wasted by interruptions caused by unnecessary information,<sup>3</sup> with 42 percent of people accidentally using the wrong information at least once per week.<sup>4</sup>

And it's not getting any better. In fact, research suggests that interactions between people via email, messaging and social networks will increase eightfold over the next four years.<sup>5</sup> Layer into that the increasingly complex landscape of technology that we interact with daily. Today's modern business relies on a variety of technologies such as laptops, smart phones, scanners and printers, and numerous enterprise resource planning systems and customer relationship management tools.

In a recent study conducted by Fuji Xerox Australia and IDC,<sup>6</sup> 52 percent of respondents reported frustrations with inefficient or costly processes – yet only 16 percent had implemented solutions to overcome those problems. Virtually every business experiences bottlenecks, frustration and wasted time retrieving and sharing information.

## How can you streamline your business to help your employees stay productive – and happy?

### Make it easy

#### Electronic Document Management System connectors:

The increasingly mobile workforces of modern organisations have different needs when it comes to accessing information. Connecting your multifunction device directly to your knowledge management system means a mobile worker can easily access centrally saved documents from enabled networked office devices. So they can search, locate, preview and print the contract they worked on in Sydney when they get to Melbourne. And then scan and save the signed contract straight back into the system, without ever needing to boot up their laptop.

#### Personal preferences:

All of your personal preferences can appear on the touch-screen of your multifunction device with the swipe of your ID badge. Your multifunction device will recognise you and automatically make your routine tasks available.

### Find the right mix

Optimise under-utilised equipment and minimise waste so that output and employee productivity go up. We can help to streamline and enhance your office equipment to improve daily operations, increase uptime and reduce the strain on your IT department.

### Automate common tasks

You're probably not paying your employees to reinvent wheels. There are a number of ways you can automate common tasks, reduce manual intervention and avoid burdening your staff with repetitive or monotonous tasks so they can focus on more important things.

#### Job flow sheets:

Streamline the workflow of your documents with job flow sheets. Do you have document related tasks that you need to repeat on a regular basis, like scan, print and share a monthly report? Creating a job flow sheet means you can automatically sort, process and deliver a document to multiple destinations and outputs with minimal manual intervention. Plus, the job flow sheet function comes as standard with all Fuji Xerox multifunction devices.

#### ApeosWare Flow Services:

ApeosWare Flow Services works through a series of plug-ins to automate your document and data flow, collecting document data and delivering the processed documents to an output that you can specify. Providing the link between the hardware and software worlds, using ApeosWare Flow Services you can register, program and store job flow sheets from your PC desktop. You'll be able to easily manage mountains of documents coming from fax, email or paper formats and seamlessly integrate them into a pre-determined workflow.

#### Automate:

Automate™, a Fuji Xerox solution, can help ease the pain associated with creating, reviewing, authorising and locating documents in your organisation. Automating common workflows within your organisation will not only increase the speed at which tasks can be completed, but also minimise the risk of error by reducing the number of steps in the process. You'll also benefit from improved transparency and accountability as documents can be easily tracked throughout a workflow.

#### References:

1. IDC, 2009. 2. Gartner, 2009. 3. Basex, 2005. 4. IDC, 2009. 5. IDC, 2009. 6. IDC, 2011.

For more information or detailed product specifications,

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