STREAMLINE YOUR BUSINESS COMMUNICATIONS AND APPROVAL PROCESS
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.

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 BPM – User Perceptions and Expectations, 2016

* AIIM 2012 – Capitalizing on Content

** AIIM BPM – User Perceptions and Expectations, 2016

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TAKE CONTROL OF YOUR BUSINESS COMMUNICATION AND APPROVAL PROCESS WORKFLOW

Are your employees spending too much time following documents through the approval process?

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.
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.
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

**STEP 1** MAP OUT CURRENT WORKFLOW SYSTEM

- **EMPLOYEE** submits expense claim.
- **FINANCE** reviews expense codes.
- **EMPLOYEE** receives final approval.

**STEP 2** PRESCRIBE NEW WORKFLOW PROCESS & IDENTIFY TOOLS

- **MANAGER** approves submission.
- **FINANCE** audits management approval.
- **EMPLOYEE** receives final approval.

**STEP 3** BUILD

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

**STEP 4** REVIEW & CHANGE

- Periodic review to ensure compliance with the new workflow.

EXCLUSIVE CANON SOFTWARE SOLUTIONS FOR BUSINESS COMMUNICATION AND APPROVAL PROCESS OPTIMIZATION

**Therefore**

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.