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Creating Repeatable Workflows for Continuous Document Efficiency



\ Introduction

Workflow efficiency consists of orchestrated and repeatable processes designed to optimise the execution of critical business tasks. Businesses benefit from streamlined internal process to achieve optimal efficiency.

These days, many document management operations require hardware and software applications to work synergistically. To optimise workflows, the creation, movement, monitoring and approving of documents such as vacation request forms needs to be effortless. From a user's computer all the way to a centralised records management system, devices and applications acting in harmony keep a business operating smoothly.

According to Forrester, only 19% of organisations believe their current document management infrastructure supports their employees' future needs. As more businesses transition to a hybrid or fully-digital architectures, document management systems will have to evolve as they migrate to a cloud-based platform.

This eBook will examine how Brother can help streamline your business workflows by providing quality document solutions you can rely on.

¹Forrester, "[Is Your Company Ready For The Future Of Work?](#)" June 2021



\ Common Workplace Inefficiencies

Australian businesses face several challenges that hinder optimal productivity outcomes. Some of the most common challenges include:

1 \ Paper-based processes



Slower processes, continuous spending on administrative resources and an increased risk of inefficiencies may result from lost or damaged documents, illegible handwriting or incomplete paperwork. Paper-based systems are also difficult to track and trace process status.

2 \ Manual Document Filing



The amount of office space allocated to old filing systems slows office productivity. The inefficiencies associated with sorting through countless file folders to locate critical documents increases your risk of misplaced data.

3 \ Manual Data Entry



Processing daily reports can cause significant downtime. Human error, resulting from the incorrect input of invoices or documents associated with your manual input processes can also negatively impact productivity.



4 \ Slow Retrieval Time



Navigating the office to locate an on-premises file takes time from other pressing tasks.

5 \ Lack of Remote Access



Today's increasingly remote workforce would need to be on-site to access stored resources.

6 \ Increased Consumable Spend



Paper-based office workflows consume large quantities of paper and ink. While businesses that deploy a digital architecture still require both on hand, they use much less throughout the fiscal year, and incur cost savings as a result.



CONTRACT INVOICE

Invoice No: 12345 | Invoice Date: 2024-01-01

| Item | Description | Unit Price | Quantity | Total Price |
|------|---------------------|------------|----------|-------------|
| 1 | Professional Design | 4,000 | 12.5% | 4,000 |
| 2 | Website Development | 5,000 | 1.000 | 5,000 |
| 3 | Content Writing | 1,000 | 1.000 | 1,000 |

Subtotal: 10,000
Tax (10%): 1,000
Total Amount Due: 11,000

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ADS-4700W

8:00 AM 01.01.2024

- to PC
- to Network
- to FTP/SFTP
- to Workflow
- Settings
- to Email Server
- to SharePoint

Menu: 1 Basic 2 Custom 1 Custom 2

\ 5 Benefits of an Automated Digital Solution

Leveraging technology can allow your business to gain efficiency across all departments. From reporting and analytics to the execution of daily tasks, here are five benefits of a streamlined [document management system](#):

1

Less time wasted searching for documents: By digitising your critical data, authorised employees can access documents from anywhere, removing the need to be on-premises.

2

Fewer errors that require duplicating or redoing work: [Scanners](#) supported by Optical Character Recognition (OCR) software can reduce human error by automating data entry and ensuring compliance with data retention regulations.

3

Increased collaboration between in-office and remote employees: Your digitised documents are shareable over long distances, and retrievable via simple keyword inputs.

4

Streamlined document processing: [High-speed](#) scanners can digitise large volumes of documents, virtually eliminating time-consuming manual data entry tasks.

5

Tracked workflow and process status: Scanned resources are searchable via keywords on a shared platform, allowing real-time viewable edits for authorised personnel across your workforce. This visibility allows you to track changes to an important document and view a complete history of each version.



\ Must-have Solutions for Print Productivity

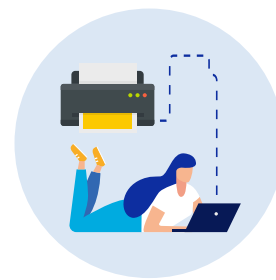
Today's technology solutions have key capabilities that increase productivity. The ease of use of connected applications and software can improve workflows by allowing on-the-go print and edit functionality. No longer are workers dependent on access to on-premise devices to execute important tasks.

Here are some of the printing solutions you can leverage to empower your remote-capable workforce:



Print directly from smartphones and tablets:

Connected apps like Brother [iPrint&Scan](#) enable on-the-go workplace efficiency



Attach, email and print:

This functionality enables printing over the internet without a print driver



Apple AirPrint/Mopria Print:

This service enables users to print photos and documents from their connected devices without having to install additional software¹



Automated supply replenishment:

With a Managed Print Service (MPS) provider, you can eliminate the need to think about consumables and focus on more critical workflows. By partnering with Brother, software will monitor and maintain your on-site devices, and handle any ordering or repair tasks that arise

¹My Q Documentation, "[AirPrint and Mopria Print Service](#)," 2022.



\ Streamlined Scanning Technologies

One of the key components of a digital archiving solution is the ability to scan multiple documents with ease and efficiency. Once scanned, connectivity to a cloud-based document management platform allows your workflows to be tracked and retrieved with simple keyword

inputs, allowing the full breadth of your digitised documents to remain a few keystrokes away.

Here's how you can utilise technology that saves time and effort during the scanning process:

1 \ Scan-to destinations



Drive collaboration and accelerate scanning with one-touch workflows.

2 \ Customisable UI



Configuring the touchscreen allows you to create workflows specific to your needs.

3 \ Automatic image improvement

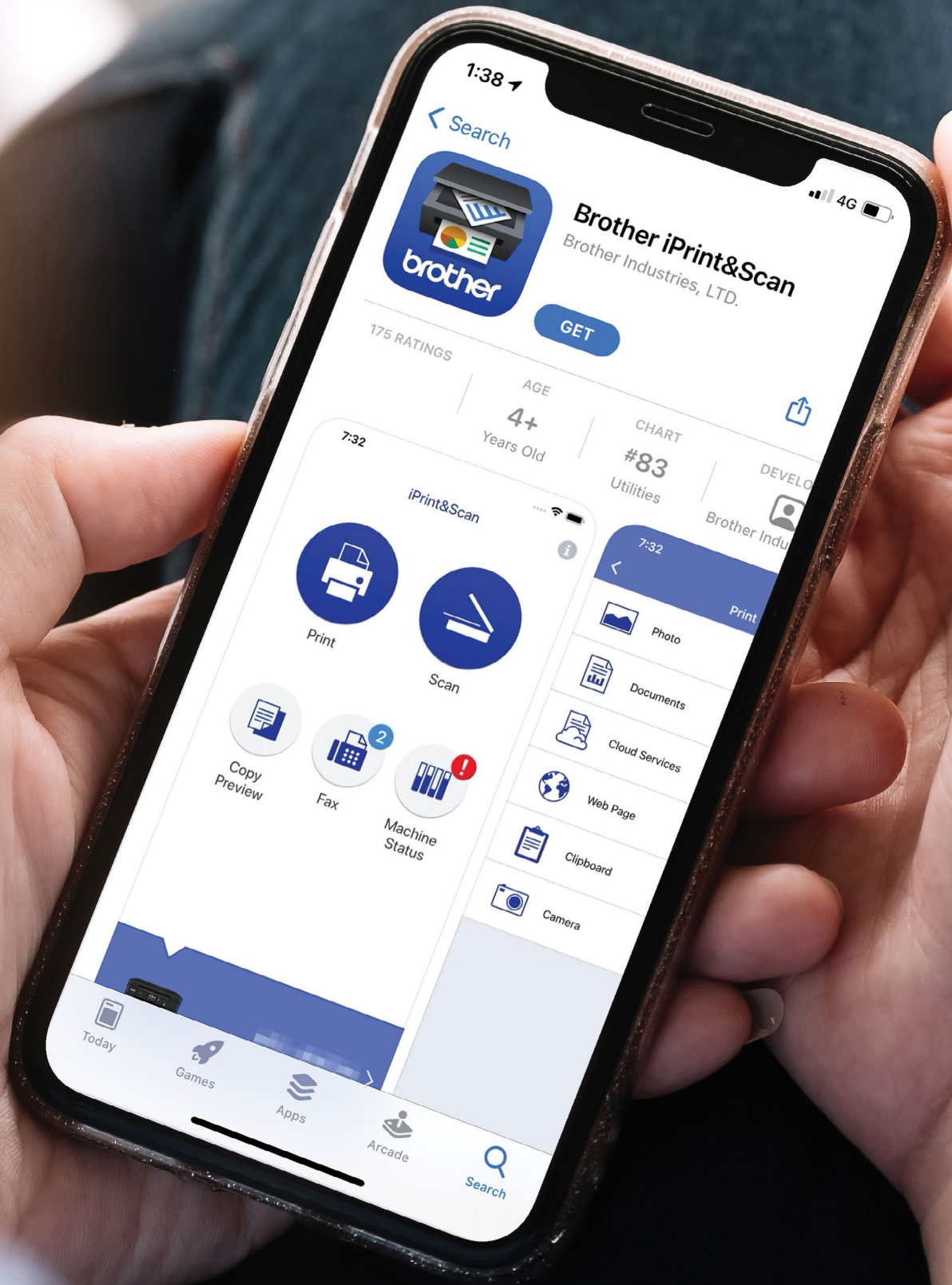


Page clean, colour dropout and page alignment improve capture quality and support OCR and searchable PDF documents.

4 \ OCR



Creates searchable documents for collaboration and rapid retrieval from document management solutions or cloud storage.



\ Mobile Workflows

The reality of today's remote-capable workforce has resulted in the emergence of an array of connected technologies. With nearly two-thirds of Australians working from home¹, the efficiency of your workflows and visibility are increasingly dependent on reliable applications that seamlessly integrate with your operational infrastructure.

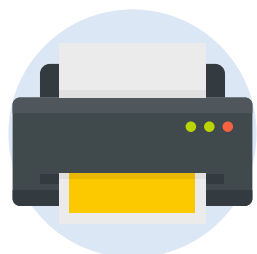
Here's how you can empower your remote and on-the-go workforce with mobile solutions that streamline document efficiency:



Brother Mobile Connect: By enabling scanning, printing and sharing all from your mobile device, [Mobile Connect](#) empowers you to easily edit scanned documents for a professional finish. You'll also be able to access a saved history of your scanned documents for rapid backups.



Wi-Fi direct: Configure your device to be able to operate seamlessly with computers, notebooks and mobile devices without drivers and network access.



Scan to mobile: Scan directly to a mobile device by using Brother [iPrint&Scan](#).

¹Australian Government, "[Two-thirds of Australians are working from home](#)," June 2022.



\ Value-adding Tips for Maximum Efficiency

Now that you're aware of the productivity enhancements connected devices and apps can provide your business, it's time to learn the tips and tricks that can add value to your document workflow.



Here are some features and processes you can take advantage of to maximise the efficiency of your digital transformation:

Duplex printing/scanning: Enabling this functionality streamlines processes and saves consumables. By printing documents on both sides of paper, you could reduce your supply costs by as much as 50%. Automatic duplex printing and scanning efficiently handles two-sided documents in a single pass, saving the labour involved with manually flipping each page of a large document.



Automate wherever possible: Reduce manual data and administrative processes that take up valuable time. One-touch automation capabilities offered by Brother-connected devices offloads time-eating tasks.



Hot folders: Automates file storage and processing so your online documents are easily retrievable and ready when you need them.



Barcode scanning: Barcode utility software enables documents with a barcode to be scanned and processed much faster to the desired location while also reducing errors.



MPS: An [MPS provider](#) can identify inefficiencies and optimise your document management by utilising the right technologies and solutions tailored to your specific business requirements.





\ Partners in a Digital Future

The journey to a connected and streamlined organisational workflow begins by finding the right tools and partners for the job. When it comes to digitising your critical documents and improving the connectivity of your business architecture, Brother is proud to offer fit-for-purpose solutions designed to transform and enhance your digital potential.

Working together, we'll deploy desktop and mobile devices that integrate seamlessly with your workflow software so that you can digitise and manage your files with ease. Once you're fully on-cloud and operational, Brother devices and connected software will ensure your workflows are running with peak efficiency. You'll enjoy the productivity boosts associated with secured storage and data encryption for your critical documents.

Contact Brother for a [complimentary print assessment](#) to learn how you can deploy repeatable workflows designed to improve your business processes today.

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Connect with us to find out more



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