



# The Benefits of Getting Workflow Automation Right

August 27, 2019



Bill Gates had two rules when it came to business workflow automation:

1. Any technology used in a business that applies automation to an efficient operation will magnify the efficiency.
2. Automation applied to an inefficient operation will magnify the inefficiency.

There are many benefits to well-designed workflows, including higher profitability, increased efficiency, reductions in operating costs, and the minimization of errors. Well-defined automated workflows often pay for the tools used to operate them in under a year.

## **The Benefits of Workflow Automation Reduces Errors, Omissions and Rework**

When information passes from person to person or is keyed and or rekeyed, the error rate increases. A well-designed workflow ensures that work is tracked and never lost as it moves through an organization.

## **Increase Workplace Efficiency**

Customized workflows allow you to create and assign approval responsibilities and quality checks into your processes. This will enable managers to delegate controlled authority and then check a dashboard to ensure things are flowing smoothly.

Another benefit is knowing where a work product is at any given time and having the ability to redirect work when an employee is out sick or on vacation.

Let's not forget that with the computerization of work, the time to complete jobs is significantly reduced.

## **Increases Accountability**

By automating workflow, you are implementing an accountability system where each person who has responsibility for a job or process can be held accountable for the performance of the job or process.

# Solves Service Issues

Without automation, it is difficult to discern who has a job and whether it is complete. Imagine having to question 15 people to find one piece of work!

## In Summary

A good workflow solution:

- makes sure every job is tracked.
- ensures everyone knows who is responsible for what.
- makes everyone is clear on what needs to be done.
- allows work to be found quickly and be reassigned if needed.
- using data makes it easy to identify bottlenecks.

## Getting Started

Now that you have an idea of how workflow automation can help your company, what do you do next? [Give us a call or contact us](#). We are happy to actually answer the phone and your questions.