KONICA MINOLTA

biz out of the box
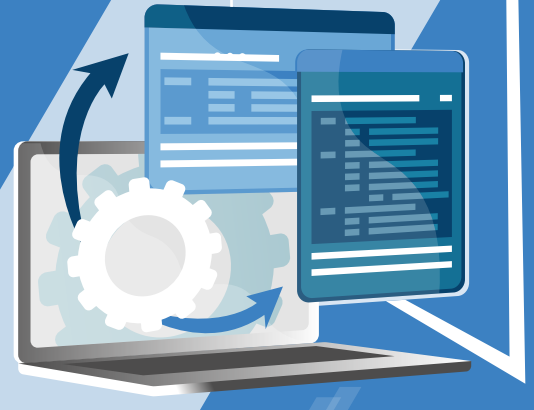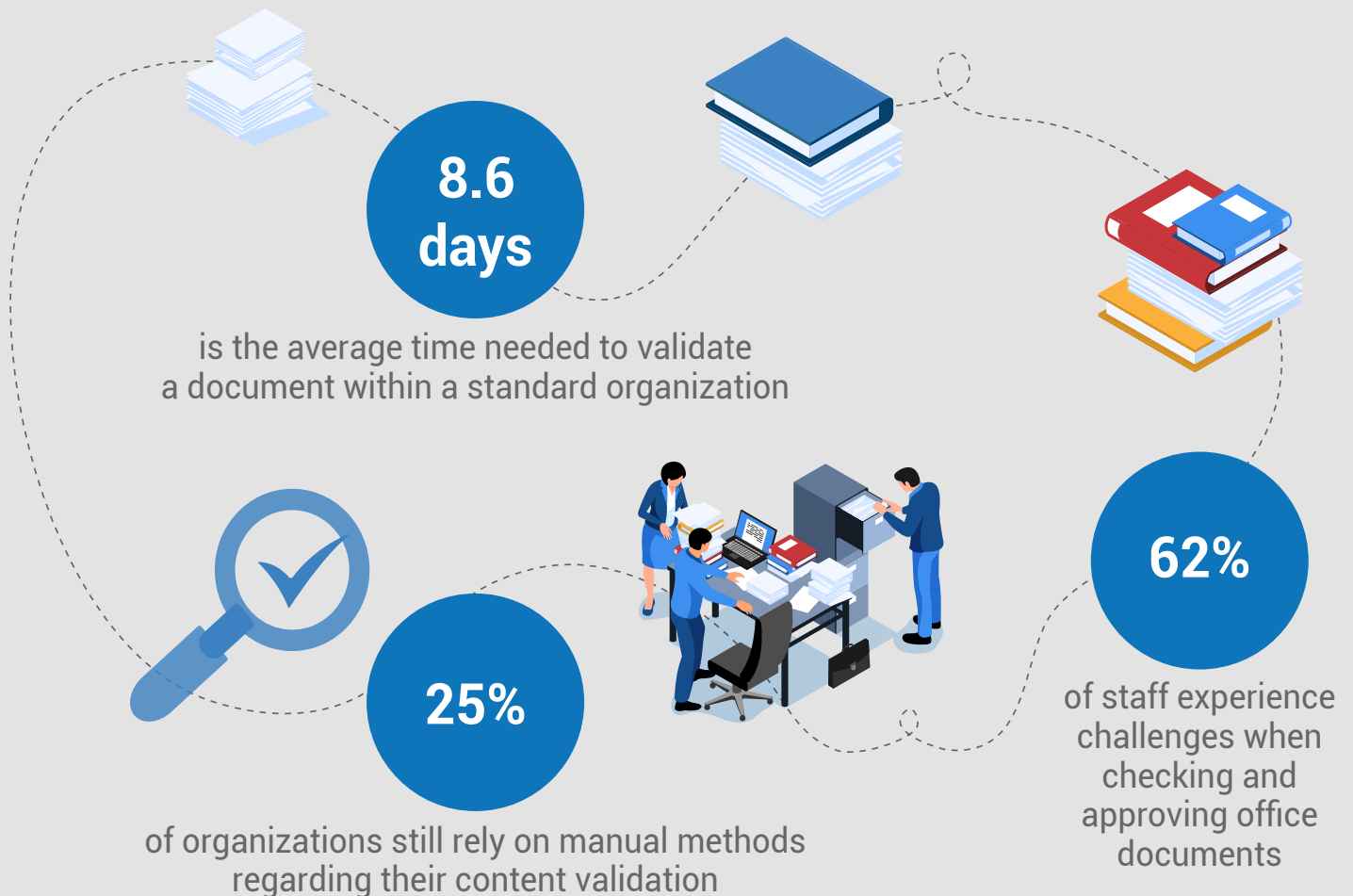
Workflow Automation:
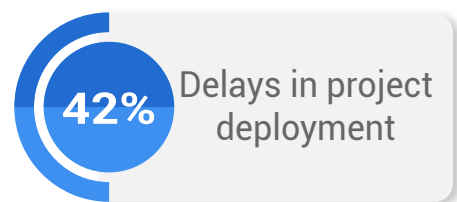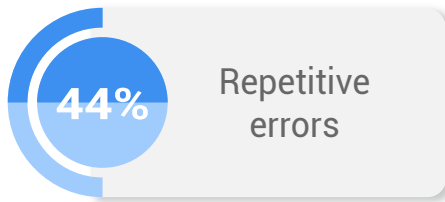## The new pillar of digital transformation

Did you know that 87% of IT decision-makers believe workflow automation is essential to digital transformation?*

The biggest challenges with manual approval processes

8.6 days is the average time needed to validate a document within a standard organization

25% of organizations still rely on manual methods regarding their content validation

62% of staff experience challenges when checking and approving office documents

Most common issues related to manual and paper-based processes

54% Poor communication

44% Repetitive errors

42% Delays in project deployment
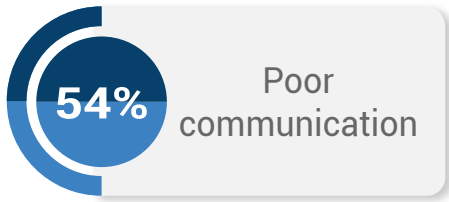
Manual process (paper)	VS.	Automated process (digital)

8.6 days

Time

3 days

*Source : McKinsey Research

Top benefits of digitizing and automating workflows

43% of companies achieve the level of savings they set out in their 1st year

Lowers average processing time by at least 40%

Increases staff productivity by at least 30%

Enhanced compliance with regulations and audit trails

Minimized risk of errors
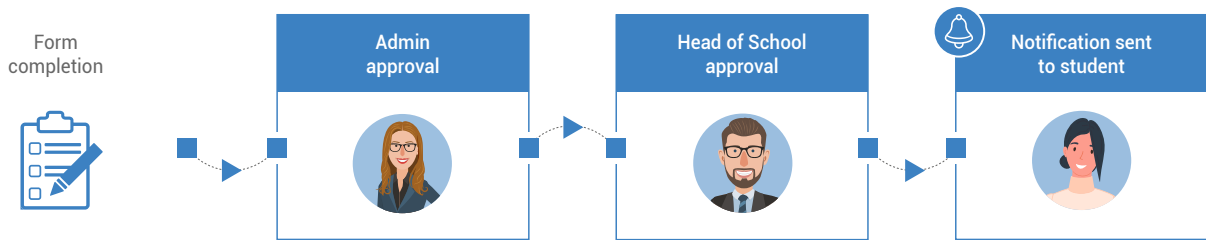
Improved and fastened decision-making
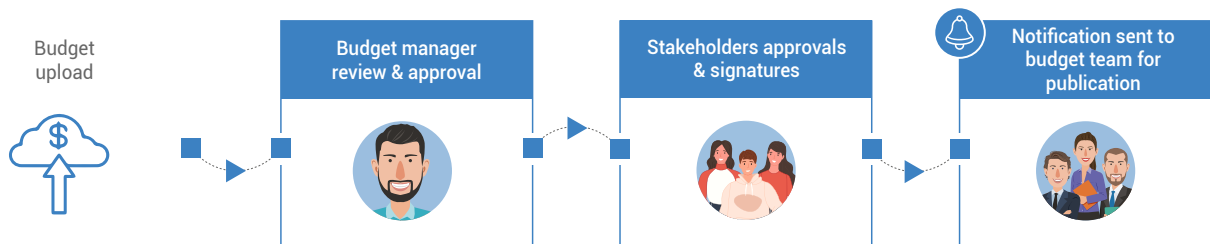
Improved visibility on the overall process

Greater internal & external communication
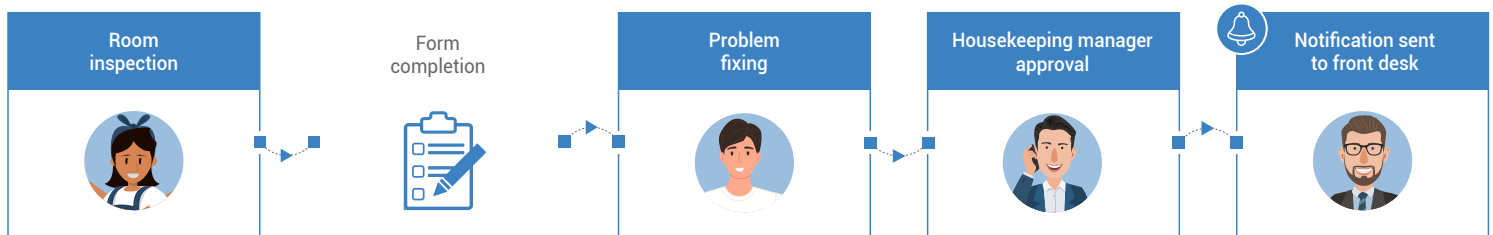
Popular use cases across industries
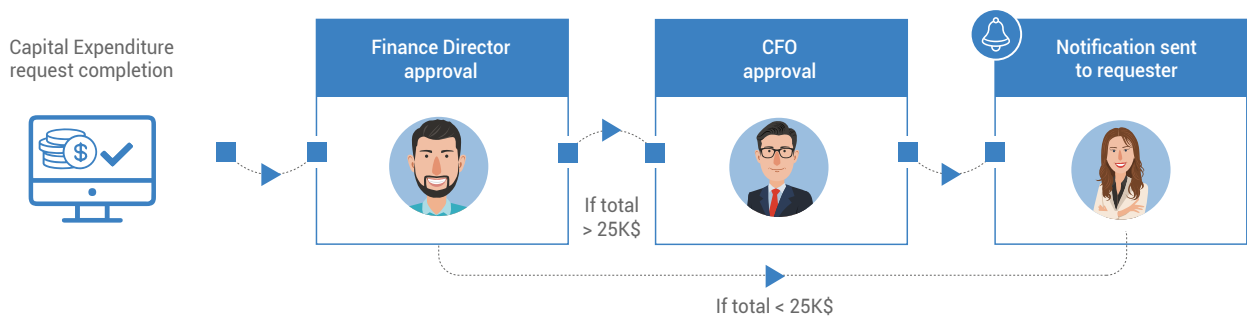
> Education - Admission request

Form completion → Admin approval → Head of School approval → Notification sent to student

> Cities & Municipalities - Budget signature

Budget upload → Budget manager review & approval → Stakeholders approvals & signatures → Notification sent to budget team for publication

> Hospitality - Room inspection

Room inspection → Form completion → Problem fixing → Housekeeping manager approval → Notification sent to front desk

> Pharmaceuticals & Biotech - CapEx request

Capital Expenditure request completion → Finance Director approval → CFO approval → Notification sent to requester

If total > 25K$

If total < 25K$

> Healthcare - Patient discharge approval

Patient discharge request → Nurse approval → Doctor approval & signature → Notification sent to admin → Notification sent to patient

Konica Minolta Business Solution India Pvt. Ltd. | Email: marcom@bin.konicaminolta.in