



TIME TO AUTOMATE YOUR MANUAL WORKFLOWS

Digitally Transform Your Work

Manual processes may be steadily draining the vitality out of your operations. When your staff must manually pull data from one part of your organization and feed it into another, you are losing work hours that can be applied to meeting your demands to the public.

The Benefits of Automation

Enhancing Workforce and Constituency Experience

Employee Satisfaction and Retention

By automating repetitive administrative tasks, employees gain time to focus on more meaningful and engaging work. This not only reduces their workload but also boosts morale, leading to better retention. Faster, more accurate results enhance productivity across teams.

Improved Services

Citizen expectations for timely, responsive government services are higher than ever. Automation helps ensure faster processing of applications, like permits and licenses, and provides real-time status updates, enhancing accessibility and responsiveness. Automated systems empower government officials to make well-informed decisions promptly.

Making Better Use of Budgets

Cost Savings

Automation reduces the need for manual administrative work, allowing government agencies to redirect funds to more impactful projects. By minimizing human errors, improving resource allocation, and streamlining workflows, automation helps drive significant cost savings.

- **Minimized Errors:** Reducing human errors prevents costly rework, wasted resources, and delays.
- **Improved Resource Utilization:** Automation optimizes the allocation of resources, driving efficiency and cost reduction.
- **Streamlined Processes:** By eliminating bottlenecks and inefficiencies, automation leads to more responsive services and faster execution.

Data Management and Insights

Your agencies handle vast amounts of data. Automation can help streamline data collection, improve reporting, and analyze trends to make more informed decisions. By adapting processes to meet evolving demands, automation offers flexibility without relying on temporary staffing.

How Canon Can Help You Achieve Automation

As industry leaders, Canon is committed to helping our customers simplify and maximize their workflows to reduce costs, strengthen security, and eliminate costly rework. Here is how we do that:

- 1 Streamline Workflows:** Refine and simplify processes so they can be easily automated.
- 2 Enterprise Content Management (ECM):** We leverage secure ECM platforms that enable capturing, organizing, and distributing information for each process. We customize these platforms to automate previously manual steps in your workflows.
- 3 Capture:** Our platforms use the latest OCR and ICR functionality to automatically scan and extract data from forms and documents.
- 4 Distribute:** We can then build new workflows to manage distribution of captured information to other platforms, repositories, and databases.
- 5 Security:** We work to ensure that workflows are properly encrypted and include access controls and audit trails to keep sensitive information protected.

In summary, automation isn't just about efficiency—it's about transforming how government agencies serve their employees, citizens, and communities—all while ensuring security, cost savings, and adaptability for future needs. The time to act is now.

To learn more about how Canon can help you automate your workflows, visit usa.canon.com/business



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