

THE BENEFITS OF A **DOCUMENT** **Workflow Analysis**

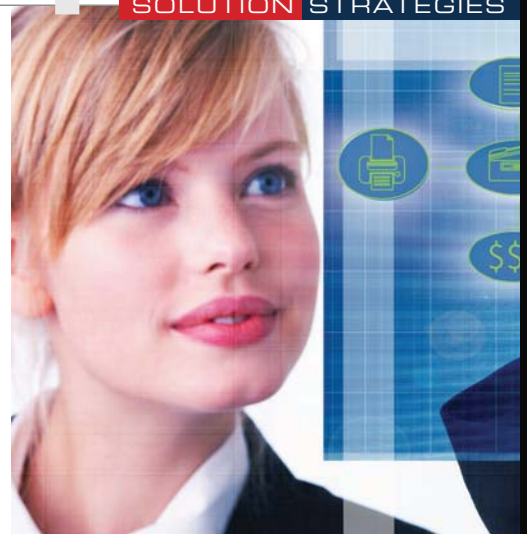
Having a good Office Equipment Dealer complete an audit of existing equipment at your office or business is important in order to assess optimum productivity. Equally as important is the successful completion of a Document Workflow Analysis to assess overall workflow functionality, helping to:

- Pinpoint the actual areas you need to correct for an increase in efficiency
- Show how a system customized to suit your needs is more cost-effective
- Address your daily workflow snags

Let's take a look at the overall process. Bauernfeind Business Technologies (BBT) can outline the benefits of a workflow analysis to validate whether or not your current expenses meet industry standards. This reveals areas where your company can be more cost effective, provides a point of view from industry experts, and introduces you to new ideas and solutions.

The first step is to determine your objectives and challenges. This is where you inform BBT of the obstacles you face, what strategic initiatives you are considering, and what concerns you are having with existing equipment. The next step is a complete inventory of existing equipment.

The use of a comprehensive audit tool, in addition to a walk-through, is the most effective way of obtaining all of the equipment data. Once the audit is complete, BBT will analyze costs with that data to review monthly volumes on all output devices, account for outsourcing, and assign a realistic goal to existing equipment. BBT can check productivity in key areas, determine soft cost savings, analyze document workflow and prepare a summary of findings. When in the position to analyze the data that has been collected, BBT can identify what your current costs are and recommend a solution that is based on your needs and your company strategy. This can include taking over an existing fleet of



existing hardware, and more. It all begins with a good document workflow analysis that will streamline your data processing as well as provide cost-saving solutions for your business.

BBT will discuss the process before and after the gathering of your data. A list of the data that you need to have accessible will be provided. This includes volumes on all document management equipment (copiers, faxes, printers, color), invoices for maintenance agreements for all equipment, as well as outsourcing invoices, lease documents for equipment, and



“The first step is to determine your objectives & challenges.”

printers, replacing them with new devices, re-aligning printers to more productive areas, redirecting traffic flow to better utilize

an understanding of objectives and challenges for all decision makers involved. A timeline for performing an audit of your network's printing devices, a date to perform a walk through of the facility, and a date to review the findings is set. This will provide a precise view of what your business needs are.

The goal is to control, manage, and reduce business costs while better enhancing workflow productivity. BBT