

AUTOMATION

SAVE TIME & BOOST PRODUCTIVITY





Introduction

How to Become More Productive

You've got a collection of systems (CRM, ERP, etc.) and spreadsheets that are no longer optimal for purpose. Symptoms are:

- Your team is re-keying data daily.
- Reporting requires extracting and manipulating data across systems.
- Proposals take hours to prepare due to outdated templates.
- Reconciliation and compliance work takes a lot of effort.
- Repetitive work for each business process is "Boring" for staff.

It doesn't have to be this way.

This guide indicates where Automation can free up your team's time each day but still get work done.



Common Challenges

THAT HURT PRODUCTIVITY

- Repetitive manual tasks: Tie up team members and divert them from high-value work.
- Poor data quality: Duplicates, missing or incorrect information which hinders decision-making.
- Process inefficiency: Activity bottlenecks.
- Time-consuming reporting: KPIs are unreliable and quickly outdated.
- Re-work and corrections occur: Human error leads to re-work.



FROM MANUAL TASK TO EFFICIENT ACTIVITY

- Frustration: Manual work leads to delays.
- Inefficient use of time: Re-keying data wastes hours.
- More work means more overtime or temporary staff.

AUTOMATION

- Join the dots: Capture data via forms or from emails to automate complete tasks
- Workload Peaks: Automate day-to-day tasks and scale with demand.



FROM UNRELIABLE DATA TO TRUSTED INFORMATION

- Manual entry leads to errors and delays.
- Reactive reconciliation leaves gaps.
- Decisions based on a “Fuzzy Edge”.

AUTOMATION

- Automation keeps data current and synchronized.
- Automated reconciliation gives evidence for Trust.
- Trust in data leads to better adoption and collaboration.



WORK SMARTER

Software Robot vs Assistant?

FROM DISCONNECTED PROCESSES TO STREAMLINED WORKFLOWS

- Processes: Each step and handoff creates friction
- Growth amplifies : More friction
- More people : Increases potential for variation

AUTOMATION

- Remove Friction : Automation of complete processes.
No delays waiting for people to be available.
- Process Consistency : Automation does not vary.
- Process Consistency : Automation delivers audit trails.



AUTOMATION

Automation Can Transform Work

- Document Generation : Create proposals, quotes, contracts, etc. with Automation that can be run on request or on a schedule.
- Task Processing : Replace manual processes with automated actions, notifications, and smart routing.
- System Integration : Enter data once and synchronize it across systems.
- Online Forms : Capture data and use it in automated task processing.
- Email : Use contents and attachments for automated activity.

Call us to talk about how Automation could deliver for your business - 0845 643 4410.

NO BORING WORK HERE

OR HERE

OR HERE

REALLY?

**Repetitive Work is Boring :
Let's Automate It!**



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