

## How Can Workflow Help My Company?

Incorporating workflow automation into business-specific processes can help businesses maximize efficiency, practice proactive management and respond quickly to changing conditions. In an organization, inefficiency in processes most often is not in the execution by the employee, but rather in the time between steps in the sequence.

- How long does it take to get signatures from a group of employees in different departments?
- How long does it take to collect feedback from a meeting or training event?
- How long does it take to approve a purchase order?
- How long are you sitting at your desk waiting to get an approval on a credit limit override?

Those minutes and hours create lags in business processes. By placing a workflow process in a virtual environment, the time between processes can be reduced from days to minutes. By automating workflows like the ones we have mentioned above, it will bring the following benefits to your company:

- **Give you more time**, so you can concentrate on more important things.
- **Reduce overhead cost**, by saving valuable employee time and reducing manual errors
- **Ensure tasks are being completed**. Business processes will take place automatically and it will identify the cause of a bottleneck.
- **Establish accountability**. Your company is only as effective as the weakest link. With workflow you can identify the weak links and correct them.
- **Happy Employees**. Your employees will be happier when they have less administrative tasks to deal with.

Microsoft Windows SharePoint Services provides a robust, customizable work environment for users to create, collaborate, and store valuable business information. A workflow is a natural way to organize and run a set of work units, or activities, to form an executable representation of a work process. This process can control almost any aspect of an item in Windows SharePoint Services, including the life cycle of that item. The workflow is flexible enough to model both the system functions and the human actions necessary for the workflow to complete.

Contact us today for a demo on Workflow and Sharepoint.