

A photograph of two men in business suits looking at a screen together. The man on the left is wearing glasses and has a beard. The man on the right is smiling. The background is blurred, suggesting an office setting.

Work Smarter, Not Harder with Business Process Automation

If your business deals with paper in any capacity, chances are you can benefit from [document management software](#). Document management at its core allows a business to better organize their documents and streamline current processes to boost overall business efficiency. Once you realize the benefits of document management software, the levels of efficiency do not stop there! When utilizing a built-in [business process management \(BPM\)](#) solution, you can further improve your document management strategy with the many capabilities of process automation.

Let's consider your daily document-driven tasks. This could include data entry, filing, and document distribution. Business process automation solutions enable you to accomplish these tasks easier, faster, and with less hassle. BPM is a systematic approach to making an organization's workflow more effective, more efficient, and more capable of accomplishing daily data-driven activities. By creating custom document workflow routes, your [BPM software](#) can take over to automate inefficient manual processes, freeing up employees to instead focus on revenue-generating tasks.

Without planned, predetermined workflows, your business will be stuck processing paperwork ineffectively, wasting valuable time transporting documents. So, whether you're new to BPM, or already have a document workflow solution and are in desperate need of an upgrade, there are many opportunities to further boost your productivity.

Let's assume you have an outdated BPM and the automated workflows that you've set up are no longer running as smoothly as they once did. With updated business rules, and new approval roles, you may be experiencing document routing difficulties. These actions could cause critical business documents to get stuck within the workflow process. An outdated, linear workflow model makes it more difficult to establish breaks in the process. If you're finding yourself having to hunt for where and what caused a document to get stuck in a linear workflow, well, now you're just wasting more time!

Implementing the latest BPM software can solve this workflow process problem by offering more options, more customization, and better design flexibility. When your workflow software is up-to-date with the latest features and functionality, you'll be able to easily troubleshoot document routing problems. With in-depth graphical mappings of each document activity, administrators can effortlessly create and revise workflow activities, with more detailed process steps. This includes applying pre-set document requirements at each stage as an added layer of validity before pushing the document further down the workflow route. As a bonus, upgraded BPM software even provides real time analytics, providing in-depth visibility and workflow analytics from the amount of time a document spends in each workflow stage, to logged document actions by user. BPM delivers improved business intelligence by delivering on-demand management reporting on document-driven processes.

Updated BPM solutions also enable users to create sub-processes with both automated and user-initiated actions. What this means is, instead of waiting for an employee to drop the file into a monitored folder, the user can simply approve a document or apply changes, and once they click "Save" it's on to the next workflow stage. Plus, with automated validation processes, the system will automatically flag any documents that may need further review.

Don't believe me? Consider what would happen if you didn't upgrade your BPM software. Those processes that were once effortlessly streamlined, will turn sluggish over time. And when time is money, you do not want to be held accountable for your company's loss of revenue.

Now is the time to make the leap! Learn more about powerful [BPM software today](#) and how the latest process automation solutions can enable your organization to gain the flexibility, productivity, and support to work smarter, not harder.



Marketing Communications Specialist **Ashley M. Gonzalez** is the voice behind Square 9 Softworks's weekly blog articles. Committed to communicating today's common challenges in paper-based processes, Ashley provides in depth analysis into the document management industry and the solutions that accommodate the needs of end user communities. For additional information, please contact Ashley at agonzalez@square-9.com.