

Xerox® Workflow Assessment Services

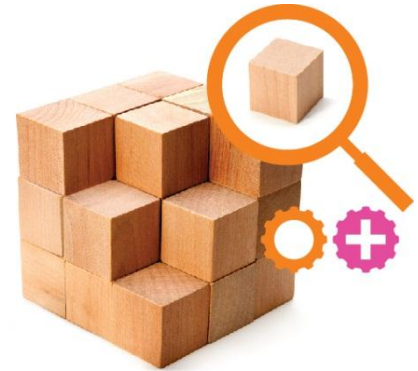
Xerox® Workflow Assessment Services helps you uncover and understand document workflows across your organization. The service goes beyond simply identifying where documents reside and what print devices are used. It provides the deep insight you need to make informed decisions around document and workflow optimization.

Get a data-driven, personalized analysis of your organization's document usage and related business processes.

Xerox® Workflow Assessment Services combines our workflow domain expertise, qualitative and quantitative information gathering, and proprietary tools and analysis methodologies to give you a data-driven view of your document-based business processes. This view offers dynamic visualizations that help highlight areas of opportunity for workflow enhancement or automation, benchmarked internally and against industry peers.

- Gain insight into your document usage and workflows with our multi-tier engagement process
- Reveal organizational behavior patterns and potential issues using flexible audit capabilities
- Identify who prints what and where through a quantitative analysis of user print data
- Expose opportunities, risks and anomalies in your document filing and storage
- Clarify and categorize why documents are printed, shared and moved through process workflows

Xerox® Workflow Assessment Services provides an exceptional level of insight into the way documents flow through your organization, quickly laying a foundation for measurable process improvement and cost reduction.



Intelligent analytics and visualization help you optimize print and document workflows.

Structured Service Framework

Xerox® Workflow Assessment Services uses a three-tier approach that provides progressively more insight into document usage and workflows, quickly and cost-effectively. It includes:

- A high-level assessment to measure the maturity of your managed print services (MPS) environment
- Insight into your document-intensive processes to help you understand who, where and why documents are used
- Step-by-step workflow process analysis that shows exactly how your employees use documents to do their jobs

MPS Capability and Workflow Qualification Assessment

This assessment helps you measure the maturity of your overall MPS environment. Using a simple Question and Answer format, we can help you understand where your environment is mature, and where further opportunities exist.

Xerox® Document Analytics Service

Xerox® Document Analytics incorporates client surveys, user print job data, physical filing and paper storage audits as well as traditional MPS device data, to reveal how, why and where print is being used as part of your business processes. Xerox® Document Analytics helps you make informed decisions based on the best data available.

Detailed Workflow and Business Process Study

Once a workflow or business process improvement opportunity is identified, Xerox workflow consultants work with the business process owners to map step-by-step process details — including individual user contributions, how and why documents are used, and associated time and costs. The output will help you identify areas for process improvement, so you can reduce cost, risk and complexity.

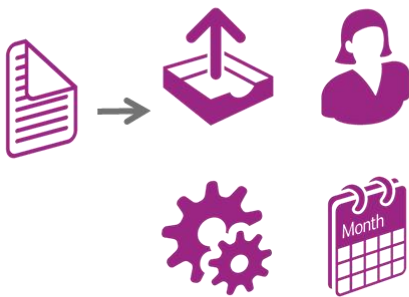
Industry-Leading Expertise and Tools

Few organizations have as much knowledge and experience with documents as Xerox. Xerox® Workflow Assessment Services combines the best minds in our business with innovative tools that capture, analyze and present data about your documents. We help you see your documents in a whole new way.

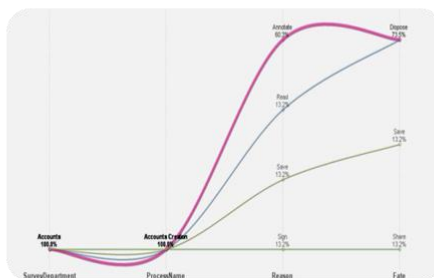
Continuous Innovation

Xerox® MPS provides clear, measurable value: print for less, and print less. Xerox® Workflow Assessment Services uses unique, innovative and personalized tools and methods to reveal the complex relationships between documents, processes and people. Whether you're focused on users, print volume, business processes or document lifecycle management, Xerox® Workflow Assessment Services will help you make informed decisions about your organization's document strategy.

Xerox® Workflow Assessment Services



One document can drive dozens of workflows, activities, processes and deliverables.



Reporting tools help reveal the nature and cost of document processes.



Results help drive decisions to streamline processes, reduce cost, remove risk and complexity.

To learn more about Xerox® Workflow Assessment Services visit xerox.com/mps