# GOING PAPERLESS



MICHELLE HOYT MELISSA KRAUSS ALASBO 2013

## What Does Paperless Mean?

#### Workflow

### Filing

#### Payments



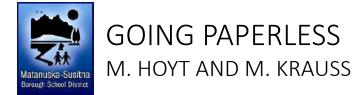
## July 2011 – Apriant, Inc.

Paper-Based

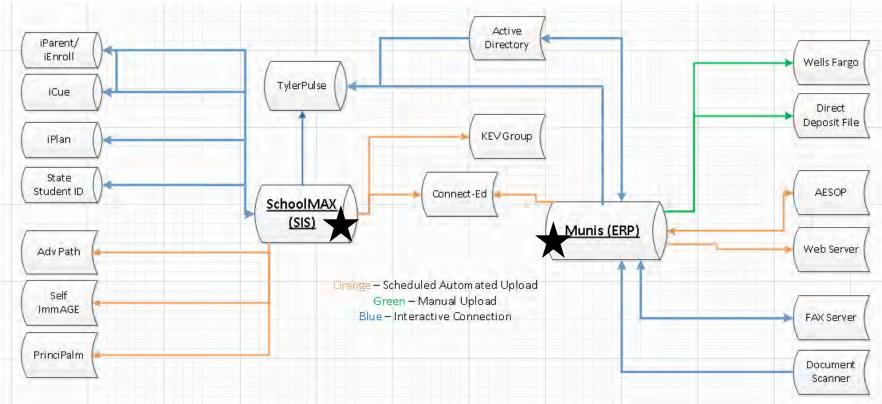
Unwieldy

**Too Many Approvals** 

Rework



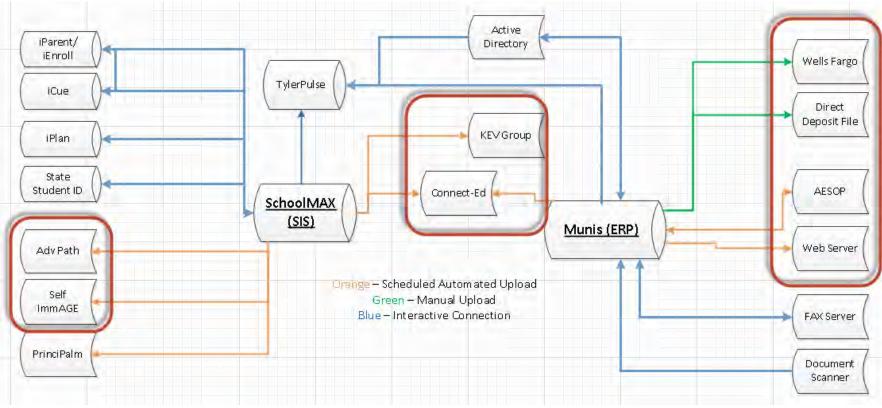
## Data Integrity.



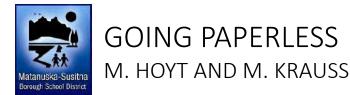
One System of Record || One Entry Style || Scheduled / Automated Connections



## Cloud Computing.



SaaS || Lots of Advantages! || Import Features



## Adapting Business Processes.

#### Change to Meet System Need

#### Simplify and Standardize



## Disaster Recovery.

#### No Longer "Filing Cabinet" Based

#### **Identify Key Players & Processes**

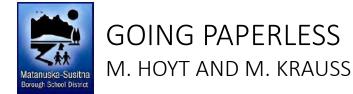


## Let's Get Practical.

#### Job Opening $\rightarrow$ Hiring $\rightarrow$ Purchasing Classroom

#### Items $\rightarrow$ Work Orders $\rightarrow$ Leave Request $\rightarrow$

**Expense Reimbursement** 



## More Ideas.

#### IT and Maintenance

#### **Online Hiring**

**E-Mailed Forms** 

**Mobile Apps** 







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