The Importance of Business and Document Automation

Automation typically brings to mind long assembly lines of machines manufacturing goods with little human supervision required. However, automating repetitive processes has become a critical part of every aspect of business, including administrative and back-office operations. It keeps your business running smoothly and eliminates wasted time, money, and effort.

Documents are a key part of every business process, from tracking revenue, managing the workforce, and making decisions for the future. From the moment they're created to when they're archived or disposed of, it's a lot of manual work, taking hours of time and generally involving a great deal of repetition. To ensure a smooth, error free process, the ability to streamline and automate processes is critical to any business.

This Is Where Revver's Automation Comes In

Revver is a well-oiled machine with a suite of automation tools that perfectly complement each other. End-to-end, you'll be able automate any repetitive document-centric work, with only minimal adjustments required.

It all begins with the creation and upload of your documents with **Zonal OCR** or **form fill**. Each of these features captures information and uploads your documents and their data into Revver quickly, with the important information saved as metadata. Zonal OCR also automates the extraction of metadata for commonly used forms, automatically adding it to your files for search and for getting your documents on the move with workflows.

Workflows

Workflows can route documents to the right location in Revver, notify the appropriate team members for review and approval, or even create new folders based on templates. Workflows are capable of automating many actions and changes to documents based on metadata or document actions, saving you valuable time and effort.

Folder Templates

Folder templates are a powerful, time saving feature that can automate the process of setting up new folders and files. Folder templates can be set up with workflows to automatically apply security rules to a document when it's uploaded, including **access, governance and retention rules**. Automatically applying retention rules is a great way to "set it and forget it" for documents you need to keep for a specific retention period. It's like setting an alarm that will notify you when it's time to delete the document when you're no longer required to keep it.

Faster and More Efficient Work

Automating manual tasks with these features can provide significant improvements in time and effort spent. When automating tasks on an even bigger scale, you'll save even more time and avoid costly human errors as your processes run smoothly and efficiently, without the need for constant manual intervention. With so many options available for automating your business functions, no matter what department or function you're looking to improve, you can customize your system from the ground up with multiple paths and a multitude of different actions to properly streamline your business.