



## The Challenge

There are ten local branch offices of a real estate company, each of which mails their invoices to head office, which then inputs into the local network one-by-one. This is a time-consuming process each month.

## The Solution

With Scan to SharePoint Online, each of the branch offices scan their paper invoices to SharePoint Online, and they are sorted into the correct folder using metadata and automated workflow processes in the background.

This makes the invoicing process much more efficient and enables the finance team to spend time on value-added activities rather than manual invoice handling.

## App Benefits

Scan to SharePoint Online improves workplace efficiency as it cuts out the requirement for physical document mailing and manual data entry.

The intuitive interface on the printer and automated workflow process means that no training is required for users to get started. Users can also be confident that all the necessary documents have been scanned correctly and are legible due to the pre-configured settings on the printer. This saves time as documents no longer have to be re-sent.

## The Workflow Process

