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Home & business productivity
# The pitfalls of manual documentation

Nuance Communications

December 4, 2018



Documentation overload is nothing new in business, but many industries still rely on manual processes, which can be error-prone, time-consuming to less efficient and costly. New documentation productivity and workflow solutions can help.

Completing reports, filling out forms, to sending emails or responding to general notes, on any given day, professionals can spend a large bulk of their time on paperwork. While manual documentation processes can have its pitfalls, from being error-prone, time-consuming, to less than efficient and costly, surprisingly, many professionals still rely solely on manual input methods; basically, typing or scribbling notes in long-hand to get work done.

Documentation overload is nothing new in business and its impact on professionals in countless industries is high. Police officers, for instance, say they spend 3-4 hours each day on incident reporting, according to a recent survey. And financial advisors, who are responding to increased regulations within the industry, indicate that their administrative costs will increase by 63 percent as a result of higher reporting demands.

Relying on manual documentation alone is no longer necessary, especially with the influx of new documentation productivity and workflow solutions. These systems are versatile enough to automate documentation workflows, enable powerful customizations, such as the ability to add templated content into reports and other business paperwork, as well as offer mobility, eliminating the need to sit behind a desk to get work done, but create, edit and share it from anywhere.

The benefits of automating documentation workflows, versus relying on manual processes alone, are many. And for those industries, whose business rely on moving mission-critical information, it can help

improve collaboration, compliance, productivity, and costs.

**Tags:** Dragon voice recognition

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