INNOVATORY IT COMPANY MAKES A SWITCH FROM MANUAL TO AUTOMATED TRAVEL REQUEST WORKFLOW

Business trips and paperwork in the business industry are always hectic and time-consuming. Similarly, one of the leading IT companies started facing challenges with overcoming challenges in their manual travel request process. Just like a high-tech explorer in the deep sea, they're diving into the challenge of making travel requests easier. Instead of drowning in forms and slow processes, they decided to switch to travel request workflow automation.

After doing all the market research they found that the appropriate workflow to their need would cost them heavy bucks, here Titan Workspace comes into play as it saved up to 60% of the cost while integrating and customizing automated workflows. Cheery on the top is its seamless integration within the existing M365 subscription, saving both time and money.

WHAT IS EMAIL MANAGEMENT TOOL?

Before implementing Titan Workspace's workflow automation solution, the leading IT company had to deal with a lot of challenges. The below mentioned challenges not only created chaos but also reduced the productivity and efficiency of the company.

- **Manual Process :** Following the manual process the company relied heavily on the back-and-forth through emails. The dependency on the email chain causes inefficiencies and delays in the travel request approval process.
- **Lack of Transparency :** Tracking the mails and bottlenecks of the process was not an easy task in the manual process. Since everything was done manually it was hard to find the reason for the delay of the approval process.
- **Time-Consuming Process :** Undoubtedly manual processes are time-consuming in comparison to automated workflows. Back-and-forth through emails increased the completion time of the process by a few days or even weeks.
- **Paperwork :** The manual process for filing out the travel request form incorporated a lot of paperwork that made it hard for both the initiators and approvers to track record and check the status of the process.

HOW DID TITAN WORKSPACE TACKLE ALL THE CHALLENGES OF THE COMPANY?

The IT firm embarked on a journey to revolutionize its travel request management with Titan Workspace's customized solution for workflow automation.

- **Seamless Integration with M365 :** Titan Workspace seamlessly integrated their workflow automation module with the company's existing M365 environment, facilitating effortless data sharing and collaboration across teams.
- **Customized Access Controls :** Stakeholder access controls were tailored to align with the company's hierarchical structure, ensuring appropriate levels of access and accountability. This ensures ease for both the requestor and the approver.
- **Tailored Workflow Cration :** Customized workflows were created ensuring that all the necessary details are embedded to facilitate the smooth exchange of travel details, ensuring accuracy and completeness throughout the process.
- **Automated Email Notifications :** Automated email notifications were configured to provide real-time updates on every action taken within the travel request process, enhancing transparency and accountability.

BENEFITS OF USING THE TRAVEL REQUEST WORKFLOW AUTOMATION OF TITAN WORKSPACE

- **Enhanced Collaboration :** Integration with M365 boosted collaboration and data sharing, reducing travel request processing time by 35% across departments. Now it can be done within 1-2 days or even a few hours.
- **Streamlined Processes :** Customized and automated workflows decreased manual intervention, resulting in a 30% decrease in errors and a 40% increase in processing speed.

- **Improved Communication :** Automated email notifications increased timely updates on travel request statuses by enhancing communication and transparency.
- **Increased Efficiency :** The IT firm saw a 35% increase in efficiency in managing corporate travel, leading to significant cost savings and a 40% improvement in employee satisfaction.
- **Cost Savings :** With Titan Workspace the leading IT company saved up to 60% in comparison to other for getting their ideal customized automated workflow.

CONCLUSION

In conclusion, Titan Workspace's travel automation solution proved instrumental in elevating the efficiency of travel request management for the IT firm, showcasing the power of seamless integration, customized solutions, and automation in optimizing business processes. Now the business travel request process was a breeze for the leading IT company.

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