

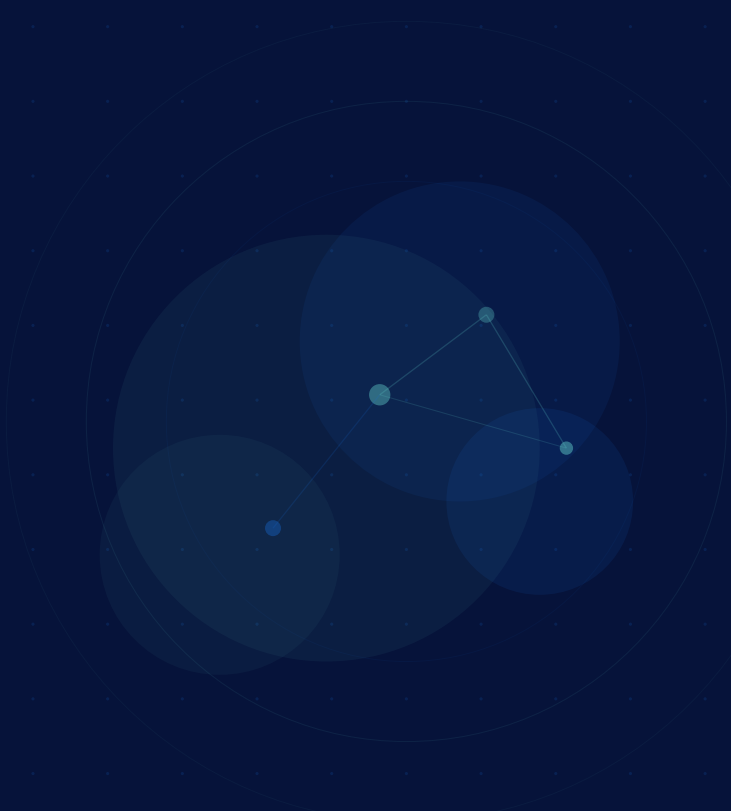
MICROSOFT 365 ANALYSIS

# Process Intelligence Report

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**Dunder Mifflin Paper Company**

13 April 2026



# Executive Summary

## KEY METRICS

Based on 30 days of Microsoft 365 activity analysis across your organisation.

# 20

## hours of manual work per week

Estimated time your team spends on repetitive tasks that could be automated, based on observed activity patterns.

### 25

USERS ANALYSED

### 21.8K

EVENTS PROCESSED

### 30

DAY PERIOD

### 12

TOTAL FINDINGS

### 6

QUICK WINS

### 1

HIGH VALUE

## PRIORITY CATEGORIES

### Quick Win

High impact, low effort — can be automated quickly with minimal setup.

### High Value

High impact, higher effort — significant ROI but requires more planning.

### Long Term

Strategic improvements that compound in value over time.

## DATA SOURCES ANALYSED



Exchange  
10.1K



Teams  
7.2K



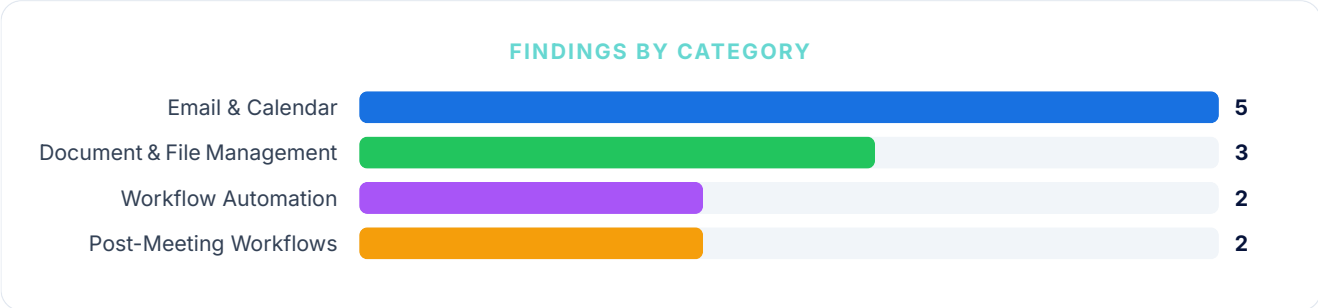
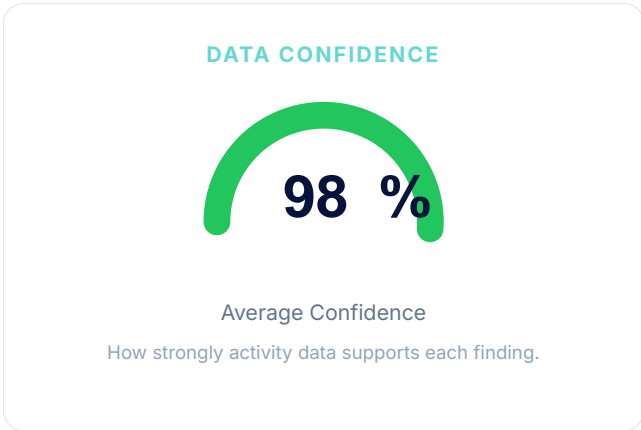
SharePoint  
2.5K



OneDrive  
2.1K

## DATA ANALYSIS

Visual breakdown of automation opportunities across your environment.



# Impact vs Effort

Each finding plotted by its potential impact against the effort required to automate. Findings in the top-left quadrant deliver the fastest ROI.



● Quick Win ● High Value ● Long Term

- 1 Email attachment save &
- 2 Invoice/payment emails
- 3 High-volume attachment
- 4 Manual data entry from email
- 5 Recurring status/report emails
- 6 Meetings with no documented
- 7 Email-based approval workflow
- 8 Email forwarding relay pattern
- 9 Repetitive email subjects
- 10 Email scheduling ping-pong
- 11 Same email sent individually
- 12 Manual post-meeting follow-up

# Top Findings

## AUTOMATION OPPORTUNITIES

The highest-priority automation opportunities identified in your environment, ranked by potential impact.

QUICK WIN

Document & File Management

### Email attachment save & forward workflow

118 occurrences, mostly on Fridays

Users receive emails with attachments, manually save files to storage, then forward to others. 118 occurrences detected across 25 users. Automate with Power Automate: auto-save attachments to SharePoint and notify recipients.

IMPACT  EFFORT  CONFIDENCE **98%**

HIGH VALUE

Workflow Automation

### Email-based approval workflow detected

596 occurrences, mostly on Mondays

Users send approval/review requests via email, wait for responses, then update documents manually. 596 instances across 25 users. Replace with Power Automate approval flows for instant tracking and audit trails.

IMPACT  EFFORT  CONFIDENCE **98%**

QUICK WIN

Workflow Automation

### Invoice/payment emails requiring manual processing

4 occurrences, mostly on Wednesdays

4 invoice and payment-related emails received across 1 users. Automate with AI Builder invoice extraction and push to your accounting system via Power Automate.

IMPACT  EFFORT  CONFIDENCE **97%**

QUICK WIN

Document & File Management

### High-volume attachment handling detected

565 occurrences, mostly on Mondays

Users handle large volumes of email attachments (565 attachment emails). 25 users affected. Use SharePoint document libraries with sharing links instead, or auto-save attachments with Power Automate.

IMPACT  EFFORT  CONFIDENCE **98%**

# Top Findings

QUICK WIN

Document & File Management

## Manual data entry from email to spreadsheet

146 occurrences, mostly on Wednesdays

Users read emails then manually update spreadsheets/trackers within minutes. 146 occurrences across 4 users. Automate with Power Automate email parsing to auto-populate spreadsheets or CRM.

IMPACT  EFFORT  CONFIDENCE **98%**

QUICK WIN

Email & Calendar

## Recurring status/report emails detected

87 occurrences, mostly on Mondays

Users send similar emails to the same recipients on the same day each week. 87 instances detected across 4 users. Automate with scheduled email templates or Power Automate report distribution.

IMPACT  EFFORT  CONFIDENCE **98%**

Showing top 6 of 12 findings. Full details available in the WorkScan by Genmar platform.

# Next Steps

## Ready to explore automation opportunities?

Let's schedule a meeting to discuss these findings in detail and map out your process improvement roadmap.

We'll walk through each finding, estimate time savings, and help you prioritise which automations to implement first.

## What to Expect

- 1 Review Meeting**  
Walk through findings and validate priorities.
- 2 Automation Roadmap**  
Phased plan starting with quick wins.
- 3 Implementation**  
Build and deploy automations.
- 4 Measure & Optimise**  
Track savings and iterate.

## Get in Touch

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Web: [ai.genmar.co.uk](https://ai.genmar.co.uk)