Selecting the first process for digitisation · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Draw the process from entry to delivery and mark the double entry.

Record and working document

Test the solution on a task that is frequently repeated and has a clear outcome.

If the process itself isn't defined, agree on ownership and the steps before making the purchase.

Working example · Selection of the first process for digitisation

Test the solution on a task that is frequently repeated and has a clear outcome.

Specific next steps

1. Test the solution on a task that is frequently repeated and has a clear outcome.
2. If the process itself isn't defined, agree on ownership and the steps before making the purchase.
3. Set a measurable goal that can be seen within a few weeks.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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