Selecting the first digitisation process · How to introduce the process into routine operation?

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

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

Set a measurable goal that can be seen within a few weeks.

Regular application

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

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

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. Draw the process from entry to delivery and mark the double entry.
2. Test the solution on a task that is frequently repeated and has a clear outcome.
3. If the process itself isn't defined, agree on ownership and the steps before making the purchase.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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