Selecting the first digitisation process · What if the process gets stuck?

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.

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

When a plan meets an obstacle

Compare the volume, error frequency, risk and time spent on manual work.

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

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. Compare the volume, error frequency, risk and time spent on manual work.
2. Draw the process from entry to delivery and mark the double entry.
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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