Selecting the first process for digitisation · How to verify it using an example?

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.

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

Checking by example

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

Map out the end-to-end process from intake to delivery and flag any duplicate entries. If the process itself isn't defined, agree on ownership and the steps before purchase.

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. 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.

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