Working during a SaaS application outage · 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.

Prepare the authorised local export, the necessary references and the responsible person.

Record and working document

Repeat a work task without the main system and then reconcile the records.

When manual entry creates duplicate records, introduce tags for subsequent import.

Working example · Working during a SaaS application outage

Repeat a work task without the main system and then reconcile the records.

Specific next steps

1. Repeat a work task without the main system and then reconcile the records.
2. When manual entry creates duplicate records, introduce tags for subsequent import.
3. Measure how long the business can really wait before initiating the backup procedure.

Limits of application

Apply the guideline to your documents and working methods.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-postupak-bez-dobavljaca-dokazi