

THE KEY FACTORS OF A PAPERLESS OFFICE



DECIDE ON A STRATEGY

Assess what information you want to digitalise, how you are going to organise it and which documents are priority.



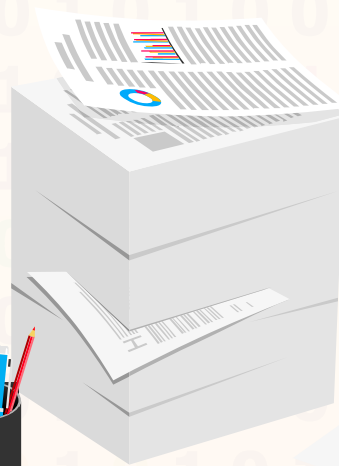
ESTABLISH SOME OBJECTIVES

Set a number of goals that are specific, measurable, realistic and achievable within a certain period of time.



DEPLOY THE TECHNOLOGY

Install the equipment and programmes necessary for the digitisation and virtual filing of the documents.



DEFINE A BUDGET

Thoroughly analyse what you need and how much you can spend. Investigate what options there are on the market and choose the most suitable.



GET UP TO SPEED WITH THE NEW TOOLS

Familiarise yourself with the devices and work routines. It is important that all employees know what they do and have mastered how they work.



Source: DataScope.