NIKEC

TIPS TO ENHANCE A DOCUMENTS LIFECYCLE

CAPTURE → **MANAGE** → **PROCESS** → **OUTPUT**

The cycle begins by collecting, creating or receiving a document. This could be both electronic or paper.

Once captured, documents need to be securely managed for easy access. This includes deciding where to store them and how.

Decide what you want to get out of the document. This could be reviewing, editing, signing, all depending on the type of doc.

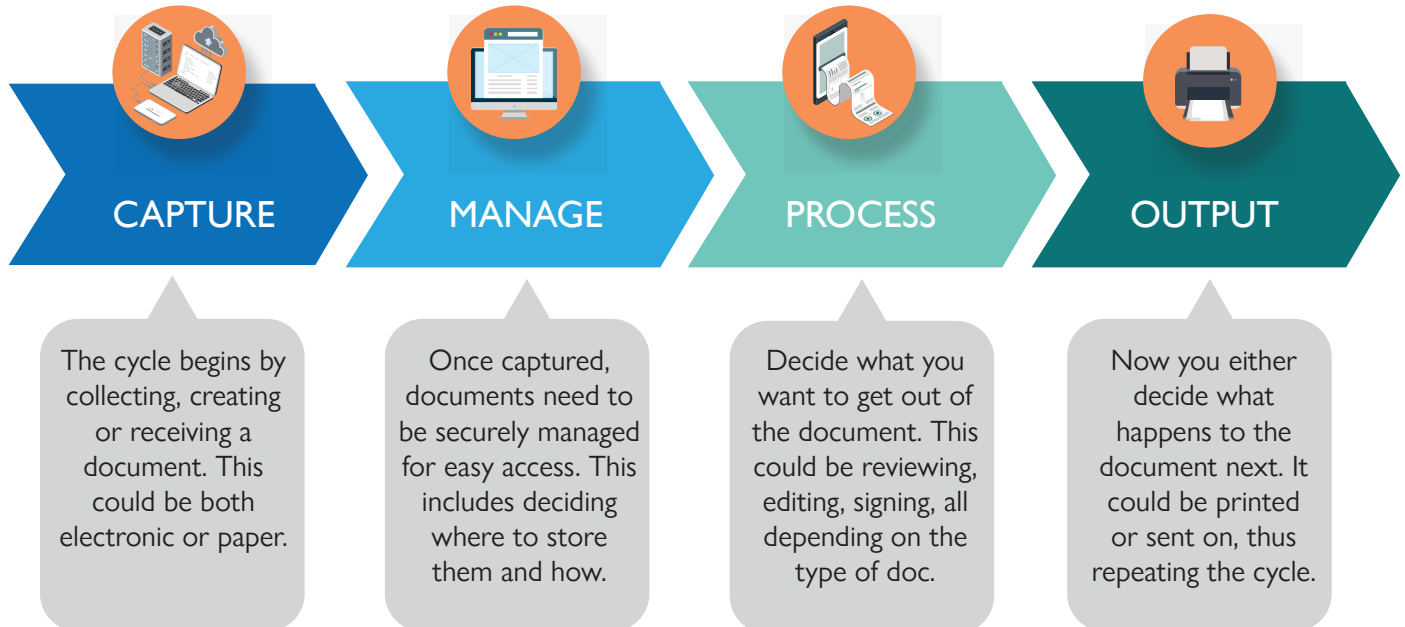Now you either decide what happens to the document next. It could be printed or sent on, thus repeating the cycle.

THE TIPS

CAPTURE
Try to accept only digital documents in an attempt to become paperlite. If this isn't possible, ensure you have the right software in place so that you can scan paper documents and route them with automation.

MANAGE
Ensure you have a Document Management System in place so you can achieve one source of the truth by linking all your other systems to it. It's also important to make sure employees are trained correctly on the tool of choice, as you'll be surprised at how easily it is to forget how to use technology if it's not used daily.

PROCESS
Use technology to utilise the information in the document be that routing it to the right place automatically, removing information, or using the data to pass to another system and another process.

OUTPUT
Have a way to share from that one source of truth and ensure it's trackable with audit features.