

*Is your organization struggling with a manual process and operational inefficiencies? Overwhelmed and uncertain where to start? We can help.*

Here are five simple steps to help you plan your workflow automation.

1

### WHAT ARE THE KEY STEPS IN YOUR PROCESS?

Lay out your best path, as if everything will go as planned.

2

### WHAT HAPPENS IF...?

Anticipate roadblocks and plan how to get back on track.

3

### ASK YOURSELF: WHY?

Standard processes are not always best practices. They should regularly be refreshed and recalibrated.

4

### ASK: HOW MANY?

Not every circumstance or exception will need its own step in your process. Keep it simple.

5

### DRILL DOWN

Add a layer of detail to each step. Think about configuration within the system.

*ACGI Software can help simplify your operations and deliver the right solution to meet your business needs.*

Contact a Workflow Automation Specialist at  
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