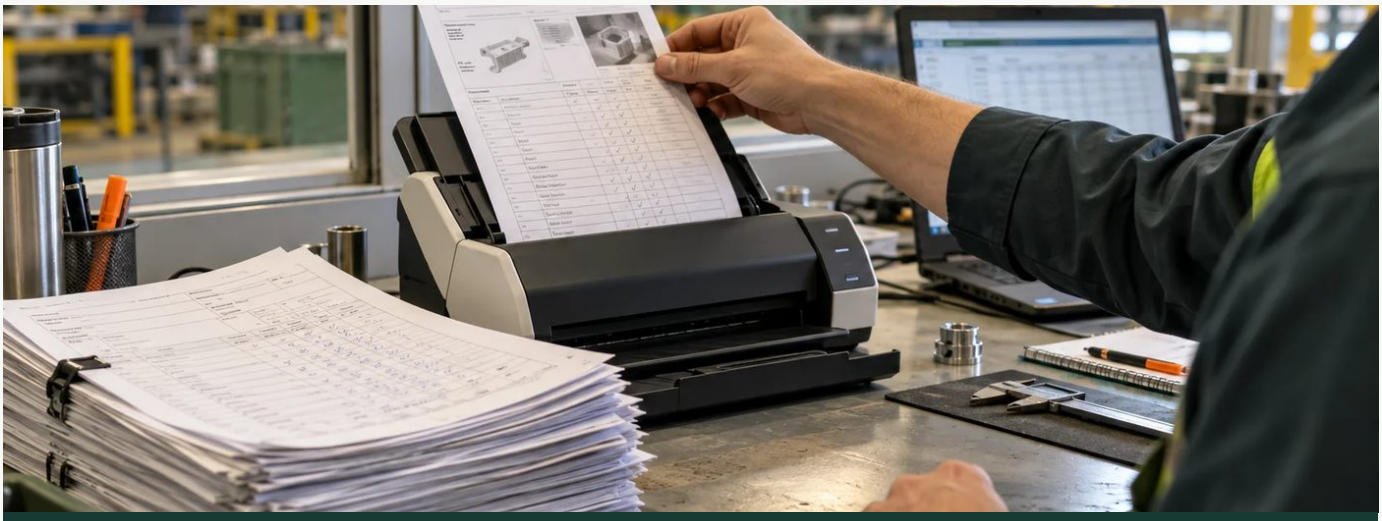
processspark.com
Info@ProcessSpark.com

Capture it once.
Stop typing it twice.

Reduce repeated paperwork across everyday operations.

Delivery dockets, inspection forms and shift records often start on paper, then get copied into spreadsheets or business systems. That creates extra handling and makes missing or unclear details harder to spot early.



MOVE FROM PAPER RECORDS TO INFORMATION YOUR TEAM CAN USE

When the same information is handled again and again

01 **Paper records need another pass**

Details are written on a form, checked by another person and then typed into a system.

02 **Missing details create follow-up**

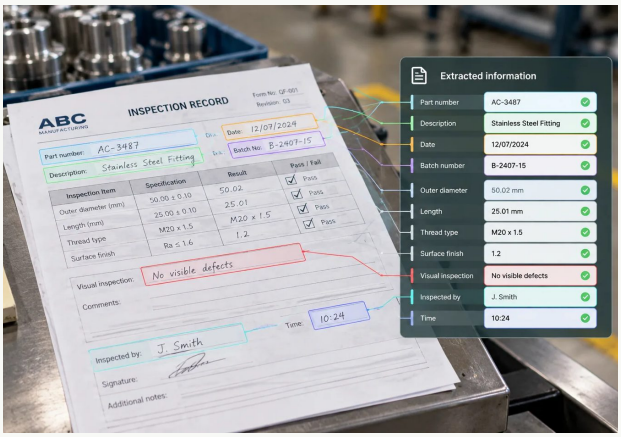
A blank field, unclear handwriting or inconsistent reference can send a record back for clarification.

03 **Important records stay difficult to use**

Scanned files and spreadsheets may not be linked to the job, order, supplier or asset they describe.

Replace repeated entry with a checked workflow.

Use digital forms, document capture and system connections where they remove real effort from the process.



TODAY

Copy, check and re-enter

A paper form or supplier docket is reviewed, retyped into a spreadsheet or system, and checked again when something does not match.

A repeatable workflow

Receive a document or digital form > capture key fields > validate against agreed rules or references > review uncertain items > update the connected record.

What a better process can support

CAPTURE

Start with the right input

Use a digital form for new work or scan retained paper records that still need to be kept.

CHECK

Flag items for review

Check required fields and known references. Route unclear or inconsistent details to a person.

CONNECT

Link it to the work

Attach the information to the relevant order, job, asset or supplier in existing systems.

RETAIN

Keep a usable record

Store the approved information so it can be searched, reviewed and reused in later steps.

What to measure

- Time from receiving a record to entering it
- Repeated entry points in the current process
- Fields that need correction or clarification
- Records linked to the correct job, order or asset

Document capture and automated checks can assist the process, but source quality and human review remain important where accuracy matters.

Start with one process.

Show us where information or paperwork is slowing the work down.

Show us your process >