

# DIGITAL TRANSFORMATION

## Part One: The Art of Digital Transformation

How important is Digital Transformation to your organization? [According to AIIIM](#) 79% of organizations realize that they must transform into a true digital business in order to survive. When you consider all of the information your organization captures; from job applications to invoices, contracts, and more, how many of your processes are encapsulated in paper-based functions? Whether your focus is keeping up with continuous changes, staying compliant, spending less time and money storing and retrieving information, or streamlining collaboration between departments, there are several reasons to consider transforming your content into high-value information.

So we know [digital transformation](#) is important to many organizations, but how do you do it and what does it really mean? In its simplest form, it means to do something differently. Digital transformation isn't a one-and-done project you can mark off on your to-do list, it's a journey that should take a well-rounded approach. The art of digital transformation involves people, process, and business rules, all aligning to carry out plans, reach milestones and engage users.

Getting started with the transformation of your [paper-based documents](#) must start by understanding how they are currently working. Take the time to review what information is being captured, what roles do people have, and what information is being used to make informative decisions. Once you know how your processes are managed you can then frame your efforts into ways of automating them for your organizations advantage. By identifying the most important pieces of information and who oversees the operational process, you can build a strategy that creates a more streamlined and efficient [document workflow](#) process.

Whether you are just getting started on your journey or are already on it, the art of digital transformation remains a key initiative for many organizations. Stay tuned in the coming weeks as Square 9 continues to cover more on the digital transformation journey!

If you are ready to learn more about the technology and strategies for transforming tedious [manual tasks](#) into streamlined flows of information, check out Square 9's latest webinar on The Art of Digital Transformation, where we guide towards efficiency with strategies for success.



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