

THE STORY OF
DIGITAL WORK DISCIPLINE



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**DO YOU HAVE DEFINED A
DIGITAL *WORK* DISCIPLINE?**

A STORY...

BEN, A GENERAL MANAGER, POINTS OUT THAT...

**95% OF THE COMPANIES HAVE STRATEGY AND PLAN
BUT STILL MANY OF THEM FAIL, WHY?**

...THEY ALL HAVE KNOWLEDGE BUT THEY FAIL IN THE **EXECUTION PHASE**
DUE **LACK OF DISCIPLINE AND DEDICATION.**



**HARVARD
BUSINESS SCHOOL**

McKinsey
& Company

...SO HOW THINGS GOES WHEN BEING GLOBALLY – WORKING REMOTELY...

AHA MOMENT FOR “DIGITAL WORK + DISCIPLINE”



Jira Software

...ADMINISTRATIVE PROCEDURES ARE USUALLY LACKING HERE, THEY ARE THE COMPANY'S BACKBONE... YOU HAVE TO **BE DIGITALLY INSIDE TOO** IN ORDER TO BE RESPOND FAST.

...SOLUTION BUT HAS **HIS** PREFERENCES ON HOW TO ACHIEVE IT:

NO CODE, NO INVESTMENT, CLOUD, CERTIFIED...



...YOU NEED TO USE THE SYSTEM FUNCTIONALITY WITHOUT LEARNING IT
AND CONTINUE DOING **YOUR CORE JOB WHICH YOU ARE GOOD AT.**

BEN MEET US TO "GET THE JOB DONE"

DIGITAL OFFICE



MODERN CLOUD
PLATFORM (SAAS)



TRUSTED & COMPLIANT
(QTSP)



SUBSCRIPTION
(easy start)



MODERN
(Open APIs)

HELPS YOU DIGITIZE PROCESS FLOWS AND SPEED UP EXECUTION IN
BUSINESS PROCESS AUTOMATIONS, DOCUMENTS AND E-ARCHIVING.

What we did?

Helped bringing the **administrative working procedures** into **Digital Automated Workflows**:

- Digital Archiving
- Document Approvals & Digital Signing (Contracts, Invoice)
- Management Board Agenda & Decisions
- Collect Digital employee consents
- Contract Reminders
- Employee Leave Requests

BEN'S STORY END

HE IMPROVED CONTROL, UPDATED DIGITAL RULES
AND GOT DIGITALLY ORGANIZED

DIGITAL OFFICE IS THE MOST DISCIPLINED EMPLOYEE YOU WILL GET. HE DOES NOT HIDE KNOWLEDGE, HE DOES NOT GIVE UP, AND HE NEVER GETS TIRED. "WHEN HE IS GIVEN THE TASK TO CARRY OUT A PROCESS, WITHOUT AN EXCUSE, HE STARTS WORKING AND ASKS ALL PARTICIPANTS TO DO THEIR PART OF THE TASK AND THUS UNMISTAKABLY IMPLEMENTS YOUR STRATEGY."

SHORT DEMO



How Digital Office looks on web

The screenshot displays the Digital Office web interface. At the top, there is a browser address bar showing 'my.digitaloffice.mk/#home' and a search bar with the text 'Enter text to search through documents'. The user's name 'Dimitar Janevski' and 'INBOX DOOEL Skopje' are visible in the top right corner. Below the search bar, there is a navigation menu with options: Documents, My documents, My tasks (with a count of 3), Submitted tasks, and Start task. The main content area is divided into two columns. The left column, titled 'My open tasks', lists three tasks: 'Заврши внес на документ' (Digitalna arhiva, Predmet-000576 - 2020 - 05/374/1 - EVN - Invoice EVN), 'Заврши внес на документ' (Digitalna arhiva, Predmet-000575 - 2020 - // - -), and 'Примен документ - Прегледај!' (Digitalna arhiva, Predmet-000573 - 2020 - 05// - EVN - Dogovor za nestp). The right column, titled 'Digital Office', lists various organizational units: ОИ (Организација и управување), АД (Администрација), ПР (Правни работи), ЧР (Човечки ресурси), ФИ (Финансии), МП (Маркетинг, продажба и развој), КИ (Квалитет и безбедност), ИП (Имате прашања?), and ТЕ (Test-ApprovalsZMC).

Platform Homepage, on the left are open Tasks, on the right is Process Automation Solution (start process)

Cloud platform, access from anywhere.

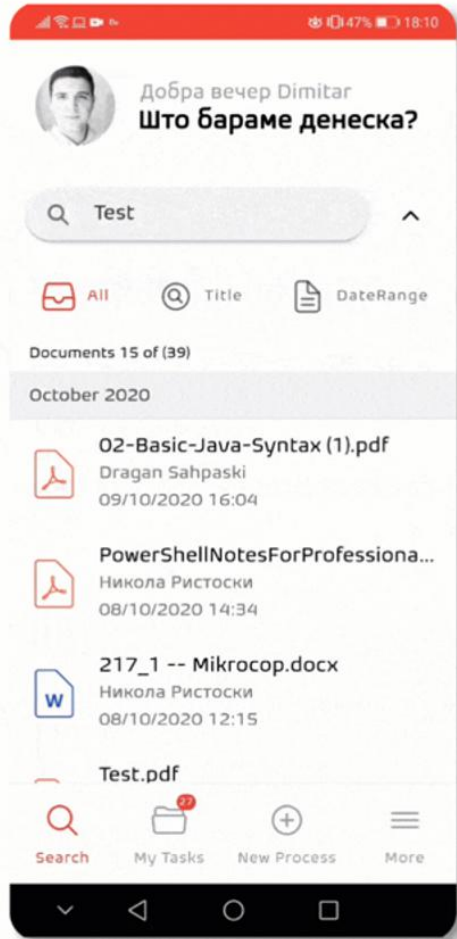
How you know where process gets stacked

The screenshot displays a web browser window with the URL `my.digitaloffice.mk/#tasks/open/58d657f0d69941b8b3548d6beb03b4f0/filter/currentUser/open/`. The main content area shows a complex BPMN-style process diagram with various tasks, decision points, and flow connectors. A specific task, 'Внес на влезен документ', is highlighted with a green circle. To the right, a 'History' panel is open, showing a list of activities:

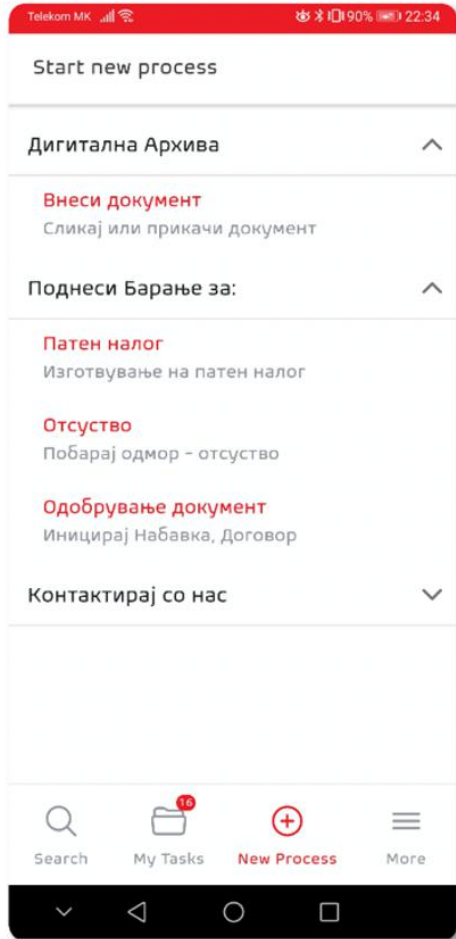
- 20.11.2020 16:49** Што следно со прикачениот документ?
Dimitar Janevski (Pending)
Tamara Venkova (Pending)
Викторија Митевска (Pending)
Test User (Pending)
Никола Ристоски (Pending)
Dragan Sahpaski (Pending)
- 20.11.2020 16:49** Внес на влезен документ
Dimitar Janevski

Every task/PDF has status and either over REPORT, or on task level, the diagram show each step and TIME of execution (how long it waits, etc.)

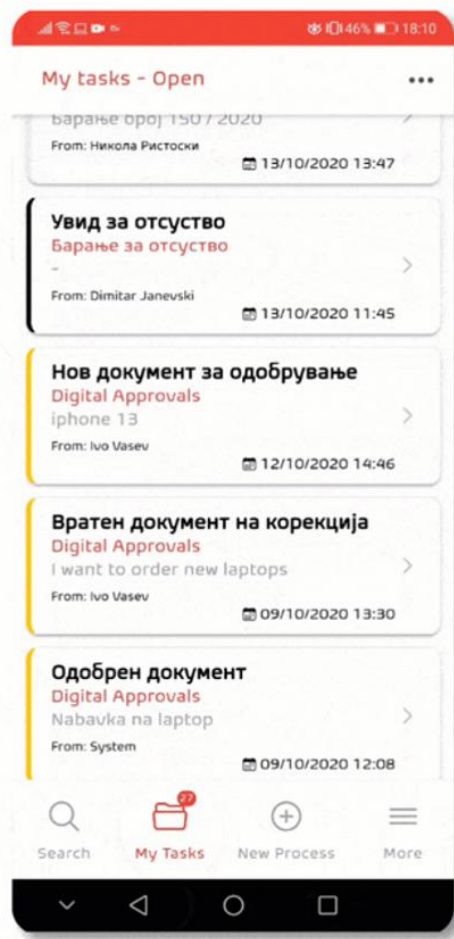
Do everything on the Mobile App



Search and find document



Start new process



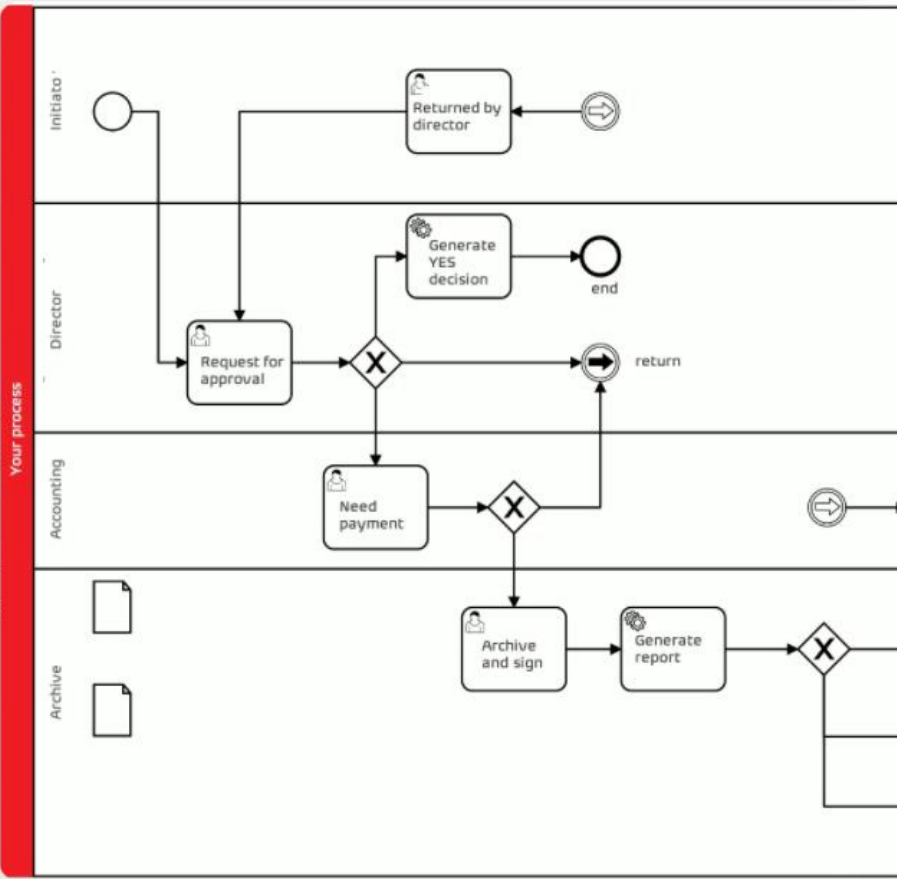
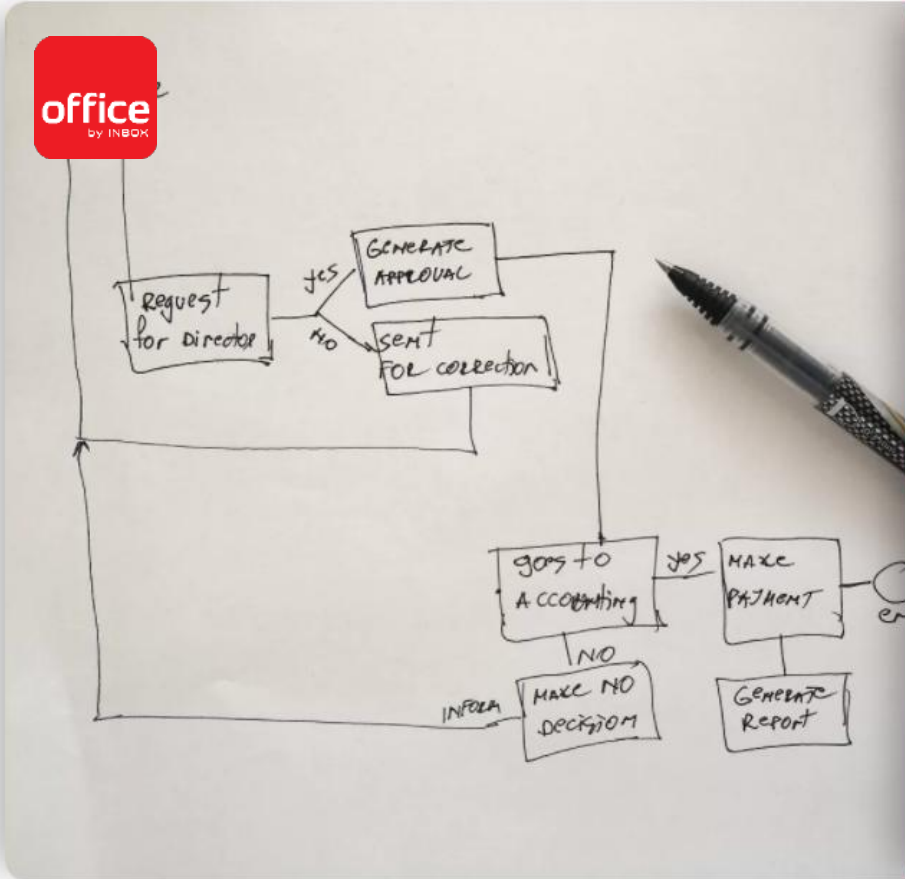
Got new task, get it done

We can implement your process flows so you get Notified whenever you go.

HOW TO START?

We Design & Implement your needs

"IF YOU CAN DEFINE AND DRAW THE PROCESS DIAGRAM ON **MONDAY**, WE WILL DO THE DIGITAL TESTING PROCESS ON **FRIDAY!**"



Some of our existing happy clients



Let's get digital

www.do.mk



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