

# HOW TO STRUCTURE YOUR DATA BEFORE YOU DIGITISE -

## 5 TIPS FOR SUCCESS

Digitising isn't as easy as it sounds. You can't just press a button and suddenly have everything you need on one neat system. But if you can isolate some of your challenges and address them, you'll be able to retrieve and use the information you need when you need it.

Hover over each step to learn more about structuring data.

To find out how to deliver a successful digitising project, try our Business Case Accelerator tool

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