Reducing Repetitive Document Filling-in

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Problem Background

Usually in office work, there tends to be a common problem, where some documents are repetitive in themselves or are repetitive with other documents that must be filled subsequentially. Thus, one loses time and energy by typing all these repeated names/numbers and in the process slowing down all work and reducing efficiency. This loss of time is both a hindrance to employees and customers alike, therefore this problem should be addressed for optimal work environment.

Target

Aim is to reduce time spent on repetitive tasks, increasing efficiency in the workplace by introducing systems that reduce, eliminate or aid with repetitive tasks, thus reducing time being spent on these tasks. Ideally, this system will increase productivity and speed all the while maintaining ease of use.

Causes

This problem is caused by many documents or papers needing to be filled with similar information to one another, or because access to this information is limited to the person filling in such documents, therefore it is only them that can take care of such a task, but perhaps due to their lack of computer expertise and ability these processes might take more than necessary. As such there is a need for some sort of optimization system.

Countermeasures

To counteract these problems, the system that will be implemented will automatically look for blanks in a submitted document that require information to be filled in and place in a more orderly manner to facilitate all segments where information must be provided, it will also include a system that allows you to automatically fill in other blanks with information already provided that matches the type asked. For example, on a blank that requires name to be specified it will automatically fill in all spaces that have that same "name" requisite. It will be possible to save a specific document, and if the document will be filled again and uses the same/similar information it will recognize when fields overlap and offer to fill in certain blanks or all blanks, similar to how the programs that automatically save your accounts work, bit in a more specialized manner and a more versatile environment.

Check/Evaluate

The countermeasures would have worked if the program may adequately identify all fields of a certain document to be filled in, and if the user interface is easily and quickly understood by any user and these are able to utilize it immediately after understanding the basic mechanics of it. If this is also a total decrease in time required to finish such tasks, then it is also a success. It would have failed if the time remained the same or increased, or if the program itself does not properly work for all submitted documents and therefore reduces ease of use and efficiency.

Act/Standardize

If this system works, it should be spread to further increase productivity along the workplaces that work in tandem with the former, and if it continues to succeed it should be applied to all scenarios when applicable to speed up the process of filling documents in.