

Automating Documenting SOPs for Busy Technology Teams



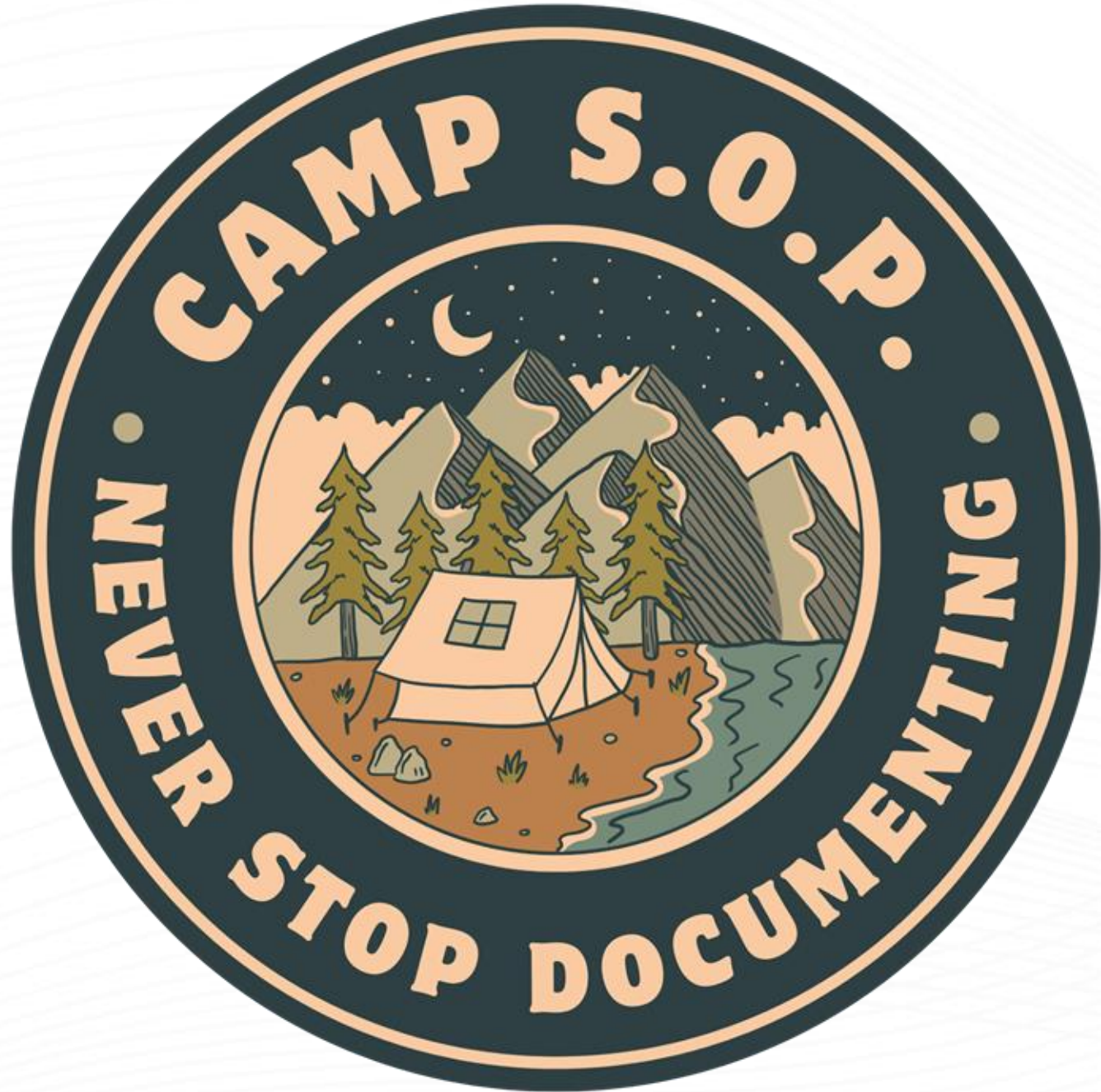
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HOPE
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Agenda

- ▶ Camp S.O.P.
 - ▶ What is an SOP and why does it matter?
 - ▶ How to SOP?
 - ▶ Artificial Intelligence and SOPs
- ▶ What is Scribe?
- ▶ Integrating SOPs into your workflow
 - ▶ Embed Scribe into...
 - ▶ Salesforce
 - ▶ Monday.com
 - ▶ Intranet (SharePoint)
 - ▶ Wordpress
- ▶ SOPs & Customer Support



Standard Operation Procedure

A Standard Operating Procedure (SOP) is a documented, detailed, and approved set of step-by-step instructions describing how to consistently perform a specific task or process in compliance with organizational, industry, or regulatory standards. SOPs are designed to ensure uniformity, efficiency, quality, and safety across repeated operations.



Your Recipe for Work



Why do SOPs matter?

**Do you have a favorite restaurant?
and when you go there do you order
the same dish every time?**

The cook probably followed a recipe
(or SOP) to prepare that dish, ensuring
you get the same meal every time.



Why should business processes be any different?

Your customers expect the same results every time, right?

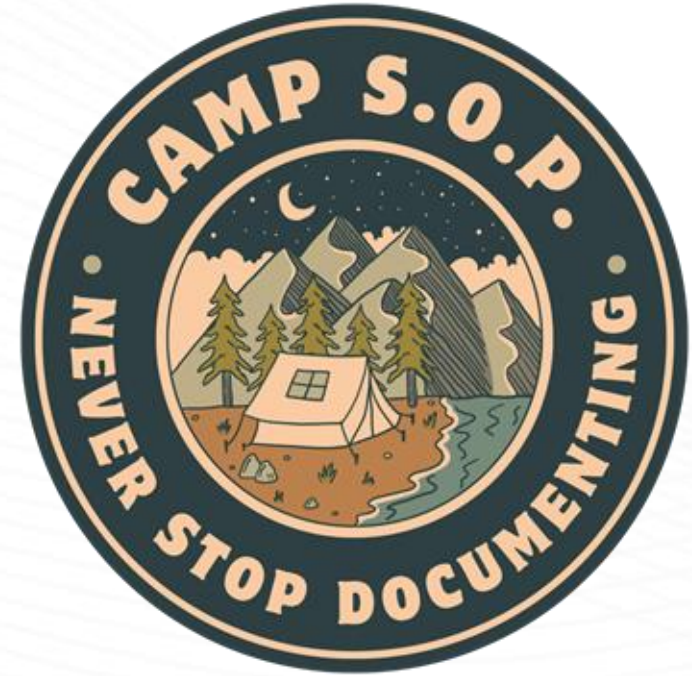


Effective SOP Creation

Have your own Camp S.O.P.

Sitting down to talk about documentation typically isn't anyone's first choice of how to spend their time!

**Make the camp engaging, hands-on, and meaningful.
Focus on tangible outcomes that matter to your campers.
Don't try to boil the ocean!**



How can AI help?

Artificial intelligence can be your camp counselor!

Keep your camp productive with clear directives that lead to meaningful outcomes.

Describe your project to an LLM, ahead of time and use AI to help build a list of SOPs to ideate on.

Continue to feed camp outcomes to the LLM to continue to refine your process.



Effective Documentation and User Adoption

- User adoption is a key element of ROI.
- User adoption require documentation and training.
- Let's explore a combination of effective documentation and just in time training with Scribe!



Scribe[≡]

Share how it's done.



Simply Put?

- **TL/DR**
 - Turn Scribe on
 - Do Something
 - Documentation is created.



Integrate your SOPs where your users need it!



monday.com



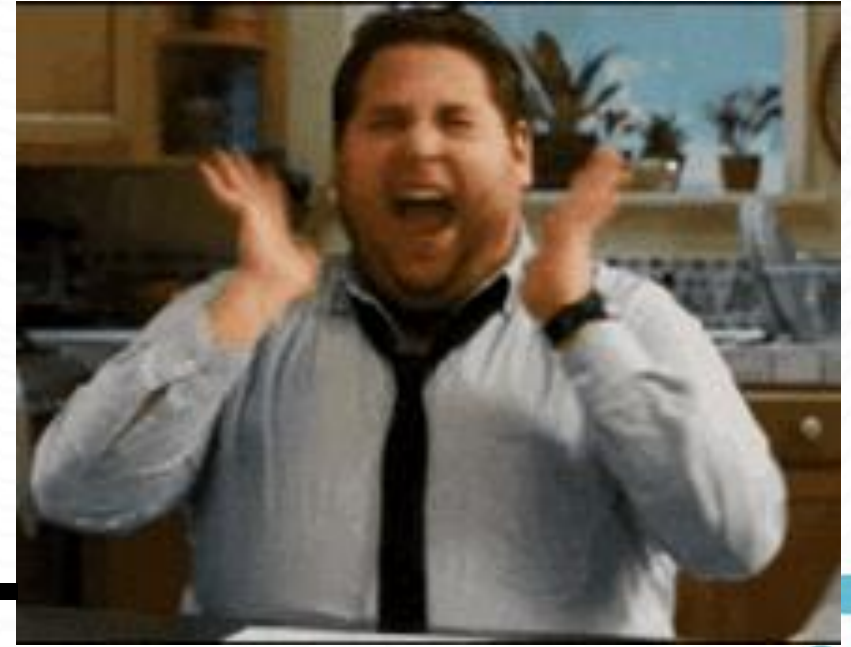
Demo Time.....



Live Demo



Well written SOPs can take you from this...



To This....



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