



GUIDE:

Building a Digitization Strategy for Multi-Location Teams



Why Digitization Matters

Managing multi-location, mobile teams is complex. Without digitization, businesses face:

- Inconsistent service across locations.
- Limited visibility into field operations.
- Inefficient manual processes (paperwork, errors, delays).
- Scalability challenges as teams expand.

A smart digitization strategy provides:

- ✓ Standardized processes
- ✓ Real-time workforce visibility
- ✓ Reduced admin time and errors
- ✓ Data-driven leadership
- ✓ Seamless scalability



6 Steps to Build Your Digitization Strategy

1. Assess Current Processes

- Identify manual tasks (timesheets, job tickets).
- Spot bottlenecks (reporting delays, payroll errors).
- Map data flow between teams, offices, and HQ.

2. Define Clear Goals

Examples:

- Cut admin time.
- Boost productivity & accountability.
- Improve customer response times.
- Ensure compliance.
- Create a single source of truth for workforce data.

3. Standardize Core Processes

Digitization only works if it's uniform.

Standardize:

- Timekeeping (mobile punch-ins).
- Task management (central scheduling).
- Communication (messaging apps vs. phone/email).
- Compliance tracking (automated logs).

4. Choose the Right Technology Partner

Look for tools that offer:

- Mobile workforce apps (time, jobs, messaging).
- Central dashboards for visibility.
- Cloud-based, scalable infrastructure.
- Integration with HR, payroll, CRM.
- Customizable features for your industry.

5. Pilot > Train > Scale

- Pilot with one team.
- Train managers & staff.
- Expand gradually across locations.
- Gather feedback for continuous improvement.

6. Use Data for Continuous Improvement

Leverage real-time insights to:

- Compare performance across locations.
- Optimize scheduling & reduce overtime.
- Improve customer response times.
- Drive smarter decisions with data.

Overcoming Common Challenges

- **Resistance to change?** Train and show how digitization makes work easier.
- **Too much data?** Use dashboards & alerts to focus on what matters.
- **Budget concerns?** Highlight ROI in efficiency and customer satisfaction.
- **Integration issues?** Pick solutions with strong compatibility.

The Future Is Digital

Multi-location teams that digitize gain the ability to:

- Scale faster and smarter.
- Deliver consistent, high-quality service.
- Empower employees with better tools.
- Lead with data—not guesswork.

Scaling Big with TeamWherx®

TeamWherx® makes it simple to build, launch, and grow your digitization strategy. With:

- Wireless Forms
- Job Dispatching
- GPS Tracking
- Mobile Timekeeping

...all in one centralized platform, you can streamline scheduling, communication, and reporting for your entire workforce.

Start small. Scale big. TeamWherx® helps your teams work smarter—anywhere.

Interested in seeing how our workforce management solution can enhance efficiency and output? Click here to request a free demo: www.actsoft.com/request-a-demo