**Procedures documentation is essential for admins**. By creating clear, step-by-step guides for recurring tasks, admins reduce errors, save time, and make it easier to delegate or cross-train during absences. Documenting processes can also highlight the scope of your responsibilities, showcasing your contributions and adding strategic value to your organization.

*ANY documented procedure – even handwritten – is BETTER THAN no documentation at all!* ***G*et started today!**

**SAMPLE**

|  |  |
| --- | --- |
| PROCEDURE NAME: | **Generating an Audio Transcription** |
| CATEGORY: | Website Operations |
| DESCRIPTION: | Uploading audio file (WAV or MP3) to a transcription website to get hard copy transcription of audio file |
| CREATED BY: | Jane Doe |
| DATE: | 00/00/20XX |
| PROCEDURE DETAILS: | 1. Download the audio file from Audio Acrobat or whichever source the audio is from and save it to your computer 2. Log in to WeScribeIt (investigate similar websites for best price) 3. Go to Account > Client Tools > Upload Files 4. Attach a Word template for the transcript to be printed on 5. Upload the audio file 6. After the file has been transcribed, proofread for any consistency/punctuation/spelling errors. |
| OTHER NOTES: | * If the audio file to too big, use “YouSendIt” to upload to the transcription website. |

**BLANK TEMPLATE**

|  |  |
| --- | --- |
| PROCEDURE NAME: |  |
| CATEGORY: |  |
| DESCRIPTION: |  |
| CREATED BY: |  |
| DATE: | 00/00/20XX |
| PROCEDURE DETAILS: |  |
| OTHER NOTES: |  |