

Workflow Document Approval

Product Profile

- **Single “InBox” for your mail and approvals**
- **Perform approvals offline and remotely**
- **Leverage the investment in your email solution**
- **Approve any attachable document**
- **Improved visibility across the entire approval process**
- **Speeds up document approval process**
- **Improved approval audit and accountability**
- **Enforces approval processes across the organization**

PopWare’s Workflow Document Approval provides a comprehensive solution for automating approval processes for any type of document – regardless of source. Routing documents for approval and tracking their progress can be time-consuming and inefficient. To speed up this process, Workflow Document Approval provides an infrastructure that leverages your existing email as the routing engine to implement and enforce approval processes. The solution leverages the strengths of both Microsoft Exchange and Lotus Notes providing a convenient and familiar means for users to participate in the approval process.

Workflow Document Approval can be used to approve any attachable object such as spreadsheets for budgets, fund appropriations, expense forms, Word documents for vacation requests, presentations, CAD drawings, and others. In addition, paper-based documents, such as invoices, can be easily digitized and launched into the approval process using the integrated scanning function – avoiding many manual steps and unnecessary delays.

Workflow Document Approval helps increase productivity and reduces the operating expenses involved in executing people to people processes. It makes it easy for users to request, share, collect, collaborate and route documents in a well-defined and structured process. Document approval requests are sent directly to a user’s email inbox. The email and its attachment provide all the facts and information required for making informed decisions.

The screenshot shows the 'Document Management Flow' application window. It has a menu bar with 'File', 'Documents', and 'Administration'. Below the menu is a toolbar with icons for document operations. The main area is divided into two tabs: 'Document' and 'Approval'. The 'Document' tab is active, displaying a form with the following fields:

- Document ID: 1026, Ver: [empty]
- Document Class: Expense (dropdown)
- Document Type: Travel Expense (dropdown)
- Priority: High (dropdown)
- Supervisor: Supervisor (dropdown)
- Requester: Requestor (dropdown)
- Creator: Workflow
- Date Created: [empty]
- Date Last Modified: [empty]
- Est. Amount: \$1,000.00 CAD
- Short Description: Trip to ABC Company
- Long Description: Trip to ABC Company, From 04/01/10 to 04/01/12

At the bottom, there is a 'Documents' table with the following data:

Title	File	Created	Last Upd
Travel Exp 04-01-10.xls	C:\Expenses\Travel Exp 04-01-10.xls	3/31/2004 10:46:...	10/6/2004

Buttons for 'Save' and 'Request Approval' are located at the bottom right of the form.

There is no need to logon to multiple systems or a separate inbox – everything is available in one application. Users can also work remotely and approve documents while off-line.

Workflow Document Approval provides an approval application that can be leveraged across an organization to help speed up the document approval process. It provides an electronic audit trail of the review and approval process and eliminates having to distribute several copies of a document via email. It also helps enforce and promote consistent approval standards throughout an organization.

For more information on all of our products visit our Web site at www.pop-ware.com or email us at info@pop-ware.com