



# Document Approval Management

Simplified document management &  
streamlined approval process

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INTELLIGENT AUTOMATION | DIGITAL TRANSFORMATION

# Document Approval Management App

## Description:

The Custom Solution Document Approval Management App is a comprehensive solution designed to streamline and automate the document approval process within your organization. With intuitive user interfaces and powerful automation capabilities, this app simplifies the management of document approvals, saving time and increasing efficiency.

Users can easily submit documents for approval directly through the app, providing essential details and attachments to facilitate the review process. Reviewers receive notifications when new documents require their attention, allowing them to review, provide feedback, approve, submissions with just a few clicks. The app tracks the status of each document in real-time, providing visibility into In-progress/pending, approved, and rejected requests.

Built-in workflows ensure that documents follow predefined approval paths, with options for parallel or sequential approvals based on customizable rules and criteria. Administrators have full control over user access and permissions, allowing them to designate reviewers, manage user roles, and customize approval processes to suit organizational requirements.

The app also offers robust reporting and analytics capabilities, providing valuable insights into approval trends, turnaround times, and bottlenecks. With its user-friendly interface, automated workflows, and comprehensive features, the Custom Solution Document Approval Management App revolutionizes document approval processes, driving efficiency and enhancing collaboration across the organization.

## App Features

- Simplified Document Management
- Streamlined Document Approval Process
- Role based user access control
- Document level selection of reviewers
- Multi-level parallel/ sequential reviewer approval and tracking
- Real-time status tracking with listing screens
- Built-in workflows ensure that documents follow predefined approval paths,
- Comprehensive reporting and analytics with dashboard approach providing insights on approval status
- Email notifications received by reviewers and admin whenever new document request is raised or feedback is received allowing them to respond promptly. Ensuring prompt review
- Extensive integration capabilities with other systems and tools like SharePoint, MS Teams etc for seamless data exchange and automation.
- Intuitive user interface with easy navigation and clear instructions, ensuring a seamless user experience for all stakeholders.

## Roles:

- Admin
- Creator
- Reviewer

## Systems and Tools Used:

- Custom Low code Solution
- SharePoint
- One Drive
- SQL Database