Easy electronic document approvals.

Routing paper documents for approval is time-consuming and inefficient. Document Locator speeds up the process, making it more efficient and accurate, with electronic review and approval.

- Promotes consistent standards because processes are defined and automated.

- Allows approval from Outlook email as well as in the Document Locator system.

- Documents are traceable during the review and approval process, and an audit trail is generated.

Standardized approval processes.

Create approval requests quickly and conveniently from a variety of activity dialogs. For example, approvals can be requested when creating, checking in, importing, or scanning and importing documents. Or, approvals can be requested from a document's right-click menu.

Approval routes can be saved and re-used over and over for consistent business processes. Approval processes can also be protected: administrators can require approvers to enter their user passwords before approving documents.

Open, review, and approve a document from Microsoft Outlook.

Receive approval requests through Document Locator's internal messaging service or, receive and open approval messages from within Outlook email.
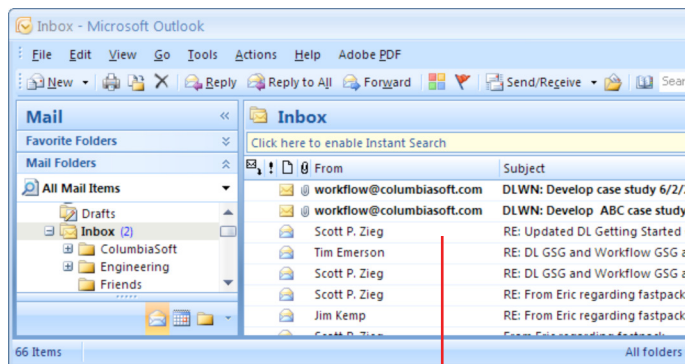
Approval requests assigned to you display in your Outlook Inbox. Simply open the message to view approval details.
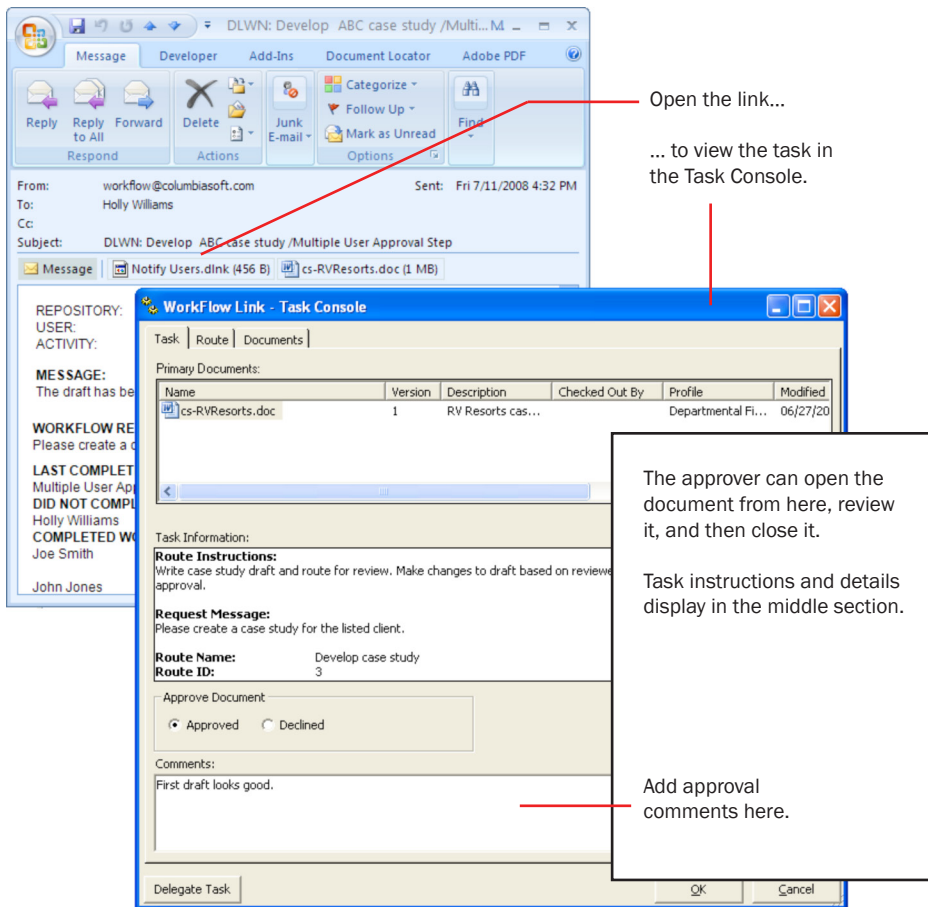
Benefits

- **Paperless approvals.**
  Replaces error-prone and time-consuming practice of routing paper documents with an efficient, electronic alternative.

- **Automated, consistent**
  Defined review and approval processes are consistent and repeatable.

- **Oversight and accountability**
  Audit trails track approvals and rejections, and enables faster review cycles.

Solutions

- **Workforce**
  Manage policies, procedures, and employee tools to approve and authorize documents.

- **Business accounting**
  Scan invoices, purchase orders and contracts for approval prior to processing.

- **Procurement**
  Submit purchase requests through approval steps before purchases are made.

- **Proposals**
  Review and approve project proposals before they are distributed.

(800) 298-1172
www.documentlocator.com

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From Outlook, you can open the approval task in the Document Locator Task Console. Files listed in the Task Console are linked to their source documents, so you can open them directly.

Open the link...

... to view the task in the Task Console.

The approver can open the document from here, review it, and then close it.

Task instructions and details display in the middle section.

Add approval comments here.

Each approver can choose to accept or reject the document and its changes. If the document is rejected, the author can make the needed corrections and then resubmit the document. Declined documents can be resubmitted as many times as necessary.

Track a document through the approval process.

Document Locator records every step in the approval process, generating a complete audit trail.

- Track requests for approval from the Submitted Tasks folder in the Workflow directory.

- Access the Task Console from a document's right-click menu to see where a document is in the approval process.

- View any document's complete approval history from the Workflow Details window.

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