C Digital
Automated Approval Processing

EASY | INNOVATIVE | AFFORDABLE

C Digitals Approve software streamlines the approval process for any type of workflow that follows the receive, approve, process rule

Approve simplifies and automates the processing of any type of document that requires approval and handling by multiple people.
Some applications could include:

- Receipt and processing of invoices
- Employees timesheets processing
- Travel requests processing
- Expenses approval and processing
- Contractor payments
- New account applications
- Student scorecards

Some of Approve's features include:

- Approve is integrated with Docpoint to provide a permanent history of all items processed.
- Documents are automatically routed to a nominated approver for processing. If that approver is not available the system will automatically route the item to an 'alternate approver'.
- Approve is a browser based product so requires no additional software on your desktop
- Uses email messaging to alert users and approvers of items pending
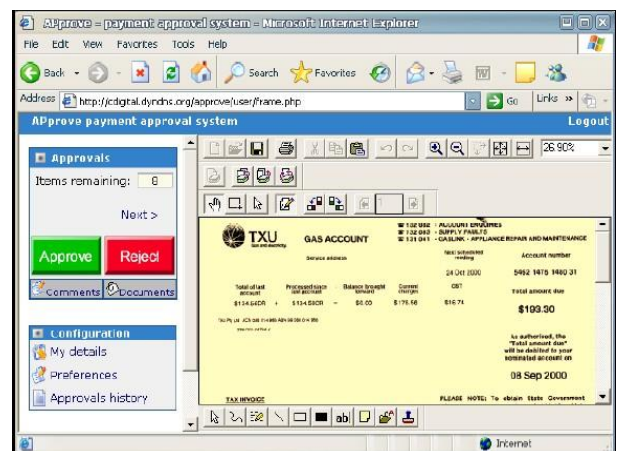
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At the heart of the Approve system is the Approve workflow engine.

The workflow engine monitors and directs the items as they move through the entry and approval process. Items enter the system as 'unapproved'. The workflow process passes the item to the nominated approver and changes the status to 'pending'. If the primary approver is marked as unavailable, the workflow engine will detect that condition and pass the item to an alternate approver. The workflow engine also monitors timers to ensure that no item is held as 'pending' too long.

- Items that have completed approval are passed back to the workflow engine to be routed as 'completed'. Completion routing could include permanent storage in Docpoint or some other custom processing step

Approve is a highly flexible approval processing system designed to make the approval task as simple as possible. Features of this system include:

- **Web-based user interface**. No specialised software is required to access and use the system. Approvers could authorise transactions from other offices or from anywhere in the world.
- **Secured access**. Access is only permitted via the use of authorised user logins.
- **Multiple approval levels.** Allow internal control procedures to be followed, including multiple authorisations for an item to be approved.
- **Add comments and other documents**. Users can add additional comments or documents to help clarify the item being approved.
- **Integrate with existing systems.** Approve can be integrated into your existing ERP and accounting systems.

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