

SuiteDocs™

SuiteApproval™ Module

An ISO9000 Document Control Management Module

For Approving and Controlling all your Files: Office, Engineering, Manufacturing . .

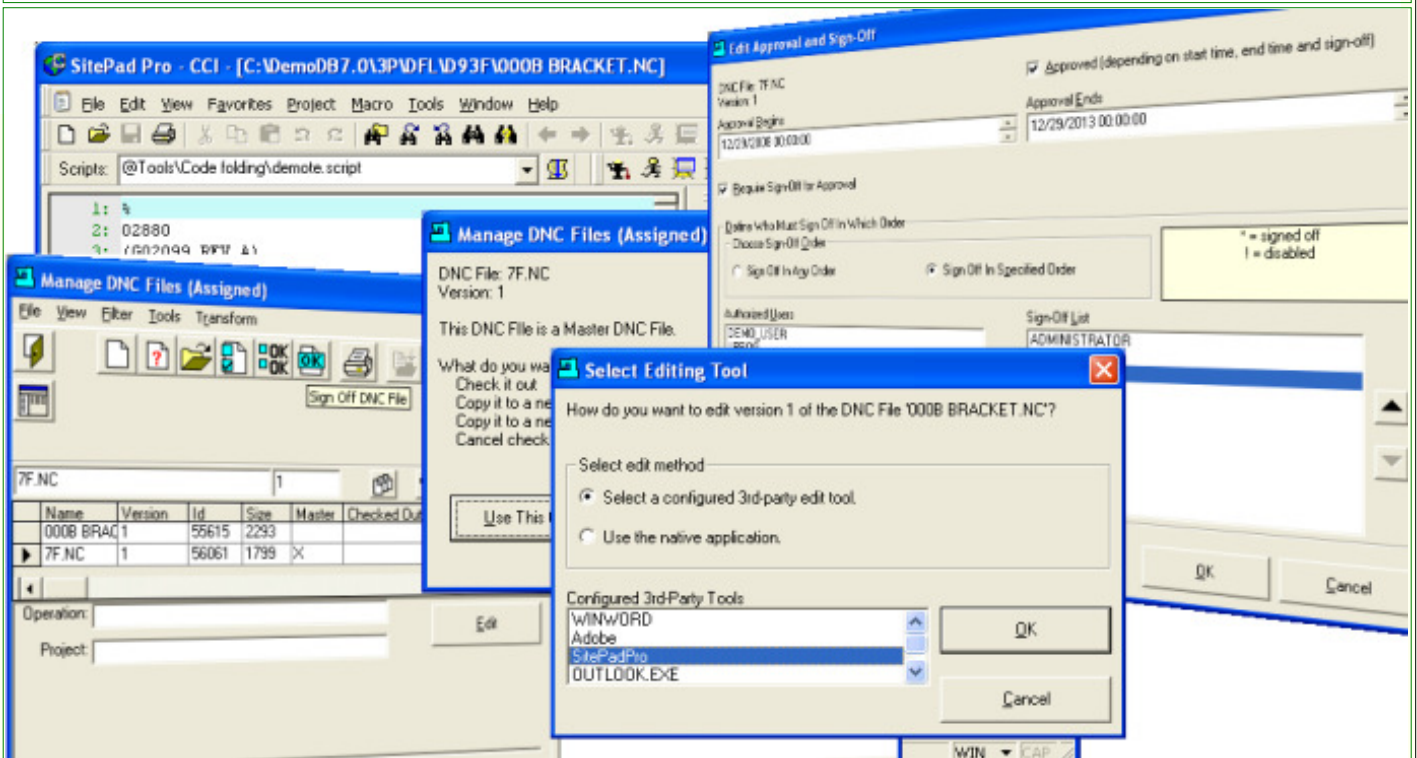
An SuiteDocs™ Module

For Windows™ XP including Terminal Server Support

SuiteApproval™ Module provides your shop with ISO9000 compliance for all of its Files and Documents by Establishing an Approval Criteria Process.

This includes: Establishing Birth and Death Dates; Sign-Off & Approval for all Files, Documents & Packets; Controlled Check-Out/Check-In of All Files/Documents/Packets using SuiteDocs™ or a Third-Part Application; Automatic Archiving and Complete Histories of Active, Deleted and or old Files/Documents/Packets

SuiteApproval™ an Integrated SuiteDocs Module



Standard:

SuiteApproval™ Basics

SuiteApproval's™ Basics Include:

- Standard two State Approval(Unapproved & Approved)
- Configurable Start & End Approval Dates
- Configurable Required Sign-Off or Immediate Approval
- Configurable Users who have the "Right" to Approve
- Configurable User Groups who have the "Right" to Approve
- Random order for Sign-Offs by Users & User Groups
- Configurable Order for Sign-Offs by Users & User Groups

SuiteApproval™ Advanced

SuiteApproval's™ Advanced Include:

- Create as many Individual Approval Levels/States as Required
- Configurable Start & End Approval Dates for Individual Levels/States
- Configurable Required Sign-Off or Immediate Approval for Individual Levels/States
- Configurable Users who have the "Right" to Approve for Individual Levels/States
- Configurable User Groups who have the "Right" to Approve for Individual Levels/States
- Random order for Sign-Offs by Users & User Groups for Individual Levels/States
- Configurable Order for Sign-Offs by Users & User Groups for Individual Levels/States

SuiteApproval™ Automatic Reminder

SuiteApproval™ Automatically Reminds User(s) of Waiting Files:

- Alerts Individual Users when N/C Files need thier Approval
- Alerts Individual Users when Documents need thier Approval
- Alerts Individual Users when Packets need thier Approval
- Alerts Users within User Groups when N/C Files need thier Approval
- Alerts Users within User Groups when Documents need thier Approval
- Alerts Users within User Groups when Packets need thier Approval

Note: SuiteApproval™ Allows any User in a User Group to Sign-Off Waiting Files for that User Group and only reminds them when it's their turn to Sign-Off a File, Document and or Packet.

Options & Upgrades:

**SuiteApproval™
As An
Option To:**

SuiteApproval™'s Parent Applications

- SuiteDocs
- SuitePacs

**SuiteApproval™ Upgrade
Modules:**

SuiteApproval™ Upgrade Modules

- SuiteHistory™: History Logging & Reporting
- SuiteCharts™: Real-Time Intelligent Interactive Charting

Note: The History Logging & Reporting Option allows every User's Approval to be recorded in the History and to Optionally be presented a Form that requires them to select a Reason from a customer created list and or add free form Reasons helping meet ISO9000 Compliancy

**For more information call, Fax, email or visit our SuiteDocs Web site:
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