

# Approval System Tool



Flexible no-code solution with tracking, history and tagging

## Key Benefits

- Better organization
- Better tracking & transparency
- Status indicator
- More accountability
- Historical evidence
- Easily searchable archive

Use your organization's **existing Microsoft software** to quickly and easily **snap in** an approval system!



Streamline an approval system implementation **seamlessly in tight timelines** using an **out-of-box approach!**



## Key Functionality

- Submission / Initial intake
  - Tag with data such as region, country, language, amount, department, entity, BU, and more!
  - Attach supporting documents such as PDF, DOCX, XLSX, PPTX, PNG, GIF, BMP, TXT, CSV and more!
- Submission goes through 1-5 steps of approval
  - Choose the approvers ad-hoc for great flexibility
- Submission is saved
  - Includes supporting approval history PDF
  - Searchable, downloadable, sharable

## Key Architectural Advantages

- No software installs needed
- No 3<sup>rd</sup> party software needed
- No code / No programming
- 100% owned in your Microsoft environment
- No guest access necessary (inside your environment only)
- Secure on your existing platform under the Microsoft software umbrella

## Great solution for ...

- Moving processes out of email and into a solution
- Creating a standard consolidated process
- Moving into the cloud
- Implementing a single point of entry
- Establishing a single source of content

**Customizable**

(by your internal team or us)

- ❖ Inspire high potential citizen development
- ❖ Great team building opportunity!

We know that teams have unique needs

Contact us to learn more about how this tool can help you

 [CorporateCitizenDeveloper.com](https://CorporateCitizenDeveloper.com)