

# Online Document Approval System



# Workflow management and approval system

Reduce your paper usage and cost of keeping paper document with "WOLF Approve", an online document request and approval system which can facilitate your request process and help you follow up the result anywhere and anytime.



#### Form and routing workflow design

Easy to define forms and routing workflow. Many ready-to-use templates are provided.



#### **Worklist tracking**

A function to follow up your tasks and status of your request. Your important document won't be lost and you can check immediately whether each document is under which process.



#### **Self-service reporting tools**

You can save time in creating a report by just using the data in the form and build the report format you desire.



### **Delegate of authority**

In case the main approver is absent, you can delegate approval authority to a qualified operator, so the operation can run smoothly.



## Approve on various devices with notifications

Compatible with all devices such as computer, tablet, smartphone. Providing a notification function to let you know any actions on your document.



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