



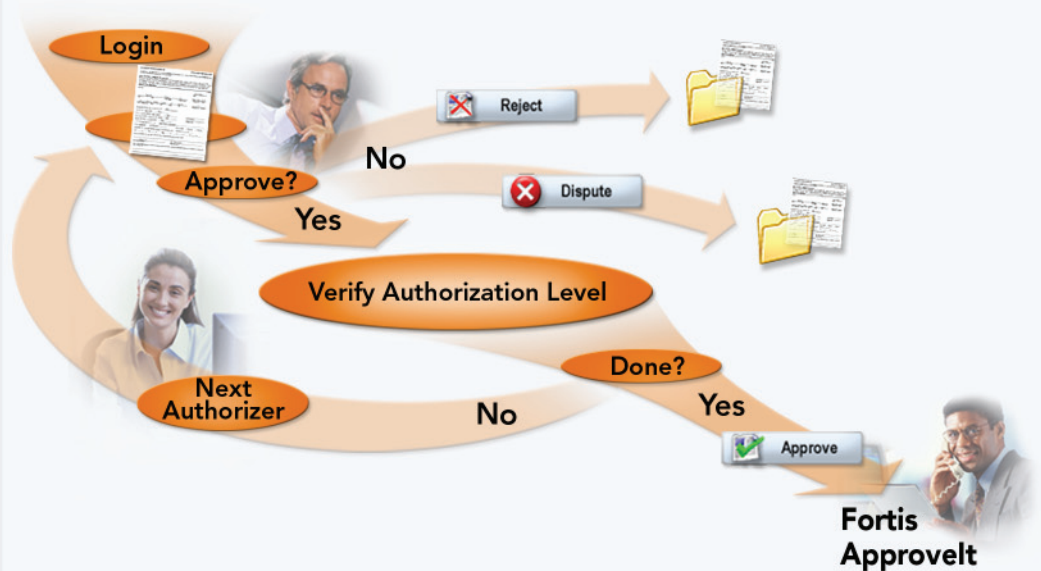
Fortis Approvelt

Create an Efficient Electronic Authorization Process

Processing documents, such as claims, purchase orders, expense reports and invoices, often requires that several people in an organization review and approve their content before taking action. A manual approval process can stall at many points along the way when a document is dropped off on an employee's desk, emailed, mailed or faxed without built-in notifications and electronic routing. **Fortis Approvelt** is a Web-based workflow solution that automatically routes documents through an approval cycle.

With Fortis Approvelt you can:

- Shorten approval cycle times
- Support multiple approval processes
- Take advantage of permissions-based security for confidential documents
- Automatically apply dollar limits, routing and cost center matching
- Easily access pending files from Microsoft Outlook or a Web browser
- Increase productivity and use resources more efficiently



Streamline the approval process with electronic workflow

Using **Fortis Approvelt** eliminates faxing or mailing paper copies and shortens approval cycles times. With immediate access to view and approve documents, **Fortis Approvelt** enables more timely business decisions. Overall, organizations can dramatically reduce operating costs as a result. Users are notified by email that documents are available for review and approval and can then view the documents in Microsoft® Outlook® or via a Web browser. Because users are working with a familiar interface, minimal training is needed.

Users then perform an action such as approve, deny or dispute, and push the document to the next stage in the approval process. Users can also view a

**Quickly deploy Fortis
Approvelt to automate
these processes:**

- **Accounts payable**
- **Capital expenditures**
- **Loan applications**
- **Specification designs**
- **Employee evaluations**
- **Contracts**
- **Purchase orders**

comprehensive list of documents requiring their approval. What could normally take several days, or even weeks, to complete can be accomplished within a few minutes.

The **Fortis** administrator can specify security permissions so only employees with the appropriate level of authorization can view and approve documents. With the **Fortis Audit Trail** option, the administrator can track actions users perform on documents to prevent unauthorized activities.

Use **Fortis Approvelt** electronic document approval processes within any type of organization. And because approval cycles can vary based on the type of document being routed, **Fortis Approvelt** lets the administrator specify profiles so that it can be used to route different types of documents within the same organization. **Fortis Approvelt** also accommodates multiple authorizers and provides a quality control role to ensure documents move through the appropriate approval stages.

