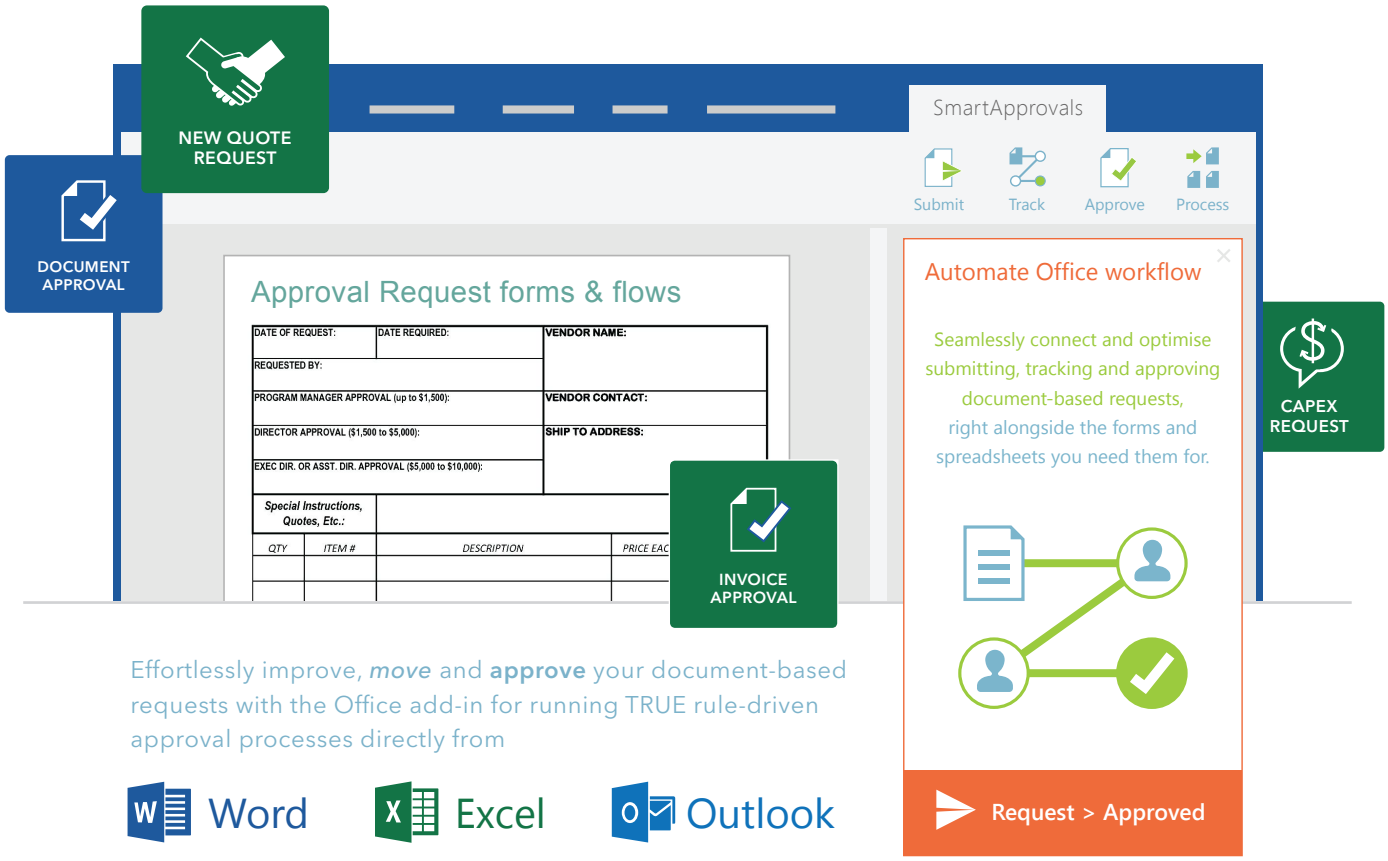
SmartApprovals

Get the Office add-in that helps you get *reliable, accountable action* on the document and decision processes that affect your business.



Effortlessly improve, ***move*** and **approve** your document-based requests with the Office add-in for running TRUE rule-driven approval processes directly from

Word Excel Outlook

The smartest, *SIMPLEST* thing you can use to help your business...

REDUCE RISKS

If not streamlined and standardised, casual approval methods expose your business to serious unseen financial and operational risk.

INCREASE EFFICIENCY

If legacy manual approval processes are still in practice, business productivity and effectiveness will be significantly compromised.

ENSURE ACCOUNTABILITY

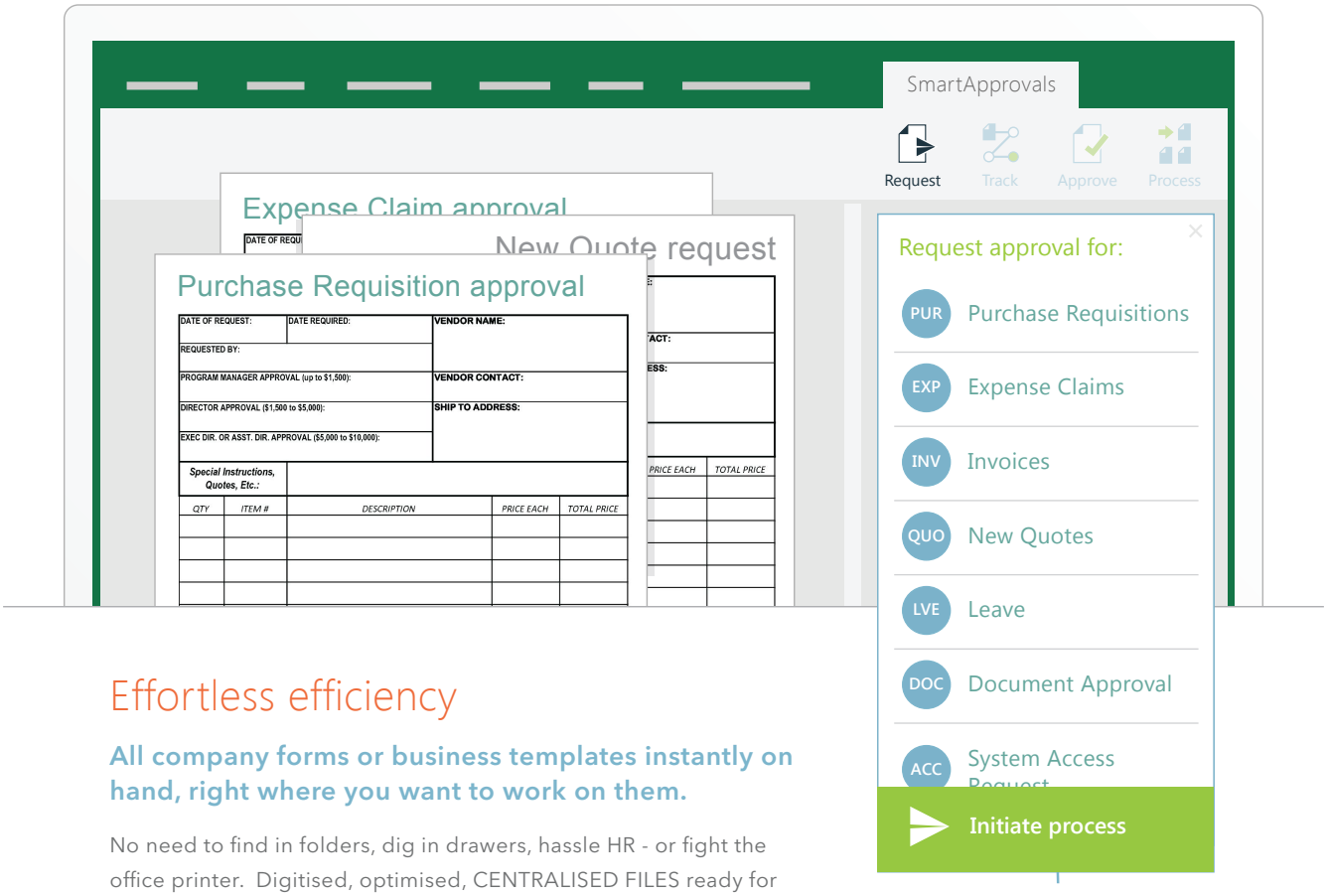
If your processes do not track or log all actions and decisions appropriately, audits or evaluations could reveal difficult consequences.

Available on Microsoft AppSource

Scan the QR code to get the add-in from appsource.microsoft.com or see more about it on *www.SmartApprovals.co.za*

RELIABLE REQUESTING

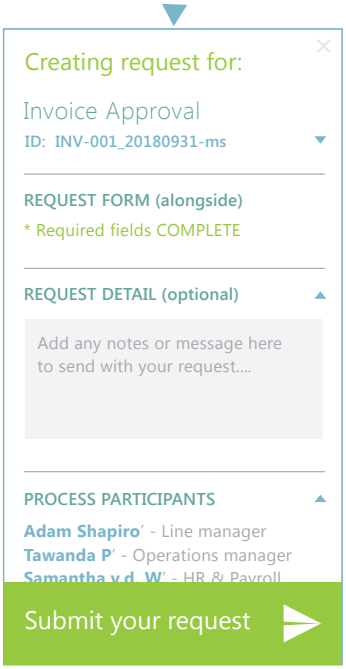
Less fuss > More flow



Effortless efficiency

All company forms or business templates instantly on hand, right where you want to work on them.

No need to find in folders, dig in drawers, hassle HR - or fight the office printer. Digitised, optimised, CENTRALISED FILES ready for getting things done. Go!



Seamless submitting

Send your document for approval right from the program you just created it in.

Fill in the form, add any notes or a message, and send it on it's way! Let workflow rules and automated actions get it to where it needs to be and inform those involved of what to do next.

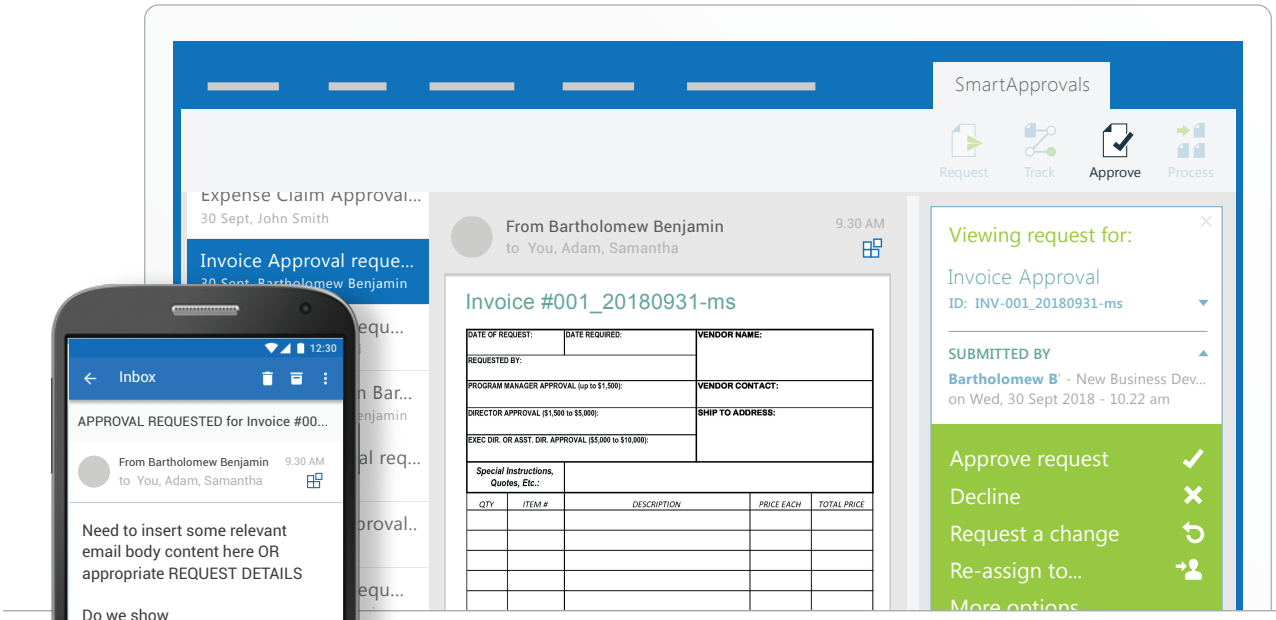
Fussless follow-up

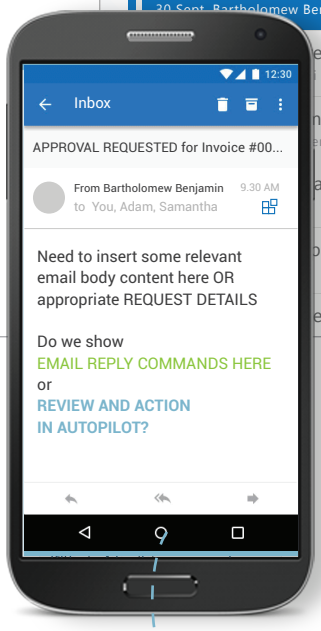
Need to know what's happening on your request?
Not sure where it is or who's dealing with it?

Effortlessly see an index of what you've sent or what's been sent to you - No more fussing, filtering or fighting the mess in your mailbox to locate important tasks and statuses.

ACCOUNTABLE APPROVING

Less risks > More in the know





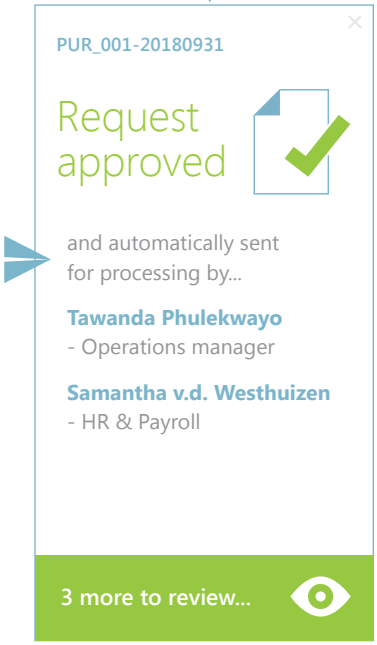
Always informed, always in control

Act on approvals at any moment, anywhere: cross-device, cross-application ways to assess and approve, or initiate further action, whether you're in Office or out of the office.

Decisions without delays

Receive everything you need to know to respond, all registered and recorded with the request.

Workflow rules notify those that need to know the outcome, and automatically progress it for processing by dependant departments, so you're free to get back to business.



Reliable records

Frictionless finalising and 'filing' - No more misplaced paperwork, lost information and unknown outcomes.

Automatically archived, always accounted for.

All business documents and decisions ready for recall or reporting when required.

BETTER BUSINESS

Request ➤ Approved

Using SmartApprovals in your Office ensures better communication, greater transparency and more accountability. Not only will you reduce your company's exposure to significant operational and financial risk but you will also increase the efficiency and productivity of your workforce, all of which positively impacts business net worth.

BUSINESS BENEFITS

Always in control, whether you're in Office, or out-of-office.

- Get true workflow functionality up and running today with the cloud-powered add-in.
- Automate approval processes in minutes, not months*, and seamlessly Onboard the people involved.
- Initiate approval requests directly within Word or Excel using your existing company forms, OR quickly customise the best- practice templates included with SmartApprovals.
- Track the progress and status of approval requests at any moment and always know what's going on.
- Approve from anywhere using any email client, or via the companion browser-based web-app.
- Streamlined, automated processes improve efficiency, increase effective productivity, enable operational scalability / growth.
- Ensure consistent best practices and compliance - prevent unseen operational and financial risks.
- Full tracking and audit trail of all approvals within your business.
- Better communication, greater transparency and more accountability within your team.
- Centralized workflow management tool reduces confusion and ensures standardisation.
- Involve anyone: Customers, suppliers or employees.
- Improve data accuracy and visibility.
- Go paperless - reduce paperwork problems*. Cut costs of paper supply, usage, wastage and disposal services, printing, printers and maintenance costs, filing and archiving services.
- Save effort, save time, save money. - improve business value.