

Automated Approval Workflow

Document Details

Document Title:

Prepared By:

Date:

Workflow Overview

This automated approval workflow is designed to streamline and standardize the process of reviewing and approving documents within the organization.

Steps in Workflow

1. Submission of Document
2. Initial Review by Supervisor
3. Department Head Approval
4. Final Approval by Management
5. Notification to All Stakeholders

Roles and Responsibilities

Role	Responsibility
Document Owner	Submits document for approval
Supervisor	Conducts initial review
Department Head	Approves or rejects the document
Management	Provides final approval

Comments

Add Comments: