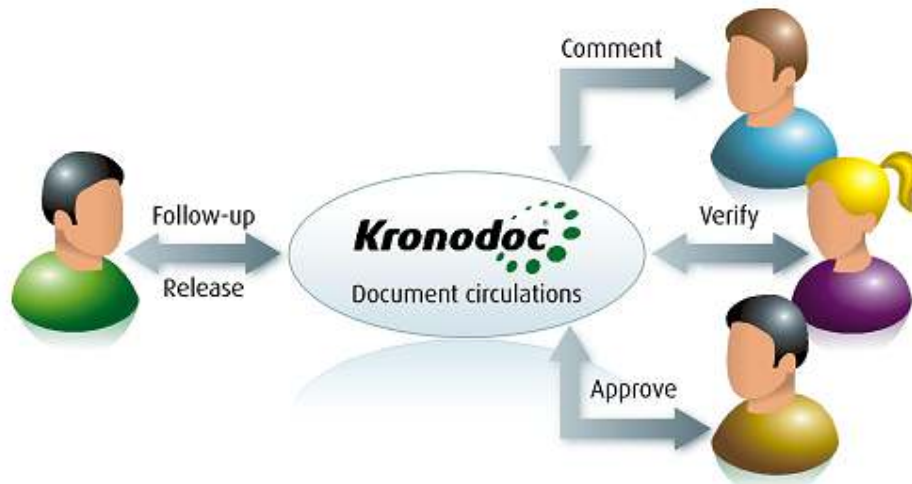


Document Circulations 4.0



Circulate documents for approval or commenting. Keep control of documents circulated to you and documents circulated by you



Kronodoc Document Circulations helps project organizations to efficiently distribute documents for approval and for commenting among project members and keep track of received / sent circulations.

The functionality consists of two kinds of circulations:

- Approval circulations allows the user define a list of users that need to approve the document before it is moved forward in the lifecycle.
- Comment circulations allow the user to send a set of documents for commenting.

Documents sent to a user are easily accessible from the document circulations inbox. Additionally, the functionality sends email notifications to the user(s) that are requested to comment or approve the document.

Documents sent by a user can be easily tracked by the user from the document circulations outbox.

Deadlines can be set to the circulations to ensure that the required tasks are done in time. Notifications are sent both to the persons that have been requested to comment or approve the documents and to the user that has sent the documents.

In addition to the inbox and outbox, comment circulations can be search based on the user that has circulated it, recipients of the circulation and/or comment circulation closure date.

Approval markings (user + date of approval) from approval circulations can be stored in custom properties and transferred to Microsoft Word documents to increase auditability of the content stored in Kronodoc.

Document Circulations 4.0



PRODUCT FEATURES

COMMENT CIRCULATIONS

- Sending of document packages for commenting
- Adding documents to existing circulations
- Paged browsing of document packages sent to self
- Paged browsing of document packages sent by self
- Search of comment circulations based on recipients, sender, status (open / closed), close date and keywords
- Mass commenting of document packages
- Delegation of document package / document commenting
- Deadline for commenting document package / individual documents
- Alerts of documents where commenting has not been done by the deadline date
- Re-opening of closed circulation

ADVANCED APPROVAL

- User-level specification of approvals required for promoting document in lifecycle
- Paged browsing of documents sent to self for verification / approval
- Automatically grant users required accesses to documents during approval process
- Paged browsing of documents sent by self
- Deadline for different stages of the approval
- Alerts of documents where the verification / approval has not been done by the deadline date
- Release of approved documents immediately or on a given date