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Fortis ApproveIt Data Sheet Designed for the Way You do Business

In many organizations, certain documents, such as claims, purchase orders, expense reports, invoices, etc., require that several persons review and approve their content before the appropriate business actions can be taken. Often, this process is an arduous system of manually routing documents from desk to desk.

Fortis ApproveIt streamlines approval processes so that organizations can efficiently direct the flow of documents within an established hierarchy. A web-based workflow solution, ApproveIt electronically routes documents through an approval cycle while providing the ability to view documents via a browser interface or through Microsoft Outlook.

• Streamline Approval Processes

Optimizing your business processes is key to strengthening your competitive position. ApproveIt eliminates the challenges many organizations face with manual approval processes so that organizations can reduce operating costs, shorten approval cycle times, improve the decision-making process and alleviate paper trails. Electronically routing documents through an approval process provides increased productivity and efficient use of resources.

• Easy to Use, Significant Time Savings

With immediate access to view and approve documents, ApproveIt enables timely business decisions. Users are notified by e-mail that documents are available for reviewing and approving and can then view the documents in their Microsoft Outlook application or via Internet Explorer. With familiar methods of access to documents, users require only minimal training.

Users then choose to approve, deny or dispute a document, all of which push the document to be routed to the next stage in the approval process. What could normally take several days, or even weeks, to complete can be accomplished within a few seconds or minutes. ApproveIt accelerates the approval process while ensuring that documents transition through each stage of the process.

• Enhanced Protection

The administrator can specify security permissions so that only employees with the appropriate level of authorization can view and approve documents. ApproveIt ensures only those who should access your business documents can, thus bringing you peace of mind that confidential information remains protected. With the inclusive Audit Trail option, you can track what actions users perform on documents for greater assurance that unauthorized activities are not occurring.

• Flexible Solution

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

• About Westbrook Technologies, Inc.

Westbrook Technologies develops document management (Fortis and File Magic), Web-imaging (Fortis PowerWeb), ERM and workflow (Fortis Info) software, in use at thousands of customer sites in 40 countries. Based in Branford, Connecticut, the Westbrook Technologies team has provided superior product education, consulting services and software support since 1990. Businesses across every vertical market depend on our comprehensive content management solutions, which are sold through an elite group of worldwide Partners.

Fortis ApproveIt Specifications

ApproveIt combines the rich feature set of Fortis, Inflo and PowerWeb for comprehensive document routing, display and processing capabilities.

Select features include:

- User interface can be customized to meet your business needs
- Provides a quality control role to ensure documents transition through the appropriate stages
- Profiles allow administrators to configure multiple approval processes
- Automatic logout disconnects users after a specified time limit
- Documents can be viewed inside of Microsoft Outlook or via Internet Explorer
- Comprehensive security features combined with the benefits of IIS sever capabilities

ApproveIt requires the following:

- Fortis PowerWeb for IIS
- IIS version 4.0 or later
- Fortis for Microsoft SQL Server
- Fortis version 2.0 or later
- Fortis workstation setup on PowerWeb server
- SQL Server Client Connectivity Tools installed on PowerWeb server
- Microsoft Internet Explorer (IE) version 5.5 SP2 or later

Minimum System Specifications

Performance may vary by system. Proper diagnosis and system analysis should be done by an authorized individual prior to implementation.

Shared-client Server

Processor:

Intel Pentium III 800 MHz / AMD Athlon 800 MHz

Operating System:

Windows 2000 Server / Windows Server 2003

RAM:

256 MB-512 MB

Hard Disk:

Ultra ATA 100 EIDE / Ultra160 SCSI with Adaptec SCSI Controller / WHQL Certified RAID

Database Server

(This server must be dedicated to database operations.)

Processor:

Intel Pentium III 1 GHz / AMD Athlon 1 GHz

Operating System:

Windows 2000 Server / Windows Server 2003

DBMS:

ApproveIt is designed for use with Microsoft SQL Server 7.0/2000

RAM:

512 MB-1 GB

Hard Disk:

Ultra160 SCSI with Adaptec SCSI Controller

PowerWeb Server

Processor:

Intel Pentium III 1 GHz / AMD Athlon 1 GHz

Operating System:

Windows 2000 Server / Windows Server 2003

RAM:

512 MB-1 GB

Hard Disk:

Ultra ATA 100 EIDE / Ultra160 SCSI with Adaptec SCSI Controller / WHQL Certified RAID

Inflo Server

Processor:

Intel Pentium III 800 MHz / AMD Athlon 800 MHz and above

Operating System:

Windows 2000 Server / Windows Server 2003

RAM:

256 MB-512 GB

Hard Disk:

Ultra ATA 100 EIDE / Ultra160 SCSI with Adaptec SCSI Controller / WHQL certified RAID

Workstation

Processor:

Intel Pentium III 700 MHz / AMD Athlon 700 MHz

Operating System:

Windows 2000 Professional / Windows XP Professional

RAM:

128 MB-256 MB

Hard Disk:

Ultra ATA 100 EIDE / SCSI

