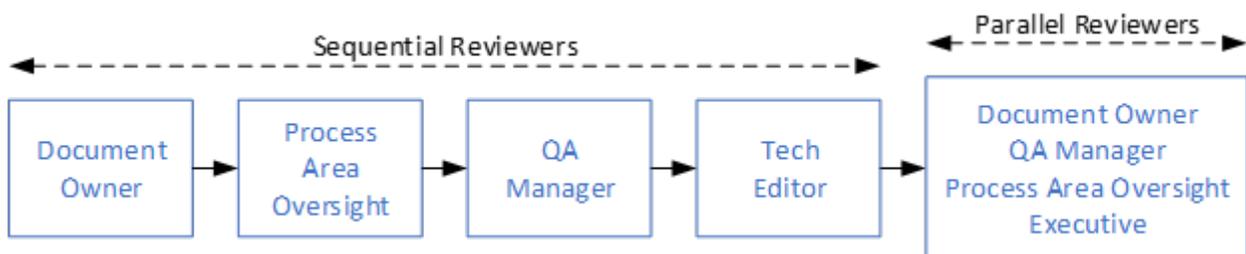


Customize. Review. Approve.

Document Approval Process Design

The Document Control approval process can be simple or complex. In a small company, one person may be the owner of all official documents, and one person may be designated to review and approve all documents. In larger companies, multiple reviewers may be involved. They may be different people depending on the department (an IT manager may not be the appropriate person to approve an HR document.)

The approval process for compliance documents begins with a sequential flow, then the document enters a parallel review process (all reviewers reading at the same time). The default configuration has four sequential reviewers, then four parallel reviewers. This process is flexible and configurable; your business may need two sequential reviewers then six parallel.



Once all parallel approvals are received, an approved major version is published to all users, and Document Control is notified. General users won't see the unreleased versions being reviewed.

The reviewers for each document will be selected by the owner, from a group of authorized reviewers. If there is a pattern based on department, document type, etc. then the reviewers can be pre-populated. For example, if HR documents should always route to A then B then C.

The field "Distribution To" can include anyone in Active Directory, as cc: on the email when a document is finally approved.

A status field tracks the current stage in the review process. Each reviewer can approve or reject.

Each reviewer in the sequential pipeline will mark their disposition (*Approve* or *Reject*) for the document at that stage. When the disposition changes, an email is sent to the next person.

During the Final Review (parallel) stage, each reviewer's response is stored until all are captured.

If any one of the four final reviewers picks *Reject*, the document immediately goes back to the owner with a *Reject Reason*. The document is not finally released until all four final reviewers pick *Approve*.



Authorized reviewers will have permission to view and click the orange **Approval Process** icon.

All users will have permission to view and click the orange **Released Documents** icon. Only approved documents (the current major version) will be displayed.

A sequential Document ID number can be automatically generated as well (optional but recommended).

Data Entry Forms for Compliance Documents

Depending on the current stage, reviewers will see one of 3 data editor forms:

Document Owner Form: The 1st form below will appear.

Other Sequential Reviewers Form: The sequential reviewers after the Owner (Process Area, QA Manager, Tech Editor) will see the middle form below.

Final Reviewers Form: The parallel reviewers will see the last form below.

Fields with a purple stripe on the right are *read-only*.

Fields with a red stripe on the right are required before the owner can submit the document to *Process Area* reviewer.

The Document Owner enters Name/Title/Document Type. Later reviewers can view but not change.

The "Distribution To" (cc: names) is not required. Once the owner names the *Approvers*, the names will be read-only for later stages. Each reviewer can mark *Approve* or *Reject*, add *Notes*, and *Reject Reason*.

The image displays three data entry forms arranged in a grid. Each form has a title bar with a trash icon, a title, and a dropdown menu. The forms are:

- Form 1 (Left):** Title: Overview. Fields: Name (red bar), Title (green bar), Document Type (green bar), Stage (red bar), Move To Next Stage (green bar), Notes (green bar).
- Form 2 (Middle):** Title: Overview. Fields: Name (red bar), Title (green bar), Document Type (green bar), Stage (red bar), Move To Next Stage (green bar), Reject Reason (green bar), Notes (green bar).
- Form 3 (Right):** Title: Overview. Fields: Name (red bar), Title (green bar), Document Type (green bar), Stage (red bar), Notes (green bar).

Below these are three more forms, each with a title bar and a dropdown menu:

- Form 4 (Left):** Title: Document Approvers. Fields: Document Owner (green bar), Process Area Oversight (red bar), Quality Manager (green bar), Tech Editor (red bar), Executive (green bar), Distribution To (green bar).
- Form 5 (Middle):** Title: Document Approvers. Fields: Document Owner (green bar), Process Area Oversight (green bar), Quality Manager (green bar), Tech Editor (green bar), Executive (green bar), Distribution To (green bar).
- Form 6 (Right):** Title: Document Approvers. Fields: Document Owner (green bar), Final Owner Review (red bar), Quality Manager (green bar), Final QA Review (red bar), Process Area Oversight (green bar), Final Process Review (red bar), Executive (green bar), Final Executive Review (red bar), Distribution To (green bar), Reject Reason (green bar).

Figure 1 — 3 Data Entry Forms: Document Owner, Other Sequential Reviewers, Final Reviewers

To learn more about Document Control visit
www.synesisintl.com/qms/document-control or call
864-288-1550



About Synesis

Synesis is a consulting and systems integration firm connecting people, business and technology since 1994.

Our implementations cover manufacturing, distribution, financials, customer service and the supply chain. Our technology expertise encompasses an extensive range of programming languages, web development tools, operating systems, databases, business-reporting tools, networking and thin client services.