



Fortis Approvelt At-a-Glance

Streamline and automate any approval process

Feature	Advantage	Benefit
Automated approval	Route documents electronically through approval hierarchies based on predefined business logic	<ul style="list-style-type: none"> - Shorten approval cycle times - Take advantage of early payment discounts - Reduce days sales outstanding - Enforce compliance
Thin-client interface	Access approval queues in Internet Explorer	<ul style="list-style-type: none"> - No software to deploy - Ease of administration - Access from anywhere
Microsoft® Outlook® integration	Receive email notifications and work on approval queues directly from Outlook	<ul style="list-style-type: none"> - Single point of action - Reduced training costs - Familiar environment
One click actions	Approve, reject or dispute documents by clicking a simple toolbar button	<ul style="list-style-type: none"> - Ease of use - Shorter learning curve - Faster deployment
Launch documents	Edit documents in their native application	<ul style="list-style-type: none"> - Ease of collaboration - Reduce approval interruptions - Shorten approval cycle times
Email documents	Share documents with non-Fortis users or those outside the approval process	<ul style="list-style-type: none"> - Save time by streamlining information gathering - Keep stakeholders informed
Automated escalation	Incorporate business rules to enforce time limits and account for variability	<ul style="list-style-type: none"> - Accommodate employee absences and role changes - More timely approvals
Document and process flexibility	Works with any document in any business process requiring approval	<ul style="list-style-type: none"> - Extensibility to documents in all departments - Approval standardization
Licensed as a server option	No per user or per process license fees	<ul style="list-style-type: none"> - Lower acquisition and expansion costs
Flexible integration options	Easily integrates with line of business applications via SQL, middleware, web services and many other technologies	<ul style="list-style-type: none"> - Synchronize data across line-of-business applications - Trigger actions in other systems - High degree of automation
Customizable look and feel	Using style sheets and simple HTML, Fortis Approvelt can reflect your current web look and feel	<ul style="list-style-type: none"> - User familiarity - Brand messaging
Integrated audit trail	Dashboard view of actions for high degree of process visibility	<ul style="list-style-type: none"> - Increase accountability - Increase compliance
Advanced security	Secure documents involved in approval workflows with permissions-based security	<ul style="list-style-type: none"> - Enforce confidentiality - Leverage industry-standard security - Work in conjunction with existing Fortis security policies

Common Uses for **Fortis Approvelt**: Invoice payment, purchase requisitions, capital expenditures, loan applications, specification designs, change orders, employee evaluations, contracts, proposals, employee onboarding



westbrooktech.com

Westbrook Technologies, Inc.
 22 Summit Place, Branford, CT 06405 U.S.A.
 Tel: +1 203 483 6666 · Fax: +1 203 483 3350

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WVS.FA.FAB.041709