

BPA DOCUMENT 2011

Document Approval for SharePoint

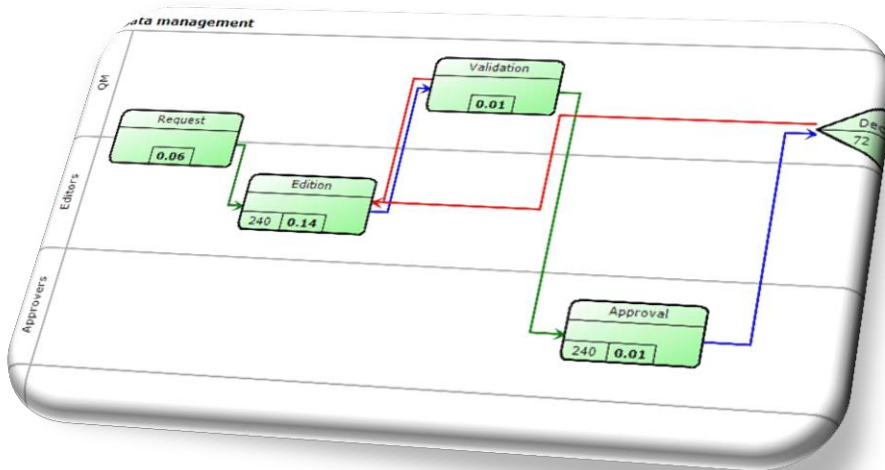
BPA DOCUMENT is a preconfigured and ready-for-use solution for document approval management extending capabilities from standard SharePoint libraries.

BPA DOCUMENT is an – Easy – Flexible – Fast – Economic – Capable – Trendy –solution that will bring huge **EFFECT** and outcome to your SharePoint environment.

- Do you need documents to be validated prior publishing?
- Are you frustrated in trying to develop your own workflows?
- Are you frustrated in losing control on published documents in SharePoint libraries?

Our solution is intended to end-users and provides a simple way to go through the planned steps to edit, approve, publish and archive documents. The system is out-of-the-box and ready-for-use. However it's flexible enough to be adapted to your needs if required.

Don't lose control on documents and get faster approval for your compliance documents, contracts, drawings, pictures or any other document format.



Multi-step Approval Process

From any SharePoint library, allowed users can upload a new document or create a new document from a template. Selected editors only will be able to edit the document content and layout.

Once validated, named approvers can vote to accept or refuse documents with a comment. Based on approvers votes, concerned responsible persons can publish a major document version or send the document back to the edition step.

Selected distributors can now read and accept the new document

version. Old paper versions can be replaced.

The tool further allows revising documents and archiving older document versions through an archiving process.

BPA DOCUMENT tracks document permissions throughout the whole process. Concerned people will get automatic email alerts.

Easy to use

As an end user, you just need to know what to do, when and how. This tool answers all three questions.

The system automatically warns you when you need to act. You don't need to take care about the work of your predecessors or successors. The workflow engine will do it for you.

The graphical flowchart view will tell you about where you're currently staying in the workflow process and what is your allocated time to achieve the current step.

Be compliant with Quality Standards

Certified customers using BPA DOCUMENT have been audited with success for different Quality Standards like ISO 9000, 14000... The system is flexible enough to support any Quality Standard.

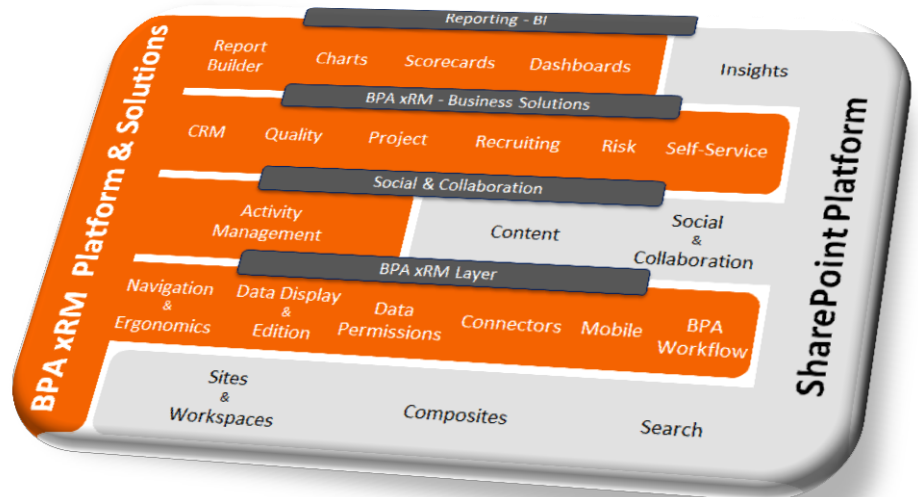
Presenting Data with improved Ergonomics

BPA further provide xRM business platform and solutions that drastically improve standard SharePoint ergonomics.

Data will be presented in a coherent environment where you can view important workflow metrics.

In your home page, colored flags will tell you about pending documents waiting for your approval.

In addition, the BPA xRM platform provides reporting tools, connectors to connect with your existing systems and many other business tools.



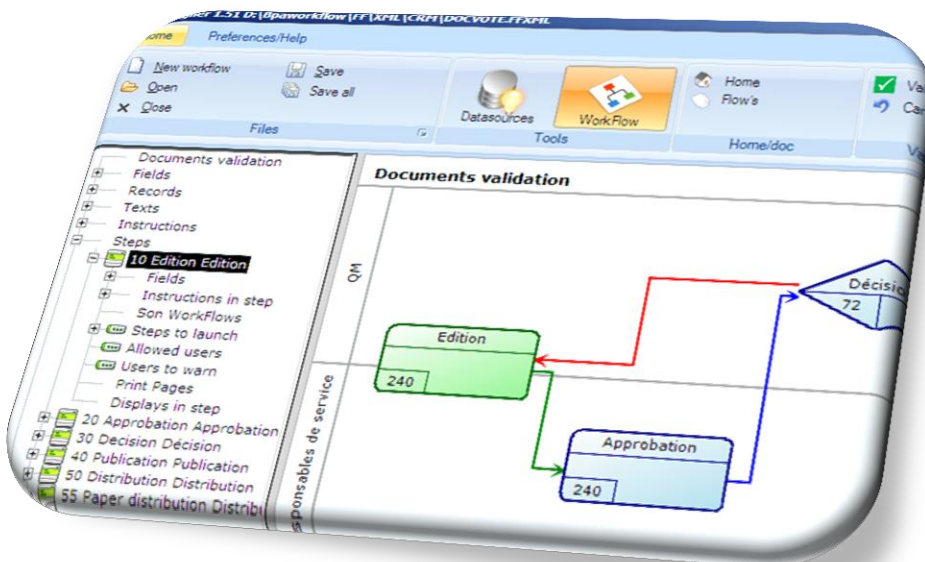
Designing Workflows

Purchase or rent the workflows you need. Or be independent in generating your own workflows with BPA Workflow Designer.

If you need running workflows instead of spending time designing workflows, then BPA and Partners will generate customized solutions for you in less time than you would if using the designer tool.

Deployment

BPA DOCUMENT is available for SharePoint Services, Foundation or Server 2007 or 2010. On-premise or hosted deployments are possible.



Contact

For more information or enquiries, call us at +41 32 710 17 07, or connect to www.bpa-solutions.net for a free trial or free videos.