

DOCUMENT MANAGEMENT TIP

Approve by Me

Though image type documents can be approved through the use of burnt-in annotations, this does not work with non-image documents such as Word and Excel.



For these documents a more secure method is available. The database containing the documents needs to have this option switched on and specified users need to be given this permission also.

In this case, right clicking a document allows the "Approve by Me" option to be selected and a requirement to re-enter your password will be displayed. Once this is done the document will be marked as having been approved by you. This can be seen in document history.

If you wanted to subsequently retract this approval the option is also there to "Cancel My Approval".

