

How SharePoint can drive your firms business processes



SharePoint Document Automation

#1 SharePoint Workflows



- 1 Document Arrives**
Format and content changes need to be made.
Changes = Time = Money
- 2 Approval Workflow**
SharePoint routes documents or teams for approval or rejection.
- 3 Collect Feedback**
SharePoint routes documents or items for feedback.
- 4 Collect Signatures**
SharePoint routes documents, workbooks, or forms for digital signatures.
- 5 Document Approved Client Satisfaction**

A SharePoint workflow is like an automated flowchart that takes a lot of labor, guesswork, and randomness out of your company's standard work processes.

SharePoint automatically routes documents or items, assigns review tasks and tracks their progress. It also sends reminders and notifications when needed.

Keeping track, forwarding documents and sending reminders. Each of those tasks are performed by several of your colleagues. That means extra work and a constant stream of interruptions.

#2 Qorus Document Generation



- Adherence to Brand Guidelines**
Templates ensure that all presentations generated adhere to corporate branding guidelines and standards.
- Substantial Time Savings**
Time spent creating your custom presentations is reduced as the need for fixing formatting errors, copying and passing data, and finding the latest version of content is eliminated.

Qorus DocGeneration has been developed to seamlessly add document automation functionality to Microsoft SharePoint, Microsoft Word and Microsoft PowerPoint.



More Professional Presentations
Approved content is automatically retrieved and merged into slides. Manual input of data is minimised, so is the likelihood of human error.

More Accurate Presentations
Only approved content is included in all generated presentations.

#3 SharePoint knowledge libraries

Content Management System

Document Management
Centrally manage diverse content. Easily work with document properties. Manage metadata globally. Make any document unique. Save time and reuse settings. Control access to information. Streamline collaborative document processing.

Digital Media Management
Play media content directly. Use optimized media libraries.

Computers make it easy for organizations to create lots of content, SharePoint products help by giving you tools to organize and manage content throughout the content life cycle, from creation to archive.

Web Content Management
Create and publish content quickly and easily. Maintain a consistent look throughout your web sites. Lower deployment and management costs for your web sites.

Records Management
Improve legal and regulatory compliance. Help secure business and important records.



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For more information and to schedule a demo please visit: www.qorusdocs.com