Oracle Process Accelerators help achieve process excellence faster with end-to-end implementations of common business processes. Ready-to-use and extensible, Oracle Process Accelerators embody best practices and are available for download today.

KEY COMPONENTS
- BPMN Process Models
- Data Models: Reusable and Extensible
- User Interaction Screens
- Human Workflow
- Configurable Business Rules and Patterns
- Business Services Supporting Integration
- BAM Dashboards
- User/Role Management
- Documentation
- UPK Training

Oracle Process Accelerators for Horizontal Solutions
Document Routing and Approval

The legacy approach to document approval – using a manila folder with a routing slip – has largely given way to email. However, email driven document approval is still hit or miss. It is an unstructured approach that leads to lost documents, late approvals, bottlenecked resources, and the inability to meet compliance requirements.

The Oracle Process Accelerator Document Routing and Approval (DRA) is a process-driven solution for the document routing and approval process – from initial submission to final approval and notification. It is built using Oracle BPM Suite, ready to deploy out-of-the-box yet easily extensible. It provides standard routing patterns by document category, notification of review to participants, visibility into the state of the process, and post-approval auditability.

Business Process Overview:

Strategic Goals
- Improve operational efficiency through predefined routing patterns and approver notifications
- Standardize and streamline approval processes
- Reduce costs associated with late approvals or paper document storage
- Meet compliance requirements through audit capability

Key to improving the document routing and approval efficiency is the concept of document category. The figure below illustrates how a document category determines the routing to be used at document submission time. The organization can also define whether specific categories are open to ad hoc approval processes.
All Process Accelerators are equipped with real time analytics to provide insight into the efficiency of the business process. One key feature is the ability to analyze traffic patterns to improve efficiency through resource management. Analytic reporting can be modified to meet the needs of the manager or business analyst community.

Document Routing and Approval is configurable to meet the specific requirements of an organization. Many requirements can be simply met through table maintenance (new document categories) or by adding roles or tasks as needed to the business process model. Email notifications can be turned on or off at the task level. More complex modifications can be made to the solution to meet specific business requirements, supported by best practices, documentation, and tools.

**Advantages of Document Routing & Approval**

- Replace undependable email-based document approval process
- Standardize approval patterns based on document type
- Enable role based approval for increased control
- Receive automated notifications
- Track late approvals
- Identify and eliminate bottlenecks

**CONTACT US**

For more information about Oracle Process Accelerators, visit oracle.com/goto/bpm or call +1.800.Oracle1 to speak to an Oracle representative.