

DOCUMENTS & ESIGN

Know which document is ready for approval.

Keep document revisions, named reviewers and signing evidence together for internal controlled-document approval.

01

Clear revision context

Keep the document revision and supporting source information with the review work.

02

Visible review work

Coordinate named reviewers and retain feedback before formal internal signing.

03

Retained approval evidence

Review the signer, time and released revision in the document's approval details.

A CLEARER WAY TO WORK

1

Prepare the revision

2

Coordinate the review

3

Sign internally

4

Keep approval
evidence

Keep internal document approval connected to the revision and its evidence.

Illustrative workflow - discuss your scope in a walkthrough.

Bring one document challenge.

Let's walk through how your team could work with Azora.

A practical starting point.

A procedure needs a revision. The author coordinates draft feedback, prepares the controlled PDF and routes the document to authorized internal reviewers and signers.

FOR DOCUMENT OWNERS, QUALITY TEAMS AND INTERNAL REVIEWERS

01**Prepare the revision**

Attach the editable source and identify the document revision under review.

02**Coordinate the review**

Resolve feedback and prepare the controlled PDF for formal review and signing.

03**Sign internally**

Authorized workspace users re-authenticate to sign the document.

04**Keep approval evidence**

Retain the approval details with the document and its released revision.

A CLOSER LOOK INSIDE AZORA

5.0 REVIEW AND APPROVAL

Review the controlled procedure before applying an electronic signature.

REVIEWER SIGNATURE Signature — Riley Chen — reviewer**DATE** Riley Chen — reviewer**APPROVER SIGNATURE** Signature — Approver — Jordan Reed**DATE** Approver — Jordan Reed

Fictional sample document for product demonstration

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Prepare the signature and date fields for the right people. Actual Azora interface · fictional sample document · preparation fields

Bring one document challenge.

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