Step 1: Bob, your employee, just acquired a new customer and needs a collaboration space for his team.

Step 2: Bob logs into DocAve Governance Automation and starts a new request.

Step 3: Bob is then prompted to answer a series of questions predefined by your administrator, right within Governance Automation’s request questionnaire:

- **User Location**: Internal, External, Both
- **Type of User**: Regulated, Non-regulated, Both
- **Type of Content**: Public, Internal, Restricted
- **Business Impact**: High, Medium, Low

Upon completion, Bob is guided to the appropriate service request form.

Step 4: Bob service request is then sent for approval from Bob’s manager. Bob’s manager approves his request.

Step 5: Governance Automation provisions the new space automatically, without ever having to burden your IT staff.

**Bob & Team**
New collaboration space tailored to their specific business needs.

**Your Governance Board**
Appropriate service levels, permissions, and configurations applied automatically.

**Your Administrators**
Less time spent servicing user requests and more time focusing on higher business value activities.