



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.