

**-05-**

**ways YOU**  
**can >>>**

**use frevvo**

**in your organization**

# CONTENTS



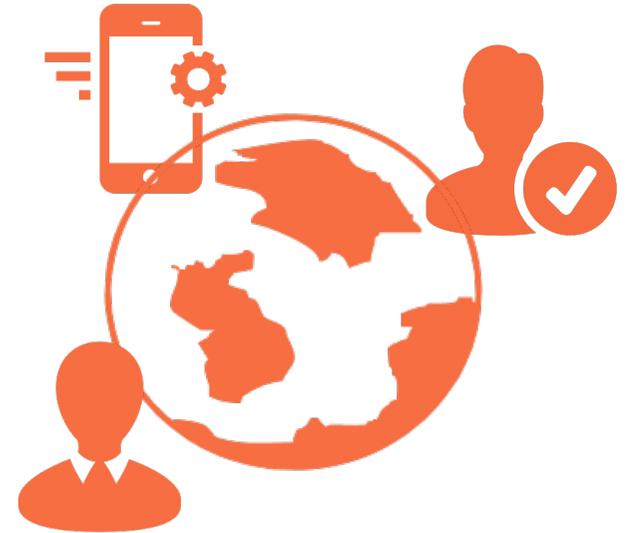
07	SIGNATURE FORMS
12	SIMPLE APPROVALS
17	CONDITIONAL APPROVALS
20	ANONYMOUS APPROVALS
24	MULTIPLE LANGUAGES
28	MULTIPLE PAGES



# INTRODUCTION

Business today is different. Customers and employees are spread out across the globe and expect 24x7 access at any time in their language.

Customer satisfaction has become a critical competitive advantage.



# INTRODUCTION

Yet, they're **burdened with excessive paperwork** for routine things like sales orders, leave approvals, field trips and employee on-boarding.

Paperwork causes delays, costs time & money and is bad for the environment. Eventually, that means unhappy customers.



# INTRODUCTION

Wouldn't it be great if  
employees could  
**focus on customers**  
rather than paperwork?



# INTRODUCTION

In this e-book, we'll guide you through **five examples of common approvals** that you can automate with frevvo to reduce paper use, let employees focus on customers and help the environment – all while saving money!



# PART 1

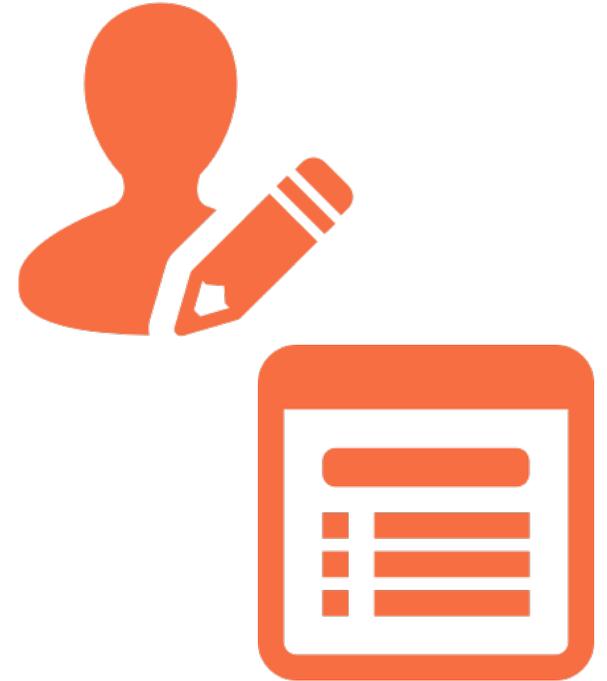
## SIGNATURE FORMS



# SIGNATURE FORMS

Signatures are a routine part of business e.g. a customer signing a Sales Order or a parent signing a Permission Slip.

Usually, this means **wasteful printing, signing and scanning** and storage in a filing cabinet.



# STOP PRINTING FOR SIGNATURES

frevvo forms have **built-in Electronic Signatures**. Drag & drop a signature field into your form and users can sign using a mobile device touch screen or a mouse. [Try an example now.](#)



# ELECTRONIC STORAGE

frevvo can automatically

- Save the PDF for you.
- Email it.
- Save it online e.g. Google Drive.
- Integrate with business systems.



# GENERATE CUSTOM PDF

Need a specific PDF? frevvo can **generate your PDF** and transfer the form data including the signature for you.

Try now: [Permission form](#) or [Government W-4](#).



# ◀ PART 2

## SIMPLE APPROVALS



# SIMPLE APPROVALS

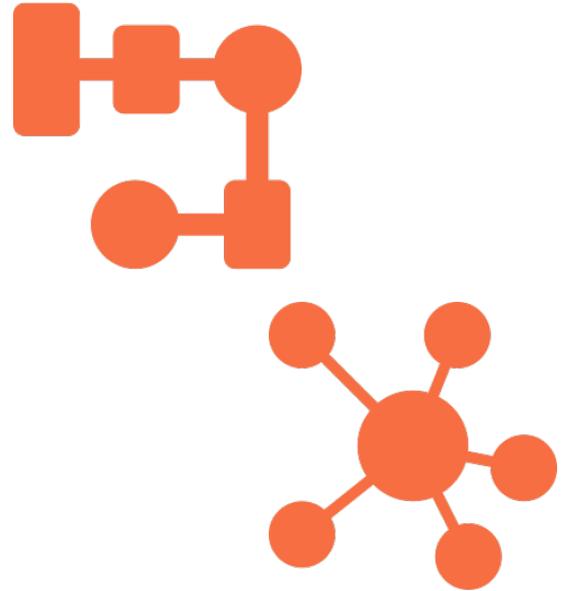
It's common for **multiple people** to be involved in an approval. For example, an Absence Request would be filled in by the Employee, approved and signed by the Manager and processed by HR.

Similar “approval workflows” are common for Field Trips, Purchase Requisitions, Expense Reports etc.



# BUILT-IN WORKFLOW

frevvo can **easily automate this routing**. No need for managers to search through emails to find pending approvals. No need for employees to waste time tracking current status. [3 min Expense Report video](#).



# ANYTIME, ANYWHERE, ANY DEVICE

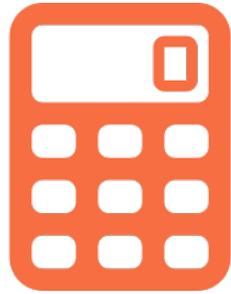
Fill out forms online and they're routed to the proper person who can view, approve and sign **anytime, anywhere and from any device.**

If they forget, they'll be reminded automatically.



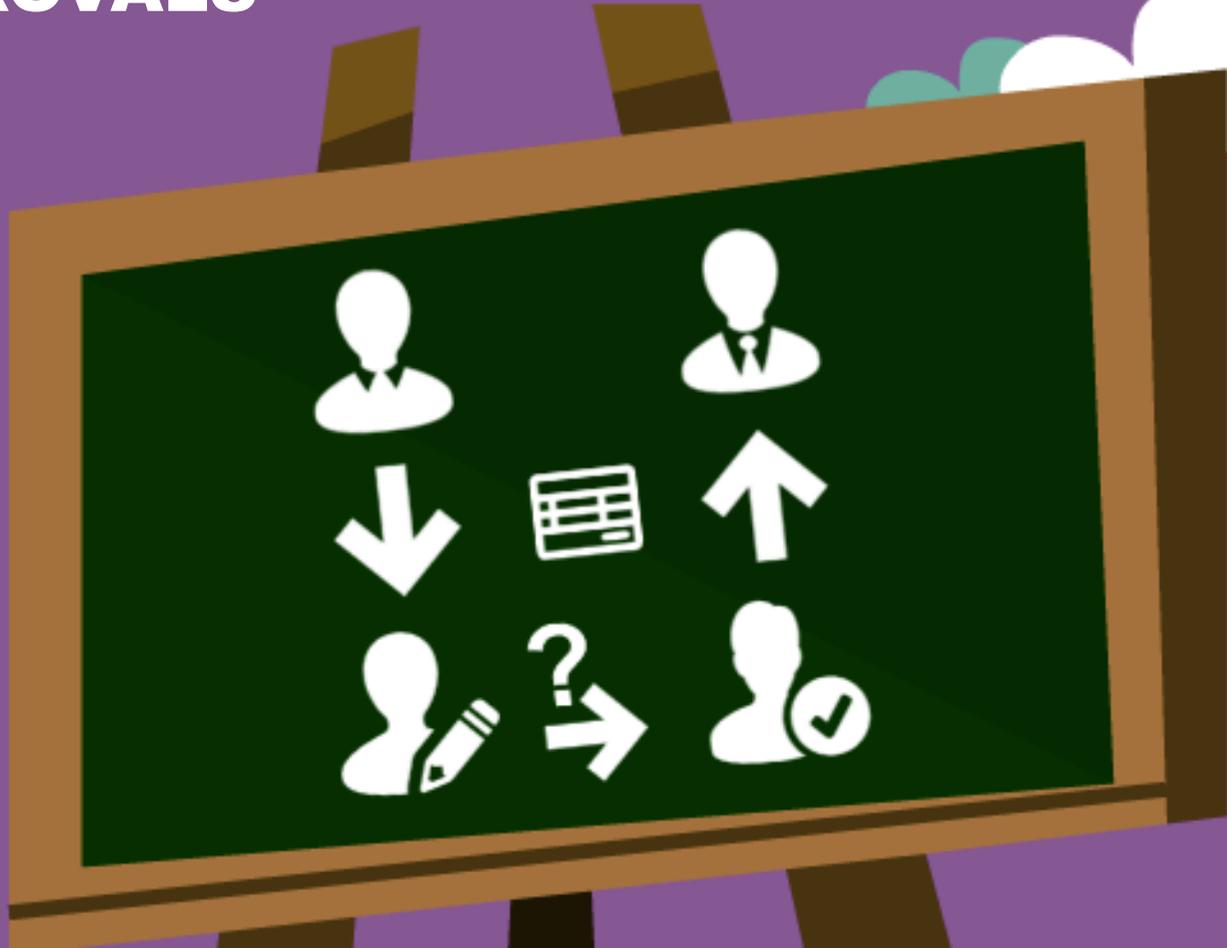
# WE'VE GOT EVERYTHING YOU NEED

- Audit trail
  - Notifications
  - Reminders
  - Validations
  - Task Lists
  - Calculations
- [and more.](#)



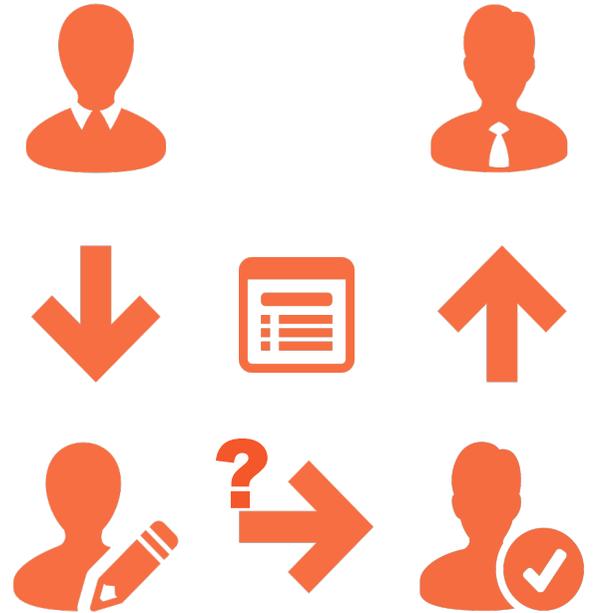
# PART 3

## CONDITIONAL APPROVALS



# CONDITIONAL APPROVALS

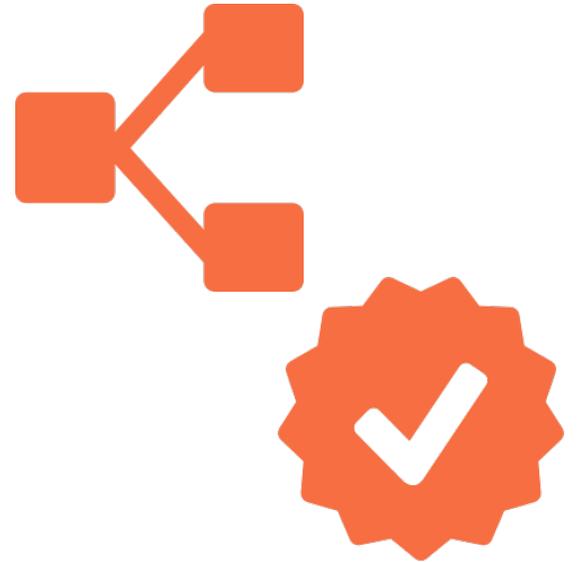
Another common situation is where an **approval is required but not always**. For example, a Purchase Requisition may always require the Manager's signature but may need additional approvals (VP or CFO) depending on the amount.



# BUILT-IN CONDITIONAL ROUTING

It's easy to assign a step to the VP or CFO and execute it conditionally e.g. Amount > 5000.

No need for employees to remember and follow complex instructions.



# ◀ PART 4 ANONYMOUS APPROVALS



# ANONYMOUS APPROVALS

It's also quite common for one of the **approval steps to go outside the organization** e.g. a Software Order may be initiated by an internal sales person but must then be approved and counter-signed by the customer.



# MANUAL & TEDIOUS

Typically, this means a PDF sent by email that the customer must review, print, sign, scan and email.

But, scanners stop working, files are incomplete or illegible and it's **unnecessarily frustrating and slow.**



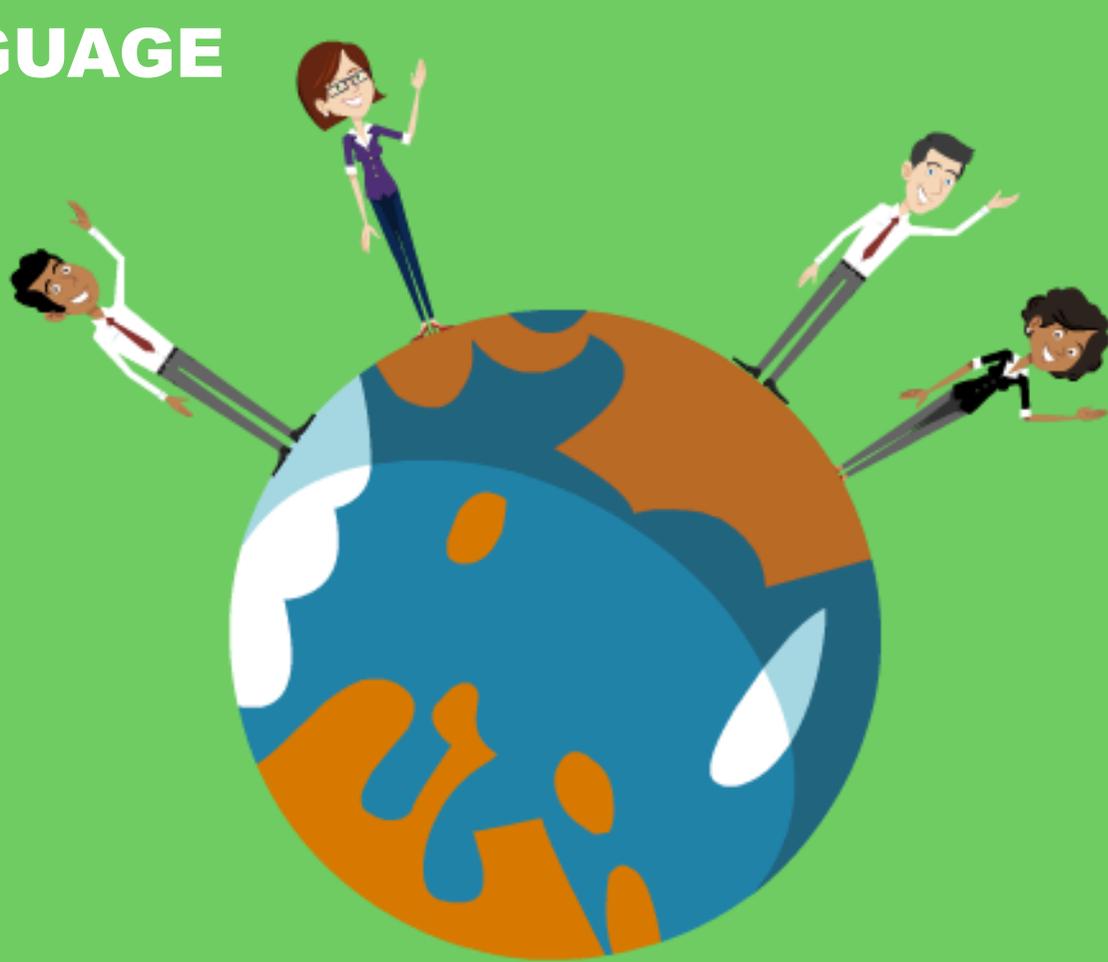
# ELIMINATE PRINTING & SCANNING

Create an electronic form, enter your customer's email address and frevvo will send a link. The customer clicks the link, reviews, signs electronically on any device and sends back instantly. [View 90 sec video.](#)



# PART 5

## MULTI-LANGUAGE



# MULTIPLE LANGUAGES

Globalization & Demographic changes require you to interact with customers and employees in many languages.

For example, in the US, parental consent forms are often available in English & Spanish.



# BUILT-IN INTERNATIONALIZATION

Multi-language capabilities are built-in. frevvo comes with pre-built templates that are already translated or you can easily translate your own.

Try an example: [English](#), [Spanish](#).



# EASIER FOR USERS

Users automatically see the form in their language. Fewer errors and accurate information.

frevvo can generate a PDF in your language so you can easily view and understand it.



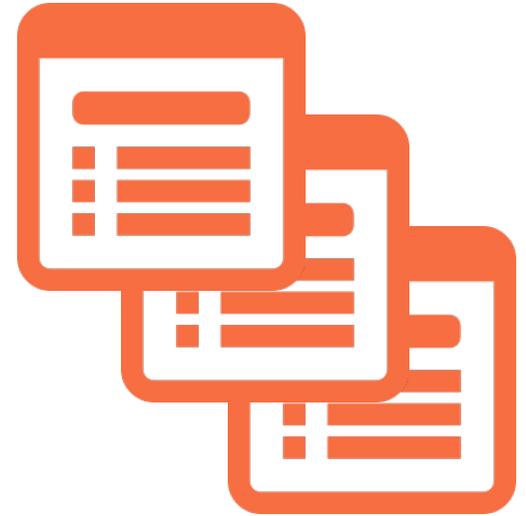
◀ **BONUS**  
**MULTIPLE PAGES**



# MULTI-PAGE FORMS

Lengthy forms are confusing and hard to complete.

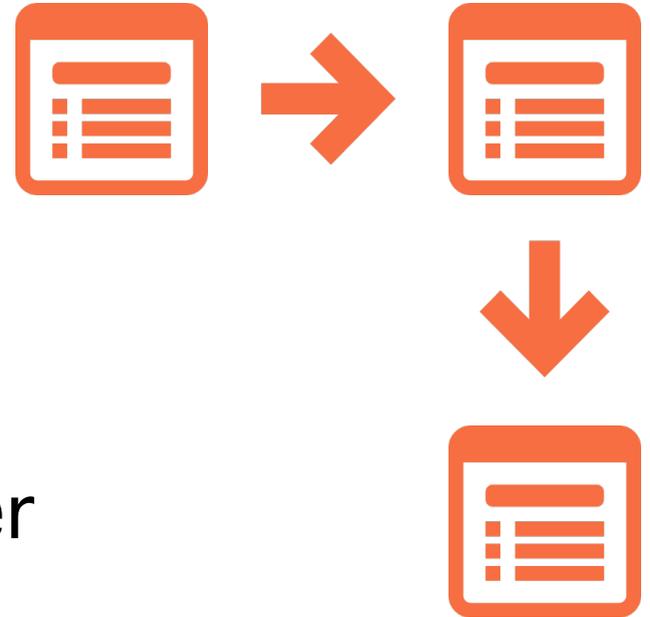
Employee On-boarding, Patient Registration, and School Application forms often span multiple pages and can have hundreds of fields.



# SCREEN FLOWS

It's easier for users if you guide them step by step through the process. [Passport Application](#) or [Multi-page Quiz](#).

You'll get more accurate data, fewer errors & questions and higher completion rates.



**CONCLUSION**

# CONCLUSION

In today's business world, customer satisfaction is your #1 competitive advantage.

Use frevvo to get rid of unnecessary paperwork and free up valuable employee time to focus on your most critical asset – happy customers – and you will directly impact business profitability.

Thanks for reading.

# *What is frevvo?*

*Cloud-based web forms and approval workflows on all devices*



*2 min video*



*More examples*



*Contact frevvo*

<http://blog.frevvo.com>  
[info@frevvo.com](mailto:info@frevvo.com)  
<http://www.frevvo.com>