

Workflow-Streamlining Document Approvals with a Digital Workflow System

Client Overview

The client is a South Korea-based organization specializing in enterprise software development. They initiated the development of a secure and scalable workflow management application to support internal operations. The platform facilitates structured file and folder approval and rejection processes, ensuring controlled and efficient workflow management.

Overview

A organization was struggling with its document review and approval process. Critical files such as work sheets, financial reports, and compliance documents were shared via email and spreadsheets, making it difficult to:

- Track document status
- Identify responsible owners
- Meet deadlines
- Maintain accountability and audit trails

As the volume of documents increased, delays and miscommunication began to impact productivity and compliance.

Challenge

The organization faced several key issues:

- a) Lack of Visibility
- b) Delayed Approvals
- c) No Standard Process

Solution

The company implemented a digital workflow management system with:

- Centralized Dashboard

A single interface showing:

- All documents
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- Assigned users
- Due dates
- Workflow status (Pending, Work in Progress, Approved, Rejected)
- Role-Based Workflow

Defined roles such as:

- Preparer
- Reviewer
- Approver

Documents moved through structured stages:

- Pending for Review
- Work in Progress
- Approved Workflow
- Rejected (with reason)

Technology Stack

Angular 16 | Bootstrap | .NET Core Web API | AWS | Docker

Conclusion

The workflow system transformed a fragmented, manual process into a structured, transparent, and efficient operation. By digitizing document reviews and approvals, the organization improved productivity, reduced risk, and created a scalable process for future growth.

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The screenshot displays the OLOBBY digital workflow system interface. At the top, it shows the user's location (Viman Nagar, India) and weather (5:46 PM, 32.9°C). The main navigation bar includes 'All Documents', 'Pending For Review' (2), 'Approved Workflow' (4), 'Rejected By Me' (0), and 'Rejected By Other' (4). The 'Pending For Review' section is active, showing a table with columns for Document Name, Assigned By, Due on, Type, and Workflow Status. Two documents are listed: 'January Work Sheet' assigned to VIJAY UGALE with a due date of 2026-01-29, and 'mac1.txt' assigned to Bharath with a due date of 2025-08-26. The 'Approved Workflow' section shows a table with columns for Document Name, Assigned By, Approved On, Type, and Workflow Status, with one document '3' assigned to VIJAY UGALE and approved on 2025-12-09. Below these sections are tabs for 'Rejected By Me' and 'Rejected By Other'.