

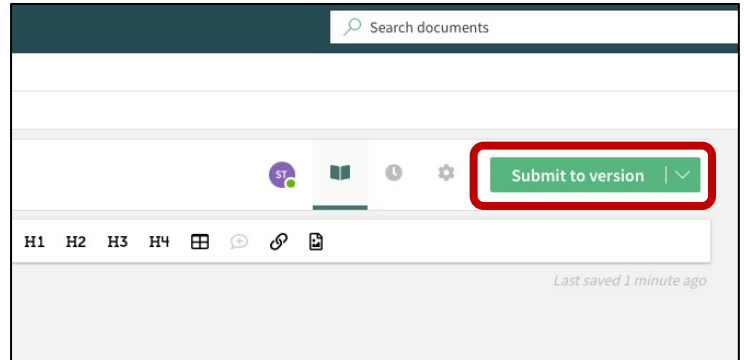


Advance the Review Workflow

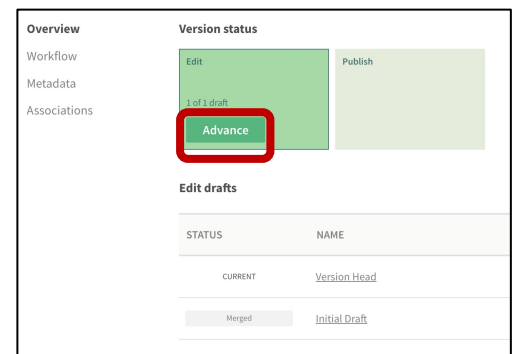
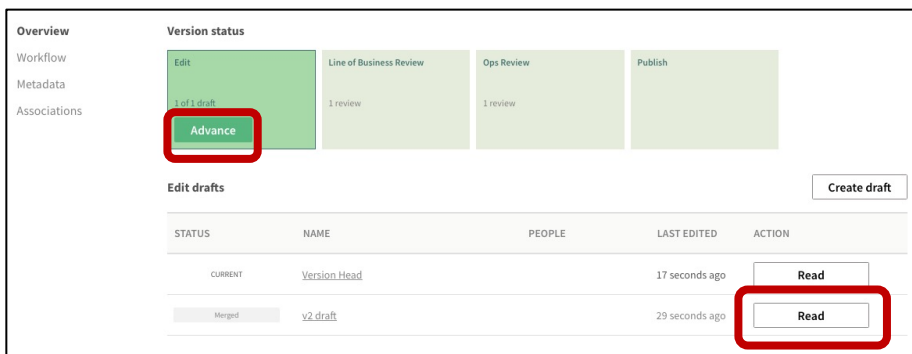
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The document version is ready to circulate to the next workflow step



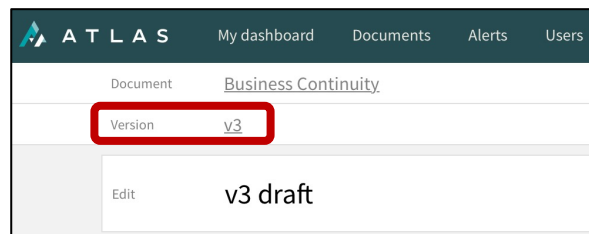
The next screen is your Workflow Overview and shows the Version status in the workflow.



You will see workflows with a variety of steps, including the short version (above right) intended for needs like fixing a typo that do not require approvals, but still require an audit trail.

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