

05

WAYS YOU CAN USE

*frevo*

+

GOOGLE APPS

TODAY

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# FREVVO + GOOGLE APPS

## *Google Apps*

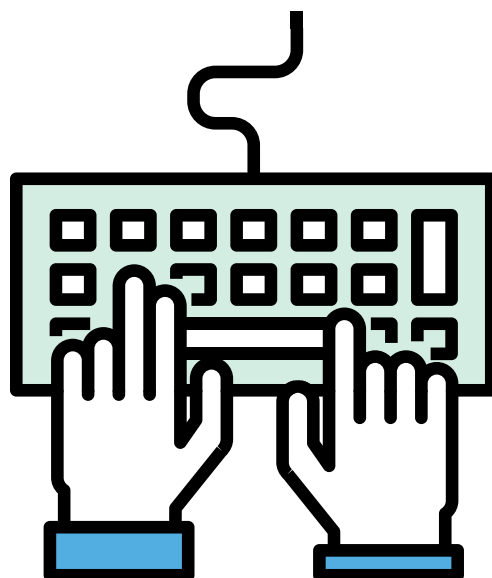
Thousands of organizations use Google Drive/Apps as a Cloud-based system to create, store, and manage enterprise content and to collaborate on that content. Enterprise content usually includes structured content such as invoices, sales orders, and expense reports in addition to videos, images, and spreadsheets.

## *frevvo*

Customers use frevvo to digitize day-to-day approval workflows in the Cloud such as expense reports, purchase requisitions, and employee on-boarding. These workflows generate documents that must be securely stored and managed somewhere – typically some sort of Enterprise Content Management (ECM) system.

## *frevvo + Google Apps*

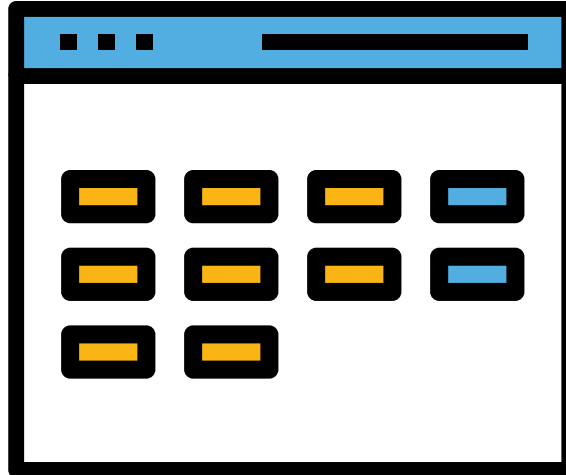
The fit is obvious and natural. If your organization uses Google Apps, you can combine frevvo + Google Apps to solve real business problems, improve productivity and efficiency, and allow employees to focus on customers, students, and patients instead of being bogged down in paperwork.



## 01 SINGLE SIGN ON

Make life easier for your employees. Let them sign in to frevvo using their Google Apps credentials. It's easy to set up and configure since frevvo and Google Apps both support SAML. All you need is your own Google Apps domain. You can find details in [this article](#).

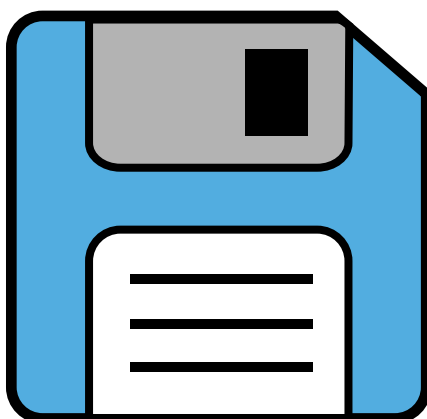
There's no need to remember yet another password, and you can rely on the security, reliability, and backup of Google's widely used identity platform. If you're already signed in to use one of Google's other services, you don't have to sign in to frevvo again.



## 02 SAVE SUBMISSIONS TO SHEETS

Collect form and workflow submissions in a Google Sheet. It's easy: frevvo will map the names of your controls (e.g. First Name) to columns in the Google Sheet with the same name. Using a wizard, provide your credentials, select the sheet, and you're ready to go. There's no need to create a database, download submissions, etc. The Google Sheet is instantly updated in real-time. You can find details in [this article](#).

Once your submissions are in Google Sheets, you can perform all the usual operations on the data. For example, you can use graphs and charts to analyze the data or export a CSV to some other system. You can also share the Google Sheet with others in your organization and collaborate on it.



## 03 SAVE DOCUMENTS TO DRIVE

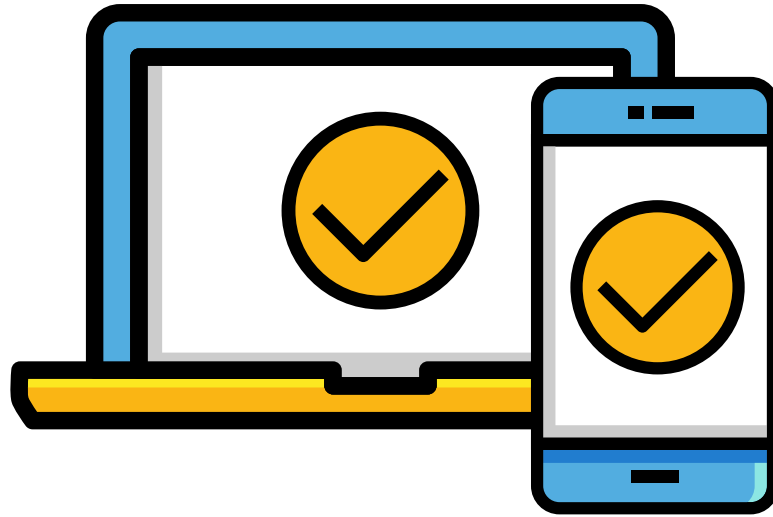
Securely store documents generated by forms and workflows to Google Drive. PDFs, attachments, and generated documents (e.g. W-4) will be uploaded to Drive in dynamically named folders. It's easy! Using a wizard, provide your credentials, select a parent folder, name the submission folder (dynamically), and you're ready to go. You can find details in [this article](#).

Since each folder is uniquely and dynamically named, it's easy to find relevant documents. Employees can easily collaborate using standard Google Drive features including sharing folders, permissions, etc. You can continue to rely on the security, reliability, and backup features included with Google Drive.



## 04 DYNAMIC PICK LISTS

Forms and workflows with dynamic pick lists (dropdowns) are very common. For example, a master-detail where you select a customer in one pick list, and their orders are displayed in a separate pick list. It's easy with frevvo. You can use business rules to dynamically initialize the options (choices) in a pick list from a Google Sheet. You can find details in [this article](#).



## 05 APPROVAL WORKFLOWS

### *What are approval workflows?*

Every business relies on approval workflows like purchase requisitions, travel requests, sales orders, leave approvals, expense reports, and employee onboarding to conduct routine, day-to-day activities. Approval workflows are simply forms filled in by employees, customers, and partners that are routed through the organization for comments and signatures. The routing is usually not too complicated.

### *Approval workflows are the lifeblood of your business.*

Yet, they're PDF and Excel files emailed as attachments. They crowd already overflowing inboxes, managers forget and employees waste time chasing down approvals. If a signature is required it means print, scan, and email. They're impossible to use on mobile and practically impossible to track.





## IT'S 2016!

We don't print driving directions or boarding passes anymore. Mortgage documents can be signed electronically. Cloud is here. Everyone has a smartphone and green is on everyone's mind.

**Why are you still printing and emailing documents around for approvals and signatures?**



Combine frevvo + Google Apps in all the ways we've described and digitize your approvals today. Let your employees focus on customers and new business opportunities. They'll be happier and more productive.

### ***Example: Leave Approval***

Using Single Sign On, the workflow knows who is requesting leave and who the person's manager is. Using dynamic pick lists integrated with Google Sheets, the form displays only valid choices for available vacation days. The workflow automatically routes to the proper manager and other departments (HR). No printing is necessary and the manager can approve and sign instantly on a smartphone. After the leave is approved, the underlying Google Sheet is updated to reduce the number of available days, the approval documents with signatures are uploaded to Google Drive, and the employee is notified by email. The entire process is electronic and there's no printing, no delays, and no chasing down signatures. You can find details in [this article](#).

# HOW DO I GET STARTED?

*Click the links below!*



Website & Examples



Blog Articles



Contact

# frevvo