**Functional Requirements**

1. **Upload Document**
   * Users can upload document.
   * Upon successful upload, the document is saved in the database with a status of "Pending".
2. **Save to Database**
3. **View Documents**
   * Users can view all records from DB by date range:
4. **Approve or Reject Document**
   * User can approve or reject the document, providing comments if necessary.
   * Once approved, the document status is updated to "Approved", If rejected, the status is updated to "Rejected".
5. **Share Approved Document**
   * Export and share it via email