

A Paperless Workflow for Enterprise

Create responsive, customizable e-Forms tailored to your business needs.

ABOUT

RECOM APT is a Cloud Based Approval Process Tracking System that works as a system to manage, monitor, and streamline the approval processes within an organization. It helps ensure that tasks, documents, or projects requiring approval from multiple stakeholders or levels of authority are tracked efficiently from initiation to finalization.

[illegible]

Track Approval Status with Workflow

- ✓ Integrate seamlessly with corporate email.
- ✓ Approve or decline requests directly from your mobile device.
- ✓ Standardize form processes for consistency.
- ✓ Attach external documents to forms effortlessly.
- ✓ Set expiry dates for each approval stage.

The screenshot displays a web application interface for tracking approval status. At the top, there's a section for 'Attachment File' with options to 'Choose File' or 'No file chosen', and buttons for 'PDF', 'JPG', and 'PNG' file types. Below this is a 'Need Approvals' section with a count of '2'. The main part of the interface is a table with columns: 'REQUEST CODE & DATE', 'REQUEST FORM & BY', 'STATUS', 'MILESTONE', 'DEADLINE', and 'ACTION'. The table lists four requests: 'CTR-0054821' (Waiting Approval), 'CAA-0054821' (Waiting Approval), 'OAT-0038483' (Approved), and 'ASP-0054821' (Decline). Each row shows the request details, the status, the milestone progress, the deadline, and action buttons (approve/decline). Below the table is an 'Approval Workflow' diagram showing four layers: Layer 1 (Budiman), Layer 2 (Andi Setyawan), Layer 3 (Rizal Dwi Santoso), and Layer 4 (Dicky Supratja).

The screenshot shows a 'Notes' section at the top with a text area and a '+ CREATE TEMPLATE' button. Below this is an 'Upload Documents, Max size 5MB' section with a 'Choose File' button and a list of uploaded files. The main part of the interface is a table with columns: 'Form Name', 'Department', 'Used for', and 'Actions'. The table lists four templates: 'Pengajuan Lembur' (Operations), 'Reimbursement Biaya' (Finance), 'Pengajuan Training' (Learning and Development), and 'Pengajuan Cuti' (HR). Each row shows the template details and action buttons (PREVIEW, EDIT, DELETE). Below the table is a 'Visibility' section with radio buttons for 'Global' and 'Department', and checkboxes for 'HR', 'Finance & Accounting', 'Operational', 'Marketing', and 'Sales'.

Organization Structure

- ✓ Define custom templates for specific departments.
- ✓ Control template visibility.
- ✓ Build a flexible organization chart: company, branch, division, and department.

Workflow Engine

- ✓ Implement multi-stage approvals.
- ✓ Assign maker and approver roles.
- ✓ Set approval milestones.
- ✓ Allow late file uploads.
- ✓ Choose between "one-must-approve" and "all-must-approve" logic.
- ✓ Apply color coding to e-Forms.
- ✓ Support external document links (e.g., Google Docs).
- ✓ Customize e-forms templates with various field types and mandatory flags.

The screenshot displays a web application interface for creating forms. At the top, there's a section for 'Attachment File' with options to 'Choose File' or 'No file chosen', and buttons for 'PDF', 'JPG', and 'PNG' file types. Below this is a 'Color Form' section with color-coded buttons: BLUE, GREEN, RED, YELLOW, BLACK, and PURPLE. The main part of the interface is a form template for 'FORM PENGAJUAN CUTI LEBIH DARI 1 BULAN'. The form includes fields for 'Document Code', 'Full Name', 'NIK', 'Department', 'Position', 'Purpose of Application Letter', and 'Date'. Below the form is an 'Approval Workflow' diagram showing four layers: Layer 1 (Search Approval), Layer 2 (Andi Setyawan), Layer 3 (Rizal Dwi Santoso), and Layer 4 (Dicky Supratja).

Login

- ✓ Experience fast, secure login with Google integration.

Calendar Holiday

- ✓ Incorporate national and custom holidays to adjust e-form deadlines.



Finance

Information Technology

Procurement

CRM / After-Sales

Production

Project

Administrative



APPROVAL – PROCESS – TRACKING

VISI-ONE

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