

The Document Sign-Off Toolkit

Everything you need to route documents for approval, track who has signed off across all of them, and keep a clean, audit-ready record — without buying any extra software.

WHAT'S INSIDE

- 1. Document Approval Register (Excel).** A Dashboard that consolidates every document — approvals, status, final-approval and next-review dates, with “Due soon” / “Overdue” flags — plus a self-contained sign-off tab per document holding its approval table and revision history. Comes with worked examples.
- 2. Approval Email Playbook (Word).** Six templates for the moments that slow approvals down — request, nudge, firm chase, escalation, re-approval after a change, and close-out — each with a short “when to send / who to CC / tone” note.
- 3. Built-in Instructions.** A five-step quick start on the register's Instructions tab.

HOW TO USE IT

1. Give each document its own tab and fill in the details.
2. Add approvers, one per row, and set Approved? to Y/N — rows turn green and the status updates.
3. Use the Dashboard to see every document's status and review dates at a glance.
4. Chase anyone outstanding with the Email Playbook; when all are signed off, log the version and circulate the approved file.

When manual tracking starts to creak. A register like this is great for a team and a manageable set of documents. Once you're past a dozen — chasing approvers, remembering review dates, and proving who approved which version — keeping it current by hand becomes the job. OneApproval automates all of it inside Microsoft 365: approval requests, automatic reminders, version tracking, and audit-ready records across the tools you already use. **oneapproval.io**