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**TRANSPERFECT** 

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## **Document Life Cycle Statuses**

**Pending-** A workflow has been initiated for the document but has yet to be claimed for review.

**Review in Progress-** A document has been claimed, and the workflow has been initiated/ steps of the workflow are being preformed.

**Waiting for e-Signature-** The document has been reviewed and approved and is now waiting for all required signatures to be completed.

e-Signature Completed- A document that has all required signatures

**Rejected-** A document that has been marked as rejected

**Approved-** A document that has gone through the workflow and has been reviewed, approved and/or signed by all required parties. Once the document becomes effective, it will move into the **Effective** folder.

**Effective-** A document that has been approved and is now considered the Effective copy. Any delay between approval and the effective date is designated in the document metadata.

**Periodic Review Required**- A document that needs to be reviewed based on the review date set in place.

**Periodic Review Overdue-** A document in which the periodic review date has passed.

**Periodic Review In Progress-** A document that is under review

