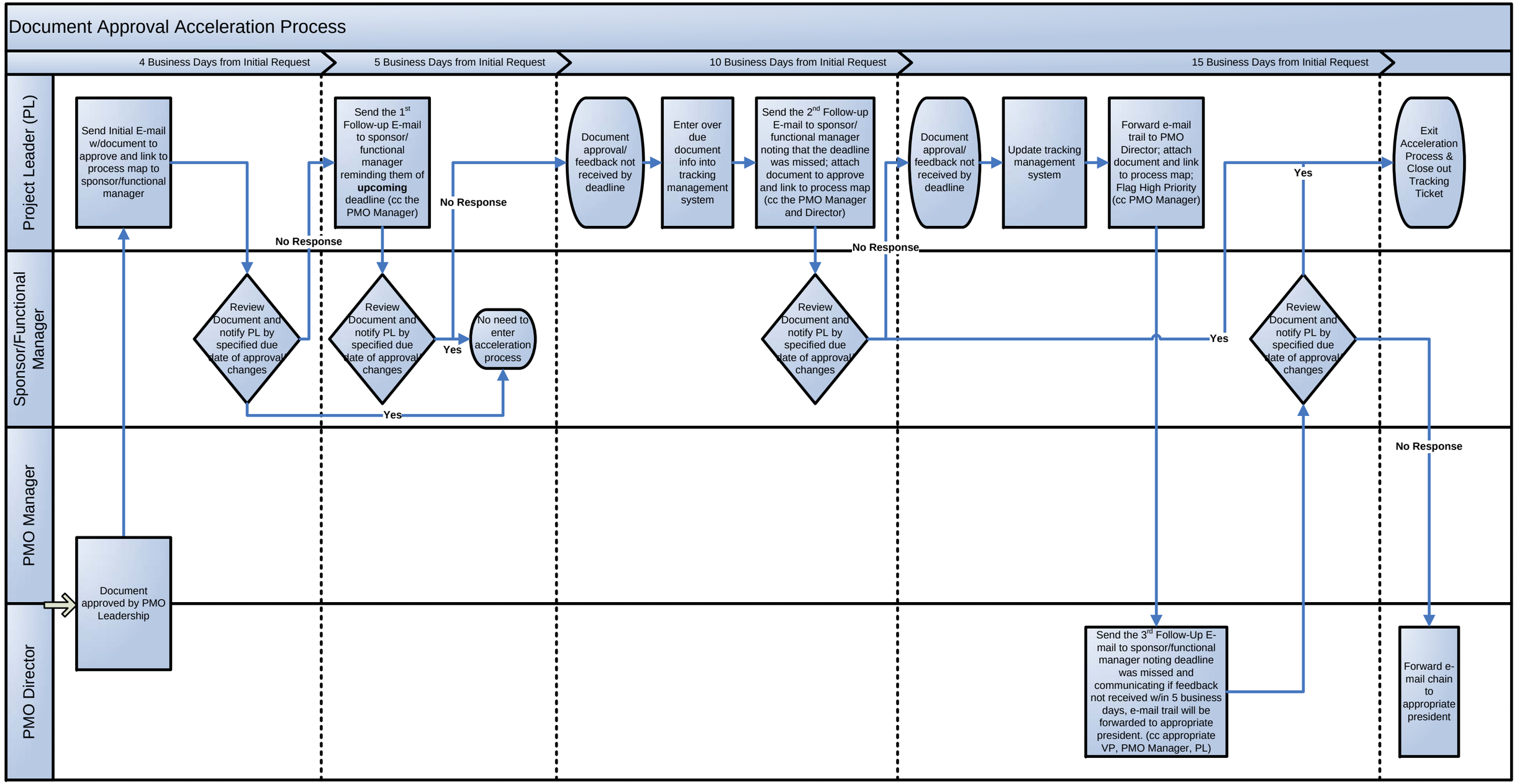DOCUMENT APPROVAL ACCELERATION PROCESS