



DOCUMENT GOVERNANCE HUB

From document request to controlled publication.

A customer-installed Microsoft 365 workflow for structured document review, approvals, controlled publication, lifecycle management, monitoring, and recovery.

DGH 1.2 Release-candidate validation	Microsoft Marketplace Certification pending	Deployment Customer Microsoft environment
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What DGH is for

DGH coordinates the governed-document journey without adding a separate SaaS data plane. It helps organizations move policies, SOPs, and work instructions from intake through routed human review to controlled publication, then supports recurring review, retirement, reactivation, monitoring, and administrative recovery.

Structured review Configurable stages, multiple approvers, scoped routes, and global fallbacks with unambiguous approval behavior.	Protected review copy Reviewers act on the content intended for publication; publication verifies review-copy evidence before using the approved bytes.	Operational resilience Monitoring, reminders, escalation, guarded state changes, issue views, and publication reconciliation help administrators recover work safely.
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A controlled workflow, not just an approval email.

1. Submit	SharePoint intake, authenticated manual submission, or optional customer-owned Microsoft Forms.
2. Capture review content	DGH creates a protected review copy and records the evidence used for the review cycle.
3. Route and approve	Rules select the applicable stage route. Human decisions use Standard Approvals and Teams notifications.
4. Publish	The publication engine separately claims the work, checks review evidence, and publishes controlled metadata and bytes.
5. Maintain	Revisions, periodic review, retirement, reactivation, future-effective activation, reminders, monitoring, and recovery continue the lifecycle.

Customer-controlled architecture

Customer Microsoft 365 tenant	DGH package	Business content
SharePoint Online Lists, review copies, governed documents	Power Automate Installer, intake, processing, publication, monitoring, recovery	Policies, SOPs, work instructions
Teams + Standard Approvals Notifications and decisions	Office 365 Users Identity lookups	Optional Microsoft Forms Customer-owned intake

No routine AppParallax document data plane. The current release uses customer-owned Microsoft connections and does not include an AppParallax-hosted document repository, external vendor API, or custom connector.

Prerequisites and first configuration.

Dependency	Status	Purpose
SharePoint Online	Required	Requests, configuration, review copies, history, lifecycle metadata, governed documents
Power Automate	Required	Installation, processing, publication, monitoring, management, recovery
Teams + Standard Approvals	Required for current experience	Notifications and human decisions
Office 365 Users	Required	Identity and user lookups
Microsoft Forms	Optional	Customer-owned Forms intake
Customer service account / connections	Required	Provisioning and protected runtime operations

Licensing: Microsoft licenses are separate. The current DGH connectors are Microsoft first-party standard connectors, but the customer must verify its Microsoft 365 / Power Automate use rights, execution context, capacity, and tenant policy before production deployment.

First-run sequence

1. Import the authorized DGH package and bind customer-owned connections.
2. Set the SharePoint site, DGH administrator, governed library, and optional Forms settings.
3. Run Install SharePoint Foundation and capture the generated list IDs.
4. Run Configure Access for the intended SharePoint audience group.
5. Create approval routes for every active human stage.
6. Run Validate Installation and resolve every finding.
7. Share only the intended run-only entry points; restrict admin helpers.
8. Enable processing, publication, monitoring, and configured intake channels.
9. Run an end-to-end test through approval and publication before real documents.

Clear boundaries before adoption.

DGH is designed around a customer-owned Microsoft environment. The product applies a documented permission model and guarded workflow state changes, but customers remain responsible for the surrounding Microsoft tenant, service accounts, identity controls, retention, backup, and production access review.

Group-scoped access

DGH controls audience access at the SharePoint group/container level. It is not a per-document information-barrier product.

Protected review copy

Reviewers receive a protected copy associated with the request. Publication verifies recorded review evidence before publishing.

Privileged administrators

Tenant/site administrators and the customer service account remain privileged and must be governed by the customer.

Not an immutable ledger

SharePoint business history is useful operational evidence but is not described as a tamper-proof regulatory ledger.

Compliance responsibility

DGH does not independently establish HIPAA, GxP, SOX, ISO, or other regulatory compliance.

Source file boundary

Current publication supports direct file URLs on the configured SharePoint site; external sites and sharing-link formats are out of scope.

Support privacy

Do not send passwords, access tokens, patient information, payment-card data, or unnecessary confidential documents through the public website or ordinary email. AppParallax can arrange an appropriate support method when sensitive diagnostic evidence is truly required.

What is included now.

Included in DGH 1.2	Current boundary
New documents, revisions, periodic review, retirement, reactivation	No automatic cross-document supersession
Configurable stages, multiple approvers, scoped and global fallback routes	No per-document information-barrier model
Protected review copy and controlled publication	No claim of tamper-proof regulatory audit ledger
Reminders, escalations, expiry, issue views, monitoring	No training / acknowledgment completion tracking
Publication reconciliation after verified partial completion	Marketplace certification and general availability still pending

Release status

DGH 1.2 is in release-candidate validation. Clean tenant installation, access configuration, approval routing, return-for-rework, controlled publication, lifecycle, and recovery scenarios have been exercised in Microsoft 365. Microsoft Marketplace certification is pending and no statement in this document should be read as Microsoft certification or endorsement.

Support

Unless a separate paid support agreement says otherwise, AppParallax targets an initial response within two U.S. business days. Standard support covers reasonable assistance with documented DGH behavior, deployment questions, and reproducible product defects. Custom process design, migrations, tenant-wide compliance/security design, and new feature work may require a separate scope.

Learn more

appparallax.com/dgh
appparallax.com/dgh/help
appparallax.com/dgh/security
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Evaluation and legal information

Ask AppParallax about an authorized evaluation package and its terms. An inquiry does not start a trial or incur a charge. Final pricing, currency, license term, and included services will be stated in the applicable offer. Documentation updated October 20, 2026.

[Product privacy](#)[Product terms](#)[Release status](#)