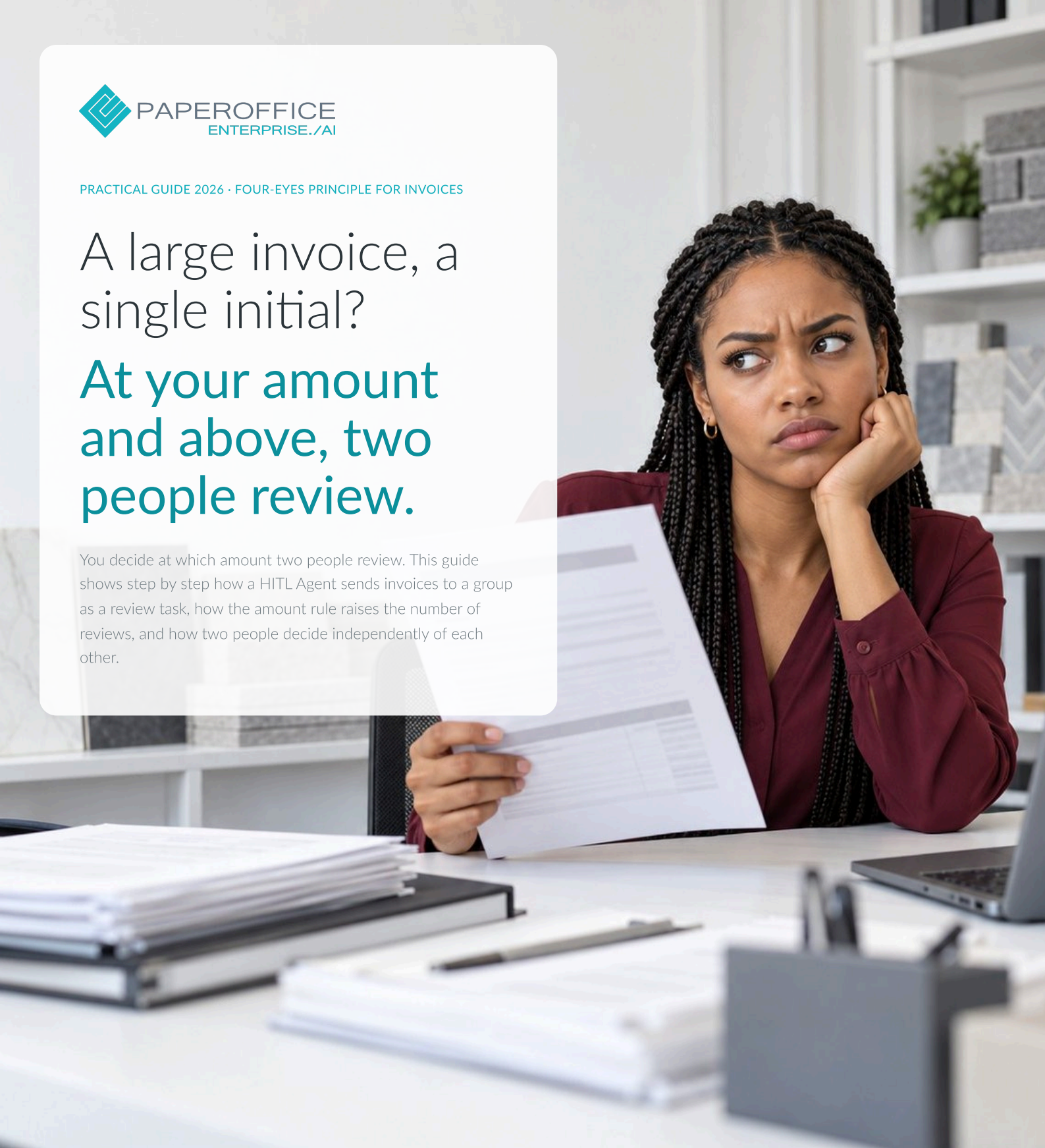


A large invoice, a single initial?

At your amount and above, two people review.

You decide at which amount two people review. This guide shows step by step how a HITL Agent sends invoices to a group as a review task, how the amount rule raises the number of reviews, and how two people decide independently of each other.



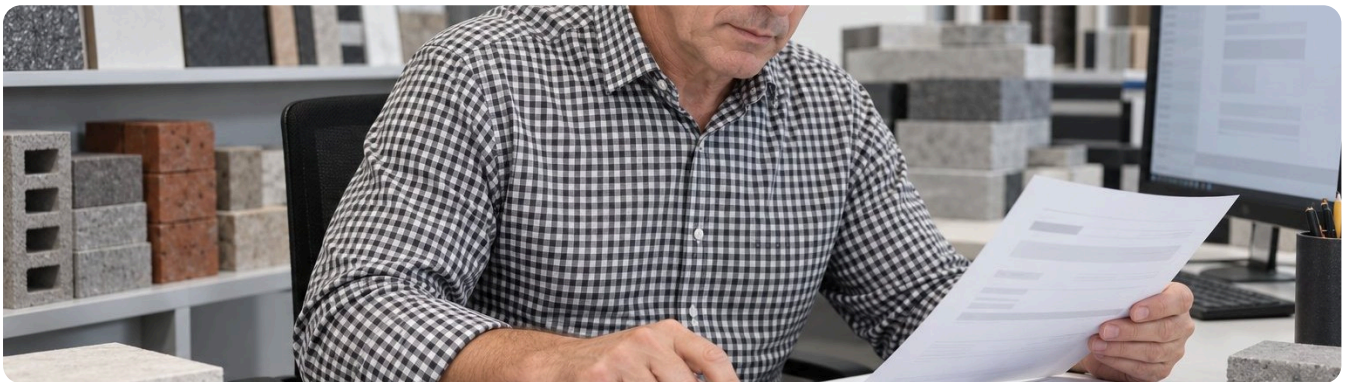
TRY IT YOURSELF IN 45 MINUTES

One building materials wholesaler, six documents, one approval group: from the incoming invoice to the second review. Includes a test package to follow along.

WHY THIS GUIDE

The rule has been around for years. What is missing is enforcement.

Almost every company has it written down somewhere: above a certain sum, a second person countersigns. In daily work, that depends on notes, emails, and someone remembering.



A large invoice is on the desk, the colleague for the second signature is in a meeting, and the payment is supposed to go out today. In the end, an initial in an email has to do. Later, nobody knows for sure who checked what.

This guide shows how PaperOffice builds the second review into the process: an approval group receives the task, the amount rule sets how many people decide at your amount and above, and blind review keeps the second opinion independent. With the test package, you can try it out in 45 minutes.

Daniel Schönland

Founder and CEO, PaperOffice

WHO THIS IS FOR

Accounting

You record invoices and need a clear approval before anything is paid.

Controlling and management

You decide at which amount two or three people review, and you want to see who decided.

Purchasing and departments

You check whether delivery and price are right, and you approve the invoices of your area.

OVERVIEW

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AT A GLANCE

- A HITL Agent defines which documents are reviewed and who reviews them: in the example, every invoice in the Workspace "Eingangsrechnungen" (incoming invoices), reviewed by a group.
- At your amount and above, the amount rule raises the number of reviews. It applies to invoices, receipts and credit notes when the HITL Agent is assigned to a group.
- You choose the amount and the number of reviews for each tier yourself, from 2 to 10. If the amount is missing or the currency differs, two people review.
- Whoever has already reviewed a task cannot claim it a second time. With blind review, nobody sees the others' decision beforehand.
- The majority decides, and after approval the confirmed values are stored on the document. A tie ends the review as "Escalated"; for a new decision, you send the document to review again.

01 · FRIDAY, 11:40 A.M.

An invoice for 18,450. And a single signature.

Mara Brenner from the accounting team of Haldor Baustoffe GmbH, a building materials wholesaler, holds the brickworks invoice in her hand. It is supposed to be paid today.



The house rule is clear: from 5,000, a second person countersigns; from 25,000, a third. But controller Bernd Hollweg is out at a construction site, and the managing director is on vacation. Also on the desk: an invoice from Switzerland in Swiss francs, a credit note for returned pallets, a small invoice for office supplies, and a delivery note without prices.

In the end, the controller writes “ok, B. H.” in an email. Whether he saw the invoice or only the total, nobody knows later. And whoever signs second usually already sees the first initial.

THE REAL HURDLE

The rule is in the policy, but nothing holds the invoice until the right number of people have decided. Special cases such as a foreign currency or a credit note are left to chance.

02 · WHAT HOLDS UP APPROVAL

Four time-wasters. Each one small on its own.

Hardly any approval is difficult. Time and certainty are lost because the second review happens outside the process.

The limit lives on paper

The amount limit is written in a policy. Whether two people reviewed an invoice depends on someone remembering.

The second person is away

Vacation, meetings, part-time: if approval depends on one specific person, the invoice waits, or one person waves it through after all.

Seeing the checkmark, people nod

If the second reviewer already sees the first decision, they often just take a quick look. An independent second opinion rarely comes about that way.

Special cases without a rule

If the amount is missing, the invoice shows a foreign currency, or it is a credit note, everyone decides differently.

TIME-WASTER	HOW PAPEROFFICE HELPS	IN THE EXAMPLE
Limit on paper	A HITL Agent creates a review task for every invoice in the Workspace	Workspace "Eingangsrechnungen"
Second person away	The task goes to a group, and every member can claim it	Group "Freigabe Rechnungen", three people
Checkmark visible	Blind review: no decision, comment or field values of the others until completion	preset with two or more reviews
Special cases	Amount missing or different currency: two reviews. Credit notes count without their sign	Invoice in CHF, credit note for 7,300

Values from the example in this guide. You set your own tiers.

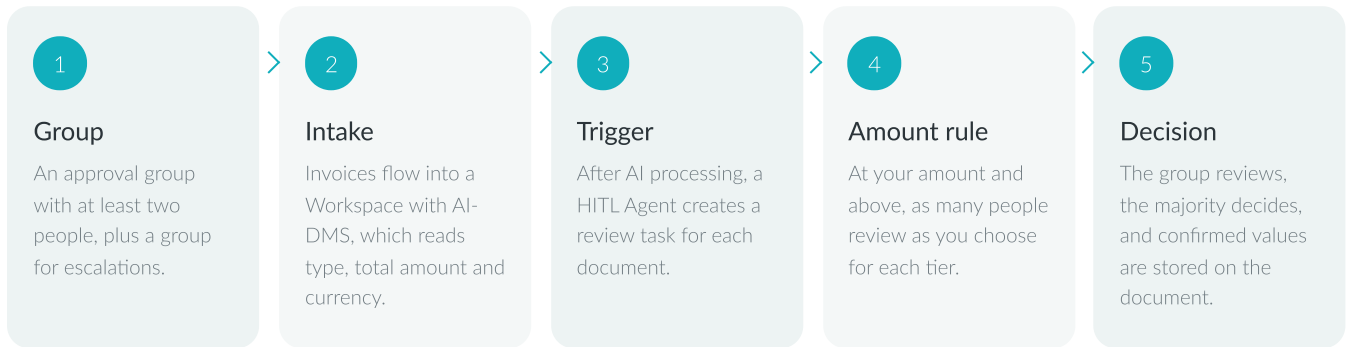
WHAT REMAINS IN YOUR HANDS

The decision whether to pay, and the payment itself. PaperOffice creates the review, counts the votes and records who decided.

03 · THE PROCESS AT A GLANCE

Five stages. From intake to the second vote.

Every invoice follows the same path, whether it is uploaded, scanned, or pulled from a mailbox.



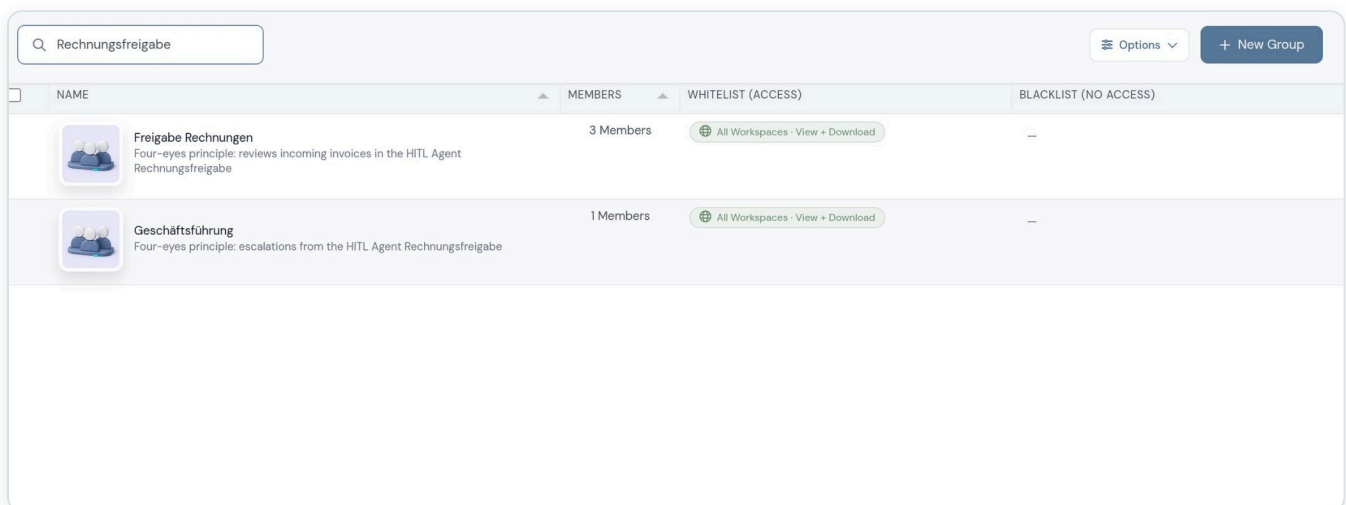
STAGE	WHAT PAPEROFFICE DOES	WHAT YOU DECIDE
Group	assigns the task to all members of the group	who may approve invoices
Intake	recognizes the document type, reads total amount and currency	which channels lead into the Workspace
Trigger	creates one task per document and HITL Agent	Workspace, document type and rule
Amount rule	counts the required reviews and states the reason in the task	amounts, tiers and currency
Decision	counts the votes, blocks a second review by the same person	instructions, checks, escalation group



04 · THE APPROVAL GROUP

Two reviews need a group.

PaperOffice distributes multiple reviews to a group. In the account area under **Team & Security** > **User Groups**, you create it with “New Group”.



- User Groups.** The group “Freigabe Rechnungen” (invoice approval) with three members, and the group “Geschäftsführung” (management) for escalations.
- Create the group:** “New Group”, name it “Freigabe Rechnungen”, save.
- Assign members:** members are assigned to groups in **User Management**, here everyone who may approve invoices.
- Escalation group:** a second group, such as “Geschäftsführung”, for invoices that someone hands on with “Escalate”.

At least two

Whoever has already reviewed a task cannot claim it again. Two reviews need two group members; three reviews need three.

A group, not a person

With a fixed assignment to a user, exactly one review is required. For multiple reviews and the amount rule, choose a group.

Who can claim

The members of the group claim a group task. The account owner can claim it as well.

05 · INVOICES IN ONE PLACE

A Workspace for incoming invoices. AI-DMS reads the amount.

Create a Workspace “Eingangsrechnungen” with an AI-DMS level such as Premium. After processing, PaperOffice knows document type, total amount and currency: the values the amount rule uses.


Eingangsrechnungen
Options
Current versions
Add document

Ctrl+C copies the selected cells — paste into Excel with Ctrl+V

	NAME	TYPE	SENDER	DATE	AMOUNT	ST.	P.
1	Invoice ZN-2026-4471 Ziegelwerk Nordheide 18450 EUR.pdf	Invoice	Ziegelwerk Nordheide GmbH	10/21/26		-	1
2	Invoice FS-26-1093 Fliesenhandel Sartori GmbH.pdf	Invoice	Fliesenhandel Sartori GmbH	10/21/26	31,780.00 EUR	-	1
3	Invoice BK-26-0388 - Bürobedarf Kranich OHG to Haldor Baustoffe GmbH.pdf	Invoice	Bürobedarf Kranich OHG	10/21/26	412.30 EUR	-	1
4	Invoice SA-2026-118 Steinmanufaktur Quarzentel AG.pdf	Invoice	Steinmanufaktur Quarzentel AG	10/21/26		-	1
5	Credit Note GS-2026-0057 ZN-2026-4198.pdf	Credit Note	Ziegelwerk Nordheide GmbH	10/21/26	-7,300.00 EUR	-	1
6	Lieferschein LS-ZN-88213 Ziegelwerk Nordheide.pdf	Delivery Note	Ziegelwerk Nordheide GmbH	10/21/26		Final	1

- The Workspace in the example.** The “Table” view (via “Options”): six documents with type, sender and amount: four invoices, a credit note, and a delivery note without an amount.

Ways in

Via “Add document” as a file, through the “Mobile devices” and “Scanner” tabs, or as email from a mailbox via Connector. All channels deliver into the same Workspace.

What is read

The type, such as Invoice, Receipt / Voucher or Credit Note, plus total amount and currency. The amount rule uses these fields; you can change the amount field in the HITL Agent.



GOOD TO KNOW

A dedicated Workspace for incoming documents keeps the rule simple: the HITL Agent then applies to every document in it.

06 · CREATING THE HITL AGENT

A HITL Agent for invoices. Name, instructions, review fields.

Under **Workflow AI** > **HITL Agents**, click “New HITL Agent”. The editor has the tabs General, Trigger, Review and Assignment.

The screenshot shows the 'Edit HITL Agent' interface. The left panel (General tab) includes:

- Enabled** toggle: On. Below it: 'Disabled HITL agents cannot be newly bound or enqueued. Existing tasks remain.'
- Name** field: 'Rechnungsfreigabe'.
- Start sources** section: 'This HITL agent starts from one of the following sources.' It contains three options: 'IDP agent' (Auto-start when this HITL agent is bound on an IDP agent...), 'Manual / Bulk' (Enqueue documents for review manually or in bulk from the documents overview...), and 'Trigger rules' (Starts on its own after AI processing when a rule below applies).
- Webhook** section: 'Notify the configured URL, when a review decision is made.' It has an 'Enabled' toggle and a 'Webhook URL' field.

 The right panel (Review tab) includes:

- Instructions** field: 'Compare amount, supplier and bank details with the purchase order and delivery note. If anything differs, reject and state the reason.'
- Field mode** section: Two buttons: 'Auto (IDP)' (On IDP start, only pull missing required fields. Ideal when the IDP agent is the source of truth for fields.) and 'Manual' (Reviewers always see exactly the fields defined here -- including on IDP start).
- Review fields** section: 'Manual/bulk and IDP start use this fixed field list. At least one field is recommended for useful reviews.' It contains three field entries:
 - Field key: '_document__data__financial__total_amount', Display name: 'Total amount', Required: ☐.
 - Field key: '_document__data__financial__currency', Display name: 'Currency', Required: ☐.
 - Field key: '_document__data__metadata__document_num...', Display name: 'Document number', Required: ☐.

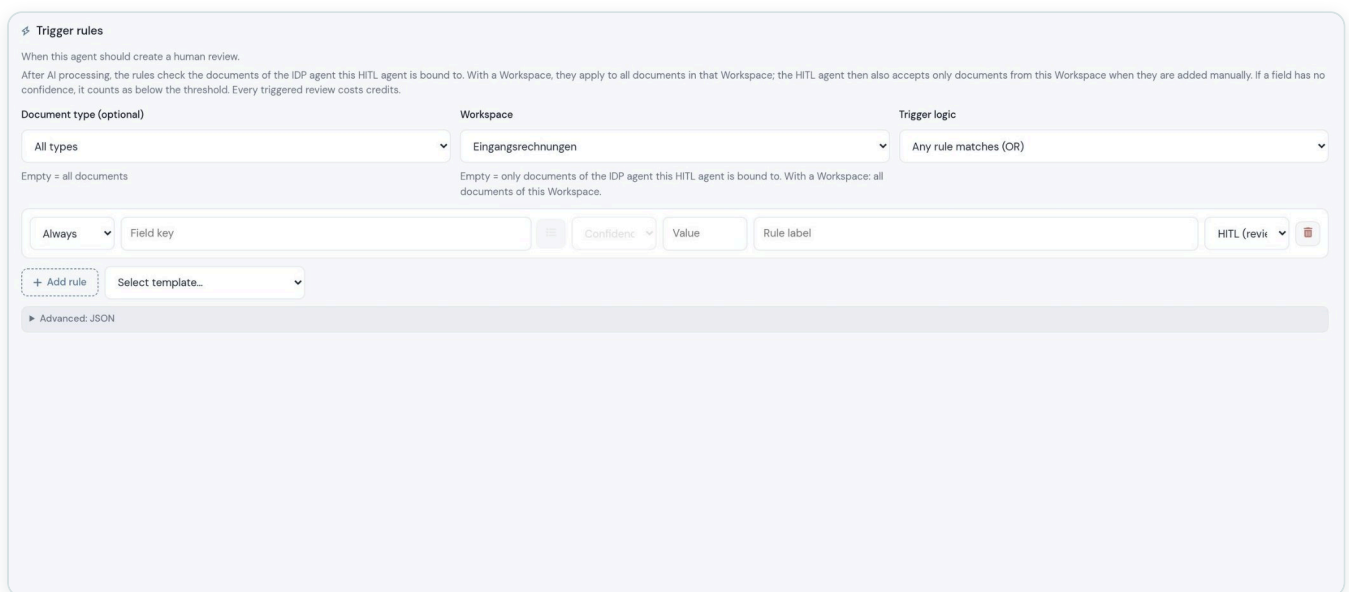
- 1 **General tab.** Name “Rechnungsfreigabe”, “Enabled” on. Under “Start sources”, the three ways to a task: IDP agent, Manual / Bulk and Trigger rules.
- 2 **Review tab.** The instructions for the reviewer are required. Below: field mode “Manual” and the three review fields; the two yes/no checks follow further down.

- 1 **Instructions:** for example, “Compare amount, supplier and bank details with the purchase order and delivery note. If anything differs, reject and state the reason.”
- 2 **Review fields:** with “Add field” and the list button, pick the keys for total amount, currency and document number from the field catalog (such as ...financial__total_amount) and give each a display name. In field mode “Manual”, the reviewer sees exactly these fields.
- 3 **Checks:** with “Add check”, yes/no questions such as “Goods received as per delivery note?” and “Bank details as known for this supplier?”.
- 4 **Reject reasons:** with “Add reason”, for example “Amount differs from purchase order” and “Service not delivered”.

07 · TRIGGER: WHEN A TASK IS CREATED

One rule: “Always”. Every document goes to review.

In the **Trigger** tab, select the Workspace “Eingangsrechnungen” and use “Add rule” to create a rule of type “Always” with the action “HITL (review)”. After AI processing, every document in this Workspace then gets a review task.



Trigger rules

When this agent should create a human review.
After AI processing, the rules check the documents of the IDP agent this HITL agent is bound to. With a Workspace, they apply to all documents in that Workspace; the HITL agent then also accepts only documents from this Workspace when they are added manually. If a field has no confidence, it counts as below the threshold. Every triggered review costs credits.

Document type (optional)
All types

Workspace
Eingangsrechnungen

Trigger logic
Any rule matches (OR)

Empty = all documents
Empty = only documents of the IDP agent this HITL agent is bound to. With a Workspace: all documents of this Workspace.

Always | Field key | Confidence | Value | Rule label | HITL (review)

+ Add rule | Select template...

Advanced: JSON

- Trigger tab.** Document type “All types”, Workspace “Eingangsrechnungen”, trigger logic “Any rule matches (OR)”, and a rule “Always” with the action “HITL (review)”.

DOCUMENT TYPE	WHAT IS REVIEWED	IDEAL FOR
Invoice	every invoice in the Workspace	Workspaces with mixed documents
All types	every document in the Workspace; the amount rule raises the reviews for invoices, receipts and credit notes	a Workspace for incoming documents, as in the example

Choose a Workspace

With a Workspace, the rules apply to all documents in it, and manual enqueueing also uses this Workspace. Without one, the rules check the documents of the IDP agent this HITL Agent is bound to. If neither is set, the tab shows a warning.

One task per document

If several rules match, one task is created per document and HITL Agent. Every triggered review is billed by usage; details are on the pricing page.

08 · ASSIGNMENT, BLIND REVIEW, ESCALATION

The group reviews. Blind, until everyone has decided.

In the **Assignment** tab, choose “Group” under “Fixed assignment”, then “Freigabe Rechnungen”. Keep “Reviews required” at 1: that is the number for documents below your first tier.

Reviews required 1

Fixed assignment

Without a selection, the task is assigned to the organization owner.

Freigabe Rechnungen
3 members

Blind review
With 2 or more reviews, nobody sees the other reviewers' decision, comment or field values until the task is completed.

Escalation group
Geschäftsführung · 1 members

*"Escalate" hands the task over to this group; it stays open. Without a group, the review ends as "Escalated" and the organization owner is notified.

Amount rule
From the selected amount on, more people review. If the amount is missing or the currency differs, two people always review. Applies only when assigned to a group. Applies only to invoices, receipts and credit notes. For other document types, the number of reviews stays unchanged.

- 1 **Assignment tab.** “Reviews required” 1, fixed assignment “Group” with “Freigabe Rechnungen · 3 members”, “Blind review” on, escalation group “Geschäftsführung”.

Reviews required

From 1 to 10 with a group. If the slider is at 2, two people review every document, regardless of the amount.

Blind review

Preset, and active with 2 or more reviews: nobody sees the other reviewers' decision, comment or field values until the task is completed. After that, everything is visible.

Escalation group

“Escalate” hands the task over to this group; it stays open. Without a group, the review ends as “Escalated” and the organization owner is notified.

WHEN SAVING

If the instructions on the Review tab are missing, or “Group” is selected but no group is picked, the editor jumps to the right tab and shows what is missing.

09 · THE AMOUNT RULE

At your amount and above, more people review.

On the same tab, under “Amount rule”: switch on “Enabled”, check the currency (preset to EUR), and use “Add rule” to enter “From amount” and “Reviews required” for each tier. In the example: from 5,000 two, from 25,000 three.

1 Amount rule section. “Enabled” on, amount field preset, currency EUR, tiers: “From amount” 5000 with 2 reviews, 25000 with 3.

CASE	REVIEWS	NOTE IN THE TASK
Amount reaches a tier	number of the highest tier reached	“Amount from ...” with tier, currency and number
Amount below the first tier	value of “Reviews required”	no note
Amount missing	2	“Amount missing: 2 reviews”
Currency differs from the rule	2	“Different currency (CHF): 2 reviews”
Credit note with a minus sign	as for the amount without its sign	as for the tier reached
Other type, such as a delivery note	unchanged	no note

The higher value of “Reviews required” and the amount rule applies, up to 10. The tiers are your own values.

IMPORTANT

The amount rule sets how many people review a task. The task itself is created by a rule on the Trigger tab, by an IDP agent with a review queue, or manually. The rule applies with a group assignment, for invoices, receipts and credit notes. An odd number, such as 3, always gives a majority between “Approve” and “Reject”.

10 · THE FIRST REVIEW

Open the task. Review, decide.

The tasks are under **Workflow AI** > **Human In The Loop Tasks**. “Mine” shows yours, “Team” shows all (under “Options”). You open a task from its row menu with “Open details”; it is then reserved for you, and others see who is working on it.

The screenshot displays the PaperOffice review interface. The main area shows a brickworks invoice for ZIEGELWERK NORDHEIDE. The sidebar on the right contains the following sections:

- ASSIGNMENT**: Compare amount, supplier and bank details with the purchase order and delivery note. If anything differs, reject and state the reason. 3 fields · 0/3 confirmed · 1 empty · open: Currency
- Escalation reason**: Amount from 5000 EUR: 2 reviews
- Consensus**: 0 / 2 [Blind review](#)
- REVIEW FIELDS**: 3 fields · 0/3 confirmed · 1 empty. Review each field and confirm it on the left. Edit if the value is wrong.
 - ☐ TOTAL AMOUNT: 18.450,00 EUR
 - ☐ Context: CURRENCY (Empty — please enter)
 - ☐ DOCUMENT NUMBER: ZN-2026-4471
- CHECKPOINTS**:
 - ☐ Goods received as per delivery note?
 - ☐ Bank details as known for this supplier?

1 The brickworks invoice. At the top, the assignment; below it, the “Escalation reason” from the amount rule with tier and number of reviews and “Consensus” 0 / 2 with the “Blind review” badge, then the fields and the checkpoints.

NAME IN THE COOP TASK	SOURCE	CREATED	EXPIRATION	RESPONSIBILITY	STATUS
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:28 AM	10/20/2026 09:28 PM	Reinhold Buchner	Pending
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:27 AM	10/20/2026 09:27 PM	Reinhold Buchner	Pending
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:26 AM	10/20/2026 09:26 PM	Reinhold Buchner	Pending
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:25 AM	10/20/2026 09:25 PM	Reinhold Buchner	Pending
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:24 AM	10/20/2026 09:24 PM	Reinhold Buchner	Pending
HTL Review Rechnungshilfen	Human in The Loop Task	10/20/2026 09:23 AM	10/20/2026 09:23 PM	Reinhold Buchner	Pending

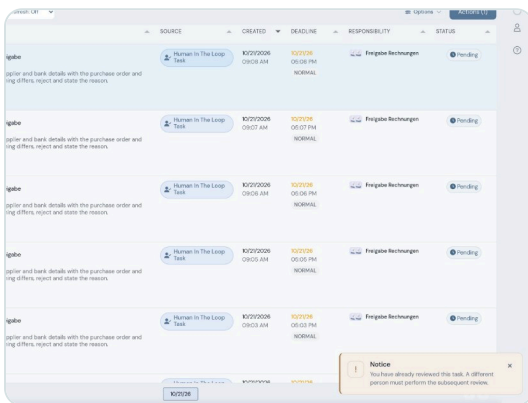
The list in the example: six tasks, one per document.

- 1 **Review fields:** confirm or edit each field. Clicking a field highlights where it was found in the document.
- 2 **Decide:** tick the checkpoints, then “Approve” or “Reject”; a rejection needs a reason or a comment.
- 3 **Not sure?** “Postpone” returns the task to the queue, up to three times. “Escalate” hands it to the escalation group.

11 · THE SECOND REVIEW

Once you have reviewed, you are out. The second person decides.

After the first approval, the task stays open and waits for the next person from the group. Whoever has already reviewed it cannot claim it a second time.



When opening it again: "You have already reviewed this task. A different person must perform the subsequent review."

Independent

With blind review, the second person sees neither the decision, the comment nor the field values of the first. The history shows "Hidden until completion (blind review)" there.

People count

With two or more required reviews, the votes of people count. A review through an integration does not count as a second pair of eyes.

	HUMAN IN THE LOOP TASK	SOURCE	CREATED	RESPONSIBILITY	STATUS	COMPLETED	DECISION	BY	COMMENT
	HITL Review: Rechnungsfreigabe Compare amount, supplier and bank details with the purchase order and delivery note. If anything differs, reject and state the reason.	Human In The Loop Task	10/21/2026 09:06 AM	Claimed by #910557074	Done	10/21/2026 01:31 PM	Approved	Consensus	—
	HITL Review: Rechnungsfreigabe Compare amount, supplier and bank details with the purchase order and delivery note. If anything differs, reject and state the reason.	Human In The Loop Task	10/21/2026 09:08 AM	Claimed by #910557071	Done	10/21/2026 01:31 PM	Approved	Consensus	—

- 2 **Done.** Via "Options" and the "Done" metric, the list shows completed tasks in the selected period, with "Completed", "Decision" and "By", which shows "Consensus".

AFTER APPROVAL

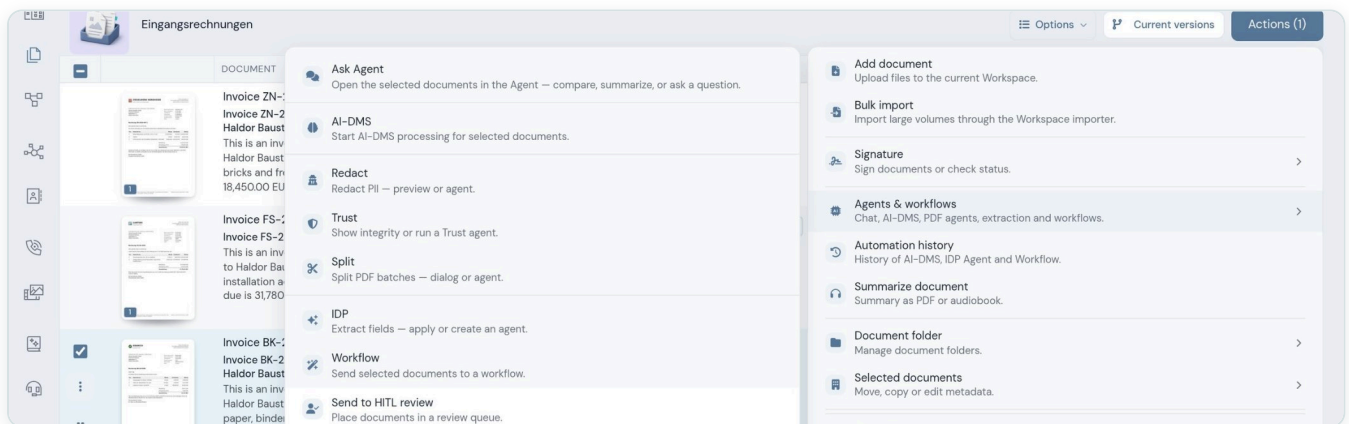
If both approve, the task is done, and the confirmed or corrected values are written to the document. The task's "Details" tab shows the history with action, time and person.

12 · DISAGREEMENT, ESCALATION, MANUAL REVIEW

A tie means “Escalated”. A new decision needs a new task.

The majority of votes decides. If the vote is tied, the review ends as “Escalated”, and the invoice is not approved. The same applies if both approve but disagree on a field; the disputed fields are then noted.

SITUATION	WHAT HAPPENS
Both approve	done, the confirmed values are stored on the document
One to one	the review ends as “Escalated”, and the invoice is not approved
Both approve, one field disputed	ends as “Escalated”, the disputed fields are noted
After “Escalated”	the task is closed; for a new decision, send the document to review again by hand, which creates a new task
Someone chooses “Escalate”	to the escalation group, the task stays open; without a group, it ends as “Escalated” and the owner is notified
Whoever escalated	no longer claims or decides this task



- 1 **Manual review.** Select documents, then **Actions** > **Agents & workflows** > **Send to HITL review**. If several HITL Agents are active, the app asks under “Choose review queue” which one applies. The amount rule counts here too.

HOW THIS DIFFERS FROM QUARANTINE

AI-DMS Ultra also checks invoices for anomalies such as new bank details and keeps critical documents in quarantine. Releasing a document from quarantine is a separate step; the two reviews are handled by the HITL Agent.

13 · WHAT TEAMS ASK WHEN THEY START

Eight questions before your first approval.

**Is there a fixed euro amount?**

No. You set the amount for each tier yourself, along with the number of reviews from 2 to 10. With several tiers, the highest tier the amount reaches applies. The currency is preset to EUR.

Which documents does the amount rule apply to?

To invoices, receipts and credit notes; for credit notes, the amount counts without its sign. Other document types keep the number set under "Reviews required".

What happens if the amount is missing?

Then two people review, and the same applies to a currency other than the one in the rule. The reason appears in the task, so both know why they review in pairs.

Why is no task created for us?

Tasks are created via the Trigger tab; the amount rule sets the number of reviews. Check that the HITL Agent is enabled, that a Workspace and a rule are set on the Trigger tab, and that the document has been through AI processing.

Can one person review twice?

No. Whoever has already reviewed a task cannot claim it a second time. With two or more reviews, the votes of people count; an integration does not count as a second pair of eyes.

Who may claim a group task?

The members of the assigned group and the account owner.

What if the two reviewers disagree?

With a one-to-one vote or a disputed field, the review ends as "Escalated". For a new decision, send the document to review again. If someone chooses "Escalate", the HITL Agent's escalation group takes over.

What does it cost?

HITL Agents are included in the Professional plan, and every triggered review is billed by usage. Details: paperoffice.ai/en/pricing.

14 · TRY IT YOURSELF IN 45 MINUTES

Download the test package. Run an approval as a pair.

Six invented documents from a German building materials wholesaler, in German, cover every case of the amount rule. You need two people with access to the account, and a third for the Sartori invoice.

FOUR-EYES PRINCIPLE TEST PACKAGE

Six documents and a guide (README.txt)

Rechnung_ZN-2026-4471_Ziegelwerk.pdf Invoice, total amount 18,450.00
 Rechnung_FS-26-1093_Sartori.pdf Invoice, total amount 31,780.00
 Rechnung_BK-26-0388_Kranich.pdf Invoice for office supplies, 412.30
 Rechnung_SA-2026-118_Quarzental.pdf Invoice in CHF, 3,200.00
 Gutschrift_GS-2026-0057_Ziegelwerk.pdf Credit note, -7,300.00
 Lieferschein_LS-ZN-88213_Ziegelwerk.pdf Delivery note without prices
paperoffice.ai/downloads/paperoffice-ai-test-package-four-eyes-principle.zip



- 1 **Prepare:** group "Freigabe Rechnungen" with all reviewers, Workspace "Eingangsrechnungen" with AI-DMS (chapters 04 and 05).
- 2 **HITL Agent:** rule "Always", group, blind review, tiers from 5,000 two and from 25,000 three reviews, currency EUR (chapters 06 to 09).
- 3 **Upload:** all six files via "Add document", then wait for AI processing.
- 4 **Compare:** under Human In The Loop Tasks, look at "Consensus" and "Escalation reason" for the tasks with two or more reviews.
- 5 **Review as a pair:** A approves the brickworks invoice and opens it again, B approves. For the credit note, A approves and B rejects: the review ends as "Escalated".

DOCUMENT	REVIEWS	WHY
Ziegelwerk, 18,450.00	2	tier from 5,000
Sartori, 31,780.00	3	tier from 25,000, needs three members
Kranich, 412.30	1	below the first tier
Quarzental, 3,200.00 CHF	2	currency differs from the rule
Credit note, -7,300.00	2	amount without its sign, tier from 5,000
Delivery note	1	the amount rule does not apply to this type

The numbers follow from the rule when AI-DMS reads type, total amount and currency as printed on the documents. All company names, personal names, addresses, bank details and amounts in the test package are fictional. The cost of the test is shown on the pricing page: paperoffice.ai/en/pricing.

15 · READ MORE

More on the building blocks. Short guide and datasheets.

The short guide sums up the four-eyes principle on eight pages. The datasheets describe the modules the approval is built on.

SHORT GUIDE

Four-eyes principle: two people review above your amount

Problem, approach, click paths, example, checklist and frequently asked questions on eight pages, to share with accounting and management.

paperoffice.ai/downloads/paperoffice-ai-short-guide-human-in-the-loop.pdf



DATASHEET	COVERS	LINK
Workspaces	Workspace types, AI-DMS level per Workspace, access	paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf
Classification	how AI-DMS recognizes the document type	paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf
IDP Agent	reading your own fields, review queue for missing required fields	paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf
Audit Center	AI-DMS Ultra findings, quarantine and release	paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf



16 · YOUR FIRST APPROVAL IN FIVE DAYS

Start with one Workspace. Then add the next.

To get started, all you need is a Workspace for incoming documents, two or three people who approve, and one week of invoices.

1

Day 1 · Groups and tiers

Create the approval group and the escalation group, assign members. Agree with management at which amount two people review and at which amount three do.

2

Day 2 · Intake

Create the Workspace "Eingangsrechnungen" with AI-DMS and route all invoice channels there: upload, scanner, mailbox.

3

Day 3 · HITL Agent

Define instructions, review fields, checks and reject reasons; on the Trigger tab, the Workspace and the rule "Always".

4

Day 4 · Amount rule

Enter group, blind review, escalation group and tiers. Upload one invoice below and one above your amount and check which task shows "Consensus" and "Escalation reason".

5

Day 5 · Routine

Decide who checks the Human In The Loop Tasks every day, who sends escalated invoices to review again, and that payment happens only after "Done".

TRACK THESE FOUR VALUES

Tasks

Review tasks per week from the Workspace
Eingangsrechnungen

In pairs

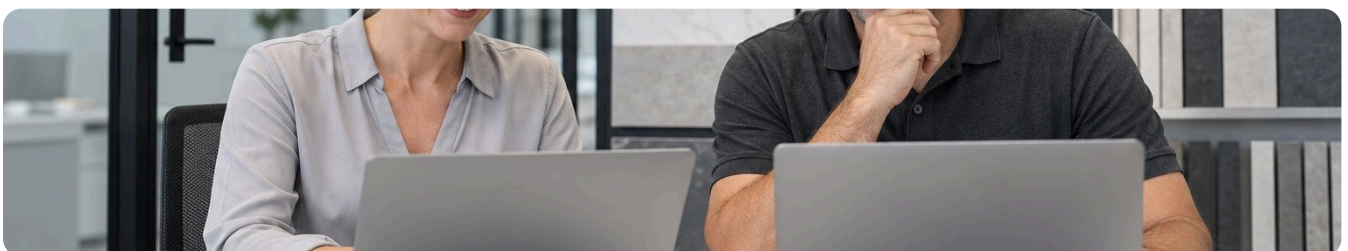
Share of tasks with two or more reviews

Rejected

Tasks with the decision "Rejected", via the status filter

Time to done

Time from the invoice arriving to "Done"



17 · CHECKLIST AND START

Before the first invoice is reviewed in pairs.

- ☐ The tiers for two and three reviews are written down and known to management.
- ☐ The approval group has at least two members, three for three reviews.
- ☐ An escalation group is entered, and it is clear who sends a document to review again after “Escalated”.
- ☐ All invoice channels deliver into the Workspace “Eingangsrechnungen” with AI-DMS.
- ☐ The HITL Agent is enabled, with a Workspace and a rule “Always” on the Trigger tab.
- ☐ The amount rule is switched on, and its currency matches your invoices.
- ☐ Blind review is switched on, and the instructions state clearly what to check.
- ☐ Payment happens only once the review task is done. A run with the test package has been completed.

GET STARTED NOW

Create your account, set up the approval group and the Workspace, and upload the test package. HITL Agents are included in the Professional plan; details are on the pricing page.

app.paperoffice.ai**MORE ON PAPEROFFICE.AI**

Human-in-the-Loop: review and approval after extraction

paperoffice.ai/en/ai-human-in-the-loop-validation-and-quality-control

**QUESTIONS ABOUT THIS GUIDE?**

Please contact us if you have any questions about the setup or your approval rules.

paperoffice.ai/en/contact

As of October 2026. Screenshots are from a test account; the photos are AI-generated. All examples, company names, personal names, bank details and values in this guide are fictional. PaperOffice, paperoffice.ai.