Bringing Order to the Paper Chaos in Your School

Is your school looking for a solution that would allow you to combine all of your data into one, easy-to-use system? How might you generate more revenue if you could streamline enrollment and were able to admit more students? How might staff at an elementary school have more time for important tasks if the information was accessible to students and other staff on-demand? Are you like many institutions that use several systems that span across multiple departments? It's time to free yourself from your paper traps by streamlining systems.

How Does it Work?

By combining a few technologies, school processes and record-keeping can become much less time-consuming. The *ECMNOW!* suite of products can offer you an easy-to-use and cost-effective flexible solution to improve the student experience and administrative tasks just by improving the flow of information.

1. Collecting Information

Traditionally, information is collected manually. For instance, student applications, transcripts and other important documents arrive separately in the mail. The admissions clerk has to manually collect and keep track of these documents. Once all the necessary documents have been collected, the application can move to the next step. The admission clerk would have to walk the documents across the office so the application could transition to the next step. Now, thanks to the transition to digital files, information can be collected electronically using web-based forms. If some aspect of the student record is still on paper, you can use imaging software (such as PaperVision® Capture or PaperFlow™) to convert those files into digital images. Once the files are scanned, they are then sorted by type.

2. Organizing Information

After the document has been sorted by type, the capture software can extract the critical data. The admissions clerk no longer has to read the information and type it into the system, reducing the time it takes to process documents, and increasing the accuracy of the data, saving your school valuable time and money.

3. Delivering Information

Now that the document is digital, it needs to move on to the next step for processing. Document routing is a breeze when documents are stored in the Enterprise Content Management (ECM) software thanks to Business Process Management (BPM) applications such as PaperVision® Enterprise WorkFlow. For the admissions clerk, this would automatically match incoming transcripts with the student's record. Once all the necessary documents are gathered, the BPM application then routes the application through the approval process. If the application needs additional approvals, the system will automatically send it through the proper channels, gathering the electronic authorizations it needs for submission. This increases the efficiency of the entire organization, ensures compliance with FERPA, and enables your school to save money by eliminating hardware and IT costs.

4. Storing Information

Because the documents are digital and being stored in the ECM system, such as ImageSilo® or PaperVision® Enterprise, they are secure and safe from theft, loss or natural disaster. Documents can be stored locally or in the cloud, ensuring files are instantly searchable and securely available to everyone that needs them. The ECM software can easily be integrated with other applications you use—such as Microsoft® Office—making everyone's jobs even easier.

When combined, these technologies can dramatically simplify the way information is managed to support and improve the flow of office processes. Cook County School District #104 has been able to digitize accounts payable and human resources records in five schools. Documents are now located in just seconds and are 100% protected from loss, theft or natural disaster. They save almost $9,000 a year through improved productivity. According to Dr. Troy Whalen, Superintendent—automation is the way to go. "The goal for schools is always to save on operational costs in order to put more money into instruction. Improving staff efficiency and converting storage space into classrooms allows us to put our budget to work for our students."

As your institution turns to technology to meet student and government demands, being able to identify and implement long-term technology solutions that decrease costs and improve the student experience has become increasingly important. By implementing *ECMNOW!*, your institution will be able to improve efficiency, gain control, and save money.

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