

# Protect the Past, Secure the Future



Improve access to information, protect documents and records, and promote strategic planning

From admissions, development and academic departments to buildings and grounds, information is critical to meeting institutional goals. Yet accessing it is often time-consuming and difficult. Documents accumulate quickly—business records, admissions and development files, student and personnel records, maps, blueprints and more. The sheer quantity of records on campus has become an obstacle to productivity.

Setting the standard in digital records and document management, Laserfiche provides the tools necessary for the organization, storage, retrieval and Web-based management of administrative and curricular documents. Laserfiche solutions expedite access to information and enhance the security of confidential documents. Laserfiche software is a rapidly deployable, cost-effective answer to the challenges of academic record keeping.

### Learn More Inside

- ▶ Improve Administrative Efficiency
- ▶ Protect Records and Enable Compliance
- ▶ Promote Strategic Planning
- ▶ Enhance Student Services
- ▶ Provide Advanced Research Tools
- ▶ Streamline Integration and Deployment

# Assure the Continuity of Knowledge

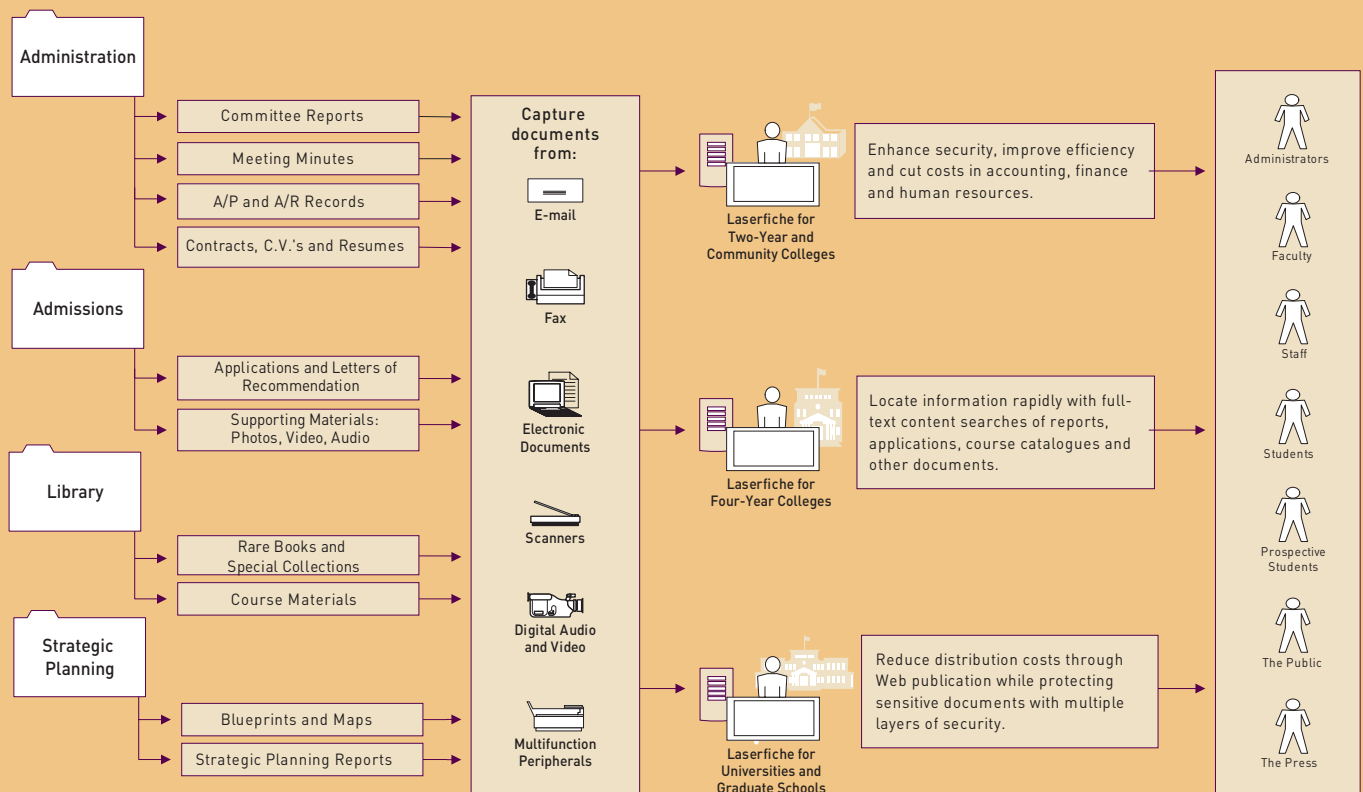
## The Cost of Paper

- ▶ Recreating lost and misfiled documents costs time and money.
- ▶ Access to confidential student and personnel files is difficult to control.
- ▶ Manual searches for administrative records absorb time.
- ▶ Water, fire, theft and excessive handling damage or destroy valuable documents.
- ▶ Physical document storage consumes valuable office and classroom space.
- ▶ Inefficient document management hinders daily operations and strategic planning.

## The Laserfiche® Potential

- ▶ Eliminate misplaced memoranda and reports with Laserfiche Intelligent Search.
- ▶ Protect sensitive financial aid and personnel files with comprehensive security.
- ▶ Instantly access and automatically sort student, human resource and departmental records.
- ▶ Preserve records for the future with digital archiving.
- ▶ Reclaim space for offices and classrooms with digital document storage.
- ▶ Effective document management streamlines business processes and strategic planning.

## Manage the Costs of Academic Record Keeping



"Since many people go through the clearance part but never come to school here, we were ending up with a lot of paperwork that clogged our record room. By scanning we were able to forego the creation of paper records until the person actually walks in the door for some medical service."

Andrew M. Fegan, Administrator, Student Health Services,  
University of Hawaii, Manoa

# Laserfiche at Work on Campus

Admissions, the controller, human resources, campus housing and other departments capture documents—applications, income verification forms, accounts payable records, housing contracts—into centralized or distributed Laserfiche databases. A suite of tools extracts data from the existing repository and quickly processes backlogs of forms stored on the network.

Comprehensive security protects confidential information captured from student records and human resource documents with customizable security protocols for specific departments. The DoD-5015.2-STD-certified Records Management Edition enables consistent application of records retention procedures. Original forms can be destroyed or archived on searchable CDs, DVDs and other non-volatile media.

Administrators and staff instantly retrieve files with Laserfiche's Intelligent Search. Key administrators view, print and e-mail documents from their desktops. Audit trails constantly monitor access to transcripts, personnel records, student health records and other sensitive information. Backups can be stored safely off-site.

## The reality of record keeping from admission to graduation:

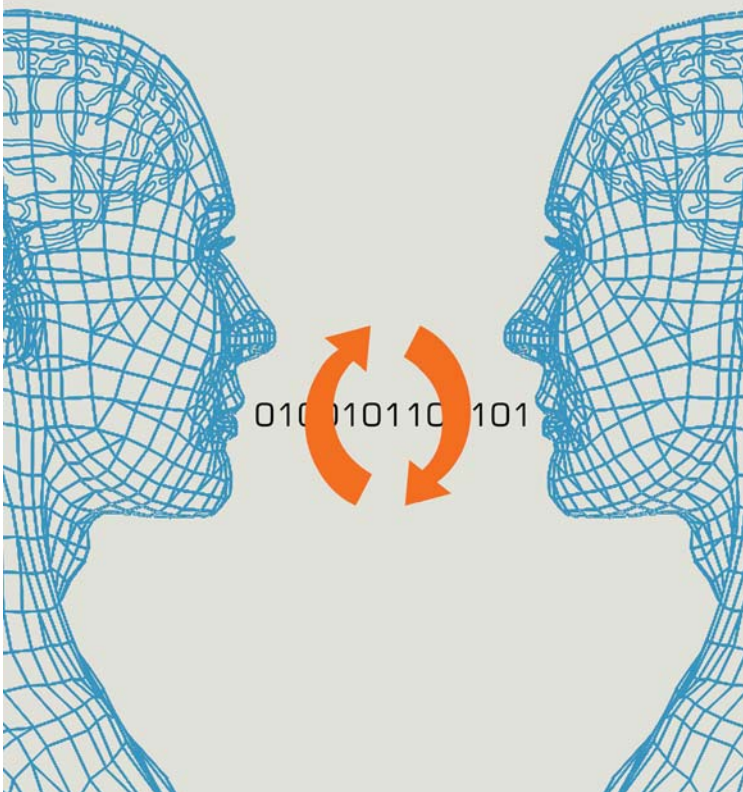
- ▶ Coordinating access to admission files delays committee deliberations.
- ▶ Sorting admission materials into advising folders absorbs staff time.
- ▶ Transferring paper between offices puts confidential information at risk.
- ▶ Manual searches of records delay response time to queries from parents and students.
- ▶ Limited space for records storage restricts services offered to alumni.
- ▶ Inconsistent services and policies have a negative impact on student retention and loyalty.

## Now consider meeting those demands with Laserfiche:

- ▶ Committees easily access and share digital admission folders.
- ▶ Automated sorting and indexing of student records relieves demands on staff time.
- ▶ Comprehensive network security safeguards sensitive information at all times.
- ▶ Records are instantly available anywhere on campus at the time of the initial query.
- ▶ Comprehensive records allow for an expansive archive of alumni achievements for better fundraising.
- ▶ Improved services raise student morale and increase alumni giving.

"The people who serve the students can access information much faster, eliminating the long lines and red tape that plague many universities. Our student retention rate has improved."

Jerry Tibor, IT Manager, University of Alaska

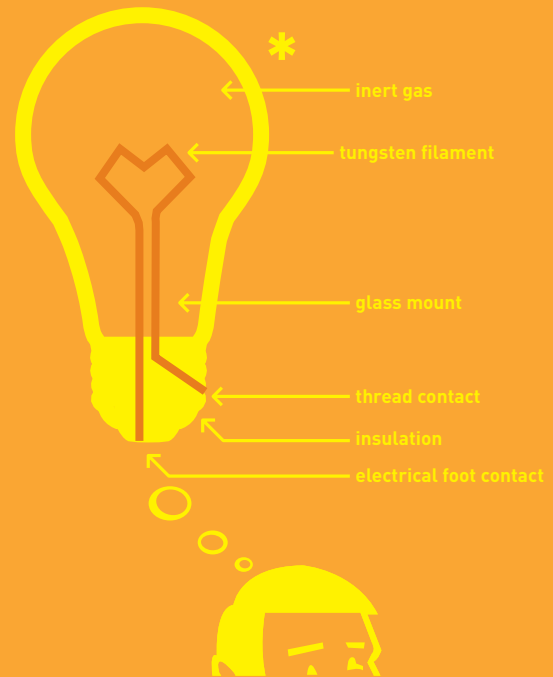


# Precision Tools for a Productive Campus

## Improve Administrative Efficiency

The interdepartmental transfer of documents adds appreciable expense to campus procedures and results in postponed meetings and missed deadlines. Having to rely on IT to create queries of the database and run audits of user activity slows administrative decision making and unnecessarily adds to IT's workload. Laserfiche solutions enable desktop control of document location and routing, eliminating inefficient procedures across campus. Laserfiche software cuts the costs of managing paper and improves workflow in admissions, financial aid, human resources and other offices.

- ▶ Reduce photocopying and distribution costs with Web-accessible documents.
- ▶ Accelerate business processes with automatic routing and e-mail notification.
- ▶ Automatically capture student ID numbers when processing records.
- ▶ Offer users with mobility restrictions desktop access to information.
- ▶ Encourage campuswide adoption with highly usable search interfaces.



\* Laserfiche helps you find documents fast, create your own queries and pinpoint information deep within documents.

## Protect Records and Enable Compliance

Administrative records, financial aid forms and human resource files—the inconsistent application of policies regarding confidential information can have costly legal ramifications. FERPA, HIPAA and other regulations impose strict mandates for the release of confidential information. Laserfiche software helps systematize procedures for the retention and disposal of electronic, physical and e-mail records to more easily and cost-effectively comply with these mandates.

- ▶ Determine access rights according to users and groups.
- ▶ The DoD-5015.2-STD-compliant Records Management Edition unifies imaged, physical, electronic and e-mail records.
- ▶ Redact, or black out, sensitive information in human resources, student records and other campus offices.
- ▶ Maintain unalterable copies of transcripts in a secure repository.
- ▶ Monitor and log user actions.

## Promote Strategic Planning

Strategic planning, capital campaigns and reaccreditation are integral to the success of academic institutions. Countless hours of preparation generate great quantities of documents—reviews, self-studies and outside appraisals—which are, too often, filed and forgotten. Laserfiche software streamlines these lengthy processes and allows the cost-effective distribution of comprehensive reports. Laserfiche's full-text and fuzzy-search capabilities increase the long-term value of archived studies.

- ▶ Simultaneous access to supplemental materials expedites deliberations.
- ▶ Secure Web distribution reduces the time and cost of report preparation.
- ▶ The desktop availability of blueprints and maps facilitates campus planning and maintenance.
- ▶ The ability to search contents of archived reports prevents later duplication of work.

## Enhance Student Services

In the increasingly competitive world of higher education, a high-powered Web site can lead to an increase in admission applications and corporate donations. Laserfiche solutions manage millions of documents, allowing instant access to course catalogues, faculty profiles and library and archival collections. Laserfiche WebLink™ automates the posting of documents, audio and video to the Web without HTML coding.

- ▶ Enable students to preview housing alternatives online.
- ▶ Expand library services through online access to resources.
- ▶ Promote student e-Portfolios by facilitating the posting of work samples.
- ▶ Easily integrate document access with the look and feel of your existing Web site.

## Provide Advanced Research Tools

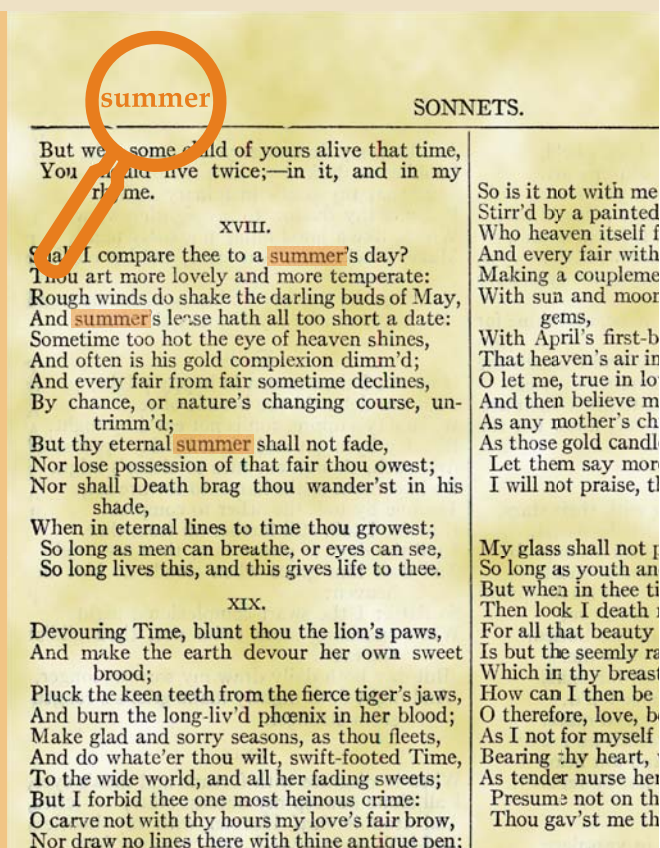
Every college or university has irreplaceable historical archives and special collections—photographs, manuscripts, official documents and more. Laserfiche software provides secure, Web-based access to collections while preserving documents from the damage caused by excessive handling. Laserfiche adds advanced research features to archives by allowing users to locate any word anywhere in the collection.

- ▶ Achieve full-text searchability of collections through automated indexing.
- ▶ Protect rare books and fragile photographs from the damage caused by heavy use.
- ▶ Showcase museum collections with photographs and online catalogues.
- ▶ Maintain the future accessibility of documents through non-proprietary ASCII and TIFF file storage formats.

## Streamline Integration and Deployment

The introduction of new software can create a logistical challenge and absorb an excessive amount of IT resources. Laserfiche software is scalable and minimizes the risks of implementation. Laserfiche solutions allow system administrators to configure separate databases for individual departments while maintaining a controlled information repository. The Web-based thin client expedites installation and reduces support demands.

- ▶ Open architecture and UDA compliance simplify integration with Student Information Systems, PeopleSoft, GIS and other applications.
- ▶ COM (Component Object Model) technology facilitates customization.
- ▶ Support for industry-standard Microsoft® SQL Server™ and Oracle® database platforms streamlines integration.
- ▶ Databases can reside in separate physical locations and be protected with individualized security measures.
- ▶ A global network of authorized resellers provides local technical support and service.



“We wanted to own our data, not have to give it to another company and then have to buy the data back years later.”

Zach Nall,  
System Administrator and Technology Consultant,  
Loyola College, Baltimore, MD

# About Laserfiche

## Laserfiche Product Suite

### Laserfiche Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™  
Laserfiche Records Management Edition™  
Laserfiche Web Access™

### Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™  
Laserfiche Import Agent™  
Laserfiche Snapshot™

### Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™  
Laserfiche Plus™  
Laserfiche E-mail Plug-in™  
Laserfiche COLD™

### Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™  
Laserfiche Agenda Manager™  
Laserfiche Audit Trail™

### Integration and Customization

Tools and packaged solutions facilitate image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™  
Integration Express™  
Integration Express-GIS™

### Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

## About Laserfiche Solutions

A resource for over 21,000 organizations since 1987, Laserfiche creates elegant document management solutions that help organizations run smarter. Dedication to customer-driven innovation has built a suite of products and services that address organization-wide business problems from executive, records management, information technology and end-user perspectives. Laserfiche software manages mission-critical information in local, state and federal agencies; financial services firms; healthcare organizations; educational institutions; and other public- and private-sector organizations around the world.

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## Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail [info@laserfiche.com](mailto:info@laserfiche.com) or visit [www.laserfiche.com/education](http://www.laserfiche.com/education) for more product details or to request your free Laserfiche demo CD.

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