



**Accelerate Administrative  
Efficiency Campus-Wide**

# Higher Education: Business Process Engineering Through Workflow Automation

Every year, students enroll in colleges and universities with the expectation that their institutions will be as technologically progressive as they are. There is increasing pressure to keep tuition rates from rising, while states continue to cut funding for public institutions. This creates shortfalls in operating costs, making it more important than ever that institutions are as efficient as possible.

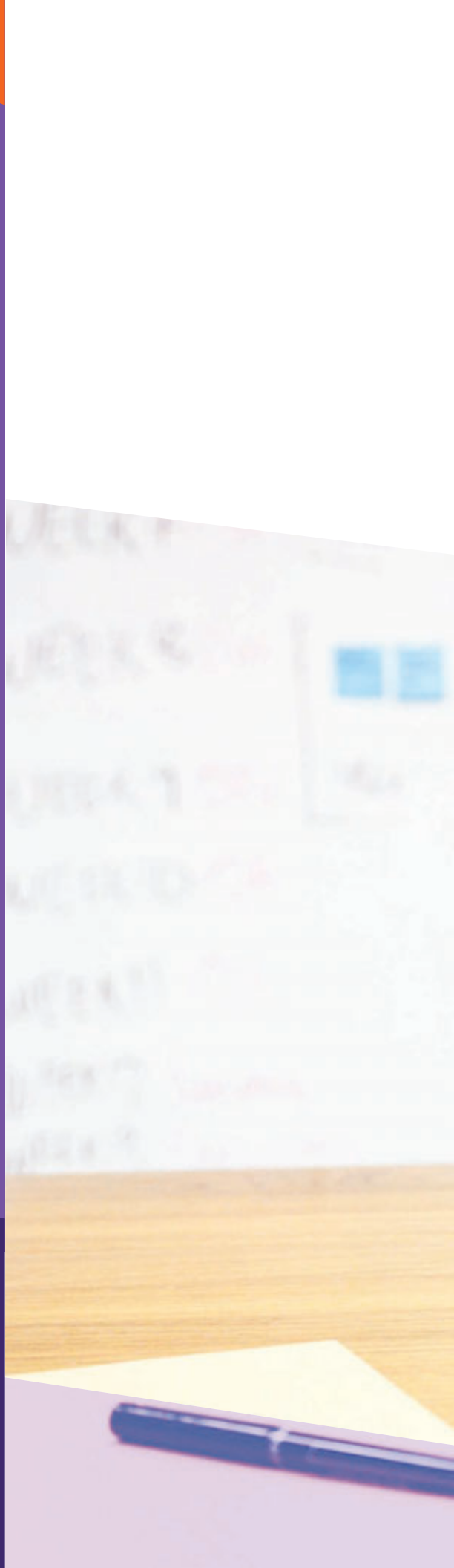
**Laserfiche enterprise content management (ECM)** is a scalable workflow and records management solution to automate processes across departments. Using Laserfiche, institutions can minimize overhead costs of paper, storage space and additional staffing resources. By automating workflow processes, institutions can run administrative and student-facing services more smoothly, quickly and cost effectively.

**Laserfiche ECM** is an essential technology that enables colleges and universities to save operational costs and provide timely services to students, faculty and regulators.

“ Laserfiche will help you in your daily processes. It will improve employee morale. It will help you in everything you are trying to do for students. ”

**John Hermes**

Vice President for Information Technology  
& Chief Technology Officer  
Oklahoma Christian University



# Laserfiche At Work On Campus

## ENROLLMENT MANAGEMENT

- Admissions
- Financial Aid
- Registrar Forms Processing
- Academic Advising
- Student Records Management
- Student Onboarding

## BUSINESS ADMINISTRATION

- Accounts Payable
- Vendor Management
- Contract Management
- Procurement & Purchasing
- Human Resources
- Facilities Management

## ADDITIONAL CAMPUS SOLUTIONS

- Grant Administration
- Advancement Services
- Athletics
- Faculty Administration
- Information Technology
- Communication Management
- Vehicle Fleet Management

**Student Information Sheet**

**Academic Year \*** 2016 **Student ID \*** 20150622

**First Name** Linda **Last Name** Ding **Date of Birth** 01/01/1993

**Email Address** Linda.Ding@laserficheuniversity.edu **Phone Number** [562] 988-1688

**Which of the following applies to you?**  
You must meet one of the following qualifications in order to be eligible for scholarship.

- High school graduate
- Completed home-school program
- Earned GED certificate
- Passed State High School Proficiency Exam

## Key Components of Laserfiche

### **BUSINESS PROCESS MANAGEMENT**

Automate document naming, filing and routing as well as email notifications to save time and money

### **MULTI-CHANNEL CAPTURE**

Capture information from paper documents, electronic forms, emails, faxes and third-party databases

### **ELECTRONIC FORMS**

Replace paper forms with easy-to-design e-Forms

## **LASERFICHE ECM**

### **GOVERNANCE, RISK & COMPLIANCE**

Protect and preserve information with DoD 5015.2 and VERS-certified records management, digital signatures and role based authorization

### **DOCUMENT DISTRIBUTION**

Expedite student & faculty services with instant, read-only document online or with portable media

### **DOCUMENT MANAGEMENT**

Search and retrieve documents to locate information with preconfigured, full text and advanced searches

# Benefits of Laserfiche ECM

## Reduce Operational Costs

The business office—responsible for daily operations including recruiting new faculty and staff, administering payroll, processing invoices and managing contracts and grants—must deal with a large volume of documents every day. Laserfiche increases efficiency and cuts costs by eliminating paper-based processes, improving information accessibility and decreasing the need to store paper documents.

“ By digitizing and automating our contract management process with Laserfiche, we’ve **significantly cut down on mailing and couriering costs**, and we’ve also enabled simultaneous review of contracts by as many as six different offices. Furthermore, by storing finalized contracts in a shared Laserfiche folder, **we give all relevant parties access to their contracts**, making the auditors happy. ”

**Kristin Nace**

Assistant Vice President for  
Fiscal Services & Budgets  
Texas A&M University Health  
Science Center



## Increase Efficiency Campus-Wide

Faced with federal and state budget cuts, many colleges and universities are consolidating and centralizing on-campus services to cut costs and do more with less. Rather than using siloed technology tools that meet the needs of a single department, institutions are using an enterprise approach to managing information, streamlining time-consuming business processes and more.

- **Electronic Forms:** Replace paper forms with easy-to-design electronic forms—no programming required.
- **Workflow Automation:** Simplify the review and approval of action items such as student applications, employee travel requests and more.
- **Department of Defense-Certified Records Management:** Protect information in accordance with regulatory rules, prepare for audits and enforce consistent institution-wide records policies.

“ Laserfiche is a **versatile ECM system** that has enabled us to streamline the administration of our grants throughout the lifecycle. Laserfiche has helped us to **work smarter—not harder**—and in a more expeditious manner. Most importantly, it helps us **provide better services to our faculty.** ”

**Carolynn Julien**

Associate Director of  
Research Administration  
Hunter College



## Integrate With Line-Of-Business Applications

Integration is important for improving efficiency and ensuring data accuracy. With Laserfiche, you enhance the applications you already use for managing student records, accounting and resource planning. Laserfiche's open architecture accelerates integration with existing applications—while programming tools and pre-packaged modules limit costs and minimize the burden on IT staff.

- Quickly integrate with line-of-business applications including Banner®, Colleague®, PowerCampus™ and Jenzabar® without programming using **Laserfiche Connector**, a wizard-driven tool.
- Create custom applications and integrations with the **Laserfiche Software Developer's Kit (SDK)**, a highly flexible and open programming interface.
- Browse hundreds of **pre-built integrations** that help you easily connect Laserfiche with core business applications, including Microsoft Office programs, multifunction devices such as Ricoh and Samsung, and popular cloud-based services including Microsoft OneDrive® and Google Drive™.



# Laserfiche®

For Higher Education

## About Laserfiche

Since 1987, Laserfiche has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 36,000 organizations—including numerous public and private colleges and universities—use Laserfiche® software to streamline document and business process management (e.g., accounts payable, case management, third party and contract management, records management).

By digitizing paper archives, Laserfiche enables higher education institutions to cut operational costs, improve staff productivity and provide quality student and faculty services. Secure web access enables easy information sharing with students, parents and satellite campuses, while comprehensive security options ensure compliance with FERPA, eDiscovery and other government- and industry-mandated standards. Laserfiche is designed for interoperability, interfacing easily with key institutional systems like ERP, student information systems (SIS) and other administrative applications.

For more information, visit [www.laserfiche.com](http://www.laserfiche.com) or follow Laserfiche on Twitter, LinkedIn, Facebook and Google+.

## Your Next Step

### Read White Papers and Case Studies

[laserfiche.com/highered](http://laserfiche.com/highered)

### Get a Demo

[inform@friendsoffice.com](mailto:inform@friendsoffice.com)

### Contact Us

(800) 427-1704

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