

# Enterprise Content Management for Higher Education



## Protect the Past, Secure the Future

Improve information access,  
protect records and promote  
strategic planning

### Learn More Inside

- ▶ Improve administrative efficiency
- ▶ Automate business processes—  
including records management
- ▶ Protect records security
- ▶ Streamline integration and  
deployment
- ▶ Enhance student services

Meeting institutional goals relies on accurate information, but accessing that information is often time-consuming and difficult. From the Provost's Office, Buildings and Grounds, and Institutional Development to Financial Aid, Student Services and academic departments, the sheer quantity of your institution's records is an obstacle to productivity.

Simplify information sharing and increase institutional efficiency. An enterprise content management (ECM) solution from Laserfiche is the rapidly deployable, cost-effective answer to the challenges of academic recordkeeping.

# A Solution to Manage Information Enterprise-Wide

Managing and maintaining paper archives and dealing with paper-based business processes while struggling to comply with local, state and federal regulations is a headache for any administrator. That's why leading colleges and universities worldwide are turning to Laserfiche ECM to combat the inefficiency and expense of paper records, with tools to quickly and reliably collect, store, search and share information campus-wide.

The Laserfiche system includes content management, document imaging and DoD 5015.2-certified records management, Windows® and Web-based interfaces, a customizable Web publishing portal, integrated workflow management and high-volume document capture and processing tools.

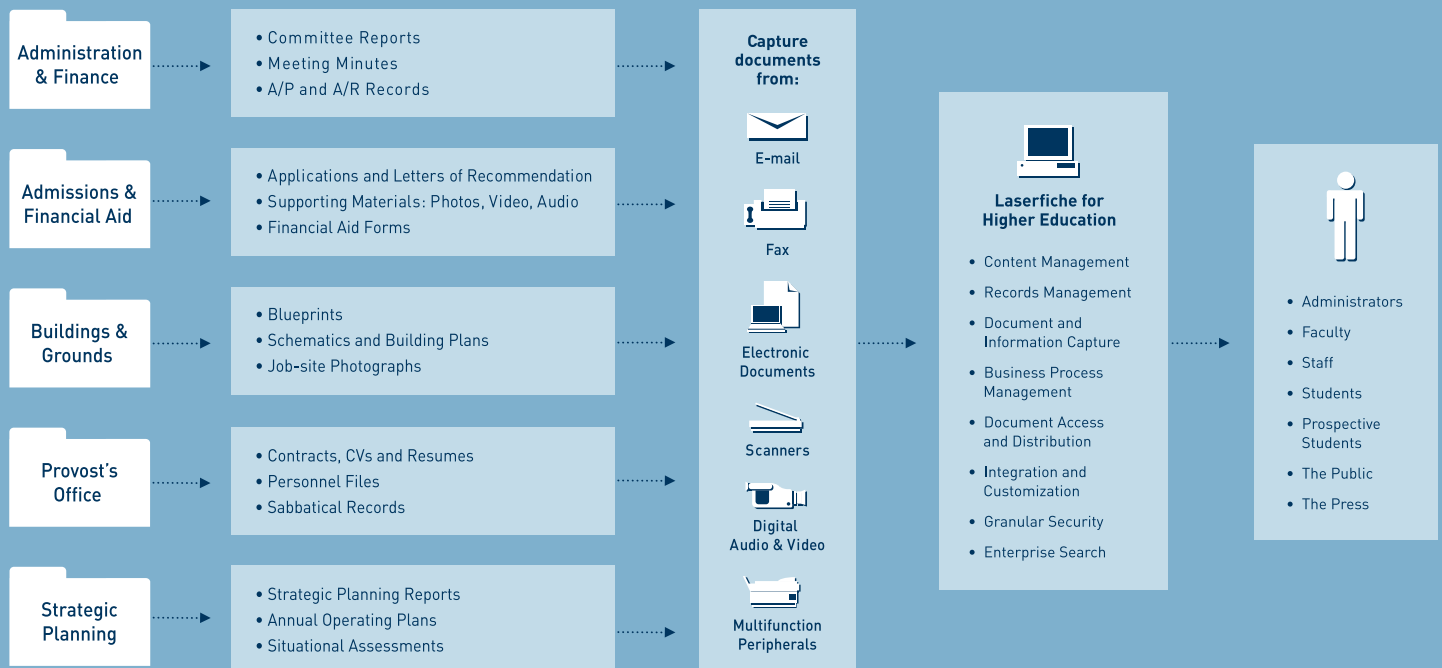
And Laserfiche scales to meet the needs of colleges and universities of all sizes, from small private institutions to state-wide university systems with multiple campuses.

## Laserfiche Advantages Summary

- ▶ Eliminate the need to copy, transport and store paper documents.
- ▶ Answer information inquiries faster, with direct access to transcripts, memoranda and reports.
- ▶ Maximize space available for faculty offices and classrooms.
- ▶ Safeguard confidential information with comprehensive security features.
- ▶ Optimize business processes and simplify strategic planning.

## Manage the Costs of Academic Record Keeping

Get information to the people who need it—without increasing administrative demands.



**“The more folks you have using Laserfiche, the more benefits you realize from it. Although most departments act independently when it comes to their software decisions, in fact, we’re all interconnected. A unified Laserfiche system is a great thing for any university.”**

**Robson Agnew**  
Records Manager  
University of British Columbia

# Laserfiche at Work on Campus

From the Provost's and Controller's offices to Buildings and Grounds and academic departments, Laserfiche helps automate and streamline work processes campus-wide.

With Laserfiche, administrative assistants scan records—such as applications, research articles, transcripts, personnel records, invoices, blueprints and more—into single or multiple Laserfiche repositories. Electronic documents, including e-mails, Microsoft Word® documents, Excel® spreadsheets, Adobe® PDF documents, digital photos and audio and video files, can be imported and stored in their native file formats.

Each department can customize capture and image processing for its own forms, documents and data, eliminating repetitive manual tasks and unlocking an impressive ROI. Integrated business process management translates even the most complex processes into a series of precise steps, each involving the users and activities you specify. Nearly any event can trigger a workflow—even events that take place in third-party applications like your ERP package, your student information system or your accounting application—and you can configure the system to perform a number of activities on a document as a part of the workflow process, from moving it to a new location to changing its security access to assigning new metadata to it.

With Laserfiche, it's simple to instantly fulfill data-driven, specialized queries of records. And best of all, by eliminating the time spent locating misfiled documents, distributing information and making the copies required for meetings, you protect your bottom line—without reducing service and without hiring additional staff.

## The benefits are clear:

- ▶ Eliminate manual document capture, indexing and processing.
- ▶ Retrieve information from mainframe databases to automatically populate template fields, validate data entry and check metadata capture.
- ▶ Automate repetitive document-based business processes involving single or multiple departments to provide faster service and cut costs.
- ▶ Eliminate the costs of pulling and transporting records from off-site storage.
- ▶ Instantly fulfill records requests without having to copy and collate large numbers of documents.
- ▶ View, print and e-mail documents right from your desktop computer.
- ▶ Archive documents to DVD, CD or portable media, or publish them to the Web.



**“With Laserfiche, our entire operation is smoother and more transparent, and we’ve saved money, space and personnel time. It’s completely changed the way we do business. In fact, our department is now a model for agency offices both on campus and across the state of Texas.”**

**Roberta Priesmeyer,**  
Business Administrator  
Department of Entomology,  
Texas A&M University

# Precision Tools for a Productive Campus

## Cost-Effectively Deploy Enterprise-Wide

Laserfiche solutions deploy in days, not months, so you achieve a rapid return on your investment. The Laserfiche product suite's modular design gives you the flexibility to choose just the options you need, enabling you to design the ideal content management solution for your requirements.

Universities with multiple locations or a large number of users will appreciate the flexibility of Laserfiche Rio, a turnkey solution for enterprise demands.

### Rio includes:

- ▶ Enterprise content management.
- ▶ Document imaging and DoD 5015.2-certified records management functionality.
- ▶ Windows and Web-based interfaces.
- ▶ A customizable public Web portal.
- ▶ Integrated workflow management.
- ▶ High-volume document capture and processing.

Named-user licensing simplifies purchasing—just count the number of users you'll need. Rio also provides the flexibility of unlimited retrieval licensing for public users, simplifying access for students, parents and adjunct faculty.

## Guarantee Records Security

Administering records access under FERPA consumes staff time. Laserfiche's granular security system helps you design and implement a security policy that works within your existing environment so you balance document security and accessibility.

- ▶ Control confidential records, and prevent them from showing up in a repository search.
- ▶ Guarantee security all the way down to individual words with blackout and whiteout redactions.
- ▶ Eliminate misplaced files, files lost in transit from off-site storage facilities and inappropriately accessed files.
- ▶ Log system activity to demonstrate compliance with regulations.
- ▶ Implement DoD 5015.2-certified records management to automate life cycle management.

## Meet the Needs of Multiple Departments

Departments across campus need assistance managing vast quantities of documents and records, but they all work differently. With Laserfiche, you implement a single solution that meets the needs of multiple departments while still retaining central control over information security.

- ▶ Simplify faculty records management, so Provost's Office staff can spend their time more productively.
- ▶ Enable Buildings and Grounds staff to retrieve blueprints, maps and E-sized drawings onsite from wireless-enabled laptops.
- ▶ Cut costs in Accounting, Finance and Human Resources.
- ▶ Manage contracts, case files and correspondence, so legal staff spend time using information instead of searching for it.
- ▶ Organize architectural drawings, schematics and operations manuals by school.

## Automate Work Processes

Laserfiche helps you automate and streamline work processes wherever possible, from bringing information into the system to speeding labor-intensive, paper-based processes.

- ▶ Dramatically reduce time spent digitizing and indexing scanned paper and electronic files.
- ▶ Capture student ID numbers to automate filing and records processing.
- ▶ Trigger workflow activities from third-party applications.
- ▶ Identify productivity gains or bottlenecks with real-time reporting.
- ▶ Use information extracted from documents, reports and outside data sources to automate indexing and processing.
- ▶ Scan in files with barcoded header sheets or minimize data entry by pulling information from mainframes or other third-party applications.

# Precision Tools for a Productive Campus

## Integrate with Existing Applications

With Laserfiche, you support the applications you already use to manage student records, accounting and resource planning.

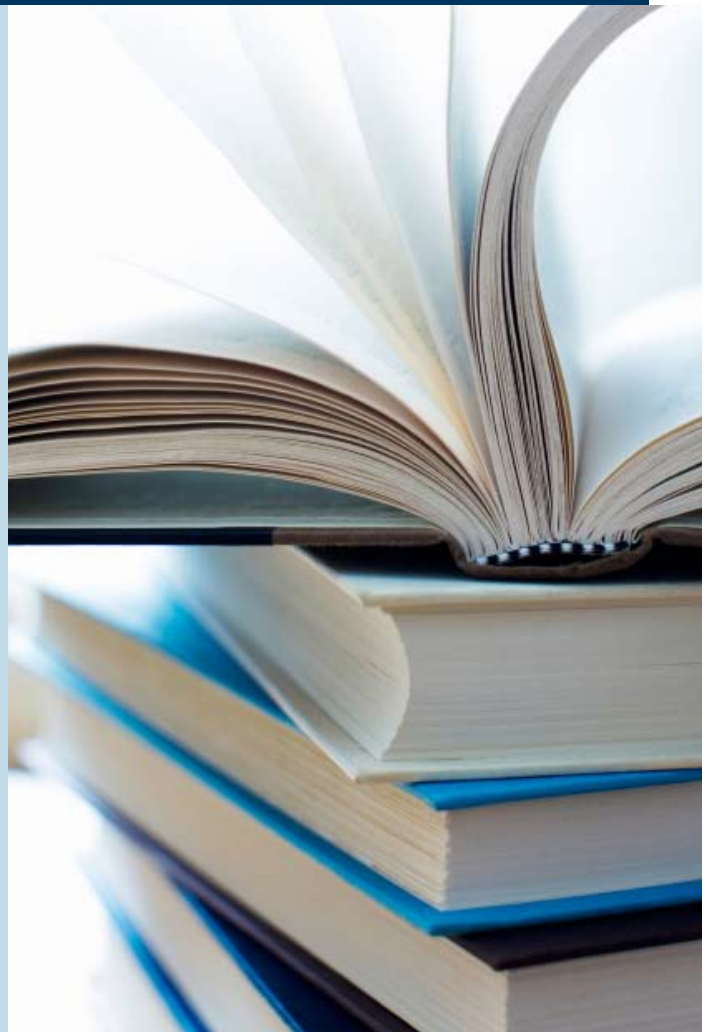
Laserfiche's open architecture speeds image-enabling your existing applications—while programming tools and pre-packaged modules limit costs and minimize the burden on IT staff. Laserfiche is built with a highly flexible COM-based API, so Websites, scripts, Windows applications or anything else built using COM, including all .NET languages, can easily communicate with the Laserfiche server.

- ▶ Retrieve information from back-office systems to automatically populate template fields, validate data entry and check metadata capture.
- ▶ Trigger Workflow activities from third-party applications.
- ▶ Provide Laserfiche ECM capabilities from Web portals—including Microsoft SharePoint® sites—to improve information organization and access enterprise-wide.

## Simplify Administration

Laserfiche systems use Microsoft®-standard administration tools almost exclusively, including MMC snap-ins, WMI compatibility and Windows-integrated error logging and tracing, ensuring that our software complies with standards that make it widely interoperable, extensible and easy to administer.

- ▶ Manage all the components of a Laserfiche repository—fields, templates, users, groups and volumes, among others—through an easy-to-use graphical interface.
- ▶ Customize your system without outside consulting or on-site programming.
- ▶ Limit the load on existing servers, networks and applications with minimal bandwidth requirements.
- ▶ Support industry-standard Microsoft and Oracle® database platforms to maximize the value of your current IT investments.



**“Laserfiche is ideally suited to a higher education enterprise environment. It’s easy to install, it’s scalable and it’s easy to support—so it continues to meet our needs, even as they change.”**

**John Parker,**  
Chief Technology Officer  
College of Letters, Arts and Sciences,  
University of Southern California  
(USC)

# About Laserfiche

## About Laserfiche Solutions

Laserfiche creates simple and elegant enterprise content management (ECM) solutions that help organizations run smarter. Since 1987, more than 27,000 organizations worldwide—including federal, state and local government agencies and Fortune 1000 companies—have used Laserfiche software to streamline document, records and business process management.

The Laserfiche ECM system is designed to give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite is built on top of Microsoft® technologies to simplify system administration, supports Microsoft SQL and Oracle® platforms and features a seamless integration with Microsoft Office® applications and a two-way integration with SharePoint®.

## 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.

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## Laserfiche Product Suite

The Laserfiche system is designed to be straightforward to purchase, deploy, extend, administer and support. Laserfiche solutions deploy quickly and easily scale to accommodate both an increasing number of users and high-volume repository growth.

### Rio™

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

- › Enterprise content management
- › Document imaging
- › DoD 5015.2-certified records management
- › Business process management
- › Complete auditing and security controls
- › Production-level document capture and processing
- › Unlimited Laserfiche servers to support backups, failover clusters and testing environments

### Avante™

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

- › Document management
- › Business process management
- › Optional Web client and Audit Trail tracking
- › Optional DoD 5015.2-certified records management

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