

DocuWare for Higher Education

Digital transformation creates new agility for colleges and universities

With DocuWare's leading document management and workflow automation solution, colleges and universities get a cost-effective, sustainable solution that supports digital transformation, resilience and a highly adaptable technology infrastructure.

DocuWare centralizes and secures documents for student affairs, finance and accounting, human resources, facilities management, and much more. By unifying and protecting this information, every academic and administrative department can use the system with ease, eliminating duplicate spending.

With robust digital workflow automating processes across campus, managing enrollment, transcripts, invoices, alumni correspondence and many other documents has never been easier.

DocuWare is budget- and user-friendly, fast to implement and easy to configure. The solution contributes to financial health by enabling more efficient administrative processes to reduce costs while providing better services to faculty and students.

With DocuWare, you can:

- Keep documents organized and secure, improve collaboration between faculty, alumni, students, and administrative staff
- Counter cyberthreats with state-of-the-art encryption of data, documents and online communication
- Tighten security and adhere to privacy and compliance policies
- Integrate with your ERP, student management system and other business applications to maximize your existing technology's value
- Protect against natural disasters with a fail-safe disaster recovery plan



Digitization offers a distinct advantage to academic institutions

Document management and workflow automation let you digitize paperwork and securely save it in an organized repository for quick retrieval when needed. Easily capture, store, manage, process, share and track documents. Controlled access, task lists and email notifications enable staff to handle daily responsibilities more efficiently and decision-makers to approve, reject or request more information along checkpoints in all your processes.

DocuWare delivers these key features for higher education:

- Digitize paper records and instantly retrieve them to provide staff and faculty with the information they need to create a better student experience
- Restrict unauthorized viewing of confidential documents and develop guidelines to protect student privacy
- Share information easily and securely for collaboration between the admissions, financial aid, registrar's office and other departments
- Store student and employee records electronically to save office space and automatically enforce retention schedules
- Prove compliance with FERPA and other federal, state, and local regulations
- Create public-facing eforms that, along with electronic signature capability, capture data to quickly process admissions applications, financial aid forms and more
- Support financial health by automating tuition processing, financial aid, accounts payable and receivable and grants management
- Implement a user-friendly solution that flexes with the needs of multiple departments without adding work for the IT team
- Save significant budget on hardware, IT resources, physical storage and staff time

Deployment options

DocuWare offers cloud, on-premises or a hybrid deployment to meet the needs of your budget and IT team. DocuWare has feature and design parity between cloud and on-premises deployments.

- ▶ **DocuWare Cloud:** reduced upfront IT costs, financial flexibility, future-proof, secure technology
- ▶ **On-premises:** easy to use, highly customizable, secure solution in your own IT ecosystem



"DocuWare was the only affordable solution we looked at that fit with our long-range plans of integrating an electronic document management system with our current online web offerings of grades and course lists."

Marty Christofferson
IT DIRECTOR, TOMPKINS CORTLAND COMMUNITY COLLEGE