



University Document and Records Management

Universities are looking to deliver greater functionality for students and drive cost savings across their internal processes. A digital 'Paper Free' system is both cost effectively and efficient, driving very significant cost savings, staff and process efficiencies. Staff, students, suppliers and everyone now has a single secure digital location for all documents, collaborative work and projects, with document updates and critical information delivered digitally.

Managing cumbersome traditional paper based records and business processes is one of the key factors affecting business efficiency and staff effectiveness. Students are the client, and expect a digital 21st century solution to address their document communication needs on campus. Having a unique named ID for the duration of their course, into which all documentation is securely delivered is a simple effective way for them to manage and control their paperwork. It ensures effective efficient communication of information as well as giving University staff a quick easy way to deliver course work, updates, and other information digitally, secure in the knowledge that the student, supplier, staff member will have received it.

The adoption of a compliant effective electronic document management system ensures business process efficiency, delivers the most cost savings, and insures against legal liability.

The Solution

The solution is very simple and thanks to technological advances, fully affordable and easy to achieve for University departments of 5 to 100's of staff, managing 10's to 1,000's of document processes and libraries.

Digital Process's University Records Management solution delivers 100% of everything required, in an easy to use intuitive format that takes less than 60 minutes to learn and become fully familiar with. User adoption is key when introducing a 'Paper-Lite' records management system, as this ensures 100% of the value and benefit is received.

Key Deliverables Include:

- A low cost electronic University records and document management solution.
- A secure safe & fully compliant solution.
- A secure 'zero cost' Archive management solution.
- Powerful search capability across all content or libraries.
- Strong administration rights control (people/departments/libraries).
- Ability to scan images and save all document formats and types.
- Integration with MS Office & MS Outlook for Email archive.
- Full template and forms creation & management.
- Check In/Check Out document version control.
- Work Flow for document & project collaboration and internal staff tasks. (course work, course updates)
- Quick, easy to install, ODBC compliant.
- Hosted, Cloud based or locally installed options.

Key Business Benefits and Returns:

- Provides an intuitive, powerful, easy to use solution.
- Delivers 'Full Compliance' for records and business processes.
- Ensures all documents are managed in a single location.
- Eliminates storage, archive, and on-going operational costs.
- Delivers strong administration rights and audit trail.
- Delivers significant time efficiencies for staff.
- Enables visiting 3rd parties to save documents fast.
- Secure remote user/3rd party access saves money and time.
- 'Hot Folder/Drop Box' enables admin staff strong management.
- Easily add new documents (Scans, Emails & MS documents).
- Delivers a 'Paper Free' business environment cheaply and effectively.
- Easily integrated with other systems (ODBC compliant).
- Removes the need for multiple 'software tools' to deliver similar functionality.

Operational Management Improvements

By migrating to and adopting an electronic document management system such as InfoRouter, the department can return truly significant costs savings and departmental efficiencies. Staff time is limited, but now people can find what they need fast. Remote users and internal staff can now write up their reports and complete forms and templates remotely, quickly and simply or just send them into the 'Hot Folder/Drop Box' within the system, where admin are notified by E mail of the documents arrival. They then file it correctly and securely.

Staff can now multi task, working on several documents/records/projects simultaneously, they can compliantly 'Check Out' documents and work on them, checking them back into the system adhering to ISO compliance. Version control is maintained, with an audit trail.

With document types having to be kept for 10 years and more, the pure 'costs' that can be saved over that time is huge. Records can be sectioned off to an Archive Library, with a specific set of administration access rights so storage costs are eliminated, and compliance challenges are solved. The Return on Investment metrics are very interesting, when comparing a paper based system over that of a Digital Process solution. We can provide a detailed 'ROI Analysis' for each situation on request, and this goes a long way to convincing management of the value delivered.



University Staff, Suppliers and Directorate

Staff time and departmental efficiency are key when resources are limited and demand is high. Most departments have a multitude of different paper based systems that have traditionally been used to manage departmental records and tasks, manage suppliers, invoices, student records, course updates, and many other University management tasks. These time intensive processes greatly impacted on the efficiency of the department.

In 2012-2013 it is true to state that more than 65% of IT system are only partially used (10%-50%), due to their

complexity and in only delivering a small part of the full requirement. Training is costly, resulting in very weak user adoption, thus the old paper based or shared drive processes are still relied upon and adhered to, affecting compliance and efficiency.



Our solution delivers a single unified digital document and process management system that is easy to use, powerful and effective, very low cost, and delivers:-

- A powerful logical depository for all and any type of document or set of processes.
- Libraries can be allocated to specific tasks eg: Student Records, Staff Records, Accounts Payable, Each Course, Year, Class, even a digital ID for each Student.
- Processes, and document tasks can be managed via Workflows, with Check In/Check Out ensuring compliant ISO Version control for all documents.
- Departments can also have multiple Libraries and associated Work flows to automate annual or monthly tasks, Rent Reviews, Renewals, Surveys, Space Planning etc.
- Digital Forms and Templates enable 'Paper-Lite' or even 'Paper Free' efficiencies.
- Building Projects and minor works can be managed via the Work Flow enabling full collaborative working across remote and local users.
- Third party and remote staff have secure browser access driving efficiencies.
- Staff are usually proficient in less than 60 minutes use, with huge online libraries of video training and support, free of charge. This means people understand, enjoy and adopt the system.
- All document formats are supported, with MS Office and Outlook addin's and WebDAV Distributed Authoring allows fully control over the functionality you desire, and the way you want it delivered.

ISO & Regulatory Compliance

A critical factor in regulatory compliance is a centralized repository of electronic business records. InfoRouter provides this effective centralised compliant solution that helps streamline the capture, classification, retention, disposition and management of important health records and documents.

Companies have to make significant changes to their IT infrastructures and business processes to comply with regulations such as:-

- The corporate governance Sarbanes-Oxley (SoX) Act.
- Health Insurance Portability and Accountability Act (HIPAA).
- BS 10008:2008 and The Civil Evidence Act 1995.

Archiving e-mail messages, protecting the confidentiality of sensitive medical records, documenting financial transactions are no longer optional. An effective Records Management Solution is essential.

InfoRouter Records Management System is an integrated solution that allows organisations to create and manage a set of uniform models for retention, security, classification, search, retrieval and automatic notification and alerts for changing content.

In the ever-changing landscape of business where non-compliance may mean costly fines, sanctions, litigation and



personal liability for corporate officers, InfoRouter provides an effective regulatory compliance solution that helps stay compliant with the growing number of regulatory compliance initiatives and industry regulations.

By using InfoRouter, you can manage your company's financial liability and litigation risk by effectively addressing the mandates imposed by the following:

- Managing of records related to medical financial and accounting information for compliance with the Sarbanes-Oxley Act (SOX) particularly with Section 404.
- Industry regulations, such as ISO certification.
- BS British Standard Institute BS 10008:2008 and The Civil Evidence Act 1995 (Evidential weight and legal admissibility of electronic information).
- Regulatory compliance with mandates from governmental agencies such as Securities and Exchange Commission (SEC).
- Regulatory compliance with mandates from HIPAA.
- Compliance with Federal record-keeping laws and regulations. DoD 5015.2 Compliant Records Management.
- British Standards Institute BS 10008:2008 and The Civil Evidence Act 1995.
- Managing of records related to civil litigation or government investigations.
- Managing of records related to Human Resources such as discrimination, wrongful termination, sexual harassment etc.
- Corporate Governance.
- Banking Compliance.
- Process of documenting and testing internal controls.
- Document retention, document retrieval and audit trails and tracking of documents.
- Management of electronic medical patient records.



User Adoption, Installation and Commissioning

Fast effective user adoption is very important for a smooth migration to an electronic records management system. Our solution requires less than 60 minutes use for the majority of people to become very proficient and comfortable in using and relying on the tool. There are online videos showing specific tasks, and a large amount of free training collateral. This means training requirements and costs are greatly reduced and the time it takes to fully adopt is short.

Installation can be on a fully Hosted solution, Cloud based or fully installed on your network. Access is secure via a simple browser, so onsite and remote users are now seamlessly connected via a secure fast and effective system.

Installation takes less than a day, and most IT departments can achieve this themselves, due to the large amount of information that is available to them online. As such installation costs are extremely low.



DIGITAL PROCESS

T: 01183 800940
E: info@digitalprocess.co.uk
www.digitalprocess.co.uk