

DigiDocFlow®



Digitizing documents in the education sector

The education sector

The entire education sector is facing more and more state of the art technologies necessary for teaching, whilst still relying on enormous amounts of administrative paperwork, student records, and financial documentation, which are being stored in filing cabinets. Budgets are limited, professional teachers are scarce, and the manual process of managing paperwork takes time and money, which could be better allocated to teaching.

DigiDocFlow is an easy and affordable solution of which the education sector can benefit by scanning paper documents into a digital archive. With DigiDocFlow, there is no client software to install and no product training is necessary, so everyone can use it straight away.

Key challenges

- Reduced administrative costs
- Increased information security
- Streamlining the paper-handling process
- Meet documentation mandates regarding security and access

Benefits

- Affordable solution
- Increase information security
- Easy sharing of documents
- Personalized scan templates



Profile

The education sector is moving forward and embracing technologies that will enable easier and better teaching of our future leaders. This technology integration is no longer just an option for schools. As the cost of education rises, schools and universities need to find ways to operate more efficiently while at the same time reducing expenses. One of the most critical tasks involved in this process is managing student files. Digitizing all student files is a logical step and, as a result, scanning has emerged as a critical business process.



Functionalities and advantages Example business scenario

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button a MFP creates a digital copy which is stored anywhere, for example into your Windows folder structure, Microsoft SharePoint or business applications.



Bates stamp: By sequentially numbering or date/time-marking documents as they are scanned, the authenticity of documents is guaranteed.



Multiple output formats: Convert scanned documents into text searchable file formats, like Word, Excel, Jpeg, TIFF, RTF, PDF and PDF/A files.

Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word or Excel output to create an editable file, which can be edited directly after scanning, in any editing application, like Microsoft Word.

Archive and store student files

Current workflow

Schools and universities are required to archive and store all kinds of student documents. These include contact information, grades, etc. All these documents are stored in filing cabinets, wasting valuable space. Employees invest a lot of time filing all of the documents and searching through filing cabinets when the required documents need to be retrieved again.

When multiple documents need to be stored as one complete student file, all documents are combined manually and then scanned to a single PDF file, which is stored digitally.

Workflow with DigiDocFlow

Employees scan documents with DigiDocFlow. These scanned documents can be converted to secure, searchable PDF files. DigiDocFlow can store the documents directly to the proper location in any digital archive: in a Windows network folder, Microsoft SharePoint or in a business application. Documents can be retrieved instantly via a simple text based search.

With DigiDocFlow it is possible to easily combine different documents into a single PDF file, which can be saved digitally as one complete student file.

Contact

X-Solutions Europe

Amersfoortseweg 12
3751 LK Bunschoten
The Netherlands
T +31 (0)33 4225800
F +31 (0)33 2994329
E info@digidocflow.com

X-Solutions North America Inc.

18805 W. Catawba Ave, Ste. 102
Cornelius, NC 28031
USA
T +1 (704) 899-9931
F +1 (704) 892-8669
E info@digidocflow.com

For more information please contact your local representative, X-Solutions or check www.digidocflow.com.