



# Confidently Manage the Digital Campus

## Smarter business process technology

**Eliminate manual data entry, routing folders and lost paperwork**

**Automate communication to staff when steps or documents are missing or complete**

**Focus people on the decisions only people can make**

### Examine how campus decisions are made

Think of the most critical business processes in your campus office – the ones that are essential to the success of the institution.

Now think of who is involved in that process. For example, a dean who initiates or approves adjunct hiring, or a professor who adjusts a grade or raises concern about the success of a student. Most of the time, the decision-maker or process initiator is someone who is not a staff member of your office. When this is the case, smarter business process technology can make a difference.

#### ONBASE SOLUTIONS CAN IMPACT:

<b>Enrollment Management</b>	<ul style="list-style-type: none"> <li>Review and admit students</li> <li>Evaluate course equivalencies</li> <li>Process grade changes</li> <li>Manage student onboarding</li> </ul>
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>Manage completed checklists</li> <li>Award financial aid</li> <li>Complete verifications</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Hire adjunct faculty</li> <li>Review tenure</li> <li>Manage faculty</li> <li>Onboard staff</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Process travel requests</li> <li>Manage expense reimbursement</li> <li>Review invoices and payables</li> </ul>
<b>Advancement</b>	<ul style="list-style-type: none"> <li>Expedite gift receipting</li> <li>Document gift agreements</li> <li>Leverage donor research</li> </ul>



Capture ALL critical content (paper, electronic and data) from any location. Minimal data entry is required because your documents are automatically classified.

**Look for places where manual data entry or printing then scanning adds costs and wastes valuable human capital. Consider offices with large paper, folder and file cabinet volume or purchases.**



Drive content through your processes and eliminate wasted time. Automate decisions in your processes, handle exceptions with tools to manage related tasks, activities and conversations and facilitate case management activities.

**Find areas where faster approvals and decisions could impact the institution, routing is manual or tedious, peak period readiness is key, communication is inconsistent and where decisions are made but not documented.**



Everyone who needs to access content and processes can easily do so from anywhere. The user experience is personalized, integrated with core applications, available from mobile devices and extended to authorized users outside your organization.

**Identify staff who must log into a separate system, spreadsheet or source to retrieve data that they use in and around the ERP and supporting niche solutions.**



Content integrates seamlessly with core applications without requiring custom code. Not only is content instantly available directly from these applications, but the systems synchronize data in real time behind the scenes.

**Protect the ERP as the system of record and extend the value of your investment. Leverage ERP data in eForms and write scanned or imaged data back to the ERP (update document checklists, course data, etc.)**



Monitor and report on the information and activities within your ECM system. Identify and eliminate bottlenecks. Prepare for audits with instant insight into exactly what information you do and don't have, all without involving IT administrators.

**Recognize where bottlenecks occur, mitigate them, communicate around them, remind key stakeholders of overdue tasks and redistribute the workload automatically. Confidently face audits.**



Securely store and protect content from disaster during its entire lifecycle with built-in data redundancy. Automatically destroy content when it expires in accordance with legal retention requirements.

**Manage the digital campus with secure documents that are redacted, retained and removed at the right time to ensure campus compliance with FERPA, HIPPA and other legal requirements.**

## Why OnBase?

OnBase is the leading business process technology to apply to any process on campus, from requesting room changes to curriculum changes to admit, award, and gift decisions. OnBase provides your higher education institution with a set of tools to strengthen business processes campus-wide – producing significant ROI.

Learn more at [OnBase.com/HigherEducation](http://OnBase.com/HigherEducation) >>