



Simplify Records Management and Reduce Costs

The education industry consists of academic institutions, public or private universities and vocational schools. The U.S. Department of Education states there are approximately 96,000 public schools and 2,600 accredited four-year universities and colleges. The government, students and teachers are pressuring schools to manage records electronically and provide online access to information.

In-Stat research says education IT spending will grow to \$62 billion by 2010, and an IDC study states the largest school IT spending increases will appear in network equipment, software and IT services.

The Education Market

Schools inundated with records and government initiatives such as the National Education Technology Plan and the No Child Left Behind Act are calling for electronic document management. At the university level, there is an increasing demand for electronic services and wireless access to information systems. School success is heavily dependent upon the ability to manage information. Digitech Systems provides affordable, easy-to-use Enterprise Content Management (ECM) that enables schools to unify records systems and:

- Reduce document management costs for enhanced information accessibility.
- Manage information electronically for improved efficiency and productivity.
- Maintain security and student privacy in compliance with government regulations.

According to the National Center for Educational Statistics, a well-designed automated student record system will reach more than teachers and administrators. It will also benefit the students, parents, community, legislators, and others by providing information on the functioning and success of the education system.

On-Demand ECM Reduces Information Costs and Enhances Accessibility

Managing multiple records systems, budget constraints and overloaded IT departments are challenges for schools everywhere. Administrators are always looking for ways to reduce costs and improve productivity. ImageSilo®, an on-demand ECM service, provides ease of use, rapid implementation and a low total cost of ownership. Best of all, users have the convenience of online information access, anywhere, anytime.

- Outsourcing ECM services requires no costly initial capital investment in hardware or software or IT personnel.
- Digitech Systems maintains and manages ImageSilo, so IT departments are freed from managing increasing amounts of storage and ongoing support.
- Rapid implementation allows the system to be installed with minimal impact to school schedules.
- With on-demand ECM, schools can provide secure, remote access to information and monitor system activity.

Electronic Information Improves Efficiency

Managing and retrieving paper documents across multiple departments and locations can be costly and time consuming. At a university, information systems can become more complex. To incite technology-driven transformations and improve productivity, the U.S. Department of Education encourages schools to manage information electronically. PaperVision® Enterprise and ImageSilo ECM product suites control electronic files, centralize disparate records systems, streamline information management and improve data accuracy.

- Automatically capturing and indexing electronic files, paper documents and email messages minimizes keystrokes and school administrative workloads.
- Intelligent search capabilities reduce retrieval times and find student records in seconds.
- Automated document routing accelerates standard processes and simplifies departmental collaboration.
- Email management captures and organizes messages for management in the school ECM system.
- Point-and-click integration connects the ECM system to existing school software for ease of use.

“We have improved employee productivity and saved space without burdening our IT staff. We’ve become a model district in the region, and other districts frequently visit to see the ImageSilo system. If they really knew how much they’d save, they would do it; the system more than pays for itself.”

- Sandra McClure, Director of Finance, Adams County School District 50



Multiple Levels of Security Protect Student Information

Key Features

- Instantly retrieve information to improve efficiency.
- Online access enables schools to increase information accessibility while maintaining security with user logins and access rights.
- On-demand ECM requires no costly capital investment and little ongoing IT support.
- Multiple levels of security protect student information and ensure data integrity.

The No Child Left Behind Act, federal laws and state statutes all require schools to collect, report and maintain student data. Under these laws, schools must develop, employ and ensure security policies and procedures for student records. PaperVision Enterprise and ImageSilo simplify information protection and records disclosure with multiple levels of security, system integrity and reliability.

- Sophisticated security settings can customize access on an individual basis and manage user ability to read, change or share documents.
- Redaction hides sensitive information within a document, making it protected but available for use.
- Documented disclosure tracking maintains a record of who received information, when and why.
- 256-bit AES data encryption can occur both during transmission and when information is stored, ensuring data security.

For a complete product listing please visit www.digitechsystems.com or call toll free 866.374.3569.

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