

Automation through Imaging Solutions

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edsouth

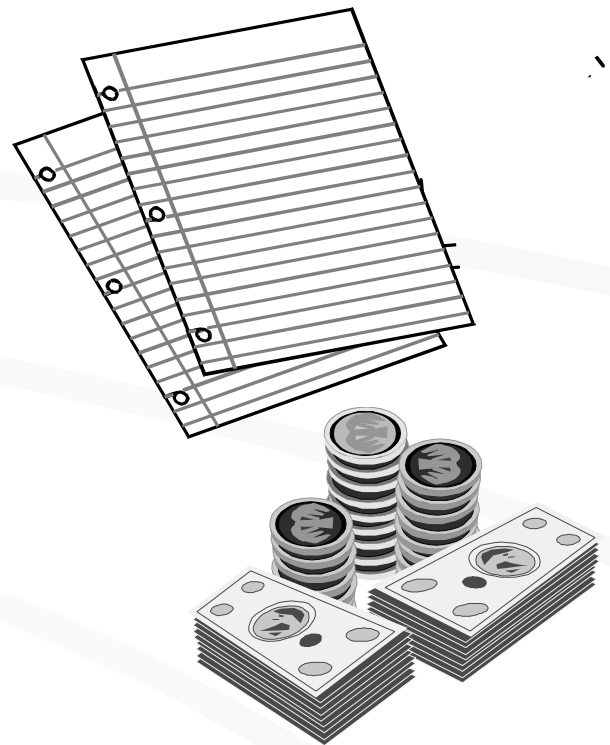
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Why an Imaging System

- ▶ Financial Aid is a paper intensive environment
- ▶ Cost associated with maintaining paper
- ▶ Options
 - ▶ Microfilm
 - ▶ Imaging



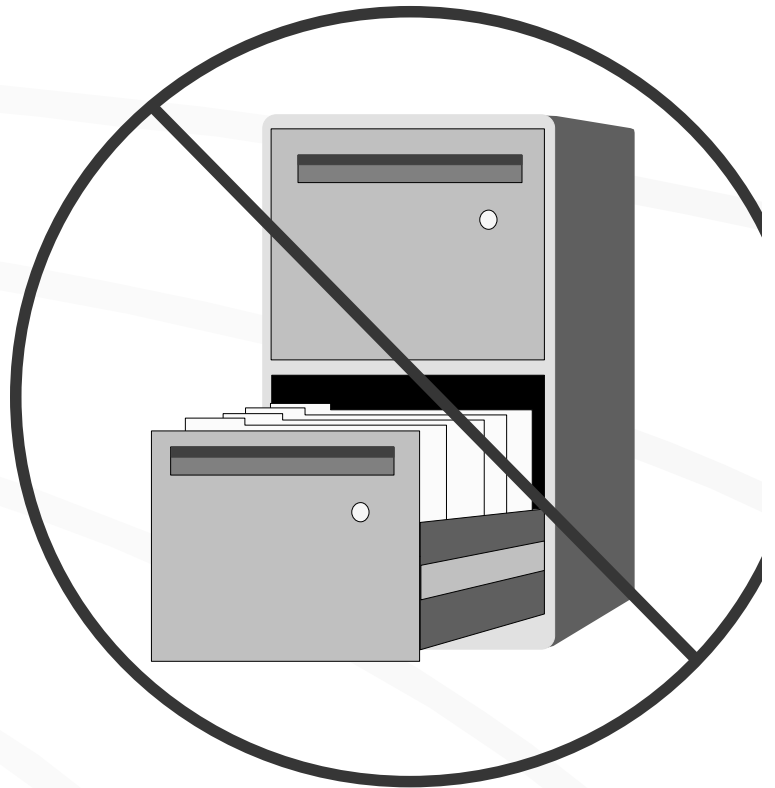
Search for An Imaging System

- ▶ Criteria
 - ▶ Client base with similar volume
 - ▶ Compatible with current hardware and software
 - ▶ Ability to accommodate growth
 - ▶ Cost



What Is An Imaging System

- ▶ Electronic “filing cabinet”
- ▶ Capture, Store, Retrieve, & Manage Paper Documents or Computer generated data files



How does it work?

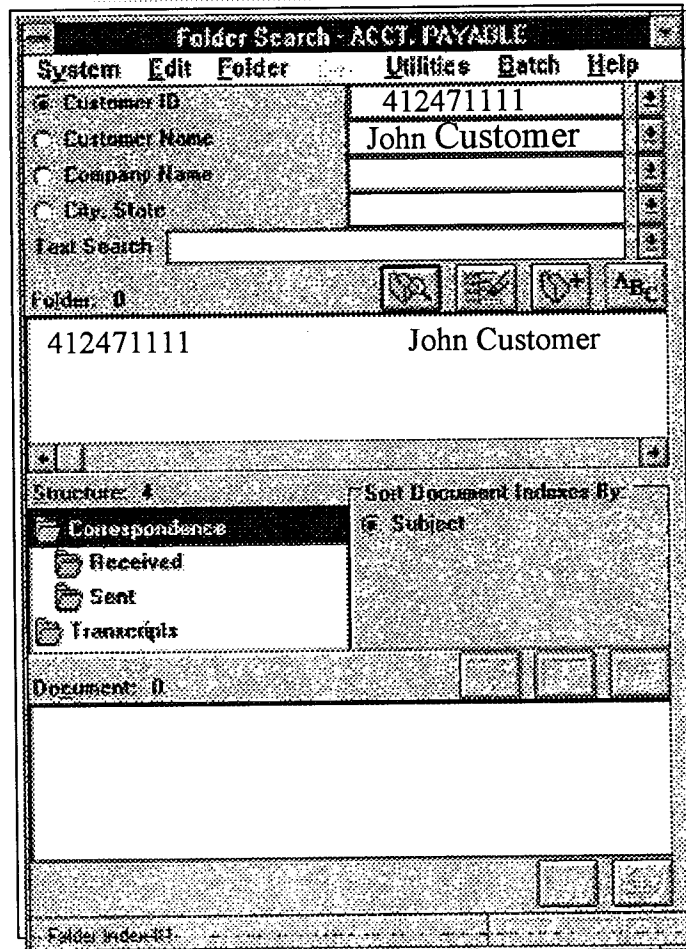
- ▶ Three Components
 - ▶ Archive/Retrieval
 - ▶ Computer Output to Laser Disk (COLD)
 - ▶ Workflow

Archive/Retrieve

▶ Scan

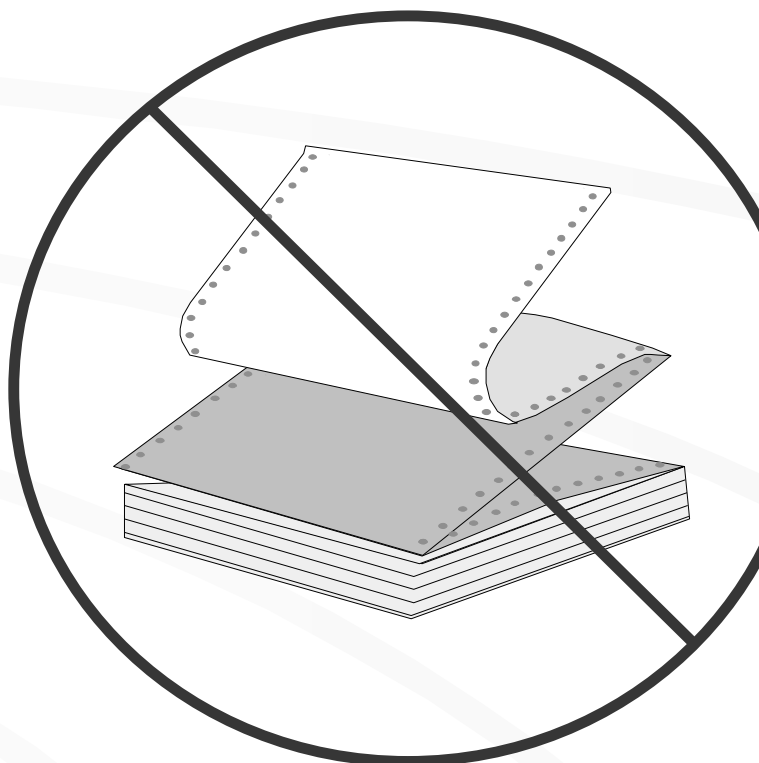
▶ Index

▶ Retrieval



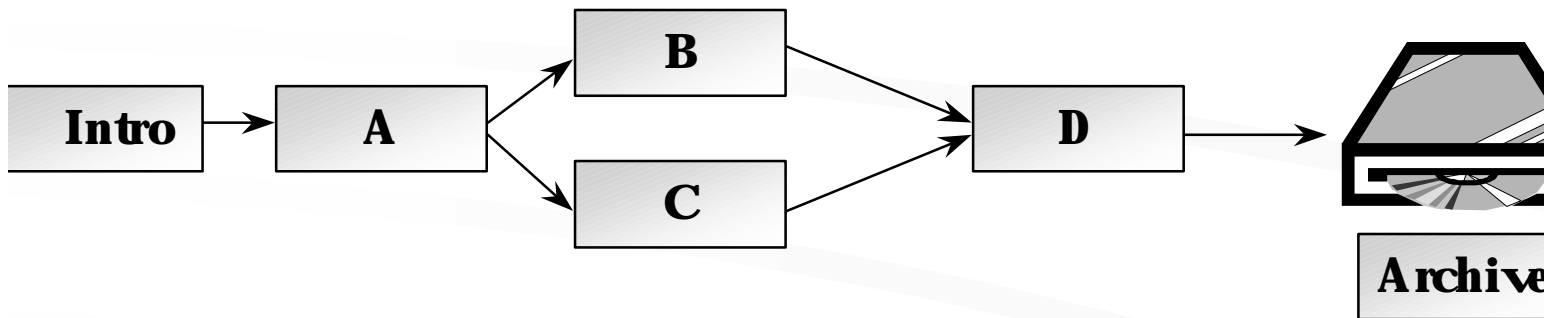
COLD

- ▶ Computer Output to Laser Disk
- ▶ Reports
- ▶ Benefits
 - ▶ Global Search
 - ▶ Information Sharing
 - ▶ No Scanning
(See page 5)
 - ▶ Transact



Workflow

Initiates Workflow



- Visual Basic
- Management
 - Monitor work Queues
 - Output
 - Status

Features

- ▶ Quality Control
- ▶ Print
- ▶ Fax
- ▶ Annotate
(See page 5)
- ▶ Post-it Notes
- ▶ Security

Summary

- ▶ Cost Savings
- ▶ Service Enhancement
- ▶ Growth Potential