

## CASE STUDY – EDUCATION DOCUMENT MANAGEMENT

**THE CHALLENGE:** KEEPING TRACK OF AND PROVIDING EASY ACCESS TO HUNDREDS OF FILES FOR EACH STUDENT...

Schools have an important need for a document management system that can securely store the volume of documents associated with each student, employee, and administrator. A centralized, secure method for storing and accessing documentation is critical. Paper-based storage processes are error-prone and inefficient. Lost or difficult to find documents slow down communication in an era when instant data retrieval is expected. Obtaining documents and making copies is costly in both time and money.

**THE SOLUTION:** A WEB-BASED DOCUMENT MANAGEMENT SYSTEM THAT LETS YOU DIGITIZE AND ELECTRONICALLY STORE ALL YOUR DOCUMENTS AND PROCESSES IN A CENTRALIZED, SECURE, AND EASY-TO-ACCESS DATABASE

Aspect Consulting developed an easy-to-use, web-based document management system that can be accessed throughout your organization. Users have the ability to categorize, search, and retrieve all documents quickly.

**Access to documents is secure:** levels of users can be defined so that the right people can see the right documents at the right time.

A full-text search feature lets you quickly find what you need. A tabbed interface lets you preview the document, attach notes, and graphically view the workflow or history of the document. Icons represent the familiar concepts of cabinets, drawers, and folders.

**THE BENEFIT:** IMPROVED DOCUMENT SECURITY, ACCESS, AND ORGANIZATION

Aspect's Prodataive<sup>®</sup> Document Management can improve your ability to manage large amounts of student information. Student health records, education plans, administrative processes and procedures can be secured and easily accessed by the appropriate users, expediting communication. The cost and effort associated with manual copying and delivery can be eliminated. Security can be easily controlled. The easy to use interface encourages application use, resulting in a quick installation to productive use timeframe.