Document Management Solutions for Education

A complete platform of products for capturing documents, extracting high value data, classifying that data into information and integrating it into existing business processes for greater efficiency.

Market Trends

● 32.2% of institutions reported that product quality is the most important criteria when researching a vendor, while innovative technology was ranked second highest at 25.2%

● 40.2% of respondents reported the intention to purchase a new document management solution or make major modifications to their existing one in the next 18 months

● The majority of higher education institutions in the US have either deployed or are planning to use Software as a Service (SaaS) as the primary delivery model for their technology needs

● Approximately 30% stated that they are very likely to use SaaS in the next five years

n=300, survey conducted by AIIM 2017

Challenges

With an overwhelming amount of paperwork, the education industry faces a number of document management challenges from higher costs to compliance issues.

● Large volume of applications and associated documentation

● High paper and storage costs

● Difficulty securing information from unauthorized viewing and tampering

● Compliance requirements

● Time and resources used to locate documents

● Losing sight of applications in queue

● Tracking changes and multiple student record revisions

● Managing long document retention periods

Solutions

Document management software provides school systems of all sizes with powerful tools to eliminate paper storage, streamline operations and increase efficiency.

● Create comprehensive student portfolios through scanned or imported projects

● Quickly access report cards and transcripts, even when out of the office

● Create IEP approval routing and conditional based notifications

● Gain FERPA compliance

● Eliminate paper-based filing and provide fast, district-wide access to student records

● Integrate with PowerSchool®, eSchoolPlus and other student information systems

● Implement eForms to standardize data collection and ensure all fields are complete

Where It's Used

- Admissions Applications
- Student/Staff Records
- PPT/IEP/504 Plan Records
- Student Portfolios
- Financial Aid
- Payroll Records
- CEU Tracking
- Residency Documents

Award Winning Products
For Education Automation

Document Capture Automation
Transform captured business content into high value information that can be shared across your entire organization.

Enterprise Content Management
Secure and compliant storage of business content allows users to classify information for improved access and collaboration.

Business Process Management
Redefine organizational efficiency with processes that enforce business rules while allowing for global participation.

Web Forms Management
Extend document automation effortlessly with dynamic web forms that eliminate paper-based processes.

Why Choose Square 9
As Your Solutions Provider?

Focused
Focused on solving business problems, delivering new and innovative products for improving efficiency and productivity.

Sustainable
Committed to a progressive development strategy, as an investment made today, can be counted on to deliver for years.

Reliable
While software companies can take a day or more to respond to support issues, our response time is measured in minutes.

Versatile
Offering a complete platform of solutions specializing in the most common business applications, servicing any industry.

> We've eliminated **10 hours per week**, meaning we are saving approximately **$10,000 per year** in labor costs alone. GlobalSearch quickly paid for itself, streamlining our operations considerably, helping us to do our jobs much better and faster—for less money. I estimate that our overall efficiency gains with GlobalSearch is in the neighborhood of **25 to 30%**. GlobalSearch has given us greater control over our records and is helping us comply with FERPA. And, for the first time, we have a reliable disaster recovery system.

- Michael Murray, Assistant Director of Academic Affairs
The Ohio State University

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