

# Document inefficiency in Education



**It doesn't usually take long to spot inefficiency in most organisations.**

**A lot of it resolves around the processing of documents and the information they contain.**

**For both paper and electronic documents, many people are usually involved.**

**Checking, correcting, updating, distributing, reviewing, approving ...**

**The list of actions required can be extensive.**

**Imagine the benefit of being able to automate many of these actions and streamline the process.**

**There are some obvious examples in academic environments – which do you recognise?**

## Student applications and enrolment

Automatic validation of student registration forms can ensure quick identification and correction of errors. Automatic updating of internal student records can then be actioned with clean, accurate data.

## UCAS application and registration process

Higher education institutions can automate the process of accepting UCAS forms, verifying information provided, through to updating their own student management system.

## Confidential Senior Management correspondence

Significant content identified in letters, documents or emails can trigger secure filing and routing to the correct people.

## Student records management

Instead of manual archives, all relevant student documents can be stored securely for the required 6 years, fully indexed with flexible search capabilities.

## HR administration

What needs to happen when a member of staff leaves or a new one joins? Initiation of processes sequentially or concurrently will ensure consistency and compliance.

## Review and approval

Trigger “approvals” at the appropriate time and track to completion within any process.

E.G. signing off an invoice, purchase requisition, authorising expenses or “signing” contracts.

Please email us at [info@altmanIM.com](mailto:info@altmanIM.com) to arrange a demonstration or discuss requirements.