DOCUMENT MANAGEMENT FOR THE EDUCATION INDUSTRY

The fast track to securing your data

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Hi there!

YOU'VE COME TO THE RIGHT PLACE!

DocuXplorer provides powerful Document Management Software solutions for the Education industry including public and private institutions. Whether you are looking to improve the business operations for an elementary school or graduate program, DocuXplorer enables you to digitally transform your office, automate workflows, and meet rigorous security requirements. Whether class is in session online or in the classroom, refocus on student education while your data works for you.

Let's get started with all the basics and applications specific to the education industry. You'll see that investing in DMS produces a quick ROI, and promotes efficiency across all platforms and departments.

We're here to ensure that your data is safe, your team is equipped, and your organization is supported.

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Meet Our Clients

Education Industry

Need a referral? We're happy to connect you with a client in your industry.

The Essentials

- Why document management?
- Who we are
- DMS for education
- Getting started

Why Document Management?

CENTRALIZE DATA

Save everything in one secure location.

FIND IT FAST

With metadata, your files are found in a snap.

AUTOMATE

Eliminate recurring (and tedious) tasks like approvals and deadline tracking.

SECURE ENCRYPTION

Control a file's accessibility and permissions while maintaining compliance with detailed audit trails.

ACCESS ANYWHERE

Your data's always available, no matter where your team is working.

SUPERIOR SUPPORT

We're here when you need us. No matter what.

Dive deeper into DMS with our <u>Document Management 101 </u>Guide

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Who we are

DocuXplorer has been servicing small and mid-sized businesses for over 25 years with an intuitive and user-friendly interface that protects a company's most valuable asset—data. With all the robust capabilities and features of a large corporation's document management system, we ensure that DX is tailored to your company's unique needs.

Our highly praised support services partner with you throughout installation and offer comprehensive onboarding to your team. But our partnership doesn't end there. We're always here when you need us. We perform ongoing development behind the scenes, so your system is up-to-date, on the cutting edge, and ready for emerging trends within your industry.

"

I've had a great experience with this software. The tech support is very responsive and attentive to my requests. I would recommend this to any of my business partners.

Bret Irving,
Great Central Transport Warehouse, Inc.

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How We Help Education Providers

Educational institutions are overwhelmed with paperwork and struggle to break through information silos. They're also held to the strictest levels of document security. Implementing a DMS empowers you to reduce costs, processing times, errors, and automate workflows, making your organization more streamlined and productive.

COST SAVINGS

Inefficient document management is a huge expense for education service providers that requires physical equipment, storage facilities, services for handling, and ineffective staff time. **Digitizing physical paper documents dramatically cuts spending and can return $8.55 per dollar invested**.

Reduce materials and equipment. Implementing a DMS allows you to divert funds from paper, printers, photocopiers, fax machines, and ink cartridges to what matters most—students.

Eliminate storage space. Some facilities devote entire floors or off-site facilities to record keeping. By digitizing your records, you can store all files with a small footprint using on-site servers or in the cloud, eliminating costly infrastructure and maintenance.

Fewer staffing costs. Minimize manual data entry of student and employee information with automation and smart OCR processing. One employee can import and index thousands of pages a day.

No retrieval fees. Each department can easily store and access their data in one repository instead of multiple drives, personal folders, or via a middleman.

Check your savings with our ROI Calculator.

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SECURITY AND COMPLIANCE

In educational services, lost documents can have catastrophic effects. Violating stringent privacy regulations can result in significant criminal and civil penalties. **Document Management enables you to stay compliant and in control of your records.**

Secure and backed-up. With a DMS your files are protected from physical destruction, theft, and natural disasters by keeping a backup copy of all files on separate servers.

Compliance. Document retention, role-based security, audit trails, and SSL security ensure you stay compliant with complex laws and regulations such as FERPA.

Track every action. Keep detailed records of every action taken on a document with a complete audit trail.

Error control. Easily recover accidental deletions or incorrect user submissions.

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FASTER PROCESSING AND FEWER ERRORS

Finding specific information quickly and getting it to the right people fast is vital in today's education industry. Your staff needs immediate access to data to make important decisions and streamline daily processes. Individuals and institutions can no longer wait hours or days for records to be shared and processed. **DMS eliminates the wait.**

Find it fast. Retrieving records through a digitized document management system takes a matter of seconds. Easily query all related records and daily notes for quick claims processing, invoicing, or record any and all discoverables like various applications or registration forms.

Accessible data. Multiple departments can access the same record simultaneously without having to photocopy any files. The accounting department can update payment information while HR manages employee files.

Up-to-date information. Versioning and Check-in/Check-out procedures prevent duplicates and ensure every record reflects the most recent and accurate information, resulting in fewer errors and redundancies.

Automate recurring processes. Automate and track daily tasks like vendor invoicing, approvals, or locating records so you can provide high-quality education and opportunities to your students.

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CONNECTIVITY AND ACCESSIBILITY

Data comes and goes from many places: emails, faxs, in-house software and web applications. **DocuXplorer can interact seamlessly with your tech stack so your staff has access to what they need, wherever they are, instantly.**

Remote web access. Whether at their desk or in the field, your team can access the files they need on any device.

Secure digital signatures. We integrate with digital signature technology to enable legally binding agreements that are quickly retrievable.

Streamline communication. Keep all departments connected, including Application Processing, Registrar, Contracts, Payroll, Human Resources, Accounting, Purchasing, Legal, Sourcing, and IT, whether they're in the same office or around the globe.

Seamless integrations. Consolidate your accounting, reporting, or third-party student record management software in one place with quick find capabilities and total safety and control.

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QUICK IMPLEMENTATION AND TEAM ONBOARDING

Converting your paper records into a digital platform may seem like a daunting task, but we're here to make it easy and keep it cost-effective. **DocuXplorer has helped countless educational service providers achieve their BPM goals with seamless onboarding and personalized support.**

Hands-on training. DX's organizational experts have years of taxonomy training and will help you determine and build a system that fits your unique needs.

Quick onboarding. DX's interface is intuitive and easy to use. Your staff needs no technical expertise to operate on a day-to-day basis.

Prebuilt and custom templates. DX comes with a collection of prebuilt templates designed for the education industry and its related departments. Start here for inspiration or build out completely custom processes.

Scalable implementation. Start with a small batch of records, and use the subsequent savings to help finance the next stage. Or do a total buildout all at once. DX is flexible to fit your budget and goals.

How We Help Education

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HAPPIER STUDENTS

Admission is no longer the top requirement for students. The ideal educational partner must offer financial aid data, application forms, and registration materials, among other deliverables. Reducing costs, processing times, errors, and privacy leaks makes your institution more streamlined, productive and secure. **The less time and money spent on administrative paper processing the more resources your staff can devote to providing the best possible service for your students.** Put your data to work so you can exceed high expectations.

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Getting Started

WE'LL WORK WITH YOU TO DESIGN AND IMPLEMENT YOUR CUSTOM SOLUTION FAST.
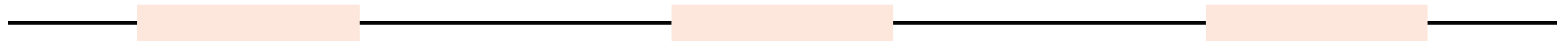
Design & Build

Identify where your documents come from and where they're going. Your system is tailored to fit your organizations unique needs.

Launch

As soon as your system's built-out, your team can get to work. With our user-friendly interface, there's no technical expertise needed.

Achieve

See the immediate ROI while you watch the overall expansion of growth and productivity.

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GET STARTED TODAY

[Get in Touch](#)

[ROI Calculator](#)

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