

Enhance your productivity and save costs



HP Document and Workflow Solutions for Education



What if you could ...

- Accelerate decision-making and enhance administrative, student, and teacher-centric processes?
- Reduce the cost of processing and managing documents?
- Increase productivity by allowing users to easily find and retrieve critical information?
- Ensure the security and confidentiality of documents and the information they contain?

Challenges for Education

Whether you work for a major university or a small school district, paper-intensive processes likely play an important role in daily routines. Whether, admissions, financial aid, human resources, individual education plans (IEP), virtually any department or educational service deals with reams of paperwork that are handled manually.

Without a good document management solution, you feel the pain of wasted time and money, decreased teacher productivity, delayed decision making, and increased security risks.

Digitizing and streamlining workflows can help to reduce costs, meet compliance requirements, and better serve students, faculty, and administrative staff.

HP delivers intelligent workflows

Powered by HP scanners, digital senders, and multifunction printers (MFPs), the HP Document and Workflow Solutions for Education automatically captures and categorizes critical documents, making them instantly available for real-time access by multiple users and departments. Seamless integration with back-end applications makes this a single institution-wide solution that also meets the unique needs of individual departments.

Streamline workflows across your organization

STUDENT-CENTRIC PROCESSES

Improve the student experience by automatically linking documents to student records, creating comprehensive student profiles that can be used to customize curriculum and services to individual needs.

ADMISSIONS, FINANCIAL AID, AND IEP PROCESSING

You can reduce admission decision-making time from weeks to days by instantly moving applicants' captured documents through the appropriate approval chains and departments.

DEGREE DECLARATION

Simplify and speed degree declaration by automating document processing and routing through the auditing workflow.

ADVANCEMENT AND ALUMNI

Condense gift-management cycles by automating workflows involving gift agreements, RSVP cards, surveys, pledge cards, donor information, email notifications, and more.

ADMINISTRATIVE PROCESSES

Increase the productivity and satisfaction of your employees with a solution that reduces or eliminates filing time, speeds processing, and offers single-click access to student and personnel records.

FINANCE AND PROCUREMENT

Take advantage of vendor discounts for early payment by expediting invoice and purchase order (PO) processing approval. Increase employee satisfaction with faster expense reimbursements.

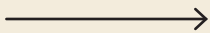
HUMAN RESOURCES (HR)

Improve the management of personnel records from hiring to retirement. Seamless integration with HR and payroll systems enables timelier benefits, payroll updates, and responses to employee inquiries.

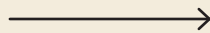
End-to-end process automation



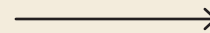
A document is scanned with an HP workflow-enabled MFP.



An electronic version of the document is indexed, categorized, and automatically linked to existing student/employee record in the SIS/ERP/IEP application. If no record exists, the solution prompts the user to create one.



If needed, the electronic document is automatically routed to the appropriate individuals for review and authorization.



The electronic document is immediately available to authorized users and departments.

Why HP?

For more than 50 years, HP has partnered with educational organizations large and small around the world, supplying the technical expertise required to help maximize student achievement.

HP takes a holistic approach to managing the latest printing and imaging tools, technologies, infrastructure, and processes that support your organization to improve productivity, simplify management, and reduce costs for your entire end-user environment. HP offers end-to-end solutions and services, with PCs, printers, and more. We can help you identify and address your specific needs today and into the future. As a global leader, you can trust HP.

We will take the time to understand your specific needs and create a plan to help optimize your fleet, ensure data and document security, and manage your evolving institution.

Get started

Contact your local HP representative to:

- Set up a workshop to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your organization save money.

Learn more

hp.com/go/educationworkflow

