

# Enhance your productivity and save costs



## HP Distributed Workflow for Education

Accelerate decision-making, enhance your productivity, and save costs with powerful document capture, digitization, and processing solutions from HP.



### What if you could...

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

### That's alternative thinking about printing.

### HP Distributed Workflow for Education.

Whether you work for a major university or a small school district, it's likely that paper-intensive processes play an important role in daily routines. Admissions, financial aid, human resources, individual education plans (IEP)—virtually any department or educational service deals with volumes of paperwork that are handled manually. Without a good document management solution in place, you feel the pain in 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.

### Solution at a glance

Powered by HP scanners, digital senders, and multifunction printers (MFPs), the HP Distributed Workflow 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 business applications makes this a single institution-wide solution that also meets the unique needs of individual departments.

**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.

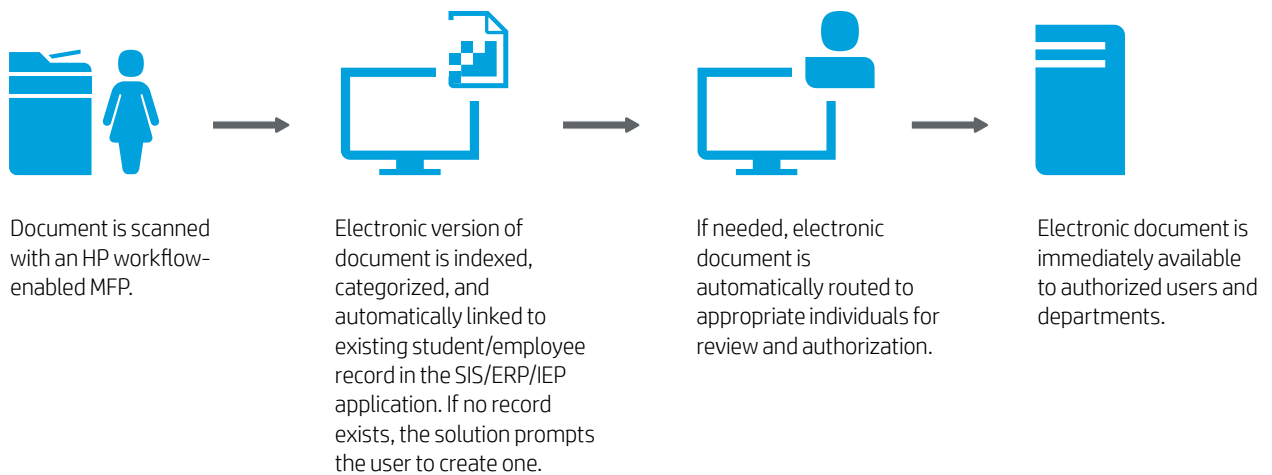
**Admissions, financial aid, and IEP processing.** You can reduce admission decision-making time from weeks to days by instantly moving captured applicant's documents through the appropriate approval chains and departments.

**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, e-mail notifications, and more.

## HP Distributed Workflow for Education

End-to-end process automation



**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.

### 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](http://hp.com/go/educationworkflow)

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