

Solution brief

Automate your document design, development and delivery



HP Forms and Document Automation Solutions for Education



What if you could...

Leverage existing printer-bound data streams with a solution that automatically imports data into the appropriate template?

Reduce the costs associated with sourcing and storing pre-printed forms, brochures and other important collateral?

Improve operational efficiencies and reduce physical storage requirements with automated electronic document archiving?

Create self-mailing report cards and transcripts to reduce the staff hours required to manually stuff reports into envelopes?

Automate the production and delivery of documents while simultaneously enabling robust on-demand customization?

Living in the digital age doesn't mean we've gotten rid of all the paperwork. For colleges and universities this paperwork involves student-centric documents such as report cards, transcripts and tuition bills, as well as personalized communications to recruits and alumni. It's not so much the paperwork that's the problem, however; it's the incompatible legacy systems, non-integrated content sources and uncoordinated delivery channels. Reducing costs and increasing efficiency requires a single document automation platform that empowers communication with applicants, students and alumni alike.

Solution at a glance

HP Forms and Document Automation Solutions for Education, powered by enhanced single- and multi-function products, can help your institution address day-to-day challenges by enabling on-demand document production, distribution and archiving needs. And you can integrate the solution into your current IT infrastructure without any modification to your existing applications, hardware or student data.

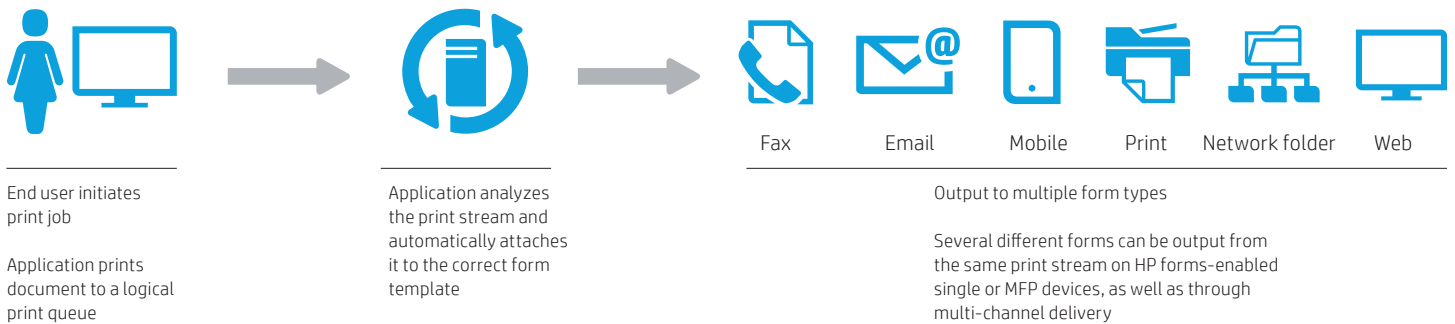
The HP Forms and Document Automation Solution for Education analyzes the printer-bound data stream from your legacy applications and

automatically imports it into the appropriate graphics-rich form template. In some applications, the solution might automatically generate several different—yet related—documents from the same data stream. These documents can then be output on multiple HP devices throughout your institution, streamlining document distribution and freeing staff for more mission-critical activities. The HP Forms and Document Automation Solution can even generate e-documents for automated electronic archives.

To create form templates or automate your pre-printed forms processes, simply use the solution's integrated forms design tool and convert paper forms into sharp, professional-looking documents.

Among other benefits, the solution allows you to:

- Design forms easily via an intuitive what-you-see-is-what-you-get (WYSIWYG) interface
- Personalize output based on student profile
- Encrypt and decrypt sensitive data
- Deliver on unique end-user requirements via printer, multi-function device or server-based configurations
- Integrate functionality with leading enterprise content management (ECM) systems



Leverage existing technology

Leverage printer-bound data streams from legacy applications and automatically import them into the appropriate template to generate:

- Multiple documents from the same data stream
- Self-mailing report cards and transcripts on the fly
- E-documents for automated electronic archives

Reduce costs, improve response rates

Reduce unnecessary processes and meet the most sophisticated document creation requirements—from automating and streamlining high-volume admissions letters to personalizing applicant, student and alumni correspondence. Reduce call center volumes while increasing recipient responses with customized communications.

Streamline and speed up communication

Streamline and automate the creation and management of personalized communications for delivery through batch, real-time and interactive channels. Simplify and speed up output by accessing student, faculty and employee data from multiple sources simultaneously.

HP at work around the world

The largest single-campus university in the U.S. needed to gain control of its admissions output. The university teamed with HP Campus Advantage experts to develop new workflow processes and a technology integration plan.

The results? Admissions documents were reduced from over 1,400 unique templates to six flexible templates with multiple customize and reuse elements. The system was successfully integrated with enterprise resource planning (ERP) software. And new functionality was gained, such as on-demand printing of ad hoc requirements and soft-copy output capabilities.

Why buy HP?

HP is recognized as the global leader in imaging and printing solutions for higher education institutions. We offer technical expertise, and reliable products and solution sets that allow customers to benefit from:

- Consulting services, including procurement, installation, management and support

that can be customized to enhance your institution's effectiveness

- Relationships with industry leading solution providers
- Powerful solutions to optimize your environment, enhance teaching and learning and help the planet

How do you get started?

Contact your local HP representative to:

- Set up a workshop with HP to assess your short-, mid- and long-term business objectives and document management needs
- Establish a plan to implement the best solution for today and into the future
- Identify an environmental approach that can help your institution reduce operating costs

Learn more at hp.com/go/educationworkflow

HP three-part approach

HP helps you better serve your customers by accelerating business processes, improving the flow and use of information, and reducing costs. Working together, we assess, deploy and manage your imaging and printing system—tailoring it for where and when business happens.

Optimize infrastructure

Balance your total digital and hard-copy communication costs with your need for convenient user access and productivity.

Manage environment

Maintain end-to-end visibility and control of devices, content and workflows.

Improve workflow

Capture, connect, and communicate information with smart process automation and dynamic content personalization.

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