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; 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.
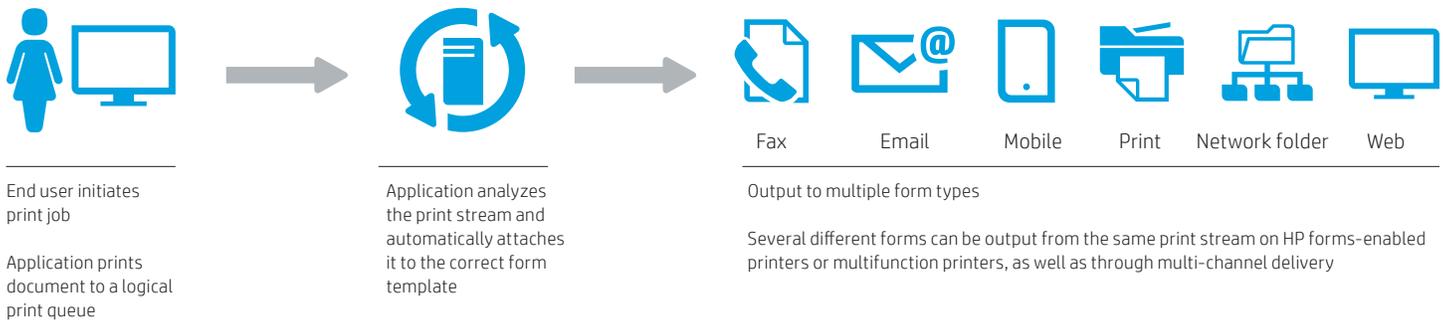
The HP Forms and Document Automation Solutions for Education analyzes the printer-bound data stream from your legacy applications and automatically imports it into the appropriate graphics-rich form template.

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 Solutions 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, multifunction printer (MFP), or server-based configurations.

- Integrate functionality with leading enterprise content management (ECM) systems.

Fax	Email	Mobile	Print	Network folder	Web

End user initiates print job

Application prints document to a logical print queue

Application analyzes the print stream and automatically attaches it to the correct form template

Output to multiple form types

Several different forms can be output from the same print stream on HP forms-enabled printers or multifunction printers, as well as through multi-channel delivery

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 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. We've been recognized for our leadership in managed print services by independent analysts such as Gartner,[1] IDC,[2] Quocirca.[3] This experience gives us unique insight into clients' needs to reduce costs, drive productivity, and improve your customers' experience.

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

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[1] Gartner, Magic Quadrant for Managed Print and Content Services, December 21, 2015, ID Number G00271944.

[2] IDC MarketScape: Managed Workflow Services 2015 Hardcopy Vendor Assessment — Building on MPDS, (US) doc #US40586715, (Western Europe) doc #EMEA40662015e, (APeJ) doc #AP40437716, (CEMA) doc#CEMA41124310.

[3] Quocirca, Managed Print Services Landscape, 2016; July 2016.

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