

Enhance your productivity and save costs



HP Distributed Workflow Solution 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.

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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 Solution 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.

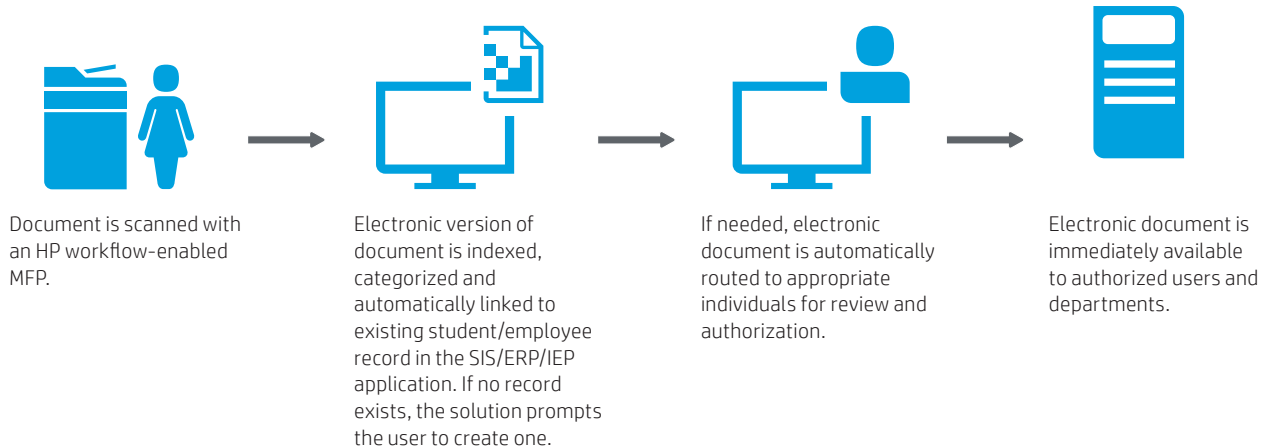
Advancement and alumni—Condense gift-management cycles by automating workflows involving gift agreements, RSVP cards, surveys, pledge cards, donor information, e-mail notifications and more.

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.

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End-to-end process automation



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?

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

- Consulting services, including procurement, installation, management and support that can be customized to enhance your organization's effectiveness.
- Relationships with industry-leading solution providers.
- Powerful solutions to optimize your environment, improve the bottom line and help the planet.

How do you get started?

Contact your local HP representative to:

- Set up a workshop with us 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 school save money.

Learn more at hp.com/go/documentmanagement

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 hardcopy 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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