ImageNow® for Higher Education

enterprise document management, imaging and workflow

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imagenow® PERCEPTIVE SOFTWARE

About Perceptive Software

Perceptive Software's mission is to create a direct and effortless connection between higher education institutions and the documents they need to simplify their daily student administration and business activities campuswide. Our flagship product, ImageNow®, lets users efficiently capture and organize virtually any document type, then route and retrieve a precise page with a single click from within any software application at the moment it's needed.

The key is ImageNow's patented integration that weaves tightly into any existing student information systems (SIS) or business software application, regardless of manufacturer or platform, without programming. With ImageNow, customers worldwide build powerful document management into their existing technology investments with minimal lifetime cost.

From its headquarters in the U.S., office in England and via channel partnerships in South Africa, India and across the globe, Perceptive Software provides enterprise document management products, services and support that help higher education customers achieve time and cost savings across campus.

Others promise. ImageNow...

- Captures virtually any type of document from anywhere at any time
- Organizes documents and the business processes they influence rapidly and easily
- Provides instant access to the precise documents you need at the exact time you need them
- Complements the business systems that drive your enterprise processes
- Requires minimal system management and maintenance from your IT team
- Enables full product functionality to be delivered via hosted or traditional deployment options
- Makes system expansions and modifications easy on your staff and budget
- Delivers this complete, enterprise-ready package quickly and cost-effectively

What is a Document?

Most think of a document as several pieces of paper stapled together and crammed into a filing cabinet. Collecting this paper electronically is crucial to working more efficiently. Our products make the task of capturing scanned applications, pledge cards, invoices and any other paper student or business document effortless.

Today, paper comprises only a fraction of your school's documents. Unorganized computer files, faxes, e-mail and other pieces of unstructured data also stifle productivity. Our sophisticated technology captures virtually any type of document — electronic files, ISIRs, online application forms, photos and more — as seamlessly as it acquires scanned documents.

Managing Documents. Improving Student Service. Moving Higher Education Forward.

Imagine the impact at your college or university of having a direct connection to student, personnel and business operations information. You'd make admissions and financial aid decisions more quickly, provide better service to students and staff, boost productivity and more. For Cornell University, the University of Wales, Bangor, University of Cape Town and 300 other colleges and universities worldwide, these benefits are a reality.

ImageNow enterprise document management, imaging and workflow puts you in touch with the documents you need and with each other, with a single click, to help you work faster, more accurately and more collaboratively.

Focused on Higher Education

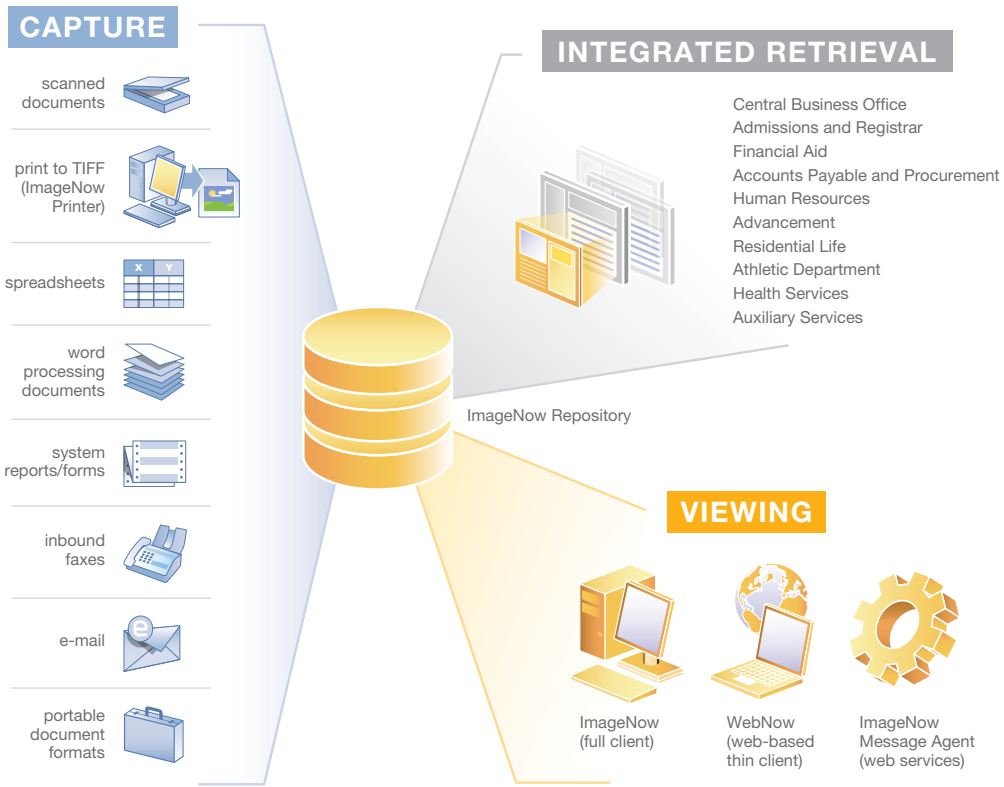
Just as your students and staff expect focused attention on their needs, you can expect our focused attention on the specific document management needs in higher education today. From enrollment services to human resources to advancement, Perceptive Software engineers develop higher education-specific ImageNow product packs that complement virtually any application that drives your student information and business processes.

Designed for Value

Software that needs constant attention causes headaches for higher education professionals. Many applications on the market require significant programming that is costly, time-consuming and delays return on investment. The ImageNow product suite uses patented technology to easily and seamlessly integrate with any existing and future student information system or business software application, without requiring a single line of code.

ImageNow is designed with priority on ease of use and minimal maintenance, allowing you and your users to focus on what's most important — service to students and staff and efficient business processes. Because ImageNow can be applied where needed quickly, customers experience immediate return on investment in efficiency, time and cost-savings — not just long-term ROI down the road.

ImageNow is competitively priced, but the real benefit to customers is the product's life cost. The universal integration capabilities and flexible deployment options of ImageNow make the most of your existing technology investments. Many software vendors insist on costly service contracts, but Perceptive Software lets you dictate the extent of support. Our product support team is available when you need us, but ImageNow is designed to ensure you won't need us much as you expand document management across campus.



ImageNow for Higher Education – A Campuswide Solution

Flexible. Scalable. Efficiency Across Your Organization.

ImageNow's greatest assets are its innate flexibility and scalability. From admissions to financial aid to human resources, ImageNow is built for ease of use and rapid deployment, letting you quickly create campuswide efficiencies. At the same time, ImageNow seamlessly integrates with your existing student information and business applications to deliver documents at the point of need, enabling staff to reference the exact document required with a single click.

ImageNow is built with a highly scalable architecture that simplifies the product's cost-effective expansion into additional software applications and other departments across campus. Single- or multi-server, one department or across five campuses, 5 users or 5,000 — ImageNow is made to adapt to your school's unique document management needs and budget considerations, creating maximum return on your technology investments.

WebNow™, the full-featured, browser-based companion to ImageNow, extends single-click document access and other powerful ImageNow features beyond campus offices, enabling admissions and financial aid counselors to evaluate student files from at home or on the road.

Vendor independence is our ultimate goal for you; that's why we educate you and your users early on, empowering you to take complete ownership of ImageNow and expand its benefits to other areas when you're ready.

> "One of the best things about ImageNow is its scalability. We were able to start with an affordable, small-scale implementation and expand it to meet our growing needs as our budget allowed."
>
> Janet Granberg
> Project Leader
> Madison Area Technical College

Admissions

Boost Recruiting

Enhance your admissions process by consolidating all incoming student applications and supporting documents into one secure electronic repository. ImageNow and WebNow give counselors in the office, at home or on the road instant access to application packets and help them make quick, informed selection decisions. Other authorized staff members can answer student inquiries in real time.

Registrar

Elevate Information Sharing

Expedite transaction processing such as grade changes, add/drop and graduation applications by electronically capturing, storing and routing documents. ImageNow can automatically update your SIS and student portal environment, making current information available to faculty, staff members and students. Importing historical transcripts into ImageNow cuts storage costs and improves service to students.

Financial Aid

Simplify Award Processing

Automatically capture FAFSAs, ISIRs, applications and all other documents and collate them in the student file. Use customizable business rules to automatically route completed files to the staff members assigned to process them. By eliminating manual tasks and other paper-related delays, ImageNow speeds awards processing, enabling you to notify students of award decisions earlier than ever before.

Advancement

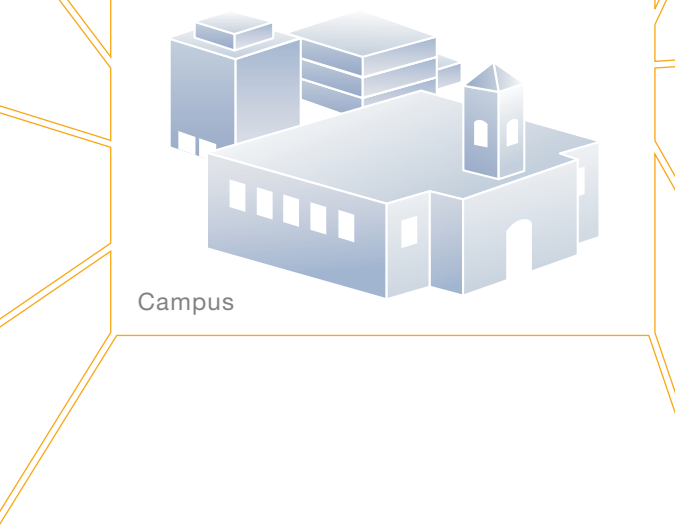
Enhance Donor Management

ImageNow works in concert with your donor management system to manage pledge cards, checks, donor correspondence and other documents, allowing you to approve and assimilate donations quickly, easily track financial metrics and respond to donors without delay.

Residential Life

Improve Housing Management

Scan or import housing applications, change requests, student correspondence and all other housing documents into ImageNow, which automatically ties them to student records for instant retrieval at the point of need. ImageNow also gives users convenient access to requests, schedules and other information regarding on-campus meetings, conferences and events.



Graduate Admissions

Speed Student Selection

ImageNow captures application packets and automatically routes them to counselors, selection committees and other relevant parties for immediate review. Replacing complex manual processes with simplified, automated workflow helps schools meet selection deadlines and make offers to the best candidates quickly.

Finance and Procurement

Maintain Operational Success

Streamline invoice processing by scanning and indexing documents upon receipt. Boost productivity using automated workflow queues and electronically route invoices to the appropriate channels for faster approval. By optimizing your accounting processes, you increase the opportunity to capitalize on money-saving supplier discounts.

Health Services

Expedite Care Delivery

ImageNow captures and organizes student's healthcare documents at the point of service and makes them instantly available to nurses, physicians and counselors, facilitating faster care. Managing current and former students' medical records in ImageNow improves continued care, reduces storage costs and supports HIPAA and FERPA compliance.

Human Resources

Manage Your People Processes

HR associates can take advantage of the tight integration between ImageNow and your business application to quickly address employee payroll concerns and effectively administer online employee W-4 forms. Significantly reduce documentation loss rate and help HR associates process resumés, faculty credentials, staff promotion applications and more in a timely manner.

Athletic Department

Create Lasting Efficiencies

The ability of ImageNow to fit into any business process allows it to meet the diverse document management needs of the athletic department. With ImageNow, staff members have single-click access to the information they need to review a student athlete's eligibility, evaluate a coaching job candidate, approve an equipment invoice and more.

Admissions and Registrar

Streamline Student Information Processing

ImageNow puts all pertinent student information at staff members' fingertips. Speed your admissions process by capturing and linking each student's documents electronically, then automatically route applications and supporting information to the appropriate reviewer. Single-click access also enhances student service, helping admissions staff answer inquiries instantly. Reduction of filing, photocopying and manual data entry helps the registrar's office simplify enrollment, allowing students to register for classes without waiting in lines all day.

ImageNow at Work in Admissions

Reduce the Cost of Paper Processes

No more manual filing or paper shuffling. Documents are secure and electronically available to authorized staff at any point in the admissions process. Single-click document access eliminates the cost and delay of paper copies and distribution. When you print missing information or selection letters, ImageNow captures the print stream and imports a duplicate of each letter. ImageNow ties these duplicates to student records, allowing you to answer inquiries without delay.

Enhance Student Service

With ImageNow, applications, transcripts, test scores, letters of recommendation and other student documents are imported and linked to the correct student record upon receipt. ImageNow works with your SIS to identify missing documents, and once packets are completed, routes them to appropriate staff members for immediate review. A faster approval process allows you to recruit the best applicants and to quickly notify them of your selection decisions.

Boost Staff Productivity

Consolidate all pertinent student information into one central electronic repository. Instead of carrying folders to and from campus, associates working from home instantly access application packets via WebNow, the browser-based complement to ImageNow. The integrated design of ImageNow minimizes the need for additional software training, ensuring faster adoption of the system.

ImageNow Technology Focus

ImageNow Worksheets

Going beyond everyday annotations, ImageNow Worksheets are customizable electronic entry forms that allow associates to enter additional information about student applications, financial aid awards, grade changes and other processes.

Worksheets are flexible review tools that are linked to student records as part of their ImageNow files.

XML and HTML data from Worksheets can be used to automatically update existing student information and business systems, reducing time-consuming manual data entry.

"The enormous time savings ImageNow provides enabled us to meet the Ivy League deadline for mailing decision letters. Without ImageNow, we wouldn't have been able to successfully manage a 35 percent increase in applications."

Doris Davis
Associate Provost of Admissions and Enrollment
Cornell University

ImageNow at Work in Registrar

Streamline Transcript Processing

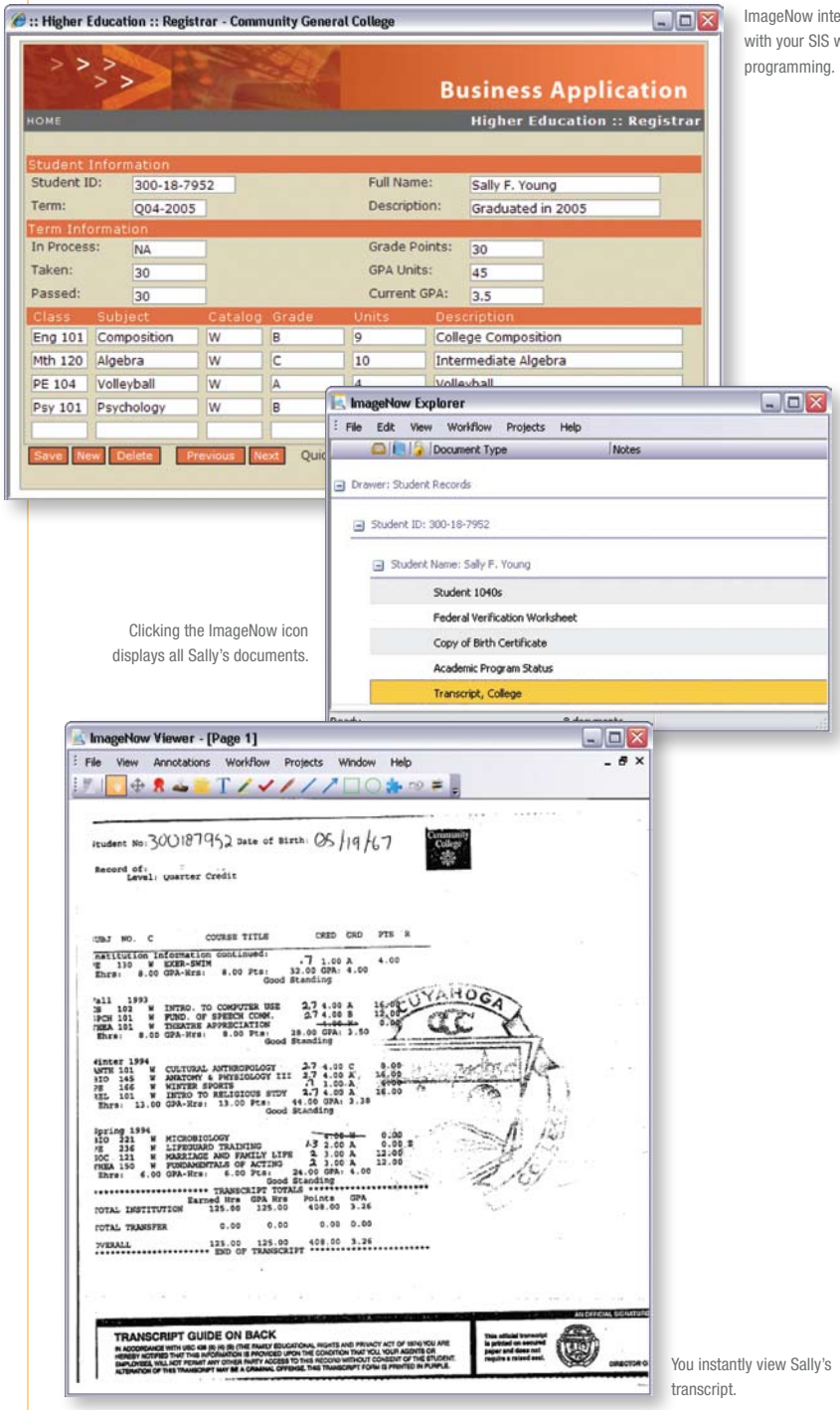
ImageNow provides an easily deployed solution to streamline student transfers. Transcripts from the transferring school are scanned upon receipt and indexed automatically. At the same time, ImageNow uses OCR functionality to create an electronic output file containing student information, eliminating tedious manual data entry into the SIS.

Expedite Student Information Changes

Quickly process grade changes, add/drop and graduation applications by electronically capturing, storing and routing them to the appropriate approver. Information changes are posted quickly to the student record, providing updated information to students via your student portal and to authorized staff across campus.

Create Secure Archives

ImageNow lets you create a secure, accessible archive for attendance reports, grade rosters and more. Storing historical transcripts in ImageNow cuts storage costs, allows you to quickly fulfill transcript requests from former students and supports disaster recovery and records retention plans.



ImageNow integrates with your SIS without programming.

Clicking the ImageNow icon displays all Sally's documents.

You instantly view Sally's transcript.

1. A former student, Sally Young, calls to request a copy of her transcript.
2. You locate Sally's record in your student information system and click the ImageNow button.
3. You select the transcript from the document list.
4. At Sally's request, you print the transcript and send it to her.

You have your answer in seconds.

Financial Aid

Quicken Processing and Award Approval

In the 2007-2008 school year, 18 million students enrolled in U.S. colleges and universities[1]. Nearly 80 percent of these students applied for financial aid, up 25 percent from 2001-2002[2]. For Financial Aid offices, this increase translates into thousands more applications that flood in during peak times.

ImageNow captures student information from any source, including online forms, faxes, paperwork and e-mail, and stores it in a secure electronic repository. Documents are automatically linked to SIS records and completed files are sent directly to staff for review. The results include faster award decisions, elevated productivity and reduced overhead.

ImageNow at Work in Financial Aid

Consolidate Student Documents

Electronic document capture and storage protects student privacy, eliminates the space constraints of paper files and makes access as easy as one click.

Expedite Awards Approval Process

Instant access to student applications and other pertinent paperwork allows staff working in the office and at home to process financial aid requests more quickly. ImageNow Workflow electronically routes documents to appropriate staff members across campus or across the country to speed review and aid awards.

Process Documents Upon Arrival

ImageNow captures and categorizes ISIRs, FAFSAs, tax forms, earnings statements and all other financial aid file components, stores them in the ImageNow repository and links them to student records in the SIS for easy retrieval.

Improve Student Service

With instant access to documents, you can quickly and accurately answer student inquiries regarding application or award status. Keep long lines moving during high service volume times like fall and winter semester enrollment.

ImageNow Technology Focus

ImageNow Printer and Direct Print Capture

Eliminate the burden of printing by creating electronic TIFF images of documents like reports, spreadsheets, Microsoft Word documents and e-mail messages and then importing them directly into the ImageNow repository.

These images are instantly accessible campuswide.

You can capture single-document print requests and multi-student print streams alike. ImageNow's seamless integration allows print jobs to be imaged and instantly accessible when working on records displayed in your student information system.

"ImageNow reduced the time it takes to process financial aid documents by 50 percent."

Andrew Wojtkowski
Systems Administrator
College of Southern Maryland

[1] New York Times

[2] National Center for Education Statistics

1. As a financial aid counselor, you need to review Carmen Johnson's FAFSA.

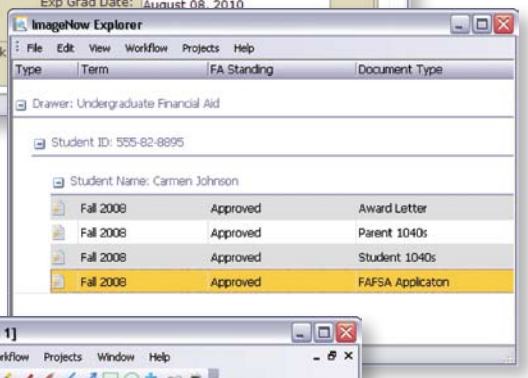
2. You locate her record in the SIS and click the ImageNow button.

3. ImageNow displays a list of all records on file for this student, including her FAFSA, which you select.

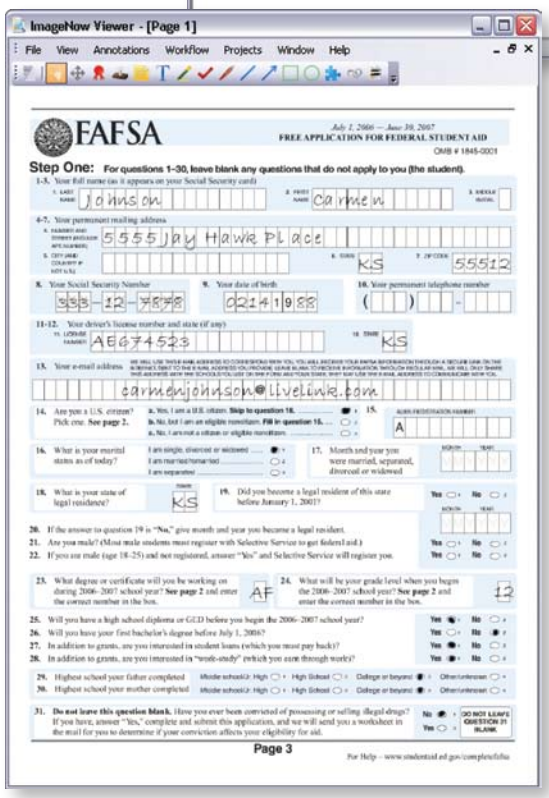
4. You view the document and quickly find the information you need.

You have your answer in seconds.

The SIS displays Carmen's record.



ImageNow presents a list of the student's documents.



ImageNow instantly displays the FAFSA.

"We are proud of our commitment to excellence and to serving current and prospective students. ImageNow undoubtedly plays a vital role in the daily pursuit of these goals. It is a remarkable product."

Douglas A. Levy
Associate Director of Financial Aid
University of Michigan

Accounts Payable and Procurement

Maintain Operational Success

Accounts payable and procurement are paper-intensive departments. Success depends on how accurately and efficiently your staff can process the invoices, packing slips, contracts and other documents that pervade your operation.

ImageNow enables you to easily capture, organize, access, manage and route any type of document alongside your business application, ensuring swift financial processing, timely reimbursement and increased opportunities for supplier discounts.

ImageNow at Work in Accounts Payable and Procurement

Collect All Your Financial Documents
Organize invoices, receiving paperwork, proposals, contracts and all other documents from any source in a single, secure repository to boost productivity.

Instantly Access the Right Documents
Link related documents to records in your accounting software or any other business application for instant retrieval from any location.

Energize Your Workflow
Route documents automatically to the right place for faster approval and payment rather than waiting for paperwork to be delivered and processed.

Reduce Manual Processing
Automate routine tasks so staff can focus on exceptions and critical issues instead of dealing with paperwork.

Immediately Respond to Inquiries
Replace file cabinet searches and callbacks with real-time access to precise information that enables staff to provide immediate answers to vendors and colleagues.

Improve Business Process Management
Analyze productivity statistics, identify bottlenecks and more with comprehensive yet easy-to-use reporting features.

ImageNow in Action: Automation

Use ImageNow to automate your financial processes such as invoice matching, approval and exception handling; payment generation and distribution; travel and expense; receiving and more. Advanced ImageNow technology collects key information from captured documents and external sources to eliminate tedious steps so staff can concentrate on valuable projects and tasks.

Impact of ImageNow automation in accounts payable and procurement:

- Simplified processes using data from documents
- Enhanced information sharing between applications
- Hands-off invoice matching, approval and payment
- Reduced manual steps and processing errors
- Immediate access to packet of related documents

"I know of no other university or government unit that can process reimbursements as quickly as we do with ImageNow. Literally, you can take a trip, submit your reimbursement request, and the minute we get it, it's paid that day and in your bank account that night. It's amazing."

Tom Pearson
Director of Procurement Services
Georgia Institute of Technology

Human Resources

Manage Your People Processes

To deliver superior service to faculty, staff and student workers, your school must hire and retain the most talented personnel. That's not an easy task when you're swimming in a sea of resumés, applications, payroll inquiries and more.

With ImageNow, all employee information is centralized and secure. Applicant and personnel documents alike are captured, stored and accessible electronically, enabling you to retrieve a resumé or answer a payroll question instantly and directly from your human resources application.

Benefits Enterprise-Wide

Centralize Employee Records
Create a secure and instantly accessible repository for all HR-related documents.

Enhance Employee Privacy
Eliminate photocopies of records, ensuring that sensitive content remains private.

Streamline Core Processes
Simplify recruiting, onboarding, faculty credentialing, performance management and other initiatives.

Protect Corporate Records
Minimize the potential for misfiled or lost employee documentation.

Speed Information Sharing
Automatically distribute job requisitions, resumés, benefit documents and more.

Rapidly Resolve Issues
Instantly view tax, benefit and other HR-related documents to resolve discrepancies promptly.

Enhance Regulatory Compliance
Quickly and easily audit employee records for internal or external audits and satisfy HIPAA and FERPA requirements.

Reallocate Work to Available Resources
Shift HR and payroll tasks around based on current workload.

ImageNow in Action: Security

The security of personal information is an ever-increasing priority for all organizations, particularly colleges and universities, and the human resources department is tasked with a tall order to meet compliance guidelines such as HIPAA and FERPA. With ImageNow, you can rest assured that confidential documentation relating to student workers, faculty and staff remains confidential with powerful security features, including:

Digital Signatures: Electronically sign documents using advanced public-key infrastructure technology.

Annotations: Define flexible access rules for annotations and combine them with digital signatures.

Redaction: Conceal sensitive data in a document while preserving the state of the original.

Encryption: ImageNow supports the latest encryption standards and is Common Criteria (EAL2+) certified.

Authentication: ImageNow provides a variety of methods to authenticate users and track document access.

User and Document Privileges: Tightly control access to distinct system functions, documents and document types.

Auditing: Easily configure audit templates to log more than 150 different ImageNow functions.

"ImageNow is easy to implement, learn and use. We instantly access important documents without leaving our desk. Information is now at our fingertips."

Gary Leitnaker
Assistant Vice President, Division of Human Resources and Parking Services
Kansas State University

ImageNow at Work Across Campus

Efficiencies in All Departments

ImageNow solutions can be extended to any department to improve productivity, speed business processes and enhance student service. Any office dealing with the inefficiencies of processing paperwork can benefit from the powerful yet easy-to-use capabilities of ImageNow. Through hands-on implementation and training, we equip you with the skills to manage ImageNow independently, enabling you to extend the benefits of enterprise document management, imaging and workflow across campus at your own pace.

The ability of ImageNow to integrate with virtually any student information and business system without programming makes it easy to introduce ImageNow to new areas. And because instant access to relevant documents is effortless for users of any skill level, ImageNow encourages a high level of usage from the outset, delivering an immediate return on investment. Best of all, flexible licensing options enable you to expand ImageNow campuswide cost-effectively, leaving more in your technology budget for other projects.

> "The scalability of ImageNow is one of its greatest assets. I can see it being used in every department because it easily configures to fit into any business function."
>
> John Grover
> Associate Director of Systems and Operations
> University of Maine System

Advancement

ImageNow allows you to organize pledge cards, checks, annual reports and all other donor information in a single, secure electronic repository. Tight integration with your donor management system enables authorized users to retrieve pertinent documents instantly, so you can immediately answer questions from donors and colleagues.

Replacing paper-based processes with automated workflow speeds donation approval and assimilation, ensuring donations go to the appropriate program faster than ever before. ImageNow also allows managers to track financial metrics and to quickly provide auditors with the detailed information they need.

Residential Life

Managing the paperwork associated with on-campus housing and meeting/conference facilities is time-consuming and costly. Scanning and importing housing applications, meeting room requests, correspondence and all other pertinent documents into ImageNow puts employees just one click away from the information they need.

Instead of wasting time filing, photocopying and retrieving hard copies, associates can concentrate on meeting the needs of students and colleagues. With ImageNow, service to students is more effective, housing allocations and conference planning are completed more quickly and staff members are more productive.

Athletic Department

The athletic department is a self-contained enterprise that includes AP and procurement, human resources, facilities management, recruiting and many other business functions. The ability of ImageNow to fit into any workflow process and to work in concert with any software application makes it the ideal fit for the diverse document management challenges of this department. Implementing ImageNow can speed the completion of daily tasks, elevate staff productivity and reduce paper-related overhead.

ImageNow security privileges protect documents stored in the product's repository, so using ImageNow to manage employee and student records supports compliance with FERPA, HIPAA and other regulatory acts. Advanced reporting features facilitate easy monitoring of documented activities, helping the athletic department fulfill the requirements of NCAA audits and other regulatory initiatives.

Health Services

When students check into your health services center, they want appropriate treatment and services quickly. ImageNow allows employees to import an entire admissions packet with a single click and ensures the collection and accuracy of required documents. This allows students to receive care without delay. Because employees are not wasting time photocopying and filing documents, they can focus on meeting students' needs.

Storing students' medical records in ImageNow allows counselors, physicians and nurses to access H&P forms, medical histories and any other document with a single click. Other benefits include reduced storage and office supply costs, support of FERPA and HIPAA mandates and a faster revenue cycle.

Auxiliary Services

Achieve new levels of efficiency and provide better customer service by placing key documents at employees' fingertips. Use ImageNow to manage paperwork and improve performance in areas such as campus dining services, campus store operations, packing, transportation and many others.

Legal and Compliance

Support Data Security and Regulatory Compliance

Given the innate vulnerability of paper, document imaging is an ideal tool for helping keep legally binding documents secure from unauthorized viewing and tampering as well as in cases of disaster. ImageNow's unique architecture ensures easy access to documents for authorized users, while utilizing proven, industry-standard security features to keep others out.

Meeting today's regulatory mandates requires cost-effective methods to address multiple requirements simultaneously. Perceptive Software understands the compliance issues your school faces and offers solutions you can leverage as part of your overall compliance initiative.

Perceptive Software has studied the dozens of regulations relevant to our higher education customers and offers its products in support of compliance efforts with the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and more.

"ImageNow makes it easier for us to control document access. It is a great complement to our FERPA compliance efforts."

Robert Manson
Enterprise Applications Manager
Chapman University

ImageNow Technology Focus

Family Educational Rights and Privacy Act (FERPA)

ImageNow supports your FERPA initiatives by:

- Securely storing student records for long-term retention and retrieval
- Ensuring accurate data indexing and tracking
- Enforcing user privileges and controlling access to personal information enabling you to quickly retrieve information when students or their authorized family members request it

ImageNow for Legal Departments

Centralize Institutional or Client Records
Create a secure, centralized electronic repository for all documents, such as contracts, leases, release forms, affidavits and other official forms or certificates. Index records by individual client, department or the classification of your choosing for fast retrieval.

Instantly Access Needed Documents
Eliminate the time-consuming task of searching manual file cabinets for important documents. Use ImageNow's single-click interface to give authorized users instant access to information when they need it.

Secure Confidential Documentation
Maintain a high level of security for sensitive documentation. ImageNow security measures let you employ password protection and data encryption to ensure only those with a "need to know" have access to certain records.

Enhance Guideline Adherence
Quickly and easily audit records in your host application against source documents and provide backup to auditors and regulatory bodies. Easily run usage reports to evaluate individual interaction with a document, when it occurred and what actions were taken.

ImageNow for Compliance

Across almost all legislative acts and regulatory guidelines, three common requirements stand: data integrity, data confidentiality and data accessibility. All of these can benefit from the support offered by the ImageNow document management, imaging and workflow solutions.

Data Integrity
Store all unstructured data using indexing and tracking features to ensure data accuracy. ImageNow's sophisticated object store provides secure storage and supports long-term retention.

Data Confidentiality
Authentication and encryption features provide many ways to ensure authorized persons access only those documents they have been given permission to view. ImageNow also allows you to track each time a document is accessed.

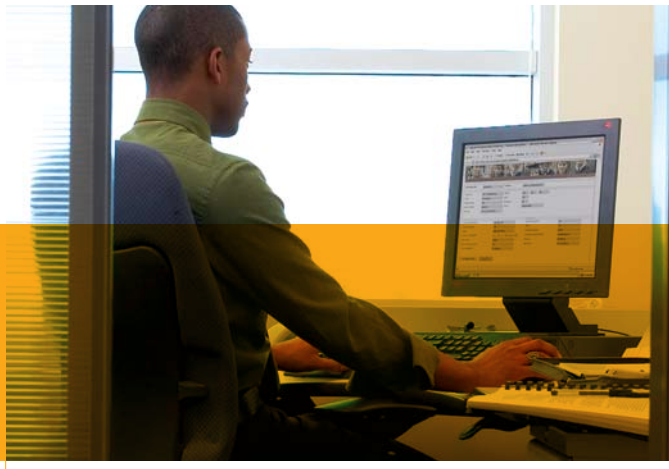
Data Accessibility
A rich array of display capabilities let users access data via the most convenient method. These capabilities tightly integrate with ImageNow's security features and ensure all user actions are auditable.

Customer Success

ImageNow in Action

Perceptive Software is committed to helping universities and colleges worldwide eliminate the burden of manual or inefficient document management. That's why we've assembled a dedicated and knowledgeable staff whose focus is the needs and interests of your campus community.

From New York to Bangor, Wales to Cape Town, South Africa, and everywhere in between, Perceptive Software is helping approximately 300 schools speed student-focused and business processes, improve service to students and employees and cut costs across more than 500 campuses. Learn from their unique experiences how you too might write your own success stories with ImageNow.



Cornell University

Implementing ImageNow in the admissions department helped Cornell University successfully process 28,000 undergraduate applications (a 35 percent increase over two years) in time to meet the Ivy League selection deadline. ImageNow Fax Agent automatically captures application materials and routes them into ImageNow for immediate processing. WebNow, the browser-based complement to ImageNow, extends single-click document retrieval to counselors working from home, enabling them to analyze applications on their laptops instead of taking folders to and from campus.

Quick Overview

- Main campus location: Ithaca, NY
- Applications processed annually: 28,000+
- ImageNow users: 180
- Integration: FAMS, legacy applications

University of Cape Town

Implementing ImageNow enabled University of Cape Town (UCT), South Africa's oldest university, to more efficiently process the 120,000 pages of applications documents it receives each year. Single-click, concurrent document access from anywhere makes it easier for UCT admissions counselors on the university's four campuses to make student selection decisions before the national deadline, and improves collaboration between departments. Other benefits include improved student service, reduced office supply and storage costs and the protection of confidential student information.

Quick Overview

- Main campus location: Cape Town, South Africa
- Enrollment: 22,000
- Products in use: ImageNow, WebNow, ImageNow workflow

Towson University

Towson University uses ImageNow to eliminate the inefficiencies of paper campuswide. The scalability of ImageNow enabled Towson's Office of Technology Services to implement it in multiple departments with minimal assistance from Perceptive Software. ImageNow seamlessly integrated with legacy applications and the PeopleSoft 8.1 HRMS and ECS suites, giving authorized users in every department instant access to the supporting documents needed to answer student inquiries, process graduate and undergraduate admissions, evaluate job candidates and more.

Quick Overview

- Main campus location: Towson, MD
- Enrollment: 18,000+
- Departments using ImageNow: 12
- Scan volume: 55,000 monthly

"The entire ImageNow suite is excellent and meets many different needs campuswide. ImageNow's comprehensive functionality has enabled us to do a lot of exciting things."

Jay Taffel
Senior Process Analyst
Towson University

California Institute of Technology

Perceptive Software's traditional delivery of ImageNow is proven to deliver a rapid return on investment (ROI). The company's hosted deployment option enabled Caltech to experience an even quicker ROI, as Perceptive Software hosts and manages every stage of the ImageNow project, freeing Caltech's resources to focus on core responsibilities. Since Caltech's admissions department implemented ImageNow, Regular Action applications are processed 33 percent earlier, productivity has increased by 40 percent and service to students is enhanced.

Quick Overview

- Campus location: Pasadena, CA
- Number of Nobel Prize winners: 31
- Integration: Recruitment PLUS
- Products in use: ImageNow, WebNow, ImageNow workflow

"Our full-time processing staff members can do 40 percent more in a day since we deployed ImageNow. The time they once spent on processing paper is now dedicated to serving students."

Richard Bischoff
Director of Admissions
California Institute of Technology

College of Southern Maryland

Deploying ImageNow in financial aid (as part of a seven-department project) helped College of Southern Maryland make timelier, more informed award decisions and provide immediate service to students. ImageNow automatically captures online forms and routes them to employees for immediate review. Replacing paper-based processes with automated ImageNow workflow helped the financial aid office process student files 50 percent faster.

Quick Overview

- Main campus location: La Plata, MD
- Enrollment: 21,000
- Campuses using ImageNow: 4
- Integration: Datatel Colleague

University of Minnesota System

After an initial deployment in one campus's student finance department, the University of Minnesota System cost-effectively scaled ImageNow to more than 30 departments across five campuses. In 2003, when ImageNow was in just three departments, the university estimated the product created savings of $250,000 plus the cost of 700,000 pieces of paper each year. Now, with ImageNow extended across five campuses, the savings in time, storage, office supplies and salary have grown exponentially.

Quick Overview

- Number of campuses: 5
- Departments using ImageNow: 30+
- Integration: PeopleSoft

University of Missouri System

The Columbia, Kansas City and St. Louis student financial aid offices of University of Missouri System initially deployed ImageNow to reduce the time and storage costs associated with processing paper. Now implemented in more than 30 departments across four campuses and University Hospital and Clinics, with more than 2,500 active user accounts and more than 5.3 million imaged pages in the system, ImageNow has made a significant impact on the daily business of University of Missouri.

Quick Overview

- Number of campuses: 4
- Departments using ImageNow: 30+
- ImageNow users: 2,500+
- Integration: PeopleSoft

Chapman University

Integration between ImageNow and Datatel gives users in advancement, the business office, registrar's office and admissions at Chapman University single-click access to any document, any time, from any location. This immediate document retrieval enables Chapman to provide students with their academic records in a timely manner, satisfying part of FERPA legislation. ImageNow security functionality such as assignable user- and drawer-level privileges assist the second part of Chapman's FERPA compliance initiative by limiting user access to confidential student information.

Quick Overview

- Main campus location: Orange, CA
- Scan volume: 2,000 to 2,500 daily
- Integration: Datatel
- Departments using ImageNow: 5

Read more about the impact of ImageNow at colleges and universities worldwide at www.imagenow.com/success

www.imagenow.com/highered

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