ColumbiaSoft™

Universities and schools go paperless in the office with document management software

Registrars use paperless document management to speed decisions and win the race for students.

Portland, Ore. – April 12, 2012 – Eliminating the use of paper and speeding up the efficiency of business processes using document management software is proving a worthwhile endeavor in the offices of America's universities, where the race is on to find and keep the most talented students.

"Helping schools achieve greater efficiency in the office and free more resources for the classroom is a satisfying accomplishment," said ColumbiaSoft executive vice president David Pogue. "School administrators, departmental leaders, and IT managers all have an economical approach for using sophisticated business software to improve operational efficiency."

Registrars in particular benefit from faster decision-making made possible with an electronic document management system. The speed of decisions in admissions can be a critical factor in reaching students first to offer admission before they choose other options.

Student admissions files encompass everything from application packets, to diplomas, to transcripts and certificates. Making sure files are not lost while routed and reviewed by decision-makers in the registration process can be an arduous task when working with paper documents. Document Locator solves this problem by managing and routing information electronically as opposed to faxing, mailing, or shipping information. A short video describes this process: http://www.documentlocator.com/resources/videos/admissions.htm

Beyond admissions, universities and schools use electronic document management to reduce storage costs, speed information retrieval, and improve collaboration on documents, emails, faxes, and even digitized paper files. Everything from financial aid records with strict retention policies, to property records used in facilities management, to the administrative files of academic and executive offices are managed in the system. Full text searching, workflow, security, and metadata profiling that summarize facts about the files make information easily accessible while protecting against unauthorized access or loss.

About ColumbiaSoft Corporation

ColumbiaSoft is a leader in document management solutions that enhance efficiency, reduce risk, and improve collaboration. Information workers use ColumbiaSoft software to manage and share paper and electronic documents, e-mail, faxes, and other electronic files to reduce costs, increase productivity, automate business processes, and meet compliance requirements. As a Microsoft Gold ISV Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with popular applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit www.documentlocator.com.

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