



Top college races to reach new students first with help from paperless document management software.

Faster decision-making and cost-savings are among outcomes detailed in a new case study exploring Whitman College's implementation of document management software.

Portland, OR – June 14, 2012 – Faced with the dilemma of how to deal with a mountain of paper documents in the student admissions process, [Whitman College](#) in Walla Walla, Washington has taken an innovative approach using ColumbiaSoft's Document Locator software to streamline handling of admissions records. A new case study details how decision-makers have faster access to information, and how the college is now expanding its use of [document management software](#) to improve areas in Financial Aid and Accounting.

“Whitman wants to get offers in the hands of students as quickly as possible,” commented Michael Quiner, Director of Enterprise Technology at Whitman College. “Document Locator has taken our admissions review process completely paperless, putting files in the hands of the Admissions Committee right away so that decisions can be made and offers for admission get out sooner.”

“Helping one of the nation's top colleges achieve greater efficiency in the office is truly gratifying,” commented ColumbiaSoft Executive Vice President, David Pogue. “Whitman College is taking the lead and proving that colleges and universities have much to gain from a paperless approach in everything from student files, to facilities records, to academic offices.”

In the Admission office at Whitman, student application packets arriving by mail and received electronically by email or The Common Application system are converted into the digital document management system. Notifications inform decision-makers to begin the review process. Files are available instantly without the need for photocopying, mailing, or overnight shipping. The approach is saving both time and money, but most importantly the immediate access to information allows decisions to be made faster.

Details of the paperless admissions process, as well as other areas where document management is playing a role at Whitman College, can be found in a case study online at: <http://www.documentlocator.com/downloads/docs/casestudies/cs-whitman.pdf>

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About ColumbiaSoft Corporation

ColumbiaSoft is a leading [document management](#) solutions company that helps businesses and organizations enhance efficiency, reduce risk, and improve collaboration. Information workers use ColumbiaSoft software to manage and share digitized paper and electronic documents, e-mail, faxes, and other electronic files to lower costs, automate business processes, and meet regulatory requirements. As a Microsoft Gold Certified ISV Partner, an Autodesk Authorized Developer, ARX Strategic Partner, and an Adobe Solutions Network partner, the company's products fully integrate with familiar applications such as Microsoft Windows, Office, Outlook, SharePoint, CoSign, 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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