

TAFE gets in control of student records!



Challenges

- Students enrolling complete manual forms which are submitted to Student Services Departments located around the campus and need to be kept for 7 years.
- Registering enrolment forms in Content Manager was a very manual labour intensive process.

Solution

 EzeScan Scanning Solution allowed the Student Enrolment Forms from each individual Student Services Office to be scanned into Content Manager to deliver improved workflows and easier access to documents.

66

 Once scanned, EzeScan then searches Content Manager for the Student ID Number to see if a Student Folder already exists, if not automatically creates a folder based on the Student ID Number.

Results

 The EzeScan Solution increased productivity by significantly reducing the time spent on handling paper forms during the enrolment processes.

Victoria's Gordon Institute of TAFE has taken steps to tackle the workflow and records management challenges of student enrolment through the implementation of an EzeScan Capture Solution.

Gordon Institute of TAFE, situated in Geelong, is the largest regional TAFE in Victoria. More than 26,000 enrollments are serviced annually, with 16,000 students studying on-campus, off-campus and in business or industry.

Students enrolling at The Gordon complete manual forms which are submitted to one of the many Student Services Departments located around the campus.

Jan Askhoj, Records Manager at Gordon Institute of TAFE, explains "The forms that students complete and submit need to be kept for a seven year period.

OpenText Content Manager (formerly known as TRIM) was implemented in 2009 to manage the institutes records, but the process of registering students in the Student Management System and keeping files locally, to ultimately registering their enrolment forms in Content Manager (CM) was a very manual labour-intensive process."

Requests are submitted for the student's file and then it has to be located, this can be difficult especially when files are collected and processed at several locations then transited to a central office.

Jan Askhoj, Records Manager at Gordon Institute of TAFE

Upon identifying the challenges faced by the Student Services Officers, Askhoj began looking into methods of making these processes more efficient and less labour intensive.

The TAFE needed a scanning solution that would allow the student enrolment forms from each individual student services office to be scanned into CM, delivering improved workflows and easier access to the documents.

EzeScan was configured so that on enrolment the Student ID Numbers are exported from the Student Management System and a unique barcode is generated.

The barcode is attached to the student's enrolment documents and is scanned to a shared network folder.

From this location EzeScan collects the scanned documents and begins to apply enhancements such as OCR (i.e. pdf searchable), deleting blank pages and barcode recognition (BCR).

EzeScan then searches CM for the Student ID Number to see if a Student Folder already exists.

If found, the enrolment documents are saved to the Student Folder. If absent, the Student Folder is automatically created based on the Student ID Number and then the enrolment documents are saved into that folder.

The EzeScan solution has increased productivity by significantly reducing the time spent on handling paper forms during the enrolment processes at The Gordon.

About EzeScan

EzeScan provides fast, cost effective business process automation solutions including simplified document back scanning, accounts payable, data robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.





Australia

- T: 1300 EZESCAN (1300 393 722) E: sales@ezescan.com.au
- W: www.ezescan.com.au

Copyright \bigcirc 2004 - 2023 Outback Imaging Pty Ltd TM. *Trademarks belong to their respective owners.

UK

- T: +44 20 3535 0645 E: sales@ezescan.co.uk
- W: www.ezescan.co.uk
 - escan.co.uk

North America

USA: +1 (323) 990-3740 Canada: +1 (647) 264-7788 E: sales@ezescan.com W: www.ezescan.com