

# KnowledgeLake Solution

Comprehensive Document Capture and Imaging  
for **Higher Education**



## The Challenge

Higher Education is traditionally a paper intensive, document- and process-driven environment. Areas such as admissions, financial aid, registration, human resources, and accounting, all center around the flow of paper based procedures. Higher Education systems including public and private universities, community colleges and other institutions, can benefit from streamlining mission-critical business processes to reduce costs, improve service, and ensure compliance.

Enterprise Content Management (ECM) and specifically, document management with workflow, is an ideal solution for these challenges where paper-based documentation is intensive and usually requires many steps and significant staff to process. Your goal? Reduce operating costs, increase productivity, and enhance student and staff satisfaction by streamlining the process of paper based transactions.

## The Solution

At KnowledgeLake, we deliver document capture and imaging solutions designed for these challenges. Our industry-leading Enterprise Content Management software takes the hassles out of paperwork and provides a lower cost of ownership and higher return on investment than the competition. With our help, you'll spend less time chasing paper and more time doing what you do best; serving people.

The KnowledgeLake solution provides higher education with fast, easy scanning of paper and the capture of electronic documents, along with sophisticated indexing of these documents. The easy-to-understand SharePoint interface minimizes training, and easily integrates with most line-of-business systems, providing document imaging to applications where it was either unavailable or cost-prohibitive in the past.

KnowledgeLake software increases productivity between students, staff, and the public. It can eliminate or condense time-consuming duplicate data entry and routing of information. Once paper has been turned to digitally formatted information, it can be handled much faster and more efficiently. Even the process of capturing the data can be optimized with features such as Optical Character Recognition, data validation, and database index lookups.

## Benefits

KnowledgeLake has helped hundreds of organizations do more with less by streamlining document-intensive, back-office routines. Areas within Higher Education that benefit greatly from ECM include Advancement, Student Admissions, Registrar, Transcript Processing, Financial Aid, Human Resources and Accounting.

Working with your staff we can help deploy a solution that results in:

- **Better information sharing** and decision making with easy access to key documents.
- **A simplified admissions process** - documents move through the system more efficiently.
- **Achieving government environmental mandates** by reducing the need for paper.
- **Proof of compliance** with FERPA and other legal requirements via reporting and audit trails
- **Reduced operating costs** associated with labor, printing, mailing, data entry and more.
- **Line of Business integration** that enables users to immediately retrieve supporting documents from various proprietary and legacy applications. Single click integration.
- **Improved Student Service** - expedites awards approval process shortening from months to weeks the time needed make admissions and financial aid decisions. Student inquiries regarding application status can be answered accurately and quickly reducing delays during high traffic times such as Fall registration.
- **Shared information** for facility and staff, such as corporate policies, benefits plans, personal work hour records, or the status of requests. This frees up staff to focus on information driven processes instead of tedious administration tasks.
- **Faster user adoption** that results from the intuitive SharePoint interface.

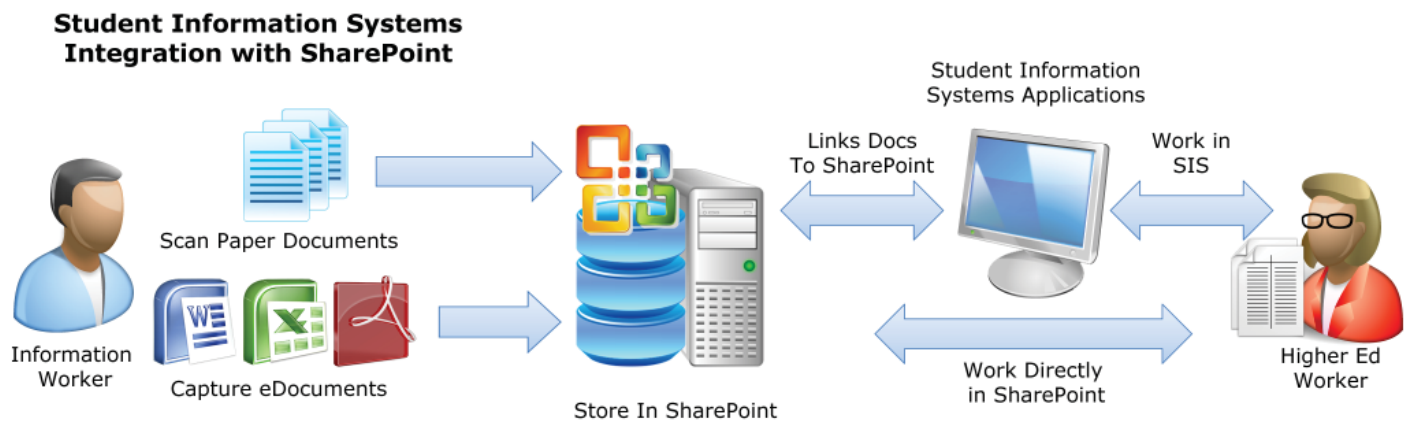
## Microsoft-Centric Solutions

KnowledgeLake's ECM software for Microsoft SharePoint enables you to organize unstructured content and store it in SharePoint. This tight integration of KnowledgeLake products with SharePoint can help educational institutions maximize existing technology investment through:

- **Low cost of entry and ownership** by leveraging existing Microsoft IT investments.
- **Leveraging your existing scanning investments**
- **Meta-data driven searches** that provide fast search capabilities to maximize employee productivity.
- **Total Enterprise Content Management** with SharePoint that lets users scan, index, search, view and manage content.
- **Browser experience of SharePoint** for document management, records management, and web content management.

## About KnowledgeLake

**KnowledgeLake, Inc.** develops document imaging, document capture, and workflow products and solutions for Microsoft SharePoint. KnowledgeLake extends the Enterprise Content Management (ECM) capabilities of SharePoint, enabling businesses to reduce mailing costs, streamline operations, and achieve regulatory compliance using familiar Microsoft products that most businesses already own and use. For more information, visit [www.knowledgelake.com](http://www.knowledgelake.com).



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