



## UNIT-e Student Records & Tracking Solution (SRTS) Electronic Document Management

Streamline the delivery of information to your customers whilst benefiting from tangible cost savings and improved business processes with UNIT-e Electronic Document Management (EDM).

### What does it do?

As the UNIT-e Student Records & Tracking Solution (SRTS) develops and morphs into a total solution, the range of additional software, services and solutions provided by Capita Education Services (Capita ES) as part of our vision of a one-stop-shop for all your requirements is also growing. Part of this growth area has been identified as Electronic Document Management (EDM).

In partnership with Capita Randall Lyons, Capita ES has developed the UNIT-e EDM solution. Capita Randall Lyons is a leading provider of web based information management solutions specialising in providing innovative scalable, robust and cost effective solutions. With integration at both a horizontal and vertical level, UNIT-e EDM will provide a seamless link with the core UNIT-e SRTS modules and has planned links with other key back office systems such as finance and payroll.

### Investment recouped in months

It is envisaged that the initial investment in UNIT-e EDM will be recouped within a matter of months. As business processes are streamlined, time is saved by the instant retrieval at your desktop and the reduction in loss and misfiling. Storage space is reduced and in the event of a disaster, your documents will be secure and accessible. Furthermore, during an audit, documents can be located and retrieved at the click of a button.

### Key Benefits

- Reduced space
- Enhanced corporate image
- Enhanced disaster recovery
- Money saved
- Time saved
- Intranet use
- Improved business processes
- Future growth
- Reduced loss and misfiling
- Improved security
- Compliance with audit
- Integrated solution



## What are the Benefits?

To accompany the advanced features of the UNIT-e SRTS suite of software, the introduction of UNIT-e EDM will strengthen the overall solution and provide a reduction in cost and an increase in service delivery through a number of key differentiators.

### Improved productivity

UNIT-e EDM ensures that documents are quickly stored and easily retrieved, saving significant staff time on the search and retrieval process. It also enables the automation of even the most complex of business processes; ensuring staff time is more effectively allocated to business activities. This results in greater efficiencies and improved staff productivity, with staff able to manage increased workloads.

### Improved customer service

The improved access to documents and information, along with automated processes and improved staff productivity, will enable your institution to dramatically improve the quality and speed of its service to customers. Costs decrease and the level of service increases.

### Reduced office space

Electronically capturing and storing all documentation eliminates the need for paper-based filing cabinets. This can significantly reduce the amount of floor space needed, delivering high cost savings in rent, or enabling the same floor space to be better allocated to other activities.

### Improved business continuity and disaster recovery

Electronically storing all documents protects against the threat of disasters such as fire, theft or flood. Data can be easily backed-up and held on media off-site for further security, making UNIT-e EDM an integral part of your disaster recovery model and to help ensure business continuity.

### Improved information access

In line with the core theme of UNIT-e SRTS, implementing the UNIT-e EDM solution significantly improves access to information. Data can be more quickly and easily stored, indexed and retrieved, and the full text searching functionality allows users to quickly identify all relevant information and documents, giving users greater information visibility.