



**WHERE COLLEGES
COME TO MANAGE
THEIR STUDENT
RECORDS.**

**HIGHER
EDUCATION**



WHO WE ARE

We help higher education facilities all over the nation run one of the world's best student records management system. Imagetek (and our software, Radix) was designed with you in mind, to provide an easy, effective way to manage your information.

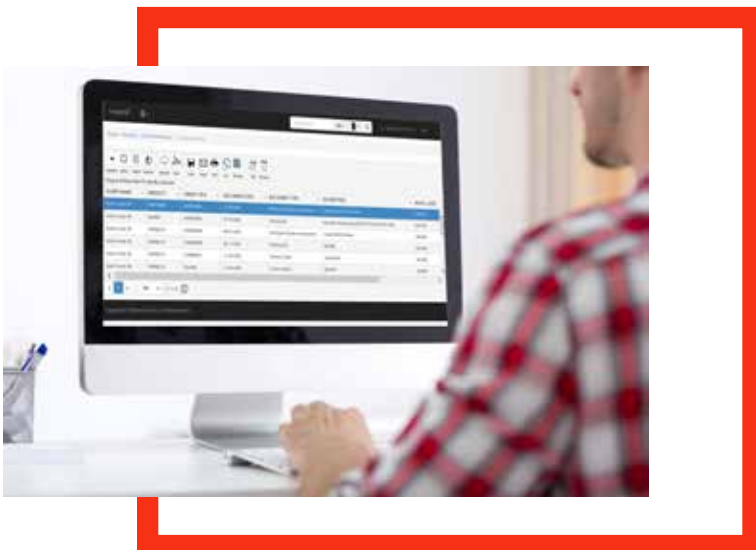
Imagetek Inc. was founded in 1994 in Des Moines, Iowa as a regional document management solutions provider to largely county government organizations. Since then, Imagetek has grown to be a full-service provider to many vertical markets including government, banking, healthcare, education and small to medium size businesses. Imagetek has grown to be a national leader in the enterprise content management (ECM) and business process automation industry by utilizing a broad range of ECM software and hardware solutions, document conversion,

outsourcing, and a full-featured web hosted content management solution.

Every employee at Imagetek is passionate about delivering a high quality ECM solution, and to provide a high value experience to our customers - enabling them to utilize a breakthrough solution throughout their organization. Imagetek is a trusted resource for a variety of organizations as they make the paper-to-digital transition through the progressive, three-fold approach:

Automate. Integrate. Accelerate.™

This unique, trademarked method allows any organization to implement an enterprise content management system quickly, and without considerable disruption to vital technical and financial resources.





We believe in

providing solutions that easy to use and integrate easily with teams effectively- and efficiently. Our unique, trademarked method allows any organization to implement an enterprise content management system quickly, and without disruption to your day to day activities.

Automate

Automation, standardization and centralization of an organization or department's paper, digital, structured and unstructured content.

Integrate

We help you integrate not only all of your documents and data into your new system, but also into your existing business processes and people.

Accelerate

With accurate information, people and business processes effectively and efficiently aligned, an organization is empowered to accelerate the pursuit of their strategic business initiatives.



We bring clarity and value to your student record system.

Every institution of higher learning accumulates an ever increasing number of paper and electronic records. Some of these records pertain to the business of the institution and others are for the expressed purpose of the College or University: To educate students allowing them to improve themselves and their communities.

The task of tracking a student through from Admissions through the Alumni, Advancement and Development departments creates a number of document collections that all relate to the same person. Many duplicates are created throughout the decades in which the student and institution maintain a mutually beneficial relationship.



SOLUTIONS DESCRIPTION

The RADIX repository consolidates all of the collections that are currently being maintained in various locations, reducing duplication and wasted time filing and locating documents. These documents can include paper files, distribution copies kept by other departments, electronic files on the network and emails. Using RADIX there is only the one repository and it can be accessed by any authorized user that has a browser and access to the internet. RADIX can be linked to an organization's student information system and there is no cost for individual users.

Many of these records must be maintained for several years and the older records, especially transcripts and permanent student records are beginning to show their age; Fading ink, tattered edges, yellowing, labels peeling off and edges stained by years of being touched by human hands. Creation of an electronic repository will stop the deterioration of the image and provide better access to the various constituents via a web browser.

There are many laws and compliance requirements monitored by various Federal Agencies including: The United States Department of Education, Veteran's Administration, the United States Public Health Service, the Internal Revenue Service, the Family Policy Compliance Office (FERPA) and the Department of State.



TECHNICAL DESIGN

1. Applicant will utilize scanner to scan and index all student files (day forward and back file) saving them into Radix.
2. If Applicant wants to save handkeying, they can purchase Sync (a tool designed to fill in index values based off of a unique ID). Applicant will index the Empower ID number and document type only and save docs to Radix. Imagetek will set up the sync process. A file is required from the Empower database with the remaining indexes, or index information that will get autofilled. Empower will assist with teaching you how to create a file from Empower database. The file needs to be placed on the network in the same location with an identical name to ensure sync will function properly. Imagetek will assist with understanding of sync and the process after creation of Empower File is set up and working.
3. Link to Student Information System-see screen shots below. Standard Radix link on the EMPOWER Person/Name screen:

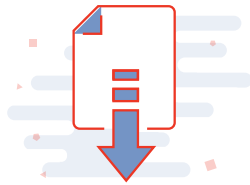
DOCUMENT FIELDS

Unique ID (Rec #, SSN, SID)	Handkey	Number
Last	Handkey Sync - if purchased	Text
First	Handkey Sync - if purchased	Text
Maiden	Handkey Sync - if purchased	Text
Enter Date	Match and Merge	MM/DD/YYYY
Completion Date	Match and Merge	MM/DD/YYYY
Withdrawal Date	Match and Merge	MM/DD/YYYY
School	Manual	Pulldown
Document Type	Permanent Rec Student Rec	Pulldown
Date	Handkey	MM/DD/YYYY

FIELDS EXPANDED



First Name



Last Name



Entrance Date



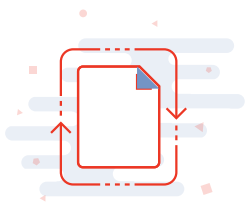
Completion Date



Withdrawal Date



School



Document Type



Unique ID Number



Maiden Name



Date

Will work for all most recent, but cannot be required because the older records may not have unique ID numbers, not even SSN, because it was not required and then foreign students never had one.

Name for female students, or you can use this field for all former names and make sure to use as wildcard. Will not be necessary to do this for students in the Student Information System.

If there has been any type of database created using Excel, Word, or Access for the older student files (that aren't in Empower) this data can be used for sync as well. This data could be to populate the remaining information to eliminate hand keying and human error.

This will require the college to own a scanning device and that they sign up for a subscription to the RADIX service for retrieval. Training will be provided for staff.



Implementation

- Schedule and complete design meeting
 - Go over project and indexes
 - Define and drop down lists needed
 - Define users and permissions
 - Make changes on scope of work if necessary
- Return signed scope of work and/or radix agreement
- Allow one week to setup Radix Entity, if applicant isn't already using, and configure project and permissions
 - If a scanner is being purchased please allow for 1-2 weeks for processing and shipping
- Schedule a time for training
- GO LIVE!!!