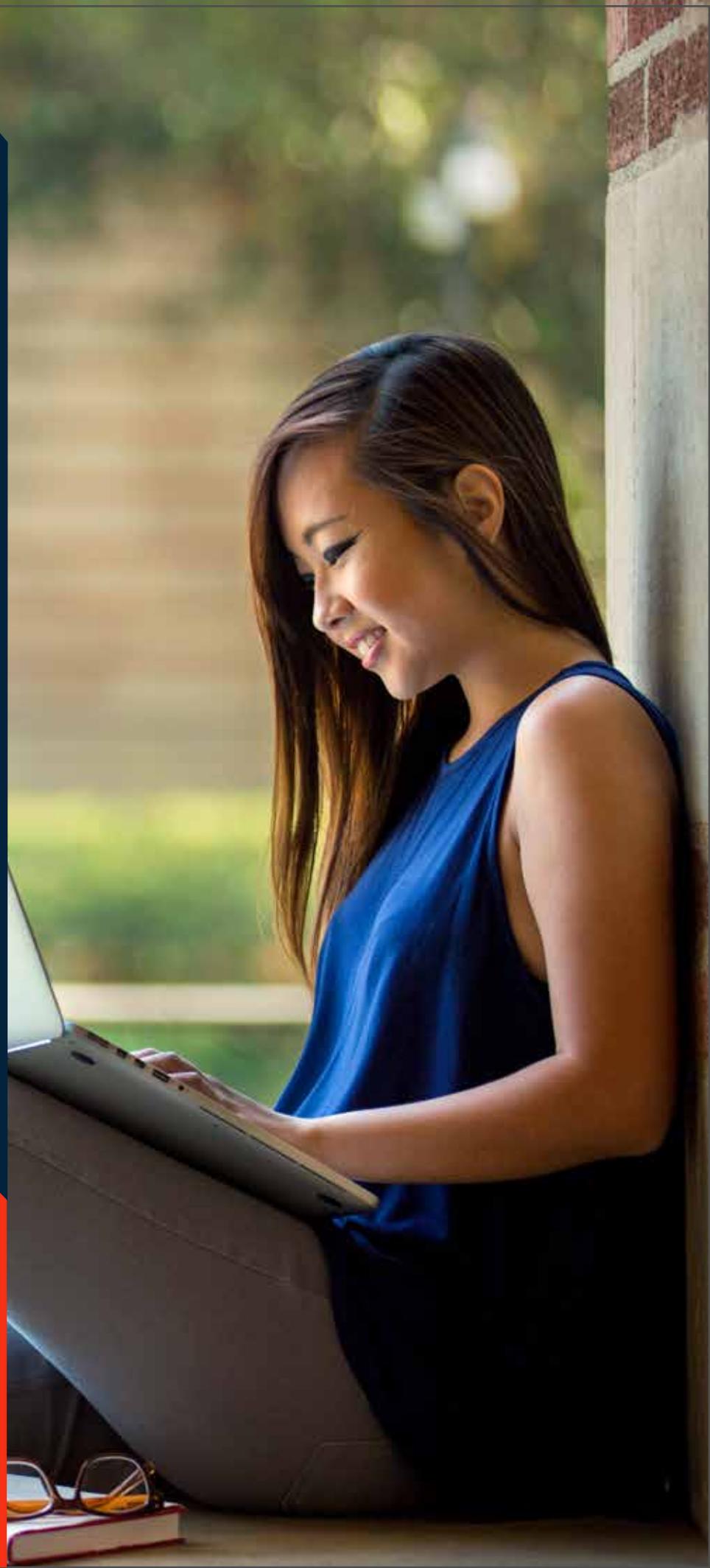




**WHERE COLLEGES  
COME TO MANAGE  
THEIR STUDENT  
RECORDS.**

**HIGHER  
EDUCATION**



# WHO WE ARE

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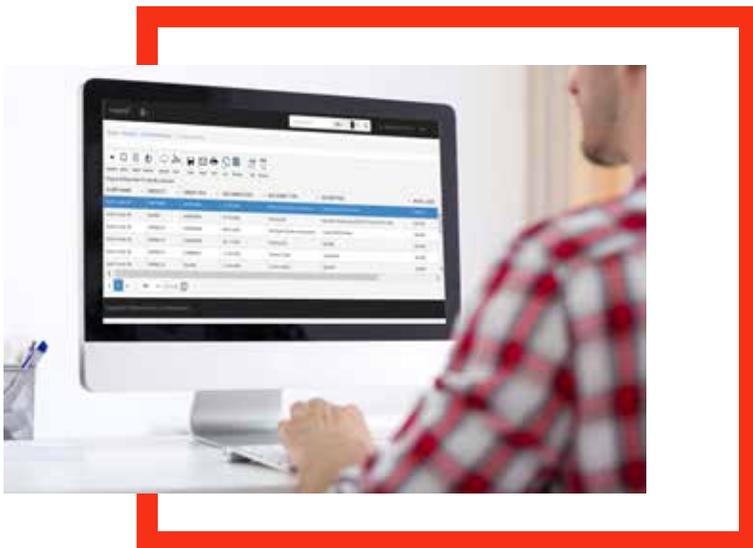
We help higher education facilities all over the nation run one of the world's best student records management system. Imagetek (and our software, Radix) was designed with you in mind, to provide an easy, effective way to manage your information.

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.™**





## We believe in

providing solutions that are easy to use and integrate 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.

### 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 from Admissions through their graduation is a difficult process because of the increasing amount of documents and data collected. 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.

**The good news is that Radix helps you become compliant with all government regulations and laws without you having to do extra work.**

# TOOLS THAT INTEGRATE



RADIX is a premiere document storage software. RADIX is an interface that stores all of your information from EMPOWER.

### Why users enjoy RADIX:

- They feel in control of their data as it's all organized in a single location
- They feel more relieved knowing that their data is in a safe and secure location.
- They can manage every student interaction and document in a secure environment
- Document retention/destruction is simple and accurate



## CAPTURE

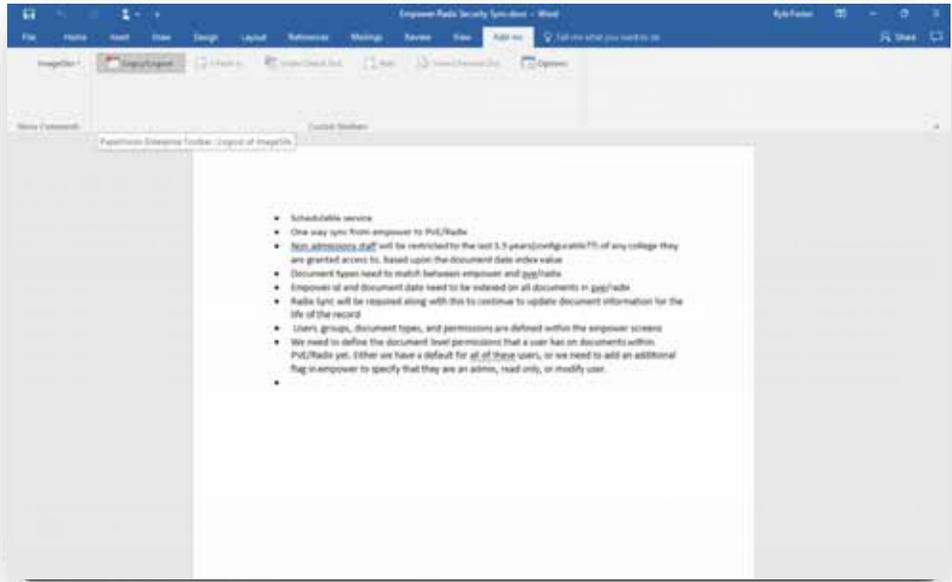
Capture is how you scan all of your information into RADIX - at scale. A batch scanning application that helps turn all of your documents into images.

### Capture is important because:

- It helps automate the capture of both paper and electronic documents.
- Documents are organized and indexed the same way every time, avoiding filing mistakes and lost documents
- Information that is already contained in EMPOWER can be used to make the process quicker.



# 01. FEATURES THAT STREAMLINE YOU



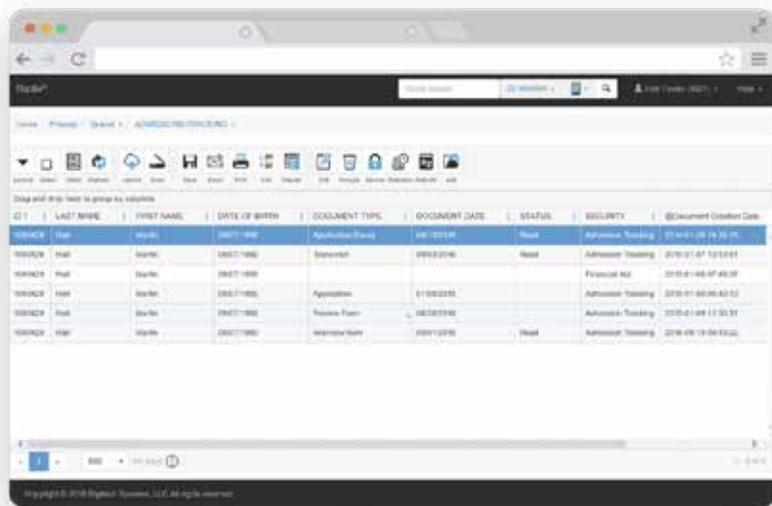
**1** **Directory Manager**  
 Directory manager is a file and folder sweeping tool that helps automatically load electronic documents into Radix.

**2** **Radix Tools**  
 Radix tools enables the Microsoft Office Toolbar the ability to print directly to Radix. Or, drag and drop documents from your desktop to the Radix Icon for automatic storage.

**3** **Using the EMPOWER E-Forms.**  
 Electronic forms (E-Forms) are forms that are filled out directly in EMPOWER, and are automatically added into the appropriate projects within Radix.

**4** **Radix Tools**  
 Radix tools enables the Microsoft Office Toolbar the ability to print directly to Radix. Or, drag and drop documents from your desktop to the Radix Icon for automatic storage.

# RADIX IS MORE THAN JUST STORAGE



## 02. Convenient Results

A global search feature allows you to find all information and documents about a student in one search. No more leafing through file cabinets or asking for help from others.

## Retrieving your documents made simple.

Set policies and checks and balances with your document retention and destruction policies. This is an automatic way of making sure that your information is always accurate and up to date.



# UPCOMING EXCITING FEATURES



## 03. Transcript Processing

We are currently testing to see if we can utilize our Forms Magic tool to automatically process transcripts. This would include extracting information off of the transcript and automatically sending that data to both EMPOWER and Radix.

## 04. User and Security Sync

CompSpec and Imagetek have built a synchronization tool to automatically create and sync the users, groups, document types, and security from EMPOWER directly into Radix.



# Here's how the most productive organizations run →

## A process guide for your institution Planning and execution

### Engagement **#1**

This starts with you. You know your institution better than we do, so let's see if we can solve the problems together.

### Implementation **#3**

Our customer success team works directly with you, one-on-one, to get your products setup and ready to use.

### Campus Expansion **#5**

Once your previous issues have been solved and everything is running smoothly, we setup following meetings to help you implement across your entire campus.

### Solution Planning **#2**

After we feel we've covered your problems down to the core level, we will design a solution specifically built around your problems.

### Training **#4**

You will have the ability to schedule multiple free training sessions with all of your stakeholders to ensure a success prep and launch.



To be continued

# San Diego Christian College

## CASE STUDY



Since they implemented RADIX and PaperVision Capture in 2012, San Diego Christian College has enhanced control of their student records by increasing security. With three remote locations and several hundred staff members, they've improved their entire student record management operation using EMPOWER and RADIX.

- **Decreases** document retrieval time by 75%, taking only seconds now instead of minutes
- **Protects** over 3,000 archived files from the threat of fire, flood, or theft
- **Saves** \$18,000 on labor every year in document retrieval cost
- **Scans** all documents in real time, eliminating the need for future archiving



**Vic Conner**  
Business Analyst



*"We wanted something that didn't need a physical server but that would make our documents accessible. With RADIX and PaperVision Capture, we can now track our student records and keep them all together from the admissions process all the way to the fundraising process. Our fire loss concerns have also been alleviated."*

# GNOMON SCHOOL OF VISUAL EFFECTS GAMES + ANIMATION

## CASE STUDY

GNOMON<sup>™</sup>  
SCHOOL OF VISUAL EFFECTS  
GAMES + ANIMATION

Being a school that teaches students how to maximize technology, Gnomon decided to digitize their administrative process as well. By using Radix, since early in 2015, they've been able to make the record-keeping process much easier by keeping all student records together from admissions to graduation.

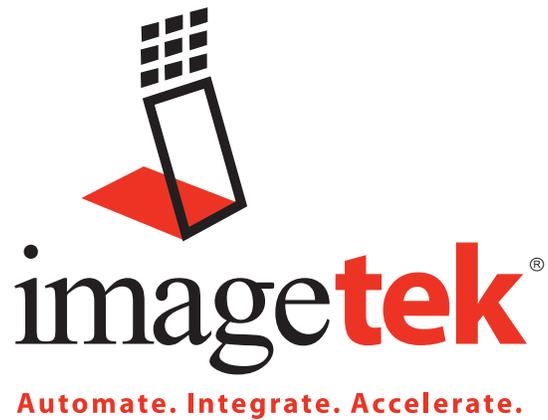
- **Increased** efficiency by finding records up to 120 times faster
- **Controls** over 2,000 student records and can view them instantly
- **Saves** over \$100,000 every year in labor costs
- **Implementation** and training took less than 6 hours for all faculty



**Misty Winters**  
Education Operations Manager



*"Radix makes all of our forms processes easier. The forms are now filled out more completely and we don't have to keep asking for more information from the students. We like how we can store many different document types on Radix. Organization is key for us, and this makes it simple. It's really nice!"*



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# **Win The Campus**

[www.imagetek-inc.com/empower-your-school](http://www.imagetek-inc.com/empower-your-school)

