

Document Capture in Education

Does your school need a lesson in efficient, low-cost document management? Most systems seem to require an MIT education and budget, but few schools have those resources. **SimpleIndex** is the easy, cost-effective alternative.

Educational institutions are required to keep an ever-growing list of documents for each student. Admissions, financial aid forms, transcripts, alumni donations, research and other documents must be kept on file and made accessible to staff throughout the campus.

SimpleIndex lowers costs by automating the data entry required to organize scanned files, extracting key information using powerful recognition features normally found only in expensive scanning solutions. **SimpleIndex** also indexes and manages digital files like Microsoft Office, PDF, e-mail, photos, and even audio and video, combining all files into a single repository. Search and view documents with Windows folders, the SimpleSearch viewer, any enterprise document management system or even your own custom software.

SimpleIndex is ideal as an inexpensive, standalone application for small municipal schools, or a distributed data capture solution for large universities with multiple locations and diverse facilities.



SimpleIndex...
Enhanced Document Access

Benefits of **SimpleIndex** to Educational Organizations

- **Consolidate & Streamline Accounting Operations.**
- **Enhance Student, Staff and Donor Information Access.**
- **Comply with DOE and SallieMae Lending Regulations, Pell and FSEOG Loan Applications, and the “No Child Left Behind” Act.**
- **Upload Files into ANY Database, Document Management System, or Custom Application Remotely to Improve Operations.**
- **Create Digital Student Files — from Application to Graduation.**
- **Eliminate the Costs of Off-site Storage & Courier Services.**
- **Increase Staff Productivity, Efficiency, and Satisfaction.**

SimpleIndex's most powerful feature is its simplicity! Complex scanning workflows can be performed with just a single mouse-click. Installation is quick, and training is minimal. You can even use your digital copier to scan files and let **SimpleIndex** process them automatically.

Want to learn more? A Free 30-day trial and sample videos are available at www.SimpleIndex.com!