

The Top 30 Ways to Use Perceptive Software in Higher Education

Higher staff productivity. Lower overhead costs. Better student service. The big picture benefits of Perceptive Software process and content management solutions are great, but how exactly does the solution improve everyday tasks? Because Perceptive's flexible technology can be adapted to enhance any document process, our customers are constantly finding new ways to use it. Here are the top 30 ways our customers use Perceptive products, including Perceptive Content, to fuel efficiency in departments across campus—including enrollment services, admissions, financial aid, student records, advancement, athletics, registrar's office and student housing.

1. Retrieve documents instantly.

Documents are just a click away from within your student information system (SIS), helping you quickly answer student inquiries.

2. Capture online admission applications.

Without printing or manually linking them, online applications can be captured directly into Perceptive Content.

3. Transform transcript processing.

Automatically sort transcripts and reduce time-consuming manual data entry with Perceptive Intelligent Capture for Transcripts.

4. Easily manage retention schedules.

Using Retention Policy Manager, securely and efficiently manage the lifecycle of student documents with little to no user action.

5. Access documents anytime, anywhere.

Using WebNow, the browser-based component of Perceptive Content, traveling staff can review applications and answer questions while on the road.

6. Support FERPA compliance.

With document security controls, only authorized staff can access sensitive information.

7. Replace paper forms with eForms.

With Perceptive eForms, common university forms—such as grade change forms, appeals, graduation applications and more—are electronic, preventing paper waste.

8. Efficiently process housing requests.

Using Perceptive eForms and routing through workflow, make quick changes to housing requests.

9. Balance workloads.

Use load balancing routes to automatically keep the workload even between admissions or financial aid processors.

10. Back scan student records.

By back scanning paper student records, old deteriorated records are now safe, secure and easily accessible.

11. Streamline auditing.

Retrieve all documents quickly when auditors request them for review.

12. Manage major donors.

Collect and organize news, articles and photos on major donors, enabling easy electronic access for advancement staff.

13. Support athletics compliance.

Use Perceptive Content to simplify maintaining a current list of eligible athletes to help stay compliant with NCAA, NAIA and NJCAA rules and regulations.

14. Better grant and research management.

Streamline document collaboration, revisions, versions and renewal dates for sponsored research, grants and contracts.

15. Simultaneous document review.

Use workflow and parallel routing to route an applicant file to several reviewers at the same time.

16. Automatically recognize federal forms.

Standardized financial aid forms can be easily identified and automatically classified using AutoForm ID.

17. Establish internal notifications for gifts.

Project managers or college deans can be automatically notified when a major gift is received, allowing them to extend proper acknowledgement.

18. Automatically file outgoing letters to applicants, students and constituents.

Use mail merge files to capture and automatically index admission and financial aid notifications and other outbound correspondence.

19. Process student withdrawals.

Using workflow, ensure all necessary departments are informed while eliminating form copies from floating around campus.

20. Share documents with other offices.

For example, student athlete documents received in the admissions office that qualify an official visit can be viewed electronically from the athletics office, eliminating duplicate copies.

21. Easily route documents to processors.

Use routing rules to automatically route specific document types to the appropriate financial aid processors.

22. Collaborate electronically.

Admissions evaluators can use a Perceptive eForm reader sheet to electronically post recommendations and comments for easy collaboration.

23. Link documents on arrival.

Incoming documents—whether by fax, mail, e-mail or online form—can be captured and linked on arrival for immediate viewing by staff.

24. Automate indexing with barcodes.

Add barcodes to student documents being sent out for completion to automate indexing when they are returned.

25. Capture and organize “pre-applicant” documents.

Manage documents from prospective students before a student ID is assigned by using name, DOB, email address or other key values for fast searching.

26. Process staff gifts.

Use a Perceptive eForm for staff to make financial gift to the institution via a payroll deduction.

27. Simplify financial aid verification.

By enabling staff to view all supporting documents next to SIS data for comparison, verification is quick and easy.

28. Complete files.

Staff can automatically determine when an applicant file for admission or financial aid is complete and ready for review.

29. Capture early.

By capturing documents immediately into Perceptive Content, you can route them directly to data entry staff to accelerate processing.

30. Route matriculated files.

Using Retention Policy Manager or iScript, matriculated student documents can be automatically routed to the registrar's office.

To learn more ways to use Perceptive solutions in higher education, visit us on the web at www.perceptivesoftware.com/highered.