

# Education Establishments Make Paper-Driven Process History



## Challenges

The education sector is not immune to the effects of advances in technology. With each intake of more tech-savvy students, it is imperative to bring processes in line with the digital age. Transferring vast amounts of student and staff information from traditional, paper-based physical storage, to an automated system is necessary to improve efficiencies. A document management system provides better access and control over crucial information. The implementation of InfoFort's enVision helped Izmir University of Economics (IUE) to realize the benefits of automated document control.



## Legacy Document Management Practices

Handling processes manually via physical documentation lead to chaotic information management. The limited ability to track progress hampered opportunities for increased productivity. Manual data processing increased human error due to the accumulation of unverified data. The various hands and departments that papers needed to go through for approval resulted in the misplacement of records; as a result access to documentation was blocked due to ambiguous paper trails.



## InfoFort Solution

InfoFort provided a complete tailored solution, which demonstrated an understanding of the university's requirements and business needs.

- Successful implementation & integration of enVision moved IUE's documentation from paper to digital.
- E-forms were created to automate and administer the processes.
- Email and SMS notifications were enabled.
- The web-based technology and mobile application enabled IUE to approve or reject requests anytime and anywhere with easy data accessibility.
- Comprehensive training sessions ensured the team were educated on the best use of the system's features & functionalities.



## Advantages

IUE gained a host of benefits with the implementation of enVision.

- The automation of manual processes using E-Forms resulted in increased efficiencies.
- Reduced cost, time and effort in relation to document identification and retrieval were also achieved.
- Space-saving due to transferring physical documents to electronic files were made.
- Ultimately, enVision provided seamless connections between all affiliated documentation to improve access, monitoring and task completion.

