

College Form Routing Solution

ODI (Object Data Interpretation) Technology

Introduction

Much time and effort is wasted today in handling and tracking paperwork of college forms and documents. DFS-Sphere eForm Form Routing Software allows you to automate the entire process of creating, filling out and approving of any form, integrating standard tools such as email to notify users of reminders and approval status. DFS-Sphere eForm eliminates inefficient paper-based or email-based processing, multiple copies, and loss of paperwork. Colleges can customize the solution using your own forms, routing each form according to your specific business requirements. Using our solution, you can monitor the status of any request in your system.

DFS-Sphere eForm integrates college business management functions, including on-line request, approval workflow, task processing among different parties such as supervisor, principal, superintendent, business manager and human resource, etc. Using our solution, user can fill out request on-line; the submitted request is automatically distributed to all the affected parties in their emails or workflow inboxes for review and approval; while opening the request, the approver can quickly pull up quality information for decision making; after all the approvals are done, the request is sent to the right staff for processing; throughout the entire process, all the affected parties can check approval status of any request in the system.

DFS-Sphere eForm is a web based application made available to you in our hosted environment; user can fill out, submit, and approve forms through desktop PC, laptop, iPad, or mobile device without having to install software. However, if required, our DFS-Sphere eForm can be installed for hosting on your own server.

Benefits

Form process & Data Collection

- Eliminate paper form, paper routing, and paper document storage.
- Provide instant access to status of requests.
- Automate request handling process to reduce labor requirement and prevent errors.
- Generate audit trails to increase form process visibility.

Governance & Document

- Enforce school policies, roles, rules, responsibilities, and procedures to collect, store, retrieve and use information and documents.
- Ensure your school from security threats or noncompliance liability.

- Enforce best practices in document management or information usage.

Information & Document Management

- Help users to quickly, reliably, and cost-effectively find information and documents.
- Provide interfaces and dashboards to facilitate day-to-day business operations and improve productivity.
- Generate analytic or summary reports for school business operation.
- Track, store, and manage electronic copies of school forms, documents and image files.

Features

- Pull data from databases.
- Electronic signature.
- Capture data into database.
- Automatic creation of PDF files from electronic forms.
- Real time status of requests.
- Manage form routing and request approval process.
- Email notification, reminder, escalation, and deadline notifications.
- Generate process status reports, summary reports and analytic reports.
- Custom designed data search.
- Easy integration with existing database, and existing software applications.

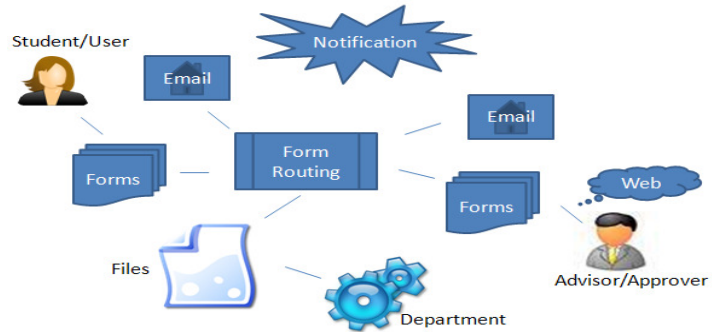
Solution

Form Routing Workflow

DFS-Sphere eForm is customizable and can be used in many areas throughout your college; for example, student admission, time off request, renting contracts, purchase requests, human resource, etc.

Below is a typical flow process DFS-Sphere eForm handles below:

1. Student/User fills out the form online (no need to login), uploads attached file if needed, and submits the form.
2. System generates emails.
 - a. Student/User receives receipt with a copy of the submitted form.
 - b. Advisor/Approver receives notification email.
3. Advisor/Approver may deny or approve the form (no need to login)
 - a. Advisor/Approver opens notification email, clicks the form link in the email to open the form.
 - b. Advisor/Approver clicks the file link to open the uploaded file for review.
 - c. Advisor/Approver clicks Deny or Approve button in the form.
4. If the form is denied, an email is sent back to Student/User with info.
5. If the form is approved, Student/User receives approve receipt, data is captured for reporting, and the form is automatically stored for retention and retrieval.
6. For multiple level approval process, step 4 and 5 is repeated.
7. Generate reports using form captured data.



Information & Document Management

DFS-Sphere eForm tracks and audits all workflow processes, form captured data, uploaded documents, images of paper documents, and user actions. All data and metrics are stored in a relational database and file system.

Unlike simplistic Adobe pdf forms based processing, DFS-Sphere eForm includes powerful reporting and managing tools to monitor various approval processes, retrieve quality information for decision making, manage the records, and generate analytic reports for college business operation. These tools help users to quickly, reliably, and cost-effectively find the information and documents they need to do their jobs. For example, Users can easily track workload of requests, check request approval status, find required information for decision making, pull out summary or analytic reports, and find request records, etc. Flexible retrieval allows user to specify search terms on literally any user, form or field you need to oversee.

Pricing

Using our innovative, breakthrough ODI (Object Data Interpretation) technology, we can offer DFS-Sphere eForm at pricing that is much more affordable than any other solution currently on the market:

For detail pricing structure, please contact us at 1-888-626-3379 or via email at sales@directfocussoftware.com

Live demos are also available upon request. Depending on your special need, we can even setup a test account for you to test our solution before making a decision.

About Direct Focus Software LLC

Direct Focus Software, LLC provides software products and services based on technology developed over the past 8 years to realize the “dream” of creating custom solutions quickly at lower cost. Our staff has extensive experience in creating and managing electronic form workflow and business process automation solutions in both the public and private sector. Direct Focus Software provides cloud-based solutions that automate enterprise business operations. We focus on optimizing enterprise operations by automating and standardizing business processes and consolidating business tasks across the global enterprise.