

College Business Process Optimization

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 Business Process Optimization allows you to automate the entire process of creating, filling out and approving of any form or request, integrating standard tools such as email to notify users of reminders and approval status. Our solution eliminates inefficient paper-based processing, multiple copies, paper storage, and loss of paperwork. Colleges can customize the solution using your own forms/requests, routing each form/request according to your specific business requirements. Using Sphere Process Optimization, you can monitor the status of any request in your system.

Once the process is completed, Sphere Process Optimization extracts data from the form and stores the entire form/request electronically for retrieval at any time.

Unlike simplistic Adobe pdf forms based processing, Sphere Process Optimization includes powerful reporting and managing tools to enforce college policies, rules and procedures in collecting, storing, retrieving and using information and documents; these tools help users to quickly, reliably, and cost-effectively find the information and documents they need to do their jobs.

Benefits

Form process & Data Collection

- Eliminates paper form, paper routing, and paper document storage.
- Provides instant access to status of requests.
- Automates request handling process to reduce labor requirement and prevent errors.
- Generates audit trails to increase form process visibility.

Governance & Document

- Enforces college policies, roles, rules, responsibilities, and procedures to collect, store, retrieve and use information and documents.
- Ensures your college from security threats or noncompliance liability.
- Enforces best practices in document management or information usage.

Information & Document Management

- Helps users to quickly, reliably, and cost-effectively find information and documents.
- Provides interfaces and dashboards to facilitate day-to-day business operations and improve productivity.
- Generates analytic or summary reports for college business operation.
- Tracks, stores, and manages electronic copies of college forms, documents and image files.

Features

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

Solution

Example Cases

Sphere Process Optimization is highly customizable and can be used in many areas throughout your college. For example:

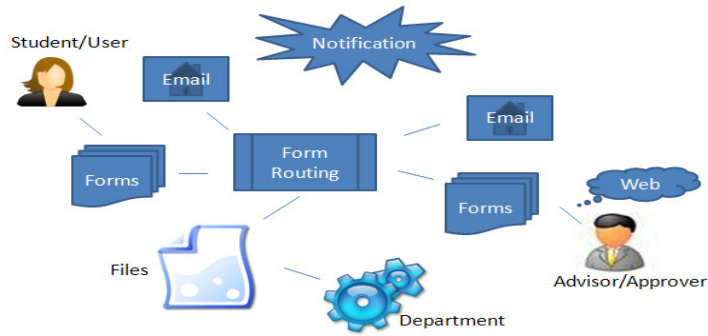
- **Time off/vacation request & approval.**
 - **Request process:** Teacher fills out the time off request form online, submits the form. The form is routed to supervisor for approval. Once the request is approved, it is routed to HR department for processing.
 - **Record Management:**
 - Check time off request approval status.
 - Retrieve a teacher's time off request records with information: time off date, reason, date to request, approval date, approver, etc.
 - Search who is taking time off on certain date.
 - And more...
- **Employee evaluation & performance review record management.**
 - **Evaluation process:** User/Supervisor fills out employee evaluation form online, submits the form. The form is routed to affected parties for review and approval. Multiple sections of an evaluation can be filled out by different people. Once the process is completed, the form is routed to HR department for processing.

- **Record Management:**
 - Check evaluation process status.
 - Retrieve employee’s evaluation records.
 - Pull out employee’s performance analytic reports with information: total score, itemized score, etc.
 - And more...
- **Others:** student admission request & processing, education endowment fund request & approval, and purchase requests, etc.

Form Routing Workflow

Below is a typical flow process Sphere Process Optimization handles:

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)
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. User can check status of any request, retrieve a request record, or pull out summary report of various requests.



Information & Document Management

Sphere Process Optimization 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.

Sphere Process Optimization includes powerful reporting and managing tools to monitor various approval processes, manage the records, or 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, 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 Sphere Process Optimization 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 try our solution before making a decision.

About Direct Focus Software LLC

Direct Focus Software provides business software products and customized development services for companies since 2005. Our DFS Sphere with innovative ODI (Object Data Interpretation) technology provides custom solutions in business process optimization: electronic forms, request routing & approval workflow, business intelligent reports, document imaging and records management.