

Direct Focus eForm

Digital Form Workflow Solution for K12 Schools

Introduction

Much time and effort is wasted today in handling and tracking paperwork of school forms and documents. Direct Focus eForm 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. Direct Focus eForm eliminates inefficient paper-based or email-based processing, multiple copies, and loss of paperwork. Schools 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 the system.

Direct Focus eForm integrates school 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 system, 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.

Direct Focus 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 Direct Focus 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

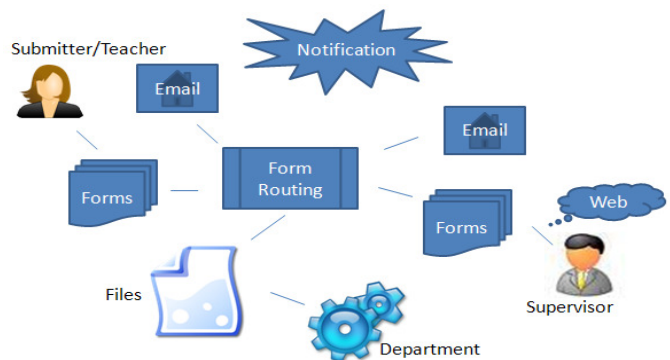
- Custom Form Design – Convert your forms of any format to electronic forms which match your design and according to your input.
- Highly Flexible and Customizable Workflow - Allows you to configure form approval process and policies according to the rules, validations, and definitions of your schools.
- Automated Notifications – Integrating standard tools such as email to notify users of reminders and approval status.
- Role-Based Permissions – Give you the flexibility to grant users access to forms and right to approve/deny requests.
- Full Tracking – Track the entire approval process and allow user to check status from anywhere at any time through different devices.
- Rich Report Options – Generate process status reports, summary reports and analytic reports.

Creating Exceptional Digital Experiences

Direct Focus eForm can be used in many areas throughout your school district; for example, time off request, fieldtrip form, requisition form, check request form, discipline form, etc.

Below is a typical flow process Direct Focus eForm handles:

1. Submitter/Teacher fills out the form online (no need to login), if needed uploads attached file(s) that attach to the form, and submits the form.
2. System generates emails.
 - a. Submitter/Teacher receives receipt with a copy of the submitted form.
 - b. Supervisor/Approver receives notification email.
3. Supervisor/Approver may deny or approve the form (no need to login)
4. If the form is denied, an email is sent back to Submitter/Teacher with info.



5. If the form is approved, Submitter/Teacher 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.

Get Started Today

Direct Focus eForm is scalable without much involvement of your IT personnel. Instead of just selling you tools, we provide high quality working solutions which is flexible for customization to your unique requirements and highly adaptable to your fast changing business environment.

It is simple, easy to use; its maintenance is simple and does not require additional resources. The administrator does not require technical background, most administrators of our system are non-technical people, for example, superintendent, business manager, director of human resources, etc.

Using open architecture platform, we can deliver high quality solutions quicker and at lower cost.

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 12 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.