
Educational Institutions

To outsiders, educational institution may seem unchanged since eons and to some extent, this is true.

It is resistant to change, intentionally and to a large extent due to external problems. It also happens to be one of the most technologically shy industries.

Managing ever-increasing expenses despite receding funds and providing learning that is useful in the 21st century are some of the priorities of educational institutions today.

Challenges

Traditional Administration

Low funding

Lack of collaboration



What are the challenges within educational industry?

Here are some top challenges faced by the education industry.

Traditional Administration

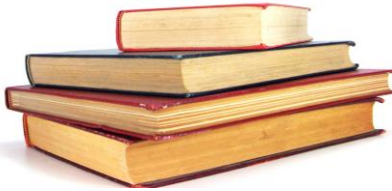
Some of the administrative tasks in educational institutions are not only mundane but also time-consuming. Balancing budgets, overseeing financial aids, planning academic schedules, creating or updating rules and policies, hiring and supervising teachers and taking care of student recruitment and admissions are just to name a few administrative jobs that are still carried out in the traditional way.

Low funding

Schools and colleges are forever in need of funding and their funds are being cut down considerably because of budget shortfalls. This makes it very important for educational institutions to cut down expenses.

Lack of collaboration

Educational institutions often follow a one-sided process, donors to principal, principal to teacher, teacher to student and very rarely the other way round. Collaboration can bring about many good changes in this industry.



Solution

Incorporating a simple technological solution that does not require considerable funding and can increase efficiency in administration

Think about it...

Wouldn't it be good if someone sorted out the mess in your office and organize all documents as per your needs?

How many times you had to make teachers, donors or parents wait because you didn't have information in hand?

How good would it be to have a solution that makes collaboration effortless?

Just as other industries are embracing technology and becoming digitized, allowing them to provide better services, educational institutions should also incorporate solutions that do not require steep learning curve and allow administrators to operate efficiently.

How can Document Management Software help?

Document Management Software is useful in almost all industries. Some of the immediate benefits of this software are digitizing paper documents such as administration process forms, simplifying workflow and improving collaboration with other branches and institutions.

Docsvault, our simple-to-use document management software, can help do all these plus more.

Docsvault: Incredibly Simple Document Management Software

Docsvault is one of those technological solutions that don't require considerable learning or training. It is also an affordable solution, which makes it ideal for educational institutions that can't spare a lot of money on technological solutions.

Unlike some of the technological solutions that are expensive and don't give value for money, Docsvault is not at all expensive and can give return on investments in terms of improved efficiency and collaboration in a very short time.

Who is using Docsvault?

- United Nations University, Japan
- Clyatt House Learning Center, LLC., United States
- Miami Dade College, US
- Chrisitan Heritage Ministries, United States
- Mayfair college, Australia
- University of Montreal, Canada
- La Salle University, US

"I want to say thank you very much for that great software."

DOCSVAULT™
DMS for everyone

To read our industry-specific case studies, [click here](#)

To get more details about Docsvault, email us at sales@docsvault.com

Apart from reducing clutter by digitizing documents and making them easily accessible, Docsvault can also help educational institutions to collaborate effectively with teachers, students and other branches with features such as quick email and task routing. Read on to find out more in detail about these features:

• **Admission Form Automation**

Docsvault's Web e-Forms can work as online admission system that integrates technology with the administrative/education process and is beneficial for both the institution and the students. These e-forms can be saved and converted as PDFs in the software. Following capture of the form it can be put into an automated workflow for Review and Approval by the admissions team..

• **Quick Email**

Quick email facility of Docsvault allows you to forward documents to students, teachers, donors, administrators and other branches. It is also integrated with MS Outlook, so that you can save important emails and communication in Docsvault repository with a single click.

• **Faster Approval Process**

There are important documents such as Fee structure, report cards, transcripts, certificates, approval letters etc. which require signature of principal or management. Docsvault digital signature helps educators speed up the process of obtaining approvals and completing operational transactions securel

Other benefits

- ✓ Helps you scan and digitalize student, staff and operations related documents
- ✓ Allows you to organize all your data in a structured environment, making it easily searchable
- ✓ Reduces cost of shipping student forms to their residence and administration-related documents to other branches
- ✓ Complies with Retention Schedules with auto-filing and auto-archiving