Xerox® Workflow Automation Solutions for Higher Education

Enable greater performance. Accelerate admissions processes. Enhance service to students and staff.

Today's ever-changing environment in higher education demands efficiency and effectiveness across the many departments of your institution. Xerox® Workflow Solutions for Higher Education can help you accelerate the decision making process while improving communication between students and staff. Because our solutions integrate with your student information system, the documents and data stored in Xerox® Workflow Solutions for Higher Education are synchronized with your system of record.

Enrollment Management
Streamline the admissions process by eliminating paper-based delays, improving the review process for counselors and staff, and accelerating the decision process for best-fit applicants.

Admissions: Capture and store all data and content associated with a prospect’s application, create a digital review/selection process and digitally manage documents across student offices as needed.

Financial Aid: Automate collection and review of data and content to support faster award decisions while accelerating verification processing.

Registrar’s Office: Manage a comprehensive digital student record with supporting content from all the offices that serve the student to improve advising and speed up transcript processing.

Human Resources
Reduce document dependencies, support compliance efforts and transparency, and accelerate employee HR processes.

Personnel/Compliance, Payroll, Benefits Administration: Effectively and securely manage a comprehensive digital employee file. Automate policies and procedures and accelerate critical business processes such as onboarding and off-boarding by integrating with your HCM system.

Business Office
Speed up financial and accounting processes.

Accounts Payable, Purchasing, Travel and Expense: Automate approvals and notifications from requisition to purchase order and invoice processing to reconciliation. Eliminate the need for third-party systems while storing images of required receipts to simplify reimbursement requests.

Advancement/Athletics
Automate, accelerate and simplify processes.

Advancement: Build a secure, digital donor record that combines CRM data with a wealth of information and published articles. Speed up gift processing to improve stewardship while simplifying the management of gift agreements and board minutes.

Athletics: Seamlessly track activities such as recruiting new student athletes, monitoring students’ academic eligibility and injury treatment.
60% of students attend more than one institution to obtain their degree.
Source: National Student Research, August 2013.

Senior Administration
Increase process efficiency and streamline operations.

Office of the President: Retain important presidential correspondence while documenting minutes, strategic planning and approvals—policy decisions and staff changes made by executives and board members.

Provost: Eliminate paper-intensive submission, review and approval processes around curriculum changes, new or eliminated programs and faculty tenure and promotion materials.

Legal: Automate rules-based version, approval, routing and escalation tasks to quickly create and securely manage contracts.

Information Technology
Remove silos of disconnected information securely and efficiently.

Enterprise Content Management (ECM):
Xerox® Workflow Solutions for Higher Education manage key documents and information from the point of inception all the way through the information lifecycle to final archival/destruction.

Case Management and Business Process Management (BPM):
Xerox® Workflow Solutions for Higher Education offer a low-code application development platform to configure both process-centric and case-centric apps. A highly configurable workflow engine automates and optimizes repeatable business processes. Route documents, automate tasks and rules-based decisions, perform load balancing, send notifications and manage complex approval processes.

Capture: Xerox® Workflow Solutions for Higher Education support capture of critical data from paper and electronic documents into a single repository.

Enterprise Application Integrations: Xerox® Workflow Solutions for Higher Education act as an information hub for the enterprise by providing an instantaneous exchange of data between multiple enterprise applications.

Mobile: Empower users to interact with Xerox® Workflow Solutions for Higher Education functionality, wherever they are. Xerox® Workflow Solutions for Higher Education support all major mobile operating systems—iOS, Android and Windows Phone—offering instant access to important information and processes.

On Premises or in the Cloud: Xerox® Workflow Solutions for Higher Education protect your ERP and other applications and fill the gaps with comprehensive digital records. This includes the data and content you need to make the best decisions.

Admissions Application Workflow

Capture application documents (in centralized or program-specific admissions office)

Match loose credentials

Update document checklist in SIS

Route complete files and electronic review sheet to faculty reviewers

Automatically route for review

Identify best-fit candidates (before issuing decisions)

Complete review (update SIS with decisions)

Notify students of their admission status

Accelerated Decision Process
A Continuum of Services from an Industry Leader

With over 75 years of experience helping individuals and businesses succeed, Xerox has the deep knowledge and experience you need.

**Managed Print Services**

Xerox, the global leader in Managed Print Services (MPS), can help organizations of all sizes reduce printing cost and volume, optimize device fleets and transition from paper-based to digital ways of working.

**Workflow Automation Services**

Our team of solution specialists can help you automate and simplify your critical document-centric processes to reduce administrative processing costs and support your compliance and customer satisfaction efforts. We offer discrete software and hardware solutions, plus design, integration, customization and deployment services, employee training and ongoing technical solution service and support.

Learn more at xerox.com/was.