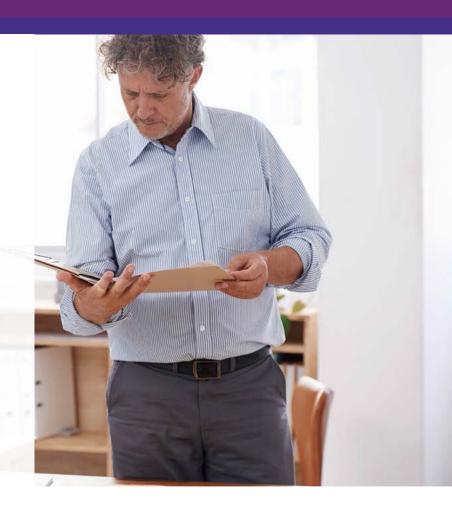# Ellucian Content Management

Help users stay productive with better content control

When faculty, staff and students have to work with reams of unstructured content from multiple sources and for various purposes, workflows and response times slow down. Ultimately, the institution and users suffer.

A better approach is Ellucian Content Management, a solution that offers greater capabilities when it comes to content imaging, storage, access and sharing. Able to process content in any format, Ellucian Content Management allows institutions to function at their best with superior service, automatic replies to queries, robust security, lower cost and less office space storage.

Capture and add value to data for easier discovery

The many flows and types of data around campus— and even paper-based content—make it difficult for institutions to achieve maximum efficiency. Use of Ellucian Content Management improves transactional efficiency because it captures data from any device, location, or file format. Administrators can then apply bar and patch codes and use optical and intelligent character recognition, which enables information routing or content indexing with unique characteristics or requirements.

With this improved content structure, files are findable via saved, ad hoc, or integrated searches, or from system-assigned values or manually entered metadata. Users can also perform full-text searches across large repositories and if the need arises to make rich media discoverable, Ellucian Content Management allows for analysing, extracting and managing metadata.

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Fine-tune processes for better content usage

When transactional delays occur, the reason often is not the data but rather the manual, outdated, or unnecessary process steps required. Ellucian Content Management provides the capability to create, manage and modify both simple and complex workflow processes. Its process engine creates powerful document routing rules and allows for automatic distribution of content to work queues based on linear or parallel processes, or specific data inside documents, eforms or databases. With real-time notifications and integrated to-do lists for users, this solution sets deadlines and priorities so tasks get accomplished as expected.

Accomplish more with electronic forms and document management

Hand-in-hand with well-designed processes are sound document management practices and Ellucian Content Management offers the most capable solution available. It fulfills common requirements including digital document signing, concealing confidential data, version control, role-based access and secure storage.

It goes a step further by collecting raw data from any device or source such as an institution's portal and applying its own process of validation, organisation and storage. Even paper forms get converted to electronic replicas with the original structure intact, so this or any content is ready for distribution with options for parallel or sequential signing by internal staff.

Furthermore, users have instant access to documents within existing Banner® by Ellucian forms and checklists and workflow queues are automatically updated when content is received and processed, which provides even greater efficiency.

Manage the whole content lifecycle

Content creation will never go away, so institutions need a solution that not only scales to meet needs but allows for management of the overall content lifecycle. This represents a guiding principle in the development of Ellucian Content Management, so the solution's functionality lets administrators:

- Archive or delete content based on business rules and retention policies

- Define phases and triggers within time- and event-based retention policies

- Destroy, transfer to archives, or permanently retain data

- Create holds to prevent the modification or deletion of information

- Govern information more effectively, and save time and budget

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ABOUT ELLUCIAN

Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

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