



# Banner® Document Management

*Simplify processes and boost productivity*



**"We are eliminating lost paper, storage costs for keeping copies, and the time people spend tracking down paper and folders in many functional areas."**

**JOSEPH TUFANO,**  
Vice President  
of Information  
Technology and CIO,  
St. John's University

Banner Document Management eliminates many tedious manual tasks. For example, when a user scans new student information—such as a letter of recommendation—the system updates the student's admissions checklist.

## **Banner Document Management makes it easy to:**

- Capture and organize electronic documents
- Link documents to information in Banner
- Distribute documents in client/server and web-based environments
- Scale to meet long-term, institution-wide document management needs
- Manage documents externally to Banner without requiring programming or complicated configuration

The results? Greater productivity. Improved customer service. Less technical support. Rapid, ongoing return on investment.

## **Information collection and delivery**

Deliver fast, cost-effective access to information in your Banner database using unparalleled functionality such as:

- Launching of documents directly from Banner forms
- Intelligent indexing, organization, storage, and retrieval
- Support for any kind of electronic document, including images, documents, spreadsheets, voice, video, drawings, and reports
- Common interfaces to any content

Users and departments can collaborate easily, find information quickly, and reduce the costs of printing, duplication, and storage.

## **Web access to content and storage**

Banner Document Management provides secure, inexpensive content delivery so you can:

- Retrieve content through standard browsers
- Use the web for multi-platform support or browser plugins for faster response
- Support standard document operations such as annotations, indexing, rubber stamps, check-in/out, and emailing, all from a familiar browser interface
- Minimize printing, copying, and shipping costs

Share information securely with constituents online. It's a proven, scalable solution for global access to information.

## Scanning and indexing

Banner Document Management provides high-speed, high-volume batch scanning.

- Medium-to high-volume document capture
- Automated image processing
- Hot-key and automatic Banner look-ups and validation

## Data capture

Banner Document Management provides automatic data entry and forms filing options to accelerate indexing and eliminate manual data entry. Data capture functions include:

- Automatic data entry and validation from paper forms
- Automated indexing of scanned forms
- Machine-print, barcode, and handwriting recognition
- Real-time duplicate record checking and selection

## Full-text indexing

Document retrieval by any word, words, phrases, or matching logic is available with Banner Document Management's full-text indexing and full-page OCR option. For offices that work with large, unstructured documents or need to mine document collections in the most flexible manner, full-text indexing is a powerful addition. Full-text indexing allows:

- Location of resumes for qualified individuals based on education, skills, or other key words
- Fast navigation through large proposals, contracts, or other documents based on keyword searches
- Flexible boolean combinations of structured and free-form queries

## Output and report capture

Banner Document Management provides comprehensive optional COLD/ERM report and output capture functions through EMC ApplicationXtender® Reports Management. Your institution can automatically capture and file reports, correspondence, acceptance and award letters, student bills, and other internal or customer-facing documents.

### This functionality supports:

- Fully automatic report and output filing
- Integrated retrieval of reports and other output alongside images, documents, and files
- Consistency of correspondence, bills, and other system output



### ABOUT ELLUCIAN

Ellucian is the world's leading provider of software and services higher education institutions need to help students succeed. More than 2,400 institutions in 40 countries rely on Ellucian to help enable the mission of higher education for over 18 million students.

Visit Ellucian at [www.ellucian.com](http://www.ellucian.com).