Smarter ■ Faster ■ More Efficient

Laserfiche®
Enterprise Document Management

Texas A&M Laserfiche Community Connect

User Discussion

Hosted by

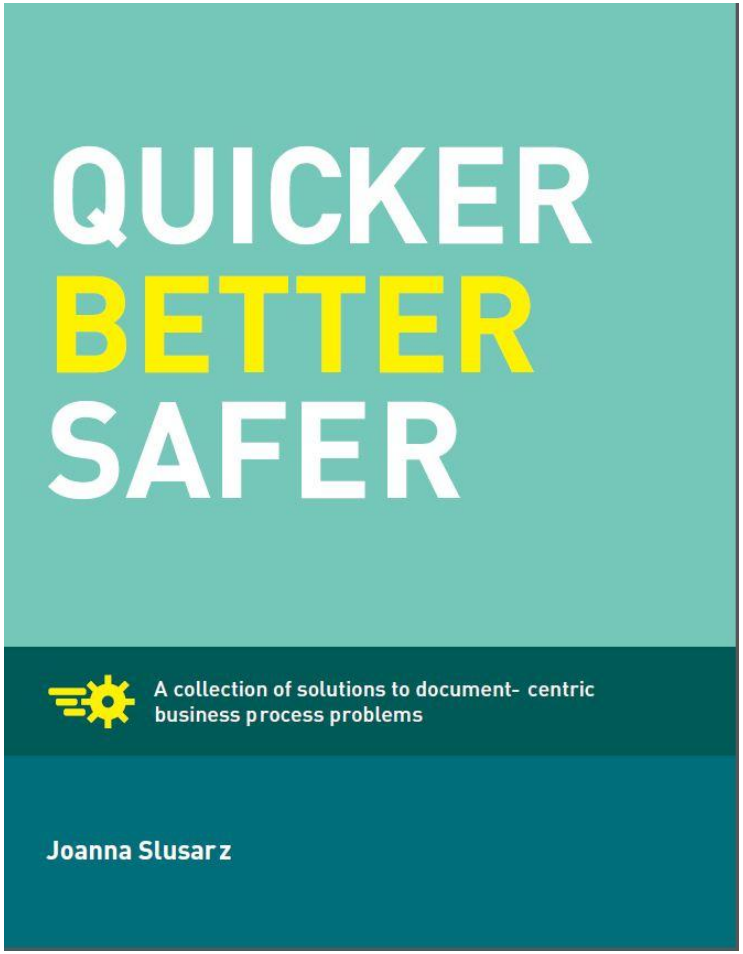
Texas A&M Information Technology, Laserfiche and SMARTfiles

Presented by Judith H. Lewis, MS, PMP
Sr. IT Manager, Computing & Information Services
Project Manager, Texas A&M IT Laserfiche Shared Service

April 4, 2013

Shared Service Resources

Judith Lewis



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Quicker Better Safer Contents

Judith Lewis

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Quicker Better Safer Featured Example

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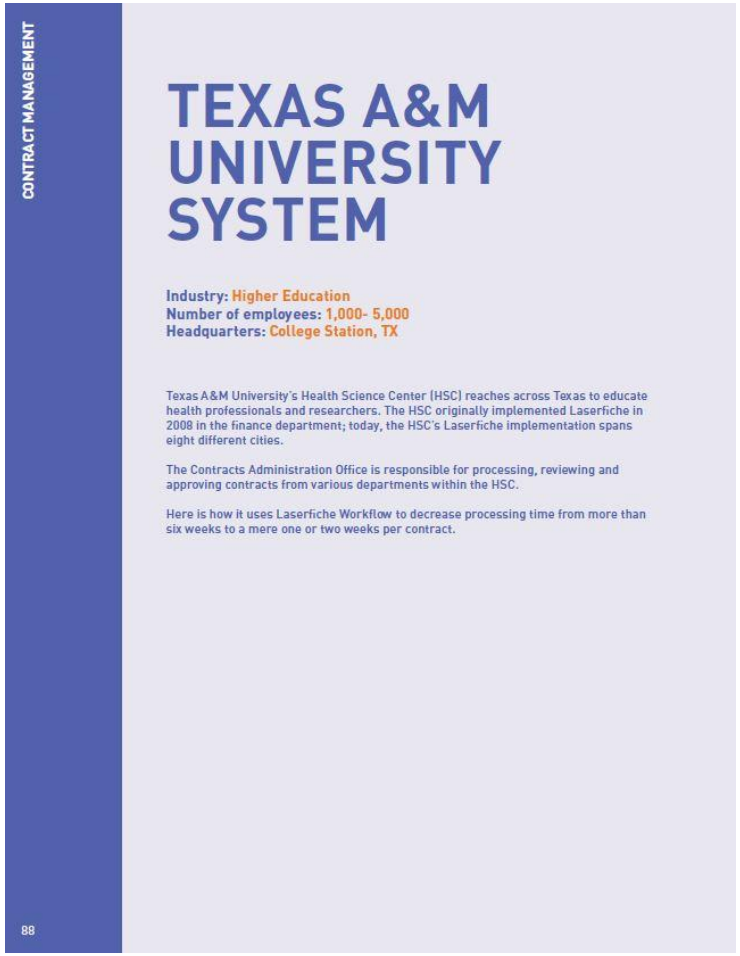

CONTRACT MANAGEMENT

TEXAS A&M UNIVERSITY SYSTEM

Industry: Higher Education
Number of employees: 1,000- 5,000
Headquarters: College Station, TX

Texas A&M University's Health Science Center (HSC) reaches across Texas to educate health professionals and researchers. The HSC originally implemented Laserfiche in 2008 in the finance department; today, the HSC's Laserfiche implementation spans eight different cities.

The Contracts Administration Office is responsible for processing, reviewing and approving contracts from various departments within the HSC.

Here is how it uses Laserfiche Workflow to decrease processing time from more than six weeks to a mere one or two weeks per contract.

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Quicker Better Safer Detailed Examples

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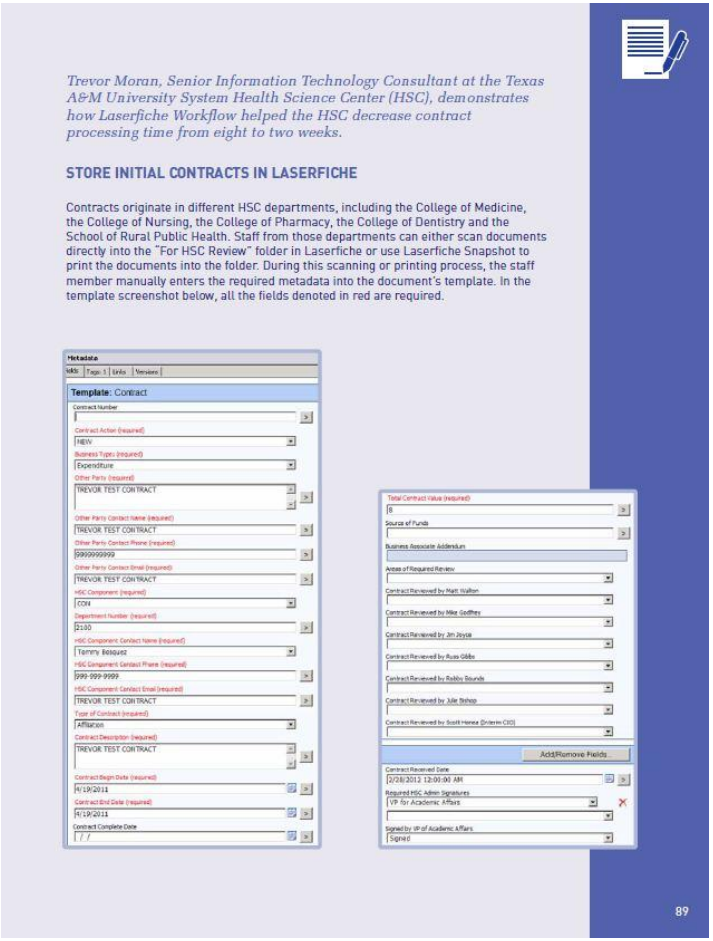

Trevor Moran, Senior Information Technology Consultant at the Texas A&M University System Health Science Center (HSC), demonstrates how Laserfiche Workflow helped the HSC decrease contract processing time from eight to two weeks.

STORE INITIAL CONTRACTS IN LASERFICHE

Contracts originate in different HSC departments, including the College of Medicine, the College of Nursing, the College of Pharmacy, the College of Dentistry and the School of Rural Public Health. Staff from those departments can either scan documents directly into the "For HSC Review" folder in Laserfiche or use Laserfiche Snapshot to print the documents into the folder. During this scanning or printing process, the staff member manually enters the required metadata into the document's template. In the template screenshot below, all the fields denoted in red are required.

Quicker Safer Better: Where to get it?

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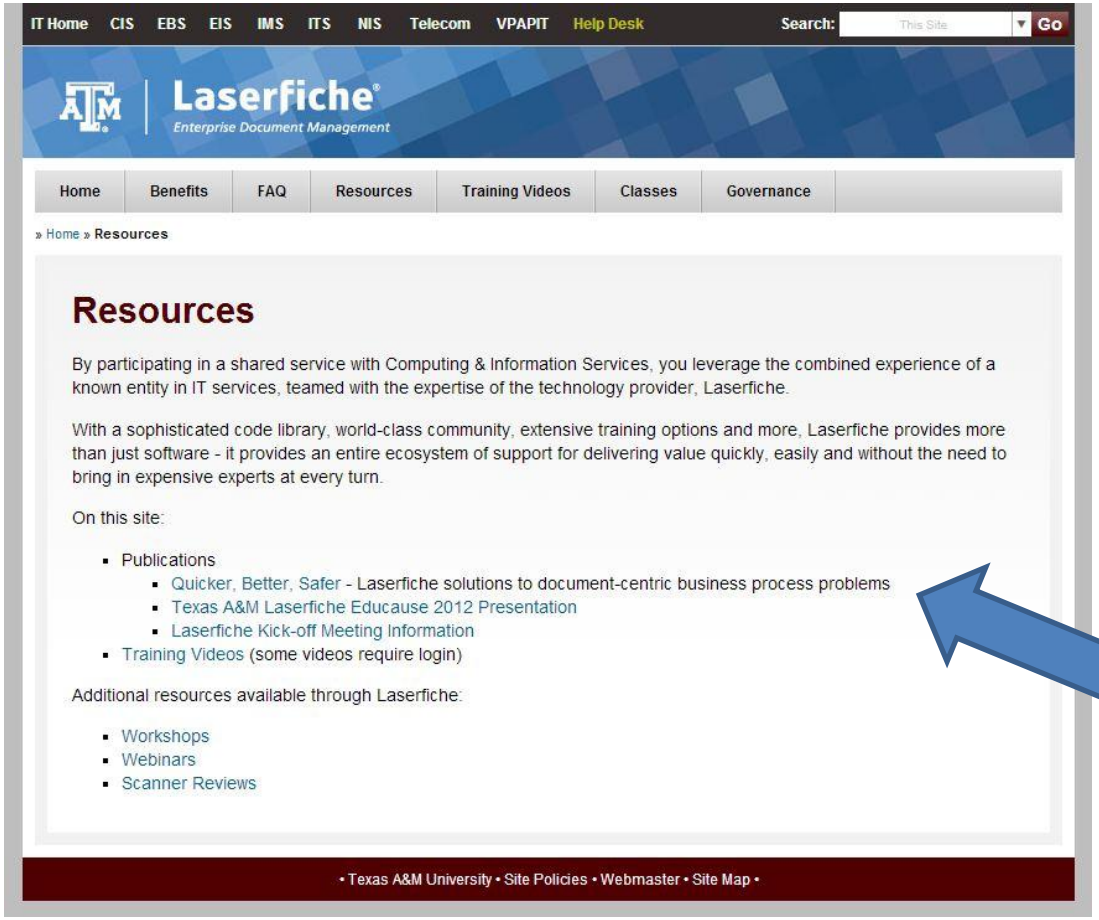

Laserfiche Solutions Exchange

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Laserfiche Solutions Exchange

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Laserfiche Solutions Exchange

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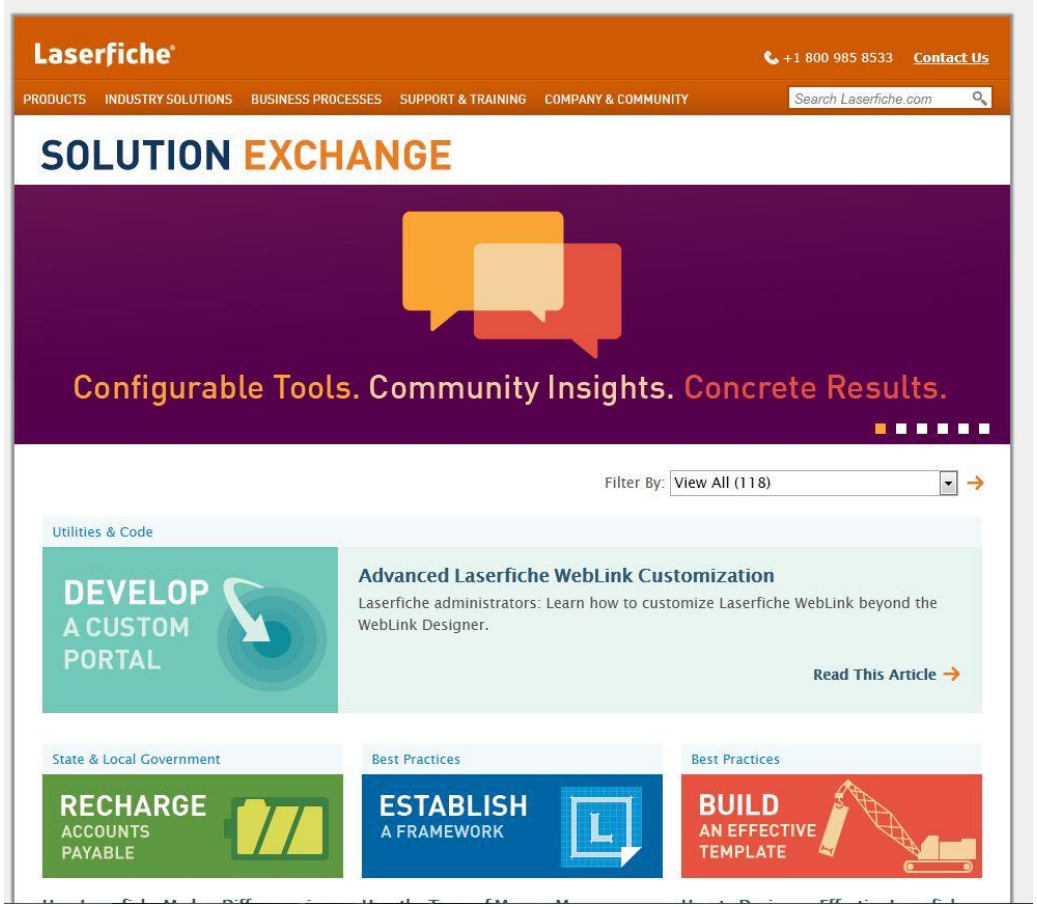

Laserfiche Annual Technical Conference

Judith Lewis

Empower 2014, January 14 -17, 2014 in Anaheim, CA

- Use of Metadata
- Use of Workflow
- Use of Records Management Edition
- Use of API Toolkit
- Use of Mobile

Watch for Empower 2014 details:
http://www.laserfiche.com/en-us/Conference

User Discussion: Featured Laserfiche Users

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- Dr. Mark Wright,
  Sr. Lead Microcomputer/LAN Manager
  Texas A&M AgriLife Research
  Department of Entomology
  Texas A&M System for over 27 years

TEXAS A&M UNIVERSITY

User Discussion: Featured Laserfiche Users

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- Sherry Escalante,
  Manager of Faculty Services for the Look College of Engineering
  Resource for over 760 engineering faculty
  Liaison for the eleven engineering departments

Recognition

Judith Lewis

- Laserfiche Engineers Elizabeth Cunningham and Andrew Kamar
- SMARTfiles Vicki Bienski and Tom Bienski
- Computing and Information Services (CIS) Executive Director, Dr. Pete Marchbanks
- Computing and Information Services Associate Director, Stephen T. Williams
- CIS Laserfiche Team:
  - Tim Knezek
  - Chris Thompson
  - Binu Koola
  - Michael Phillips

Thank you for your interest in Laserfiche.

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Lunch

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Courtesy of Laserfiche and SMARTfiles