

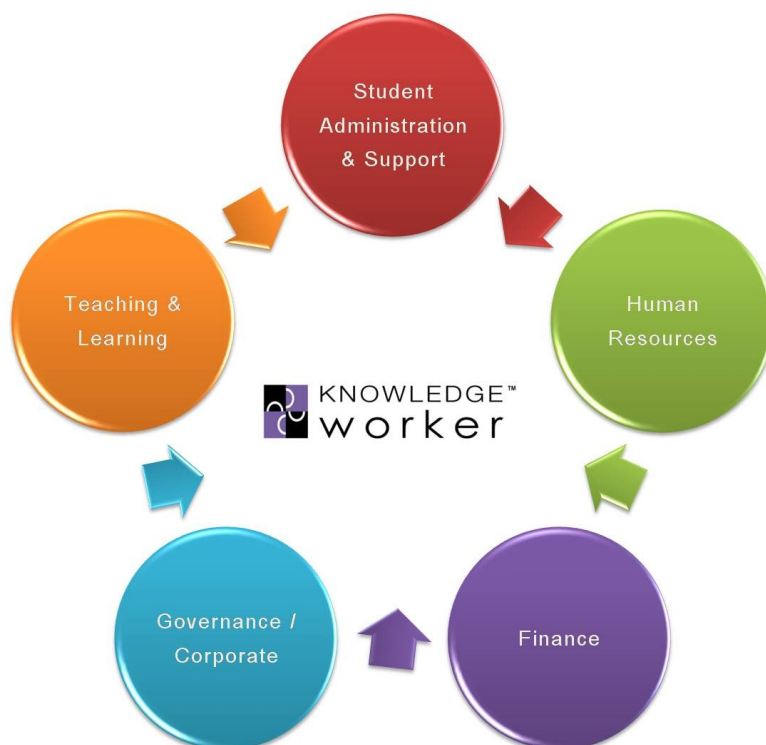


Improving the business of UK Learning Centres with Enterprise Content Management from Datum International

A College campus is designed for the delivery of teaching and learning to its most important asset, the enrolled student! However most campuses today are bursting at the seams with paper archives from areas such as Finance, Human Resources, Governance/Corporate Management and Student Administration. With new build funding in a state of flux and regulatory compliance for document retention on the increase the problem of physical document storage is not going away.

Imagine... the level of efficiency departments would achieve in having simultaneous access to any document (according to user privileges) using secure web access regardless of campus location... KnowledgeWorker will allow you to electronically capture, index, route, store and retrieve any type of content. Documents and forms such as enrolments, applications, invoices, assessments, personnel files, and minutes of meetings would typically be handled and processed manually in paper form. This can be a thing of the past with physical storage being mostly obsolete.

Imagine no more... Look to KnowledgeWorker®



Retention Examples:

Example1

Records documenting the registration of individual students on programmes. Retention guidance: **Termination of student relationship + 6 years.**

Example2

Records documenting payments of the employees' contributions to pension schemes. Retention guidance: **Termination of employment + 75 years**

Example3

Records documenting the receipt and payment of purchase invoices. Retention guidance: **Current financial year + 6 years**

Example4

Records containing data on, and analyses of, student numbers and other programme statistics. Retention guidance: **Current financial year + 6 years**

Example5

Records documenting the administration of annual funding allocations from the appropriate statutory funding body. Retention guidance: **Current financial year + 10 Years**

KnowledgeWorker® for Learning Centres

The KnowledgeWorker® system is built with Microsoft development tools and designed to work with Microsoft Office, Outlook and SharePoint server (MOSS 2007). With its modular and user friendly design it can scale to manage the whole corporation, increasing overall efficiency and improving the service levels to Students, Staff and Faculty.



Key Benefits of KW...

- Easy and intuitive to use
- Reduce storage and reclaim valuable space
- Share information effectively over multiple sites
- Comply with regulation for document retention
- Reduce administration and increase productivity
- Utilise Web Services for back office integration
- Reduce paper outputs, copying and pre-printed stationary
- Available On-Premise or as a Cloud solution
- Control document versions and information integrity
- Full traceability and audit trail

The KW solution...

KnowledgeWorker® addresses every aspect of content/document management; storing, indexing, classifying and cataloguing information from all sources including electronic documents, scanned images, web forms, email, attachments and even output from back office business applications. The system combines all of the content administration with workflow, effectively integrating information content with business processes. Once the information is captured the search technology in KnowledgeWorker® allows users to then easily retrieve the stored information and view related records and data, effectively unlocking the wealth of knowledge in your corporate documentation.

Interested?

For more information on KnowledgeWorker and how it can enable a paperless environment in your Learning Centre please go to www.datumplc.com. Alternatively you can email us at info@datumplc.com or call us on 01438 347110.

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Knowledge Empowerment