



Banner Document Management Suite

How can you improve customer service and make sure the right information is available to the right people at the right time?

With the right technology, it's simple. And the right technology is SunGard Higher Education's Banner Document Management Suite, a set of imaging and document management solutions that integrate seamlessly with the Banner Unified Digital Campus, allowing you to handle all of your imaging, data management, and document storage needs.

With the Banner Document Management Suite, institutions gain a wealth of new functionality:

- Easy document retrieval from Banner forms
- Automatic updating of Banner checklists when new information is scanned
- Batch scanning with image processing and easy, assisted indexing
- Unstructured document routing
- Structured routing, notifications, and business metrics through Banner Workflow

The Banner Document Management Suite 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.

The Banner Document Management Suite 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.

See what the Banner Document Management Suite can do for you:

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, x-rays, 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 & Storage

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

- Retrieve content through standard browsers
- Use the web for multi-platform support or browser plug-ins 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 across the Banner Unified Digital Campus securely with constituents online. It's a proven, scalable solution for global access to information.

Scanning & Indexing

The Banner Document Management Suite provides high-speed, high-volume batch scanning. Features include:

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

Data Capture

The Banner Document Management Suite 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 the Banner Document Management Suite'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

The Banner Document Management Suite provides comprehensive optional COLD/ERM report and output capture functions through EMC Documentum's 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

Storage Management

The Banner Document Management Suite delivers simple, comprehensive storage management via the award-winning DiskXtender storage management solution option. Storage management options include:

- Automatic management of online storage capacity
- Management of near-line and removable media capacity for hundreds of different types of archival devices
- Storage events monitoring and automated file archival
- Seamless access to online and archived docs

About SunGard Higher Education

SunGard Higher Education provides solutions, strategic consulting, and technology management services to help institutions measurably improve performance. Bringing together people, processes, and technology, we work with colleges and universities to help them strengthen performance through improved constituent services, increased accountability, and better educational experiences. More than 1,600 institutions worldwide rely on our broad portfolio of products and services to help them achieve their institutional missions. Visit us at www.sungardhe.com.



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