

Global Content Management *Made Easy* for Educational Institutions

K-12, higher education and e-learning institutions are challenged to drive student recruitment, enhance program quality, meet internal accountability requirements and secure/retain funding, all while working under intense economic, regulatory and competitive pressures.

The typical school handles tens of thousands of documents each year including HR forms, student transcripts/records, state education standards compliance documents and curriculum records, placing tremendous strain on office staff members responsible for filing, storing and retrieving these huge volumes of paper documents. Today, the majority of this information is handled through inefficient, manual processes due to the notion that an automated institution wide system is costly, disruptive to existing workflow processes, and difficult to use.

The requirement is for an easy-to-use yet powerful, integrated content, document and workflow management system that enables institutions to store, access, manage, and share critical documents across a broad range of functions, departments and campus locations.

Introducing TreenoGCM™

TreenoGCM is an easy-to-use and extremely powerful integrated content, document and workflow management system that enables institutions to increase productivity, reduce costs and meet compliance with government regulations and internal policies. Schools can use TreenoGCM to easily capture, organize, and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many users as your institution requires.

Transform your organization without disruption

Deploying and operating a content management system should be as simple and effortless as using familiar line-of-business applications while existing workflow processes remain intact. TreenoGCM's powerful and robust feature set, in conjunction with integrated collaboration and business process management capabilities will enable you to improve operational efficiency and productivity without changing the way your employees do business.

Integrate Treeno with your existing systems

The unique flexibility of the Treeno architecture promotes seamless integration with virtually any existing productivity application such as those from Datatel, PeopleSoft and SunGard, as well as other line-of-business applications (i.e., student information systems (SIS), financial management, human resources) ensuring quick user adoption, minimal training efforts and streamlined, 24/7 access to content, regardless of geographic location.



The unmatched power of TreenoGCM:

- ▶ Instantly and easily finds any document entered into the system.
- ▶ Makes content centrally available to all – *anytime and from anyplace*
- ▶ Allows familiar workflow processes to remain intact – *we work the way you work*
- ▶ Keeps sensitive documents secure; available only with assigned access rights
- ▶ Automates document tracking and auditing
- ▶ Simplifies records management
- ▶ Eliminates lost records
- ▶ Saves storage space
- ▶ Simplifies compliance and audit preparation

Simplify regulatory compliance

Institutions are constantly under the gun when it comes to staying current with today's increasing number of state and federal compliance and governance mandates and must find efficient ways to satisfy these requirements while keeping costs to a minimum. The demand is for a system that will integrate with existing processes for tracking and managing digital and paper-based content across all campus wide systems—increasing control and visibility.

Ensure document integrity and security

The ability to easily track and control student information is paramount. TreenoGCM stores all of your institution's most critical content in a highly secure repository and includes comprehensive audit trail capabilities such as task date/time stamp, task originator/description, and related document activities such as who worked on/reviewed the document. Treeno customers can virtually eliminate any possibility that documents stored in their system will be altered without detection, ensuring undisputed authenticity of records. And, integrated notification capabilities inform users when relevant content within the repository is updated.

Educational institutions rely on TreenoGCM to:

- ▶ Improve customer service across all departments including enrollment services
- ▶ Improve student quality through faster and more accurate application response and approval
- ▶ Access and manage student and business documentation anytime and from anyplace
- ▶ Gain secure, centralized access to teacher and student records (including reports and documents from all other existing applications) from any location
- ▶ Automate and track grant writing processes, improving your ability to meet deadlines and secure funding
- ▶ Reduce paper, paper storage, photocopying, and faxing costs
- ▶ Improve your ability to manage contracts and budget revisions with Treeno's version control and automated records management.
- ▶ Recruit and retain high quality employees by streamlining human resources processes
- ▶ Improve information security and document integrity improving regulatory compliance.

Educational institutions around the world are increasing productivity and improving student care with TreenoGCM. To learn more about how Treeno can help your organization, call us at **1-800-528-5005** or visit us on the Web at **www.treenosoftware.com**



"Treeno's knowledge of both their product as well as the document imaging field itself is superb. The members of the Treeno technical staff have worked hand-in-hand with members of our HR department on the implementation, training, modifications, reports and more. I would be very comfortable recommending Treeno Software and their system to anyone looking into pursuing a content/document imaging solution."

– Kevin Hinchey, Information Technologist, University of New Hampshire



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