



University of Colorado

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UNIVERSITY INFORMATION SYSTEMS

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Enterprise Document Management (DM) ^[1]

Overview: Enterprise Document Management services provide a fully integrated document management solution which lowers costs, speeds access to the information your organization needs to be productive and minimizes your compliance and eDiscovery risks.

- Maintain copies of your most critical business documents in a high-capacity, high-availability electronic document repository
- Intelligently manage records throughout their entire lifecycle?from inception to management to archiving to destruction
- Easily share information through a solution that supports all aspects of electronic document processing with common software
- Data can flow across the various organizations to promote efficient and consistent business processes

Direct and Intuitive Benefits:

- Faster business transactions
- Increased access to information
- Increased data integration across applications
- Fewer errors
- More effectively integrated systems
- Ease of support
- Enable integration with central authentication and authorization systems
- Reduced software costs with Enterprise licensing

Indirect and Strategic Benefits:

- Enhanced responsiveness, better service, faster more effective customer support, and reduced phone time/improved efficiency
- Enhanced agency reputation
- Increased system availability
- Availability of more accurate information to support data analysis activities
- Improved performance of professional staff, due to enhanced management information capabilities
- Automated process steps facilitate faster processing of information
- Process improvements in reconciliation

Typical Use Cases:

Historical Records:

The DM system is the sole electronic resource for Permanent Record Cards (PRCs). These cards contain all historical student class and grade information from the university's founding until 1988. PRCs account for seven percent (7%) of all student documents in Singularity.

Student Documentation:

Includes admissions documents like transcripts, applications, appeals, resumes and loose credentials that are cross-campus shared resources for all undergraduate and graduate admission processing. Also include documents for financial aid, student records, student finance, student advising, continuing education, disability services and more.

Faculty/Staff Documentation:

Includes personnel and other human resource office information and documentation.

Governmental Documentation:

Selective Service and DD214 content are a shared resource such that students need not submit the same data to multiple offices across the university.

Business Support Documentation:

Documentation that supports the general operational work of the university is included in this category.

Cost to use DM services: There is no cost to CU departments to implement DM services. They are provided as part of UIS's services to the campuses.

Eligibility to use the service: Phase 1 of Enterprise Document Management has been implemented for the university's core student administrative services. Phase 2 has been designated for expansion into other administrative, academic and research areas, including Academic Advising, Veterans Services, continuing education and graduate schools to name a few. Administrative, academic and research groups are welcome to participate if they have a direct university affiliation.

Groups audience:

University Information Systems

Right Sidebar:

UIS - Request Document Management Services

UIS - Learn about the Singularity to OnBase Conversion Project

OnBase Training and Support

UIS - Document Management Campus Contacts

Source URL: <http://www.cu.edu/uis/service-catalog/enterprise-document-management>

Links:

[1] <http://www.cu.edu/uis/service-catalog/enterprise-document-management>