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

Funding Model: This system is funded through the campuses.

Who is eligible 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.

How to request access to the service: For information on how to request access to Document Management see the Access [2] website. (Note: Must be on a CU network to access this restricted website.)

Attachments:
Video:
Images:
Groups audience:
University Information Systems

Source URL: https://www.cu.edu/uis/service-catalog/enterprise-document-management

Links:
[1] https://www.cu.edu/uis/service-catalog/enterprise-document-management
[2] https://www.cu.edu/university-information-systems/access-it-security/request-access