



# *The University of Western Ontario*

## **Gone Fischeing: Document Imaging in the Admissions Office**

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# Why Document Imaging?

- Records Management/Archives
- Inquiries at the Front Counter
- Communication with Faculty
- Lost Files and/or Documents

# The Wailing Wall



And the winner is.....

Laserf

<http://www.laserfiche.com/company/index.html>

# Planning to Fiche – So many questions....

- Users and Security
- Business Processes
  - OUAC Apps
  - Workflow
  - Document Processing/Orphan Mail
- Document Types

# Laserfiche 101 for the Admissions Office

Rule #1 – Everything is driven by the OUAC  
Application and the student number

- 105 Applications come in over night
- Database matches OUAC number to  
Student number
- Index Card is populated

# Index Cards

105 New Applica 20062031050 (2) - LF

File Edit View Tools Window Help

NON 032 032 2006- EC  
 SECONDARY  
 INFO  
 SHEET New Application Feb 01, 2006  
 21-900 Second St  
 London ON N5V 5G9

M CANADA S ENG ENG  
 YES 20060129

COMMON NAME:  
 E-MAIL:  
 ADJUD.: 218 CAT: FANSHAWE COLLEGE  
 # OF YRS IN ENG LANG SCHOOL SYSTEM: 99 OUTSIDE CANADA: NOT REPORTED  
 # OF YRS IN CANADIAN SCHOOL SYSTEM: 15  
 APPLYING FOR OSAP? - YES  
 ABORIGINAL APPLICANT? - NO WRITE AP EXAM BY JUNE? - N/R

\*\*\* CHOICES \*\*\*

EN	SUBJECT	YEAR	F	PRIOR RES.
PT UNIVERSITY/COLLEGE/PROGRAM				COOP INTEREST DESD CHOICE P APPLN REQD
CURRENT				
F EO Western-Social Science	SOCIOLOGY	2 02	F NR	YES
OTHER CHOICES				
F EO Western-Social Science	CRIM	2 01	F NR	YES
F EO Western-Social Science	PSYCHOLOGY	2 03	F NR	YES
F DAB UOIT-Criminology and Justice Bridge		2 04	F NR	YES

\*\*\* PREVIOUS INSTITUTIONS \*\*\*

FROM	TO	NAME OF INSTITUTION	LEVEL	PROGRAM	DIPLOMA
200409	200604	FANSHAWE COLL OF A & T		NOT REPT POLICE FOU	2yr N/R
		LONDON ON	CANADA	N5W5H1	Expect-200604

Template: StudentRecords\_2

StudentID

Date  
 [01/02/2006]

Last Name

First Name

Middle Name

Document Type  
 105 Applications

Admit Type

OUIAC  
 2006203

Admit Term  
 1069

Current Term

Status

ACO Counsellor

ACO Status

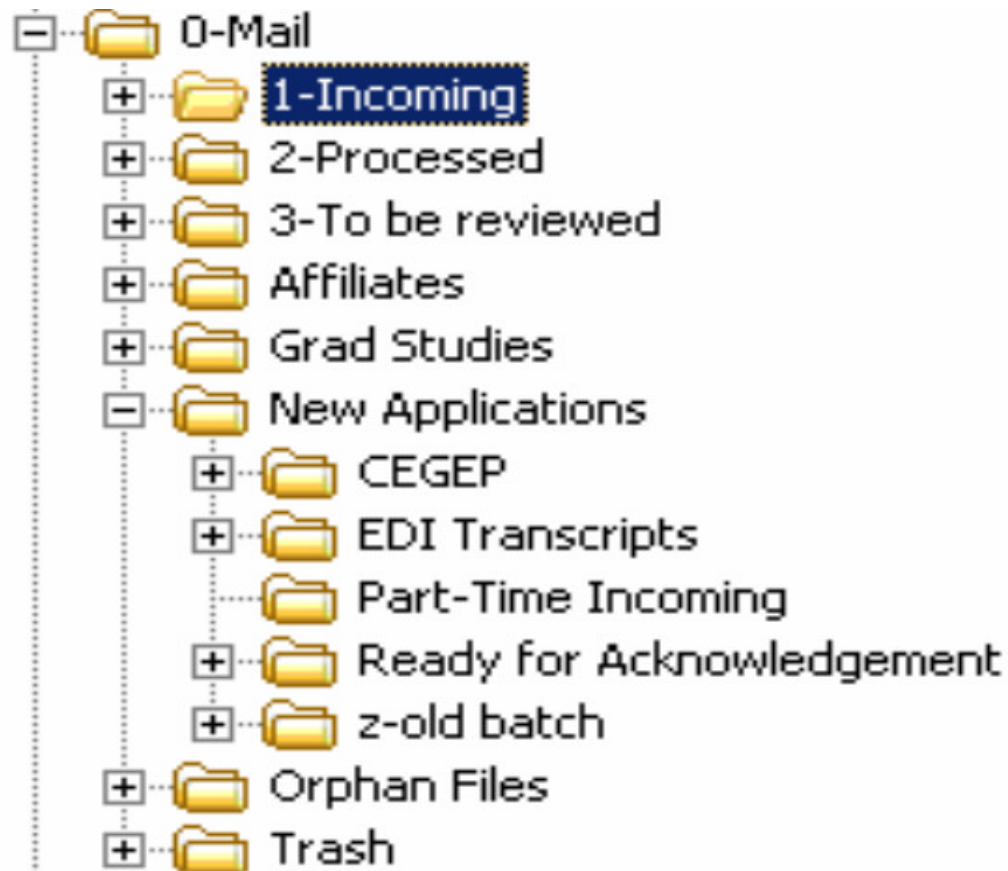
# Sample File

Search Results - Laserfiche

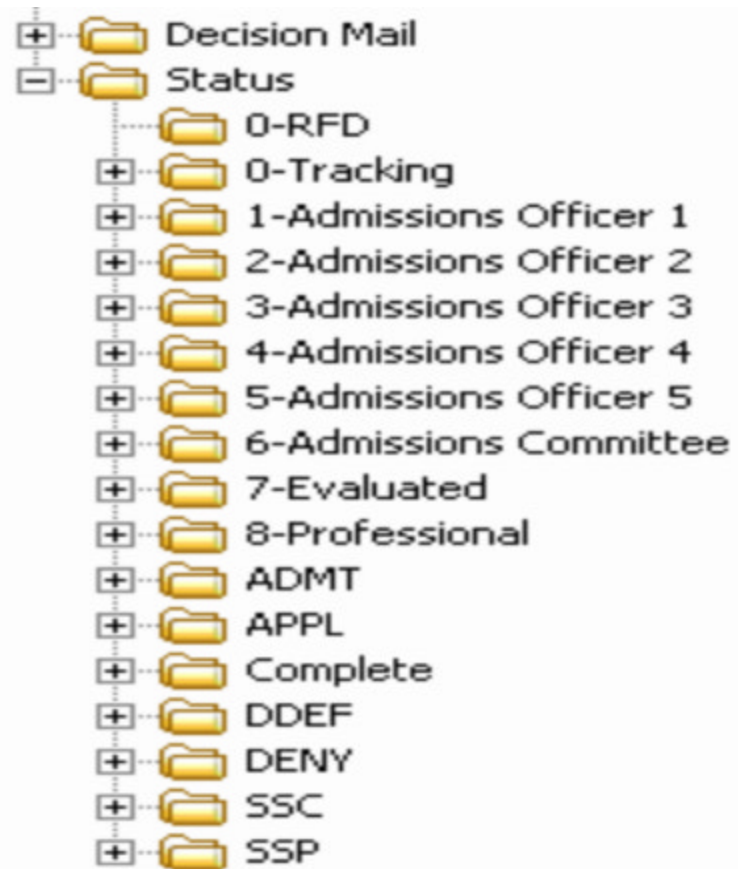
File Edit View Action Tools Window Help

Name	Stu...	Last Name	First Name	OUAC	Type	Pages	Creation Date	Last Modified	Date	Document Type	Admit Type	Admit Term	Status	Box #	Category	Date of ...	SIN#	Change1
105 New Applica 2...	250...	Tanner		20062...	Document	1	29/11/2005 11:10:14 AM	10/02/2006 2:09:55 PM	Nov 16 ...	105 Applications	EQ5	1069	0-RFD		Regular	14/07/...	521...	1
Tanner ref ltr	250...	Tanner		20062...	Document	2	10/02/2006 1:52:15 PM	10/02/2006 1:52:15 PM	Jan 27 ...	ADM Corr (Letters/...		1069		06248	Regular	14/07/...	521...	1
Tanner pre A lvs/ trx	250...	Tanner		20062...	Document	2	10/02/2006 1:53:03 PM	10/02/2006 1:53:04 PM	Jan 27 ...	Transcript		1069		06248	Regular	14/07/...	521...	1
Tanner Bingham trx	250...	Tanner		20062...	Document	1	10/02/2006 1:53:52 PM	10/02/2006 1:53:52 PM	Jan 27 ...	Transcript		1069		06248	Regular	14/07/...	521...	1
Tanner AS/O lvs (2)	250...	Tanner		20062...	Document	3	10/02/2006 2:08:22 PM	10/02/2006 2:08:22 PM	Jan 27 ...	Transcript		1069		06248	Regular	14/07/...	521...	1

# Workflow Part I



# Workflow Part II



# Staff Involvement

- Original Staff Coordinators
- Documentation
  - A Document in Progress
  - Consistency is #1

# PreReq Orange

Date		Course Code/Level	Course Title	Course Code	Percentage Grade	Credit	Compulsory	Notes
Year	Month	Grade/Level	Année du cours/Niveau	Code du cours	Note en pourcentage	Credit	Obligatoire	Précisions
2002/06	9	9	DRAMATIC ARTS	ADA10	82	1.00	X	
2002/06	9	9	GEOGRAPHY	CGC1D	84	1.00	X	
2002/06	9	9	ENGLISH	ENG1D	86	1.00	X	
2002/06	9	9	FRENCH	FSF1D	83	1.00	X	
2002/06	9	9	MATHEMATICS	MPW1D	80	1.00	X	
2002/06	9	9	HEALTHY ACTIVE LIVING EDUCATION	PPL1O	88	1.00	X	
2002/06	9	9	SCIENCE	SNC1D	83	1.00	X	
2002/06	10	10	COMPUTER AND INFORMATION TECHNOLOGY	TIK2O	78	1.00	X	
2003/06	10	10	HISTORY	CHC2D	85	1.00	X	
2003/06	10	10	CIVICS	CHW2O	77	0.50	X	
2003/06	10	10	ENGLISH	ENG2D	80	1.00	X	
2003/06	10	10	CORE FRENCH	FSF2D	78	1.00	X	
2003/06	10	10	CAREER STUDIES	GLC2O	90	0.50	X	
2003/06	10	10	MATHEMATICS	MPM2D	67	1.00	X	
2003/06	10	10	PHYSICAL EDUCATION	PPL2O	67	1.00	X	
2003/06	10	10	TERRESTRIAL AND FRESHWATER ECOLOGY	SET21	73	1.00	X	
2003/06	10	10	SCIENCE	SNC2D	80	1.00	X	
2004/06	11	11	WORLD HISTORY TO THE SIXTEENTH CENTURY	CHW3M	87	1.00	X	
2004/06	11	11	GRADE 11 ENGLISH	ENG3U	83	1.00	X	
2004/06	11	11	FUNCTIONS AND RELATIONS	MCR3U	78	1.00	X	
2004/06	11	11	HEALTHY ACTIVE LIVING EDUCATION	PPL3O	89	1.00	X	
2004/06	11	11	BIOLOGY	SB3U	84	1.00	X	
2004/06	11	11	CHEMISTRY	SCH3U	84	1.00	X	
2004/06	12	12	ANALYZING CURRENT ECONOMIC ISSUES	CIA4U	87	1.00	X	
2004/06	12	12	OUTDOOR EDUCATION	PAD4O	85	1.00	X	
2005/06	11	11	MUSIC	AMU3O	71	1.00	X	
2005/06	12	12	ENGLISH GRADE 12	ENG4U	78	1.00	X	
2005/06	12	12	CALCULUS & ADVANCED FUNCTIONS	MCF4U	81	1.00	X	
2005/06	12	12	KINESIOLOGY	PSK4U	86	1.00	X	
2005/06	12	12	BIOLOGY	SB4U	78	1.00	X	
2005/06	12	12	CHEMISTRY	SCH4U	77	1.00	X	

**SUMMARY OF CREDITS / TOTAL DES CRÉDITS** → 30.00 18.00

Community Involvement / Service communautaire:  Completed / Terminé  N/A S.O.

Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques:  Successfully Completed in English / Réussi en français  N/A S.O.

Specialized Program / Programme spécialisé: \_\_\_\_\_

Diploma or Certificate / Diplôme ou certificat: Ontario Secondary School Diploma

Date of Issue / Date de délivrance: 2005 08

Authorization / Autorisé par: St. John's-Kilmarnock School

# Staff Concerns

- Where all the documents going to go?
- Who's responsibility is it to authenticate documents?
- How will we know how we're doing?
- Too much time at the computer!
- Too much mousing!
- Lost in Laserfiche

# Modifications to Our Work

- Building a Scanning Station



# Modifications to Our Work II

- Double Monitors



# Other Modifications to Our Work

- Our New Filing System
- The Tracking Folder
- Orphan Mail
- Fall Clean Up/Archiving
- Sending Transcripts to the Faculties

# The Benefits of Laserfiche - Supervisors

- Customer Service
- Tracking Staff Productivity
- The Art of Looking Busy or File Hoarding
- Search Capability
- Sticky Notes
- Relationship with Faculties

# The Benefits of Laserfiche – Supervisors II

- Weblink Version

The screenshot displays the Laserfiche WebLink interface. At the top left, the logo "Laserfiche WebLink" is visible. To its right, there is a "Results per page" dropdown menu set to "20" and links for "Logout" and "My WebLink". Below the logo, there are "Browse" and "Search" buttons. The left sidebar shows a hierarchical folder tree: "HE\_REPOSITORY-PRD" (expanded), "Registrar's Office" (expanded), "Admissions Office" (expanded), and "Status" (selected and highlighted in yellow). The main content area shows a list of folders under the heading "Name". The folders listed are: "0-RFD", "0-Tracking", "1-Admissions Officer 1", "2-Admissions Officer 2", "3-Admissions Officer 3", "4-Admissions Officer 4", "5-Admissions Officer 5", "6-Admissions Committee", "7-Evaluated", "8-Professional", "ADMT", "APPL", "Complete", "DDEF", "DENY", "SSC", and "SSP". The status bar at the bottom left shows "Done" and the bottom right shows the URL "topaz.wisq.its.uwo.pri".

# The Benefits of Laserfiche - Staff

- Two staff can view doc at same time
- No more OUAC datasheets!
- Less filing!
- Enlarge small printing
- 99.9% of the time can find file in a instant
- No more going through other peoples' offices looking for files!

# The Benefits of Laserfiche – Staff II

- No more yucky yellow file folders!
- Don't have to worry about marking up Int'l docs
- No more Orphan drawer!
- Easy Fall clean up
- Environmentally friendly.
- Fun. I get to colour!

# What's coming next?

- Recent Upgrade
- Catching the Laserfiche Fever
- EDI transcripts please!
- Did someone say that you could get TOEFL scores electronically?
- Getting PeopleSoft and Laserfiche speaking the same language



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## **Questions?**

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