



*The University of Western Ontario*

**Admissions Offices: Document Imaging Revisited  
Two Years Later**

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# Why Document Imaging?

- OURA 2006: “Gone Fiching: Document Imaging in the Admissions Office”
- More and more admissions offices are moving to document imaging
- Different types of imaging systems
- Different relationships to Student Information Systems

# Laserfiche

- Document Imaging Company for Records Managers
- Division of Compulink Management Center, Inc.
- Founded in 1987 more than 25,000 organizations currently using
- [www.laserfiche.com](http://www.laserfiche.com)

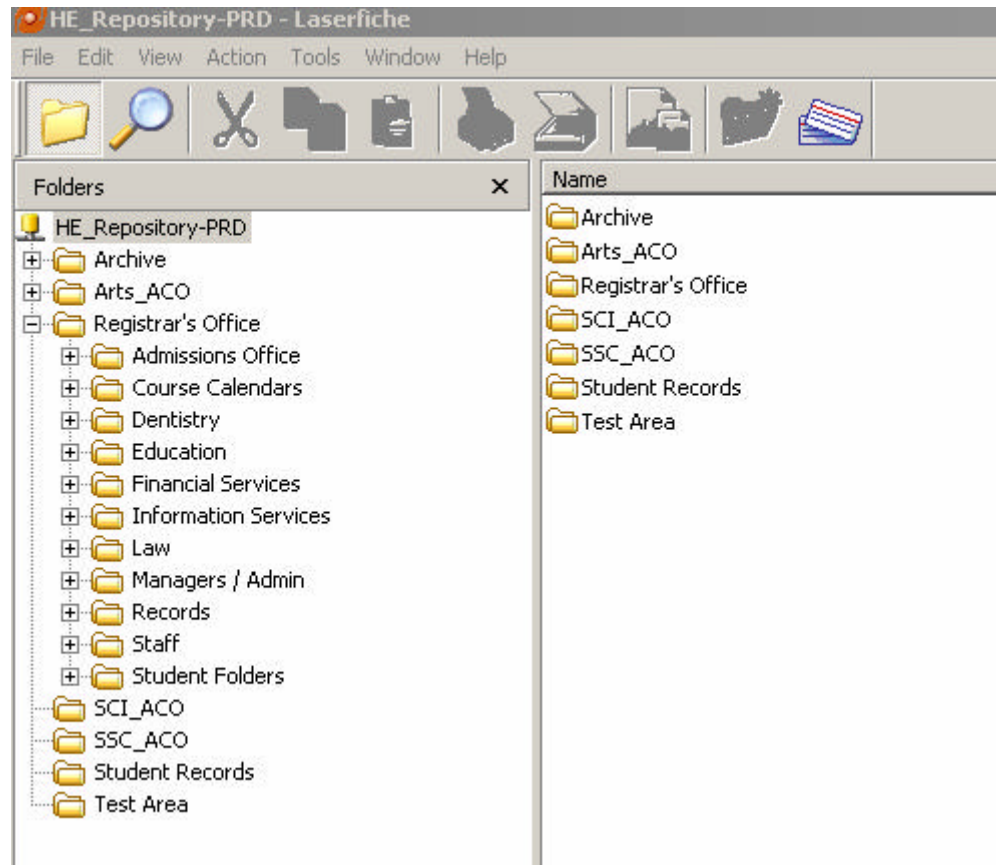
# Implementation at Western

- Pilot Project – Registrar's Office and Faculty of Social Science
- Admissions Workflow
- Document Types
- Security Issues
- Improve Communication to Stakeholders

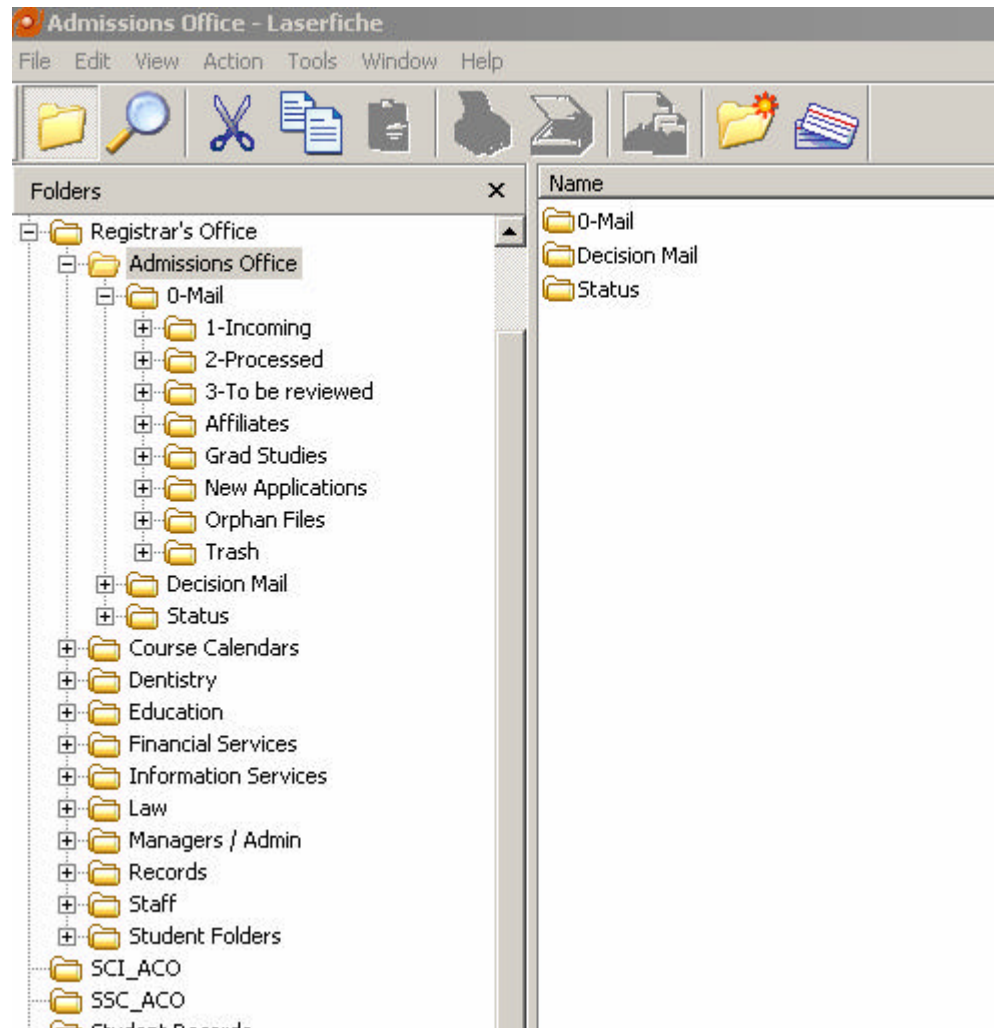
# Laserfiche 4 Years Later

- Faculty and Other Interest
- Archives and Volumes
- Upgrade December 2006
  - Plan B
  - Implementation
  - Catch Up

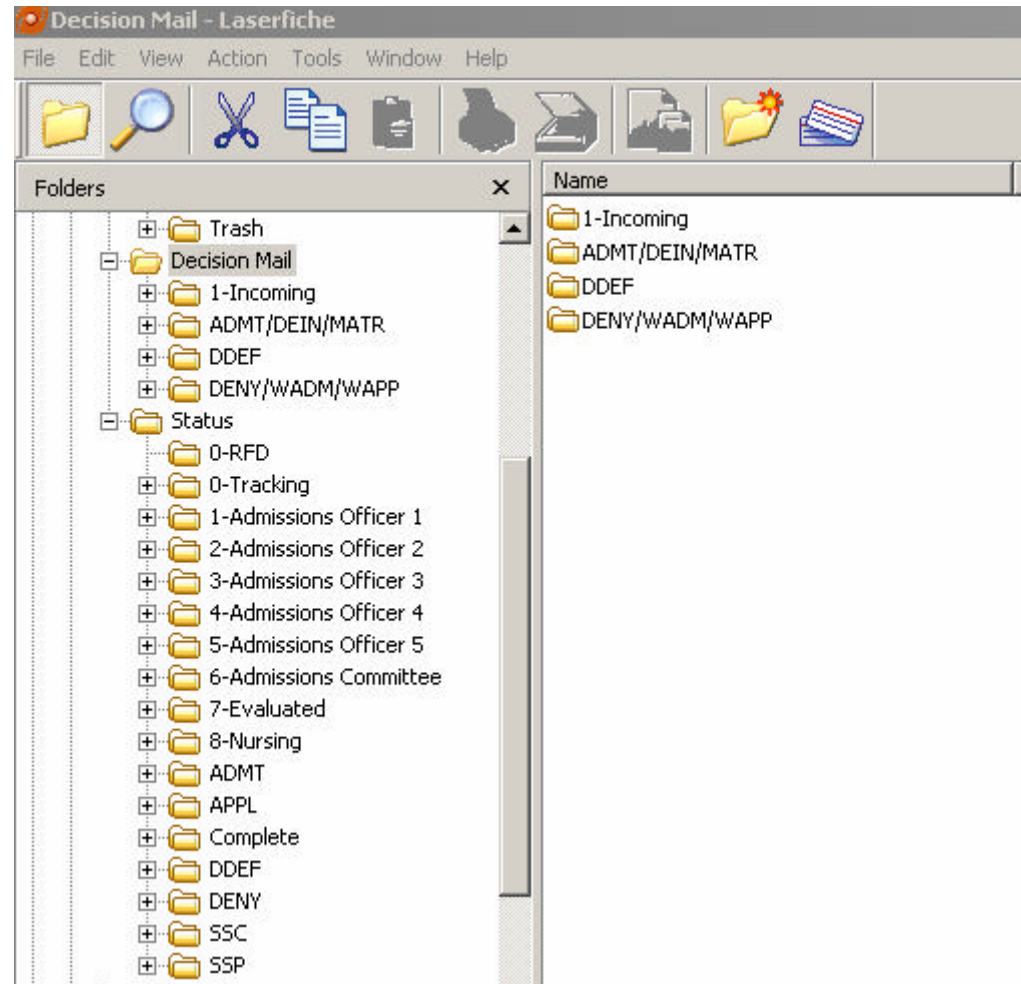
# Laserfiche



# Admissions Office - Part I



# Admissions Office – Part II



# 105 Application – Index Card

File Edit View Tools Window Help

NON 027 027 2008- Sim EC  
 SECONDARY  
 INFO  
 SHEET New Application Jan 16, 2008 Kelly  
 75 Blueridge Close  
 \*\* Same as Mailing \*\*

403 7560  
 F 01 12 CANADA S ENG ENG  
 YES NR 403 412 20080112  
 COMMON NAME: Kelly  
 E-MAIL:  
 ADJUD.: 121 CSS: ALBERTA - CURRENT  
 # OF YRS IN ENG LANG SCHOOL SYSTEM: 99 OUTSIDE CANADA: NOT REPORTED  
 # OF YRS IN CANADIAN SCHOOL SYSTEM: 13  
 APPLYING FOR OSAP? - NO  
 ABORIGINAL APPLICANT? - NO WRITE AP EXAM BY JUNE? - NO  
 \*\*\* CHOICES \*\*\*

EN	SUBJECT	YEAR	F	PRIOR RES.
PT UNIVERSITY/COLLEGE/PROGRAM			COOP INTEREST	DESD CHOICE P APPLN REQD
CURRENT				
F EH Western-Foods & Nutrition BSc		1 02	F NR	YES
OTHER CHOICES				
F EBH Western/Brescia-Foods & Nutrition BS		1 01	F NR	YES
F GS Guelph-Applied Human Nutrition		1 03	F NR	YES
F GC Guelph-Hotel & Food Administration	COOP	1 04	F NR	YES

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

FROM	TO	NAME OF INSTITUTION	LEVEL	PROGRAM	DIPLOMA
200409	200801	COCHRANE H S	11	DIPL	
		COCHRANE CANADA	TOL DW2		

\*\*\* ACTIVITIES WHEN NOT A FULL-TIME STUDENT \*\*\*

FROM	TO	ACTIVITY:EMPLOYER
199401	999898	TRAVELLING:
199910	999898	BASKETBALL TEAM:
200104	999898	BADMINTON TEAM:
200205	999898	TRACK AND FIELD TEAM:

<Cont'd on next page>

NON 027 027 2008-305505-0102 Simpson EC  
 SECONDARY  
 INFO  
 SHEET New Application Jan 16, 2008 Kelly  
 \*\*\* ACTIVITIES WHEN NOT A FULL-TIME STUDENT \*\*\*  
 FROM TO ACTIVITY:EMPLOYER

Template:  
 StudentRecords\_2

StudentID  
 250

Date  
 16/01/2008

Last Name

First Name  
 Kelly

Middle Name

Document Type  
 105 Applications

Admit Type  
 OAB

OUAC  
 2008

Admit Term

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# 105 Application – Index Card

105 New Application 20083055050 - LI

File Edit View Tools Window Help

NON 027 027 2008- EC  
 SECONDARY  
 INFO  
 SHEET New Application Jan 16, 2008 Kelly  
 75 Blueridge Close  
 \*\* Same as Mailing \*\*  
 403 547 7560  
 F 01 12 S ENG ENG  
 YES NR 40382 12 20080112  
 COMMON NAME: Kelly  
 E-MAIL:  
 ADJUD.: 121 CSS: ALBERTA - CURRENT  
 # OF YRS IN ENG LANG SCHOOL SYSTEM: 99 OUTSIDE CANADA: NOT REPORTED  
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 CURRENT  
 F EH Western-Foods & Nutrition BSc 1 02 F NR YES  
 OTHER CHOICES  
 F EBH Western/Brescia-Foods & Nutrition BS 1 01 F NR YES  
 F GS Guelph-Applied Human Nutrition 1 03 F NR YES  
 F GC Guelph-Hotel & Food Administration COOP 1 04 F NR YES  
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		COCHRANE CANADA	TOL 0W2		

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 200104 999898 BADMINTON TEAM:  
 200205 999898 TRACK AND FIELD TEAM:  
 <Cont'd on next page>  
 NON 027 027 2008-305505-0102 Simpson EC

Admit Term  
1089

Current Term

Status  
APPL

ACO Counsellor

ACO Status

Box #

Grad Status  
Active

Yr.Grad.Stat.Chng  
/ /

Category  
Regular

Date of Birth  
12/01/

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# 105 Applications

Date		Course Code/Level	Course Title	Percentage Grade	Credit	Compulsory	Notes
Year	Month	Grade/Level	Code du cours	Note en pourcentage	Crédit	Obligatoire	Précisions
2002/06	9	9	ADA10	82	1.00	X	
2002/06	9	9	CGC1D	84	1.00	X	
2002/06	9	9	ENG1D	86	1.00	X	
2002/06	9	9	FSF1D	83	1.00	X	
2002/06	9	9	MPW1D	80	1.00	X	
2002/06	9	9	PPL10	88	1.00	X	
2002/06	9	9	SNC1D	83	1.00	X	
2002/06	10	10	TIK20	78	1.00	X	
2003/06	10	10	CHC2D	85	1.00	X	
2003/06	10	10	CHV20	77	0.50	X	
2003/06	10	10	ENG2D	80	1.00	X	
2003/06	10	10	FSF2D	78	1.00	X	
2003/06	10	10	GLC20	90	0.50	X	
2003/06	10	10	MPM2D	67	1.00	X	
2003/06	10	10	PPL20	67	1.00	X	
2003/06	10	10	SET21	73	1.00	X	
2003/06	10	10	SNC2D	80	1.00	X	
2004/06	11	11	CHW3M	67	1.00	X	
2004/06	11	11	ENG3U	83	1.00	X	
2004/06	11	11	MCR3U	78	1.00	X	
2004/06	11	11	PPL30	69	1.00	X	
2004/06	11	11	SB3U	84	1.00	X	
2004/06	11	11	SCH3U	84	1.00	X	
2004/06	12	12	CIA4U	87	1.00	X	
2004/06	12	12	PAC40	85	1.00	X	
2005/06	11	11	AMU30	71	1.00	X	
2005/06	12	12	ENG4U	85	1.00	X	
2005/06	12	12	MCB4U	81	1.00	X	
2005/06	12	12	PSE4U	86	1.00	X	
2005/06	12	12	SB4U	79	1.00	X	
2005/06	12	12	SCH4U	77	1.00	X	
<b>SUMMARY OF CREDITS / TOTAL DES CRÉDITS</b>					30.00	18.00	

Completed / Terminé  
 N/A / N.S.  
 Successfully Completed in English / Réussi en français  
 N/A / N.S.

Ontario Secondary School Diploma / Diplôme de l'école secondaire de l'Ontario  
 Date of Issue / Date de délivrance: 2005 / 06  
 Authorization / Autorisé par: St. John's-Kilmarnock School

# Modifications to Our Work

- Building a Scanning Station



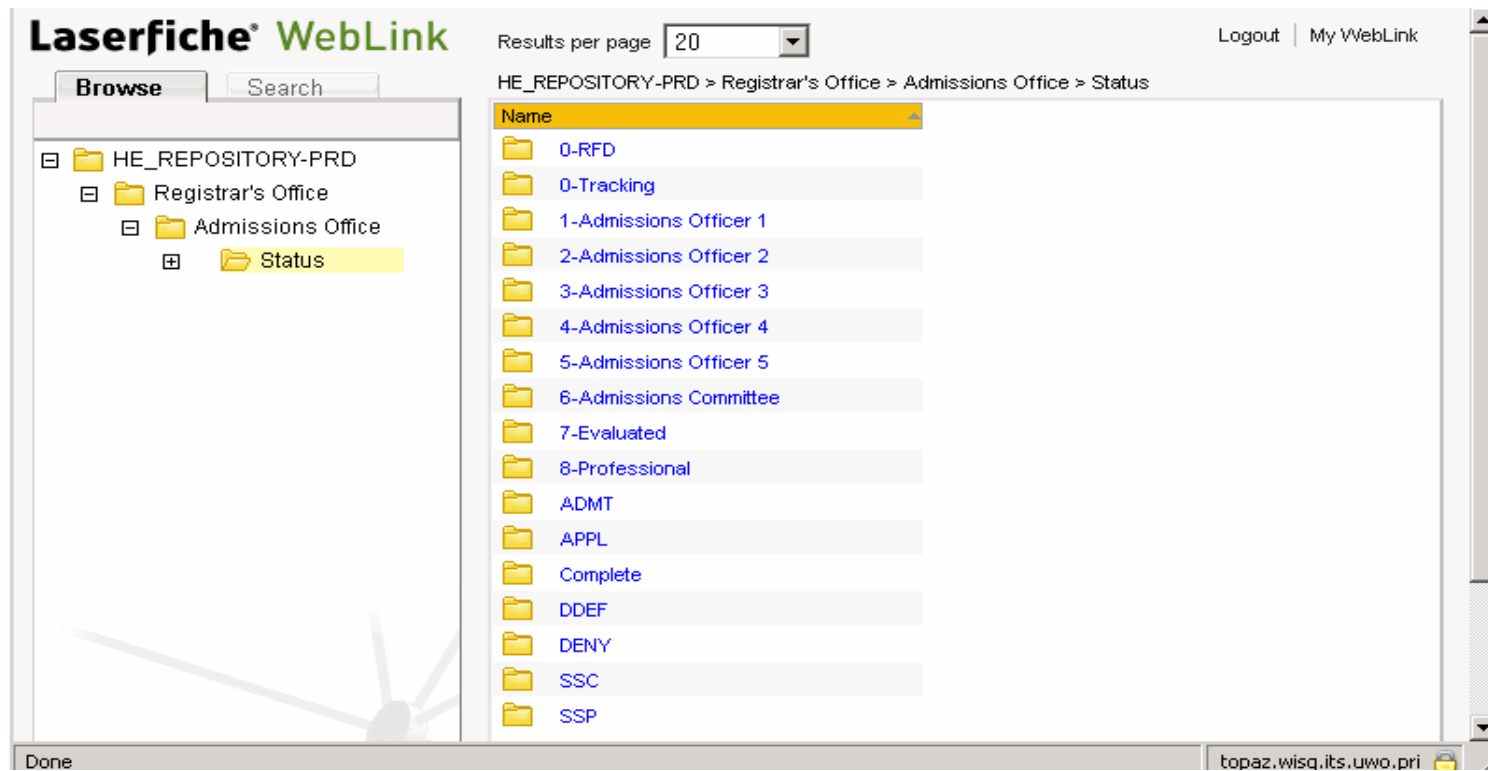
# Modifications to Our Work II

- Double Monitors



# The Benefits of Laserfiche

- Weblink Version



# The Benefits of Laserfiche

- Search Capabilities
  - Every Document is OCR'ed at time of scanning
  - Search by Text, Object Name, Field, Within Folder, Within Volume, Sticky Note, Creation Date or Modification Date
  - Most Commonly used is the Field Search using the Index Card

# Index Card

Customize Search

Field

Template: StudentRecords\_2

StudentID

Date

// to //

Last Name

First Name

Middle Name

Document Type

Search Reset

Admit Type

OUAC

Admit Term

Current Term

Status

ACO Counsellor

ACO Status

Box #

Grad Status

Search Reset

# Laserfiche Costs

- Infrastructure & Servers Licencing fees for the pilot - \$200,000
- Desktop version per license - \$1,100
- Weblink version per licence - \$250
- Desktop version with scan station - \$1,800
- Each of these also required annual software maintenance fees of 20%.



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## **Questions?**

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Undergraduate Recruitment and Admissions  
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