

Document Imaging Revisited Two Years Later

OURA Conference February 26, 2008

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York's Document Imaging History



In the 90's, Admissions used an external software package called ALIAS (Admissions Liaison Image Access System). It ran on the NextStep operating system that Admissions was using at that time.

ALIAS had its own server kept locally in the department. The software included both the scanning and imaging processes. The applicant records were updated in a batch format daily. Images were stored on a separate multi-disk machine, and were available for viewing within the department only.

... history



When the department switched computer platforms over to Windows, ALIAS needed to be re-written or replaced.

YIM (York Imaging Module) was developed in-house by the SIS (Student Information System) Team in 1999. YIM concentrated on the linking of images to applicants' records.

The separate server and storage were no longer needed. Images were now stored in the SIS database, and were later available for viewing throughout the university, using the pre-cursor to DOW -- DWI (Document Web Images). The YIM software still needed to be installed on each client, though DWI was web based.

... history

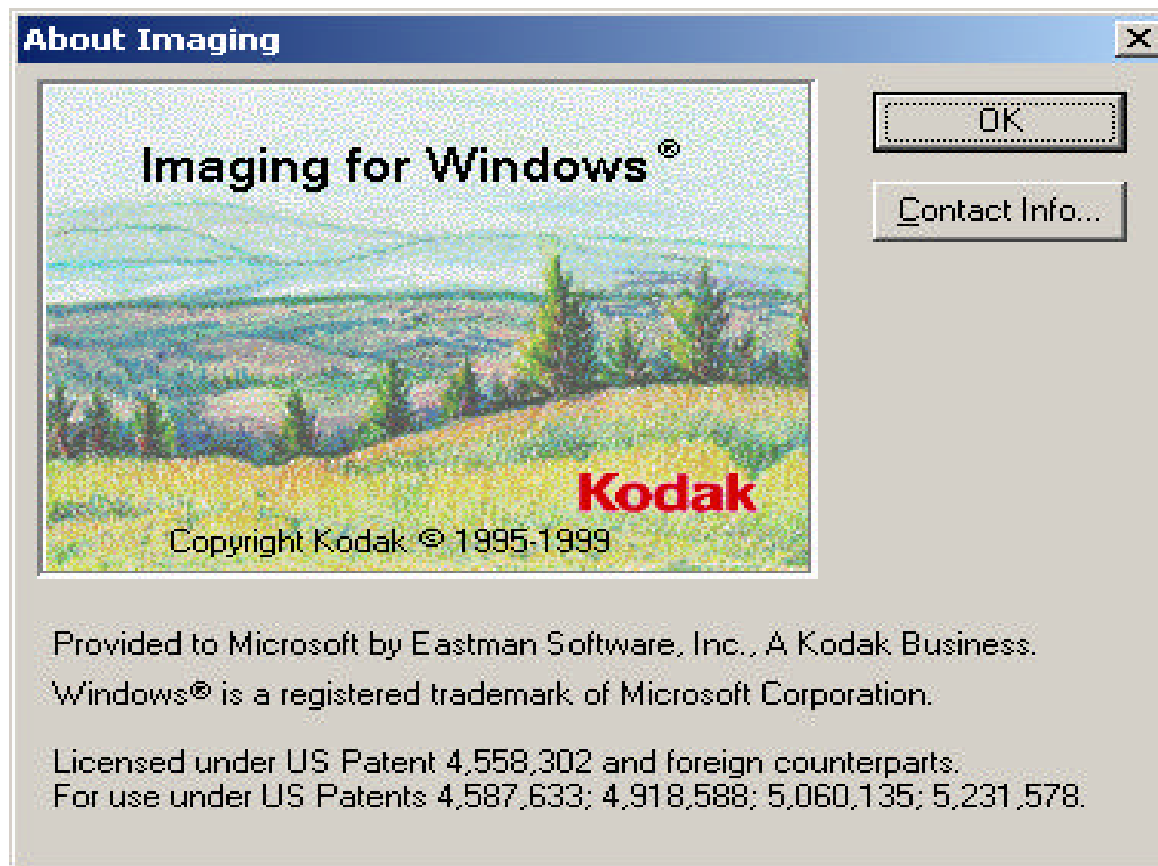


DOW (Documents On Web) replaced both YIM and DWI, and went into production in October 2005. More of the linking process between images and applicants' records is automated. It is fully web-based; no local software is required other than a web browser. Functionality (full processing or viewing only) is based on access permissions.

Viewer:

- Kodak Imaging for Windows - Windows98/2000
 - Current platform XP

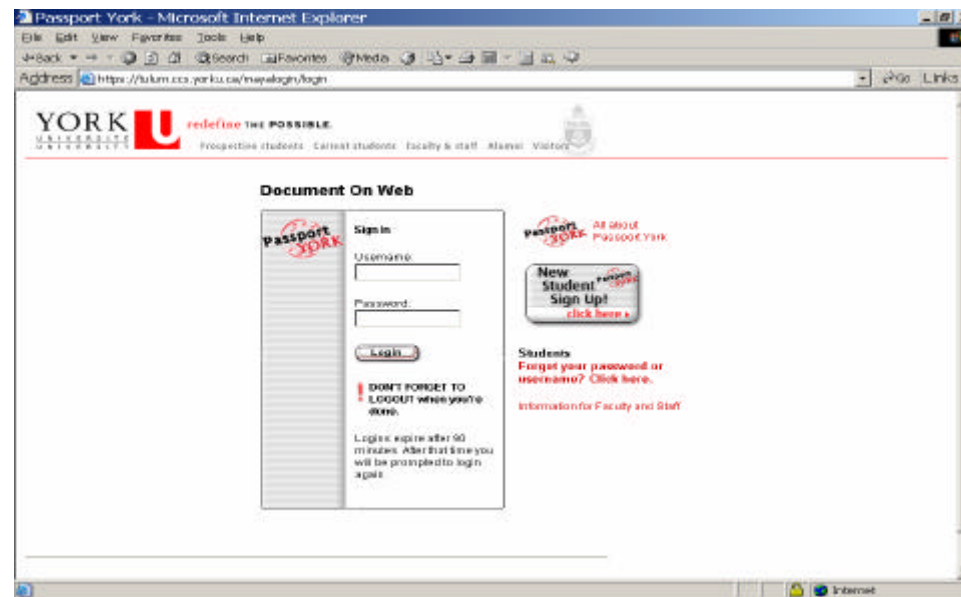
Viewer



Intro: Document on Web (DOW)



DOW is a web based application which is used to image and view documents on file.



... DOW



Documents that are received within the Office of Admissions are scanned and imaged (DOW) into a large records system – SIS.



... DOW



DOW displays the demographic profile, application requirement type and document list.

The screenshot shows a Microsoft Internet Explorer browser window titled "Document On Web - Document List". The address bar displays the URL: <https://crystal.modern.yorku.ca/Apps/WebObjects/dow.woa/5/wo/qaMsUQHNPCL3WpqSLV42OM/5.3.20.7.1.1.1>. The page content includes a navigation menu with "SELECT DOCUMENT", "PERSON SEARCH", "DOW MAIN PAGE", and "OPTION SETUP". A red link "Back to Search Result" is visible. The demographic profile section contains the following fields:

- Official Name (Common Name)
- Student Number:
- Date of Birth:
- Social Insurance Number:
- Permanent Address:
- Local Address:

A blue link indicates "Document uploaded: H:SHARE\Scan\Scanner2\White\028.tif". Below this is the "Application Requirement List" table:

Application Requirement Type (Date Requested)	Institution	State
Transcript - Initial (Oct 12, 2005)	Ryerson Univ, Canada,ON	Received
Transcript - Initial (Oct 12, 2005)	Home Sch, Canada,ON	Required
Transcript - Initial (Oct 12, 2005)	Lasalle S S, Canada,ON	Received

At the bottom, a note states: "If you cannot find the institution you are looking for, please [click here](#) to search for a new institution or proceed to [create a Document Reference](#)."



... DOW



The screenshot shows a Microsoft Internet Explorer window titled "Document On Web - Document List". The address bar contains the URL: <https://crystal.modem.yorku.ca/Apps/WebObjects/dow.woa/5/wa/qMslUQHNPCL3MpqSLY42CM/12.3.2D.6>. The main content area displays two tables. The first table, "Application Requirement List", has three columns: "Application Requirement Type (Date Requested)", "Institution", and "State". It lists three entries for "Transcript - Initial" requests from October 12, 2005, from Ryerson Univ, Home Sch, and Lasalle S S. The second table, "Document List", has three columns: "Document Type (Date Received)", "Institution", and "Image Index". It lists seven entries, including "Transcript - Initial", "Letter - Personal", and "CV/Resume" from October 4, 2005, from various institutions like Ryerson Univ, Lasalle S S, and Indp Learning Ctr.

Application Requirement Type (Date Requested)	Institution	State
Transcript - Initial (Oct 12, 2005)	Ryerson Univ, Canada,ON	Received
Transcript - Initial (Oct 12, 2005)	Home Sch, Canada,ON	Required
Transcript - Initial (Oct 12, 2005)	Lasalle S S, Canada,ON	Received

If you cannot find the institution you are looking for, please [click here](#) to search for a new institution or proceed to [create a Document Reference](#).

Document Type (Date Received)	Institution	Image Index
Transcript - Initial (Oct 12, 2005)	Ryerson Univ	850917a0066
Transcript - Initial (Oct 05, 2005)	Lasalle S S	850912a9417
Letter - Personal (Oct 04, 2005)		851006a9151
CV/Resume (Oct 04, 2005)		851006a9150
Transcript - Initial (Oct 04, 2005)	Indp Learning Ctr	851006a9149
Transcript - Initial (Oct 04, 2005)	Lasalle S S	851006a9148
Transcript - Initial (Oct 04, 2005)	Ryerson Univ	850906a9077



...DOW



Admissions

File Edit Window [Bot[209966900] Web

Documents / Requirements Summary

Student

Documents (2)

Document Type	DateRec'd	Qualification	Image Index	Institution	Office
FRANCKYPT - Initial	07-Feb-05	Y	280121a011	Assumption H S	York Adm
Letter - Academic Verification/Confirmation	07-Feb-05	Y	090121a4014		York Adm

Select Create Delete View Image Display Options

Application Requirements (2)

Type	State	Qualification	Requested Office	Application Type	Institution	ProgramId
Supplemental Applcn Required	06-Feb-05	York Admissions	York Admissions			05 IDA H SP H ADCE-INDL
Transcript - Initial Received	06-Feb-05	York Admissions	York Admissions	Assumption H S		05 IDA H SP H ADCE-INDL

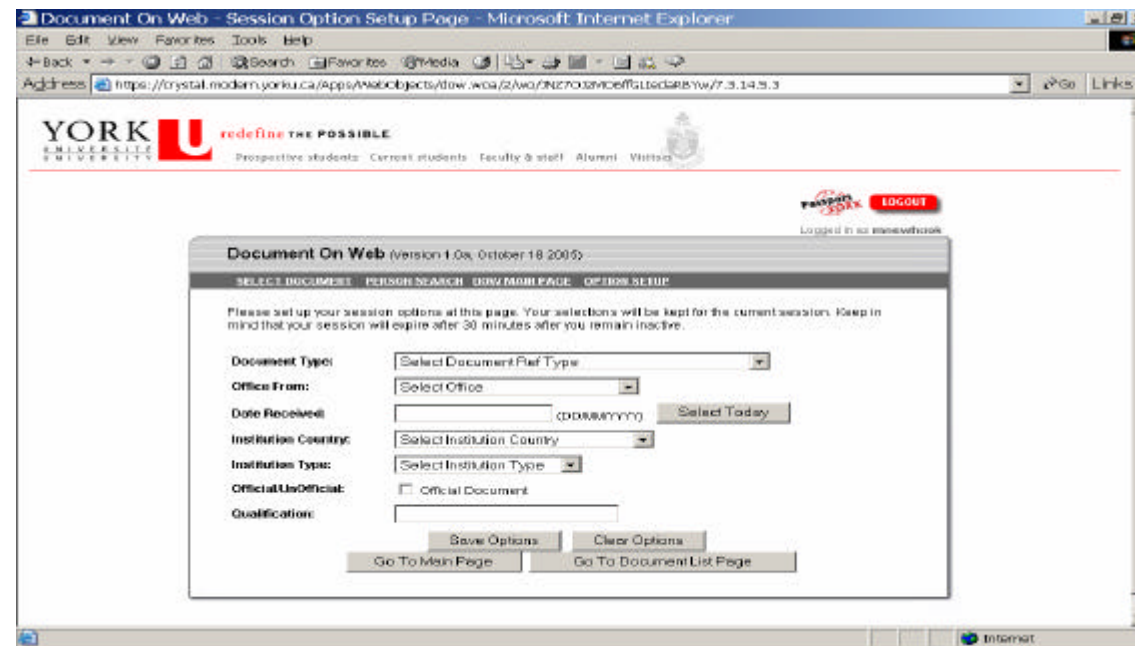
Select Delete Refresh View Application Display Options

View Documents / Requirements Summary

... DOW



At the imaging process, the following fields are selected depending on the type of document.

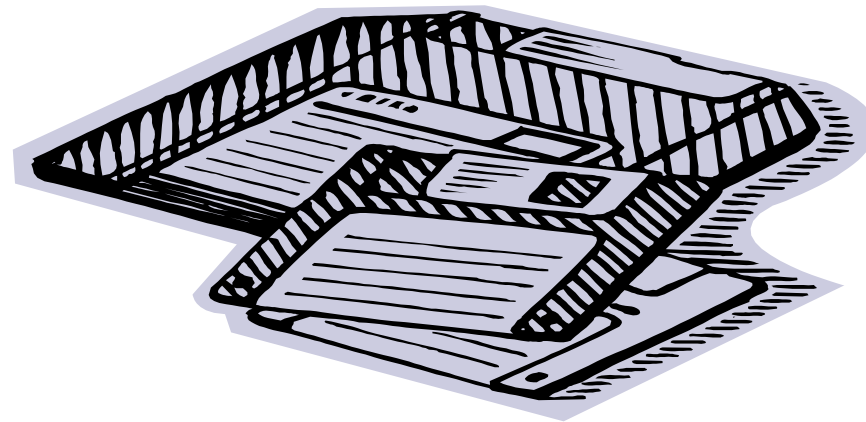


Next steps

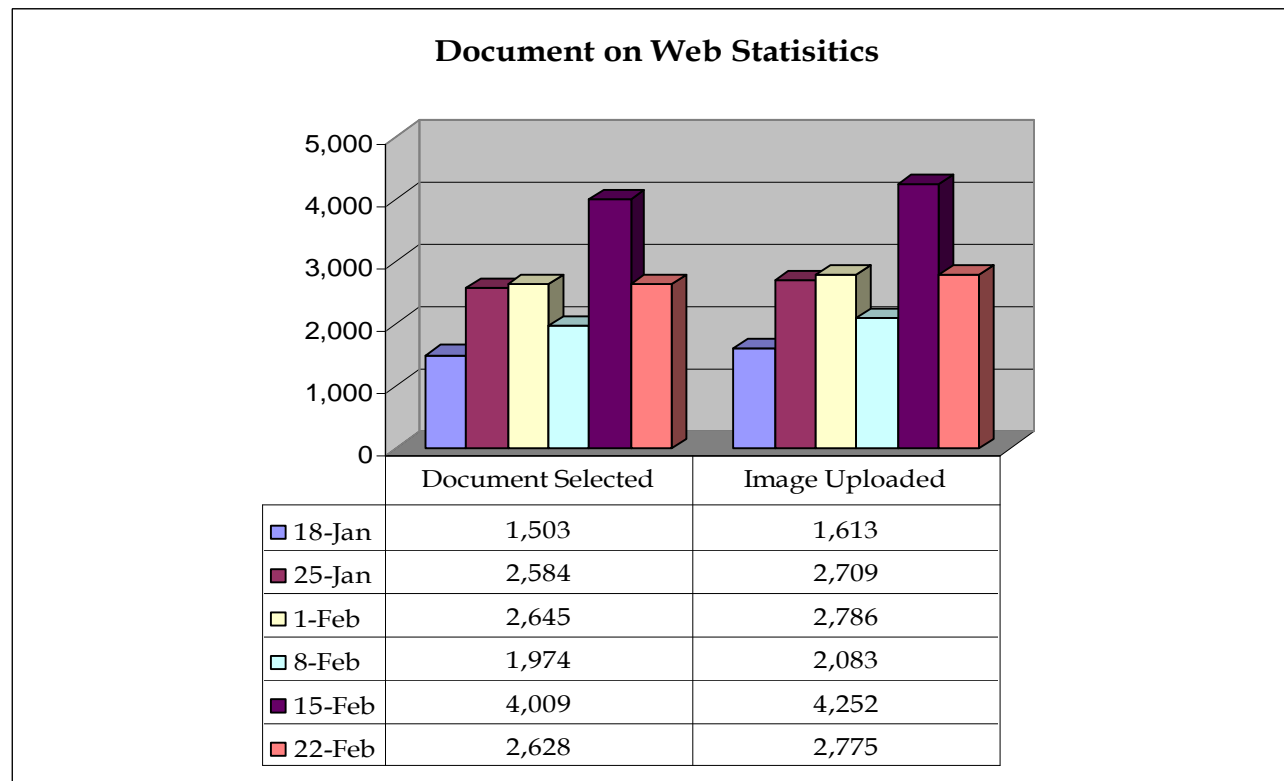


Imaged documents are retained for a certain period of time depending on the type.

- International documents are kept for one year
- Canadian and US documents are kept for two to three months



Imaged documents statistical information



Questions ?



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