



Student Records

Student records of all types, including registration forms, report cards, academic transcripts, attendance, and financial aid documents, must be managed accurately, securely, and privately. Traditionally, students, education administrators, and management teams have relied heavily on paper records, from enrollment and registration forms to grade files and transcripts. This reliance on paper is resource consuming, cumbersome, slow, and prone to human error. K-12 school districts need a better approach to enterprise content management (ECM).

Student Solutions with Content360^o™

Content360^o is an ECM solution that is integrated with PowerSchool SIS and eSchoolPLUS. Providing a direct connection to secure student records, correspondence, and files, Content360^o streamlines the process of locating information, storing data, and maintaining accurate records for PowerSchool school districts. Student records are vital pieces of information that must be handled, processed, stored, and accessed in a specific way. Content360^o provides several crucial benefits for schools and students:

PowerSchool Registration Integration

Content360^o provides integration with PowerSchool Registration to provide seamless document management and digital cumulative folder creation. Documents uploaded to PowerSchool Registration during the enrollment or re-enrollment process are automatically imported and categorized in Content360^o and linked to the correct student in either PowerSchool SIS or eSchoolPLUS. These documents create the kernel of the digital cumulative student folder.

State Reporting

Content360^o can automatically capture, sort, burst, and store state reports for rapid access by school districts. No more printing massive reports and wasting paper, which costs the average

school \$30,000-\$50,000 per year. Improve efficiencies across all operational areas with Content360^o.

Digital Student Records

Student cumulative records can be stored electronically in a central repository so they “move” as the student moves. No more lost student records or misplaced files, and no more worrying about security during folder transfer. Content360^o improves administrative processes.

Transfer and Continuance

Managing transfer requests for students between campuses is simple with Content360^o. The entire process is digital, with no printing and no moving paper. All necessary documents are submitted for approval together, the approval is documented and the appropriate departments are notified when the transfer is approved. Transfer requests suffer no increased chance of becoming lost or misplaced, or sent to incorrect departments or people.

Teacher Access to Student Records

Content360^o integrates with PowerSchool to allow teachers to see appropriate documents from a student’s file right from their in-class computers with just the click of a button. No more waiting for inter-school mail or traveling from one location to another to acquire student documents.

Improve Document Access

Diplomas, transcripts, and report cards are available with immediate access to qualified persons in a private, secure, and reliable manner. Students or parents are no longer required to travel to a school or provide correspondence via mail in order to retrieve these commonly requested documents.



Finance

Getting bills paid accurately and on time is a tedious, resource-draining, weekly process for Finance Department personnel. Human error is a risk, and delayed payments, oversights, and redundancy happen, creating even larger issues not just for the payee, but also for the payer. K-12 school districts today simply cannot afford time-consuming errors. The amount of paperwork generated by and kept on file for the Finance Department is astounding - it can consume huge amounts of desk space, cabinet space, and shelf space, and files are difficult to keep organized in a manner that is easily, but securely accessible. Documents kept on paper are at risk of theft, misplacement, and loss.

The Solution: Content360[™]

Gain complete control of your school district's financial processes with our enterprise content management (ECM) solution: Content360°. Content360° enables finance process automation allowing users to gain control of financial processes while freeing up company resources and budget for more important tasks. An integrated ECM solution can automate finance processes, eliminating delayed pay-outs, redundancy, oversights, and human error.

You'll be able to reduce processing costs, improve productivity, and achieve better accuracy. Link related documents from any department to accounting software records in your financial software application, and instantly retrieve information from any location faster and more accurately than with paper-based accounting methods. Benefits to the finance process include:

Digital Finance Documents

All financial documents are grouped by transaction and stored securely for viewing by only authorized personnel. This allows a single view into a transaction and all related documents for quick processing.

Automated Accounts Payable

Content360° allows you to capture invoices as soon as they are received. Invoices in Content360° can then be routed electronically for approval before finally being keyed for payment. This greatly speeds up the payment process and reduces the chance for lost or misplaced invoices.

Finance Record Retention

Finance records have retention time periods of at least 7 years. Records in Content360° are categorized by type, allowing the district to comply with state records management requirements.

Improved Access

Allow vendors and district employees to have secure and immediate access to the information they need via the web instead of having to contact the Finance Department when they have questions.

Budgeting and Reporting

When budget season arrives or it's the end of a financial quarter, let Content360° help with the distribution of necessary information. Content360° can store reports and budgets online, allowing schools or remote district employees to access the information they need without having to print voluminous reports.

Audits are Easy

When the auditors arrive, provide them with a limited license of Content360° allowing them to retrieve the documents they need to quickly complete the auditing process. Audits are completed rapidly with minimal impact on Finance personnel.



Human Resources

Human Resources involves processing massive amounts of data over the course of an employee's career, from recruiting, hiring, and training to development, changes, and off-boarding. K-12 schools have large volumes of staff turn-over from one school year to the next. They face the immense challenge of handling an incredible amount of paper files, from retaining storage space, to purchasing labor and supplies, to creating new files, updating existing papers, and maintaining organization of it all. K-12 school districts need a better approach to enterprise content management (ECM).

The Content360™ Solution

Content360° is an ECM solution seamlessly integrated with your Human Resources software applications. Content360° ensures superior handling of resumes, applications, payroll inquiries, insurance forms, disciplinary actions, medical records, and more, by storing records and forms electronically. Audits are also simple: easy access to records, including HIPAA and other regulated documents, is available to authorized personnel. Collect, store, and access employee records of all types with Content360°.

Process Management

Use Content360° electronic forms to quickly enter, track, and route documents through all of your employee-based processes. Information is entered online, and forms and documents are routed to the correct personnel for evaluation and approval. The entire process is recorded for audit purposes. Process management with Content360° provides the following benefits:

Professional Development Requests

Approve PDRs quickly and accurately with Content360°. An electronic "paper trail" is retained for safe, private, and accessible file-keeping.

Employee Change Requests

Cut delivery time, investigatory time, and processing time by maintaining an organized process for deduction modifications, division transfers, position updates, pay increases or any other changes to employee information.

Employee On-Boarding

Allow new employees to only fill out information once, electronically. Make sure everything is ready for the first day by notifying departments that a new employee is starting soon. Ensure nothing is missed during the hiring process and that all documents are in place before the employee begins.

Employee Off-Boarding

Make sure access to sensitive information is restricted when an employee leaves your district. Keep files safe and secure, immediately after an employee has off-boarded.

Benefits Documentation

Capture all benefits selections using electronic forms and cut documentation time drastically. Reduce the cost of filing papers, printing, and mailing; employees can access materials and files electronically using a safe, private, and up-to-date system.

Applicant Tracking Application Integration

Content360° provides integration with the major applicant tracking applications to provide seamless document management and digital employee file creation. Documents uploaded to the applicant tracking application are automatically imported and categorized in Content360 once a hiring decision is made. These documents create the kernel of the digital employee file folder.

Supplemental Pay

Manage payment in a timely fashion: generating paperwork, tracking and approving the extra job or assignment, determining which funding source should be applied, reporting to payroll, storing documentation for audits, and more.

Employee Contracts

Automate the generation of contracts, along with delivery and tracking approval. Maintain accurate records of contracts going into effect, changes in contracts, and contract expiry in a secure, automated system.



Payroll

Generating and processing accurate payroll is a time-consuming, resource-draining, weekly process for school district payroll departments. Human error is a risk, and delayed pay-outs, oversights, and redundancy happen, creating even larger issues not just for the payee, but also for the payer. School districts today simply cannot afford time-consuming errors. The amount of paperwork involved in and kept on file for payroll is astounding - it often consumes a huge amount of desk space, cabinet space, and shelf space, and files are difficult to keep organized in a manner that is easily, but securely accessible. Documents kept on paper are at risk of theft, misplacement, and loss.

The Solution: Content360[®]

Gain complete control of your payroll process with our enterprise content management (ECM) solution: Content360[®]. Content360[®] enables payroll automation, allowing users to gain control of processes and freeing up additional resources and budget for more important tasks. An integrated ECM payroll solution can automate the manual processes, avoiding delayed pay-outs, redundancy, oversights, and human error. Benefits to the payroll process include:

Pay Run Reports

Search through pay run reports via the employee ID, not just by the pay run date. This allows quick access to information around specific payroll information. Easily retrieve pay run reports and electronic finance records for audits, inquiries, budget planning, and more.

Digital Payroll Documents

All payroll documents are stored securely for only payroll personnel and the employee to view them. Reprinting information can be accomplished very quickly and easily without involving the Payroll Department.

Payroll Checks

Securely store payroll checks online for employee access. Set up user access based upon your employees' requirements. Ensure your employees are taken care of, so you can focus on other responsibilities within your district.

Payroll Records Management

Cut delivery time, investigatory time, and processing time by maintaining an organized process for employee change requests, whether it's a deduction modification, division transfer, position update, location change, or any other change.

Tax Records

Managing paper tax records, such as 1099 and W2 forms, is extremely time-consuming and often requires excessive personnel resources. Content360[®] organizes, maintains, and presents a concise view of all payroll records for quick and secure delivery in the event of an inquiry or audit.



Document Management for PowerSchool™

K-12 school districts traditionally have relied on paper files for documentation - hundreds, thousands, millions of papers containing information that is critically important. In today's advanced world, an electronically-based document management solution is required for forward-thinking school districts who want to efficiently reduce operating expenses, secure and save information, and increase service levels to students and parents.

Relying on old-fashioned paper filing systems puts your schools at risk for loss, theft, inadvertent misplacement, disorganization, and a lack of preparedness when files need to be found for use. Employees spend hours upon hours every week keeping track of paper files, adding to them, revising them, and searching for needed information that is trapped on paper, wasting thousands of dollars and hours of time. The space required to store so many documents in file cabinets and shelves is enormous - and just grows larger as time passes.

Document Management

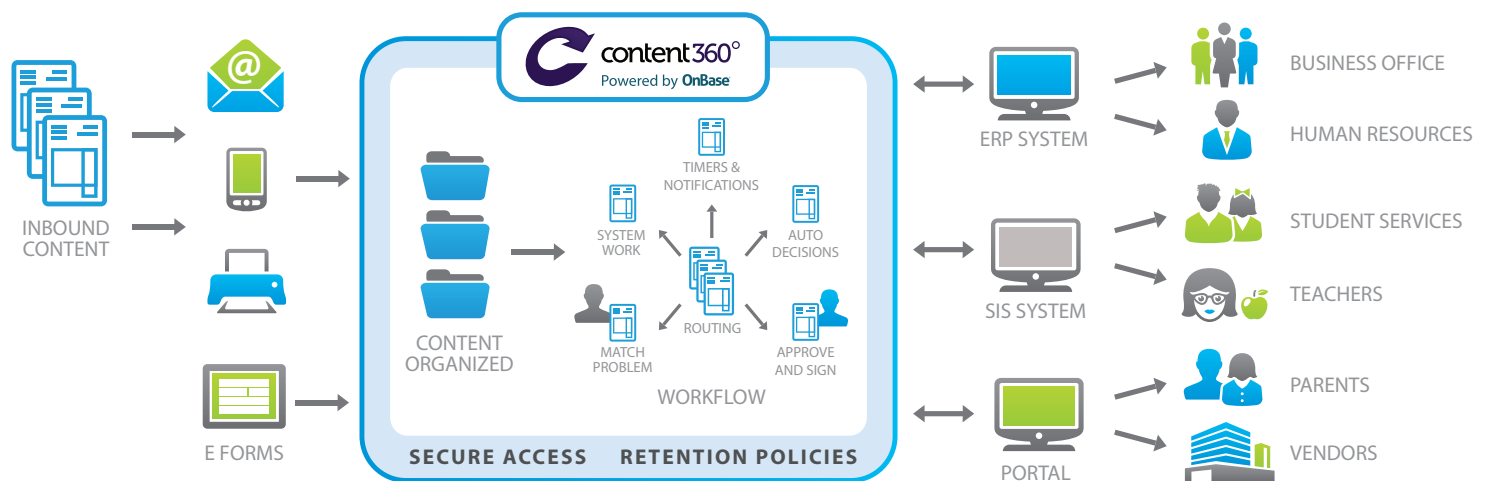
Free up space, protect your documents, and never waste hours of your time searching for paper files again! Everything is stored in and can be shared from one single repository - safely and electronically with Content360°. Content360° is the ECM solution that was designed and built to provide document management, automated workflow and eForms for PowerSchool school districts. PowerSchool clients today need a way to improve document management processes; they need Content360°. Capture content, store and access documents, automate workflows, and enjoy hassle-free integration as you build on PowerSchool's capabilities.

Integrated with PowerSchool

Content360° is built for K-12 school districts and is seamlessly integrated with all PowerSchool applications. This integration allows Content360° to leverage data in PowerSchool for rapid indexing of documents, automatically capture and index any output from PowerSchool, and let your users access documents related to PowerSchool data with a click of a button. Additionally, Content360° can mimic the security in Active Directory to only grant access to users who have the appropriate rights. Content360° is a comprehensive document management solution integrated with PowerSchool.

Features Include

- Store, share, and view any document securely.
- Capture content with ease from MS Outlook, PowerSchool, printers, scanners, imaging products, fax servers, and more.
- Content is instantly indexed automatically using OCR and integration with PowerSchool.
- Integrates with PowerSchool and other applications, putting all documents at your fingertips quickly.
- Manage the lifecycle of all pieces of content to comply with record retention guidelines and ensure every document is properly administered.
- Search through content with speed and ease using any indexed search criteria.
- Rapidly build and publish eForms for data collection via any device.
- Quickly automate processes via a codeless, graphical workflow builder allowing documents to be routed for review.



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