Major University
California

Schooled in the art of document management

University financial aid office saves money through automation

Client Situation

The Financial Aid Office at this major University is using LibertyNET™ software to electronically maintain over 70 types of loan forms, tax returns and other related financial aid documentation. Coupled with appropriate hardware, the system currently stores over 750,000 images in less than five cubic feet of space.

Liberty IMS Solution

Operating in a Windows environment on a Novell Netware Ethernet network across over 30 workstations, LibertyNET shares data with the financial aid office's COBOL-based database and with the University's mainframe system. This shared data reduces manual indexing requirements and greatly enhances office automation.

LibertyNET has captured over 1 million images. These images are available to the central financial aid office and the auxiliary remote office, which serves the University's School of Medicine. Prior to implementation of the LibertyNET software, paper copies of all financial aid documents were maintained for up to five years after a student stopped attending classes.

> *'Now our office runs much more smoothly. And the file cabinets, with their thousands of pieces of paper, are gone!'*
>
> **Assistant Vice Chancellor**
> Financial Aid Office

Now, only a handful of specific documents are maintained in their original form, and these are maintained for less than one year.

In addition to simple document storage, LibertyNET allows staff to rapidly retrieve necessary student data based upon one of seven elements: the student's name, social security number or identification number, among others.

Working in conjunction with the University's New Financial Aid Management On-Line Users System, LibertyNET has greatly improved services to faculty, staff, students and parents.

Always on the forefront of technology, the Financial Aid Office is actively using Automatic Indexing, Optical Character Recognition (OCR) and Bar Code technologies to assist in the automation process.

For this reason, certain forms, such as the Financial Aid Award Letter, are so automated that no manual indexing is required at the point of capture.

Client Benefit

When asked how LibertyNET has affected the Financial Aid Office, the Assistant Vice Chancellor stated, "Now our office runs much more smoothly. And the file cabinets, with their thousands of pieces of paper, are gone!"

Liberty IMS has installed the LibertyNET software in colleges and universities nationwide. With an international client base, and a host of collegiate and non-collegiate installations Liberty IMS promises to meet your present and future cross-departmental needs.

For more information about how LibertyNET can help your company, contact us:

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