



Giving Shape to Ideas



Advanced Document Workflow for Educators.

education



Share. In colleges, universities, local and citywide school districts, K-12 schools and training programs, the rising tide of paperwork has put an increasing strain on productivity and cost-efficiency. To handle this growing workload and allow educators to spend more time in the classroom, Konica Minolta is pleased to offer Dispatcher® Phoenix Education, an advanced document workflow solution designed for educational professionals.

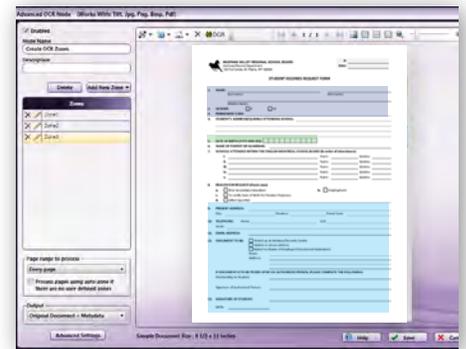
Whether it is automating repetitive manual tasks, sharing admission applications quickly and easily, converting educational documents to searchable and editable text, or indexing student records at the MFP panel, Dispatcher Phoenix Education simplifies document processing for both educators and administrators.

1. STUDENT IDENTIFICATION		STUDENT FULL LEGAL NAME: LAST NAME FIRST		SECONDARY SCHOOL RECORD			
SEX	COMMON NAME	OTHER LAST NAMES USED	BIRTH DATE	SOCIAL SECURITY #			
M							
PARENT OR LEGAL GUARDIAN			2. SCHOOL IDENTIFICATION				
Name:			Name:				
Address:			City:				
State:			State:				
Zip:			Zip:				
City:			Phone:				
3. STUDENT ACADEMIC HISTORY		OTHER PASSING MARKS USED AND NUMERICAL EQUIVALENT		MARKS		CREDITS	
MINIMUM PASSING MARK	GRADE Level and YEAR	COURSES TAKEN	(SPECIAL LEVELS WHERE APPROPRIATE)				
9	2001 - 2002	English Language Arts I				3.0	
		Math				3.0	
		Science				3.0	
		Computer Science (including keyboarding)				3.0	
		Physical Education				3.0	
		Elective				3.0	
		English Language Arts II				3.0	
		Math				3.0	
		Science				3.0	
		World History				3.0	
		Art				3.0	
		Elective				3.0	
		English Language Arts III				3.0	
		Math				3.0	
		Science				3.0	
		Government				3.0	
		World Language				3.0	
		World Language				3.0	
		World Language Arts IV				3.0	
		History and Constitution				3.0	
		Art				3.0	



Safeguard and Secure Student Records

Student records can include sensitive information about grades, teacher evaluations, or psychological profiles that must be safeguarded. With Dispatcher Phoenix Education's intelligent Redaction process, you can permanently redact sensitive information from files – automatically. For additional security, scanned documents can also be converted to password-protected PDF documents.



Automatically Extract Transcript Data

Instead of manually entering transcript data, Dispatcher Phoenix Education's Advanced OCR feature allows you to automatically extract key information from student transcripts for use in other applications. This extracted data can be used to rename, organize, and route files as well as optimize your productivity to better serve students, staff, faculty, and alumni.

Access. Schools are overwhelmed by the vast volume of paperwork that comes in every year, whether it is student transcripts, transfer requests, admission application forms or student exams. And off-site storage facilities are not only expensive but inconvenient as well. With Dispatcher Phoenix Education's automated workflows, you can scan and distribute documents to network and local folders, email recipients, FTP servers, document management systems, such as Microsoft SharePoint®, and cloud storage services such as Box, Dropbox, WebDAV, Microsoft OneDrive, and FileAssist, Konica Minolta's cloud-based document management solution.

Dispatcher Phoenix Education can also provide image files and file metadata for use in educational back-end systems, giving you instant accessibility to the information you need, exactly when you need it.





Share Academic Information

Index, scan, and store your paper-based curriculum resources and class materials into Microsoft SharePoint. The SharePoint Connector allows you to log into your Microsoft SharePoint account, choose the appropriate SharePoint library, index your document for future retrieval, and upload your scanned documents into SharePoint – directly at the MFP or via an automated workflow. Dispatcher Phoenix Education also includes connectors to cloud storage services, such as Box, Dropbox, FileAssist, and much more.



Edit Document After Scanning

Searching through or modifying student records and other paperwork is easy with Dispatcher Phoenix Education. Your scanned documents can be automatically converted to editable and searchable formats, such as text, Microsoft Word, Microsoft Excel, PDF Searchable, PDF/A for archiving, etc.



Utilize. Dispatcher Phoenix Education is a member of the Dispatcher Phoenix family of workflow automation products designed to streamline and automate document processing. Other features include:

Watermark:

Automatically add "Confidential" watermarks or the school's logo as the background to scanned documents.

Highlight/Strikeout:

Mark up key student information in forms, applications, transcripts, and other important education records using intelligent technology.

MFP Panel Integration:

Scan, index, process, and route education records directly from the MFP. Dispatcher Phoenix Education's folder browsing feature allows you to view a Windows Explorer-like view of your PC's folder structure to easily find a scan destination folder.

Image Enhancement:

Improve the readability of scanned student loan applications and other educational forms with Dispatcher Phoenix Education's automatic Despeckle and Deskew processes.

Annotate:

Automatically mark student admission materials as "received," with the current date and time and send to the appropriate admissions committee member.

Visit kmbs.konicaminolta.us/dispatcherphoenix for more information on other Dispatcher Phoenix offerings.



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