



LRS[®]
OUTPUT MANAGEMENT

DRIVVE | IMAGE

for Education





Driveve | Image for Education

For educational institutions like schools, universities, kindergartens, and day care facilities, it is important to process and archive documents at a low cost and in a time-saving manner. When handling the personal data of children, students, and school staff, discretion and proper document routing are critical.

Making teaching materials available in digital form is increasingly important in this information age, as the trend is moving away from paper copies of teaching materials. Digital document distribution gets information to stakeholders when and where they need it, quickly, economically, and in an environmentally friendly way.

Driveve | Image Functionality

The Driveve | Image solution helps educational institutions of any size put an end to stacks of paper and digitize any type of document efficiently and intuitively. Gone forever is the need to wait hours next to the scanner.

Predefined scan jobs not only enable companies to automate the digitalization and archiving of scanned documents, they also let you transfer documents via fax or email in a single step. You can easily select the message recipient via a database connection or Outlook address book.

Advantages

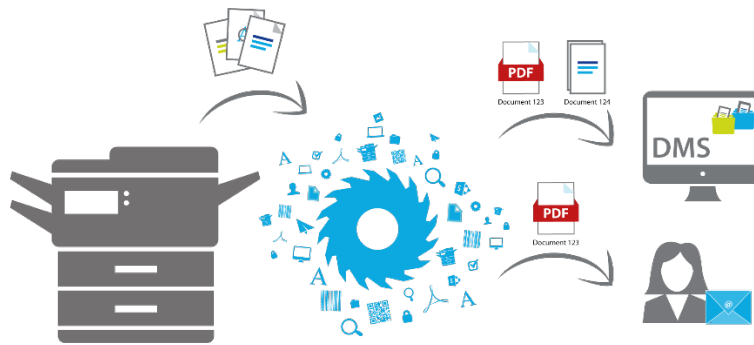
- **Complete all processes with the touch of a button** - Digitize, archive, and forward documents with a single touch of a button, and take advantage of various connectivity options in a single workflow.
- **Experience a new level of usability** - Driveve | Image users enjoy an intuitive interface, enabling them to avoid lengthy introduction workshops and training; most users don't even realize they are working with scanning software.
- **Establish centralized device management** - All scanning devices are managed centrally by the administrator - the software is installed one time on the server instead of local workstations, so configurations can be deployed on all devices at the same time.
- **Protect the environment** - By eliminating the need to copy and send documents to multiple people company, you can directly deliver the latest information in digital form. This saves time, reduces costs, and in addition it improves your company's carbon footprint.
- **Protect your data** - Prevent unauthorized access to sensitive documents or student data thanks to the sophisticated rights system, log-in functionality, PDF encryption and seamless connection between the scanning device and the archiving software or database used for storage.

Example

As a research associate at a university, Oliver spends most of his day working with paper documents. Most of these are incoming documents such as student applications or internship certificates. To transfer these documents, Oliver logs in to the scanning device, scans the document to the archive system and simultaneously sends it to the relevant audit office or university administration. This simple scanning process significantly accelerates the university's response times for all faculties.



Oliver is also responsible for various teaching events at the university. He shares the instructional material for such events digitally with students. After selecting the literature, Oliver scans the relevant documents with the appropriate file name and simultaneously places them in his personal network folder. In addition, he can insert his personal contact details during the scanning process and send the documents straight to the students. Drive | Image software automatically carries out image cleaning and transmits the documents as easy-to-read and searchable PDFs to the selected students. Oliver is the message sender and can add custom text, such as course name, date and time, if needed. The University can reduce time and costs by providing the documents digitally rather than in paper form.



More about Drive | Image software and selected reference reports can be found at Drive.LRSOutputManagement.com.