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## Extending XtenderSolutions

*Presented by: Louis Chen  
SunGard Higher Education*

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10:45 – 11:45 am

Evaluation Code 684

# Session Rules of Etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session

Thank you for your cooperation!

# Introduction

- The purpose of this session is to introduce ways to extend imaging benefits on campus
- Attendees will get an overview of options for:
  - Output Capture
  - Full-text Indexing
  - Media Distribution
  - Storage Management
  - Workflow
  - Data and Forms Capture
  - Records Management

# Session Agenda

- Output Capture
- Full-text Indexing
- Media Distribution
- Storage Management
- Workflow
- Data and Forms Capture
- Records Management
- Q&A

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## Output Capture

*Improved Customer Service  
and Reduced Paper Generation*

# Output Capture

- Provides direct access to outgoing bills, letters, reports and other printed documents
- Automatically retains and files exact copies
- Allows staff and faculty to see same view of data and document as recipient
- Improves audit experiences
- More secure than paper – and no filing!
- More usable for customer service

# Output Capture

- ApplicationXtender Reports Management
- Also known as ERMXtender
- Processes text files in basic configuration
- Options available for PDF (recommended), AFP, Metacode, and PCL print stream processing of embedded fonts and graphics
- Robust administration and unattended high volume print stream processing

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## Full-text Indexing

*Flexible Document Retrieval*

# Full-text Indexing

- Allows retrieval of documents by any word or phrase
- Flexible manual or automatic filing of documents
- Not needed for all documents
- Well suited to larger unstructured documents and “difficult to file” materials

# Full-text Indexing

- Some good full-text candidates
  - Resumes
  - Contracts
  - Grant documentation
  - Scholarship materials
  - Policy documentation
  - Board minutes

# Full-text Indexing

- Full-text Index Server
- Recommended - OCR Network option for full or partial page OCR
- Applicable to digital originals directly (e.g.... word processed docs)
- Applicable to scanned images via full-page OCR
- OCR Network also supports direct OCR from image on manually selected data for copy/paste

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## Media Distribution

*Offline Content Access  
and Portable Document Databases*

## Media Distribution

- Search and view documents offline from CDs
- Create read-only document collections
- Allow disconnected staff to carry 1000's of docs
- Deliver auditor-requested materials in a convenient, searchable format

# Media Distribution

- ApplicationXtender Media Distribution
- Also known as ReportXtender (RX)
- Unlimited CD creation from simple document database queries from licensed RX workstations

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## Storage Management

*Secure and Simplified  
Document Storage*

# Storage Management

- Increased Security
  - Lock-down document storage access on Windows
  - Application-based authorization eliminates parallel need for user network privilege maintenance
  - Session-level access only means no ability to directly access server resources outside of application
  - No change in experience for users

# Storage Management

- Automated File Movement
  - Automatically archive, copy, move, or purge documents based on file-level characteristics
  - Moves documents between devices and media types (e.g.... hard disk to permanent WORM optical)
  - Reduces back-up volume on primary disk
  - Multiple primary servers can share archival resources
  - No change in experience for users and applications

# Storage Management

- Increased Security – DiskXtender Data Manager
- Automated File Movement – DiskXtender MediaStor
- MediaStor includes one Data Manager license for single primary storage, but can be used with multiple Data Managers for multiple primary storage devices

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## Workflow

*Business Process Automation,  
Notification, and Tracking*

# Workflow

- Automatically notify staff and faculty of new documents
- Monitor activity status and approvals
- Quickly complete work items
- Increase timeliness and decision quality
- Communicate progress to external constituents
- Customize business processes without mods

# Workflow

- SCT Workflow
- Route SCT Banner forms, data, and document access
- Single sign-on from Luminis and to Banner/BXS
- Easily build simple, custom online forms for use in workflow processes
- Receive tasks in SCT Workflow work list, via email, or through Luminis channels

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## Data and Forms Capture

*Reduced Processing Costs  
and Increased Accuracy*

# Data and Forms Capture

- Data Capture
  - Eliminate manual data entry from paper forms
  - Improve accuracy of data
  - Reduce staff training needs for paper processes
- Forms Capture
  - Automatically file scanned paper documents
  - Simplify work for office staff

# Data and Forms Capture

- SSD AXIOM for Data Capture
- SSD capture solutions (AnyDoc) for Forms Capture
- ICR (handprint), OCR (machine print), barcode, and OMR (mark sense) reading
- Forms redesign and optimization services

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## Records Management

*Preservation, security, and disposition  
of digital and physical records*

# Records Management

- Bridges IT data management and Records Manager concerns
- Auditable and defensible document authenticity and integrity
- Scheduled, permanent, non-discoverable expunging of documents and metadata with certificates of destruction
- Holding of individual records from destruction as needed for legal or other case review
- Tracking physical location of paper, film, or boxes
- Barcode generation for physical records
- Tracking location of digital information outside of BXS

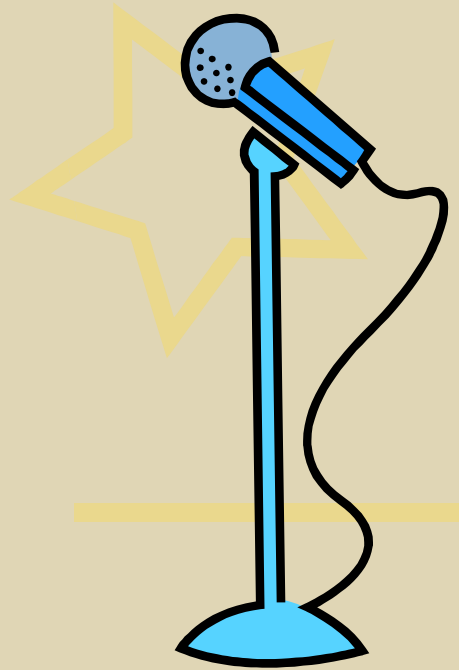
# Records Management

- Retention Manager for ApplicationXtender for automated retention policy application
- Records Manager for ApplicationXtender for additional compliance needs, including DoD 5015.2
- Access to records from within desktop (ApplicationXtender) or web (WebXtender) interfaces for both

# Summary

- A range of integrated options are available today for SCT Banner XtenderSolutions
- Functional capability can be added in stages as needed or in initial deployment
- Contact your SunGard Higher Education representative for more information

# Questions & Answers



# Thank You!

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Please complete the on-line Evaluation Form  
Evaluation Code 684

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