Eliminate Excess Paper with DocuWare

Presenters: Tom Bourgeois and Kari Robertson
Why Document Management?

- Create a central repository across the university
- Phase out usage of shared drives and shadow systems for document management
- Improve data integrity and reporting capabilities
- Provide document encryption
- Enable document keyword search
- Eliminate hard copy documents
What is DocuWare?

STORE

SEARCH

SHARE

SECURE
Campus Users

Existing Users
- College of Humanities
- College of Medicine
- College of Social and Behavioral Sciences
- Financial Services Office
- Office of the President
- Office of the Provost
- University Information Technology Services
- University Libraries

New Users in 2015
- College of Engineering
- Contract & Research Support Program
- Human Resources
- Sponsored Project Services
- Steward Observatory
Nomenclature | Tray
Nomenclature | Indexes
### Nomenclature | Cabinet

![Docuware Interface](image)

<table>
<thead>
<tr>
<th>Type</th>
<th>Sample</th>
<th>Memo Example</th>
<th>Text Example W/O Mask</th>
<th>Text Example W/ Mask</th>
<th>Date Example</th>
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DocuWare

STATEMENT OF WORK

OBJECTIVE
The objective of this project is to implement a university-wide enterprise document management and electronic filing system that stores and organizes documents.

The focus of this project is to:
- Create a central repository for all contracts across the university;
- Provide document encryption;
- Improve data integrity and reporting capabilities;
- Improve document keyword search;
- Eliminate hard-copy documents; and
- Eliminate usage of shared drives and shadow systems for document management.

The pilot estimated completion date is within 4 months from the date the vendor provides the license keys. Pilot will be considered complete when HR and ORCA/SPS each have the desired customized cabinet available and end users are trained.

CONTEXT
The university has no central repository for contracts. These documents are currently stored on shared drives, filing cabinets, and a variety of document management shadow systems. In fact,
Basic Functionality

- Full Text Search via Optical Character Recognition (OCR)
- Import / Drag and Drop
- Email into DocuWare
- Access Control
- One Click Indexing
- Customized Indexes including Select Lists
- Personalized Stamps
Availability

- Business Offices
- Departments
- Colleges
- Central Administrators
Annual Costs

DocuWare Enterprise Server  FREE
Module: Import  FREE
Module: Barcode & Forms  FREE
Module: Connect to Outlook  FREE
Module: Smart Connect  FREE
Module: Workflow Manager  FREE
Module: Mobile  FREE
Module: Autoindex  FREE
Excessive Storage  ????
How to get started?

- Identify business processes
- Determine users
- Review regulatory and/or records retention rules
- Select DocuWare Department Administrator
  - Must be able to manage Active Directory groups
APPLY: http://uits.arizona.edu/services/docuware

QUESTIONS: docuware_help@list.arizona.edu