



HP Forms and
Document Automation
Solutions for Education



What if you could...

- Leverage existing print streams by adding forms to them before documents are printed?
- Reduce or eliminate the costs associated with sourcing and storing pre-printed forms?
- Improve operational efficiencies and reduce physical storage requirements with automated electronic document archiving?
- Create self-mailing report cards and transcripts to eliminate the staff hours required to manually stuff reports into envelopes?
- Respond immediately to changes with on-demand document creation?

Reduce printing costs, improve responsiveness and optimise your existing applications with HP Forms and Document Automation Solutions.

Though most educational institutions entered the digital age more than a decade ago, paper documents still are a significant part of student life. From report cards and transcripts to tax forms and student bills, paper remains a critical link among students, staff and administrators.

For many of today's educational institutions, the document-creation process remains rooted in the beginnings of the digital revolution. Software used to track student performance or manage staff was developed when dot matrix printers were considered state of the art. The inflexible technology requires essential documents to be output on pre-printed stock, often on dedicated printers. These institutions absorb the considerable cost to source and store this pre-printed stock.

The average cost of pre-printed paper stock is nearly three times that of blank paper stock. Likewise, it can cost more than three times as much to manually process forms versus electronic processing. As a result, electronic forms can save educational institutions more than \$1 per form, giving schools and districts the ability to reallocate hundreds of thousands of dollars in annual spending.*

What's more, untold staff hours are consumed manually stuffing reports into envelopes. Should the school need to make an unexpected change to a document format, an already inefficient process becomes even more pronounced. Staff members must hire a designer to update the form, contact a printer to print the new forms, wait for the forms to be printed and shipped, then endure the expense and inconvenience of having to destroy the outdated forms.

Fortunately, there is a modern approach to creating and distributing forms—HP Forms and Document Automation Solutions.

*According to CAP Ventures, the cost of one piece of pre-printed 8½ x 11-inch form is 17¢ (U.S.) per page, compared to 6¢ (U.S.) for a blank piece of paper. CAP Ventures also estimates that 15 to 25 percent of pre-printed materials are either thrown away or out of date but still used. PriceWaterhouseCoopers estimates that the average processing costs for an electronic form is 36¢ (U.S.) compared with \$1.26 (U.S.) for a paper invoice.

Key benefits of the HP Forms and Document Automation Solutions

Using the HP Forms and Document Automation Solutions you can apply leading-edge capabilities to transform your paper documents into powerful, professional-looking documents. The solutions allows you to:

- Design forms easily via an intuitive “what you see is what you get” (WYSIWYG) interface.
- Embed advanced formatting elements such as magnetic ink character recognition (MICR) fonts, logos, watermarks and digital signatures.
- Personalise output based on recipient profile.
- Distribute automated forms to local and remote output devices.
- Encrypt and decrypt sensitive data.
- Deliver on unique customer requirements using printer, multi-function device or server-based configurations.
- Redirect discretionary automatic print jobs to any available print queue.
- Connect to DOS, UNIX®, Windows®, AS/400 and mainframe platforms.
- Integrate functionality with leading enterprise content management systems.

HP Forms and Document Automation Solutions enhances your existing IT infrastructure with industry-leading imaging and printing tools.

HP Forms and Document Automation Solutions, powered by our enhanced single- and multi-function products, can help your institution address day-to-day challenges by enabling secure, on-demand document creation, distribution and archiving. This solution integrates into your existing IT infrastructure without any modification to existing applications, hardware or student data.

The solution analyses the printer-bound data stream from your legacy applications and automatically imports it into the appropriate graphics-rich template. In some applications, the solution might automatically generate multiple

documents from the same data stream—such as an ongoing transcript and a quarterly report card. Another benefit is the ability to generate self-mailing report cards and transcripts on the fly. The HP Forms and Document Automation Solutions can even generate e-documents for automated electronic archives.

To create form templates or automate your pre-printed forms, simply use the solution’s integrated forms design tool and convert paper forms into sharp, intelligent documents.

HP three-part approach

HP imaging and printing solutions help enterprise customers reduce costs, increase worker efficiency and accelerate business results. Specifically, we work with you to:

Part one: Optimise infrastructure

By aligning specific IT operations with business goals, HP can help solve today's issues and build a plan for the future to address your most critical challenges.

Part two: Manage environment

Working together, HP can help you focus more on your business, reduce support and supplies costs, and tighten security.

Part three: Improve workflow

By streamlining your document-intensive processes, HP can help you deliver a more efficient and accessible environment for managing and sharing information.

Why HP?

HP is a globally recognised leader in imaging and printing solutions for large organisations. HP offers technical expertise, and reliable products and solution sets that allow our customers to benefit from:

- Consulting services, including procurement, installation, management and support that can be customised to enhance your organisation's effectiveness
- Powerful solutions to optimise your environment, improve the bottom line and help the planet

How do you get started?

Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your company save money.

To learn more, visit

www.hp.com/apac/enterpriseprint/solutions.

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