



Optimized for Higher Education

## Document Imaging and Workflow Radically Transforms Operations at the University of St. Thomas

The University of St. Thomas (UST) – Minnesota’s largest independent college and one of the top-ranked universities in the Midwest – actively seeks out advanced technologies to serve their more than 11,000 students across four locations. So, when UST’s main campus in St. Paul faced space constraints caused by an abundance of paper files, UST turned to electronic document management to alleviate the problem.



“We looked at several products that would have required a lot of time and labor for our IT department to build and expand them,” says Tony Wilkinson, UST’s Manager of Document Management and Reporting. “After evaluating several technologies, we chose Optix for its ease of implementation and excellent cross-platform support.”

UST was able to train on and deploy Optix in record time - less than one week. Optix’s easy-to-use graphical interfaces enabled non-technical staff to design index screens and workflows - minimizing IT intervention.

Optix helped UST attain their goal of reducing storage space. The Controller’s Office, Academic Affairs, and School of Education alone freed up 25 filing cabinets previously occupied by paper documents.

### Supporting Hundreds of University-Wide Users

UST’s IT department quickly recognized that Optix could not only offer space-saving benefits, but also be deployed across multiple departments for even greater operational efficiencies. And Optix seamlessly integrated with UST’s existing Sungard-SCT PLUS System and has proven its flexibility as UST has transitioned to Sungard-SCT’s Banner System - minimizing the need for additional training. Today, Optix supports over 40 scanning input stations and hundreds of users distributed throughout UST, including:

**Undergraduate, Graduate, and Law School Admissions:** who enjoy streamlined application evaluation and reduced applicant turnaround time, using Optix’s built-in workflow functionality. The resulting cost savings have allowed UST to eliminate application fees, thus increasing their ability to compete for top students.

"Optix has streamlined our admissions committee review process.

We feel that getting admissions decisions out the door in a timely manner can help in increasing our yield on admitted applicants. We are able to offer a higher level of customer service."

Cari Haaland  
Director of Admissions  
University of St. Thomas  
School of Law

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**Registrar's Office:** who is now completely paperless, thanks to Optix. The registrar team scans and routes all incoming correspondence according to document type. UST maintains all student records electronically, in Optix, where they are quickly and securely updated, searched, and viewed.

**Accounts Payable:** who use Optix and Optix workflow to house all invoices, expense reports, and other payables.

**Facilities Management:** who store material safety data sheets in Optix for easy cross-campus access.

**Financial Aid:** who maintain critical forms and documents in Optix and exploit the system to present essential data to auditors.

Optix also supports the university's Development Office in their efforts to track alumni – a key element in their fundraising efforts. And, to meet international student reporting requirements, UST employs Optix to maintain required application, immigration, and photo ID records.

## A Core Operational System

"Optix has truly become a core operational system at the University of St. Thomas," notes Wilkinson. "We have found Optix to be extremely flexible and customizable to address any of our document management and workflow challenges. Using Optix, we can design and deploy a completely new, secure repository with custom indexing and query screens in about an hour. That ease of use, coupled with world-class technical support, has made Optix one of our most relied-upon technologies."

As UST poises for continued growth, they will continue exploiting Optix functionality - such as more extensive use of bar codes, forms processing, COLD, and publishing tools.

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Tony Wilkinson  
Manager, Document Management and Reporting  
University of St. Thomas



## About Us

mindwrap, inc. is a premier provider of innovative document management and workflow solutions to the education, commercial, and government markets. mindwrap's flagship product, Optix, is a highly-scalable and flexible solution that can be customized to meet client's document management, imaging, workflow, COLD/ERM, text search, forms processing, and database publishing needs, and integrates seamlessly with legacy and third-party applications. Known for its technology leadership, delivery, and customer service excellence for over 15 years, mindwrap is headquartered in Flint Hill, Virginia.

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