"LET'S TALK ABOUT
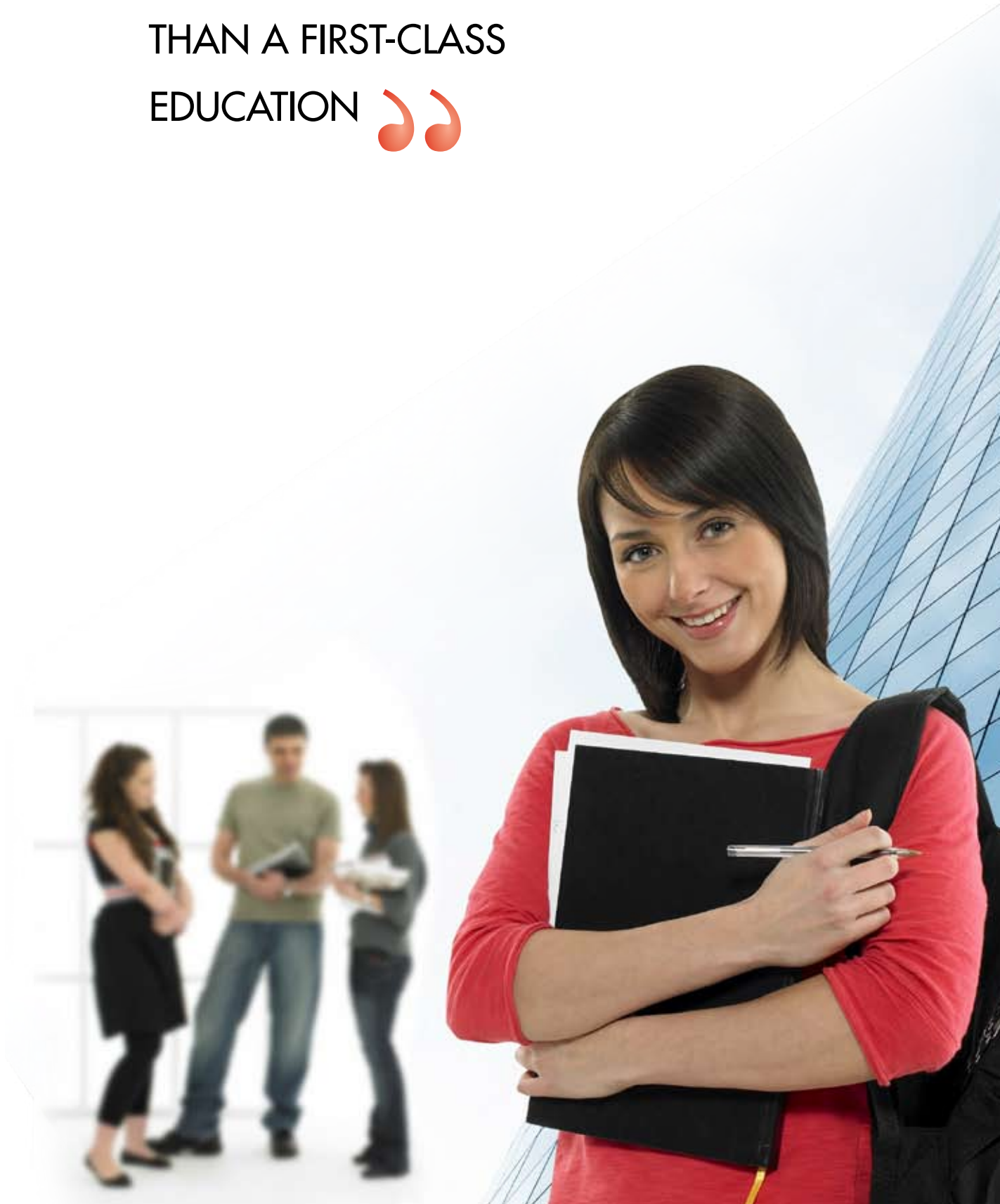ALWAYS DELIVERING MORE
THAN A FIRST-CLASS
EDUCATION"

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The global education market has experienced an exponential growth. The increasing competitiveness due to the rising affluence and global mobility has led to a more discerning pattern when selecting an education institution amongst students.

While academic excellence reflects the institution's reputation, its ease of administration and support processes which affect the students' total experience has also become an increasingly important decisive factor.

We can help realise this opportunity by providing intelligent business solutions, mainly in managing a large amount of students' data efficiently. Our solutions will improve tasks of various complexities ranging from student enrolment processing to the printing of student's materials within campus.

Let's talk about how Canon's customised solutions will take productivity to the next level.

STUDENTS' APPLICATIONS PROCESS MADE SIMPLE

Part of the student acceptance process involves sorting out hundreds of student application forms manually, a tedious task that intensifies during school enrolment periods.

Manual collation, sorting and distribution of hard copies are not only time-consuming, but also prone to human errors. Moreover, sensitive information may be compromised, as they are accessed by multiple parties in the administrative process. On top of that, there are cumbersome mail merge software programmes to deal with.

Canon's business solution is the answer to a streamlined and systematic workflow that will save you a significant amount of precious work time, minimise errors and optimise productivity.

Upon selection or rejection of applicants based on pre-set database filter rules, softcopies of Acceptance Packages and rejection letters are generated. Acceptance letters are automatically collated with application forms of the respective faculties to form an Acceptance Package.
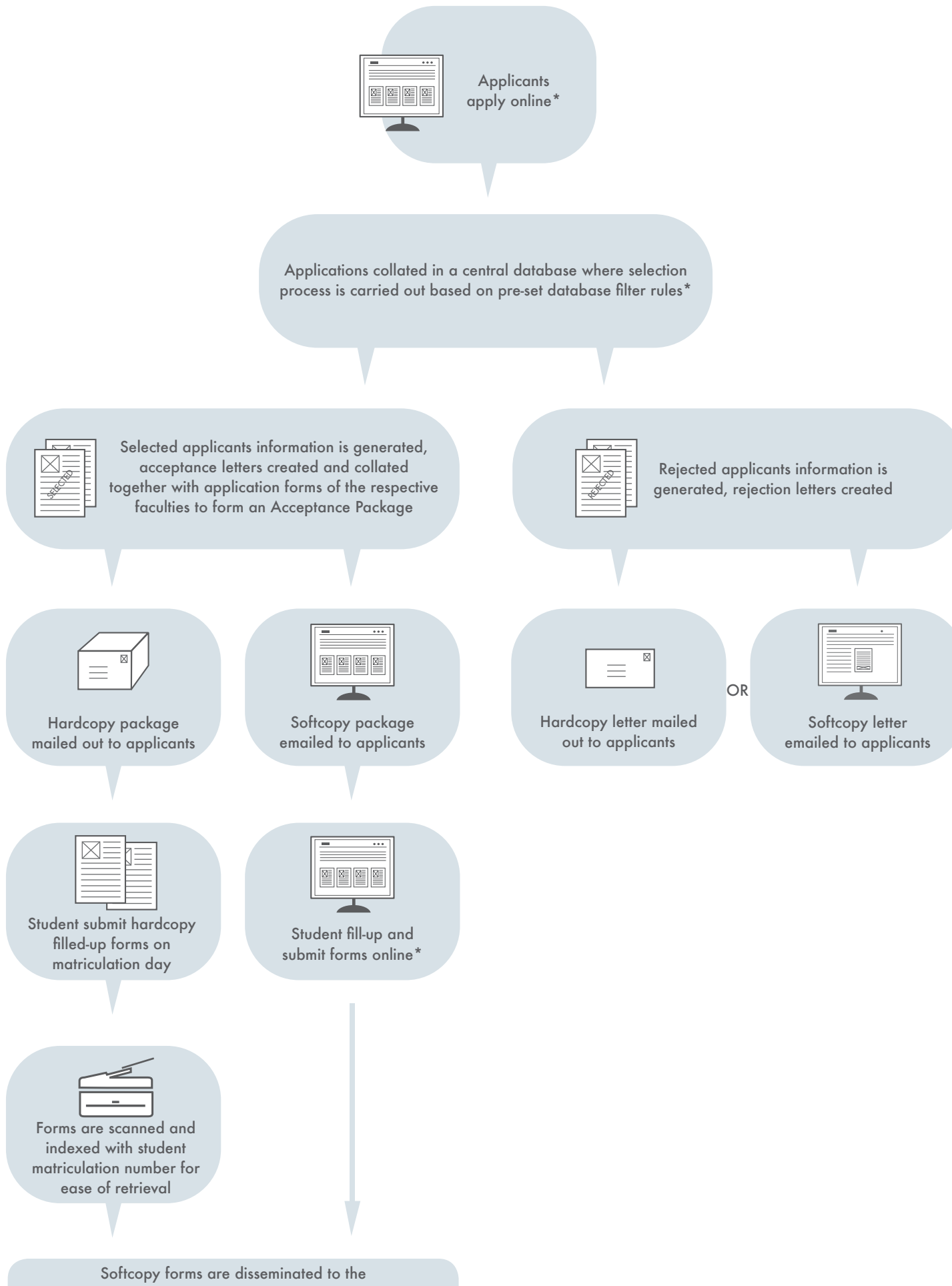
Students can fill up the application forms and submit them online, or on the matriculation day. Completed forms together with scanned copies of the relevant documentations are collated and distributed electronically to the respective faculties.

Benefits at a glance:
- Saves time and labour with electronic collation and sorting
- Digitised documents allow faster retrieval
- Easy, cost-effective distribution with digital documents
- Enhanced security with defined people accessing sensitive information
- Enhanced professionalism with personalised acceptance and rejection packages
- Higher student service satisfaction due to minimised human errors

Student Acceptance / Rejection Process Now Simplified

Applicants apply online*

Applications collated in a central database where selection process is carried out based on pre-set database filter rules*

Selected applicants information is generated, acceptance letters created and collated together with application forms of the respective faculties to form an Acceptance Package

Rejected applicants information is generated, rejection letters created

Hardcopy package mailed out to applicants

Softcopy package emailed to applicants

Hardcopy letter mailed out to applicants

OR

Softcopy letter emailed to applicants

Student submit hardcopy filled-up forms on matriculation day

Student fill-up and submit forms online*

Forms are scanned and indexed with student matriculation number for ease of retrieval

Softcopy forms are disseminated to the

STORE AND RETRIEVE STUDENTS' RECORDS EFFORTLESSLY

Currently, the school's staffs in a department or faculty need to prepare a file for each student which consist of information directly related to them. These files are kept and retrieved manually, resulting in time wastage, an increased possibility of human error, reduced efficiency and higher labour and storage costs. Information security may also be compromised.

Over time, new documents are added such as student transcripts, results slips, copies of birth certificates and medical reports – requiring large storage spaces that continue to physically expand. This incurs higher rental costs and increases safety risks such as fire hazards.

How can you achieve a better overall efficiency and improved service to boost your institution's performance and reputation?

Just turn to Canon's business solutions.

With Canon, student records and associated information can be stored and organised in a document management system for archival and updates.

Each student record will have updated information and documents added to it such as transcripts, scholarships, etc. These are scanned and stored digitally for effortless and speedy retrieval.

Benefits at a glance:
- Minimise heavy manual collation and sorting, thereby improving efficiency
- Reduce printing, paper, labour, distribution costs
- Quicker response time to departments and students' requirements with quick retrieval and access to information
- Workflow processes are streamlined
- Reduce human error and improve work efficiency
- Allow documents to be stored safely, without compromising information security
- Uphold the integrity and reputation of the institution

Student Records Management Now Simplified

Existing student information are populated into the document management systems

Electronic documents and records are dragged and dropped into unique students record folders

Hardcopy documents and records are scanned directly into unique student folder

Selected applicants information is generated and stored in a database system for archival and updates

Periodically, updated documents and information (such as transcripts, scholarships, etc.) are scanned or stored in soft copies in the DMS for easy retrieval

PRINTING ON CAMPUS,
THE WAY STUDENTS WANT IT

Students print large amounts of research materials, assignments and worksheets regularly within campus. These items have to be physically brought to the printing facility to be printed. Unfortunately, when a file is not processed successfully, the student has to return to their computer to check the file and bring it over again.

This traditional workflow is exposed to many other potential setbacks that delay the printing operation. The extended wait often leads to a stressful situation for both the students and printing facilitator. Occasionally, the manual calculation of printing costs also leads to disputes.

Wouldn't it be great if every student and campus staff could submit their materials for printing online and know exactly when they will be ready for collection?

Canon's business solutions makes this absolutely possible.

Canon allows students to submit their materials online and select their desired print options such as duplex printing, colour and finishing. The cost is then calculated based on the selected options, and presented for confirmation. Once confirmed, the print job will be queued at the print facility for printing. Students need only be there at the designated collection time to pick up their printed materials. It's really that simple and hassle-free.

Benefits at a glance:
- Students and staffs can submit print jobs online for added convenience
- Shorter turnaround time leads to higher customer satisfaction
- Print facility saves costs with efficient use of printing devices and less labour required
- Cost is communicated and confirmed prior to printing, eliminating disputes
- Clarity of print job description (e.g. stapling/binding) enhances satisfaction

Print Job Submissions Now Simplified

Student downloads lecture notes/
research materials
or
completed assignments

Student submits materials for
print online

- Select media, print options
  (e.g. duplex, colour)
  and finishing
- Cost is calculated based on
  selected options
- Student to confirm print job

Student collects printed materials
from copy shop

"

With Canon's customised solutions, business can be simple. You can streamline your document workflow processes to ensure a smoother, more productive, highly effective business for better growth, stronger sales and increased profits. Let's talk today.

For delivering a satisfying education experience,
visit us at www.canon-asia/business.com

Canon

Delighting You Always