

## OVERVIEW

# Treeno Enterprise Document Management Education K-12

**Treeno Securely Manages**

- Student Transcripts
- Student Independent Education Plans
- Student Medical Information
- Human Resource Files
- Teacher Contracts
- Teacher Certificates and Licenses
- Student and Faculty Portfolios
- Student Application and Registrations
- Financial Documents
- Meeting Minutes and Agendas

Public and private schools of all sizes struggle with managing, securing and accessing business documentation related to students, employees and back office files. Treeno's Electronic Document Management (EDM) can help your school enhance security while lowering your operation expenses by enabling authorized users access to files instantly.

A typical school system processes thousands of physical documents each year including student transcripts, student Independent Education Program support files, student medical information, student portfolios, human resource files, teacher certificates and licenses, teacher contracts, meeting details, back office and financial documents.

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## Discover the Power of Treeno Enterprise Document Management (EDM)

Treeno EDM is an easy-to-use and extremely powerful integrated document and workflow management system that enables educational institutions like yours to capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many users as your organization requires.

Treeno empowers your school to streamline operations, improve efficiency, reduce costs and simplify audit preparation.

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## Transform Your Organization

Educational institutions are searching for ways to operate more efficiently and reduce reliance on paper based information. Not only do schools have massive amounts of paperwork to deal with, but much of it has regulatory implications, from privacy issues, to reporting for adherence to assorted government programs. The documents need to be filed appropriately, accessible when needed, but only available to approved staff. With paper files, this can be a time consuming nightmare.

## Ensure Document Integrity and Security

The ability to track and control sensitive information using a centralized repository and clear audit trail is paramount for financial services organizations. Treno EDM includes comprehensive audit trail capabilities, including task date and time stamp, task originator, task description and related document activities.

With Treno you can eliminate the possibility that documents stored in your EDM system will be altered without detection, ensuring undisputed authenticity of records. And, integrated notification capabilities can inform management when relevant content within the repository is updated.

Disaster recovery is also greatly improved, as items previously managed via fax, mail, and other paper means are now stored in the Treno repository. With Treno EDM, documents of all types can be backed up in a secure fashion and are protected from theft, accidental loss, or destruction.

### Schools rely on Treno to:

- Secure student and employee confidential documents from unauthorized access
- Improve access and efficiency to documents by authorized users
- Protect transcripts through its life cycle
- Reduce paper, paper storage, photocopying and faxing costs
- Reduce storage costs
- Improve internal productivity
- Reduce operating costs (storage, retrieval, photocopying, and administration)
- Enable productivity tracking and accountability, ensuring turnaround requirements are always met
- Streamline integration with existing management systems such as Power School, Blackbaud's Student Edge, Rediker and more
- Exchange data rapidly with all departments
- Simplify district wide access to critical documents
- Reduce demand for physical storage space
- Ease the burden of regulatory compliance
- Improve your ability to manage contracts and budget revisions
- Streamline and automate document retention and destruction processes

### ABOUT TRENO SOFTWARE

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treno can help you— call **800.528.5005** or visit us on the web at **[trenosoftware.com](http://trenosoftware.com)**.