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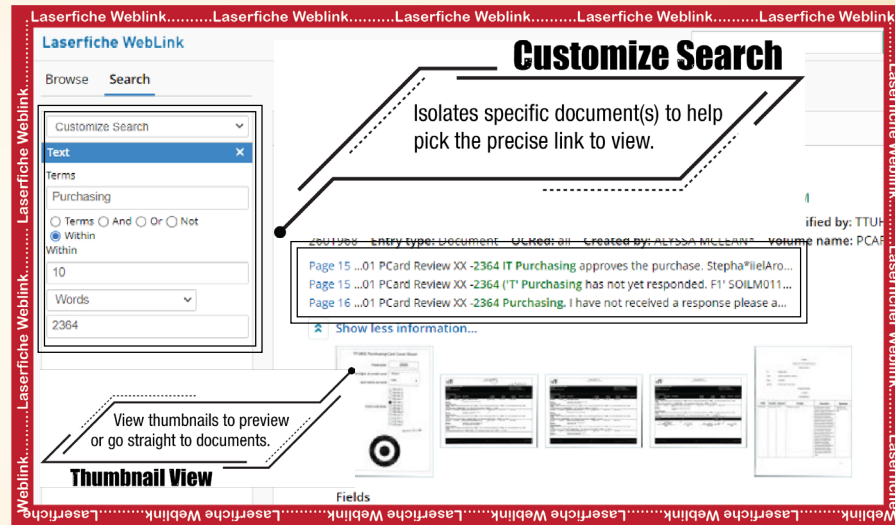
TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Business Affairs

Simplify Document Storage and Retrieval

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Storing files digitally through Document Services cuts the time spent searching for information and reduces the time and money wasted storing and distributing documents. By storing electronic images of paper documents in a secure central server, authorized people can access any document in seconds from their computers. Document Services is a division of General Services. We offer two distinct primary products:

1. Archival Document Imaging through Laserfiche to make paper files readily accessible to both on-site and remote workers. The documents are scanned, indexed, and full-text OCR'd and then available for retrieval through a secure website. Multiple layers of security are available; the simplest of which only requires an eRaider login. Several indexes can be applied to each file to make it extremely easy to locate documents, for example - Name, MR ID, DOB, R#, PO# - whatever applies in your instance. Since the entire document is OCR'd you can search for Name AND a specific word and Laserfiche will show you all occurrences with context lines and a thumbnail view so you can go straight to the information you need.

   Digitizing records frees up needed room in offices, greatly simplifies retention policy compliance, and gives you a trail of everybody who accesses a record (if requested prior to access).

2. Workflow Automation using Laserfiche Forms. This is a secure version comparable to Google Forms. You can launch workflows and emails and conduct surveys or almost anything in a secure environment with customizable outputs.

We have high speed scanners and staff that will get the job done for you, or we can combine the above and design a form that allows you to import and index your own files. All fees are billed through FOP.

For more information or to get started, contact documentservices@ttuhsc.edu or Arthur.pare@ttuhsc.edu.

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