

ENTERPRISE CLOUD-BASED SHARING FOR YOUR CAMPUS

From admissions processing to campus construction projects, sharing and collaborating on documents with those inside and outside your institution is key. However, the way this is often done today – via unsanctioned public file-sharing tools, inefficient email and USB drives, or IT resource-intensive FTP sites – leaves gaps in visibility, security and control.

ShareBase by Hyland is an enterprise cloud-based file-sharing product that enables you to securely share documents with those inside and outside your institution while retaining ownership over what is being shared. Read on to discover how ShareBase can add value across your campus and beyond by equipping your staff, students and external stakeholders with secure sharing capabilities.

1 Vendor contracts

Simplify the exchange of and collaboration on agreements, terms and conditions, and contracts with external vendors. Once final contracts are approved, they can be stored in a vendor management solution.

2 Admissions

Make information and documentation available to valuable third parties, such as prospective students and their parents, during the admissions process and supporting events. For example, easily collect prospective student information for Admissions Processing and Review, including content like recordings, videos and graphics for candidate review in specific programs; exchange iterations of marketing collateral with programs across campus; and aggregate content to share with prospects for campus tours.

3 Campus RFP processes

Manage RFP and RFI processes by sharing files to gather input from individuals across campus or by sharing RFPs externally with participating vendors. Collect RFP submissions and move the contract-winning RFP into your permanent records in OnBase or another document management solution.

4 Formal gift contracts

Large dollar donations often require a contract - sometimes called a gift agreement - between the donor and the institution/foundation, outlining how money will be spent, reported, etc. Share these agreements with donors as they move through the process, then finalize and store them in OnBase, where they'll be associated with the actual gift record.

5 Advancement campaign planning

Campaign planning frequently involves interaction with outside marketing agencies, collaboration with event venues for major kickoff and milestone celebration events, and work with alumni groups around the country. Collect and share information with these external groups in a secure environment while tracking all interactions.



6 General board planning and agendas

Boards of trustees, cabinets, foundation boards, museum boards, alumni boards and other committees that support the mission and strategy of your institution often need to access and exchange key documents. ShareBase provides the ability for these external parties to securely share.

7 Outside agency/community advocacy

Whether your institution engages in the community by serving on committees, supporting federal and state advocacy groups, coordinating programs to serve local organizations or hosting events, ShareBase simplifies necessary document-sharing among both those inside and outside your campus network.

8 Facilities planning and project documentation

Submit and review plans, contracts and documentation with external parties and vendors for major campus construction projects.

9 Accreditation process

As your institution gathers required information and documentation to support the accreditation process, ShareBase can facilitate that exchange with secure, controlled access for involved parties.

10 Employee recruitment and hiring

Human capital management and employee application solutions manage the submission of some documents, but submissions for faculty may involve the collection of more documents and work examples than niche solutions typically allow. ShareBase can be used to collect and coordinate these materials to simplify the employee review and hiring process.

11 Tenure and promotion

Faculty review of a tenured position often requires a large number of supporting documents. Store files to make them easily accessible not only to the employee seeking tenure but also to previous employers who need to submit recommendations and others involved in the review process.

12 Legal office

Coordinate and share documents with outside attorneys and third parties using tight security controls. Move final documents into OnBase to leverage deliberate records management policies so that documents are never retained past their rightful duration.

13 Curriculum review

As new programs begin or you consider terminating old programs, leverage ShareBase to collect information and create a well-documented curriculum review process. This may include materials from outside curriculum vendors like Cengage.

For more information visit ShareBase.com »