# The True Cost of Paper and PDFs on Campus

Do you know how much paper & PDFs are costing your institution?



## The True Cost of Paper

Submitting Paper Forms: Let's take for example, a simple "Change of Major" Process. Institutions may see up to 10% of students change their major annually.1



The average cost per

paper form.<sup>2</sup>



**Major change requests** Assuming a school has 10,000 students.





processes does your institution process every day?

How many more paper

**Processing Paper Forms:** 



2-5 hours Per expense report or invoice.3



15-18 **Full-Time Employees** per month.



**Problem 1:** 

**Cost of Human Error** 





Easily make mistakes due to lack of automated checks.

Problem 2:





ncreased Risk Misplaced or incorrectly shared papers can easily expose

Problem 3:





No easy way to share forms with multiple departments on campus.

**Vasted Time** 

### To Print, Scan or Email?

The True Cost of PDFs

Are PDFs really more cost effective?



Are they secure?

of PDFs

are printed



according to AIIM survey.5 With thousands of PDF forms processed daily, costs between processing and licensing quickly skyrocket.

Problem 1:

Average cost to manually

per PDF



who sent them. Problem 2:

PDFs make your institution vulnerable to data breaches:



# Sending via email or printing makes them vulnerable to phishing.

### Problem 3: Risky Saving

**Poor Tracking** 

No way to see where they've been, who has seen them or

**Insecure Sharing** 



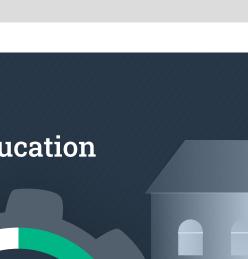
Often saved on personal devices, vulnerable to ransomware or theft.



paying administrators to

manually process forms?

#### **Automation:** The Future for Higher Education Digital automation is the way



The Materials

How much are you paying

for paper materials, PDF

editors, and other tools?



The Risk

How much sensitive

breach?

information do you stand to

lose in the event of a data

forward for higher education

institutions.

The benefits of automation: **Increased Visibility Enable customized** 

reporting.



**Percent of Higher Education institutions** 

that are integrating automation tools today<sup>7</sup>

## **Integrated Data**

Reduce human error

and liability.

**Increased** 

**Agility** 

Quickly respond to shifting market demands.



Do More,

Spend less time on

manual processes.

**Faster** 





The Solution?

implemented quickly without regular IT support and maintenance.

Kuali Build is a low-code forms and workflow solution, built exclusively for higher education. Build is secure, easy to use, and is an invaluable tool to any institution looking to modernize and streamline administrative processes.

**Contact Kuali today for a free demo.** Kuali.co/build

¹ https://www.insidehighered.com/news/2017/12/08/nearly-third-students-change-major-within-three-years-math-majors-most <sup>2</sup> https://www.aiim.org/pdfdocuments/IW\_Paper-free-Capture\_2012.pdf

<sup>3</sup> https://edtechmagazine.com/higher/article/2019/07/survey-finds-universities-waste-time-manual-expense-reports 4 https://www.aiim.org/pdfdocuments/IW\_Paper-free-Capture\_2012.pdf 5 https://www.aiim.org/pdfdocuments/IW\_Paper-free-Capture\_2012.pdf <sup>6</sup> https://acrobat.adobe.com/us/en/acrobat/pricing.html

<sup>7</sup> https://edtechmagazine.com/higher/article/2019/08/how-get-higher-education-it-teams-ready-cloud

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