Imaging Software

SCView is our flagship imaging and content management solution designed to streamline document archiving, retrieval, collaboration, and security. It allows authorized users to capture, view, edit, annotate, and manage scanned images, electronic documents, and forms with precision. Access is centrally managed with customizable permissions at the user, group, department, or enterprise level, ensuring each user sees only what's relevant to their role. Comprehensive auditing tracks all document actions like viewing, editing, and sharing so administrators can monitor activity in real time or generate reports to support accountability, compliance, and regulatory reviews.

SCView Imaging System provides additional benefits with:
- Standard TIFF/PDF images utilized for importing/exporting images.
- Remote access capabilities for off-site locations.
- Ability to process multiple data feeds from other systems for viewing.
- Unlimited grouping feature for easily managing large amounts of data.
- Full support for SSO and MFA to ensure secure, seamless user access.
- Apply, enforce, and maintain records retention policies consistently across all data.
- Split screen viewing for side-by-side comparison, editing and review of documents.

When new upgrades to the CORE system are released, they will be provided at no additional cost. These updates apply to standard CORE system enhancements. Any custom software requested by the customer may include programming fees, which will be documented in writing.

Comprehensive Scanning Services

Scanning services are available for paper, microfiche, microfilm, bound books, historic documents, large format, and other media as needed and will include all of the following:
1. All labor, boxes, packing, labeling, and transportation for your records
2. Provide you with a box report that details each box and its contents
3. Prepare your documents for scanning – remove staples, paperclips and binders, unfold/ repair pages, move sticky notes to a blank portion of the page, etc.
4. Rotate all pages to the correct orientation and quality control every single page, run enhancement software for maximum clarity
5. Upload documents into SCView for easy searchability with indexes (*i.e.* search criteria)
6. Complete quality control audits on each box at the conclusion of the project
7. Store scanned records for 60 days at not cost for review, then at the end of that 60-day period – destroy at no cost, maintain in storage (at rates specified), return documents to you (additional fees may apply).

Digital Document Conversion

We can seamlessly migrate your existing digital documents, whether they're stored on your network drives or housed in another document management system, directly into SCView. Our team brings over all associated index information so nothing is lost in translation, giving you a single, secure, fully organized location for all your records. This ensures continuity, improves accessibility, and keeps your document ecosystem streamlined moving forward.

SCView Modules Available for a Custom Solution

Electronic Forms/Workflow

- Make ANY form paperless… no need for scanning, shredding, printing or paper anymore
- Reduce costly paper handling and manual routing with custom workflows
- Accelerate the delivery of paper and manual form-based information
- Tracking, routing, auditing and process awareness
- Reduce errors and improve accuracy

SCView eSignatures

- Requesting e-signatures is a simple as sending an email.
- Save time, cut costs, with secure, legally-binding e-signature
- Manage multiple e-signatures with our intuitive dashboard
- View real time updates when someone view, signs or declines a document
- All documents are automatically archived in the SCView document imaging repository
- Signed documents can also be routed through a custom workflow if desired

Form Campaign (available only with Electronic Forms/Workflows Module)

- Send out electronic forms through an easy to manage campaign (Example: Contracts/Salary Notices)
- Documents can be tracked for signatures and automatically archived within SCView
- Utilize custom workflows to streamline your campaigns and make sure signatures are collected
- Pre-fill custom forms to ensure data integrity and eliminate errors
- Unlimited use cases for any department (Student Services, Human Resources, Treasurer's Office)

HR Onboarding Module

- Streamline onboarding through SCView
- Paperless and self-service, so employees can dive in on their first day
- Easy setup with customizable preboarding packets per job type or category
- Route documents to adaptable workflows for processing
- Onboard Employees with digital signature
- Give your employees a home for all new-hire documentation
- All documents automatically archive in SCView for long-term retention

Hiring Module

- Allows organizations to manage and post jobs
- Automatically manage and engage with applicants
- Easy setup customizable departments, expiration dates and job types
- Applications can route to a custom workflow for easy tracking/management

IPDP/Certification Module

- Simplify your Professional Development process
- Streamline approval process with Local Professional Development Committee
- Easily track progress of professional development activities from SCView
- Track certifications through SCView
- Staff certificate tracking for supervisors

Mileage/Expense Tracking Module

- Automatically tracks distances and locations using Google Maps
- Allows tracking of non-travel expenses and attachments (receipts)
- Streamline approval processes
- Integrates to Accounts Payable process and builds to Financial Packet
- Offers ability to store commonly travelled to locations for easy input

SmartSub Substitute Management

- Allow regular staff to enter and manage absences through an easy-to-use interface
- SmartSub will manage the opening with a pre-determined substitute pool
- Manage helpful documents like lesson plans with each absence
- Uses mobile text and e-mail to facilitate filling open positions
- Administrators can approve and manage all staff openings
- Fully integrated to SCView Leave Requests for one-stop leave entry
- Generates attendance report for easy import to payroll system
- Ensure the best substitute is in place by leveraging preference and exclusion lists to match with the most qualified substitute

OCR Add-On for all Document Types

- Ability to do full-text search for words within scanned pages
- OCR search will be applied to all document types within SCView
- This feature does not offer any type of additional search capabilities for hand-written documents

Public Facing Limited Access Portal

- This feature allows a customer to share specified document types for public access
- No log-in necessary for access
- Allows for documents to be publicly available via a link (examples: Board Minutes and Yearbooks)

Let's work together to build the SCView solution that's best for your district

Special Pricing Available for all Member Districts