

# echive<sup>â</sup> at Work

*NYU's Office of International Students and Scholars  
Masters Document Management with echive<sup>â</sup>*



## History

New York University is one of the largest private universities in the United States and includes 14 schools and colleges. With a total student population of 51,000, it attracts students from a wide diversity of countries. Recognizing that international students have important legal responsibilities and specific concerns, NYU provides a center dedicated to the needs of the international student. The Office for International Students and Scholars (OISS) is the University's liaison to the United States Immigration and Naturalization Service and the United States Information Agency. The office assists members of the NYU international community with all matters of special concern to them and serves as a referral source to other University offices and academic departments.

## The Problem

All transactions regarding status as a student in the United States are handled by the OISS staff and all international students are expected to observe the immigration regulations of the United States. Managing the magnitude and variety of forms and paperwork as well as maintaining an accurate paper trail for a large international student population was becoming increasingly difficult.

## The Solution

Open Archive Systems presented an echive answer to the OISS problem. All student records can be maintained in one database and accessed throughout the office with advanced search, locate and view desktop tools.

The solution begins with scanning original official documents and applying customized property indexing using echive TIFIndexer. Property indexing fills in information for fields such as name, country, document type, graduation date, immigration status, etc. The scanned file, with its indexed data, is then imported into an echive Organizer database. Organizer provides the framework for search (property fields or full text), view, print and distribute functions.

echive Explorer, installed on each desktop, allows a document to be accurately located, viewed, printed or launched into its native application for editing. A functional add-on to Explorer permits any desktop to easily index new documents. A right click on any file in Windows Explorer brings up the "send to - echive vault". By selecting this option, an indexing dialogue box automatically pops up. Simply fill in the fields with information appropriate for that file and send it to the vault for incorporation to the database.

Now, original documentation and accurate information for all international students can be easily accessed and maintained by the Office of International Students and Scholars.

## About Open Archive Systems, Inc.

Open Archive Systems, Inc. is a leading drawing and document management software developer and integrator. Solutions include document and drawing management, distribution, enterprise viewing, raster and hybrid editing, raster to vector conversion, and full conversion to CAD. Products include echive, GTX, Spicer, Myriad, Cyco, Context, and Vidar.



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