Enterprise Document Management

Simple solutions for complex content management needs

Program Overview

UW-IT Enterprise Document Management

EDM Program

The Enterprise Document Management (EDM) Program supports the University's primary mission of the *preservation, advancement, and dissemination of knowledge*.

We do this by supporting the business goals of the University in the use and management of electronic documents, strategically deploying our services to help units work smarter, and enabling records management compliance.

Services

EDM provides the following enterprise services:

> **Document Management System (DMS)**: powered by DocFinity, enables your department to ensure compliance, security, and longevity of UW business records while offering increased efficiency and efficacy to our partners.

> **eSignatures**: powered by DocuSign, is available free of charge to current UW staff and faculty for UW business purposes. eSignatures offers the ability to Send, Receive, and Manage signed documents.

Benefits

By using our services, you can more easily:

> Obtain legally compliant signatures electronically, eliminating the need to print, distribute, store, and manage paper records.

> Request that those signed documents be managed in the document management system via our integration.

> Discover, view, share, and manage other electronic records needing to be stored through their lifecycle.

> Comply with records management policies and respond to public records requests.
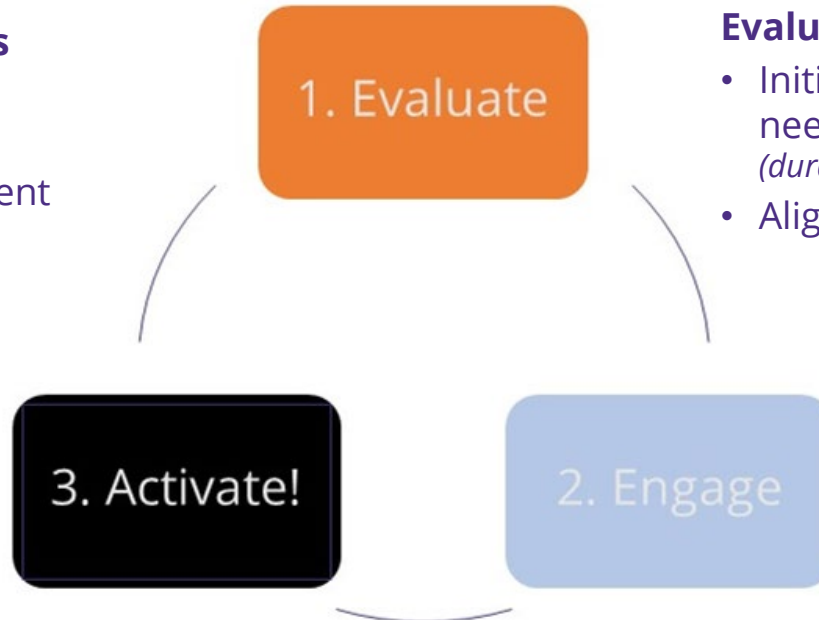
How We Work with You

Our projects follow these phases and **involve the customer at every step**.

Ongoing Improvements
- Cycle is ongoing
- We are committed to continuous improvement

Evaluate
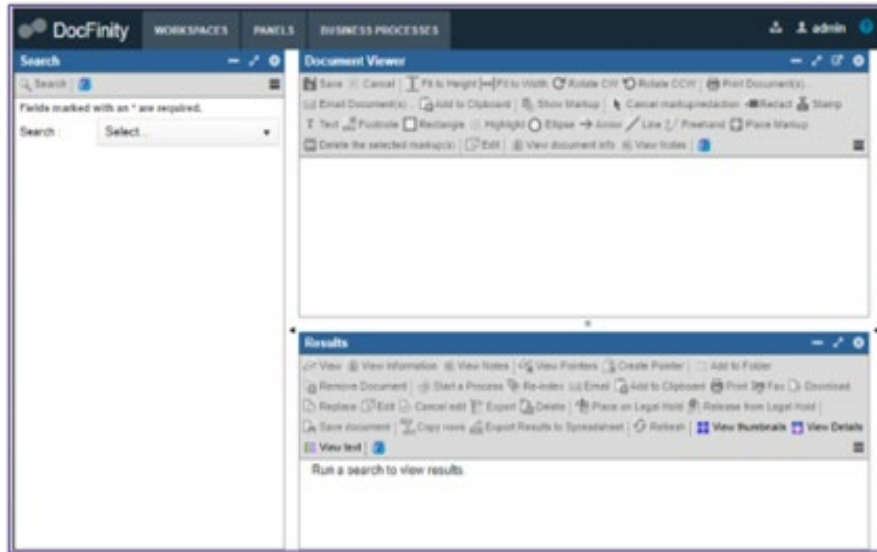- Initial conversations to understand needs and capabilities
  (duration varies by customer)
- Align on project and timelines

Activate
- *Pilot and Test* – did we hit the mark?
- Daily use and feedback

Engage
- Gather requirements to determine workflows
- Build out and configure an intuitive interface

1. Evaluate

3. Activate!

2. Engage

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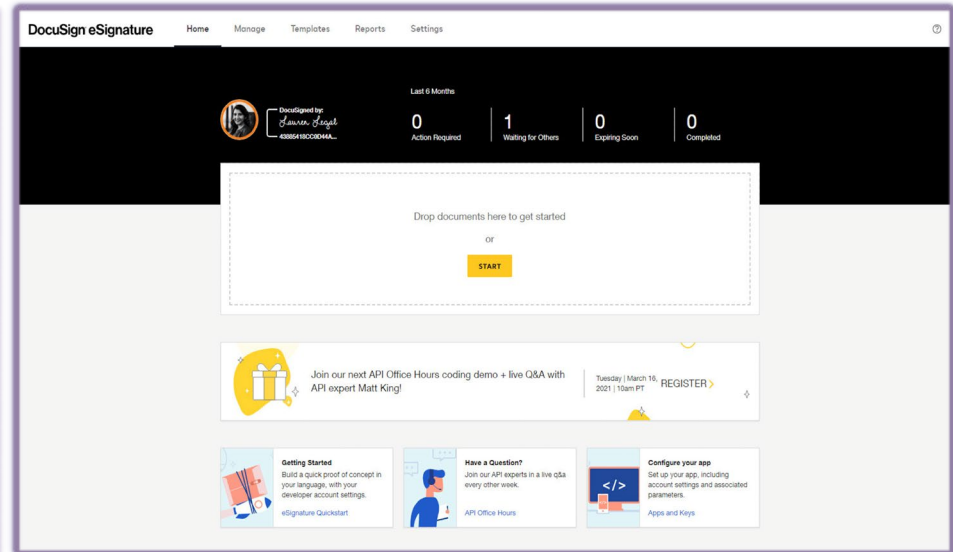UNIVERSITY *of* WASHINGTON

Did you know?

UW DMS currently holds more than **2 million documents**...

...and supports over **100 record retention schedules**!

UW eSignatures is currently used by over **50 departments with some 500 teams!**

UW environmental savings using eSignatures (since 2021):
- 522,860 lb of carbon emissions reduced
- 655,895 gal of water conserved
- 222,757 lb of wood saved
- 36,197 lb of waste eliminated

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For more information...

UW-IT Enterprise Document Management

DMS

> Refer to our **Service Overview** to get started: <add link to PPT slide deck>

    – Includes a link to the DMS interest form

> Contact us directly via **IT Connect:** [Document Management System (DMS)](#)

eSignatures

> Refer to our **Service Overview** to get started: <add link to PPT slide deck>

    – Includes a link to the eSignatures interest form

> Contact us directly via **IT Connect:** [eSignatures](#)

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Implementation Partners

We coordinate with these offices:

> Records Management Services (RMS)

> Creative Communications (C2)

> Compliance and Risk Services

> Privacy Office

> Other service providers within UW-IT

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