

06

Ways You Can Use frevvo
in Your University ***Today***

frevvo

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frevvo in Higher Ed

Colleges and universities are drowning in paper and administrative costs have increased dramatically. As a result, even professors find themselves spending about a third of their time on non-academic tasks.

In an era of funding shortages, finding ways to reduce bureaucracy and paperwork can help institutions reduce unproductive spending and reinvest those funds in instruction and research.

frevvo provides Cloud-based e-forms and workflow automation software that institutions can use to automate routine tasks, collect signatures and approvals electronically, reduce errors, enable mobile access, and reduce reliance on paperwork.



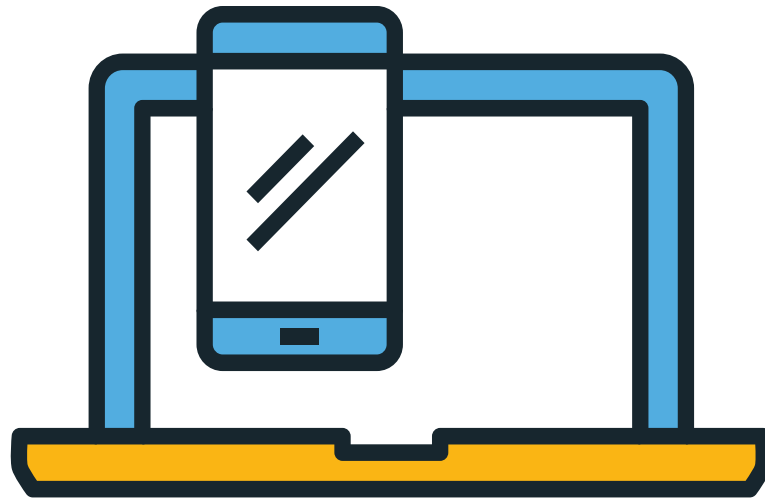
01 STUDENT FORMS *COMPLETE & SIGN ELECTRONICALLY*

Students routinely fill out forms for everything from address changes, course registrations, transcript requests, meal plans, and so on. Universities literally have thousands of such forms.

With frevvo, you can digitize them using our easy-to-use Form Designer. Simply drag & drop controls onto the form using your existing web browser to create your form. frevvo will automatically validate entries (e.g. ensure that email addresses and phone numbers are valid) and guarantee that all required data is filled in.

Need signatures? It's easy with frevvo. Students can simply sign the form electronically using the touchscreen on their mobile device or the mouse on their laptop.

When the form is completed, a PDF is generated automatically and it can be emailed to the appropriate people, saved to an ECM system, or uploaded to Google Drive or box.com.



02 ANYTIME, ANYWHERE, AND ON ANY DEVICE

Internship applications, requests to audit or withdraw from a course, practical training, and hundreds of other forms require students to get approvals and signatures from faculty members, advisors, and staff.

The routing is typically simple, but it means printing out a PDF, filling it out, and chasing down signatures. When your advisor is traveling, the approval has to be put on hold.

With frevvo, that's a thing of the past. It's easy to design forms and route them electronically for signatures and approvals. frevvo will automatically notify the appropriate people (advisor, faculty, etc.). Simply click a button on any device (e.g. your smartphone from anywhere in the world), review the information, and sign electronically.

No need for delays or for students to waste time chasing down signatures.



03 AUTHORIZATIONS FOR COMPLEX ROUTING

Faculty and staff must also routinely fill in forms and workflows like travel authorizations, leave approval, cheque requests, and so on that require approval from various people.

The routing can often be complex. For example, an authorization to spend more than a certain cash value may require an extra step of approval. A travel request may require pre-approval based on estimated expenses. Then the workflow waits until the trip is completed before the actual reimbursement request is filed.

If an advisor or supervisor does not take action in a timely manner, frevvo can send reminders or even escalate the task to a different person.

With frevvo, it's easy! Conditional routing, save/load, escalations, rejections (sending requests back for corrections), role-based routing – it's all built-in.

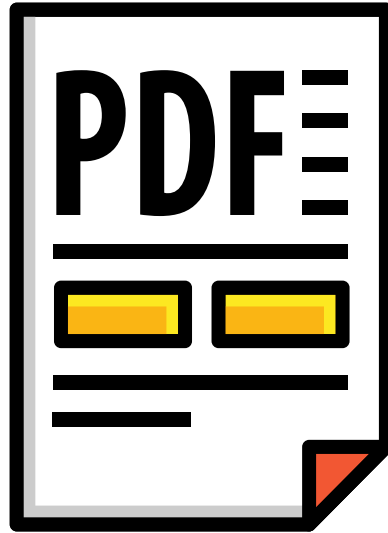


04 PRE-FILL INFORMATION AUTOMATICALLY

Employees must also routinely fill in personal information in an Employee Information section – Name, Department, Title, Employee ID, etc. It's common in a variety of forms like beneficiary designation, absence requests, mileage reimbursement, etc.

With frevvo, there's no need for employees to enter this routine information manually. Integration with Active Directory or other LDAP systems, Single Sign On, SQL databases, and other backend systems ensures that employee data can be automatically populated into your forms and workflows.

Not only does this eliminate tedious data entry, it also ensures that errors are minimized, required information is not omitted, and workflows get completed in a timely manner.

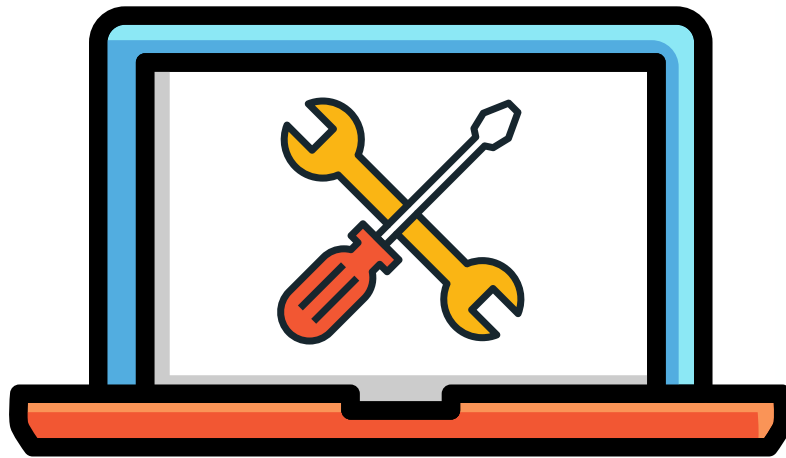


05 GENERATE GOVERNMENT PDFS ELECTRONICALLY

Another common requirement at universities and colleges. When a new employee is on-boarded, they have to fill out a series of internal as well as government forms (e.g. Federal W-4, Federal I-9, State W-4, etc.). Students may have to fill out government forms to get an I-20 or other documents.

With frevvo, the forms are filled out electronically. Students and employees need to enter information just once rather than re-entering it on multiple forms. They can even sign electronically just once. Automatic validation ensures that errors and omissions are eliminated.

When the forms are completed and approved, frevvo can generate the required PDFs and fill in all the information from the e-form including the signature. Students and employees can preview the generated PDFs to ensure accuracy before submitting. You can find more details in [this article](#).



06 USE I.T. RESOURCES WISELY

Like many other organizations, I.T. resources at colleges and universities are limited and expensive. Deploying these resources in areas where they can have the most impact is key to reducing cost and improving productivity.

With frevvo, universities and other organizations are deploying self-managed e-forms for routine activities across the institution. Business users are creating their own e-forms for things like food service surveys or event registrations, deploying them online and downloading the submissions to an Excel spreadsheet.

I.T. can focus on higher-value things like workflow routing and connecting e-forms and workflows to SQL databases and other systems. Read [this Case Study](#) to see how Syracuse University has deployed frevvo to its users.



POWERFUL YET EASY-TO-USE

frevvo is incredibly easy-to-use yet provides **powerful built-in capabilities suitable for real business solutions**. From browser-based drag & drop to e-signatures to attachments to calculations and skip logic, you can design any form and automate any workflow.

MULTIPLE LANGUAGES

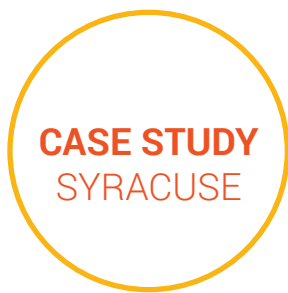
An ever-increasing number of households speak a language other than English in their homes, creating a huge communications gap between colleges and families. **Multi-language forms** combat language barriers, address demographic shifts, and partner more effectively with non-English speaking parents.

INTEGRATION

frevvo works with your **existing systems and databases**, authenticates using your existing infrastructure (e.g. Active Directory), and also integrates with 3rd party software like **Google Apps for Education**.

HOW DO I GET STARTED?

Click the links below!



Website & Examples



Blog Articles



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