



Solutions can be complicated...  
**Singularity** is Different.



**Secure::**  
**Retrieve::**  
**Optimize::**  
**Collaborate::**

“ Hershey Systems’ advanced technology in Singularity has become the cornerstone in our ability to manage our documents with confidence.

- UNIVERSITY OF ALABAMA ”

# Focused on Higher Education. Committed to Excellence.

## ADMISSIONS

Singularity enables institutions to focus on recruitment, retention, and student satisfaction by streamlining manual, time consuming processes during the admissions process. Singularity handles the timely and accurate capture, archive, and distribution of application content throughout the institution. With Singularity, the Admissions Department automates redundant manual processes resulting in an increase in staff productivity and student satisfaction.

## BUSINESS OFFICE

Singularity automates the business functions by eliminating bottlenecks caused by manual and paper intensive processes. With Singularity, institutions streamline the accounts payable, accounts receivable, and procurement processes resulting in lower operational costs and efficiency gains.

## REGISTRAR

With Singularity, significant productivity gains are realized by automating the capture, processing, and data distribution of hard copy and electronic student transcripts. Singularity reduces manual data entry and improves accuracy while eliminating the backlog of student transcripts and streamlines the transfer credit evaluation process.

## FINANCIAL AID

Singularity streamlines the financial aid process by automating the approval process, submission of electronic forms, capturing of student paperwork (including the ISIR), eliminating the delays caused by manual inefficiencies, and provides a real-time status to the student. Automating the financial aid process results in productivity gains, process monitoring and accountability, and increased student satisfaction.

## HUMAN RESOURCES

Singularity provides a secure, centralized repository for employee records enabling institutions to manage all content related to employees at the click of a button. With Singularity, all human resource processes can be automated including the application process, performance evaluations, time management, expense reporting, paid time off requests and benefits administration.

## RECORDS

Singularity enables institutions to manage the "virtual" student record by providing real-time access to student records in a secured environment. With Singularity, compliance and records management policies are enforced while providing disaster recovery for critical documents.

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