parchment®

"If I could do it again, I would have purchased this product three years ago and prevented a lot of overtime."

-Tim Carroll, Associate Director

Undergraduate Admissions

Loyola University Chicago, IL

Over his past 14 years at Loyola University, Associate Director of Undergraduate Admissions Tim Carroll has seen the application process change from all paper to almost completely paperless. According to Carroll, Parchment has been a big component of the shift to electronic document delivery.

Utilizing available technology to better service applicants is something the university is proud of. So while Parchment Receive Basic worked, once Carroll realized they were missing out on the time-saving direct document import available with Receive Premium, it was full speed ahead with a two-phase conversion.

First, Loyola automated routing and filtering as well as indexing. Each day, staff would download documents and drop them into the Slate DIP. Soon, these manual steps will be completely automated by producing a script that will automatically zip the files and move them into Slate. This will create a touch-free process for incoming documents.

Today, the admissions office has decreased processing time from ten days to less than one. And they've been able to shift much-needed resources to other areas of operation. "In the end, we wanted to make faster admission decisions and serve applicants better. With Parchment, we achieved that," says Carroll.

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DAY
PROCESSING

75%
DECREASE IN
OVERTIME

90%
MATCHING
RATE

Automation Strategy Using Premium Receive:

Unified Inbox	Route & Filter	SFTP Delivery PDF & INDEX FILE	AUTO-ZIP INTO SLATE	Auto-Index USING INDEX FILE
AUTOMATIC	AUTOMATIC	AUTOMATIC	AUTOMATIC	