Document Manager

Document Manager helps ensure all documents are ready to pass an audit, accreditation, or program review. With the help of tasks, which work as a checklist, you will upload all proper documents. Users can easily see which documents have been uploaded and which are still pending. Schools also have the option to add a validation stage, where documents are sent to another team member to ensure the correct document is uploaded and legible. When it is time, you'll sleep well knowing all your documents are correct and ready.

Sort, Filter, & Tag

Sort, filter, and tag your documents based on your school's needs. Never rummage for a document again.

Validate Documents

Users can confirm they are uploading the correct documents, with validations levels.

Tasks – Automatic Checklist

Ensure all documents that are needed are collected. Completely customizable to your school, down to the program level.

Secure

Document Management is a secure, Microsoft Azure encrypted solution. All documents are stored in Microsoft Azure for 7 years.

No double entry

Seamlessly integrates with Fame products, such as Student Information Systems and our Virtual Financial Aid Office.

Reports

Stay up to date with the health of your documents, including the number of outstanding tasks, percentage of tasks completed, and more.

Request a Demo

800-327-5772

fame

info@fameinc.com