

Educating tomorrow's professionals

## Information matters

M Sarah Wickham  
University Records Manager



*University of*  
**HUDDERSFIELD**



# Records management

- Helps us to do our jobs better and saves time.
- Protects individuals and the University.
- Reduces costs, including storage space.

# Electronic Document & Records Management Systems

- Help share and distribute information across departmental boundaries.
- Promote quality of information.
- Reduce storage requirements.

# The Student Centre



# Implementation: student records

The screenshot displays the Wisdom software interface. At the top left is the 'Wisdom' logo. Below it is a navigation bar with 'Home', 'Folder', 'Search', and 'Wisdom Settings'. The main area is split into two panes. The left pane shows a folder tree with the following structure:

- [-] Folder
  - [1] Student Admin
    - [1] Application and Enrolment
    - [2] Module Choices
    - [3] Research Degrees
    - [4] Attendance
    - [5] Placement and Field Trips
    - [6] Personal Circumstances
  - [+] [2] Student Finance
  - [+] [3] Student Services
  - [2] Occupational Health

The right pane has tabs for 'General', 'Folders', 'Subject/Keywords', 'Notes', 'Mand', 'Custom Items', and 'Security'. Below the tabs is an 'Audit Actions' dropdown menu. A folder icon is shown with a redacted name. Below that is a 'General' section with the following fields:

Reference	[Redacted]
Title	[Redacted]
Next Number	3
Review	[Redacted]

# View from the School of Education & Professional Development



Jane Reddington,  
Deputy School  
Services Manager

Admin staff are now either saving directly into Wisdom or scanning in - the process is quick once the student has been retrieved in SITS and saves time. We no longer need to sift through a filing cabinet for the piece of paper; an added bonus is that the need for storage space is reduced.

Academics are also gradually being trained to access the student area through e-vision so there will only be one file per student - unlike the present situation of many files and no-one knowing exactly what is where!

## Key sources of information

<http://www.jiscinfonet.ac.uk/InfoKits/edrm>

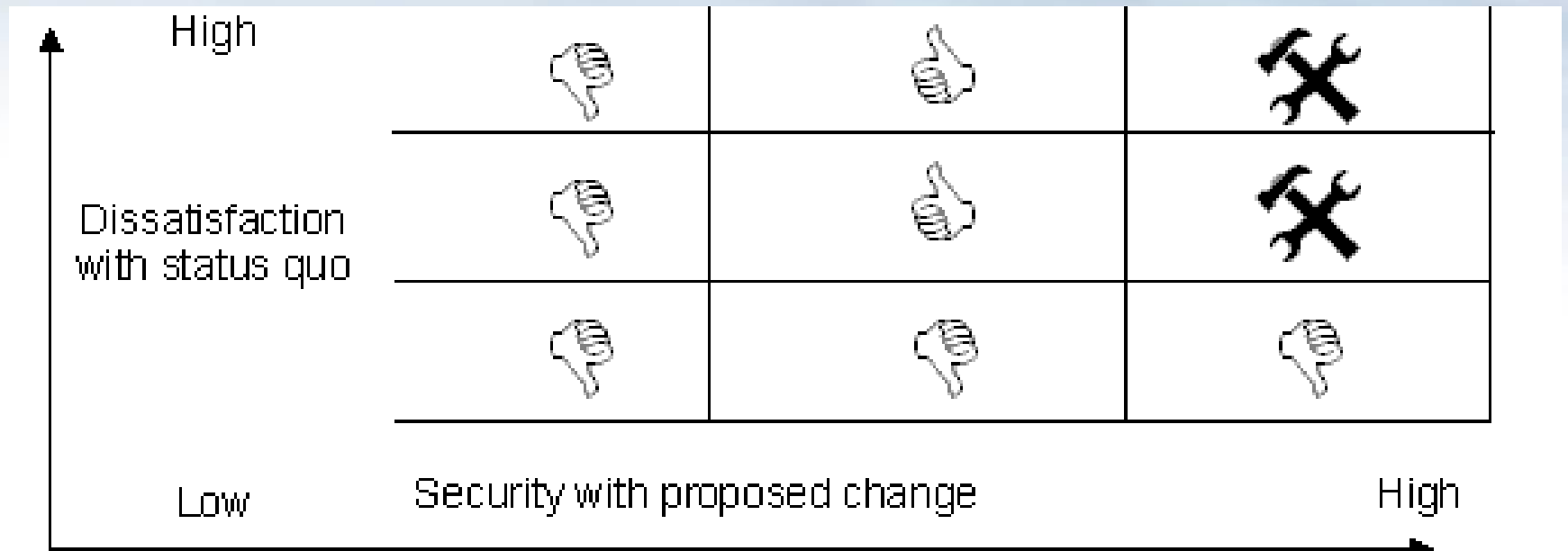
<http://www.cimtech.co.uk/>

[http://www.nationalarchives.gov.uk/  
electronicrecords/default.htm](http://www.nationalarchives.gov.uk/electronicrecords/default.htm)

Not an exhaustive list!



# Simmons and Dickinson: readiness for change



# Communication is a two-way process



## Key things it's useful to know early on

- How is information managed now?
- What's happening in the different areas of the organisation?
- What kinds of stakeholders are there, and at what levels?

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