

LINQ

How to Become a Paperless Office

Derek Elgin – Director of Digital Sales



Presenter Information



Derek Elgin

Director of Digital Sales

delgin@linq.com



Jenny Moros

Field Sales Representative

jmoros@linq.com

Let's Talk Data

HOW MUCH PAPER DOES YOUR DISTRICT USE EACH YEAR?	HOW MUCH DO YOU THINK YOUR DISTRICT SPENDS ON PAPER?	HOW MUCH PAPER GOES TO WASTE IN SCHOOLS?
A typical school uses 320,000 sheets of paper per year	The average cost of a sheet of paper is \$0.05	Paper is the largest single component in all school waste
Multiply 320,000 by the number of schools in your district	Multiply \$0.05 by the amount of paper calculated in Question 1	On average, 40% of all school waste is paper

How Much Does All That Paper Cost?

SCHOOL DISTRICT SIZE (NUMBER OF SCHOOLS)	ENROLLMENT SIZE (BASED ON AVERAGE OF 527/SCHOOL)	DISTRICT COST OF PAPER	PER STUDENT COST OF PAPER
5 Schools	2,635 Students	\$80,000	\$30.36

Paper and Static PDF Challenges

- Illegible writing
- Half complete documents
- “Someone signed in my spot.”
- Manually key data into other systems
- Compliance/audit issues
- Download, print, sign, scan, upload, email...
- Tracking: “Where is the form? Is Tom or Angie out? Will they see it in time?”



What Value Does a Digital Solution Offer?



- **Electronic Forms**

- Require Fields
- Always Legible
- Schedule Reminders
- Helps Eliminate Manual Data Entry
- Electronic Signatures
- ADA Compliance

- **Digital Workflow Builder**

- Digitize Approval Processes
- Correctly Route Information
- Alleviate Bottlenecks
- Real-time tracking
- User Routing

LINQ



Welcome to Script

Welcome Back! Please login to your account.

NEXT

By logging into this application you acknowledge you have read, understand and agree to our [Terms of Use](#) and [Privacy Policy](#). [Privacy Policy](#) | [Terms of Use](#)

VERSION: 88CODCA



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Expenditure Request Form
BUILDER SPLIT PREVIEW
Save Form

Tools Settings

STEP

Initiator

TEXT

Single Line Input

Multi Line Input

SELECTIONS

Select Dropdown

Checkbox

ELEMENTS

Signature

Date

OTHER

Formula

EXPENDITURE REQUEST

COMPANY: Single Line Input		SHIP TO:			
ADDRESS: Single Line Input		Multi Line Input			
PHONE: Single Line Input	FAX: Single Line Input				
ACCT CODE	ITEM DESCRIPTION	QUANTITY	PRICE EACH	TOTAL PRICE	CATALOG NUMBER
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
Single Line Input	Single Line Input	Single Line ...	Single Line Input	Single Line Input	Single Line Input
TOTAL REQUEST				Single Line Input	

PERSON REQUESTING: Single Line Input		BUSINESS OFFICE USE ONLY			
SIGNATURE: Signature	DATE: Date	Date Request Received:	Date		
AUTHORIZATION: Signature	DATE: Date	Date Request Processed:	Date		
OVER \$1,000 AUTHORIZATION: Signature	DATE: Date	Purchase Order #:	Single Line Input		
ORDERED BY: Single Line Input	DATE: Date				

YOU WILL BE ASKED TO UPLOAD RECEIPTS AFTER YOU SUBMIT

Step: Initiator

Autofill Reset Validate

EXPENDITURE REQUEST

COMPANY:		SHIP TO:			
ADDRESS:					
PHONE:	FAX:				
ACCT CODE	ITEM DESCRIPTION	QUANTITY	PRICE EACH	TOTAL PRICE	CATALOG NUMBER
TOTAL REQUEST					

PERSON REQUESTING:		BUSINESS OFFICE USE ONLY			
SIGNATURE: Click to Sign	DATE:	Date Request Received:			
AUTHORIZATION: Click to Sign	DATE:	Date Request Processed:			
OVER \$1,000 AUTHORIZATION: Click to Sign	DATE:	Purchase Order #:			
ORDERED BY:	DATE:				

YOU WILL BE ASKED TO UPLOAD RECEIPTS AFTER YOU SUBMIT

Student Media Release

[BUILDER](#)
[SPLIT](#)
[PREVIEW](#)
Save Form

Tools Settings

TEXT

- Single Line Input +
- Multi Line Input +
- Auto Fill Text Input +

SELECTIONS

- Select Dropdown +
- Checkbox Group +
- Radio Group +

ELEMENTS

- Signature +
- Date/Time +

OTHER

- Content Editor +
- Formula +

NO LABEL PROVIDED

ZIP CODE (REQUIRED)

NO LABEL PROVIDED

Dear Parent Name :

Throughout the school year, the media may visit your child's school to cover special events. Washington Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, special district's events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child's school.

NO LABEL PROVIDED

PLEASE CHOOSE ONE (REQUIRED)

I give permission for my child to be interviewed, photographed, or videotaped for use in school/district publications; school district productions, or for use on the internet or by the general news media for print broadcast or on websites; and for his/her name to be published in school/district publications, on the internet, or in news publications or broadcasts.

I do not give permission for my child to be interviewed, photographed or videotaped for use in school/district publications, or for use by the general news media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the internet, or in news Publications or broadcasts.

NO LABEL PROVIDED

PARENT/GUARDIAN SIGNATURE (REQUIRED)

Sign Document

+ Add Field Group

Home Address*

City*

State*

Zip Code*

Dear [Parent Name]:

Throughout the school year, the media may visit your child's school to cover special events. Washington Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, special district's events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child's school.

Please Choose One*

I give permission for my child to be interviewed, photographed, or videotaped for use in school/district publications; school district productions, or for use on the internet or by the general news media for print broadcast or on websites; and for his/her name to be published in school/district publications, on the internet, or in news publications or broadcasts.

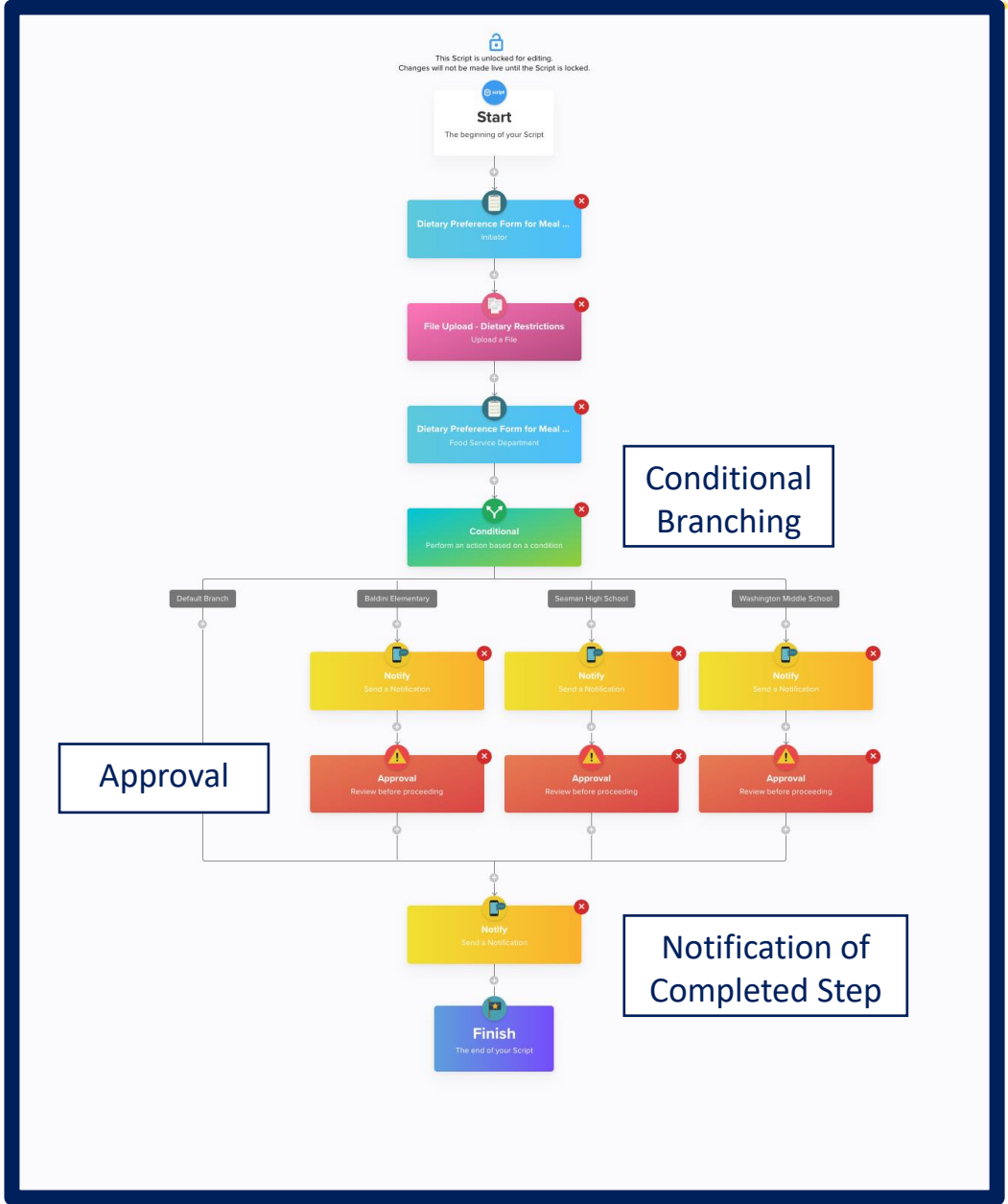
I do not give permission for my child to be interviewed, photographed or videotaped for use in school/district publications, or for use by the general news media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the internet, or in news Publications or broadcasts.

Parent/Guardian Signature*

Jane Doe 6/28/2022

Remove Signature

E-Signature



Washington Community School Corporation

Bus Request

This form must be completed, signed by the administrator, and then submitted at least TWO WEEKS PRIOR to the date of the trip.

Field Trip Date:*

6/28/2022 

Location & Address:*

Museum - 123 Art Way

Location of Departure:*

School

Time of Departure from School:*

Time of Event:*

Time of the departure from the Event:*

Location Returning to:*

Number of Students:*

Number of Adults:*

Type of Vehicle Requested:*

Please Select 

Price per Mile

0.59

Miles for Event (Roundtrip):*

Total Amount:

0

Principal Signature:*

(Field Not Signed)

Money Funded From:*

Additional Fees:

Field Trip Coordinator Signature:*

Student Media Release
Evan Rude

Student Media Release

Save For Later
Submit

My Work (7)

All Work ▼

- R

Evan Rude

Travel Expense Claim

Travel Expense Claim

JUN 2
- R

Evan Rude

Approval

Arizona Training 6.2

JUN 2
- R

Evan Rude

Approval

Merrillville Bus Request

MAY 26
- R

Evan Rude

Student Media Release

Student Media Release

APR 21
- R

Evan Rude

Feeder - New Hire

HR New Hire Checklist

APR 21
- R

Evan Rude

Field Trip

Field Trip

APR 21
- R

Evan Rude

Dietary Preference Form for Meal M...

Dietary Preference

APR 21

Student Media Release

Washington Schools

Student Media Release Form

Date*

School*

Student ID Number*

Student Name*

Home Address*

City*

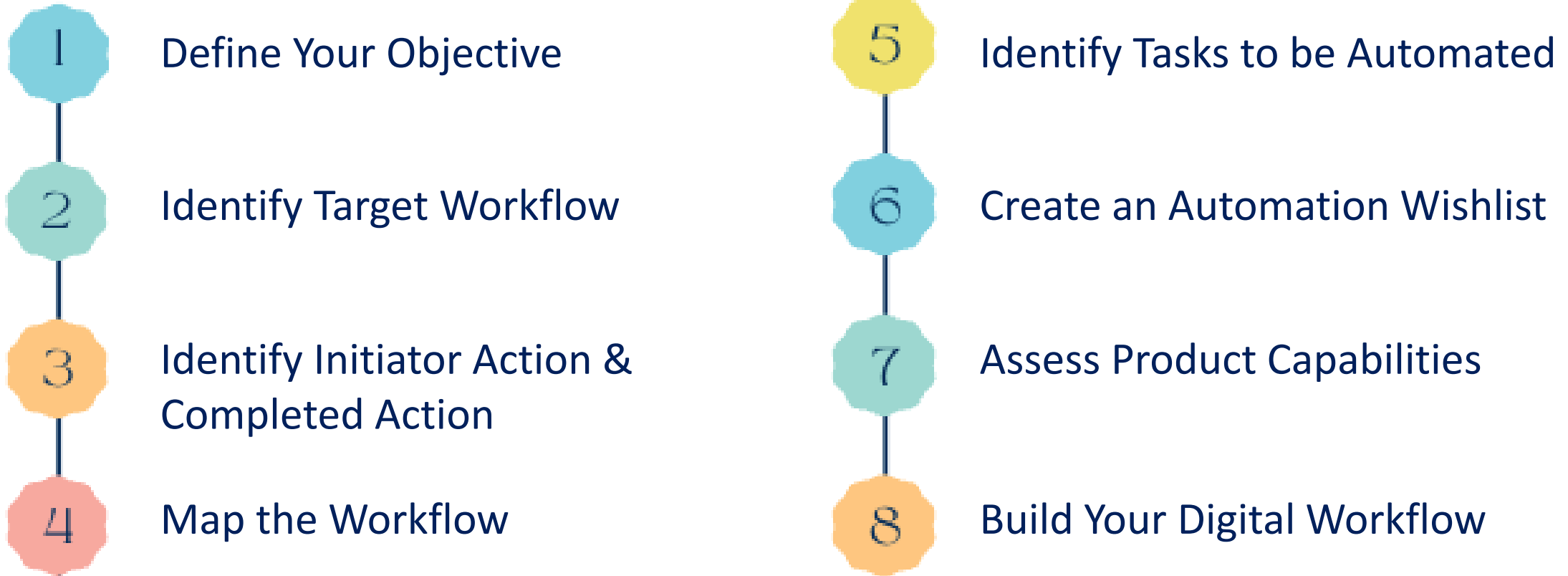
State*

Zip Code*

Dear Evan Rude :

Throughout the school year, the media may visit your child's school to cover special events. Washington Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, special district's events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child's school.

How to Automate a Manual Process



Processes We've Automated with Clients

Every department can benefit: HR, Finance, Student Services, Transportation, Operations

- Annual Income
- Athletic Participation
- Change of Address
- Check Request
- COVID-19 Waiver
- Detention Slips
- ELL Survey
- Employee Contracts
- Facility Use
- Family Surveys
- Flyer Approvals
- Head-Start Applications
- Incident Reports
- Leave Requests
- Media Releases
- Medical Authorizations
- Mileage Requests
- Onboarding/Offboarding
- Purchase Requisitions
- Reimbursements
- Resignation/Retirement
- Teacher Certifications
- Technology Agreements
- Time Sheets
- Title IX
- Transcript Requests
- Travel Requests
- Vendor Prequalification
- Volunteer Forms
- W-9 Requests

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