

23rd March 2023

# ARCHIVE TO SURVIVE

Carrum Downs



**Ever wondered why school administration and compliance becomes harder each year?  
Is your school focussed on reducing time spent on manually handling staff and student records?  
Is the paperless office just wishful thinking?**

If your answer is yes and your school wants to survive beyond the rising piles of paperwork, compliance and record keeping, then you're invited to Archive to Survive.

Archive to Survive is an information session, KISS is delivering this March.

It's for schools who want a cost-effective, user-friendly way of automatically processing documents into a standardised classification system. And it's designed specifically for the education sector to reduce labour costs almost immediately.

At KISS, we're starting 2023 focussed solely on showing schools, just how simple changing your archiving processes can be. And it's FREE.

At Archive to Survive, you'll understand in just 45 minutes how ineffective, manual processes are costing you and your team time and money and how easily it can be addressed with an archiving solution.



**Seminar Details:**

**When: 23rd March 2023**

**Where: Carrum Downs (Venue TBA)**

# What is Archive to Survive all about?

## What This Seminar **Is Not**

This information seminar is not about organising every single workflow and process of your school administration. Nor is it making current software redundant or adding more processes to your daily regime with yet another solution to overwhelm you.

## What This Seminar **Is**

This seminar offers an introduction to a simple, cookie-cutter archiving solution to digitising all the silos of information that come to you and keeping them organised, secure and simpler to retrieve. All while ensuring compliance to correct archiving records and standards.



## At Archive to Survive, you'll understand:

- How different silos of information are becoming a massive challenge
- Why student AND educator records need to be securely kept
- Why now is the right time to get serious about going paperless
- Which records can be kept and for how long?
- How back-scanning can free up physical space in the office
- Where to improve Incident, Curriculum & Staff Management records
- How to clear up confusing or unstructured repositories
- How cost effective, secure, and easy Cloud Storage is to set up
- Why all documents need to be standardised to Australian Archival Standards

**You'll also receive a \$240 gift from us to you**

For the general public this event would be an investment of \$80 per person, however because KISS is wanting to support local schools and this session is only for schools, we're giving away 3 tickets for the first 10 schools who register. It's our way of supporting and positively impacting the schools and education in our community.

These sessions are open to Principals, Business Managers or IT specialists but 3 tickets are there for your school to invest 45 minutes in understanding an area of the business that in most cases needs serious improvement.

It's the first steps toward making 2023 the year to get serious about reclaiming lost time and money with the cumbersome process of handling paperwork and compliance.

Seats are strictly limited, so contact our team now to receive your COMPLIMENTARY tickets to our next Archive to Survive event.

### So how do you register?

Simply by replying to the email from this invitation, or calling us on 1300 547 777



1300 547 777

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