



TOP 30 OPERATIONAL WORKFLOWS TO AUTOMATE:

User Group Webinar

A 'How To' training session brought to you by Operoo



**OPEROO USER GROUP:
2 - 3PM AEST, WEDNESDAY 21st JULY**

Today's Agenda

Top 30 operational workflows digitised in Operoo during 2021

- Parent Workflows
- Staff Workflows
- Public Workflows
- Q&A session



Presenting Today



Lachlan James
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About Us



operoo

Our Mission

How we help schools

- Operoo empowers schools to use every minute and every dollar possible on student education, rather than wasting resources on operational inefficiencies.





Use a template or
make any form



Add any
approval workflows



Automatically
distribute to
your audience



Responses received
within minutes



Trigger follow-up action
based on responses
received



Securely collect consent,
payment, medical info or any
other data required



Automated reminders
sent to stragglers



Track, analyze and
act on responses

TOP 30 OPERATIONAL WORKFLOWS DIGITIZED BY SCHOOLS THROUGHOUT ANZ IN 2021



Parent Workflows



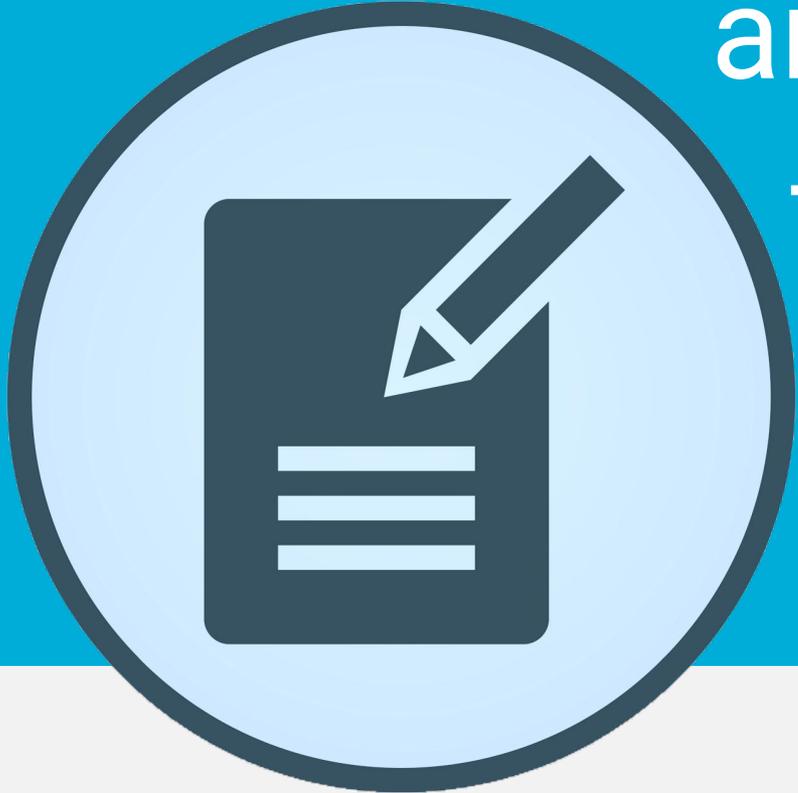
Student medical data

Digitally collecting and verifying student health information

- Student Medical Profiles
- Action Plans
- Medication administration instructions and supporting documentation



Student enrolments and transitions



- These are the most resource-intensive recurring processes experienced by (almost) all schools

A School Case Study: Automating Start-of-Year Processes



How Beaconhills College went from paperwork calamity to giving staff their time back, parental peace-of-mind, and anytime access to single source of truth for up-to-date medical data.

The Results

Beaconhills College (AUS)

TOTAL UNIFORMITY

IN THE WAY DATA IS COLLECTED
ACROSS THE SCHOOL



**AUTOMATION
OF ALL SCHOOL
TRIP TASKS**

23,760

SHEETS OF PAPER SAVED AT
THE START OF EACH SCHOOL YEAR

2,376

MAN HOURS REPURPOSED
EVERY JANUARY

\$50,000+

SAVED ON COLLECTING STUDENT
MEDICAL DATA EACH YEAR

ONE

SOURCE OF ACCESSIBLE TRUTH
FOR ALL MEDICAL DATA

\$250,000

OF INTEGRATED PAYMENTS PROCESSED
THROUGH OPEROO EACH YEAR



**DIGITISATION
OF ALL
CONSENT AND
MEDICAL
FORMS**

Excursion & extracurricular activity management

- Pull together the many components of managing school trips and activities in one easy-to-manage workflow



St Peter's College Case Study: Automating Trip Management



How St Peter's College digitized and automated school trip management to escape a paperwork avalanche, give teachers their time back, keep students safe and engage its parent community.

The Results

Safe students, happy teachers, engaged parents

1 SECURE SOURCE OF TRUTH

A single universally accessible place for all student medical data.

100% MOBILE ACCESSIBLE

Staff can access student forms and medical data via any device.

97%

of students live in Operoo within two months.

1 WEEK → 30 MINS

Parents respond to forms in minutes, not weeks.

235 TRIPS

The number of trips managed through Operoo each year.

8,888

Digital permission forms are submitted via Operoo each year.

32,000 +

Sheets of paper saved on consent and medical forms per year.

1,059

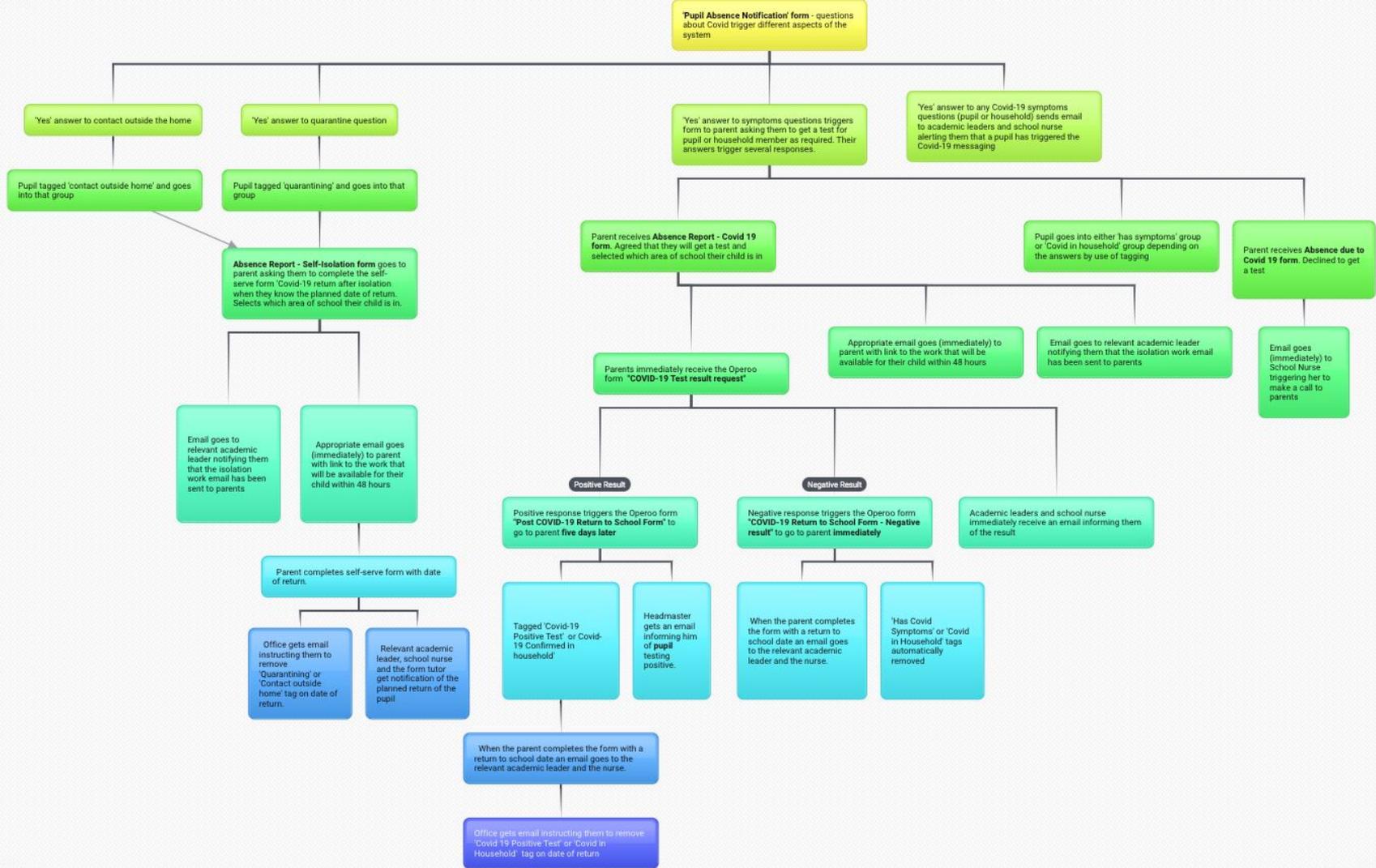
Different types of eForms created in Operoo since 2015.

COVID-safe Processes



- Health checks
- Date-stamped passes
- Case tracking & reporting
- Testing consents
- Hybrid scheduling & cohorting (bubbles)

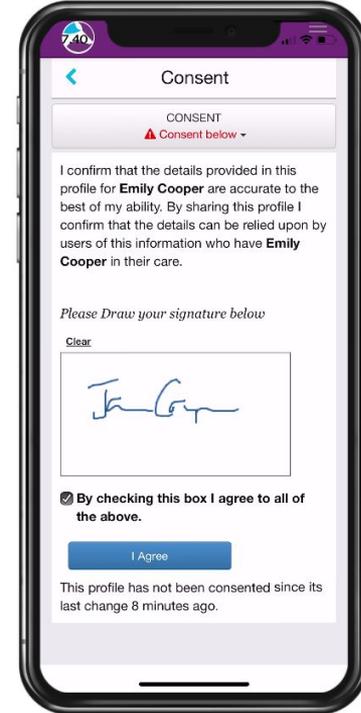




Collecting digital consents & signatures

Drive higher and faster response rates for all permission requests

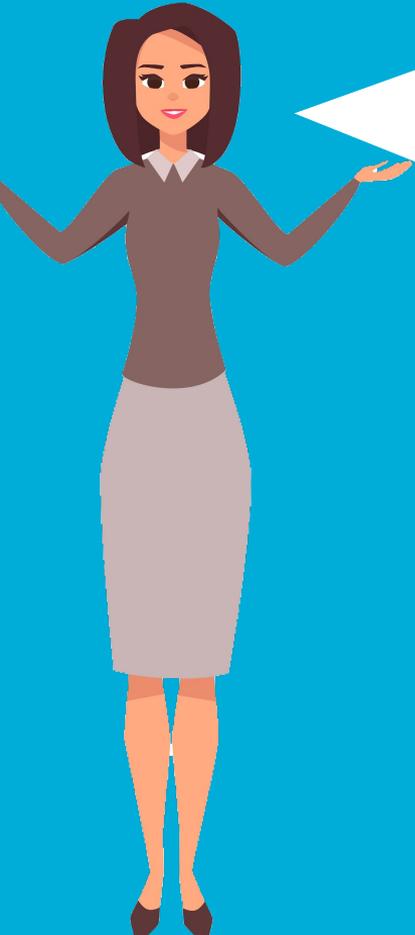
- Media consent
- School policy agreements
- Extracurricular activity participation
- etc



Before & after school club management

- Registration
- Consents and Comms
- Access to medical info
- Third-party provider access





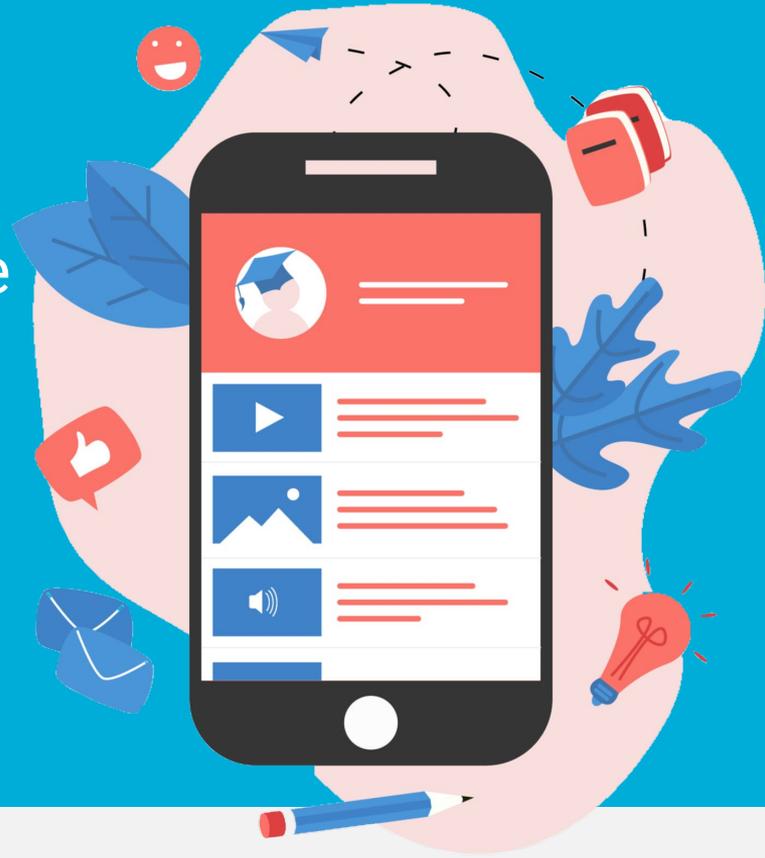
"Process automation transformed the management of extra-curricular activities; particularly our after school club. Parents love how easy it is to make bookings and give consent through digital forms, while we have internal visibility into the number of sign-ups per day, age group and activity type. The live updates of data save us a monumental amount of time."

- Sarah Allmond — Compliance, HR and Information Manager at Bishopsgate School Surrey, England, UK

Messaging & comms

Effortlessly ensure parents are informed & engaged anywhere, anytime

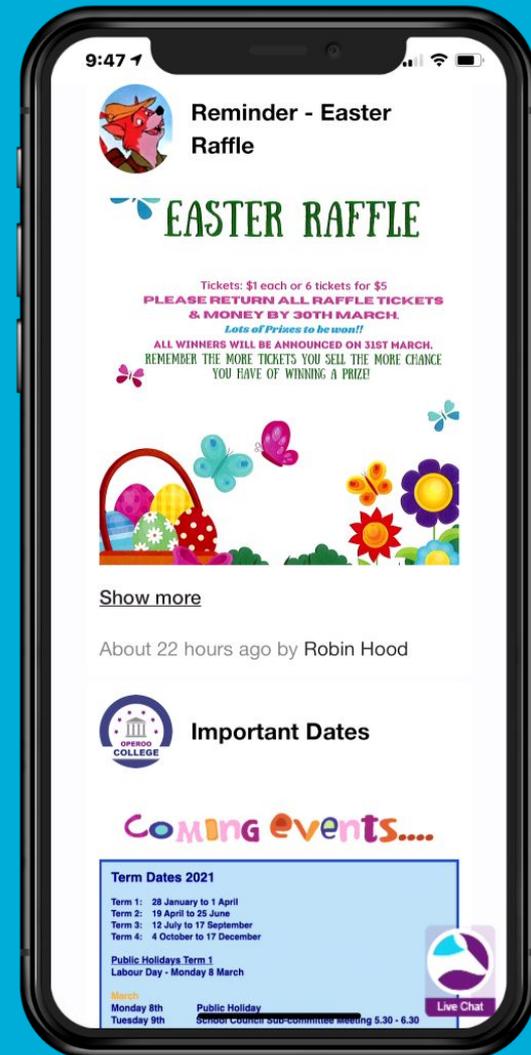
- Daily Announcements
- Text Messaging
- News distribution
- Email
- Push notifications



Operoo News

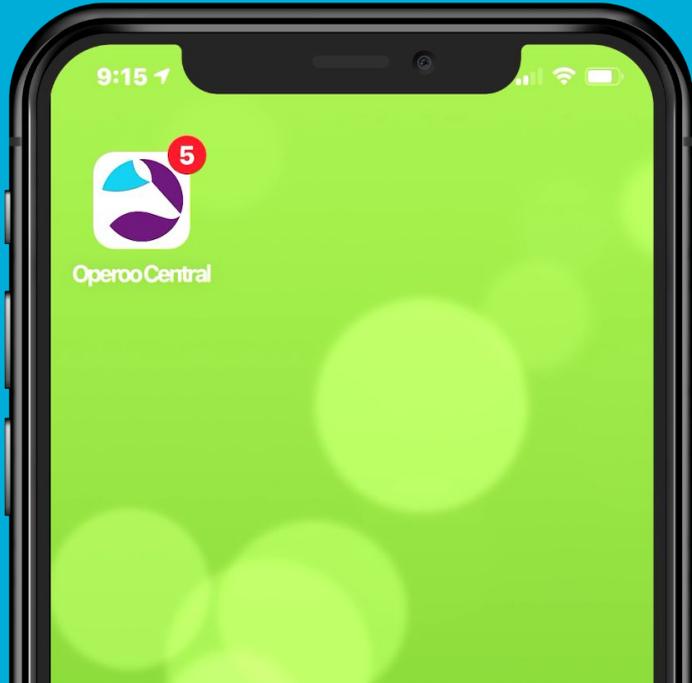
Delivered directly to parents and staff

- Announcements
- Event notifications
- News items
- Reminders
- Newsletters
- Year/Class/Team/Group Information



Operoo Central Mobile App

Getting stuff done, on the run



Parent – Teacher Conference Mgmt

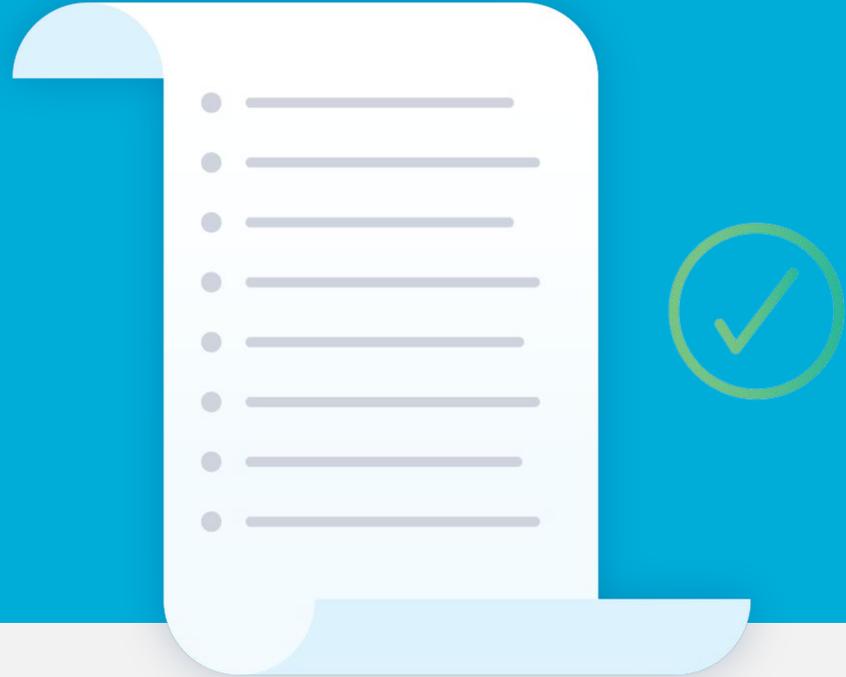
Digitally deliver conference booking forms straight to parents' mobile phones, track scheduled appointments in real-time, and automatically notify teachers as soon as an appointment is logged.



Student Contracts

Automatically distribute student policies, agreements and contracts to parents or students

- Mobile phone usage
- Discipline agreements
- Internet usage
- Uniform policy
- Etc



EAL parent survey and support services distribution



Give your foreign language families the added support they deserve. Deliver EAL Parent Surveys and supporting information straight to parents' mobile phone in the language of their choice.

Individual Education Plans

Distribute all IEP documents to parents and staff digitally, embedding automated approval workflows, to ensure each person can quickly complete and sign-off-on the plan.



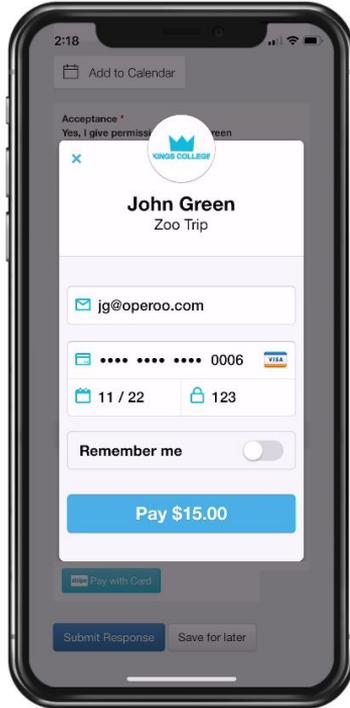
Student subject selection



Easily route responses to the right place at the right time – to the Careers Counselor or Assistant Principal – to avoid unnecessary scheduling delays. And, automatically trigger follow-up actions based on submissions received.

Ordering and payments

Consolidate payment and form-based processes in the same seamless digital workflow.



- School fees
- Uniform ordering
- Extracurricular activity payments
- Books and supplies
- Sports and athletic fees
- School events (productions, music performances, etc)



School and DOE letters

Never again struggle with lost and crumpled announcements, hidden at the bottom of school bags.

- Memos from the principal
- Policy updates
- Out-of-school uniform days
- etc



Demonstration

Parent Workflows

- Student medical profiles and Action Plans
- Excursion management (with payments)
- Collecting digital consent and signatures
- Comms and news distribution



Staff Workflows



Request management

Digital applications and automated approval workflows

- Supply purchases
- Room reservations
- Sick leave
- Professional learning & development
- Reimbursements
- IT support



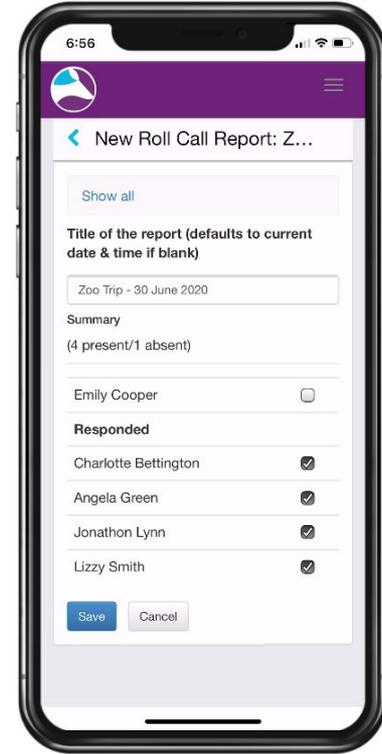


Absenteeism Management

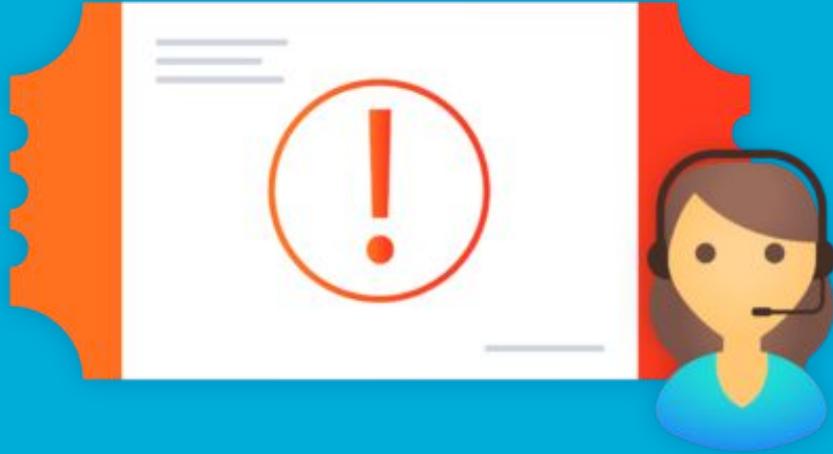
- Logging
- Tracking
- Reporting

Taking digital roll calls

Know where your students are at all times – from tracking classes attendance during on-campus or remote learning, to participation in school trips, events & extracurricular activities.



IT help desk request management

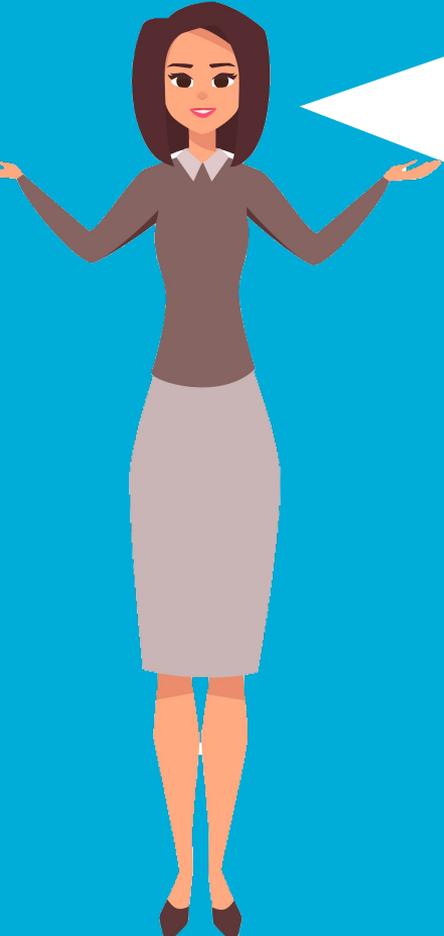


Effortlessly set-up an end-to-end digital workflow to ensure nothing falls through the cracks – from logging, categorizing, resolving and communicating progress of support tickets submitted.

Staff appraisals

Ensure everybody is held accountable to deadlines, removes the need to manually chase non-respondents, and improve completion rates and timeframes.





“About 18 months prior to Operoo, we relaunched the format of our staff appraisals. Unfortunately, we had poor uptake and engagement. So, I move it all onto Operoo along with our other staff processes. For the first time, we completed it all on-time with no manual chasing. It’s been transformative!”

- Sarah Allmond
Compliance, HR and Information Manager
Bishopsgate School (Surrey, England, UK)

New personnel onboarding



Significant resources are spent onboarding or inducting new staff members. Automate the entire onboarding process in one digital workflow with Operoo.



Staff Compliance, Payroll & Policy Management

Digitise and streamline your staff-facing processes that distract from your core mission: Teaching & supporting young people.



The Results

Bishopsgate School



80 STAFF USE CASES

Automated through Operoo:
From staff onboarding to
leave requests.

NO MANUAL CHASING

Of staff for missing forms,
information, acknowledgements
or consents.

380 OF 380

"All our parents are onboard
with Operoo and love it."

100% AUTOMATION

Of all staff processes, requests,
forms and workflows.

12-HOURS

For all parents to return
signed digital consent forms
for remote learning.

100% STAFF ADOPTION

Staff rave about Operoo and
the amount of time the
platform saves them.

SIMS INTEGRATION

Means medical, emergency, dietary
and other data is synced and
updated in the student record.

1 SOURCE OF TRUTH

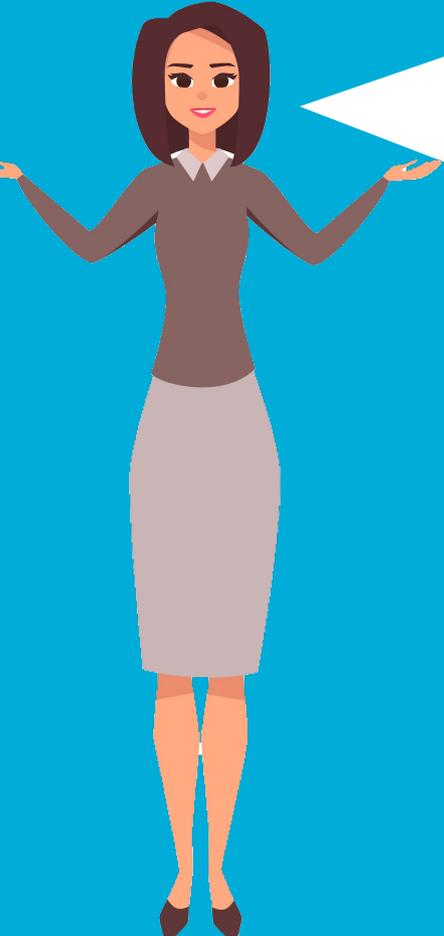
For distributing, collecting and
monitoring all staff form responses,
requests and process completions.

"TRANSFORMATIVE"

Change in staff response rates
and submission timeframes for all
policies and processes.

28 TRIGGER ACTIONS

Fully automated in one
COVID-safe workflow, keeping
the school safe and compliant.



“We’ve now automated over 80 staff forms and processes — from staff onboarding and to leave requests. But, that didn’t happen overnight. We started with the areas that caused people the most consistent pain and went from there. It’s also important to demonstrate quick wins to gain buy-in from stakeholders.”

- Sarah Allmond
Compliance, HR and Information Manager
Bishopsgate School (Surrey, England, UK)



Risk assessments

Digitise and automate the creation and approval of risk assessments

- Consistent
- Repeatable
- Reliable
- Adhere to industry standards

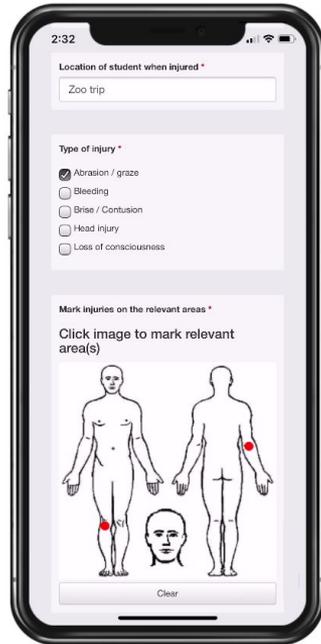
Staff Intention Forms / Teacher Preference Sheets

Digitally design, distribute, collect
and analyse staff intention forms in
a single, integrated workflow.



Injury and incident reporting

Immediately log incidents and injury as they happen, rather than relying on memory & mountains of paperwork.

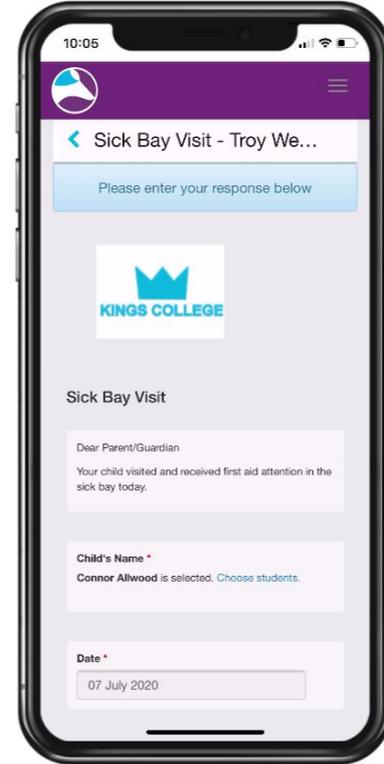


- Report information accurately
- Accessible to authorised staff
- Streamline insurance claims
- Meet duty-of-care obligations
- Minimise liability
- Provide better analysis of how and why an incident occurred

Sickbay management

Log all student visits to your nurses office or sickbay

- Track activity with digital visitor forms
- Distribute nurses reports to parents
- Digitally document treatment provided



Demonstration

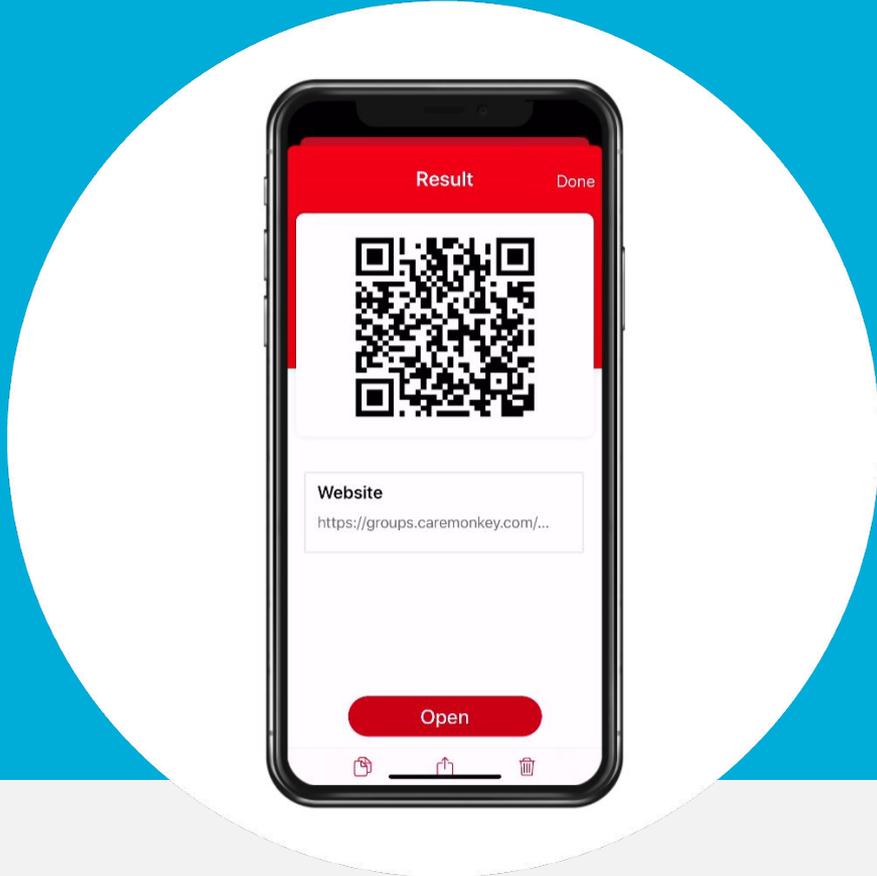
Staff Workflows

- Request Management (Professional L&D request)
- Injury and incident reporting
- New personnel onboarding



Public Workflows





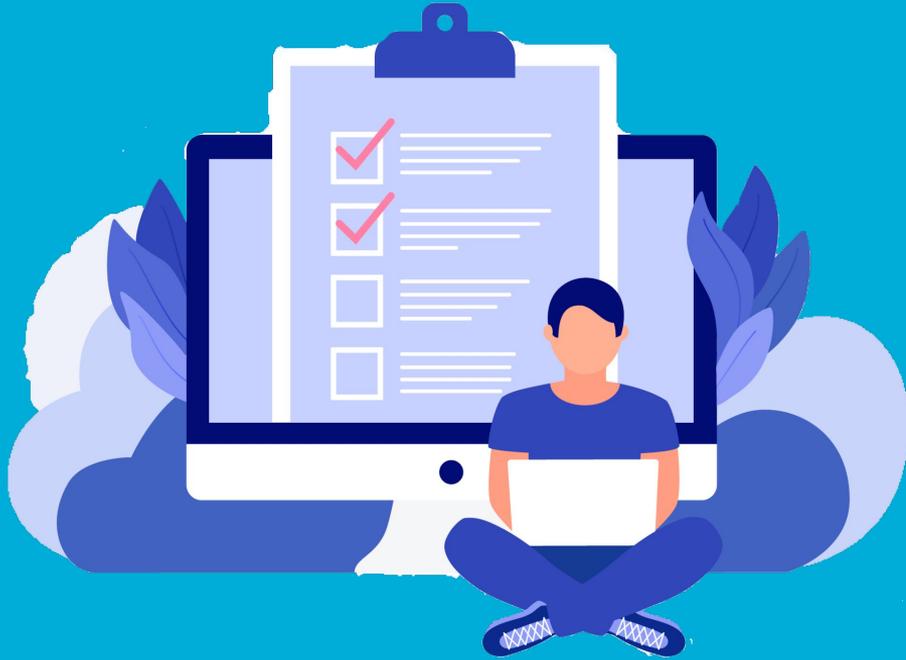
Contactless Visitor Check-Ins



Event registration and ticketing

Easily create digital sign-up forms, post them on your school website to make them accessible to any interested parties, while also embedding ordering / ticket reservation and digital payment fields.





Surveys,
questionnaires,
feedback forms
and volunteering
applications

Demonstration

Public Workflows

- Event registration (school open day)
- Feedback survey
- Contactless visitor check-in



Q&A Session



Questions?

We're here to answer them!

operoo.com/contact-customer-support



THANKS FOR YOUR TIME

And for the incredible work you're doing

Next steps:

1

We'll send you the webinar recording

2

We'll follow-up with a copy of the presentation slides and guide

3

And, if you ever have any questions for me, simply ask:

sbain@operoo.com

