DynaFile

Smarter Document Management for Schools

Digitize Records.
Modernize Workflows.
Streamline Administration.

Meet DynaFile

As the best-in-class education document management system, DynaFile is trusted by schools, districts, and institutions to simplify the complex demands of managing employee, faculty, staff, and student files. Built to serve the needs of managing human resource filing, DynaFile brings power and precision to education by helping administrators streamline operations and centralize records through scanning automation, secure cloud storage, controlled workflows, and seamless integrations with the systems already in use.

By eliminating manual paper-based processes and supporting regulatory compliance, DynaFile simplifies HR and administrative operations across education environments. The software is user-friendly and easy to adopt, offering features such as automated filing, secure online access to records, audit-ready reporting, and compliance tools that connect with your SIS or HRIS platforms.

Highly customizable, DynaFile adapts to the unique needs of any educational institution, including K-12 schools, colleges, universities, vocational programs, and teaching hospitals. With flexible tools like metadata indexing, automated workflows, and integration capabilities, DynaFile keeps records organized, secure, and accessible when and where they are needed.

Trusted for Over 25 Years

Corvallis SCHOOL DISTRICT · PAUL MITCHELL the school · CAPISTRANO UNIFIED SCHOOL DISTRICT · AVID · ROOSEVELT SCHOOL DISTRICT NO. 66

American Airlines · CAHE CENTER for ALLIED HEALTH EDUCATION · Mount Sinai · The POST OAK SCHOOL · LEECH LAKE TRIBAL COLLEGE · BUUSD

Dole · BAIRD · Arizona Federal CREDIT UNION · SAN DIEGO ZOO WILDLIFE ALLIANCE · Goodwill MANASOTA · SEAL OF THE STATE OF ILLINOIS AUG. 26th 1818

WINNEBAGO · Topco · POPULOUS · COMMSCOPE · BRIDGESTONE Bridgestone APM Company

LOCKTON · envoy · SES SPACE & DEFENSE · AVERY · GARDAWORLD

Unlock the Full Potential of HR and Administration in Education with DynaFile

DynaFile is designed to transform how HR and administrative teams in education manage documents. It combines efficiency, security, and scalability into one powerful system. By automating workflows, centralizing record storage, and supporting compliance efforts, DynaFile helps your school streamline operations, improve collaboration, and focus on what truly matters - your staff, faculty, and students.

Experience the DynaFile Difference:

- **Accelerate onboarding** with automated workflows and centralized document storage.
- **Boost productivity** by quickly locating essential documents.
- **Streamline operations** through efficient document management.
- **Improve filing accuracy** with AIDI (AI Document Intelligence) to automatically classify and file HR documents.
- **Enhance collaboration** with easy file sharing and version control.
- **Save time and money** by eliminating manual tasks and reducing paper consumption.
- **Protect sensitive data** with robust security features, including encrypted storage and access controls.
- **Ensure compliance** with industry regulations through automated audit trails and record management.
- **Prevent data loss** with secure cloud backup and disaster recovery.
- **Seamlessly integrate** with HRIS, HCM, ATS, e-signature and other systems for streamlined data management.
- **Scale effortlessly** to accommodate growing organizational needs.
- **Benefit from a user-friendly interface** for easy adoption and navigation.
- **Receive dedicated support** to assist with implementation and ongoing use.
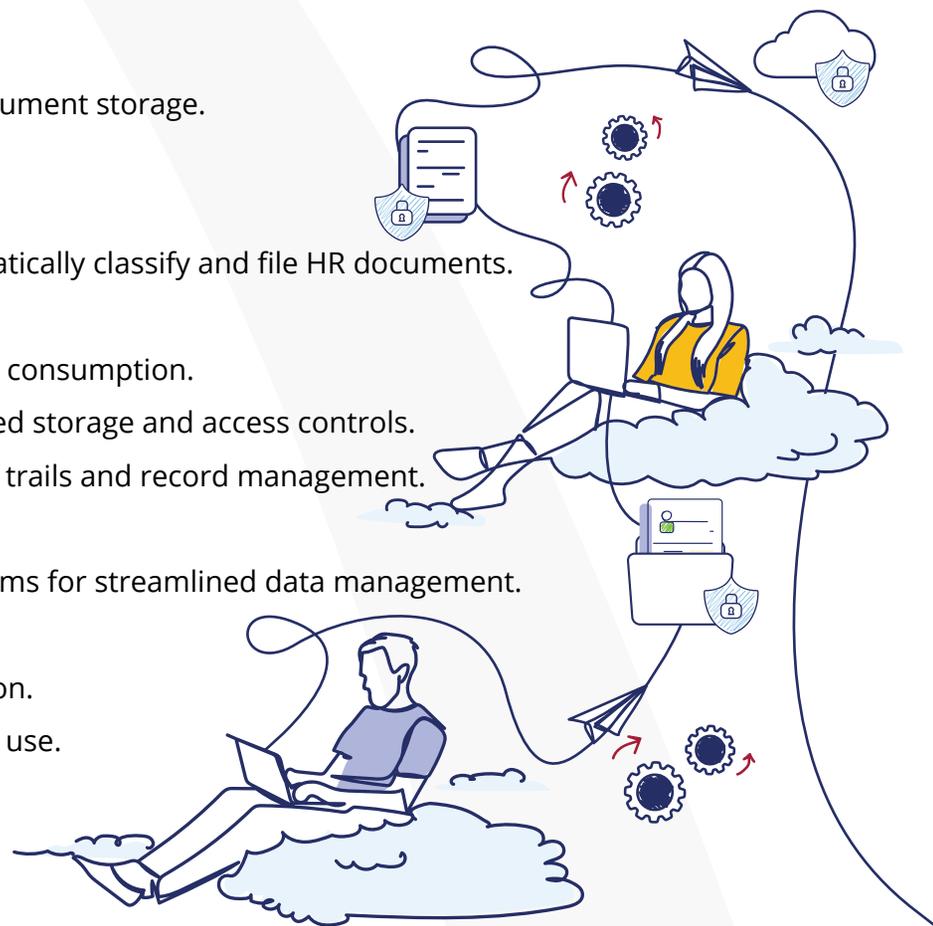
Proven Results. Measurable Impact.

Join HR teams who have modernized HR operations and achieved measurable results.

| **100%**	**90%+**	**7+ Hours**	**99%**	**Under 2 Weeks**
Increase in Filing Efficiency	Reduction in Paper-Based Employee Files	Saved Per Week by HR Teams	Time Savings in Core HR Workflows	Average Time to Full Implementation

Go Paperless with Barcode Recognition: Transform Paper into Organized Digital Records with Scanning Automation

DynaFile's scanning automation technology helps education administrators eliminate paper clutter and streamline filing. With advanced barcode recognition, your team can convert physical documents into secure, well-organized digital records. This saves time, reduces errors, and simplifies workflows across departments.

Simplify Filing with Advanced Barcode Recognition Technology:

- **Effortless Scanning and Filing:** Our one-touch scanning solution automates the indexing and filing of documents based on barcode information, eliminating the need for tedious manual labor.

- **Efficient Backfile Conversion:** Digitize existing paper records for staff, faculty, and students. Preserve original folder structures while gaining fast digital access and control.

- **Enhanced Accuracy and Collaboration:** Automate repetitive tasks and improve collaboration with secure, permission-based file sharing. Embedded barcodes ensure documents are filed correctly every time.

- **Advanced Document Editing:** Once your documents are documents are in DynaFile, you have full in-browser editing controls to add metadata, split or combine documents, rotate pages, and more.
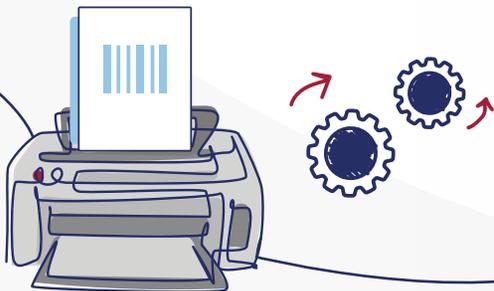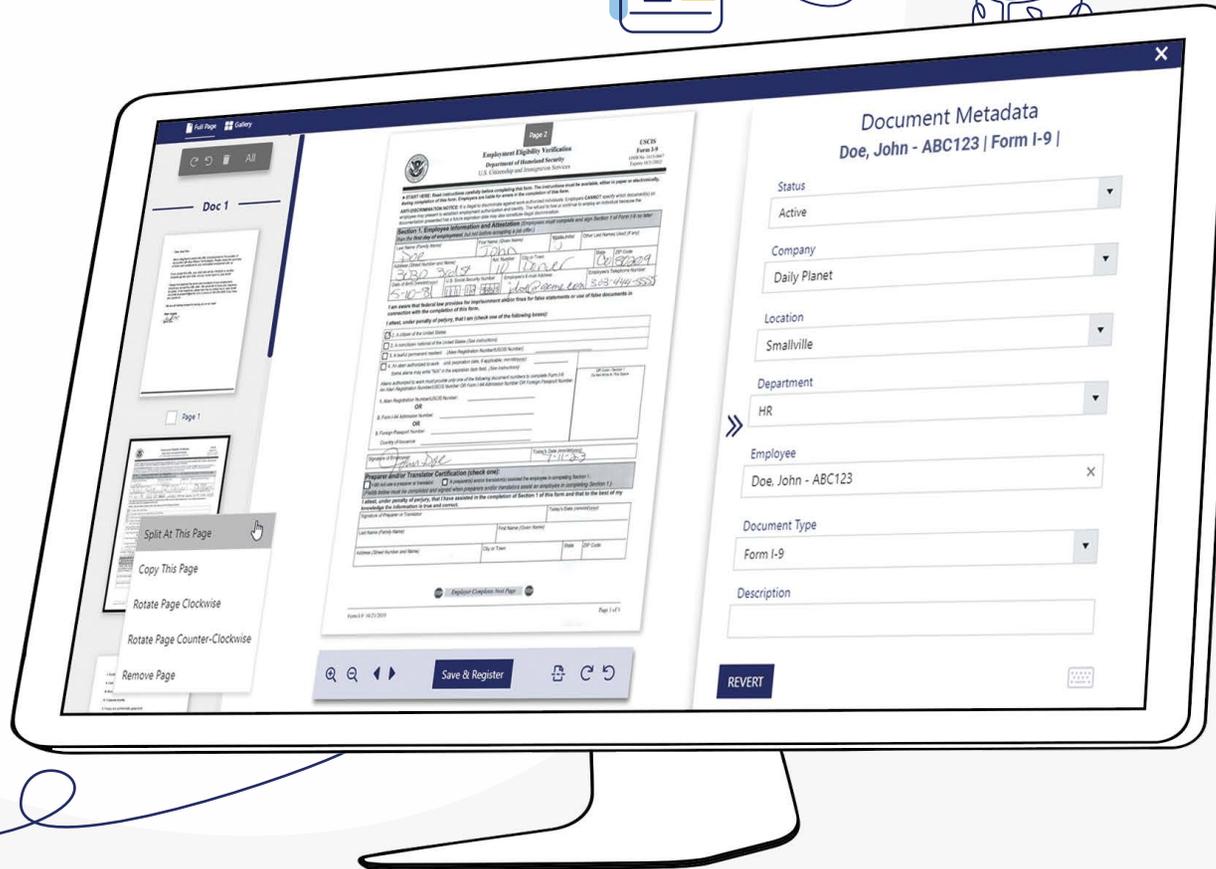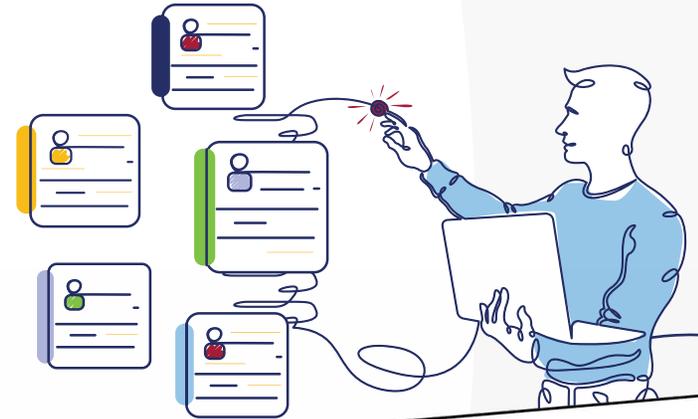
Streamline Document Retrieval and Strengthen Data Security with DynaFile's Cloud Storage

DynaFile's cloud-based document storage provides secure, organized, and instant access to your records from anywhere at any time. With strong security protocols and compliance with industry and education regulations, DynaFile simplifies file management while protecting sensitive data across your school or institution.

- **Access Anytime, Anywhere:** Manage and retrieve documents securely from any device with an internet connection. Whether working remotely, across departments, or between campuses, users can access critical files without delay.

- **Improved Organization and Search:** DynaFile makes it easy to organize documents and find them fast using metadata or keywords. Customize indexing by employee, student, department, campus, or document type for faster, more accurate searches.

- **Secure Cloud Storage:** DynaFile servers are located in SSAE 18 certified data centers and undergo annual AICPA SOC 2 Type II audits. The platform helps schools meet FERPA requirements through robust access controls, detailed audit trails, encryption, and retention tools. DynaFile also meets PHI, HIPAA, and GDPR standards and is certified under the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, providing peace of mind when managing sensitive staff and student records.
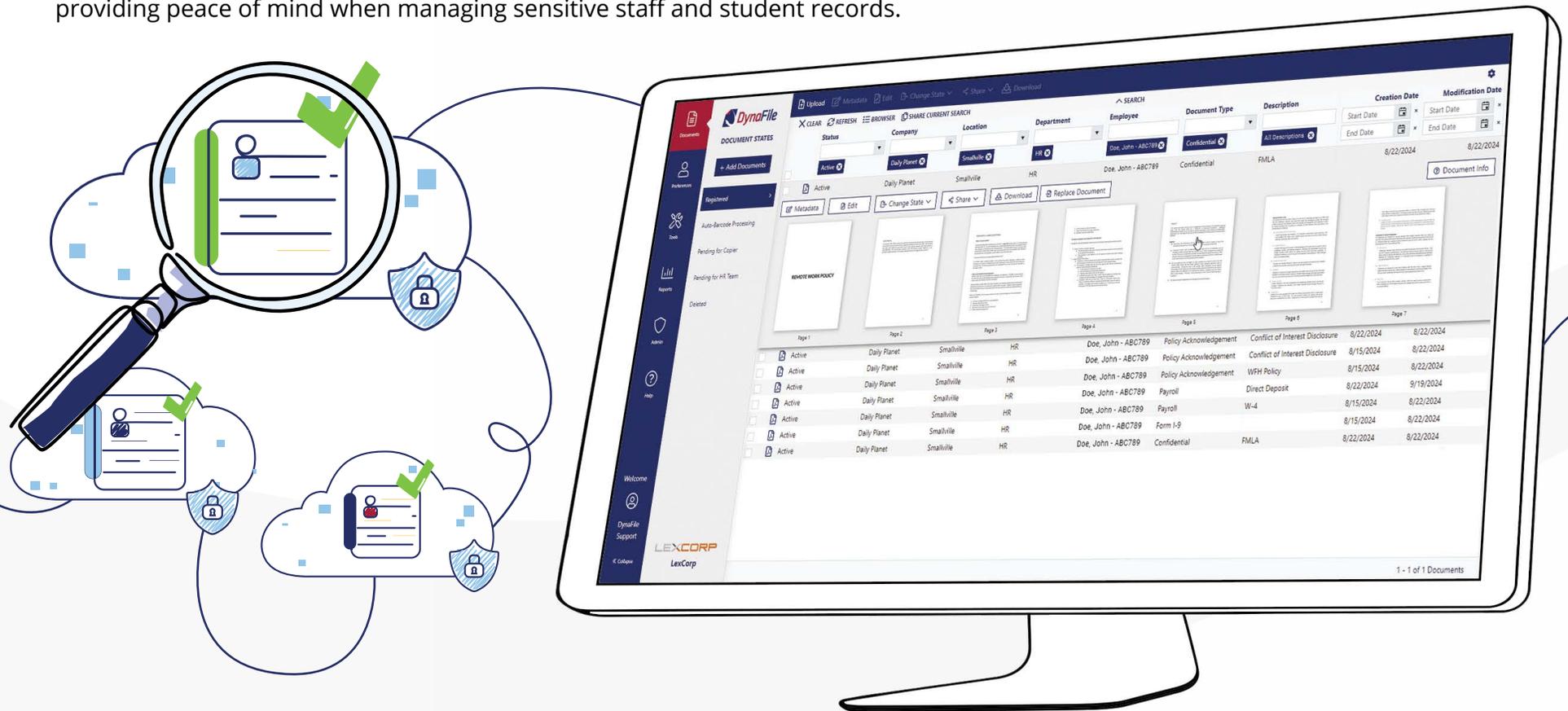
Gain Efficiency with Cloud Workflows & Seamless Integrations

Eliminate document silos with cloud-based workflows and embrace paperless collaboration through DynaFile's secure file-sharing and version control features. Empower your teams to work efficiently while maintaining the privacy and security of sensitive records. DynaFile integrates effortlessly with the platforms your school or institution already uses. From onboarding and e-signatures to SIS and HRIS systems, our integrations create a smooth and connected experience.

- **Centralize School Record Filing:** Seamlessly connect with HRIS, HCM, SIS, LMS, payroll, and ATS systems to centralize staff, faculty, and student records into DynaFile's secure cloud storage to centralize records for faster filing and retrieval.

- **Automate Onboarding Workflows:** Begin digital file management on day one. Streamline onboarding by collecting signatures and completed forms through integrated e-signature tools. Once approved, documents are automatically stored in the correct folder.

- **Add Files with Ease:** Your team can effortlessly add documents to staff or student folders using everyday formats like paper, emails, electronic files, digital forms, and more. With simple drag-and-drop functionality, complex uploads are a thing of the past.

- **Enhance Collaboration:** Seamlessly share and collaborate on documents with features like expiration dates for shared links, the ability to send specific pages as attachments or secure links, and direct email integration with Microsoft 365 or Google. Work effortlessly with colleagues inside and outside the DynaFile ecosystem while keeping full control over your shared documents.

Boost Record Compliance & Create Audit Readiness

DynaFile provides extensive administrative controls, detailed access permissions, and robust audit reporting tools to support data security and ensure compliance. Every document action is tracked to keep your team organized and audit ready.

- **Stay Audit-Ready with Compliance Automation:** Use DynaFile's built-in compliance toolkit to confirm all required documents are present in each folder. Simplify audits with custom reports, permission-based access, automated retention schedules, and the ability to share specific pages securely through encrypted links with expiration settings.

- **Drive Compliance with Real-Time Reporting:** Access real-time reports that track user activity across departments, campuses, or school sites. Use standard or custom reporting tools to see who viewed or modified staff, faculty, or student records, helping your team stay compliant and prepared for audits.

- **Segment Access for Increased Security:** Granular access controls ensure administrators only see the files they're authorized to view. Permissions can be set for individual users or groups and applied to specific document types, keeping sensitive information secure.

- **Streamline Policy Updates:** Replace paper-based forms with secure digital workflows. Collect signatures and confirmations online to support schoolwide policy updates with greater speed and accuracy.
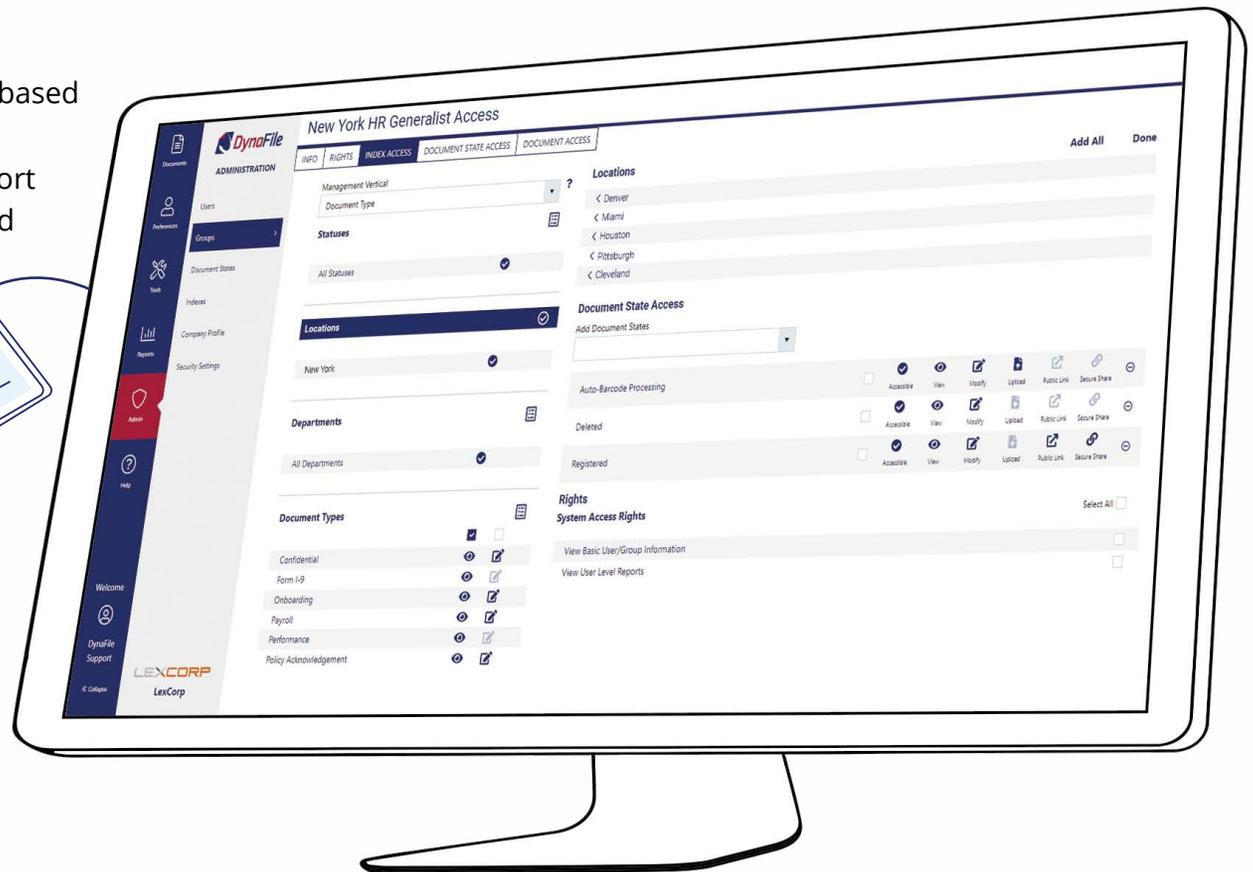
Transform Your School's HR and Administration with Digital Efficiency

Experience the benefits of electronic document management with improved efficiency, stronger security, and centralized access. DynaFile helps schools and institutions reduce manual tasks, eliminate paper-based filing, and protect sensitive staff and student information. Empower your team with secure cloud storage, instant access to records, and seamless integrations with the systems you already use. From onboarding to audits, DynaFile supports every stage of the document lifecycle.

Give time back to your team with a completely paperless employee file lifecycle.
Schedule a tour today and be fully operational in under two weeks.

THOMPSON HINE

Nothing but Great Things to Say
*"I have nothing but great things to say about DynaFile.
Our implementation could not have gone any smoother.
The site is set-up in a way that allows you to do anything imaginable."*

*–Kevin Kendall | Senior Human Resources Manager
Thompson Hine LLP*

PAUL MITCHELL the school

From 1 Day to 15 Minutes
"My favorite part of DynaFile has been being able to share access with the auditors. It used to take me one whole day to scan the files they requested, and now it takes me less than 15 minutes to share the access."

*–Lindsey Yearsley | Financial Aid Leader
Paul Mitchell School, Rexburg, ID*

Fisher Phillips

DynaFile allowed us to transform
"We began our DynaFile implementation a few weeks before COVID started. We wouldn't have been able to work as effectively as we did during the pandemic without having our employee files digitized. DynaFile allowed us to transform not only how we work, but where we work."

*–Karen Hall | Director of Human Resources
Fisher Phillips*

Chick-fil-A

DynaFile has been a Jack of All Trades
"Regarding productivity, it has definitely made our onboarding process quick & easy. In comparison to our previous methods, it's a piece of cake. DynaFile has been a jack of all trades for us; we would highly recommend this system! "

*–Jeneissy Zaldivar | Executive Administrative Director
Chick-fil-A, Doral, FL*

DynaFile