

Kansas School District

Small K-12 School District Implements DocStar ECM to Consolidate and Protect Files

Company Facts

Overview

- ▶ Location: Kansas
- ▶ Industry: Education
- ▶ Number of Locations: 5

Success Highlights

Challenges

- ▶ Insufficient space for paper file storage
- ▶ Slow retrieval of documents
- ▶ Storage solutions left paper documents vulnerable

Solution

- ▶ DocStar® Enterprise Content Management (ECM)

Benefits

- ▶ Easily scan and store files digitally
- ▶ Greater accessibility for employees
- ▶ Protection against lost or damaged files



Our customer was a relatively small school district in Kansas serving 10 schools enrolling children from kindergarten through 12th grade. The school district's records office had five full-time employees whose responsibilities included filing and storing roughly 300 paper documents weekly and retrieving about 500 documents every week.

Application

The school district purchased DocStar ECM to capture, store, and retrieve student records, school board minutes, purchase orders, and invoices.

The challenge

The school district was experiencing all of the problems associated with traditional paper filing—shortage of file space, slow document retrieval, and lost or damaged documents.

Because the district had to maintain school records indefinitely, they stored records in traditional metal file cabinets for six years and then transferred them to cardboard boxes which were then stored in a warehouse. Searching through these boxes proved to be a very lengthy and cumbersome process, wasting valuable employee time.

Additionally, when the office relocated, two boxes of records were lost. Compounding the problem, a few years earlier the district's warehouse had experienced a fire, resulting in many destroyed and damaged documents. The customer's need for a state-of-the-art file management and backup system became obvious.

The solution

With DocStar ECM in place, the school district was able to complete all conversion of their backfiles dating back to 1950 to electronic documents, which meant the shortage of off-site storage was no longer a problem. The district hired a summer temp to implement and complete the scanning and storing of all the records.

The benefits

Documents are now easily scanned and stored on disk. Currently, three secretaries have access to the system and can retrieve records in seconds. There's also no longer any off-premises searching, giving employees more time to perform other tasks. Duplicate disks are stored off-site in a backup system that guards against the very real possibility of the loss or destruction of these critical documents.

The records staff has found the DocStar solution extremely compact and easy to use. The system was installed in just a few hours, and the staff was up and running after a brief training session.

About DocStar

Helping businesses translate vision into action for more than 20 years, DocStar delivers a flexible and innovative enterprise content management and process automation platform. Easy to implement and use—both in the cloud and on premises—DocStar proven technology and global process expertise empowers organizations to operate at peak performance, navigate change, and grow.

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