# Mid-sized school district struggles to manage paper-based processes and documents

**Plymouth-Canton Community Schools (P-CCS)** is a Michigan public school district serving families in a region about 30 miles west of Detroit. The district operates 16 elementary schools, five middle schools, three high schools, and an alternative school program. It has nearly 11,000 students and a full-time staff of about 3,000 employees, including teachers, administrators, and support staff.

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## Business Needs

The district, faced by the same kinds of budget pressures that are challenging schools across the nation, sought out ways to contain costs and improve internal workflows. One of the areas evaluated was in its human resources department in the central administration center in Plymouth. Every year it was handling tens of thousands of pages of documents.

"It was really time consuming and expensive to manage all of our paper documents," says Karen Miller, Coordinator of Human Resources and Staffing for P-CCS. "With the paper-based processes, we were spending money not just on paper, but also on printers and print supplies, staples, postage, and the labor costs for handling the documents. And there was also the chance that errors would creep into the document management processes."

### Solution: Fujitsu scanners and CEO Image Systems software

The school district decided to get its paper-based processes under control with Fujitsu fi-6130 desktop scanners. They are duplex capable and can scan up to 80 images a minute while providing extremely accurate OCR and bar-code recognition.

> "We really did not consider any other brand of scanners," says Miller. "The quality of the Fujitsu scanners is superb, they take up very little space on our employees' desktops, and they scan documents very quickly."

P-CCS is using document management software from CEO Image Systems in conjunction with the Fujitsu scanners. The software provides a comprehensive records management solution for K-12 school districts. It uses security technology to protect the confidentiality of records as well as to control access to departments and logical groups of documents by different users. The software scans to industry-standard formats, including TIFF, PDF, and JPG, and provides functions for importing and storing electronic records, including Microsoft Office Word and Excel files and Microsoft Outlook emails.

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## Benefits: Money saved on paper and filing cabinets, processes expedited with instant access to documents

With the Fujitsu scanners and CEO Image software, the P-CCS district has been able to achieve far greater control over its internal processes while lowering costs.

"First, the Fujitsu scanners and CEO Image software are saving us an enormous amount of time," says Miller. "Simple tasks like approving requests for leave of absence are now done in a matter of a few minutes instead of the full day or more it used to take us in the past."

She says that while the district will always produce some paper documents, it has really cut back on the sheer quantity of paper consumed. That helps not only to lower purchase costs, but has enabled P-CCS to virtually eliminate the need for filing cabinets.

> "With the Fujitsu scanners and the CEO Image software, we can locate documents on our network almost instantly and get routine processes done a lot faster," Miller says. "The documents are now truly at our fingertips. Plus, it has lessened our need for a district courier to deliver information between the different school buildings.

She says the district's goal is to eventually deploy Fujitsu scanners across the organization, including in individual schools.

"The goal is to have a Fujitsu scanner on every secretary's desk. When a student enters the school, the secretary would be able to scan their student files and all information is available instantly," Miller says. "And, when students graduate, it's going to make it much simpler to archive student records for long periods instead of having to store paper documents in a basement."

**Plymouth-Canton Community Schools benefit snapshot:**
- Dramatically streamlines tasks in human resources, making documents available instantly on the school's network
- Cuts costs associated with printing paper, printer supplies, using couriers to transport documents between buildings
- Helps district put system in place for long-term archiving of student records instead of having to physically store them in boxes in a basement

**Fujitsu Computer Products of America, Inc.**
http://us.fujitsu.com/fcpa
1250 East Arques Avenue Sunnyvale, CA 94085-4701
(800) 626-4686 (408) 746-7000 info@fcpa.fujitsu.com