

Massive population growth created a storage and imaging problem for the Meridian School District.

They had storage cabinets in all of the departments and some at an off-site storage facility. Meridian School District also needed to increase the file integrity for all active records through the development of an on-line system, which would provide key staff members' access to the database from multiple locations. Planning for and managing the challenges of growth was a top priority.



SOLUTION

To resolve their storage and imaging challenges, Integra suggested they install Documentum's ApplicationXtender® (AX) along with Cardiff (now Verity) TeleForm® processing software and a Canon Scanner. AX provides viewing and scanning of all documents stored to the Document Management system and the scanning and storing of all paper and electronic documents.

Using AX, Meridian School District automated their accounts payable department by scanning and storing all vendor names, vendor numbers, dates and check numbers while also automating payroll. In addition, the Personnel Department researches their documents using vital employee information such as names, Social Security Numbers, and document type. Reports from their NCS programs are also stored electronically in AX for easy storage and retrieval.

Indexing of the documents has been virtually eliminated by using TeleForm® software to perform OCR (reading machine print), ICR (reading hand print), and OMR (reading marks on the page) to read the data on the scanned pages. To efficiently scan back file documents, the Meridian School District uses TeleForm® to automatically index data from the Accounts Payable, Personnel and Payroll file cabinets. TeleForm® is an excellent tool for future growth using internet data capture to create a full access community throughout the district, including remote locations.

The Accounts Payable department is now able to archive corresponding invoice information for easy retrieval by employees and auditors. The Personnel Department is automatically capturing information from forms submitted by a new employee and yearly from all current employees.

BENEFITS

- Increased file integrity
- Ease of administration
- Expandable system/web integration
- User friendly
- Secure system
- Multiple location access
- Automated indexing

CUSTOMER

Meridian School District

More than 22,000 students in grades K through 12

Enrollment increased sixfold over past 25 years

"[Integra] has a great staff, which is very knowledgeable of their profession and an understanding of our needs."

Jim Correia
Controller