

Objective



Enable the school to store efficiently, manage and retrieve documents, and largely automate inefficient manual tasks.

Outcomes



Scalable and secure solution to support a growing school



Maximised storage space



Fast & efficient filing of paperwork



Establishment of best practice

A fresh look at learning

A new school located in Flatbush, Auckland, Ormiston is one of just four new state primary schools opened in New Zealand between July 2014 and July 2015.

It welcomed its first 103 students in February 2015, with that number doubling by the end of the year. The completion of further facilities in 2016 will see the school's capacity eventually expand to 700.

As well as new buildings and staff, the school also needed a fromscratch technology infrastructure. Heath McNeil, Leader of Learning, saw this as a welcome opportunity to put in useful, efficient processes right from the start.

Delivering a vision

Every new school has an establishment board, appointed by the Ministry of Education. The board's role is to create a vision for the school, and Heath's mandate is to make that vision a reality. Heath has a substantial background in the education sector, and had a clear idea of what would meet the requirements of the National Administration Guidelines (NAGS) for school administration, as well as mesh with the school's established internal processes.

Heath's shopping list included a technical solution which captured and streamlined how the school stored, managed and retrieved supplier invoices, student enrolments and administrative/historical records. He was determined that best practice would lead the day. Old, and often inefficient, administrative habits were out. Time-consuming, tedious tasks should be automated. The new system needed to minimise paper usage and storage, and make it easy to search for stored content.



One of the things you never have enough of in a school is storage space

Heath McNeil –
Leader of Learning,
Ormiston Primary School

Solutions

Multifunction Printers

FUJIFILM Business Innovation New Zealand ApeosPort MFDs for printing, scanning and copying.



SolutionBuilder

Documents entered directly into DocuShare straight from MFDs.



DocuShare

Storage for all digitised documents while also providing a sophisticated workflow to automate the schools AP process.



Of course, the costs of a NAG compliant document management solution represents a significant investment. However, Heath knew the long-term value to the school would more than make up for it.

A smart and supportive solution

The tender to supply the Ormiston Primary School with a dynamic, supportive document management solution went out to several promising partners, including FUJIFILM BI New Zealand. Heath had already had positive results working with FUJIFILM at other schools, and was delighted to find that they could supply an end-to-end – and extremely comprehensive – solution.

This included 2 ApeosPort MultiFunctional Devices (MFDs) for printing, scanning and copying; DocuShare, which would store digitised documents and provide a sophisticated workflow to automate the school's Accounts Payable (AP) process and SolutionBuilder for entering documents directly from the MFDs into DocuShare.

Ticking the boxes

The FUJIFILM DocuShare solution makes the school fully compliant with NAGs requirements. In addition, they have the confidence of knowing that they are supported by a partner who is recognised for their active involvement in the education sector, including a range of youth leadership programmes.

In day-to-day terms, the solution makes it easy for users to find content, without the need to understand

and then navigate through folder hierarchies, or know the titles of documents beforehand. Even when staff leave, any of their DocuShare documents can be quickly located by other users by searching for key words, ensuring the retention of institutional knowledge. By granting users permission to only access content appropriate to their role at the school, the security of confidential information is ensured.

FUJIFILM DocuShare is also completely scalable, so as the school's roll reaches capacity, there will be no need to review the solution.

Quick Learners

Heath and the school's office administrator use DocuShare every day. The previously tedious job of manual filing has reduced dramatically – taking just two days to enter a year's worth of paperwork into DocuShare. The office administrator has completely revised her opinion of the chore, and now has the capacity to manage more valuable work.

The need to use up valuable school floor space to store masses of paper archives has gone. "One of the things you never have enough of in a school is storage space," said Heath. "You don't want a room full of cardboard boxes with accounts and invoices when you don't have enough room for gym mats or something that's going to make a real difference to the learning of the children that attend the school. Having DocuShare in place has allowed us to manage document growth and our precious space more effectively."



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The next generation

Ormiston Primary currently hosts DocuShare on their internal server but intends to move to an externally hosted model, so they can take advantage of its mobility functionality. Eventually, all staff will be able to access and use DocuShare collaboratively, both on and off-site.

FUJIFILM's experience in the education sector and their knowledge of NAG rules combined with Heath's depth of practical knowledge, provided Ormiston Primary with a seamless solution. It caters for the school's evolving administrative needs, enables them to meet compliance requirements and supports them as they, in turn, support the next generation.

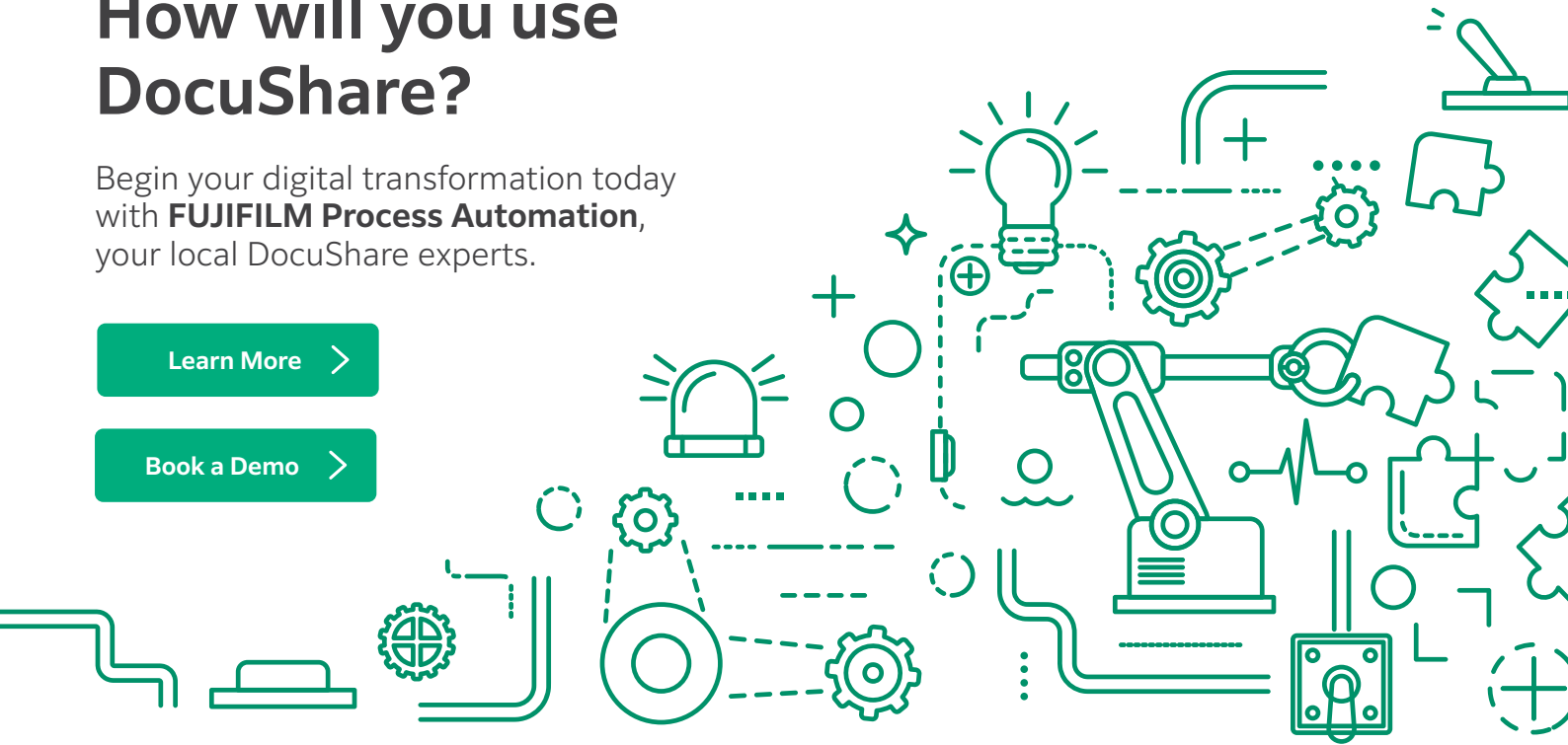


How will you use DocuShare?

Begin your digital transformation today with **FUJIFILM Process Automation**, your local DocuShare experts.

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[Book a Demo >](#)



About FUJIFILM Process Automation

The benefits of process automation are real, but it's not enough to just digitise your business. True transformation only happens when you have technology that makes sense for the way your people need to work.

FUJIFILM Process Automation are experts in creating automated document data flows that accelerate your processes and streamline your business. Our team offers a proven track record backed by leading technologies for Accounts Payable automation, Intelligent Forms, Enterprise Content Management, Robotic Process Automation and more.

Our local team have helped some of New Zealand's top companies and processes. Imagine what we can do for you. Learn more about our tailored approach and get in touch today.

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FUJIFILM
Value from Innovation

**Process
Automation**

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