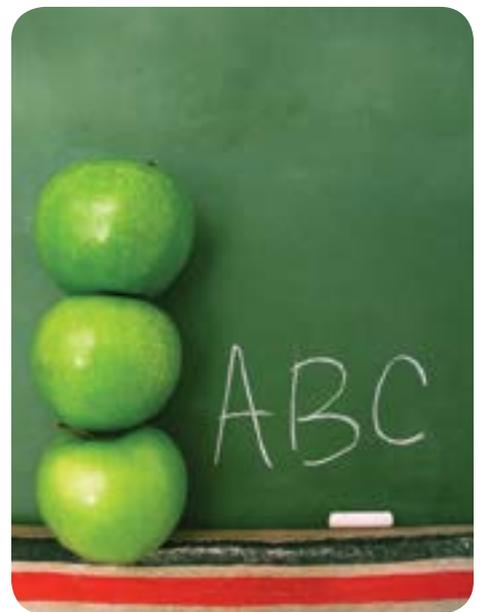


The why, what and how guide to digital content management for New Zealand schools.



The challenges behind delivering a first-class education are many. Government regulations, high administrative costs, dated processes and the need to provide a truly responsive service are key drivers for change.

Enable compliance, enjoy cost savings, ensure confidentiality and create order with FUJIFILM DocuShare.

Why do you need effective content management?

Part of the responsibility of running a school is implementing the School Records Retention/Disposal Schedule as a requirement of the Public Records Act 2005.

Complying with Government legislation these days includes storing and ordering your email, electronic documents, spreadsheets, databases, digital images and sound files. You often need to track and retain your records for specific periods of time, and have them ready for regular compliance audits.

And compliance is only one area where the demands for quickly-accessible, accurate and up to date information are increasing. Having an effective, easy-to-use content management system means your school administrators have exactly the resources they need to keep pace with increasing pressure for information from students, staff and parents.

Storing documents physically also has the disadvantage that it takes up valuable office and classroom space. This makes searching and retrieval inefficient, and costs your school time, effort and money.



What are the advantages of digital content management?

Taking advantage of digital content management and eliminating paper-based processes means you:

- Centralise, organise and secure your information – by storing it in a safe, structured and systematic way, where it cannot be easily altered, and critically, is not spread over a variety of personal systems.
 - Automate business processes – by simplifying and streamlining workflow with our in-built rules to process and route documents to the correct destination or person.
 - Save money – by reducing the time, effort and expense required to copy, move and store paper documents, or even worse, retrieve records from off-site storage.
 - Slash distribution costs – by eliminating traditional printing and mailing costs and using secure internet and intranet distribution instead.
 - Reclaim time and resources – because valuable administration staff can be redeployed to more productive areas.
 - Protect confidentiality – by safeguarding your students' information and protecting sensitive information with our comprehensive security features.
 - Improve service quality – by responding promptly to inquiries for information with fingertip-access to transcripts, disciplinary actions, reports and academic records.
- Enforce consistent records policies – by using DocuShare's structure and rules to ensure the integrity of all of your records, no matter where they are in their life cycle.
 - Simplify and ensure regulatory compliance – by monitoring all your activities on our log system, and running reports on which records can be moved, updated or destroyed.
 - Find information faster – by tagging files with metadata so information can be searched for by keywords, then retrieved to be viewed, printed or emailed quickly and easily directly from your desktop computer.
 - Share information – by transferring records securely and quickly without the need to manually copy and collate large numbers of documents.

How FUJIFILM DocuShare gives you order and control

FUJIFILM's DocuShare is a comprehensive and robust digital content management solution.

It provides an effective, efficient and reliable way to implement your responsibilities under the School Records Retention/Disposal Schedule (Public Records Act 2005), as well as fulfilling all your other legislative compliance needs.

Digital content management improves your efficiency, your ability to respond to the everyday needs of staff and departments, and increases the quality of the service you provide to your students and parents.



DocuShare provides you with the tools to combat the inefficiency and expense of paper storage. You can centrally manage increased amounts of information without needing extra staff, more archive space or further layers of administrative complexity to protect and preserve it.

As your school's need to process information grows, your DocuShare solution grows with it, scaling painlessly and effortlessly.

Key DocuShare functions include:

- Document versioning
- Microsoft Office integration
- Windows and web-based interfaces
- Collaborative workspaces
- User friendly workflow tools
- Mobile access to content

FUJIFILM DocuShare – great for your bottom line

With DocuShare, filing and saving all types of records is easy and cost effective, and finding them again is a breeze.

Hard copy attendance documents, report cards and transcripts, personnel records, performance reviews and Board of Trustees meeting minutes can be scanned and saved into single or even multiple DocuShare folders. Electronic documents, including Microsoft Word documents and Excel® spreadsheets, Adobe® PDF documents and digital photos, audio or video files, can be imported and stored in their original file formats.

DocuShare: The total document management solutions for schools



All stakeholders

- Administrators
- Teachers
- Staff
- Trustees
- Students



Any documents

- Enrolment records
- Annual reports
- Personnel records
- Recruitment
- BOT correspondence
- Accounts payable
- Financial reporting
- Board of Trustees
- Publications
- Photographs
- Student handbooks
- Student yearbooks
- Curriculum



Any format, from anywhere

- Email
- Fax
- Electronic documents
- Scanners
- Digital audio and video
- MFP devices



Always in control

- Protect privacy
- Improve efficiency
- Instant information
- Cut costs
- Reduce mailing and print costs
- Secure intranet and internet distribution
- Multi-layered security

By completely eliminating the unproductive time spent searching for information, misfiled documents and copies required for academic and disciplinary meetings, your bottom line looks better than ever before. Your ability to instantly fulfil records requests means your service level to students and parents goes up, and your administrative staff are less stressed and more productive.

FUJIFILM DocuShare - direct from your print device

Your FUJIFILM multifunctional print device can become a direct portal to your DocuShare solution

The easy-to-use interface on the operating panel shows your staff member only the functions they need to access to capture data in a secure and structured manner. With minimal training, your people can immediately integrate documents into DocuShare's sophisticated and powerful document workflow systems.

FUJIFILM DocuShare – for consistent records policies

DocuShare uses a range of advanced functions to manage your stored records. By applying a series of predetermined rules to your document, you can earmark it for transfer, updating or destruction. This way obsolete documents will never be issued or referred to in error.

Records subject to compliance legislation, for example tax receipts, will never be disposed of before the regulatory timeframe for retention ends. Your content management policy is fully supported by a solution which is audit-proof and worry-free.

The integrity of your records, electronic or physical, and wherever they are in their lifecycle, is guaranteed. To ensure complete confidence, a log of all activity is generated. You can use this directly to demonstrate your regulatory compliance.

FUJIFILM DocuShare – for simplified administration

DocuShare has been purpose-built for easy in-school administration. All the components, including fields, templates, user groups and volumes, can be managed by your administrators through a user-friendly graphical interface. Once implemented, there is no need to use expensive external programmers or consultants to make customisations or changes.

The load on your existing servers, networks and applications is limited by DocuShare's minimal bandwidth requirements.

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.

Traditionally:

- Locate student folder, copy or print student documents, manually add them to files.
- Maintain separate file cabinets to secure confidential files.
- Copy and physically transport student files to share with administrators.
- Manually search files to locate student suspensions, progress reports and other information.
- Locate, copy and refile student documents requested by parents.

With DocuShare:

- Scan student documents directly into student files from your print device.
- Ensure information privacy and protection, including audit trail monitoring, with DocuShare's comprehensive security functionality.
- Provide authorised administrators with immediate, secure web access to all student files.
- Use simple search by keyword or template field to locate a student's academic information.
- Print or email copies of student files to parents on demand.

How will you use DocuShare?

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

Learn More >

Book a Demo >

Get in touch

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FUJIFILM
Value from Innovation

**Process
Automation**

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