# ScanSnap

**Customer Story:**

# School Districts Work Towards Paperless Processes with ScanSnap Scanners

To streamline HR services, school districts often utilize ScanSnap scanners to digitize paper documents–reducing the time and waste associated with paper files while allowing employees to find information faster.

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## BUSINESS NEEDS

One school district that ultimately opted to go paperless was Edmonton Catholic School District. A large enterprise, the school district is a major educational force in the province of Alberta, with more than 33,000 students, 87 schools, and about 3,500 employees. Managing such a sprawling organization often leads administrators to seek out information technology that can streamline important business processes. Edmonton specifically wanted to find ways to reduce the large volumes of paperwork in its human resources department. "Our goal was to increase the efficiency of our HR procedures, the accuracy of personnel documents, and ultimately allow employees to remotely view their files on the school district's server," said District Principal Kathie Tourangeau.

## SOLUTION

Given the line's easy-to-use features combined with powerful scanning abilities, school districts often choose a scanner from the ScanSnap series. Edmonton opted for one powerful high-volume fi Series scanner for intensive scanning operations along with several ScanSnap desktop scanners used by employees for lower-volume scanning tasks–streamlining the digitization process at all levels.

## BENEFITS

Upon its adoption of scanning technology and complementing software, Edmonton Catholic School District was on the path to achieving its goal of virtually eliminating paper documents from its HR processes. The solution laid the groundwork for a more ambitious effort to reduce, or even eliminate, the need for paper documents throughout the school district's different departments.

Once the technology was available, the district's human resource department immediately began scanning a huge backlog of thousands of existing documents—and made sure that any new paper documents were immediately digitized, tagged with key information for future searches, and published on the school district server.

"The solution fit with the integration and compatibility of our existing processes and is helping us meet our goals of having paperless human resources files and transparent individual access for employees so they can see their own files. The technology is helping us increase the efficiency of the HR department by reducing paper and the time it takes to find information. Plus, we can be more environmentally responsible by eliminating paper waste," said Tourangeau.

**Recommended Products:**

iX1600

iX100

Continued

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For many school districts, scanning technologies provide a powerful yet easy-to-use solution that helps eliminate the need for paper documents while increasing the ability of managers and employees to quickly find important information. At Edmonton, Tourangeau said she expected that the technology's use would become widespread throughout the school district.