Dayton Public School District Implements Powerful Content Management Solution, Square 9 GlobalSearch

Industry: Education (Public K-12)

District: Dayton Public School District

Objectives:

-Implementation of a centralized archiving solution for all district records including: email, student records, contracts, human resources, and accounting.

-Capture/Archive emails in real time from Gmail with Google Suite

-Digitalize and streamline document and data processes within the district.

-Migrate data from existing archives into centralized archiving solution.

-Eliminate the physical filing storage of documents.

Dayton Public Schools is an urban district of over 14,000 students and 2,500 administration personnel, located in west central Ohio. The district consists of over 25 facilities, serving K-12 students, and is among the largest districts in the state of Ohio in terms of enrollment.

With a large number of students to serve across multiple locations, the district was seeking a solution that would allow for centralized digital archiving of all documents and emails within the district. This solution needed to include dynamic search capabilities for document recall, and had to be approved by the State of Ohio for record retention compliance. To obtain this solution, Dayton Public Schools partnered with Business Tek, Inc. to customize and implement the award winning ECM software, Square 9 GlobalSearch.

Ultimately, the district wanted to eliminate paper based document storage and streamline document retention capabilities for their contract and legal departments.

A primary objective was to live capture all internal emails at the time of delivery, archiving those emails in PDF format, with all attachments included. The district utilizes Gmail (GSuite for Education), an email platform that allows for simple integration with the GlobalSearch System.

Dayton Public Schools had in place, multiple archives and databases hosting different information in different formats. Business Tek, Inc. successfully migrated all current archived data into the GlobalSearch solution, establishing dynamic search capabilities for all digital documents within the district's former archives.

Existing paper documents in storage are easily scanned into GlobalSearch from the districts multiple MFPs. Documents can be scanned into GlobalSearch using any TWAIN based scanning device, with many manufactures featuring built in connectors and applications to efficiently import documents into the GlobalSearch Archive, eliminating numerous archiving steps. Documents stored within the GlobalSearch archive can be easily retrieved from the MFP as well utilizing the same GlobalSearch login credentials.

By implementing GlobalSearch, teachers and administrators cut significant time out of their planning and document processing routines, allowing more time for student engagement. Student records are organized and can be recalled in a fraction of the time compared to old paper based storage. When requested by the state, records are easily sent using email export, streamlining reporting processes.

Overall, GlobalSearch earned straight As and has added value to the district by securing information, streamlining document and data archiving, and simplifying state reporting procedures.

For districts looking for a solution to achieve these objectives, combining the power of GlobalSearch with the expertise of the team at Business Tek, Inc. will provide the best overall solution for districts of all sizes. Contact us today to learn more!

square9 softworks GlobalSearch®

Key Feature Differentiators:

State of Ohio Document Retention Compliant– Square 9 GlobalSearch meets the requirements for state document retention regulations. Districts utilizing GlobalSearch no longer need to keep hard copies of documents, limiting liability and eliminating paper based security and disaster recovery concerns.

No Data Storage Limits– Never run out of space and never pay to upgrade! GlobalSearch does not limit the number of documents or the amount of storage space in Archives.

Content Search- GlobalSearch supports keyword, fuzzy, stemming, phrase and wild card searching within the contents of an electronic document and highlighting matching instances.

Capture Workflow- A feature that allows the building of sequential capture workflows using various designed activities for specific functions. Documents dropped or scanned into that folder will kick off the workflow based on the activities set in the sequential workflow delivering the results to either a GlobalSearch Inbox as a preprocess routine or directly to a designated Archive.

Multi-Level Authority Access– Access to inboxes and archives are controlled using multi-level authority access. Inboxes and archives are accessible on a per user basis, customizing the user interface for users on a individual basis.

PDF Conversion- This option is a full page OCR engine and provides the ability to turn scanned images into text searchable PDF documents that allows the Content Search feature to find keywords and phrases. GlobalSearch converts your records to the industry standard PDF format without need for Adobe licensing requirements.

Email Delivery/Notifications- An automated email notification can be set on any GlobalSearch Archive and is triggered when a document is added. Easily send one or more documents from GlobalSearch through direct integration with Microsoft Outlook and Google Suite.

Audit Trail Reporting- Quickly view the history of a record including views, prints, emails, launches and exports to name a few. Document History can be run against a single record, the results of a query or at the Archive level.

Revision Control-Check-In/Check-Out -Setup on a per archive basis, Global-Search will automatically preserve all previous versions of a document and require users to check a document out to make changes. Changes can be made locally in their native application or made in line in the GlobalSearch viewer. Publishing settings allow collaborators to control the document version displayed to users as they perform searches. Security policy settings allow the administrator to set who can check out/in documents and see previous versions.

Award Winning User Interface simplifies archive searching and document retrieval, while streamlining workflows to increase efficiency.

Innovative Drag and Drop workflow builder allows administrators to build comprehensive capture workflows in a fraction of the time of other document management solutions.

To schedule a consultation and demonstration:

Business Tek, Inc. Local Offices:

Dayton: (937) 438-1818

Cincinnati: (513) 870-0201

Columbus: (614) 527-0888

Lima: (419) 228-6245

For more information and to schedule a consultation for your district, visit: businesstekinc.com/doc-management or call your local Business Tek, Inc. office!