

# Backfile Conversion Paves Way for Digital Future

Xerox scanners help a Massachusetts public school district speed up processes for billing, invoicing, P.O.s and contracts, and eliminate binders full of papers.



## XEROX® DOCUMATE® DEPARTMENTAL SCANNERS

We offer award-winning document capture solutions for personal, departmental and production applications. Xerox® scanners unlock the data in routine, daily paper documents to enable today's connected, digital workplace. Our software-driven hardware solutions provide the onramp to digital transformation.

Xerox® DocuMate® departmental scanners provide high performance and great value for large workgroups. Visioneer's exclusive OneTouch software, Acuity image enhancement and DriverPLUS technology provide unparalleled simplicity, performance and integration.

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## THE CHALLENGE

Our public school district client in Massachusetts has a goal of going as paperless as possible. They wanted an easier way to keep backups for audits because the school district is audited every year. They keep two to four copies of each invoice, P.O., change order and contract. A paper-based backup system involved up to 85 three-ring binders circulating through their office each fiscal year, not counting hundreds from prior years.

The district also wanted to streamline administrative processes for billing, invoicing and contracts. They needed to process these and back them up, without getting bogged down in paper.

## THE SOLUTION

Although our client's office already had two Xerox multifunction printers for high-volume scanning, they added an ideal solution for frequent, small scan jobs in Xerox® DocuMate® departmental scanners. This allowed staff to handle the paper right at their desks.

Scanning is their new backup for auditing purposes. Visioneer® OneTouch® software helps ensure the scans go to their correct folders automatically. Using custom workflow configurations, OneTouch streamlines processes with the touch of a button.

Our client was pleased with how practical and easy the scanners are to use. The software installed within minutes, and they were up and running within two hours.

## THE RESULTS

In the first six months that our client has been using Xerox scanners, they've cleared off four shelves of binders. They no longer need to keep a paper copy on file. They can scan the paper electronically and move on with their day.

They used to spend about four minutes per paper document—locating the proper binder, processing the document, putting the paper in the binder, and returning the binder to its shelf. Those minutes added up to hours that are now spent serving colleagues faster.

Now they can find and email digital files right away and process bills in seconds.

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