St. John Paul the Great Catholic HS: Case Study

As part of the Diocese of Arlington, Saint John Paul the Great Catholic High School is a college prep school and the only high school in the United States to offer a 4-year bioethics curriculum in addition to religious services. Behind the scenes, the high school operates with all the functions of any other type of business with departments including finance, human resources, administration, IT and more.

Systems, an authorized Square 9 Reseller and the school's hardware provider, suggested GlobalSearch from Square 9, knowing it would be a great fit for the high school.

The Outcome

The Finance team has easily saved a hundred hours in administrative time alone. Now they have desktop scanners, where they can scan each document, triggering GlobalCapture's automated workflows to index the data

> "Between filing, storing, and accessing documents alone, staff has saved over **200** hours across departments and has increased productivity by at least **10%**."
> - David Morales, Director of Technology

Overview of Case Study: Document Management Software

The high school stores every piece of paperwork a student must provide in order to attend. This includes applications, medical records, birth certificates, transcripts, and anything else that's required as part of the submission process. With so many current students, and new applications arriving daily, Saint John Paul decided to transform paper documents into digital data with document management software.

Problem

Before Centric implemented GlobalSearch, every check was written out, laid out on the copier, scanned and filed before being approved for payment. It was a very time-consuming process to manage every purchase order and vendor invoice that was in paper form. Even the technology team experienced lags. Whenever they needed to pull a bill from the previous year to review the numbers, they'd have to go to the Finance department and wait for them to sift through cabinets to find the one copy. Then, the IT staff would take the copy, review it, keep it safe, and bring it back for refiling. All this just to pull a quick piece of information. With the help of Centric, they quickly got on board with document management software.

Software Management Solution

The school was looking for a software that was flexible in terms of integration with the desktop, and the applications they currently use, including PowerSchool. Centric Business

and securely store each file. Saint John Paul has logic built into the scanning process so that each document will be automatically OCR'd based on document zones to separate stacks of documents and prefill main index fields

Both Admissions and Registration departments followed suit. Centric started by scanning 100,000 archived documents from the first seven years of operation into the document management system. The documents were automatically indexed using Square 9's GlobalCapture document capture solution. Between filing, storing, and accessing documents alone, staff has saved over 200 hours across departments and has increased productivity by at least 10%. Now, if a staff member is working with a record in PowerSchool, they can easily pull up all matching student records in GlobalSearch.

Closing

Thanks to Centric, the majority of the school's documents have been digitized and shredded. Having easy and immediate access to important information across departments is helping the Catholic high school operate like an enterprise. They've started the year as a truly paperless organization and look forward to expanding their document management capabilities with intuitive workflow routing and web forms management. They are well on their way to meeting their goal of having all student records scanned, indexed and ready to go for the new year.

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