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- Heath McNeil, Leader of Learning,  
Ormiston Primary School



### A fresh look at learning

A new school located in Flatbush, Auckland, Ormiston is one of just four new state primary schools opened in New Zealand between July 2014 and July 2015.

It welcomed its first 103 students in February 2015, with that number doubling by the end of the year. The completion of further facilities in 2016 will see the school’s capacity eventually expand to 700.

As well as new buildings and staff, the school also needed a from-scratch technology infrastructure. Heath McNeil, Leader of Learning, saw this as a welcome opportunity to put in useful, efficient processes right from the start.

### Delivering a vision

Every new school has an establishment board, appointed by the Ministry of Education. The board’s role is to create a vision for the school, and Heath’s mandate is to make that vision a reality. Heath has a substantial background in the education sector, and had a clear idea of what would meet the requirements of the National Administration Guidelines (NAGS) for school administration, as well as mesh with the school’s established internal processes.

Heath’s shopping list included a technical solution which captured and streamlined how the school stored, managed and retrieved supplier invoices, student enrolments and administrative/historical records. He was determined that best practice would lead the day. Old, and often inefficient, administrative habits were out. Time-consuming, tedious tasks should be automated. The new system needed to minimise paper usage and storage, and make it easy to search for stored content.

Of course, the costs of a NAG compliant document management solution represents a significant investment. However, Heath knew the long-term value to the school would more than make up for it.

### A smart and supportive solution

The tender to supply the Ormiston Primary School with a dynamic, supportive document management solution went out to several promising partners, including Fuji Xerox New Zealand. Heath had already had positive results working with Fuji Xerox at other schools, and was delighted to find that they could supply an end-to-end – and extremely comprehensive – solution.

This included 2 ApeosPort Multi-Functional Devices (MFDs) for printing, scanning and copying; DocuShare, which would store

digitised documents and provide a sophisticated workflow to automate the school’s Accounts Payable (AP) process and SolutionBuilder for entering documents directly from the MFDs into DocuShare.

### Ticking the boxes

The Fuji Xerox DocuShare solution makes the school fully compliant with NAGs requirements. In addition, they have the confidence of knowing that they are supported by a partner who is recognised for their active involvement in the education sector, including a range of youth leadership programmes.

In day-to-day terms, the solution makes it easy for users to find content, without the need to understand and then navigate through folder hierarchies, or know the titles of documents beforehand. Even when staff leave, any of their DocuShare documents can be quickly located by other users by searching for key words, ensuring the retention of institutional knowledge. By granting users permission to only access content appropriate to their role at the school, the security of confidential information is ensured.

Fuji Xerox DocuShare is also completely scalable, so as the school’s roll reaches capacity, there will be no need to review the solution.



## Quick learners

Heath and the school’s office administrator use DocuShare every day. The previously tedious job of manual filing has reduced dramatically - taking just two days to enter a year’s worth of paperwork into DocuShare. The office administrator has completely revised her opinion of the chore, and now has the capacity to manage more valuable work.

The need to use up valuable school floor space to store masses of paper archives has gone. “One of the things you never have enough of in a school is storage space,” said Heath. “You don’t want a room full of cardboard boxes with accounts and invoices when you don’t have enough room for gym mats or something that’s going to make a real difference to the learning of the children that attend the school. Having DocuShare in place has allowed us to manage document growth and our precious space more effectively.”

### About Fuji Xerox New Zealand

Fuji Xerox delivers market leading document services and print solutions to the New Zealand market place. Our core philosophy is to be ‘strong’, ‘kind’ and ‘interesting’; a ‘strong’ company that delivers excellent products and services that satisfy customers, and is able to reward its shareholders continuously; a ‘kind’ company that contributes to local and global communities with a particular focus around young people; and an ‘interesting’ company at which employees find their life and work fulfilling. We aim to be a company with a good balance of all three attributes.

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## The next generation

Ormiston Primary currently hosts DocuShare on their internal server but intends to move to an externally hosted model, so they can take advantage of its mobility functionality. Eventually, all staff will be able to access and use DocuShare collaboratively, both on and off-site.

Fuji Xerox’s experience in the education sector and their knowledge of NAG rules combined with Heath’s depth of practical knowledge, provided Ormiston Primary with a seamless solution. It caters for the school’s evolving administrative needs, enables them to meet compliance requirements and supports them as they, in turn, support the next generation.

## At a glance

**Organisation:** Ormiston Primary School

**Industry Sector:** Education

**Size:** 203 students, 20 staff

**Business Requirement:** Implement a NAGs compliant document management solution.

**Primary Objectives:** Enable the school to store efficiently, manage and retrieve documents, and largely automate inefficient manual tasks.

**Solution:** Fuji Xerox ApeosPort MFDs for printing, scanning and copying. SolutionBuilder for entering documents directly from the MFDs into DocuShare. DocuShare for storing digitised documents and provide a sophisticated workflow to automate the school’s AP process.

### Outcomes:

- Scalable and secure solution which will support a growing school
- Maximised storage space
- Establishment of best practice
- Fast and efficient filing of paperwork