

# Document Manager improves workflow at Stevenson College



Stevenson College  
Edinburgh

**Country:** UK

**Industry:** Further Education

**Key drivers:** Improving information lifecycle management, accelerating business processes.

**Profile:** Scotland's fifth largest Further Education college.

**Stevenson College in Edinburgh is the fifth largest further education college in Scotland - providing courses in many areas ranging from accounting to child care.**

The college, an established user of Infonic Attendance Manager software, has adopted the Document Manager workflow and DM solution.

## Ending the paper chase

The college's document management was entirely manual. Paper documents were stored in physical cabinets, backed up by a central archive room.

This system caused headaches when users had to retrieve data for student queries, auditors, the Funding Council, the Scottish Executive etc.... The college needed an automated document management system.

The college also needed to streamline its information life cycle management, to provide tighter control over how information entered the college, was stored, accessed, maintained, distributed to users and archived. The college's accounts department also wanted to accelerate its invoice approval processes. It typically took two weeks for invoices to pass through several sets of hands. A reduction in this delay would improve supplier relationships.

The college invited five DM companies to put in competitive tenders.

"Document Manager won the business through its breadth of functionality, coverage of all aspects of the information lifecycle, its GUI, ruggedness and scalability. We were particularly impressed with the workflow modules, Web usage enablement and ability to delegate control of folder hierarchies. Document Manager was the most cost-effective solution." said Stevenson College Business Process Manager Ron Peacock.

## CASE STUDY - Document Manager - Stevenson College Edinburgh



Document Manager has reduced the college's paper storage and improved access to documents. Staff can now access all documents from their PC, or via the web and multiple users can review a document at one time

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## Benefits of Document Manager

- Improved information lifecycle management
- Acceleration of invoice approvals and other processes
- Improved access to documents for all users
- Significant time savings for staff
- High scalability of system
- Improved responsiveness to government information requests

Acceleration of the invoice approvals process delivered "enormous savings in time and cost and improved relationships with suppliers." said Ron Peacock.

## The Document Manager solution

Used by colleges across the UK, Infonic Document Manager is a powerful, affordable DM system that centrally manages the flow of documents throughout Stevenson College.

Document Manager dramatically improved the college's information lifecycle management - capturing, indexing and storing all incoming documents and information, enabling staff to retrieve them more quickly.

Document Manager helps the college process supplier invoices faster. The system notifies approvers when documents require attention, dramatically reducing approval times.

Document Manager provides high levels of security. User access rights can be tailored to provide complete control over who has access to documents. The system is compliant with all freedom of information and data protection legislation.

Document Manager has reduced the college's paper storage and improved access to documents. Staff can now access all documents from their PC, or via the web and multiple users can review a document at one time.

Document Manager is more than just a great software solution. It is backed by a team who deeply understand the education sector and who form ongoing partnerships with colleges to deliver excellence in Document Management.