



# SCHOOL DISTRICT DIGITIZES HR AND PAYROLL RECORDS AND FINDS THEIR PAPER-LESS UTOPIA



## THE DISTRICT'S BACKGROUND AND MISSION

Nampa School District works to promote high-levels of achievement for over 14,000 students in grades PreK-12 at 26 physical locations in Idaho.

## THE DISTRICT'S DOCUMENT DILEMMA

The District was heavily mired in paper filing and rapidly running out of space. Their previous document management software wasn't user-friendly and didn't meet their overall needs.

## THE DOCUTOPIA/TREENO SOLUTION



Not only did Docutopia fully-digitize all active HR and Payroll records and many inactive files for the district, they ensured all records were full-text searchable and well-organized in TREENO's easy to adopt, cloud-based electronic document management system.

The district now has secured access to critical records from anywhere, anytime through simple search and retrieval methods.



*"Docutopia was amazing! There is simply no other way to put it. They were always a responsible, hardworking team and it was a joy to work everyday with them on the project."*

Mari Duran | HR Team

*"Issues come up with every project. Docutopia was quick to remedy any that arose and was thorough in making sure the quality of the work never declined."*

Laurie Ramsay | IT Project Manager

The Covid-19 pandemic impact on public school districts has been felt across the country, eroding budgets, impacting staffing levels and IT's need to support many employees working from home in an abundance of caution.

Nampa School District was feeling these challenges and quickly running out of space to store the physical HR and Payroll records that were growing beyond the district's abilities to maintain and access them easily.



**"We needed help getting a long-awaited scanning project completed with time and staffing restrictions", said Cody Kreps, Director of IT at the Nampa School District.**

The district researched several service bureaus and awarded Docutopia, the experts in helping organizations reach their paper-less office goals, the project. Cody and his team recognized early on that "Docutopia was an excellent choice for the Nampa School District and stepped in with the knowledge and professionalism required."

The district maintains extremely strict security and compliancy standards, as Cody explained, "They walked us through the process, explained their exceptional levels of security and confidentiality, which gave us the confidence needed to trust our partnership."

"Docutopia, paired with Treeno, delivered a safe, secure and user-friendly document management solution that the district has needed for a long-time."

## WE'RE MOBILE!

Whether your project requires onsite, mobile or offsite support, we've got you covered.

## DOCUMENT PREP

Our team has worked with virtually every type of document, in any condition imaginable. We have the tools and experience to prepare documents for digitizing your project in the most efficient and careful manner.

## GOT YOUR HEAD IN THE CLOUD?

So do we! Our services include the ability to store your digitally-imaged records securely in the cloud with TREENO, one of the most-reputable electronic document management systems available today.

TREENO provides a simple to adopt user experience and the most advanced document protection architecture since 2005.

## COMPLIANCY

Our solutions meet or exceed most regulatory mandates, including FERPA and HIPAA, so you can rest-assured your documents and data are safe.



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IDAHO LOCAL!

# INTRODUCING THE **SCAN-VAN**



## FRESH SCANS MADE DAILY...

Imagine having text-searchable documents with advanced indexing and electronic document cabinet/document-type support. **As quick as Google, but more precise ability to search and retrieve a document or single page within huge archives in seconds as well as rapid results filtering.** Document workflow capabilities allow automated process-engineering and supports notifications, timelines and workflow activities to ensure processes run through approval and completion. **Always available, always supported online experience ensures the best user-experience. No local IT support resources required.**

## SERVICES AVAILABLE:

### RAPID ON-SITE MOBILE SCANNING SERVICES

Our "Scan Van" is a fully mobile production scanning unit, capable of scanning thousands of documents per day, all on-site at your facility with security measures.



### DOCUMENT MANAGEMENT & PROCESS AUTOMATION

Integration options with the most existing electronic document management systems and line of business applications.



### ADVANCED IMAGING & SEARCHABLE PDF'S

Advanced imaging of delicate, historical records and large-format archives resulting in full-text searchable PDF's.



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