

CASE STUDY

International School Augsburg
Augsburg, Germany

www.isa-augsburg.com
info@isa-augsburg.com

Industry

Education

Teachers

55

Students

345



Marcus Wagner
Director Business & Finance

Solutions

- docuvita.Server
- docuvita.WorkflowServer
- docuvita.Connect interfaces to external software



ISA achieves digital transformation with docuvita document management system

Founded in 2005, the ISA Augsburg is an English-language private all-day school covering nursery, primary and secondary education stages. All school degrees are internationally accepted. ISA's community of teachers and students is diverse and international, comprised of more than 18 countries. Due to the large number of international companies nearby, the demand for an English-speaking school is constantly growing in the region.

Since its foundation, ISA has been extremely reliant on paper documents. The different departments, like Accounting and Human Resources, produce numerous documents every day, from personnel records to accounts receivables and payables. The management of documents, from printing to processing, filing, searching and retrieving was manual and therefore extremely inefficient.

Being an International School with dedication to excellence, ISA underpinned the necessity to streamline its administrative processes and go paperless.

When ISA Director for Business & Finance Marcus Wagner was looking for a solution that could be adapted to the specific needs of the school, he came across the docuvita document management system (DMS) and opted for it.

CHALLENGES AND OPPORTUNITIES

Numerous business processes at ISA relied on paper, which caused an ever-increasing bottleneck in document lifecycle and also costs of staff for processing of paper-based inquiries.

An opportunity to face this problem was to improve process efficiency and boost productivity through digital transformation. Furthermore, the automation of administrative processes would free employees time for other, more important duties.

An additional need of the school was improving data protection to better manage and control access to sensitive student and staff data.

Driven by that, ISA rose to the challenge to digitalize its processes, so as to automate document-driven processes and compliance with regulatory mandates.

“We wanted to leave personnel folders and other paper files behind”, explained Marcus Wagner (Director Business & Finance) the school's decision maker to implementing a DMS.

The smooth transition to a paperless school administration required the DMS to be customized to the particular needs of each department. Furthermore, it required easy integration with the existing Enterprise Resource Planning (ERP) and Accounting System, which ISA uses in its Accounting and HR departments. Furthermore, an easy and intuitive user interface was a must for selecting.

THE SOLUTION

ISA appraised available solutions to digitize and manage the large quantities of paper documents and automate Human Resources and Accounting workflow processes.

As a specialist for digitalization of processes, the Gold Partner and competence center docuvita solutions GmbH was recommended to ISA. They selected docuvita DMS because of its excellent cost-performance ratio and the ability to meet all requirements.

The collaboration between ISA and docuvita solutions GmbH is very close – since the project started in 2015 up until today. It started with a jointly developed implementation concept and will be continued to ensure continuous development and adaptation of ISA's DMS to new challenges.

The project was divided in separate milestones:

- Creation of a sophisticated authorization system: control and log user access according to ISA's specifications
- The first step was the digitization of all personnel files: transformation of paper-based personnel documents to digital personnel files
- Development of an automatic process for the evaluation and archiving of externally generated electronic paychecks
- Establishing a process for the electronic archiving of all outgoing documents
- Automation of paper invoice capture
- Smooth integration of docuvita DMS with existing myfactory ERP and accounting applications (ADDISON, ProvenSys)
- Implementing docuvita in Google's Productivity Suite: development of a Google Docs add-on

docuvita Partner in Charge:

docuvita solutions GmbH



About the docuvita Partner

As a Value Added Reseller, the products and services of docuvita solutions GmbH are based on the docuvita document management system and are aimed primarily at small and medium-sized companies.

The docuvita Gold Partner offers complete solutions for document management, archiving and workflow.

www.docuvita-solutions.de

info@docuvita-solutions.de

Phone: +49 (0)8271 43022 90

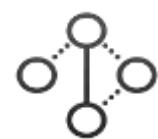
[linkedin.com/company/docuvita-solutions-gmbh](https://www.linkedin.com/company/docuvita-solutions-gmbh)

RESULTS

As a first step in going paperless, digital personnel files have been created to securely store all personnel documents.

ISA's major challenge was to reduce the time to process documents. With docuvita, time saving became one of the most obvious benefits out of the digital transformation. Marcus Wagner: **"We notice the advantages of the solution, for example, when processing incoming invoices. The entire workflow, from receipt to payment, is automated. This saves a lot of time."**

The automation of tedious paper-based processes increased the productivity of the personnel exponentially. For instance, the invoice processing time was significantly reduced by the built-in workflow system. It was customized to ISA's requirements and automatically starts a new task or workflow to send the invoice to the responsible employee who can either approve or reject the payment. Automatically, the Accounting department receives a corresponding message and the invoice is archived.



Digitalization of all document-based business processes, e.g. incoming invoice processing, **saving time, money and resources**



Going paperless: more than **1 million documents** have been digitized so far.

Key Results



Increased transparency and data security through documentation of changes made to documents



Added value to existing ERP and accounting software by deep integration of docuvita

The integration of docuvita into the school's ERP systems enables automated preliminary checking of invoices, their approval and alignment with the supplier base.

Automated processes and the intuitive user interface make operation easy. **"The automated processes minimize typical human errors, such as incorrect filing or accidental deletion of a file"**, says Wagner and explains another benefit that freed-up employee's time: **"As a result, The unpleasant, time-consuming error analysis that we previously had to carry out is no longer necessary."**

Setting up mobile access to the system has further increased the already high availability of documents and information anytime and anywhere.

The challenge of improving data protection was met with an advanced authorization system. For Marcus Wagner, controlling user access to documents was particularly important: **"The system shows us who did what with a document and when. This enabled us to enormously increase data protection and data security."**

docuvita Advantages:

- ✓ **All-in-one solution** for managing any type of document, coming from any source
- ✓ **Cost-effective and intuitive** to use without special skillset
- ✓ Can be adapted to the **specific needs** of each individual company, especially for SMEs
- ✓ **Advanced integration** with any other application and hardware within the company
- ✓ Integrated **workflow engine** with WorkflowDesigner to automate and speed up business processes
- ✓ Tailored to meet **regulatory requirements**, e.g. GDPR, e-Invoicing, ISO, Quality Management

About docuvita GmbH & Co. KG

docuvita enables companies managing any type of document, coming from any source. We offer a system that is affordable and so intuitive that it requires no special skillset to use. docuvita can be adapted to the specific needs of each individual company.

www.docuvita-international.com