

## Document Solutions for Education

### School District benefits from MTS Software Solutions

#### Automated Forms Increase Productivity & Customized Workflow Decrease Email

#### Summary

A school district in northern New Jersey, with 58 offices and divisions, processed thousands of requests a year. Hundreds of support staff and teachers were submitting approval request forms (time off, field trip, graduate credit reimbursement, etc.) using the archaic system of manual paper processes. MTS Software Solutions has replaced the time consuming and costly process of tracking paper forms with web based technology using automated electronic forms.

#### Challenges

- **Time and money was required** to print, deliver, file, store and retrieve paper based forms.
- **No way of tracking** the approval process. When the “approving manager” was unavailable, paper forms would remain uncompleted on the absent manager’s desk.
- **Misplaced or lost paper approval forms** was a constant concern as the forms moved between offices for approval signatures.

#### Why Fortis with MTS Software Solutions?

- **Instant access** to all web based approval forms – blank, in progress and completed – that are electronically saved and stored in the back end system
- **Shortened processing times** with searchable work queues and out-of-office delegation
- **Security, authenticity and accuracy** is insured with login access and an audit trail of approved/denied actions

*“At first we were unsure of what we wanted our automated system to do. The MTS team sought out where we were inefficient and simplified our cumbersome approval process for six forms. We are very excited about our future relationship with MTS. With their help we will be able to continue our green initiatives as we create more electronic forms and bring many of our other paper intensive tasks onto the web.”*

– School District spokesperson

#### Solutions provided by MTS Software Solutions

Automated processes often create an excess amount of unwanted email notifications. MTS designed the automated workflow to consolidate over 150 tasks to meet the needs of the district and customized the email notifications to occur only when necessary in the web workflow.

#### ROI

- **Thousands of dollars saved** – no more printing, mailing, filing, storing or retrieving paper forms
- **Increased employee productivity** – ability to track approval process cut forms processing time in half
- **Proof of data confidentiality** – validates internal security controls and compliant procedures