"The FileBound Express Appliance provides ASA with a secure, cost effective and expandable solution to our Member File and other Document Management needs."

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Industry:
- Agriculture & Crop Sciences

Application:
- Membership Files

The Problem:
- Increasing Storage Space Requirements
- File and Document Access
- File Upkeep & Management Costs

The Solution:
- FileBound Express ECM Appliance
- Kodak Capture Pro Software
- Kodak Scanners
- Barcode Scanning

The Benefits:
- Elimination of Paper Documents
- Backfile Scanning
- Cost Savings

About the Company

The **American Society of Agronomy (ASA)** is a prominent international scientific society headquartered in Madison, Wisconsin. ASA has common interests with the Crop Science Society of America (CSSA), and the Soil Science Society of America (SSSA), sharing a close working relationship, including the use of the same headquarters. Since its inception, ASA has continued to evolve, modifying its educational offerings to support the changing needs of its members. Today, ASA is seen as a progressive scientific society meeting the needs of its members through publications, recognition and awards, placement service, certification programs, meetings, and student activities. Society members are dedicated to the conservation and wise use of natural resources to produce food, feed, and fiber crops while maintaining and improving the environment.

Business Need

ASA was searching for a solution to manage the 350,000 plus documents associated with their Membership Files, both active and inactive. These files contain information that includes membership applications, yearly renewals, continuing education documents, and professional certification and recertification.

ASA's paper based filing process was labor intensive and created challenges when responding to the needs of both Society members and employees. In addition to the customer service concerns, the space required to store the files was becoming a problem, due to growth in the number of members, and the continued addition of documents to the existing member files.

Solution

The Priton Group worked with ASA to develop a document imaging solution that met the goals of the Society. The system not only had to provide an easy means for scanning, storing and retrieving information, it had to fit within their budget requirements. Ultimately, FileBound Express was chosen. FileBound Express is an appliance based document management system designed off of the industry leading FileBound Enterprise Content Management system, developed by the Marex Group. The appliance simply attaches to the network to provide an instant document management solution.

ASA scans paper documents into their system using a Kodak i1210 document scanner and Kodak Capture Pro software. Operators index each file by Member Number, Last Name, First Name, Membership Date and Document Type, which references the specific type of page to be stored.

In an effort to create a complete solution, ASA looked to scan all of their backfile member files into the system. The thought of having to index 350,000 pages seemed like an impossible task. TPG stepped in and designed a scan process using bar-coded sheets containing all of the index information. These sheets were automatically created using information from an existing database. As a result, ASA was able to scan and automatically process the documents without the need to manually index the pages. Connecting the Capture Pro software to FileBound Express required the use of the TPG FB Release Script. Developed by The Priton Group, the release script seamlessly migrates the scanned images and index values to FileBound Express without user assistance.

Retrieving Member Files is now as easy as entering one or more of the index values. Images appear almost instantaneously. Since the files are saved within the system, re-filing a document is as easy as closing a window. Because an individual can have a membership in the Society for many years, ASA needed to be sure the stored images would be viewable long into the future. They decided to store their images in a PDF-A format. PDF-A insures archiveability of the images with the insurance that they will be viewable in future Adobe Acrobat versions.

Benefits

Because FileBound Express is a network appliance, implementation of the system took hours, not days or weeks. This saved not only time, but money. The solution has allowed ASA to eliminate their reliance on paper. Document access has been greatly enhanced for both the members and ASA employees. Access to information is secured through FileBound's feature rich security module. All membership data and images are backed up to their network, ensuring the information will always be available.

Additionally, the Society was able to take the existing file conversion effort in house, by leveraging Kodak Capture Pro's Barcode feature. This provided hands free indexing and storage to FileBound, saving them thousands of dollars in external service bureau costs.

Finally, packaged as a turn-key solution, FileBound Express has a two million image license, with a ten user license. This not only provides ASA a means for storing their existing 350,000 plus member documents, but they have room to grow their solution into other departments such as Human Resources, Accounting and Finance.

About The Priton Group

The Priton Group is focused on providing affordable, yet powerful enterprise content management solutions. We strive to make companies more efficient and competitive through the use of technology.

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