

Industry: Education
S.R. N. Mehta School

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Summary:

This case study shows how Docsvault helped an education institute in creating a paperless environment.

“The single biggest reason we would recommend other companies to consider Docsvault is it’s time saving benefit; one corner point to maintain all documents in a single repository.”

– Preetam Mehta
Executive Trustee

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Introduction

S. R. N. Mehta is a private school founded in 1991 with recognition from Department of Education, Government of India and the Ministry of HRD, Government of India. The school is located in Karnataka, India.

Challenges

S. R. N. Mehta School faced the issue of disorganized storage, which led to delay in retrieving files. Parents had to be kept waiting for certificates and transcripts for a long time. They were using paper-based filing system, which required dedicated man power and lots of time. Human errors like wrong filing / labeling and misplacement of important documents were common.

Solution

One of the newest practices at S. R. N Mehta School after adopting Docsvault was to scan all documents, so whenever a document was needed, it could either be forward electronically or printed out and handed over to the concerned department. Parents were no longer kept waiting for certificates and other documents. As more than one employee could access the central repository, there was less back and forth between branches and departments. All their documents became well organized and retrieval became quick and easy.

Benefits

One of the most important benefits of Docsvault is reduction in man power and expenses. They also found Docsvault time-saving as all their administration related tasks were completed in fraction of a time. Access control and audit trail features helped them keep all their documents safe.

Mr. Preetam Mehta said, “The single biggest reason we would recommend other companies to consider Docsvault is it’s time saving benefit; one corner point to maintain all documents in a single repository. You search for a document in Docsvault and finish your job not having to worry about keeping back the files/papers in the racks. Just close the files.”

He further added, “The work flow process in the system is very helpful and is an easy and effective method to keep track of ongoing activities”. They also find the reminder option very valuable for following up with parents. Most importantly, they don’t lose documents anymore!

Summary

Within few months of implementing Docsvault, this private school overcame their challenge of document storage and retrieval.