

School District Increases Efficiency with Electronic Records

Silex R-I School District implemented a cloud-based content management solution that provides staff with instant access to the documents they need with virtually no training.

Business Needs

Running out of space to save decades of documents, Silex R-I School District (Silex, MO) needed an electronic document management solution to make it easier for administrators and staff to get the information they need. The increased efficiency of a paperless system would also reduce the amount of time spent responding to document requests.

The Solution

With assistance from FileBound solution provider IMS, Silex converted cabinets full of documents to electronic files stored in the FileBound Cloud.

Benefits

- Having documents available immediately and being able to email them directly from FileBound lets Silex's modest staff fulfill document requests faster. Request backlogs have been eliminated.
- Scanning cabinets of documents and storing them in the FileBound Cloud eliminated Silex's costs and inefficiencies associated with filing and re-filing documents. Instead of a storage shortage, Silex has reclaimed an additional room that can be put to a better use.
- Easy-to-use software required virtually no training, allowing employees to begin using and seeing the benefits of the solution sooner without creating additional IT administration.



The Silex R-I School District is located in Silex, MO, and includes two schools that serve about 400 students in grades Pre-K through 12. The Silex R-I School administration and staff believe that it is the responsibility of the Silex R-I School District to provide an educational environment for children of the district that will foster and accelerate their intellectual, physical, social and career development.

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– **Amy Gronek**, Bookkeeper,
Silex R-II School District

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Cloud provides affordable, secure storage

In small school districts, administrators and staff often wear many hats to provide high levels of service to their students and the community. At Silex R-II School District, relying on paper-based records to fulfill the growing number of requests, such as for transcripts for adults returning to school, created a burden for the modest staff.

“For instance, our school counselor sends all responses for records requests via email,” says Amy Gronek, bookkeeper at Silex. “Before we stored documents electronically, she had to pull them from the file room, scan them, send the email and then go back to re-file them. And the documents never seemed to be where they were supposed to be in the first place. FileBound saves so much time and has made our lives so much easier.”

In addition to demands on time, Silex was also experiencing a storage crisis. “We were simply running out of space and knew we had to go electronic,” Gronek recalls. The team at Silex had done some research on the options when local solution provider IMS introduced them to FileBound. “As soon as we saw it, we knew it was what we’d been looking for, and the cloud option made sense for us. It’s really cost-effective even for a small school like ours.”

Easy transition to electronic documents

The decision to implement FileBound isn’t the only part of the process that was easy. The documents were quickly imported into FileBound and the Silex administration and staff had integrated it into their work routine. The formerly locked room where documents were stored is being renovated for more productive uses. Because the software is in the cloud, the district doesn’t have to worry about hardware or administration on the system.

After the staff got the files ready for scanning [primarily by purging unneeded documents], IMS’s scanning services converted cabinets full of documents into electronic images and provided Silex with access to them in FileBound. Since then, the district scans new documents every quarter. The district recently started using FileBound to manage school board minutes and is considering other projects such as inactive personnel records.

“We didn’t really need to get trained on FileBound,” says Gronek. “We got some simple instructions over the phone in about 5 minutes. FileBound’s so easy to use that I haven’t really had any questions even though the software was new for us. It’s so easy for me to keep up with all of the requests I get now.”



About Upland Software

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