

The Digitally Connected District

Lancaster County School District



LANCASTER COUNTY SCHOOL DISTRICT

LANCASTER, SOUTH CAROLINA

- ▶ K-12 public school district in Lancaster, SC
- ▶ Student FTE: over 14,000
- ▶ Became a Softdocs customer in 2011
- ▶ Chose to migrate to a cloud deployment of Etrieve by Softdocs in 2020
- ▶ Currently leveraging Etrieve for electronic forms, workflow automation and content management
- ▶ Also utilizing Serve by Softdocs for print customization and delivery
- ▶ Other key district systems include SmartFusion

“ We receive funding from federal, state and local sources, and we have to report each. For example, when we received CARES funding, as part of COVID relief, through Etrieve we were able to submit claims, create reports and provide additional, necessary documentation. So much easier! ”

KENDRA WATTS

BUSINESS SYSTEMS OPERATOR
LANCASTER COUNTY SCHOOL DISTRICT



Lancaster County School District Accelerates with Etrieve

A Softdocs customer since 2011, LCSD migrated their deployment of Enterprise Content Management (ECM) to the cloud, with Etrieve by Softdocs, in 2020. Delayed by the pandemic, the district did not fully start until September of 2020, but were able to complete admin and six groups of end user training, as well as full implementation by late November. Two immediate needs addressed were the expansion of their Request for Purchase Orders (RPOs) to include capital funds, special revenue and split funds requests; and implementation of an electronic payroll form used by Finance and HR, which allowed employee records to be consolidated into one convenient, digital repository.

Benefits Realized on Etrieve

- ▶ **ACCURACY** Data is shared with, and pulled directly from SmartFusion, saving time and eliminating costly data entry errors.

“ One of the biggest benefits has been the integration with SmartFusion. We have documents such as RPOs, direct deposits and W4s set up in Etrieve—linked directly into SmartFusion. Not only does it save time, but it creates an electronic record and document history.

KENDRA WATTS
Business Systems Operator | LCSD

- ▶ **CONVENIENCE** Factoring into their decision to migrate to Etrieve was the ability to shift ECM to the cloud for ease of remote access, faster update capabilities and increased security.

- ▶ **TIME SAVINGS AND EFFICIENCY** Many processes which had required paperwork to travel between schools and the district office by courier, were consolidated into electronic forms and automated workflows, reducing routing time to seconds!

“ The efficiency and time savings far outweighs the solution cost. With Etrieve we don't have mountains of paper and everything is right at our fingertips. We even provide auditors with direct access so they easily pull what they need—without taking up district staff time.

KENDRA WATTS
Business Systems Operator | LCSD

- ▶ **SECURITY** Electronic forms contain specific permissions that allow only the correct people, with the right access, to view and act, providing added security and reduction in unwanted emails.



“ We love the electronic forms, but Etrieve's workflows have been game-changing. They allow us to think outside the box in coming up with solutions for streamlining all of our processes.

KENDRA WATTS
Business Systems Operator | LCSD