

SCT Banner® XtenderSolutions® Helps JCCC Go Paperless

Case Study



The Challenge

New Focus on Student Services
Highlighted Need for Fast Access

The Solution

Integrated document management and administrative solution from LEGATO and SCT

Products Used

- APPLICATIONxtender
- WEBxtender
- DISKxtender
- SCT Banner

In 1999, Johnson County Community College made the decision to go paperless. The upcoming implementation of SCT Banner® XtenderSolutions® for imaging and document management is moving them closer to that goal.

The Challenge

New Focus on Student Services Highlights Need for Fast Access

The progression started when the college built a new student center. One of the goals in developing the new student center was to improve services by using technology to replace manual, paper-based processes. "We told the staff we were not taking any files with us," recalled Dennis Day, Dean of Student Services at the Kansas college. The staff began scanning all available student records. Two years later, almost all documents were in electronic format, but they were not easily accessible to students and administrative staff.

The Solution

Document Access Integrated with Administration

SCT Banner XtenderSolutions will provide the missing pieces – integration with the college's administrative system and immediate accessibility. This solution is the outcome of a strong alliance between SCT, the market leader in technology and business solutions for higher education, and LEGATO Systems (formerly OTG Software). SCT's Banner® is the market-leading suite of software applications for student information, alumni development, human resources, financial aid, faculty and advisors, finance, and more. LEGATO's XtenderSolutions® provides storage and indexing of scanned documents as well as a variety of other data types including reports, office documents, PDF files, audio, video, and many other files types. The comprehensive integration between the two software solutions includes data integration, event integration, and screen integration.

Improved Efficiency from Document Integration

The integrated solution has several key capabilities that support JCCC's goal. Users are more efficient since they can have multiple sessions running concurrently. For example, a user can have documents open in Banner Financial Aid and Student simultaneously. "A user can toggle back and forth without closing out of one application and then opening another," said Day. "For super users who are working on student files every day, this will allow them to work much faster. It can add up to tremendous timesavings for someone who works on hundreds of these documents each day. And the toggle capability will make it easier for a casual user who accesses documents only occasionally."

Intelligent Storage Means Quicker Access

JCCC staff can establish automated policies for document storage, such as automatically archiving documents older than a specified age. This type of policy can help free space on high-speed storage devices for documents needed on a day-to-day basis, while still ensuring that older documents can be swiftly retrieved as they are needed. "We can still retrieve them when we need them, but these older documents won't be taking up valuable space and speed upfront," said Pam Mayfield, Systems Specialist. "We don't need to have all our student records upfront and working all the time. By moving these older documents back, our end users will be able to run instead of walk in terms of speed of access."

“We literally built a building to provide our students with the level of services they have come to expect. Now, XtenderSolutions and SCT are delivering a one-stop shop for electronic data storage and access to support our goal.”

– Dennis Day, Dean of Student Services,
Johnson County Community College

In addition, the college will be able to categorize and archive a set of documents without having to associate them with specific student records, such as archiving all documents from a given year. “This lets us archive older documents that we don’t use on a daily basis without taking the time to link them to a student record. It frees us up to spend our time in more appropriate places,” explained Day.

Automatic Tracking Saves Time

Another benefit of the integrated solution is automatic tracking, especially in the area of Financial Aid. Previously, documents that required verification, like income tax returns, were set aside until someone could authenticate them. Now, the staff can immediately scan the document and the student’s record will automatically indicate that the document has been received.

“Now when a student looks on the Web, they can see that we have received the document. That saves our office from getting a call asking whether we have received it,” said Mayfield. “It will eliminate some of the frustration of the staff; plus they can work all the documents right from their desktops. They won’t even have to get up.”

“The solution will let us accomplish two operations in one,” added Day. “By simply reviewing and scanning a document, we satisfy the tracking requirement.” More importantly, scanning and tracking will help reduce the potential loss or misfiling of documents. “Anytime you use paper, there is a potential for loss,” said Day.

In the future, JCCC plans to allow students to fill out select financial aid forms on the Web after entering their personal identification number. Once submitted, the form will be automatically associated with the student’s record.

“We literally built a building to provide our students with the level of services they have come to expect,” said Day. “Now, LEGATO and SCT are delivering a one-stop shop for electronic data storage and access to support our goal.”



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