



West Shore Community College, Michigan Document & Content Management Case Study

Docubase Education Suite integrated with Jenzabar One Student Information System providing campus-wide document management

THE COLLEGE AND THE NEED

Established in 1967, West Shore Community college is nestled on 365 acres between Ludington and Manistee in Mason County, Michigan, and serves a student body of over 1,200 full-time students.

The college had not been happy with the storage solution they were using for some time, as it was simply a scan and store system. They really needed the advanced features that a more modern system could offer. Since the license of the current document storage system was up for renewal and they knew the upgrade would be time-consuming and costly, it was a good time to look at other solutions.

The main requirements for the new system were:

- Integration with Jenzabar ONE.
- Granular role-based permissions.
- Immediate access to an ever-growing number of documents across the college.
- Workflow.
- Comprehensive end-user training.
- Seamless migration of documents in current system.
- Affordable cost.

SUMMARY OF THE SOLUTION

After evaluating several solutions in the market, West Shore selected Docubase Education Suite (SaaS Edition). The deployment was completed under a tight timeline and included data migration from the old system, and training for Registrar, Admissions, Financial Aid, HR, Operations, Research, and others.

With Docubase Education Suite, more departments now have access to full-featured document management (previously only two had DMS access), and indexing, storage, and retrieval are much more intuitive. As a result, the college is better placed to provide digital document services and support for its students and faculty.

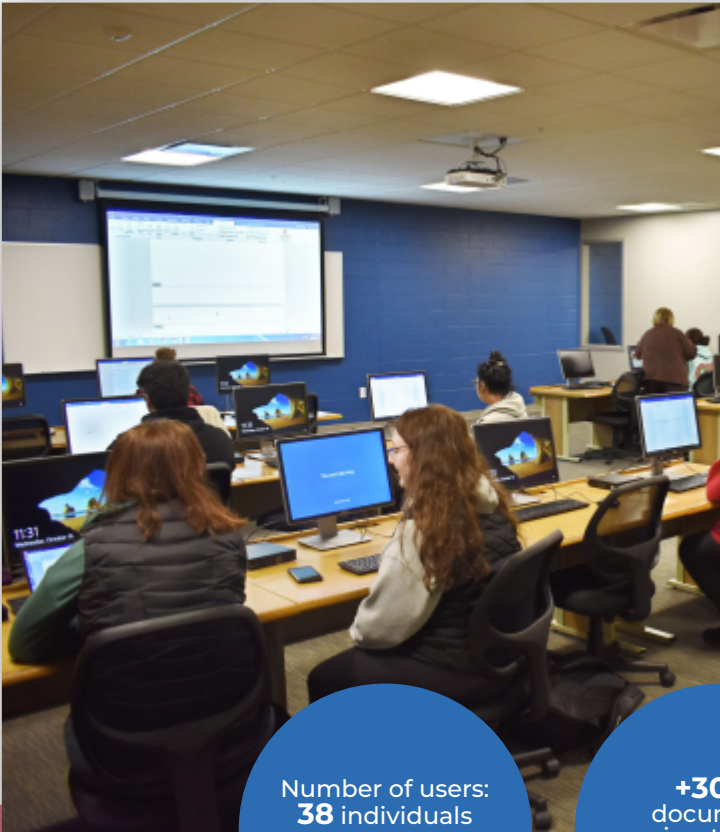
West Shore is now looking forward to having more power users on the system and leveraging the workflow capabilities to further streamline the processes of departments across the campus.

WHAT WERE THE CHALLENGES?

- Make document management capabilities available to more departments.
- Improve document indexing, storage, and retrieval capabilities.
- Streamline departmental processes through workflows.
- Short deployment timeline due to expiration of legacy system license.
- Limited budget available for deployment.

WHAT BENEFITS WERE ACHIEVED?

- Increased the number of departments having access to document management from 2 to over 10.
- Permissions based cloud document management accessed from any workstation.
- Users are very happy to be able to use the many features offered by Docubase.
- Implementation costs didn't break the bank.



DEPLOYED SOLUTION FEATURE SET

- Environment hosted in DBS Cloud.
- Integration with Jenzabar One Student Information System.
- Workflow modeling.
- Extensive use of granular user access and control.
- Web based user access.
- Management of documents from departments across the campus: AP, AR, Business Office, Documentation, Financial Aid, HR, Student Records, Payroll, Institutional Research, Veterans.

Number of users:
38 individuals
across
+10 departments.

+300k
documents
migrated and
stored.

Equals to
32 Gigabytes
Of documents
securely managed
and stored in the
DBS Cloud

“Working with DBS was great. This was a smart decision, and the outcome will be a huge leap forward in terms of manageability and productivity.”

~ D. Hintz, West Shore Community College

