

LeTourneau University

The Challenge

With more than a half century of history and students, file storage space at LeTourneau University (LETU) was something administration knew it had to watch.

"In several areas of LETU, we have a record-retention policy that requires us to keep copies of certain documents for a specific period of time," explained Matthew Henry, LETU's chief information officer. "We knew that our storage areas with mounds of paper would soon reach a limit. We needed a simple and cost-effective solution as well as a solution that was rock solid in capability and security."

LETU looked at several document management systems, including industry-leading software and in-house scanning solutions. None worked exactly the way Henry and his team thought they should.

The Solution

Then, LETU's Vice President for Financial Affairs Mike Hood saw eBridge at an event for the Association of Business Administrators of Christian Colleges. eBridge's software-as-a-service (SaaS) solution was ideal, because of the large amounts of storage space imaging systems consume. Hood shared his excitement with Henry and his team — but LETU wasn't ready to commit quite yet.

According to Henry, there were two major obstacles to overcome before eBridge could be implemented: "We needed time and a business process in place before we could do anything else."

The school spent six to eight months evaluating eBridge's document management system, testing it and making sure it worked with their equipment. Then, business procedures were established to make sure scanning was done at the correct point in the various tasks in the business office.

Once those obstacles had been overcome, the staff in the business



office went through a two-hour web-based training class. At the completion of training, employees were able to fully utilize all parts of the system. "From training through implementation, LETU employees have enjoyed and continue to become more adept at using the system," Henry explained. "The department currently using it required no IT involvement to get started. It's that easy."

The Result

"Currently, we are scanning in AP and PO-related documents in the business office," Henry said. "But we are working with another department on our campus to scan in hundreds of thousands of old paper documents. We are very excited about that!"

"Our favorite feature is the almost instant conversion of files using OCR with full-text search making all scanned documents keyword searchable," he continued. "This ensures we will never lose a document, even if an index value is keyed incorrectly."

It will take some time to finish scanning in the old documents so LETU can realize space savings, but Henry and his team are already saving a lot of time. "The greatest unexpected savings is being able to find and e-mail a document to a student or vendor in seconds — often while they are still in the office or on the phone."

About eBridge

Since 2001, eBridge has helped businesses eliminate the waste, risk and inefficiencies of paper-based records and processes by digitizing and storing documents in a central online repository. Web-based file cabinets allow users to securely access documents from any computer with an Internet connection. To explore what eBridge can do for your school, visit us online at www.eBridge.com to read more case studies, or contact one of our industry experts at info@eBridge.com or (877) 676-6067.

LeTourneau University

Background: Established in 1946 in Central Texas
8,000+ students
Multiple campuses

Challenges: Running out of space for business records
Inconsistent file organization

Result: Easier file access
Increased file protection
Increased productivity and time savings