

**Trillium Lakelands District School Board, a newly merged group of three school boards, automates twenty-five years of data resulting in improved productivity, collaboration, and cost savings.**

In Ontario, Canada, the local school boards of Lindsay, Haliburton, and Bracebridge were merged to form one central district school board. This newly formed organization, Trillium Lakelands District School Board, moved to combine all existing student records for each separate area into one centralized location. ▶

“ADOS software is very user friendly and allows school secretaries to create transcripts quickly. We have no hesitation recommending the software, scanning, and indexing to other school boards and feel the investments, both financial and physical, were well worth it.”

– H. Dale Robinson, Superintendent of Program & Assessment

## INFORMATION AT A GLANCE

### Company Name:

Trillium Lakelands School Board

Country: Canada

URL: [www.tldsb.on.ca](http://www.tldsb.on.ca)

Industry: Education

Implementation Partners: SABA Imaging

### Key Challenges:

- Eliminate the need to call and request information from the documentation retention center
- Improve cycle time from manual process
- Manage school records in real time with the ability to search, e-mail, fax, view, and collaborate from all locations
- Reduce operating costs, reduce storage expenses, and gain storage space
- Update, add remarks and annotations, and retrieve records dating back 25 yrs

- Maximize efficiency and improve service
- Reduce the microfilm process

### Implementation Highlights:

- SABA Imaging provided an end-to-end solution with ADOS software. They scanned all stored paper records and created a scanning solution for all new records in one centralized database with real time access over a WAN.

### Key Benefits:

- Significant cost savings by replacing microfilm with new technology to capture, maintain, and retrieve school records
- Centralized storage with disaster recovery strategy

- Instant, self-help access to vital student records, along with update, e-mail, fax, and print capabilities at all locations
- Ability to search records with limited information, using key fields
- Streamlined business process, reduced cycle time, and improved business communications

### Hardware:

- No Hardware

### Operating System:

- Windows Server 2003

### Database:

- MS SQL

## The Problem

Trillium Lakelands District School Board was suddenly inundated with twenty-five years of microfilmed student records from three formerly separate school boards. When these entities were merged, all records were moved to a central location at Bracebridge. When a school needed a copy of a transcript, office personnel had to phone Bracebridge who then had a clerk locate the transcript on microfilm, print it, and mail it to the requesting school. Trillium Lakelands sought to improve the efficiency of this process and streamline information by implementing a cutting edge document management system that would:

- manage school records in real time with the ability to search, e-mail, fax, view, and collaborate from all locations;
- reduce operating costs and storage expenses;
- allow users to easily retrieve and update all student records; and
- significantly reduce the microfilm process.

## The Total Approach to Technology

SABA Imaging Solutions recommended that Trillium Lakelands District School Board automate some of its administrative procedures. They identified a number of areas where Trillium Lakelands could reduce operating costs, by using less paper and manpower, while increasing efficiency. After reviewing several different approaches, the school board selected ADOS, a simple, easy to use document solution that is also scalable for their future growth.

## The Solution

ADOS installed an ADOS Server/Client solution with an ADOS Server and twenty-five client stations running the ADOS Standard Edition. SABA Imaging provided assistance to the Trillium Lakelands School Board by scanning all past records onto the new centralized database. All microfilm images were converted to electronic format and loaded onto the ADOS system database with the necessary index information to allow for retrieval of any record from any location. As part of the new, improved business process, each new document arriving at the Trillium Lakelands School District is immediately scanned and loaded onto the ADOS system.

With the ADOS system, any authorized personnel may now instantly access and print any student record when needed. Time is no longer wasted waiting for documents to arrive in the mail.

By implementing the ADOS smart document management solution, school office personnel may easily retrieve a transcript, check it out to add remarks, check it back into the system, share the transcript with local schools, and capture new transcripts.

After reviewing several different approaches, the school board selected ADOS, a simple, easy to use document solution that is also scalable for their future growth.

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