

Customer Interview

The Kitasato University, Kitasato Institute

By enabling conference documents to be viewed on an iPad, a complete paperless environment slashed University staff's workload by 75 percent.



New way of utilizing documents with tablet device

Case Study Overview

SUMMARY

Business Challenge: Realize paperless conference to reduce operating cost

In order to realize sound operating cost management, Kitasato University decided to realize a paperless environment as a part of cost saving. They considered reducing the paper usage for regular conferences as well as reducing their staff's workload for preparing for these conferences.



Solution: Completely paperless environment for conference documents, which slashed university staff's workload by 75 %

Kitasato University prized the excellent operability of the system that they felt at the demonstration by Fuji Xerox. The handouts distributed at conferences of academic deans and graduate committees were converted into electronic formats to be referred on iPads, which reduced the print cost by approximately 400,000 yen annually. Furthermore, the staff's workload for preparing conference documents was reduced to a quarter.



Future vision: Apply the current system so other activities for more activate collaboration between faculties and students

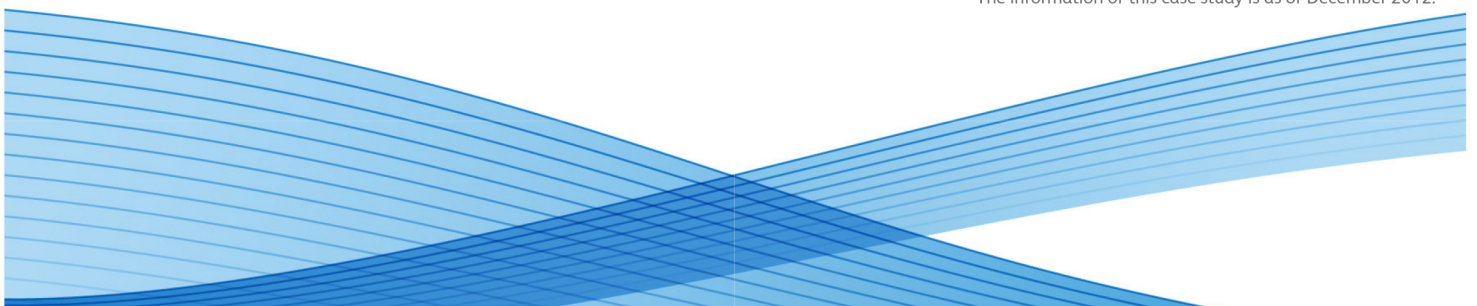
Kitasato University plans to adopt this paperless meeting system to other meetings regularly held within the university. The university also plans to expand the use of iPad in the campus to achieve stimulating education environment that Kitasato University is aiming.



Service Outline: To realize the linkage with MIA (Mobile Integrated Application) and DocuShare

By Offering document solution with Fuji Xerox's iPad application, "Mobile integrated application for iOS" and Fuji Xerox's document management system, "DocuShare", Kitasato University's issues are all resolved, such as "lots of workload and times required for printing conference documents.", "challenges for frequent requirements for replacing meeting documents at the last minute", and "space requirements to store paper documents." Our solution offered integrated document environment and the unified document operability from iPads.

*The information of this case study is as of December 2012.



Business Challenge

Realized a paperless environment as a part of cost saving towards the realization of our sound fiscal management

Our university reflected the footsteps of Dr. Shibasaburo Kitasato, the founder of the institute, in the Spirit of Kitasato, “Investigate with pioneering spirit”, “Be appreciative in your dealings with people”, “Possess wisdom and be a person of practical science”, “Persist with an unwavering spirit”, which are always delivered to our students from their entering to graduation. Prizing a practical way, we also tell to our students to put efforts into study to aim at contributing to society in the future. Therefore, many students takes national examination to obtain professional qualification while they are in school and our graduates are active in various fields in society.

Our university is now engaged in four critical domains under the keywords: “Education and Research for the future of our planet”. In the “Interprofessional Health Care”, it is about a collaboration of interprofessionals which composes the health care team. In the “Infection Control”, it is about a prevention and cure for infections. In the “Agromedicine”, it is about food, the environment, and health. In the “Clinical education”, it is about putting highly advanced healthcare and regional healthcare into practice at the 4 characteristic affiliated hospitals. Through these engagements, we are responding to demands of a present age.

In order for the University which has these characteristics expanding further, the improvement in the quality of Education, Research, Medical care, and sound fiscal management are required. As these were set forth in the Institute’s fiscal 2012 activities plan, we think it is necessary to rationalize and shift its paperwork to IT so that we can reduce the cost as much as possible in order to realize our sound fiscal management. Then, shifting to a paperless environment is also one of the specific measures to realize these plans.



We would like to keep the paper usage volume in creating documents for periodic conferences down

In order to realize a paperless university environment, we thought conference documents are our first target to be reduced. Our university holds large-scale monthly conferences, such as conference of academic deans and conference of graduate committees. At every time, meeting documents were printed out for 36 participants and collated to be filed in order of the agenda, which normally has 10 to 20 items. As a result, sometimes more than 200 sheets of paper were used for creating a single set of conference documents. As the documents contain important topics, they were distributed to all relevant departments regardless of the attendance. Therefore, by all these preparation, we have consumed considerable numbers of papers.

The day before the conference, 4 staffs at Center of Academic Affairs worked for preparing conference documents. However, since there were many cases that documents were submitted at the last minutes, our staffs’ overtime work was always required to complete preparation on time.

Documents collected from each department are put in orders, and then stamped with document number and page number. There were cases these documents had to be replaced after printing and stamping completed, which resulted in wasting papers and increasing the labor cost. From cost-saving purpose, we wanted to reduce these workloads.

Attendees of the meeting had their own issues, too. After the meeting, they brought back the documents and stored to the bookshelf of their department, which makes their bookshelves full eventually. When sharing the conference documents in a department, they used to make copies and consumed more paper. When they needed to refer to the past meeting’s documents, it also took time and efforts to go through the paper documents.



Solution

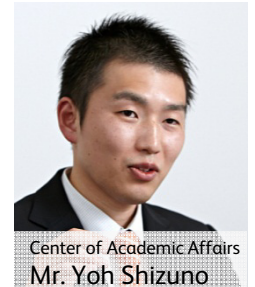
Studied the use of electronic files and iPad for viewing the conference documents

As one of the measures to settle these issues at our University, members in the Center of Academic Affairs have been discussing whether we can digitize the conference documents. In the institute's activity plan, it has been already decided to promote the use of IT to improve work efficiency. So, we started to consider if we can reduce staff's workload and the use of paper by using tablet devices. That was the time we asked Fuji Xerox for their advice, as we had an impression that Fuji Xerox offer professional solution in document management area. Fuji Xerox proposed the use of electronic files on iPad application, and demonstrated that solution.

Originally, we had some concerns on viewing electronic files on an iPad, as we thought we had to convert files to tablet-specific format, which will add on to our staff's workload. However, when we saw the demonstration and tried the application, we had confidence that we can create the conference document easier than what we imagined without staff's workload.

We also had good impression on the operability of DocuWorks Viewer. When viewing conference documents, the document operation such as flipping pages and jumping to the target page were convenient.

In addition, if there were requests to refer to past conference documents, The usual practice is to send the copied document. Now we only need to inform the storage location of the file, since the document data can be managed by only one server.



Staff's workload for creating the conference documents was reduced by 75%

From September, 2012, a paperless system has been realized, starting with 2 conferences, at the conference of academic deans and graduate committees. 36 iPads were distributed to the participants to view the conference documents.

With this new system, the annual paper cost spent for monthly academic deans committees and graduate committees is expected to be reduced by approximately 400,000 yen. Furthermore, by digitizing conference documents, labors for document collection, ordering and filing become much easier, which can result in reducing the labor cost. Overtime work of 4 staffs on the day before the conference has been reduced to a quarter, so now they can spend the time generated on other duties.

Previously, meeting participants brought back the printed documents with them for internal filing, or sometimes copied them to share with others. Electronic files eliminate the necessity to maintain physical storage space and enable to share the contents much easier by just transferring the files. In addition, since this system provides secure personal folders to each participants, participants can search and access to the documents with their own notes added after going back to the office. This will also reduce the admin staff's workload to reply the inquiries from meeting participants.



Future vision

We hope the system will be of some help for activating a communication between faculty and students.

In order to establish virtuous circle to qualitative transformation in bachelor program education, the Central Council for Education at MEXT (Ministry of Education, Culture, Sports, Science and Technology) considers that we should transform students to learn actively and find/solve issues by themselves. Up to high school, students may be used to the “passive” learning style. However, we hope that they change into “active” leaning style, which means that they lead the activities such as finding the issues, researching and reporting. At the time of graduation, we expect our students to transform into creative person.



In order to foster self-learning mindset, we consider that students and faculties should have more communication and collaboration among themselves. We are hoping that iPad and its surrounding system will help to activate the communications and enhance the quality of our education.

We have are still experimenting how we can best-fit this system and the use of iPads to our university environment. Therefore, we have asked Fuji Xerox to run seminars to give us advice, such as tips to effectively use this system or apply to new use scenes.

We would like to apply this paperless conference system using iPad to other conferences within our university

From the end of December, 2012, we started to use this paperless meeting system using iPads for board meetings. We are also considering to do the same for other meetings regularly held in our University. For example, faculty meetings of each department and research committees are distributing many paper documents in each meeting. We are considering to expand the same operation to each of these meetings.

University Profile

For the purpose of diagnoses, preventions, and cures for the epidemic, Dr. Shibasaburo Kitasato, a medical scientist and bacteriologist, founded The Kitasato Institute. The Kitasato Institute founded Kitasato University on the occasion of the 50th anniversary of The Kitasato Institute. The University also celebrated the 50th anniversary in 2012. Along with the Medical School, such as the School of Pharmacy, Medicine, Nursing, and Allied Health Sciences, the University is a general Life Sciences university, which has the School of Science, Veterinary Medicine, and Marine Biosciences.



Corporate Name	The Kitasato Institute
University Name	Kitasato University
President	Isao Okayasu
Year Founded	1962
Number of Students	8,567 (As of May 1 st , 2012)
URL	http://www.kitasato.ac.jp/

Service Outline

Conference organization and operation are transformed by the system created by team Fuji Xerox

Integrating conference documents = DocuWorks

Documents are first collected from each department before the conference. These documents come in different formats and orientation (portrait/landscape). Therefore, it takes time to organize and print them for all participants. Our document handling software "DocuWorks" made such preparation works drastically effective. Just by dragging and dropping, DocuWorks enables the documents in various formats such as Word, Excel, PDF, and scanned documents to be integrated and unified to manage. If some pages need to be replaced urgently, DocuWorks can immediately update them using functions such as adding page numbers, captions and bookmarks.

Mobile Integrated Application for iOS: document handling on tablet devices

The conference documents combined into one DocuWorks file is stored to DocuShare folders created for each department. On the day of the conference, participants access to DocuShare from iPad using Mobile Integrated Application, and retrieve the conference documents. Flipping pages and jumping to the target page are easy to operate just by sliding a finger. Participants can do almost the same things on the conference documents on an iPad that they used to do on paper documents before, such as adding underlines and notes.

DocuShare: store, share and save documents

The edited conference documents are stored to each participant's personal folder on DocuShare. Since DocuShare offers various options for access right setting according to the usage, document security can be maintained. For example, we can only allow users who have the access right to download the documents.

We would like to continuously maintain good partnership with Kitasato University, by offering valuable proposals as document management professionals.



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Major Account Sales, Higher
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