

EduScan

An accessible, secure digitisation solution for all school documents





Why EduScan?

With our EduScan offering, schools are able to index and securely digitise their documents into electronic files, ready to be digitally archived. This saves storage space, reduces the administrative burden on staff and frees up time so they can focus on the tasks that add real value to education.

FUJIFILM Business Innovation's EduScan offering addresses a range of key issues affecting management of sensitive, paper-based documents.

Disaster recovery

Without the ability to back-up paper records or store them digitally, documents in storage are vulnerable to unforeseen damage — such as from a fire or flood — where their loss would be permanent.

Security

Although schools are incredibly conscious of safeguarding their students, many do not extend the same vigilance to their document storage. Without digital authentication, there is a real risk of documents being mistakenly accessed or shared.

Organisation and storage

Traditional filing systems are costly and inaccessible — more so when using off-site services. Without a searchable, digital index, maintaining filing systems and finding a specific piece of information from a record — sometimes from decades ago — is incredibly time-consuming.

Compliance

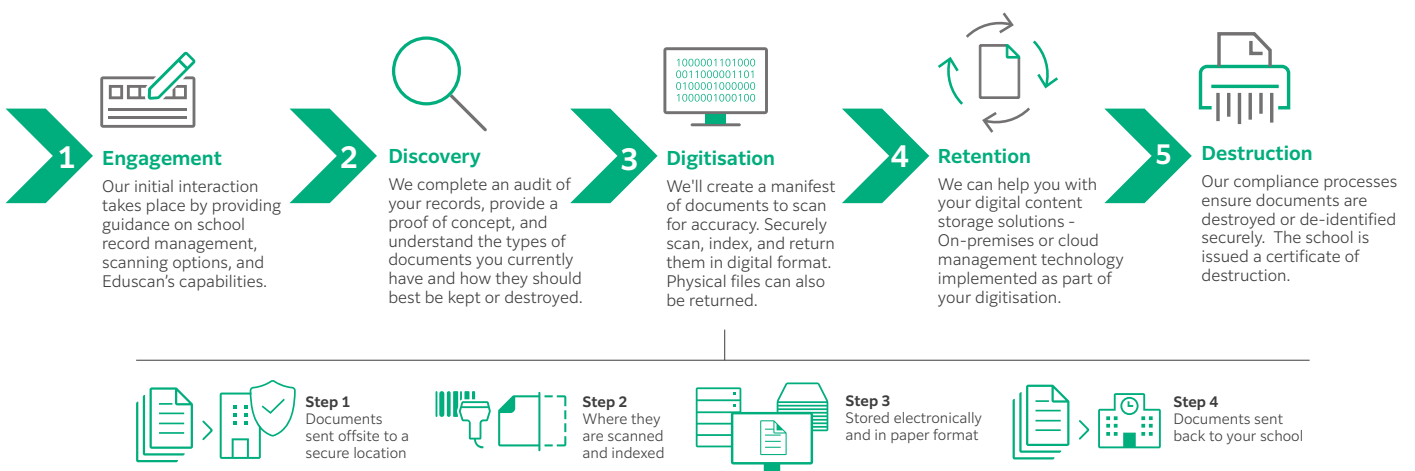
Without the ability to digitally track the age of a document, it's extremely difficult to ensure compliance — such as when it's necessary to destroy such a document after its regulatory timeframe is up.

Our end to end EduScan solutions

Our digitisation solutions have been created to deliver the best service to your school, whatever your needs.

Each school is different. However the need to better utilise space and get more time back in the day, is on ever Business Managers agenda. To adopt less burdensome process for both teaching and admin staff and invest in non-complex technology is on the radar for those with operational efficiencies in their remit. And of course, ensuring a secure environment in which to educate our children, is common to all. With over 60 years experience in the education sector, all these elements have been considered and developed into our EduScan solutions.

Here's how it works







The Discovery Phase

Our team of experts are here to assist you identify which documents are typically found within the school environment and suited to being digitised – not limited to standard A4 documents, we can scan large format files, floor plans, microfiche, photographs and historic and fragile registers – and, everything in between. From here, we are able to recommend an approach that aligns with your budget, priorities and digital strategies. The findings of this discovery phase provides comfort and confidence around the digitisation process and can assist in decision making.

Remote Capture Service

With our Remote Capture Service, our FUJIFILM Business Innovation Education Scanning and Archival team will arrange for your physical documents to be transported to our secure offsite facilities where they are catalogued before being scanned and indexed. This process is completed by our team of expert quality assurance data entry operators. Once digitised, we can simply and securely return to you electronically. And with EduScan, your physical archived documents can be securely and expertly destroyed in accordance with legislation or delivered right back to your school.

Using our services, FUJIFILM Business Innovation has helped many schools along the path to digital transformation, including digitising over 10,000 student files, 2.5 million student file pages with data extraction services and processed NAPLAN Tests in two states.

Digital Content Management

Every school is on its own digital transformation journey. Whilst some have already invested in document and data management technologies, there are many still seeking solutions or looking to integrate their various document technologies. Our digital solutions experts are here to assist schools, whatever stage of the transformation journey they are at, with advice and a range of technologies that can be tailored to meet your schools unique content management requirements.

Our expert solutions team are here to assist and advise on a range of technologies to meet your needs and budget. We have assisted education institutes throughout the country consolidate digital documents and excel across many industries.

Why Digitise?



Reducing the administrative burden on staff is a key challenge facing schools. Through improving the efficiency of your administrative operations — and turning your school's paper documents into accessible digital files — your school will be able to free up time and money to focus on what matters most, educating students.

Our EduScan offering can help your school achieve optimal document management efficiencies, so you can obtain any stored information when and where you need to. Take a look through the benefits of our solutions to find the best fits your school's needs.

Benefits	EduScan
Increases productivity and cost efficiencies, due to speed of document processing	✓
Reduces the burden on staff and saves time on data entry, reporting and organisation	✓
Enhances security and authorised-only file sharing	✓
Improves regulatory compliance, audit processes and disaster recovery	✓
Frees-up paper storage space for learning and saves on offsite storage	✓
Reduces the time it takes staff to catalogue, search and retrieve physical files	✓
Integrates historic documents into your existing management systems, or we would be happy to recommend a system that works for your school	✓
Uses specialist equipment and know-how to get the job done quickly and to a high standard	✓

EduScan

by FUJIFILM Business Innovation

No matter what your document storage requirements are, FUJIFILM Business Innovation can digitise it. We're delivering a smart, cost effective approach to back-office information management that is now accessible to support every school through every stage of the document management life cycle.

We recognise that schools are at different stages of their digital transformation journey and that's why with our EduScan offering, we don't simply offer a 'one size fits all' approach. As well as being used on their own, our solutions can be combined.

Our expert Education team are happy to work with you to find the combination of solutions that best meets your school's needs.

To learn more about how we can help you and your staff focus on the productive parts of your day by making document access faster, simpler and more secure, visit [fujifilm.com/fbau](https://www.fujifilm.com/fbau) or call **13 14 12** for more details.

Our Certifications

Information Security Management System

FUJIFILM Business Innovation has a top down approach to information security and is committed to protecting all school and student information from any potential threat. Certified to ISO 27001:2013 ISMS.

Quality Management System

Everyone at FUJIFILM Business Innovation is responsible for quality — and everyone has the authority and responsibility to verify work affecting process performance. We have held certification to ISO 9001 since 4 July 1996 under certification No: QEC -7772 audited and registered by SAI Global.

Privacy act 1988 and the Australian privacy principles

FUJIFILM Business Innovation is compliant with all requirements of the above act in all activities involving the collection, management, use, storage, disclosure and handling of personal information.

Sustainability

FUJIFILM Business Innovation is built on foundations of ethics and integrity. We have been recognised as a United Nations Global Compact (UNGC) LEAD company since 2010, and a signatory to the UNGC since 2002. We have received several awards including, the United Nations 500 Roll of Honour for environmental leadership and the Banksia Award for Leading in Sustainability.



For more information on our services and work in education,
contact us at **13 14 12** or visit our website [fujifilm.com/fbau](https://www.fujifilm.com/fbau)

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