## Eastern Center for Arts and Technology
### Leader in Technical Training Improves Document Access, Reduces Risk with ECM

The Eastern Center for Arts and Technology's (EASTERN's) primary mission is to equip its students with the skills they need to succeed in a career. EASTERN offers technical training programs in 14 unique fields, including computer network administration, construction and electronics, to students from nine school districts in eastern Pennsylvania.

EASTERN recognizes the relationships between strategic planning, information access and student success and continuously looks for better ways to leverage technology for its students, employees and partners, and was one of the first schools in the Commonwealth of Pennsylvania to offer students, parents and participating schools Web-based, anytime access to student information. EASTERN has earned a reputation for high standards of fiscal integrity, including receiving perfect financial audits for its Business Office practices.

With paper documents that were consistently difficult to manage - storage in an antiquated facility and documents that were difficult to retrieve when needed - timely responses were difficult. In addition, EASTERN needed to simplify their records management.

They turned to Harvest Technology Group, Inc., an Authorized OnBase Solution Provider, to implement an enterprise content management (ECM) solution.

**ECM Control Over Records Management Means Better Service**
Almost immediately, EASTERN was able to take its records management policies and implement a sustainable system that complied with the Pennsylvania Department of Education requirements and was easily facilitated by their staff.

Eighteen file cabinets - nine each in the business office and HR - plus a 20 by 30 foot storage room for older records - created a tedious task for records retrieval. "With OnBase, the ability to retrieve documents is so much easier," says Ellen Ainge, bookkeeper at EASTERN. Documents are now instantly available to authorized users when needed, regardless of how long they have been in the system. Upon request of an auditor, student, vendor or board member, documents can be instantly retrieved and viewed, printer or emailed, even while on the phone during the initial conversation.

All documents have an audit trail that includes a history of all actions that have been taken. Because EASTERN has its records management policies and business rules mapped out, the electronic documents follow established rules and can never be lost.

> "We had a sound concept for records management, but with all of the documents in paper form, the records management policy was much harder to practice."
>
> -Terri Giambrone
> EASTERN's business manager

**Benefits**
- Leverages document management technology and back office solutions that support records management and disaster recovery
- Improves data management with a single repository
- Decreases response times for auditors, vendors, employees and students
- Provides interoperability with eFinancePLUS, making checks and other financial documents instantly available to any authorized user, right from their desks
- Avoids information silos and excessive IT administration with enterprise standard
- Eases document access with intuitive Windows-based user interface
- Allows multiple parties to view documents simultaneously
- Ensures documents are filed correctly
- Eases access to all student records and financial aid-supporting documents through a single electronic repository

**Application**
- Accounts Payable
- Human Resources
- Records