

# School district print shop boosts productivity and cuts costs with the help of Xerox® and Rochester Software Associates



“Xerox and Rochester Software Associates helped cut our print shop response time in half,” said Jason Gillam, assistant director of business operations at Blue Valley School District in Kansas. “We’re handling increasing demands for documents without spending more money. And now teachers and staff can focus more time on the classroom instead of managing documents for print.”

## The Challenge

Reproducing classroom materials such as tests, reading packets and worksheets used to be a long and manual process. Eighty percent of the orders submitted to the print shop arrived in hardcopy form. A teacher or staff member would fill out a form specifying number of copies and finishing options such as staple or hole punch. The form went through inter-office mail. If the request was submitted after the daily mail pick up it could take a full day merely to get the form delivered to the print shop.

Once the document arrived, a print shop employee would manually enter the order information into the system. If copies were needed, the original hardcopy document had to be scanned. “We were experiencing a minimum turn around time of three to four days,” said Jason Gillam, assistant director of business operations at Blue Valley School District in Kansas.

Needing the classroom materials more quickly, teachers and staff often turned to the printing devices in their buildings instead of the more cost-effective equipment in the print shop. The printing equipment, which came from multiple vendors, was not being used efficiently. “Fourteen percent of our building fleet was producing 86 percent of our documents. That’s not the way to control costs or maintain healthy printing systems.”

The printing team and business office knew there had to be a better option. The number of print jobs across the district had grown by about 40 percent over a three year period and the print shop was reaching critical mass. “We had to do something and throwing more people and more equipment at the problem did not seem to be the smart answer.”

More than 20,000 students and approximately 3100 staff make up the K-12 school district, which includes 32 schools spread over 91 square miles in Overland Park, just outside Kansas City.

The district has four high schools, eight middle schools, and 20 elementary schools.

# Xerox® and Rochester Software Associates

## The Solution

Selecting Xerox and its partner Rochester Software Associates (RSA) has proven to be a good solution. With Xerox Extensible Interface Platform®-enabled multifunction printers (MFPs) along with QDirect.SCAN™ software and the WebCRD™ portal from RSA, turnaround times have been cut in half and the number of orders to the district's print shop has more than doubled.

Teachers and staff can now electronically submit jobs to the print shop directly from the MFP. They scan a document at a Xerox WorkCentre® 5600 or WorkCentre 7655 color MFP and using the touch-screen of the device they specify ticketing options such as number of copies, double-sided and billing codes. An order confirmation prints out at the MFP with their selections and a thumbnail proof of the first four pages of the order.

"A critical part of the solution was for RSA to offer rules based processing around a print job. So if an order has certain attributes, for example if it's more than 200 pages, it will automatically be routed to the appropriate printer that has the right resources. We used to manually select what device to use on all jobs."

## The Result

Automating these processes not only saved the Blue Valley print shop money, it helped boost productivity. "Lights out printing' is a reality. We receive jobs that are routed to the production printers after the staff has gone home for the day and the documents are printed automatically. With this solution, we've gained a few more production hours a day, even after we've turned out the lights in the print shop without adding labor."

Blue Valley personnel can also send electronic files to the print shop using RSA's WebCRD. All materials are produced on high-volume production devices such as the Xerox iGen3™, Xerox 4112™ Enterprise Printing System, Xerox Nuvera® 144 EA Production System and a DocuColor® 242 copier/printer.

WebCRD enables files to be archived, allowing teachers and staff to easily re-order forms and other classroom materials without having to locate the original hardcopy document or file. Staff can use the "Autostock module" in WebCRD to reorder standardized forms, tests assignments and stationary items. Employees use the "Template Based Ordering" module to typeset, proof and order.

"The teachers love the new system. Print jobs are turned around faster. They can get status updates online and the gravy for them is the ability to re-order materials easily."

According to Gillam, the district's print shop has added capacity without adding people. Before the Xerox/RSA Solution was in place, the print shop completed less than 50 print jobs a day. Now, they're turning around about 100 orders a day with peaks over 200, allowing the staff and educators to focus on their jobs.

"Blue Valley's focus is on ensuring that resources are directed at students to support our mission, vision and goals," said Gillam. "We're giving teachers and staff the right tools to take the pressure off them when it comes to reproducing documents. It's not often that the printing production staff gets to help drive success in the classroom."

## Case Study Snapshot

### The Challenge

- Printing classroom materials through a centralized print shop took three to four days turnaround time.
- The process was manual: Orders were submitted to the print shop in hard-copy form sent through inter-office mail. Print shop employees entered the order information into the system and selected which device to use to print the job.
- To save time, teachers and staff often printed their own jobs using less cost-effective equipment.
- The print shop was reaching capacity

### The Solution

- Print processes are automated by using Xerox Extensible Interface Platform™-enabled MFPs with QDirect.SCAN™ software and the WebCRD™ portal from RSA.
  - Print orders are electronically submitted to the print shop directly from the MFP.
  - Print jobs are routed to the appropriate printer and printed automatically.
  - Files can be archived, allowing re-order without having to locate the original hardcopy.

### The Results

- Print job turnaround times have been cut in half.
- The print shop is handling over double the printing capacity without adding people.
- Teachers and staff can get status updates online and re-order materials easily.
- Teachers and staff can focus more time on the classroom instead of managing documents for print.

For more information about Xerox Alliance Partner offerings, visit [www.xerox.com/software](http://www.xerox.com/software).

