

“I feel confident that I’m working with a capable team of people who are interested in partnering with our school to help us be the best at what we do. They are consistently bringing the capabilities of Fuji Xerox Australia to the fore and they understand the education space and what we need to do to stay ahead of our game.”

Ian Anthony,
Business Manager at Iona Presentation College



Iona Presentation College partners with Fuji Xerox Australia for long-term, strategic document management

Founded in 1907, Iona Presentation College is today one of the leading Catholic Colleges in Western Australia. Based in the leafy suburbs of Perth, the College attracts students from across Western Australia and has a current population of 960, including 60 boarders.

As a Fuji Xerox Australia digital printing customer since 2009, it was after an encounter with the bursar at an elite Perth boy’s school that Ian Anthony, Business Manager for Iona Presentation College became aware of Fuji Xerox Australia’s capabilities in document management.

Soon after witnessing the solution in action on the school’s Campus, Ian approached Fuji Xerox Australia to understand the value it could provide to Iona Presentation College in optimising document workflow and digitising student records.

He explains, “Our goal was to partner with a vendor who could help us achieve our long term plans in document management and minimise our reliance on paper-based processes.

We’ve always been passionate about investing in the right technology and we knew that Fuji Xerox Australia was the right partner to help us on our digital journey.”

The Business Challenge

For Business Manager Ian Anthony, the school’s long-term reliance on paper-based processes and the storage systems required to maintain them had become unsustainable. He explains, “Traditionally, we would put a pallet-load of archive boxes into storage each year. This covered everything from student and family records to financial and creditor records. The sheer volume of these paper documents coupled with the difficulty we were facing in searching and maintaining them efficiently signalled to me that it was time to go digital.”

He continued, “With administration staff in particular growing increasingly frustrated at having to manually sort through masses of documents, we realised there was a strong business need for digitising student documents and records.”

Faced also with a disparate and ageing printing fleet, Ian saw that while existing printers, photocopiers and scanners were performing their basic functions, “They weren’t interconnected in any way” and teachers and staff were required to perform multiple steps when it came to scanning and archiving information.

The Solution — Becoming a business workflow leader

Integrating with the College’s existing student administration system, the document management solution, DocuShare from Fuji Xerox Australia, has enabled Iona Presentation College to easily digitise existing and historical files and reduce the reliance on physical documents. Ian explains, “Within only a few months, we brought older records on par with current student enrolments.”

For students enrolled from 2009 onwards, Iona Presentation College has now digitised 100 percent of their files. Those student family records are also around 50 percent complete in the digitisation process, with creditor records also being transitioned.



“As with any new project, a small amount of change management was required, together with basic staff training on the new devices. However, once they were shown the ‘how’ and they understood the ‘why’ they are more content than ever with the solution. Staff are seeing the efficiencies first-hand and how it’s made their jobs much easier”

— Ian Anthony, Business Manager at Iona Presentation College

“When you’re called on to retrieve information, particularly in relation to students and their families, you want the process to be fast. I’m happy to say that today, matters are dealt with more efficiently than ever and that’s a direct benefit to our student, staff and parent population.”

Benefit: Significant decrease in physical document storage

As a result of digitisation processes, Iona Presentation College’s physical documentation transported off campus has also decreased from a pallet- load to between two and three boxes annually.

Ian stated, “Where we can, we are scanning documents and uploading those directly to the system. The only things we keep now are hard copy files we are required to by law. There has been a huge reduction in the volumes of paper we store offsite and the cost of this storage isn’t increasing as quickly as it was.”

Benefit: Instant retrieval of student information

With their current system, the process of retrieving information on students is now instant. In Ian’s own words, “We now have the ability to pull all relevant documents together instantly, and we also have the peace of mind that we haven’t missed anything and that the information there is accurate and up to date.”

Benefit: Integration with invoicing procedures

The DocuShare solution also integrates seamlessly with Iona Presentation College’s invoice procedures, saving an estimated one day a week in manual processes. Now staff can scan invoices which are immediately converted into electronic files and processed quickly for suppliers.

Benefit: A connected, digital printing solution

As part of Fuji Xerox Australia’s recommendations for Iona Presentation College, the school was able to halve the number of stand-alone laser and inkjet printers and consolidate their 55-strong fleet down to 21 powerful, networked, multi-function devices and production machines.

“After speaking with Fuji Xerox Australia, what we ended up with was a much more networked and connected digital printing solution where we had both production machines and smaller multi-function devices working together”, Ian explains.

With these new devices, staff can print through to the cloud and scan directly to email, saving teachers from cumbersome communications processes.



“As the manual sorting of documents always fell on administration staff, they have been the most obvious beneficiaries of this solution. Other beneficiaries have been College leadership, particularly the deputies and others”

— Ian Anthony, Business Manager at Iona Presentation College

Elaborating on the benefits to staff, Ian outlined, “With Follow-Me printing, staff can now print anywhere and retrieve work from any device across the Campus. From an administration perspective though, the ability to scan and store documents electronically has been the most significant advantage for us. Document retrieval and search is now optimised and we’ve moved from a heavy print focus, to digital document management.” Furthermore, with Fuji Xerox Australia’s remote service and support offering, the hassle is taken away from IT and administration staff onsite to maintain the devices and their consumables.

Benefit: Email Integration

Integrating with email communications, the College’s document management solution instantly captures all email exchange that takes place between parents and students on their registered contact email. Maintaining a high degree of security and compliance, the school is able to store critical data instantly and draw on it when required.

“Any email between a teacher and a parent is intercepted on the system by the DocuShare solution. That way, the school has an accurate record of discussions between parents and teachers and a complete picture of what is going on in the life of the student.”

From here to electronic forms with Intelledox

As Ian explained, conversations are now under way with Iona Presentation College to digitise and deploy Intelledox e-forms for processes such as leave applications and HR on-boarding. “We’re always looking to move forward. That was important to us in selecting DocuShare from the outset and working with Fuji Xerox Australia. It wasn’t just a solution for an immediate need, we wanted to ensure we were partnering with someone

who could continue to help us evolve and who would work with us in improving the way the school operates. The next step is looking to adopt Intelledox which will help us with information gathering that has traditionally gone through paper forms. That way, we can fully embrace the online experience.”

“Our decision to go with Fuji Xerox Australia was really driven by efficiency and the need to effectively manage large amounts of paper and documents. Now, instead of having vast rooms of filing cabinets and shipping archive boxes to storage, we’re able to easier locate and use our information more effectively”

— Ian Anthony, Business Manager at Iona Presentation College

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