



State of South Dakota

USA



Department of Social Services Adds 41 Sites State of South Dakota Expands File Director® Utilization



entities. According to Todd Mahoney, Director of Development—Active Data Systems, “State government has been using microfilm to archive their documents for years. Microfilming documents is very manual and labor intensive, especially on the search portion after you have microfilmed it.” Added Mahoney, “In 1991 we started making the transition from micrographics to imaging.”

FileDirector® is Active Data Systems’ latest document management solution. Developed by Spielberg, it has been designed to offer an unrivalled level of features, power, security and ease of use. The State of South Dakota has found the flexibility and expansion potential to be a perfect fit for their ever growing document management needs.

Department of Social Services FileDirector® Installations.

The State of South Dakota recently contracted with Active Data Systems (ADS) to expand its utilization of the FileDirector Document Management System for the Department of Social Services (DSS). ADS is in the process of installing systems in DSS offices in Pierre and 41 locations across the state.

will be using FileDirector® to manage and retrieve medical service records, child enforcement and day care information, case files and legal records, energy assistance records, correspondence and any other “paper originated” information.

Active Data Systems has long provided document management solutions for South Dakota government

Partnered with the FileDirector® document management systems are the Canon DR-3080CII and DR-5010C Color Desktop Scanners. Says McClung, “We have been associated with Canon for a long time and have found their equipment to be of high quality and quite affordable. The state of South Dakota will get

(Continued on page 2)

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Active Data Systems (ADS) is a Sioux Falls, SD based corporation, with an office in Rapid City, SD, that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.



Spielberg

www.spielbergsolutions.com



many years of dependable service from these scanners."

The Bureau of Information Technology (BIT) manages the core infrastructure components for all of the South Dakota's State Agencies. With hundreds of thousands of documents to manage, BIT designated File Director as the State Standard for document management.

FileDirector® fits well into their existing infrastructure and the amount of additional hardware costs are very minimal. BIT has FileDirector® set up on two servers, both are online at the same time in a load balance situation in two different buildings. Says Mahoney, "They could lose an entire building and still not lose any of their information."

Mahoney said, "The State has experienced storage capacities ballooning in areas where they were



not anticipating." With FileDirector's storage all of their information is on their network storage area and they can take care of it in a much more efficient manner. Mahoney added, "Departments don't have to worry about losing files and they don't have to worry about backups or restores."

BIT is able to manage the clients needs easier through one central location and can set standards so everyone is using the same product. It makes management a lot easier for BIT and in turn easier use for state-wide departments.

The information in FileDirector® is very secure. BIT is able to have terrabytes of data online which is available and accessible for state government departments and agencies in a very secure fashion with each having its own security level.

With the ".net" infrastructure File-

Director® is designed to be scalable in an environment where they have scalability demands. According to McClung, "Another



major benefit of FileDirector is that it is web based. The state can develop their own customizable websites that point to FileDirector utilizing the internet to make more information available to more people quickly and easily."

DSS is in the process of implementing FileDirector® to more effectively and proficiently enhance their ability to provide better customer service. In addition to DSS, the state has FileDirector® installed in other departments and offices.

SD Government Entities Utilizing FileDirector®/Scanfile®

- Attorney General's Office
- Bureau of Information & Telecommunications
- Child Enforcement Offices
- Department of Agriculture
- Department of Criminal Investigation
- Department of Education
- Department of Health
- Department of Labor
- Department of Revenue
- Department of Social Services
- Division of Banking
- Division of Insurance
- Driver's Licensing
- SD Procurement
- Secretary of State
- SD Retirement
- State Treasurer
- Supreme Court Law Library



FileDirector® solutions can manage millions of documents being accessed by thousands of users wherever they need access.

FileDirector® makes storing, classification and the retrieval and distribution of documents quick and efficient.

FileDirector® is based on a modular system, which allows a company to effectively tailor their own solution, and as the company grows FileDirector can fully adapt to meet the demands.

FileDirector® delivers fast and reliable scanning options through enhanced connectivity between FileDirector and Canon's DR scanner range as well the universal ISIS drivers.

It's integration with Microsoft Office products ensures that all documents can be



Canon DR-3080CII Color Desktop Scanner

Canon, a leading imaging systems solution provider, now brings a new standard of price/performance to the departmental level with the Canon DR-3080CII - a high-speed, high-performance, color desktop Duplex Scanner. Never before have so much advanced functionality, enhanced productivity, and superior reliability been offered in such a compact package.

