



# DASNY & EBIZDOCS

## CONSTRUCTING DOCUMENT MANAGEMENT SUCCESS

The Dormitory Authority of the State of New York (DASNY) is the agency responsible for the financing and construction of all public and private not-for-profit institutions for the State of New York. Since its establishment in 1944 under Governor Thomas E. Dewey, DASNY has become one of the largest financiers and builders of social infrastructure facilities in the United States." An organization that is responsible for hundreds of large, concurrently running projects is also responsible for maintaining a huge amount of information.

### THE CHALLENGE

Physical files stored in multiple locations yields major accessibility issues.

eBizDocs, Albany-based ECM solution consultants immediately identified the challenge. DASNY stored its project contracts, change orders, and manuals in hard-copy and in separate locations. Needless to say, this made assembling and retrieving project specific documents difficult and time consuming— especially for DASNY's legal department who frequently access documents for contract renewals, litigation, and FOIL requests.

### THE SOLUTION

#### Back-file conversion and document management software.

Step one of eBizDocs' solution was conversion. Using Kodak Alaris high-speed production scanners, eBizDocs converted DASNY's contract documents as color PDF/A's, the archival version of Adobe's ubiquitous PDF file format. Scanning in color preserved the photos included in many of the files. eBizDocs also converted large format drawings and blueprints into high resolution, easily readable images. Nearly 1,000 boxes of paper records were digitized, many of which were processed on-site.

*"An inordinate amount of time was spent just locating a contract, because each part of the contract was filed in different places. It was a laborious process, and if the document was archived... legal had to wait as long as two or three days to receive their request."*

**BARRY JONES**  
BUILDING MANAGER  
DASNY



**VERTICAL: GOVERNMENT**



**SERVICES: SOFTWARE, MASS SCANNING & CONSULTING**

## THE SOLUTION (CONTINUED)

Next, the scanned images were loaded into document management software called eBiz ECM. eBiz ECM is a digital filing cabinet with built in search tools, document level security, and workflow. As documents are filed into eBiz ECM, they are tagged with searchable metadata – in DASNY’s case with a contract number, project number, change order number, vendor ID, and vendor name.

## THE RESULTS

### Reduced retrieval time, simplified process, return on investment.

Digitizing and centralizing DASNY’s records significantly reduced time spent retrieving documents. What was once a cumbersome process—request, gather, assemble, and deliver documents – became a simple task. DASNY staff can now access an entire record in a matter of seconds, including full color photos and large format drawings. Multiple users can now view the same documents simultaneously so there is no more waiting in line for documents or making photo copies.

*“All that time spent looking for files was replaced by typing a number and clicking SEARCH. The best part is, the results include the entire record, from procurement documents to contract documents to change orders. It’s all there.”*

**BARRY JONES**  
BUILDING MANAGER, DASNY



eBizDocs is an award-winning electronic content solutions provider. Services include: cloud and premise software solutions, paper and microfilm conversion, scanner sales and service, and process consultation. With a strong commitment to quality and service, eBizDocs has been a center of excellence since its inception in 1999. eBizDocs serves both private and public-sector organizations, and is a preferred source contractor for NYS entities. eBizDocs has received numerous honors and awards, which, paired with satisfied customers, solidifies its status as a dependable leader in the content management industry.

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