

## Clark County Department of Public Works

### **Electronic Document Management System for storing and maintaining public works documents.**

#### Case Summary

Provide Clark County Public Works with a primary platform and the data repositories for an Electronic Document Management System.

#### The Challenge

Clark County Public Works wanted to eliminate a major portion of the space used for the storing and maintaining paper files. They needed a central repository for storing documents originating in digital form such as word processing files, spreadsheets, CAD drawings, etc. They wanted to become more productive by deploying a faster and more consistent way to access information files for review and dissemination to authorized parties.

#### The ImageSource Solution

The solution was designed an integrated by ImageSource, utilizing Stellent® Image and Business Process Management software for content storage and retrieval. Kofax® Ascent Capture was implemented for image scanning and data validation. The solution provided the customer with a primary county wide platform and the data repositories needed to standardize on a common Integrated Document Archive and Retrieval System. The application was designed so that multiple departments were able to contribute and utilize common document repositories and archived document files.

#### The Bottom Line

The project provided for a more cost effective utilization of space in the existing location and significantly reduced the cost and personnel involvement in the new space. It prevented the misfiling or loss of any document stored in the system and eliminated the cost of personnel having to search for information. Documents were available to any number of people at the same time and provided a single central repository for multi departmental projects. The repository assures the safety of all documents and drawings allowing them to be store in a manner where they can be backed up to digital tape and restored in the case of natural disaster.

The Enterprise Document Management System provided a more productive and convenient way to retrieve documents. Productivity of staff increased across many departments of Clark County Public Works.

*“Our partnership with ImageSource has given us a sustainable advantage when developing new applications and expanding the footprint of our system. We are extremely pleased with the flexibility and stable performance of the solution.”*

Paula Mair –  
Business Analyst,  
Clark County

## Case Outline

**Industry:**  
County Government

**Applications/  
Services:**  
Public Works

**Critical Needs:**  
Needed a secure imaging application for accessing employee information. Access via web with restricted access.

**Benefits:**  
Increased productivity between human resources and managers. Eliminated duplicate data entry and routing of information. Reduced operating costs. Streamlined processing and approval of human resource transactions.

**Products:**  
Kofax® Ascent  
Capture  
Stellent Document and Management System

They also reduced the ongoing storage costs associated with the paper files.

### About ImageSource

ImageSource, Inc. is a leading provider of Enterprise Content Management solutions and integration services. ImageSource prides itself on delivering superior solutions and results to our Customer Partners. Using our Total Lifecycle Solutions© approach we deploy only the very best technology products for our customers. For more information please visit our website at [www.imagesourceinc.com](http://www.imagesourceinc.com).

### About Kofax

Kofax Image Products ([www.kofax.com](http://www.kofax.com)), a division of DICOM Group plc, is a leading developer of application software and image processing products from the Electronic Data and Document Capture (EDC) market. EDC is essential to helping organizations economically, reliably and securely incorporate paper-based and e-documents into their electronic business processes.

### About Stellent

Stellent is a global provider of content management software solutions that drive rapid success for customers by enabling fast implementations and generating quick, broad user adoption. Stellent Universal Content Management enables customers to rapidly deploy line-of-business applications as well as content management solutions for enterprise initiatives such as enterprise portals and business commerce applications. ([www.stellent.com](http://www.stellent.com))