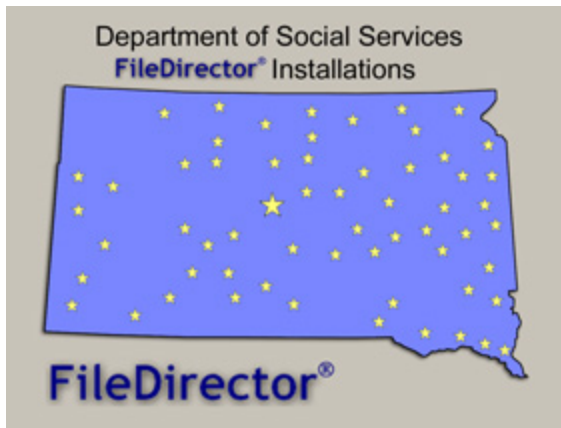


# FileDirector®

## Solution Overview - State of South Dakota



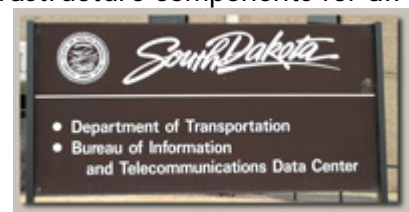
The State of South Dakota recently contracted with Active Data Systems (ADS) to expand its utilization of the FileDirector Document Management System for the Department of Social Services (DSS). ADS has installed systems in DSS offices in Pierre and 41 locations across the state.

The Department of Social Services are 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 entities. According to **Ron Quinn, ADS Rapid City Office Manager**, "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 Quinn, "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.

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 Quinn, "They could lose an entire building and still not lose any of their information."

Quinn 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. Quinn 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.

# FileDirector®

## Solution Overview - State of South Dakota

The information in FileDirector is very secure. BIT is able to have terabytes 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 FileDirector is designed to be scalable in an environment where they have scalability demands. According to Quinn, “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.”

According to Mark Close, Division Director of the Division of Operations and Technology for the Department of Social Services, “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 [see list below].

### South Dakota Government Entities Utilizing FileDirector:

- Attorney General's Office
- Bureau of Information & Telecommunications
- Child Enforcement Offices (8)
- Department of Agriculture
- Department of Criminal Investigation
- Department of Education
- Department of Health
- Department of Labor
- Department of Revenue
- Department of Social Services (62)
- Department of Vital Records
- Division of Banking
- Division of Insurance
- Driver's Licensing
- SD Retirement
- Secretary of State
- State Procurement
- State Treasurer
- Supreme Court Law Library