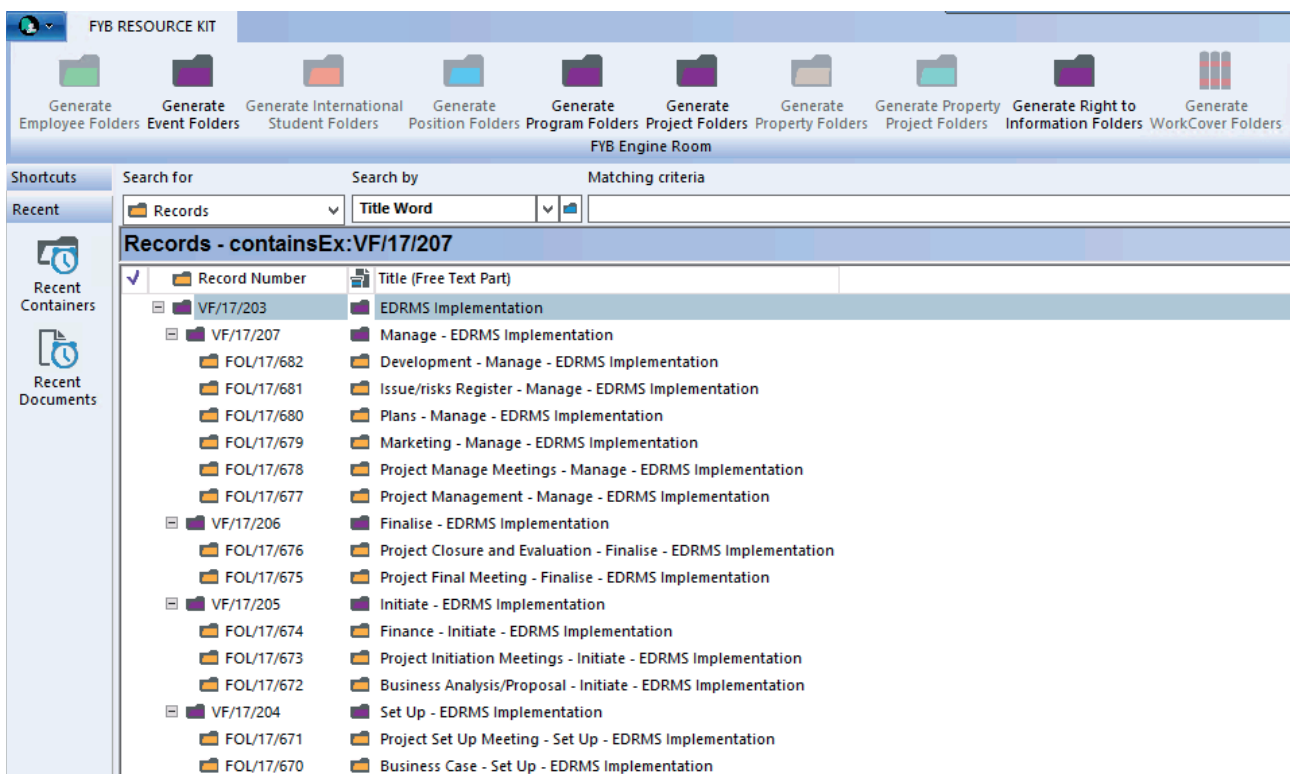


# Department of Education - helping their staff to work more efficiently and effectively with their information



- ▶ Customised titles, security, classification, retention and additional fields
- ▶ Single or multi-level folder structures
- ▶ Using single or multiple records types
- ▶ Supports tagged processing in order to generate multiple structures at the one time



## Case Study: Department of Education (Tasmania) FYB Auto Folder Generator for HPE Content Manager

The Department of Education is one of the largest government agencies in Tasmania. The Department provides a suite of educational services available to all Tasmanians.

The FYB Auto Folder Generator provides users with the ability to generate customised folder structures in HPE Content Manager. This allows meaningful storage and intuitive retrieval of information.

### Challenges

- ▶ Single folders could have thousands of documents, making searching almost impossible, especially if naming conventions were not followed
- ▶ Some files still referred to hard copy documents that had to be digitised
- ▶ Folder security was applied in an ad hoc way, resulting in insecure information
- ▶ Retention and disposal processes were manual, time consuming and prone to error

### Benefits

- ▶ Generate meaningful folder structures quickly and easily
- ▶ Quick search and retrieval of documents within a customisable interface
- ▶ Manageable security settings providing flexibility to meet business needs
- ▶ Confidence in record keeping compliance

### Implementation

- ▶ The Department has been working in partnership with FYB since 2012 to deliver effective and efficient electronic document and records management solutions
- ▶ “Our staff wanted one location to search for the content they need. FYB recommended the Auto Folder Generator. Auto Folder Generator can create multi-level folders stored across our Business Classification Scheme, including security policies. It saves us time, and gives us confidence that we are meeting our record keeping requirements. It is the perfect add-in for many areas across our department.” Shane Marshall, Senior Records Officer, Department of Education



## Tasmanian Government

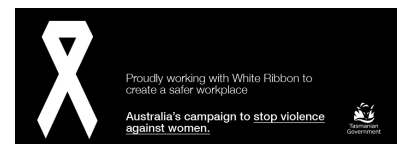
“The help and support we receive from FYB is Invaluable. The timely manner, support, customer focus and communication is at the highest level. We would be unable to work as efficiently without them”

Danni Lockley, Coordinator  
Information Support Services,  
Department of Education

Contact the  
FYB Office

1800 392 392 | [info@fyb.com.au](mailto:info@fyb.com.au)

[www.fyb.com.au](http://www.fyb.com.au)



Auto Folder Generator is a part of the FYB Engine Room  
For more information visit: [fyb.com.au/fyb-edrms-resource-kit/](http://fyb.com.au/fyb-edrms-resource-kit/)