



## OESJ DIGITIZES WORKFLOWS SO TEACHERS CAN FOCUS ON STUDENTS RATHER THAN PAPERWORK.

- OESJ is a small K-12 school district that wanted to eliminate paper and save money.
- With the help of frevvo’s world-class customer support and client services, OESJ’s small I.T. team of just 2 people has digitized complex workflows like Purchase Requests and Employee On-boarding.
- Teachers spend less time chasing approvals and can focus on what’s important – students.
- frevvo’s drag & drop form/workflow designers are easy to use to create robust solutions.

**Customer Profile:** The mission of the OESJ Central School District is for every student to experience an enriching environment where they will master the skills necessary for 21<sup>st</sup> century learning and reach their full potential for applying knowledge.

*Business Situation:* OESJ is a small, rural K-12 district in upstate NY that was formed by merging two even smaller districts. Everything was done using paper and sneakers. They tasked their Director of Technology, Bill Cooper, with implementing tech for students & staff and saving the district money. Bill had some experience with digital forms and decided to tackle the problem of reducing paper use.

*Solution Summary:* After investigating a few solutions, OESJ selected frevvo Cloud for its drag-and-drop design, robust dynamic forms, 100% browser-based interface, integration with Google Apps and the ability to route the form to different recipients based on user data.

OESJ decided to first digitize their Purchase Request workflow. It’s filled out every year by teachers. Prior to frevvo, teachers would fill out the form on paper and walk it over to the Administrative office. They might have to go back in to answer questions and the paper form would then be signed and sent to the Business office where the whole paper-based routine would start over.

Using frevvo’s low-code, visual solution OESJ digitized their Purchase Request workflow. Today, teachers fill in an electronic form and submit it. The system automatically routes it to the Administrative office. If there are questions, the form can be electronically sent back to the teacher. Once approved and e-signed, the Purchase Request is automatically routed to the Business office for further processing.

**Fantastic, everything we needed in one platform.**

“We are a small K-12 public school of fewer than 800 students and we are treated like a Fortune 500 company.

If you’re serious about eliminating your paper documents, no matter the size of your company or organization, then frevvo is the answer.”

**William Cooper**  
Director of Technology



OESJ then chose to tackle HR employee on-boarding. This was a more complex process involving multiple forms, PDF generation for Government W-4 and I-9 forms and electronic signatures that was being handled on paper. With support from frevvo's Client Services team, they were able to digitize the entire workflow and deploy it internally.

The system is very flexible and also very robust at the same time. OESJ's employees are very happy with new electronic process. Integrated PDF generation, mobile support and electronic signatures mean that new employees fill in information once and sign electronically using their trackpad or touchscreen device. Duplicate data-entry and errors are eliminated, and the data and signature are automatically transcribed to multiple PDF documents.

The system also integrates with Google so employees can simply sign in with their Google accounts. There's no need to remember a separate login and password. Further, integration with Google Drive means that documents from Employee On-Boarding packets to Purchase Request approvals can be electronically saved to a Google Drive folder.

OESJ intends to continue digitizing additional forms & workflows such as Parent Permission forms and to integrate them with their School Information and Accounting systems.

#### *Benefits:*

- Using frevvo, inefficient paper forms were seamlessly replaced with modern online forms.
- Duplicate data entry, errors and typos have been eliminated.
- Teachers no longer have to deal with paper and chasing down signatures and can focus on students.
- Integration with Google makes it easy to sign in. Documents are automatically uploaded to Drive.
- Using frevvo's drag & drop design, PDF generation, built-in mobile and e-signatures it's fast and easy to design, deploy and update forms that solve real business issues.

"The platform is very flexible and robust. The ability to integrate into other software platforms such as Active Directory, G Suite, and our H.R. software saves us countless hours of paperwork as well as simplifying record keeping.

Workflows have been configured to eliminate time-consuming paper and email trails."

**William Cooper**  
**Director of Technology**