



Lions VisionGift digitizes paper records to save time and office space using ColumbiaSoft's document management software

Case study shows \$30,000 per year in time savings in filing and retrieving records.

May 8, 2014 – Portland, OR – [Lions VisionGift](#), a non-profit that has helped over 20,000 people regain their ability to see, has reclaimed 600 square feet of office space and is saving hundreds of hours of staff time in filing and retrieving records using Document Locator document management software by [ColumbiaSoft](#).

“We asked for a lot, and they delivered so much more than we expected,” said Lions VisionGift Information Systems Manager, Tad Shaw, commenting on ColumbiaSoft’s work with the organization to improve its records management. “We were impressed by their willingness to be part of our team: bringing new ideas, coming up with unforeseen perks.”

Lions VisionGift had previously been using a mechanized rolling cabinet system to manage donor file records. With over 200,000 new pages added each year, the volume of files had grown to a level that was increasingly difficult to manage. Over 50 staff members rely on access to records daily, and concerns had grown for the amount of time spent filing and retrieving records. Accidental misfiling, the safety of information in the event of a disaster, and the need to secure information for regulatory compliance, were also presenting challenges.

Using Document Locator, Lions VisionGift digitized hundreds of thousands of records to become effectively paperless. Where 600 square feet of valuable office space had been dedicated to mechanized filing cabinets, now there are five people working at desks. Staff who used to spend 5 to 8 hours a day sorting through stacks of paper can now electronically retrieve files from their computers in a matter of seconds. Files are systematically organized, and the content of records is searchable.

A newly published case study details how the system saves space, time, human error, and safeguards intellectual property. The case study can be found online at:

<http://www.documentlocator.com/resources/casestudies/lions-visiongift.htm>.

Lions VisionGift is a non-profit founded in 1975 by Lions Clubs of Oregon with a goal of making ocular tissue available for transplants and research, locally and worldwide.

FOR IMMEDIATE RELEASE

About ColumbiaSoft Corporation

ColumbiaSoft is a leading document management software company that helps businesses reduce risk and improve productivity. Information workers use ColumbiaSoft software to manage and share electronic documents, digitized paper documents, e-mail, faxes, and other electronic files to lower costs, automate business processes, and meet regulatory requirements. As a Microsoft Gold Application Development ISVr Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with familiar applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit www.documentlocator.com.

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