Cutting through the Clutter: How Paul Mitchell Gave Their Document Management a Makeover with DynaFile's Industry-Leading Filing Solutions

PAUL MITCHELL®
the school

Client Name:
Paul Mitchell School

Industry:
Education, Beauty

Company Size:
More than 100 independently owned and operated franchised locations.

Location:
United States

Integrations:
PandaDoc, DocuSign

DynaFile

DynaFile is the industry-leading electronic employee filing system tailored for human resource departments. With robust cloud document management solutions, businesses can streamline processes through scanning automation, online file storage, cloud collaboration, a compliance toolkit, and automated onboarding integrations. Unique scanning automation tools allow you to take an entire department paperless fast. From there, powerful management features make it easy to organize information, retrieve files instantly, segment access and keep track of required and expiring documents.

With more than 100 independently owned and operated franchised locations, the Paul Mitchell School network is dedicated to offering an educational path, foundation skills and broad-based understanding of what it takes to start a career in the beauty industry.

Challenge

All of the school's files were in paper form so keeping up with the paperwork and making sure it was filed and in the same location was a challenge. Storage was becoming costly and inefficient. Paper files were boxed up every couple years and stored, making it difficult and time consuming to find files when it came time for record audits.

Solution

The schools utilized DynaFile's cloud-based document management solution to digitize and centralize student files and gave the school online access from anywhere. Pulling documents directly into DynaFile after they were signed streamlined onboarding workflows. Integrations with PandaDoc and DocuSign gave them the ability to automatically import signed forms, which equated to time saved from having to upload files. Features like the ability to preview files when uploading, made it easier to double check them and ensure they go into the correct file. Secure cloud access to student files meant the ability for remote work with 100% access to everything they needed to keep processes running smoothly. Secure cloud collaboration features such as secure file sharing and controlled access allowed them to share requested documents with auditors directly which meant no more sifting through paper, creating an audit-ready environment.

"Workflow is seamless, we are able to file immediately. With compliance we are able to file safely and accurately. Whenever we are audited its so easy to find what we need, which makes an audit so much faster."

–Jackie Cooper | Director
Paul Mitchell School,
Norman, OK

Results

Efficiency has increased 100% and the time that they take to do filing is minimal. DynaFile's robust document management features created a smoother admissions process and being able to move full files into "graduated" or "dropped" from "enrolled" is easy and quick. The school has also noted the ability to review files is so much easier. Custom index fields specific to their organizational needs has been a plus. The transition to digital onboarding workflows has reduced the use of paper which has significantly cut cost on ink, paper, and office supplies as well as physical storage space for the boxes of documents.

"Starting to use DynaFile has been such a great transition. Processing files is so much smoother. We have our system setup so that we can put files into classes before they are actually enrolled. This helps the admissions team track who has been completed and is ready to start school. We also have setup files for drops and graduates. I have to say my favorite part of DynaFile has been being able to share access with the auditors. It used to take me 1 whole day to scan the files they requested and now it takes me less than 15 minutes to share the access."

–Lindsey Yearsley | Financial Aid Leader
Paul Mitchell School, Rexburg, ID

100%
Increase in filing efficiency.