

Workflow

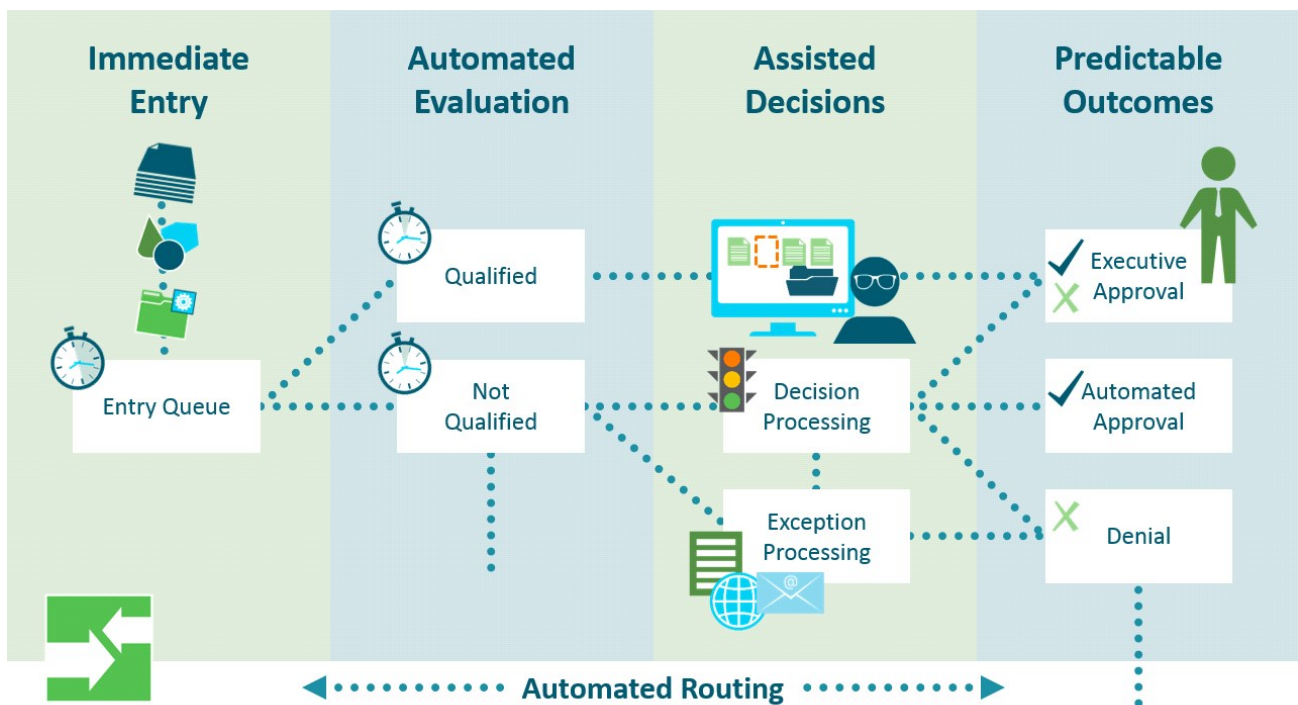
Summary

OnBase Workflow (16) is an automation engine and electronic routing system that enables organizations to process work faster and more efficiently. A rich set of point-and-click configurable rules and actions allows business processes to be quickly automated with no need for custom programming. Workflow enables organizations to significantly decrease document processing time, increase staff productivity and improve input, storage, and retrieval accuracy through a simple and flexible user interface.

Benefits

- **Facilitates business transaction processing** by presenting all related documents and data to the user
- **Optimizes business processes** by providing a framework of rules to efficiently route electronic documents and data
- **Promotes accountability** by providing detailed auditable history to monitor security and employee performance
- **Offers flexible deployment and access** across multiple interfaces and line of business integrations
- **Enforces consistent business practices**, reducing process variance and associated risk

Design



An OnBase Workflow solution is made up of one or more configurable Life Cycles, consisting of Queues that contain Rules and Actions executed through user interaction or performed automatically as System Work. All Document Types regardless of file format, WorkView data objects, and Records Management folders are eligible. Pre-defined routing, along with related documents and data, ensures processes are consistently followed. Workflow Life Cycles show real time document and process status, while historical data is also available for reporting and display.

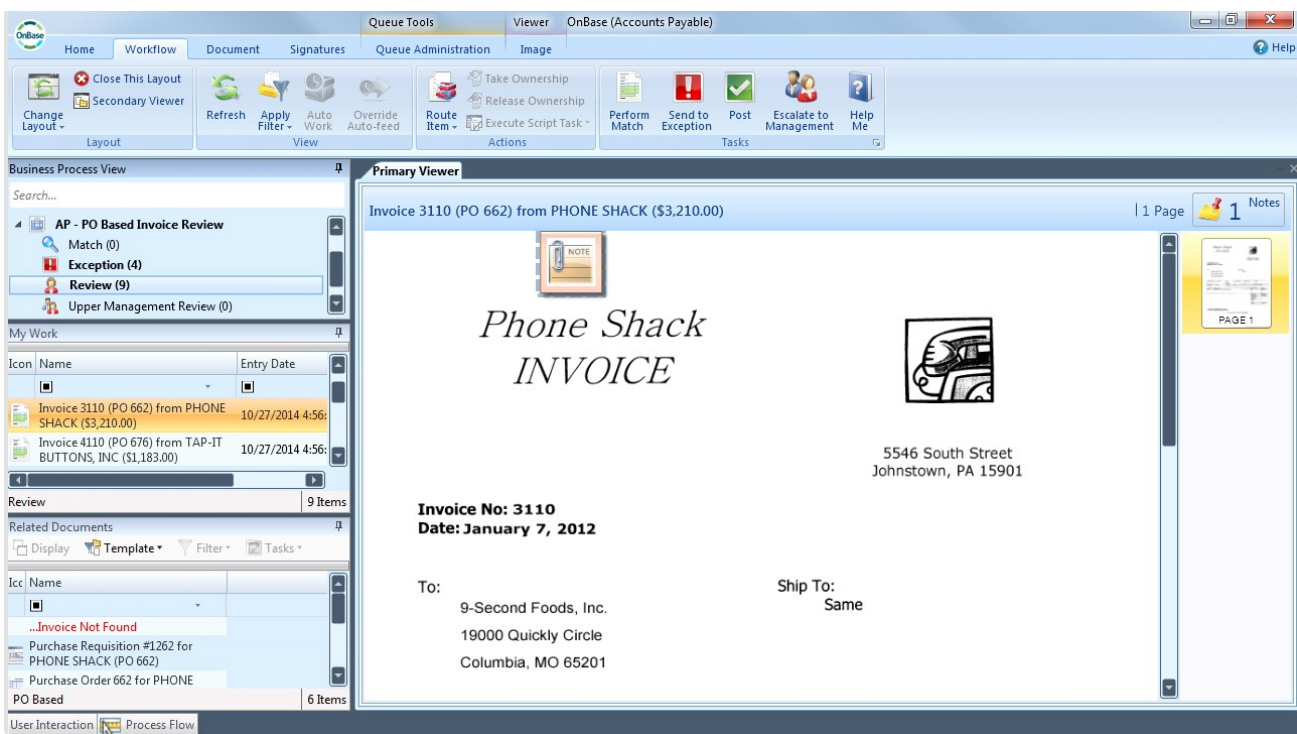
Applications

- **Reduces Costs:** Workflow automation frees labor from low value tasks, such as manually verifying the existence of all necessary and required related documents and data.
- **Supports Compliance Initiatives:** Tightly define processes can manage security and create detailed audit trails. For example, the approval process for purchasing can adhere to a strict rule-set and precisely log actions and events.
- **Increases Revenue and Improves Customer Service:** OnBase Workflow solutions increase work output over manual processes, increasing efficiency. Faster turnaround and higher quality processes lead to improved interaction with customers.

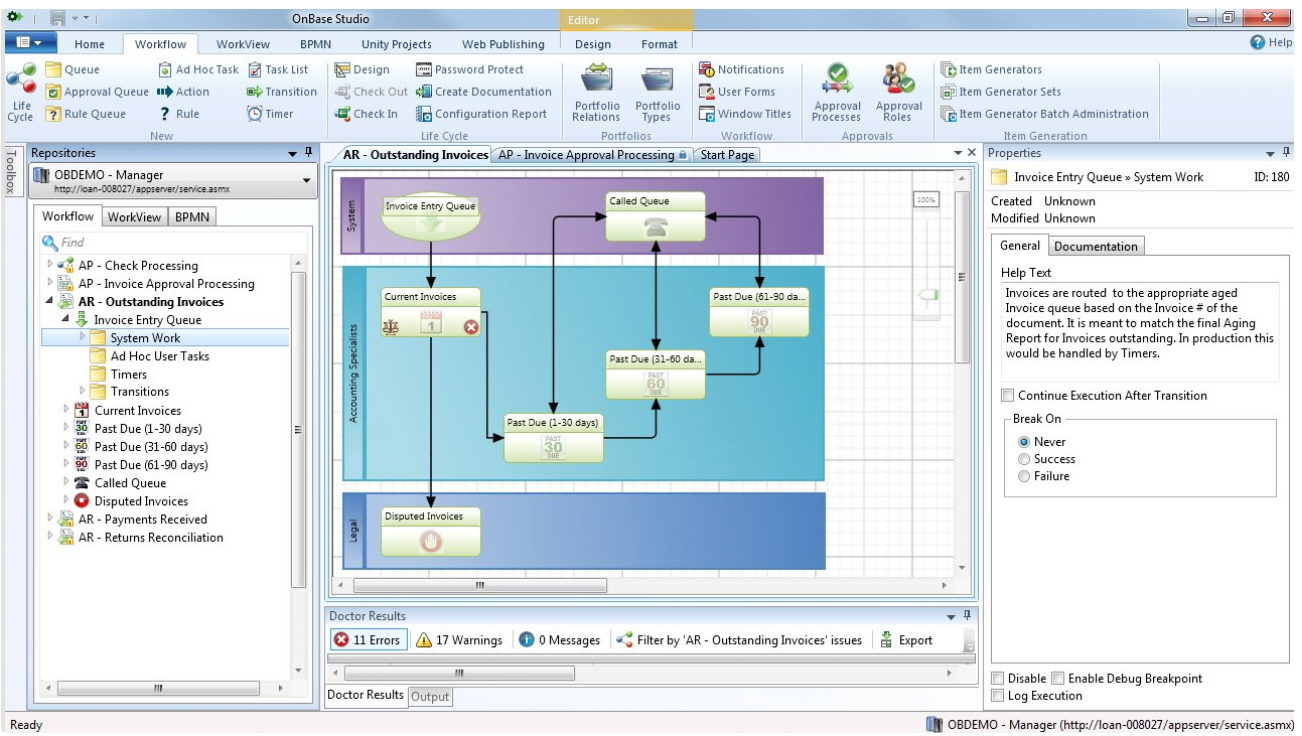
Key Features

- **Over 185 pre-defined Rules and Actions** make it easy to configure Workflow Life Cycles to automate business processes
- **Flexible and user-configurable interfaces** that can be customized and filtered by role
- **Automatic e-mail notifications** engage users to participate in Workflow when needed
- **Configurable Timers** provide automation and unattended document processing
- **Role-based Calendars and Load Balancing** ensure documents are processed most efficiently by available users

Interface



A Workflow solution provides a consistent user experience with multiple interface options including the OnBase Client (Core-based), Unity Client shown above, Web Client, and OnBase Mobile Apps.



OnBase Studio makes configuring Workflow Life Cycles easier than ever with a graphical configuration experience. The real-time integrated Workflow Doctor acts as your assistant to make configuration more accurate and complete on the first pass. OnBase Studio also allows you to automatically generate Life Cycle documentation manuals for administrators and end users.

Learn more at OnBase.com

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