

# ONBASE

## ENTERPRISE DOCUMENT COMPOSITION

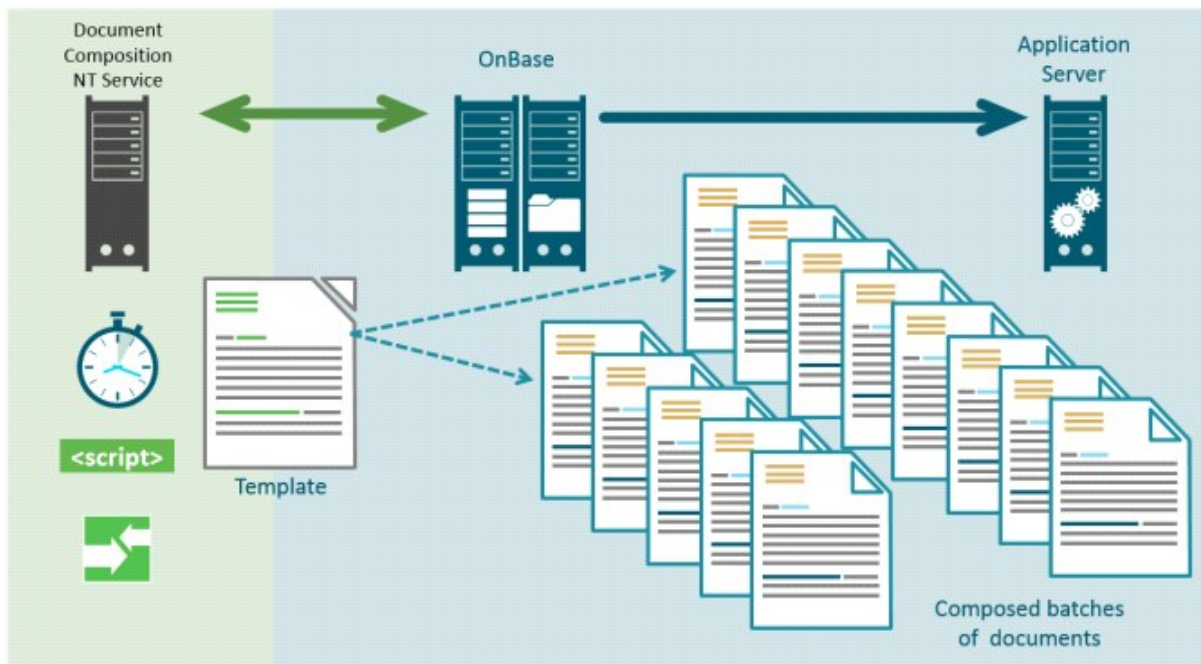
### SUMMARY

Enterprise Document Composition automatically composes and stores large volumes of Microsoft Word documents into OnBase for high volume, batch processing. Like ad hoc Document Composition, this enterprise version uses configurable templates to aggregate information from multiple data sources to dynamically generate letters and other correspondence. Enterprise Document Composition uses VB Scripting or Workflow to automate the document creation process.

### BENEFITS

- **Standardizes document generation** to improve accuracy in support of legal and regulatory compliance initiatives
- **Increases efficiency** by automating the document creation process and centralizing template storage
- **Promotes data integrity**, pulling information directly from the source to eliminate errors from manual data entry and copy/paste
- **Minimizes risk of error** associated with manual, free-form document assembly and production

### DESIGN



Enterprise Document Composition automatically composes and stores documents into OnBase. Document Composition uses VB Scripts or Workflow's SYS – Compose Document action to automate the document creation process. A server runs a Document Composition NT Service that processes requests and stores the documents. The service then sends composed documents back to the Application Server which archives the documents into OnBase.

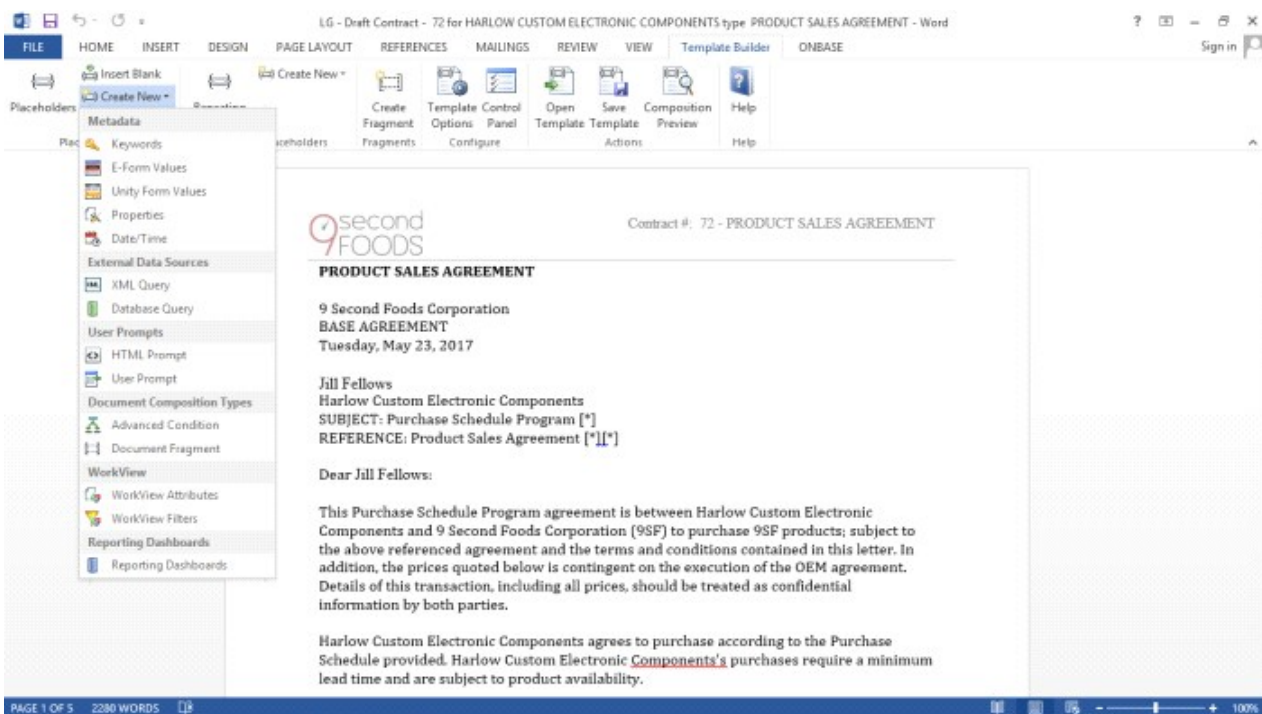
## APPLICATIONS

- **Insurance:** Insurers can generate contracts, acknowledgments, responses, and other communications automatically, pulling information from multiple data sources into each letter. Document templates are centrally stored and administered in OnBase, making the maintenance and management of templates organized and efficient.
- **Government:** Local and city governments can easily generate and manage communications with constituents using Enterprise Document Composition. Both templates and composed documents are stored in OnBase, making it easy to track and audit the history of communications.
- **Healthcare:** Healthcare organizations can use Enterprise Document Composition to manage patient notifications, billing letters and other communications from OnBase. By automatically generating letters and communications, healthcare organizations can eliminate the need for manual or interactive document creation (which is particularly important in high volume document generation scenarios).

## KEY FEATURES

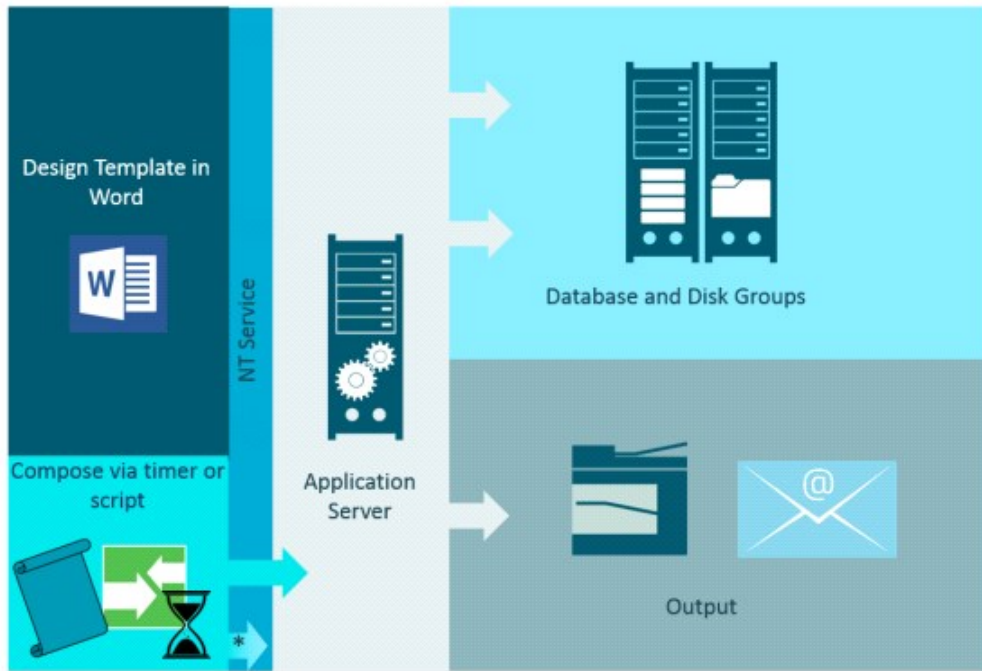
- **Dynamically aggregate information** from multiple sources, including external data sources, user inputs and OnBase values
- **Wizard-driven template configuration** utilizes familiar Microsoft Word ribbon interface
- **High-volume, batch processing engine** uses VB Scripting or Workflow to automate the document creation process
- **NT Service** processes composition requests and stores documents in OnBase
- **Flexible request processing** allows for synchronous and asynchronous request types

## INTERFACE



*Template Builder Menu in Microsoft Word*

## ARCHITECTURE



Templates are configured in Microsoft Word, and batches of composed documents may be created via Workflow or a script. An optional NT Service may be used, or documents may be composed directly on the Application Server. The composed document is stored in the OnBase Disk Groups with the indexing information stored in the database. The final document may be printed or emailed in addition to being archived as a .doc, .tiff, or .pdf file.

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