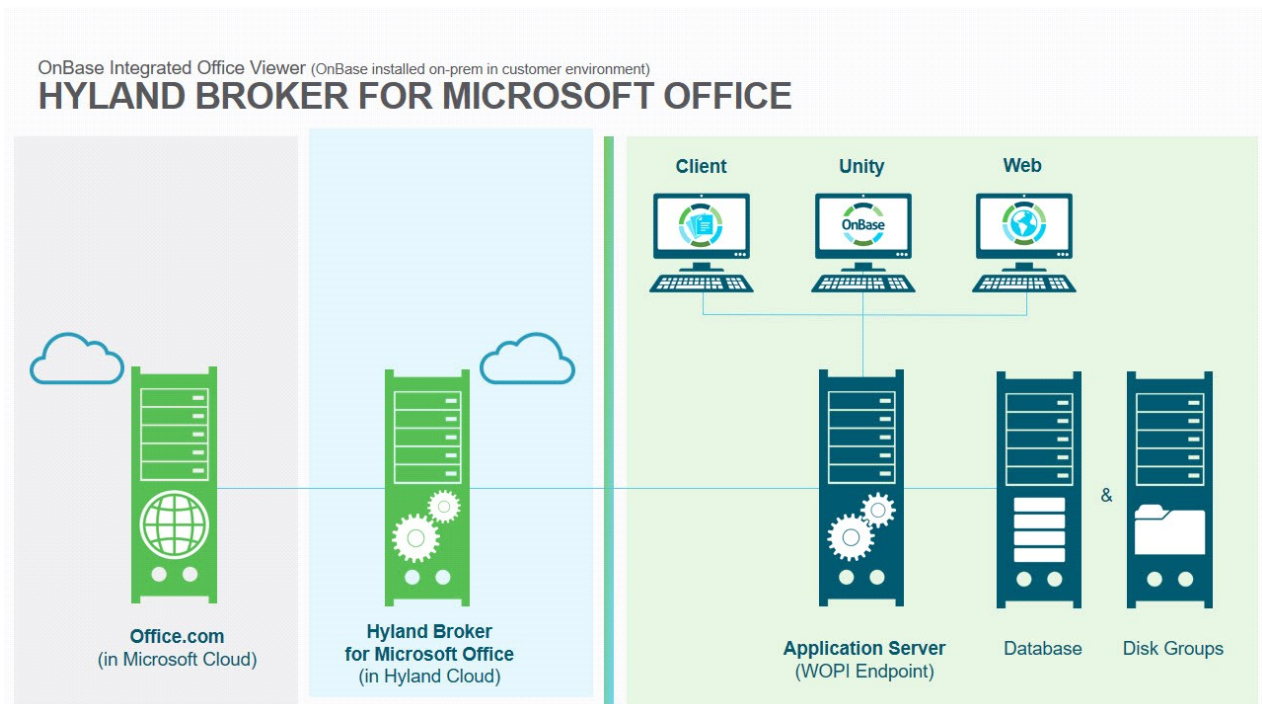# ONBASE

INTEGRATED OFFICE VIEWER

SUMMARY

The Integrated Office Viewer allows users to view, edit and co-author Microsoft Office documents stored in OnBase without the Office application installed locally on the desktop. The viewer is a native component of the OnBase Client, Web, Unity and Outlook clients—and is supported in Windows environments *and* on a Mac! It can be implemented via an on-prem installation of Microsoft's Office Online Server or Office.com (O365) via the Hyland Broker for Microsoft Office.

BENEFITS

- **Decouples OnBase from Office**, providing the flexibility to upgrade to new versions of desktop-installed software (OnBase or Office) while continuing to view, edit and co-author Office documents in OnBase
- **Eliminates Office install and version requirements**, by allowing the use of Office.com online technology to view, edit and co-author Office documents stored in OnBase without relying on the version of Office installed on the desktop
- **Improves user experience** as documents are embedded in the OnBase viewer and loaded faster
- **Provides consistency between all OnBase clients—**from the OnBase Client to Web, Unity and Outlook—when working with Office documents
- **Supports employee collaboration,** as multiple users simultaneously edit the same OnBase document (Office file formats) in a shared environment

DESIGN

OnBase Integrated Office Viewer (OnBase installed on-prem in customer environment)
HYLAND BROKER FOR MICROSOFT OFFICE

Client   Unity   Web

Office.com
(in Microsoft Cloud)

Hyland Broker for Microsoft Office
(in Hyland Cloud)

Application Server
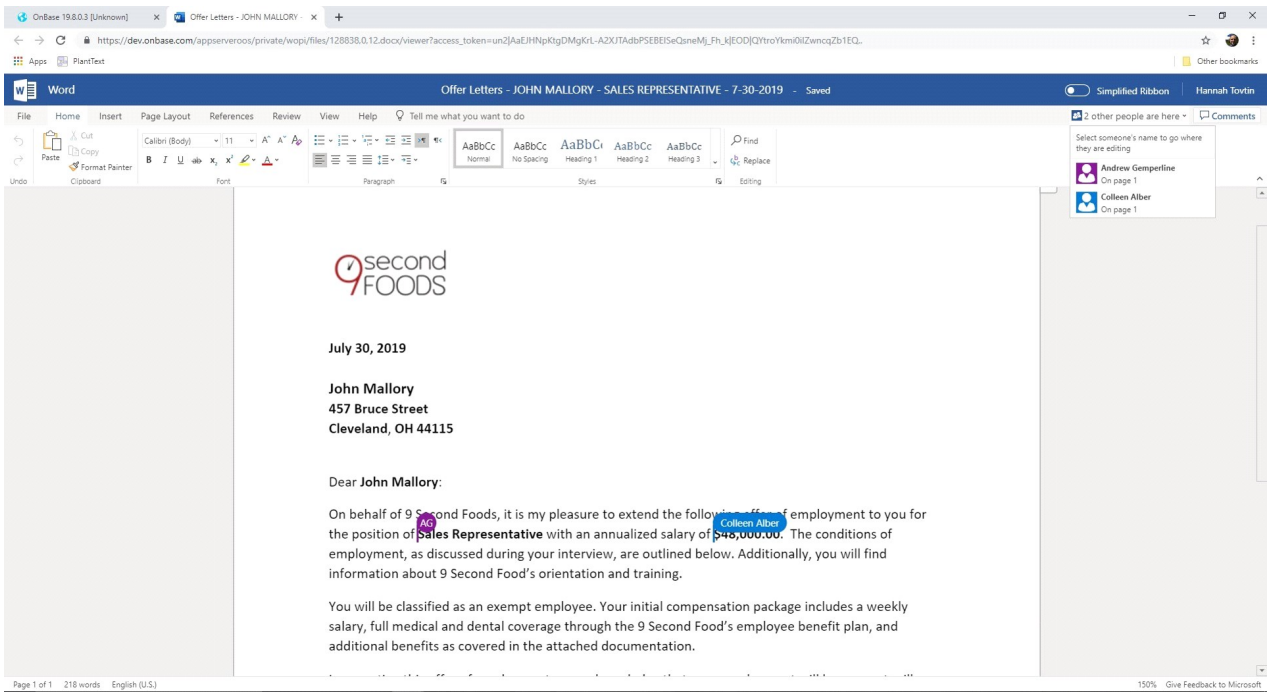(WOPI Endpoint)

Database   Disk Groups

Hyland®

KEY FEATURES

- Work with Office documents *without* Microsoft Office installed locally
- View Office documents embedded in the OnBase viewer
- Edit Office documents in a browser
- Co-author the same Office document, simultaneously in a collaborative environment
- Load Office documents faster (cache on server)
- Enjoy a consistent Office document experience across OnBase clients (Client, Web, Unity, Outlook)
- Multiple implementation methods support both OnBase on-prem and Hyland hosted solutions
    - Organization installs **Microsoft Office Online Server** on-premises (great for on-prem!)
    - Organization uses **Hyland Broker for Microsoft Office** service to connect OnBase to Office.com (great for on-prem & cloud!)

INTERFACE

View an Office document natively in the OnBase Web Client, optionally choose to Edit in Browser.

Multiple users to simultaneously edit and co-author the same Office document in a collaborative environment!

Learn more at **Community.Hyland.com**