

ONBASE

ARCHIVE SERVICES FOR MICROSOFT SHAREPOINT

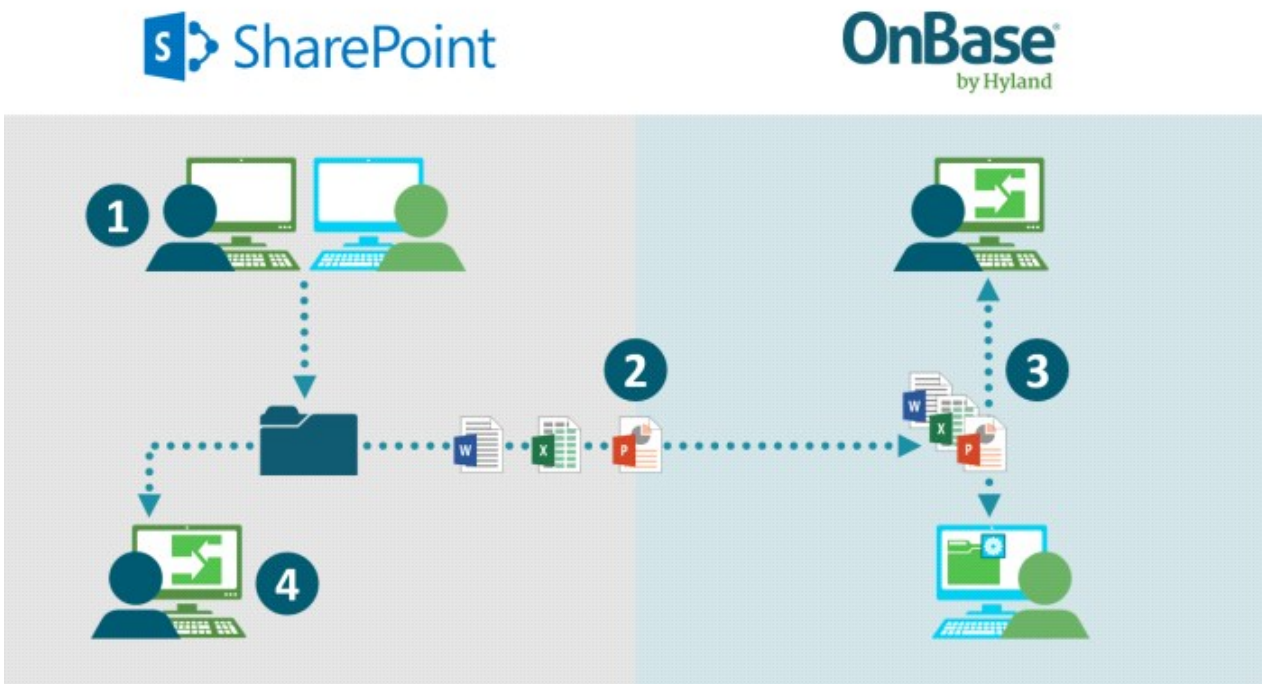
SUMMARY

The OnBase Archive Services for Microsoft SharePoint transfers SharePoint content into OnBase to take advantage of advanced enterprise content management, including complex workflow processing, centralized records management and robust storage solutions.

BENEFITS

- **Leverages investments** by integrating these enterprise solutions, to take advantage of the strengths of each.
- **Transfers content automatically or interactively** with a range of options that provide flexibility to meet specific business needs.
- **Provides an immediate, out-of-the-box solution** that allows SharePoint administrators and site owners to easily deploy a seamless archive solution without any custom development.
- **Reduces costs** associated with the administration and infrastructure required by enterprise SharePoint deployments.

DESIGN



1. Microsoft SharePoint is leveraged for team collaboration and individual document creation.
2. Documents are automatically or interactively moved or copied from SharePoint into OnBase.
3. Once in OnBase, the document can be matched with related documents and routed through Workflow processes and also be included as part of a centralized records management solution.
4. Even though a SharePoint document may have been moved to the OnBase repository, it can still be retrieved by users through SharePoint from its original document library location, and can even allow SharePoint users to interact with OnBase Workflow.

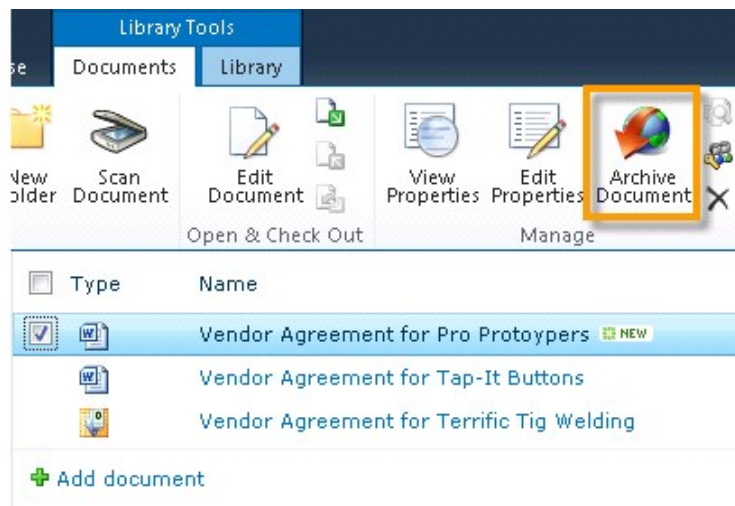
APPLICATIONS

- **Content that supports business transactions:** Any project team or department that generates content that will eventually support a business or financial transaction, such as an organization's legal department, can benefit. For example, an organization can use SharePoint to allow the legal department to collaborate on contract and agreement creation and to manage simple approval processes. After all documents have been approved, Archive Services for SharePoint can be used to transfer the documents into OnBase, to be routed through Workflow for processing and to automate future contract renewal processes.

KEY FEATURES

- **Three archive methods** that provide an advanced, flexible set of options for ad hoc, scheduled and event driven archiving.
- **Rules configuration** allows conditions to optimize both scheduled and event archive methods to ensure the right content is archived at the right time.
- **Automatic Indexing** is easily accomplished by allowing SharePoint metadata to be mapped to OnBase Document Type Keywords.
- **OnBase Viewer for SharePoint** that allows retrieval of content archived and removed from SharePoint to be accessed directly from its original SharePoint Document Library, and optionally provides SharePoint users access to OnBase Workflow.

INTERFACE



Ad-hoc, single-click archiving from the SharePoint Document Library Ribbon.

Document Information Panel for: VENDOR INVOICE 2110 for PO 660 from OFFICE SUPPLY WAREHOUSE

Workflow Activity: AP - Invoice Approval: Payment Entry

Approve for Full Payment
 Approve for Partial Payment
 Deny Payment

OnBase


Back Redaction 277547 - Arrow

Fit Width

INVOICE

INVOICE NO: 2110
DATE: January 7, 2012

To: 9-Second Foods, Inc.
19000 Quickly Circle
Columbia, MO 65201



Office Supply Warehouse
8879 Blue Street
Denver, CO 80002

Ship To:
Same

Salesperson	PO Number	Date Shipped	Shipped Via	FOB Point	Terms
Bob M.	660	1/7/12	UPS		2% 10; Net 30

Quantity	Description	Unit Price	Total
500	8875966 Blue Pens (9-Seconds Food Logo)	0.39	\$ 195.00

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Documents transferred into OnBase and removed from SharePoint can still be accessed from their original SharePoint Document Library location using the OnBase Viewer for SharePoint with the added option of displaying the embedded Workflow panel.

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