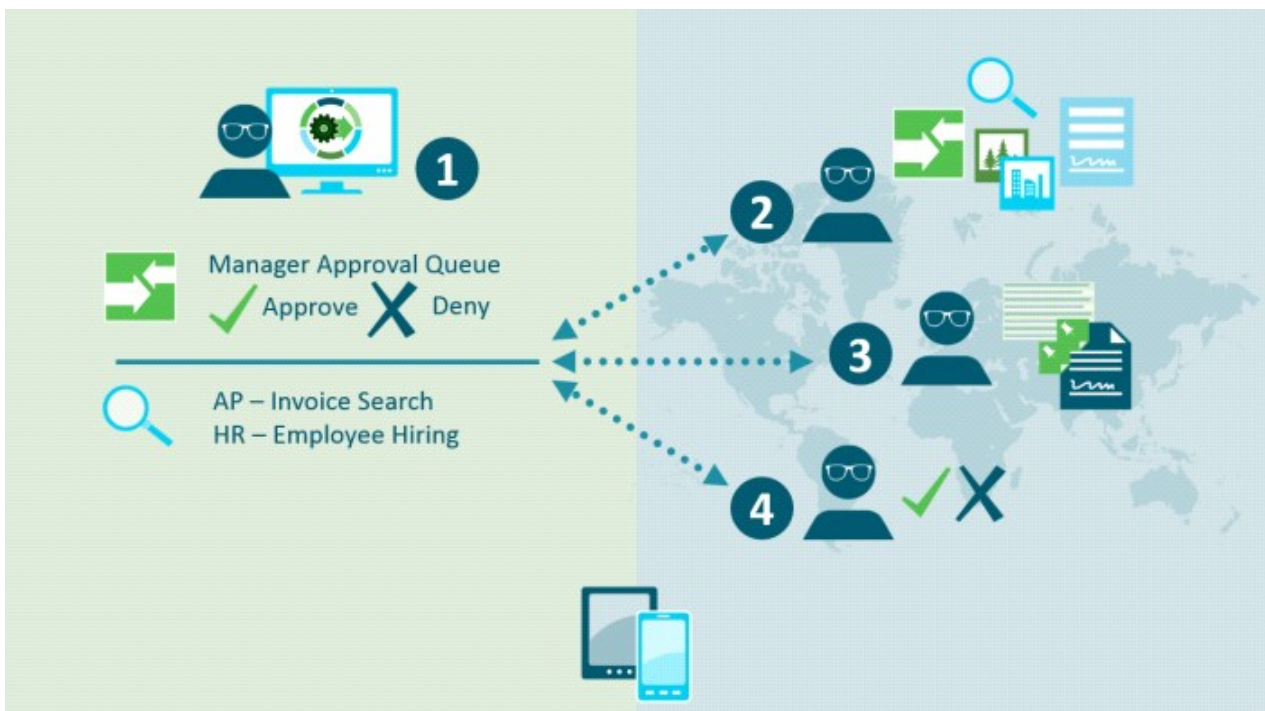# ONBASE

MOBILE ACCESS FOR WINDOWS

SUMMARY

OnBase Mobile Access for Windows provides workers with easy access to OnBase documents and processes at their convenience using Windows laptops or tablets, while they're on-the-go. Organizations can decrease overall processing time and simultaneously increase productivity by always keeping OnBase at decision makers' fingertips.

BENEFITS

- **Improve the cost efficiency and effectiveness of a current OnBase solution** by extending mobile access to users.
- **Convenient access to documents and processes on-the-go**, when away from the office or not at a computer.
- **Make familiar or repetitive Workflow decisions quickly and easily**, without the need to access the full interface.
- **Leverage your company's existing mobile device investments**, with out-of-the-box OnBase integration.

DESIGN

1. OnBase Administrators configure specific Ad-Hoc User Tasks within Workflow Queues, and specific Custom Queries to be "Available to Mobile Devices".
2. Users can launch OnBase Mobile and login to and access OnBase features.
3. Users can view results lists, documents and notes.
4. Users can select from and execute available Workflow Tasks, routing documents on for further processing.

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.

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- **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

- **Three OnBase Mobile apps** currently available in the Windows Store:
    - *OnBase Mobile 15 for Windows*, rewritten for an improved user experience and requires OnBase 15
    - *OnBase Mobile 16 for Windows*, adds image processing to the OnBase 15 app feature set and requires OnBase 16
    - *OnBase Mobile 17 for iPad*, adds support for login banners to the OnBase 16 app feature set and requires OnBase 17
- **Use familiar touchscreen gestures** to:
    - View, zoom and navigate multi-page Documents and Keywords
    - Add, view, edit and delete OnBase Notes
    - Execute searches with OnBase Custom Queries
    - Create, View, Edit, and Save E-Forms and Unity Forms
    - Upload and index photos and images
    - **Developed as a native Windows 8.1 app** to provide a user experience consistent with other apps.

INTERFACE

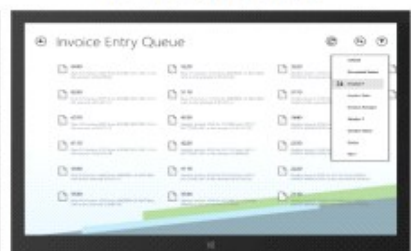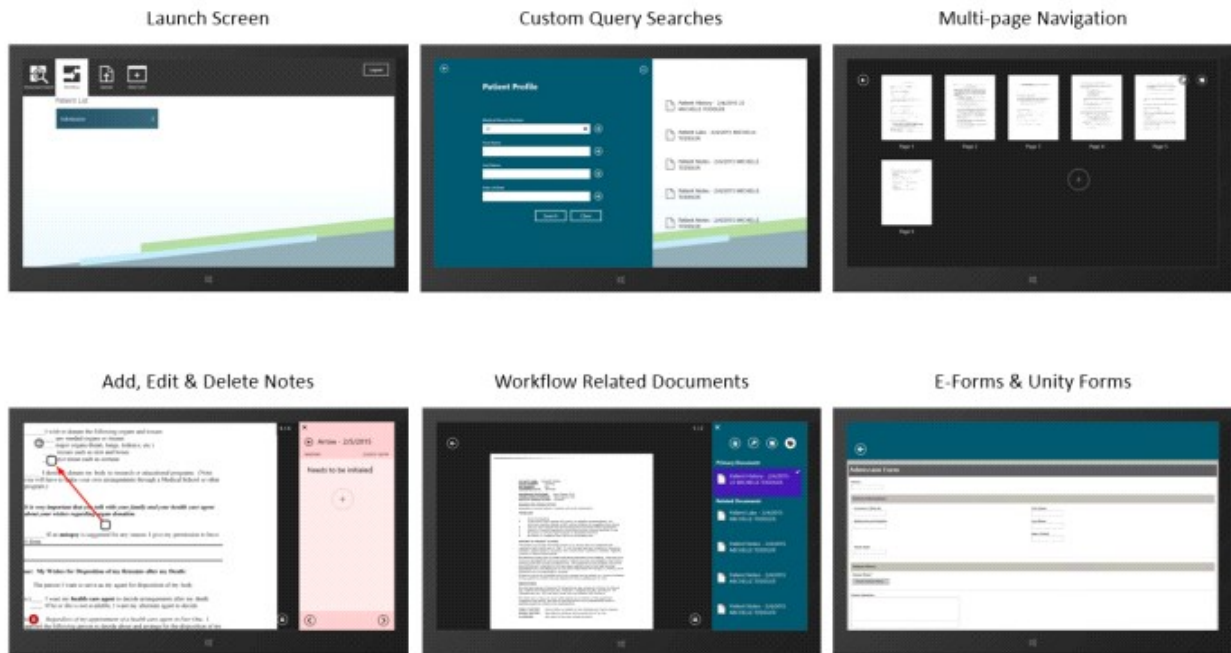| Select Upload Image Quality | Crop with Auto-Deskewing | Rotate & Edit |

| Adjust Color, Brightness & Contrast | Workflow Queue Filter | Workflow Queue Sorting |

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Launch Screen | Custom Query Searches | Multi-page Navigation

Add, Edit & Delete Notes | Workflow Related Documents | E-Forms & Unity Forms
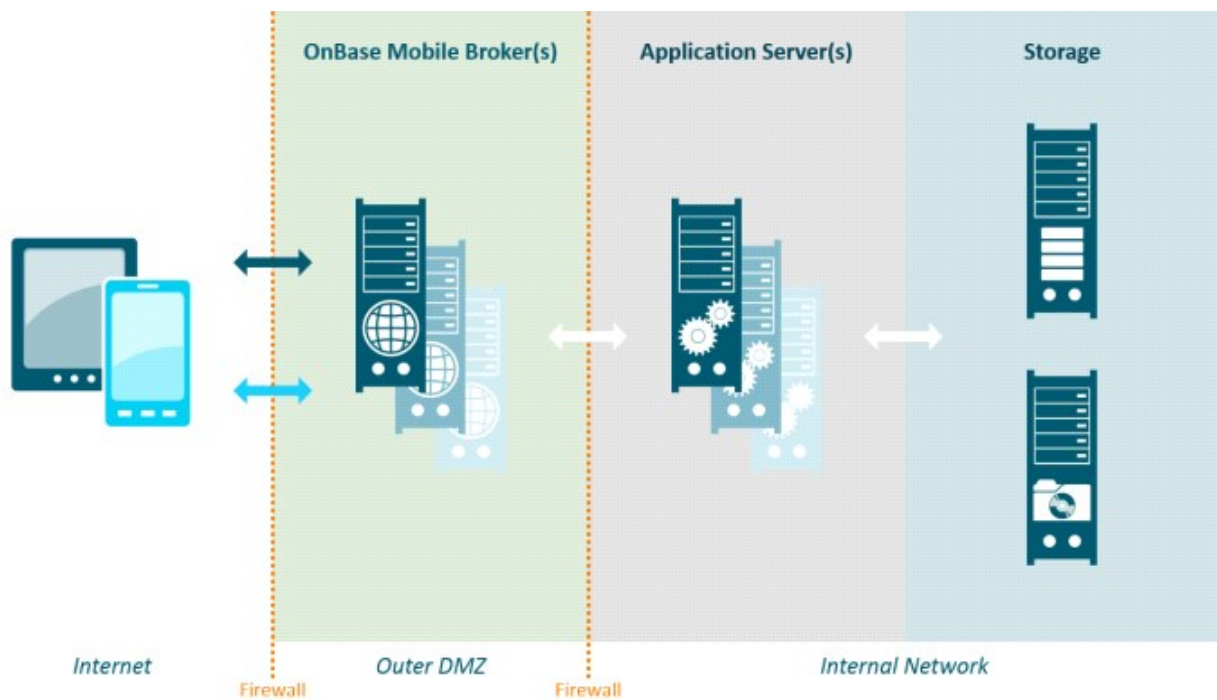
OnBase Mobile for Windows

ARCHITECTURE

All of the OnBase Mobile Apps utilize a shared Mobile Apps Broker Web service hosted via Microsoft Windows Server Internet Information Services (IIS). Secure Socket Layer (SSL) connections are supported and for additional security, the Device Registration feature can be used to provide two-factor authentication.

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

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