Connecticut State College & University System – OnBase Catalog

Multi-User Server

Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance, multi-user environment.

Financial Aid Verification

Financial aid offices are facing a rising number of applicants and greater pressure to secure best-fit students, but with less staff and reduced budgets. OnBase helps you eliminate overburdened processes to ease verification, get packages out faster and remain compliant. You also improve the speed and quality of customer service, helping to ensure that students register for classes on time. With OnBase, processors scan paper documents or students upload files securely online and OnBase indexes the information with key verification data. As verification documents come in, OnBase automatically updates the checklist in your student information system (SIS) or financial aid system. With updated checklists in the SIS, it’s easy to answer student/parent questions about what documents have been received and which are still due. If your SIS includes portal functionality, students can view status checklists of received and outstanding documents directly in the portal at any time. By providing students with an easy, self-serve option, you help reduce the number of calls that come into your financial aid office. Once all verification documents are received, OnBase automatically routes the student’s record for review. In a side-by-side comparison, view the ISIR data from the SIS alongside the corresponding captured data from the verification documents and alert users when individual fields do not have equal data. This allows advisors to assess the situation, make necessary changes in the SIS and leverage SIS functionality to report changes for compliance.

Reporting Dashboards

Reporting Dashboards gives organizations immediate visibility into system and business health. Users can create and share dashboards—highlighting business data most important to them—without the need to engage IT resources. Dashboards present data in a variety of graphical formats including charts, graphs, scorecards, gauges, maps and more. Interactive features then allow users to easily monitor performance and analyze trends in real-time. Dashboards can be accessed from the Unity and Web Clients, in addition to standard web browsers, including mobile browsers, providing greater accessibility. Quickly view and interpret relevant data and make proactive business decisions with Reporting Dashboards.


Enterprise Document Imaging

OnBase Document Imaging provides a scalable solution for centralized and distributed scanning, where documents are scanned or swept into user-defined Capture Processes, using a TWAIN or ISIS compliant scanner. These Capture Processes are easily configured in OnBase Studio to meet document-based process requirements and departmental business needs. The documents are captured directly into OnBase, taking advantage of several methods for automating classification and indexing.


Enterprise Application Enabler

Application Enabler provides complete interaction between a business application screen and the related OnBase documents, content and process management. Users can opt for a real-time, no-click display of documents associated with their enabled screen, or access documents and processes with a simple mouse click or key press. Business systems can be configured without custom programming, scripting or modifications. Application Enabler (AE) provides a toolbox to create integrations with virtually any application, and has a proven track record with hundreds of business systems.

https://community.hyland.com/products/onbase/application-enabler/product-overview
Records Management
OnBase Records Management (RM) controls the retention of all associated business records securely organized within the OnBase Folders interface. The retention cycle of a folder is triggered by an event (or the passage of time), which ties records management strategies into organizational business processes. The module provides cutoff periods, retention plans and multiple destruction options. OnBase Records Management also offers exception handling as well as an administrative management interface.


Enterprise Concurrent Client Licenses
Provides unlimited retrieval, viewing, printing, and management of documents.

Single Sign-On
Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.

Web Server
The OnBase Web Server provides users with secure, Web-based access to enterprise data, documents, and real-time interactions with business processes from anywhere and at anytime. The OnBase Web Server can improve the ways that organizations do business with public customers, extranet partners and remote employees. Web browsers function as secure Internet or intranet clients that connect to a centrally managed OnBase Web Server.


Unity Client
The Unity Client is the next generation OnBase desktop application, offering the familiar look-and-feel of Microsoft Office products. With intuitive ribbon-style toolbars and tabs and easy access to features, users can easily navigate and perform their primary job tasks with little-to-no training. Unity Client also enables individual users to personalize their interface in order to quickly access the forms and functions they use most often. Installation and administration are
simplified with WAN optimized deployment options that support ClickOnce (or MSI) technology for both on-premise or hosted environments.


**Workflow**

OnBase Workflow 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.

https://community.hyland.com/products/onbase/workflow/product-overview

**Full-Text Search**

Full-Text Search provides a simple, unified interface for retrieving textual information stored in OnBase documents. This module extends native OnBase search capabilities to both structured and unstructured data. Advanced searches can be performed based on keywords and phrases that exist within OnBase documents to quickly and easily locate relevant content. Full-Text Search is extremely scalable and highly performant (fast!) when indexing and searching large volumes (millions!) of documents.


**PDF Framework**

Enables PDF features for dependent products as referenced in the OnBase Requirements section for that product.

**EDM Services**

OnBase Electronic Document Management (EDM) Services controls and tracks the modification of documents stored in OnBase through revisions and versions. This ensures the integrity of the document, protecting it against the risk of overlapping changes from multiple editors. Organizations can centralize the management of changing business documents, and provide
offline synchronization for remote users, ensuring that all users are always accessing version-accurate copies.


### Integration for Microsoft Outlook

Integration for Microsoft Outlook 2010, 2013 and 2016 allows an Outlook user to interact with OnBase content and Workflow processes through their familiar Outlook interface. This integration provides users with multiple methods for importing emails and any associated attachments as documents, including drag-and-drop to an Outlook folder with automatic indexing using mail message field mappings. Users can also retrieve OnBase documents directly through Outlook, increasing adoption and reducing training costs.


### Virtual Print Driver

The Virtual Print Driver appears as a standard printer in Windows applications and enables users to electronically print documents directly into OnBase. The printer can prompt for an import dialog or can save the documents into a network directory to be swept into a scan queue. Virtual Print Driver can eliminate the expensive practice of printing documents in order to scan them back into OnBase.


### Document Import Processor

The OnBase Document Import Processor (DIP) provides the ability to automatically import, classify and index high volumes of documents, regardless of electronic file type. DIP is typically used to process output from external scanning services, legacy applications and third-party capture systems into OnBase. Powerful configuration and flexible scheduling options allow DIP to import from any text formatted index file and perform unattended processing during off-peak hours.


### Mailbox Importer
Mailbox Importer automatically classifies and stores incoming e-mails and attachments from an organizations designated e-mail inboxes. It brings in those business-critical documents from your customers and business partners, and can classify them and send them directly to Workflow, so your business processes that include e-mails can be more efficient. When used with Workflow, users can access e-mails directly in OnBase Workflow without needing to find them or import them from e-mail system inboxes.


**Advanced Capture**

Advanced Capture brings automatic data extraction to OnBase capture solutions. Predefined forms and rules, combined with a powerful processing engine, make it possible to quickly classify and index more scanned documents with fewer employees. Automating document indexing eliminates the bottleneck associated with manually indexing high volumes of structured business documents. Advanced Capture processing can be more accurate and much faster than manual data entry. Employees spend their time more effectively, validating or correcting questionable values only when needed, while letting the Advanced Capture processor perform the mundane task of document indexing.

https://community.hyland.com/products/onbase/advanced-capture/product-overview

**Bar Code Recognition Server**

The OnBase Bar Code Recognition Server provides the capability for a single workstation to provide bar code recognition for several or many scan stations. Bar codes are used to automatically separate, classify, and index the documents within scanned batches, reducing the need for manual data entry and eliminating user error. This provides the capability to utilize bar codes for document indexing across an organization without needing to purchase Production Document Imaging licenses for each scan station.


**Batch OCR**
OnBase Batch OCR (Optical Character Recognition) is a highly accurate full-page character recognition package working with the OnBase Document Imaging or Document Import Processor modules. OnBase OCR creates text based renditions of image documents, to facilitate search and retrieval. Text, Searchable PDF or Microsoft Word formatted renditions can be created. Batch OCR makes image documents eligible for text searches, locating specific document(s) by their content or searching for specific words or phrases within a document to find required information.


Integration for DocuSign
The OnBase Integration for DocuSign eSignature allows you to electronically obtain signatures from people outside of your organization by providing complete management of processes that require secure, electronic signatures in the cloud. The integration manages the signature cycle within OnBase by automatically packaging documents and relevant signer information, sending this information securely to DocuSign, and collecting the completed documents. Obtain important signatures faster with the OnBase Integration for DocuSign eSignature.


Integration for Canon uniFLOW
Use the Integration for Canon uniFLOW to archive OnBase documents from your networked digital copier or multifunction printer (MFP). Leverage your Canon MFP investment by using it for more than printing and copying. Successfully archive business-critical documents without needing to know anything about OnBase. It's as simple as using the office copy machine!