

# PAPERLESS TIMES

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## SECURITY MICROIMAGING SPECIAL REPORT ABOUT DOCUMENT COLLABORATION

### 50-Year World Record, Shattered - 20,875 Employees Review & Sign Off on the Same Document Simultaneously

In a quest to quickly and efficiently update staff, Company ToldUSo used OnBase Document Knowledge Transfer (DKT) to distribute and receive sign-off for the latest version of its VIP policies. Previously, such notifications took months to expedite and often resulted in many employees claiming, "they didn't receive the notification." - GASP! "We've never seen this phenomenon occur previously with such little effort, stated Mr. Measure from Guinness World Book of Records. He added, "We're simply in awe of DKT's ability to provide document review deadlines where acknowledgements are automatically enforced, once-and-for-all." Company ToldUSo is now, more than ever, world renowned and in compliance with legal and regulatory laws for its VIP policies.

## DOCUMENT VERSION CONTROL

### Fiancé Shoots Future In-Laws

First there was Susie, then Jane, then 24 other girls their son had dated throughout his single years. How was a family to keep them straight? Perhaps if Mr. & Mrs. Inlaw had OnBase Electronic Document Management (EDM) Services, they could have formally managed the names of all those gals and not called this one by the wrong handle. With EDM's ability to control and track the modification of documents & versions stored in OnBase, they could have accessed the most recent information, located in a centralized place for all family members, and this catastrophe could have been avoided.

## DOCUMENT ACCESS

### "Can You Hear Me Now" Guy's Secret of Success

So, how is it possible to travel extensively throughout the world to test the Verizon network and stay afloat with all the details? Although not formally disclosed, it may seem he uses OnBase Web Server to manage all his documents needed for business and travel. Regardless of location, he, like other authorized users can easily access enterprise data, documents, and real-time interactions with business processes from anywhere, at anytime. Web Server can improve the ways that organizations do business with remote employees, extranet partners, and public customers. Web browsers function as secure Internet or intranet clients that connect to a centrally managed OnBase Web Server. So perhaps he really should be saying, "Can You Show Me Now? - Good."

## DOCUMENT DISPOSAL

### Oscar the Grouch Resigns

"ARGHHHH, these last couple of years have been horrible," stated Oscar. "First of all, this movement to go paperless has really put a damper on my garbage volume. It's not like the good old days where everyone would randomly toss copy upon copy of the same document at me. Nowadays, people are going paperless and to add to the problem, they are (can you believe it), actually following rules regarding their document disposal - keeping their documents for specific amounts of time or until a specific activity occurs, then they systematically dispose of it. They are doing this with both their paper documents as well as their digital documents. What fun is THAT? It's all too clean and organized for me to deal with. OnBase Document Retention has ruined my life of garbage. I never thought I'd see the day that people were systematic about disposal—following rules for document retention and disposal all for the mere sake of compliance, avoiding fines and legal risks, and better business. I find this all too nicey-nice, so let it be known: *I QUIT!*"

## Today's Forecast

Showers of paper expected early,  
with clear skies following  
Security MicroImaging's arrival.



Kim Singl

## In My Opinion

### DOCUMENT & SYSTEM REPORTING

Have you ever felt sluggish, unproductive, or downright stupid? Well, you probably are.

OnBase Report Services was developed for all the lame ducks like you. OnBase Report Services can pinpoint the weak link in any business process and draw attention to where management should place blame and perhaps seek alternate methods or employees to cover your lack of skills. Luckily, Report Services is an easily deployed application that includes over 80 pre-configured reports for evaluating a complete picture of OnBase and the repositories and processes it manages. You can also create your own custom reports to meet specific business reporting needs. Long-term reporting functions enable businesses to analyze trends, share productivity information across the organization, and make proactive decisions based on solid data. Report Services provides the ability to gain valuable information about system and business health.

## Clean Up Your Inefficiencies With OnBase



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Security MicroImaging assists companies resolve their dirty laundry involving document management inefficiencies.

## DOCUMENT IMPORT

### Square Dancing Just Too Inefficient for Most

Back in the day, square dancing was all the rage. Couples would spend hours dosadoing in and around a square. The steps could prove complex and thus, there was a lot of hand holding involved. "After 17 years of all this dancing, I finally realized if I wished to get to the other side of the square, all I had to do was take a couple of steps straight there," stated Mrs. Promenade. "Although it had its fun moments, all that clapping, spinning, and shuffling was really inefficient."

People are beginning to think the same way about print-then-scan processes. Although fun, the inefficiencies are significant compared to newer methods. Virtual Print Driver (VPD) 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. Printing directly into OnBase saves the business cost of printing documents and then scanning them.

## DOCUMENT INTEGRATION

### Manuals 0, Outlook 247

World champ Outlook again defeated the Manuals in a humiliating display of misaligned skill. "Our efforts weren't without courage," stated Coach Denial of the Manuals. One fan remarked, "Although they used to be the crowd favorite, the Manuals are just too slow and they're making too many errors."

Microsoft Outlook has teamed up with OnBase to offer direct content integration. Users can simply click a button on their Outlook interface to instantly import e-mail messages and/or attachment(s) into OnBase. This integration provides users with multiple methods for importing e-mails 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. Manual integration doesn't stand a chance.

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## DOCUMENT INDEXING & CATEGORIZING

### Man's Best Breakfast

Perhaps that "new" extra crunchy cereal I ate for breakfast wouldn't have been so appealing at the time had I realized the dog food was haphazardly placed next to my Wheaties. In the world of document management, OnBase Exception Reports would have caught that error. Based on a predefined relationship between related documents, these reports provide assurance that all required and/or matched documents are stored and indexed properly. Through automation and validation features, Exception Reports allows you to streamline business processes and assists in corporate compliance.