# Simplify your Enterprise Information Management with OnBase®

keymark™

**JUST LIKE NO TWO BUSINESSES ARE THE SAME,** enterprise solutions shouldn't be a one-size fits all approach. Modular by design, OnBase is an information platform with customizable modules designed to exceed your desired business outcomes. This enterprise content management solution from Hyland enables organizations to get more from their core business applications by integrating with popular applications. Capture information and documents directly within your existing systems, while accessing real-time data to identify inefficiencies. With little implementation time, you'll quickly realize the benefits of reduced operational spending, automated business processes and greater insight into the health of your organization.

## Specifically, OnBase Provides These Capabilities:

### CAPTURE DOCUMENTS & DATA
Capture almost any file type, whether paper or electronic, and quickly extract necessary information, automatically sending it to all relevant systems.

### MANAGE INFORMATION
Combine the ability to manage processes, documents, and data in one system so your information flows seamlessly throughout your organization.

### PROVIDE CONTENT ACCESS ON ANY DEVICE
Your information becomes instantly available to the people who need it, wherever they are, from almost any device or application.

### INTEGRATE WITH OTHER APPLICATIONS
OnBase provides a variety of integration methods to equip users with instant access to all the information they need from their preferred application.

### PROVIDE INSIGHT INTO PROCESS & SYSTEM PERFORMANCE
Get real-time insights into the status of your processes, the completeness of your records and the health of your system so you can take action.

### STORE & PROTECT CONTENT
Minimize your risk and maintain compliance by securely storing, protecting and destroying your information in accordance with applicable regulations.

# Unlock New Potential for Your Organization

Imagine the possibilities that come from breaking down silos to create a harmonious document management process. Reduce the time it takes to retrieve files from various departments to give your team hours back in productivity. From enterprise content management, to document capture and enterprise search, OnBase transforms your organization across one single platform. Say goodbye to inefficient document management processes and hello to automated, cost-saving procedures.



## 1 ENTERPRISE CONTENT MANAGEMENT

Enterprise content management is a critical step in any organizational strategy that determines how, when and where your content is consumed. As we generate information across multiple sources and devices, through a variety of formats, content management can be cumbersome and time consuming.

OnBase manages the entire process, from inception to archival on one platform. Capture, store and retrieve documents directly within your preferred software application, simplifying burdensome tasks. With OnBase's ECM modules, businesses have better access and visibility into their content across the enterprise.

## 2 CASE MANAGEMENT

Trying to resolve a claim or manage a case without the proper tools can be frustrating. OnBase case management software enables organizations to turn problems into solutions by delivering the functionality of several tools at once. Employees have a 360-degree view to manage cases, resolve vendor invoices, simplify project management workflows and reach resolutions quickly.

The platform's ability to drive manual processes without custom coding can reduce costs while solving current and future challenges. Whether you're looking to improve customer service or uncover inefficiencies, OnBase synergizes your data, documents and tasks together to create a robust and informed approach to case management.

## 3

### BUSINESS PROCESS MANAGEMENT

Business processes vary across organizations, making scalability and flexibility among the most desired functions in software deployment. OnBase allows you to adapt and optimize processes for specific results rather than trying to fit desired outcomes into a predetermined box. With automated workflows, activity dashboards, and interactive approval processes, OnBase provides deeper insight into the overall health of your organization.

**Streamline your workflows and improve your business process management with these features:**

- Workflow automation
- Dynamic approval processes
- Electronic forms
- Business activity monitoring and dashboards
- Automated notifications
- Process mining

## 4

### CAPTURE

Managing documents across your organization shouldn't be a hassle. OnBase simplifies the document capture process by integrating with a variety of scanning devices to import content and extract data. Compatible with high-volume scanning batches as well as automated data capture, OnBase minimizes manual data entry by creating a central repository for the entire document lifecycle. As a result, stakeholders have easy access to information when they need it most.

**Accelerate your document import process through:**

- Document scanning
- Electronic content capture
- Data capture
- Mobile capture

## 5

### ENTERPRISE SEARCH

Uploading information into an enterprise content management platform only provides half of the benefits if you can't access it quickly. With enterprise search functionality, users can retrieve documents and files with rapid success, allowing them to complete tasks more efficiently. Even more, the conversational search tool and faceted navigation approach eliminate the need for perfect queries to return your requested document. Searchable across multiple repositories, from shared drives to intranets and even social media, OnBase enterprise search simplifies business processes for the entire organization.

> **OnBase allows you to adapt and optimize processes for specific results rather than trying to fit desired outcomes into a predetermined box.**

# OnBase Features Cutting-edge Hosting, Mobile, and Secure Solutions.

When you deploy OnBase, your information is safe, widely available, and secure with these added layers of protection:
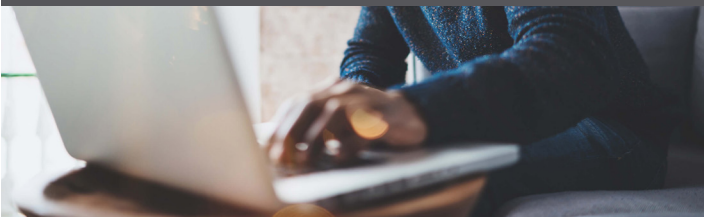
## CLOUD

Hyland brings more than 15 years of cloud-hosted technology experience to OnBase. Privately managed, scalable and secure, OnBase lives in Hyland's collocated data centers, enabling customers to know exactly where their data is at all times. The Hyland cloud specifically meets compliance standards with encrypted in-transit connections, built-in redundancy and data replication, to ensure your data is only accessible by those who need it.

## MOBILE SOLUTIONS

Not everyone works in an office environment with desktop access, especially with remote work on the rise. OnBase users can capture images, complete forms, and collect information on the go from popular mobile applications and devices. With increased access and security, you'll get more out of your information management strategy by extending the same capabilities to mobile users in the field. No matter their location, users can add annotations, complete tasks and approvals, trigger processes and route content just as they would from inside the office. OnBase empowers mobile workers to enhance, not impede, your business processes.

## RAPID APPLICATION DEVELOPMENT

Data comes from more sources today than ever before, so it can be nearly impossible to configure and update multiple software applications to manage the influx of data. With OnBase, your information is accessible through a central hub, where users can rapidly configure content-enabled business applications through a low-code, rapid application development platform. Take your data out of various silos with no custom code needed. RAD eliminates the need for multiple systems to manage, administer and constantly upgrade. Instead, users enjoy one solution to do it all.

## SECURITY

Security breaches are on the rise. As hackers continue to use creative methods to steal data, you can never be too safe protecting your sensitive and critical information. From initial design to post-launch support, OnBase takes security seriously through every step of its lifecycle. Each release undergoes rigorous testing to identify any security vulnerabilities before deployment. Through masked and encrypted keywords, session timeouts, Full Transport Layer Security, and encrypted connections, OnBase brings peace of mind to any organization by protecting your data both at rest and in transit.

# OnBase Transforms Organizations of Virtually Every Kind

Wondering if OnBase is right for your line of work? Keep reading to discover how this enterprise content management solution transforms healthcare, financial services and government organizations.

## SHARP HEALTHCARE

Sharp HealthCare chose to implement OnBase ECM for quicker access to their unstructured content, ranging from faxed orders to paper charts. Once organized, they launched an Electronic Health Record program and integrated the two systems for immediate employee adoption. Additionally, they used OnBase's BPM tools to automate their manual tasks and create workflows to streamline processes. As a result, Sharp identified business process gaps and used the new solutions in their additional hospitals.

## BMW GROUP FINANCIAL SERVICES

BMW Group's Financial Services team needed faster, more streamlined workflows to increase the turnaround time of their contract applications. After deploying OnBase, they turned a 10-day process into an instant, proactive workflow. Not only did they save time by no longer managing contracts manually, but they used OnBase to flag incomplete applications, email dealers, and alert them to missing or inaccurate data. This proactive approach reduced process times and integrated seamlessly with other business systems.
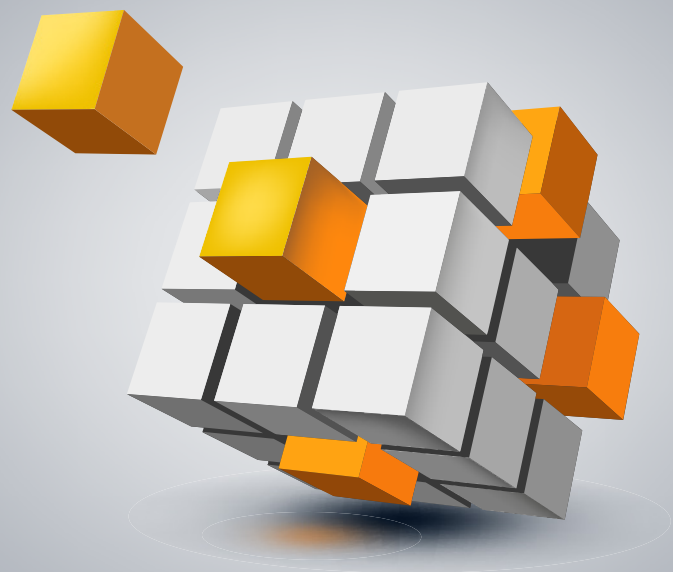
## GOVERNMENT TEAMS IN OHIO

Government workers in Westlake, Ohio, realized they spent too much time searching through filing cabinets for public records and agenda information. The delayed processing was a disservice to the citizens who needed help. After implementing OnBase, they had a central repository for all of their documentation, where staff could retrieve up-to-date information and improve their constituents' access to the files they needed. Not only did this increase internal process times with shared networks and integrated systems, but the public could access their information via a web portal 24/7.

**In addition to government, healthcare and financial services, OnBase transforms organizations across multiple verticals, including:**

- Higher Education
- Insurance
- Accounts Payable
- Human Resources
- Transcript Processing
- Contract Management

# Why Leverage OnBase
# Through KeyMark?

Every day, thousands of organizations worldwide use OnBase to manage their content and optimize their business processes. Your information becomes visible and accessible—from inception to expiration. The scalable, custom modules allow users to take charge of their information, creating a central repository where it can be searched, secured, and accessed by all approved stakeholders. As a leading OnBase reseller for more than 20 years, KeyMark is a dedicated partner who will guide you through the entire implementation process. We provide ongoing education and training as well as support and maintenance, even after a successful deployment. You'll have complete access to business process analytics that provide real-time success metrics for a better understanding of performance.  When you're ready to take control of your information and gain greater visibility into your processes, KeyMark is here to help you every step of the way.

# About KeyMark

KeyMark is a leading provider of intelligent automation solutions focused on enabling better business outcomes through capture (OCR), workflow (ECM), case management (DCM) and robotic process automation (RPA) solutions, artificial intelligence, and machine learning technology. KeyMark helps clients leverage technology, such as artificial intelligence and machine learning, to maximize productivity and decrease manual labor in industries such as: financial services, healthcare, insurance, manufacturing, distribution, utilities, logistics and the public sector. Together, KeyMark, Blue Prism, OnBase by Hyland and Kofax help organizations to scale effectively and achieve operational agility by deploying a digital workforce that maximizes productivity and minimizes manual work. As a value-added reseller of today's leading intelligent automation solutions, KeyMark is one of a select few organizations worldwide to represent such a comprehensive list of automation capabilities with years of proven experience and award-winning Extended Support. Additionally, KeyMark is the creator of Forms InMotion, an innovative software-as-a-service solution for forms automation.

**For more information,**

CALL US
**864.343.0500**

OR EMAIL
**sales@keymarkinc.com**

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