

**SUMMARY**

OnBase Report Services (11.0) gives organizations the ability to gain valuable information about system and business health. Report Services is an easily deployed application that includes over 140 pre-configured reports for evaluating a complete picture of OnBase and the repositories and processes it manages. Organizations can also create their own custom reports to meet their 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.

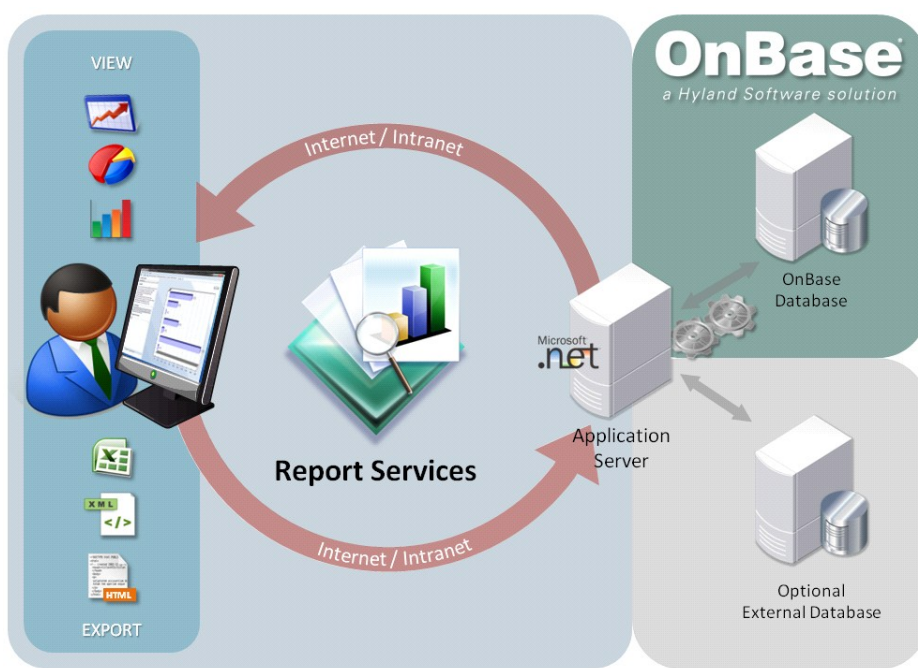
**KEY BENEFITS**

- **Optimized reporting** provides information on business activity and system health.
- **Business users can easily run reports** reducing the burden on costly IT resources.
- **Controlled report generation** with user-based report security.
- **Supports database security**, by not requiring users to have administrative database rights.
- **Flexible access**, allowing report generation from Report Services Client or Microsoft Excel.
- **Simple deployment and upgrades** are made possible using Microsoft ClickOnce technology.

**BUSINESS APPLICATION**

- **An OnBase Administrator** can provide system information for budgeting and resource planning as OnBase system usage grows. Workflow reports provide key information on user productivity and can be used to determine Life Cycle process times or identify process bottlenecks. These reports can be generated and viewed as tables, pie charts or bar charts, based on the users report presentation preference.
- **A Department Manager** can self-serve and generate reports directly from Microsoft Excel as needed, without submitting report requests to the IT department. The OnBase Administrator can be confident that sensitive information is protected; as users don't have direct access to the OnBase Database and report permission is controlled by OnBase User Group security.

**DESIGN**



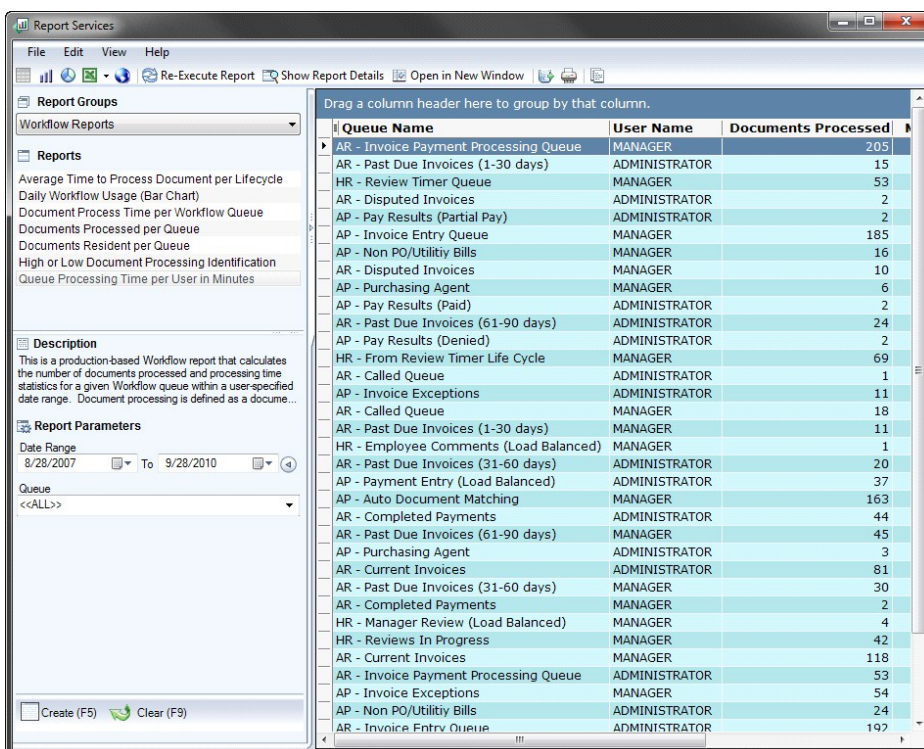
Using OnBase Report Services, a business user is able to generate business and system reports in real-time. Report Services is powered by the Application Server and connects to the OnBase Database via Core Services providing user authentication and report access control. Reports can also run against other business databases or a mirrored copy of the OnBase Database. The data is presented to the user in a variety of formats, including tables, bar charts, pie charts, etc. The reports can then be exported in XML, HTML or Excel formats or saved as PDF, JPEG or TIFF. Report Services is built on a Microsoft .NET platform and delivered using ClickOnce technology, which provides “no touch” deployment and centralized administration across both an enterprise intranet and the Internet.

**KEY FEATURES**

- **Over 140 pre-configured reports** are available within Report Services.
- **Microsoft Excel Add-In** allows users to generate reports from within the Excel interface.
- **Optimized standard report queries** ensure minimal impact on database performance.
- **Newly created reports can be imported** and are available for quick installation and use.
- **Export dynamic report data to other applications** like Microsoft Excel for further processing and evaluation.
- **Report access is controlled by OnBase User Group rights and privileges**, consistent with OnBase security.
- **Query Analyzer** aids administrators in creating new reports for use with Report Services.

**SCREENSHOTS**

**Queue Processing Time – Report Services Client**



**Queue Processing Time – Report Services Excel Add-In**

