

**SUMMARY**

OnBase Workflow (11.0) is a transactional content management and electronic document routing system that enables organizations to process work faster and more efficiently. Workflow provides a rich set of point-and-click configurable rules and actions, allowing 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.

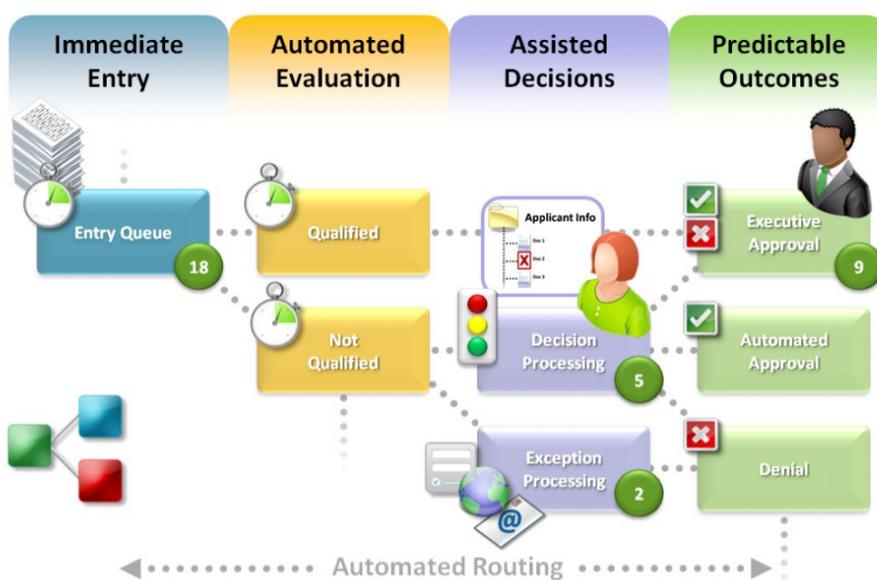
**KEY BENEFITS**

- **Facilitates business transaction processing** by presenting all related documents simultaneously to the user
- **Optimizes business processes** by providing a framework of rules to efficiently route electronic documents
- **Promotes accountability** by providing detailed auditable history to monitor security and employee performance
- **Offers flexible deployment and access** across multiple interfaces and line of business integrations
- **Enforces consistent business practices**, reducing process variance and associated risk

**BUSINESS APPLICATION**

- **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.
- **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.

**DESIGN**



An OnBase Workflow solution is made up of one or more configurable Life Cycles, consisting of Queues that contain Rules and Actions executed through user interaction or performed automatically as System Work. All Document Types and file formats are eligible. Pre-defined document routing, along with related documents and data, ensures processes are consistently followed. Workflow Life Cycles show real time document and process status, while historical data is also available for reporting and display.

**KEY FEATURES**

- **Over 220 pre-defined Rules and Actions** make it easy to learn and configure new Life Cycles
- **Flexible and user-configurable interfaces** that can be customized and filtered by role
- **Automatic e-mail notifications** engage users to participate in Workflow when needed
- **Configurable Timers** provide automation and unattended document processing
- **Role-based Calendars and Load Balancing** ensure documents are processed most efficiently by available users

**SCREENSHOTS**

**A Workflow solution provides a consistent user experience with multiple interface options including the OnBase Client (Core-based) shown above, Unity Client, Desktop, and Web Clients**

**Workflow offers a wide array of point and click configurable rules and actions that enable rapid development and deployment of Workflow processes. Once defined, rules and tasks can be reused elsewhere within other Life Cycles and Queues.**