



INFORMATION TECHNOLOGY

Enterprise Application Systems

Hyland OnBase User Guide

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Table of Contents

Accessing OnBase	2
OnBase Home Page	3
Document Retrieval by Custom Query	4
Document Retrieval by Document Type	8
Document Upload	10
Scanning and Indexing	11
Scanning and Document Separation	13
Deleting and Re-Ordering Pages	17
Highlights, Annotations, and Notes	18
Re-Indexing	20
Exiting OnBase	21

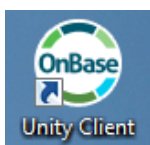
Accessing OnBase

If OnBase is not installed on your computer, please contact the Help Desk (x4357) for assistance. Your permissions within OnBase are based on your supervisor/manager's request. These requests should be directed to Sharon Shriver at sshriver@mtsac.edu.

The OnBase Unity client is not available to MAC users. Mac users can use this link to access OnBase: <https://obpw01.msac.mtsac.edu/appnet>

To begin, locate and open the OnBase Unity client.

1. Double click on the OnBase Unity Client icon on your desktop.



2. Choose the **OnBase PRD** option from the drop down menu.
3. From here, fill out the password field with your **Windows password**.

(*Note: On shared computers, you may need to change the username to your own.)

The OnBase 14 login window. It features the OnBase 14 logo in the top left. Below the logo, there is a copyright notice: 'Copyright © 1992 - 2015 Hyland Software, Inc. All Rights Reserved. Build Version 14.0.1.97'. On the right side, there is a login form with a dropdown menu for selecting the environment (currently set to 'OnBase PRD'), a text field for the username (containing 'MSAC'), a text field for the password (containing 'eojeda'), and a third empty text field. Below the text fields are 'Login' and 'Cancel' buttons. A red rectangle highlights the dropdown menu.

4. Click **Login** or press the Enter key on your keyboard to login to OnBase.