

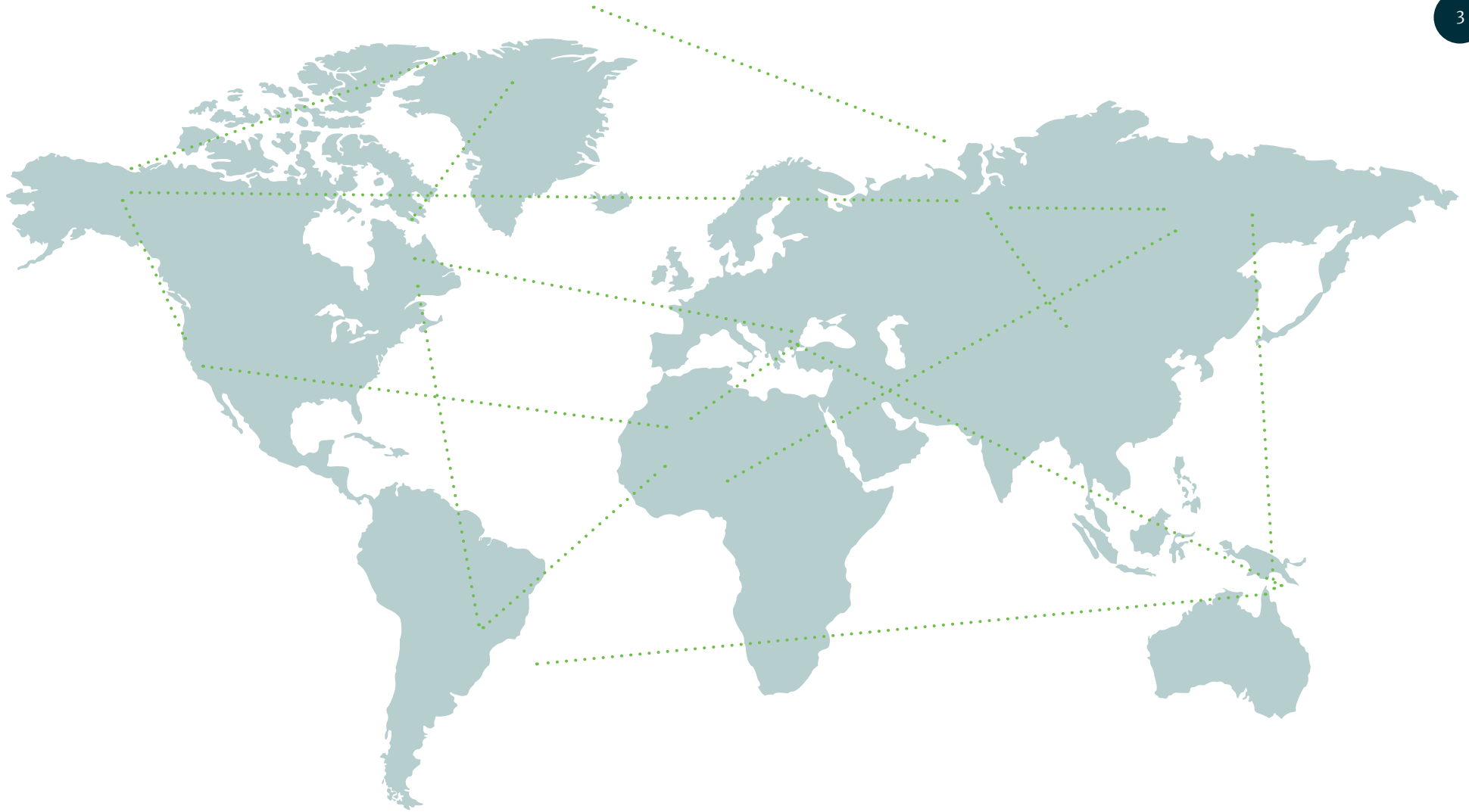
Streamline processes throughout your company with OnBase

With OnBase by Hyland, manufacturing organizations reduce their reliance on manual, paper-based processes, saving time and money. This allows employees to focus on more important tasks – like delivering excellent customer service and complying with evolving regulations.

OnBase enterprise content management (ECM) speeds interdepartmental processing, improves decision-making and empowers departments and offices to share critical information. With OnBase, you meet the needs of

each department with one easily supported application. Its flexibility lets you start with a single department and expand as time, goals and budgets permit – or you can implement it enterprise-wide.

It's up to you and the business issues you're looking to solve.



Click on the departments to find out more.

Connecting systems and locations

OnBase[®] by Hyland



Department:

Accounting & Finance

WHY ONBASE:

By removing paper from accounting and finance departments, your document creation, review and approval processes are more efficient and secure – saving time and money. OnBase automates business processes like invoice approvals and payment processing, allowing your employees to focus on more important tasks instead of searching for paper-based documents and information.

Audit trails, instant reporting and executive dashboards provide additional real-time insight into processes, helping your organization proactively meet compliance standards and regulations.

TYPICAL ONBASE SOLUTIONS:

- **Accounts Payable**
 - Invoice Processing and Management
 - Vendor Management Portal
- **Accounts Receivable**
- **Capital Expenditure Management**
- **Contract Management**
- **Financial Close and Reporting**
- **Requisition Approval**



Department:

Human Resources

WHY ONBASE:

From recruiting and onboarding to payroll and records management, OnBase manages documents and processes so HR focuses on employees and their career aspirations, not paper. OnBase securely stores all employee information in one place and automatically identifies missing documents. It also retains information for the proper period of time, purging documents when they are no longer needed.

With OnBase, you also achieve outcomes through clear goal-setting and the monitoring of performance objectives, speeding reviews and ensuring employees meet company-wide targets.

TYPICAL ONBASE SOLUTIONS:

- **Benefits Administration**
- **Employee File Management**
- **Employee Onboarding**
- **Employee/Manager Self-Service**
- **Employee Separation**
- **Payroll**
- **Performance Management**
 - Employee Development
 - Performance and Promotion Management
- **Policy and Procedure Administration**

“With OnBase, we know employees review the latest version of procedures. OnBase assures us they’re working with the most up-to-date information to perform their jobs.”

– **Tamera Koegler-Vaughan**, process manager,
Information Systems, Gallatin Steel Company



Department:

Operations

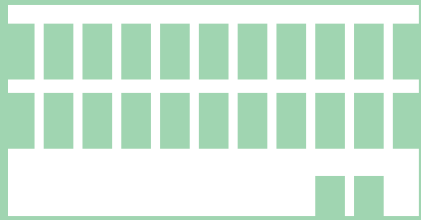
WHY ONBASE:

OnBase improves operational efficiencies by streamlining the management of facilities, assets, policies and procedures, compliance documents as well as environmental, health and safety information. OnBase stores documents and related content – like CAD drawings, safety procedures, photos and videos – in a central repository, providing users with instant access to the information they need.

With OnBase, your manufacturing organization also rapidly distributes and tracks required reading documents to needed employees, supporting audit reading compliance for legal, regulatory and training purposes.

TYPICAL ONBASE SOLUTIONS:

- **Asset Maintenance**
- **Compliance Document Management**
- **Engineering Change Management**
- **Environmental Health and Safety Management**
- **Facilities Management**
- **Policy and Procedure Administration**



Department:

Legal & Governance, Risk & Compliance (GRC)

WHY ONBASE:

OnBase allows you to easily facilitate audits and other compliance requirements, mitigating risks to increase your profitability. OnBase Records Management automatically controls the retention of business records, providing cutoff periods, retention plans and multiple destruction options.

OnBase also optimizes contract management. Users securely create, finalize and store contracts within the system. Automatic alerts notify employees of upcoming contract renewals, preventing contracts from lapsing or automatically renewing without being reviewed or renegotiated.

TYPICAL ONBASE SOLUTIONS:

- **Compliance Document Management**
- **Contract Processing and Management**
- **eDiscovery**
 - Archiving
 - Document Retention
- **Records Management**



Department:

Engineering

WHY ONBASE:

Automating change management allows your organization to quickly implement necessary changes to processes, systems and product configurations. Throughout each stage – from the initial request to implementation and review – OnBase tracks changes made, providing visibility into the entire process.

OnBase Drawings Management also streamlines engineering processes, providing users with a single place to archive, retrieve and modify compound drawings directly from the CAD applications they use every day.

TYPICAL ONBASE SOLUTIONS:

- **Drawings Management**
- **Engineering Change Management**

“We’ve reduced our cost per invoice by 69 percent in five years, from \$3.88 per invoice to \$1.21. We’ve also boosted our invoice processing volume by 232 percent with no additional staff required.”

– **Nikki Head**, senior assistant AP manager,
Leggett & Platt, Incorporated



Department:

Quality

WHY ONBASE:

OnBase empowers your organization with an IT solution that provides demonstrable, documented compliance with industry regulations that may carry financial penalties for nonconformance.

One way OnBase helps mitigate risk is with the Policy and Procedure Administration solution. It provides a single place to distribute, acknowledge and archive policies, ensuring employees are aware of the most current information and training materials. This helps you proactively manage compliance with government mandates and industry standards.

TYPICAL ONBASE SOLUTIONS:

- **Compliance Document Management**
- **Engineering Change Management**
- **Policy and Procedure Administration**
- **Quality Management**
 - Nonconformance and Corrective Action



Department:

IT

WHY ONBASE:

By seamlessly integrating your existing line-of-business (LOB) applications with OnBase, you save time and reduce the risks associated with manually transferring data between applications.

OnBase provides a range of integration tools that require no costly custom coding to implement and feature integrations for a variety of Microsoft® applications and enterprise resource planning (ERP) systems like PeopleSoft®, SAP® and Lawson.

OnBase also improves contract and asset management by tracking real-time information while providing instant access to it when needed – from desktops, tablets or smartphones.

TYPICAL ONBASE SOLUTIONS:

- **Contract Management**
- **Integrations**
- **IT Asset Management**



Department:

Research & Development

WHY ONBASE:

To remain competitive in the manufacturing industry, your organization must research strategies that mitigate risk and reduce time to market. OnBase streamlines research and development administration by storing information – including supporting documentation, CAD drawings, videos and photos – in a central repository, providing users with instant access.

With workflow automation forwarding documents and information to the right people and notifying stakeholders along the way, OnBase speeds reviews and approvals, allowing you to implement change improvements faster than in a paper-based world.

TYPICAL ONBASE SOLUTIONS:

- Administration and Documentation
- Research and Development

“Without OnBase, we would have to double our staff to do all we do today.”

– **Jim Derrick**, IS manager, Central Services Applications,
Bush Brothers and Company



Department:

Sales/ Customer Service

WHY ONBASE:

With OnBase, you optimize campaign and promotion management. You create consistent messaging while increasing both visibility and revenue. By utilizing a web portal, you post all information and content surrounding new promotions in a single location, allowing users to track their success.

The OnBase Knowledge Management solution also increases the effectiveness of your customer service department. By improving efficiencies relative to reduced research and training times, you increase resolution accuracy and the overall management of service volumes.

TYPICAL ONBASE SOLUTIONS:

- Campaign/Promotion Management
- Contract Management
- Customer Portal
- Engineering Change Management
- Knowledge Management



Department:

Logistics & Supply Chain

WHY ONBASE:

OnBase eliminates manual processing, speeding the vendor review and selection process. By allowing users to manage related information across the supply chain, OnBase enables benchmarking activities that strengthen the entire process with increased speed and accuracy.

OnBase also features online self-service user portals, providing vendors with instant access to needed information like order forms, records of previous transactions and images of shipping labels. With one place for vendors to find everything they need, employees have more time to focus on strengthening important vendor relationships.

TYPICAL ONBASE SOLUTIONS:

- **Portal Solutions**
- **Vendor Review and Selection**



Department:

Procurement/ Purchasing

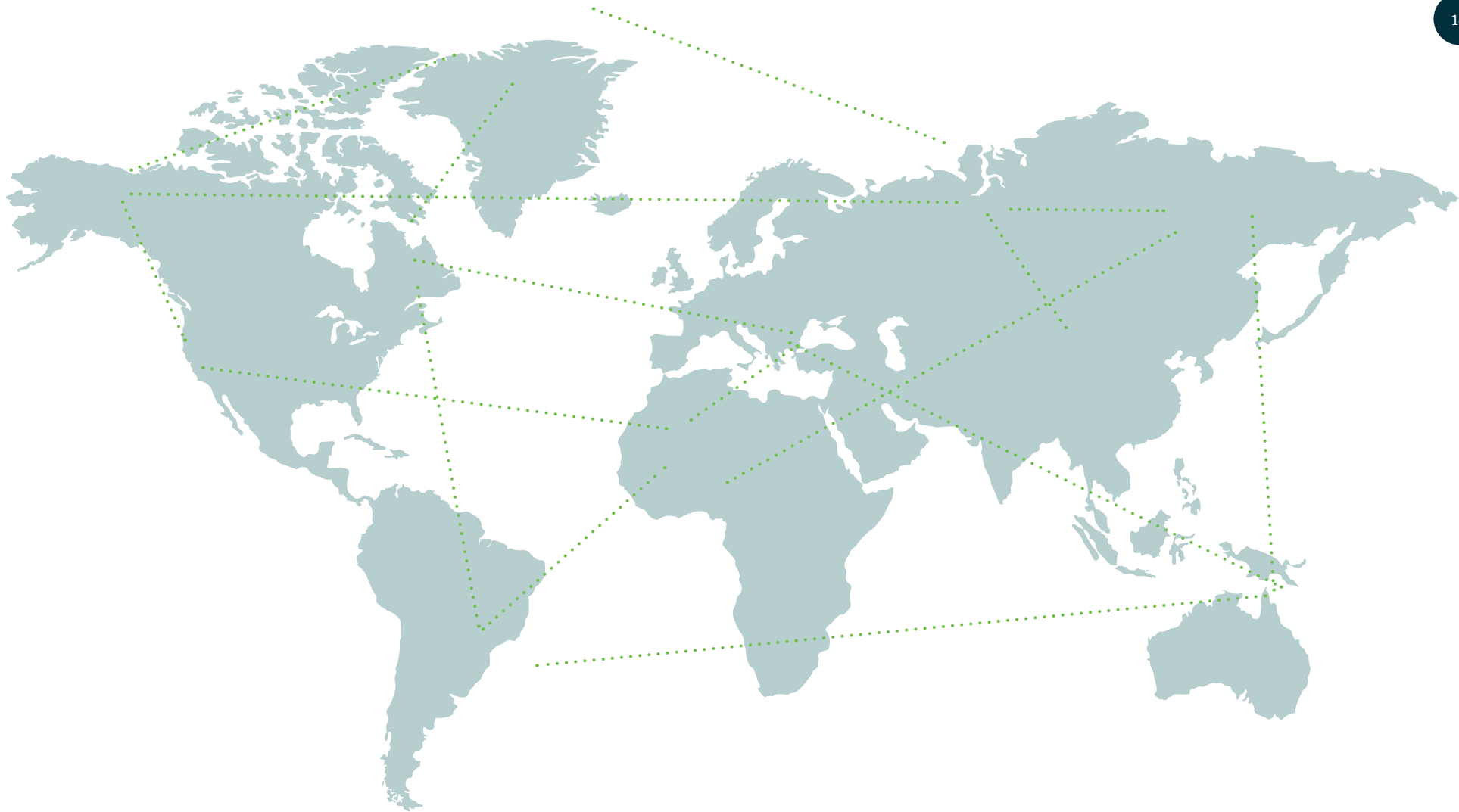
WHY ONBASE:

OnBase makes it easy for your manufacturing organization to compile, manage and track vendor documentation. All information is stored in the OnBase document repository, providing users with immediate access to information when needed. As procurement and purchasing departments capture documents, OnBase automatically files them into the right electronic folder.

Further optimizing procurement and purchasing processes, OnBase tracks any required documentation and allows users to quickly run reports to see what information is missing across your entire supply chain.

TYPICAL ONBASE SOLUTIONS:

- Contract Management
- Requisition Approval
- Vendor Portal
- Vendor Review and Selection



Why OnBase:

Now that you've seen how OnBase increases efficiencies and decreases costs departmentally, it's time to take a step back and look at your entire organization. Though it's tailored for departments, OnBase is comprehensive and flexible enough to serve your entire enterprise – no matter the location.

With OnBase, you meet your changing needs with one solution, one code base and one vendor. Because it's affordable, easy to configure

and user-friendly, OnBase is a financially sustainable solution with a return on investment that emerges almost as quickly as it deploys.

It's time to connect your systems, processes and departments.

Learn more at OnBase.com/Manufacturing »

