

Manufacturing & Engineering Solution Guide

Transform your
business with OnBase.

OnBase
by Hyland

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PURPOSE

Empower your Company with OnBase

- Core: One-Step Paperless

Production-Specific Solutions

- Production Documentation Management
- Quality Control, Warranty and Expiration Dates
- Engineering Processes
- Process Change Management

General Backoffice Solutions

- Contracts Management
- HR Management & Flows
- Acquisitions Management with Budgeting
- Vendor Review, Fleet & Property Management
- Project Management



● Core: One-Step Paperless

**One Solution:
All Documents, All
Processes, All Tasks.**

The Nucleus: **Tasks**

Tasks are the core of 1-Step Paperless. They are anything that needs to get done in the company. They can be contracts with additional documents, they can be simple internal requests for acquisitions. They can even be just an employee asking another employee for advice on a certain project.

The Process

- 1** Any employee can generate a Task. They fill in the name of the task, all the information, upload any necessary documents and select its type.
- 2** The solicitor can then select the appropriate department or specific person the Task needs to go to. They can add a specific message for that person and make a list of subtasks that must be completed by that person before sending it to the next person.
- 3** The person is notified and can see that Task in their tasklist, alongside all the other Tasks they are working on. They can see all relevant information and act upon it. They can comment or modify the document (with track changes), give formal approval or simply reply with their own comments and opinion on it. Then they can send it back to the Solicitor or to another employee for assistance. All from the application interface.
- 4** The Solicitor can always see the Tasks they have created and are therefore responsible for. They can see who is currently working on them to be able to follow-up. Once the work is complete, the Solicitor can either close the task by marking it Done, or send the resulting work (a finalised document, for instance) for approval on preset flows. The Solicitor can change the responsible person for the Task if that is required.



Core: One-Step Paperless

No more email threads, no more lost attachments, no more document searching.



Documents

- Are digitally stored, easy to find.
- Have full change history, comments and even digital sticky notes.



Processes

- Have full history and decision traceability.
- Gain transparency, providing you with an overview of what is happening now.



Employees

- Know what to do with a clear list of tasks.
- Don't waste time searching for documents and doing administrative tasks.



Use Cases

Creating a Contract: A sale is made, and the company must create a new contract. The account manager creates a task called "Contract Customer x", filling in all the information. They send it to the legal department from the app. Employees from the legal department see the request as a task. Based on the details, they compose the contract, upload it and send it back. The account manager sees the task, verifies the contract and sends it to be signed by their superior via the app. The superior sees the task, signs it, and sends it back to the account manager. The account manager uses the 'send-to-mail' button, and sends the contract to the customer. The customer sends it back with changes, and the account manager adds it back to the task with the add-from-mail function. OnBase automatically identifies the customer's changes and displays them. The account manager checks it, approves them, and sends it back to be signed. They receive it back signed from the customer, and can now mark the task as done. The contract is archived intelligently with expiration date to be easily retrievable.

Managing a Customer Request: The customer service representative receives a customer request for a certain document relating to their account. The customer service representative cannot access that document. They create a Task in OnBase, fill in the details, and send it to the person who has access to the specific document in the loan management department. An employee in the department sees the task, accesses it, uploads the required document, and sends it back to the customer service rep. The latter receives the request, sends the document to the customer and marks the task as done.

Acquisition Request: The radiologist in the hospital needs to buy medical equipment. They create an acquisition request Task in OnBase, and send it to the Hospital Manager. The latter sees the task, checks the budget, and approves it. If the price would have been higher, they would have sent it to the financial department for approval in the same way the radiologist did. The radiologist can then place the order and add the invoice to the acquisition request.

● Production-Specific Solutions

All production documents in one place, connected.

360° view over every product, every part, every batch, every project, every process, every client.

Connect suppliers, factories, distributors and customers by uniting systems.



Production Documentation

Whether it is in **pharmaceuticals**, machinery, or **any type of manufacturing**, documents involved in the production process can be managed in OnBase, starting with the **order from the ERP system**. The application will take order information, use existing recipes, procedures and **check inventories** to generate the **batch orders**. These can undergo **approval processes**. OnBase will **connect orders, processes and materials** use to compose the **product's or batch's final documentation**.

Quality Control Certificates

Gain a complete overview of all product documents, from **quality certificates** and **expiration dates** of the materials used, to the process employed. Have **stringent approval flows** ensuring that the product is thoroughly verified. Find the information by **searching the client, product, batch, date**, etc.

Engineering Processes

One system handles all **CAD files** through direct **integration with engineering software**, enabling employees to review and approve projects while connecting and organising all documentation. Evaluate CAD project changes, make comments, sign, approve and plan in OnBase.

Process Change Management

When a new manufacturing process is created, or an old one changed, the entire documentation and data as well as the approval processes related to this change are managed in one application, easily. Have a **repository of procedures and recipes** while quickening verification and approval.

Compliance

All manufacturing documentation is in one place, quality control is assured, and employees can retrieve all this information from the **digital archive**.

System Integration

OnBase **seamlessly integrates** with any solutions used, ranging from **ERP systems** to **engineering software**. It creates two-way bridges, enabling it to exchange meaningful information with the other systems.

● General Backoffice Solutions

Starting from the 1-Step Paperless Core, pre-defined flows and functions can be added.

These can address a variety of additional specific process-related needs.

With one platform, you can manage every information-related process.



HR Management & Flows

Gain an **overview over all employees and their documents** from one dashboard. Manage **leave requests, vacation days, bonusing** and the company's employee structure. **Employee onboarding and offboarding** is performed from the system, gathering all the information and documents, and integrating with any existing **ID management software**. Use **online employee portals** to communicate processes and receive Leave Requests, **Performance Appraisals**, and any other desired interactions.

Contracts Management

Expand 1-Step Paperless with with functions such as **send-to-mail, digital signature, supplier and third-party portals** as well as **advanced-decision tracing and versioning**. All contracts and additional documents are in one place, connected, easy to find, empowering your company's Legal department.

Acquisitions & Budgeting

Extend the system to **set clear processes for Acquisitions Requests** and Management. **Set and approve budgets** that **guide the acquisition approval flows**. When employees make acquisition requests, the system places them on the appropriate approval flows depending on the acquisition's details.

Invoicing

All invoices entering the organisation are uploaded to OnBase which **understands them** and organises them accordingly. **Gain an overview over all invoices' status** and history all **integrated with accountants' software**.

Vendor Review

Automate the vendor evaluation process and keep **all vendor-related documents in one place**. Gain an **overview of all vendor interactions**.

Property Management

From one dashboard visualise and manage all of the company's property (**vehicle-fleet, machinery, buildings, software licenses**), with all documents in one place. Gain an overview of property-related tasks – insurance & license renewal, maintenance, conformity expiration dates...

Project Management

Manage projects through a **dashboard of tasks, stakeholders, documentation, calendars, and timelines**. Visualise all ongoing projects and their status.

One Platform, All Solutions

The OnBase Platform

OnBase[®]
by Hyland

Robust & Secure: A Solution that You Can Use for Decades

Hyland, the maker of OnBase, updates the solution systematically in order to fix emerging issues and to improve existing functionalities.

Flexible to Your Changing Needs

Through intuitive point & click configuration and without requiring risky and lengthy coding and custom development. We will be there to make sure that it responds to each of your emerging needs, adapting to your organisation's growth.

Integrates with Your Software

OnBase integrates with any core business solutions ranging from Insurance-specific solutions to CRM, ERP and EMS. It can integrate natively or through robust APIs.

Ever-Expanding Capabilities and Functions

Hyland releases large suite updates twice per year, constantly expanding the product's capabilities range and adopting the newest technologies.

A Variety of Interfaces

Mobile, Web, Desktop, Portals or even directly from your ERP or Core application for absolute ease of use.

Extend & Improve



RPA: Hyland RPA

Leverage the power of RPA, training digital robots to perform repetitive tasks across multiple interfaces and applications with OnBase at the core.

Chatbots: DRUID AI

Use AI Chatbots to facilitate interactions between people and company, be it employees requesting leaves or asking compliance questions or customers asking for help or going through the onboarding process.

Digital Signature

Any eIDAS certified e-Signature solution can be directly implemented in OnBase to embed no-friction qualified electronic signatures on digital documents within the company's processes.

Customer Portals with eID

By using Electronic Identification (eID) solutions alongside chatbots and digital signature, the entire process of customer onboarding can be managed through a convenient online portal or mobile application, offering customers absolute convenience.

We are your loyal partners.

We are a team of Certified OnBase consultants with over 12 years of experience in implementing complex IT platforms in large companies.

We are your long-term partners. Your purpose is our purpose.

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SHARED PURPOSE

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