

OnBase



The manufacturing industry faces ongoing economic and competitive challenges. To succeed in today's environment, companies must **operate more efficiently** while **reducing costs**. The utilization of technology to **gain efficiencies** is certainly not a new approach, but integrated document management (IDM) software has typically been viewed as a luxury. More recently, however, leading manufacturers are looking to IDM as a **strategic business initiative** to help them achieve the efficiencies necessary to remain at the forefront of their industry.

OnBase for Manufacturing

OnBase is an enterprise-class IDM solution that combines the core technologies of document management in a single, web-enabled application. By digitizing your documents, controlling storage and delivery and interactively managing the business processes in which these documents are used, OnBase enables your organization to streamline operations, reduce costs and improve customer and partner relations.

OnBase is a configurable, scalable solution that can be deployed to meet your organization's specific process requirements now and into the future. The open architecture of the system enables seamless integration with your ERP, SCM, e-business applications and other core business applications to fully leverage their capabilities and achieve rapid payback on your technology expenditures.

As a customer-driven organization committed to providing world-class service and support, Hyland Software, Inc. is dedicated to developing integrated document management solutions that are deployable at both the department and enterprise levels.

Hyland develops OnBase, software that combines the technologies of document imaging, enterprise report management and process workflow in a single web-enabled application. OnBase is used by thousands of commercial organizations and government agencies worldwide to streamline operations, reduce costs and share information with employees, partners and customers. For more information, visit www.onbase.com/manufacturing.



OnBase[®]
Document Imaging

**INDUSTRYSOLUTIONS
MANUFACTURING**

**HYLAND
SOFTWARE**

www.onbase.com



Streamline Operations

By digitizing, standardizing and automating processes, OnBase streamlines mission-critical processes such as sales order fulfillment, MRP scheduling, shipping and receiving, as well as accounts payable and accounts receivable. Configurable to meet your specific needs, OnBase Workflow supplies the backbone for business process management, providing support for Lean Manufacturing, Six-Sigma and Kaizen initiatives. The OnBase Workflow Simulator enables you to quickly analyze your production and pre-production operational processes. Providing both visual representation and statistical analysis, the Simulator is used to locate bottlenecks or fine tune existing processes, as well as develop, plan and analyze future workflows.

Increase Productivity

The OnBase repository provides a single, secure point of access to knowledge assets from multiple, disparate systems empowering employees to make more accurate, efficient decisions. By automating document processes and information exchange, OnBase accelerates the manufacturing process throughout your organization and beyond. Online access to documents and workflows enables collaboration with distributed plants, partners and suppliers. In addition, OnBase integrates seamlessly with SCM and ERP applications, facilitating data exchange and further expediting manufacturing processes.

Compliance / Regulatory / Certification Assistance

OnBase provides several authentication and audit capabilities to assist with your company's compliance efforts with OSHA, FDA 21 CFR 11 and Good Manufacturing Practices regulations, as well as ISO 9001 Certification. OnBase tracks the creation, storage, retrieval, revisions and distribution of each and every document in the repository. OnBase Workflow leverages the security parameters of the system (e.g. user access rights and privileges) and routes documents in accordance with pre-defined, standardized company policies. OnBase Electronic Signatures attaches password-protected e-signatures with a

date/time stamp to validate document accuracy and prevent document tampering. Library services, such as version control and check-in/check-out, ensure the user sees only the most accurate, up-to-date information. Adherence to compliance guidelines and company mandated policies ensure product and process accuracy, resulting in higher internal and external customer satisfaction rates.

Reduce Costs

OnBase reduces or eliminates costs typically associated with traditional document handling. By digitizing documents, manufacturers can lessen the financial burden and inefficiencies related to file cabinets, printers, copiers, fax machines and off-site storage. With immediate, simultaneous access to the most up-to-date information, employees accomplish tasks more efficiently and accurately; eliminating the need to recreate lost or misplaced documents. Manufacturers can add customers and increase market share without adding operational headcount.

OnBase is completely point-and-click configurable, enabling the rapid deployment of sophisticated solutions without the need for expensive, time-consuming programming. The unique architecture of the system enables seamless integration with your core manufacturing applications, optimizing their capabilities and even bringing them into compliance. In addition, these applications can be "image-enabled" allowing users to retrieve documents from the core application desktop, eliminating the need to train employees on a new application.

Enhance Relationships

By enabling more accurate, efficient processing, OnBase fosters better customer, partner and supplier relationships. Instant access to relevant information enables faster responses to inquiries. Once on the desktop, documents can be emailed or faxed directly to the recipient. As well, OnBase provides several mechanisms for customized, automated delivery. For example, invoices can be automatically generated and delivered via email, fax or Web posting and can

OnBase for Manufacturing – Applications

- Accounting – Receivables processing, payables processing
- Customer Service – Order processing, complete customer profiling, resolution handling
- Engineering – Engineering Change Process management, archival
- Human Resources – Sensitive employee document control and management, hiring processing
- Regulatory Compliance – Complete document security and audit trail capabilities
- Risk Aversion – Complete disaster recovery; modular / scaleable in design
- Sales – Catalog Management, Vendor Contracts
- Supply Chain – Order Management, Inventory Management, Return Merchandise Authorization

include customer specific information such as technical specifications, contract or order history, as well as marketing messages. In addition, OnBase can provide "self-serve" customer service by providing secure access to documents and workflows, enhancing the customer experience as well as reducing the workload on customer service representatives.

OnBase for Manufacturing – Benefits

- Reduce Costs
- Strengthen Customer/Partner Relations
- Support Lean Manufacturing, Six-Sigma and Kaizen initiatives
- Simplify and Expedite AP and AR Functions
- Improve Management of ISO and QS Documentation
- Increase Sales Proficiency
- Streamline Shipping and Receiving
- Leverage ERP, MRP, SCM and e-Business Applications
- Improve Productivity
- Shorten Time-to-Market
- Share Knowledge Assets across Enterprise
- Document Control / Security
- Disaster Recovery