

Collaboration

What It Is

OnBase Collaboration allows users to share documents, ideas, and conversations through centralized virtual workspaces. Users can work together in an ad hoc manner with information stored in one central location and in conjunction with threaded conversations and online meetings. Collaboration enables working in a disconnected environment to overcome geographical and timing barriers, so groups can easily work on projects, edit documents and complete business deliverables together.

How It Works

OnBase Collaboration allows users to create workspaces and assign other users permissions to access those workspaces, providing a single point of reference for all information. Hierarchical discussion threads with reply posting capabilities can be established either on documents, WorkView objects or within a workspace itself. Documents and WorkView objects are easily linked into workspaces to share and edit information. Changes made to objects are reflected throughout OnBase and vice versa.

Accessible through either the OnBase Client or the OnBase Web Client, users can interact with items in the workspace as their security settings permit. Users can optionally receive e-mail notifications of additions and changes to workspace objects to automate the communication process.

A smooth integration with the Citrix® GoToMeeting™ online meeting service provides organizations with even greater flexibility to manage ad hoc, document-centric tasks. This synchronous collaboration capability allows designated users to schedule and host online meetings through OnBase Collaboration workspaces. These online, real-time meetings can extend the workspace to include non-system users, such as public customers, partners and vendors outside the office.

Who Will Benefit

Organizations challenged with multiple work groups that may be spread across several locations and departments will ideally benefit from OnBase Collaboration. By providing a common workspace environment with integrated online meeting capabilities, groups can share documents, information and ideas in order to manage critical business tasks. OnBase Collaboration can enhance the business process and provide an alternative to costly business travel or extended deadlines due to inability for users to work together in person.

Technical Features

- Access via OnBase Client or OnBase Web Client
- Share OnBase documents and WorkView objects through workspaces
- Schedule and conduct Web-based meetings
- Hierarchical discussion threads with reply posting capability
- E-mail notifications
- Controllable access at the user group and user levels

Business Benefits

- Increase speed and efficiency of decision-making processes and resolution of unforeseen issues
- Flexible user-driven creation of collaboration workspaces around business process events
- Capture and archive team communications in a centralized, searchable structure
- Eliminate geographical and network barriers
- Increase value of organizational knowledge

System Requirements

- OnBase Collaboration module
- Optional OnBase Web Server for remote access
- Sufficient OnBase Client licenses for all participants
- Citrix® GoToMeeting™ subscriptions for users designated to host online meetings
- OnBase Distribution Services for e-mail notification capabilities

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