



OnBase[®]
a Hyland Software solution

OnBase Integrations for SAP[®]

Whether a commercial business or public organization, you're running SAP to better manage your data and data-centric processes. However, if you're like most organizations, a great deal of business-critical information resides outside of your SAP system as "unstructured" data in paper documents, faxes, print streams, application files, electronic forms, Web content, multi-media files, e-mails, etc.

The OnBase Solution, enterprise content management (ECM) software that combines integrated document management, business process automation and records management in a single application, allows organizations to capture, store and manage unstructured content as well as link it to their SAP transactions. In addition, OnBase can be used to manage the storage and processing of unstructured content related to processes not managed by SAP, providing you with a singular platform for all of your content management needs.

INFORMATION—WHEN AND WHERE YOU NEED IT

OnBase provides the mechanisms to capture, store and link business documents to SAP business objects necessary for processing business tasks. By enabling employees to retrieve mission-critical documents directly from SAP transactions, OnBase eliminates the time spent retrieving documents from file cabinets or off-site storage. Employees spend less time completing manual tasks and dedicate more time to performing activities that add to the bottom-line.

OnBase streamlines business processes across the enterprise, including

- Accounting
 - Procure-to-pay
 - Order-to-cash
 - Expense Reporting
- Customer Service
- Governance, Risk and Compliance
- Human Resources
 - Application Processing
 - Sensitive Document Management
 - Knowledge Transfer
- Records Management
- Report Distribution

What Types of Content Can Be Managed?

- Digitized Paper Documents
- Faxes
- Print Streams
- Application Files
- Electronic Forms
- Web Content
- Multi-Media Files
- E-mails

EXTENDING THE VALUE OF YOUR SAP SYSTEM

With the knowledge gained from more than 6,300 customer solutions across multiple industries, Hyland and its partners have extensive experience in creating ECM solutions that maximize the value of your existing software applications. From ERP and financial systems to vertical solutions, OnBase can integrate with virtually any Windows[®]-based, line-of-business software as well as mainframe applications to provide the right solution for any industry or organization.

- Banking
- Discrete Manufacturing
- Process Manufacturing
- Construction
- Healthcare
- Higher Education
- Insurance
- Professional Services
- Public Sector
- Retail
- Utilities
- Wholesale Distribution
- Transportation

SAP-CERTIFIED ARCHIVAL SOLUTION

The **OnBase Connector 2.0 for use with SAP ArchiveLink™** is an SAP-certified API interface with SAP ArchiveLink. It gives SAP users the ability to manage “unstructured” data as content stored in the OnBase repository.

- Improved database performance
 - Capture of input and output documents
 - High-volume batch and ad hoc storage
- Ability to archive to multiple storage formats, including EMC Centera® and IBM Tivoli®
- Automatically sync SAP transactions and related documents
- Immediate, secure access to mission-critical documents inside (and outside) the SAP system
- Print, fax, e-mail and add notes to documents directly from SAP desktop
- Long-term storage and retention management

THE ONBASE CONNECTOR 2.0 FOR USE WITH SAP ARCHIVELINK IS COMPLEMENTED BY THE FOLLOWING ONBASE MODULES:

The SAP ArchiveLink OLE Viewer module is used when the end user wants to work within the SAP GUI, but wants to view and store documents via the OnBase OCX viewer. Users working in SAP are given immediate access to OnBase documents related to the SAP business object.

The **SAP ArchiveLink Barcode Import** module uses the BAPI® component of ArchiveLink that allows an OnBase scanning application to register scanned documents with SAP systems. Bar code data gathered during the indexing process in OnBase is transferred to the SAP Content Server and linked with SAP business objects.

The **SAP ArchiveLink Print List and Data Archive** uses ArchiveLink to capture and distribute print lists, data archive files and imaged documents. Archiving SAP data will reduce the storage requirements of SAP, improve response times and reduce the time to backup, recover and upgrade SAP.

STORING DOCUMENTS IN THE ONBASE REPOSITORY

Early Storage: Once documents are scanned and archived in the OnBase repository, the documents are scanned into OnBase first and referenced in the SAP system second. Once documents are committed and archived in the OnBase repository, the image and related business object appear. The user creates SAP business objects from data off each related image presented via the OnBase SAP viewer. After the SAP business object has been created, the **OnBase Business Indexing Connector (BIC)** can be used to fully, and automatically, index the documents stored in OnBase. The BIC indexes OnBase content using IDocs containing XML-tagged keywords that are related to the document's OnBase keywords.

Late Storage: Users create an SAP business object first and store imaged documents in OnBase second. The user enters data read off of paper documents into the SAP system to create SAP business objects. Each paper document is assigned a barcode. The barcode information is entered into the SAP system and related to the business object. After a batch of SAP business objects has been created, the corresponding documents are scanned into OnBase, automatically indexed and committed with the barcode data, and sent to the “Awaiting Transfer to Host” queue. The images are linked to their related SAP business objects by way of the BAPI component of ArchiveLink. In this instance as well, SAP content archived in OnBase can be fully indexed using the OnBase BIC.

ABOUT HYLAND SOFTWARE

Hyland Software, Inc., established in 1991, is a leading provider of rapidly deployable enterprise content management software. Hyland develops OnBase, enterprise-class software that combines integrated document management, business process automation and records management in a single application. OnBase allows organizations to manage digital content, including scanned paper documents, faxes, print streams, application files, electronic forms, Web content, multi-media files and e-mails. OnBase is used by businesses and government agencies to reduce the time and cost of performing important business functions and address the need for regulatory compliance through the management, control and sharing of digital content with employees, business partners, customers and other constituencies. For more information about OnBase contact an Authorized OnBase Solution Provider or visit www.onbase.com.

