

Brief

Make information your biggest asset



Save time and money by automating processes with HP and OnBase by Hyland—an HP JetAdvantage workflow solution



What if you could...

- Use your existing HP MFPs to integrate paper-based information into electronic workflows and your business applications?
- Empower employees to make better, faster decisions with a complete view of all documents and data—right at their fingertips?
- Make placing the right information in the right hands simple, using automated OCR and redaction technology?
- Deliver paper-based information to more people, in more places, and in more ways by using devices and applications they already own?
- Reduce costs and save time by automating document capture processes?

The challenge

Operating with inefficient business processes can mean the difference between success and an unstable bottom line. And with the amount and variety of information moving through your organization, it can be time-consuming and expensive to rely on manual processes.

Whether you're focused on the big picture or the day-to-day effectiveness of employees, you need a solution that can eliminate silos of information and simplify the way it travels through your business. Then, you can reduce costs and increase productivity by turning hard-copy information, text, PDF streams, and more into readily accessible data.

Solution overview

Centralize your important business content in one secure location and give employees instant access to the information they need, using an award-winning document-management and workflow solution. With HP and OnBase by Hyland—an HP JetAdvantage workflow solution—you can easily scan documents and store data on a secure network, using the HP multifunction

printers (MFPs) you already own. Simply press the HP Connect-to-OnBase button located directly on the HP device.

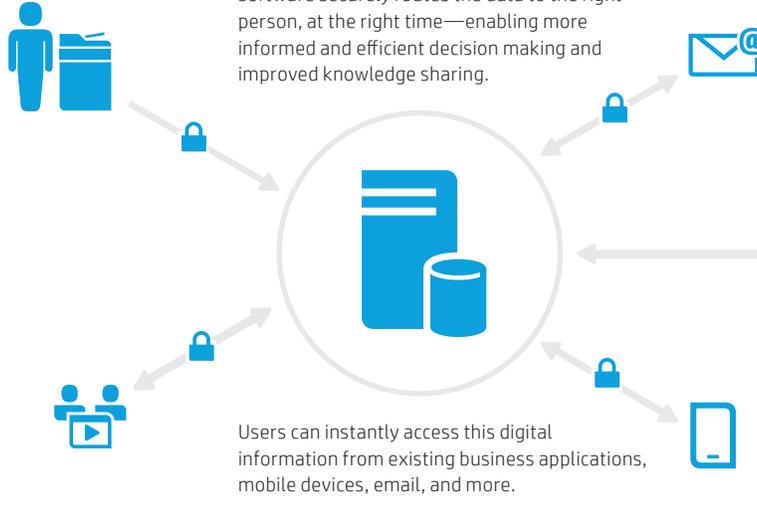
Leveraging existing IT investments is easy when you integrate applications you use every day—like email, enterprise resource planning (ERP) systems, student information systems, and other core applications—with a solution that saves you time and helps reduce costs. OnBase enables you to elevate business workflows with capture capabilities that go beyond scanning.

Benefits and features

Streamline tasks

- Use an extensive array of capture tools that preserve the natural file type of captured documents, and never force you to use a proprietary file type.
- Quickly and accurately capture text and PDF streams, and store them on your secure network.
- Easily migrate large quantities of pre-indexed documents into OnBase with our Document Import Processor, and take in XML, electronic data interchange, and Health Level Seven data during the course of business.

Employees use a variety of capture tools at the MFP to quickly and accurately transform documents into digital information that is classified and stored in a secure, centrally managed repository.



OnBase content management and workflow software securely routes the data to the right person, at the right time—enabling more informed and efficient decision making and improved knowledge sharing.

Users can instantly access this digital information from existing business applications, mobile devices, email, and more.

Your organization can make data readily available for your mobile workforce, financial partners, suppliers, and even customers.

HP and OnBase at work

Problem

A billion-dollar holding company needed a shared accounts payable process for its 70 locations. Each location handled more than 600,000 invoices a year, using its own isolated, manual systems—creating delays and increasing costs.

Solution

HP and OnBase by Hyland, integrated with the existing Oracle E-Business Suite financial application, proved to be an ideal solution. The company can now scan and process paper invoices electronically, which means just 10 accounts payable specialists can service all 70 locations—saving the company \$1 million annually.

- Capture and transform documents to help automate paper-based processes—saving your business valuable time and money.
- Make accessing the right data easy for colleagues, applications, and devices located anywhere in the organization, using optical character recognition (OCR) technology.
- Integrate OnBase with any line-of-business application without custom coding, and create sophisticated workflows from more than 200 pre-configured rules and actions.
- Achieve results quickly and meet the needs of specific departments—without losing sight of enterprise objectives.

Safeguard data

- Route scanned documents as digital images to a secure and centrally managed repository.
- Help protect sensitive business and personal information using automated redaction, which applies predetermined parameters to expand the capabilities of OCR technology within OnBase.

Increase productivity

- Give employees instant access to documents and information they need—without having to leave the familiarity of their normal work environment.

Get started

Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs
- Establish a plan to implement the best solution for today and into the future
- Identify a document-management strategy that can help your company save money

Learn more at
hp.com/go/gsc

HP three-part approach

HP works with you to assess, deploy, and manage an imaging and printing environment tailored to meet your business needs, while helping you reduce costs, conserve resources, and simplify document-intensive processes.

Optimize infrastructure

HP can help you achieve a balance between your total cost of printing and your needs for user convenience and productivity.

Manage environment

Working together, HP can help you maintain your optimized infrastructure while improving business efficiency and tightening security.

Improve workflow

By streamlining your document-intensive processes, HP can help you deliver a more efficient environment for capturing, managing, and sharing information.

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