



engage. empower. **evolve.**[™]

OnBase[™]
a Hyland Software solution



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Consider the amount of resources a school district requires to operate over the course of a school year. There are positions to fill, records to store (and access), supplies to order, purchase orders to cut, invoices to pay, payroll records, time cards, benefits, transportation as well as many other important undertakings and processes that require district resources. Because many of the processes today require paper documents to initiate and complete, it takes valuable time and resources to fill-out the necessary information, distribute the respective documentation for review, approval and to recognize financially.

With tight budgets, limited staffing resources, FERPA and HIPAA compliance requirements and insufficient physical storage space, school districts are often challenged by the overwhelming task of processing and filing thousands of documents each school year.

Hyland Software recognizes the challenges in education today and is working to help school districts across the country become more efficient and productive while saving valuable time and resources. Hyland Software's OnBase® solution is an Enterprise Content Management (ECM) solution providing integrated document management, records management and business process management in a single software solution. OnBase empowers school districts to streamline business processes, reduce costs, strengthen compliance efforts and securely share across the district.

OnBase Education Solutions improve the way school districts receive, capture, share, process and store information. OnBase is a configurable, scaleable ECM application that can be designed to meet your specific process requirements and deployed to grow with your district. The open architecture of OnBase enables integration with your student information system, financial software and human resources applications to fully leverage their capabilities and to manage documents (e.g. paper-based documents, digital documents, emails, faxes, print streams, application files, electronic forms, web content and multimedia files) associated with mission-critical processes.

With OnBase, school districts benefit from:

- Streamlined business processes
- Reduced costs
- Immediate access to financial records, HR records and student records across the district
- Strengthened FERPA and HIPAA compliance efforts
- Automated paper-based business processes
- Decreased physical storage space
- Recovered valuable office space

RELEVANT SOLUTIONS, REAL RESULTS

By dynamically organizing and controlling the delivery of documents and interactively managing the business processes in which these documents are used, OnBase allows school districts of all sizes to streamline their work processes and share information among faculty, administrators, employees and students.

OnBase solutions are designed to enable new users -- with only a few minutes of instruction -- to sit down at their workstations and begin retrieving and working with the documents needed to do their jobs. Far from a one-size-fits-all approach, OnBase Education Solutions are capable of providing multiple, customized interfaces that align seamlessly within specific departments.

BUSINESS AND FINANCIAL OFFICE

OnBase increases operational efficiency and reduces costs by digitizing, standardizing and automating requisitions, purchase orders, invoice receipts and approval processes. Once requisitions are approved, OnBase Workflow routes them through the proper channels for approval and sign-off based on predefined rules setup by the department. Checks, purchase orders, invoices, receipts and other financial documents can be scanned into OnBase and are then immediately available for viewing across the office or the district. Users can also access related information using the OnBase cross-referencing feature. Primary documents along with corresponding related documentation can be quickly retrieved for auditing, reporting and government compliance verification using a function key or mouse. For example, treasurers and business managers can cross-reference invoice amounts by double-clicking on an invoice to instantly retrieve the purchase order and verify the correct amount.

In addition, OnBase accelerates and automates financial approval processes such as procurement, fund disbursement and collections on payments by electronically routing documents through the appropriate channels without the traditional paper chase. With OnBase, physical storage space and redundant tasks are virtually eliminated, reducing costs and freeing resources.

Key Benefits:

- Automate requisition and payment processes
- Streamline approval and internal auditing processes
- Identify missing documents from the OnBase repository
- Eliminate double payment errors

EMPLOYEE RECORDS & HUMAN RESOURCES

The document storage and retrieval capabilities of OnBase provide measurable value in your district records office. As state certification and retention requirements evolve, maintaining employee files and human resource documents become a time-intensive and costly task. Many of these records must be kept indefinitely, requiring expensive physical storage space. OnBase replaces large, expensive file rooms with a single, digital repository allowing instant access to employment applications, certification records, evaluations and other documents.

OnBase also automates and streamlines hiring processes by providing school districts with a paperless applicant tracking system. Job applicant information is electronically routed through appropriate channels for resume review, interview scheduling and extending employment offers. OnBase also addresses and automates other HR related processes including personal leave requests by simply submitting an electronic form.

Key Benefits:

- Streamline application review, interview and hiring processes
- Reduce time performing routine functions such as name and address changes; entering vacation dates; and filing and retrieving employee records
- Streamline routing and distribution of documents requiring approval
- Maintain secure, valid employee information and automatically eliminate expired documents to comply with local and federal requirements

STUDENT RECORDS

Along with employment and human resources records, student files also have long retention requirements. OnBase eliminates the burden of physical storage and allows administrators, counselors and teachers to instantly access student transcripts, test scores, emergency medical forms, field trip permission slips and other student-related documents. OnBase also can interface with your school district's line-of-business systems allowing instant access to student records without leaving your student information system. For example, a school counselor can click on a student name in their student information system and retrieve all relevant records stored in OnBase that are associated with that student, such as grade reports and emergency medical forms.

In addition, the robust design of the OnBase architecture provides the granular level of security needed to control access to student records. OnBase security can be applied at the user level, ensuring only those with appropriate permissions view documents, processes are followed exactly as they are designed and records are managed in compliance with HIPAA and FERPA regulations.

Key Benefits:

- Access student records directly from student information system
- Reduce time performing routine functions such as address changes; transcript requests; and filing and retrieving student records
- Maintain secure, valid student information and comply with local and federal retention and accessibility requirements



SPECIAL EDUCATION

OnBase allows special education departments to electronically store special education student records. The Individual Education Plan (IEP), along with psychological and IQ tests, baseline assessments, standardized test scores and other assessments all can be stored and indexed electronically for easy access and retrieval. In addition, OnBase can automatically purge documents from the system in compliance with retention requirements.

Key Benefits:

- Immediately access and easily store special education student records
- Repurpose storage space for more productive tasks
- Comply with retention requirements by automatically purging expired documents

BOARD & ADMINISTRATION

Administration and Board Offices rely on OnBase to store and manage meeting minutes, grade changes, attendance reports, entrance exam scores, curriculum plans and other official documents that require public or state access. With instant access to school records, district personnel can quickly and easily accommodate public requests for board agendas and minutes from weeks, months and even years ago. By utilizing the OnBase Web Server, Board Offices can extend constituent self-service with 24-hour, secure online access to public records – improving constituent services (while reducing staff requirements) and assisting with e-government initiatives.

Key Benefits:

- Eliminate costly duplication and distribution of documents
- Immediately respond to public records requests
- Empower constituents to access open records via the web

K-12 SOLUTIONS

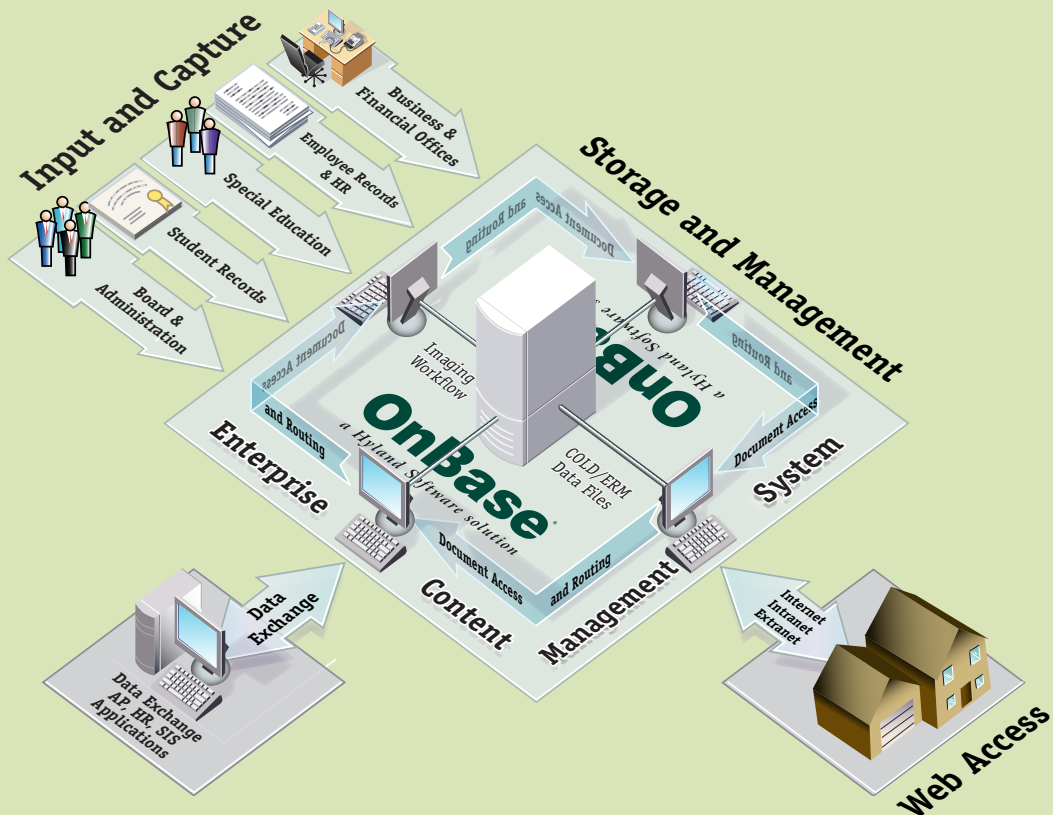
Just as each student is unique, so are the needs of each school district. To meet the specific functionality requirements for K-12 users, school districts select from more than 60 modules for content input, management and integration and distribution and output. As a result, school districts are encouraged to invest in the solution they need today and then, incrementally and cost effectively, expand and enhance the system as their needs grow.

Applications:

- Board and Administrative Records
- Building Records
- Central Department Records
- School Nutrition Programs
- Human Resource Records
- Payroll and Financial Documents
- Special Education Records
- Student Records
- Facilities management
- Transportation

THE ONBASE DIFFERENCE

The OnBase product line has been endorsed by analysts, consultants and customers alike for its architecture, out-of-the-box-functionality, deployment time, cost-of-ownership, scalability, ease-of-use and continual product development, enhancements and support. All of these factors allow us to ensure we deliver on our core goal, which is to enable organizations to operate more efficiently and effectively.



OnBase allows school districts to become highly-effective, connected organizations, by drawing people, practices and data together to be more efficient and productive, while saving valuable time, money and resources.

ABOUT HYLAND SOFTWARE

Hyland Software, 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 management 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 emails. OnBase also authorizes organizations to automate business processes, reduce the time and cost of performing important business functions, improve organizational efficiency and address the need for regulatory compliance through the management, control and sharing of digital content with employees, business partners, customers and other constituencies. Visit www.onbase.com for more information.





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