



Office of
Information Technology

State of Ohio DMS Solution for Personnel Records Training

Contents

- LOGGING IN AND THE BASICS 3**
 - LOGGING INTO THE DMS.....3
 - NAVIGATING THE UNITY CLIENT4
 - CREATING PERSONAL PAGES.....6
 - ADDING WEB LINKS TO YOUR ONBASE CLIENT.....14

- SCANNING AND UPLOADING 18**
 - SCANNING DOCUMENTS INTO DMS VIA ATTACHED SCANNER.....18
 - SCANNING DOCUMENTS INTO THE DMS VIA A MPF SCANNER.....21
 - IDEXING THE SCANNED DOCUMENT – BATCH PROCESSING25
 - UPLOADING DOCUMENTS INTO THE DMS FROM FILE DIRECTORY ON YOUR PC.....31
 - INDEXING A DOCUMENT FROM OAKS35

- DOCUMENT RETRIEVAL, VIEWING AND UPDATING KEYWORDS 38**
 - RETRIEVING A DOCUMENT FROM DMS38
 - RETRIEVE A DOCUMENT FROM DMS WHILE IN OAKS42
 - VIEWING A DOCUMENT IN DMS43
 - VIEW/ADD/MODIFY KEYWORDS ON A DOCUMENT IN DMS44
 - RE-INDEX DOCUMENT TYPE AND KEYWORDS ON A DOCUMENT IN DMS.....45
 - CROSS REFERENCED DOCUMENTS46
 - RETRIEVING A DOCUMENT USING DMS FOLDERS.....47
 - VIEWING FILE CABINETS AND FOLDERS.....47*
 - CUSTOM QUERIES50
 - PRINTING, EMAIL OR SAVING TO FILE FROM THE ONBASE UNITY CLIENT53

- REDACTION OF A DOCUMENT..... 56**

- SHARING DOCUMENTS WITH OTHER DMS USERS THROUGH ENVELOPES 59**

- OUTLOOK INTEGRATION..... 65**

- USE CASE EXAMPLES..... 75**
 - TRANSFERS75
 - CHANGE DISCIPLINE RETENTION DATES76
 - NAME CHANGES76

- DEFINITIONS 77**

LOGGING IN AND THE BASICS

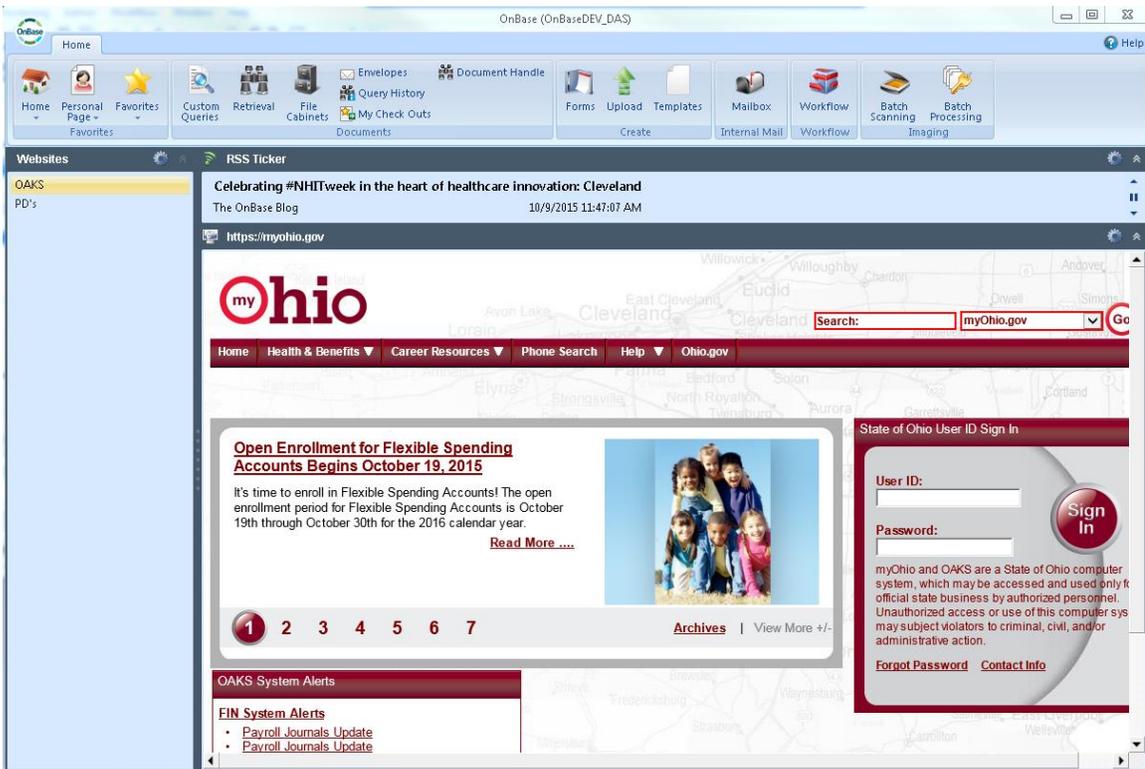
LOGGING INTO THE DMS

The first step to using the solution is to launch the DMS Unity Client and Log in, no other log in processes are required.

1. Launch the Unity Client by double-clicking the icon on your desktop:

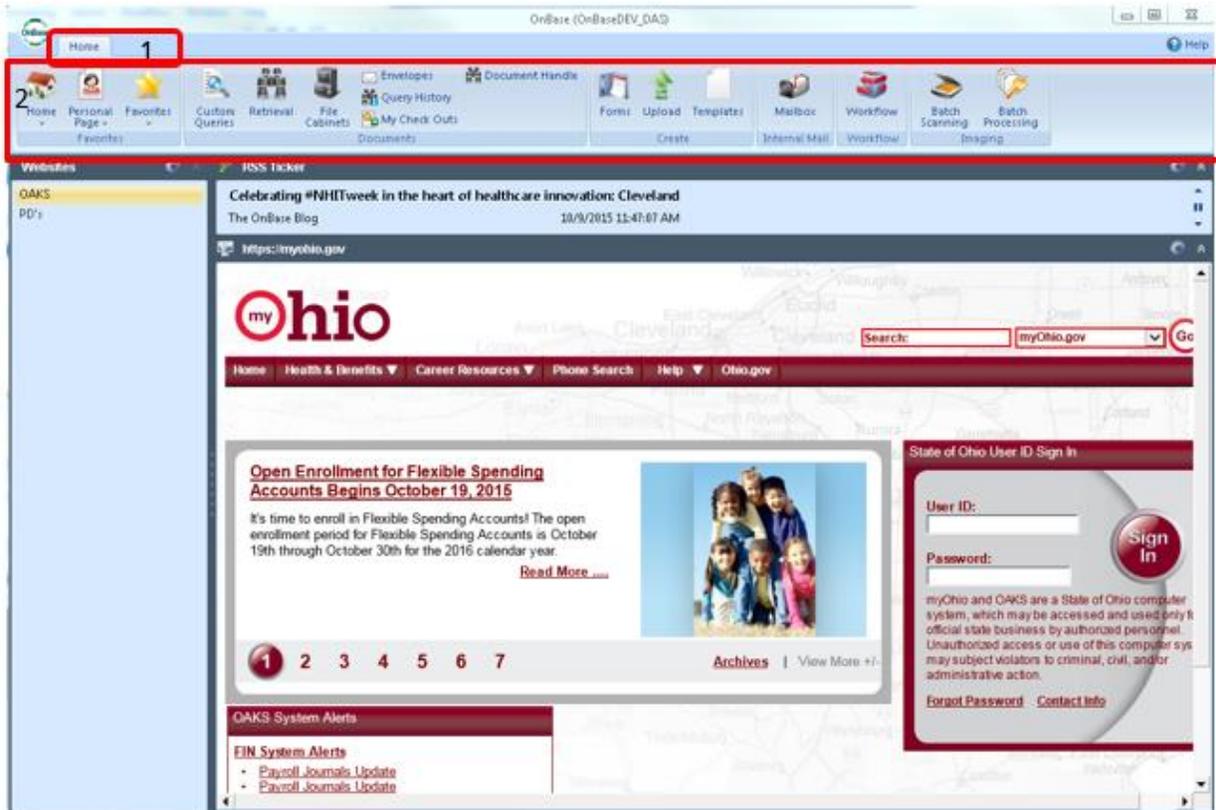


2. The Unity Client will open.



Navigating the Unity Client

The DMS Unity Client



	Region	Description
1	Tabs	Clicking on a tab will display a ribbon with buttons related to the available user actions
2	Ribbon	A ribbon is displayed by clicking the corresponding tab. Each ribbon is divided into ribbon groups. In the above screen shot, the Home tab is displayed. The contextual ribbon displays available user actions based on the currently displayed layout.

Home Ribbon Explanations



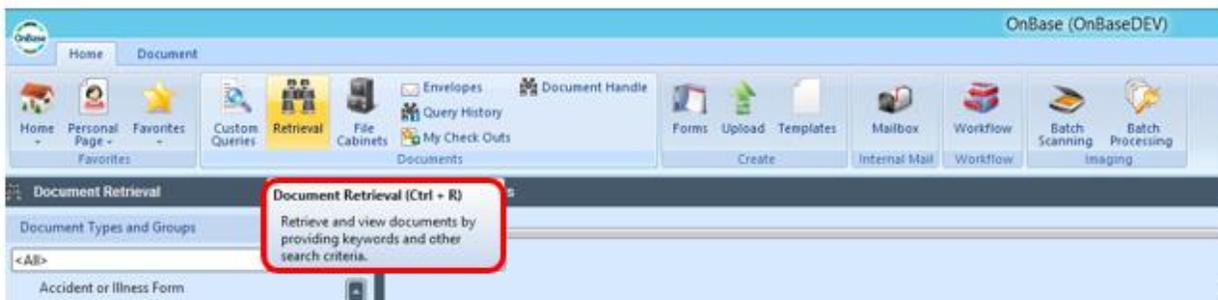


Description
<p>Home The home layout will contain the Ohio DAS website and Rich Site Summary (RSS) feed of updated information of the agency.</p>
<p>Personal Page Gives the ability to access shortcuts and frequently used features from one single page.</p>
<p>Favorites DMS items can be added to the favorites page for favorite items</p>
<p>Custom Query Quick access to the most frequently retrieved documents by conducting pre-defined searches.</p>
<p>Document Retrieval Give the ability to retrieve documents by Grouping, Document Type, Keyword, Date, or by Full-Text search</p>
<p>File Cabinets Allow users to view documents electronically, as they would with a folder of paper documents.</p>
<p>Envelopes Envelopes provide a way to bundle documents together for easy access, or to easily e-mail the group of documents at one time.</p>
<p>Query History Displays a list of Document Retrieval and Custom Query searches performed during the current DMS session.</p>
<p>My Check Outs Feature not available in this phase.</p>
<p>Forms Feature not available in this phase.</p>
<p>Upload Used to import documents into the DMS from a file folder on a local or shared drive.</p>
<p>Templates Feature not available in this phase.</p>
<p>Mailbox Used for mail that is received from within the DMS system. Send a file to another user by using the Send To -> Mail Recipient option from the Documents Menu</p>
<p>Workflow Feature not available in this phase.</p>
<p>Batch Scanning If licensed for a scanner, this icon will be active. Will allow for scanning of documents into the DMS system.</p>



Batch Processing
Open DMS Batch Processing. This will allow users to index documents that have been scanned into the system.

1. Place your cursor over each button to view the contextual help that is displayed.



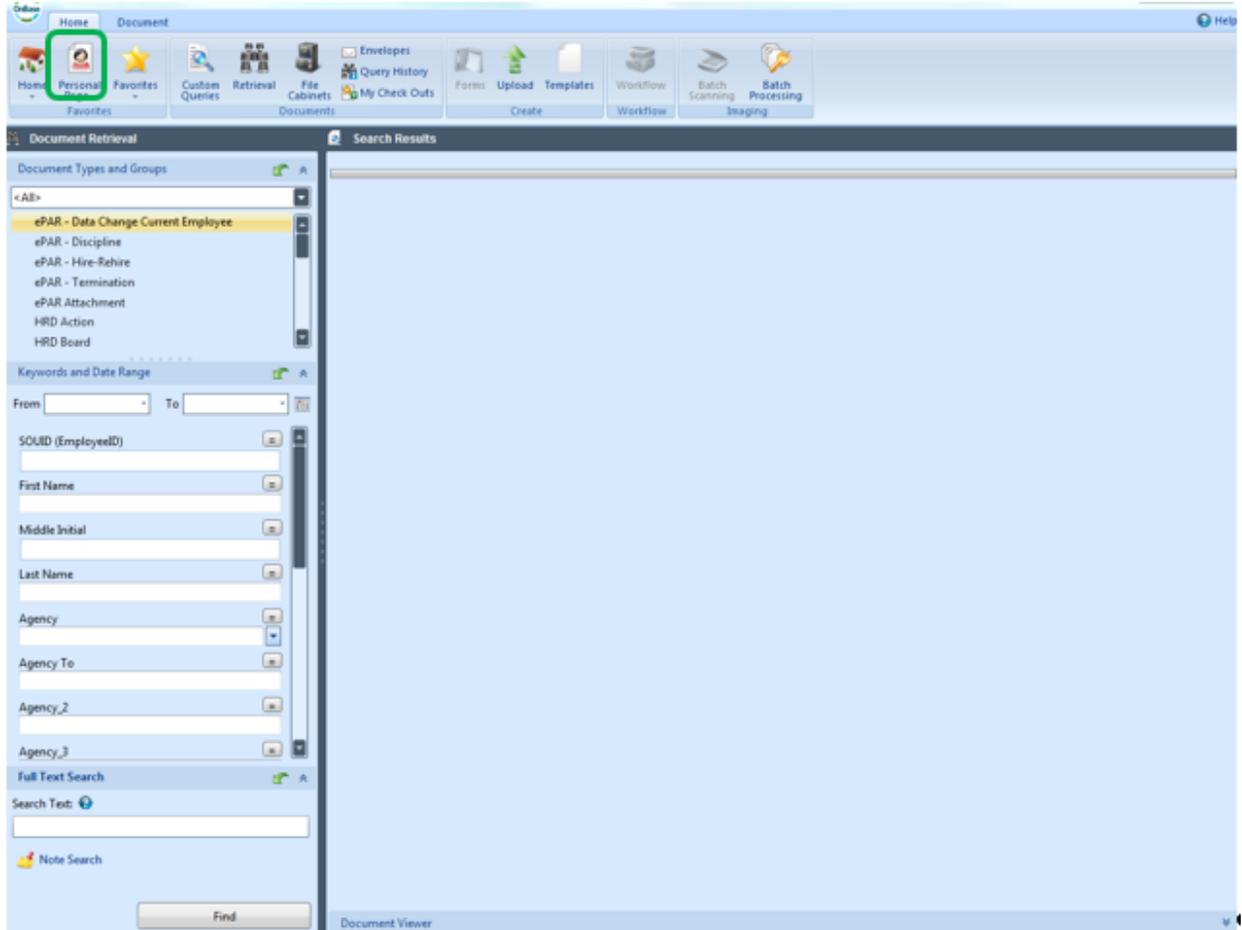
Creating Personal Pages

If you would like to modify the pages that are available by default, DMS components and/or functions can be set to a Personal page for easy access.

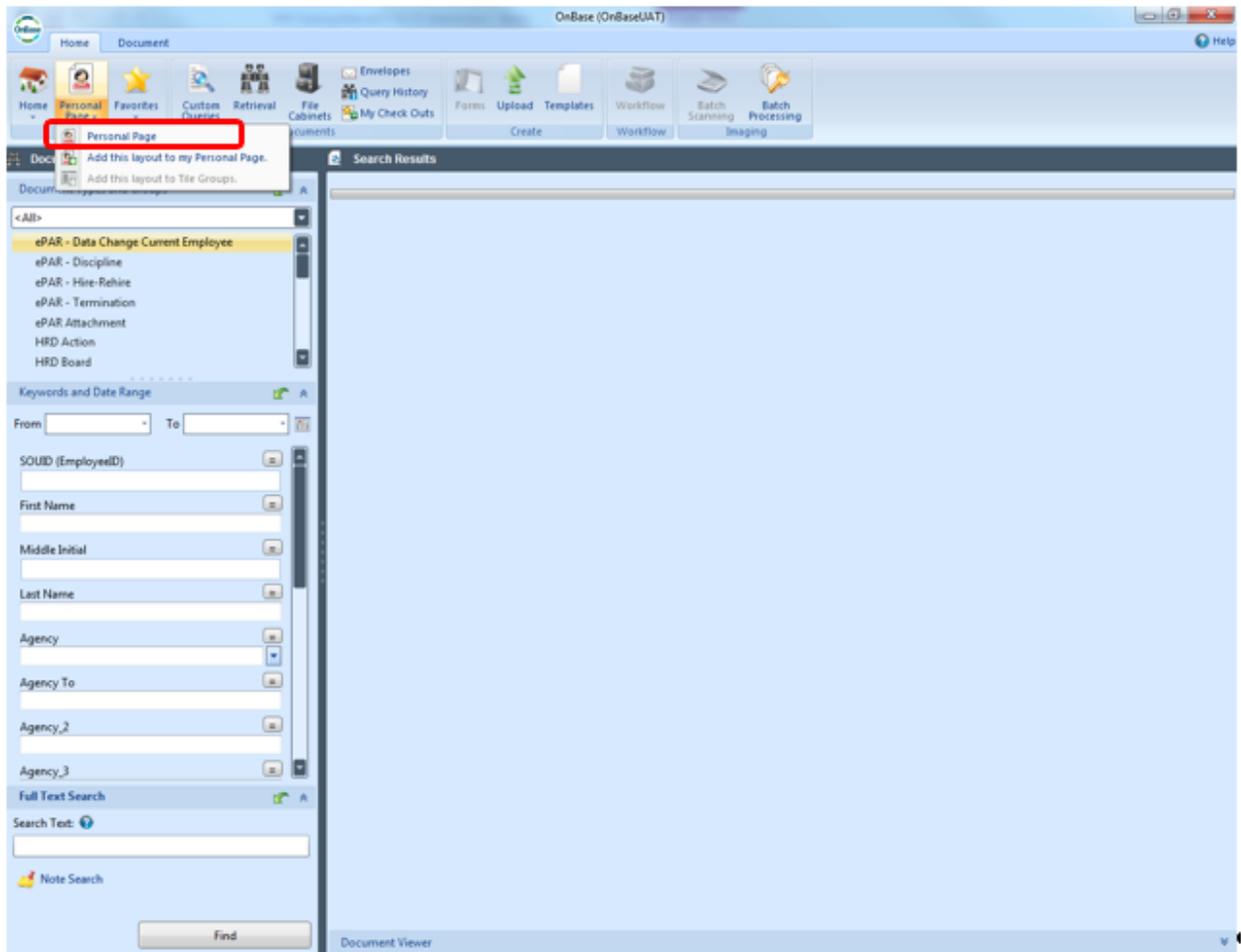
1. To add a DMS Component to your personal page, click on the **component** in the ribbon.



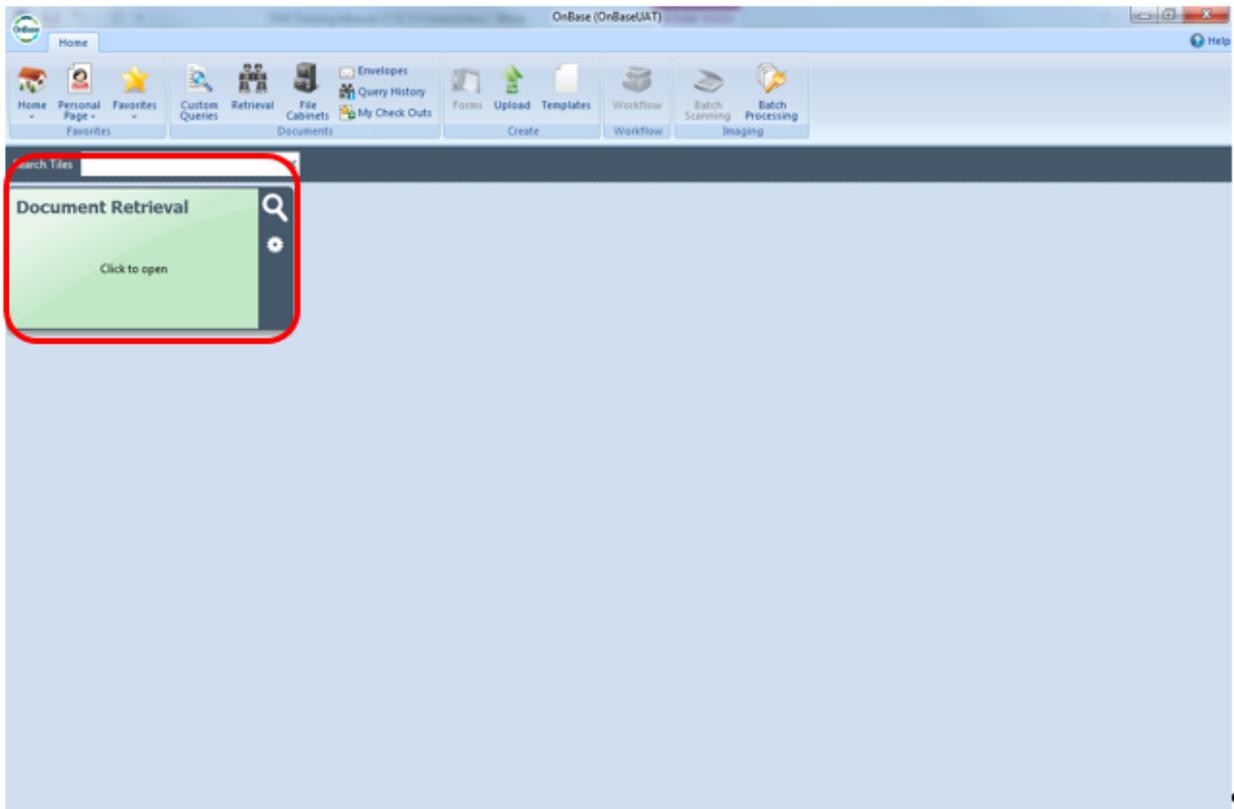
2. Click on the **drop down arrow** in the **Personal Page Button**.



3. Click on **Add this layout to my Personal Page.**



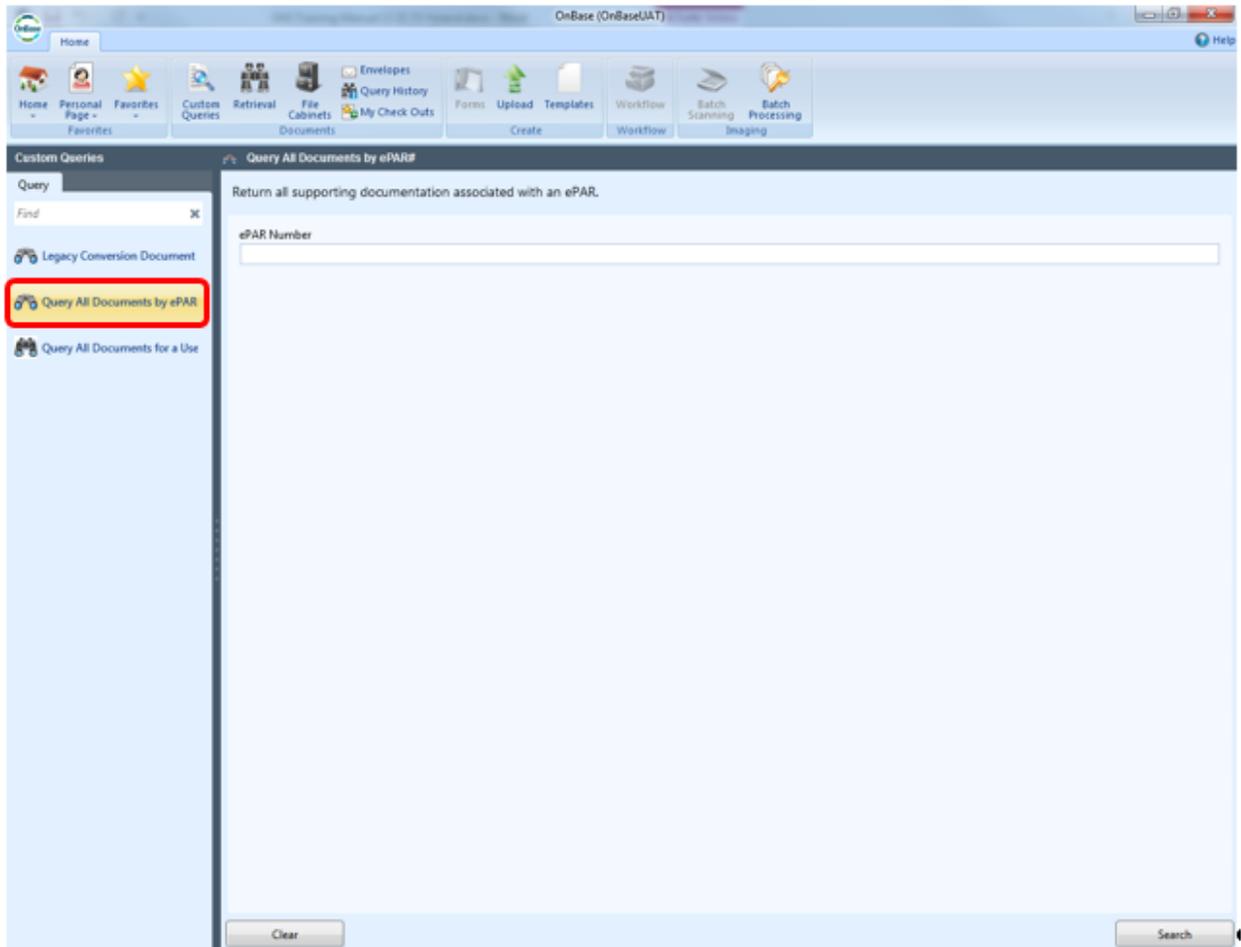
4. When you click on Personal Page, the **Retrieval component** of the DMS will appear.



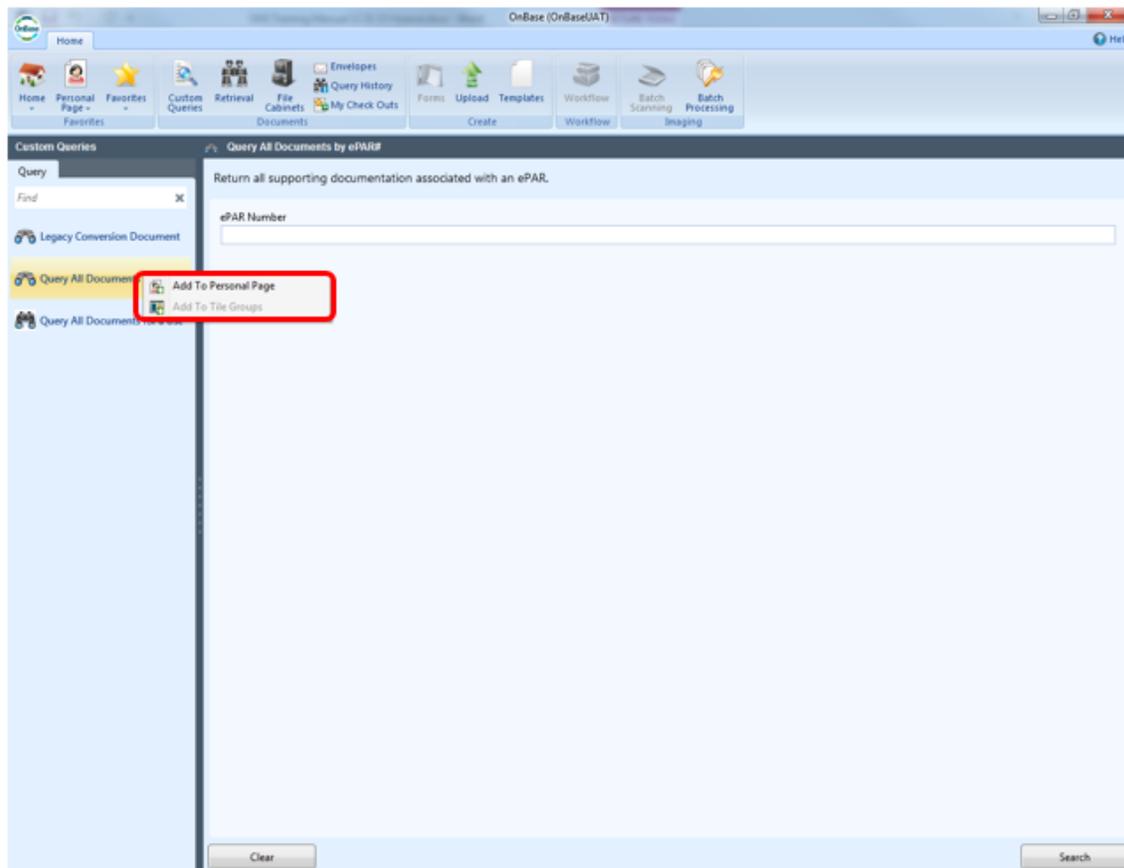
5. To add a function of a component to your personal page, click on the **component**.



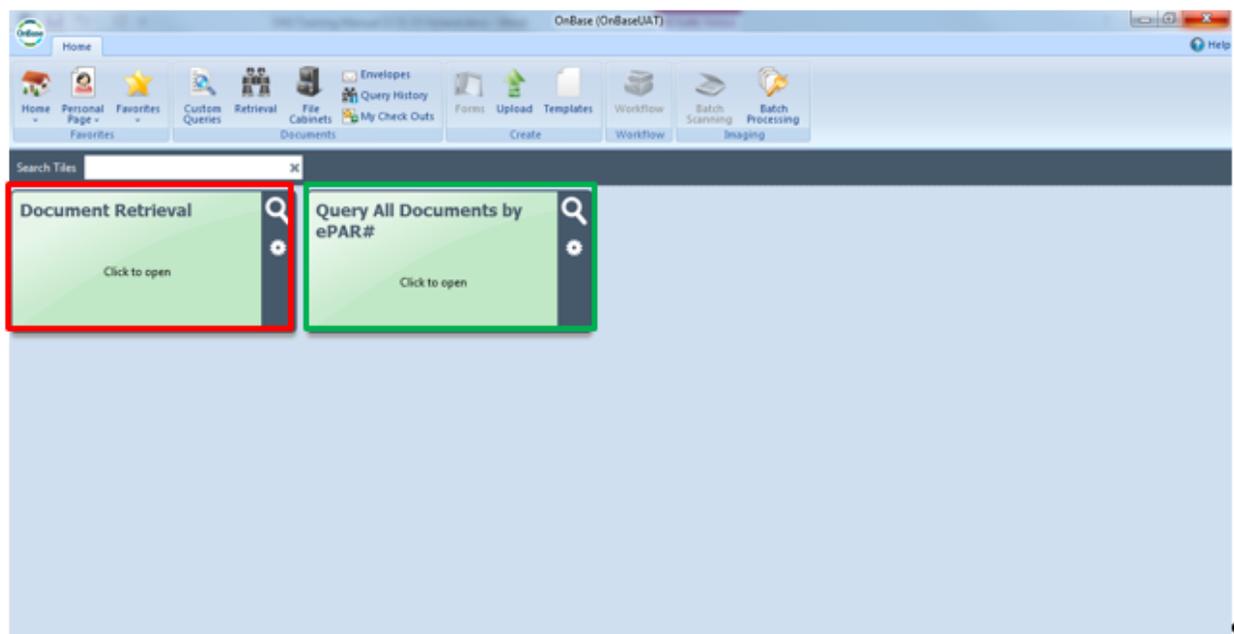
6. Right click on the **function** that you want to add to your personal page.



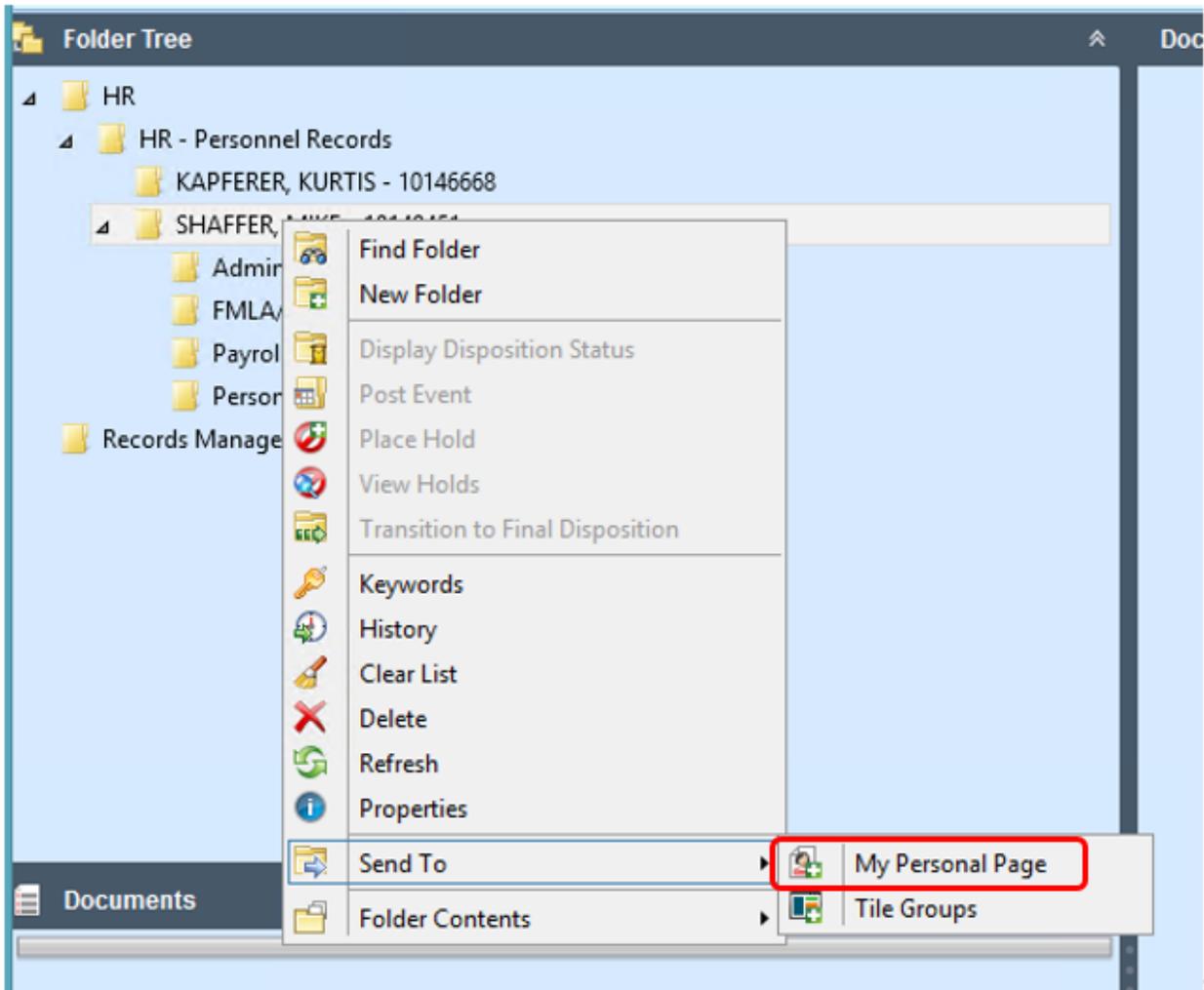
7. Click on **Add To Personal Page.**



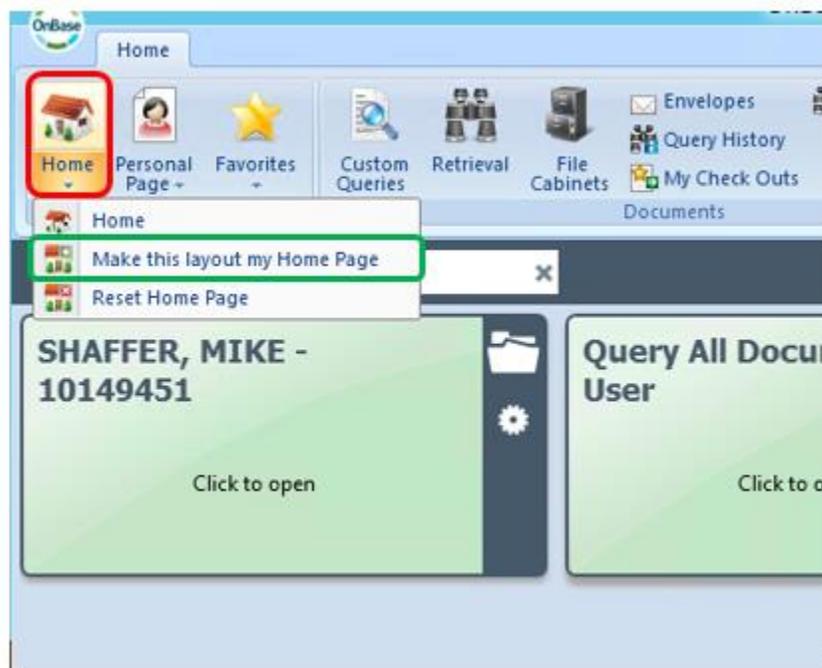
8. When you click on your Personal Page you will see that both the **Retrieval Component** and the **Query Function** have been added to your personal page.



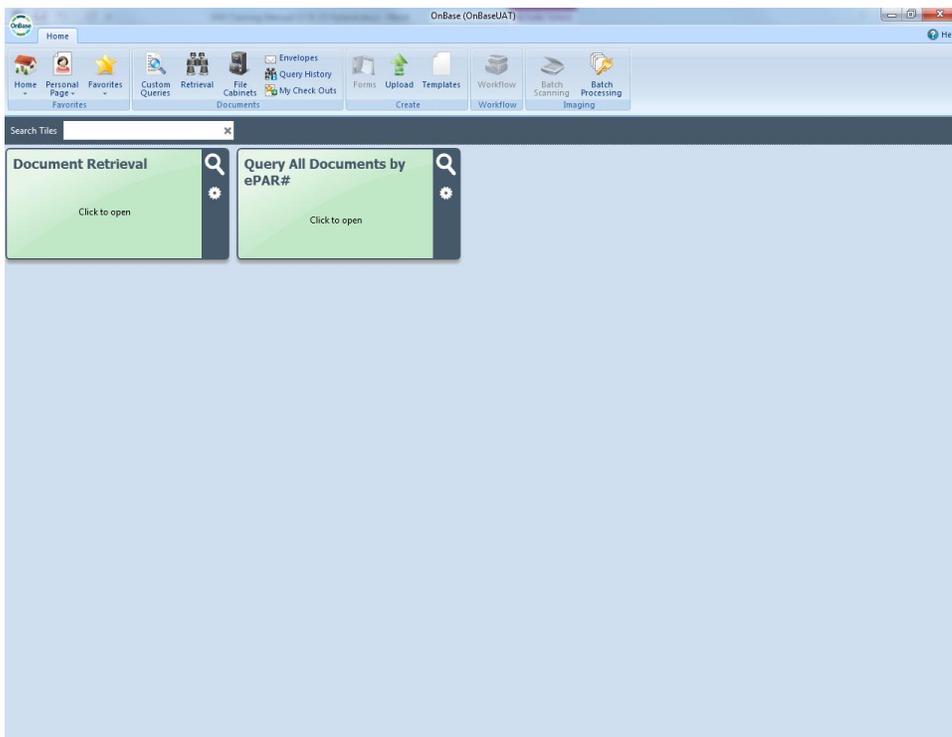
Note: You can also add an employee's folder and individual documents to your personal page as well.



9. Once items are added to your personal page, you can set your personal page to be your home page of DMSs. First navigate to the Personal Page. Then select the **drop down** under Home, then select **Make this layout my Home Page.**

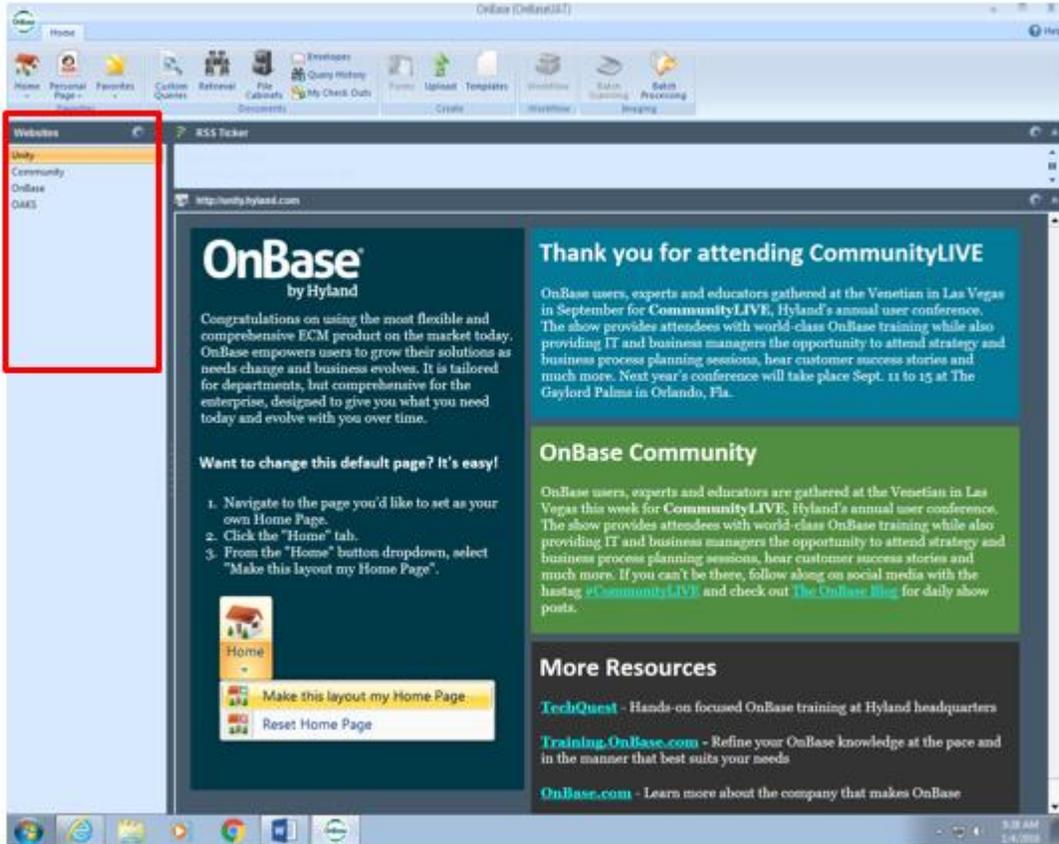


10. The next time DMSs is opened, the personal page will be the starting point.



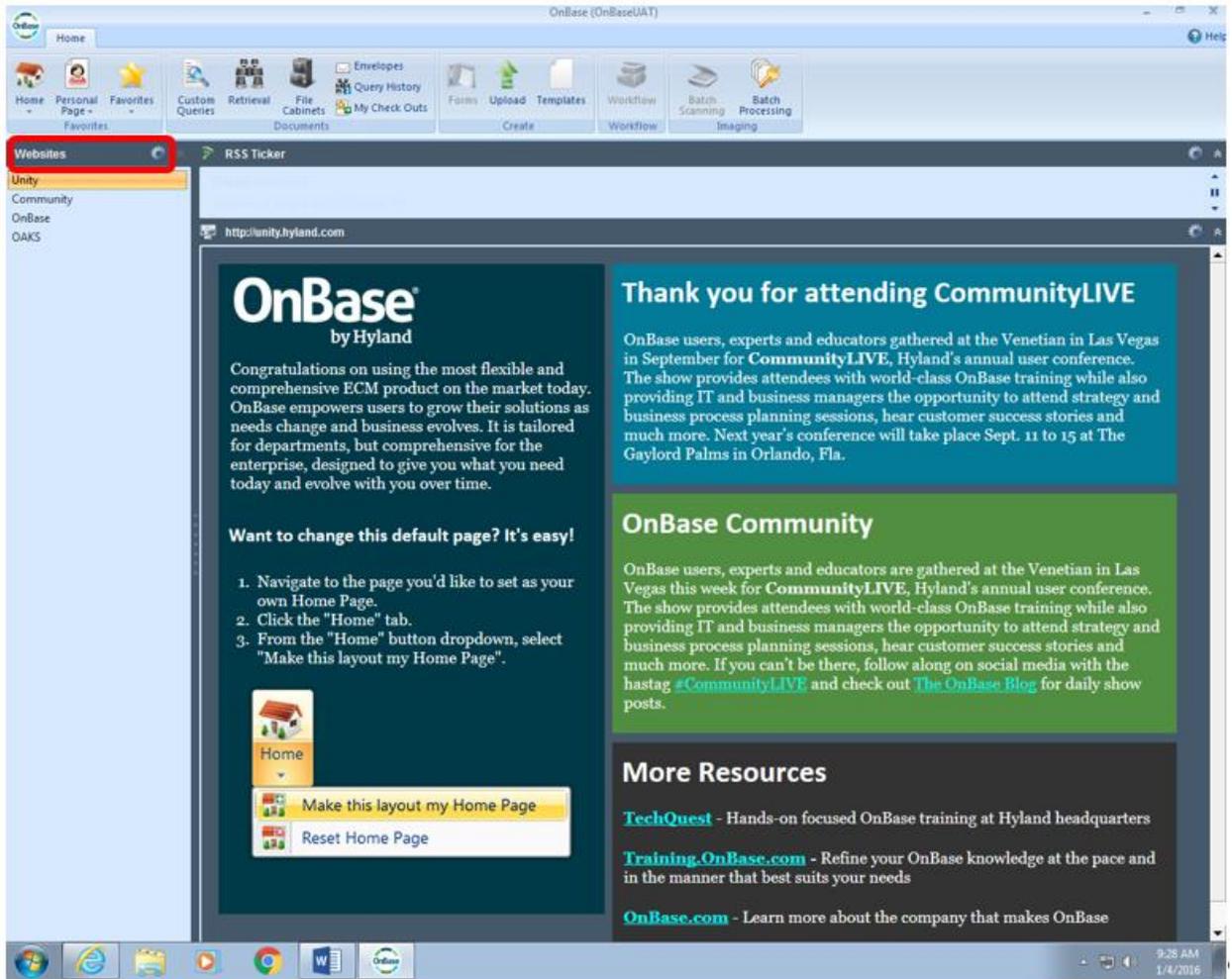
Adding web links to your OnBase Client

1. You can also add **websites** to OnBase.

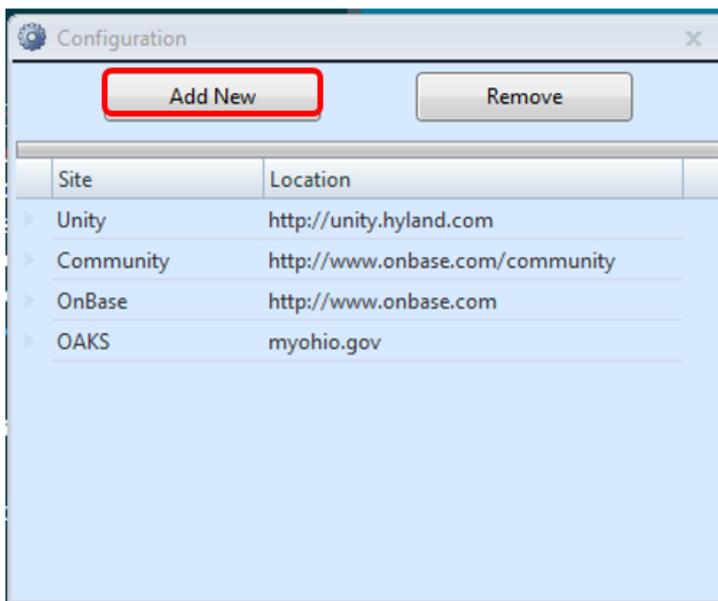


2. Select the **cogwheel**

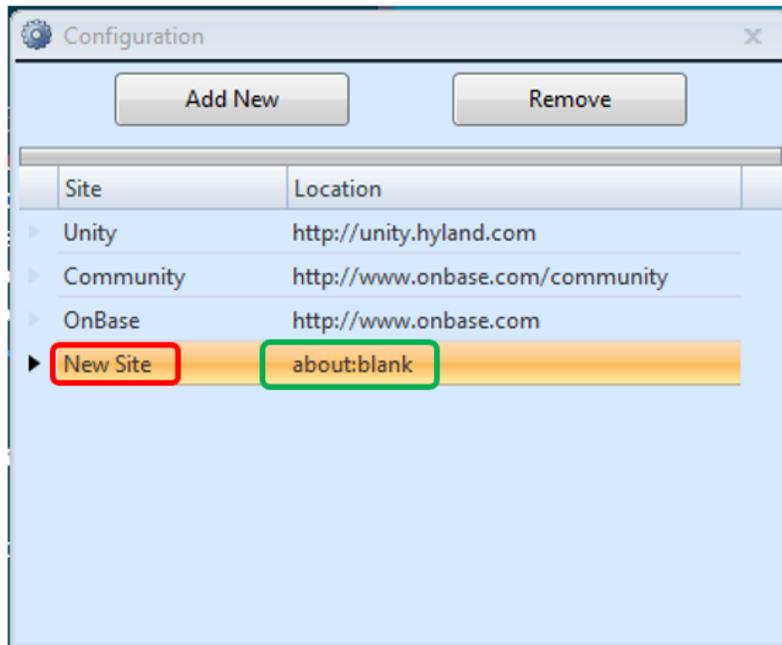




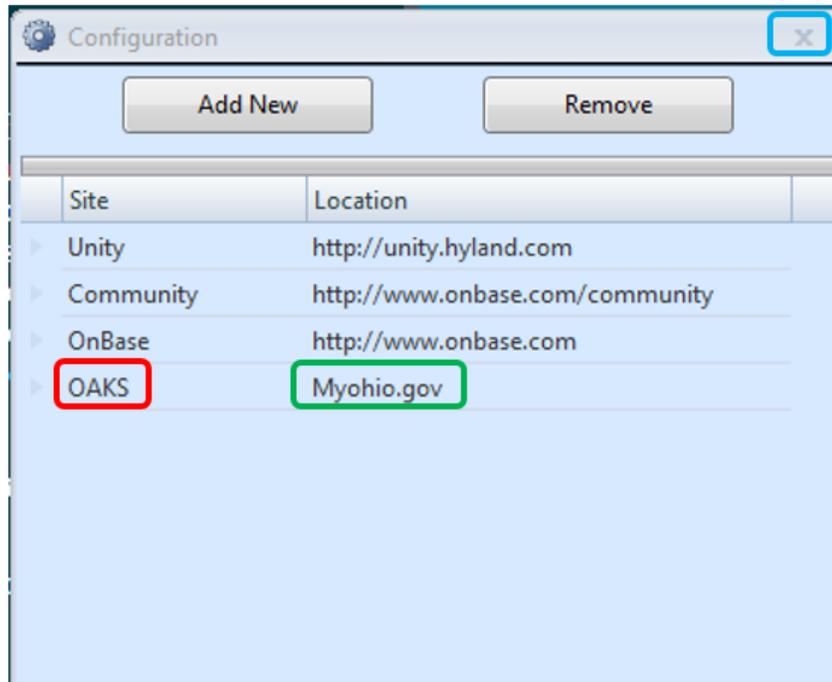
3. Click on **Add New**.



4. Click on **New Site** and **about: blank**.

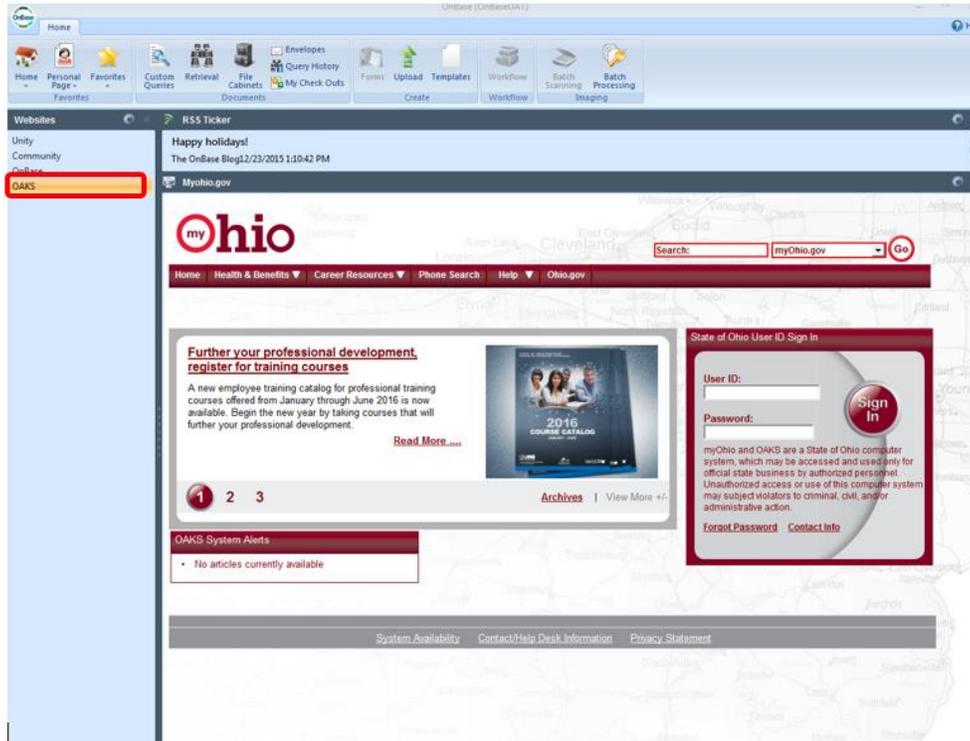


5. Change Site **name** and add the web **link**.



6. Once the name and link are updated, simply click the **X**.

7. You now have a **link** to the website.



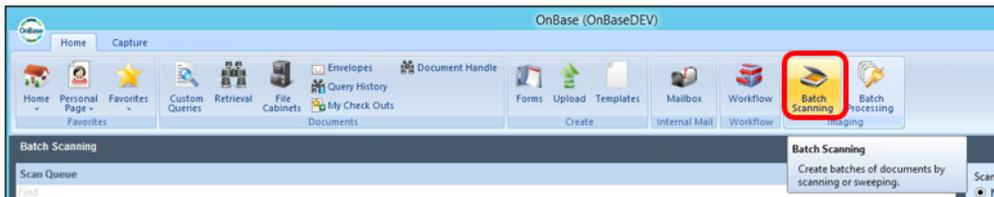
SCANNING AND UPLOADING

SCANNING DOCUMENTS INTO DMS VIA ATTACHED SCANNER

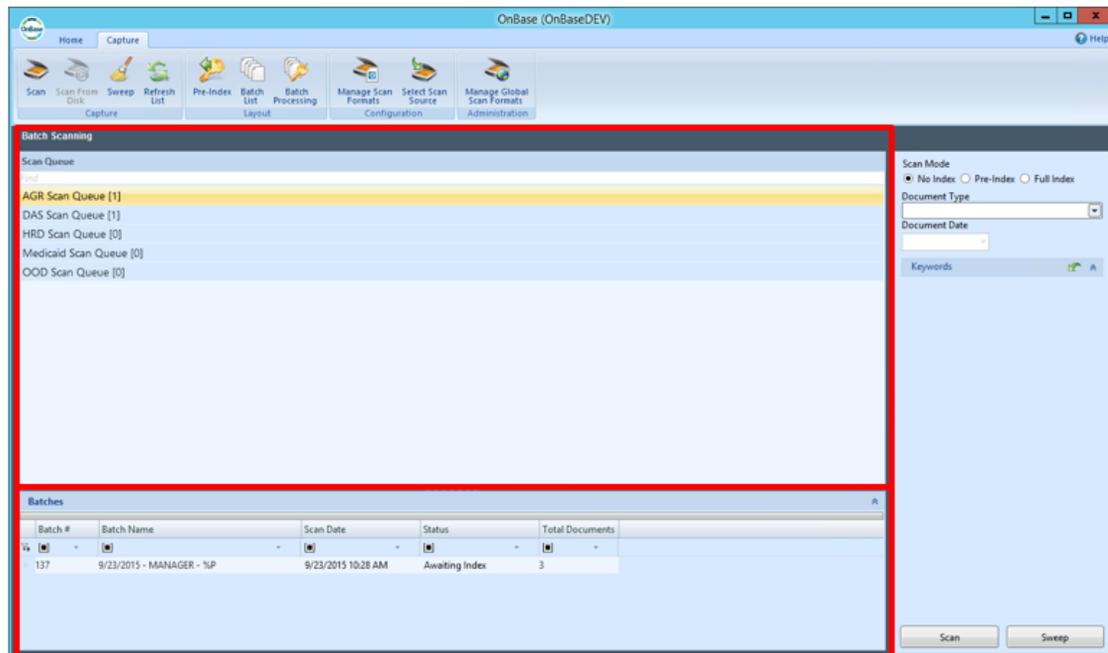
The State of Ohio DMS solution for Personnel Records solution includes scanning. This feature of DMS allows users to utilize a piece of hardware (a scanner) to create an electronic version of a document which can be stored in DMS.

In this example we will scan a batch of documents into DMS using an attached scanner.

1. In the DMS Unity Client, click the **Batch Scanning** button on the **Imaging** ribbon.



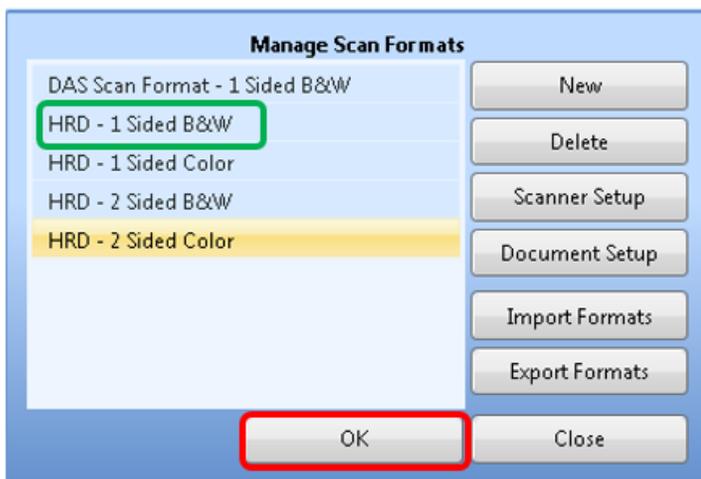
2. The **Batch Scanning** interface will display. This dialog contains 3 panes. **Scan Queues** define the document types and settings for the documents being imported. **Batches** display the groups of documents that have been scanned into DMS as well as their current status. Note that you may not see all **Scan Queues** listed below, some will not be assigned to your user.



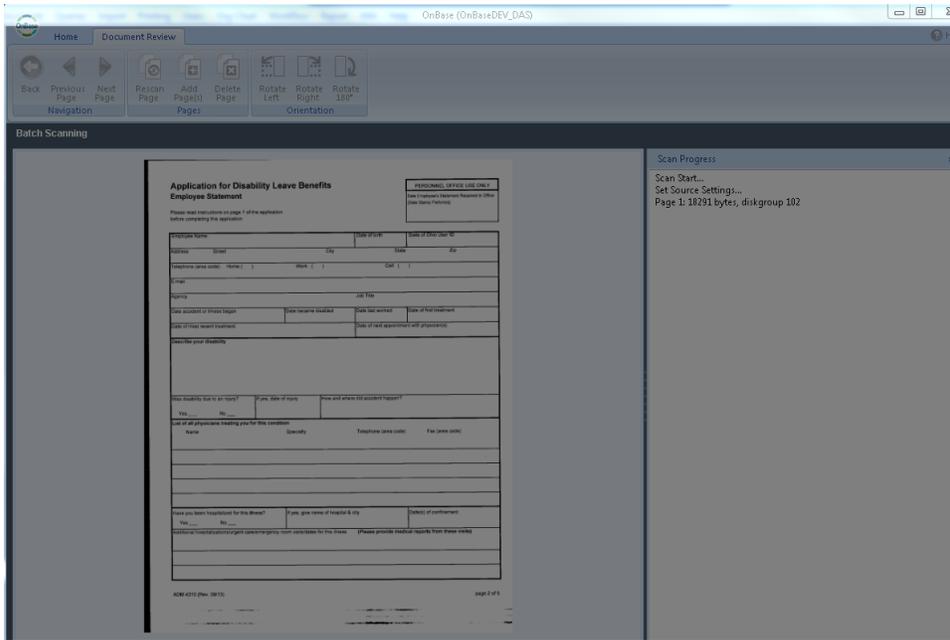
3. Click the **Scan** button.



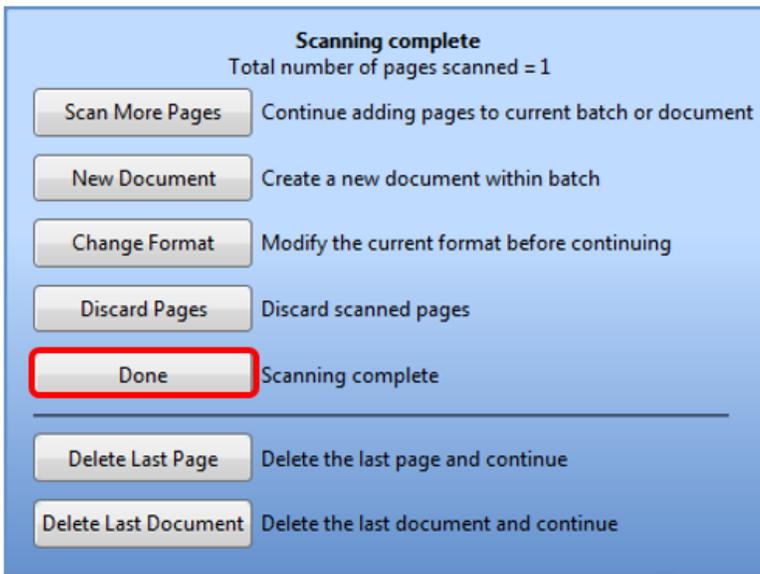
4. Choose the **Scan Format** that best matches the documents that will be scanned into DMS. In this case there are several Scan Formats, some for black and white documents and another for color documents, and others to choose if your scanner reads duplexed scans.
5. Click **OK**.



- The documents will be scanned into DMS and, depending on the settings in each location, a preview of the document may be displayed. (This image is dark because the screen capture did not allow us to view the page correctly).



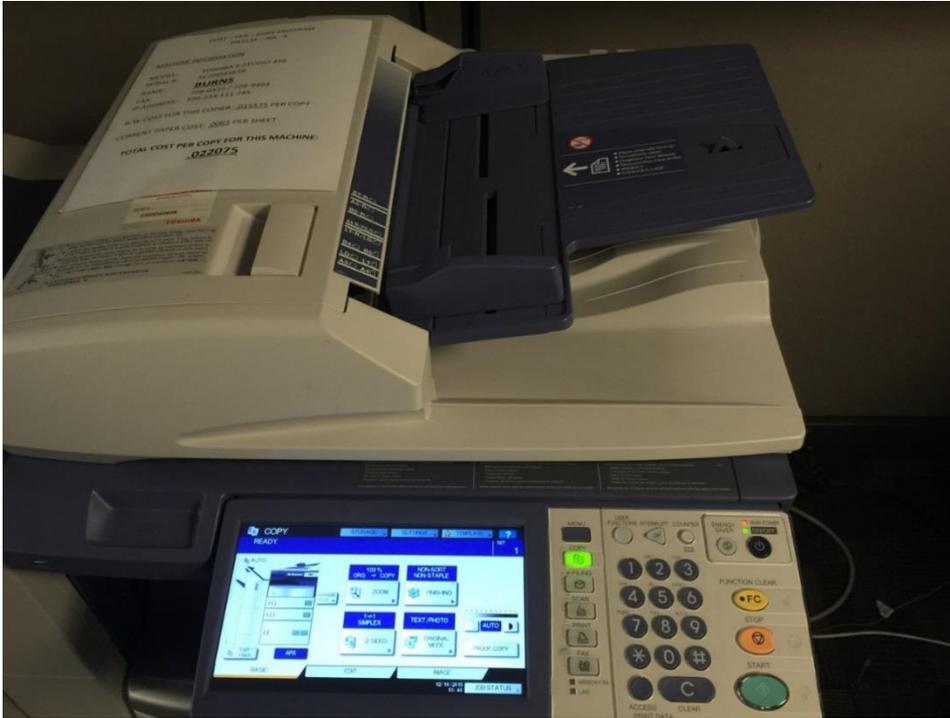
- Once the scanning is complete click **Done**



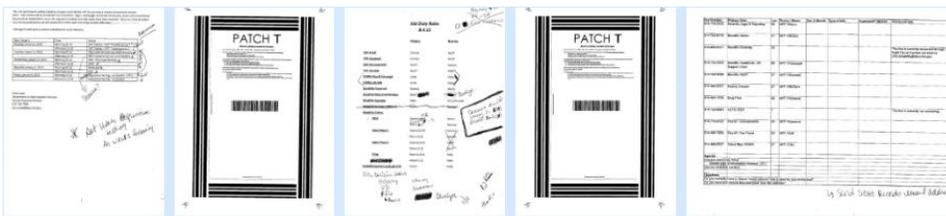
SCANNING DOCUMENTS INTO THE DMS VIA A MPF SCANNER

Go to a Multifunction Printer (MFP) that has been setup to scan to the DMS.

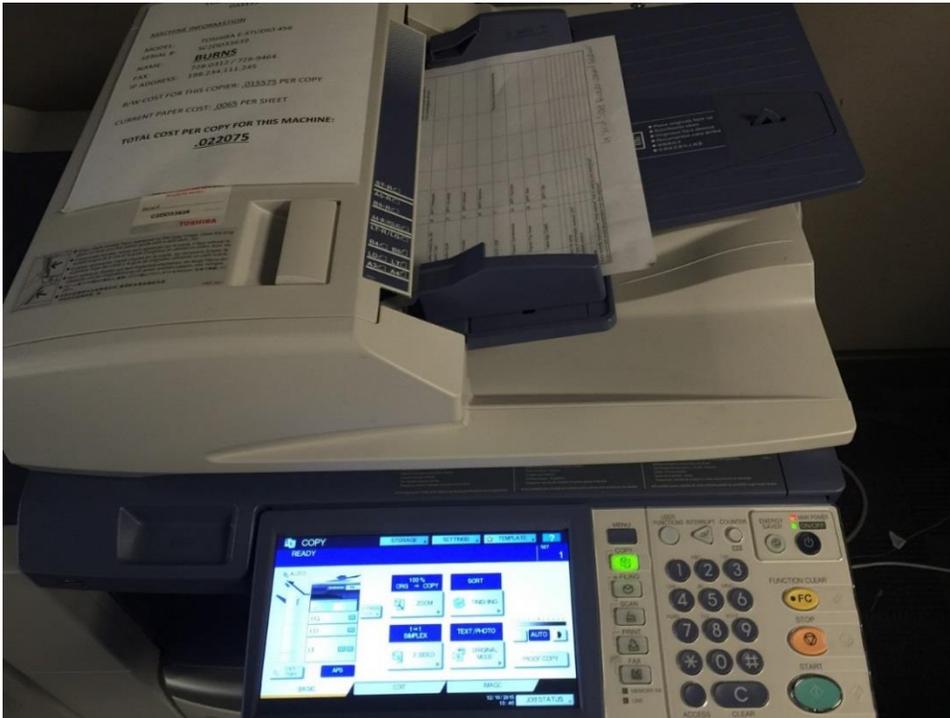
1. Note – Some Agencies MFPs' are defaulted to scan documents in with a PDF format, however they all have the ability to change this setting to a TIFF format. When scanning in batches of documents into OnBase, it is recommended that the documents be separated with a Patch sheet and scanned into OnBase in the black and white TIFF format. When following this process, the separator sheets will automatically be removed and the documents will be ingested into OnBase as separate documents where they can be indexed and retrieved.



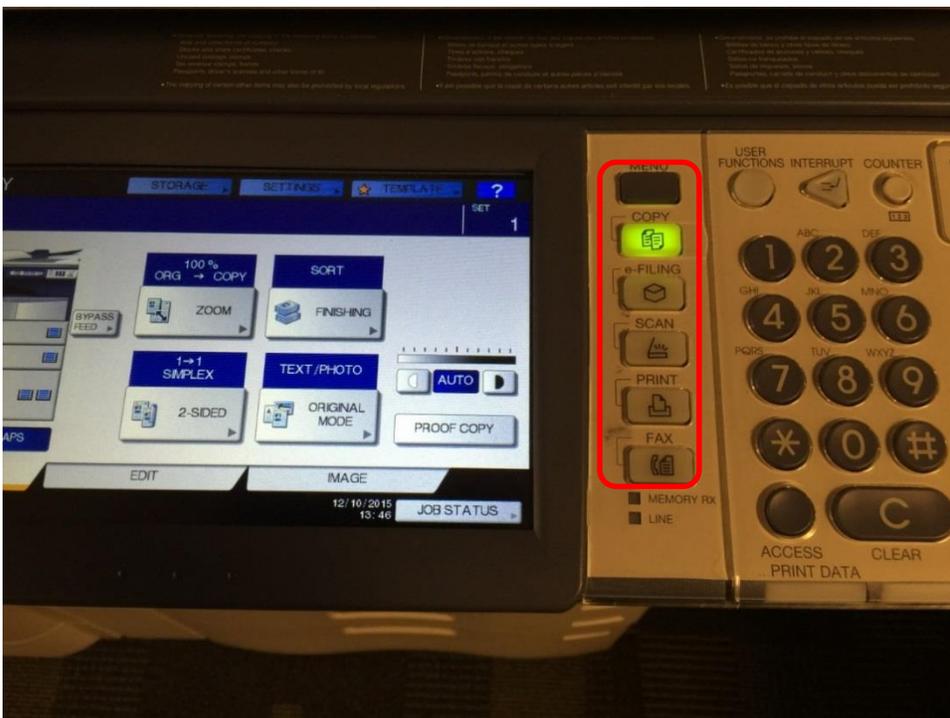
2. To separate documents in a batch, place a Patch T patch code sheet at the start of each new document.



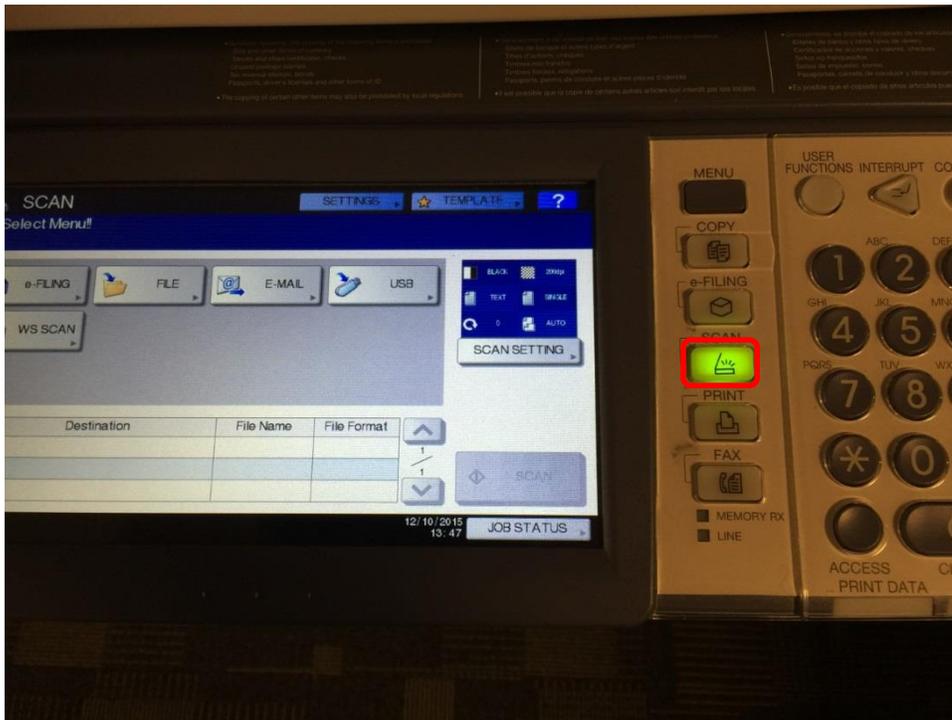
- Place document(s) on scan tray



- Find the **MENU** section on the MFP



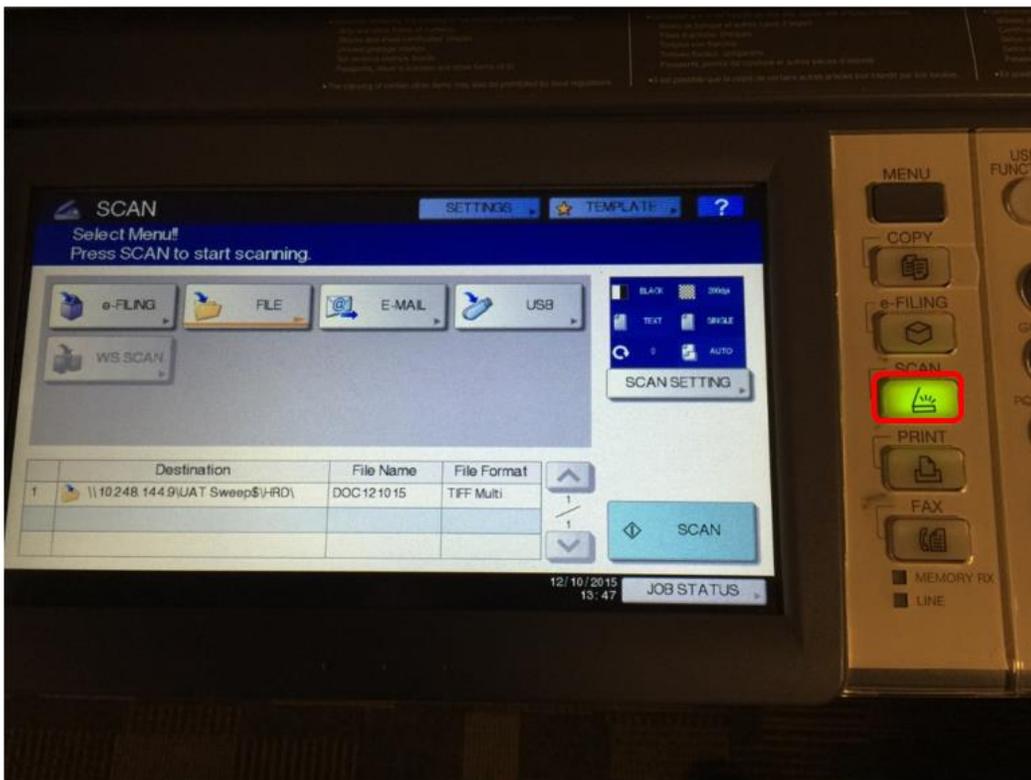
5. Select the **SCAN** option and select FILE



6. The FILE Menu will appear on the screen.
 - a. Select the Remote location setup for the DMS **(Remote 1 in example)**
 - i. If Remote 1 is not an option contact your IT support
 - b. Select **OK**



7. Select the **SCAN** button



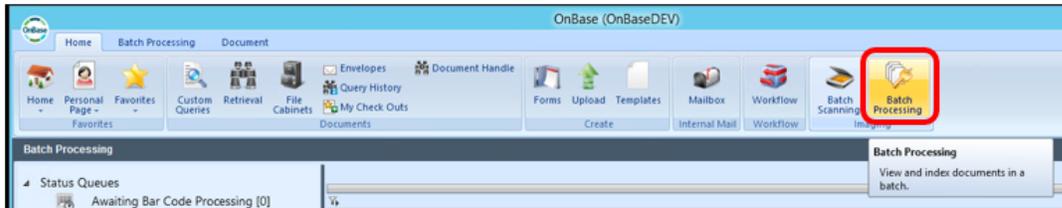
8. Your documents will be available in OnBase within 5 minutes after scanning.

INDEXING THE SCANNED DOCUMENT – BATCH PROCESSING

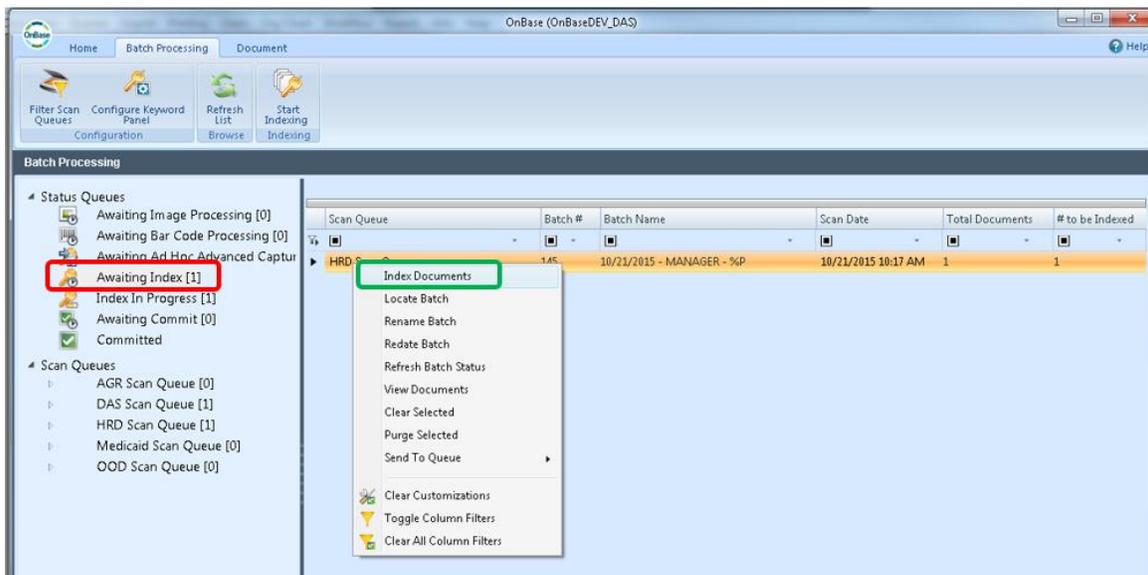
In order to allow users to retrieve the document it must be assigned to a **Document Type** and any applicable **Keyword Values** should be populated.

Indexing is done in the **Batch Scanning**.

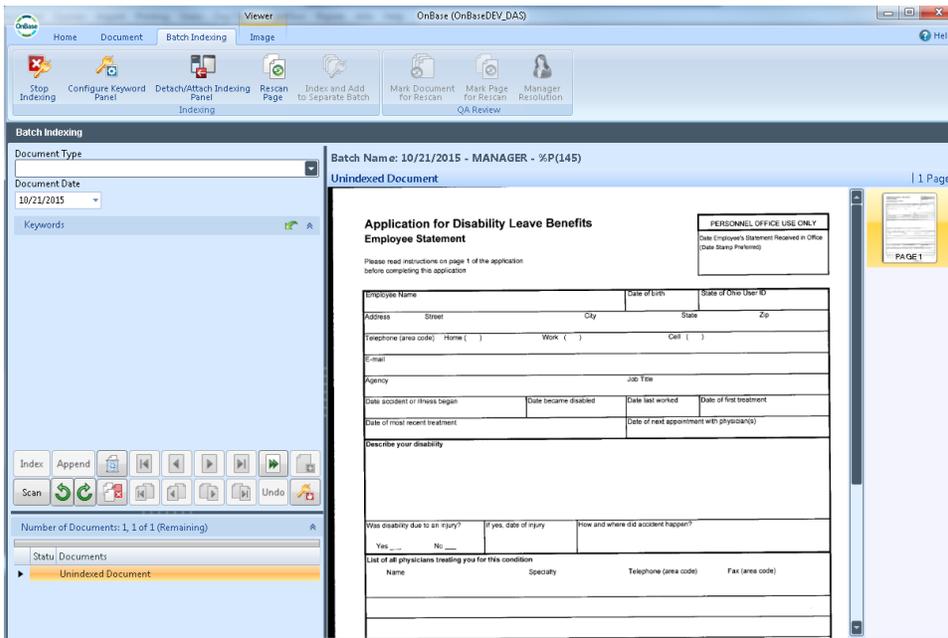
1. Select **Scan Batch Processing** from the **Home Ribbon**.



2. Documents that have been scanned into DMS's will reside in the **Awaiting Index** queue in batches. To index the batch, **right click** on a batch and select **Index Documents**.

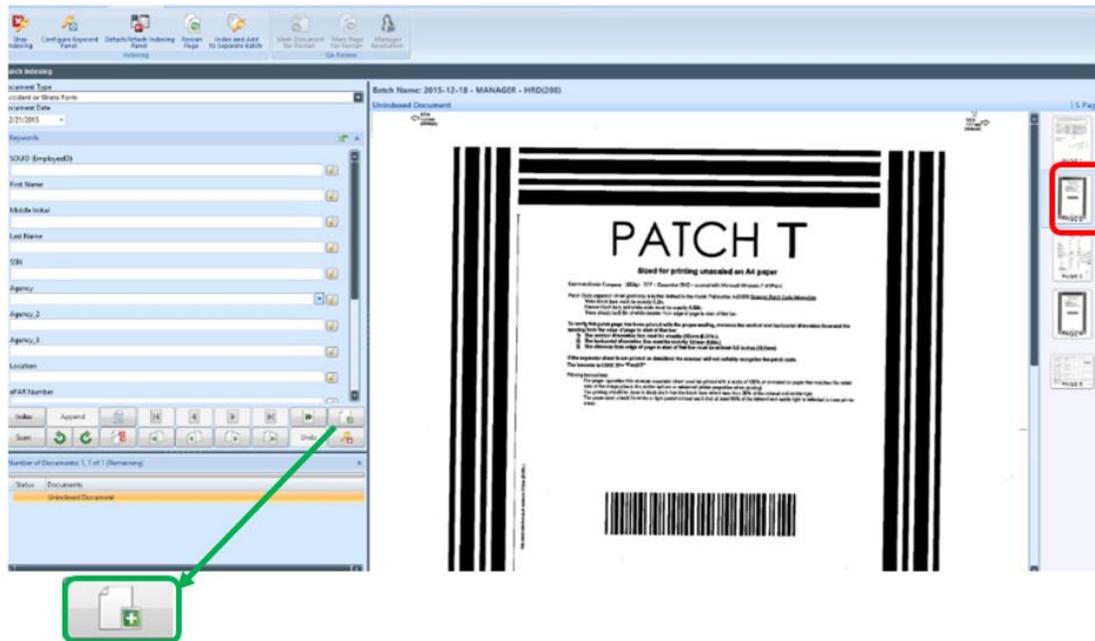


3. The indexing window will appear.

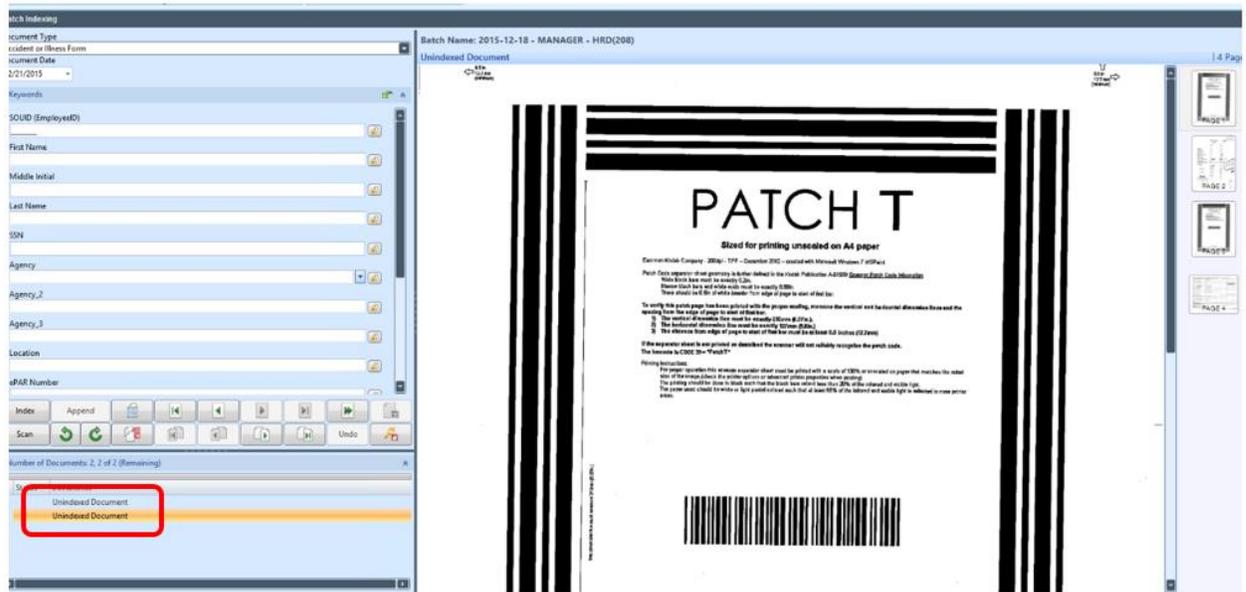


4. If a document did not separate properly, or patch codes were not inserted between documents, click on the first page of the second **document** to be separated before indexing.

Note: pages must be scanned as .TIFF images to allow separation between documents

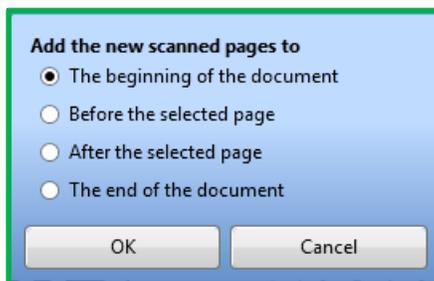


5. Then click the **Create New Document** icon to separate the document starting at the selected page.

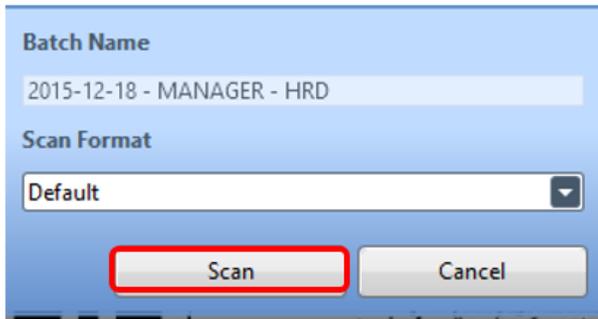


6. You will now see **2 documents** in this example that need to be indexed.

7. To Insert pages from a connected scanner, click the **Scan** button, you will be given the option to select where the **pages** will be scanned into the current document.

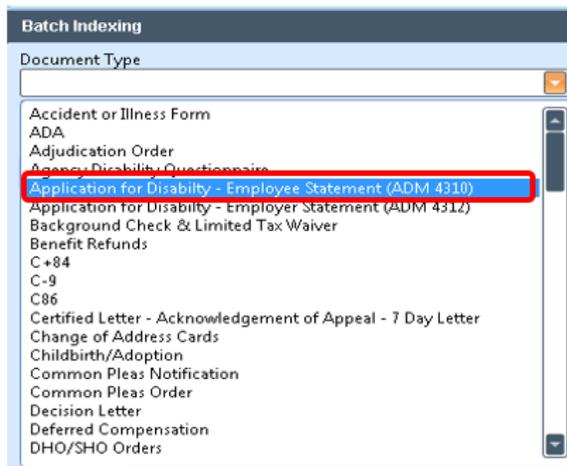


8. Select the scan format and click **scan**

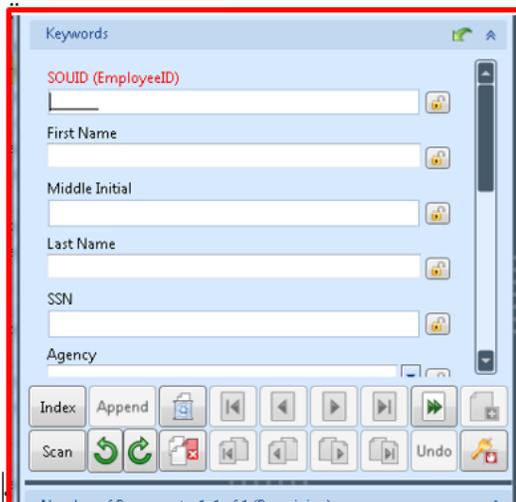


9. The first document that appears is the first document of the batch. Each time a new document appears, the correct Document Type must be selected before the document can be indexed.

From the Document Type drop-down list, select the **Document Type** to be assigned to the document by the DMS. After selecting a Document Type, DMS's automatically displays fields for Keyword Types that are used to index documents of that type.



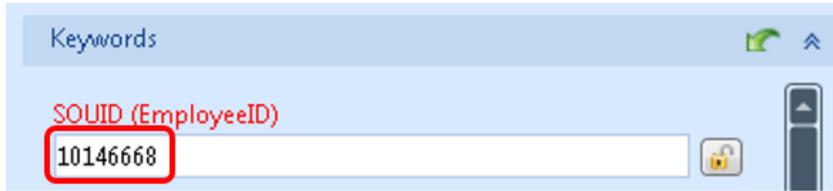
10. The **keyword panel** is now displayed



Note: Some **Document Types** are configured to require **Keyword Values** to be entered in order to create and/or retrieve documents. **Required Keyword Values** are displayed in **red** for these operations, which may include the following: Document Retrieval, Upload, and Add/Modify Keywords.

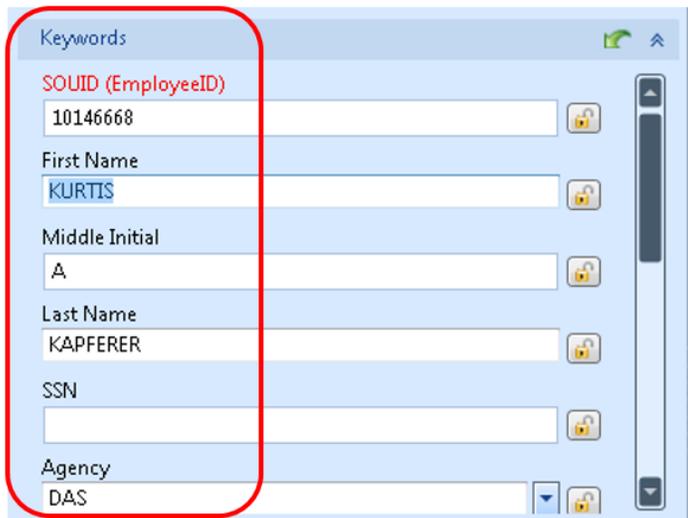
Some keywords are also **Read Only** meaning they cannot be indexed. Keywords that are Read Only are grayed out. (The current solution does not employ any Read Only keywords)

11. Enter the **SQUID (Employee ID)** keyword.



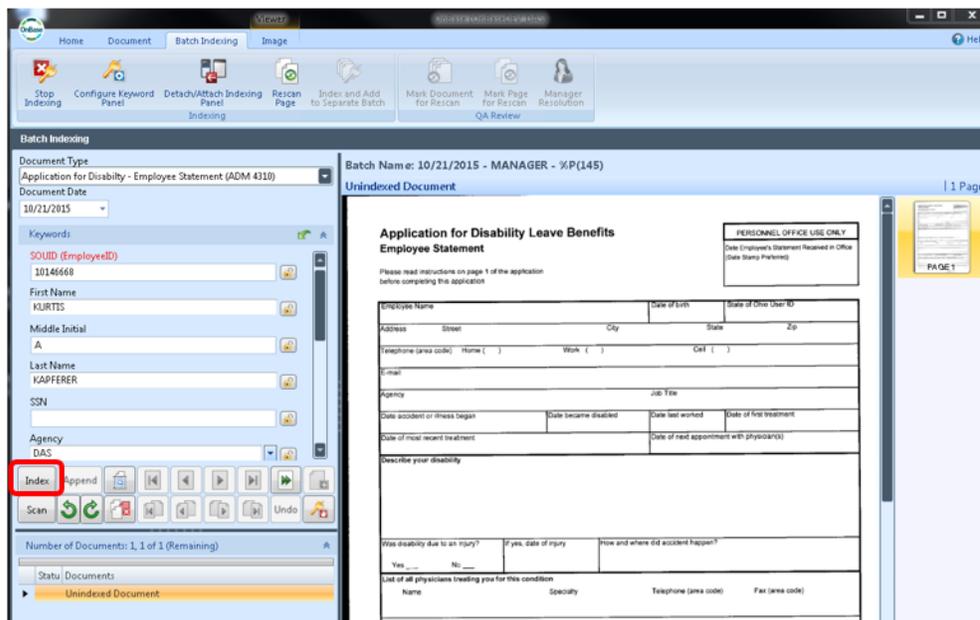
A screenshot of a software interface showing a 'Keywords' section. The text 'SQUID (EmployeeID)' is displayed in red above a text input field. The number '10146668' is entered into the field and is highlighted with a red rectangular box. To the right of the input field is a small lock icon.

12. Hitting the **TAB KEY** will cause the **Autofill** to launch. This will make a query out to Active Directory and pull back some of the keywords for indexing this document.



A screenshot of the 'Keywords' section in the software interface. A red rounded rectangle highlights the entire section. The fields are populated with the following information: 'SQUID (EmployeeID)' is '10146668', 'First Name' is 'KURTIS', 'Middle Initial' is 'A', 'Last Name' is 'KAPFERER', 'SSN' is empty, and 'Agency' is 'DAS'. Each field has a small lock icon to its right.

13. When you have finished adding keywords, click the **Index** button to import the document into the DMS.



A screenshot of the 'Batch Indexing' software interface. The 'Index' button in the bottom-left toolbar is highlighted with a red box. The main window displays a form titled 'Application for Disability Leave Benefits Employee Statement'. The form includes fields for Employee Name, Date of Birth, State of Ohio User ID, Address, Telephone, Email, Agency, Job Title, Date of accident, Date became disabled, Date last worked, Date of first treatment, Date of most recent treatment, Date of next appointment with physician(s), and a section for describing the disability. A 'PERSONNEL OFFICE USE ONLY' stamp is visible in the top right corner of the form.

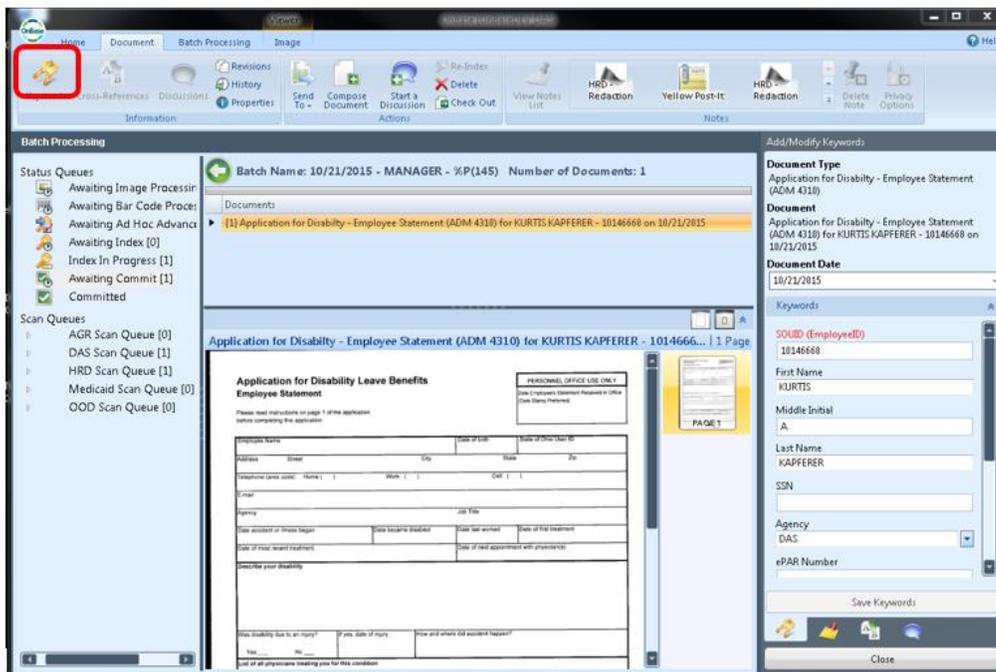
14. If the document indexed in the batch is the last document of that batch, the following prompt may appear for the first time of the session.



15. If you would like to review the document once it has been index, the document will now reside in the **Awaiting Commit** queue. There will be processes run periodically to Auto-Commit these documents. Based on the timing of the commits the batch could also be in the “Committed” queue. Additionally the document could also be retrieved via standard Document Retrieval or Custom Query at this point.

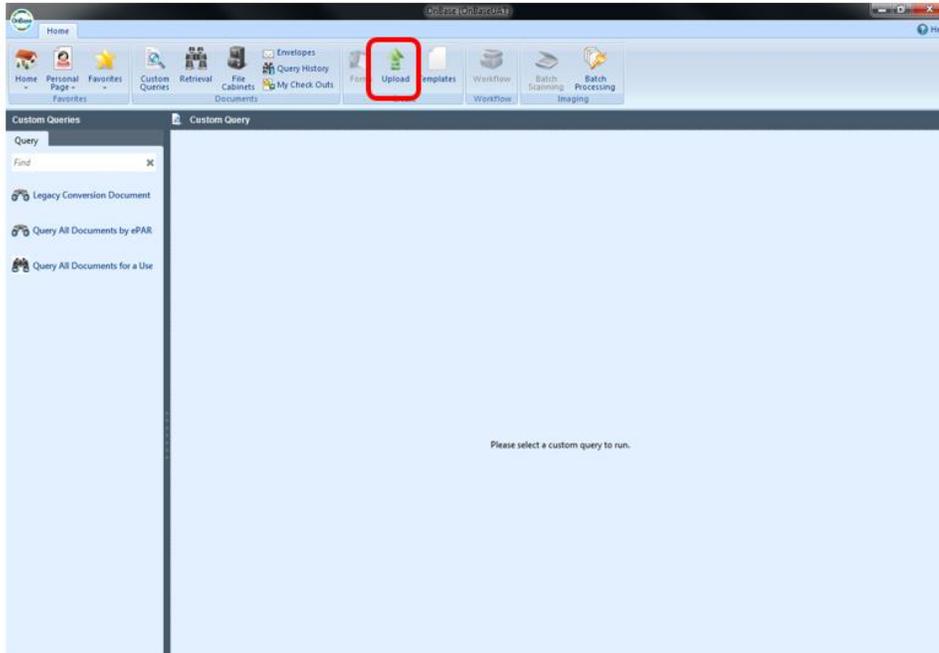


16. Open the batch, look for the document in question and select **keywords** to review.

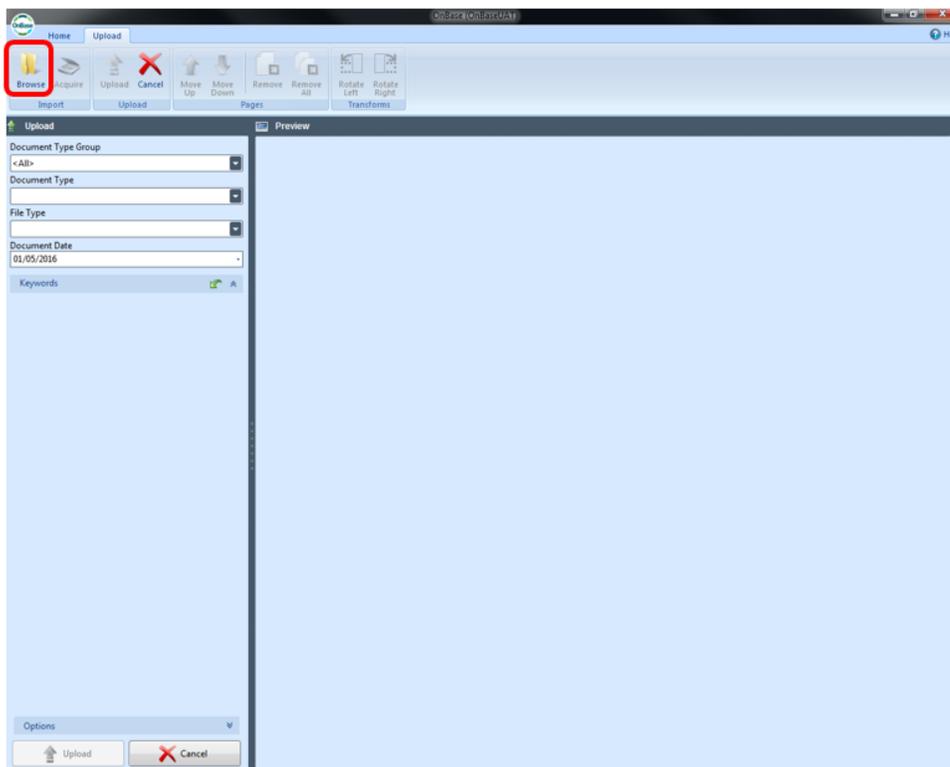


UPLOADING DOCUMENTS INTO THE DMS FROM FILE DIRECTORY ON YOUR PC

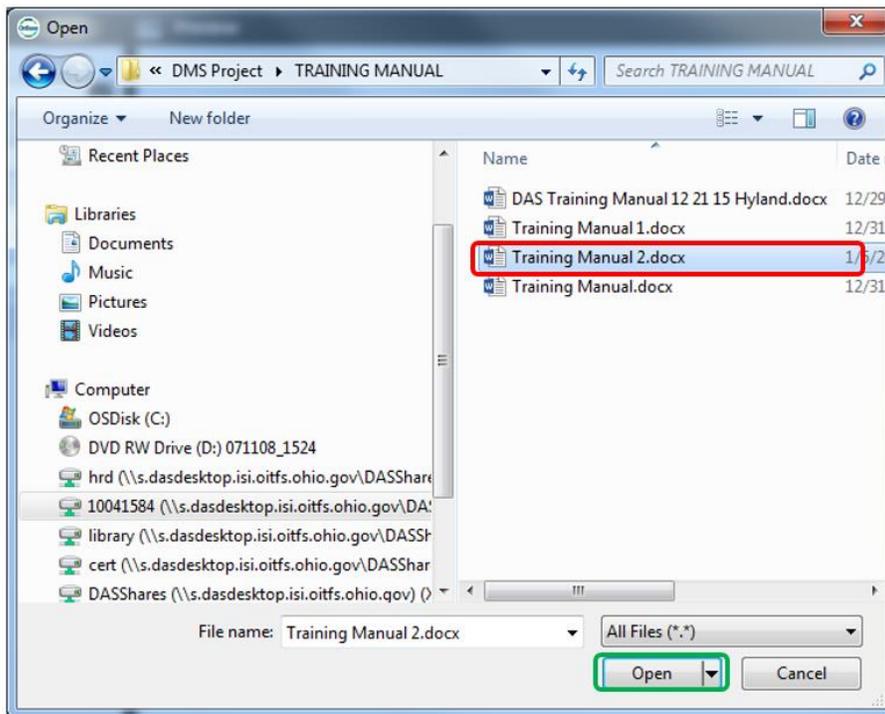
1. Click on the **Upload Button**



2. Click on the **Browse Button**

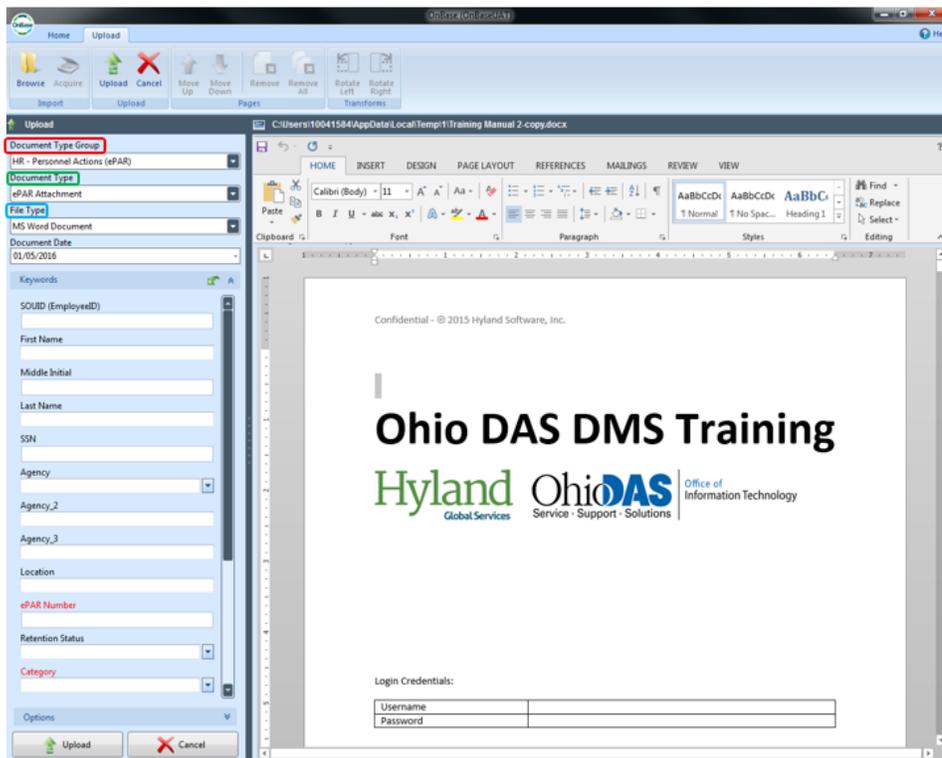


3. Browse and select the **document** that you want to import.

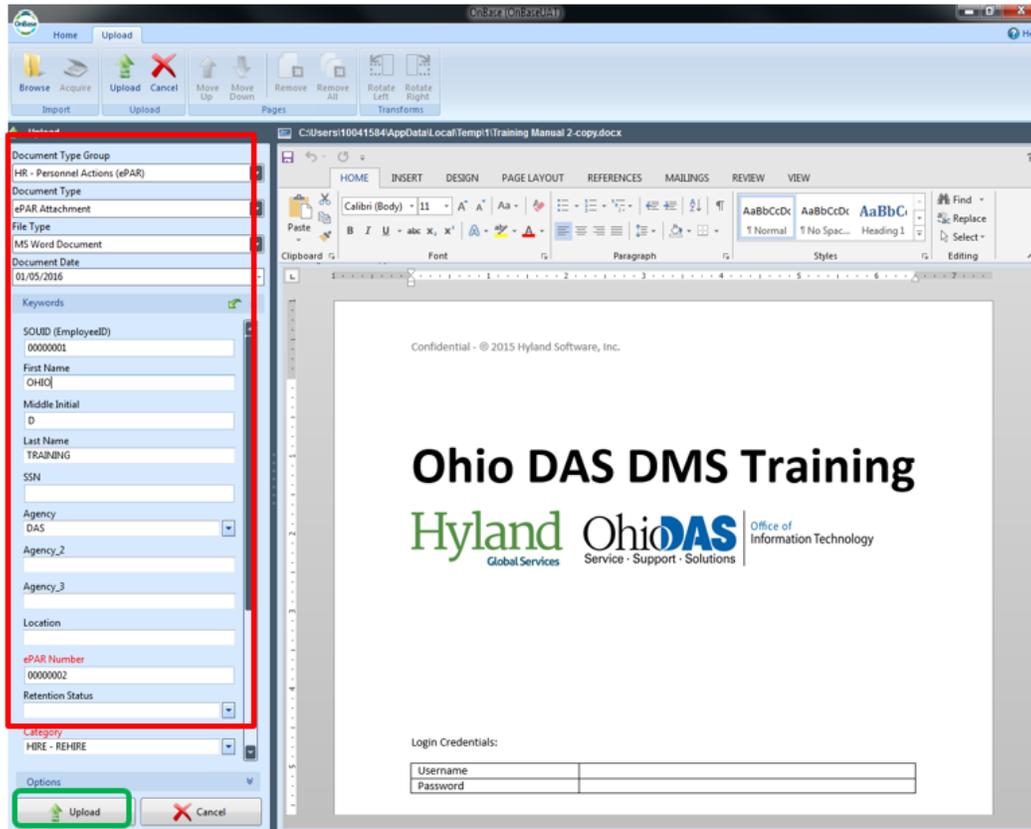


4. Click **Open**.

5. Select the **Document Type Group** and **Document Type**. The **File Type** will auto populate.

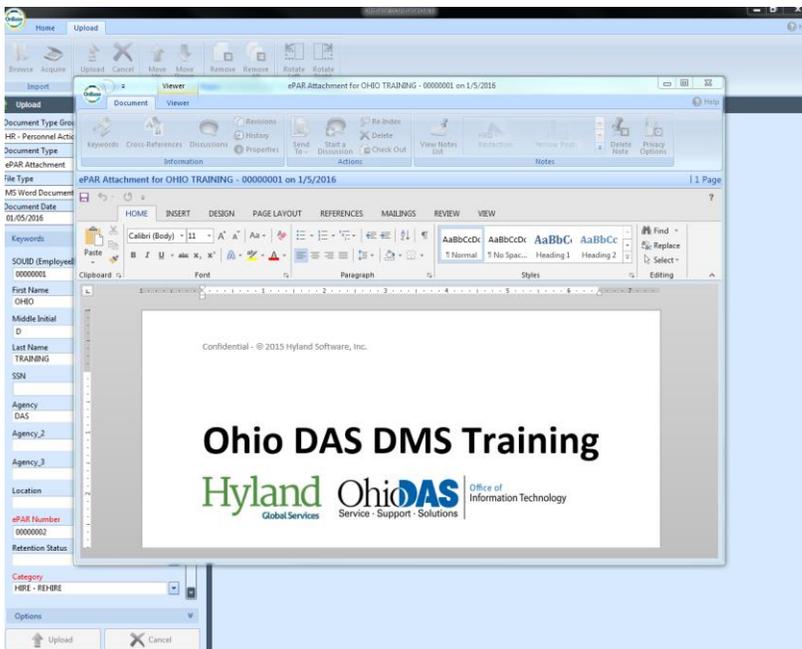


6. Enter the **Keywords**. Keywords highlighted in RED must be filled out.



7. Click the **Upload Button**.

8. Your document has been imported into the DAS DMS system.



INDEXING A DOCUMENT FROM OAKS

Documents can be automatically indexed by performing the following steps:

1. Within the DMS solution, from the upload screen, drag and drop a document into the Unity Client preview pane.
2. Then open the OAKS page where you need to retrieve data from,
3. Then hit the F8 Button to index the document

Note to HRD: When adding documents please pay close attention to if the documents belong to a DMS user or a non-DMS user. For non-DMS agencies, use the paper clip while in OAKS, for DMS users use F8.

The screenshot displays the OAKS HCM/ePay interface. The browser address bar shows the URL <https://ohcqa.oaks.ohio.gov/psp/hc/>. The page title is "ePAR Hire Readonly". The navigation bar includes "Collaborate", "Attach", "Print", "Workflow", "Lifecycle Viewer", and "Audit". The main content area shows the following details:

Step 1 of 3 : ePAR - Action/Reason (Display Only)

Entered By: ADRIANNE J. ETT Entered On: 10/14/2015 8:22AM Document Status: System Update
Updated By: CHRISTINA CARLESKI Updated On: 10/14/2015 9:48AM Sub Status: Completed

ePAR #: [REDACTED] ePAR Action: Hire ePAR Status: Approved
Empl ID: [REDACTED] Empl Rcd: 0 Effective Date: 11/02/2015
Action: Rehire Reason Code: Rehire

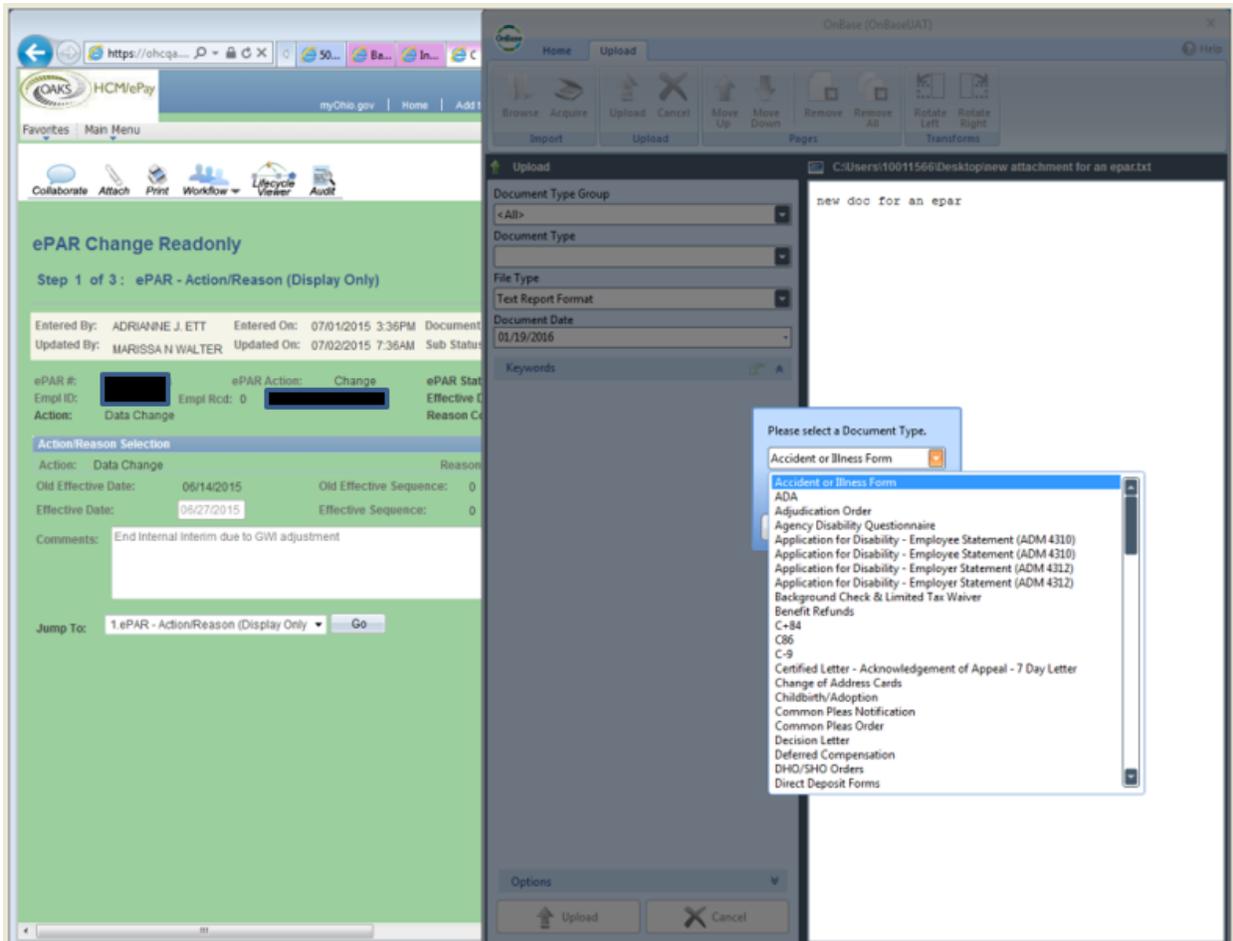
Action/Reason Selection

Action: Rehire Reason: Rehire
Effective Date: 11/02/2015 Effective Sequence: 0
Comments: CC:DA5016260 SPvR: T. WALTERS

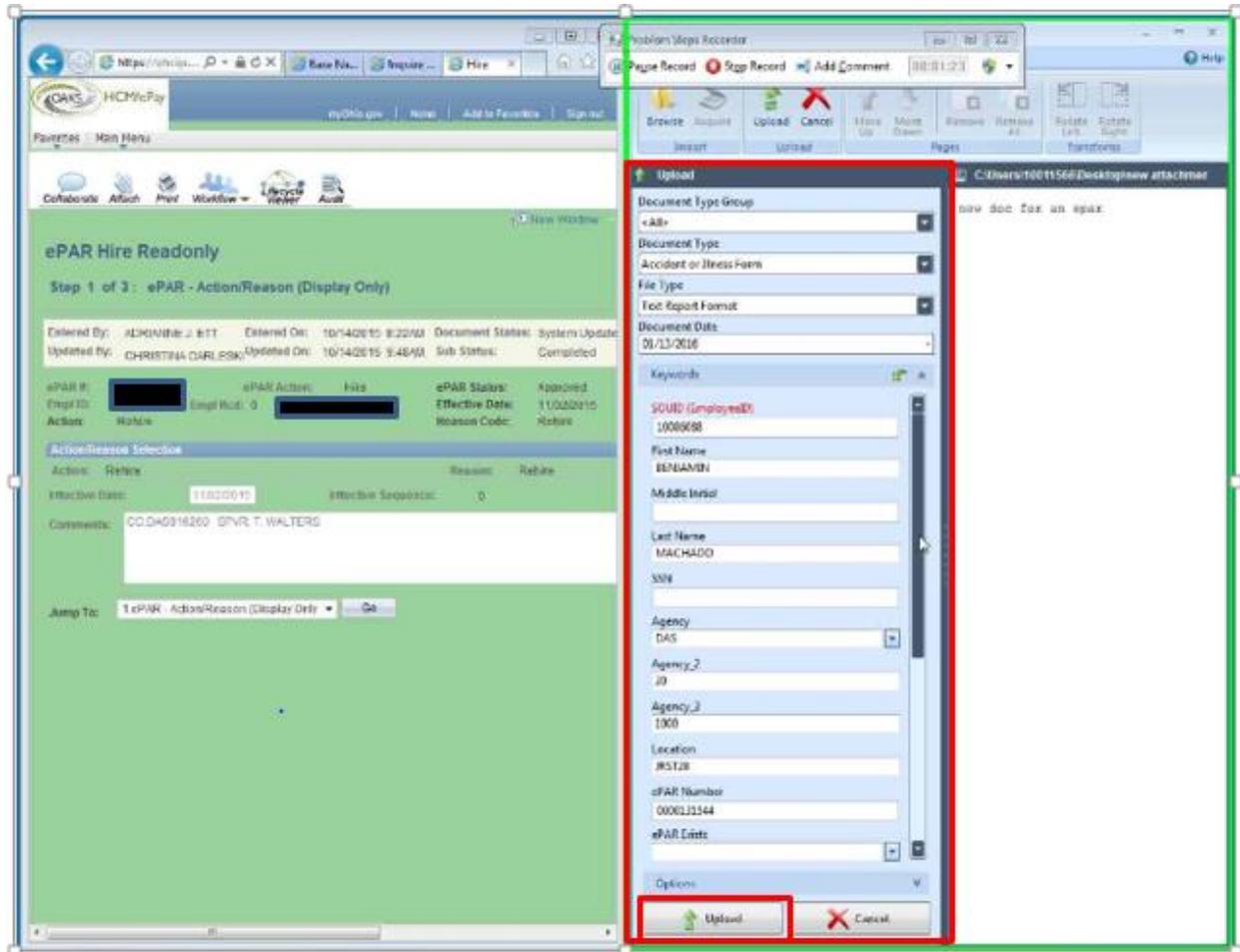
Jump To: 1.ePAR - Action/Reason (Display Only) Go Next

After the F8 button has been clicked, the OnBase screen will appear (darkened area in the screen shot below) with a pop up window that asks the end user to select a Document Type for the document that's getting uploaded.

Note: If the uploaded document is an ePAR attachment, the ePAR number must be indexed to associate the attachment(s) with the ePAR.



After the document has been indexed with the document type, many (not all) of the index values will be automatically populated (see screen shot below). Index values with **Red Font** are mandatory and need to be filled in before the document can be uploaded. Once the end user validates that the data is accurate, then click on the upload button and the document will be uploaded into OnBase.



DOCUMENT RETRIEVAL, VIEWING AND UPDATING KEYWORDS

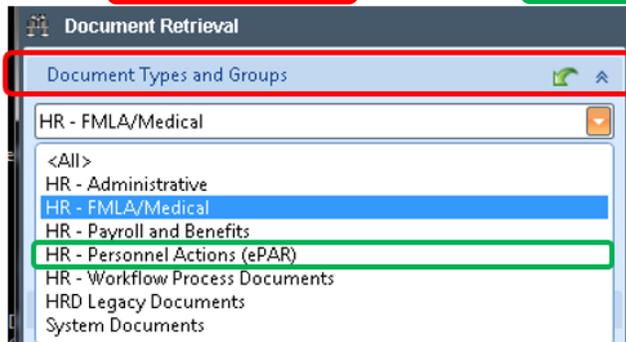
RETRIEVING A DOCUMENT FROM DMS

You can retrieve documents from DMSs. For this example we will retrieve the document we indexed in the last example.

1. On the Home tab, click **Retrieval**.

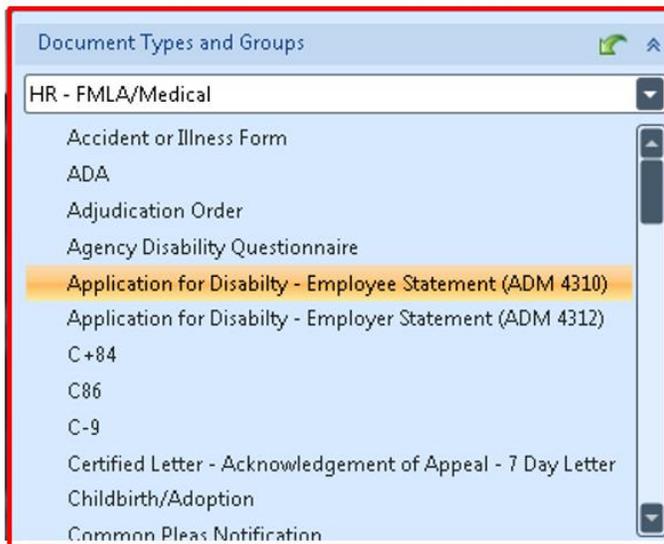


2. From the **Document Retrieval** pane select a **Document Type Group** from the dropdown menu.



Note: After selecting a Document Type Group, DMS automatically filters the available Document Types in the Document Type drop-down list.

3. Select the **Document Type(s)** that corresponds to the document to be retrieved. To select multiple document types hold down the Ctrl key while selecting document types with your mouse.

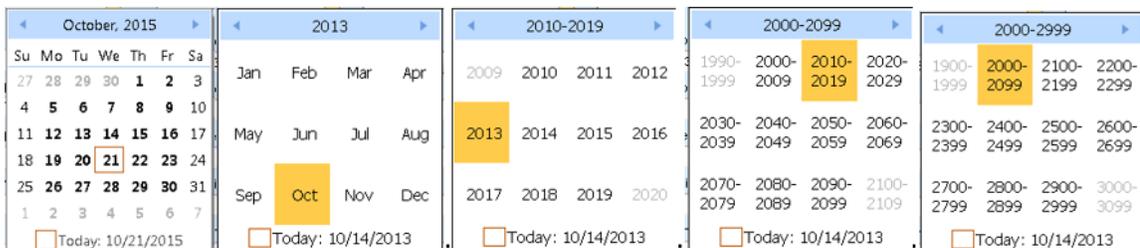


- From the **Keyword and Date Range** dialog, enter either a **date range** and/or enter **keyword** values for one or more of the keywords related to the Document Type(s) being retrieved.

The screenshot shows a dialog box titled "Keywords and Date Range". At the top, there are two date range input fields labeled "From" and "To", each with a calendar icon to its right. These fields are enclosed in a red rectangular box. Below these fields is a list of keywords, each with an equals sign button to its right. The keywords and their values are: "SOUID (EmployeeID)" (empty), "First Name" (KURTIS), "Middle Initial" (empty), "Last Name" (KAPFERER), and "SSN" (empty). This list of keywords is enclosed in a green rectangular box.

Note: The keywords displayed in the **Keyword and Date Range** pane may differ between Document Types. Only Keywords assigned to the Document Type selected in the **Document Types and Groups** pane will be displayed. Users must enter at least one keyword in the search criteria.

- If using a date range, the calendar drop down may be utilized rather than entering in a date. By using the heading of the calendar, you can scroll through past months and even years.



2. If more than one of the same keyword is to be searched on at the same time, the **F6 Key** can be pressed from within the keyword that would need to be duplicated. Use the AND/OR operator to determine how the search would be conducted. In the screenshot below I have added

Keywords and Date Range

From To

First Name
KURTIS

Middle Initial

Last Name
KAPFERER **And**

Last Name
KAPF*

SSN

3. If the keyword set is to be cleared, use the  icon.

5. Click the **Find** button once the date range and/or keywords have been entered.

Application Menu

Document Retrieval

Search Results

Document Types and Groups

HR - Administrative

Position Description (Emp. File)

Pre-Employment Packet

Training, Education Documents

Written Reprimands

Keywords and Date Range

From To

SQUID (EmployeeID)

10149451

First Name

Middle Initial

Last Name

SSN

Agency

Full Text Search

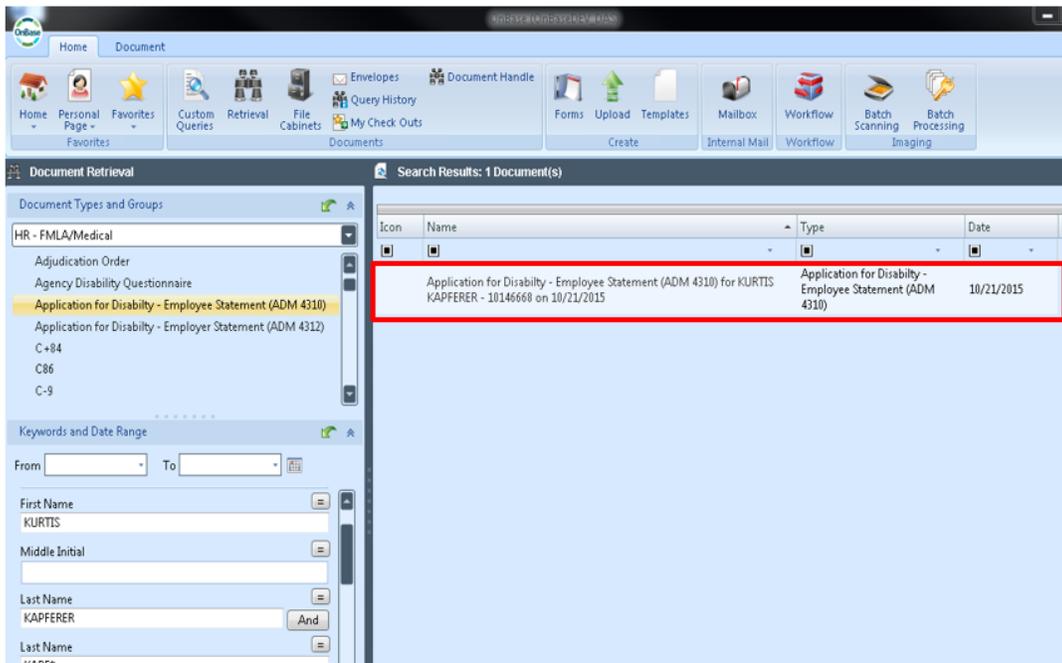
Search Text:

Note Search

Text Search

Find

6. All documents that match the search criteria are displayed in a **Search Results** list.

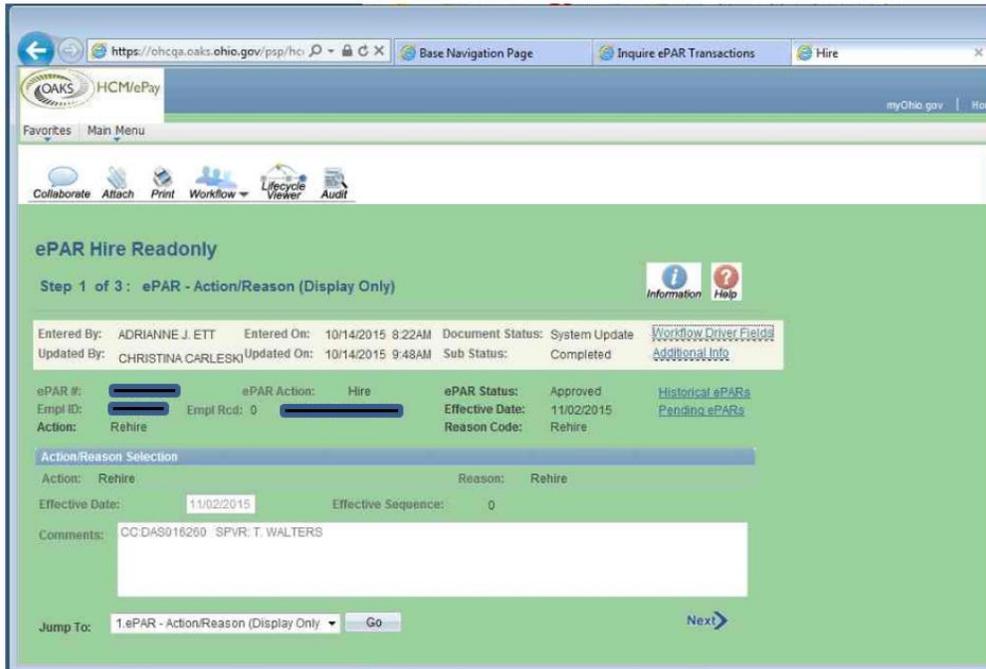


Note:

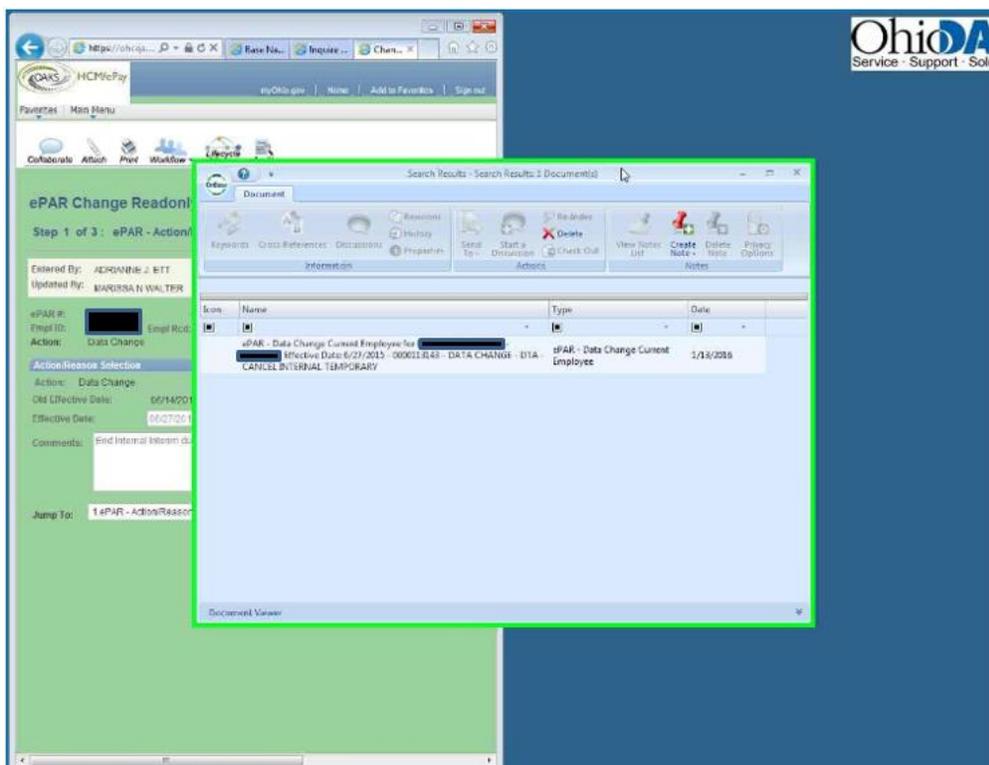
*For Disability, when searching for claims by claim number, make sure you add an * before the number in case there are claims residing in OnBase that contain a claim number with leading 0 (FileNet required this to be done and when the FileNet documents were converted to OnBase, the claim numbers contained additional digit(s)).*

RETRIEVE A DOCUMENT FROM DMS WHILE IN OAKS

Navigate to the OAKS ePAR screen as shown below.



Click on F10 and the screen shot below will appear, double click on the document link to retrieve the document.



VIEWING A DOCUMENT IN DMS

Double-clicking on a document will open the document in a new window with the **Document** tab and ribbon displayed.

**Application for Disability Leave Benefits
Employee Statement**

Please read instructions on page 1 of the application before completing this application.

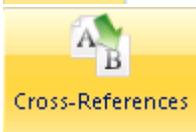
PERSONNEL OFFICE USE ONLY
Date Employee's Statement Received in Office (Date Stamp Preferred)

Employee Name		Date of birth	State of Ohio User ID	
Address	Street	City	State	Zip
Telephone (area code)	Home ()	Work ()	Cell ()	
E-mail		Agency		
Job Title		Date accident or illness began		
Date became disabled	Date last worked	Date of first treatment		
Date of most recent treatment		Date of next appointment with physician(s)		
Describe your disability				
Was disability due to an injury?	If yes, date of injury	How and where did accident happen?		

The State of Ohio DMS solution for Personnel Records solution will commonly utilize the following buttons on the **Document** tab:

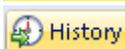


Keywords displays the Add/Modify Keywords pane in the task pane. From this pane a user can view keyword values.

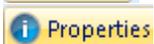


View documents that are related to the current document.

The same document will always be returned with the result set.



View document history



View advanced properties of the current document



Send To displays many options. This option will be used to create new documents, send internal mail, creating files, printing, and sending documents to an envelope.

When using the Send To with saving a file, saving the file name will not save the file to the file location. To make sure the file is actually saved, click the large button.

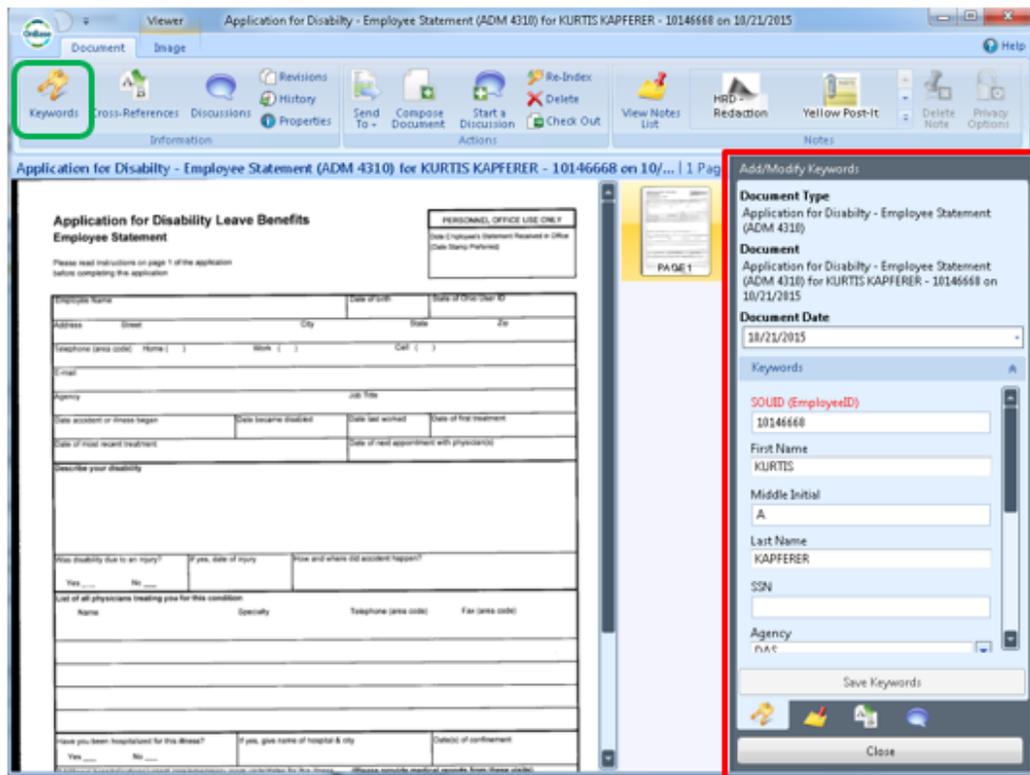


VIEW/ADD/MODIFY KEYWORDS ON A DOCUMENT IN DMS

While viewing a document in DMS, users can utilize the **Add/Modify Keywords** pane to view and make changes to keywords. If changes are needed for the document type, see Re-Index keywords below.

1. While viewing a document click on the **Keywords** button on the **Document** tab to view the **Add/Modify Keywords** pane. Click Save Keywords if modification are made to keywords.

*Note: all required keywords in **RED** must have a value before the system will allow the user to save the keywords.*



RE-INDEX DOCUMENT TYPE AND KEYWORDS ON A DOCUMENT IN DMS

Keywords and the Document Type can be updated or changed by utilizing the Re-Index button in the actions section of the document tab.

1. Clicking the **Re-Index** button from the Document tab will display the Re-Index pane to appear.

The screenshot shows the 'Re-Index' pane for a document titled 'ePAR - Data Change Current Employee for KELSI BURRIER - 10042912'. The pane contains the following fields and data:

- Document Type Group: <All>
- Document Type: ePAR - Data Change Current Employee
- File Types: PDF
- Document Date: 12/17/2015
- Keywords: SOUID (EmployeeID), 10042912, First Name: KELSI, Middle Initial: J, Last Name: BURRIER, Agency: RSC, Agency To: 60, Agency_2: 60, Agency_3: 2220, Location: RSCSCA, Department: (empty)

The 'Re-Index' button at the bottom of the pane is highlighted with a green box.

2. Make changes to the keywords and click **Re-Index** button to save the changes.

*Note: all required keywords in **RED** must have a value before the system will allow the user to save the keywords.*

CROSS REFERENCED DOCUMENTS

Cross references can be created for documents to create links between related documents. In The State of Ohio DMS solution 2 examples of this could be ePARs and their attachments as well as ePerformance documents and attachments. The solution is configured for what are known as circular cross references. This means that you can cross reference ePAR attachments from ePARs and vice versa. The way to view a documents' cross referenced documents is to click on the cross references button in the ribbon on a document you are viewing. On the right hand side a panel will open up showing you documents which share a common ePAR/ePerformance number. The picture below illustrates this. Also note in the cross references pane that there are icons for Keywords, Notes, and Cross References. You are also able to toggle between each of these views from this area of the pane.

The screenshot displays the Ohio DAS ePAR system interface. The main window shows a document titled "ePAR - Data Change Current Employee for ANGELA FLEMING - 10022726: Effective Date: 6/14/2015 - 000...". The ribbon includes sections for "Document" and "Tasks". A red arrow points to the "Cross-References" button in the "Tasks" section. The main content area displays a "Personnel Actions Request" form with various fields and tables. The right-hand pane is titled "Cross-References" and shows a list of related documents. At the bottom of this pane, a red box highlights icons for Keywords, Notes, and Cross References.

Effective Date	Last Day Worked	Position Number	Dept ID	Union Code	Bag Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status
6/14/2015		35001018	043301000	44	22	0	Permanent	Full-Time	A - Permanent & Permanent
		35001019	043301000	44	22	0	Permanent	Full-Time	A - Permanent & Permanent

From	Rate Rate	Comp Rate	Change Amount	Change Percent	Converted Comp Rate
	1.25	21.32	0.10	0.44	21.32
	1.25	21.32	0.00	0.00	21.32

STD HRS (OAKS)	PLSA Status	Empl Class (Retm)	Officer Code
40	Overtime Eligible	REGS	None

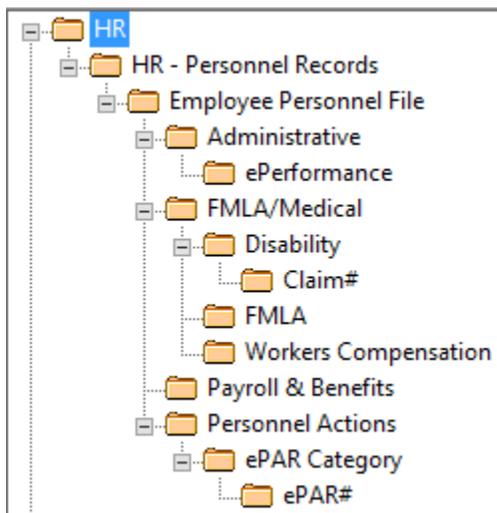
Doc #	Name	Type	Date
ePAR - Data Change Current Employee for ANGELA FLEMING - 10022726: Effective Date: 6/14/2015 - 0000113012 - DATA CHANGE - DTA - PROBATIONARY PERIOD EXTENSION			
ePAR Attachment for ANGELA FLEMING - 10022726 on 6/14/2015	ePAR Attachmen		1/13/15

RETRIEVING A DOCUMENT USING DMS FOLDERS

DMS folders allow users to view and organize documents electronically, as they would with a folder of paper documents, but with the added benefits and security of DMS. Users can access related documents in a way that is familiar, logical, and easy to use.

Because each document can reside in multiple folders, departments that prefer different folder structures can access the same document in different locations. Because there is only one actual document, changes to the document are reflected in all locations, even when the document resides in many folders.

The State of Ohio DMS solution for Personnel Records solution includes several folders:



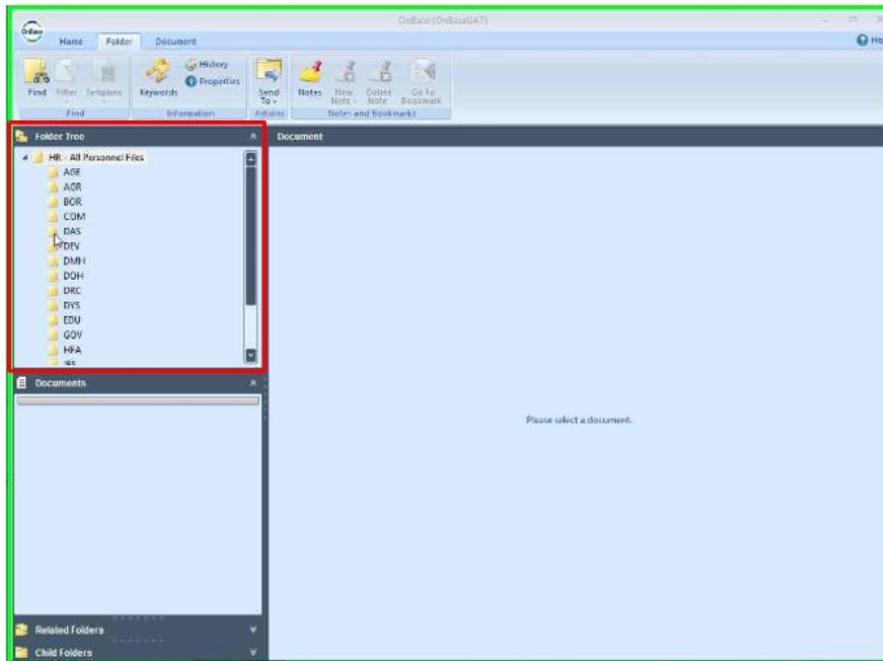
For this example we will retrieve documents through the Folders interface.

VIEWING FILE CABINETS AND FOLDERS

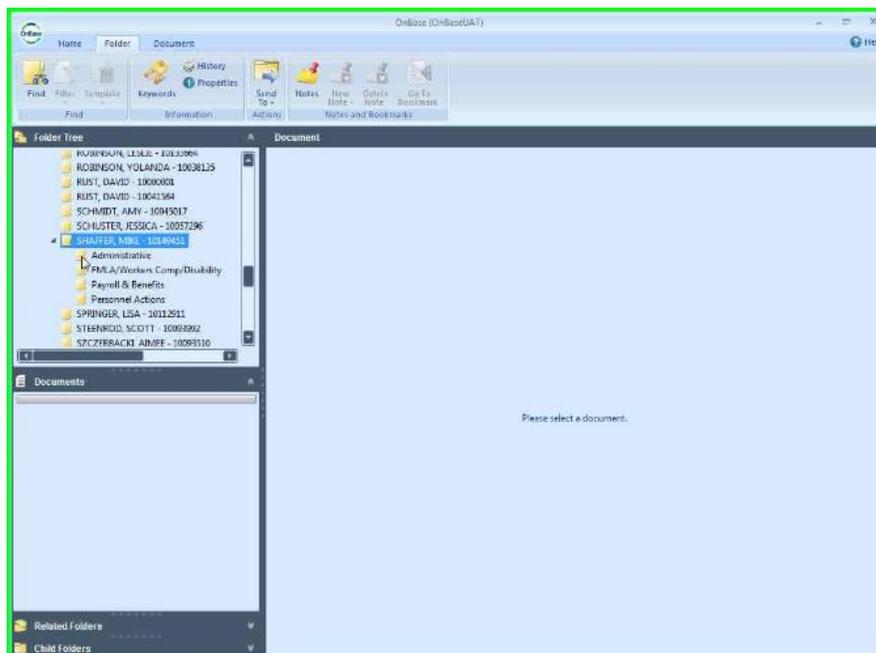
1. To access DMS folders, select the **File Cabinets** button on the **Documents** ribbon.



2. The **Browse Folders and File Cabinets** layout displays all available file cabinets and folders. The **Folder Tree** displays the available Folders.



3. Expanding the HR folder, then expanding HR – Personal Records allows you to see the personnel files for State employees.

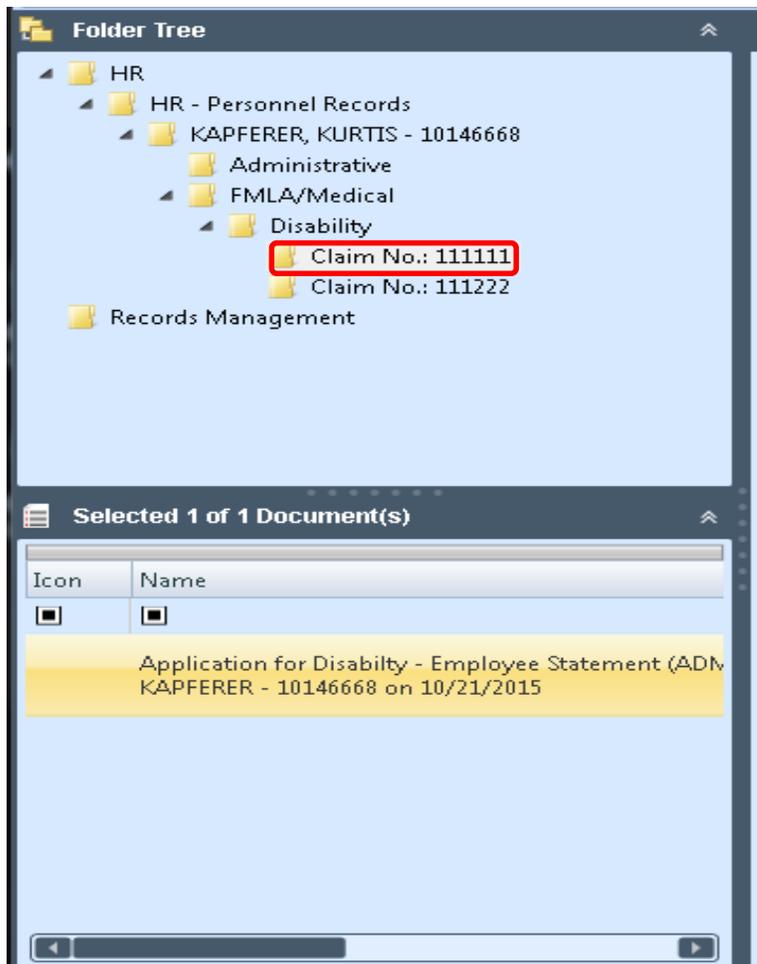


Note: The list of subfolders in the Personnel Record will differ based on what document types are added. Folders are auto created when a document is added to the DMS that belongs in that folder.

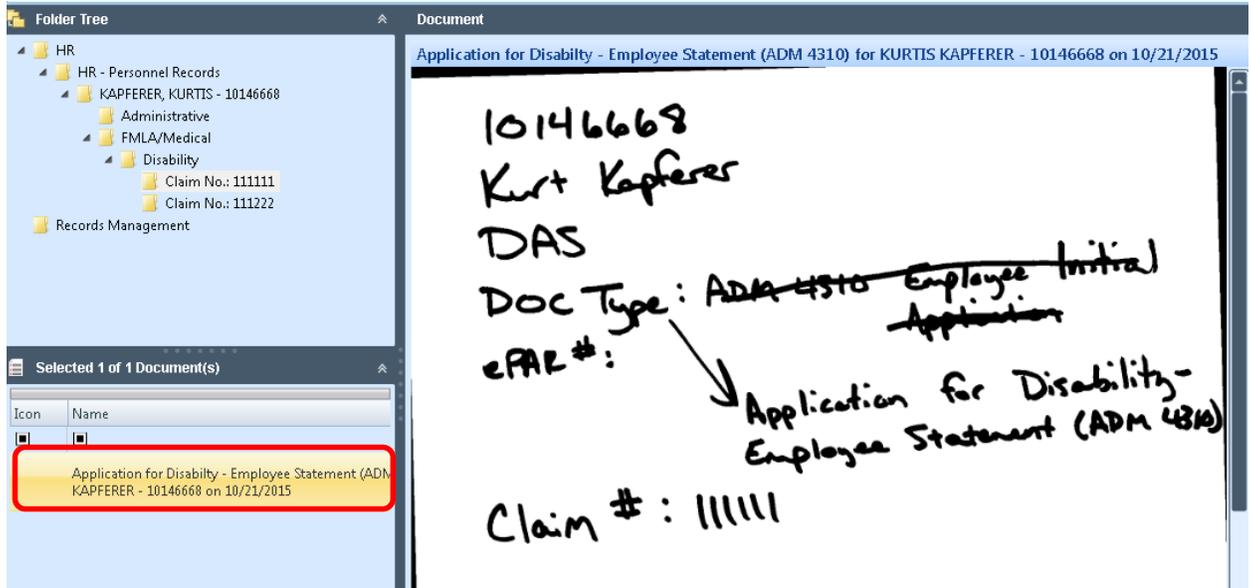
4. Select KAPFERER, KURTIS --> FMLA/Medical --> Disability. The folders displayed under each county represent the different Disability claims made during Kurtis's tenure with the company.



5. Select one of the **Claim folders** to list the documents contained within it in the Documents Pane (beneath the Folder Tree).



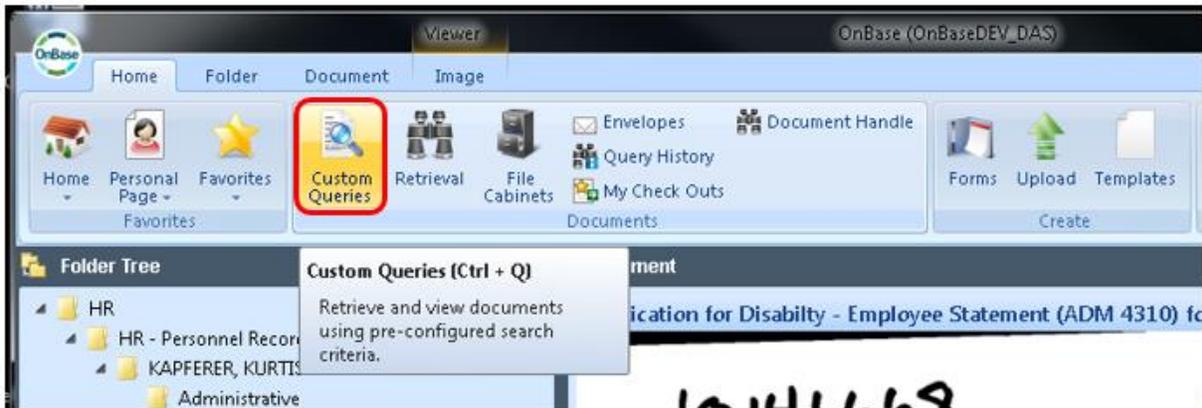
6. Selecting a document in the **Document pane** opens the document in the Document viewer pane in the center of the screen.



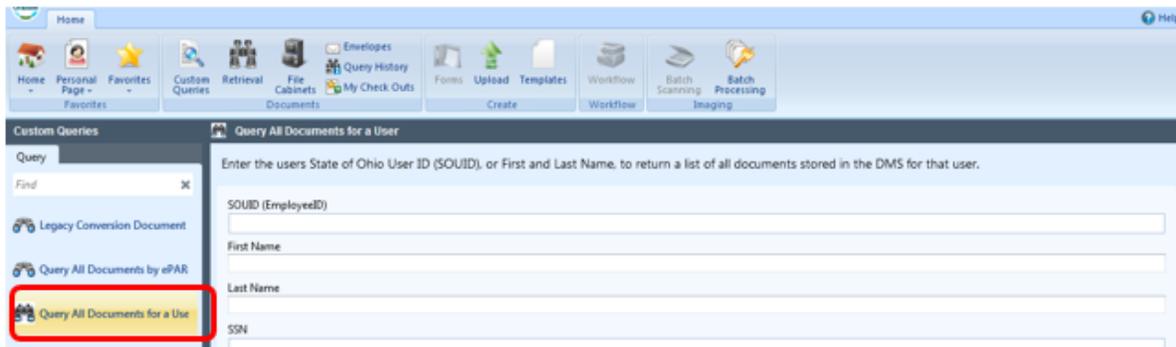
CUSTOM QUERIES

Custom Queries are predefined searches that allow users to quickly search for commonly queried documents based off specific keywords.

Navigate to the **Custom Queries** menu.

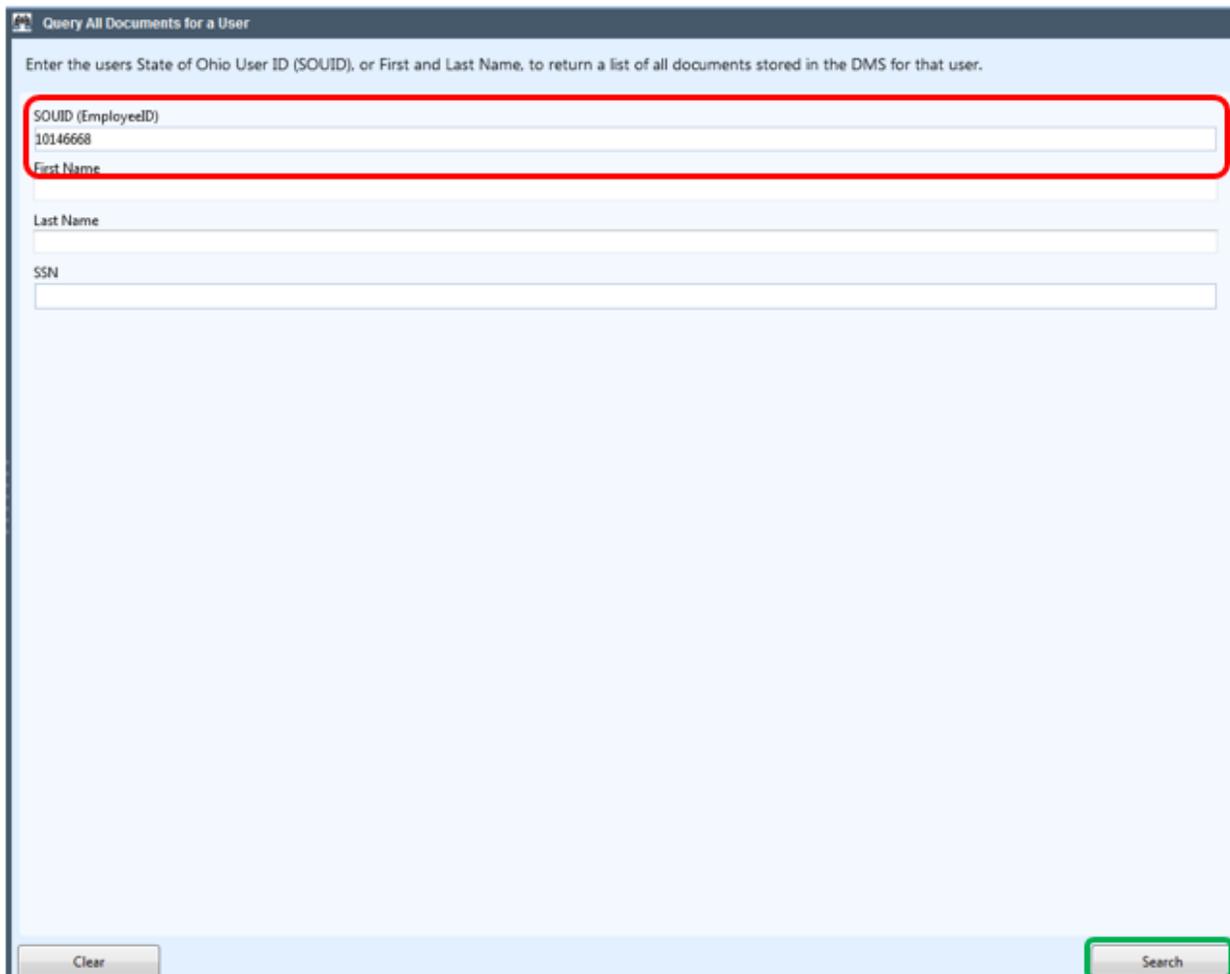


The Custom Queries window opens. Custom Queries can be easily designed and added should future needs require them.



Select a Custom Query.

Enter in **10146668** as the SOUID to return all documents



Select **Search** to execute the query search

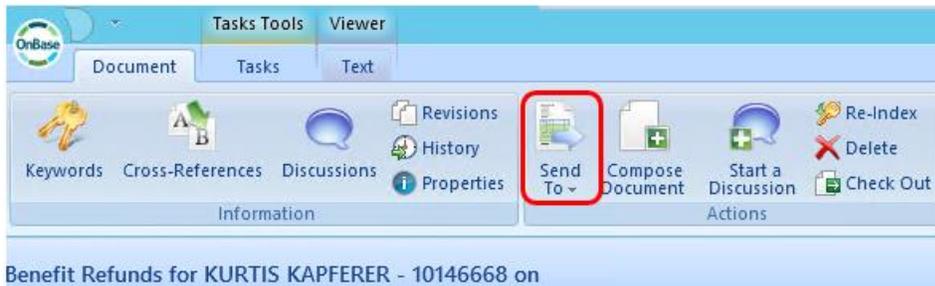
1. Select document to be redacted by double clicking on it in the retrieval list.

Query All Documents for a User ✖

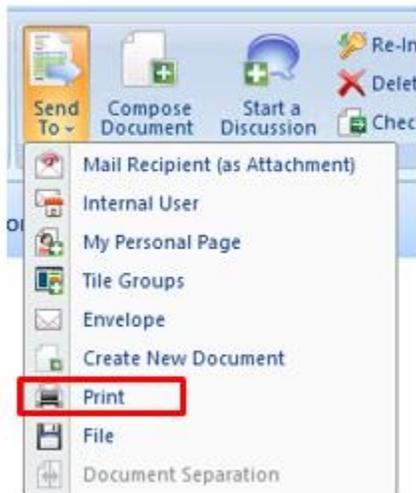
Icon	SOUID (EmployeeID)	First Name	Middle Initial	Last Name	Agency	Document Name
	10146668	KURTIS	A	KAPFERER	DAS	Application for Disability - Employee Statement (ADM 4310) for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Application for Disability - Employee Statement (ADM 4310) for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Application for Disability - Employer Statement (ADM 4312) for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Background Check & Limited Tax Waiver for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Position Description (Emp. File) for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Pre-Employment Packet for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Salary Continuation Request/ Extension for KURTIS KAPFERER - 10146668 on 10/21/2015
	10146668	KURTIS	A	KAPFERER	DAS	Supplemental Report - Employee Statement (ADM 4311) for - KURTIS KAPFERER - 10146668 on 10/21/2015

Printing, Email or Saving to File from the OnBase Unity Client

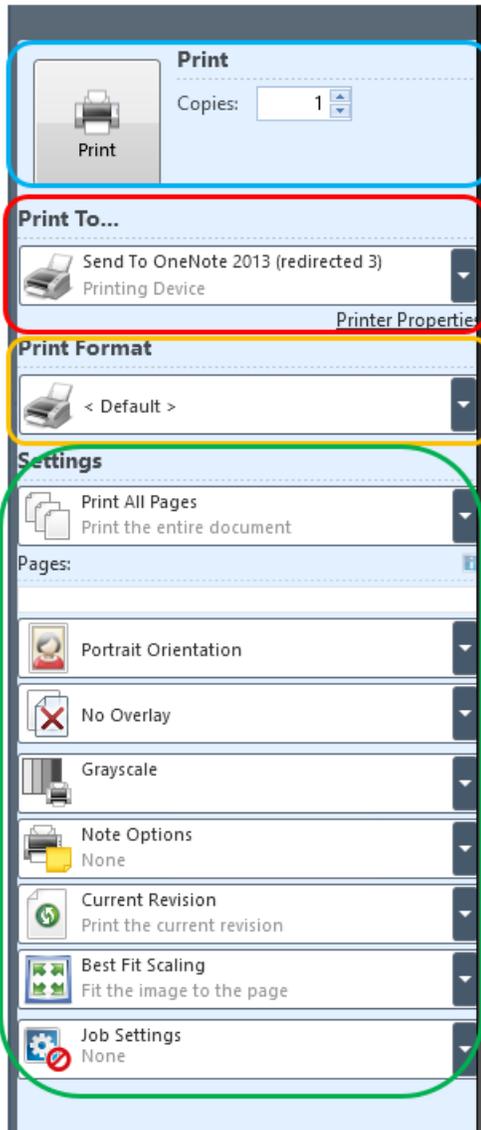
1. Printing, emailing or saving to a file can be accessed through the **Send To** button dropdown on the Document tool bar.



2. Click the dropdown on the Send To button.

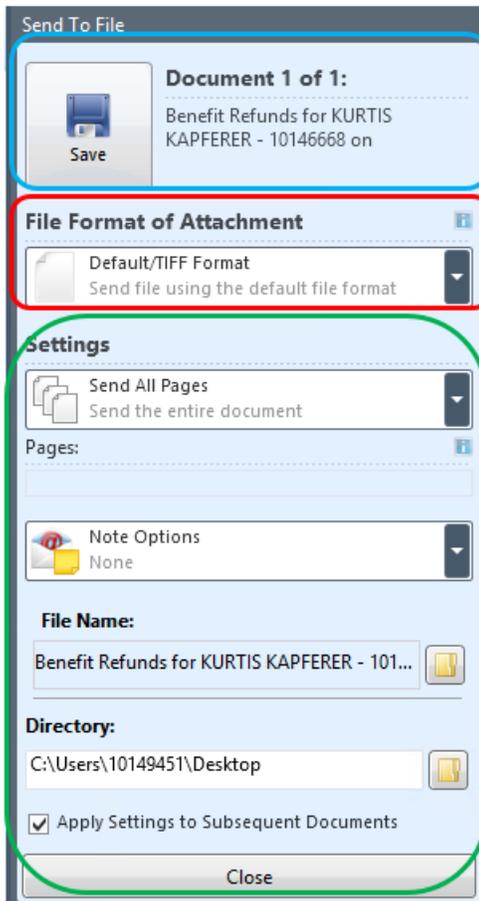


3. Printing – Select Print from the drop down to bring up the Print dialog box.



- a. Select the Print To and find the printer you would like to print to.
- b. Printing format can be left as default.
- c. Settings
 - i. Pages allows the user to select all pages, a single page or a range of pages to print of a document
 - ii. The users can control orientation, overlays, grayscale, notes, revision, scaling using the dropdown features under the Settings.
 - iii. Click Print button to send pages to the printer.
4. Email – Select Mail Recipient (as attachment) from the dropdown.
 - a. OnBase will open the default email client and attach document to a new email.

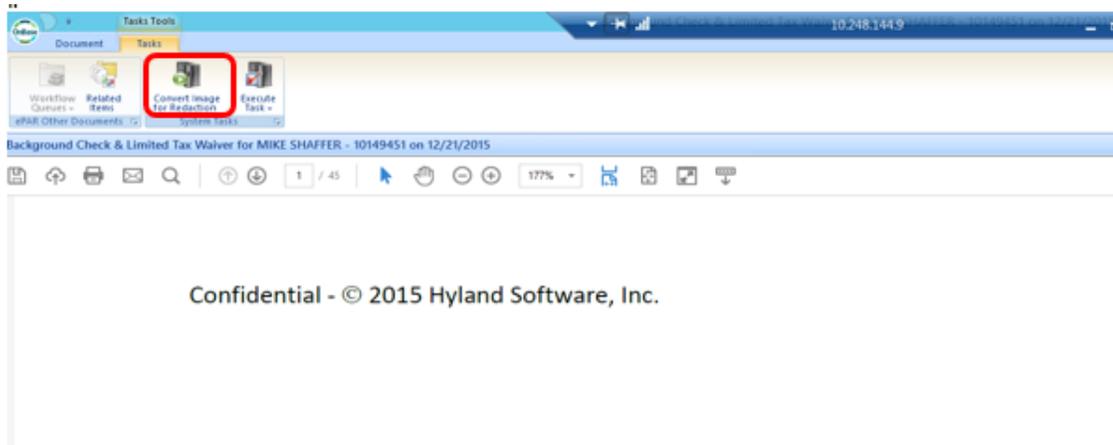
5. Saving document to file – Select File from the dropdown will bring up the Send To File dialog box.



- a. File Format of Attachment – Drop down list provides several formats including PDF, TIFF and Native Format.
- b. Settings
 - i. Pages - allows the user to select all pages or a range of pages to print of a document.
 - ii. Note options – allows the user to save with or without attached notes.
 - iii. File Name – allows users to change the default file name for document.
 - iv. Directory – allows users to change where the file will be saved.
- c. Click Save to save file to local or network share directory.

REDACTION OF A DOCUMENT

1. Before redacting a document, ensure that the document to be redacted is a TIFF image.
2. In the tasks tab click the **Convert Image for Redaction** button if the document to be redacted is a PDF or Word document. This action will convert the document into an image file that is compatible with the redaction process.

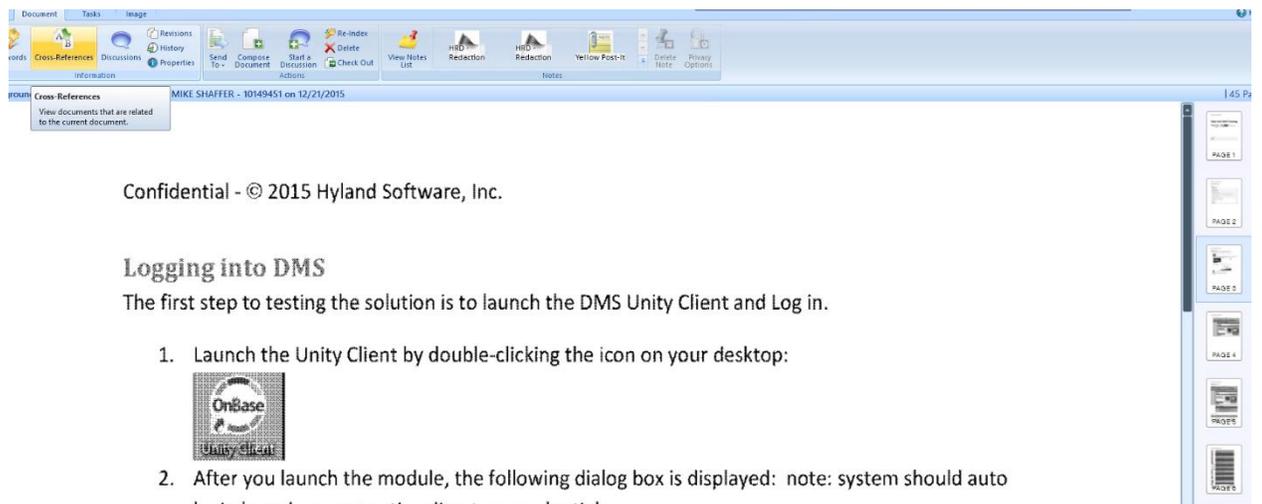


3. Once the image file has been created, on the document tab click the **HRD - Redaction Button** and draw a box around the area that is to be redacted.

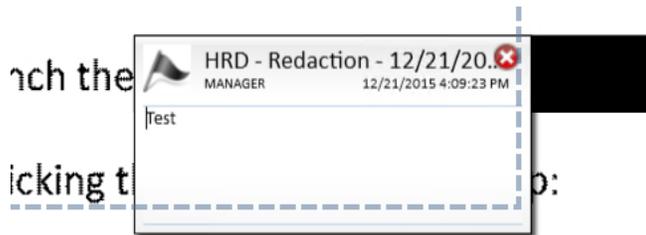
Note: End users may see two HRD – Redaction buttons, the first button in the notes box is reserved for frequently used note types. Either button for redaction can be selected.



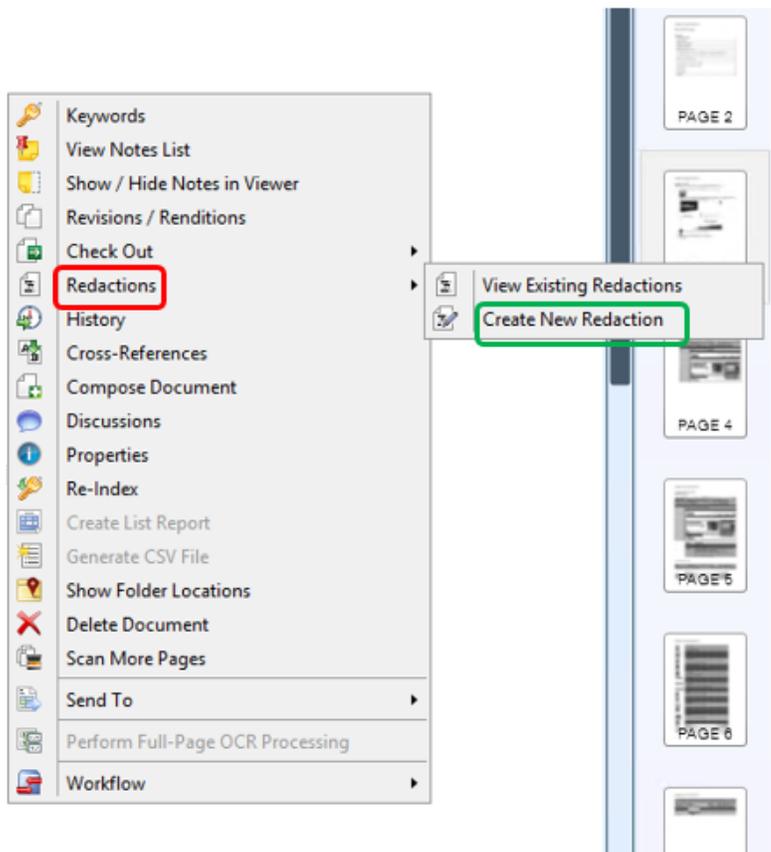
An example is shown below:



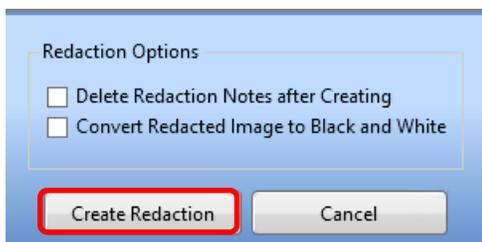
- Once you release the mouse button the user will have the opportunity to make comments on the redaction.



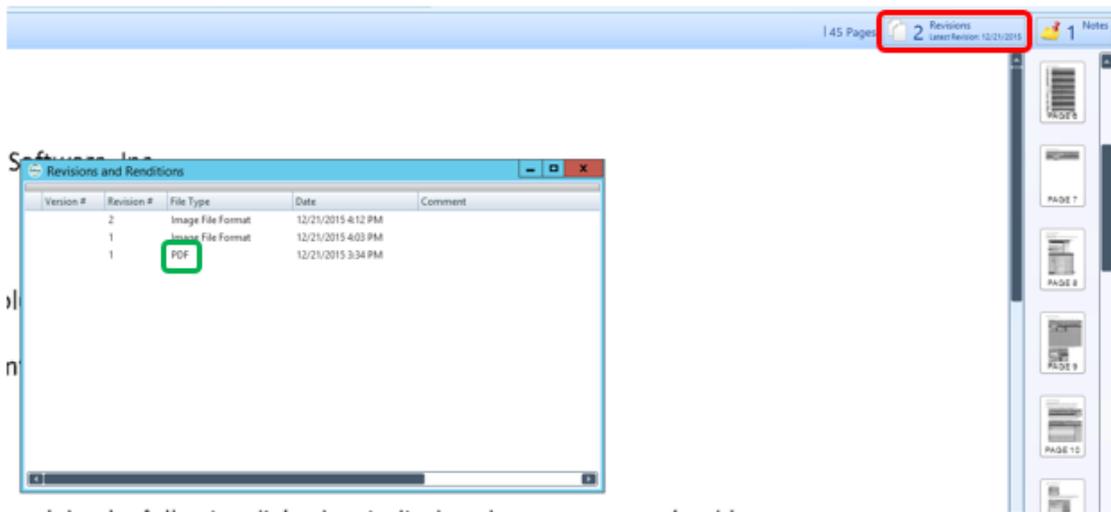
- Once the redactions on the document are completed on all pages, right click on an image in the document and click **Redactions** then click **Create New Redaction**.



- Click **Create Redaction** on the pop up to create the permanent redaction on the TIFF rendition. Click delete redaction notes after creating to delete any note attached to the redaction.

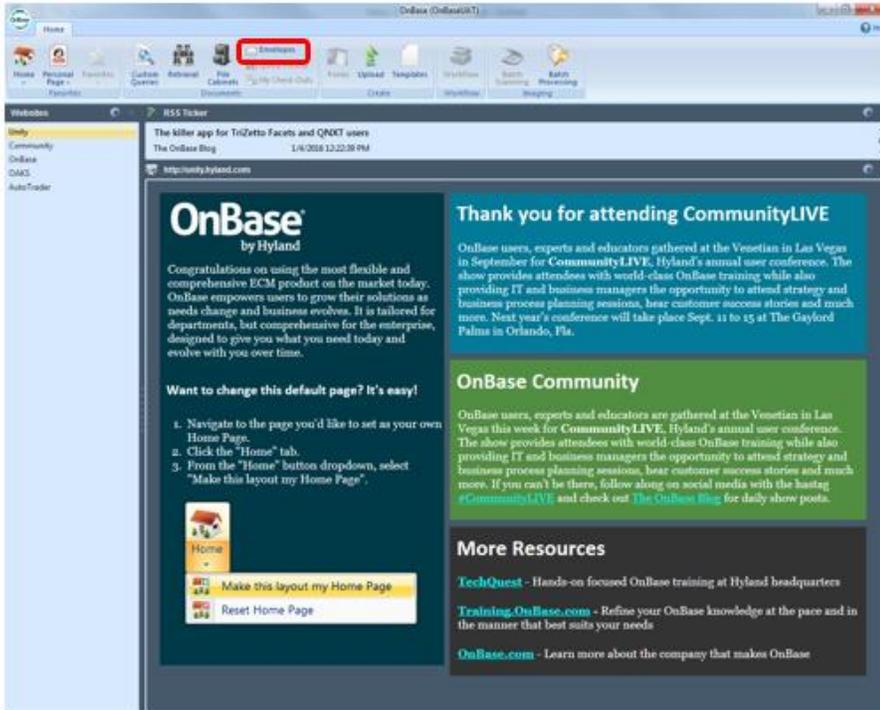


- To switch back to the original image that does not have the redaction click the **Revision** button in top right corner and double click the **PDF** image.

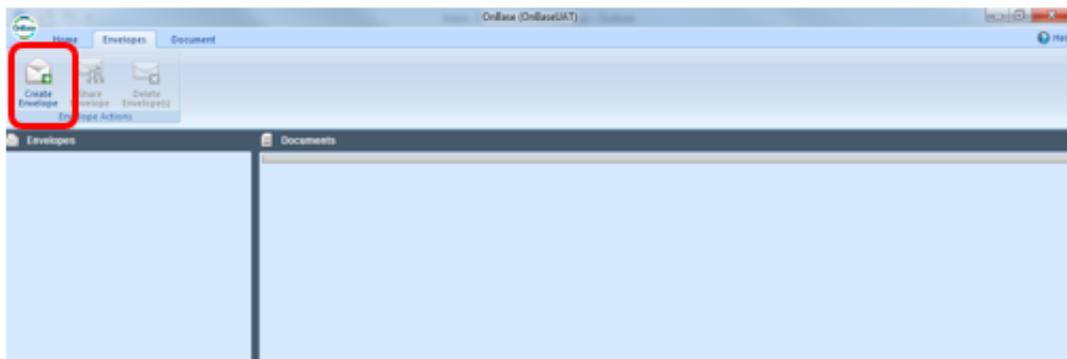


SHARING DOCUMENTS WITH OTHER DMS USERS THROUGH ENVELOPES

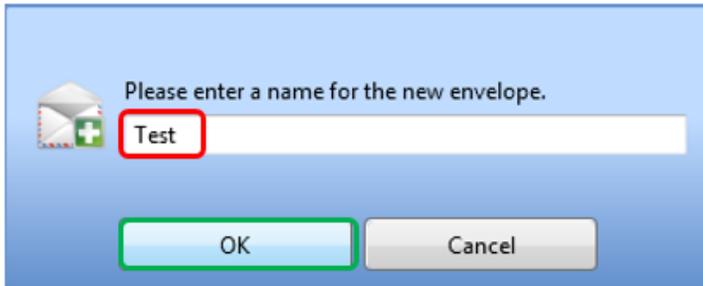
1. Select the **Envelopes Button** on the Header Ribbon.



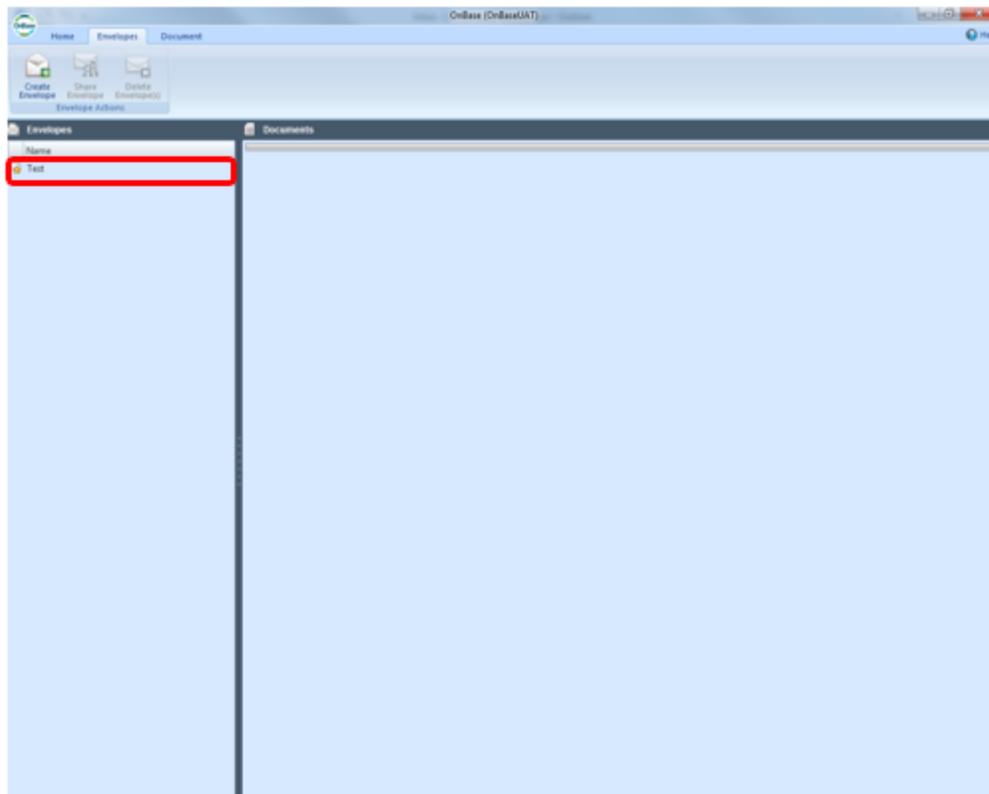
2. Click on the **Create Envelope** Button.



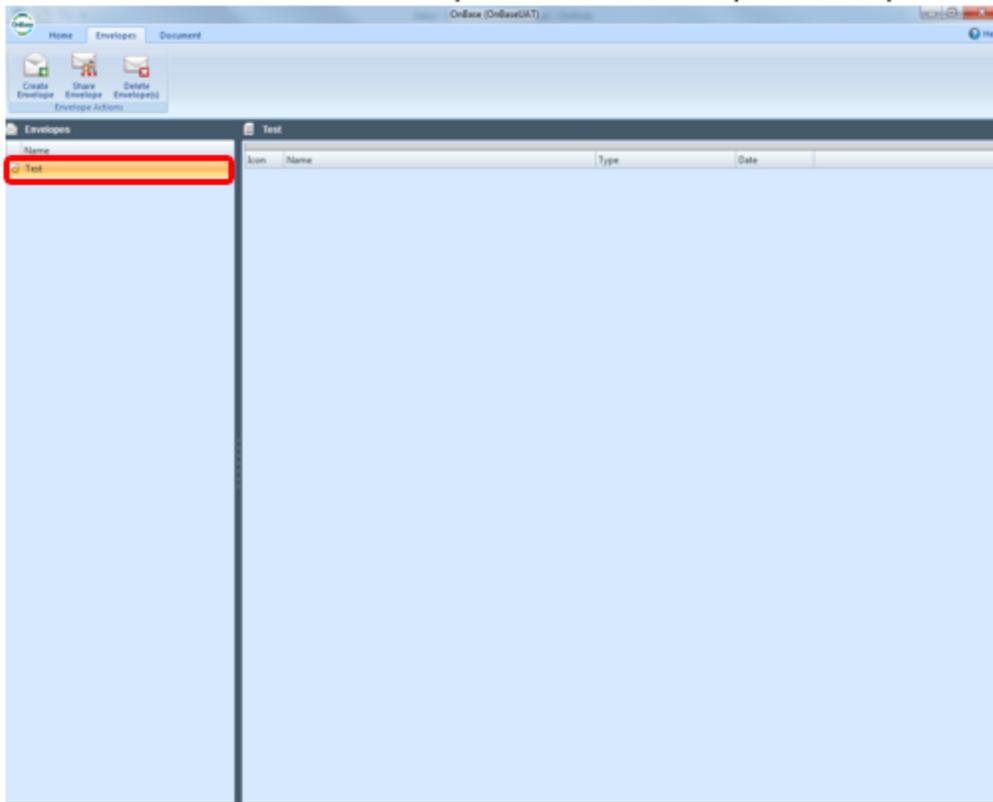
3. **Name** the envelope.



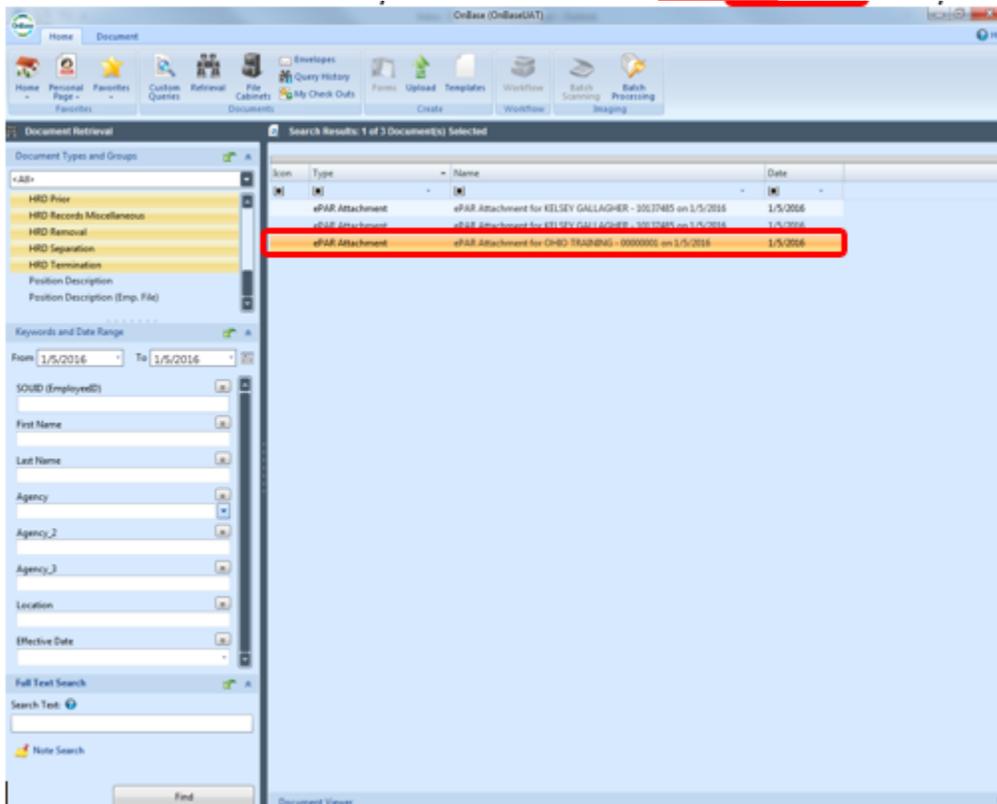
4. Click **OK**.
5. The **Envelope** has now been created.



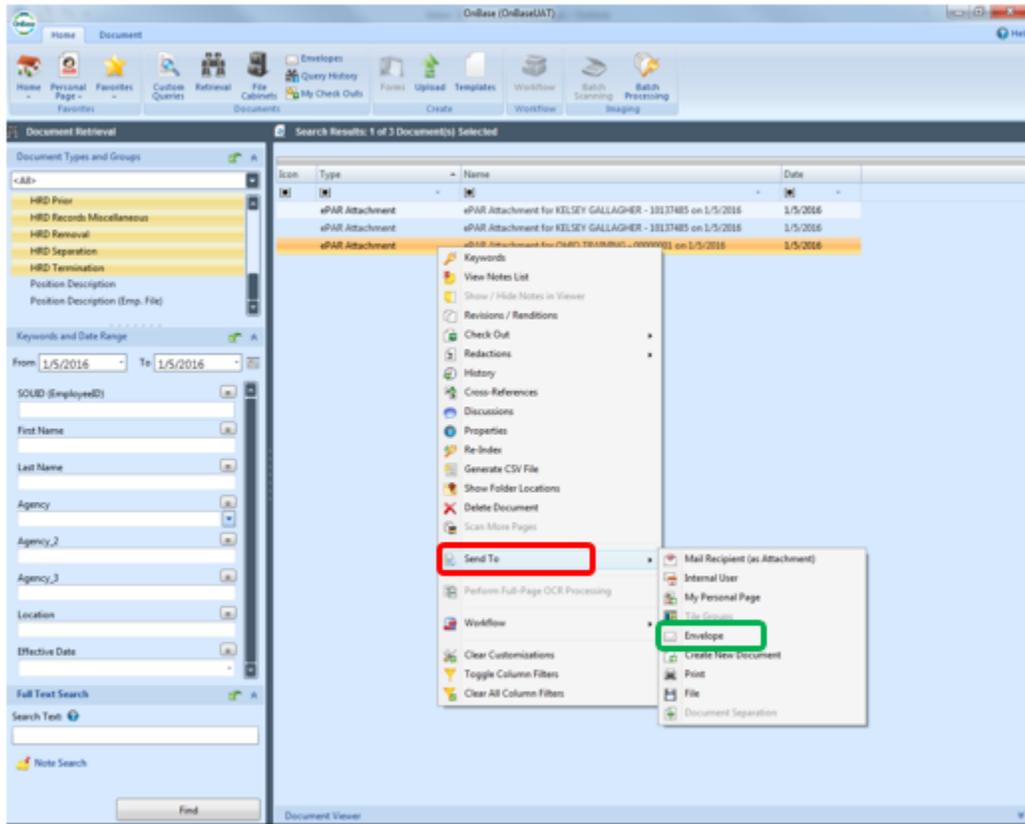
5. You can now add documents that you want to share to your Envelope. Click on the **Envelope**



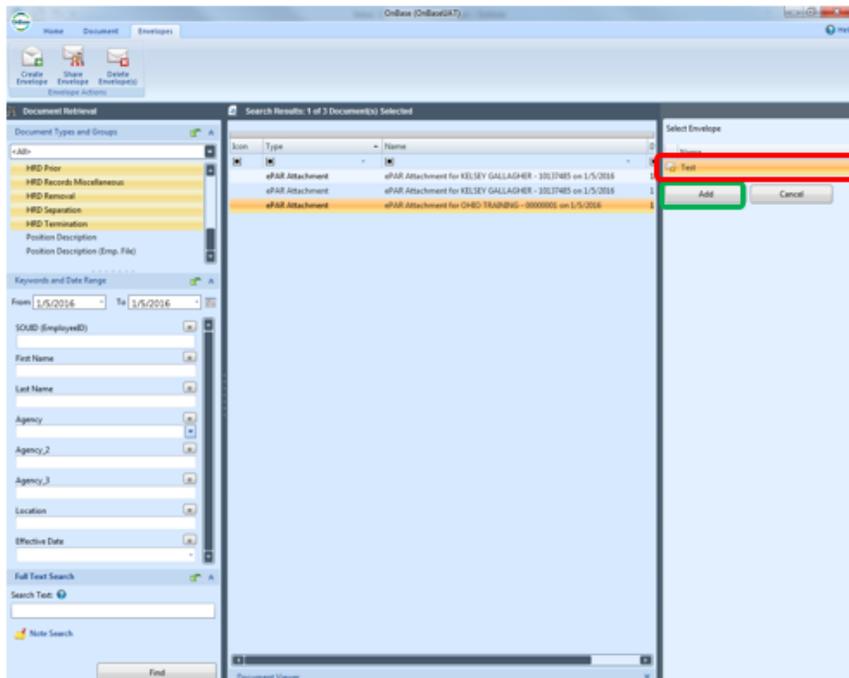
6. Go to Retrieval and retrieve your document. Select the **document** that you want to retrieve.



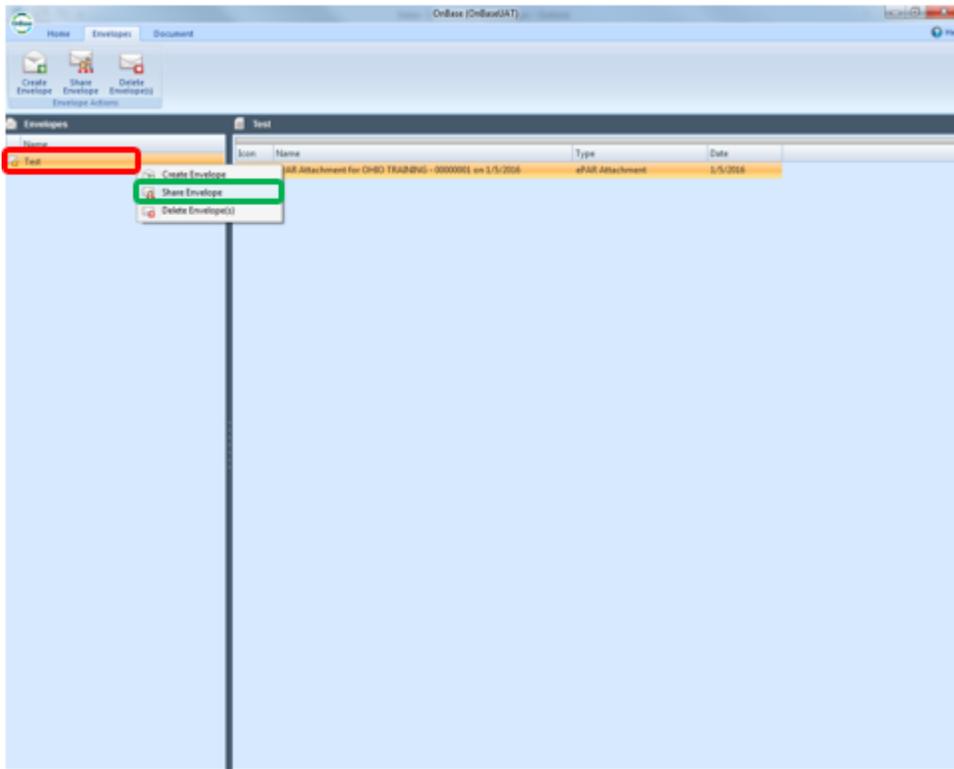
7. Right click on the file and select **Send To** then **Envelope**.



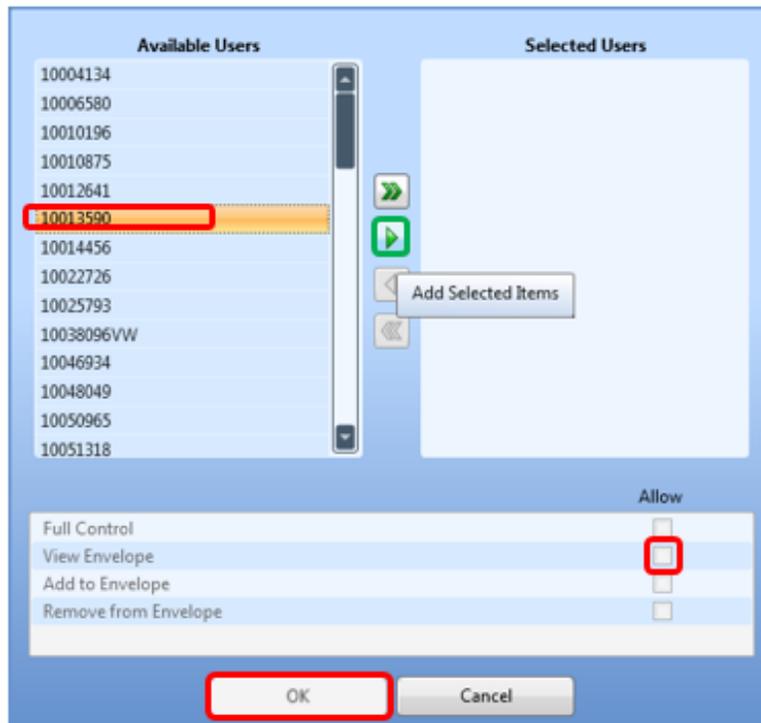
8. Then select the **Envelope** that you want to add the documents too and click **Add**. When go back to the envelope, the document has been added.



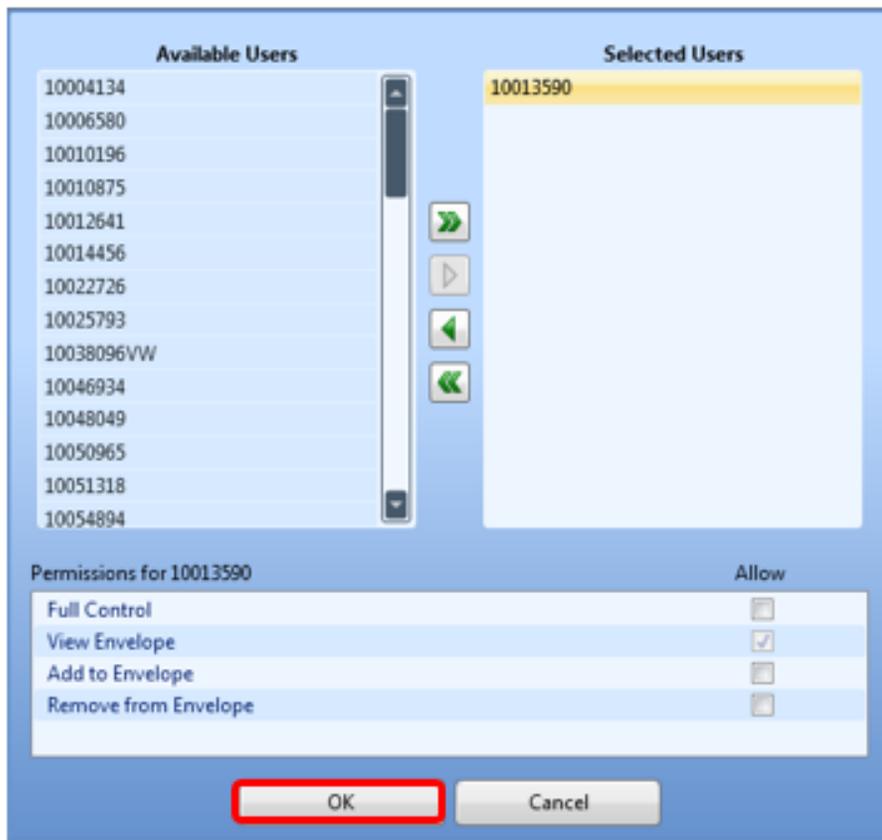
9. You can now share the documents with another DMS user. Right click on the **Envelope** and select **Share Envelope**.



10. Select the other **DMS user** and click on the **Single Green Arrow**.



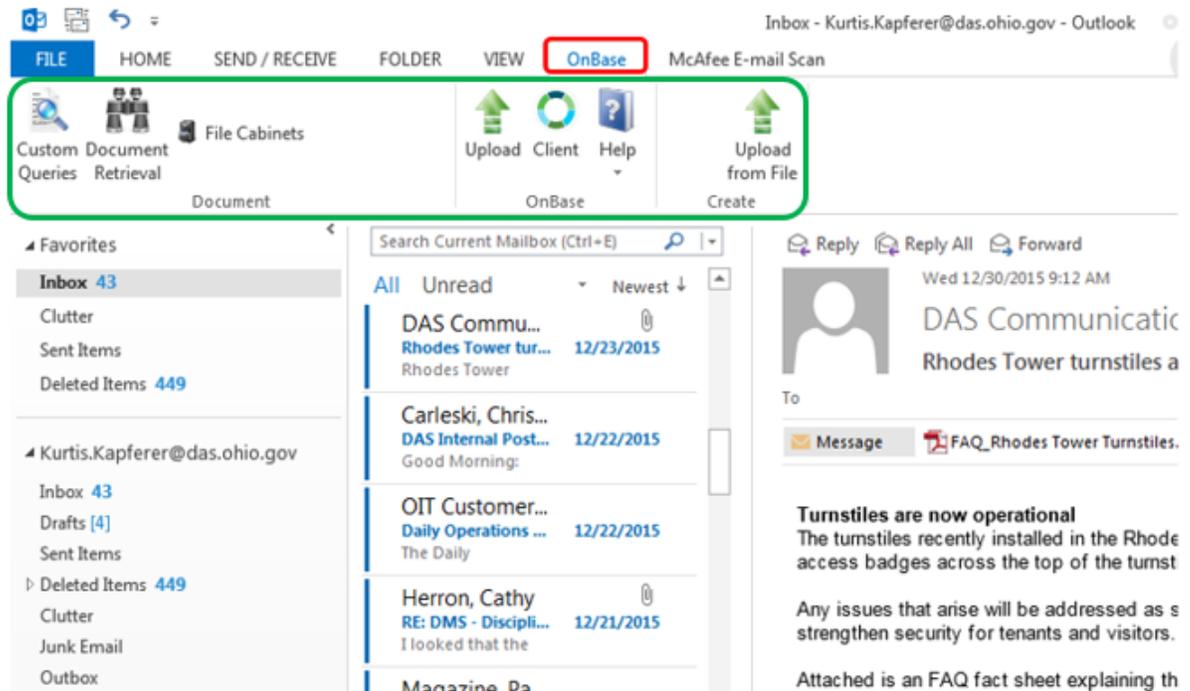
11. Click **Ok**.



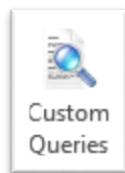
Note: You can grant permissions to users. If you add a user to the envelope they can access the envelope through their DMS. They can also add documents to the envelope for collaboration.

OUTLOOK INTEGRATION

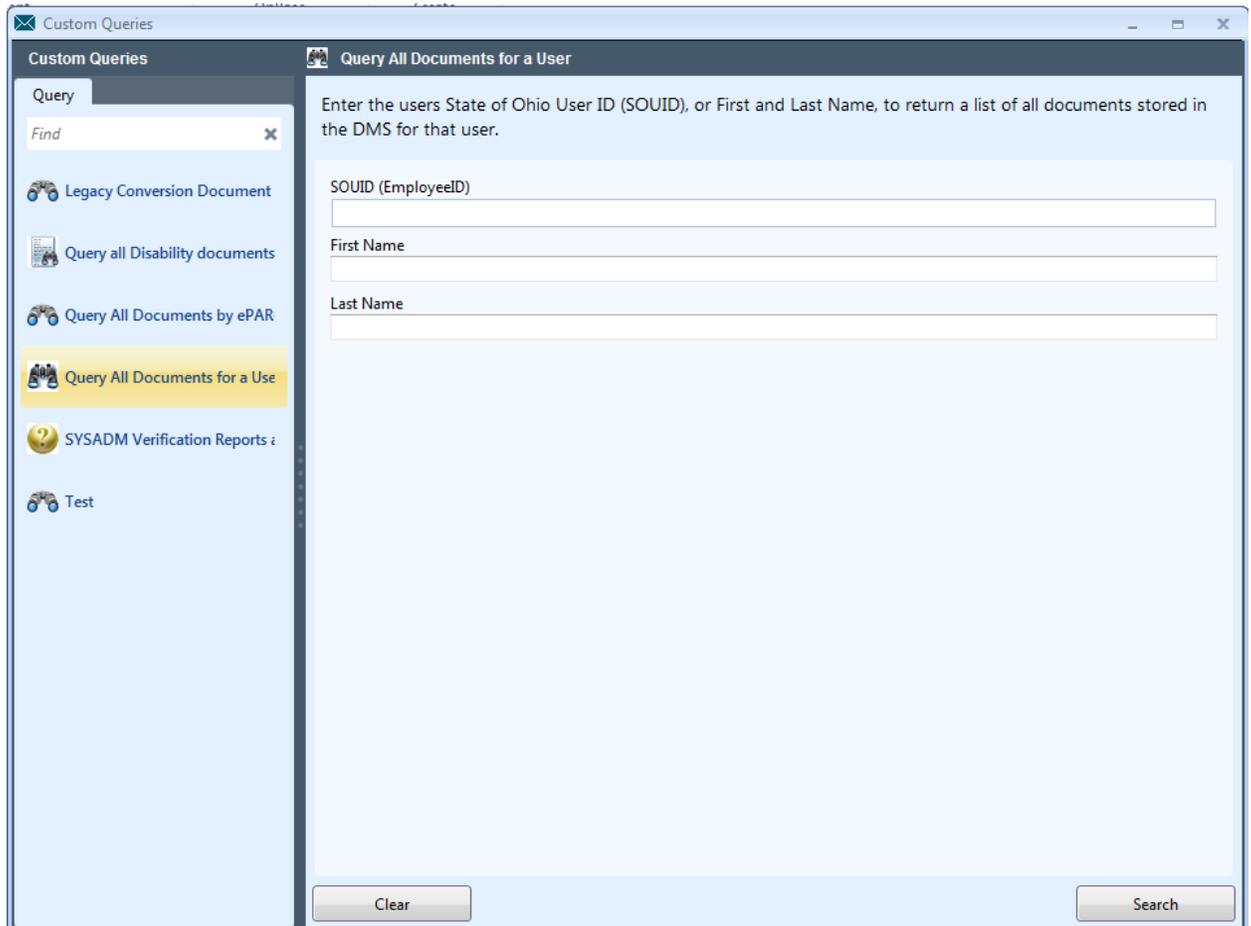
1. In your Outlook client click on the **OnBase tab**
Note: OnBase is not available in Outlook web client



2. The following will explain each button on the **OnBase tool bar**
 - a. Custom Queries – Custom queries can be access directly from the OnBase toolbar in Outlook.
*Note: For more complete information on Custom Queries please see the above section named **Custom Queries***
 - i. Click the Custom Queries button to open a pop up window for OnBase Custom Queries.



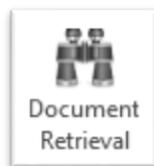
- ii. The popup window will allow you to select the custom query need and perform the search.



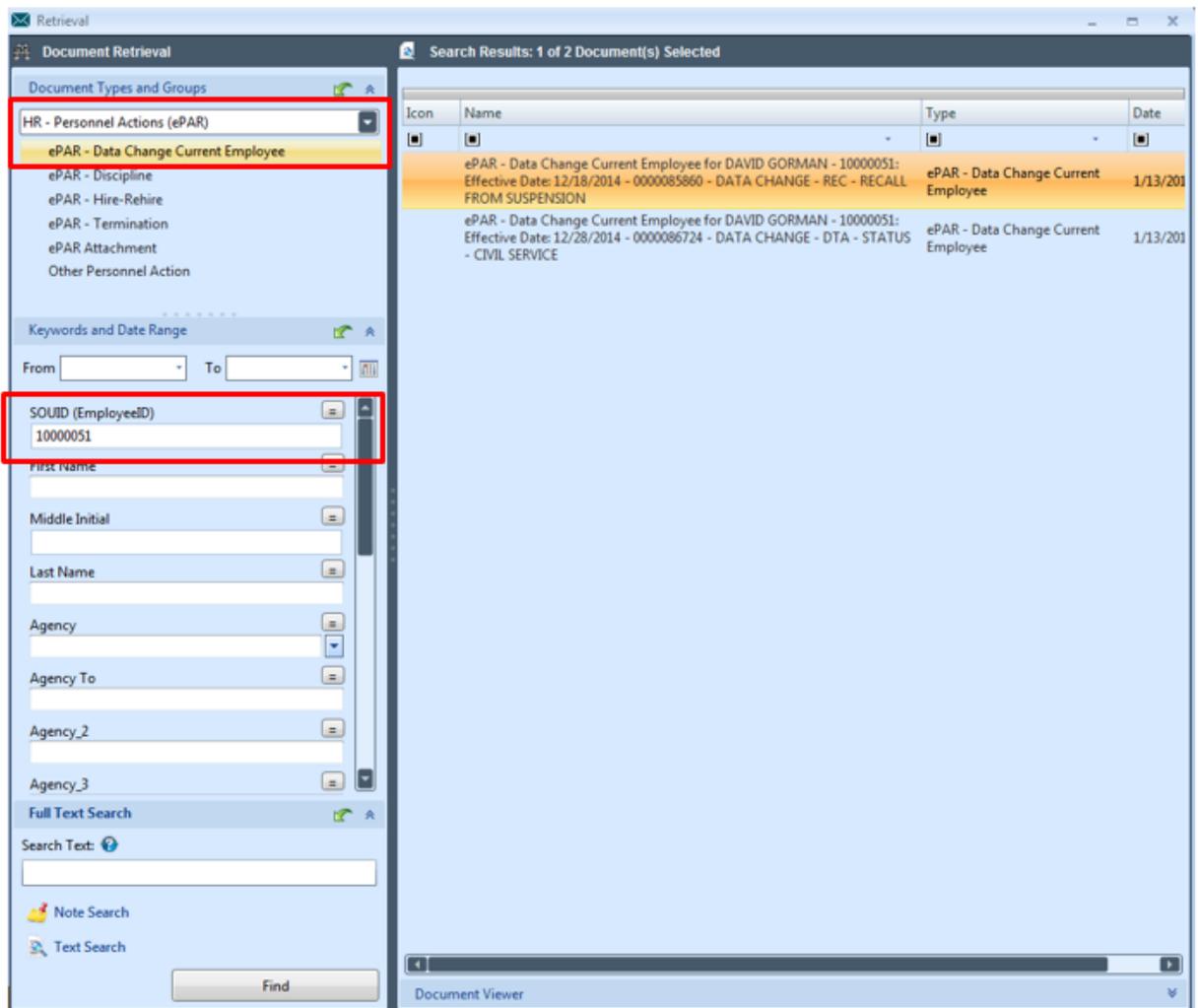
- b. Document Retrieval – The Document Retrieval screen can be accessed directly from the OnBase toolbar in your Outlook client.

*Note: For more complete information on Document Retrieval please see the above section named **Retrieving a Document from DMS***

- i. Click the Document Retrieval button to open a popup window for OnBase Document Retrieval.



- ii. The popup window will allow you to select the document types and enter the search criteria to perform the search.



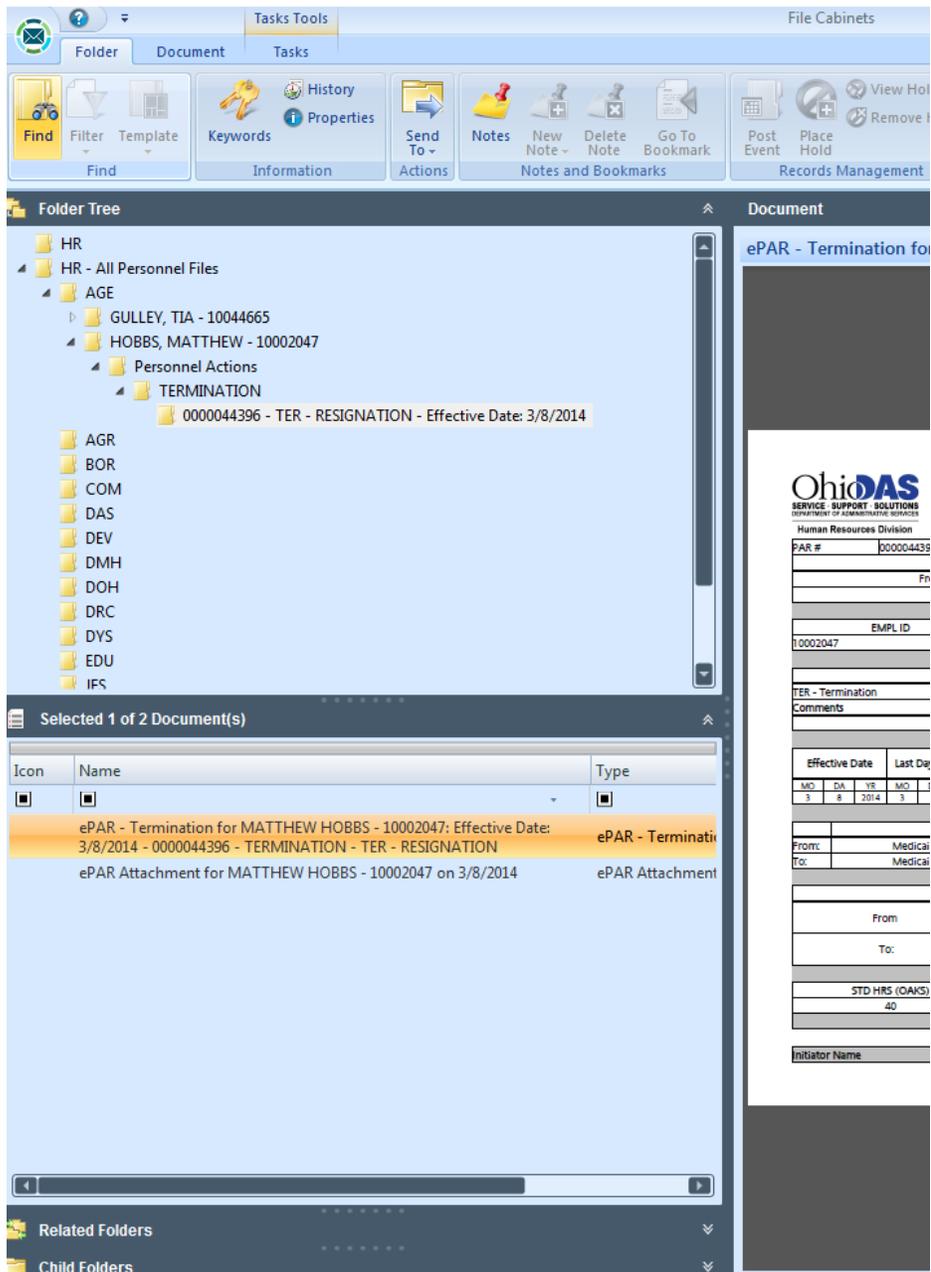
- c. File Cabinets – The File Cabinets screen can be accessed directly from the OnBase toolbar in your Outlook client.

*Note: For more complete information on File Cabinets please see the above section named **Viewing File Cabinets and Folders***

- i. Click the File Cabinets button to open a popup window for OnBase File Cabinets.



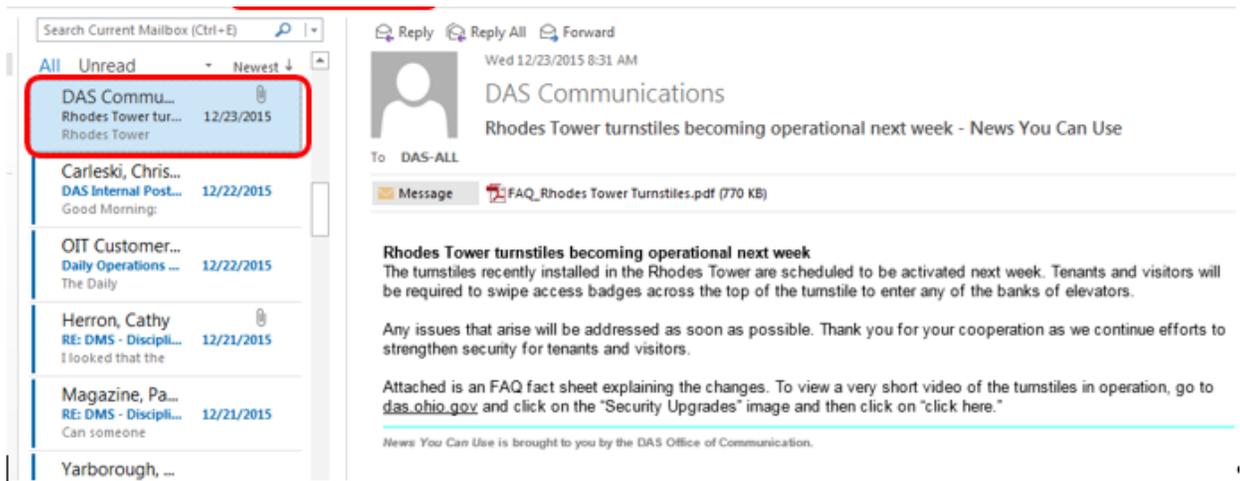
- ii. The popup window will allow you to navigate through the folder levels to find documents.



- d. Upload – This button will allow the user to upload emails and attachments directly into OnBase.
 - i. Clicking the Upload button open a popup window with upload dialog.

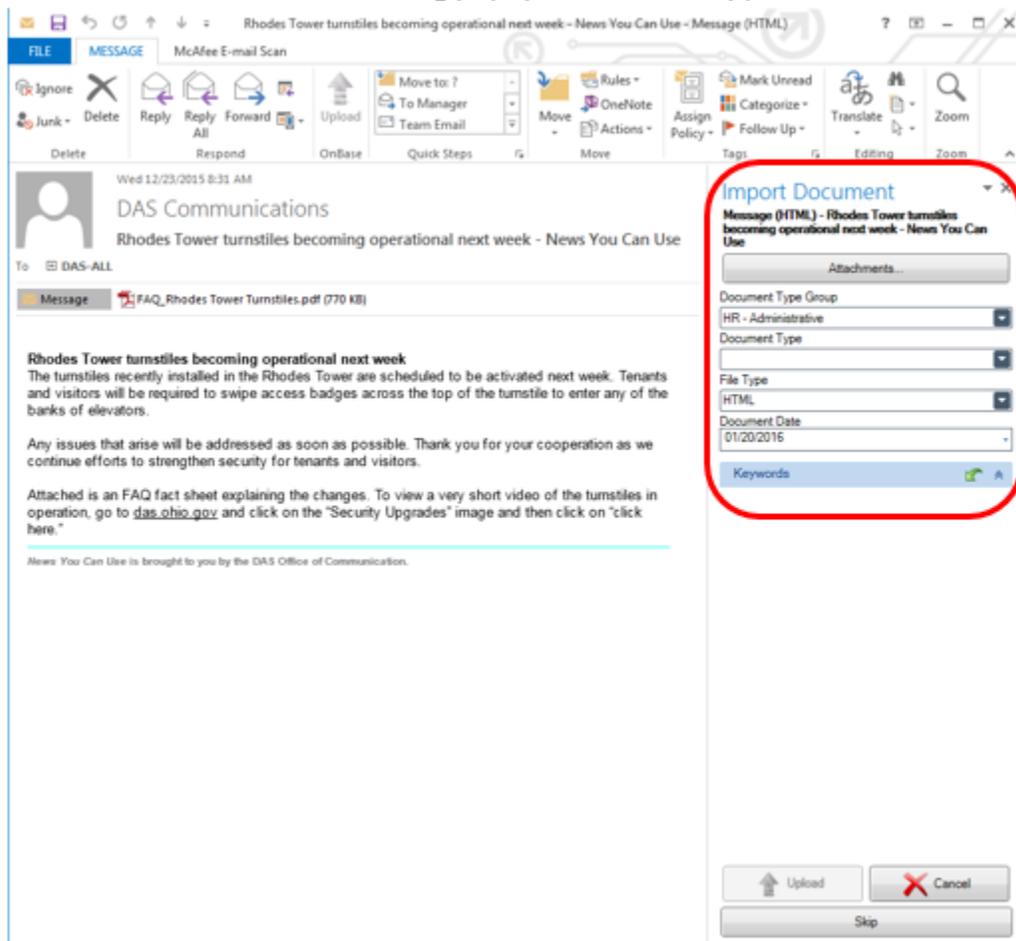


Select the email to be uploaded into OnBase



ii. The following popup window will appear.

ii.→ The following popup window will appear.



- iii. The email and each attachment will be uploaded into OnBase as separate documents. The user will have the option to upload the email or attachments needed by using the skip button.
 1. **Name** of the email or attachment.
 2. **Indexing Criteria.**
 3. **Upload** – to upload email or attachment into OnBase
 4. **Cancel** – to cancel the upload entirely.
 5. **Skip** – to skip uploading the current email or attachment. This can be identified by the Name of the attachment at the top of dialog box.
 6. **Apply to all Attachments** – this applies the same indexing criteria to all attachments.

Import Document [Close]

Attachment - FAQ_Rhodes Tower Turnstiles.pdf

Document Type Group
 HR - Administrative

Document Type
 Background Check & Limited Tax Waiver

File Type
 PDF

Document Date
 01/20/2016

Keywords

SQUID (EmployeeID)
 10149451

First Name
 MIKE

Middle Initial

Last Name
 SHAFFER

SSN

Agency
 DAS

Agency_2
 50

Agency_3
 0000

Location

Apply to all attachments

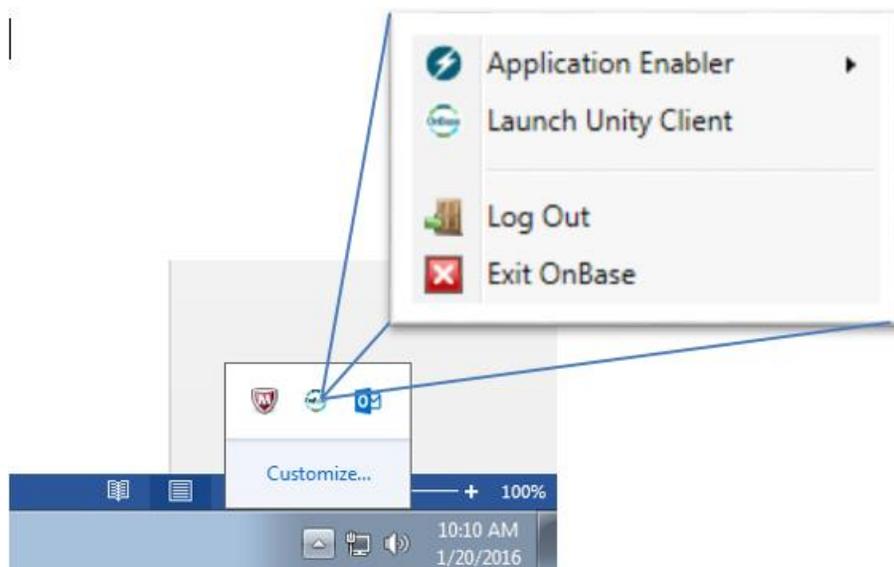
- iv. Once the document is uploaded into OnBase a separate popup window will appear displaying the document.



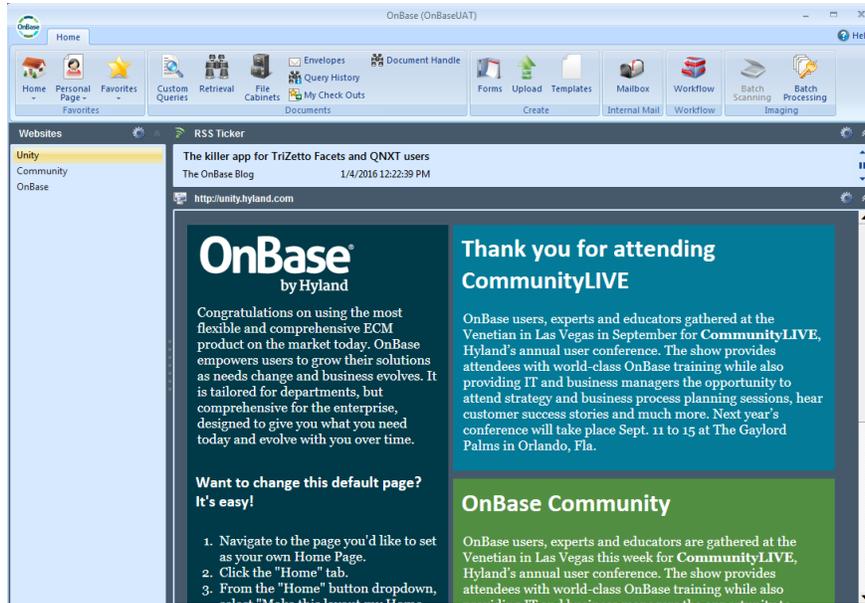
- e. Client - The OnBase Unity Client can be accessed directly from the OnBase toolbar in your Outlook client.
 - i. Click the Client button to open the OnBase Unity Client.



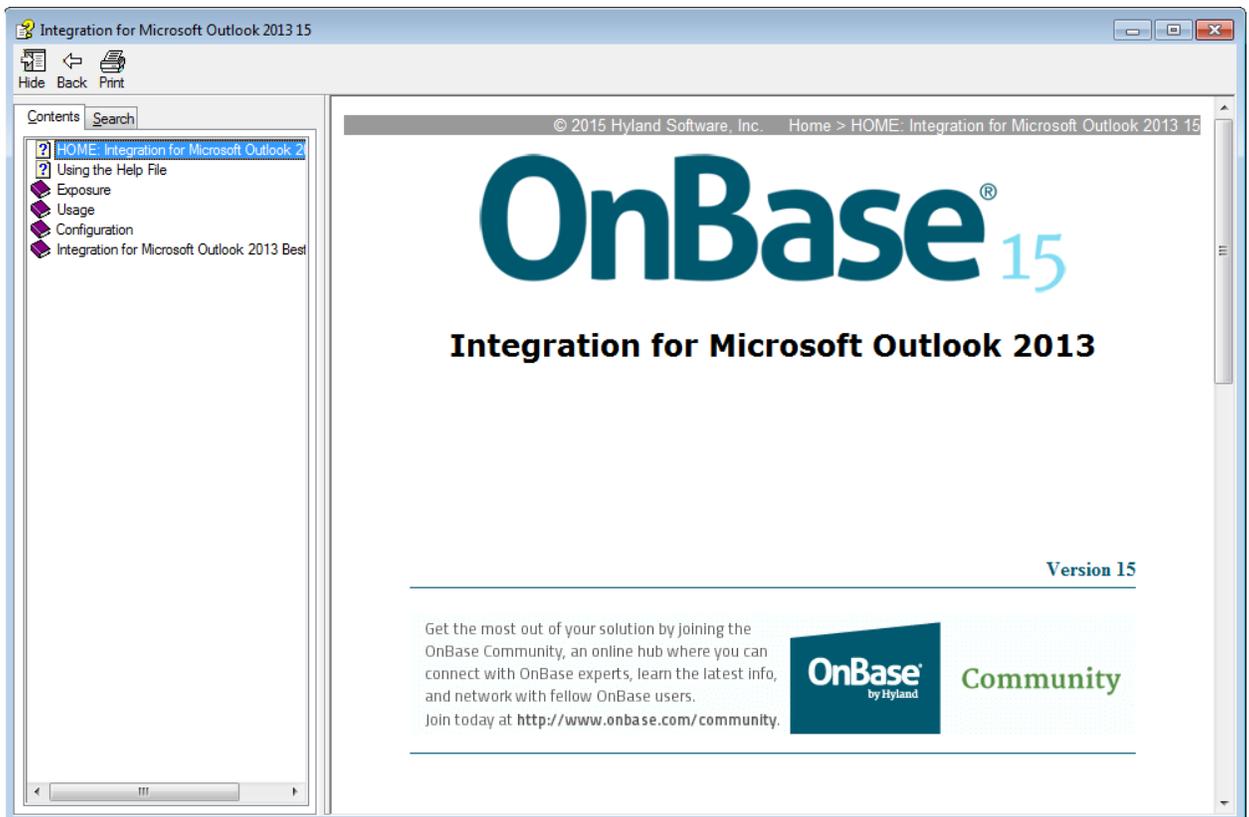
- ii. If the OnBase Unity Client does not open it may be running in your system tray. Right click on the OnBase icon and click Launch Unity Client to open the client.



- iii. The OnBase client should appear in another window.



- f. Help – The Help button will bring up an OnBase help file for Outlook integration.
 - i. Click the Help button to open a popup window with the help file.



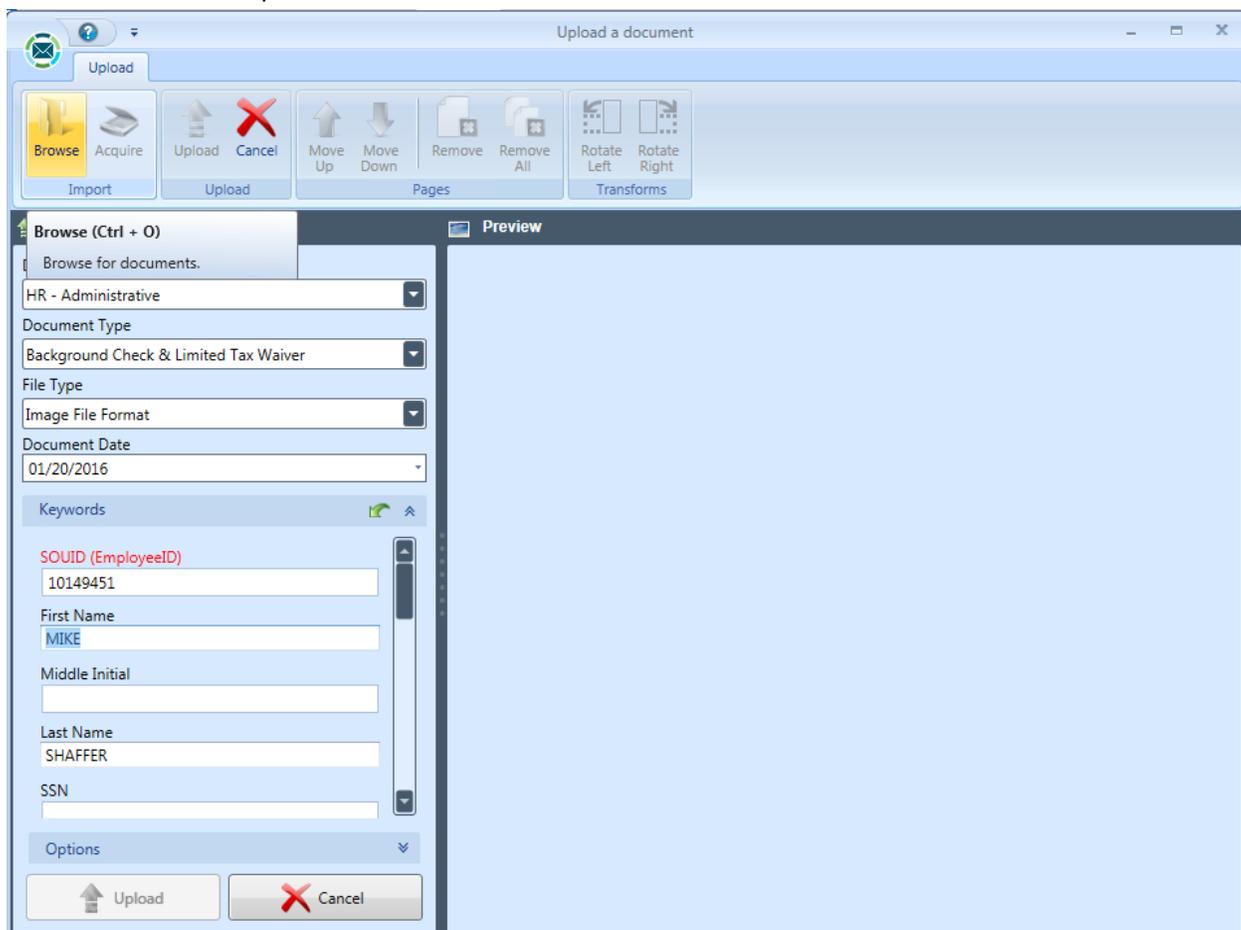
- g. Upload from File – This differs from the Upload button because this button will upload file from a local directory on your computer/network.

*Note: For more complete information on Upload from File please see the above section named **Importing Documents into the DMS***

- i. Click the Upload from File button to open a popup window for the OnBase Upload a document



- ii. The popup window will allow you to index and browse to the file to be uploaded.

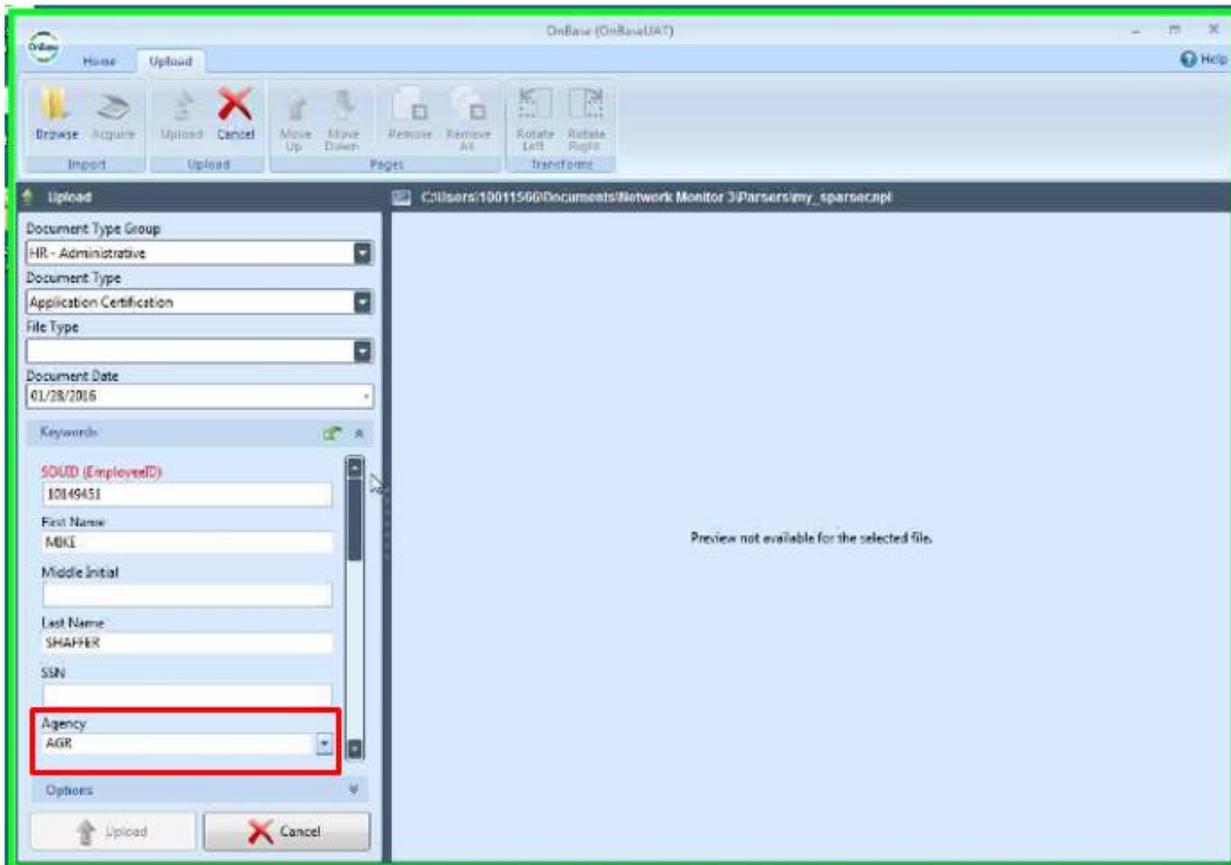


Use Case Examples

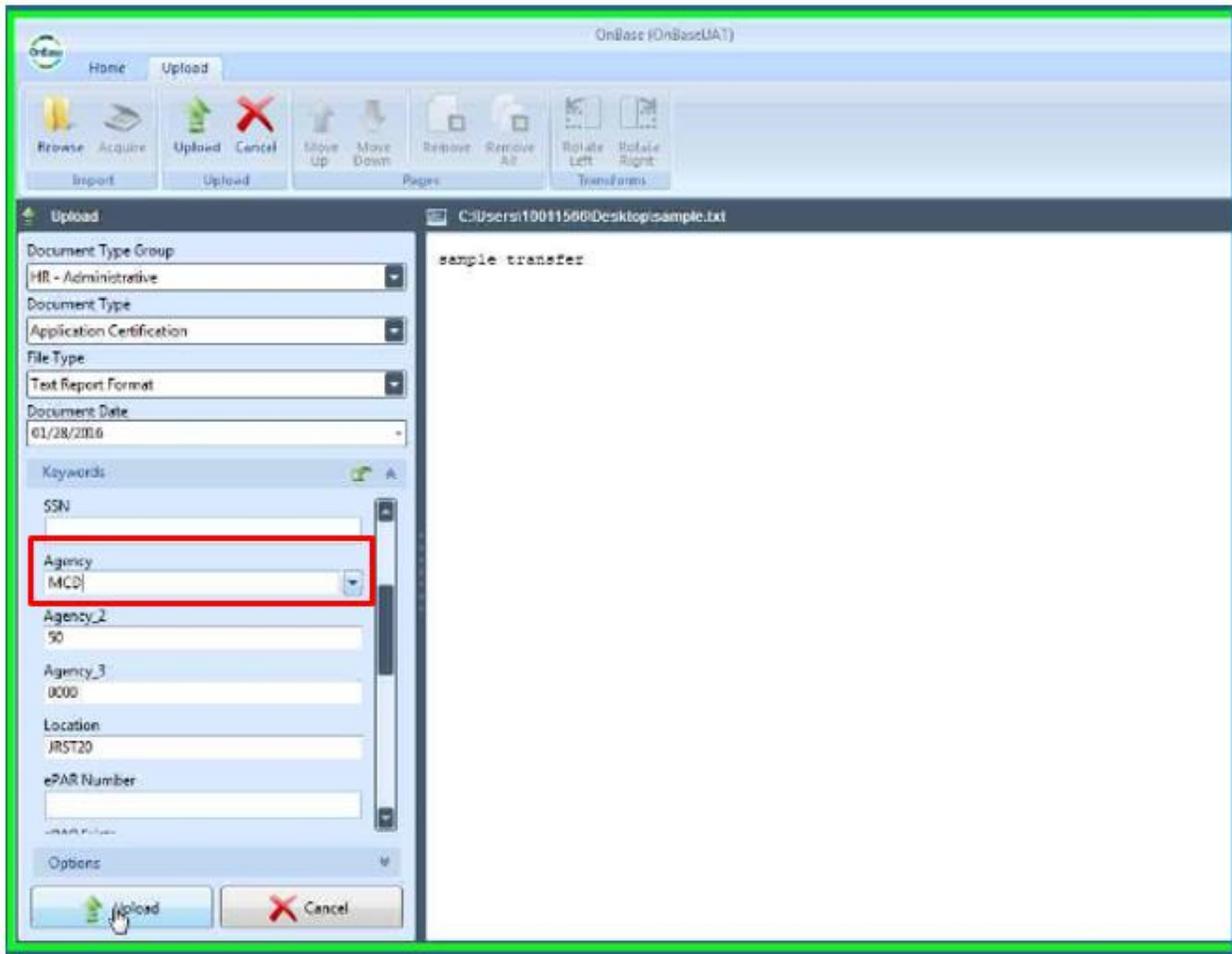
Transfers

If an employee transfers from one agency to another, because the change in active directory is not immediate, any new document uploads for this employee will need to have the new agency manually entered.

Example screen shot is below. In this example, the former Agency listed for this document is AGR.



The former Agency will need to be manually updated to the new Agency



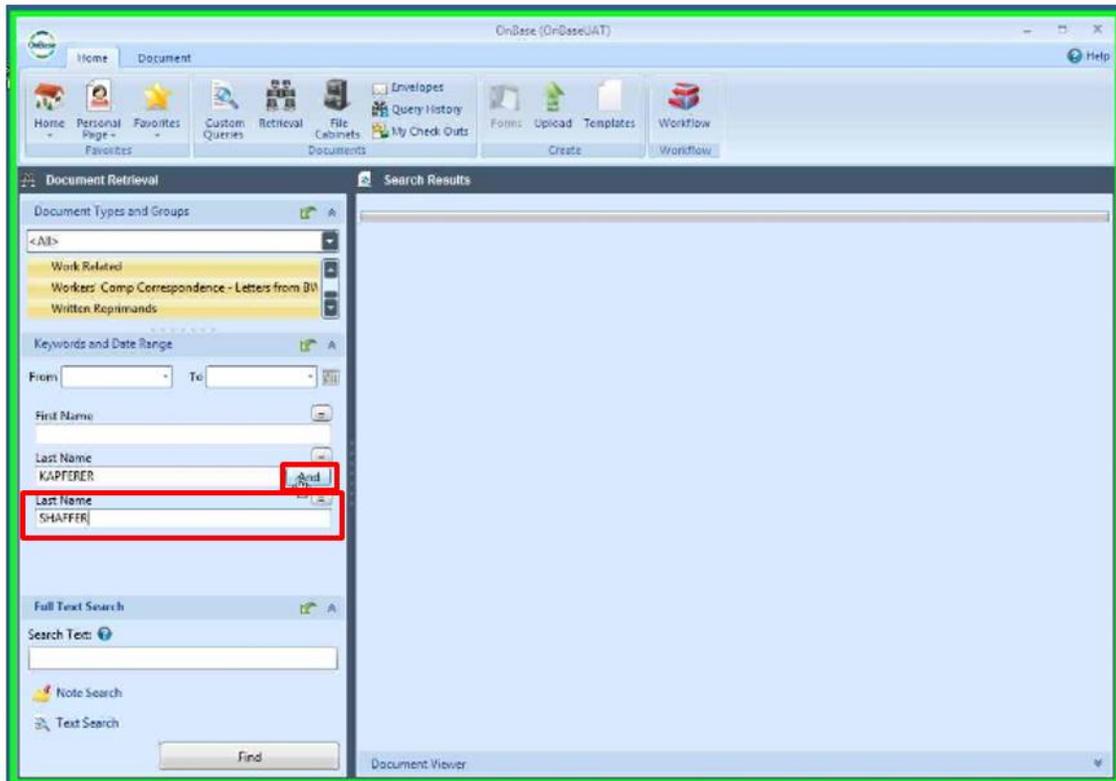
Change Discipline Retention Dates

Talk with your Agency Administrator if the Discipline Document retention period needs to be changed.

Name Changes

When searching for someone in the DMS system that has had a name change, conduct the following steps:

1. Click on the Retrieval button 
2. The best practice for searching for someone who has had a name change is to search for them by the SOUID.
3. If the SOUID is not available, enter the original last name, then hit the F6 button on your keyboard to add an additional last name field and change the "and" button to "or" then enter the new last name and hit search.



DEFINITIONS

AutoFill Keyword Set

AutoFill Keyword Sets are used to automate and standardize data entry. When applied to Document Types, AutoFill Keyword Sets increase the speed and accuracy of indexing, especially when indexing large volumes of documents.

- An AutoFill Keyword Set is a configuration of Keyword Types that includes a Primary Keyword Type and one or more Secondary Keyword Types.
- If an AutoFill Keyword Set is assigned to a Document Type, each set of Keyword Values (the Primary Keyword Value and its corresponding Secondary Keyword Values) can be considered an instance.
- A value entered into the Primary Keyword Type field during indexing of a document triggers the population of the remaining Secondary Keyword Types.

Document

A document is a piece of information that your organization has chosen to store electronically in the system. Letters, contracts, scanned images of contracts, photographs, and e-mail messages are all examples of documents.

Documents can be retrieved based on Keyword Values that are associated with the document. Storing documents in the system eliminates the need for paper documents. Documents can be revised, viewed, annotated, and tracked within the system.

Document Type

Each document that is brought into the system is assigned to a Document Type. Document Types group together documents with similar characteristics. For example, a Document Type of **Judicial Order** might be used to define image files of judicial orders. Document Types allow you to work with groups of documents rather than individual documents. For example, you can limit your document searches to only those documents of a certain Document Type.

Document Type Group

A Document Type Group represents a logical grouping of Document Types in the database. Document Type Groups allow the system to organize, search for, and locate a document more efficiently.

Envelope

You can place any documents you want into an envelope, regardless of whether they have anything in common. When an envelope is opened, it displays a list of documents that have been placed in it. Envelopes provide you with a way to group documents together for easy access. Only the envelope's creator can view that envelope. Envelopes are an alternate way to retrieve documents; the documents remain accessible through standard document retrieval methods.

File Cabinet

A file cabinet is the highest organizational unit in a folder hierarchy. The file cabinet helps organize folders for easy retrieval. You can place DMS folders into different cabinets just as you would physically with paper folders.

Image Documents

Image documents, such as pictures of real estate can come from several native file formats, such as .tiff, .jpg, or .bmp. Once they are imported into the system, they are stored in their native file format. If the file does not have a native file format when imported, it will be stored as the chosen File Type.

Keyword Types

Keyword Types and Keyword Values provide the ability to assign descriptions to documents. Effective indexing and classification of Document Types is essential for efficient document management and retrieval.

The system administrator assigns all Keyword Types to documents in your system.

Every Document Type has associated Keyword Types. For example, the **Warning Letter** Document Type has the **Secondary ID**, **Core ID**, **Program**, and **County** Keyword Types assigned to it.

A Keyword Type may be used for many different types of documents. For example, you can use a Keyword Type Amount for almost any Document Type for which you need to store an amount.

The system administrator sets up Keyword Types for each Document Type.

Keyword Values

Keyword Types and Keyword Values provide the ability to assign descriptions to documents. Effective indexing and classification of Document Types is essential for efficient document management and retrieval.

When a document is indexed, its Keyword Types are assigned Keyword Values. A Keyword Value is the specific value that helps to identify documents in the system.

- Some Keyword Types require their values to be a specific format, such as a date, a number, or a currency value.
- Some Keyword Types will have default values assigned to them, so when you import a document into the system, the default value is displayed in the Keyword Type field.
- Some Keyword Values display automatically on an open document.

Text Documents

Text-based documents have special features available for selecting or searching text. Examples of text-based documents in the system are ASCII files, PCL documents, text renditions of image documents, text-based documents such as checking statements that have been imported into the system, and system reports or verification reports created during processing.

All text documents in the system are read-only, thus the contents of the text documents themselves can never be modified or deleted. The associated attributes however, such as Keyword Values, notes, file types or Document Types, can be modified by a user with the appropriate rights. Users with Delete document rights can delete the whole text document, not delete its contents.

Text documents have specific buttons, which are different from the buttons and options available to image documents.

User

Each person using the system is known as a user. When a user logs onto the system, he or she supplies a unique user name and a password.

This allows greater flexibility for system operation. For example, each user can configure his or her workstation settings with personal preferences.

User Group

A system User Group is similar in concept to a user group on your network. User Groups are granted rights to access system functionality.

Access to various resources, such as scan queues and Document Types are controlled by User Group rights. A user can be a member of multiple User Groups, in which case the user has access to the sum of all functionality granted for each group.

User Groups provide easier administration because new users inherit the access rights of the group to which they are assigned.