

Join Command Alkon and Hyland Software OnBase experts for this all-day **hands-on** session designed for existing OnBase users and administrators. A mid-level working knowledge of OnBase will be required to get the most from this class.

OnBase Version 18

A review of the latest release.

- We will step through each User Interface in detail and show how each could benefit your operation in different ways.
 - Thick Client
 - Thin Client
 - Outlook Client
 - Unity Client
- Other topics
 - Scanning options
 - Workflow features
 - Security
 - Disk Groups
 - System Optimization
 - Data backup and storage
 - Active Directory User Management

OnBase Mobile

This session will provide hands-on configuration and operation of OnBase on common mobile device platforms.

- iPad
- iPhone
- Android phone or tablet

Please bring your mobile device.

ShareBase

Hands-on configuration and operation of the new ShareBase module from Hyland. You can use this technology to extend your OnBase system out to suppliers, customers and partners. This technology can also be used to distribute customer invoices and statements without the challenges of the ever-changing security that tends to make email distribution difficult.

OnBase Configuration

How to allow some users the ability to manage and configure some parts of OnBase to relieve basic management from Administrators.

COLD Import Process

This hands-on lab will take you through adding a document to OnBase and using COLD or PDF Import to capture keywords from the document and import the document into OnBase.