The Payoff

- Improves project management with quick access to critical information
- Mitigates risk with simplified management of critical content
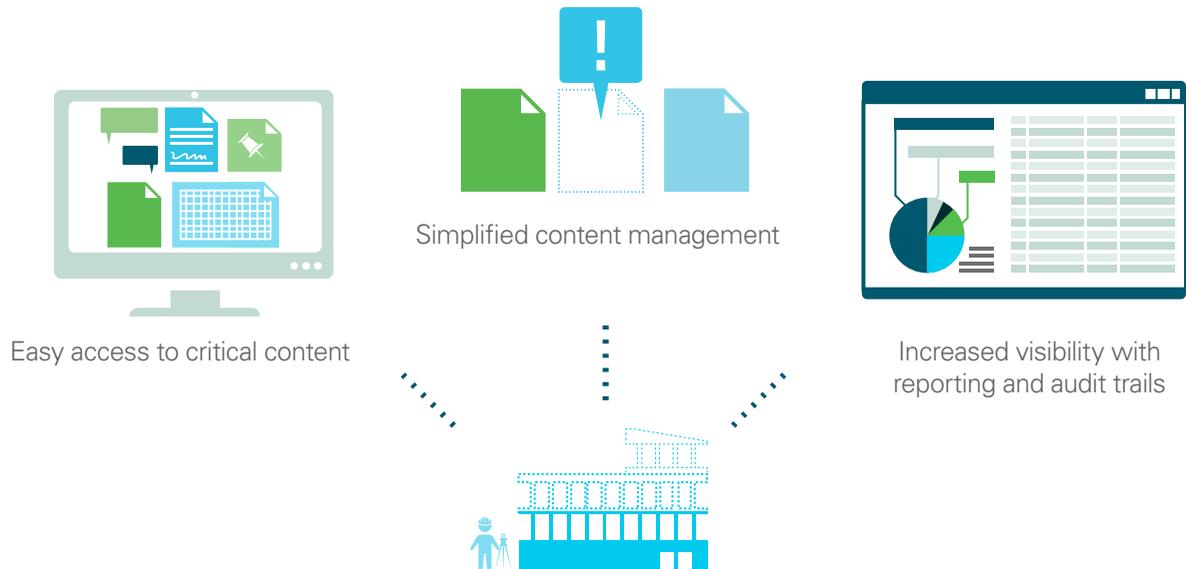- Increases visibility into projects that span multiple locations

Simplify access to information to improve facilities project management

With OnBase, facilities personnel have access to all related project information in a single location. They no longer need to jump between electronic and physical storage, searching for information, even for projects spanning multiple facilities. OnBase simplifies project management, giving employees access to all the project information they need, exactly when they need it.

Improves project management with quick access to critical information

OnBase provides employees with a complete view of all information surrounding a project, allowing them to discuss details with coworkers and interact with related content from one consolidated view.

As contractors begin work on an addition, employees access site/facility, contractor, project ownership and financial information directly from OnBase. They also simultaneously view supporting documents such as purchase orders, invoices and contracts, and have threaded discussions about project details or progress. With all key details and conversations in one place, personnel stay well-informed throughout the duration of the project.

Easy access to critical content

Simplified content management

Increased visibility with reporting and audit trails

IDT putting paper in its *place*

OnBase
a Hyland Software solution

Mitigates risk with simplified management of critical content

With OnBase, organizations ensure they have collected all information—including documents related to liability—to minimize risk later down the line.

As the organization receives documents and information from the contractor, employees easily see which crucial content is missing and quickly act on it. Then, before a project begins, personnel complete risk assessments in OnBase instead of on paper, linking assessments to the contractor and project record for simple retrieval.

Once the project is underway, staff can report any complaints or incidents directly in OnBase and automatically link them to other project information for future reference. OnBase can even automatically notify managers when this type of information is entered, enabling them to quickly and accurately address the situation.

Increases visibility into projects that span multiple locations

With OnBase, personnel easily access and monitor each complete project record, even those involving facilities across campus or across the country.

As information is updated in one location, personnel at another location see the updated details in real time. Also, if staff see questionable or incorrect information, they can view a history of all interactions with the data and quickly follow-up with the right personnel, ensuring the entire organization has the most current, accurate information.

Managers also have access to graphical dashboards that display project status and employee workload, giving them a comprehensive view of all the projects they oversee. Additionally, they quickly export reports detailing completed projects and related financial information for annual reporting purposes.

Built using OnBase Case Manager, the facilities project management solution improves access to relevant information to minimize risk and ensure your projects run as smoothly as possible.

To learn more, visit **Hyland.com**.

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