

# Simplify audits and compliance with document management and workflow

## The Payoff

- Promotes compliance with local, state, federal and non-governmental agency regulations
- Improves your ability to proactively manage audits by giving you automated document retention, audit trails and visibility into processes
- Reduces time and cost of distributing policy documents across the organization so you can update policies and procedures across your entire organization at once

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## The Basics

The OnBase Document Management solution helps you comply with regulations by giving you visibility into the documentation of critical business processes and procedures. The solution also allows you to provide that documentation to outside constituencies in a timely fashion. Proactively managing compliance and audits also increases your organization's transparency – saving time and money.

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## The Challenges

Relying on manual and paper-based processes scatters important documentation across the organization, making it hard to comply with regulations. Poor visibility into your processes means you're periodically not in compliance, which can cost time and money to correct. Using paper-based processes causes the following challenges:

- Difficulty complying with local, state, federal and non-governmental agency regulations in an orderly way
- Time and energy spent searching for documentation to prepare for audits
- Inability to quickly find and share required documentation

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## The Solution

Document management – also called enterprise content management (ECM) – lets you manage documents electronically in a secure central repository. With the OnBase ECM solution, you evolve from a slow, paper-based world to one of efficient automated processes and real-time information. You also manage critical documentation and govern risk across the entire enterprise, speeding compliance and audit processes, while eliminating manual errors.

Capturing, accessing and electronically routing documentation with document workflow ensures you're managing the compliance process and that controls are operating efficiently. OnBase gives you increased visibility by providing audit trails that detail what actions were taken, when and by whom.

### ***Comply with regulations proactively and methodically***

With a systematic approach to the creation and management of documents, you have a road map to an effective and compliant organization, which is exactly what the International Organization for Standardization (ISO) calls for. You also get help aligning with SOX, HIPAA, Dodd-Frank, FERPA, FDA and other important regulations.

*“OnBase keeps us compliant by protecting our data and our people.”*

– Tim Arthur, IT director  
Emerson Climate Technologies

OnBase reports any missing or incomplete documentation, so you instantly know when your organization is missing critical documentation that proves compliance with regulations. You take immediate action, which further eases your compliance efforts. Document management and workflow give you a competitive advantage because you don't have to stop and change processes to comply with regulations.

OnBase also enables compliance by automatically ensuring that employees read and acknowledge policies and procedures. So not only do you guarantee that everyone is aware of the most current policies, you also have proof. By using OnBase, you overcome the challenges of paper-based processes by updating your entire workforce at once, guaranteeing that everyone in your organization is aware of new policies. That makes it easy to change and update procedures based on new regulations.

#### ***Prepare for audits easily***

OnBase goes further than just providing you with easy access to documents. By bridging the gaps between departments across the entire enterprise, it reduces the time and energy it takes to prepare for an audit. You can also grant auditors secure access to only the documents they need. This significantly speeds and eases the process for everyone involved. With OnBase decreasing your reliance on paper and automating processes like record retention, audits are stress-free.

#### ***Integrate systems to provide visibility to documentation enterprise-wide***

With its ease of integration, OnBase ties your systems, people and processes together. Since it integrates without custom coding, when you're ready to expand the solution, you do it on your own.

The flexibility of OnBase and its ability to integrate with almost any software means it evolves with your organization, so you can implement the solution in one department, realize efficiencies, and then add more departments and functionalities as needed. Or you can immediately deploy it enterprise-wide, based on your needs.

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#### **Why OnBase?**

The ease of deployment, integration and administration of the OnBase solution suite gives you the ability to stop relying on paper. With OnBase, you're no longer reactive to regulations. You're ahead of them. And your competitors who are still relying on paper to do business.

Learn more at [Hyland.com](http://Hyland.com)

**OnBase**<sup>®</sup>  
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