

TRANSFORMING PROCESS AUTOMATION AND DOCUMENT MANAGEMENT FOR CONSTRUCTION



HEALTH AND SAFETY



CONTRACT MANAGEMENT



ORDER/CHANGE MANAGEMENT



ACCOUNTS PAYABLE



AUDITING AND COMPLIANCE



PERMITS AND LICENSES



PROPOSALS/BIDS



JOB DOCUMENTATION



SUBCONTRACTOR MANAGEMENT



HUMAN RESOURCES

One platform
Unlimited potential

OnBase
by Hyland

THE ONBASE ENTERPRISE

Accounts Payable: Accounts Payable (AP) automation software from OnBase increases AP efficiency, eliminates manual data entry and improves cash management through intelligent invoice capture, automated workflow and ERP integration.

Health and Safety: OnBase facilitates easy online access to crucial health and safety policies, checklists and compliance documents. Track whether employees have read and accepted policies, reducing risk to the organization.

Human Resources: OnBase manages the whole lifecycle of employees through automated processes – right from the onboarding stage. Employee information is captured and stored in a single secure system. OnBase eliminates the need for forms and manual processing. Automatic routing and tracking of approvals enables transparent and accurate processes so HR management can be seamless, secure and fast.

Auditing and Compliance: Give relevant users access to OnBase for simple processing of internal and external audits and reporting.

Order/Change Management: Automatically update variations and changes in ERP and core systems as they occur. Ensure that all stakeholders such as project managers, staff and contractors are working from the same up-to-date plans and documents. Facilitate timely payments, and on-time delivery of projects.

Job Documentation: Fast indexing of documentation and easy retrieval through custom queries make it simple to record and track project milestones, job deadlines and client requirements.

Contract Management: Gain better control of contract management and reduce organizational risk through automation of the contract process, from start to finish. Vital data from contracts can be extracted and uploaded to ERP, CRM and AP systems as required, in turn providing the information, tools and personnel to drive the work forward.

Permits and Licenses: Online secure storage of permits, licenses and other related items reduces the risk of projects being held up by missing or expired documents. Automated notifications help keep projects on track.

Proposals/Bids: OnBase facilitates the collection of data so that job proposals or bids are up-to-date and accurate. Whether tendering for a project or inviting bids for work, OnBase enables distribution of information to all relevant parties as needed.

Subcontractor Management: Maintaining subcontractor documents such as white cards, green cards and insurance helps to ensure best practice and safety on-site, reducing liability to the organization and improving your vendor eco-system.

NEXT-LEVEL FUNCTIONALITY AND ACCESS

With OnBase, your organization will benefit from smart management of records, seamless integration with other back office systems, and the ability to work offline and then sync files when internet access is available.

Records Management: Securely store documents with encryption. Records are organized, appropriately discoverable and then destroyed according to company and legislative requirements.

Integration: OnBase can be integrated with other systems such as AP, CRM and ERP. This ensures that data is accessible from one screen – there's no need to navigate multiple systems and applications to access information. This integration also makes it simple to create template forms, ensuring information only needs to be entered once.

Document Capture: Intelligent data capture technology reads and extracts data from documents in any format, then automates the indexing process and directs the data to the relevant systems, saving time and reducing errors and associated costs.

Shared Access: Allow users to securely access information through internal or external-user web portals, from any device or location.

Offline Access: When no network is available, workers on the go can access the content they need offline, and upload new documents, forms and images. These are automatically synced when networks are available, preventing data loss and inconsistency.

Mobile Access: Access documents and make smarter decisions while on the move. OnBase can be accessed from iPad, iPhone, Android and Blackberry devices.

Learn more at OnBase.com »

