

## OnBase Subscription Server

### What It Is

OnBase Subscription Server empowers a company to harness Internet e-mail within their own enterprise and enables them to effectively manage incoming e-mail. Business processes can then rally around web integration, preparing the company to take advantage of the business-to-business Internet revolution. OnBase supports incoming mail and attachments from Microsoft Exchange. OnBase Subscription Server automatically indexes and stores the emails and attachments as documents in the OnBase system.

OnBase Subscription Server automatically captures email messages and attachments based upon such characteristics as Sender, Recipient, CC, BCC, Subject, Date, Message ID, Return Path, and attachment count. The OnBase Subscription Server automatically indexes and stores the emails and corresponding attachments. The Subscription Server's Message Log allows real-time monitoring of messages being archived into OnBase. The log shows the number of messages archived, the number of attachments, and the errors encountered during the current run.

Subscription Server integrates seamlessly with OnBase Workflow allowing electronic document routing and the streamlining of business operations. Workflow ensures that documents are routed in a standard, controlled, and prompt manner. When integrated with OnBase Web Server, the benefits of Workflow can be made available to users throughout your company via the Intranet/Internet.

### How It Works

Subscription Server is configured and run from the OnBase Client. It consists of the document type under which the e-mail will be archived, the document type under which any associated attachments will be archived, as well as the criteria or rules the e-mail must meet in order to be included under a particular subscription. Rules for each subscription are setup with a simple point and click screen. You can view the status of incoming mail as it comes in via the Subscription Server Message log. Mail that does not meet the requirements of a rule is placed into a system folder to be identified manually.

### Who Will Benefit

Organizations in manufacturing, insurance, financial services, healthcare, distribution and many other industries can benefit from using OnBase in conjunction with Microsoft Exchange. E-mail and attachments can be quickly and conveniently archived. Not only will the e-mail documents be available immediately to other OnBase users, but the documents also can be incorporated into Workflow activities for action and follow up.

### Technical Features

- Automatically captures and indexes email messages and attachments based upon Sender, Recipient, CC, BCC, Subject, Date, Message ID, Return Path, and Attachment Count
- Message Log allows real-time monitoring of messages being archived into OnBase
- Integrates with the OnBase Workflow and Web Server

### Business Benefits

- Empowers a company to manage Internet e-mail within their own enterprise
- E-mail and attachments immediately available in the enterprise
- E-mail can be published on CD or DVD using the OnBase Export and Publishing Modules
- Documents can initiate or participate in OnBase Workflow

### System Requirements

- Microsoft Outlook 97 or greater
- Microsoft Exchange 5.5 or greater
- OnBase Subscription Server License
- OnBase Client License
- Supported SQL Database (SQL Server 7/2000, Oracle 8+, Sybase SQL Server 11.5, Sybase SQL Anywhere 5.5.04/7.0.1)

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