OnBase Implementation Procedures

1. Departments or offices interested in using OnBase will contact the MAU OnBase Administrator for assistance in forming an implementation team and developing a project plan. Contact information for OnBase Administrators follows:
   a. SW & UAS contact the Statewide OnBase Administrator– Shiva Hullavarad – Phone (907)450-8074 or email sshullavarad@alaska.edu
   b. UAA OnBase Administrator – Jamie Mohr – Phone (907) 786-4653 or email jrmohr2@uaa.alaska.edu
   c. UAF OnBase Administrator – Derek Bastille – Phone (907)474-5167 or email dlbastille@alaska.edu

2. The implementation team will manage the OnBase Implementation Project.

3. A Team Leader will be appointed. (Note: The team leader can be the MAU OnBase Administrator.)

4. The Team Leader will coordinate with the MAU and Statewide OnBase Administrators.

5. The Team Leader and MAU OnBase Administrator begin the OnBase Project by filling out an OnBase Process Request Form (https://www.alaska.edu/records/forms/).

6. The implementation team will identify the documents to go into OnBase and coordinate with cross-functional areas and/or MAU’s in the following areas:
   a. Review existing document types already in OnBase with the MAU OnBase Administrator.
   b. Naming conventions
      i. Keywords
      ii. Document Type(s)
   c. If a functional area is not unique to one MAU or department, collaboration is required between respective functional areas, Statewide Administrator, and OnBase Governance and Implementation Team (OGIT).
   d. If a functional area requests access to documents already in OnBase, a meeting with the owning department is needed for access approval. The requesting unit must provide a justification for the request.
   e. The implementation team will prepare a testing plan.
7. The Team Leader/MAU OnBase Systems Administrator will submit an OnBase Process Request Form to the OnBase Governance and Implementation Team for review and final approval.


The Hyland recommendation for OnBase Version 13

a. Windows 7, 8, Server 2008 R2 or Server 2012 is recommended.

b. Scanner workstation recommendations

c. The equipment and number of licenses required are dependent on business processes: The cost of licenses, maintenance, equipment and additional modules are subject to functional area business requirements. A breakdown of licensing and equipment cost follows:

i. Disconnected Scanning License – $2000 (Only need this for users doing scanning; tied to scanner).

ii. Named User License – $500 (Dedicated License to a specific individual; if the individual leaves, the license can be reassigned to another specific user.)

iii. Concurrent License – $1000 (Handles 3-5 concurrent Users)

iv. Scanners- Range from $100 to $6000, depending on departmental need.

d. There is an annual license maintenance fee. (Recurring Cost)

(Note – Licensing cost are subject to change).

9. The MAU OnBase Administrator and/or Team Leader will provide implementation
status updates to the OGIT and Statewide OnBase System Administrator.

10. The MAU and Statewide OnBase Administrator will coordinate the following:
   a. ZUAUSR Super classes (OnBase user groups) with Statewide System Services (Access and Privileges)
   b. Disk group creation and Office of Information technology (OIT) Windows Server Administration

11. The Statewide OnBase Administrator and OGIT will provide authority, oversight, and guidance.