

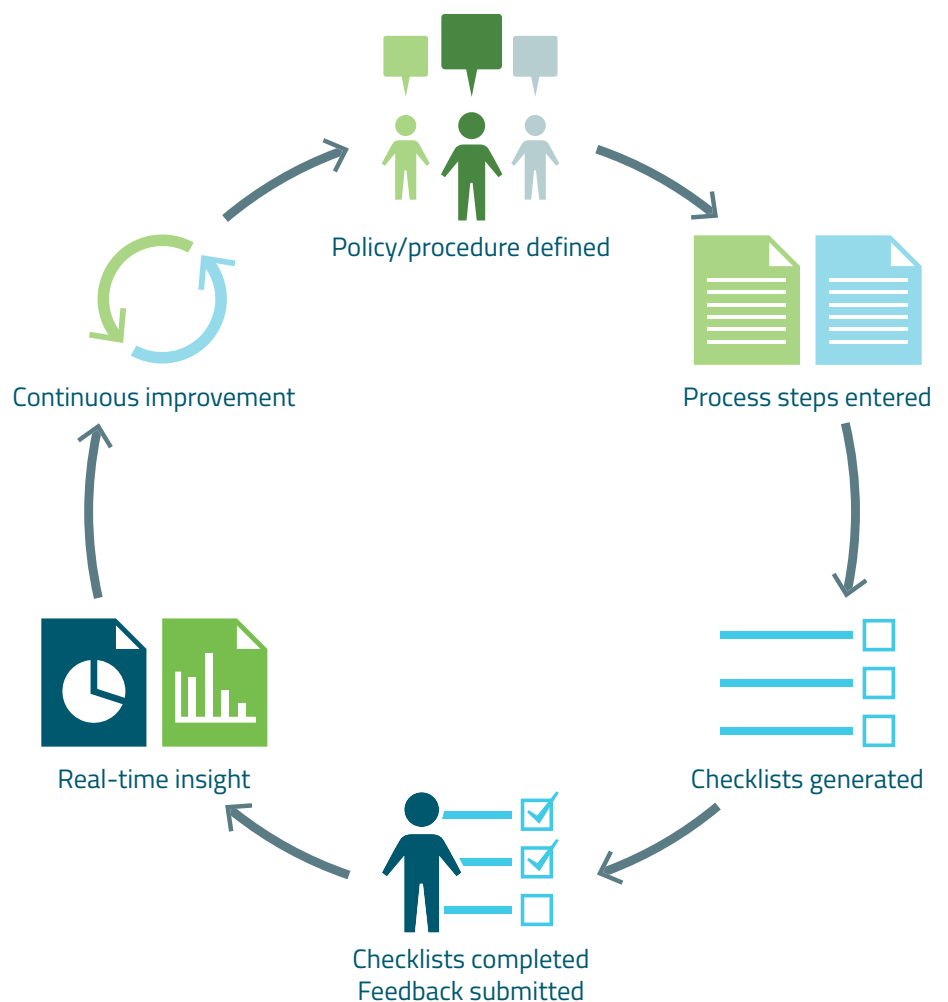
Improves quality of service by ensuring that steps defined in your policies are followed consistently

Increases visibility into process performance by providing real-time business intelligence to management

Enforces accountability by automating the assignment of tasks and tracking completion

## Improve critical processes with OnBase Checklists for Process Control

Organizations invest valuable time into developing critical policies and related procedures. Failure to follow the crucial steps within these policies and procedures leads to costly mistakes, including operational errors or even disaster. OnBase Checklists for Process Control uses a checklist approach to facilitate effective process completion while supporting quality control objectives. Users access policies and procedures in an electronic checklist format, enabling them to view a policy's purpose and the specific steps required to fulfill it. At the same time, OnBase collects user feedback and provides key stakeholders with real-time insight into checklist status, relevant issues and areas for improvement. Scalable and flexible, OnBase Checklists for Process Control allows organizations to audit the status of work while ensuring complete visibility into every process.



## Complete processes effectively and consistently

OnBase Checklists for Process Control automatically generates electronic checklists that outline the exact steps users must follow to successfully complete a particular procedure. For example, if a complaint is filed, human resources must follow specific protocols to resolve issues fairly while protecting confidentiality. Additionally, facilities departments must perform many detailed procedures, such as emergency evacuation drills or backup generator verification, to provide a safe work environment. OnBase creates checklists based on an organization's most current policies and procedures. This helps ensure that processes are executed properly each and every time.

## Increase management visibility

OnBase Checklists for Process Control gives management real-time visibility into process performance, so decisions can be made quickly based on facts and data rather than guesswork. Detailed dashboards provide comprehensive views into the status of processes such as those surrounding the information systems that organizations rely on to operate efficiently. In the event of discrepancies in handling a customer issue or completing a billable service, management views the present status of the process, facilitating intelligent correspondence with the customer or prompt remedy of the issue.

## Hold staff accountable

With automatic checklist assignment, organizations define who is responsible for completing work – holding employees, process owners and management accountable for quality requirements and deadlines. Users can also flag problematic checklists and tasks, allowing management to identify issues and take proactive measures such as rebalancing a workload or reordering the steps within a process. Additionally, as users complete checklists, OnBase gathers user feedback and delivers it directly to key stakeholders who can leverage the suggestions to foster continuous process improvement.

## Increase efficiency without compromising quality

OnBase Checklists for Process Control helps ensure that processes are completed on time while meeting an expected standard of quality. The solution is comprehensive and intuitive, requiring minimal discovery and user training. And because the solution can be rapidly deployed, organizations begin realizing the benefits of OnBase immediately.

A flexible solution, OnBase Checklists for Process Control can be used in any industry that requires individuals to follow procedural steps – from retail to healthcare to manufacturing and more. Start in one department and leverage your solution across the enterprise as your time, goals and budget permit. When it comes to your crucial processes, don't miss a single step – with OnBase Checklists for Process Control.

Learn more at [OnBase.com/Checklists](http://OnBase.com/Checklists) »

**“There is no time that’s inappropriate to put in a process control solution. The sooner you start, the sooner there will be a dividend. Having a process control system that makes sure everything we’ve learned is incorporated into the processes really impacts the quality and the outcome.”**

–Simeon A. Schwartz, M.D.  
Chairman & CEO  
WESTMED Practice Partners

**OnBase**<sup>®</sup>  
by Hyland