Seminole Electric
COOPERATIVE, INC.
IN PARTNERSHIP WITH THOSE WE SERVE

Customer
Seminole Electric Cooperative, Inc.

Industry
Utilities

Size
Serves 1.4 million people
and businesses in Florida
350+ miles of transmission line

Location
Tampa, FL

OnBase Solution
Records Management

OnBase Integrations
Oracle Utilities Work and Asset Management
Novell GroupWise

Utility company digitizes records management, mitigates risk

The Problem

While building a new power plant, Seminole Electric Cooperative, Inc. realized document management needed to be a top priority if it was going to effectively control and maintain information.

"Based on our experience building our last plant, we knew there'd be loads of documentation," said Jim McCarthy, lead systems analyst at Seminole. "We needed a better solution than storing the two million documents we were anticipating for the project in file cabinets."

That's when the utilities company discovered OnBase by Hyland.

The Solution

Working with DataBank, an authorized OnBase solution provider, Seminole implemented OnBase to optimize records management and maintenance.

Reduces overhead by managing records electronically

Before OnBase, Seminole stored records offsite at a storage facility, requiring employees to search binders containing reference locations for each physical record whenever they needed access to a document. Once located, staff filled out a request to check out the record and waited – from several hours to days or weeks – to receive the specified documentation.

With records now stored in OnBase, staff instantly view needed documents directly from their workstations. This quick access speeds up processes and reduces the time and cost associated with locating and retrieving records.

"People are really excited about the solution," McCarthy said. "Employees like the fact that it is much easier to find things – they aren't just sitting on someone's hard drive or in a stack somewhere."

OnBase®
by Hyland

> **"Before OnBase, when an auditor showed up it took hours to find what they were looking for. With documents so easily accessible in OnBase, it takes five minutes."**
>
> – Jim McCarthy, lead systems analyst
> Seminole Electric Cooperative, Inc.

Simplifies audits, supports compliance

With the rich levels of security, version control and audit trails OnBase provides, it's easier than ever for Seminole to support compliance initiatives and meet auditors' needs.

"Before OnBase, when an auditor showed up it took hours to find what they were looking for," McCarthy said. "With documents so easily accessible in OnBase, it takes five minutes."

And, because OnBase provides a fully auditable and reportable usage trail of all actions taken on a document – including who viewed it and how often – managers and auditors have a direct look into each record's history, simplifying compliance.

The Difference

Automates record destruction: OnBase automatically purges documents from the system when they're no longer needed. Before a record is due for destruction, OnBase sends automated email notifications to the appropriate users, allowing them to confirm or suspend destruction. Once confirmed, the record is purged.

Provides instant information access: By integrating with Oracle Utilities Work and Asset Management, users can access information in OnBase directly from their familiar line-of-business applications. This helps the company streamline processes like purchasing, AP and inventory and maintenance control.

Optimizes reporting capabilities: Before OnBase, Seminole stored Oracle reports as PDFs on a network drive. Now, reports are regularly imported into OnBase and become instantly available to any authenticated users – including auditors.

Learn more at **OnBase.com ››**

DataBank

OnBase®
by Hyland