Weekly Update
Week of April 23, 2018

Subject: OnBase Changes
Audience: OnBase Users

OnBase will be updated April 27, 2018. As a result, end users will see changes in ribbon icons. These changes will appear when users open an image either from the inbox in SAP or when they open the attachments from a document.

The standard functionality will not change so OnBase viewer can be used as it has been prior to April 27. Users may wish to experiment with the new features. Below are images that illustrate the changes:

Old version that will be replaced
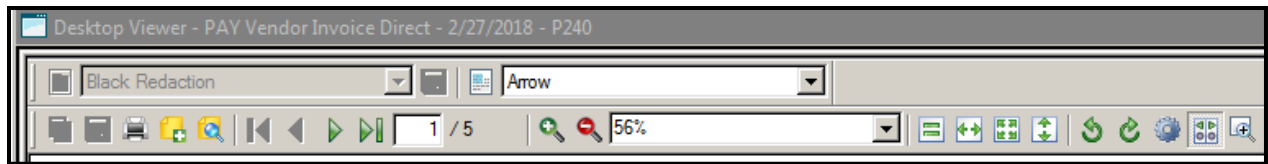
New version beginning April 27, 2018

1. **Keyword and History** – Beginning April 27 can be used by end user.
2. **Send To** – Mail image to another user in SAP.
3. **Notes** – When users click on notes a new bar will populate with options for post it color, arrows and stamp. This can also be accessed by clicking on the image color located on the toolbar.
4. **Image Tab** – Offers zoom in, next page, go to beginning or end of document, and rotate image options.
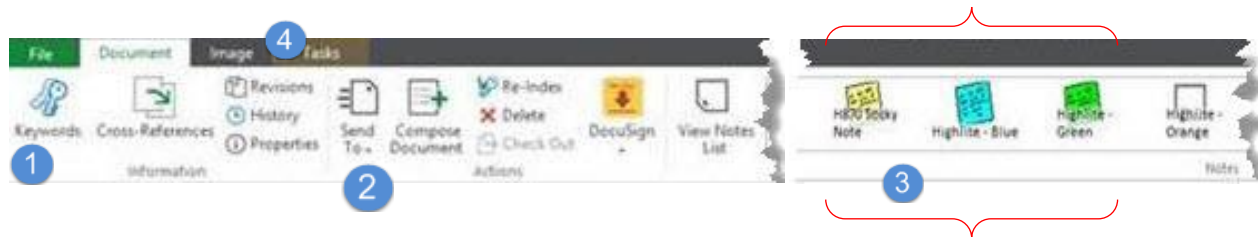
The following pages provide additional information related to the new features.

History: The history of the document can be viewed by clicking the History icon. Document Properties may not be enabled for most users.

Log Date	Log Time	User name	Action	Message
3/19/2018	10:33:12 AM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/19/2018	10:27:24 AM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/9/2018	10:03:57 AM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/8/2018	9:45:34 AM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/8/2018	9:42:20 AM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/7/2018	2:14:01 PM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta
3/1/2018	1:29:08 PM	TRF01	Viewed Docum	Viewed (19484646) 'GNT Grant Award Documenta

Send To: The Send To icon provides several options which allow the user to e-mail the document (if authorized) or send the document to the printer or a file.

Print allows the user to print the current document. File allows the user to save a copy of the file to their desktop or file system.
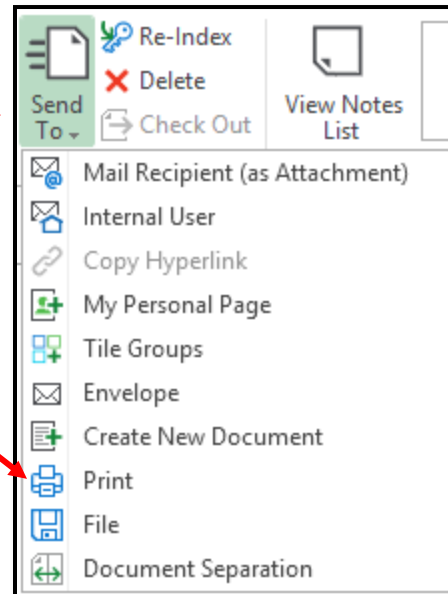
Notes: Notes, highlights, arrows or markup text may also be applied to documents.

1. To display all available note types use the vertical slide bar to the right of the displayed note types.

2. Frequently Used, Notes, Highlights, Arrows and Overlapped Text are note types that are pictured in the below image.

3. When a note is selected, it is placed in the upper right of the document and may be repositioned as desired to avoid covering any important information.
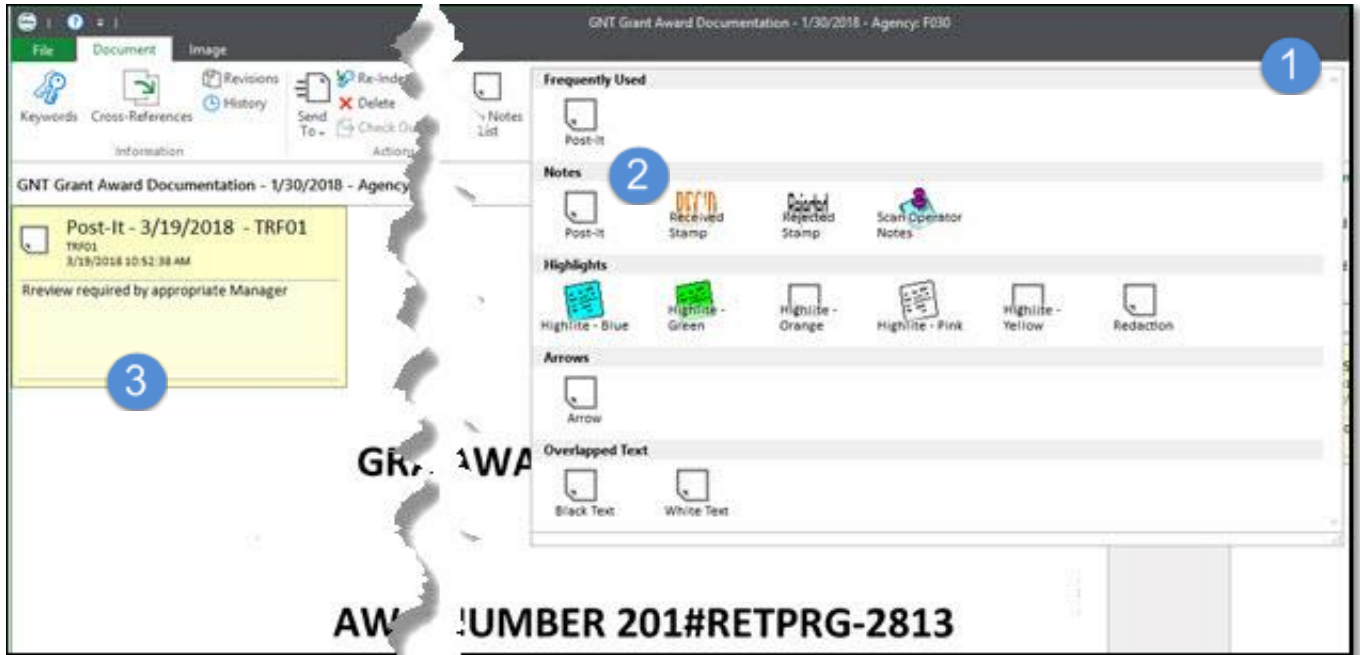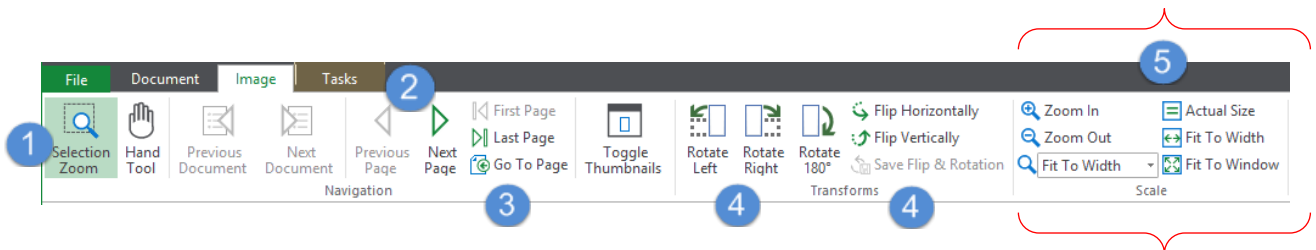
Image tab: The Image tab provides the following options.

1. Zoom
2. Navigate to the next or previous page
3. Move to the beginning or end of the document
4. Rotate and save the rotated or flipped image
5. Remaining icons allow for easy zoom in or zoom out on documents and to quickly return to full page view or fit to window view of the document

If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email from available at the following link: http://www.sceis.sc.gov/requests/.