

# Connect documents to planning processes in Accela Automation®

## The Payoff

- Connects planning documents to Accela Automation
- Eliminates reliance on paper documents
- Increases document security

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## The Basics

Every part of government is finding new ways to do more with less and planning departments are no different. The more value you can eke out of existing resources means the more money you can devote to future projects. On top of that, planning, permitting and land management teams must also find a way to balance project speed and quality. That's why many departments have turned to Accela Automation to improve their land management processes.

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## The Challenges

Even with such a powerful tool, however, juggling all of those responsibilities can be a nearly impossible task.

- Limited access to documents hurts collaboration and prevents timely project completion
- Reliance on paper drawings and documents results in hours wasted physically hunting them down
- Electronic documents stored on shared network drives have limited security and increase project delays and risks

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## The Solution

When you connect OnBase with Accela Automation, you provide instant, secure access to drawings and documents for developers, engineers, inspectors, project managers and more.

### ***Instant document access means faster processes, projects***

OnBase makes documents available at anytime and from anywhere – including from Accela screens, the Internet or from the Accela Field Inspection tool. Documents and drawings are available in a single mouse click so projects keep moving and users never need to leave their familiar Accela application. Increase collaboration and improve project management by putting documents where users need them, when users need them.

### ***Eliminate low-value tasks and connect systems and processes***

Instead of spending hours shuffling drawings back and forth between offices and project sites, users have immediate access to them electronically from anywhere. This means no more searching through filing cabinets or couriering documents from one location to another. Users spend more time on project management and planning-related tasks.

*More than 100 government customers use OnBase to speed their public works projects and improve constituent service.*

With so many people involved at various stages of the planning process, you need a way to bring it all together. OnBase meets that need by integrating with your GIS and other applications so you reduce redundancies and benefit from other existing systems. From planning to permitting to future land use, content is connected throughout the project lifecycle.

#### ***Increase document security and automate retention***

Just as importantly, documents are safer and better managed with OnBase. Instead of storing documents on a shared network drive or in a filing cabinet, you have complete control of the content throughout their lifecycles. Every detail about the document is tracked – from who accessed it and when, to how long you need to retain it – and stored in OnBase. Additionally, even though OnBase documents can be accessed directly from Accela, they can't be mistakenly deleted or altered without a complete audit trail.

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#### **Why OnBase?**

With OnBase solutions for Accela Automation, you get more value out of your existing investment. You also make it easier for planning teams to access documents and find answers so projects run faster and more efficiently. Plus, the modular design of OnBase makes it easy to integrate the system with your Accela GIS and other related planning applications.

- Connects planning documents to Accela Automation for instant access
- Eliminates reliance on paper documents and connects related systems and processes
- Increases document security and automatically manages retention

### **time to make a difference.**

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That's effective document and process management.

That's the OnBase difference.

Learn more at [Hyland.com/Government](http://Hyland.com/Government)

**OnBase**<sup>®</sup>  
a Hyland Software solution