



ShareBase Commercial Use Cases

ShareBase by Hyland is an enterprise file-sharing product that provides secure, cloud-based sharing while ensuring your organization retains ownership and control.

OnBase and ShareBase Together

[OMEDA](#) - *CASE STUDY* - securely sharing subscription documents in OnBase with offshore partners and worldwide customers; reduced manual touch points and increased volume from 100 to 400 batches per day

[Law Company](#) - *CASE STUDY* - Lawyers and sales employees are sharing confidential documents internally and externally

[Universal Forest Products \(UFP\)](#) - (1) Sharing AP invoices with outside vendor who reviews/negotiates contracts for them; gave the vendor a ShareBase User account; invoices are in OnBase; Workflow places a copy of the invoices into a ShareBase Library which the vendor can then access; "super successful" and vendor who is not very tech savvy is very pleased. (2) Engineering drawings; use API with Docusign; button in WorkView to upload drawings to ShareBase; link is then created and sent to customer. They no longer have to give customer a login/access to their database. WorkView mobile does not display docs, so putting them into ShareBase Library to grant access with link. (3) Electronic Funds Transfer changes/authorization; when vendor wants to make a change, complete Unity form which creates ShareBase folder with Link for 24 hours to access change document and upload back to Universal; uploaded document comes into OnBase and has a series of authorizations. They do not want to use email for this secure information in fear of hackers

[Real Estate Business](#) - to share documents with lenders and suppliers to support procurement. Also in the process of designing a solution with construction design process for drawings and specifications

[Digital Power and Motion Control Business](#) - incorporate the solution into their order and production process

[Oil & Gas Industry](#) - Corporate Innovation, Data Management Operations, Land Trades and Divestitures

[Law offices](#) - collaboration on case files for mediation between parties

[Food Industry](#) - Sharing photos of damaged food with vendors; photo taken with iPod at loading docks of 30 distribution centers which goes into OnBase using OnBase mobile app and Unity form; ShareBase Link is sent weekly to each vendor with photos of damaged goods

ShareBase Solutions

[Hyland](#) –*CASE STUDY* – financial audits from external parties



Naviant –*CASE STUDY* (*attached*) – utilizes ShareBase to share internal benefits documents with incoming employees who do not have access to intranets yet

AP Solution - Archival - converted AP paper-based files to ShareBase; planning on doing the same for AR and HR files

Business Expansion Solution - secure sharing internally between US and China offices

Board Agenda and Meetings - sharing Strategic Planning documents with board members (to replace Google Drive) as well as using it for upper and middle management to share and lock down content internally.

Document Management Solution - receiving and sharing large files, i.e., engineering drawings, with outside vendors and ship builders - previously the vendor had to figure out how to get them the files. Internal sharing/collaboration of pre-OnBase docs. Mobile access important. (Interaction with OnBase expected in future; OnBase will store ship technical docs, engineering drawings.)

HR Solution - access drawings, spec sheets, and forms on the go. Maintain control over who has access to these drawings and revoke rights either upon employee separation or information expiration

Mobile Access - sharing internally which is helpful when outside of the office---access at anytime from anywhere as well as ease of access from multiple devices; sharing externally with other attorneys and clients for divorce law firm

Enterprise File Sync and Share Solution - replacing network drive, servicing customers, communicating with lenders; displaced Box for sharing internally and externally; us ShareBase to send/receive information from customers for small tax prep business; attorneys sharing and receiving large files with courthouse officials and law firm clients when files are too large for email; solution used for storage with greater control and visibility to replace 1 Dropbox account shared across the entire organization

Project Management Solution - sharing daily site photographs for construction projects

Sales and Marketing Solution - sharing large marketing images and videos internally and externally; expansion to accounting for tax docs; collaborating on projects among departments; distribution of sales brochures; marketing uses internally to prep (review and approve docs) for annual meetings; sharing externally with clients (photos, videos, databases) for plumbing inspections in residential and commercial developments

Vendor Management Solution – a method to receive large files from vendors and store them until they transfer to primary business system; work with external contractors to get them information they need to complete jobs and purge those job folders when they are complete