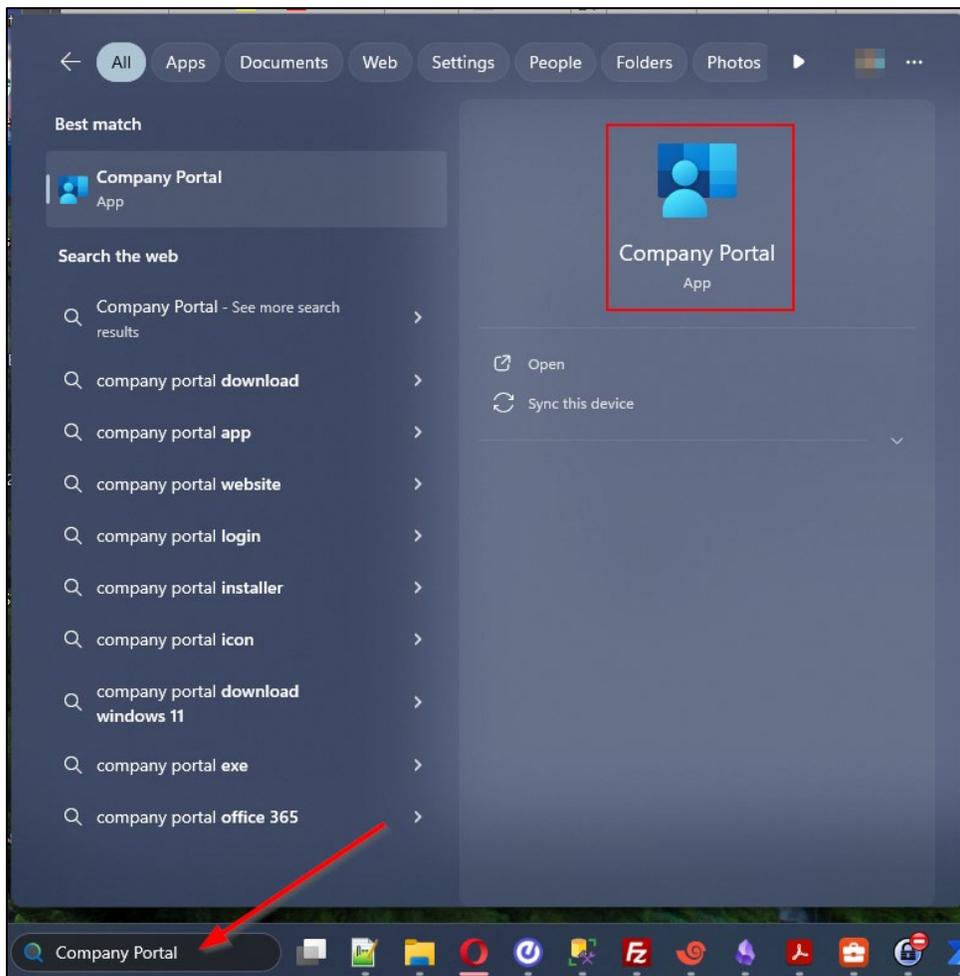


OnBase Unity Client Installation Instructions

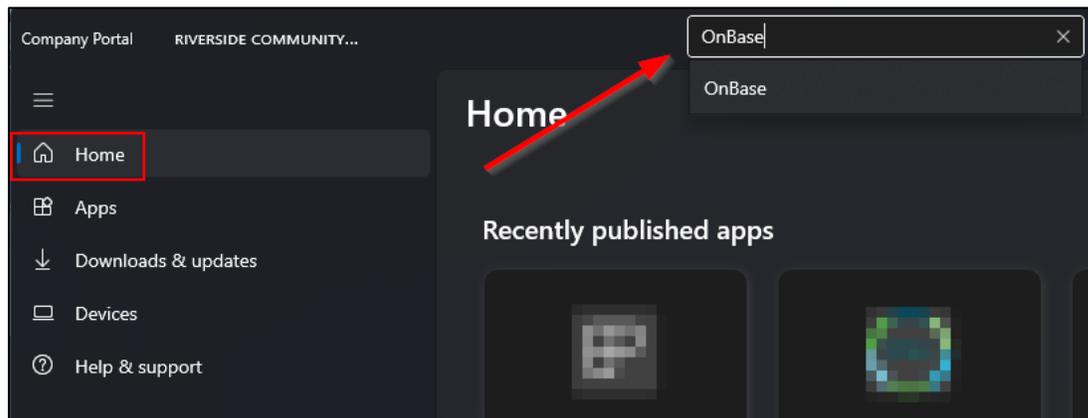
OnBase by Hyland is an enterprise content management (ECM) platform that helps manage documents and streamline business processes. RCCD currently uses it for document imaging and storage with plans to expand into electronic forms and workflows.

The OnBase Unity Client is one way users can access the platform. This guide explains how to install the Unity Client for access to the production environment

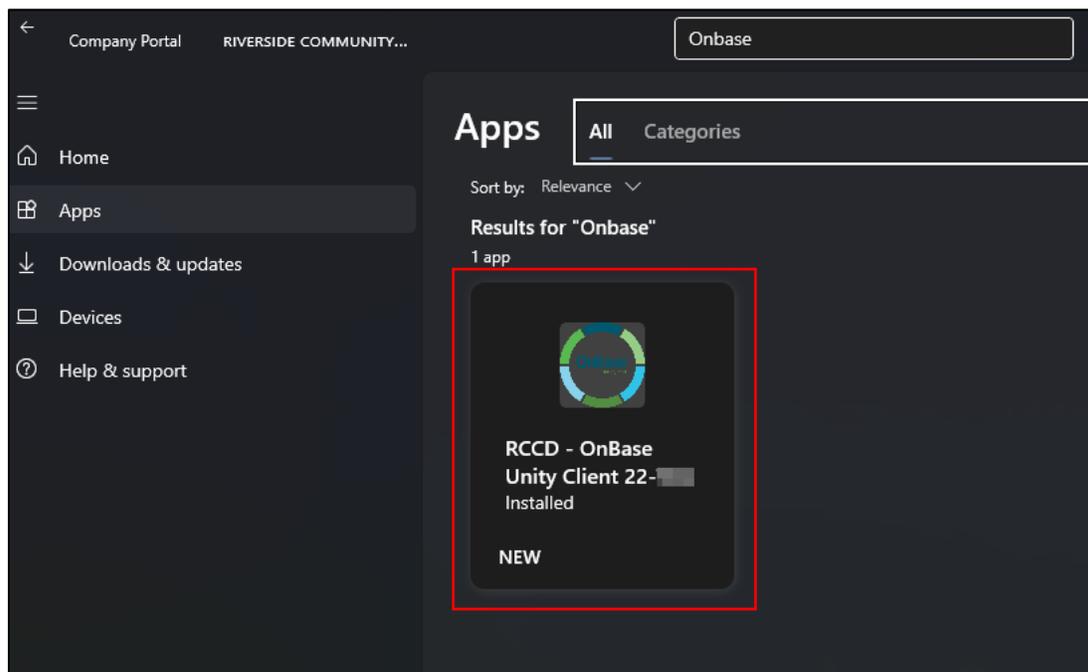
1. Launch the Company Portal. In the taskbar search field, type “Company Portal” and click on the icon to launch the app.



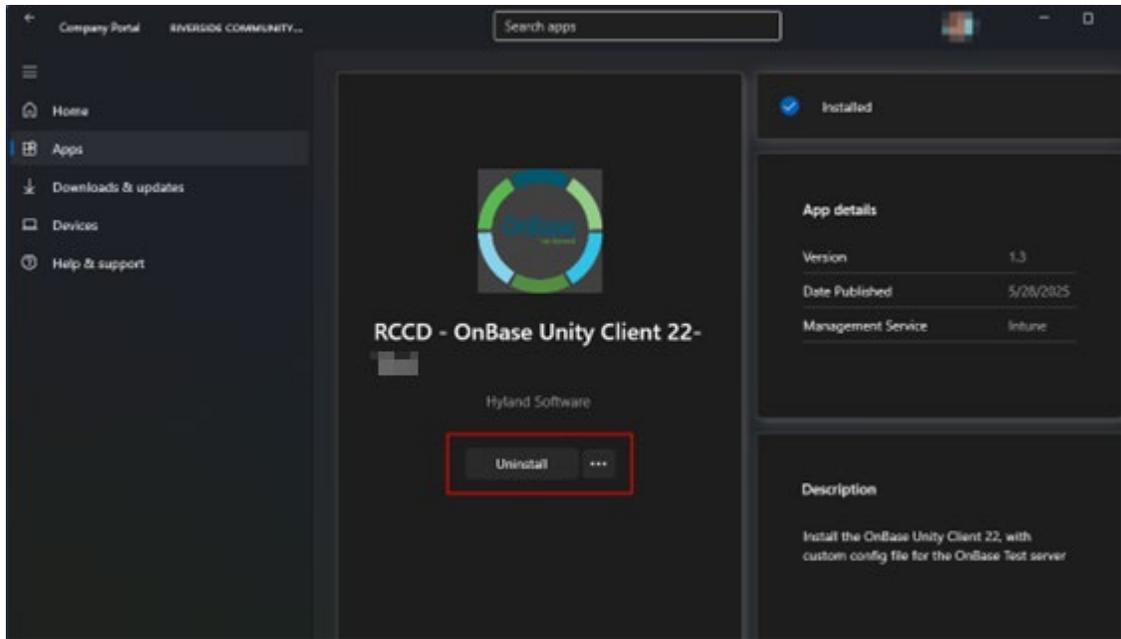
- In the Home section of the Company Portal, type “OnBase” in the search field and click Enter. **Note: If you see a message that states, “Your device has not been setup for corporate use” you will not be able to install OnBase Unity Client PROD. Please contact TSS for assistance in configuring your district device to be managed by InTune.**



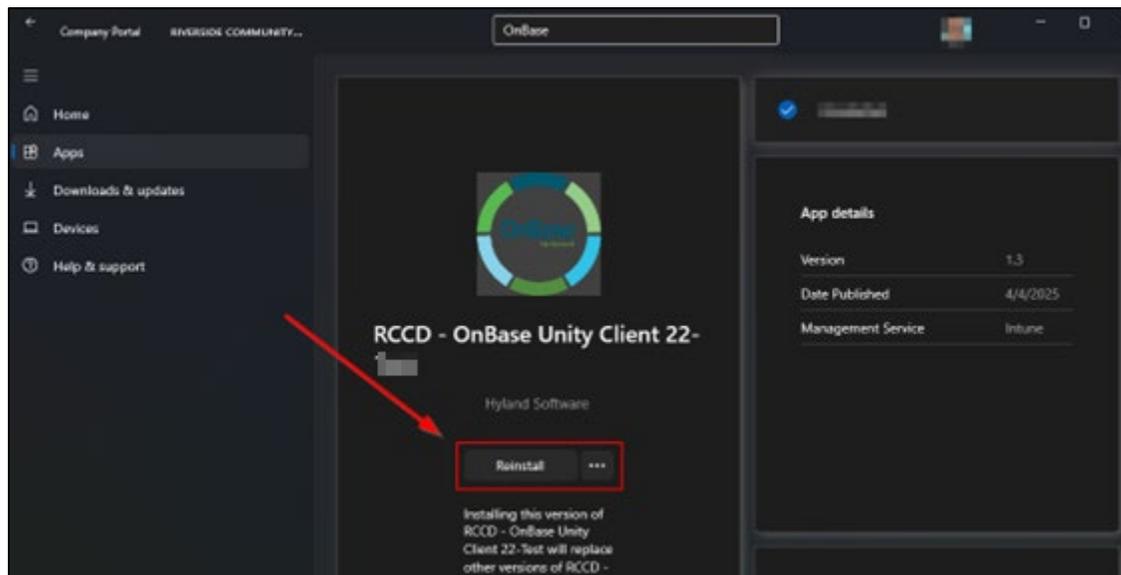
- In the search results, click the “RCCD – OnBase Unity Client 22 – Prod” app.



- Uninstall any previous version of the OnBase Unity Client. **If the install button is labeled “Install,” this step can be skipped.** If the button is labeled “Uninstall,” it means a previous version of the OnBase Unity Client is installed on the workstation. **Any previous version must be uninstalled.** Click “Uninstall.” Once the process is complete, restart the computer and resume with step 5.



5. Click the “Install” button to install the application. **Note: This button may be labeled “Reinstall” if you previously had a version of the client installed on your workstation.**



6. After the installation is complete, a “Unity Client” icon will appear on the desktop. Double-click the icon to launch OnBase. If the installation was successful, you will be automatically logged into OnBase and “OnBase (OnBase)” will be noted in the title bar.

