OnBase Update for TAC

August 5th, 2016

Central Document Repository Progress

and

OnBase Status Update

Additional File Format Support

- eCourt products (eBench, eFiling, and eAccess) will require the use of the DOCX and ODT file formats
  - Local OnBase systems have been updated to support these file types

- The Case Management Systems will also be updated to support the new file formats

OnBase Desktop Client

- Reminder: The Desktop Client is no longer supported in <u>OnBase 17</u>
  - The Desktop Client is the primary method for document retrieval for AZTEC

- The AOC is developing integration with the OnBase Unity Client as a replacement
  - This will include replacing Disconnected Scanning with the Unity Client which will enable real-time scanning
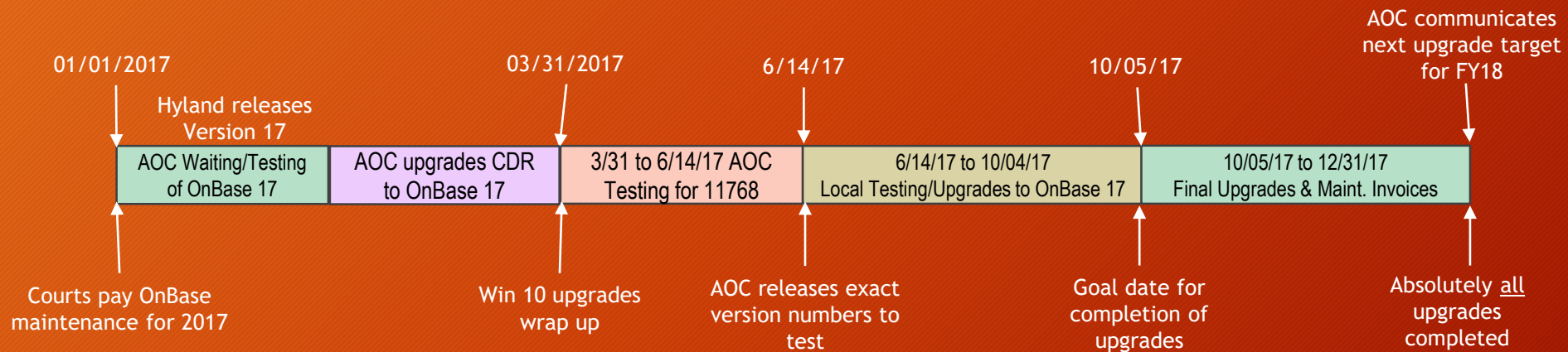
Upgrade to OnBase 15

- All 13 of the Superior Courts have completed the upgrade

- OnBase 15 is the official version support by Hyland for Windows 10
  - All Courts are now ready for the PC upgrade

- OnBase version 15 is currently the minimum version required to participate in any of the eCourt products
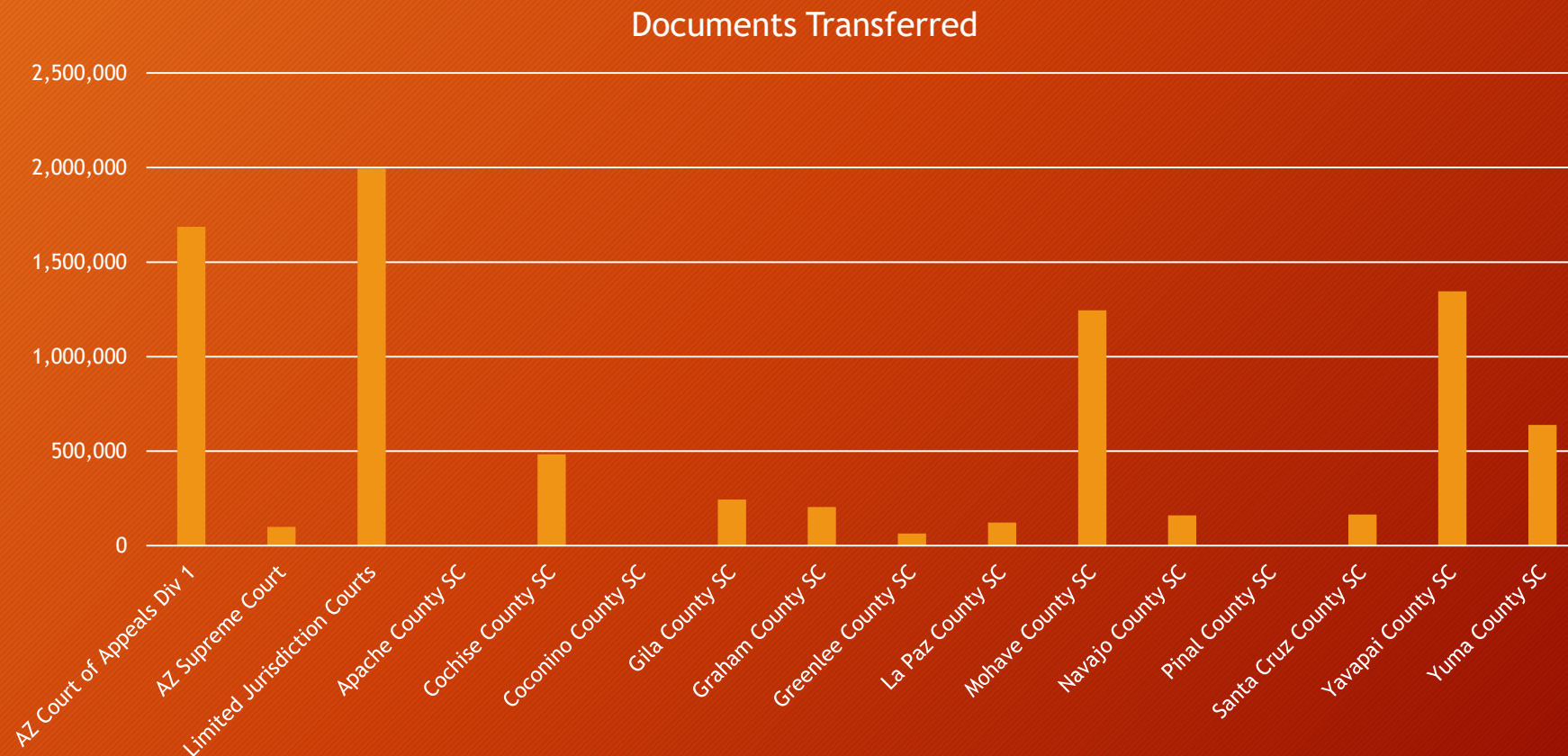 - eAccess, eBench, and eFiling

Upgrade to OnBase 17

- Planning is underway for the upgrade to OnBase 17

01/01/2017

Hyland releases
Version 17

Courts pay OnBase
maintenance for 2017

03/31/2017

Win 10 upgrades
wrap up

6/14/17

AOC releases exact
version numbers to
test

10/05/17

Goal date for
completion of
upgrades

AOC communicates
next upgrade target
for FY18

Absolutely all
upgrades
completed

| AOC Waiting/Testing of OnBase 17 | AOC upgrades CDR to OnBase 17 | 3/31 to 6/14/17 AOC Testing for 11768 | 6/14/17 to 10/04/17 Local Testing/Upgrades to OnBase 17 | 10/05/17 to 12/31/17 Final Upgrades & Maint. Invoices |

Central Document Repository

- 10 of the 13 Superior Courts are now contributing to the CDR

Documents Transferred

Central Document Repository
Document Transfer Module

- Flaw in the DTM design prevents "locked" documents from transferring to the CDR

Court Name	Documents Missing from the CDR	Total Number of Documents Transferred	Percentage Missing Documents
Apache County Superior Court	Not Participating		
Cochise County Superior Court	2	511,195	0%
Coconino County Superior Court	Not Participating		
Gila County Superior Court	4,058	266,665	2%
Graham County Superior Court	174	219,822	0%
Greenlee County Superior Court	3,016	66,037	5%
La Paz County Superior Court	4,685	134,518	3%
Mohave Superior Court	0	1,363,567	0%
Navajo County Superior Court	18,517	185,727	10%
Pinal County Superior Court	Not Participating		
Santa Cruz County Superior Court	26,543	178,295	15%
Yavapai County Superior Court	18	1,373,808	0%
Yuma County Superior Court	232,892	705,130	33%

Central Document Repository
Duplicate Keywords

- Keywords are being duplicated on documents
  - This includes the Doc StorageID keyword that is used for retrieval by eCourt products

- AOC will assist the Courts with cleanup before any eCourt products go live

Court Name	Duplicate Doc StorageIDs (08-01-2016)
Apache County Superior Court	UNKNOWN
Cochise County Superior Court	261
Coconino County Superior Court	UNKNOWN
Gila County Superior Court	45
Graham County Superior Court	132
Greenlee County Superior Court	22
La Paz County Superior Court	42
Mohave Superior Court	0
Navajo County Superior Court	37
Pinal County Superior Court	UNKNOWN
Santa Cruz County Superior Court	13
Yavapai County Superior Court	0
Yuma County Superior Court	566

Central Document Repository
Missing Keywords

- Some of the documents are missing keywords
  - Case Number, Sequence, Doc StorageID, Restricted, and Sealed

- The AOC suggests making these keywords 'Required Keywords' in OnBase
  - This will prevent keyword values from being empty in the future
  - AOC will create instructions to mark keywords as 'Required Keywords'

- The AOC will work with OnBase administrators to update keywords
  - You're already licensed for Keyword Updater

Upcoming OnBase Training

- OnBase System Administrator
  - September 19th through 23rd
  - 323 N. Central Ave in Phoenix
  - 12 total slots available
  - Register at http://training.databankimx.com/event-2282753

- Intro to Workflow
  - February 6th through 10th (tentative)
  - Location TBD (likely @ DES)
  - Requires 6 students minimum
  - Register at http://training.databankimx.com/event-2088222

  Lori Couter is your contact
  - lcouter@databankimx.com
  - Phone 407-839-1477