

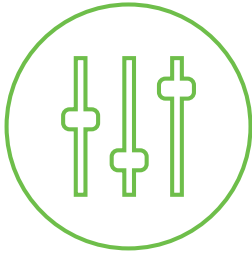
# SHAREBASE BY HYLAND

Automate sharing. Empower users. Retain control.

Many processes require your employees to share and collaborate on documents with people outside of your institution – from students and alumnae to board members and vendors.

ShareBase by Hyland is an enterprise cloud-based file-sharing tool designed for corporate use. ShareBase provides secure, cloud-based sharing while ensuring your institution retains ownership and control. When used in conjunction with an OnBase solution, document sharing becomes an automated part of your business processes, reducing bottlenecks caused by the manual copying and pasting of files.





## Retain control of your documents

ShareBase uses campus email addresses to create user accounts, ensuring your institution retains ownership of any shared information. Administrators tightly control who uses the product and determine which users can share externally. When users manually share documents, they can assign rights and permissions at the folder-level all the way down to the individual document-level.

When users leave your institution or change roles, rights can easily be revoked or transferred, mitigating the risk of unauthorized access and ensuring continuity during transitions of personnel. An audit trail allows you to see exactly what content is being shared and accessed and by whom.



## Extends your OnBase solution

By interacting with OnBase, ShareBase allows you to share content managed in OnBase with individuals both inside and outside your institution. Using workflow business rules, OnBase automatically adds documents to ShareBase and notifies recipients via emails containing secure links – with options to add password protection and expiration dates.

When a business process requires individuals to add new or updated documents, OnBase can automatically create secure folders in ShareBase for documents to be uploaded into. Once in ShareBase, documents are automatically imported and indexed into OnBase.



## Share with confidence in a purpose-built cloud

ShareBase is hosted in a cloud specifically designed for content management, utilizing data centers strategically positioned around the globe. Your IT department will choose what region and data center your information will be located and backed up. Your campus data will never be co-mingled with that of other organizations. Every customer is given unique encryption keys, protecting your information from unauthorized access.

For more information visit [ShareBase.com](https://ShareBase.com) »

