



Print from OnBase App

Print From OnBase App

USER GUIDE

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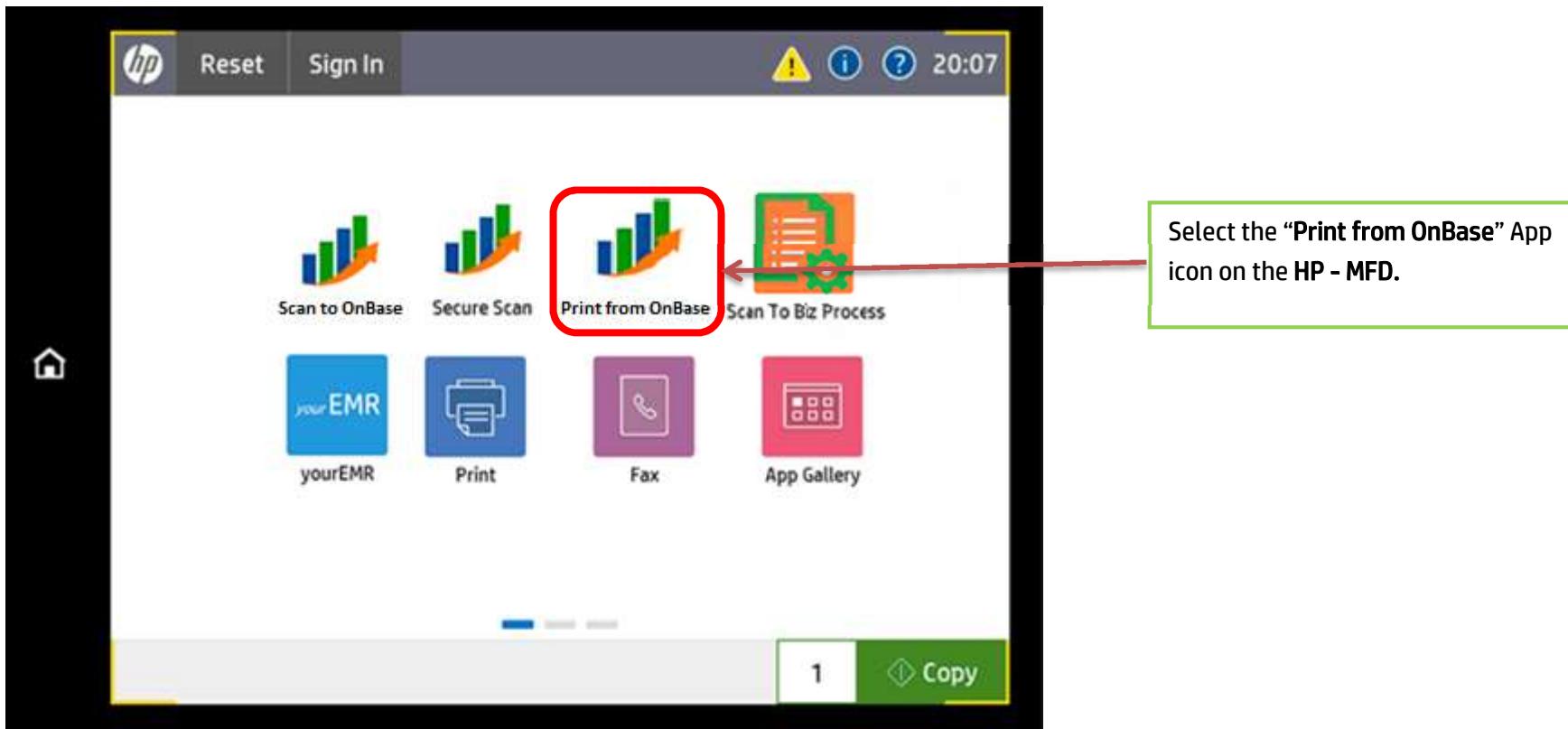
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1. HP - MFD Home Screen



Upon clicking “Print from OnBase” App icon ‘OnBase Login’ Screen will be displayed.



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2. OnBase Login Authentication from HP-MFD

User authentication as defined in customer's OnBase Installation will be available on HP-MFD.

Presently there are two options for authentication in OnBase:

- Microsoft Active Directory Authentication (AD)
- Standard Authentication (OnBase)

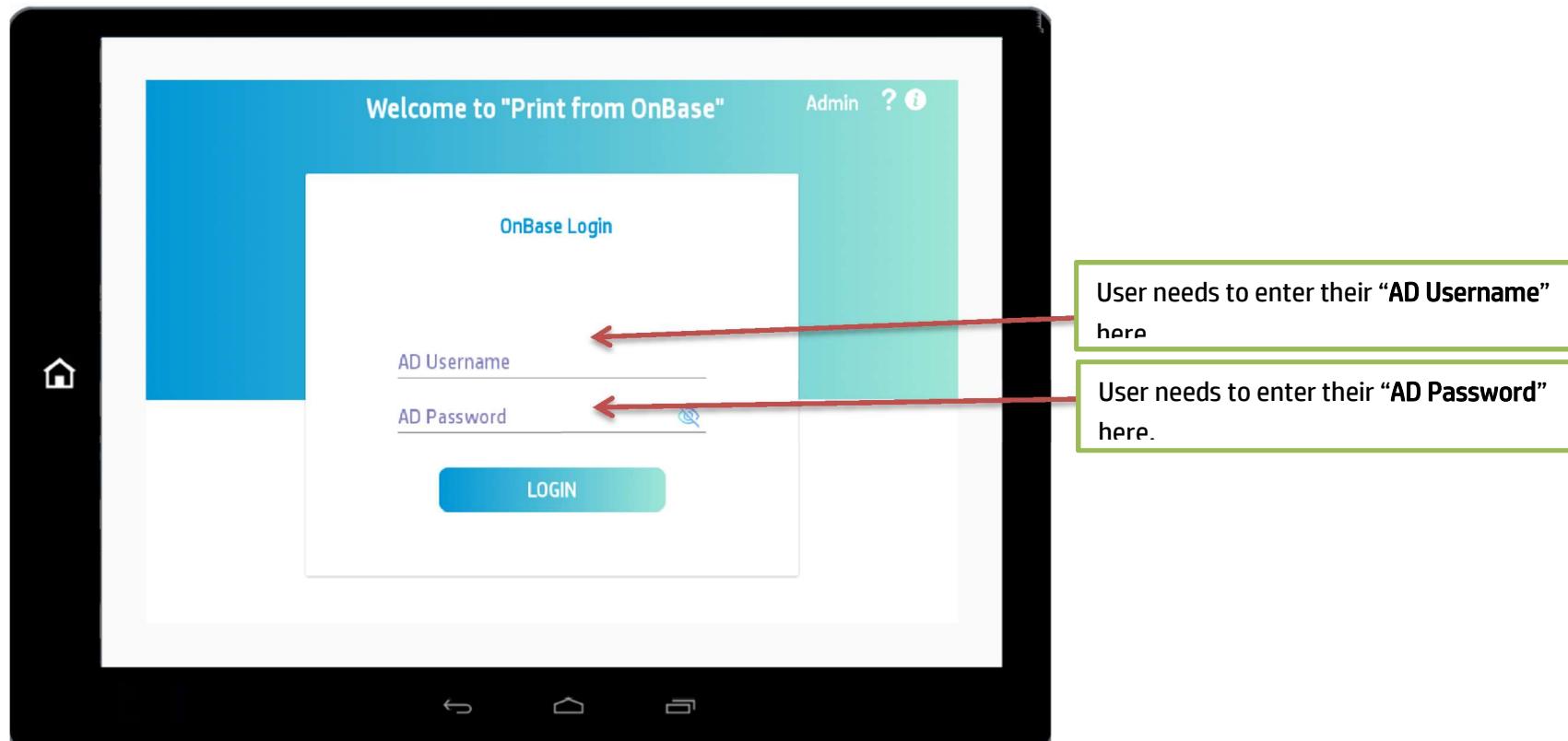
The administrator will define the authentication method to be used while installing and configuring the App on HP-MFD.

User will be logged into OnBase upon successful authentication, as configured in OnBase.



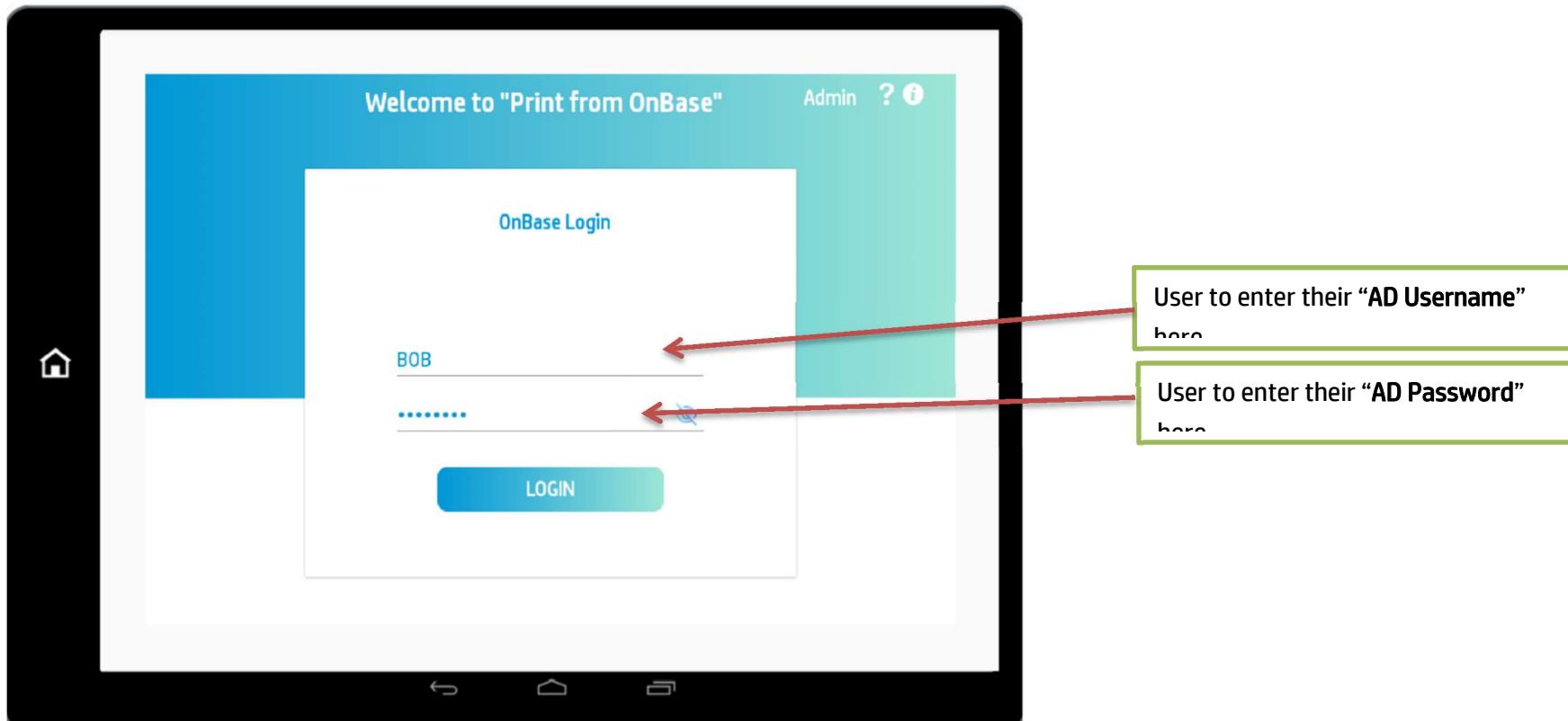
2.1. OnBase Login using Microsoft Active Directory (AD) Authentication:

To Login into OnBase using AD Authentication, User needs to enter their “AD Username” and “AD Password”.





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Welcome to "Print from OnBase" Admin ? ⓘ

OnBase Login

BOB

password

LOGIN

Click on the “👁” Icon to see the Password entered, if required

Click on “LOGIN” button to login into OnBase with your AD Credentials

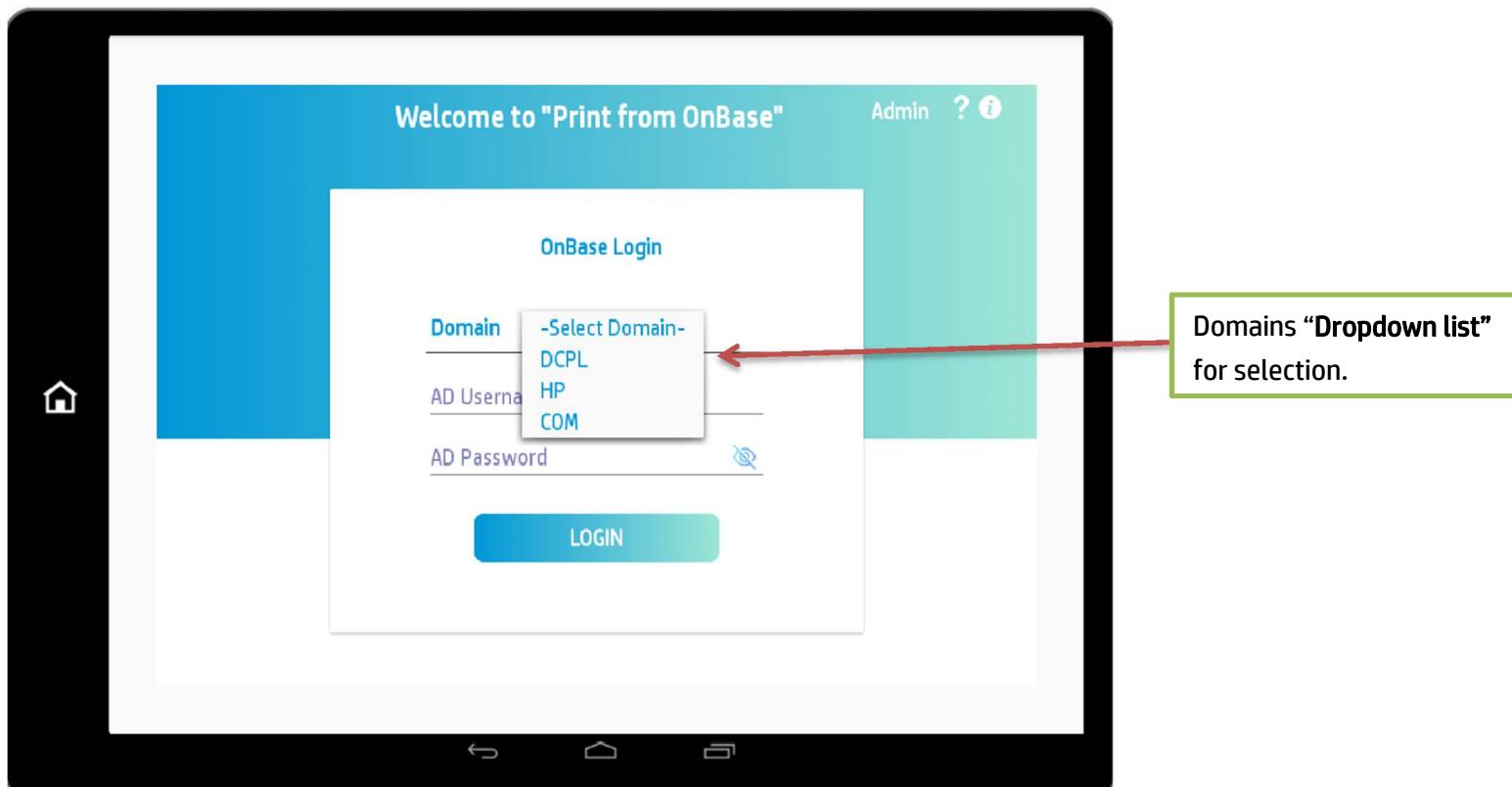


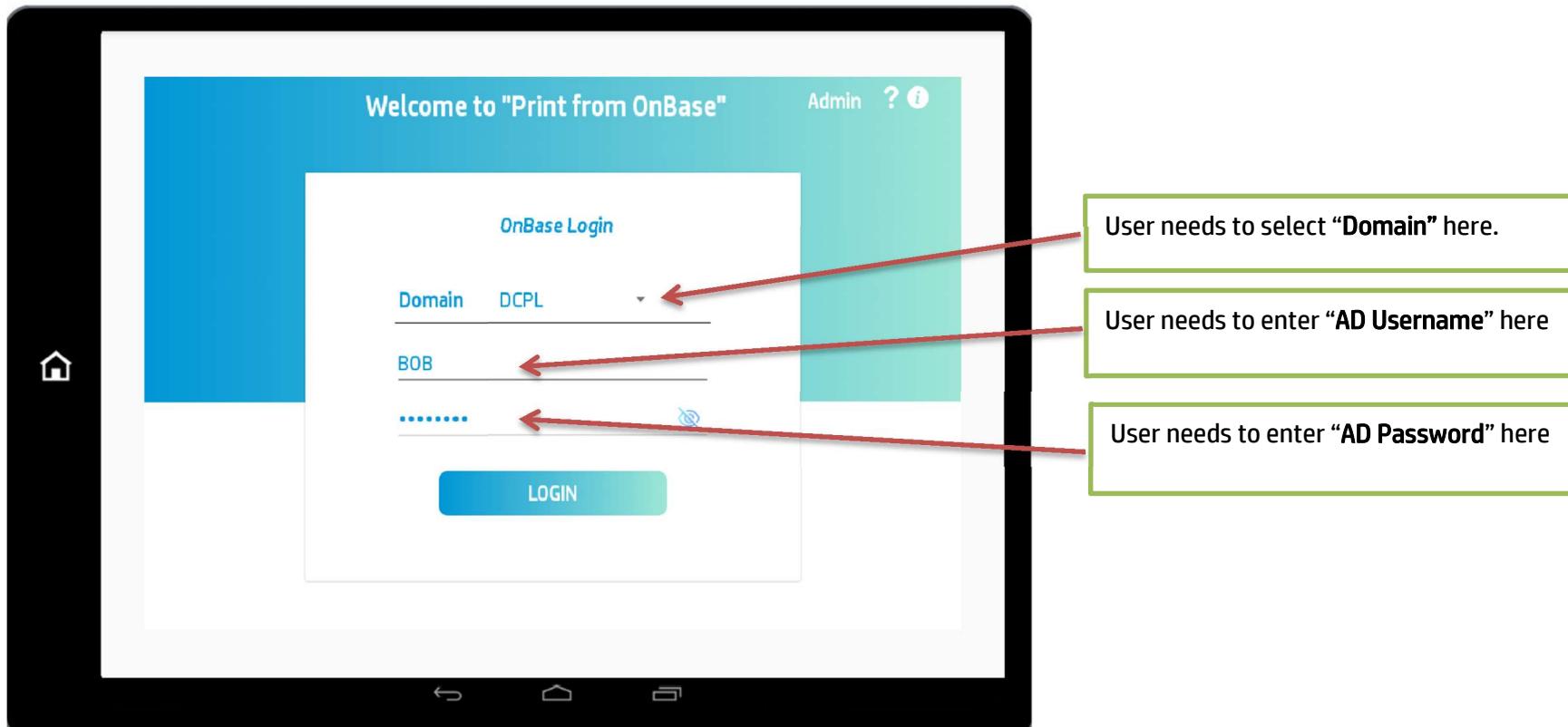
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Note:-"Select Domain" dropdown will be available on the OnBase Login Screen only, when there are multiple domains setup by the Admin.User needs to select the "Domain" from dropdown list and enter their "AD Username" and "AD Password" to Login into OnBase using AD Authentication.



All domains which are authorized by Admin during setup will be displayed in "Select Domain" dropdown list.







The screenshot shows a mobile application interface. At the top, it says "Welcome to 'Print from OnBase'" and "Admin ? ⓘ". Below this is the "OnBase Login" section. It includes a "Domain" dropdown set to "DCPL", a "User Name" field containing "BOB", a "password" field with a red arrow pointing to its eye icon, and a "LOGIN" button. A red arrow also points to the "LOGIN" button. To the left of the login form is a large blue rectangular area. At the bottom of the screen are three navigation icons: a left arrow, a home icon, and a right arrow.

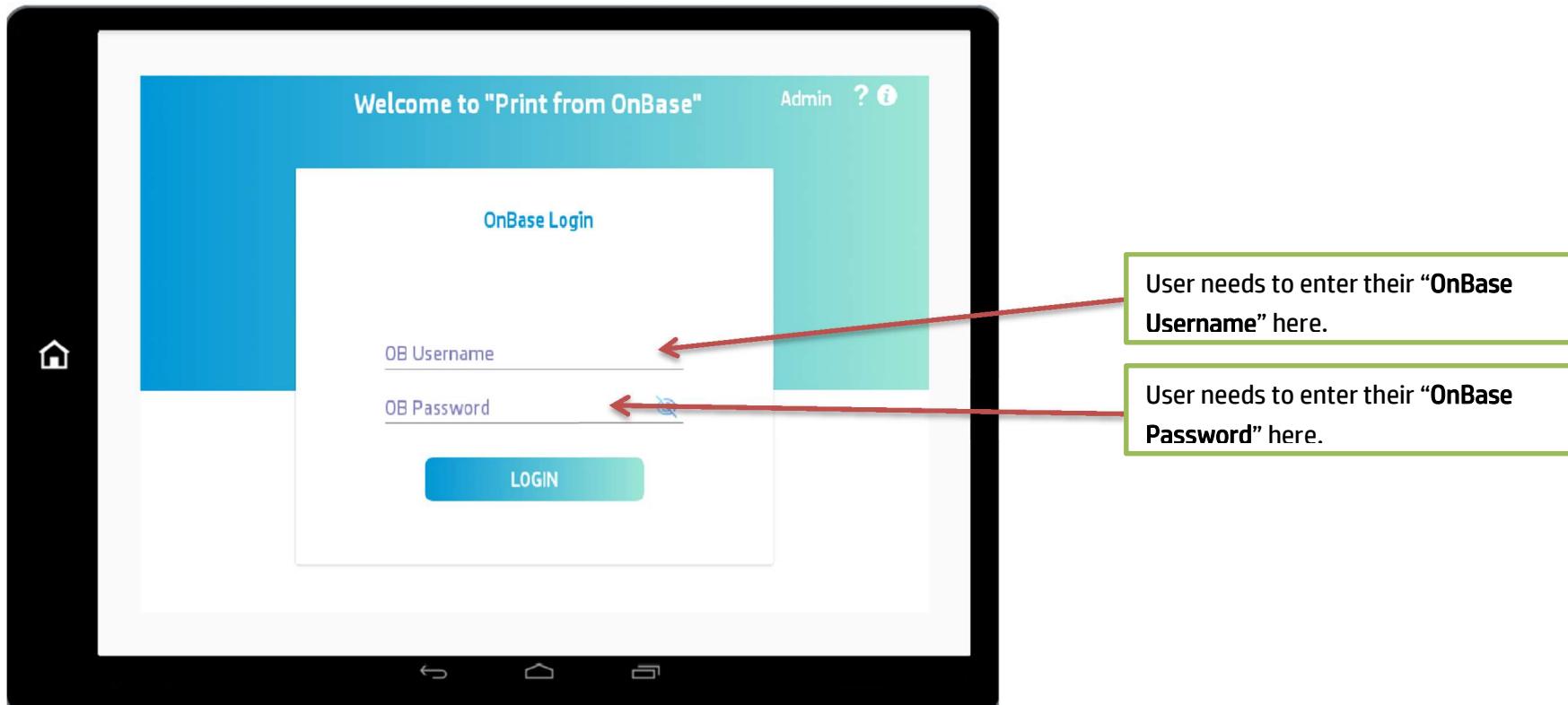
Click on the “” Icon to see the Password entered, if required

Click on “LOGIN” button to login into OnBase with your AD Credentials.



2.2. OnBase Login using Standard Authentication (OnBase)

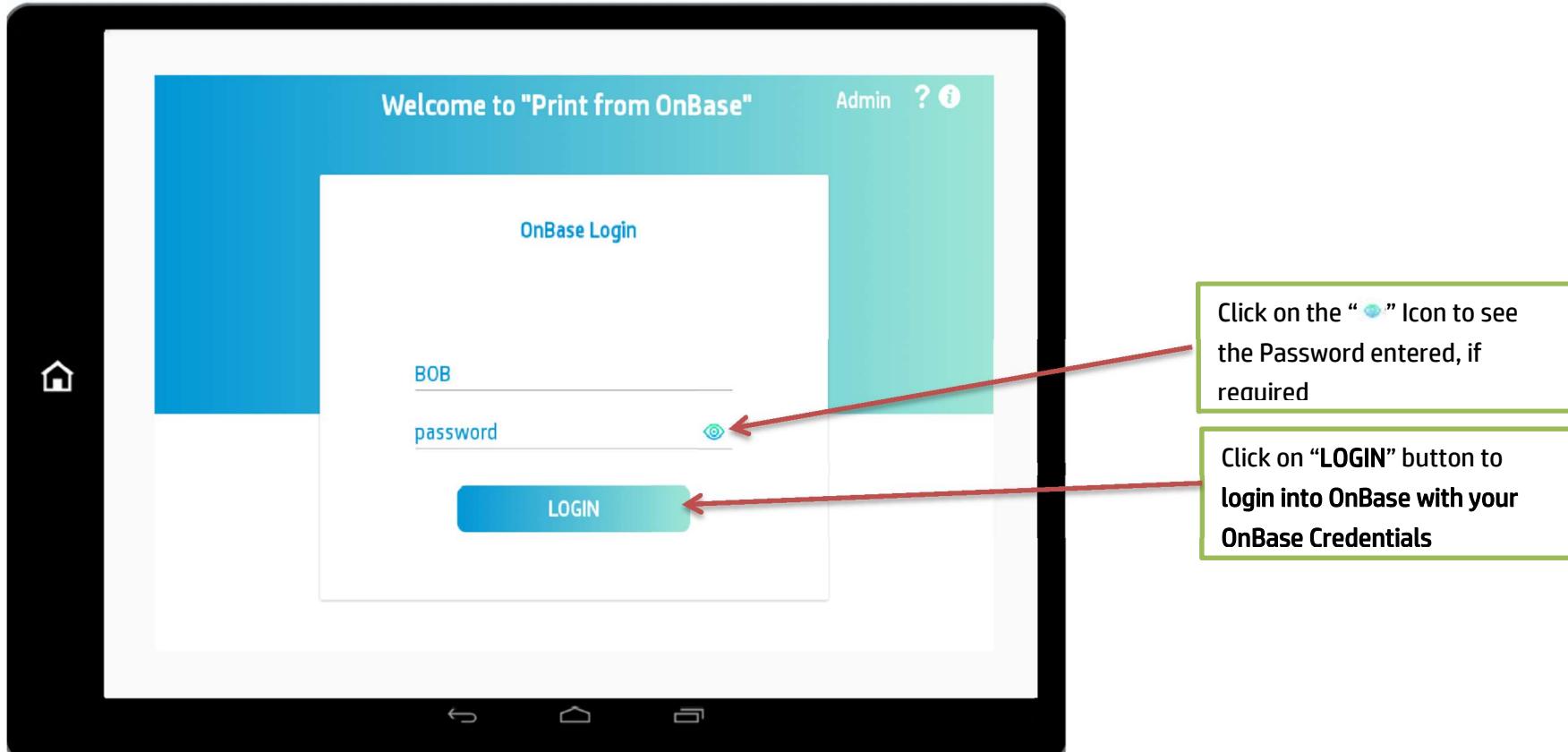
To Login into OnBase using OnBase Authentication, User needs to enter their “OnBase Username” and “OnBase Password”.





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3. Accessing your Documents in OnBase

Upon successful login “Document Query Pane” is enabled for searching the documents in OnBase. By default, “All” “Document Type Group” and “All” “Document Type” is pre-selected in the dropdown. This list is based on the user rights and privilege.

By default, “All” is selected in “Document Type Group” dropdown list

By default, “All” is selected in “Document Type” dropdown list.

Click “FIND” button to get the required documents in “Document list pane”.



Upon clicking “FIND” button all documents corresponding to selected “DTG” and “DT” are displayed in “Document List” pane.

The screenshot shows the BOB mobile application interface. On the left, the 'Query' screen is visible, featuring fields for 'Document Type Group' (set to 'All'), 'Document Type' (set to 'All'), and a 'Keyword' input field. Below these is a 'Full Text' search input field. At the bottom of the Query screen are four buttons: 'CLEAR', 'FIND', 'DETAILS', and 'OPTION'. A red arrow points from the 'CLEAR' button to a callout box. On the right, the 'Document List' screen displays a list of search results. The results are mostly identical entries: 'Check for in the amount of - Invoice #' followed by a unique identifier. One result, 'Cover Letter for SAM HASTINGS', is listed twice. A red arrow points from the first result in the list to a callout box. Another red arrow points from the 'PRINT' button at the bottom of the Query screen to a callout box. Callout boxes provide instructions: 'Click here for Logout.' points to the user icon in the top right; 'Result as per search criteria.' points to the list of documents; and 'Click on "CLEAR" button to clear all selections and Results' points to the 'CLEAR' button.



4. Search for the Document to Print

There are multiple ways to Search the documents as provided in OnBase. We can search for the document by applying the following filters:-

1. Document Type Group
2. Document Type
3. Keyword Values including Wildcard(*)
4. Full Text Search including Wildcard(*)
5. Combination of the any /all the above Document filters



4.1. Search by Document Type Group

By default, “All” is selected in the dropdown list of “Document Type Group”. User can select a particular “Document Type Group” from the dropdown list to retrieve all documents of the particular “Document Type Group”.

The screenshot shows the BOB mobile application interface. At the top, there's a navigation bar with icons for Home, Back, and Refresh. Below it is the main 'Query' screen. On the left, there's a sidebar titled 'Document Type Group' containing a list of categories: All, Accounts Payable, Case Mgmt. Documents, Employee Relations, Engineering, Facilities Management, Human Resources, Information Systems, invoice, Legal, and Media. The 'All' option is currently selected. To the right of the sidebar is a 'Document Type' section with a dropdown menu set to 'All'. At the bottom of the screen are four buttons: FIND, PREVIEW, OPTION, and PRINT. A red arrow points from the text 'Document Type Group' dropdown list.' to the 'Document Type Group' sidebar. A callout box with a green border contains the same text.



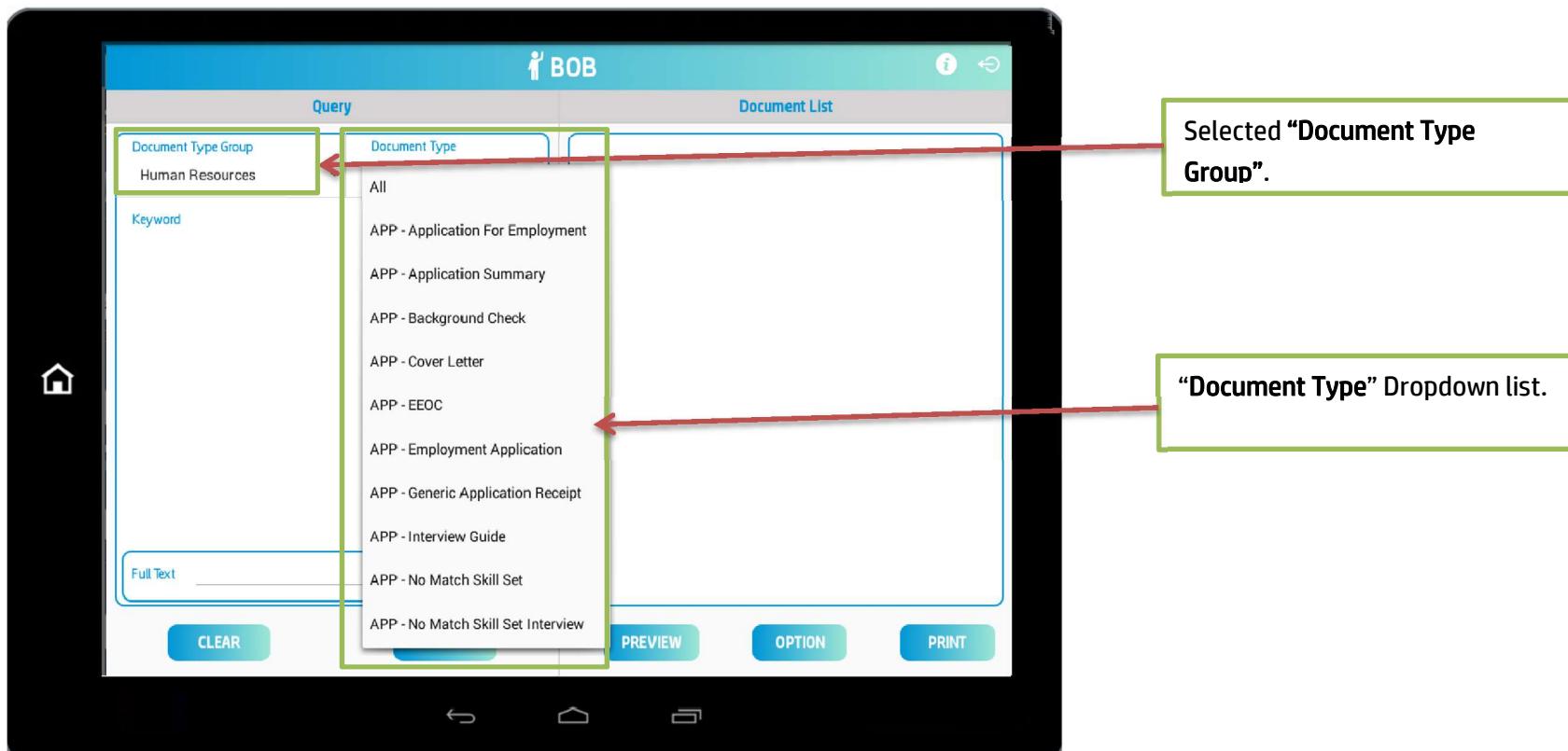
This Result is based on the user rights and privileges in OnBase.

The screenshot shows the BOB mobile application interface. On the left, the 'Query' pane displays search criteria: 'Document Type Group' set to 'Human Resources' and 'Document Type' set to 'All'. A red arrow points from the text 'Selected "Document Type Group"' to the 'Human Resources' selection. Below these are fields for 'Keyword' and 'Full Text', both currently empty. At the bottom of the Query pane are buttons for 'CLEAR', 'FIND', 'PREVIEW', 'OPTION', and 'PRINT'. A red arrow points from the text 'Click "FIND" button to get the required documents in "Document list pane"' to the 'FIND' button. On the right, the 'Document List' pane shows a list of documents: 'Application Summary for VIVEK - DEVELOPER', 'Employment Application for VIVEK (Applicant # 1234)', 'Offer Letter for VIVEK - 4/9/2020', 'Resume for VIVEK', 'Application Summary for RAGHAV - HR RECRUITER', 'Background Check for VIVEK', 'Application for VIVEK', 'Interview Guide for ISHA', 'Benefit Change Request for DAN (ID: #12345123)', and 'HR - Direct Deposit for JOHN'. A red arrow points from the text 'Result as per search criteria.' to the first document in the list.



4.2. Search by Document Type

Upon Selection of a particular “Document Type Group”, all corresponding “Document Types” to which the user has access in OnBase will be displayed in dropdown List.





User can select a particular “Document Type” from the dropdown list & click “FIND” button to retrieve all documents of the particular “Document Type”.

The screenshot shows the BOB mobile application interface. On the left, there's a navigation bar with a house icon. The main screen is divided into two sections: "Query" on the left and "Document List" on the right. In the "Query" section, there's a dropdown for "Document Type Group" set to "Human Resources". Below it, a dropdown for "Document Type" is open, showing "APP - Cover Letter" which is highlighted with a green box and a red arrow pointing to it. The "Document List" section is currently empty. At the bottom, there are five buttons: "CLEAR", "FIND", "PREVIEW", "OPTION", and "PRINT". A red arrow points from the "FIND" button to a callout box on the right. Another callout box on the right indicates that the "Selected ‘Document Type’" is "APP - Cover Letter".

Selected “Document Type”.

Click “FIND” button to get the required documents in “Document list pane”



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This Result is based on the user rights and privileges in OnBase.

The screenshot shows the OnBase mobile application interface. On the left is the 'Query' screen, which includes fields for Document Type Group (Human Resources), Document Type (APP - Cover Letter), Keyword (Name, AlphaNumeric, Max: 40), Resume ID, Phone, Address, City, State, and Full Text. Below these are buttons for CLEAR, FIND, PREVIEW, OPTION, and PRINT. On the right is the 'Document List' screen, which displays a list of document titles: Cover Letter for ANDREW LINCOLN, Cover Letter for JOHN MALLORY, Cover Letter for JASON KNIGHT, Cover Letter for MARY NELSON, Cover Letter for JANE HARPER, Cover Letter for ASHTON ANDERSON, Cover Letter for MARY MONTROS, Cover Letter for INGRID THOMAS, Cover Letter for HANNA RIVERS, and Cover Letter for DAN DOBSON. A red arrow points from a callout box labeled 'Result as per search criteria.' to the document list. The entire interface is set against a dark background.

Result as per search criteria.



4.3. Search by Keyword Value

Upon selection of a particular “Document Type”, all corresponding “Keywords” related to the selected “Document Type”, will be displayed in the “Keyword panel”.

The screenshot shows the BOB mobile application interface. At the top, there's a navigation bar with icons for Home, Logout, and Refresh. Below it, the main screen is divided into two main sections: "Query" on the left and "Document List" on the right.

In the "Query" section, there are dropdown menus for "Document Type Group" (set to "Human Resources") and "Document Type" (set to "APP - Cover Letter"). Below these are several input fields for "Keyword" values:

- Name: AlphaNumeric (Max: 40)
- Resume ID: AlphaNumeric (Max: 15)
- Phone: AlphaNumeric (Max: 15)
- Address: AlphaNumeric (Max: 60)
- City: AlphaNumeric (Max: 25)
- State: AlphaNumeric (Max: 20)
- Full Text: (empty field)

At the bottom of the "Query" section are four buttons: CLEAR, FIND, PREVIEW, OPTION, and PRINT.

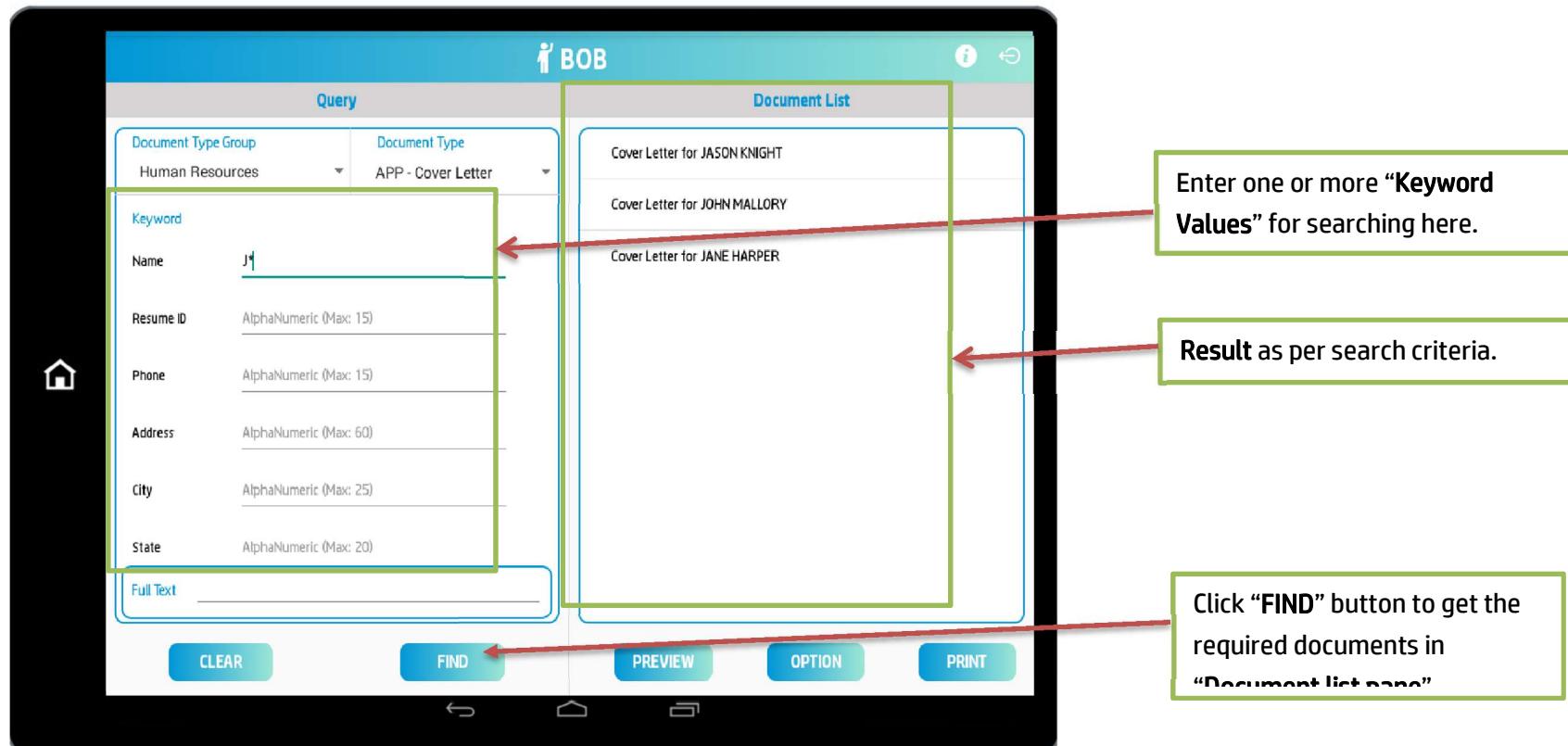
The "Document List" section is currently empty, showing a placeholder message: "No documents found".

Three callout boxes with arrows point to specific elements:

- A green box points to the "Document Type Group" dropdown with the text "Selected ‘Document Type Group’".
- A green box points to the "Document Type" dropdown with the text "Selected ‘Document Type’".
- A green box points to the "Keyword" input area with the text "Keyword panel – Enter the Keyword values here."



User needs to provide the “Keywords value/s” from the MFD keyboard and click “FIND” button to retrieve all documents of the particular “Document Type” with the matching “Keywords value/s”.





4.4. Search by Full – Text

User can search for the document from the OnBase Repository by entering Exact Match Text or Wildcard (*) Text in Full-Text Field. For example: - We are searching for “Document Type Group” Human Resources, “Document Type” APP – Cover Letter with “Full Text Value” – Confi* and click on “FIND” button to get the document list (APP - Cover Letter) result

Document List as per search criteria.

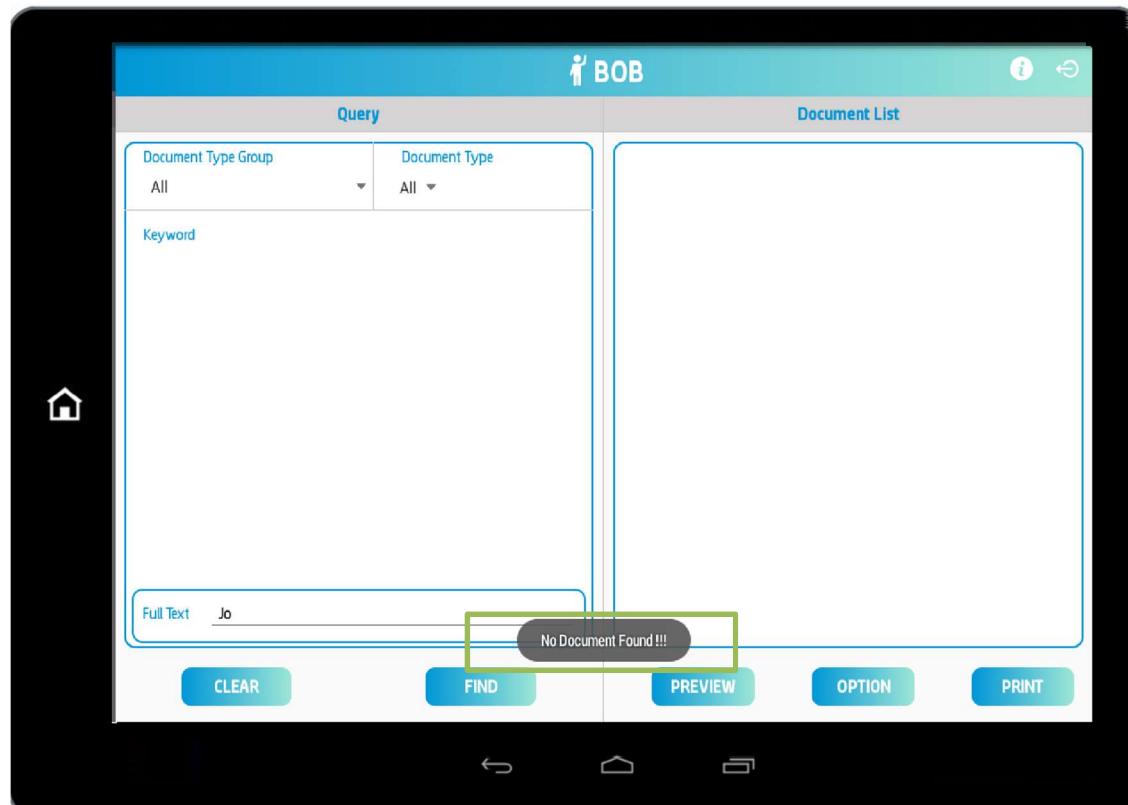
Enter the Wildcard (*) text here for searching the documents.

Click “FIND” button to get the required documents in “Document list pane”.



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If no document is present in OnBase that contains the Full Text Search word, then after clicking on “FIND” button a pop up will show in the bottom with message i.e. “**Document Not Found**”.





4.5. Search using Combination of Document Parameters

User can use a combination of “Document Type Group”, “Document Type”, “Keyword Value’s” and “Full Text”.

For example: - We are searching for “Document Type Group” Human Resources, “Document Type” APP – Cover Letter, “Keyword Value” Name - J* with “Full Text Value” – Confi* and click on “FIND” button to get the document list (APP - Cover Letter) result.

The screenshot shows the BOB mobile application interface. On the left, the "Query" pane contains search criteria:

- Document Type Group: Human Resources
- Document Type: APP - Cover Letter
- Keyword:
 - Name: J*
 - Resume ID: AlphaNumeric (Max: 15)
 - Phone: AlphaNumeric (Max: 15)
 - Address: AlphaNumeric (Max: 60)
 - City: AlphaNumeric (Max: 25)
 - State: AlphaNumeric (Max: 20)
- Full Text: Confi*

On the right, the "Document List" pane displays the results:

- Cover Letter for JOHN MALLORY

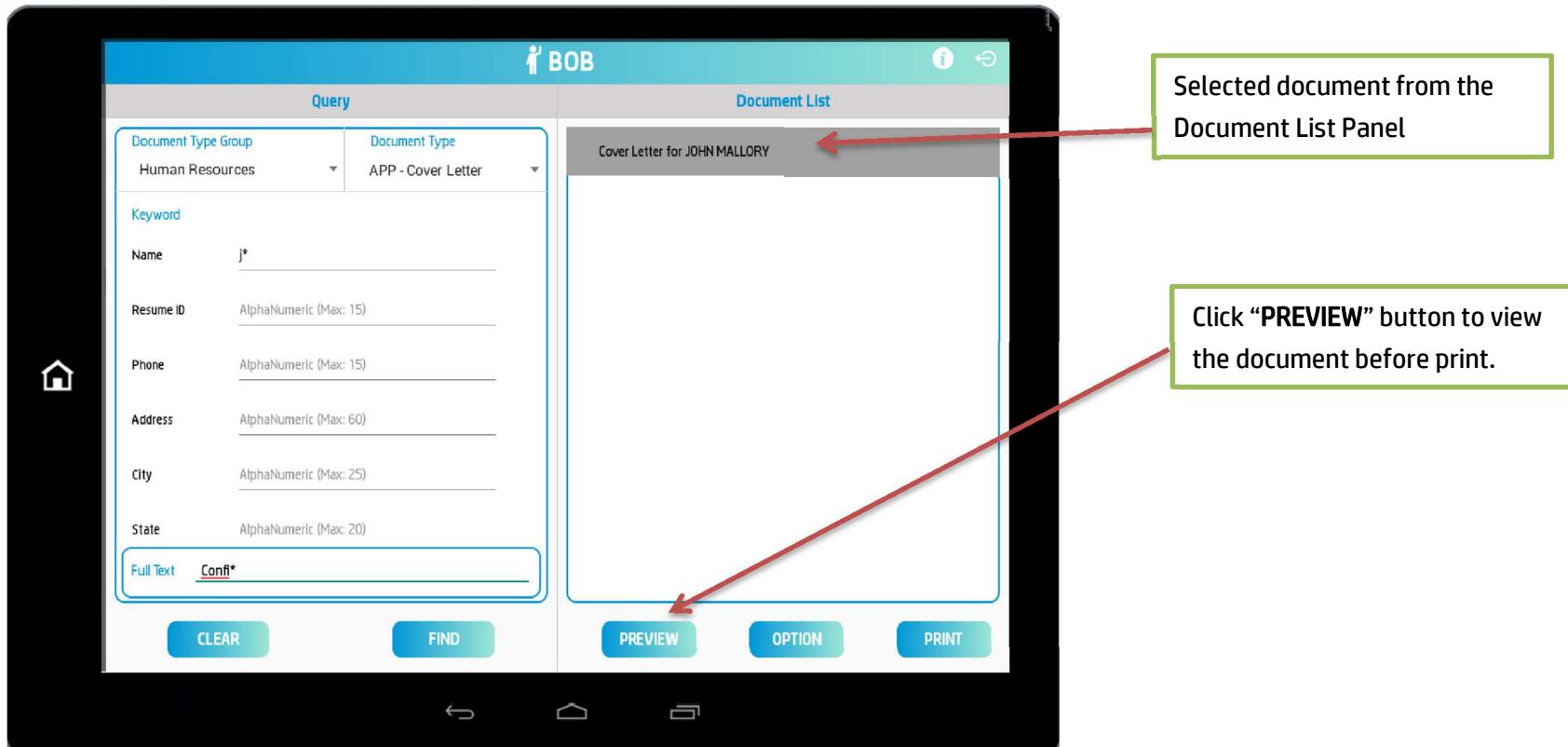
Annotations explain the search parameters:

- Enter Keyword value here. (points to the Name field)
- Enter Full Text Search value here. (points to the Full Text field)
- Document List as per search criteria. (points to the results pane)
- Click “FIND” button to get the required documents in “Document list pane”. (points to the FIND button)



5. Document Preview

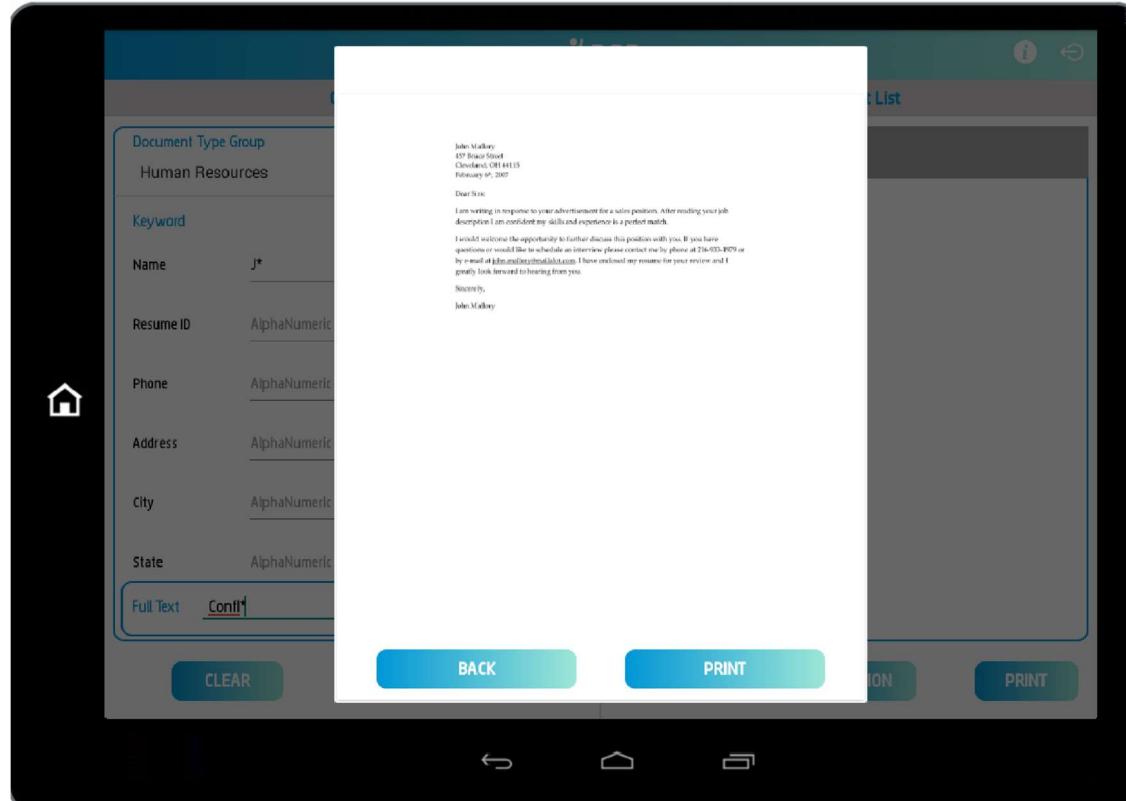
Upon selection of the document from the Document List Panel, Click on “PREVIEW” button for preview the document before print.





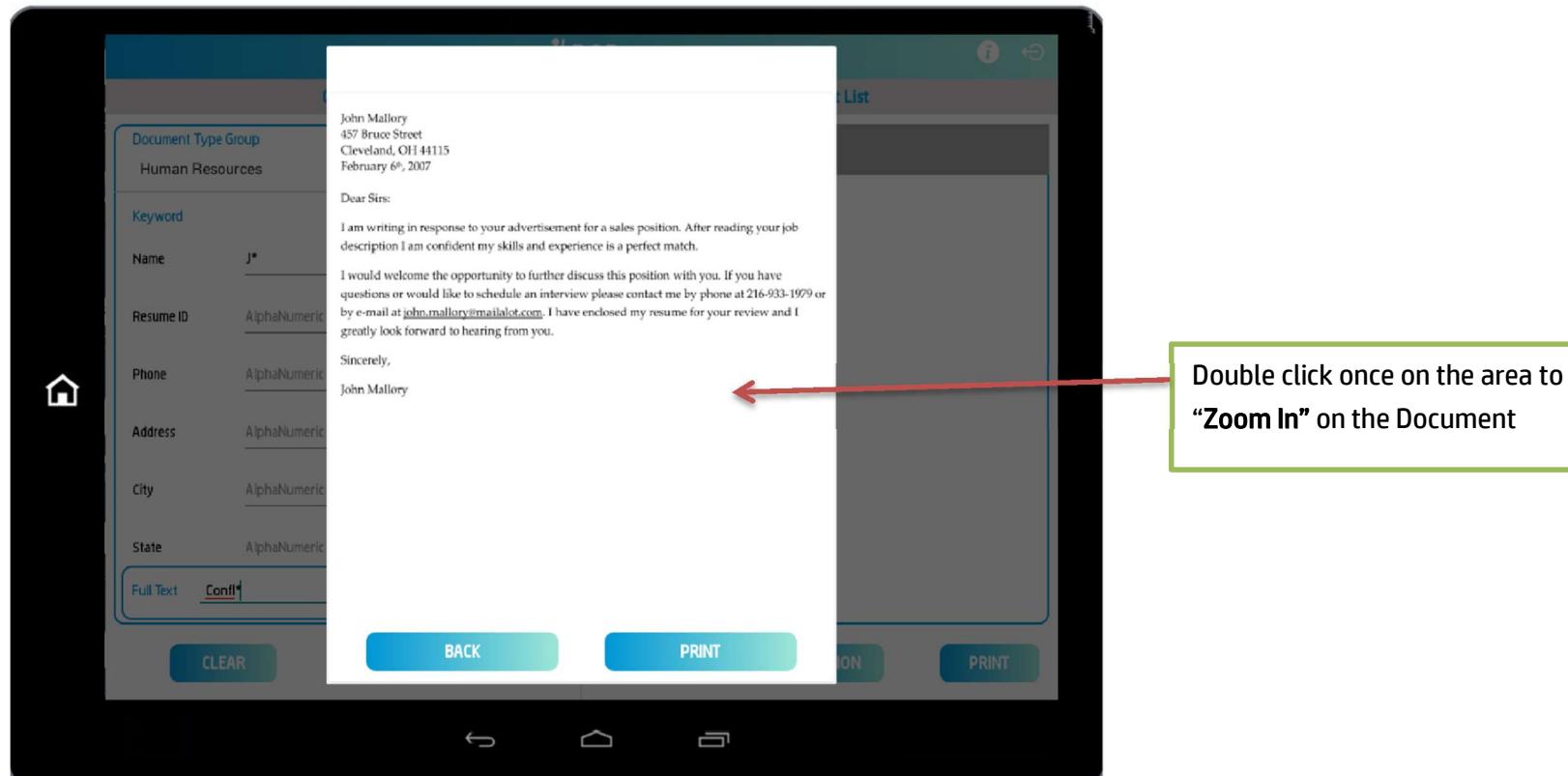
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Upon clicking “PREVIEW” button, selected document will be displayed in the pop up screen.





User can zoom the document by double clicking over the document. “Zoom In” functionality will be performed up to 2 levels.





The screenshot shows a mobile application interface for OnBase. On the left, there is a sidebar with a house icon at the top, followed by a list of fields: Document Type Group (Human Resources), Keyword, Name (J*), Resume ID (AlphaNumeric), Phone (AlphaNumeric), Address (AlphaNumeric), City (AlphaNumeric), State (AlphaNumeric), Full Text (with a red 'Conflict' indicator), and a CLEAR button. In the center, a document is displayed with the following content:

457 Bruce Street
Cleveland, OH 44115
February 6th, 2007

Dear Sirs:

I am writing in response to your advertisement for a [redacted]
description I am confident my skills and experience i [redacted]

I would welcome the opportunity to further discuss [redacted]
questions or would like to schedule an interview ple [redacted]
by e-mail at john.mallory@mailalot.com. I have enclo [redacted]
greatly look forward to hearing from you.

Sincerely,

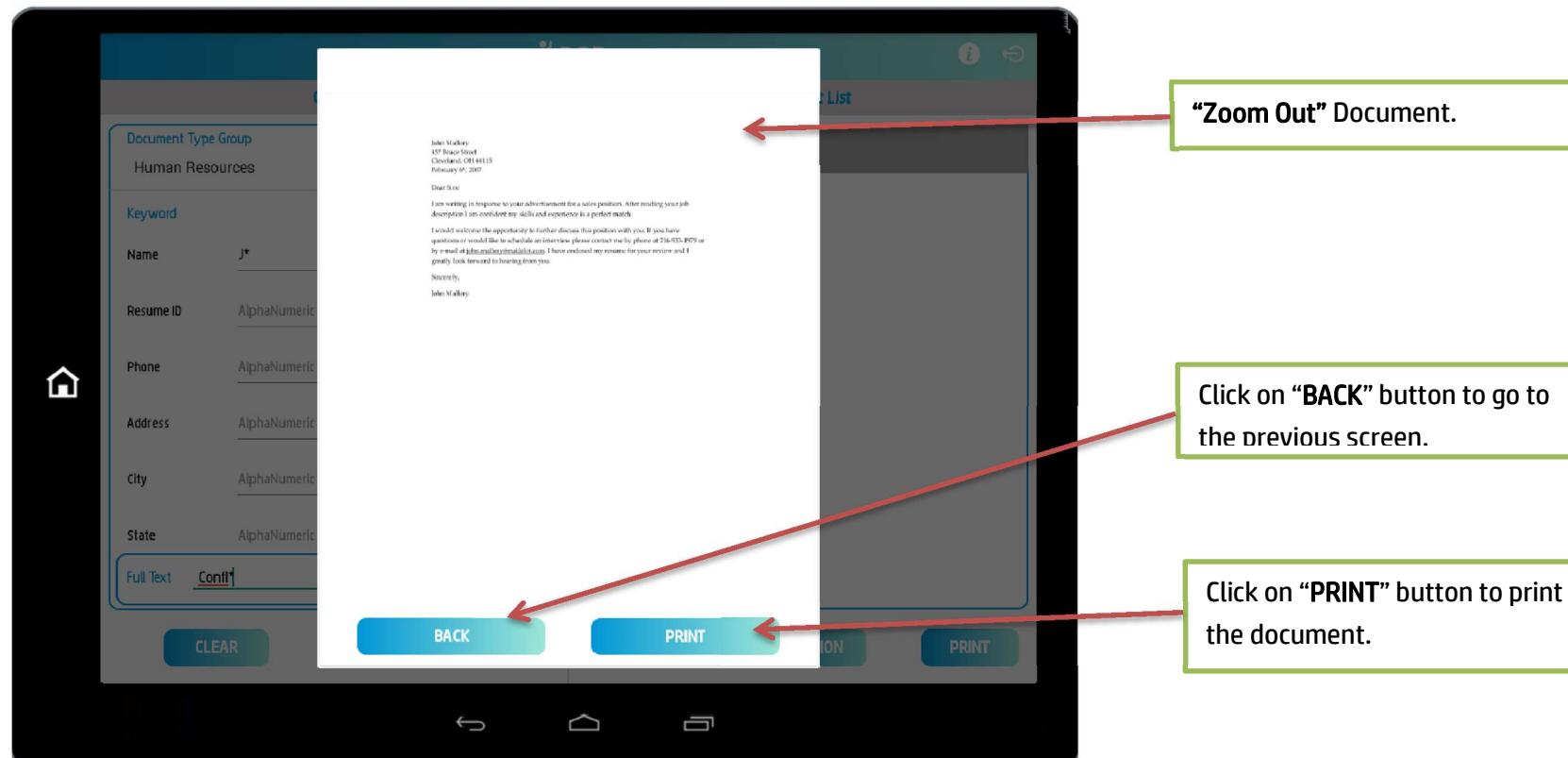
John Mallory

At the bottom of the document view, there are BACK, PRINT, and another PRINT button. Below the document, there are navigation icons for back, home, and search. A red arrow points from a callout box to the right edge of the document area.

Double click again on the area
to "Zoom In" on the Document

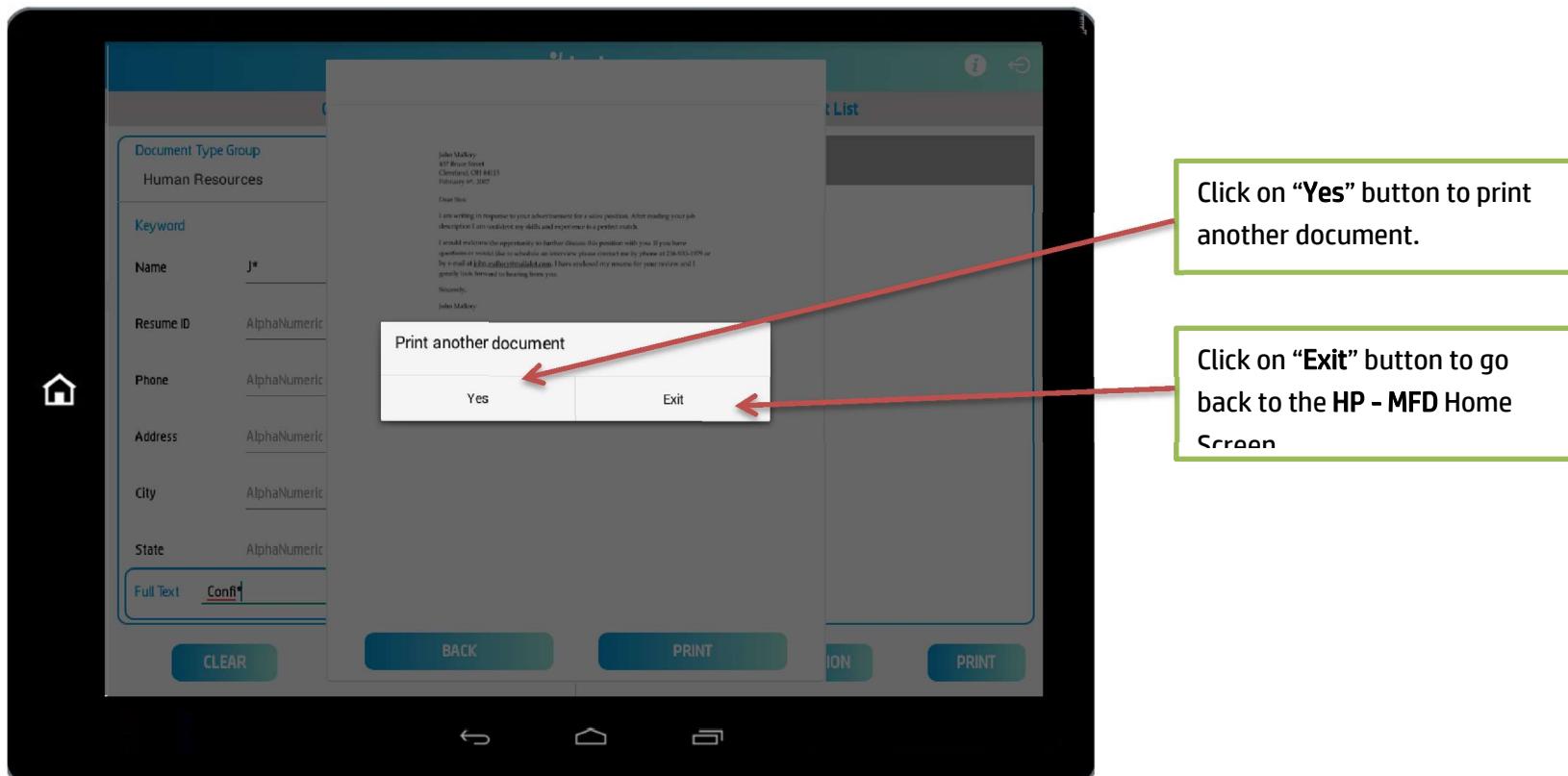


User can “Zoom In” up to two levels. The user can double clicks third time to “Zoom out” and the display will come to its original state.





Once the job is successfully completed, a pop-up will be displayed “Print another document” with 2 options. If you want to print another document, Click on “Yes” button or click on “Exit” to go back to the HP - MFD Home Screen.

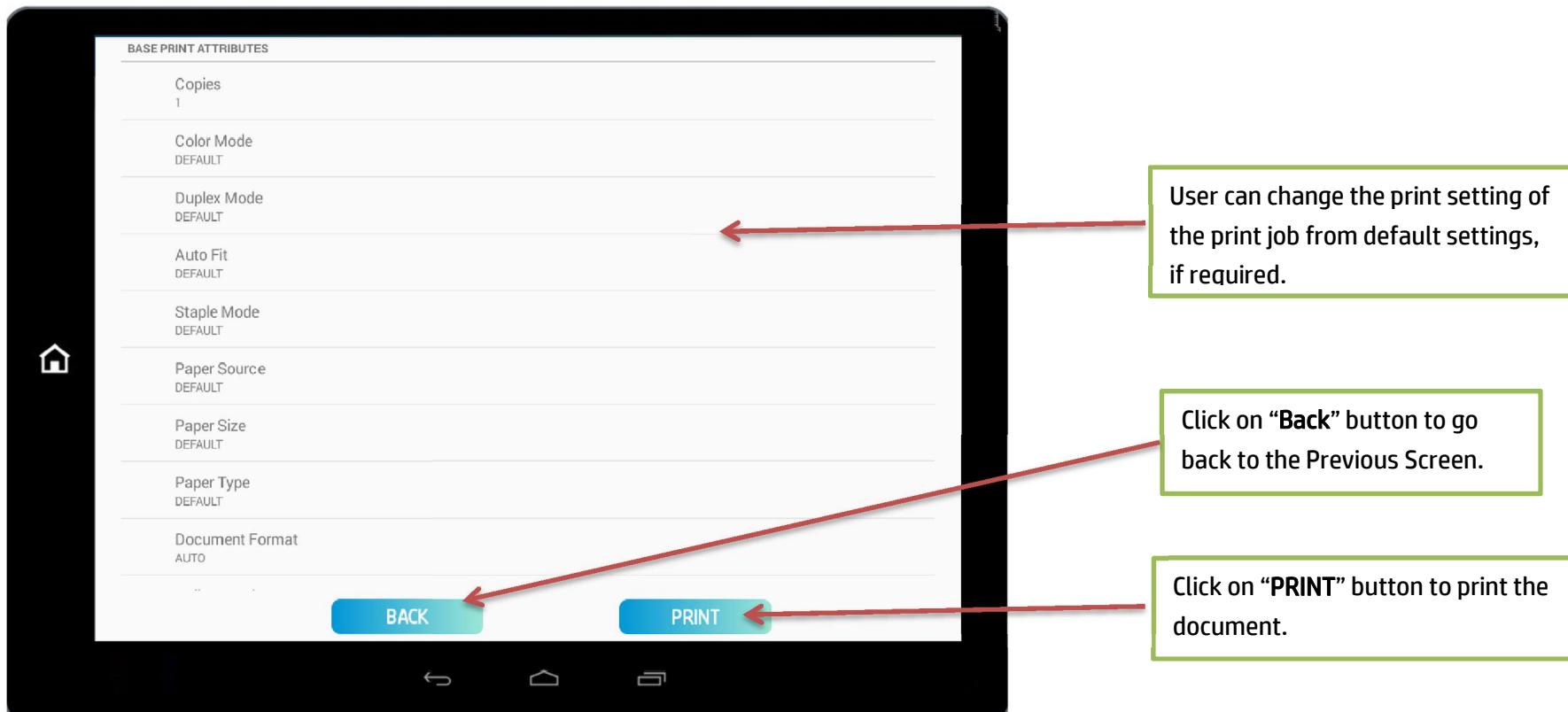




6. Change Default Print Settings

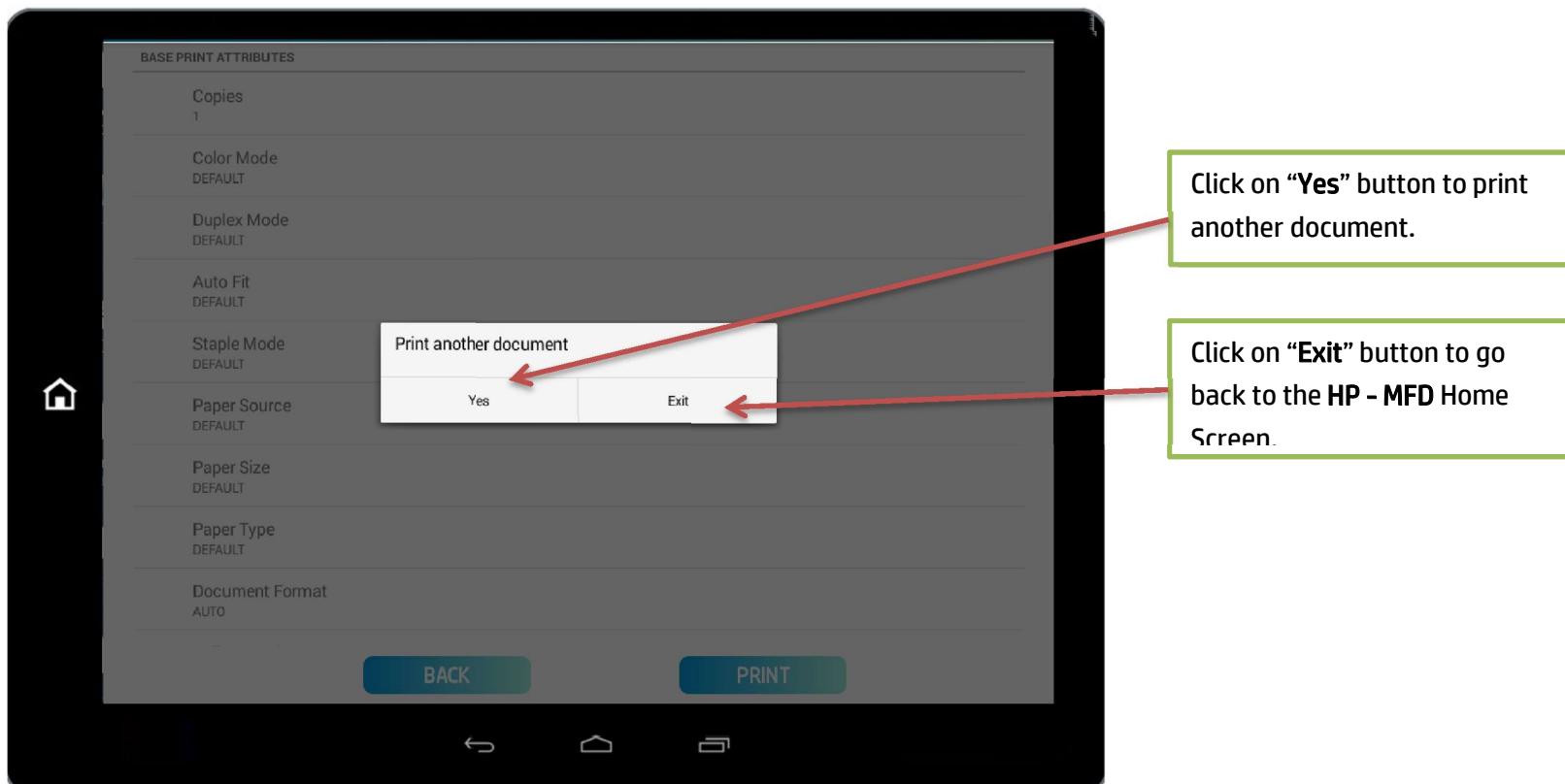
Upon Clicking “OPTION” button, Print setting Screen will be displayed.

The screenshot shows the BOB mobile application interface. On the left, there is a 'Query' panel with fields for Document Type Group (Human Resources), Document Type (APP - Cover Letter), Name (with a required field indicator *), Resume ID, Phone, Address, City, State, and Full Text (with a 'Confidential' label). Below these are buttons for CLEAR, FIND, PREVIEW, OPTION, and PRINT. On the right, there is a 'Document List' panel showing a single item: 'Cover Letter for JOHN MALLORY'. A red arrow points from a green callout box labeled 'Selected document from the Document List Panel' to this item. Another red arrow points from a green callout box labeled 'Click “OPTION” button to change the print setting of the print job' to the 'OPTION' button at the bottom of the screen.





Once the job is successfully completed, a pop-up will be displayed “Print another document” with 2 options. If you want to print another document, Click on “Yes” button or click on “Exit” to go back to the HP - MFD Home Screen.





7. Direct Document Print

Click “PRINT” button, to print the selected Document with default Print settings.

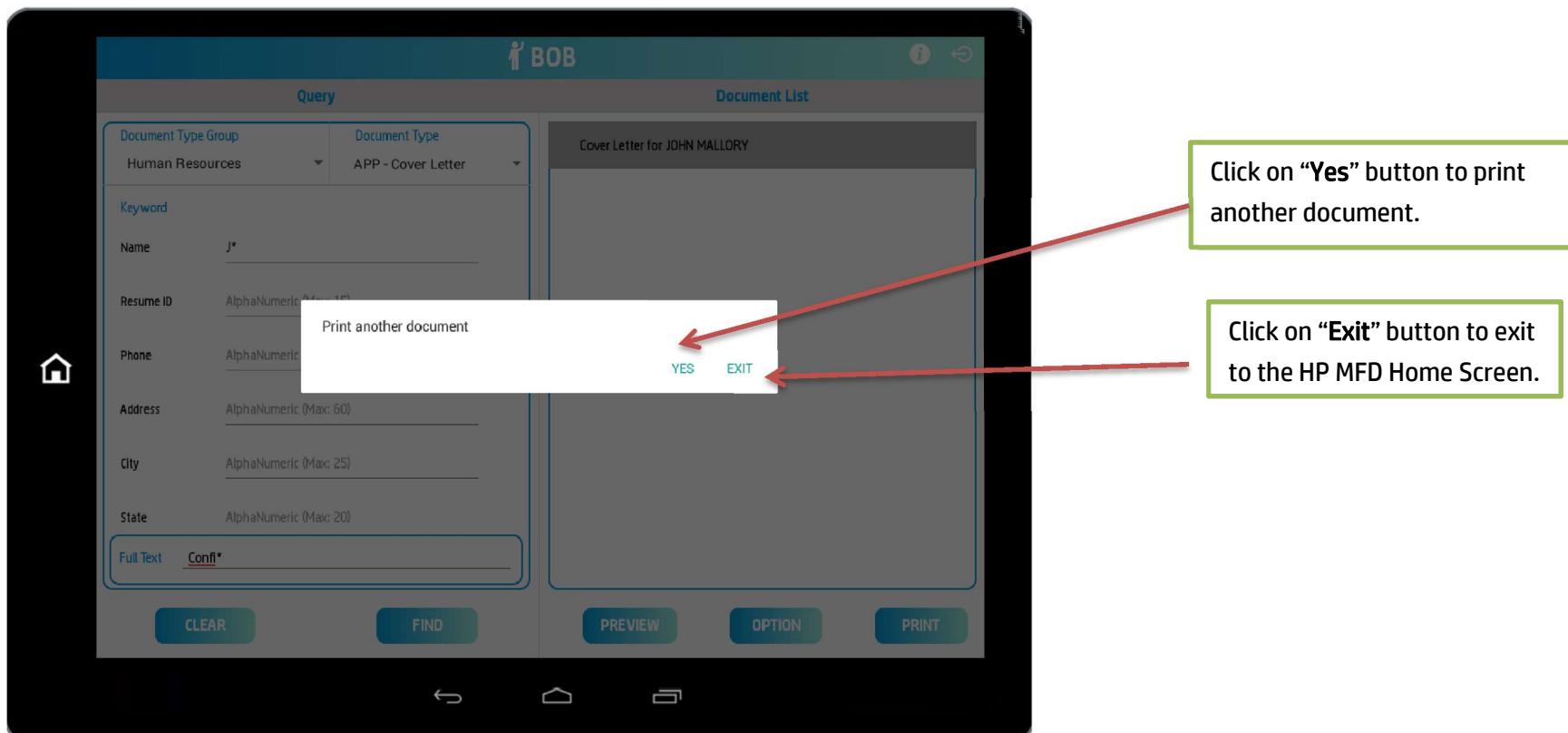
The screenshot shows the BOB mobile application interface. On the left is the "Query" panel, which includes fields for Document Type Group (Human Resources), Document Type (APP - Cover Letter), Keyword (Name: J*), and several search fields (Resume ID, Phone, Address, City, State). Below these are "Full Text" search fields containing "Conf*". At the bottom of the Query panel are "CLEAR", "FIND", "PREVIEW", "OPTION", and "PRINT" buttons. On the right is the "Document List" panel, which displays a list of documents. A red arrow points to the first item in the list: "Cover Letter for JOHN MALLORY". To the right of the list is a callout box with the text "Selected document in the Document List Panel". Another red arrow points to the "PRINT" button at the bottom of the screen. To the right of the "PRINT" button is a callout box with the text "Click on ‘PRINT’ button to print the document."

Selected document in the Document List Panel

Click on “PRINT” button to print the document.

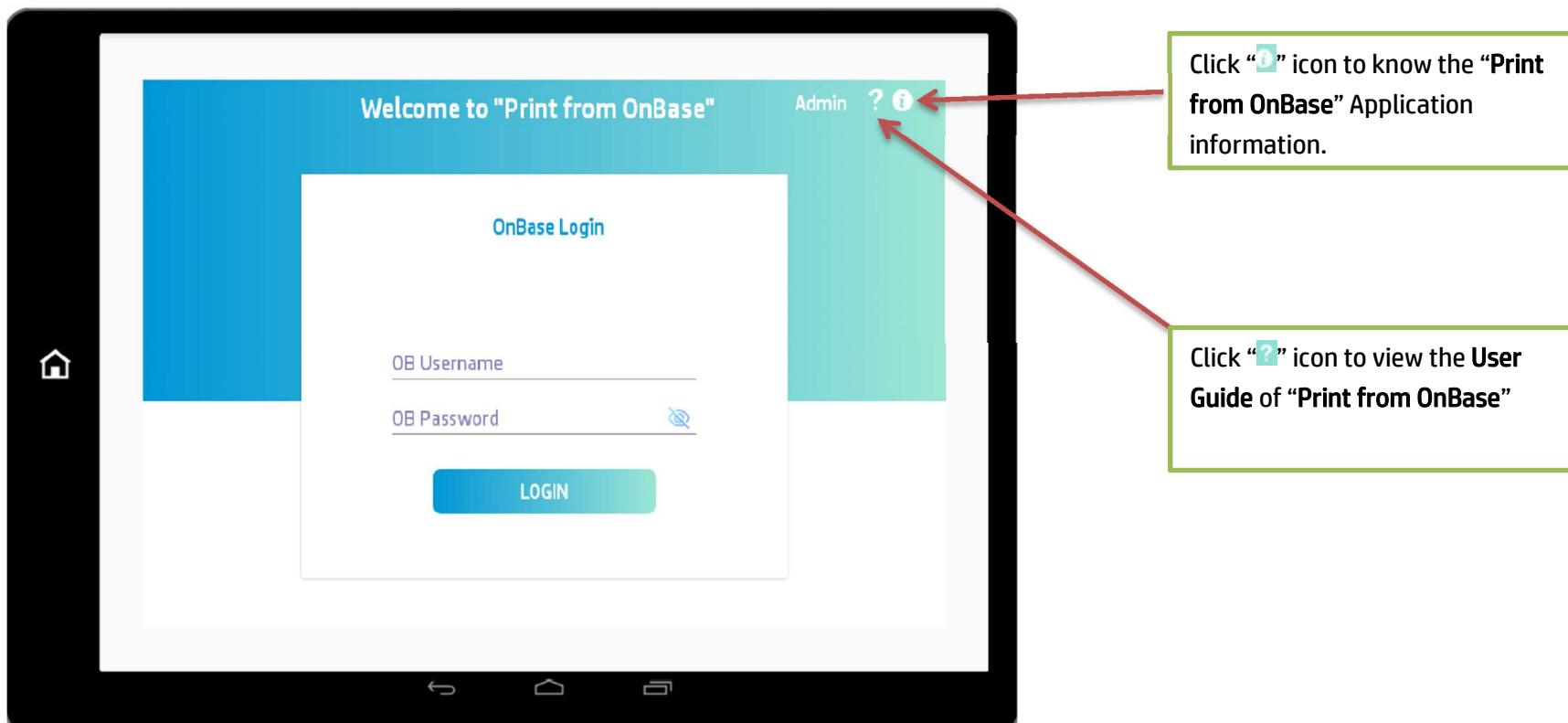


Once the job is successfully completed, a pop-up will be displayed “Print another document” with 2 options. If you want to print another document, Click on “Yes” button or click on “Exit” to go back to the HP MFD Home Screen.





8. Application Information





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The screenshot shows a mobile application interface with a black header bar containing a house icon and a back arrow. Below the header is a light blue navigation bar with the text "Information". The main content area displays the DCPL logo and the following information:

DCPL-Print from OnBase
Version 2.2
🌐 <https://www.dcplglobal.com/>
✉️ contact@dcplglobal.com
© Dee Vee Cloud Programming LLP

Two callout boxes with red arrows point to specific sections of the screen:

- A green box points to the "Version 2.2" line, containing the text: "Version details of “Print from OnBase” application installed is displayed here."
- A green box points to the contact information (website and email), containing the text: "For any information about this Application you can contact us on our Email id or visit our website."