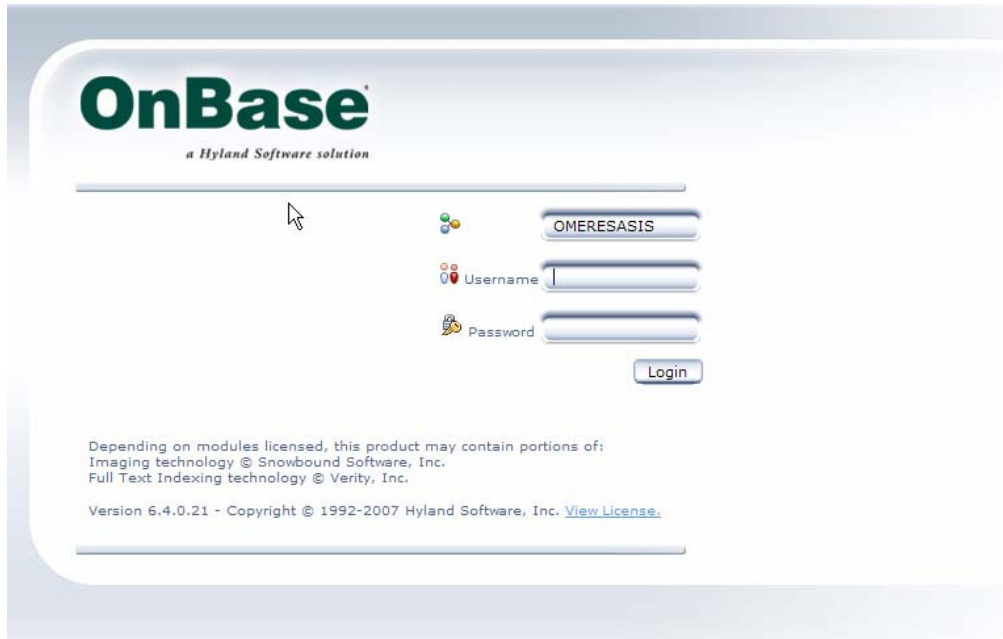
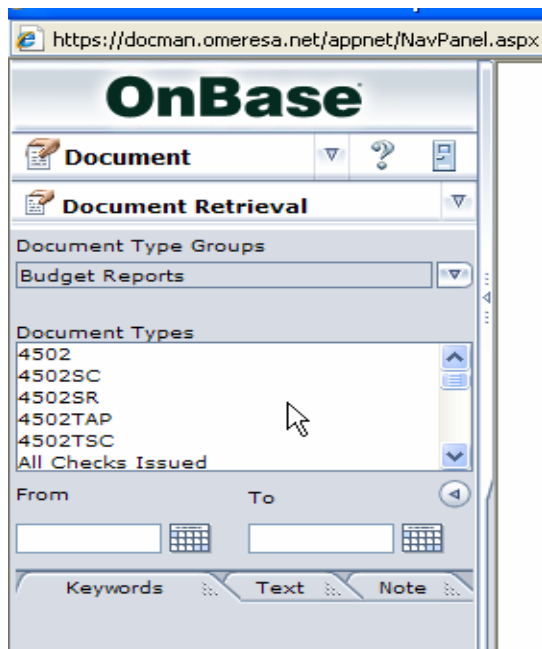


# OnBase Document Management Budgetary Reports

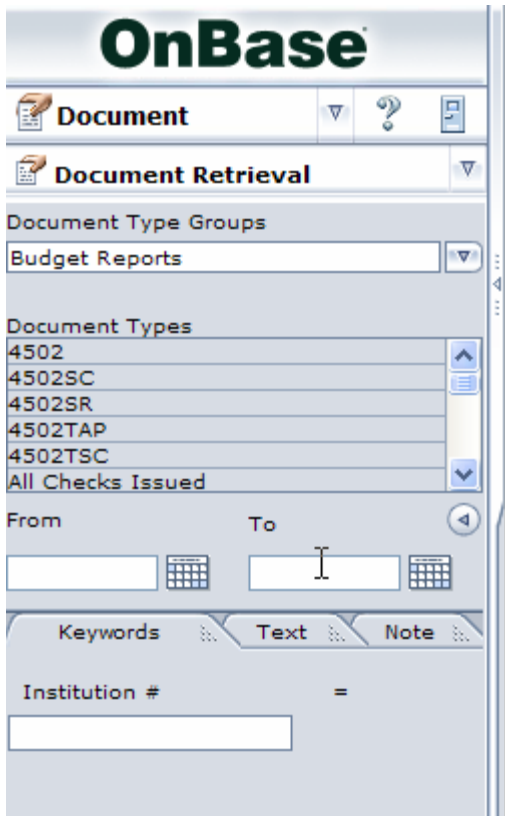
Login to OnBase. If your password needs reset you can create a Helpdesk Ticket or call 330-339-1616 ext 2.



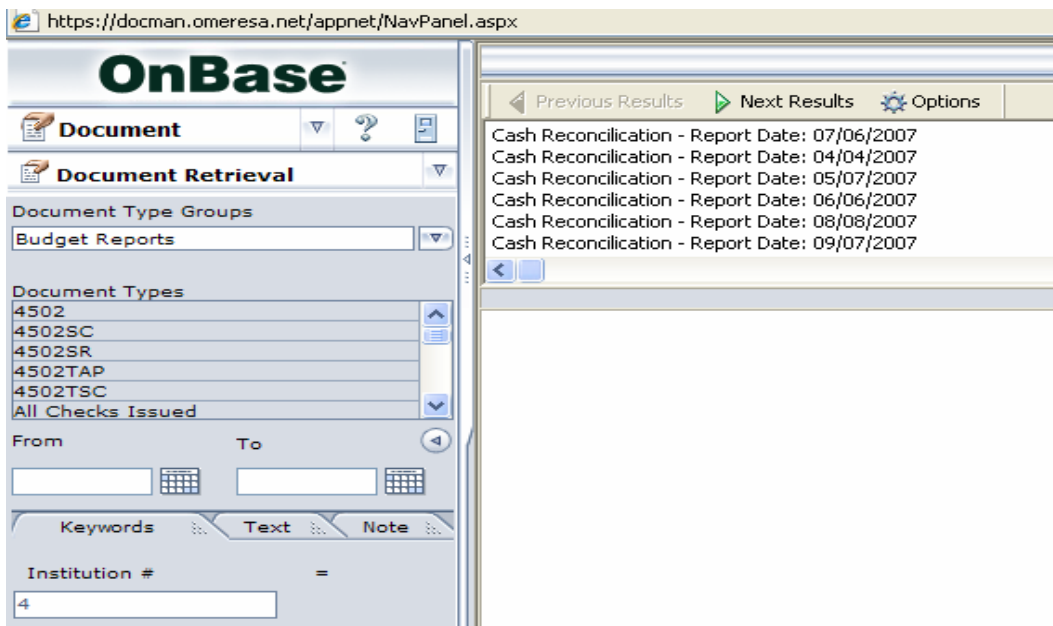
After you have logged into OnBase choose Document Retrieval from the first drop down list and Budget Reports from the second drop down list.



Under Document Types you will see all the Budgetary Reports listed. You may click on one at a time and put your institution number in the keywords to retrieve a document or you may double click in the list of document types and select all of them then enter your institution number in the keyword text box and hit return.



This will provide you with a hit list that will retrieve all of your 2007 to date Budgetary Reports.



Choose a document you would like to view and double click the document to view it in the document window below the hit list.

Remember as you scroll down you hit list that all your documents may not appear, you will need to click the Next Results arrow at the top of your hit list.

As always, if you have any questions please contact me at 330-339-1616 ext. 2 or place a ticket in the helpdesk.

Thank you,  
Kathy