1 Policy Discussed

2 Policy Details Entered

3 Checklists Auto-Generated by OnBase

4 People Complete Checklists

5 Real-time Insight for Management

6 Continuous Process Improvement

Even though OnBase Checklists for Process Control is software that helps control process - it is really **software that makes people better at what they do**.  Using OnBase Checklists is a very people centric approach to process control.  In the very first step the solution requires that people get together and talk about what the policies and procedures should be.  From there people will type the policies and procedures into **templates that specify who, what, where, when and why**.  The Checklist engine then takes that information and automatically generates Checklists and delivers them right to the right person at exactly the right time.  When each person completes their assigned checklists the data from those checklists immediately feeds into **graphical dashboard reports that provide a level of visibility into every process** that could not have been achieved before.  Because each checklist allows the person working the tasks to provide feedback or even to indicate that a significant problem occurred, it actively **promotes a continuous improvement** process by bringing everyone back together to discuss the policies and procedures.

OnBase Checklists for Process Control - *it makes your people better*.