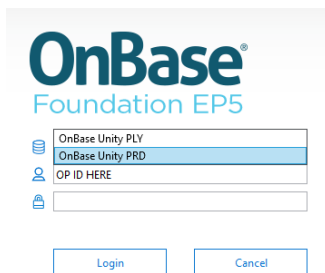


Radiation Oncology OnBase Print Workflow

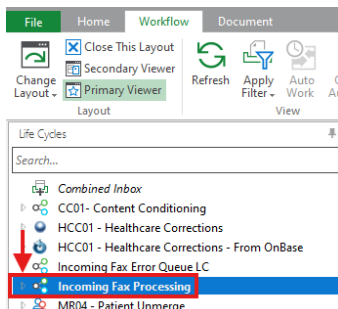
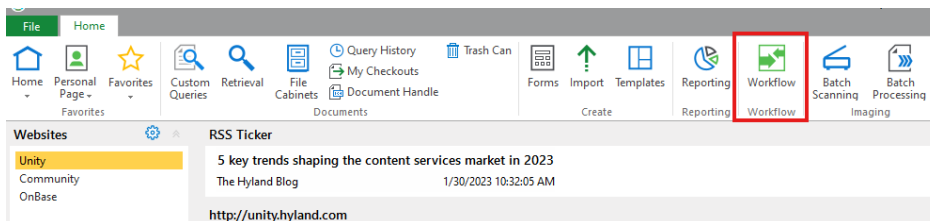
Logging into OnBase

1. Double-click the **OnBase Unity Client** icon on your desktop.
2. In the **System** field, select **OnBase Unity PRD** from the dropdown.
3. Enter your **Op ID** in the *Username* field and your **password** in the *Password* field.
4. Click **Login**.



Accessing the Workflow

1. From the **OnBase Home Banner Bar**, select **Workflow**.
2. In the top left corner, click the caret (v) next to **Incoming Fax Processing** to expand the list of workqueues.
3. Select **Gladstone RadOnc General 01**.



Custom Filter Selection

For Field 'Practice'

Group Selected:

Operator	Operand
<input checked="" type="checkbox"/> Contains	AHMG CLI RAD ONC 215 BEAMAN ST
<input checked="" type="checkbox"/> Contains	AHMG GOL RAD ONC 2802 MCLAMB PL
<input checked="" type="checkbox"/> Contains	AHMG CLY RAD ONC 49 SPICEWOOD DR
<input checked="" type="checkbox"/> Contains	AHMG WEA RAD ONC 179 N BUNCOMBE SCHOOL RD
<input checked="" type="checkbox"/> Contains	AHMG HEN RAD ONC 95 DOCTORS DR
<input checked="" type="checkbox"/> Contains	AHMG RAD ONC 171 DANIEL RD
<input checked="" type="checkbox"/> Contains	AHMG BRE RAD ONC 70 NEELY RD
<input checked="" type="checkbox"/> Contains	AHMG ASH RAD ONC 20 MED PK DR
<input checked="" type="checkbox"/> Contains	AHMG MAR RAD ONC 63 S MED CT

Contains 'AHMG CLI RAD ONC 215 BEAMAN ST' AND Contains 'AHMG GOL RAD ONC 2802 MCLAMB PL' AND Contains 'AHMG CLY RAD ONC 49 SPICEWOOD DR' AND Contains 'AHMG WEA RAD ONC 179 N BUNCOMBE SCHOOL RD' AND Contains 'AHMG HEN RAD ONC 95 DOCTORS DR' AND Contains 'AHMG RAD ONC 171 DANIEL RD' AND Contains 'AHMG BRE RAD ONC 70 NEELY RD' AND Contains 'AHMG ASH RAD ONC 20 MED PK DR' AND Contains 'AHMG MAR RAD ONC 63 S MED CT'

☒ 'And' Group ☐ 'Or' Group

A training video is available: [Multi-practice Filter.mp4](#)

Printing & Deleting Faxes

- Save a fax: Right click the fax → Click the Send to → File
- **Print a fax:** Select the fax → Click the 1- PRINT toggle button.
- **Delete a fax:** Select the fax → Click the 2- DELETE (Printed) toggle button.

File Home Workflow Document Image Last Login: 9/24/2025 9:43:42 AM

Life Cycles

Search...

- FL Primary General 05 (12)
- FL Primary General 06 (750)
- FL Specialty General 01 (1251)
- FL Specialty General 02 (1330)
- FL Specialty General 03 (1306)
- FL Specialty General 04 (1310)
- FL Specialty General 05 (312)
- FL Specialty General 06 (0)
- Multistate Primary General 01 (416)
- MedServ CBO General 01 (1810)
- Multistate Primary General 02 (849)
- Multistate Primary General 03 (581)
- Multistate Primary General 04 (1210)
- Multistate Primary General 05 (89)
- Multistate Primary General 06 (761)
- Multistate Primary General 07 (197)
- Multistate Specialty General 01 (561)
- Multistate Specialty General 02 (263)
- Multistate Specialty General 03 (654)
- Gladstone RadOnc General 01 (1)
- Multistate Specialty General 04 (719)
- Multistate Specialty General 05 (436)
- SYSTEM: Deleted Fax Hold (22196)

MR04 - Patient Unmerge

Inbox

Icon	Document Type	Receipt DT	Practice	Status
<input checked="" type="checkbox"/>	<< Incoming Fax Awaiting Indexing >>	9/23/2025 12:00:00 AM	AHMG ASH RAD ONC 20 MED PK DR 6898	NEW

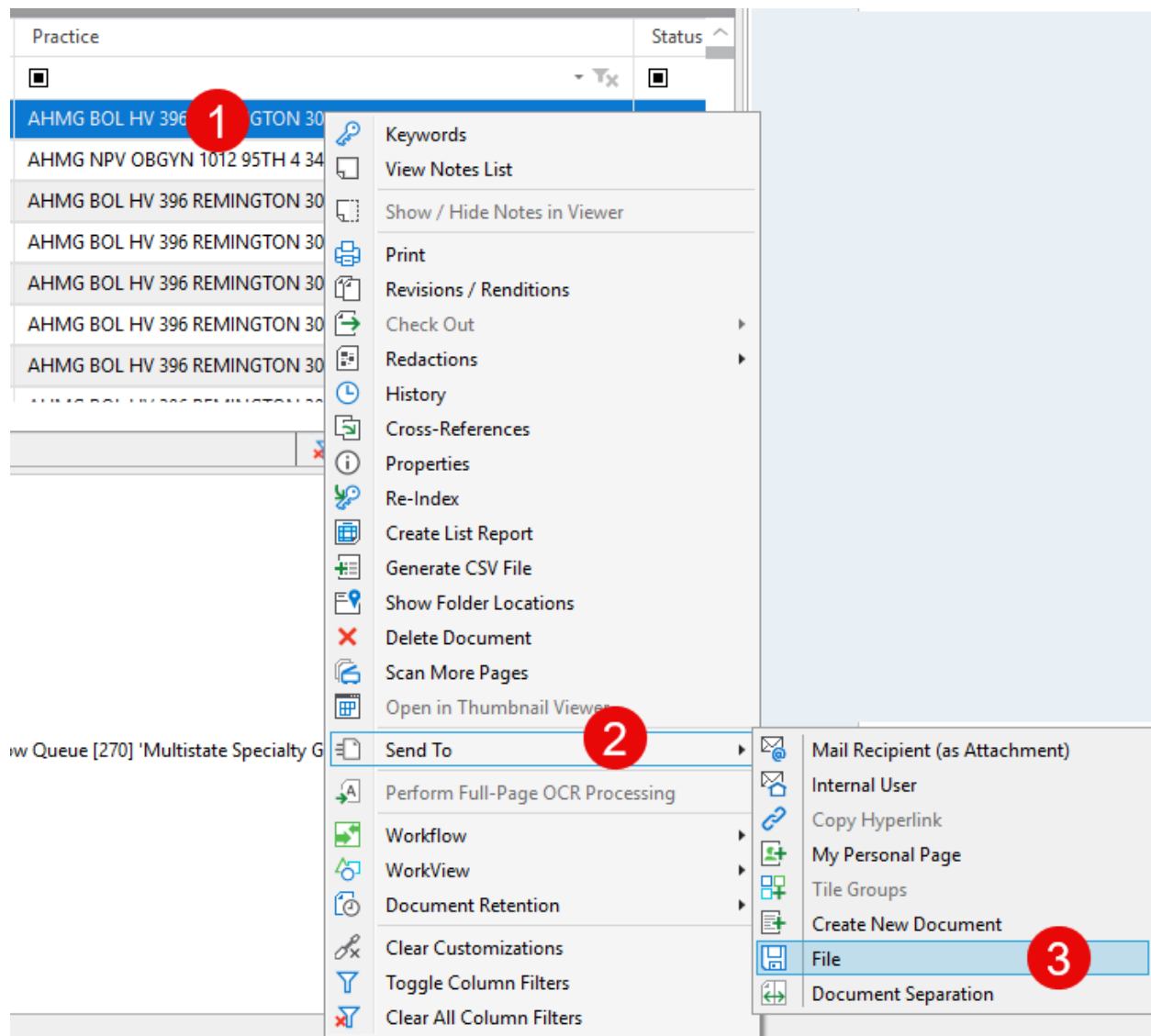
Gladstone RadOnc General 01

Inbox Related Items User Interaction

Primary Viewer

Incoming Fax Awaiting Index - Rec: 9/23/2025 12:00:00 AM - Fax #: 8282536898 - Status: NEW

1 / 1 Page



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