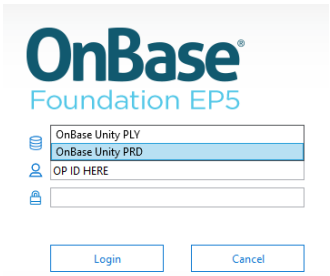
Radiation Oncology OnBase Print Workflow

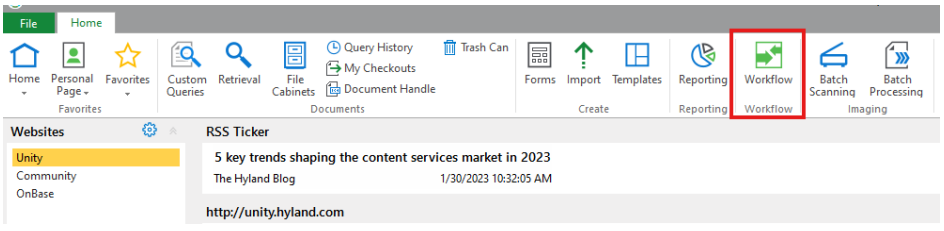
Logging into OnBase

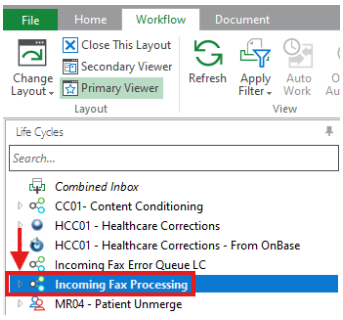
1. Double-click the **OnBase Unity Client** icon on your desktop.
2. In the **System** field, select **OnBase Unity PRD** from the dropdown.
3. Enter your **Op ID** in the *Username* field and your **password** in the *Password* field.
4. Click **Login**.

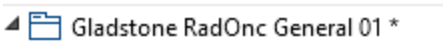


Accessing the Workflow

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



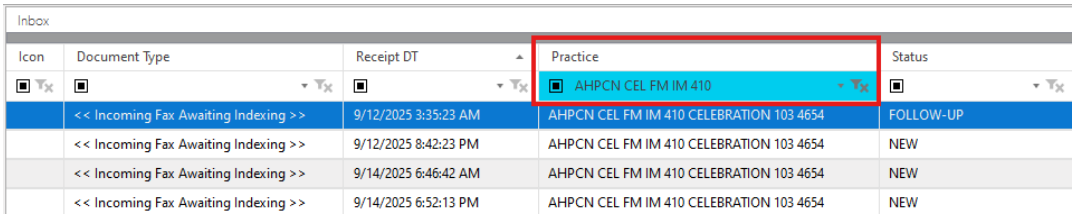




Filtering by Practice

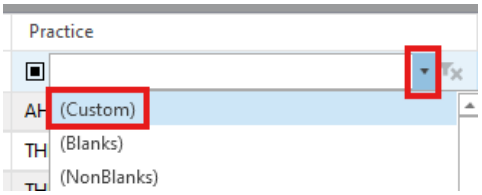
To view only your practice's faxes:

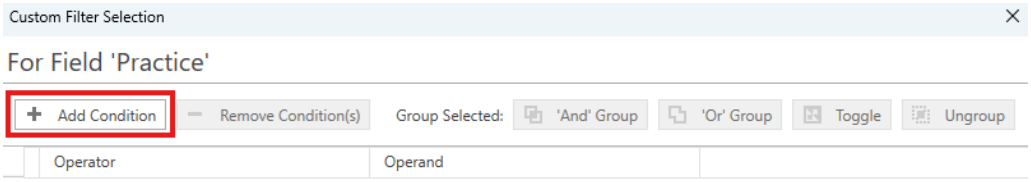
1. Locate the **Practice** column.
2. Click the dropdown, search for your department, and select it.
3. Note: This only needs to be done once; preferences will save for future logins.

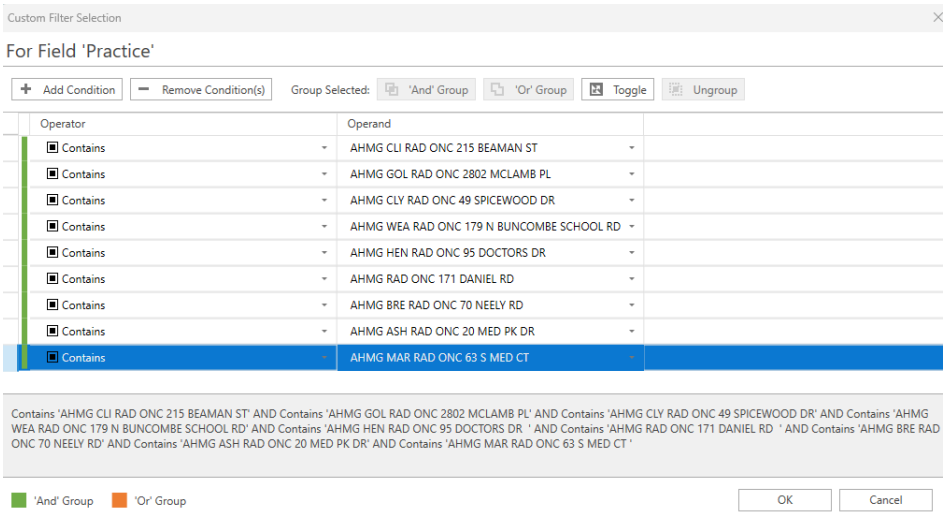


You can add multiple practices:

1. In the **Practice** field, select **Custom**.
2. Click **+ Add Condition**.
3. Set **Operator** to *Contains*.
4. Enter your Epic department name in the **Operand** field.
5. Repeat for additional departments, then click **OK** to save.



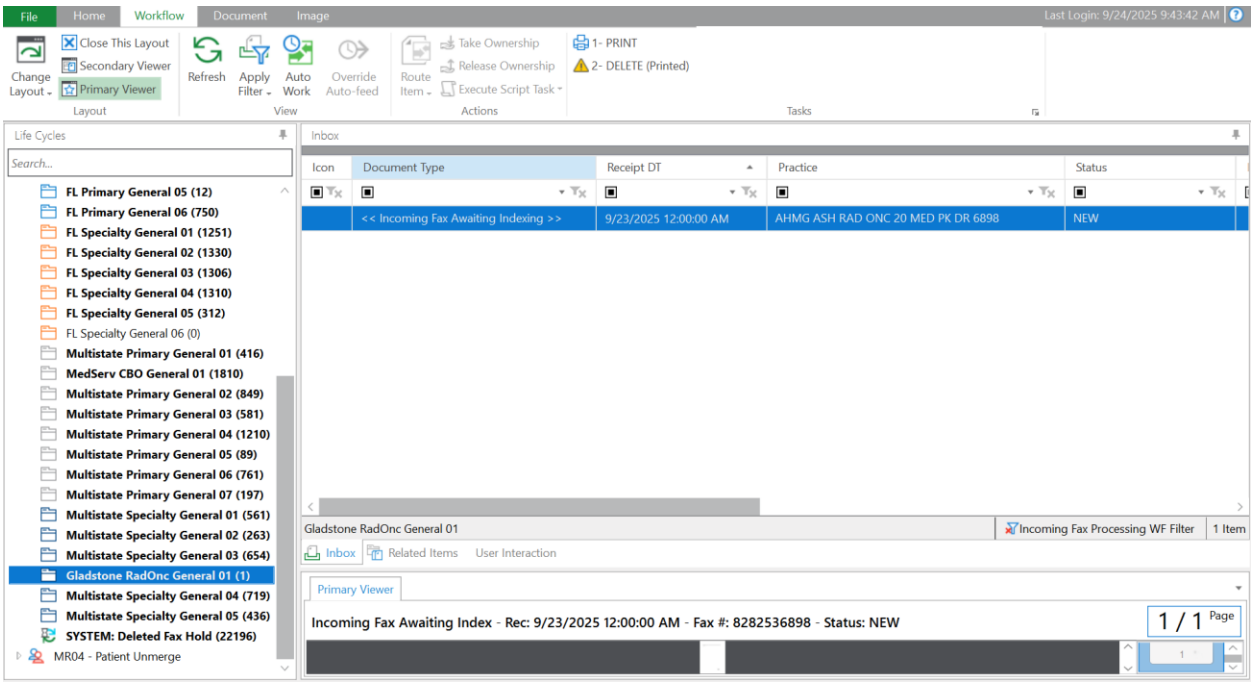


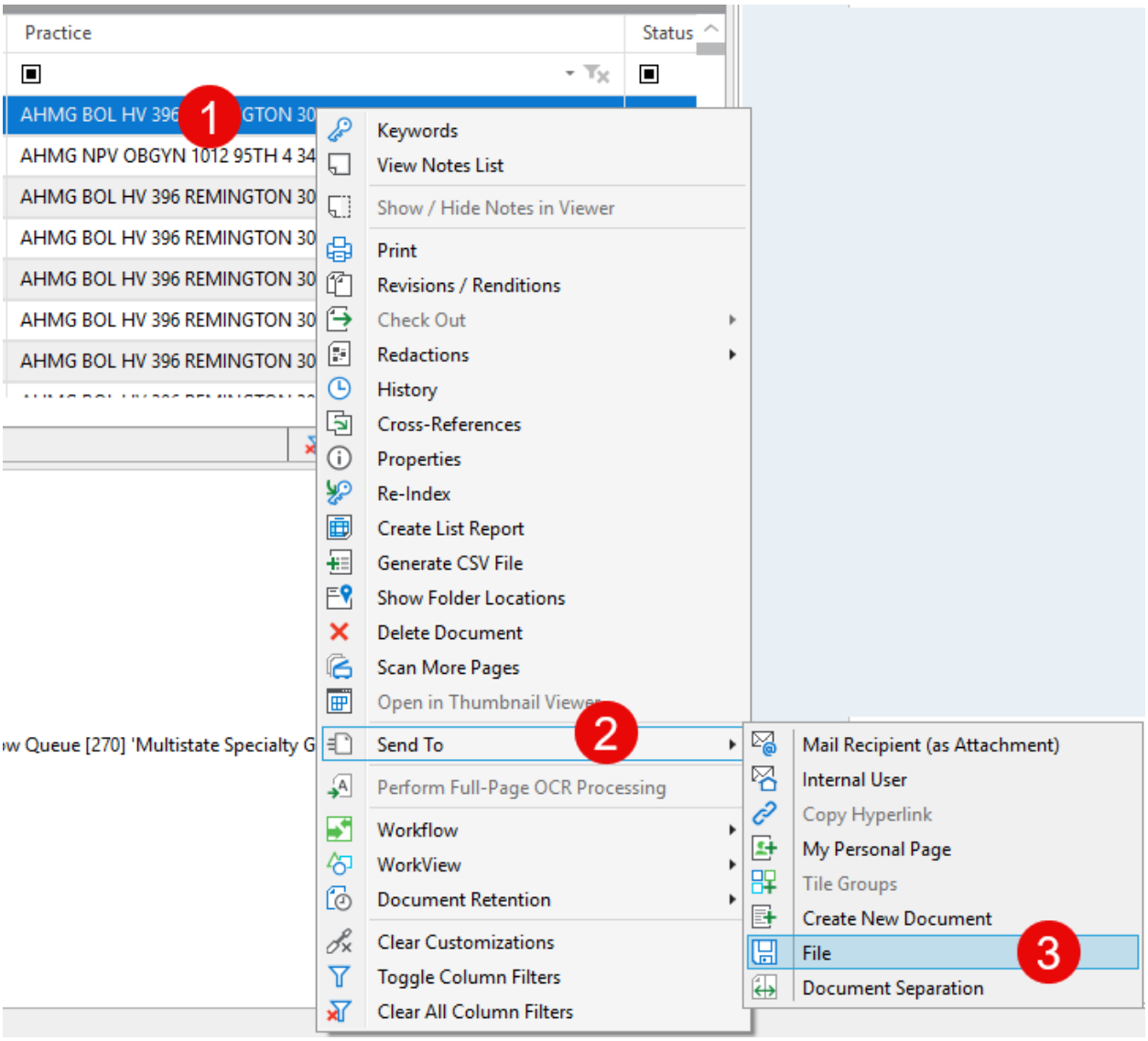


A training video is available: Multi-practice Filter.mp4

Printing & Deleting Faxes

- Save a fax: Right click the faxà Click the Send to à 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.





Upload printed fax into Mosaiq.