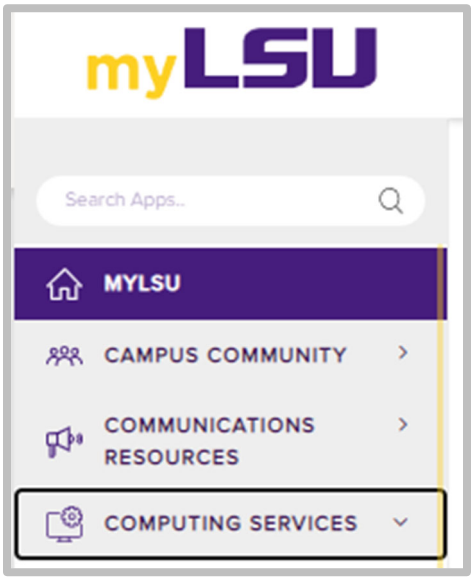
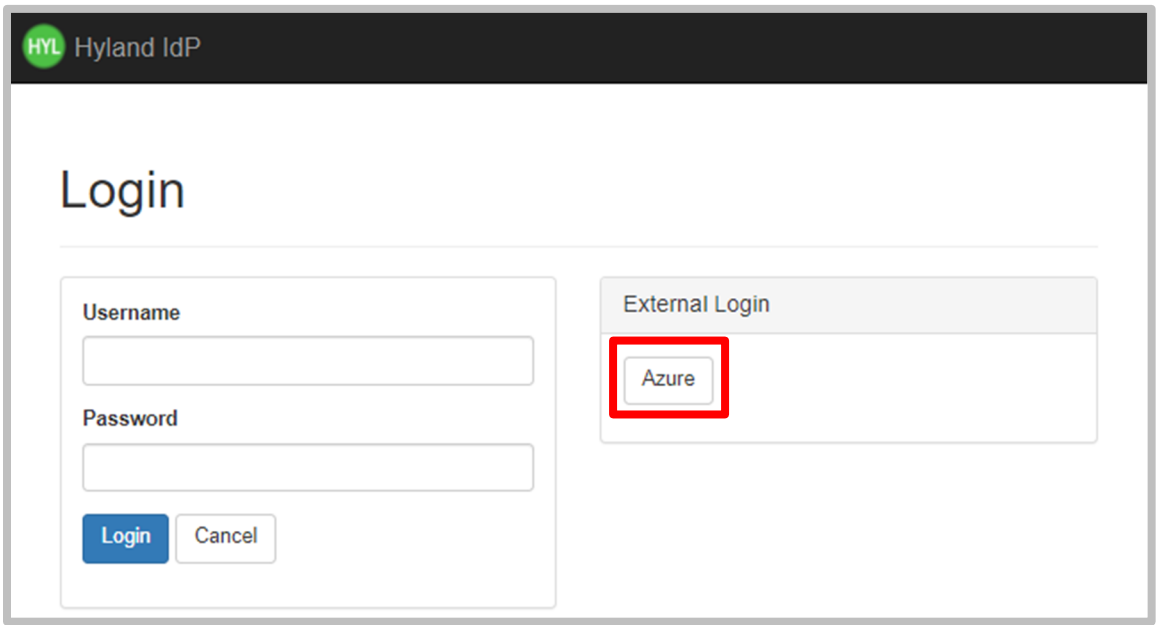
ACCESSING WEB CLIENT

On myLSU, under the Computing Services dropdown list, select **Hyland OnBase**.



Under External Login, select **Azure**.

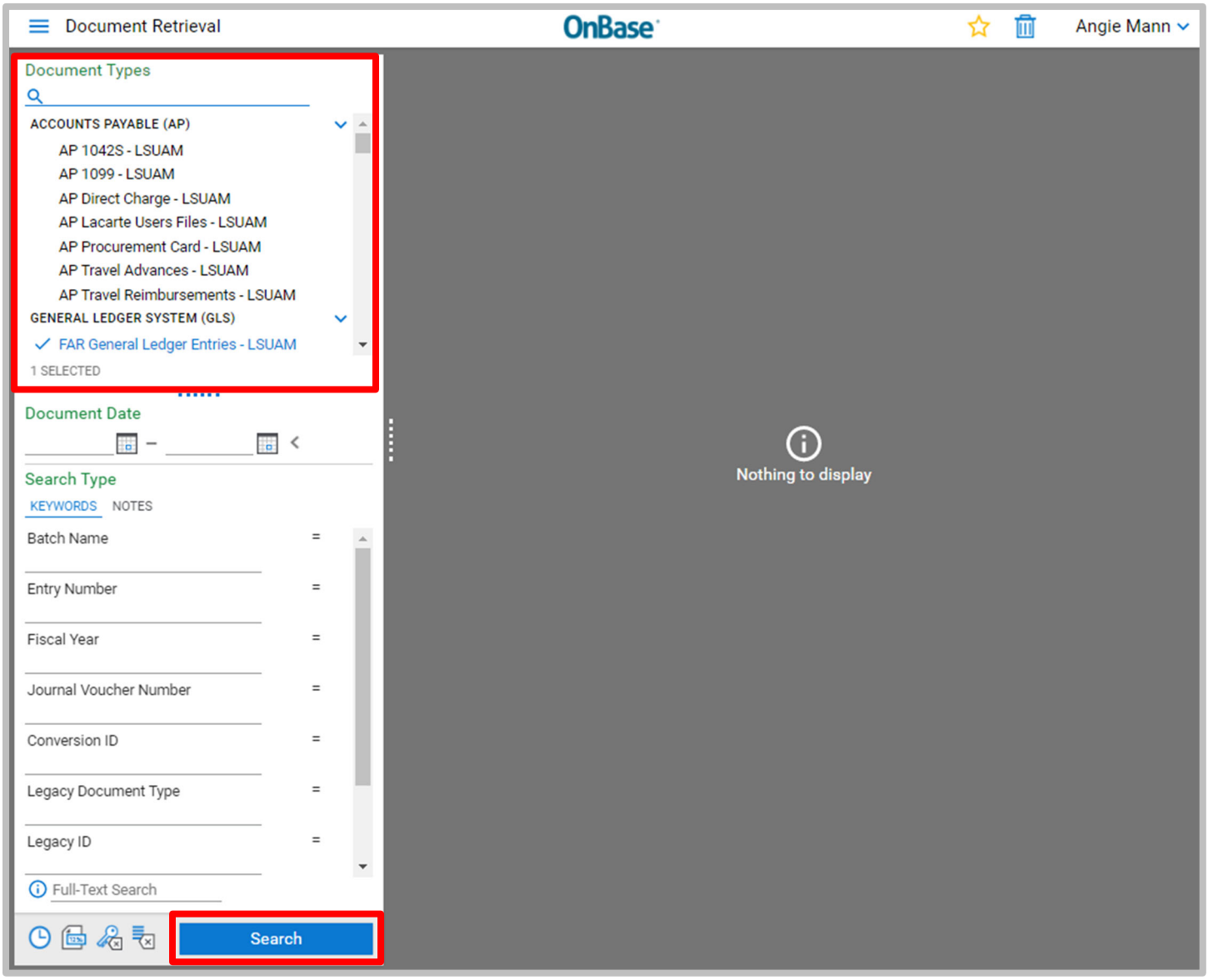


RETRIEVING DOCUMENTS

The Document Retrieval search option is displayed by default when logging into OnBase. **Document Types** are split into Document Type Groups (AP, GLS, TIS, etc.). Search for a Document Type name next to the magnifying glass or select an option from the Document Types list. An entire Document Type Group can be searched by selecting the Document Type Group name.

- A **Document Date** (beginning or ending) or **Keyword** is required. The Document Date is the date the file was scanned. The Keyword options will vary by Document Type Group and Document Type.

Once search criteria are entered, select the **Search** button at the bottom of the panel.



Document Type Groups will only appear for users with the proper security access. If the necessary Document Type Group is not visible on the Document Types list, complete a security access request.

Available Document Type Groups and Document Types

- Accounts Payable (AP)
  - AP 1042S – LSUAM
  - AP 1099 – LSUAM
  - AP Direct Charge – LSUAM
  - AP Lacarte Users Files – LSUAM
  - AP PRL Invoices – LSU
  - AP Procurement Card – LSUAM
  - AP Travel Advances – LSUAM
  - AP Travel Reimbursements – LSUAM
- General Ledger System (GLS)
  - FAR General Ledger Entries – LSUAM
- LSU Foundation (FND)
  - FND Foundation Check Request – LSUAM
- Payroll (PAY)
  - PAY 941 Quarterly Report – LSUAM
  - PAY ACH Returns – LSUAM
  - PAY ADD Monthly Activity Report – LSUAM
  - PAY Annual Statement Withholding Recon – LSUAM
  - PAY Deduction Forms – LSUAM
  - PAY Employee Documents Trans – LSUAM
  - PAY Flex Claims – LSUAM
  - PAY Flex Fees – LSUAM
  - PAY Flex Misc – LSUAM
  - PAY Flex Premiums – LSUAM
  - PAY Fringe Benefits – LSUAM
  - PAY Health Accounts Receivables – LSUAM
  - PAY Health Claims – LSUAM
  - PAY Health Fees – LSUAM
  - PAY Health Finance – LSUAM
  - PAY Health Misc – LSUAM
  - PAY Health Premium – LSUAM
  - PAY Insurance Forms – LSUAM
  - PAY LASERS Monthly Report – LSUAM
  - PAY LSU Funded Retirement 1979 – LSUAM
  - PAY LSU System Health Plan Multi – LSUAM
  - PAY Medicare Data Match – LSUAM
  - PAY Payroll Billing – LSUAM
  - PAY Payroll Transfer Voucher – LSUAM
  - PAY Payroll Voucher – LSUAM
  - PAY Personnel Action Form – LSUAM
  - PAY Retiree Insurance Deductions – LSUAM
  - PAY Retirement Forms – LSUAM
  - PAY State Insurance Register – LSUAM
  - PAY Supervising Teachers Payments – LSUAM
  - PAY Tax Information Forms – LSUAM
  - PAY TRSL Monthly Report – LSUAM
  - PAY TRSL ORP Monthly Report – LSUAM
  - PAY US Savings Bonds Mth Reports – LSUAM
  - PAY W-7 Tax Identification Num – LSUAM
  - PAY Workday Payroll Vouchers – LSUAM
- Personnel Activity Report (PAR)
  - SPA Personnel Activity Report – LSUAM
- Procurement (PRO)
  - PRO PRL Bids – LSUAM
  - PRO PRL Contract – LSUAM
  - PRO PRL Purchase Orders – LSUAM
  - PRO PRL Requisitions – LSUAM
  - PRO PRL Solicitations – LSUAM
  - PRO Purchase Orders – LSUAM
  - PRO Request For Quote Responses – LSUAM
  - PRO Request For Quotes – LSUAM
  - PRO Requisitions – LSUAM
  - PRO Supplier – LSUAM
  - PRO Supplier Contract – LSUAM
- Sponsored Programs (SP)
  - OSP Budget – LSUAM
  - OSP Budget Justification – LSUAM
  - OSP Complete Proposal – LSUAM
  - OSP Final Proposal – LSUAM
  - OSP Final Proposal for Sponsored – LSUAM
  - OSP Grants.gov Application Package – LSUAM
  - OSP Modification Request – LSUAM
  - OSP Off-Campus Justification – LSUAM
  - OSP Original Document – LSUAM
  - OSP Other Documentation – LSUAM
  - OSP Other Modification Documentation – LSUAM
  - OSP Package for Proposals (RFP) – LSUAM
  - OSP Project Cover Sheet – LSUAM
  - OSP PureEdge – LSUAM
  - OSP Special Approval Documentation – LSUAM
- Treasury Information System (TIS)
  - OBO Batch Feeds – LSUAM
  - OBO Consolidated Cash Report – LSUAM
  - OBO Petty Cash Transfer – LSUAM
  - OBO Receipts – LSUAM
  - OBO Teller Close Print – LSUAM
  - OBO Teller Deposit Checks – LSUAM
  - OBO Teller Deposit Credit Cards – LSUAM
  - OBO Vault MOP Transfer – LSUAM
  - OBO Vouchers - LSUAM

The **Document Search Results** are displayed in a list on the right side of the screen. Double-click a Document Name from the list to open the document below the results in the preview window. Use the toolbar in the middle of the screen for document controls, such as downloading, printing, rotating, or zooming in/out of the document.

