

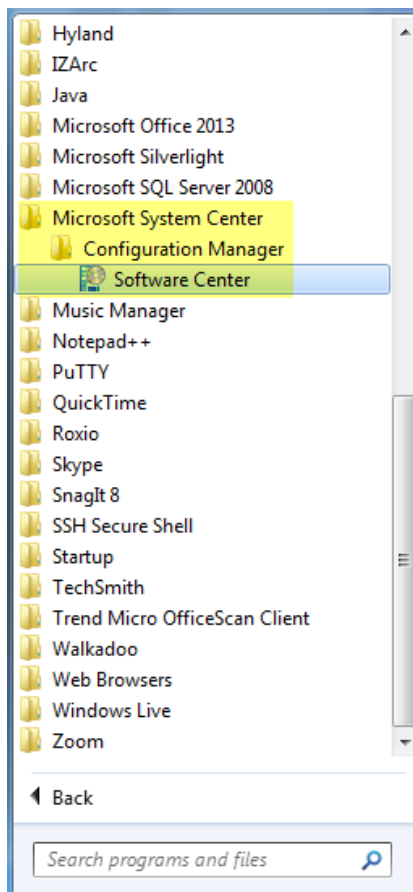
## How to Install and/or Upgrade to OnBase Unity Client Version 15 via Software Center

This document will walk you through installing and/or upgrading the OnBase Unity Client Version 15 software via Microsoft System Center Configuration Manager Software Center.

The new OnBase Unity Client Version 15 operates the same as the older OnBase Unity Client Version 13 and is very similar visually to use. OnBase Unity Client Version 15 replaces the older OnBase Unity Client Version 13.

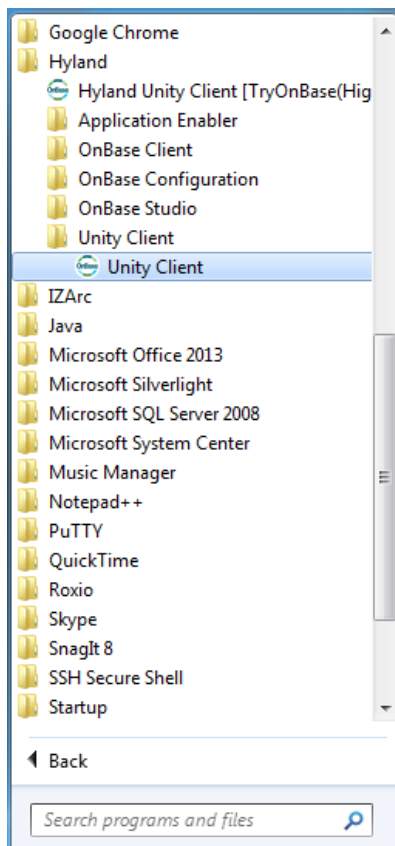
**Please Note:** OnBase ONLY works On Campus or via CougarApps Off Campus or Wireless Connection.

1. From your Windows Start Button, go to 'All Programs', then 'Microsoft System Center', 'Configuration Manager' and 'Software Center'.



\*\*If you do not see exactly what's highlighted in yellow above ('Microsoft System Center', 'Configuration Manager' and 'Software Center'), please stop and contact the [helpdesk@csusm.edu](mailto:helpdesk@csusm.edu) or call x4790. They will need to make a HelpSpot ticket to update your computer.

2. From the 'Software Center' screen and 'Available Software' tab, click on 'Hyland OnBase Unity Client' and then the 'Install' button in the bottom right.
3. Please wait a minute or two for the install to complete. You will know the installation is complete, when 'Hyland OnBase Unity Client' will no longer be in the 'Available Software' tab list of options. You can also check the 'Installed Software' tab at the top and look for 'Hyland Unity Client'.
4. Close the 'Software Center' window after the 'Hyland OnBase Unity Client' has been installed.
5. From your Windows Start Button, go to 'All Programs', then 'Hyland', 'Unity Client' and 'Unity Client' to launch the application. (You most likely will only have the 'Unity Client' folder inside the 'Hyland' folder.)



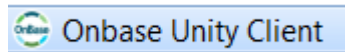
6. The 'Unity Client' login page will appear. Enter your CSUSM username and password.

### **Frequently Asked Questions:**

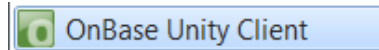
- How do I access OnBase from Off Campus or via a Wireless Connection?
    - o Via CougarApps, <http://cougarapps.csusm.edu>, from any supported Web Browser.
  - Can I continue to use the OnBase Web Client?
    - o You can, but we'd like you to use the OnBase Unity Client or CougarApps OnBase Unity Client for better support and documentation.
- \*\*Please Note:** Google Chrome and Mozilla Firefox browsers are not supported.

### **Helpful Hints:**

- This is the new OnBase15 icon on your computer:



- The older version 13 Icon will be phased out beginning June 2016



- For more OnBase Support Information:  
<http://www.csusm.edu/projects/ecm/support.html>
- For General Computer Support, please contact the Faculty and Staff Help Desk:  
[helpdesk@csusm.edu](mailto:helpdesk@csusm.edu) or call x4790.