

Summary: When not in the district office, you may need to remotely import **saved** documents to the OnBase Web Client using AppStream.

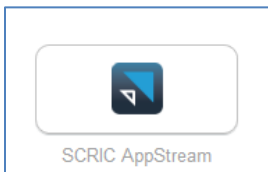
Note: The Virtual Print Driver used for “printing” documents into OnBase **can’t** be used with AppStream. That can only be used in district. Documents, email attachments etc. must be saved to a folder then imported.

Prerequisites:

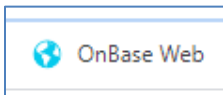
- AppStream **MUST** have been approved for you by an Authorized District Requestor. This is **only** available to SCRIC MITS districts.
- You must have OnBase access
- You should have MicroSoft **OneDrive** enabled on your computer for file access. See how to enable [HERE](#)

Steps

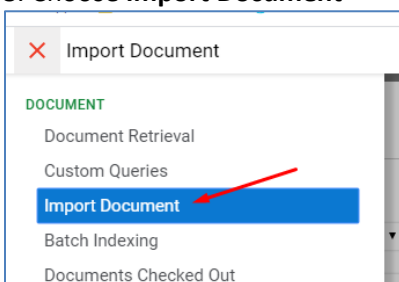
1. Open a browser window on your machine and go to **MyApps** - scric.okta.com
2. **Log in** with your district email and password
3. Click on **SCRIC AppStream**



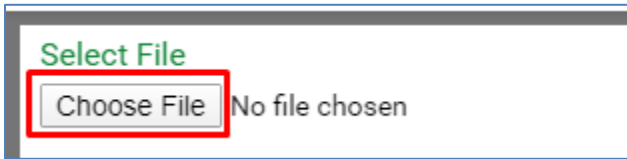
4. Wait for application to load (about 2 minutes)
5. Enter your **email address** and click login
6. Click the link for **OnBase Web** and login using your OnBase credentials



7. Once logged in, click on the **3 Main Menu lines** in the upper left next to Document Retrieval
8. Choose **Import Document**



9. Click Choose File

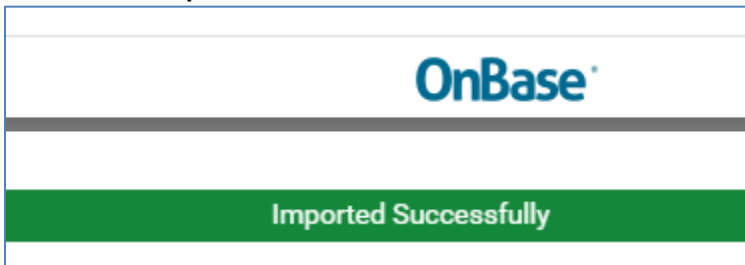


IF YOU CAN SEE YOUR DISTRICT FOLDER OR SHARED NETWORK FOLDERS:

10. **Navigate** to the documents, **highlight** and click **Open**

11. **Fill in the document types and keywords** in OnBase

12. Click the **Import** button. The screen will show a successful import

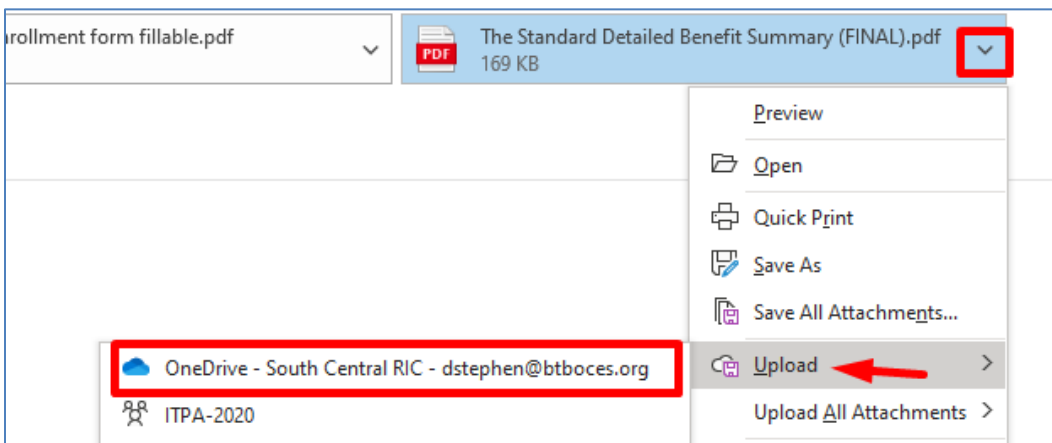


IF YOU CAN'T SEE YOUR DISTRICT FOLDER OR SHARED NETWORK FOLDERS

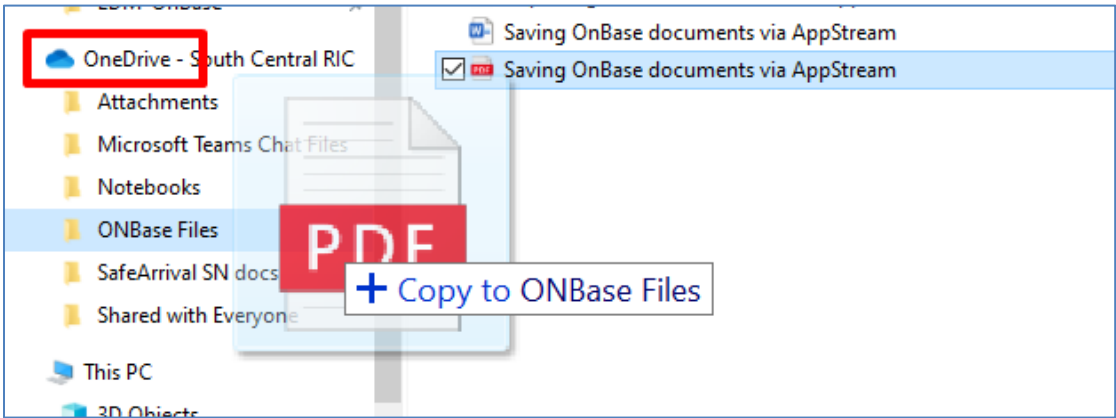
The document you want to add to OnBase **must be saved** to your **OneDrive** account. Be sure you have enabled OneDrive (link above in Prerequisites) You can add a document to OneDrive several ways:

- **Save an email attachment to OneDrive**
 1. Click the **down arrow** to the right of the attachment
 2. Choose **Upload** (or Upload All Attachments)
 3. Choose your **OneDrive**

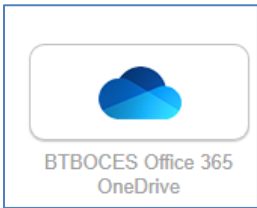
Note: email attachments are automatically saved in an "Attachments" folder in OneDrive



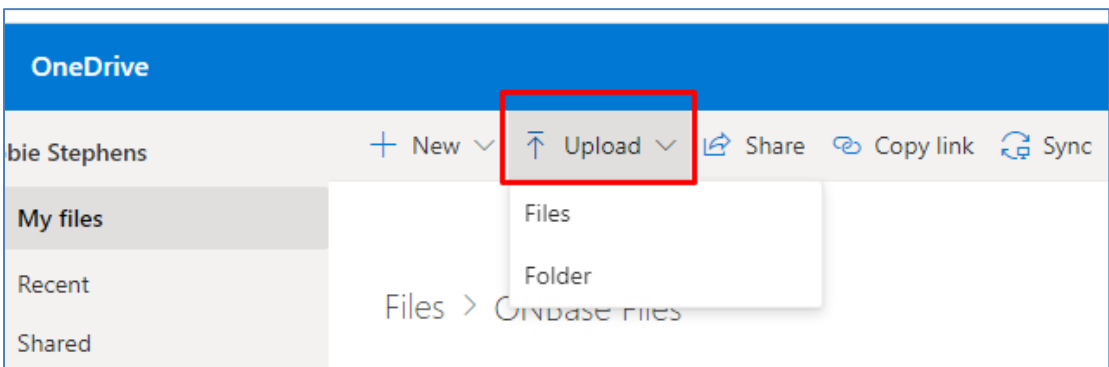
- **Move a file to OneDrive**
 1. Open a File Explorer window
 2. Drag and drop to your OneDrive folders



- **Upload Documents to OneDrive through the web**
 1. Go to your district **MyApps** and login
 2. Now go to your **Office 365 OneDrive**



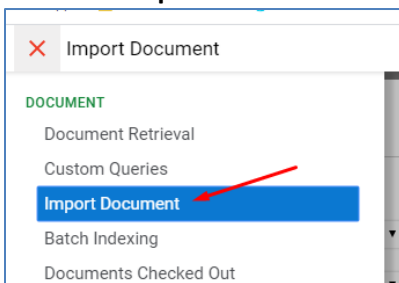
3. **Upload** your document to OneDrive, or to a OneDrive folder.



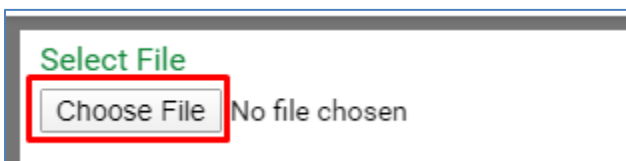
Steps: (to import to OnBase -repeating from step 7 above)

7. click on the **3 Main Menu** lines in the upper left of OnBase Web next to Document Retrieval

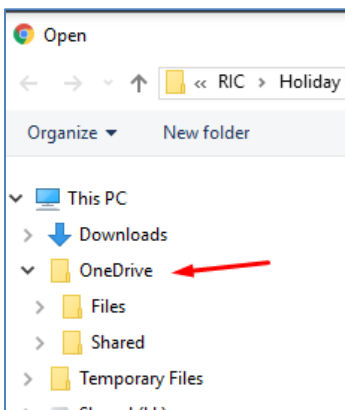
8. Choose **Import Document**



9. Click **Choose File**



10. Navigate to the documents that are now saved in **OneDrive**, **highlight** and click **Open**



11. **Fill in the document types and keywords** in OnBase

12. Click the **Import** button. The screen will show a successful import

