

Downloading documents from OnBase Web using AppStream

Summary: When not in the district office, you may need to email, print or save documents from the OnBase Web Client using AppStream.

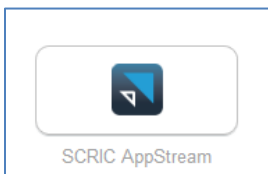
Note: You won't be able to directly attach a document to an email as you can when in district. Documents as email attachments must be downloaded to a folder first, then attached.

Prerequisites:

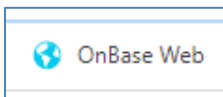
- AppStream **MUST** have been approved for you by an Authorized District Requestor. This is **only** available to SCRIC MITS districts.
- You must have OnBase access
- You should have MicroSoft **OneDrive** enabled on your computer to download from OnBase. See how to enable [HERE](#)

Steps

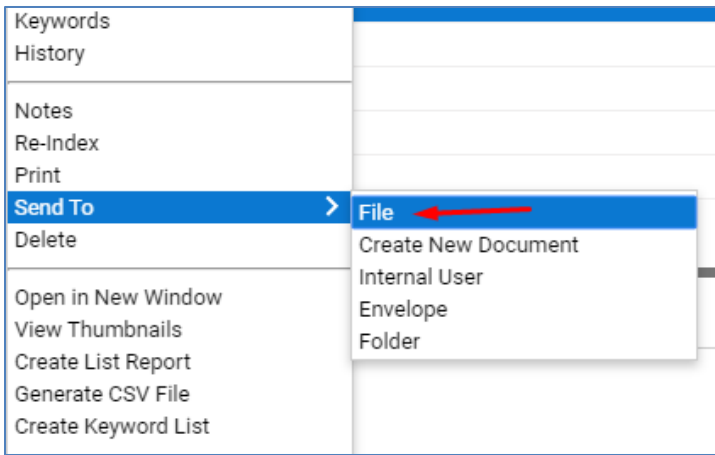
1. Open a browser window on your machine and go to **MyApps** - scric.okta.com
2. **Log in** with your district email and password
3. Click on **SCRIC AppStream**



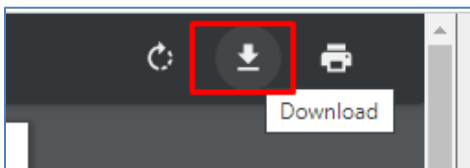
4. Wait for application to load (about 2 minutes)
5. Enter your **email address** and click login
6. Click the link for **OnBase Web** and login using your OnBase credentials



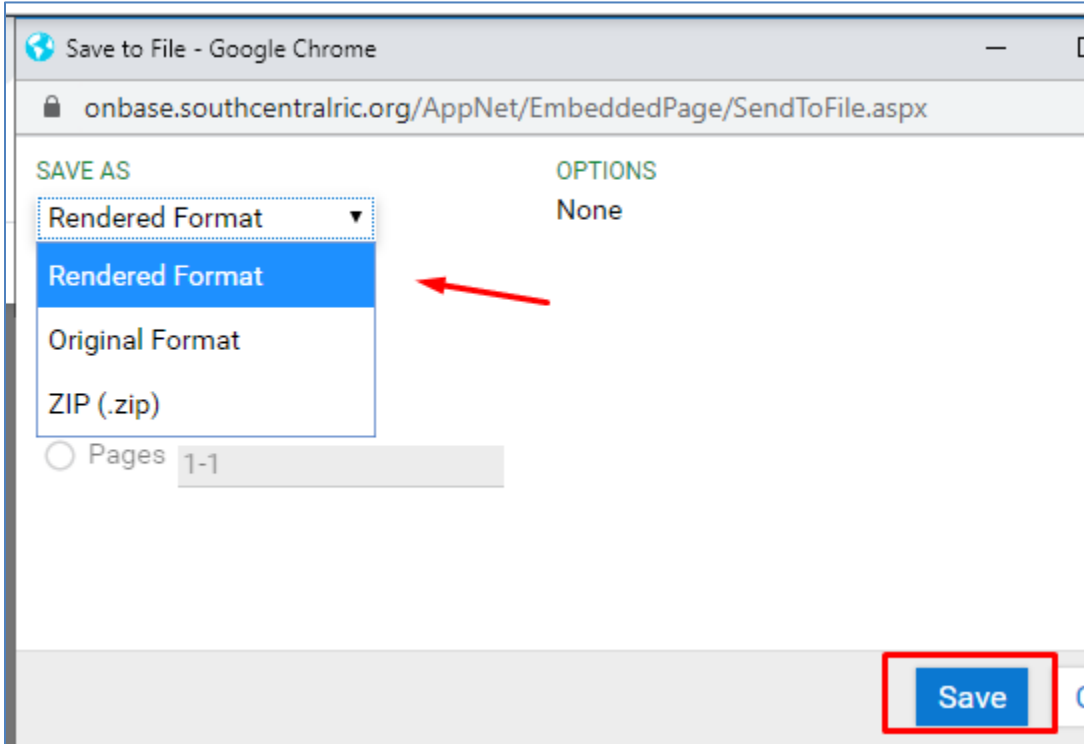
7. Once logged in, search for the document you want to save or send
8. **Right click** on the document found in the Document Search Results OR on the open document itself and choose **Send To -> File**



There is also a download option in **Print**. Just click the **download button**

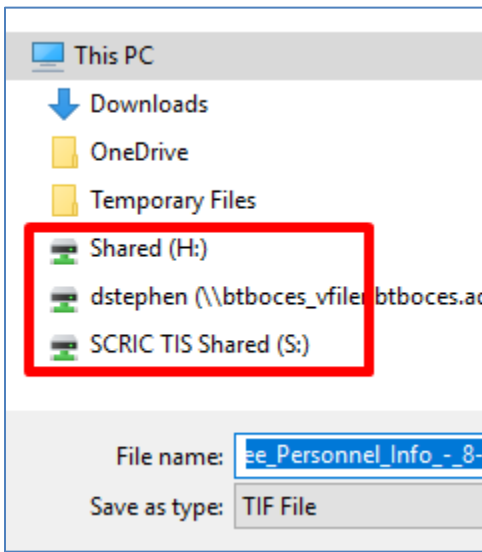


9. Choose a format and **Save**



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

Navigate to the district folder where you want to save the file, click **Save**

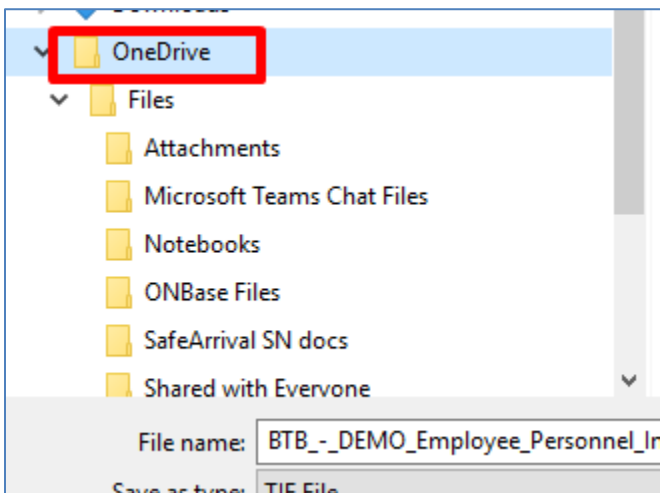


Note: If the downloaded document doesn't show in File Explorer on your PC, you can use either your **district's Classlink Launchpad** or **MyFiles:** <https://myfiles.scric.org/HTCOMNET/Default.aspx>

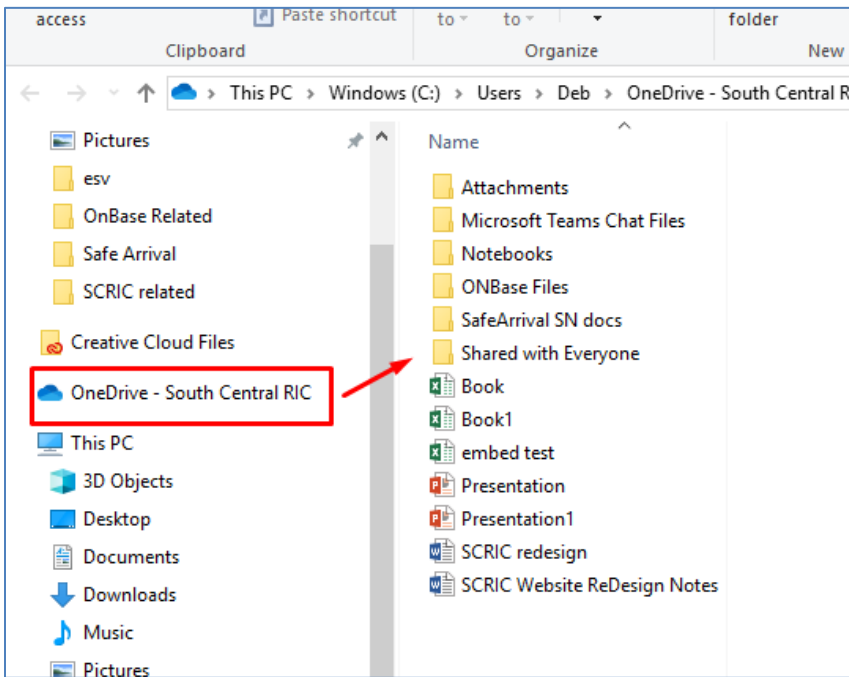
IF YOU CAN'T SEE YOUR DISTRICT FOLDER OR SHARED NETWORK FOLDERS

The document you want to download to OnBase must be saved to your **OneDrive** account. **Be sure you have enabled OneDrive** (link above in Prerequisites)

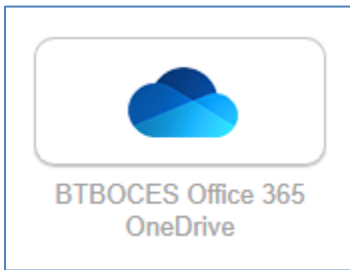
Perform the same 1-9 step process as above, but **choose a OneDrive folder** and **save** the document there



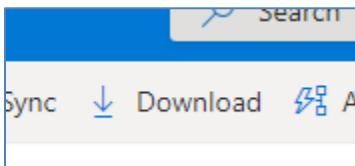
If you have synced your PC with OneDrive, you can access those files right from your PC File Explorer window



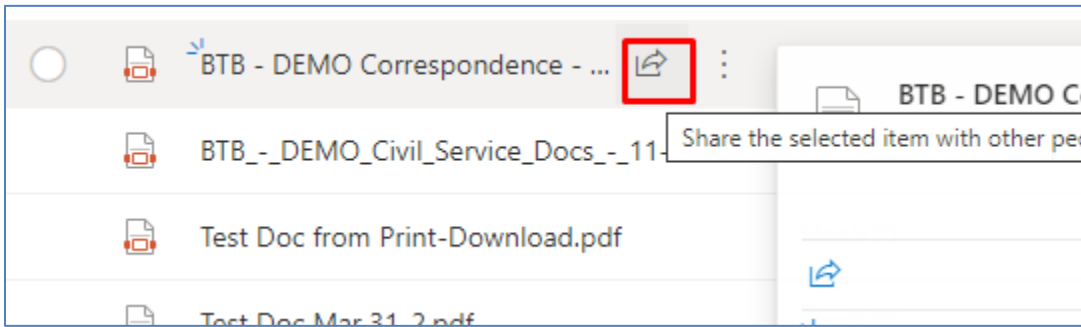
Or, log into your MyApps and choose **Office 365 OneDrive**



You can **download** the OnBase file in OneDrive to your PC here



You can **email the file** by clicking on this icon to share



And choosing to send **via Outlook**

