



Newgen **OmniDocs ActiveScript**

Deploy rapidly on cloud to automate document-centric processes

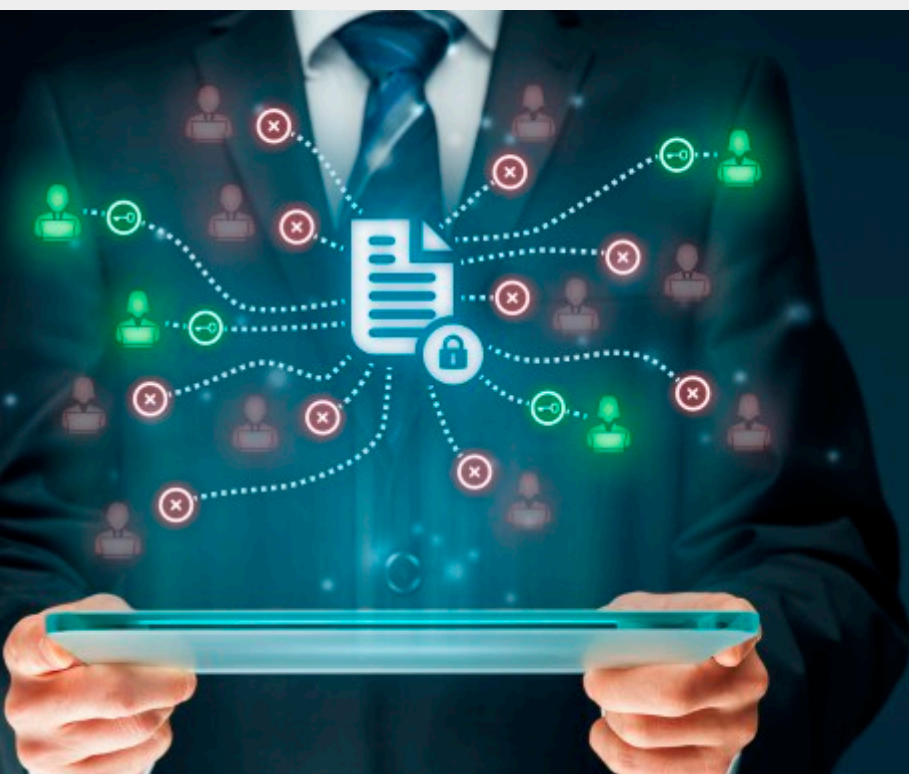
COVID-19 has disrupted manual and partially automated processes. And, the document-centric processes are the worst hit. It's time to restore them and maintain business continuity.

Newgen OmniDocs ActiveScript

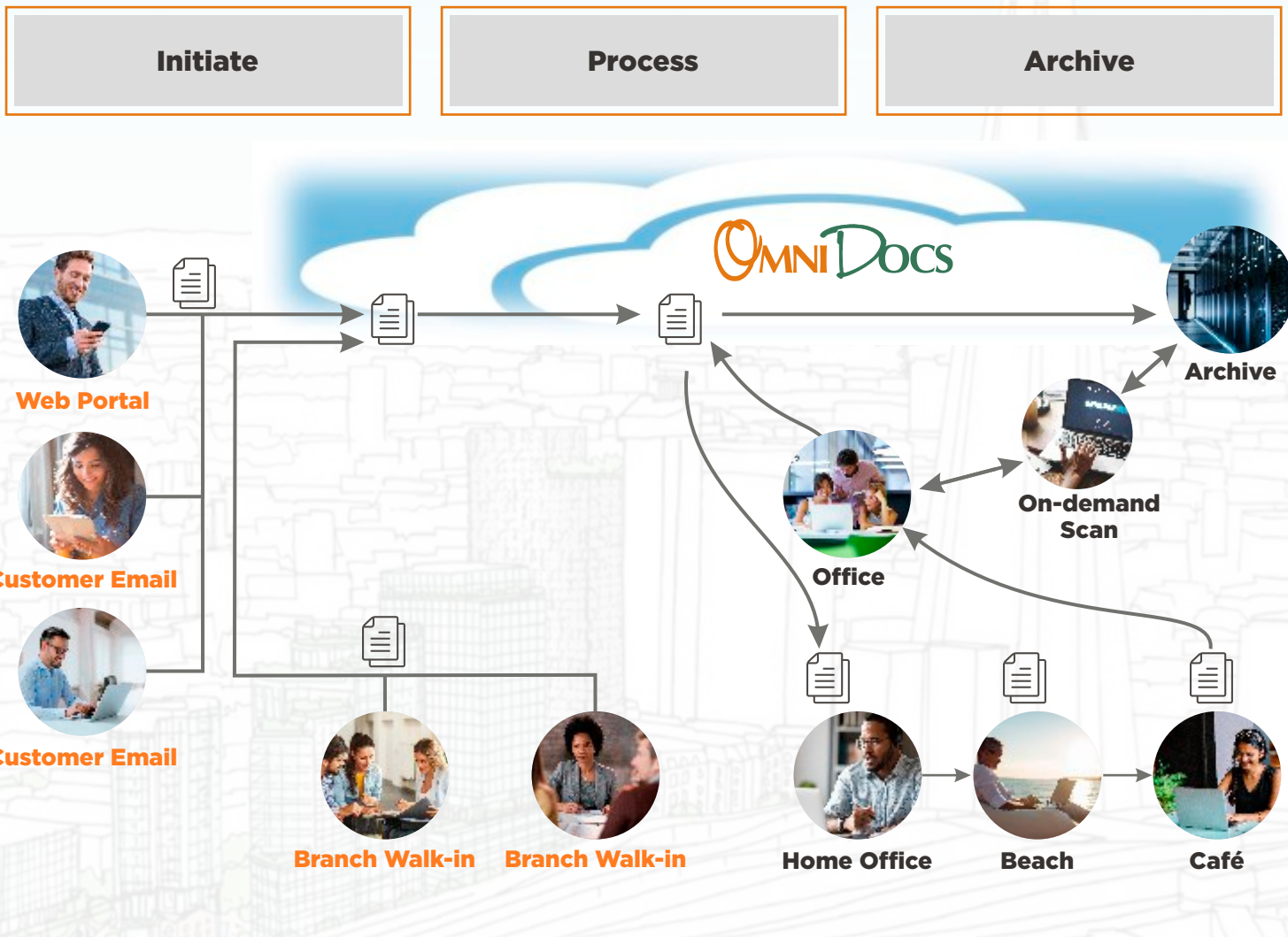
The Newgen OmniDocs ActiveScript enables end-to-end automation of your industry-specific, document-centric processes. It allows you to create a digital workplace with anytime, anywhere access to relevant documents.

Key Features

- **Multi-channel intake** - Supports multi-channel intake of different document types, including scanned images of physical and electronic document
- **Pre-defined industry-specific templates** - Offers 100+ pre-defined, ready-to-deploy ActiveScripts for industry-specific use cases, including invoice processing, loan application, employee onboarding, and more
- **Document indexing** - Indexes documents in a set format for accurate processing and easy search and retrieval, For instance, for the account opening process, documents can be associated with the following index fields:
 - ✓ CIF number
 - ✓ Customer name
 - ✓ Branch
 - ✓ Date of account opening
- **Remote processing** - Supports multi-step processes where documents flow from one step to another, along with the attached metadata and actions. Furthermore, offers maker-checker capability so that documents are auto-routed, facilitating seamless processing
- **Storage and information security** - Archives documents in a centralized repository, facilitating easy information search and retrieval. Also, offers secure access to the repository so that only intended users view, add, or modify documents
- **Hosting on Cloud** - Offers flexibility and ensures business continuity with cloud deployment, allowing users to process documents anytime, anywhere



***OmniDocs
ActiveScript
manages documents
with a 3-step
approach - initiate,
process, and archive.***



100s of ActiveScripts for Different Use Cases

Banks and Financial Institutions

- Account Opening
- Personal Loan Application
- Mortgage Loan Application
- Credit Card Application
- Account Service Request Application
- Address Change
- Credit Card Limit Enhancement
- Nominee Addition
- Loan restructuring
- Tenure Change
- LC Application
- BG Application
- Cash Management
- Teller Operations
- Funds Transfer Request
- Standing Instruction Request

Insurance

- Policy Application
- Claims Applications
- Policy Servicing
- Policy Address Change
- Policy Additional Rider
- Address Change
- Agent Onboarding
- Charges and Commissions

Government

- License renewal
- Certificate issuance
- File Movement
- Correspondence movement

Construction

- Worker Records
- Contracts Renewal
- Project Reports

Corporate Functions

- Vendor Approval
- Merchant Approval
- Audit Documents
- Invoice movement
- Fixed Asset movement
- Employee Onboarding
- Employee Appraisal
- Employee Retiring
- PR Movement
- Employee Documents
- Contracts Approval
- Petty Cash Handling

Oil and Gas

- Bid review
- Board Meeting minutes
- General file movement

A Glimpse into One of the Use Cases - Efficient Invoice Processing with OmniDocs ActiveScript

- **Initiate** the process via submission of physical invoices or an email of digital invoices
- **Process** the application form by routing it to a finance executive for validation
- Enter data into an ERP and perform 2- and 3-way checks
- **Archive** all invoices into DMS after indexing and filing

Why Newgen's OmniDocs ActiveScript

- Achieve faster go-live with ready-to-deploy software
- Automate 100s of document-centric processes
- Enable remote working with easy access to documents
- Ensure business continuity
- Deploy on cloud

About Newgen

Newgen Software is a vendor/provider of business process management (BPM), enterprise content management (ECM), customer communication management (CCM), document management system (DMS), workflow and process automation software. The company has a global footprint in over 66 countries with large, mission-critical solutions that have been deployed in banks, insurance firms, BPO's, healthcare organizations, government and telecom companies.

FOR SALES QUERY DIAL

AMERICAS: +1 (202) 800 7783

AUSTRALIA: +61 2 905 37 174

INDIA: +91 11 40773769

APAC: +65 3157 6189

MEA: +27-11-461-6497

Europe: +44 (0) 2036 514805

WRITE TO US

info@newgensoft.com

