

A hand in a blue suit jacket is shown interacting with a digital interface. The interface features several glowing blue circular icons connected by lines, representing various document management functions: a document with a checkmark and clock, a document with a pencil, a document with a padlock, a document with a magnifying glass, a document with a pencil, a document with a checkmark and magnifying glass, and a database cylinder. The background is a blurred image of a person in a blue suit.

# 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** - Facilitates the intake of large volume of documents from various channels, including mobile, e-mail, web portal, in-branch, and more. It ensures accuracy and completeness of data by capturing, indexing, classifying, and verifying information
- **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 deployment on Microsoft Azure, allowing users to process documents anytime, anywhere

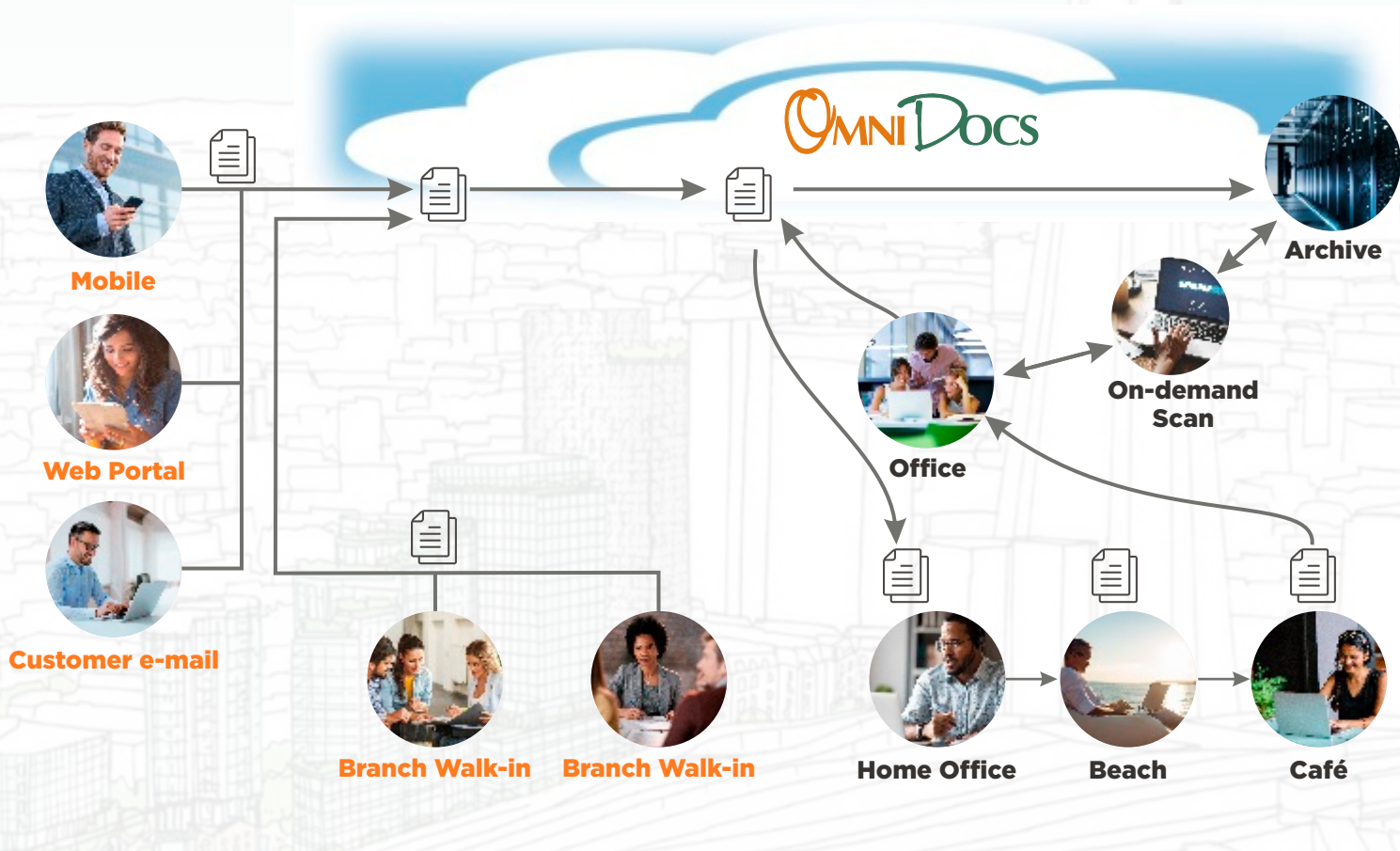


**OmniDocs  
ActiveScript  
manages documents  
with a 3-step  
approach -  
*initiate, process,  
and archive.***

**Initiate**

**Process**

**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

## 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

## Why Newgen's OmniDocs ActiveScript

- Achieve faster go-live within three weeks with a ready-to-deploy software
- Automate 100s of document-centric processes with customized ActiveScripts for your industry-specific use cases
- Ensure completeness and accuracy of data
- Enable remote working with easy access to documents
- Ensure business continuity
- Deploy on cloud for an out-of-the-box experience

### About Newgen

Newgen is a leading provider of low code digital automation platform. Globally, successful financial institutions, insurance, government, and shared services organizations rely on Newgen's industry-recognized products and applications to manage their processes (BPM), content (ECM), and communications (CCM)-for connected operations. From customer onboarding to service requests, from loans and deposits to underwriting, and many more, Newgen's industry applications transform business-critical operations with agility. Newgen's cloud-based platform enables digital transformation initiatives for superior customer experience, optimized costs, and improved efficiencies. For more details, visit [www.newgensoft.com](http://www.newgensoft.com)

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