A Singapore-based Government Polytechnic Institution
Streamlines Records Management with Newgen

*Empowering **1,300+ users** and **enabling records migration** from HP Trim to Newgen Records Management System*

Overview

The client is a post-secondary education institution under the purview of the Ministry of Education, Singapore. The institution wanted to streamline its records management process as they were incurring high costs while managing documents.

Challenges Encountered by the Client

- Legacy records management practices
- Inconsistent user experience
- Lack of record filing capabilities for productivity applications like MS SharePoint, MS Outlook, MS Office, etc.
- High costs due to physical storage of documents
- Unfiltered and redundant data
- Risk of non-compliance
- Low efficiency
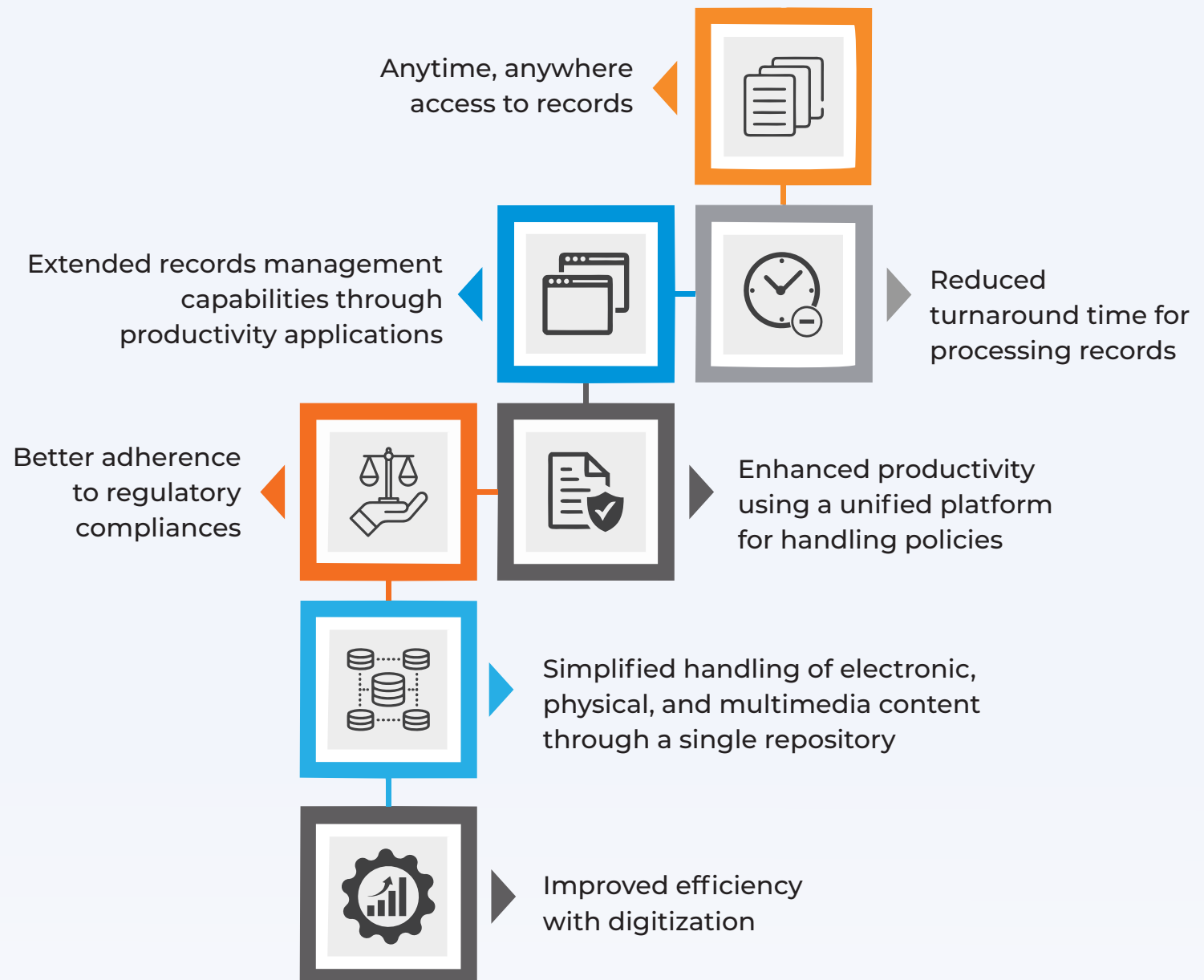
Streamlining Records Management with Newgen

The institution partnered with Newgen to streamline and modernize its records management. Using Newgen's records management system (RMS), the client enabled end-to-end records management and seamlessly migrated its content to the cloud. This improved overall productivity and reduced operational costs.

Solution Snapshot

- Records management platform, empowering **1,300+ users**
- Auto-email filing system
- Record filing through applications such as MS SharePoint Online and MS Outlook
- Workflow capabilities supporting use cases such as user creation/deletion, classification scheme creation, etc.
- Content migration from HP Trim to Newgen Records Management System
- Management of sizeable audio video files
- Deployment of solution in SaaS model on Government Commercial Cloud (GCC) platform

Key Benefits Enabled

Anytime, anywhere access to records

Extended records management capabilities through productivity applications

Reduced turnaround time for processing records

Better adherence to regulatory compliances

Enhanced productivity using a unified platform for handling policies

Simplified handling of electronic, physical, and multimedia content through a single repository

Improved efficiency with digitization

About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen's industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

For more details, visit **www.newgensoft.com**

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