

open word^o

Easy Document Creation

What is Open Word?

Open Word is an extension of the word processing capability of the core system that allows you to use Microsoft Word® for one-off documents and template creation.

Open Word works with the existing word processing facility within the core system so that templates and documents from both Word® and the Open GI word processing facility are available to the user.

Brokers can choose to benefit from the power of Open GI's intrinsic word processing solution, or the familiar working environment of Word®.

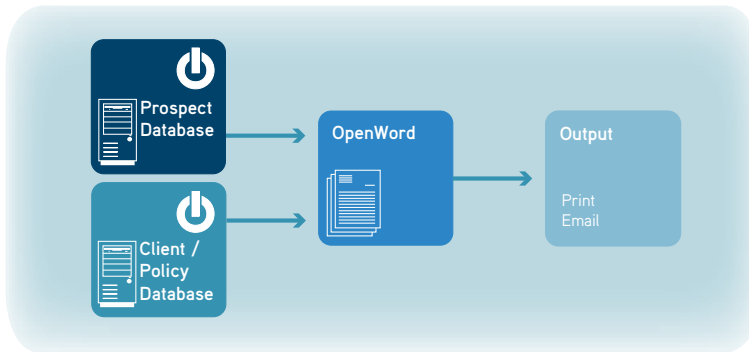
Open Word offers brokers access to all of the formatting and graphical capability of Microsoft Word®.

BENEFITS

- 1 Seamless integration with client and prospect management packages
- 2 Professional document presentation to customers
- 3 Automatic population of documents with keywords
- 4 Fully integrated keywords
- 5 Templates can be created independently, resulting in less reliance on administrators
- 6 Familiar functionality of Microsoft Word®
- 7 Easy document creation
- 8 All diary entry and printing processes remain unchanged
- 9 Templates can be used in client and prospect management environment

How it all works?

Open Word is accessed from a user's desktop, from here you can create documents and templates as you would in a normal Microsoft Word® application. Integration with the back-office ensures the document print runs use the exact same commands as set in the client and prospect management packages. It also allows the user to extract client / policy data from the back-office using keywords.

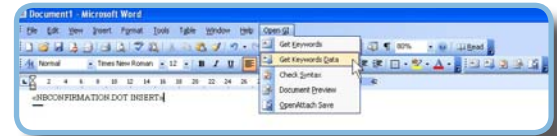


What can it do for me?

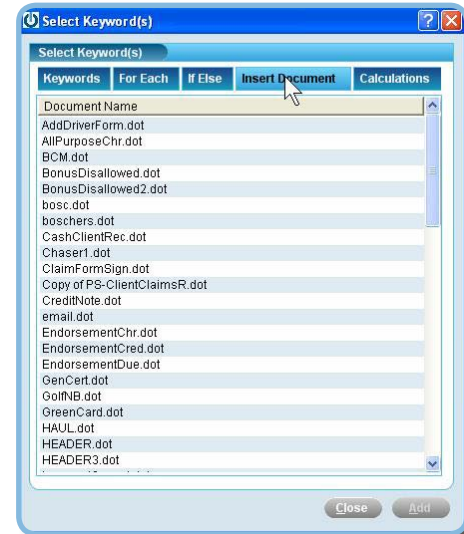
Open Word provides brokers with all the familiarity and functions of Microsoft Word® with the added benefit of integration with the Open GI back-office. The software allows brokers to create and store templates, incorporate keywords and fully integrate with client and prospect management packages. The automation of Open Word speeds up the production process whilst reducing the exposure to human error.

Because Open Word works in harmony with the Open GI word processing functions, the transition from using documents from the back-office word processor to using Microsoft Word® can be undertaken at your convenience.

Open Word menu option provides a link to the broker's back-office



Open Word includes a range of ready-made templates



For more information about Open Word call

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or email the sales team on

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