



NAZA Motor

Overview

Naza group of companies is a well known name in our country through their car, motorcycle and also hotel businesses. Their core business which is Naza Motor Trading Sdn Bhd does importation of cars, sales of duty free vehicles for diplomats and tourists and they come along with the one of the biggest showroom in Malaysia. With a high profile and growing number of customers, Naza group of companies have also developed a huge storage of documents. Here is where Fingertips comes along.

The Process

The storage of the files are done in two location, which are Menara Naza and also a warehouse in Sungai Besi. These files are placed according to their batch, branch and year. There are 20 files in a batch and these files are tied together with the information of the batch, branch and year. These batches are kept all together with nothing separating them but the label on top of every batch. Every file contains documents such as Car Registration Card, Puspakom Inspection Documents, Payment Receipts from NAZA, Buyers Photostat IC plus many other relevant documents produced for the purchase of any single vehicle from NAZA.

The Problem

- Files that have no place to be kept are taken away to storage place in Sungai Besi, hence making it more difficult to track when needed.
- The securities of the files are also questionable for they are kept unorganized.
- Customer starts to question the credibility of the company when the documents are not located for them in a short span of time.

The Solution

Ambersoft proposed a document management solution using our product Fingertips, whereby the storage of documents and files are archived into a central electronic document repository. The whole process is based on client-server and a browser architecture, so that an authorized personal could access the documents whenever required without walking to the filing cabinets.

The Process

Once a sale is done the documents would be scanned into Fingertips database by branch and year. The files will be named after the running numbers indicated on top of every file. Once the files are scanned they will be indexed on parameters like:

- Buyers Name
- IC or Company Number
- Engine Number
- Chassis Number
- Town
- State
- Stock Number
- Booking Number
- Car Type
- Race
- Branch
- Sales Person

The scanning team have Fingertips client module installed in their computers for scanning purposes. The authorized NAZA personnel's have Fingertips Web module on their computers. With the web module they could easily use the Content search and Custom Profile Search functions to find the required documents. Additionally, these documents can be viewed, e-mailed and also printed if necessary.

Benefits:

- **Fast access to documents:** Respond immediately to customer inquiries
- **Restricted Access:** Only authorized users have access.
- **Reproduce document:** Scanned and archived documents can be reproduced as proof in legal action.
- **Person Independent Processes:** Even if a person is away you can take action on any file.
- **Minimum storage area:** Electronic data storage is cheap and requires very little space.

Features of FingerTips are specially designed and the solution streamlines your processes, saves time and money, making the organization efficient and technology savvy.

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