

Document Management and Workflow at JAP Group

Sector: Automobile

The Document Management Solution, iPortalDoc plays a key role in the automobile sector, where processes require great celerity, providing an efficient and reducing costs.



CLIENT

The JAP Group, strated its activity in 1904 in the city of Marco Canavezes and has completed its centenary.

The Group's growth has evolved steadily and today represents four prestigious brands; Renault, Nissan, BMW and Volkswagen having pioneered the launch of the first automotive megastore, Matriz Auto.

The JAP Group is today a national benchmark in the automobile sector, with more than 400 employees spreaded over 10 companies. Is is fair to say that the Group is one of the largest in the country and in the North, covering 4 districts (Porto, Braga, Vila Real and Viseu).

CHALLENGE

With the growth in turnover, the JAP Group found itself with thousands of documents entering daily in their offices. They lacked proper treatment.

The challenge for the iPortalDoc, and our business partner Mserviços2, was to ensure that all documentation was treated immediately by creating visibility into the treatment of each document, both at the time level of treatment, people involved and processed documents volume. It was crucial that the solution allowed for facility in the modelling process, easy organization of information and with the ability to obtain statistical reports, leaving open the possibility of implementing new processes. It was essential that the chosen technology integrated with an OCR Solution.

SOLUTION

The JAP Group chose the Document Management Solution, iPortalDoc to address three key areas of business, requiring daily monitoring. We are talking about the general office, sales and billing/accounting departments. Since they started using iPortalDoc all documents circulating dematerialized and the treatment time are significantly lower. Currently all documents are scanned and delivered in digital format via iPortalDoc to its recipient. This process, facilitates the routing and approval and exerts greater control over who meets the documents. In order to employ more dexterity in the execution and ending processes, the JAP Group also wanted

Multifaceted Technology

Effective and efficient management of documents and processes

"Integration with OCR, allows you to automate and speed up the process of classifying documents entering iPortalDoc."

to use a statistics module that allowed them to get detailed reports and in turn have greater control when processing documents. i.e, allow them to know where, with whom and in what state all types of invoices (conference, recorded, processed) so to assign a greater number of employees to perform the given tasks. It was also implemented a specific template for the registration of all types of mail, which has to be sent by mail or courier so that there are no losses of information. iPortalDoc also integrates with a OCR solution, Kofax. This solution automatically extracts relevant information

used to classify documents, thereby reducing the time spent, by the user, in this process, because he/she no longer needs to enter data manually. The bridge between the physical and the digital document is done using a barcode placed on each document that is read by OCR and sent to iPortalDoc. The goal was to improve and automate the process of entering documents in iPortalDoc.



IPBrick is the result of IPBrick International R&D work, a portuguese company that has already celebrated thirteen years of existence. Apart from IPBrick Linux Servers, we also produce two innovative softwares - iPortalDoc, an effective system of document management and Workflow - and iTicket system. These products are present worldwide through a network of partners across all five continents.

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