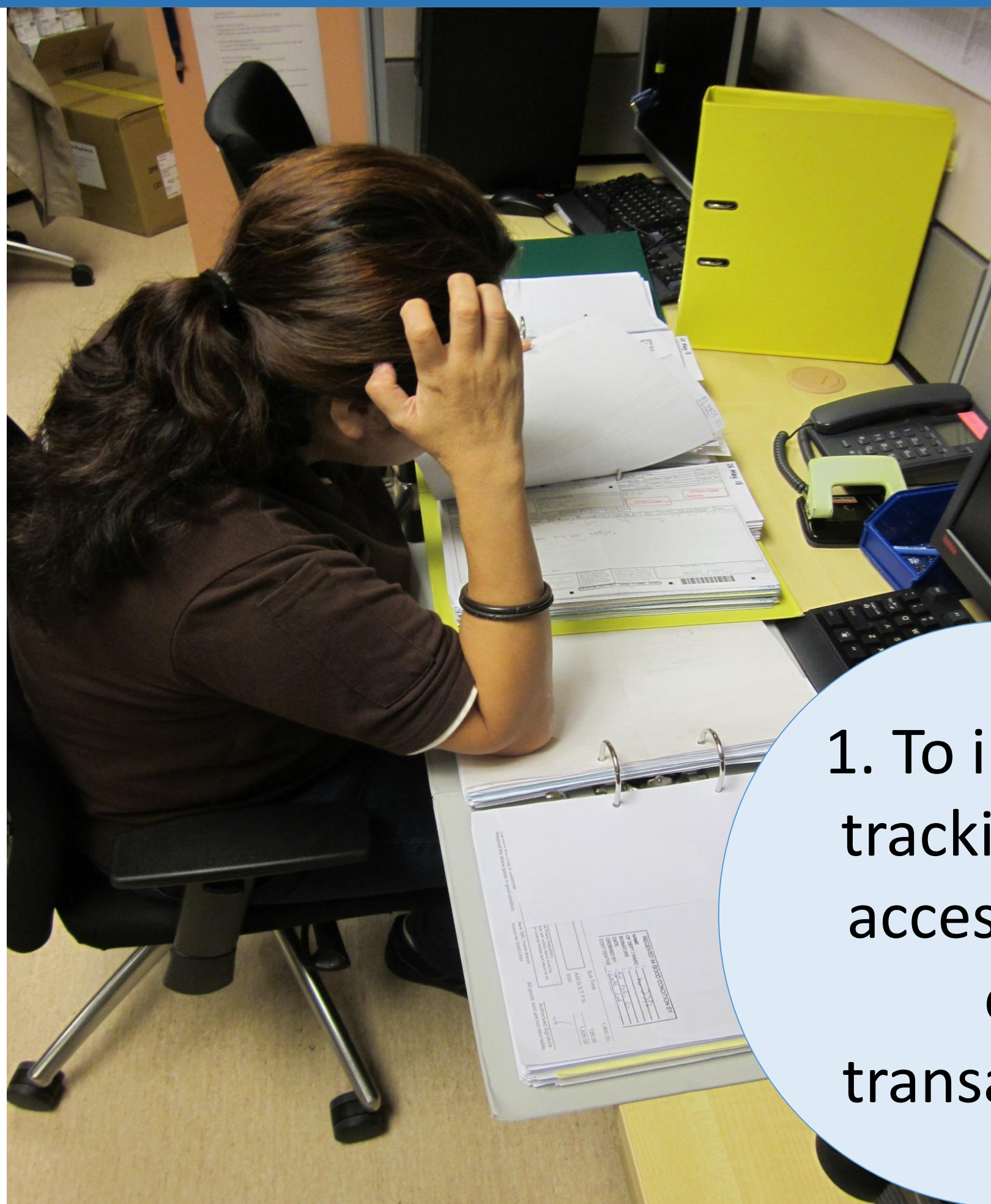# Improve Tracking, Accessibility & Storage of Documents

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BACKGROUND

All transactions and hard copy documents are filed and stored in various files. To back-track and search for any documents, flipping through individual files are needed which is tedious and time consuming.

AIMS

1. To improve tracking and accessibility of transactions

2. To reduce hard copy documents storage on site.

METHODS

Root Cause Analysis + Problems

- ☹ Space constraint as too many documents to be filed

- ☹ Difficult to access archived documents in warehouse.

- ☹ Hard copy documents is the only single source.

- ☹ Documents easily misplaced.

- ☹ Time consuming to search documents.

TAKE ACTION

Scanning all hard-copy documents and segregated to various folders into SCM shared drive.
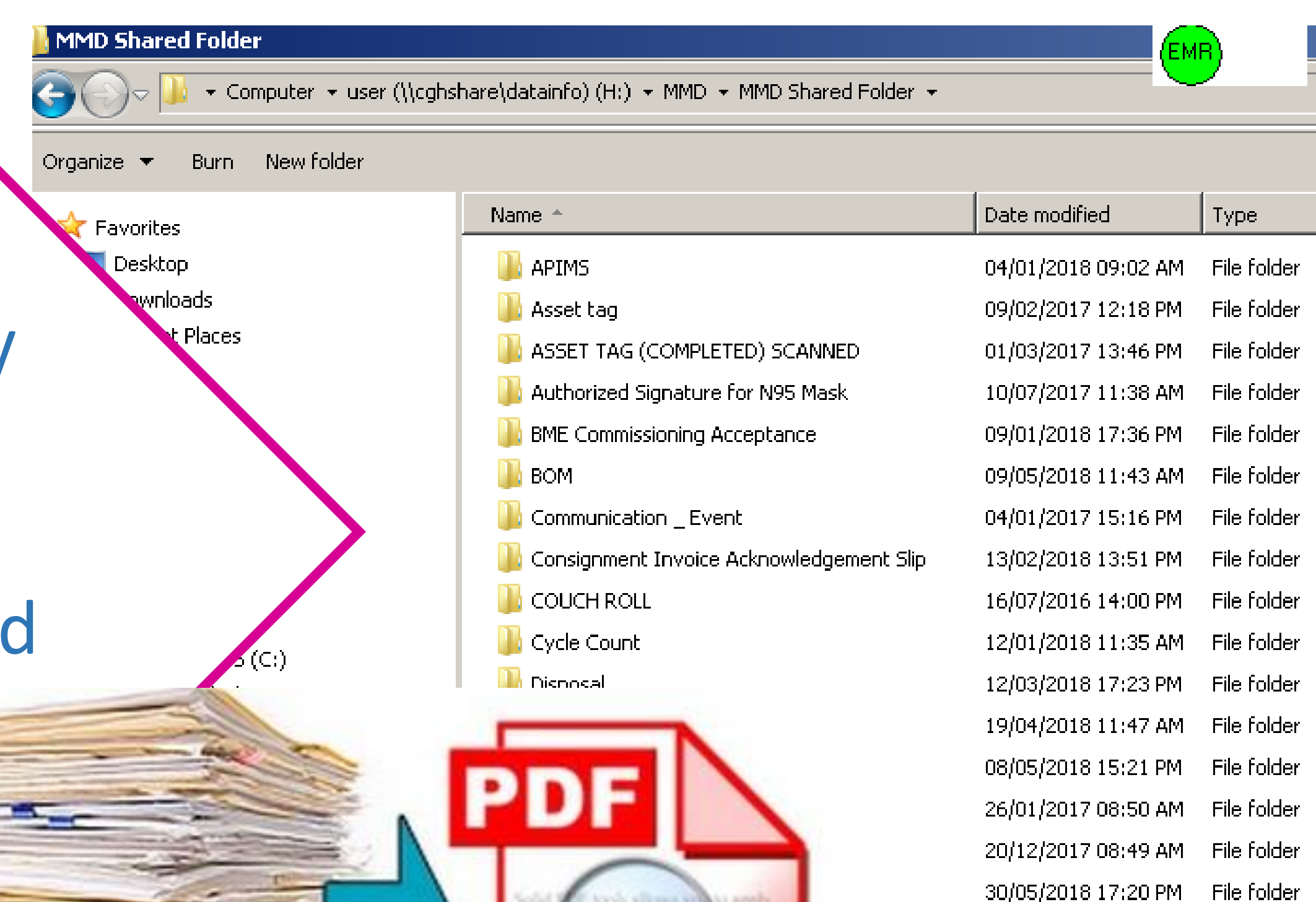
RESULTS / CONCLUSION

✓ Better and more efficient tracking of supporting transaction documents.

✓ Accessibility of documents .

✓ Loss / Missing of documents is reduced.

✓ Statistics are easily pulled out / generated for any reports.

✓ Scanned documents can be kept for a longer period than hard copy ones.

✓ Hard copy documents can be archived quickly and reduce document storage space on site.