



namaa
INFOLOGISTICS

COMPANY PROFILE

We Deliver Success

www.namaa-il.com

Table of Contents

- 01 Brief outlining–Namaa InfoLogistics**
- 02 Our satisfied clients**
- 03 Partners & Contracts**
- 04 Software Solutions**
- 05 Professional Services Overview**
- 06 Hardware Scanners & Maintenance**
- 07 Awards**





About Namaa InfoLogistics

We are subject matter experts in digitalizing Records & Information

- "Namaa InfoLogistics is a renowned organization specializing in the provision of Records Management and Information Technology services, as well as the development of applications.
- The team at Namaa possesses over 30 years of hands-on expertise in digitizing records and information for various organizations."
- headquartered in Egypt

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About Namaa InfoLogistics

Our Vission

To be the most preferred IT & BPO partner in MEA region through delivering the best in class software solutions and services

Our Mission

- Delivering the most comprehensive high-quality services to our clients; meeting their ever dynamic business needs
- We are obligated to build and sustain long-term partnerships with clients, providing them with state-of-the-art services supported by innovative technologies, products and industry insights
- Our people are distinguished and trusted for their deep expertise



Part of Namaa's Happy Customers



AMAN
أمان



مستشفى دار الفؤاد
Dar Al Fouad Hospital

وزارة المالية
Ministry of Finance



Arab Republic of Egypt
Ministry of Communications
and Information Technology



وزارة التخطيط والتنمية الاقتصادية
Ministry of Planning and Economic
Development





Namaa's Partners

we are proudly partners with:

Kodak alaris

Kodak Alaris is a global technology company that's delivering future value through customer solutions. their advanced, patented intellectual property combines breakthrough technologies, digital transformation and human know-how to unlock the power of images and information.

NVSSoft

Your Information Management Partner

NVSSoft is a UAE based developer of Enterprise Content Management Solutions with a focus on industries such as healthcare, banking and financial services, telecommunications, governments and the public sector

Transtek

Transtek Systems is a UAE software company, founded in 2000 and has been since supporting enterprise corporate and governmental organizations in their digital transformation across the region. Transtek's flagship product is Mojodat Software Solution which includes, Fixed Assets, Maintenance, and Inventory Management.



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Solutions

We deliver a comprehensive and results-oriented approach, ensuring your digital transformation unlocks true potential and delivers measurable benefits.

01



**PRM Solution
by
Namaa InfoLogistics**

02



**Capture
Solutions**

- Acrmate Capture By NVS
- Info Input Solution / Capture Pro By Kodak

03



**Enterprise
Content
Management**

04



**Fixed
Assets
Management**

05



**Correspondence
Management**



- Records Management
- BAU & Backlog Scanning
- Assets Tagging
- IT Outsourcing



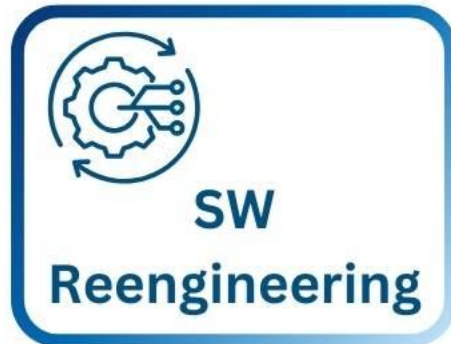
- Enterprise Application Development
- Mobile Application Development
- Portals Development



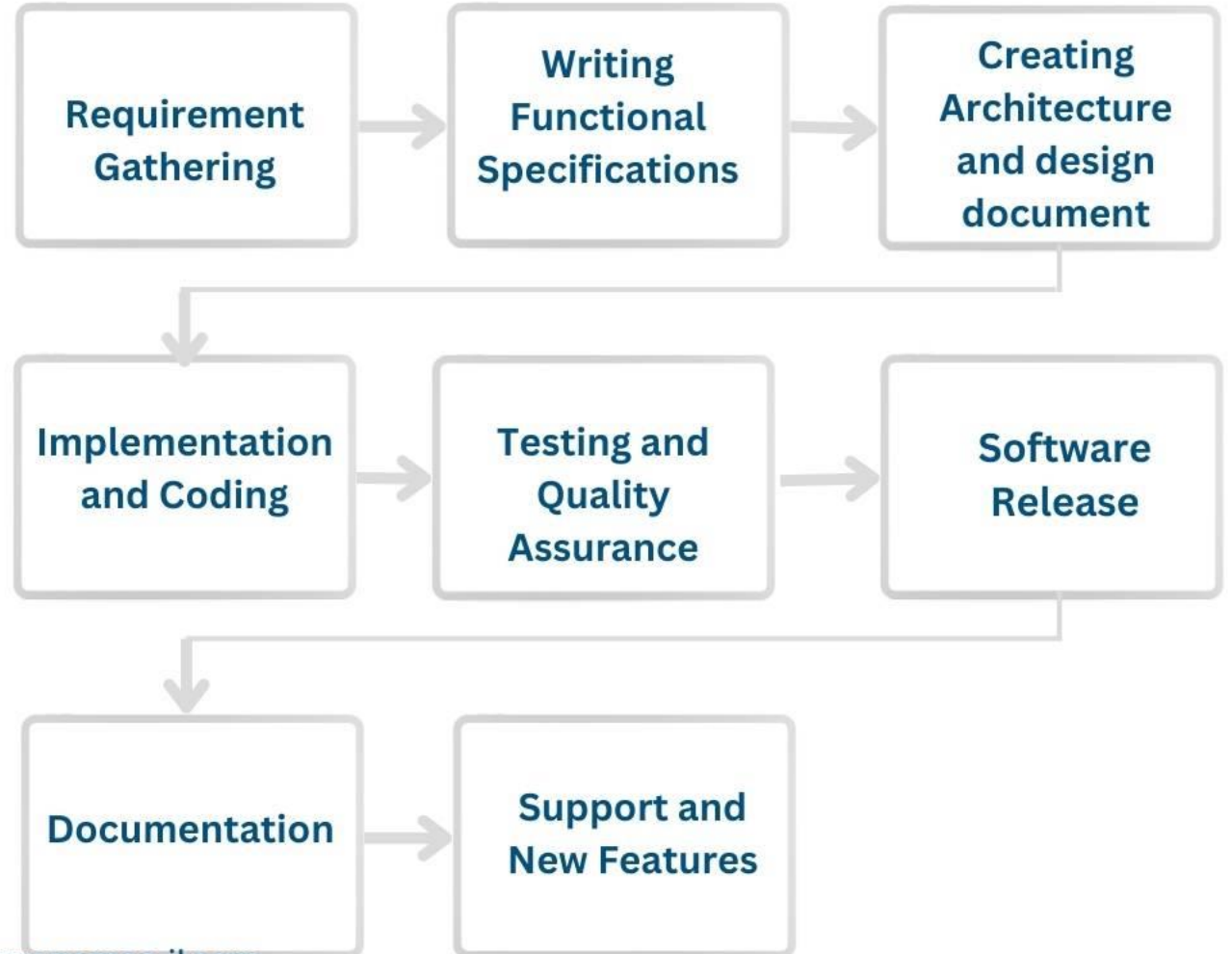


SW Dev - Enterprise & Mobile Applications Development

Namaa-IL is your partner whatever the situation is through our 3 different models of Enterprise Software Custom applications Service we will be able to convert your organization's ideas and workflows to accurate software solution.



How it works.....



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Records and Information Management

Namaa owned the technology and practical experience in physical record management, The PRM system "DocuArena" was created by the Namaa's developers team in collaboration with an expert operation team that has experience managing many documents warehouses and training client's teams who manage own their archiving center.



"BPO" - Records Management

According to Gartner IT Glossary

Records management (RM) technologies enable organizations to enforce policies and rules for the retention and disposition of content required for documenting business transactions, in addition to automating the management of their record-retention policies

RM principles and technologies apply to both physical and electronic content





"BPO" - Records and Information Management



How it works.....



1 Receiving



2 Scanning & Indexing



3 Barcoding & Archiving



5 Shredding



4 Retrieving



1 Mailroom Receiving

Tip No.# 1

Receiving documents from different branches/departments is very essential step and considered high risk if not handled/managed probably.

Our 3A Rules must be strictly applied during the Receiving stage:

- ✓ **Applying the most efficient and secured procedures that assure accurate receiving**
- ✓ **Avoid any missing during transferring process with different users (sender – mover – receiver – and records keeper)**
- ✓ **Administer state of the art proven methodologies, polices, procedures and systems**





Records Management - Mailroom Receiving



232 Mail Room											
Lot	Box	Barcode	Qty	Unit	Box	Qty	Unit	Box	Qty	Unit	Officer
1	10	[Barcode]	10	EA	10	10	EA	10	10	EA	Officer
1	10	[Barcode]	10	EA	10	10	EA	10	10	EA	Officer
1	10	[Barcode]	10	EA	10	10	EA	10	10	EA	Officer



Fleets (Receiving Dock)

Manifest

Moving Boxes

Loading Area

Scan Box Barcode

**Link Barcodes
(box-receiving
Location)**

**List with
Received/Hold**



2 Scanning & Indexing “BAU & Backlog Conversion”

Tip No.# 2

Be Smart when choosing the right BAU & Backlog conversion service provider, contact the provider who own the Knowledge, Resources and Updated tools that fit project nature

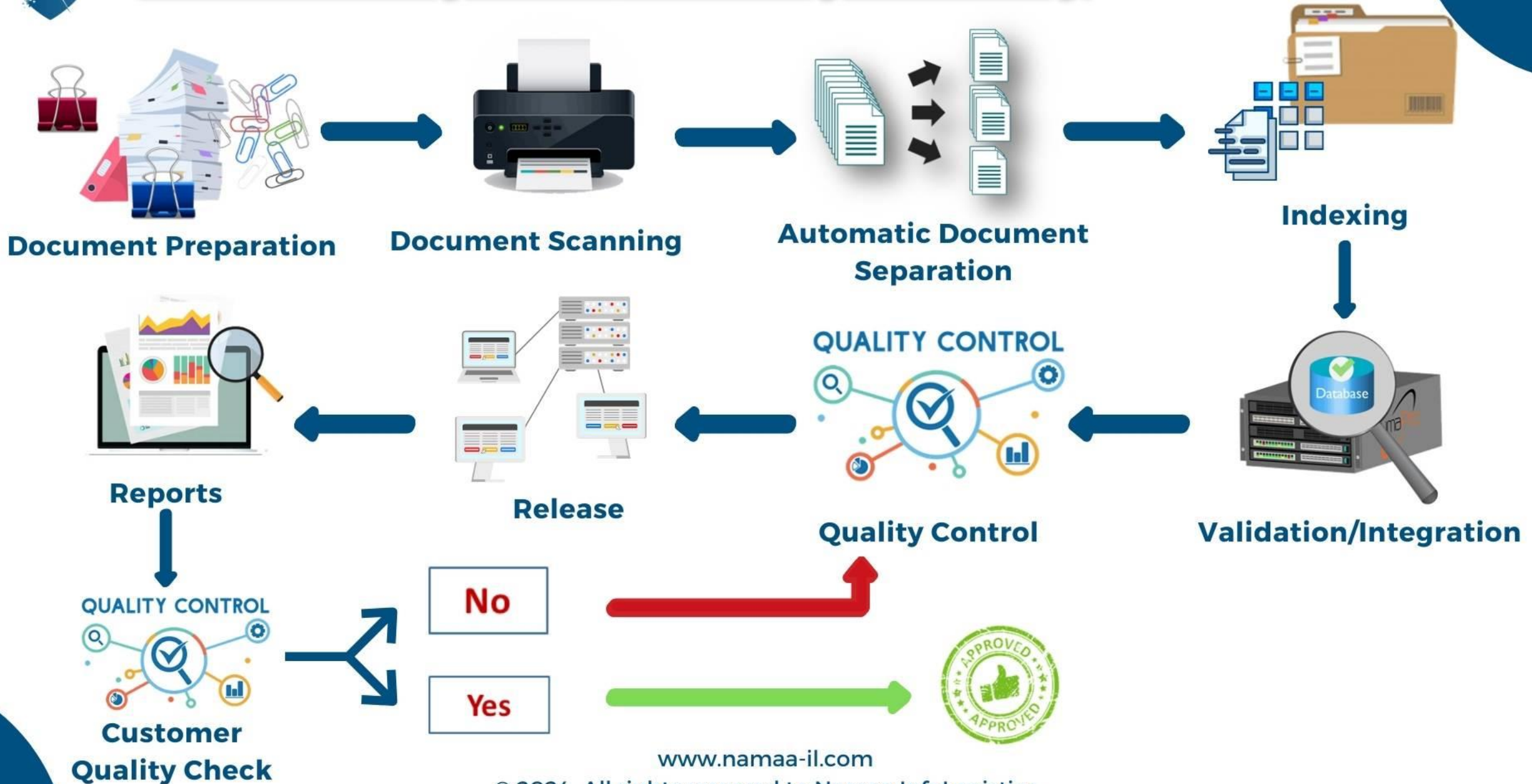
We - @ Namaa InfoLogistics - have certified expertise in many capture solutions supported by architects, DevOps and senior Project Managers to run the show automatically through all steps till releasing to final repository.

Be confident that Each step should be tied to solid procedures to assure the proper use of any applied tool and securing high quality and efficient output





Records Management - Scanning & Indexing





3 Barcoding & Archiving

Tip No.# 3

We received/registered records and scanned/indexed them, now we need to store on shelves in a way to assure safe, secure and ease of retrieval whenever needed by authorized personal.

We - @ Namaa InfoLogistics - apply all needed codes, systems, resources and procedures to manage this activity efficiently to ensure:

- ✓ Having systemize link for relevant codes is the success key to do such sophisticated activities.
- ✓ Linking all Document code to box code and eventually linked to shelve location code.





Records Management - Barcoding & Archiving



**Register Barcode in
PRMS**

**Link Barcodes
(file - boxes-Location)**

**Moving boxes from
Mailroom/Scanning Area**

**Send list to
Storing team**

**Link box Barcode
and Shelf Barcode
with Handheld
Scanner**



4

Barcoding & Archiving

Tip No.# 4

As we have all documents/boxes registered in the system as planned, we guarantee that Retrievals will be systemized and efficient.

Having **multimillions** document is not an issue, we know each and single document location and can get documents within few minutes based on retrieval volumes.





Records Management - Retrieving





5

Shredding

Tip No.# 5

No It is time to protect the privacy of your information by destroying paper records and documents in a safe and compliant way.

We - @ Namaa InfoLogistics – provide shredding service that professionally:

- ✓ **Safeguard your organization's reputation by securely shredding sensitive and confidential documents.**
- ✓ **Reduce costs by shredding documents no longer needed, useful or necessary.**
- ✓ **Ensure compliance by shredding documents in accordance with the government and industry regulations and retention periods to avoid penalties, fines or legal action.**





Records Management - Shredding



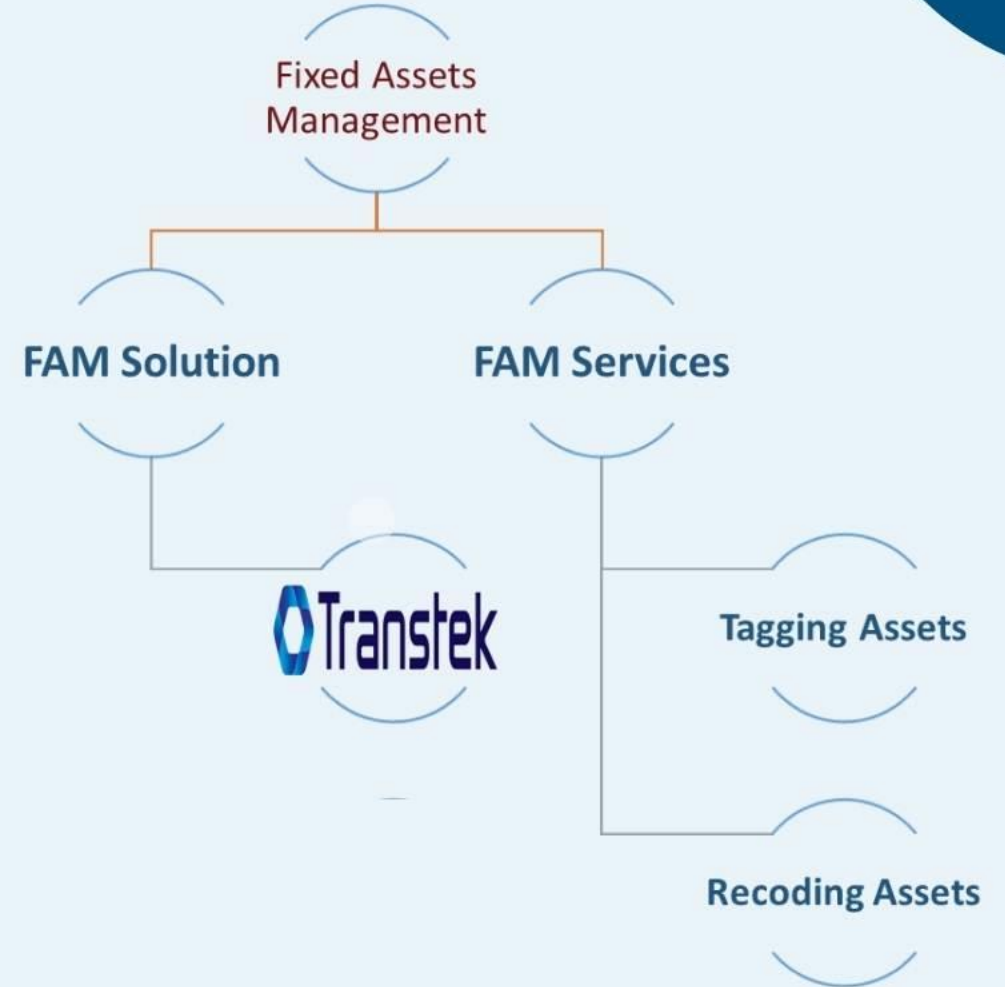


Fixed Asset Management "FAM"



FAM helps
Business to:-

- Increase its control on their fixed assets
- Reduces loses & rigging
- Have Full physical management on the assets
- Have Full financial management on the assets
- Manage the assets through its lifecycle
- Access the system Anytime & everywhere "mobile & handheld"
- Eliminate data duplication
- Make Fully integration with the GL & ERP systems
- Create Reports, Dashboards and statistics





Asset Tagging



How it works.....



1- Mobilization



Create & Print
"Category-
Subcategory-
Groups"

Scan Locations
"City-Branch-
Building-Floor"

Print Tags for
assets &
locations

Update Data
for PDAs

2- Onsite

Add then tag
the room

Tag assets
"Conditions -
Specs- Old
tag"

Reconciliation





Hardware Scanners & Maintenance



Alaris Document Scanner

**Desktop
Departmental
Production**



IBML Scanner



Awards

Infuse Hackathon 2023

We are honored to receive a top winner award at the Infuse Hackathon 2023 in Budapest, prompting innovation within Kodak Alaris' global community.

The demonstrated achievement is the successful integration of the DocuArena PRM system with the Infuse Smart Connected Scanning Solution to produce a pioneer unique in class for the automation for the “Interfiles” documents management.





“Your digital transformation Partner,”

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