



FEATURES AND FUNCTIONALITIES

FLP[®] DOCUMENT MANAGEMENT

FEATURES & FUNCTIONALITIES

KNOWLEDGE IS POWER

Past working experiences, information obtained through extensive research and development efforts, project proposals, and so on are all invaluable company assets. FLP[®] Document Manager exerts the power of knowledge by gathering these valuable information to form a knowledge database empowering users with the necessary knowledge to make quick and precise decision in response to changing market conditions. Organisation competitiveness and productivity will be boosted as a result.

COLLABORATION PLATFORM FOR INFORMATION SHARING AND COST REDUCTION

FLP[®] Document Manager is built on a collaboration platform which provides comprehensive security measures and gives users the ability to share information and document across the enterprise. Since documents can be shared online, in most situations, circulation of hardcopy documents will no longer be needed. As such, the volume of paperworks generated and the amount of costly storage space required will be reduced.

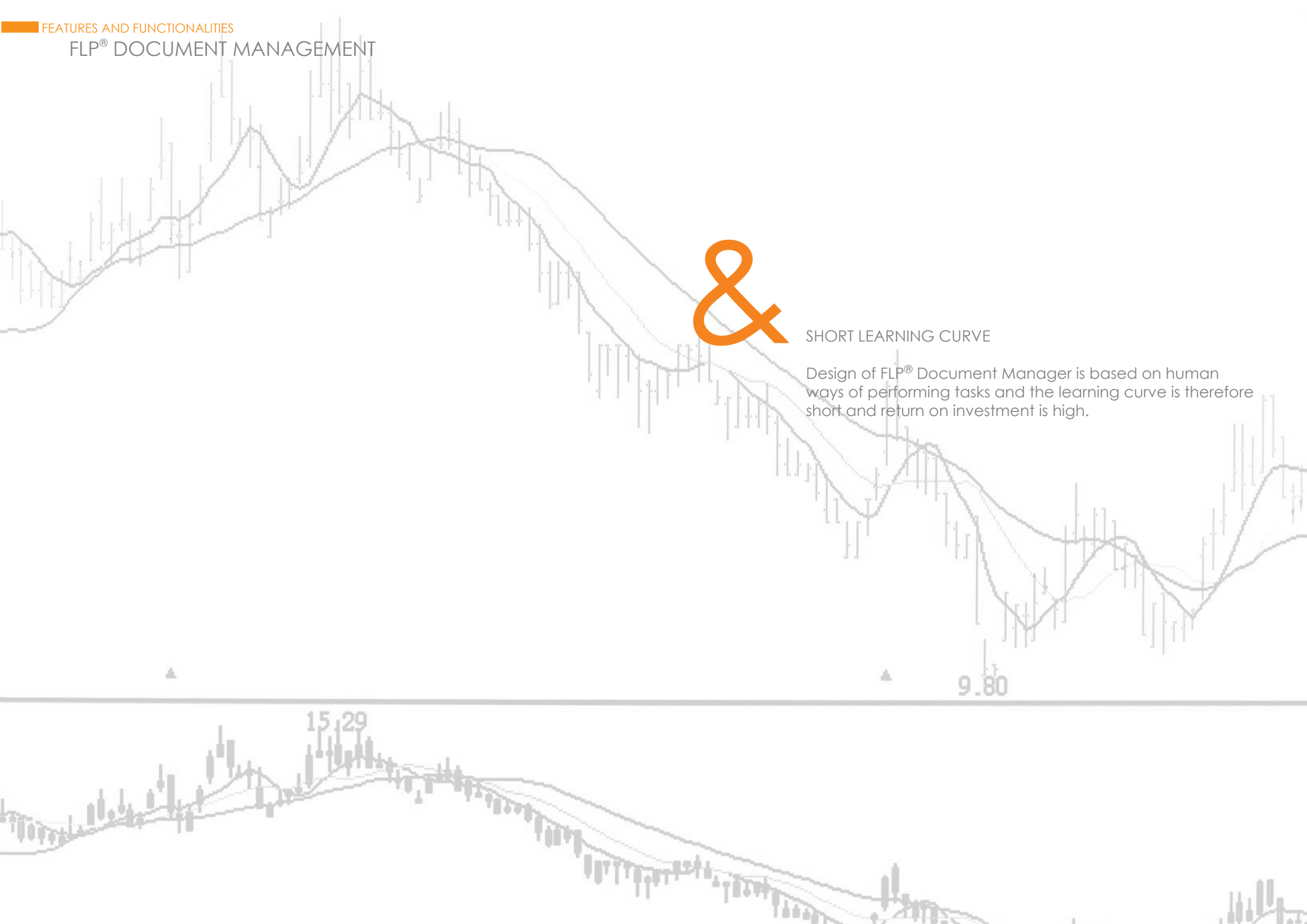
GLOBAL ACCESS WITHOUT COUNTRY BOUNDARY RESTRICTION

Document once stored in the FLP[®] Document Manager will be available for sharing throughout the organization via Intranet or Internet. Only authorized users can access the document, individual user only sees relevant and role-based information, which will prevent sensitive information from leaking into the wrong eyes.



SHORT LEARNING CURVE

Design of FLP[®] Document Manager is based on human ways of performing tasks and the learning curve is therefore short and return on investment is high.



9.80

15.29

FEATURES

Document creation, modification, deletion

Document sharing

Document approval automation

Document Version control

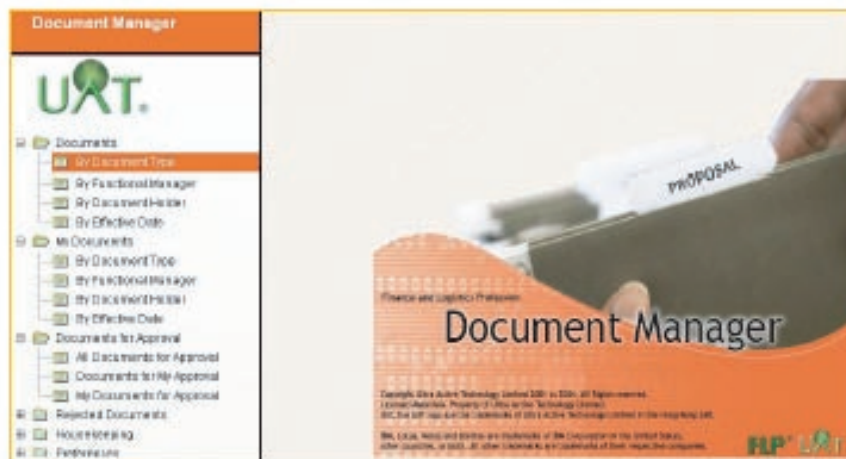
Support for management unstructured information

Comprehensive security

Reduce costs of error correction

Eliminate duplicate copies of paperwork

Seamlessly integrated with other FLP® solutions



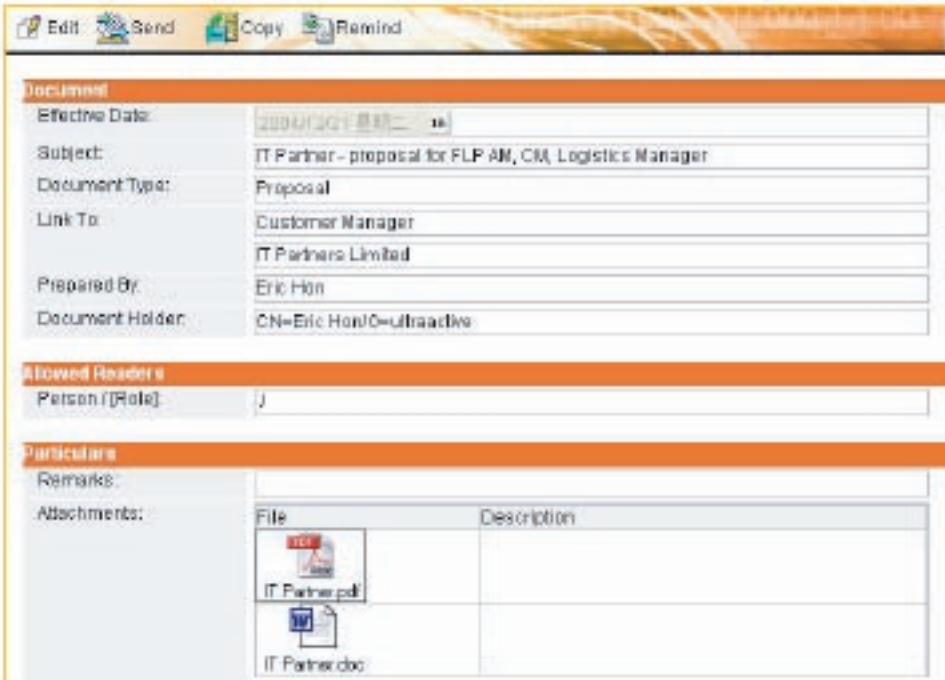
<ul style="list-style-type: none"> Previous Activities Programing Manager Programing Manager - Data Proposal <ul style="list-style-type: none"> EDAW - Proposal for CRM with Proposal Automation features Hipernet Company Ltd - Proposal for FLP EMS Invacore - Proposal for billing system IT Partner - proposal for FLP CM, Logistics Manager Kone - FLP HRM Quotation and FLP HRM Brochure NETec - Proposal FLP EMS Pacific Datacom - Proposal FLP AM, CM, Logistics Manager Priso - FLP EMS Proposal Priso - FLP EMS implementation proposal Regent - Quotation for FLP EMS, cabinet, backup server Roy - Proposal FLP CM, Product Manager Springboard - FLP EMS Proposal Xinhua - Preliminary Proposal - Human Resources - in July 2014 Xinhua - Human Resources Management Proposal - Xinhua Xinhua - Human Resources Manager - System Overview - Addendum - Xinhua Recruitment Sales Lead 	<ul style="list-style-type: none"> EDAW - Asia Hipernet Company Limited Invacore Asia IT Partners Limited Kone Communication Limited NETec Asia Pte. Ltd. Pacific Datacom (Hong Kong) Limited Priso International Company Limited Priso International Company Limited Regent Building Materials Company Limited Roy (Hong Kong) Limited Springboard Pacific Co. Limited Xinhua Finance Limited Xinhua Finance Limited Xinhua Finance Limited
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FLP® DOCUMENT MANAGER

All documents regardless of file types are being stored centrally and systematically.

INTUITIVE AND EASE TO USE INTERFACE



You can tag a number of meaningful descriptions to the files and even link the document to, for example, FLP® Customer Manager where you can also read the files.



The screenshot displays a web-based interface for document management. At the top, there is a toolbar with icons for Edit, Send, Copy, and Remind. Below this, the interface is divided into several sections:

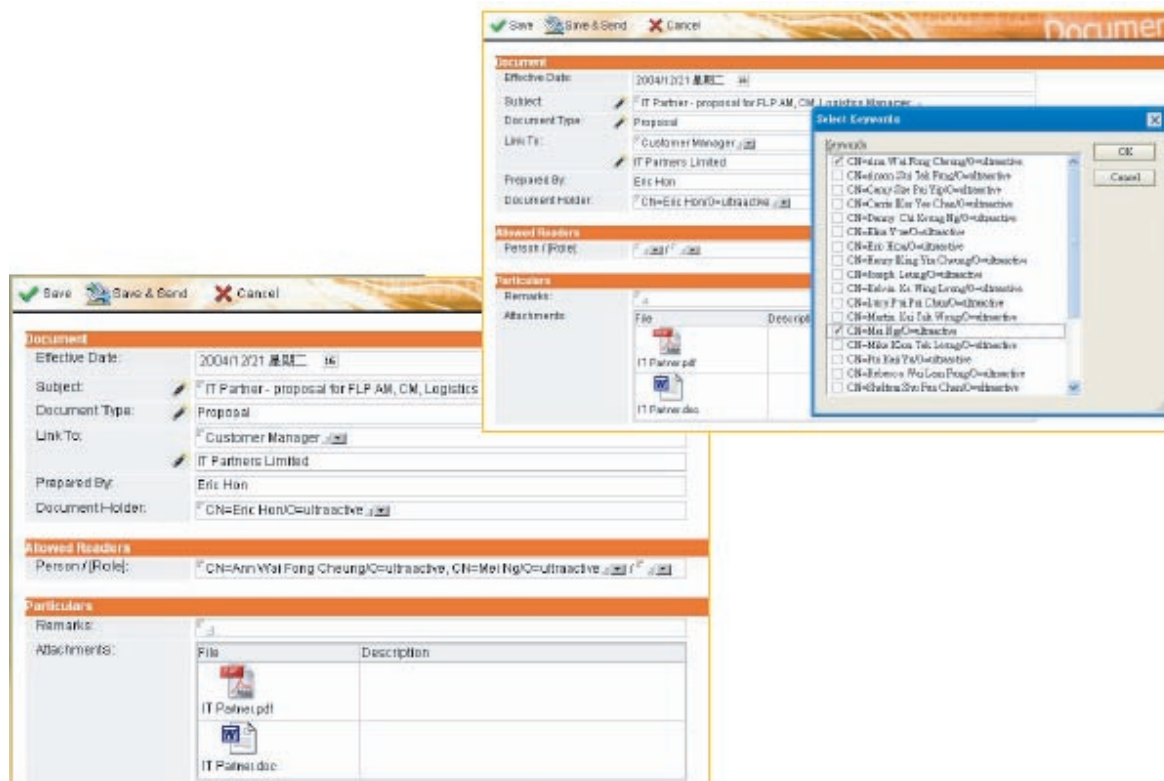
- Document:** A form with the following fields:
 - Effective Date: 2004/12/01
 - Subject: IT Partner - proposal for FLP AM, CM, Logistics Manager
 - Document Type: Proposal
 - Link To: Customer Manager
 - Prepared By: IT Partners Limited
 - Prepared By: Eric Hon
 - Document Holder: CN=Eric Hon/O=ultraactive
- Allowed Readers:** A table with one row:

Person (Role)
J
- Particulars:** A section for remarks and attachments.
 - Remarks: (empty)
 - Attachments: A table with two columns: File and Description.

File	Description
 IT Partner.pdf	
 IT Partner.doc	

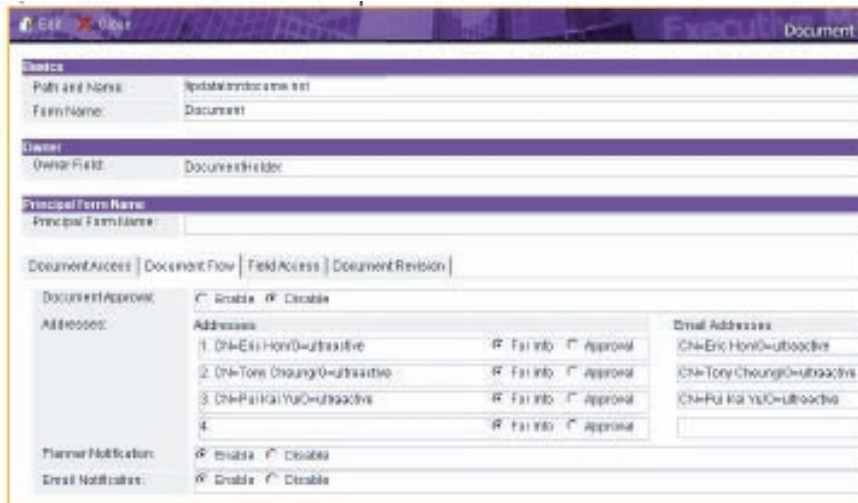
DOCUMENT SHARING

User can select the persons who can have the access right to read the document. As shown in the “Allowed Readers” section in this example, only Ann Wai Fong Cheung and Mei Ng can read this document.

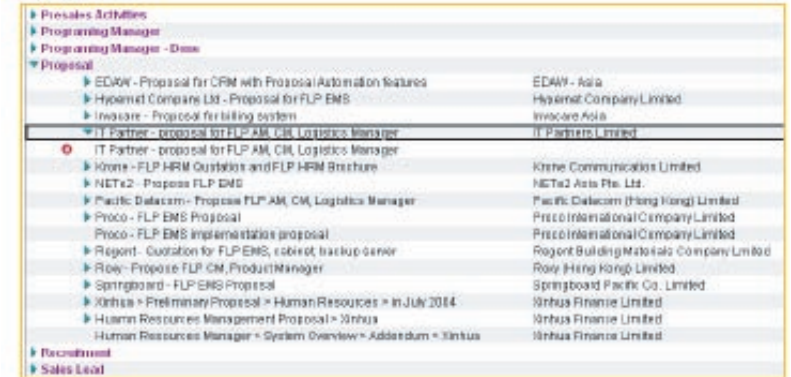


DOCUMENT APPROVAL AUTOMATION

Document approval flow can readily be set up through a easy-to-understand interface.

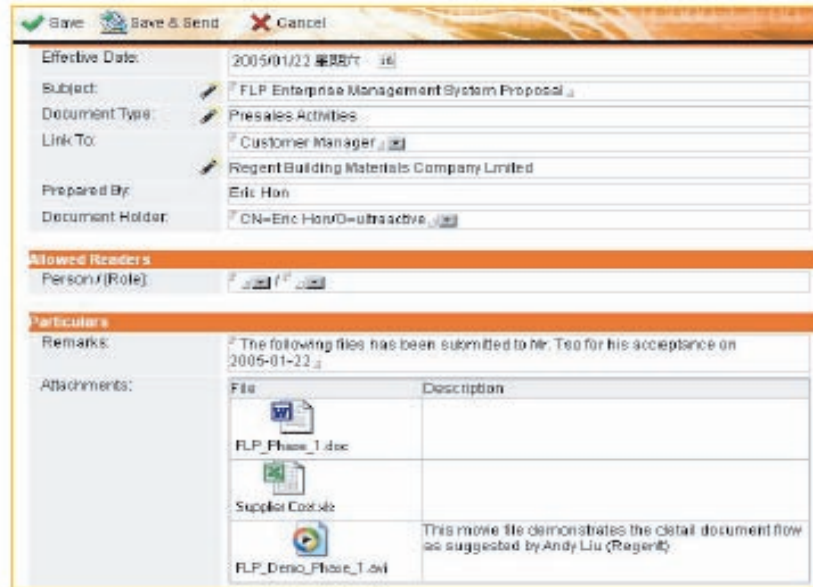


Old document version is marked with red 'dot' on the left.



SUPPORT FOR MANAGEMENT OF UNSTRUCTURED INFORMATION

FLP Document Manager can handle unstructured information, industry standard file formats, such as MS Word, MS Excel, multi-media files, PDF and AutoCAD etc. are supported.



The screenshot displays the FLP Document Manager interface with the following sections:

- Save & Send** (Buttons: Save, Save & Send, Cancel)
- Effective Date:** 2005/01/22 星期六
- Subject:** FLP Enterprise Management System Proposal
- Document Type:** Presales Activities
- Link To:** Customer Manager
- Prepared By:** Eric Han
- Document Holder:** CN=Eric Han@ultraactive




Allowed Readers

Person (Role):

Particulars

Remarks: The following files has been submitted to Mr. Teo for his acceptance on 2005-01-22

Attachments:

File	Description
 FLP_Phase_1.doc	
 Supplier Cost.xls	
 FLP_Demo_Phase_1.avi	This movie file demonstrates the detail document flow as suggested by Andy Liu (Regent)

COMPREHENSIVE SECURITY

Access control maintenance to allow user only sees relevant and role-based information. Access control can be set up to decide which fields, screens, databases and which records users can access and whether those users can view only or modify information held on the system.

Audit trail function allows authorized user to identify who made each change by date, time, and type of change in an easy understandable way.

The screenshot displays a software window titled 'Edit' and 'Close' with a 'Free' logo. The interface is divided into several sections:

- Basics:** Path and Name: #pdalrmdocumeaenst; Form Name: Document
- Owner:** Owner Field: DocumentHolder
- Principal Form Name:** Principal Form Name: (empty field)
- Navigation:** Document Access | Document Flow | Field Access | Document Revision
- View / Edit Document:** A table with columns 'View' and 'Edit' for various roles.
- Add / Delete Document:** A table with columns 'Add' and 'Delete' for various roles.

View / Edit Document		
	View	Edit
Owner:	Allowed	Allowed
Creator:	Allowed	Allowed
Sender:	Allowed	Allowed
Sender Administrator:	Allowed	Allowed
Owner's Supervisors:		
Additional Allowed Person / Role:	/ (DeptRepresent)	/ (DeptRepresent)
Except Person / Role:	/	/

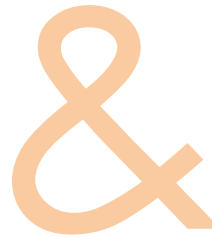
Add / Delete Document		
	Add	Delete
Owner:	Not Applicable	Allowed
Creator:	Not Applicable	Allowed

AUDIT TRAIL

Audit trail function allows authorized user to identify who made each change by date, time, and type of change in an easy understandable way



SEAMLESSLY INTEGRATED WITH OTHER FLP® SOLUTIONS



FLP® Human Resources Manager can be integrated with other FLP® solutions to provide a total solution for streamlining business processes and raise overall organization productivity, for example :

- FLP® Accounting Manager
- FLP® Document Manager
- FLP® Logistics Manager
- FLP® Executive Manager
- FLP® Dairy Manager

FLP[®] BUSINESS MODEL

A FOUNDATION FOR YOU TO BUILD YOUR OWN BUSINESS MODEL

No two companies are the same even conducting the same business in the same industry. Why should you choose a standard software package.

No other software solutions provide more feature and functions than FLP[®] does costeffectively. No other software solutions provide such an all-in-one interface integrating with your company wide company business processes. FLP[®] provides a market leading collaboration platform for all your company staff to work on anytime, anywhere with unlimited scalability without physical country border barriers over the Internet.

What's more, FLP[®] shares our experience with you to customize the software applications to suit your business and prepare for the future.

FLP[®] is empowered by IBM[®] Lotus[®] Domino[®]/Notes[®] technology.



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ULTRA ACTIVE TECHNOLOGY LIMITED
Room 1903
Office Tower, Convention Plaza
1 Harbour Road
Wanchai
Hong Kong
Hong Kong SAR

Tel: (852) 3111 9600
Fax: (852) 2357 5328
FLP Hotline: (852) 3111 9696
FLP Customer Services: (852) 3111 9686
FLP Website: www.flpe.com
Email: info@flpe.com

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