



SYSTEM OVERVIEW
FLP[®] DOCUMENT MANAGEMENT



OVERVIEW

SOLUTION FOR KNOWLEDGE MANAGEMENT

FLP® Document Manager gives enterprises the power to store, share and manage all their documentation directly over their network. Effectively the FLP® Documents Manager becomes a valuable knowledge management system where information, such as past working experience and marketing information etc., will be available for analysis, better business insights and efficient information search. Businesses not only benefit from saving costly space to keep all the paperworks, but also enjoy the benefit of improving operational efficiency and productivity while reducing costs.

UNSTRUCTURED DOCUMENTS BECOME WELL ORGANIZED

As found in most organizations, majority of the information is unstructured, for example, paper documents, graphics, multi-media files and computer-generated reports etc. While it is hard to control and store unstructured information by conventional relational database management system, one of the FLP® Document Manager's strengths lies in the ability to handle unstructured information for efficient information gathering and retrieval, and to turn this information into valuable company asset. Industry standard file formats, such as MS Word, MS Excel, MS Powerpoint, PDF and autoCAD etc. are supported.



DOCUMENT ON-LINE ACCESS ANYWHERE ANYTIME

Document approval process can be automated by built-in workflow management system. Newly created document will be distributed only if formal document approval procedure has been gone through. Document once collected in electronic format and stored in the FLP[®] Document Manager server, the document will be available for share online with allauthorized staff, anywhere and anytime.

FEATURES AT A GLANCE

Document Creation, Modification, Deletion

Sharing Documents and Information

Document Approval Automation

Document Version Control

Support for Unstructured Information

Comprehensive security

Access Right Control

Role-based Information

Email Alert

Multiple Users

Multiple Companies

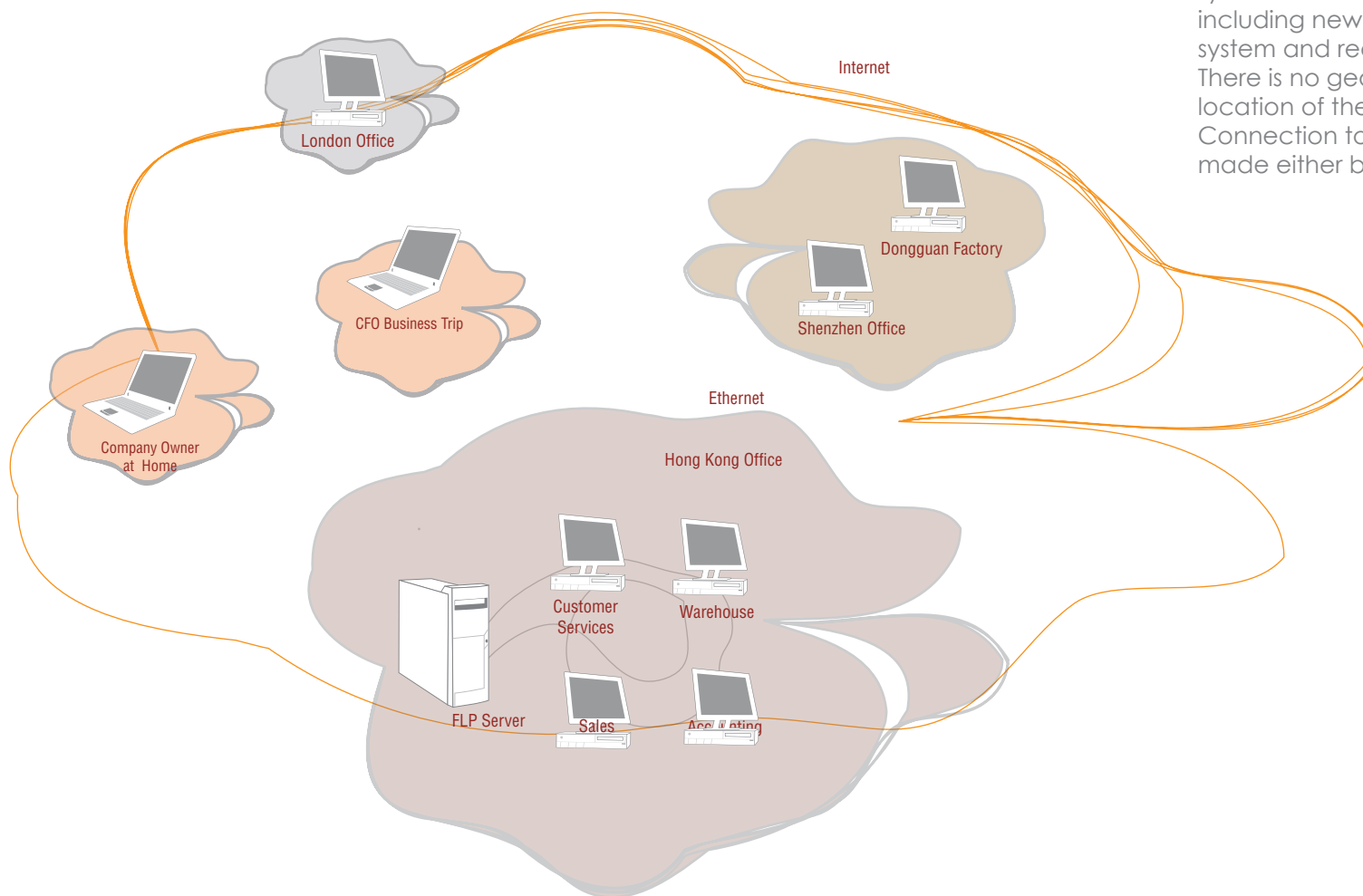
Multiple Languages

Global Access

Seamlessly integrated with other FLP® solutions

TYPICAL SYSTEM ARCHITECTURE

FLP[®] Customer Manager is designed for high level of scalability. Global customer relationship management system can be established easily and system expansion by including new branch office can be done without new system and requiring time-consuming set up procedures. There is no geographical restriction for the physical location of the client personal computer workstation. Connection to the FLP[®] server from workstations can be made either by Internet or Intranet.



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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