



OUTLINE  
FLP<sup>®</sup> DOCUMENT MANAGER



## DOCUMENT MANAGEMENT

### Recording and Planning Customer Activities

FLP® Document Manager is the scalable and comprehensive document management solution that can link to every business function of your company. FLP® encourages collaboration and fosters paper-saving. The complete innovative solutions help business succeed where staffs share documents and knowledge anytime and anywhere with secured access right controls. FLP® is built on proven IBM® technology and it is a solution that reflects the needs of businesses of virtually all sizes, in virtually any industry.

## COMPETITIVE EDGES TO YOUR COMPANY

### Document Sharing

Documents can be organized for shared access by work teams performing under an efficient environment.

### Version Control

Users of a document are assured that they are speaking of the same version of document.

### Document History

The history of the versions of a document is maintained.

### Review Cycle

Document flow and approval procedure can be user defined.

### Knowledge Library

Files of different natures, e.g. Word®, Excel®, Powerpoint®, AutoCAD®, PDF and Image, are valuable experience of a company.

### Access Rights

Access to documents is limited to authorized users according to appropriate access rights to View, Add, Edit and Delete.

### Full Integration

FLP® Document Manager integrates perfectly with Customer Manager, Diary Manager and other functional managers of FLP®.

### Email Alert

You can choose to receive email alert of new documents.

## FUNCTIONS AND FEATURES

### Document Functions

Attaching Files  
Multiple Categories  
Version Control  
Knowledge Management  
File always in its Place

### Features

Intuitive User Interface  
Unique Document Number  
Remote Access  
Delegation  
Easy Retrieval  
Multi-language

### Tools

Spreadsheet & PDF Support  
Collaboration and Emailing  
FLP® Planner (Option)

### Security

Access Right Control  
Menu Control  
Button Control  
Allowed Readers

### Integration

Customer Manager  
Supplier Manager  
Sales and Orders  
Projects

