

ZDMS provides a unique Document Management Solution



A tidal wave of information is coming. Are you prepared?

How well are you handling your documents today? The volume of documents your organization must handle is growing each year, retention times are getting longer and security and privacy issues are becoming of a greater concern.

How long are you spending in looking for the right document? As the number of documents grows the time it takes to find a document and to verify that it is the latest version becomes longer and longer.

Are people looking at copies of your sensitive information that were not intended to see it? The more copies you distribute, the harder it is to control who eventually comes into possession of the information.

How many copies of the same documents currently reside on your email server? It is common practice to distribute multiple copies of documents through an email system. These documents typically stay in an email system taking up space and becoming out of date.

Can your staff access documents from within the organization or outside if necessary? Do they have to stay late in order to get their work done? Can they access their documents from home or when visiting another site with only a standard Internet browser? In this age of technology no one needs to be tied down to their desk.

Can your staff easily share information and collaborate on documents even if you have multiple locations? It is no longer necessary to email copies of documents back and forth to work with or share information among a group where ever they reside.

All these challenges are successfully met with ZDMS and the result is an increase in the productivity of your organization and the security of your documents.

ZDMS

Place all your documents online with ZDMS and save space. Your documents can then be quickly accessed with a standard internet browser requiring no special software in the individual users' computer.

Secure your information by consolidating it in a server where significantly higher security can be provided through the use of passwords, permissions and optional encryption of sensitive information.

A complete audit trail of all access to your library and documents is captured by the ZDMS system.

There is no 'super user' required with ZDMS. Different staff may be assigned with administrative permissions for different areas of your document library. Thus there is no need for a 'super user' with access to the entire library.

Software upgrades take place only on the server and not on the individual user computers making them considerably easier to implement with ZDMS.

Multi-lingual support including Traditional Chinese, Simplified Chinese and English for input, menus and display of documents is standard with ZDMS.

Document check-out/check-in ensures that updates are controlled and versions assigned as information is updated. You always know that you have the latest document with ZDMS.

Additional information may be attached as part of a profile associated with your documents that can later assist with searching for the relevant information.

Lightning fast full-text searching of your library of documents is provided by ZDMS.

Sending document links for exchanging information with others that have access to your ZDMS library, means it is only necessary to email the reference or link to a document and not the actual document. This can result in significant space saving on your email server and bandwidth consumed by elimination of copies of the same document to others.

Safe stored off-site backups of your document library can ensure that they are never lost. By backing up the documents from the ZDMS server, a permanent archive of all your documents can easily be created.

ZDMS is easy to learn and easy to use as all the information is structured as folders and documents organized in the familiar Windows style. The same staff members that file your information now will easily be able to file information in your ZDMS library.



We can help you prepare for the tidal wave of information...

Above Limited is an authorized value added reseller for ZDMS appointed by Internet Appliances (HK) Limited. The ZDMS solution is a unique document management application that can help your organization get ahead of the tidal wave and move forward to organize all your documents on a single platform.

We offer a complete solution based on ZDMS that can make your successful transition to the world of document management both smooth and effective.

Above Limited offers the following services in addition to the ZDMS software and hardware in order to provide a full turnkey solution:

- Consultancy:** Analyse and recommend the best solution to solve the customers' challenges.
- Project Mgmt:** Plan and co-ordinate the project activities and resources to ensure an on time delivery.
- Customization:** Enhancements to the offered standard solution to meet the customers' requirements
- User Training:** Provide training on the delivered products or solutions
- Support:** Provide email, telephone, on-site support on products or solutions

Full Range of Consulting Services

In addition to solutions based on ZDMS document management, Above Limited also provides a full range of business consulting services in the areas of, Business Communications, IT Infrastructure Management and Finance & Accounting.

A brief overview of the services we provide our clients follows. Please visit our web site to review the complete range of business consulting services that Above Limited can provide to your organization.

Business Communications



Helping you to convey a high impact, effective and professional message that meets or exceeds your target audiences' expectations

- The written word
- The spoken word
- Business Development
- Market Research

IT Infrastructure



IT is a tool that is intended to support your operations. It should not divert your attention and resources from your goals and objectives.

- Right Sizing / Requirements Analysis
- Project Planning & Implementation
- Ongoing Support & Maintenance
- Provision of software & hardware tools
- Turn-key Applications & Solutions

Finance & Accounting Services



Most companies can see a cost reduction from outsourcing accounting services and benefit from a higher standard of Finance & Accounting services.

- Accounting Services
- Taxation
- Company Secretarial Services
- Business Consultancy
- Business Advisory Services – PRC

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